Cataloging Department Minutes  – Jan. 8, 2002

1. Maps in pockets: Mikey had discussed the issue with Jan Dixon and guidelines have been developed. Basically, maps should remain with the books if the pockets are substantial and the binding accommodates the pocket and contents. Mikey has written this decision into a memo and reminded the department of the procedures for creating item records for these materials. Thanks, Mikey.

2. Judy attended the meeting and gave us an overview of long term library goals and the various strategies for future growth of the library and opportunities for professional development. We also discussed the temporary assignments for Kate and Mary and seemed to generally agree that some evaluation needs to take place before any permanent task assignments are made. I did not take any detailed notes as I felt that everyone would reflect on our discussion.