Cataloging Minutes – February 12, 2002

[Sue was out today. We felt that we needed to begin discussing this issue as Steering is scheduled to meet in two weeks; therefore, here are the results of today's talk. We will not finalize any of the recommendations until Sue has had a chance to comment, agree, disagree, add more ideas, etc. Others jump in with corrections if I have misread my notes ...]

1. The catalogers reached a consensus that the module model would be most effective. (rather than say a smaller version of the current committee)

2. The catalogers did feel that if an administrative group liaison is needed for the reorganized steering, then Judy Ganson should be appointed. There was no strong feeling that it would be necessary for her to meet with the module representatives.

3. Responsibilities for the database maintenance module head were discussed and we came up with the following list:

   a. assume maintenance of the locations/sublocations list
   b. assume maintenance of the tables, such as countries, languages, etc.
   c. assume responsibility for communication with III office staff for questions about the database maintenance module (questions to be funneled through this person)
   d. assume responsibility for communicating information to all users of database maintenance module in cataloging and other depts.
   e. assume responsibility for the load tables (Questioned in post meeting emails)
   f. organize review of enhancement proposals and turn in any enhancements that our users may have for database maintenance
   g. assume responsibility for the authorizations for the module
   h. represent database maintenance module users when meeting with other module heads and communicate information to that group.
   i. attend IUG when there are programs which pertain to database maintenance module
   j. perform a periodic review of bib and item locations
   k. review new III products for database maintenance: including what to buy, when to implement, when it is necessary to consult other module heads
   l. set up task groups as needed and consult with users as needed (generally, this will in practice be the catalogers group and Sue which already has a weekly meeting-thus a structure for communication is in place; of course, others may

   be invited or consulted as need arises)
4. Two undecided issues:

   a. Should the database module representative also be responsible for the default records? Many depts. need these set up.

   b. Who will be the module representative?

Given Deb's job description, Database Maintenance Librarian, she was a heavy favorite for the job. She has been on the Steering Committee for the longest time; however, I did (foolishly) say that I would be willing to be the module rep. or maybe a backup. [Having a backup would be good in any case, as it is not possible to predict is someone might need time off of work.] We need to look at job responsibilities and make a decision. Sue, I thought you might get tapped for one of the other modules; I know you have also been on the committee for a while so you are be free to volunteer yourself as I did.

I even think that it might be good to rotate this job duty so that the expertise for our database maintenance module becomes broader; however, I think this first year (if this model is accepted) that it should be someone with broad experience with the InfoLinks system and our particular setup choices. Mary has experience at UCA.

So think about a good and practical system for having a module representative and the duties and whether rotation of the responsibility is a good idea. I don't think the person needs to be decided by the Steering meeting but I have a call into Barbara and will let you know if we need to make a recommendation by the meeting. This seems to me to be a very workable system from our point of view. It will be interesting to see if the other committee members come up with similar ideas.

Cheryl