

## **Recommendations from March 6, 2007 minutes**

### **Cataloging and Database Maintenance**

#### Cataloging Sets of Audiovisual Materials

Currently many new DVD's especially of popular TV series are coming out as sets of multiple DVD's to be packaged as one item so that patrons can view the content in sequence. This is much the same as an audio book which includes multiple cassettes or CD's boxed as one item to be listened to in sequence. Some libraries have chosen to break these sets apart and circulate each DVD separately, linking that one item to the bibliographic record for the set. This is the number #1 borrower complaint received by SEO as frustrated patrons expecting a set of multiple DVD's receive only disk # 4 or 5 when their hold is trapped. This is also causing patrons to have to place multiple item specific holds on each set attached to a bib record further delaying the time it takes to reduce the request queue.

Becky Coker moved and Arlene Radden seconded a motion as follows:

To improve customer service to our borrowers, it is highly recommended that SETS of audio visual items be circulated as one item attached to a bib record describing a set of multiple items in one package. If libraries insist upon breaking the sets apart, they need to purchase a separate CatExpress record for each item in the set. If no such bib record exists, the items need to be sent to SEO for original cataloging. Libraries with individual items attached to bib records for sets need to remove these items from the bib record by June 1, 2007. Motion passed unanimously.

#### Publication Date in Call Number

Some libraries have inquired about putting publication dates in the call numbers of their monographs in addition to those of serial records. This would be the publication date of the item in hand, not the copyright date or the date the item was acquired by the library.

Arlene Radden moved and Georgi Huizenga seconded a motion stating that is fine to include the publication date in the call number of an item, either a serial or a monograph. Motion passed unanimously.

#### Retrospective Cataloging

Some member libraries have inquired about what to do with uncataloged items that they acquired prior to January 31, 2006. Such items cannot be sent to SEO for original cataloging under current policies. It was decided that such items could be sent to SEO for original cataloging at a cost of \$7.50/item, the same fee that is charged at the Columbus location of the State Library.

The procedure will be as follows: Beginning July 1, 2007, SEO libraries may send items that were acquired prior to January 1, 2007, to the SEO Library Center for original cataloging at a cost of \$7.50. An addendum will be added to the 2007-08 SEO contracts listing this information and the billing will be part of the quarterly billing libraries currently receive from SEO. SEO staff will write the procedures and post them on the SEO website by July 1, 2007.