

RAILS CATALOGING WORKING GROUP MEETING

July 14, 2017
Oak Park Public Library
834 Lake Street
Oak Park, IL 60302

MINUTES

1. Welcome

Kerry Halter, RAILS Cataloging Working Group Chair welcomed everyone and called the meeting to order at 9:33 a.m.

2. Designation of Minute Taker

Karen Goyer, RAILS Administrative Assistant, was the designated minute taker.

3. Roll Call of Working Group Members— Karen Goyer

Oak Park: Lisa Bobis, Kerry Halter, Kimberly Last, Barbara Mayer, Elizabeth Marszalik, Colleen White

Phone: Liza Hickey

Absent: Erica Laughlin

4. Announcements; Recognition of Guests

There were no announcements.

Guests Oak Park: Karen Goyer, Anne Slaughter

5. Public Comments

There were no public comments.

6. Adoption of the Agenda

Ms. Mayer moved, and Ms. Bobis seconded, that

THE RAILS CATALOGING WORKING GROUP ADOPT THE JULY 14, 2017 AGENDA AS PRESENTED.

The motion carried.

7. Approval of Minutes of the May 12, 2017 Cataloging Working Group meeting

Ms. Bobis moved, and Ms. Last seconded, that

THE RAILS CATALOGING WORKING GROUP APPROVE THE MINUTES FROM THE MAY 12, 2017 MEETING.

8. Unfinished business

a. Working group road map

The elements of the RAILS Cataloging Working Group Roadmap are complete with the exception of fine-tuning the best practices for cataloging.

b. Discuss draft of best practices recommendation

Each member of the committee authored a portion of the document. Anne made minor changes to the content and grammar. It was agreed this is a cohesive document, considering multiple people drafted it.

Each section of the document was re-examined. Overall, the Best Practices for Consortial Cataloging document needs only minor revisions. Revisions are due by the first week in August.

c. Discuss draft of final recommendations to Consortia Committee

In constructing the final recommendations, the Committee will be looking at the overall structure of document. The document, as well as each of its sections, should stand on its own in order to be useful to RAILS members. Anne will revise the document to a more complete form.

9. New business

a. Location of September meeting

The September meeting will be the last meeting of this committee. The purpose of the September meeting will be to approve the final documents.

The September meeting will be at 9:30 am at the Oak Park Public Library. The Burr Ridge service center is unavailable due to the construction project.

10. Determine next steps and assignments

Committee members will make their respective revisions. Anne will look at the overall format of document and the References section.

11. Adjournment

At 10:58 a.m. the RAILS Cataloging Working Group adjourned by acclamation.

Final vote or action may be taken at the meeting on any agenda item subject matter listed above, unless the agenda line item specifically states otherwise.

Meeting Schedule

- September 8, 2017
- October 16, 2017 (Consortia Committee meeting)

Cataloging Working Group

- Lisa Bobis (Joliet Public Library; Manager, Technical Services – Pinnacle)
- Kerry Halter, Chair (Batavia Public Library District; Head of Technical Services – LINC)
- Liza Hickey (Peoria Public Library; Technical Services Manager – RSA)
- Kimberly Last (Prospect Heights Public Library District; Head of Technical Services & Automation – CCS)
- Erica Laughlin (RAILS; Cataloging and Database Supervisor – RSA)
- Elizabeth Marszalik (Oak Park Public Library; Manager, Library Experiences and Initiatives – SWAN)

- Barbara Mayer (Northbrook Public Library; Assistant Manager of Technical Services – CCS)
- Anne Slaughter, ex officio (RAILS; Director of Technology Services)
- Colleen White (Oak Park Public Library; Cataloging Librarian – SWAN)