

# Cataloging and Metadata Council Meeting of December 7, 2020

Notetaker : Tim Converse

**Present:** Randal Brandt, Michael Campos-Quinn, Osman Celik, Jim Church, Tim Converse, Jean Dickinson, Frank Ferko, Lynne Grigsby, Salwa Ismail, Julie Lefevre, Haiqing Lin, Heiko Muhr, Jo Anne Newyear, Jane Rosario, Naomi Shiraishi, Stella Tang, Chris Tarr.

**Guests:** James Eason, Mary Elings, Lara Michels.

**Current co-chairs:** Salwa Ismail and Jo Anne Newyear Ramirez

**Absent:** Robert Toyama.

1. General new, last-minute updates and changes or updates (all, 10 mins)
  - a. JNR: Articles in LJ Newswire, Daily Cal, etc. on UCB subject heading changes
    - i. <https://news.lib.berkeley.edu/words-matter>
    - ii. <https://www.dailycal.org/2020/12/01/uc-berkeley-library-works-to-add-alternative-term-for-illegal-aliens-in-catalog/>
  - b. JNR: Recent Heads of Technical Services meeting

.DEIB discussion

i. Metadata bias

ii. JNR to send more information about the discussions in the coming days

c. Lynne: Added 30k+ OCLC numbers to low-level records

.Covidilsdc group found 12k+

i. Non-UCB depositors helping as well

d. Salwa: Thanks to everyone for helping with data cleanup across departments!

e. Mary E.: LIT doing great work helping with update on archive space

.Old OAC stuff is not included in this project

f. Frank and Jane are offering a linked data webinar 12/8 11am. It will be recorded for those who can't attend live.

2. Invite Lisa Ngo for Discovery and DEI conversation - January (5 mins)

. The Council voted to cancel the January meeting due to the curtailment conflict.

Lisa Ngo will be invited to the February meeting to present on this topic.

3. [Guidelines for efficient archival processing](#) - Guests, Bancroft colleagues (Lara Michels and James Eason as shared authors of the document) will provide background and discuss the guidelines (40 mins)

. GOAL: Conversation to likely evolve and may include recommending a working group be pulled together for more detailed review and set of recommendations for implementation across all special collections - Bancroft, EAL, and subject libraries.

a. The above document comes from DOC (Direction and Oversight Committee); Salwa is the UCB representative

b. Presenters discussed the importance of processing "hidden collections" and approaches over the years to doing so efficiently and effectively

.Bancroft has done many projects related to hidden collections with grant funding

1. ~12k+ linear feet opened to researchers due to these projects

i. Focus is on minimally sufficient processing to provide access, then moving on to the next collection. Having many minimally sufficient records is preferable to a few highly detailed ones.

ii. Modified guidelines in 2020 to focus beyond processing, and look to more institution-wide solutions

iii. Looking at ways to make the documentation more accessible and usable by others (wiki, shared drive, etc.)

1. Bancroft has shared their processing manual with other institutions

c. Discussion

. Other UCB units expressed a desire to use the Bancroft processing manual as a guide or template for their own specialized work

i. What other/how many collections at Berkeley outside of Bancroft could benefit from this approach to processing?

4. CMC will reconvene in February at the regular meeting time.