Cataloging & Metadata Council Meeting of March 7, 2022
Regrets: Jim Church, Tim Converse, Jackie Gosselar
Notetaker: Lara Michels

1. Announcements and updates (All)
   a. New NACO FAQs on authority outreach
      i. [Authority Control FAQs for Catalogers Contacting Creators/Contributors](#)
      ii. [Authority Control FAQs for Authors and Creators](#)
   b. RDA Toolkit–new login procedures. Adam will share via email.
   c. Announcement that LAUC-B is seeking candidates (Frank)
   d. SACO announced pending subject heading change from "Slaves" to "Enslaved persons"

2. [Cataloging Bancroft's born digital archival collections](#) (Randy, Christina)
   a. Bancroft is developing procedures for cataloging born-digital materials. Team effort between cataloging and archival processing staff.
   b. Variety of born-digital collections pose challenges for description and access.
   c. Use the OAIS Reference Model to manage born-digital collections.
   d. Accessioning involves removing materials from physical media.
   e. Main point of access is typically a finding aid. Archivists use DACS as their main content standard.
   f. Bancroft provides access to archival materials in "pageable containers." The containers can be both physical and digital.
   g. Bibliographic cataloging can be quite media focused.
   h. What can the catalog do to facilitate access to these materials?
   i. OCLC process for unprocessed and processed born-digital materials
      i. Unprocessed: single-level catalog record for all archival collections
      ii. Born-digital materials often come in with analog materials. This is described in a single record.
      iii. Use multiple 300 fields for physical and digital.
      iv. 506 for access restrictions.
      v. 544 to indicate that digital materials have been routed to DCU.
      vi. Once processed, fields will be modified.
      vii. For processed materials, 300 should be in GB (not a count of physical media). Also add 347.
      viii. Access note in 506 changes to reflect that access is available upon request.
      ix. Additional 520 summarizes content of digital materials.
      x. Genre terms added (mostly from AAT).
      xi. Web archives–use computer files bibliographic format, standards 33x fields, and specific genre terms for web archives as well are 856 with URL for site.
   j. Alma process
      i. All born-digital materials have their own holdings record.

ii. Item records
iii. Sometimes we will provide access to a massive directory and other times to a single digital file or folder.
iv. Web archives are in the Internet Archive. We use Archive-It to do web crawls and the sites are stored on the Wayback Machine. Alma portfolios are used to manage these electronic resources.

k. DLF levels of access: reading room access, mediated access (as with Box), open access (as in Tind).

l. Questions: Born-digital vs digitized items? Do you create master files/service copies etc.? (Frank) Answer: Bancroft is still working on how to deal with digitized content that comes from donors. We create preservation files, working files, access files.

3. [Cataloging Code of Ethics](#) (All)
   a. How to create practical, concrete examples for application?
      i. Task force in CMC or bring Code back to our units and discuss?
      ii. Do folks want to lead discussion with the units?
      iii. Naomi suggests working groups.
      iv. Maybe have discussions in units but have them focused on particular topics.
      v. Jo Anne suggests that instead of having a formal task force, provide examples to staff to see how it can be and has been applied.
      vi. Maybe this discussion should be part of our regular CMC agenda and individual members can talk with their units on their own and bring back ideas/insights as applicable. **The consensus is that this is the preferred approach.**
      vii. Next meeting start with top of list (#1). Ask yourself, what it looks like for us, what are we doing now, what do we want to be doing in the future to promote this code of ethics?

4. SILS updates and questions
   a. Resource Management: Cataloging and Metadata Operations Subteam (RM-CMOS)
      i. Duplicate 880 vernacular script codes, particularly for resources in Arabic. Caused by a merge rule problem. Rule revised and issue solved. What to do with existing records with this issue? Agreement that we are not doing anything with legacy duplicate fields. Fields do not impact discoverability or access. Hope that the records will be part of WorldCat Daily Updates and the fields will be automatically removed from the system. A few hundred records at most. (Adam)
   b. Alma/Primo VE Coordination Team (APriCoT)
      i. Collections with existing bookplates in Millennium are now updated in Alma. (Adam)
   c. Resource Management Group (RMG)

i. Multi-volume monograph procedure should be finished this week. Adam will send an email to catstaff and CMC lists. (Adam)