23.10.12 Statewide Bibliographic Standards Committee Meeting-Agenda/ Minutes
[Google folder](#)
October 12, 2023 1:30pm

1. **Introductions**
2. **Why are we here** - The group is being formed on the recommendation of last year's LSTA Cooperative Cataloging grant report findings to improve discovery. Last year's grant information can be found [here](#).
   [LSTA Cooperative Cataloging 2022-2023 Executive Summary](#)
   [LSTA Cooperative Cataloging 2022-2023 Final Report](#)
   [LSTA Cooperative Cataloging 2022-2023 Grant recording](#) (8 min.)

   This committee hopes to have 2 representatives from each public library system including catalogers, system staff, and other technical services staff. The committee will participate in monthly meetings for one year. The hope is the group will continue to meet and become a permanent statewide committee after the first year's commitment.

   From last year's final report:
   The first recommendation is to create a statewide bibliographic standards committee composed of catalogers from each public library system. This recommendation is clearly implementable at this phase; in addition, cataloging staff who participated in the focus group indicated an interest in having access to such a committee. Even during the focus group itself, participants engaged with each other by asking probing questions about different processes and enjoyed the opportunity to learn from one another. This committee would initially meet monthly to address issues and the recommendations put forth by this project. The committee would also be responsible for identifying and addressing additional barriers, as well as developing, maintaining, and updating shared documentation. The Wisconsin Library Association's Technical Services Section may also be a resource. Collaboratively, this group would be able to identify feasible next steps and ensure buy-in from systems across the state that are driven by the subject matter experts themselves.

3. Establish [committee members](#) and leadership: Favorite person: Lisa Pike.
4. Decision making guidelines: Consensus building for early days.
5. Communication tools: Using current spreadsheet list for emails, perhaps email listserv in the future.
6. Determine timeline for the grant year
   a. Meeting schedule: Monthly meetings, L Pike will send out Doodle Poll
   b. Topic timeline (Suppressed fields,
      i. November: Review submitted Marc print records, sending only catalog link in Google doc submission. HInts on how to find the Marc in the catalog.
      ii. December: Add a format…audiobooks?

          iii.   January:
          iv.   February:
          v.   March:

Possible tasks for committee:
- Work towards cataloging best practices for general guidelines for minimum standards
- Establish relationship with WISCAT representative: Welcome Joy!
- Work with WISCAT partners for guidance in improving accessibility through bibliographic improvement
- Provide recommendations from bibliographic standards group on database maintenance, local and inclusive headings
- Recruitment of new members annually and as needed