

State Bibliographic Standards Meeting-Minutes

[Google folder](#)

March 19, 2025, 2:00pm

Updates

Standing Business

- 1) [WICATALOG](#) Best Practices Document
 - a) Further Discussion Use of Single vs. Multiple Bibliographic Records (See updated in WICATALOG Best Practices Document page 3)
 - i) What is the consensus on how this section should be treated?
 - ii) Do we need to present questions to ask yourself in relation to its use? Keeping in mind local practices may surpass the recommendations.
 - iii) Multi-disc vs. Multi-format sets-Lynn G.
 - (1) Erin E. MCFLS- multi-records for these exact reasons. MPL splits discs if more than six discs in an item.
 - (2) Lisa P.- MCLS keeps together if combo pack. Have separate records if different libraries own different formats of same title.
 - (3) Gina R. -NWLS libraries make own decision as to split or keep together
 - (4) Rachel M. WVLS- Blu-ray, DVD, and combo for different records.
Decided that items must match bib records as a general rule so that patrons searching the records don't confuse formats.
 - (5) Alison S. Monarch – majority of libraries split sets and after demand has ended, will recombine to condense shelving space.
 - (6) Amy G. - SCLS requires they be split to move holds better through system, ease of patron findability by keeping the number of bib records down. Not many libraries want to keep them together. Do split up multi-movie packs. TV series no longer split up.
 - (7) Jackee J. & Emily V.-May be too wide ranging to make a generalized recommendation for all to follow. Provide more consideration/questions to ask yourself guidance around how to decide an approach dependent on the material format.
 - (8) Emily V.- Talking about both multi-disc sets of the same format and multi-disc sets of different formats and maybe these can all be grouped under one section like "Media" or "Visual Media" and provide reasons for either separating or not separating the discs.
 - (9) Emily V. & others-Reworked the listing under "Use of Single vs. Multiple Bibliographic Records" to allow for more generalized bullet points of things to take into consideration when approaching varying types of formats. Bullet points made less specific to leave open to interpretation based on local practices. Will continue to look at condensing language and bullet points building off one another.
 - b) WICATALOG Section Review Proofreading/Edits from Volunteers

- i) Jackee J. - cleaned up wording on 008-field note under Standard Print section regarding order of multi-language codes if needed.
- ii) Discussion as to whether we could use tables instead of bullets to organize information and if easily transferrable to website without having to recode the formatting on the webpage.
 - (1) Rachel M. brought up whether formatting of document would align with upcoming accessibility law. Also mentioned that her system started shifting to directly linked, non-editable versions of documents in Google Docs and then they can go in the backend and edit the document and the change will transfer without having to make edits directly on the webpage.
 - (2) Erin E. - In final edit look at delimiters being used for subfield codes | or \$.
 - (a) Group decided on using the (\$) delimiter since easier to see and possibly less confusing than using the (|) delimiter on the website.
 - (3) Emily V. - What is the website platform and who hosts it?
 - (a) Jackee J.-Hosted by LEAN partnership and the website (WordPress) is a work in progress. WVLS will help with creation.
 - (4) Emily V. - May be easier to have less formatting in document to allow for optimal web viewing and accessibility on the website. Would like to see practice of how content is updated and who is responsible for updates and where the editable document will live.
 - (5) Jackee J. - Might be good to look at website in deciding how to move forward with possible website formatting.
 - (6) Emily V. - Before April meeting have a clarifying edit of the document is overall formatting. Copy and paste and descriptive language as needed so voice is consistent and replace subfield delimiters so all match decided delimiter (\$). Maybe Jackee and/or Gina could create sample webpage for group to look at for the May meeting.
 - (7) Ann P. – Volunteered to transform the formatting on the General Guidelines for all types of records table.
 - (8) All previous document volunteers will review their sections for consistent language and formatting before the April meeting.
- c) Choosing Records- Do we want to include a section about choosing best available records? Ran out of time to discuss.

2) Round Robin

- a) What's new that you would like to share with the group? Skipped this meeting.

Next Meeting Date & Time: April 9, 2025 at 2pm