

State Bibliographic Standards Meeting-Minutes

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April 9, 2025, 2:00pm

Meeting Recording: <https://youtu.be/VF2VzIFysZ4>

Updates- Jackee J.-**IMLS-LSTA Grants-** Group will be operating under the assumption that the funding will continue and carry on with the grant. Business Manager applied for half of grant funding and application was approved. Still waiting to see if money is received.

Standing Business

1) [WICATALOG](#) Best Practices Document

a) Document Review with Live Editing- example [WICATALOG](#) page

- i) Jackee J. - Changed posting of documents. Removed preview PDF since issues were happening on the website. On Best Practices page started with entering the introduction and intent. Will place anchors into menu to build other pages. Not going to link back to document and just have on the website. Jackee shared her screen and gave quick tour of beginning stages of page. Intends to make links send users to another page to access different sections of document. Look at accessibility for link color, maybe a bit darker than the orange red present at the time of the meeting. Will talk to website builders about possibly updating.
 - (1) Emily V. & Jen S. - W3 recommendations, maybe bold and underline text in links for standard link appearance. Web page versus PDFs may provide more flexibility to be able to include links out to examples.
 - (2) Jackee J.- Pages also helps facilitate accessibility by being keyword search
 - (3) Lisa P.- Introductory page- maybe leave as is with few sections of initial introduction to make sure users read to end and add remaining sections to another page to make sure it's not overlooked.
 - (4) Lynn G. - Why change from tabled format to bullet points?
 - (a) Lisa P. - There were concerns about ease of transcribing the tables to the webpage.
 - (b) Jackee J. - Website builders said that the tables would be easily translated using a plug-in, so it will not be an issue after all.
 - (c) Emily V.- If the intent is to have a document version alongside the website then put back in table if intent is to have main access on the website then not having it in a table may be easier to copy and paste the text in the web editor.
 - (d) Jackee J.-Is willing to try both formatting options. It would not be a bad thing to link to a complete document. Therefore, in that effect we should have document the way we would like to see it and let the website do as it needs to meet its needs. Hopefully, most sections can be reformatted as tables and translated to the website. When updating the formatting just insert the tables after

the bulleted sections for time being so nothing is accidentally deleted.

(e) Lisa P. - General guidelines table question- Prescribed order of 5XX fields?

- (i) Lynn G. - Can just list them. Often systems have their own prescribed order of entering them. 504 field is not necessarily needed for a basic record. Mostly refer to RDA in document so in keeping with that (RDA has no specific order) can just place them in numeric order.
- (ii) Lynn G. - Subfield delimiter in place of a space can make reading difficult for people unfamiliar with field coding. So, add extra space in between to clarify what is included with each delimiter and subfield.

ii) Choosing a Record-

(1) Emily V. – Would it be limiting for our purposes or the readers of this document? How can we include what to look for in a record depending on the cataloging utility being used? What does OCLC say versus other record providers.

- (a) Lynn G. – Wouldn't some things about choosing a record be fairly across the board no matter what you are using? You are always going to be looking for the one that matches your item and has the fullest set of notes, things like that.
- (b) Emily V. – Maybe we can incorporate it so that these guidelines are here for what needs to be in a record if making one from scratch but guidelines are also what should be present in a record that you choose and if not then add what's not there.
- (c) Emily V. – Include description of guidelines use to create best record whether creating original record or choosing record for copy cataloging in the overall scope note.
- (d) Rachel M. – Would be useful to have a glossary appendix for terminology that may not be well known.
 - (i) Lynn G. - Once we have glossary compiled have a non-cataloger look through it to see if anything possibly missing or needing further clarification.

iii) Common RDA Appendix-

(1) Emily V., Lynn G., Jackee J., Lisa P.- Keep common RDA examples and preface with information about RDA frequently changing and include recommendations of where to get the most up-to-date information without using links. Reformat into a table to help streamline examples.

iv) **Adding Table Formatting to Sections-** Jackee J. volunteered and will contact group to review when ready. Lisa P. volunteered to reformat the Common RDA examples into a table as well and add to the main WICATALOG document as Appendix B.

b) **Discussion of Standing Committee for future review and updates-** Touched on this during meeting. Hope to have plan set at May meeting.

2) Round Robin

a) What's new that you would like to share with the group? Nothing to share.

Next Meeting Date & Time: May 14, 2025 at 2pm