



CATALOGING MEETING & TRAINING AGENDA

Dorothea Nelson Conference Room

Santa Maria Public Library

October 18, 2017

1. 10:00 A.M. WELCOME & INTRODUCTIONS – Teresa Van Doren, Black Gold System Cataloger

2. ANATOMY OF A BIB RECORD

- a. LDR, 006, 007, 008 Fixed Fields
- b. Main/Variable Fields
- c. Formats/Display

3. BASIC CATALOGING

- a. New Materials - Formats cataloged by System Cataloging
- b. Older Materials/Donations - Formats not cataloged by System Cataloging

(10 min. break)

4. CATALOGING RESOURCES

- a. In Polaris
- b. Online
- c. Programs/Clients

5. AUTHORIZING NAMES

- a. 100, 110, 600, 610, 700, 710 Fields

6. AUTHORIZING SERIES

- a. 490 Field
- b. 800/830 Fields

(10 min. break)

7. RDA vs. AACR2

- a. AACR2
- b. RDA

8. E-RESOURCES

- a. Eaudiobooks, Ebooks
- b. Emagazines
- c. Streaming Music, Streaming Video

9. BIB RECORD TEMPLATES IN POLARIS

10. POLARIS 5.5 UPGRADE

- a. New icons
- b. Layout/Search

11. B&T SHELF-READY RECORD LOADING

12. CONCLUSION – QUESTIONS

13. NEXT MEETING – FUTURE TOPICS

14. ADJOURNMENT – LUNCH?

Attendees: Teresa Van Doren, BG; Maureen Theobald, BG; Kathy Merrill, LM; Karen Christiansen, PR; Melissa Bailey, PR; Bonnie Wolf-Moss, OO; Barbara Reed, BA; Silvia Lopez-Athie, MM; Olivia Escoto, SP.