

Meeting of the GLAM Cataloguing Working Party
26th January 2012 at the British Library

Minutes

Present: Zoë Wilcox (Chair, British Library); Fran Baker (John Rylands Library); Jacqui Grainger (Chawton House Library); Helen Melody (British Library, minutes)

1. APOLOGIES

- 1.1 Apologies had been received from Christine Faunch (Exeter University Library)

2. MINUTES OF THE LAST MEETING

- 2.1 The minutes of the meeting of 21st July 2011 have been agreed.

N.B. Minutes from past meetings of CWP are now available on GLAM website.

3. DRAFT GUIDELINES

- 5.1 ZW circulated the updated version of the guidelines, which CF had edited since last meeting.
- 5.2 Members discussed queries and sections that required further editing.
- 5.3 CWP decided that would be best to wait until the guidelines have been completed before mapping MARC against ISAD(G).

ACTIONS: ZW to add comments to draft and send to CF

POST MEETING NOTE: Sent on 31st January 2012.

ALL to edit sections and send through to **CF** by end of February as follows - **FB**: Title, Appraisal

HM: Dates, Physical Characteristics

ZW: Levels of Description, Scope & Content, System of Arrangement

CF: Conditions Governing Access, Publication Note

JG: Bibliography, Acknowledgements

4. TERM LIST

- 4.1. ZW revised structure of term list and circulated it for comment.
- 4.2. FB has still not heard back from Carcanet Press regarding queries.
- 4.3. FB thanked ZW for her work on term list and agreed to email her comments through.
- 4.4. CWP agreed that should try to contact Getty to ask for permission to publish term list on GLAM website as some content was taken from the organisation's documents on the subject.

ACTIONS: **FB** to forward comments to **ZW**.

ZW to send updated version to **HM** who will consistency check term list against thesaurus document.

ZW to contact Getty about permissions and add note of acknowledgement to documentation.

5. FEEDBACK PROCESS FOR MEMBERS

- 5.1 Members discussed how the guidelines and term list should be made available to the rest of GLAM.
- 5.2 ZW and CF will present the guidelines and term list to GLAM committee at next meeting on 23rd March.
- 5.3 Once agreed by committee the guidelines will be posted on GLAM website for comment. CF and ZW will ask JB (Judy Berg) to contact wider GLAM membership to alert them to the publication. Members will be able to post comments directly onto the website or send them via email.

ACTION: ZW and CF to present documents to committee on 23rd March 2012.

6. ARC ARTICLE

- 6.1 CWP previously discussed the possibility of writing an article about its work for GLAM issue of ARC. Unfortunately this was not possible before the deadline for submission. It was also felt that would be best to wait until the documents have been completed.
- 6.2 Members wondered whether it might be possible to write an article for another issue such as the one relating to the Data Standards Group.

ACTION: ZW to contact JB about article.

7. AOB – APPOINTMENT OF CHAIR

- 7.1. Following agreement to rotate chair's duties at each meeting HM has agreed to be chair at summer meeting.

8. DATE OF NEXT MEETING

- 8.1. The next meeting will be held at British Library on Thursday 19th July.

ACTION: HM to confirm date and time of meeting at the beginning of June.