

Minutes  
February 26, 2016 Meeting  
MSSU

- Next Swan cataloger's meeting will be held at Cottey College on Sept. 23<sup>rd</sup>.
- The FIPP (Forest) records in Swan were discussed. When creating lists, their records sometimes cause errors. It is still not known when these records will be removed from the catalog. Maybe this summer.
- Create Lists: new sized lists will be created and to do this all lists will be emptied by July 29<sup>th</sup>. Any saved searches can stay.
- 856s: Raegan reminded us to delete any 856s that might not be appropriate: table of contents, links to databases, publication information, etc.
- Ozark Christian College: many of their records do not have OCLC numbers. We can add an OCLC number if we decide to use any of their records. They are not a member of OCLC.
- Genre headings: Raegan reminded us to change invalid genre headings to valid ones and stated that she hopes to do a summer project with this. We should also be checking the genre headings authority records for correct usage.
- Sierra reports: we now get 4 reports a year with most Swan schools getting reports to work on: BBC, Evangel and MSU-WP have been added in to the rotation.
- Quarterly authority reports were redistributed at the meeting with the reports more evenly divided between member schools.

Swan catalogers who attended the meeting: Raegan Wiechert (MSU), Gayle O'Neal and Hong Li (MSSU), Mary Griffith (OTC), Colleen Rose (SBU), Robin Wolven and Eric Deatherage (Crowder College), Mark Sloneker (OCC)

Submitted by Phyllis Holzenberg (Drury) along with help from Gayle O'Neal (MSSU)