# Minutes of the MOBIUS Cataloging Committee

Meeting September 3, 2025, 10-11 am via Zoom

Members Present

* Rachel Utrecht, William Woods University; Committee Chair
* Anita Able, Kansas City Kansas Community College
* Shellie Austin, Southwest Baptist University
* Kirsten Gross, Missouri University of Science & Technology
* Phyllis Holzenberg, Drury University
* Joette Klein, Jefferson College
* Richard Leach-Steffens, Conception Abbey & Seminary
* Sienna Madrid, Kansas City Art Institute
* Nicole Merzweiler, University of Missouri – Columbia
* Peter Neely, Columbia College
* Julianne Newbury, Rockhurst University
* Richard Pitaniello, Truman State University
* Julie Portman, Saint Louis University
* Kathy Renner, Westminster College
* Vivian Gould, MOBIUS Consortium Office; MCO Liaison
* Donna Bacon, Ex-Officio, MOBIUS

Members Absent

* Jill Mahoney, William Woods University; Board Liaison

Meeting Minutes

1. Call to order

Meeting was called to order at 10:00 am

1. Roll call
2. Adoption of the agenda

The agenda adopted without changes

1. Approval of the minutes

No minutes ready to approve

* Vivian will work on creating the past minutes and getting the minutes and agendas posted to the Committee web page.
1. Information Items

No information items

1. Old Business
	1. Documentation for 856 fields
		1. Documentation completed and sent to Vivian for posting
* Vivian will post the document to the MOBIUS wiki.
	1. “Globally protected” fields
		1. Vivian needs to test how the Globally Protected Fields setting affects the process of overwriting Instance records in Inventory by downloading from OCLC using the Inventory function “overlay instance”.
* Vivian will test the setting and report back to the Committee
	1. Revised committee charge, esp. outreach initiatives (MCO)
		1. There are some outstanding questions about what is meant by the language describing the development of assessment plans and what is being asked of the committee. Donna said that other committees have asked the same question. Jill and Donna will bring those questions to the Board meeting in October and report back to the committee.
		2. Discussion was had about scheduling a Cataloging-focused Open Hours session. Donna suggested that the intent behind the changes to the charge is increased communication between the committee and the membership, so an Open Hours session that addressed whether the membership has any needs from the committee in the form of additional policies, procedures, guidelines, or training and sharing what the committee has done so far, would be sufficient. Joette suggested we could field questions from the membership about how and why things work the way they do. Vivian suggested we give a short presentation at the beginning of the Open Hours that describes the committee, its charge, and the work done so far. Vivian suggested that the Open Hours be scheduled in October (there were no objections).
1. New business
	1. Question that came up about the withdrawal documentation (Vivian)
		1. The procedure document that was posted a month ago contains language about not marking Instance records for deletion and people have asked why. Vivian theorized that the language is left over from before the Consortial Holdings Bug was resolved in the Ramsons update. Vivian suggested that the language be removed.
		2. Rachel said she has done some testing and has not found any examples where the bug is still a problem. Vivian has heard nothing from the membership about it still being a problem.
		3. Joette asked whether libraries can now mark Instance records for deletion. Rachel and Vivian confirmed that Instance records can now be marked for deletion as long as no other libraries has attached holdings.
		4. Committee members may review the document and suggest additional changes if they wish.
* Vivian will make the needed changes to the document and bring it back to the Committee for approval at the next meeting.
	1. Richard P. is currently reviewing local cataloging documentation at Truman. If an Instance record has accidentally been shared or was created in Central in the migration and was not meant to be, how would it be resolved.
		1. Richard P. asked and Vivian confirmed that, as long as no other library has holdings, the Instance should be re-created in the local tenant, the Holdings/Items transferred from the shared Instance to the local Instance, and the shared Instance suppressed and marked for deletion.
		2. Vivian gave the caveat that if other libraries DO have holdings attached, that the above procedure should be following EXCEPT FOR suppressing and marking the Instance for deletion.
		3. Rachel shared that she has had some correspondence others about similar concerns with the course reserves collection, as they all migrated as shared.
		4. Vivian suggested that we might consider creating a document that details the process for effectively “unsharing” a record.
	2. Richard P. asked whether materials on the MOBIUS FOLIO Wiki are copyrighted, as they want to create local copies of documents found on the wiki. Vivian suggested, and Donna confirmed, that unless the document contains a copyright statement, that the materials are not copyrighted.
1. Meeting Adjourned at 10:45 am

Next meeting: September 17, 10 am