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Anna McGrath

CATALOGING STANDARDS COMMITTEE
Summary of meeting of October 14, 1988

Present: Sam Garwood (Chair), Marilyn Lutz, Anna McGrath, Anne Myers, Harry Whitmore, Sharon Johnson, Sheila Bearor, Albert Howard, Eva Dimond, Susan Robertson, Kay Alley, Diane Hanscom.

Meeting was held in the Conference Room of Auburn Hall on the Bangor Campus from 10 am - 2 pm.

1. The minutes of the last meeting were reviewed.

Marilyn announced (for clarification) that the review files are available, for review only, for anyone passworded at the experienced cataloger level.

Sam has talked to Jerry Kline, of Innovative Interfaces, since our last meeting about a revision of the item creation procedure. Some of the desired changes may be available in the next couple of weeks.

A stopword list will be applied to the keyword searching.

Jerry Kline told Sam that it is probably OK to create dummy item records for serials, but he doesn't know where they will appear in a Summary Screen display when the sequence of the items is revised.

2. Brief report from each campus:

ORO: Most public terminals are out.

Staff is downloading and creating item records and working on various clean-up projects. Retrospective conversion is proceeding for Machias and Fort Kent. Circulation training is scheduled for the week of the 17th and the Circulation Subsystem is scheduled to come up in the next couple of weeks.

MAC: They are not making any use of the system as they can't get into the system. They are not scheduled to be up until mid-November.

LAW: They are working on Innovacq clean-up. They do not have any records in URSUS. Staff from the University of Tulsa visited their library recently and they demonstrated Innovacq for them.

FAR: They have finished barcoding their book collection and are working now on A V. Their interface is working and they are downloading but none of their public terminals are out. (They should have them by the 18th.) They are working on database clean-up.

PI: They are starting clean-up projects and will finish barcoding over semester break. Innovative Interfaces is coming to look at their interface. They should be fully up the week of the 24th.

FK: They are barcoding their Reference collection. Their one terminal works, for the most part. They use it for cataloging help, reference help for students, and general practice. CAPS has not completed their work. They should be up the beginning of November.

USM: Clean-up is slower now that they are also cataloging for Lewiston. They are downloading and creating items. They are experimenting with shelf-listing via URSUS. There are difficulties with the whisper printer connection to OCLC. Their patrons like the terminals but use both URSUS and the card catalog.

AUG: Clean-up is going well. The public terminals are not wired yet but they should be up at the end of the month. They are concentrating on acquisitions using Innovacq.

QUESTION: Should we change individuals records with zzzz when we come to them?

ANSWER: No. Each campus will take care of its own. (Most of these are Augusta records.)

3. RETROSPECTIVE CONVERSION PROJECT at ORONO:

A part-time, temporary staff is adding item records to the database for Machias and Fort Kent. After the first gap tape load, they will also do this for Augusta. There are three 4-hour shifts and five work stations. There are nine people hired so far, some temporary classified and some students. The average number of records completed per person per hour is 25. The first week, 2500 records were added. So far this week, 3500-4000 have been added. Sam expects to reach weekly totals of 5000-7000 records added. This work has been extensively reviewed for errors and a very high degree of accuracy has been found.

Procedures for this project were reviewed.

Step 1. Matching bib records.

We are using Orono guidelines for copy cataloging. Let us know if these are proving unsatisfactory.

We are attaching items for other editions added to a shelf list card if a bib record can be found, and we are assuming that we have all of the needed information. Machias and Fort Kent agreed.

Discussion on how we regard various representations of imprint dates. Machias and Fort Kent agreed on this.

We are disregarding a one or two page discrepancy in paging. Agreed.

Step 2. Sam explained the relationship between the #ITEMS, BRANCH and LOCATIONS fields in the bib record, and how these fields are used when creating items. The only information needed from these fields, by the system, is the names of the campuses with any holdings for the record. In fact, Innovative Interfaces may rewrite the software, eliminating BRANCH, changing #ITEMS to #CAMPUSES and inserting a LOCATIONS field in each bib record. The #ITEMS field actually needs only reflect the number of campuses with holdings, in order to have the locations correctly represented on the browse screen. (Unfortunately, one cannot add a location to the LOCATIONS field without adding to the #ITEMS.)

Marilyn recommends the libraries follow the original procedures for editing the bib record when adding items, until the software is rewritten. However, each library may decide for itself what it will do. The Orono retrocon project is using the revised procedures, adding only one (1) to the #ITEMS, for single or multiple item records.

When working with a record with multiple campuses, do not change the count for another campus.

Step 3. ITEM RECORD CREATION:

Marilyn announced that the problem of too little room on the public display for call nos. is being worked on. A resolution is expected soon.

Committee members were asked to give some thought to the use of the volume (v) field in the item record. Volume-type information does not show up in the Summary Screen display unless it is put into the volume field. If it is put into the volume field, however, a call number search can sometimes be a problem.

QUESTION: Can the v tag be prompted in item location? This would be of particular help to the Law Library.

ANSWER: Yes. Marilyn will try to get this set up.

The N> NEW ITEM FROM OLD INFO is now working. A problem with this is that you are not prompted for the barcode.

Marilyn announced a discussion group on BITNET for Innopac users. To access: TELL LISTSERVE AT MAINE SUB INNOPAC (your name).

It was agreed that the Libraries would continue to keep the weekly log of database problems.

4. REVIEW FILES:

No one is really using these files yet. It was decided that the files would be printed out once a week and cleared, once some problems with the printer are solved.

Some problems with these files:

- 1) not enough information for the entries, so we don't necessarily know why an entry appears
- 2) it is hard to move around in the files.
- 3) the bib nos. are incomplete - add "a" to the end of the bib number as it appears in the files
- 4) can't tell from looking at the files which library's records are represented

QUESTION: What should we do when we find a duplicate bib record on URSUS? ✓

ANSWER: Notify whichever library input the non-DLC record.

Sam passed out parts of the last print-out of the review files. Orono is going to review and resolve listings in the Duplicate call # list. Anne Myers will take care of Blind references. Anyone who wishes may work on the invalid headings, but most of them probably were generated at Orono.

QUESTION: How do we decide who will deal with particular authority problems?

Unanswered as yet.

QUESTION: If OCLC record used in URSUS is incorrect, what do we do? ✓

ANSWER: Contact cataloging library in UM System.

QUESTION: How will individual problems be caught?

ANSWER: At random, by either public or technical services staff.

5. OTHER:

Retrospective conversion project staff will not add bib fields when creating items for Machias, Fort Kent and Augusta. The libraries will need to add any local headings they wish.

Phone numbers and electronic addresses for catalogers will go out with these minutes.

Statistical reports on URSUS are arranged by port. They are not valid up to now as people have been (and still are) playing with records.

Marilyn can tell you who to contact for various kinds of problems.

Congratulations to the Law Library staff. They closed their Kardex in October - all of their records are in Innovacq.

6. IDEAS FOR SYSTEM ENHANCEMENT:

- a. rearrange public display in order to display entire call number
- b. re-order Summary Screen display (hopefully, some of this will happen in the near future with the expected enhancement)
- c. have Limit Search work correctly
- d. clear up location problems (see c. above)
- e. keyword in subject
- f. need place to put processing info (1. Ref 2. Stacks, etc.)
- g. clean up item record procedure

The next meeting is scheduled for November 11, 1988, in Bangor.

Names, addresses and phone numbers on next page.

Susan Robertson

Kay Alley (255-3313, Ext. 234)
Diane Hanscom (255-3313, Ext. 234)
Merrill Library
University of Maine at Machias
Machias, Maine 04654

Sheila Bearor (778-3501, Ext. 341)
Mantor Library
University of Maine at Farmington
41 High Street
Farmington, Maine 04938

Eva Dimond (581-1692)
Sam Garwood (581-1668)
Marilyn Lutz (581-1658)
Susan Robertson (581-1667)
Raymond H. Fogler Library
University of Maine
Orono, Maine 04469

CAPS: GARWOOD
CAPS: LUTZ

Albert Howard (780-5419)
Gorham Campus Library
University of Southern Maine
Gorham, Maine 04038

Sharon M. Johnson (834-3162, Ext. 214)
Blake Library
University of Maine at Fort Kent
Fort Kent, Maine 04743

CAPS: SHARONJ

Anna McGrath (764-0311, Ext. 292)
Library
University of Maine at Presque Isle
181 Maine Street
Presque Isle, Maine 04769

Anne Myers (780-4893)
Donald L. Garbrecht Law Library
University of Maine School of Law
246 Deering Avenue
Portland, Maine 04102

Harry Whitmore (622-7131, Ext. 390)
Learning Resources Center
University of Maine at Augusta
Augusta, Maine 04330