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*let's talk about this*

CATALOGING STANDARDS COMMITTEE  
Summary of meeting of November 11, 1988

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

Meeting was held in the Ham Room in the Memorial Union on the Orono Campus from 10 am - 2 pm.

MARILYN LUTZ: The scenario of the gap tape load has changed since the last memo to directors. Approximately 40,000 records were loaded with no item records and with the branch defaulting to Orono. The clean-up of these has been delayed until the non-LC files have been indexed.

The clean-up of these files consists of reprocessing the same tapes, merging records (de-dup against the database), adding new items and transferring items when records are de-duped.

This morning the bibtemp file was full and catalogers were instructed not to initiate any new transactions until the bibtemp file was emptied (hopefully by Monday).

The reindexing of the Deweys already in the system without 092 tagging will take place after the introduction of the new software.

Marilyn has print-outs of cancellations from the gap tape load, records which need to be cancelled on URSUS. She would like us to wait until all problems associated with the gap tape load are resolved before cancelling these records.

There has been no keywording of titles since September 9th due to an error at Innovative Interfaces. At some point these records will have to be reindexed in order to pick up records between then and now. Current downloading is being indexed for keywords in title. Eventually, other fields will be keyworded.

QUESTION: When more title fields are keyworded, and the same word appears in more than one title, will we see multiple entries on the browse screen representing one record?

ANSWER: Probably. This happens now in call number searching, in cases of multiple copies and items.

PROBLEM: Even though non-LC subject headings in downloaded bib records do not index, patrons see them on the screen and ask to see other records with those subject headings. Marilyn has reported this to Innovative Interfaces.

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Marilyn asked if everyone was clear on the use of the 092 tag for non-LC call #s. All said yes.

It is recommended that all non-LC call #s be entered with the 092 tag.

SYSTEM ENHANCEMENT: We should see the first round of system enhancement introduced within the next couple of weeks. It is supposed to address many of the bugs in the Circulation Subsystem as well as several long-standing problems, such as:

1. the L> Limit function (several problems)
2. sequence of holdings display (your library first)
3. new item creation procedure, new prompts included - We hope to get advance word of this. If we do, we will send information to libraries.

HARDWARE: Elaine has met with representatives of DEC to discuss hardware problems, such as system crashes, sluggish response time, hung records.

Marilyn will be sending out forms to be used for logging hardware problems. These will be reported by circuit number.

Please report inconsistencies in the database. Example: Inclusion of subfield w in the subject heading index.

Marilyn asked that all system printers be installed.

Marilyn will show catalogers at the smaller libraries how to reset ports.

SAM: We are getting a higher proportion of hits for Fort Kent than for Machias. After the completion of the gap tape load, we will begin creating items on URSUS for Augusta.

QUESTION: What happens to Machias records which cannot be linked to records in URSUS?

ANSWER: We are not sure. It depends partially on the amount of money left in the budget.

QUESTION: How should we report duplicates?

ANSWER: Notify the library which input the duplicate record. (Send print-outs, if possible.)

BLIND REFERENCES: It is difficult to make sense of the way entries are listed in this review file. Often, both lines of the entry are identical. In some cases, it seems that the first line is an incorrect heading and the second line is a correct heading. It was suggested that we call Innovative Interfaces and ask for

an explanation. It was also noted that not all headings listed in the file are blind. Elaine has discussed the headings reporting in these files with Jerry Kline.

#### STATUS OF SYSTEM USE AT EACH CAMPUS

- ORO: More printers are out.  
Downloading and database clean-up continue.  
Circulation profiling has been done and some training has taken place.  
No final decision on how to handle the circulation of books not on URSUS. If we do circ-on-the-fly, it would be better not to add items to these records. We will notify campuses if we do circ-on-the-fly.  
Adding items for multiple copies and volumes.
- PI: No printers are out.  
Clean-up continues.  
Barcoding continues.  
Minimal activity in cataloging.  
Having a problem knowing who to contact for different kinds of problems. Advised to ask Marilyn about this.
- FAR: Six public terminals are out and they are up most of the time.  
Printer in office but none out for public yet.  
Downloading continues.  
Clean-up continues.  
Most of the barcoding is done - Ref and Curriculum Collection are not done.  
Adding items for multiple copies and volumes.
- LAW: One public services terminal is up.  
All current serials are on Innovacq.  
Their shelf list goes to OCLC the week after Thanksgiving for retrospective conversion.  
Hired a new Head of Cataloging, Lynn Wilcox. She will eventually replace Anne Myers on this committee.
- FK: Terminals are up but are not yet available to the public.  
Printers are attached to all OPACs.  
One terminal is set up for handicapped access.  
→ One printer is in Reference.  
No Circulation terminals are set up yet.  
Patrons are trying to use the arrow keys on the terminal keyboard to point to entries on the browse screens.  
All barcoded except for Special Collections.  
Orono has all of the Fort Kent shelflist now. (Special Collections material will go into URSUS without barcodes.  
Need training in item record creation.

MAC: Barcoded except for A-V.  
There are problems getting back into URSUS if you turn the terminals off.  
Cataloging is still manual - have had no training yet.

#### AUDIO-VISUAL MATERIALS:

Diane Hanscom mentioned that at Machias, parts of kit-like material are cataloged separately though the kit is circulated as a unit. This will present problems in converting their records to URSUS. It is unlikely that they will find OCLC records to download for the separate parts. It is also impossible to use the same barcode number in more than one record and have the system function correctly.

Discussion of the above problem brought up the importance of having information on the number of pieces available to Circulation when A-V is returned. We think this can be accomplished by putting this information in the Message field of the item record. Since Circulation is not up at any of the campuses, we cannot test this possibility yet.

Sheila Bearor asked for guidelines for keying in minimal level records for A-V cataloging on URSUS. She was referred to the minutes of August 18, 1988.

QUESTION: Should we use MARC format, delimiters?

QUESTION: How would lack of delimiters affect the system (indexing, searching, limiting)?

Anne Myers would like to have the answers to these questions quickly so that she can standardize the work her staff is doing on Innovacq and Innopac.

QUESTION: What do we do about local subject headings in OCLC records? Do they index? Should we retain or get rid of them? Should we convert the tagging? What if they conflict with an x-ref? Should we make an x-ref from the local heading to the correct (LC) form of the heading? THINK ABOUT THIS FOR OUR NEXT MEETING.

Orono is not adding local headings on Machias and Fort Kent shelf list cards to the URSUS records when retrospectively converting.

#### REVIEW FILES

QUESTION: If one of our authority records is superseded by an LC heading, what do we do?

ANSWER: Catalogers are authorized to change headings. Orono is

keeping a folder of print-outs of authority records to download when we get the go-ahead for downloading authority records into URSUS. It is possible to key in authority records now if you choose to do so.

#### HEADINGS USED FOR FIRST TIME:

About half of these are name headings and half are subject headings.

Orono's procedures for dealing with these:

#### NAMES:

Certain categories of names have been identified as most likely to need cross-references. These are singled out by a cataloger and checked against LC authority records:

1. Names with a parenthetical qualifier
2. Multiple surnames
3. Names which are largely or wholly initials
4. Forenames
5. Names of religious or secular leaders made up of a forename and title (kings, popes, etc.)
6. Russian and oriental names

Other kinds of names are not checked.

#### SUBJECTS:

A cataloger looks at the list initially and OKs any that she knows are correct, based on her experience working with subject headings.

A student or a Library Assistant then searches the remaining names on URSUS and indicates what part of the heading is new. Many headings in which the only new element is a free floating subdivision are identified.

A cataloger reviews these and has a student or Library Assistant print authority records from OCLC for any which she considers need further attention. If the new element in any heading is beyond the second subdivision, the heading is not checked further.

The cataloger is responsible for making any changes required in the bib and/or authority files.

QUESTION: What do you do if you disagree with a heading used in the database but have no authority record to back you up? ✓

ANSWER: Contact cataloger at the other library and discuss. ✓

Sending print-outs aids long-distance discussion. Latest LC usage is normally preferred.

So far, Orono has taken the initiative in dealing with the review files. All libraries, however, would like to be able to participate in discussion and decision-making regarding on-going procedures to be used in dealing with these files. It was agreed that Orono would send of a copy of the next entire list to each library's committee members with inputting library indicated for each entry. Samples of previous weeks' lists will also be sent. This will give all an idea of what we are dealing with and illustrate some of the problems mentioned in connection with these files.

QUESTION: What do you do when you find that a library has put a "LIBRARY HAS" note in a bib record?

ANSWER: Notify the library so that they can remove the note.

Next meeting: Friday, December 16th.

*Susan D. Robertson*