

CATALOGING STANDARDS COMMITTEE
Summary of meeting of January 27, 1989

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

Meeting was held in the Conference Room of Auburn Hall on the Bangor Campus from 10 am - 2:20 pm.

Anne Myers introduced Lynn Wilcox who is the new Head of Cataloging at the Law Library. It is expected that Lynn will eventually take Anne's place on the Committee.

1. There were no questions from the December minutes.

2. SYSTEM STATUS

GAP TAPE LOAD:

The tapes will probably not be loaded before the weekend of Feb. 11. The patron tapes have to finish loading and Katie Frohberg will be on vacation until the 6th. Innovative doesn't want to load the tapes until Katie is back and can oversee the load. Also, Marilyn is still analyzing the count on these tapes and is not yet satisfied that there isn't a problem with the count. Possibly, she will have the RLIN tapes loaded first, then the 3500 OCLC non-Microcon tapes, and then Microcon tapes last.

INNOVACQ UPLOAD :

This will probably not take place before the end of February or the beginning of March. It will wait until the gap tape is loaded and Circulation is up and running satisfactorily. The PAC bib record will take precedence over the VACQ bib record.

SOFTWARE CHANGES:

These were mainly fixes for the Circulation subsystem.

CLEAN-UP (including duplicates):

As of yesterday, Innovative's clean-up of the first gap tape is complete. Locations are corrected. Duplicate records which resulted from inconsistency in the use of leading 0's in the OCLC number have been eliminated.

— Remaining duplicate bib records have different OCLC numbers and will have to be dealt with as we come to them. Possibly we can get a list of bib records which have been revised and which have the old OCLC # in an 019 field as well as the old record still in the database.

There is a possibility that the 3500 duplicate items from the AMIGOS overlap can be cleaned up with special programming. However, this is by no means certain and it is possible that we will have to deal with these on a one-by-one basis.

Non-LC call #'s which need to be re-indexed have not yet been dealt with.

INDEXING OF NON-LC SUBJECT HEADINGS:

There has been a misunderstanding about which subject headings other than LC headings we want to index. After discussion, it was agreed that we want to index 650 1 (subject headings for children's books) and 650 2 (MESH headings), in addition to the 650 0 (LCSH). Other headings will be left on the bib records even though they will not be indexed. Innovative will have to address the looping problem.

CIRCULATION SUBSYSTEM:

Circ-on-the-fly software is in place. These records will consist of brief bib and items - the bib record will contain a title only. These records will exist in the database along with the regular records.

If we have a bib and/or item for the same title, we will have a temporary duplicate record. If we link an item after it is circulated on-the-fly, we will have the same barcode in each record.

At Orono, after a book which has been circulated on-the-fly is checked in, it will go to Cataloging. Cataloging staff will eliminate the Circulation record and either link the item or create an item for it.

There is a new fixed field in item records. It is IMESSAGE. This field contains an "f" if it is an item created on-the-fly.

RETROCON:

First time through:

Fort Kent done

Augusta will be finished today

Machias not quite finished - getting remainder of shelf list today

Presque Isle - starting today

We were able to convert about 75% of Fort Kent's holdings (all categories). Augusta has 50% of its Reference holdings converted, 15% of its A-V and 75% of its circulating collection converted. This includes records from the tape loads.

While waiting for the remainder of Machias' cards, the Recon staff linked approximately 15,000 Orono records.

There have been a total of 95,000 records either converted or linked since the start of the project.

SYSTEM PRINTERS:

All terminals at campuses other than Orono are in port groupings at the MUX level. All terminals in a grouping designated as staff terminals have access to the system printer.

BARCODE ORDER:

Barcodes will be here in six weeks.

3. AUTHORITY WORK

Anne Myers distributed and reviewed procedures she developed for keying authority records into URSUS. The procedures include field definitions and general information about the authority record structure. She also passed out examples of UCLC

authorities with their keyed-in counterparts from URSUS. These examples illustrate the differences between the two and also help illustrate the problem of missing (deblinded) 5xx fields in URSUS authority records supplied by BNA.

BNA eliminated 5xx fields from authority records when these headings did not appear on records on the tapes being processed. In some cases, the older records are coming into the database subsequent to the deblinding of the authority record. This represents a loss of needed information which can not be restored in a batch process.

There was concern over 5xx references being downloaded now which do not have the corresponding heading in URSUS. Urono has not been concerned over this bit of awkwardness since it is not really a case of a blind reference.

QUESTION: Should we delete 5xx fields from authority records when the older heading is not in the database?

ANSWER: Marilyn would like to see some screen dumps illustrating the situation before a decision is made.

QUESTION: How can we know if an authority record has been modified before it is entered into URSUS?

ANSWER: Add your 3-letter symbol to the 040 field.

Example: 040 DLC;cDLC;dLAW

Anne also distributed a copy of the workform she developed for keying-in authority records. We agreed to adopt this form in all the Libraries.

It was agreed that, in cases when one is keying-in an original authority record, the word "local" would replace the LC authority number in the 001 or 010 field.

Marilyn will write procedures for downloading authority records.

CAUTION: When downloading authority records, be aware that in cases where an x-ref conflicts with a heading already in the database, we do not get a report of this in the Invalid Headings review file. You need to be on the lookout for superseded headings in URSUS.

Urono has been downloading authority records for about two weeks. No other campus has begun.

Procedure for downloading authority records from OCLC:

1. Retrieve and edit authority record on OCLC.
2. Type the asterisk (*)
3. If you have more than one screen to download, use the pg- ; command next

Using an OCLC keyboard

4. Hit the Escape key
5. Hit the Print key

OBSCURE CROSS REFERENCES:

When downloading, it is ok to leave the obscure headings in the authority record. When keying-in, it is OK to omit them. If you do delete fields, however, create a 699 field which reads "incomplete".

QUESTION: What do we do about OCLC authority records which are not AACR II?

ANSWER: Collect examples and we will decide at next month's meeting.

4. DOWNLOADING BIB RECORDS

No one is keying in bib records yet.

QUESTION: How can we download the price into the URSUS item record?

RLIN DUPLICATES:

RLIN records which duplicate OCLC records cannot be caught in downloading because the system has no way of matching duplicate bib records except by OCLC numbers. If you find any duplicate RLIN records, please notify the Law Library.

If you attach an item to an RLIN bib record and you are an OCLC library, create an 001 field and enter the OCLC number which corresponds to that record. The Law Library will do the reverse.

Right now there are only a few RLIN records in URSUS. Two of the titles are Transfer of land and Computer misuse.

5. LARGE SETS

If a patron has to wade through many screens to find out if a certain volume is represented in the holdings of any of the campuses, there is the potential that he or she will fail to find an item even if it is there. Such a search can be cumbersome, regardless of the outcome. There is also a problem with the way items are listed in the Summary of items attached to one bib record. If items are not listed all at once, you need to move them, one at a time, in order to put them in their proper sequence. Therefore, we have been searching for an alternate way of representing the holdings of large sets on URSUS.

We have tried creating dummy item records, but find that there is not enough space on the card image screen to display the entire holdings statement. (This is the same problem we have with any call # which is too long for that display.)

Marilyn will investigate the possibility of each campus having space on the bib record for summary holdings information. There is a field on the bib record with a print constant LIBRARY HAS. This might be used as follows:

LIBRARY HAS: ORD - v.1-78, 1900-1978.
LIBRARY HAS: FAR: - v.4-78, 1904-1978. [etc.]

INNOVACQ has summary holdings information in its check-in records. This information will transfer to the URSUS bib record when the two systems are merged and will be kept up-to-date through normal INNOVACQ processes. But the problem will remain for titles other than current subscriptions.

It may be possible to create a check-in record, upload it into the PAC and then delete, leaving the holdings information intact in the PAC. This might be a (cumbersome) way of getting holdings information into the bib record without running the expense of extra check-in records. We do not know, though, if those holdings statements can be edited on URSUS.

6. CONSISTENT FORMAT FOR INFORMATION IN Item VOLUME FIELD:

It was agreed to be consistent, system-wide, in entering information into the Item VOLUME field. Following are designations which have been adopted:

v.	no.	v.1	pt.1	v.13B
pt.		v.1	pt.1	
fasc.		v.13B		
t.		manual		
bk.		supp.		

The case of 13B is an example of using the information as it occurred in the volume at hand. Normally we will use lowercase letters for the designator but numbers and letters used by the publisher to distinguish volumes will be mirrored.

Please bring further examples to the next meeting. It was agreed that each Library would make its own decision as to how many volumes they will add to any bib record. Up until now, we had talked generally in terms of limiting it to ten items per title, per Library.

7. OTHER

BOUND, BOUND WITH: The Law Library brought up this problem for discussion because of material they have bound together, more than 20 titles per volume in some cases. One solution was previously proposed by Innovative for situations like this. There would be a bib record for each title with a note in each bib record except the one with the barcode, telling Circulation which record to use for check-out. With this solution, there is still a discrepancy in the non-barcode item status field.

Another solution was proposed which would be feasible for fewer titles bound together (though still workable for almost any similar situation). That solution is to barcode each title but to have all of the barcodes together where the barcode would normally be placed on your one volume monograph. You would check-out each title, using all of the attached barcodes. This would give you correct status information for each title bound in the volume.

Next meeting: March 3, 1989