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CATALOGING STANDARDS COMMITTEE
Summary of meeting of March 3, 1989

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

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

1. QUESTIONS AND COMMENTS FROM THE JANUARY MINUTES:

(p.1) There are still some duplicate records in the databases which were the result of leading 0's in the OCLC numbers. Possibly those records were in use when the de-duping was running, or possibly there were three records in some cases. At any rate, the utility program did not find a small number of them.

QUESTION: When there are duplicate bib records in the database, how do we decide which one to use when creating items?

ANSWER: It doesn't matter, ^{must} use either one. When duplicates are eliminated, the items are transferred.

The last de-dup of the 2nd gap tape load was run last night. Tonight the locations will be restored. Then the database will again be scanned for duplicates.

* Some of LAW's RLIN records will be duplicates. Other campuses should not append item records to LAW's bib records if another bib record is available. When Law Library staff appends items to an OCLC bib record, they are adding an RLIN no. to the bib. If an OCLC library needs to append an item to an RLIN record, you may add an OCLC number to it.

(p.1) The INNOVACQ upload for the Law Library and University of Southern Maine will take place during the weeks of Mar. 13 and Mar. 20.

(p.2) Indexing non-LC subject headings: Our profile has been corrected so that all subject headings are indexing in URSUS. There has been some confusion about this in the past and, at times, some of the non-LC headings did not index. Next week, records in the database previous to the profile correction will be de-indexed and re-indexed.

If we find that having all subject headings index presents significant problems and we decide we want to change the indexing again, the problems will have to be well-documented and a proposal will have to go to the directors.

(p.5) The first listing in the second column of volume information examples should read: no.

2. UPDATE OF SYSTEM STATUS:

A. Gap tape and clean-up: Gap tapes are loaded and indexed. We have been eliminating duplicates for the last week. Branch locations will be recomputed tonight.

The patron update will probably be run next week.

Next week, the 650s will probably be reindexed.

The incorrect profiling which resulted in the subfield w being indexed in subject headings has been corrected. ✓

Re-indexing of Dewey call #s will probably not be done in March.

There has been no progress on eliminating the duplicate item records created by AMIGOS.

We are re-indexing authority records for names used as subjects.

All of this work on the database is being done between the hours of 12 midnight and 7 am. The March schedule is now full and nothing else can be scheduled for this month.

B. Logon changes, printer access: Some changes have been made by III to give proper access to local printers from each terminal, but not everything is yet correctly set up. System printer access from staff terminals on the network is in place. ✓ Selected Orono staff terminals have access.

C. Other software changes: There will be an operating system update in the next couple of weeks. There may be some downtime during this period. This update will not include any applications changes.

QUESTION: Is the Dewey indexing regarded as an issue?

ANSWER: No. If anything, it would be an enhancement. The software is working correctly. Innovative stresses that the Dewey index is not a shelf list.

Marilyn is collecting enhancement ideas as well as issues.

D. RECON project report:

The first pass has been completed for all shelf lists.

The second pass for Fort Kent is complete. We had a low hit rate and there are about 16,000 records left to be converted.

Staff is working in the 600s in the Machias shelf list. Sam guesses the percentage of hits to be about the same as it was for Fort Kent and estimates that there will be about 20,000 Machias records left to be converted.

The second passes for Presque Isle and Augusta are not yet started.

Once the second pass has been completed, there will probably be a total of about 40,000 records unconverted. Sam is suggesting to directors that the cards be sent back to the libraries for review and possible weeding before attempting any more work on them. It will cost \$1.25 for each record downloaded from OCLC. ✓

At the end of January, the RECON cost was at \$20,000. Sam did not know how much was left to spend on this project.

A likely date for wrapping up this phase of the project is April 1st. By then, approximately 140,000 item records will have been linked or added to the database. During March, Recon staff will finish the second passes for Machias, Augusta and Presque Isle, do some call # clean-up in URSUS, and link some Orono records.

Sam is looking into joint-agency authorization with OCLC so that Orono can download records for the other campuses.

The A-V may go back to the libraries for keying in. Our minimal level requirements for keying in records are fairly stringent. Perhaps the most difficult part is verifying names and subjects. In some cases, this can be done by checking URSUS.

Marilyn would like to know what kinds of materials you plan to key. There are several tape load projects being considered for various types of library materials. For instance, we are looking at the possibility of loading GPO tapes of government documents and also tapes for the Pre-1900 Canadiana sets.

DO NOT KEY IN ANY SERIAL RECORDS ! ! !

QUESTION: Will we add items to keyed in records or replace them with OCLC records?

ANSWER: If an OCLC record is available, we will replace the keyed in record. This will be done either by overlaying the keyed in record via the OCLC interface or by a sequence of downloading, transferring items and deleting. It is understood that any local subject headings attached to the keyed record will be lost when it is replaced.

In cleaning up after their OCLC retrocon project, the Law Library has been keying OCLC records into the URSUS database. It was suggested that they have an OCLC library, perhaps USM, download these for them rather than spend the time keying them in.

E. Barcode order: Barcodes are being shipped on the 10th of March.

On creating lists: If you are planning on creating a list with the CREATE LIST function on URSUS, and that list will scan 15,000 or more records, please notify Marilyn. Large lists sometimes cause problems because they compete for computer time with other

transactions.

3. REPORTING CHANNELS FOR HARDWARE AND SOFTWARE PROBLEMS:

A document defining these will be available soon.

4. PLANNED USM INNOVACQ UPLOAD:

The first upload will include records for USM and LAW only. Patrons may assume that we don't have a title when they see it for some libraries but not for us. Public services will need to be alerted to this possibility.

It was agreed that libraries doing a title change will notify other holding libraries so that they can close their holdings.

5. SUMMARY HOLDINGS FOR LARGE SETS:

Sam's proposal was acceptable to the directors.

Orono's general procedures will be:

a. If there are 10 or fewer items related to a title, individual item records will be created.

b. If there are more than 10 items related to a title, item records will be created if there is some evidence that they will likely circulate. This evidence is primarily a record of previous circulations.

c. If no items are to be created, a LIB. HAS statement will be inserted into the bib record and one dummy item will be attached with location and call #.

d. Any title with more than 20 related items will have a LIB. HAS statement in the bib record regardless of whether individual item records are created.

These procedures are also being used for Orono's work on the Recon project. Libraries can later add any items they wish.

6. ADDITIONAL VIPS INFORMATION:

New abbreviation: app. (for Appendix)

7. AUTHORITY PROBLEMS:

A. Subject vs. author index for name headings: Authority records for all names are indexed as authors. No x-refs are operating for the name used as a subject. Innovative Interfaces will correct these records already in the database. There is no way to download an authority record for a name used as a subject and have it index in the URSUS subject index. In URSUS, the record can be changed by changing the tags, so that it operates as a subject. If you want x-refs for the name as an author and as

a subject, the record needs to appear twice, with different tagging.

B. Authority records with 130 tags: Innovative will separate these out and is proposing de-indexing them until this problem can be solved. Meanwhile, don't download any records with 130 fields. Save print-outs until the software is fixed.

C. 5xx headings treated as blind references: Nothing to report on these.

D. Potential duplicate authority records due to loading of gap tape authority records: Innovative will run a utility to identify duplicate authority records after authority tapes for the gap tape loads are indexed.

E. Non-AACR II OCLC authority records: No one brought examples. It was agreed to accept OCLC NAF level d authority records in URSUS. ?

F. Global update not working: An issue has been logged with Innovative.

Anne Myers reported that Law Library staff has found tape-loaded authority records which have had 4xx fields stripped from them, as well as 5xx fields.

8. MODIFICATIONS TO OCLC RECORDS, ESPECIALLY PRINTING DATES AND CALL # DATES:

It was agreed that it is permissible to change a call # on an OCLC record for purposes of downloading. Imprint dates will not be changed. ✓

Anne Myers will be in a meeting with Ben Tucker of the Library of Congress at the end of May. If you have any questions regarding Latin American materials, send them to Anne.

Next meeting: Friday, March 31.