

Cataloguing Standards Committee  
Summary of Meeting 6 October, 1989

Meeting held in the Memorial Union on the Orono Campus from 10 A.M. to ca. 2:30 P.M.;  
Lynn Wilcox, Chair.

Sam distributed a memo with suggestions for corrections to three sections of the Systemwide Online Cataloguing Policies : I.D. superseded OCLC records in the system to be suppressed in favour of later records (Committee agreed); I.B. add two items, update contents note and series statement when volumes are added to a bibliographic record (Committee agreed); I.C.i.a to be more precise in specifying required and permitted changes to OCLC records before downloading, citing particularly CIP.

Section I.C.i.a was reviewed by the Committee. It was agreed it is mandatory to complete CIP records before downloading. Section a. was separated into required and permitted changes. Required: correct typos, change obsolete headings, completion of CIP records, correction of coding errors, elimination of 85x fields already in OCLC record, and elimination of 653 field in UK MARC. Permitted: addition of subject headings, addition of titles and other added entries, date in call number, addition of notes applying to bibliographic records.

Marilyn discussed minimal records for "Circ on the Fly". Setting levels is difficult because of the varying levels of staff skills, especially students, and the temporary nature of the records. She strongly emphasized that all libraries should enter such records in capitals as well as records for order and reserve collection. Priscilla Rancourt added that Augusta enters records for their Baker & Taylor lease books in caps.

Marilyn pointed out that many libraries interested in shared systems are looking at URSUS and the work of this committee and its documents assures more than local importance.

The largest part of the meeting was taken with reviewing and discussing the VAC/PAC linking guidelines prepared by Marilyn. Marilyn emphasized that it is a draft document and does not take into consideration the work flow of individual libraries.

It is important to establish in each library what will happen in the ongoing work environment especially with serials since at present retrospective linking is done on the OCLC number; in the ongoing environment linking will be on the INNOVACQ number.

Each library is responsible for the accurate reflection of the status of its order records and their correct suppression using overlay, "N", or date in record. The recommendation was made that if the work flow of the individual library permits all suppression of status by using "N" be done in the Vacq.

Serial acquisition will be on a shared "bib". All system serial check in records and order records are to be appended to the one "bib" record. It will be incumbent to merge using transfer function when a new serial title is acquired by an individual library.

Sam announced that early in November the Government Document tape load for Orono take place; taking two months to complete. These records must not be used to create holding for other libraries. Some concern was expressed whether these would

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supplant existing document records. Further concern was expressed that unilateral tape loading of this nature is a departure from the ideal of a consortium.

Sharon Johnson announced that she will be replaced by Gloria as Fort Kent's permanent member on the Committee.

Lynn asked for agenda items for the next meeting. Suggestions included topics such as serial standards in URSUS; desirability of system wide use of CONSER records; cataloguing of identical works as separate or as a volume of a serial; holding displays; analytics; multiple formats on the same bib record.

The next meeting was set for December 1, amended to December 8.