

Cataloging Standards Committee
Summary of Meeting 18 May 1990

Meeting held in Orono at Wells Common, Friday, May 18, from 10 AM to 3 PM, Lynn Wilcox Chair.

Present: Committee members: Lynn Wilcox, Sam Garwood, Diane Hanscom, Albert Howard, Marilyn Lutz, Anna McGrath, Sharon Quinn, Priscilla Rancourt, Susan Robertson, Judy Steere. Absent, Sharon Johnson. Guests: Mary Casserly, Carolyn Hughes, Sandy Yeaton.

The Committee accepted the recommendation that the document University of Maine System, Systemwide Online Cataloging Policies should be titled University of Maine System Online Cataloging Policies. The committee agreed that the document should have a permanent editor and elected Sam Garwood. Additions or suggestions for rewrites should be sent to him.

The Committee continues to support the policy of one bibliographic record for multiple versions of works and the standards for implementing this policy will be those outlined in the Multiple Versions Forum Report included in the US MARC Format Holdings manual. Retrospective clean up of multiple versions is not recommended at this time.

The Committee agreed that until the VAC/PAC provides another more standardized means of reporting holdings, all currently received periodicals and serials must have their holdings reported in the LIB HAS field of the VACQ check-in record, and NOT in the 850 of the bibliographic record. A deadline of Sept. 1, 1990 was decided to bring all currently received titles in line with this policy.

Individual libraries have the option of recording holdings of dead or cancelled serials in the 850 field of the bibliographic record. Multiple 850 fields should be ordered alphabetically by holding library (e.g. Law: v.10; Por: v.1-9)

Title changes discovered on shared serial records should be reported to the Systems Office which will put out a list on Email once a month.

Names as subjects can be downloaded into Ursus from OCLC. The OCLC tags on the screen must be edited to 15x, 45x, 55x etc. before downloading. The Law library will key in names as subjects. Duplicate authorities found can be deleted from the database.

Susan Robertson has accepted the nomination of Chairperson for July 1990/June 1991. Diane Hanscom is the recording secretary. The next meeting is scheduled for Sept. 21 or 28, 1990.

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UNIVERSITY OF MAINE SYSTEM CATALOGING STANDARDS COMMITTEE

Report for September 1990 - June 1990

The Committee met a total of 4 times either at the System offices or on the Orono campus. Our initial meeting was largely spent reviewing and discussing the VAC/PAC linking guidelines prepared by the Systems Librarian. As all System libraries have or will have their VACQ uploaded to Ursus by December 1990, the Committee meetings were devoted to the discussion of and agreement on cataloging policies for serials and the necessity of standardized holdings reporting.

Policies and standards finalized in Committee for 1990/91 include the following:

- All temporary Ursus records including order records must be keyed in CAPS
- Use of single bibliographic record for titles held in multiple formats
- Successive and latest entry serials records can co-exist in Ursus
- Holdings reporting for serials defined for current system use. Discussion and adoption of USMARC FORMAT for HOLDINGS and LOCATIONS tabled as the system does not support its use at this time.

Committee decisions and recommendations continue to be incorporated into the UNIVERSITY OF MAINE SYSTEM ONLINE CATALOGING POLICIES document. The intercampus Committee meetings serve an important role in initiating and promoting discussion and agreement on cataloging policies and in the dissemination of information on the status of the URSUS data base in a timely and consistent fashion. Each library is allowed and encouraged to develop its own local procedures in keeping with the standards set out by the CATALOGING POLICIES document but a natural outcome of our discussion of these policies has been a sharing of procedures and exchange of ideas in the handling of special materials and system use in general.

I would like to thank the following members who have worked very hard to develop and maintain the UNIVERSITY OF MAINE SYSTEM ONLINE CATALOGING POLICIES:

From UM: Eva Dimond, Susan Robertson, Sharon Quinn

From UM Augusta: Priscilla Rancourt

From UM Machias: Diane Hanscom

From UM Farmington: Sheila Bearor, Judy Steere

From USM: Albert Howard

From UM Fort Kent: Sharon Johnson, Gloria Susie

From UM Presque Isle: Anna McGrath, Gretchen Brissette, Nancy Rowe

From UM System: Marilyn Lutz

We were assisted this year by Mary Casserly (UM), Sandy Yeaton (UMF) and Carolyn Hughes (USM) whose experience with the VAC/PAC link were valuable to our discussions.

I particularly would like to thank Albert Howard and Priscilla Rancourt for recording the minutes.

The next meeting is tentatively scheduled for September, to be chaired by Susan Robertson.

Lynn Wilcox, Chair, UMLAW
July 16, 1990