

## CATALOGING STANDARDS COMMITTEE

Meeting on September 28, 1990  
Memorial Union, Ham Room,  
Orono, Maine

Present: Susan Robertson (Chair), Sam Garwood (UM), Diane Hanscom (UMM), Anna McGrath (UMPI), Sharon Quinn (UM), Judy Steere (UMF), Albert Howard (USM), Lynn Wilcox (LAW), Priscilla Rancourt (UMA), Marilyn Lutz (System)

Guests: Suzanne Parent (LAW), Carolyn Hughes (USM), Mary Casserly (UM)

Absent: Sharon Johnson (UFK)

### 1. Update phone and FAX numbers

Sharon Johnson suggested setting up a cataloging committee listserv since we have fewer meetings a year. Marilyn suggested that using e-mail on the VAX would better suit the committee's needs. Software will be available this Fall.

### 2. System status report

Slow response time and segmentation errors are causing problems in all departments of the library. The resultant hung records will be cleared by Innovative. Meanwhile, both Innovative and DEC are working to resolve the two-pronged problem.

The gov doc load continues at an extremely slow pace. We are about 140,000 records into the load, with 100,000 remaining.

A College Library Technology Grant (Title IIB) was awarded to the Maine State Library to add their holdings (100,000 records est.) and the holdings of the Law and Legislative Reference Library (12,000 records est.) to URSUS. Tentative load date, pending completion of the gov doc load, in February 1991. As the time approaches, representatives from the libraries will be invited to join the committee.

The requestor function is in testing. The function enables a patron to request a book from another location at an online catalog terminal. Details of how the function works will be made available after the software has been accepted. Implementing the function at each library can be worked to suit local needs.

The option to connect to other library catalogs from the URSUS menu is being implemented. The choice of searching Colby, Bowdoin and Bates library catalogs will be a menu option, as well

as Carl's "Uncover" database.

Software to update MaineCat with URSUS holdings since the retrospective database load will be implemented in January. A transaction log will capture bib adds and edits and be written to tape monthly.

Reindexing of uniform titles, keyword indexing the database and index cleanup have been postponed until the system response time problem is addressed.

Campus logins will be profiled shortly replacing the Libtech login with a new login for each campus. This change will allow for increased security and easier tracking of activity from each port.

Profiling of circulation stats by call number will be done in November or as soon as the library directors approved the call number tables distributed to them. Revisions and local call number schemes are due by Oct. 31.

### 3. Release 6 software change: transfer attached records

You are now able to transfer individual attached records from one bib to another (previously system required all attached records to be transferred and cataloger had to delete and recreate attached records). To transfer a specific record, say "no" when asked to delete bib; the system lists all attached records and the INNOVACQ number if present on a VACQ record; choose which ones to transfer.

Marilyn will check with III to see if there is a way to download multiple items.

### 4. Indexing non-LC subject headings

Sam raised the issue of what to do with non-LC subject headings, especially MeSH headings. He recommended either deleting them from the bib record, or creating a separate MeSH subject index. At present it is confusing to have both LC and non-LC in the same index because of heading conflict. On the other hand, if a MeSH index is added, the index will only retrieve records with MeSH headings and not records on the same subject with LC headings only. It creates a false impression for the user.

Marilyn said the indexing profile could be changed to exclude MeSH headings, and a program run to deindex MeSH headings in the database. To do this, the committee should substantiate the argument that the non-LC headings are creating a problem for users and recommend the profile change to the Library Directors. The committee should consider the importance of the inconsistent subject file in the light of keyword indexing of the database. Once keyword searching is available, users will not use the subject search as a first choice.

The committee decided to discuss the subject heading index with reference staff. Sharon Quinn will collect examples of conflicting headings and other problems resulting from the subject index as currently profiled.

#### 5. Authority file maintenance

The Headings file reports headings used for the first time which require authority work. The file does not report updated headings in which a new cross reference has been added to an existing authority record (changes to existing headings). What work is being done to track these changes to the authorities? Orono and USM are monitoring authority file maintenance, but not doing extensive work with changes to existing headings. BNA offers a service which provides updates to LC Headings. Marilyn will investigate for discussion at the next meeting.

The Committee decided to collect examples of name headings that are in URSUS in several forms (no cross reference to the correct form of entry, different titles under different forms of entry, etc.) for discussion at the next meeting.

The Committee agreed that Sharon Quinn will correct errors in headings. Send notification of heading errors to Sharon.

#### 6. INNOVACQ / INNOPAC purge process

Records purged in INNOVACQ are not automatically purged in URSUS. Before purging INNOVACQ records, the records must be collected in a review file, and rapid updated with a "z" in the BCODE 2 field. This update passes to the corresponding URSUS record. To delete the URSUS records, collect the records with a "z" in BCODE 2 field and schedule the "rapid delete" with Marilyn. The purges of INNOVACQ records occur atleast once a year depending on space requirements.

The Committee agreed that Sam would delete from URSUS records with BCODE2 = z which represent recent VACQ database purges. The Committee agreed that Marilyn should write up procedures for purging and deleting INNOVACQ records. Any library may delete orphan bibs as long as the cataloger is certain it is an orphan bib.

#### 7. Representation of dead serial holdings.

The Committee agreed to use field 850 in the bib record to record library holdings for both dead serial titles and titles no longer received. The USMARC Holdings Format has not been adopted by Innovative to date, and plans to do so are indefinite.

Thus:

Holdings for currently received titles will be entered on the checkin records.

Tag 850 when defined in the bib record, should be entered in alphabetical order by location.

Tag 850 may also be used to define holdings for finite monographic series.

Microform and hardcopy holdings will be attached to one bib record for the serial title.

#### 8. Merging records for print and microform editions

Our practice in URSUS is to merge records for print and microform editions of a periodical title, retaining one bibliographic record for the multiple versions. Separate records for multiple versions may be retained on INNOVACQ.

#### 9. Series indexing

When users search under a series title they are looking for a specific number in the series. URSUS does not display series numbers in the title display when a subfield v is defined in the bib record. Reference Librarians would like the system to display the series numbers. The browse screen will show a separate line for each number in the series; an alphabetical list of titles in the series will not display separately when the series title is selected.

Marilyn will prepare a description of how the system is profiled for series title indexing and what options are available to us. This document should be discussed with the reference staffs.

#### 10. Global database changes

OCLC holder codes in item records causes the system to generate two separate compilations of circulation statistics by location: one for the holder code and one for its equivalent innopac location code. The Committee agreed to send Sam lists of OCLC holder codes in need of updating and he will do this database cleanup. Work for Orono has been completed.

Marilyn recommends that for consistency in the database, collections that do not circulate have their item records updated to the status of "Library Use Only." Since the item record file must be scanned for this cleanup, please contact Marilyn to schedule time.

## 11. LC Call Number Index

The LC Call Number index needs cleanup work. Mary Casserly identified problems in the index while creating a call number table for the circulation statistics report. Categories of problems discussed included: 1) Items which were tapeloaded with incorrect call number tagging; 2) temporary "k" numbers assigned to items acquired before LC had completed the relevant part of the K schedule; 3) reserve records which are being input with incorrect or no call number tags; 4) circ on the fly records, where there is no prompt for call number tag so all call numbers default to the LC index; 5) miscellaneous errors - typing and incorrect tagging of call numbers.

The Committee agreed that each library should check the LC index for local call number cleanup. Further discussion of cleanup for the categories of problems identified will take place at the next meeting.

## 12. OCLC interface problems

Catalogers using the OCLC interface should be aware that the software is failing to download records. There appears to be a dataflow problem, however Innovative has been unable to resolve the issue. Symptoms: dropped fields (title, OCLC #), dropped multiple fields and merged remaining fields, hanging the printer and OCLC terminal, failing in the middle of downloading, taking long periods (minutes) to download a record. Watch the records downloaded into URSUS for completeness!

## 13. Problem reporting

Marilyn will distribute a backlog of problem reporting forms, most of them regarding duplicate records in the database. It is the responsibility of each library to cleanup the duplicates reported to them. Duplicates may occur because of procedural problems, different people doing the job of searching the database, delay time between searching and downloading a record, etc.

Susan will send out monthly duplicate review files to responsible libraries for correction. Individual catalogers should notify the library in question when duplicate records are encountered. After the Gov Doc load is completed Innovative will scan the database for duplicates.

## 14. New England INNOPAC Users Group

Joining a New England INNOPAC users group was discussed. Some libraries expressed concern about not being able to attend a regional group because of small staffs and no travel budgets.

## DECISIONS / FOLLOWUP

1. There will be a minimum of four meetings per year with agenda dictating if more meetings are needed. E-mail will be used to communicate problems, ask questions, and discuss other concerns between meetings.
2. OCLC holder codes in item records will be changed to the corresponding URSUS item record locations. Send lists of your holder codes and the URSUS item location equivalent, and Sam will do the cleanup work.
3. LC call number index cleanup should be addressed by each library. Begin by checking local call numbers and items which may have been tapeloaded with incorrect call number tagging, (e.g. Orono's "M" schedule).
4. All INNOVACQ bibs will be purged from URSUS at one time by Sam who will collect a review file of bibs with a BCODE2=z. Individual libraries are responsible for rapid updating the INNOVACQ records with a "z" before deleting them on the VACQ system. Marilyn will write up procedures for purging records from INNOVACQ and INNOPAC.
5. Marilyn will write up series indexing profile so that staff may better understand problems associated the indexing of the volume number for series.
6. Marilyn will explore the possibility of subscribing to BNA's authority file updates.
7. Explore the indexing of non-LC subject headings with reference staffs. Sharon Quinn will collect examples of conflicting headings and other problems resulting from the subject index as currently profiled. Report information to Susan Robertson two weeks in advance of next meeting for inclusion with the agenda mailing.
8. Use tag 850 to define holdings of dead and no longer received serial titles. Use check in records to display holdings of currently received titles.
9. Marilyn will check to determine whether or not there is a procedure for downloading multiple items from OCLC.