

Anna

UMS CATALOGING STANDARDS COMMITTEE
Summary of meeting, February 1, 1991

Present: Susan Robertson (UM, Chair), Sam Garwood (UM), Diane Hanscom (UMM), Gretchen Brissette (UMPI), Judy Steere (UMF), Albert Howard (USM), Lynn Wilcox (UMLAW), Priscilla Rancourt (UMA), Sharon Quinn (UM), Gloria Soucy (UMFK), Suzanne Knowlton (USM), Marilyn Lutz (UMS)

Meeting was held in the Chancellor's Building, Bangor Campus of the University of Maine, from 10:00 a.m.-3:00 p.m.

AGENDA ITEMS

1.) FOLLOW-UP FROM MEETING OF SEPTEMBER 28

1.a.) LC call number clean-up

Marilyn distributed a memo listing call number indexing problems which have been identified to date. We are to continue clean-up at our campuses and look for any further problems.

A reminder: be sure to use the correct MARC tag for call numbers when keying in records.

Item record creation for reserve items in non-MARC format does not prompt for a call number tag. The call number defaults to the LC call number index. Marilyn will send a memo to circulation staff to get their opinions on using the MARC format for reserves. She will write up a simple, one-page procedure on how to do it.

Circ-on-fly records cannot be created in MARC format. These call numbers will always default to the LC call number index. These records, however, are temporary.

1.b.) VACQ purge

Marilyn distributed a memo on local and system procedures for purging records from INNOVACQ and INNOPAC.

1.c.) Series indexing profile

Marilyn distributed a memo on the UMS INNOPAC indexing profile. There is no separate index for series--they are indexed in the title index.

780 and 785 MARC fields do not index.

Subfield "v" in the series title does not currently index. At present, the database includes bib records containing series statements with the delimiter "v" and others without the delimiter "v" (due to inconsistent MARC application). Therefore, access to these numbered series via the number is inconsistent.

In order that series numbering for all records display in the browse displays, III will have to re-index the entire title index. (Even then, long series titles will run off the screen and the volume numbering will not display.) Marilyn will check with III about re-indexing and she and Sharon will also look at other INNOPAC libraries to see how they deal with this problem. They will report back to the Committee.

1.d.) Authority file updates

Marilyn distributed a memo on Blackwell of North America's authority control notification service. On-going costs would be \$585.00 per quarter. There would also be a set-up fee and a one-time conversion fee. The service would not entirely replace all of the authority work currently performed by library staff. Marilyn will inquire about other libraries using Blackwell and obtain more information from Blackwell about the service.

Lynn wanted to know if there were any particular categories or blocks of authority records that could be identified as having been passed over in the original BNA processing of our tape-loaded records. Lynn will investigate further.

1.e.) Indexing of non-LC subject headings

Sam recommended that non-LC subject headings either be put in a separate index or not be indexed at all. The Committee as a whole recommended that they not be indexed at all. This would entail the running of a de-indexing program. The headings would still be visible in the bib records. Sam and Sharon will draft a memo to this effect, presenting the problem clearly both from a cataloging and a public access perspective. The memo will be sent to Marilyn who will present it to the directors. The 690 field for local subject headings would be protected and indexed.

1.f.) Downloading multiple items from OCLC

Release 6 software provides the capability to download multiple items from OCLC. The user manual describes the procedure. The Law Library had this capability earlier because of differences in downloading from RLIN.

2.) OTHER ISSUES AWAITING RESOLUTION (reports)

2.a.) Uniform titles

This is part of the re-indexing clean-up that has been put on hold.

2.b.) Series authority

This is part of the re-indexing clean-up that has been put on hold. Marilyn will do some follow-up and look at other INNOPAC sites regarding this.

2.c.) Positioning of series title in browse screen display.

Marilyn will check with the person who submitted e-mail claiming that they are able to make the series title display first on the browse screen.

2.d.) Holdings component for PAC

No progress from Ill to report. For now, holdings information remains unformatted in the checkin records or in the 850 field of the bib records. The next enhancement release is due in June 1991 and does not include a holdings format.

3.) 008 FIELD

Susan distributed a print-out illustrating the make-up of the 008 field and how to decipher the individual codes in the field.

4.) INNOPAC USERS GROUP

The first meeting of the New England Regional Users Group is scheduled for February 26, 1991 at Wellesley College. Possible agenda items are being collected by John Likins of Colby College. Committee members who attend will report on the meeting at the next meeting of this Committee.

5.) GOVERNMENT DOCUMENTS ISSUES

The retrospective government documents load is nearly complete. It is hoped that the loading of the backfile of monthly updates will be finished by the end of April.

5.a.) Use of Marcive record

At present, libraries other than Orono needing to add holdings to a title represented only by a Marcive record are to overlay the Marcive record with an OCLC record, rather than download a duplicate bib record. The Committee recommends that a consortium contract be purchased from Marcive so that all libraries in the System could attach holdings to the Marcive records in URSUS.

5.b.) Deduplication

It was discovered at this meeting that there is now some indecision about which record (Marcive or UMS) would be the best to retain. USM and LAW are not happy with the quality of some Marcive records. However, the non-Marcive records do not all contain some fields deemed necessary for government documents record retrieval (074 and 086 fields in the MARC record).

It was decided that each library would send Marilyn a memo outlining the pros and cons of deduping one way and the other and

also detailing how the consortium contract issue affects its library. Further discussion of these issues would be continued at the directors meeting.

6.) DUPLICATE BIB RECORDS IN URSUS

Libraries were queried as to whether or not they were searching URSUS for an existing cataloging record before downloading. Apparently, some form of index corruption is preventing searchers from retrieving records during some searches. This phenomenon has been experienced at several of the libraries, resulting in duplicate bib records being downloaded.

7.) DUPLICATE BARCODES--MULTIPLE TITLES BOUND TOGETHER

Discussion centered around how to deal with items that are cataloged separately but bound together physically. The Law Library puts multiple barcodes on these volumes and wands each one at check-out. If volumes are treated this way and then the volume is overdue, this will produce multiple overdue notices for the one physical volume. Orono has ok'd this practice for up to 2 titles per volume only.

One way to deal with some of these volumes would be to break them apart and bind each title separately. This is not a solution for each case, however.

Priscilla volunteered to investigate the problems produced by using the same barcode in more than one item and to report back. This should produce problems at check-in and at check-out.

Orono is working on a procedure for dealing with this kind of problem but the procedure is somewhat cumbersome.

This will be followed up at the next meeting.

8.) NEW LIBRARIES ON URSUS

The holdings of the Maine State Library (approx. 100,000 volumes) and the Law and Legislative Reference Library (approx. 8,000 volumes) will soon be added to URSUS. It is expected that there will be many duplicate bibs between UM Law Library and the Law and Legislative Reference Library. Deduping will catch only records generated from OCLC--many of the UM Law Library's records are from RLIN.

The branch codes originally assigned to these libraries were ME for the State Library and LEG for the other. Committee members were concerned that using ME as a branch code would be confusing as many of the campus libraries have Maine collections. (Marilyn has subsequently changed that assignment and the Maine State Library branch code will be MSL. Their item location codes will still begin with "me".) The branch designation for the Law and Legislative Reference Library remains LEG.

A copy of our document, University of Maine System Online Cataloging Policies, has been sent to each of the two new libraries. A representative from each library will join the Committee.

Training for MSL staff will begin in May.

Susan brought up the issue of authority work on URSUS. Right now, Orono and USM are splitting the authority work amongst themselves since they are the only ones downloading any records without doing authority work first. Adding two libraries to the database could increase that work considerably. Right now, there is no reliable way of printing separate review lists by library.

9.) OTHER

Sharon informed the Committee about the alliance between CLSI and Innovative Interfaces. III will benefit from a more sophisticated circulation system and CLSI will benefit from a more sophisticated acquisition system. Will this upgrade apply to old clients or only to new clients?

Marilyn is looking into setting up e-mail on URSUS, with a separate login for each campus. She will send a memo to the library directors about this.

Marilyn has identified 15-20 problems of corrupt indexing, but clean-up has been put on hold because of system response time. She will send Committee members her list of the problems identified so that people will know what has already been reported and not continue to send examples of the same problems.

The Committee would like to eliminate the space between branch codes in the browse screen display, in order to make room for all codes of libraries attached to a title. Only a comma would separate the codes. (Marilyn has since been in touch with III. The comma and space are hard-coded in the display program. III is unwilling to change it at this point in time.)

The libraries sharing the 3rd VACQ--the one that is not yet online--are concerned about adding new libraries (e.g. Maine State, Law and Leg. Ref., C> Connect to other libs) before their VACQ is up and running on URSUS. While library staff recognizes that these represent two different technical issues, from the patron perspective it appears as if their issues are being sidelined.

DECISIONS

1. Marilyn will send a memo and one-page procedure to circulation staffs on how to key reserves in MARC format.
2. Marilyn will check to see if the title index in URSUS can be re-indexed in order to display series volume on the browse screen and so that a serial record for a series will display before individual titles in a browse screen display.
3. Sharon and Marilyn will look at how other INNOPAC libraries deal with series and report back to the Committee.
4. Marilyn will send Committee members a list of the index corruption problems she has identified. Do not send her more examples of problems on this list.
5. Marilyn will provide more information on BNA authority services.
6. Lynn will investigate the possibility of identifying particular blocks of authority records that need correction.
7. Sam and Sharon will draft a memo recommending that non-LC subject headings not be indexed.
8. Libraries should review the procedure for downloading multiple items from OCLC. This is in the User's Manual.
9. Libraries should send Marilyn a memo outlining pros and cons concerning the government documents deduping plan and consortium contract, as they see them.
10. Priscilla will investigate potential for problems with duplicate use of barcodes.
11. Libraries should anticipate the impact of adding the holdings of two more libraries to URSUS, for further discussion.
12. Marilyn will send a memo listing the item location codes assigned to MSL and LEG.
13. Marilyn will ask to have the 850 field and the locations in the bib protected in overlay.

The next meeting will be Friday, May 3, 1991.