

CATALOGING STANDARDS COMMITTEE
Summary of meeting on May 3, 1991

Present: Susan Robertson (Chair.), Sam Garwood (UM), Diane Hanscom (UMM), Gretchen Bressette (UMPI), Judy Steere (UMF), Albert Howard (USM), Lynn Wilcox (LAW), Priscilla Rancourt (UMA), Sharon Quinn (UM), Jane Edwards (LEG), Suzanne Knowlton (USM), and Marilyn Lutz (SYSTEM)

Guest: Paul Schroeder (Bangor Theological Seminary)

Meeting was held in Auburn Hall on the Bangor campus from 10:00am to 2:00pm.

AGENDA ITEMS

1a.) Keying in reserves using MARC.

Marilyn sent a memo to the heads of circulation at each campus. They do not feel that it would be an impossible task and will start keying reserves in MARC format as a training document is received.

1b.) Title re-indexing for series.

The discussion concerned whether or not to have the delimiter "v" in the series field indexed. If indexed, the series numbers would display on the browse screen (where there was enough room) but not necessarily in numerical order. The committee decided to recommend to the Directors that delimiter "v" be indexed.

Aquisitions people broached the subject of possibly having a separate journal title index or series index. They feel that when checking in serials, it would be less confusing for them not to have to deal with monographs with the same title or same series author. Sharon brought up the point of possibly having bib. records that have a "serial" material type displaying before bib. records that have a "monograph" material type. At the present, you can only limit by material type in public access mode, not in technical mode. Marilyn suggested putting this item on an "enhancement list" for future consideration by III, and that adding a journal title index would be considered when the VACQ software is integrated into the PAC.

1c.) List of index corruption problems.

Marilyn handed out a list of problems. The list included brief descriptions, examples when available, and plans for dealing with.

ld.) BNA authority services.

Marilyn handed out a memo on this service. She thinks that subscribing to this service would be premature because III software cannot eliminate duplicate authority records at this time. The committee decided to delay any decision concerning an authority service until the database is cleaned up and III software is enhanced.

Marilyn will be reworking all the system training documentation in order to train the 2 new libraries coming onto the system (Maine State Library and Law & Legislative Reference Library). When she does this it will give us a chance to review the way we handle authority record maintenance.

Albert suggested that we review the uniform title situation in URSUS before we re-index them, or put in authority records for them. The present situation is very misleading to the public. Marilyn agreed and said uniform title cleanup is on the agenda.

le.) Authority records needing correction.

Discussion concerned the fact that various libraries have discovered some bib. records that do not have proper authority records. Possibly some of the records did not go through the authority process? Perhaps there was no authority (or inconsistent authority) contained in the authority source that BNA used to check our computer tapes before being loaded into the system? Maybe the microcon project was forgotten? Marilyn is going to try and reconstruct the tapeload logs.

The committee preferred to have these incorrect authorities fixed manually as encountered.

Concern was expressed about having just anyone making global updates that affect hundreds of records for different libraries. Lynn stated that she has been sending changes to Sharon at UM to deal with. Marilyn will send out some documentation on how and when to use global updating.

lf.) Memo concerning non-LC subject headings.

Sam and Sharon presented the memo they had drafted recommending that non-LC subject headings not be indexed in URSUS. The committee accepted the memo and its recommendation. Marilyn will present it to the Directors at their next meeting for a final decision.

lg.) Downloading multiple items from OCLC.

Marilyn handed out a memo on this procedure. She has been testing it at Orono. It will be able to run on all ports as soon as the new software is installed and the ports have been restarted.

1h.) Multiple titles bound together.

Susan handed out a memo describing what Orono is doing in this situation. If there are only two titles bound together, Orono will use two barcodes. If there are more than two titles, only one barcode is used and a special status code put in the other item records to alert patrons that status is recorded in another record. Another option is to separate titles that are bound together when possible. It was discovered that using one barcode in multiple item records does not work. It is up to individual libraries at the moment to decide how they want to deal with this dilemma.

1i.) New libraries on URSUS.

Marilyn handed out a memo listing the location codes for the two new libraries (Maine State Library and Law & Legislative) joining the system.

2.) New item type for datafiles.

This came up because of the government documents load that contains datafiles of census materials. The catalogers do not want to use the item type 002 which is for software. Since datafiles are a distinct format (MRDF), a separate item type will be defined.

3.) Micro and print record merger.

The committee wanted an update on how far along the libraries were in transferring their microform holdings from a microform bib. record to the print bib. record on the VACQ. The Presque Isle VACQ libraries have completed this project, the USM and UM VACQ libraries are still in the process of doing so.

Presque Isle also stated that their VACQ libraries are using one bib. record and one check-in record for items that come monthly, quarterly, yearly, etc. The committee agreed that this was best but would have to see how this works once the PI VACQ is linked--probably not until September.

4.) Overlaying VACQ records.

This procedure can be done by using the order record number. It was emphasized that libraries must still search URSUS before downloading. Marilyn handed out a short-cut procedure on how to do this.

5.) Identifying duplicate bib. records.

It is annoying to be told to transfer your item records to another duplicate bib. record when your bib. record has been in the database longer. It was felt that catalogers are not checking the database carefully enough before downloading. The committee decided that when duplicate bib. records are found, attach to the bib. record with the earliest item record number. Sam will revise standards document to this effect and send out a new page with the minutes.

MISCELLANEOUS

It was brought to Marilyn's attention that review files of new heading, duplicate barcodes, etc. cannot be broken out by campus--should be able to do so. The number of items for each campus does not add up to the total for the system. Marilyn will report this problem to III.

Sam is ready to do another purge. He is collecting a file of back records to purge all at once and Marilyn will fit it into the schedule when the review file is completed.

The "identity" field in the check-in record does display in the PAC. Thus, it should not be used for extraneous information that confuses the public more than the serials display already does. Ideally, the "identity" field should be used to clarify the holdings statement since it displays right next to it. Report on what the various libraries are using it for at the next meeting.

"Create lists" function will be discussed at the Circulation Training session. Marilyn has written documentation on how to use it. It should not be used for compiling large files (10,000+ records) without scheduling with Marilyn first.

DECISIONS

- 1.) The committee will recommend to the Director's that delimiter "v" be indexed.
- 2.) The committee decided to delay any decision on an authority service until the database was cleaned up and III software could better handle authority records.
- 3.) Marilyn will report the problem of not being able to separate review files in the report of new headings by campus when she has collected more examples.
- 4.) Marilyn will try to reconstruct tapeload logs.
- 5.) Marilyn will send out some documentation on global updating.
- 6.) The committee decided to fix incorrect authority records manually as they are come across.
- 7.) Marilyn will define a new item type for datafiles.
- 8.) When duplicate bib. records are found, attach to the bib. record with the earliest item record number.