

CATALOGING STANDARDS COMMITTEE
Summary of meeting on September 27, 1991

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

Meeting was held in Auburn Hall on the Bangor campus from 10:00am to 3:00pm.

AGENDA ITEMS

1.) Election of new chairperson.

Sharon Quinn was elected as the new chairperson of the committee and Lynn Wilcox was elected as the new secretary.

2a.) Update on series indexing.

The directors have agreed that a re-indexing program should be run so that the volume # of a series will display with the title. However, this project will have to wait until the government document load is complete (still have about 20,000 gov't document records to load at 500 per night) and the Maine State Library gap tape has been loaded.

2c.) Review of use of Identity field in VACQ.

115 The Identity field does display on the public access terminals. The committee decided that this field should only be used to clarify the holdings statement (format of the material, etc.)

2d.) Separation of review files by campus.

It was found that the "New Headings File" can be separated by branch, but the "Duplicate Records File" cannot be separated by branch. Marilyn theorized that this may be linked to a log-in problem. The file may have to be separated by log-in rather than branch. Marilyn will verify the problem and try to find a way to separate the review files so that work can be dispersed among all the campuses.

2e.) New item type for datafiles.

114 Marilyn has created a new item type for datafiles (43), so that these may be distinguished from regular software. A new item type was needed for circulation purposes. The material type used for datafiles remains the same as software.

3.) Committee Name.

The URSUS system now includes more than just University of Maine libraries--Maine State Library, Law and Legislative Reference Library, and

in the future, the Bangor Public Library. Thus, there was discussion on whether or not the name of the committee and the policy document should be changed to reflect the entire membership. Any change would have to be recommended to the directors. The committee agreed that a change would be premature at this point, and that a cover page added to the document listing the participating libraries would be sufficient.

4a.) Duplicate bib. records.

Sam handed out a document replacement page concerning duplicate bib. records. It stated that the bib. with the lowest item record # attached should be chosen when there are duplicates and neither of the records are DLC records.

The MSL load has created some duplicate authority records. BNA delivered only new authority records based on a snapshot of the URSUS database as it was over two years ago.

A recent scan of the database identified 10,000 duplicate records. Marilyn will study the printout of these duplicates and then split the list into parts based on institution size so each library can help eliminate them.

Marilyn and Sharon will write a memo to public service librarians explaining the impact of the Marcive load on the database and its users.

4b.) Authority duplicates.

Duplicate authority records appear on the public access browse screen as two lines of the same cross-reference. This is very confusing to the patrons. The committee decided that as these duplicates are encountered, the record with the latest date (could have been updated) should be retained and the duplicate eliminated.

5.) Minimal level authority records.

There are minimal standards for keying in bibliographic records, thus, the committee would like to establish minimal standards for keying authority records as well. Marilyn and Lynn will write a memo on the fields to be included in an authority record and the steps to key one into the database.

6b.) Difference between M> and G> indexes.

Option "M" allows you to search for a local call number derived from the 086 field in the item record. This field is not searchable by the public. However, this local SuDoc # is usually the same as the # in the SuDoc field of the bib. record.(tag 086)

Option "G" allows you to search for a SuDoc # derived from the bib. record (tag 086). This option is available to the public.

Marilyn will send an E-mail memo about how to correctly type in SuDoc numbers so that they may be searched (are spaces and punctuation important?)

6d.) How to identify a Marchive record.

All Marcive records have "GPO" in the 035 field of the bib. record. Item type "⁴⁴⁰8" and material type "⁴⁵40" for government document should be used by all libraries for any government document (federal, state, Canadian) so that users can limit searches by government document.

6e.) Use of 086 field in item record.

The 086 field should not be used in the item record for a non-SuDoc number. The call number found on the government document should be used in the item record so that patrons will be able to locate the document on the shelf.

7.) Serials.

It was recommended that the 247 field be used instead of the 730 field to indicated older versions of serial titles in latest entry serial records. Libraries using latest entry should also remember to put an "8" in the fixed field.

Marilyn made the suggestion that one person be assigned to make all title changes for all libraries in the PAC. The libraries would then be notified so that the appropriate changes could be made in the VACQs. Marilyn is concerned about the management of serials in regard to several new libraries coming onto the database, and felt this was one way to provide consistency. However, committee members expressed concern about the timeliness of changes and about having one person changing other libraries' records. There was also concern about having both latest and successive entry records being changed by one person. The committee felt that one person could not handle the job. Therefore, the problem will be studied further by Marilyn, particularly after the PI VACQ is linked.

7a.) Dead serials.

Libraries should be in the process of putting their dead serials into URSUS, using the 850 field to display their holdings, and creating a dummy item record to display the call number to the public. Farmington stated that they have been using the call number field in the dummy item record to indicate where the serial is located. Since this information gets put into the call number index, Farmington wanted to know if this practice was acceptable. The committee decided that the call number field in dummy item records could also be used to indicate location, but messages to the patron--such as "See Staff"--should be placed in the status field. Marilyn will add some extra status codes if needed.

7b.) Holdings format.

A MARC holdings format is now available nationally, but is not being implemented by III. More pressure needs to be put on III to incorporate the new holdings format into their programming.

8.) Authority work.

Sharon Quinn expressed concern about obsolete Bangor Public Library subject headings being added to the database. Marilyn assured the committee that BNA will be able to flip the obsolete headings and that all new cataloging will be done correctly according to AACR2.

10a.) Status of MSL and LEG loads.

Both loads should be done by the end of next week (Oct.5th), but both libraries have a lot of cleanup work to do. The government documents of both libraries were on the same tape as the rest of their records. Since the documents were a small percentage of the tapes, the tapes were loaded with an 092 or 090 call number default. Thus, there are SuDoc numbers in the Dewey/LC call number indexes. Both libraries will be going back and retagging their SuDoc numbers with the 086 tag in the item records.

* Any problems encountered with MSL records should be sent to Marilyn, as the library staff has not been trained to deal with all cleanup problems.

10b.) Duplication, field information.

The committee recommended that fixed field information should be entered when tape loads are done so that groups of records can be quickly identified if problems arise.

11.) Pseudonyms.

Pseudonyms can cause problems for patrons when they search for a name and are directed to one official name (direct reference rather than a see also reference). Many authors write one type of book under one name and another type of book under another name. Books are shelved separately under each respective name. Thus, patrons are confused when searching one name and are directed toward another name that they may never have heard of. This is an authority record question. Do we change authority records? Do we use multiple names for the same author? Do we put bib. records in under both names in the 100 field? There should be a statement in the policy document about pseudonyms. Marilyn wants examples and to know what both AACR2 and Library of Congress have to say about pseudonyms. She and Sam will investigate.

13.) Prism.

OCLC will be training each OCLC library staff on how to use this and turning on the software on each library's interface. Marilyn wants to know each library's training date and turn-on date.

14.) Shelflisting issues.

URSUS cannot be used for a branch shelflist--only a system-wide shelflist.

16.) Boolean search workshop.

Marilyn will try to reschedule a workshop.

MISCELLANEOUS

E-mail should be available on URSUS within a month and will become the mail of choice for libraries. E-mail from the CAPS system can be routed to URSUS E-mail mailbox. Marilyn is working on documentation on how to use this.

Marilyn will be changing the location codes for University College (Bangor) from "B" to something else because when Bangor Public Library joins URSUS, it wants to use "B" for its location codes. At the moment, location code changes made on the staff machine are not displaying correctly on the the public access machine.

Do not key-in serial bib. records in capital letters on the VACQ. The only records in capitals on the VACQ should be order records. Rather than key-in a record for a unique serial, have an OCLC library download a record into the VACQ for you.

How???

DECISIONS

1.) The Identity field should be used to clarify a library's holdings--such as what format they are in.

✓ 2.) Marilyn will verify reported problem with review files and try to find out how they can be correctly separated by branch.

3.) Add cover page to policy document listing participating libraries.

✓ 4.) Marilyn will study the printout of duplicate records and then split the list into parts based on institution size for elimination.

✓ 5.) Marilyn and Sharon Q. will write a memo to public services librarians explaining the impact of the Marcive load on the database.

6.) When duplicate authority records are encountered, retain the record with the latest date.

✓ 7.) Marilyn and Lynn will write a training memo on how to key-in a minimal level authority record.

✓ 8.) Marilyn will send an E-mail memo on how to key-in SuDoc numbers correctly so that they can be searched.

✓ 9.) Marilyn and Sam will investigate the problem of pseudonyms.

10.) The call # field in dummy item records may be used to show the location of dead serials. Keep patron messages in the status field.

- 11.) The problem of serials management will be studied further by Marilyn.
- 12.) Fixed field information will be entered when tape loads are done.
- 13.) Send any problems encountered with MSL records to Marilyn.

The next meeting will be held Monday, Dec. 2nd.