

CATALOGING STANDARDS COMMITTEE MEETING
Summary of meeting of December 2, 1991

Present: Sharon Quinn (Chair), Gretchen Brissette (UMPI), Bonnie Collins (MSL), Sam Garwood (UM), Diane Hanscom (UMM), Albert Howard (USM), Suzanne Knowlton (USM), Priscilla Rancourt (UMA), Susan Robertson (UM), Judy Steere (UMF), Lynn Wilcox (LAW)
Absent: Jane Edwards (LEG), Sharon Johnson (UMFK), Anna McGrath (UMPI)

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

1.) Old Business Committee has now received new cover page for the University of Maine System Online Cataloging Policies and an updated directory of members. Please add Farmington ME 04938 to the address given for Judy Steere. [Also Lynn Wilcox can be FAXed at 780-4913].

2.) Correction of Minutes: Section 6d.) "Item type "5" and material type "40" should read "Item type "40" and material type "5". Section 7.) "Latest entry should ... put an "L" in the fixed field "should read" latest entry should ... put a "1" in the fixed field."

3.) Update on actions taken since last committee meeting.

Marilyn Lutz reported that it is not possible to profile catalogers with an individual login to print out HEADINGS REPORTS unless there is an enhancement made by III. Even if III was able to supply the enhancement, clearing and updating the file with multiple site use could be a problem. Marilyn passed out a handout detailing SuDoc # format in item records as described in the PAC manual p. 41-48 with examples from the PAC. In order for the number to search properly in the SuDoc index there must be a space between the first 2 letters and the rest of the number. i.e. HE20.6208/13.

4.) System Update

a) Profile change

Late last week a profile revision added 086 to the Prism Table for downloading SuDoc call numbers. The preferred call number for downloading is now the 086. A SuDoc number will download to the item record if present or if you add an 086 to the bibliographic record. If you do not want the 086 to Download, you must change the 086 to 949 before downloading. [Problems have been encountered when downloading records with multiple 949's in Prism. Usually restarting the OCLC port for your terminal will correct the problem.]

If you want the LC number to download and you forget to change the 086 to a 949 both call numbers will download to the item record. However, changing the 086 to a 949 before downloading makes the SuDoc number unsearchable in the public access Doc Rept # file. After much discussion regarding the necessity and/or

desire to keep the 086 indexed in the public access, whether or not to undo the profile change and/or change workflow procedure the following recommendation was accepted: Leave the newest profile change as is. Catalogers must either choose to change the 086 to a 949 before downloading, then return to URSUS and change it back to an 086 in the bibliographic record or leave it as an 086 before downloading and return to URSUS after downloading and delete the 086 from the item record.

b) Prism

All OCLC libraries are now operating with new Prism software. Orono reports the downloading operation does not always work the first and even second time. System messages often say OCLC number missing or missing title information. III wants more proof that this is a frequent occurrence so please start logs recording date of downloading problem, device (tty) number, number of times it took to download one record. Maine State Library has been unable to download at all since loading Prism. This appears to be a separate problem which Marilyn and Maine State Library will try to work out. Presque Isle and Farmington have not had any problems. USM has had some problems.

5.) Pseudonyms

Sam Garwood researched the treatment of pseudonyms according to AACR2, OCLC, LC and URSUS practice. He found LC did not always follow the AACR11 rules. Sam passed out a handout summarizing and recommending pseudonym treatment in URSUS to follow LC and if the pseudonym treatment and cross references have not been established by LC to follow AACR11 practice. A note to this effect will be incorporated into the Online Cataloging Policies manual.

6.) Duplicate record list.

Sam and Marilyn analyzed the large list of duplicate records. The list consists of approximately 9,000 pairs. About 6,000 of these pairs appear to be INNOVACQ source records that have no other records attached to them. These can probably all be deleted by the system. That leaves approximately 3,000 pairs that need to be examined and eliminated. Marilyn has created three review files which Committee members may view. Review file 75 contains all 9,000 pairs, 69 contains pairs one of which appears to be a VACQ record of some kind [i.e. they have VACQ numbers and a receipt date in them] and 70 is all INNOVACQ source records. Marilyn thinks all records in file 70 can be deleted.

7.) Government Document records

Marilyn proposed drafting a memo to Public Services Librarians explaining the impact of the MARCIVE load on the database. Committee members from Presque Isle thought it was great to see these in the PAC, USM says they do have a problem with documents being requested from Orono that they have at USM. The title Federal Register was used as an example where a Marcive record with Orono holdings attached exists along with a duplicate record from the Law School. Sue Knowlton said USM had no plans to link all their government documents to the Marcive records or to catalog them into URSUS at this time.

8.) Keying Authority Records into Ursus.

Marilyn Litz distributed copies of pages of the Law School's URSUS training manual outlining the keying of URSUS authority records. With some minor changes, the policies and steps outlined will be adopted as the standard for minimal level authority record creation. Albert Howard requested that local authorities also include a note containing the title for which the authority was originally created.

Prism cannot download names as subjects into URSUS. Orono is backlogging names as subjects until release 7 is implemented which provides a copy function to bypass this problem.

9.) Current authority practice for the system.

Sharon Quinn re-reviewed current authority agreement. The Headings Report lists First Time Use records; Invalid, Blind and Duplicate authority records. Every 3rd list pulled and printed is sent to USM. The Canadian load is currently being added into these lists. Sharon estimates that three cataloguers spend 40% of their time on this list and keeping up with the CSB charges.

10.) System Status.

The Canadiana load is indexing more slowly than expected. Bangor Public, tentatively scheduled to come on board Jan. 1 may be stalled due to current economic conditions. The Presque Isle and Farmington VACQ/PAC link went smoothly.

Maine State Library is doing some clean up work on their tapeload. Because their use of OCLC dates back to the Mid 70's their tapeload has call number errors; withdrawals that did not get deleted from OCLC; duplicates; call numbers followed by statement "Library use only"; and location and status inaccuracies. They are literally checking everything against the database and do not plan on coming up on the Circ System until that is done.

Without notification, III recently implemented a utility to address the indexing problems, circular cross-references etc. The Utility began on the author file and went fine until it hit the U.S. authors. The Utility runs in the background at the same time as the night loads. Marilyn remarked that we had gone 3 years without the indexing problem being addressed and is therefore encouraged to work with III to get it done now.

The Utility will check author, title, subjects, and individual records in that order. If we wish to re-consider separating out LC subject and MESH headings (i.e. re-indexing) now is the time. A recommendation should be made to the Director's again. Marilyn will keep us informed of the Utility index checking progress.

At this time a suggestion was made that 871 tags be stripped by the system before being downloaded to URSUS. Others mentioned other fields they'd like deleted. After much discussion consensus was to preserve the integrity of the MARC record. Retain or eliminate tags in accordance to our existing written policy.

11.) Procedures for System Functionality.

a) Requestor function problems have calmed down. Major enhancements are scheduled in the next Release. Check-out procedures have resulted in a proliferation of CIRC-ON-THE-FLY's. Procedures and policies continue to need some smoothing out. Concerns have been voiced regarding requests all going to the same lender, check-out at the point of pickup and keeping a handle on policy setting.

b) Release 7 should be mounted in the first quarter of next year. Ursus 2, the public side of the system, can fall way behind in processing transactions because the IO board is not the same as Ursus 1. This should be upgraded shortly. (Upgrade is in place).

c) Integrated VACQ/PAC software is available with Release 7. The conversion, beginning with Orono is scheduled in the spring.

12.) Miscellaneous discussion.

a) Records with zzzz in the location field were collected in a review file of over 900 records and III ran recompute locations to correct. Review file 54 now contains 217 records which must be manually corrected. Interpretation of this problem is that the matching was incorrect.

b) Locations on the browse screen do not fit for all branches. Marilyn thought that at least the homesite library would display first but this is not the case. If you feel strongly about this, let your director know.

c) Procedures for Prism downloading

Presque Isle uses:

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99 949 33      *recc=b;b1=b;b2=i;b3=s;bn=pi;i=_____ /loc=ista/ty=1/  
n=acc#/sta=-/pr=35.00;i=_____ /cop=2/n=acc#/pr=35.00;  
Shift F10 or F11 is used for XPO.
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USM has been doing theirs with "/" in place of ";" Others have found a "-" works in place of "=" . Marilyn will prepare a training document to clarify options. Most put the string on a function key. Presque Isle has had problems correctly downloading multiple items. Copy, status and note fields don't go across the interface.

d) Orono will be using a "shelved as" note in the 850 tag of bibliographic records for those serials involving title changes which are shelved in one location.

13.) CIRC-ON-THE-FLY

The possibility of leaving CIRC-ON-THE-FLY records in Ursus instead of deleting or permanently cataloging or linking them was suggested. Materials mentioned in particular were Government documents and ephemera. USM has a nursing ephemeral file that does circulate. Marilyn expressed concern that uncontrolled numbers of CIRC-ON-THE-FLY records would have a serious impact on database integrity and asked to know exactly how libraries were using CIRC-ON-THE-FLY outside the limitations originally stated in the standards document.

Categories of things for which semi-permanent CIRC-ON-THE-FLY might or were being used were: Government Documents in Orono that were not linked, multivolume sets that are not fully linked in Orono, textbooks, curriculum guides, vertical files (in particular USM nursing vertical files) and phonograph records. Bangor Public may wish to use them for leased paperbacks. Recommended solution is to allow semi-permanent CIRC-ON-THE-FLY for vertical file materials, textbooks, uncataloged LMC materials, equipment, and paperbacks. These records will be suppressed from public display. On a regular basis, a file of CIRC-ON-THE-FLY records will be gathered. Records no longer checked out will be reviewed for deletion or suppression. The review file that currently exists of CIRC-ON-THE-FLY's will have deleted anything without a current check-out date created before August 1, 1991. Sam will incorporate this procedure into the standards document. Marilyn will write memo addressed to Circulation and Technical Service heads informing them of this procedure.

14.) MULS on URSUS.

MULS on URSUS is being funded by a grant to increase access to serial holdings in Maine. The grant includes funds to add two periodical indexes online. The two options considered were OCLC union listing or separate database on the PAC that could be accessed from URSUS. An Advisory Committee currently exists of people from UMaine, Colby, Bates, Bowdoin and the Maine State Library that will develop procedures and holdings format. The current wish is to extract the bibliographic information from the VACQ or PAC which should represent approximately 70% of the MULS database. It is likely that the holdings record will be similar to III check-in record without the card, containing summary holdings similar to holdings currently in MULS. The holdings will probably have to be keyed in one by one. Outstanding questions are whether III will adopt the MARC holdings format, and creation of the bibliographic database. The Advisory Committee plans an agency similar to the Standards Committee.

DECISIONS

- 1.) Marilyn Lutz will delete duplicate INNOVACQ source records. Remaining list of duplicates will be distributed equitably to be examined and eliminated.
- 2.) Documentation to key authorities will be added to Online Cataloging Policies document and Marilyn Lutz will prepare a training document.
- 3.) The only MARC tag that should be deleted before downloading into URSUS is the 850. Recommendations will go to Directors to have separate LC and MESH subject indexes.
- 4.) zzzz's in branch code will be deleted as encountered if attached summary of items matches listed branches.
- 5.) Downloading problems with Prism will be documented.
- 6.) CIRC-ON-THE FLY's in current review file will have records not currently checked out and created before August 1, 1991 deleted and the rest reviewed and suppressed as needed. Marilyn will follow up this procedure with a memo to Circulation Heads and Contacts.
- 7.) A note regarding handling of pseudonyms in Ursus will be added to the Standards document.
- 8.) Next meeting tentatively set for March 6, 1992; snow date, March 13, 1992.