

CATALOGING STANDARDS COMMITTEE MEETING

Summary of meeting of March 6, 1992

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

Absent: Albert Howard (USM)

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

1.) Business: Amend minutes of December 2, 1991 to include as present Marilyn Lutz and Mary Saunders. Mary Saunders will replace Bonnie Collins on Committee. Please change the FAX number in the Directory of the Committee for Priscilla Rancourt from 621-3451 to 621-3354.

2.) Committee reviewed handout INNOPAC RELEASE 7: SUMMARY OF NEW FEATURES.

3.) Cataloging templates: Committee discussed new capability to define cataloging templates for Ursus. Agreed on one template for FULL BIB RECORD FOR BOOKS to include prompts for all Ursus fixed fields and for variable fields 009, 020, 1XX, 245, 250, 260, 300, 4XX, and 6XX; one template for ITEM RECORD to prompt for copy# with a default of "1", I Type with a default of 1, location, status with a default of "-"; one template for FULL BIB RECORD FOR SERIAL to include prompts for all Ursus fixed fields and for variable fields 009, 022, 1XX, 245, 246 & 247 if possible, 260, 300 & 310 if possible, 362, 6XX, 780, 785; one template for AUTHORITY RECORDS FOR NAMES to include prompts for variable fields 001 with a default of "local", 040, 1XX, 4XX, 5XX, and 6XX; one template for AUTHORITY RECORDS FOR SUBJECTS to include prompts for 001 with a default of "local", 040, 15X, 45X, 55X, 6XX; one template for UNIFORM TITLE to include prompts for 001 with a default to "local", 040, 1XX, 4XX.

Discussion on: Brief record template, music template to be further studied by Tom Zantow (UMM) and Albert Howard (USM).

In conjunction with discussion on template for ITEM RECORD, a desire to have the System repeat previous fixed field information in the next set of keyed records and retain the call number tag was expressed.

Any suggestions for changes or additions please email to Sharon Quinn.

4.) System update: Release 7 has been loaded. Immediate problems identified were logins to Email, access to CARL, Requestor, and print functions in Cataloging. Subject profile has been revised. Only headings in the 6XX b0 and 69X are indexed.

5.) Database cleanup: Sam Garwood reported that of the 9,000 pairs of indentified duplicates, 6000 are related to older VACQ records with receipt dates that were not suppressed. All records with a receipt date will be deleted which will take about 24 days. After these have been deleted another scan will be done and the leftovers re-evaluated. 3500 duplicates were created from a duplicate marchive load. These have dates between Jan.28 to Feb. 16. There are approximately 60 records with a ZZZZ in locations. May be due to incorrect order codes that had no corresponding display. These are in a review file.

6.) Circ-on-the-fly: Circ on the fly records with no due date, not suppressed and created before Jan. 1, 1992 will be purged. Three revised pages to the University of Maine System Online Cataloging Policies manual were distributed. Page 12 states "Circ-on-the-fly records for such categories as vertical file materials, textbooks, uncataloged materials, equipment and paperbacks may be retained in the database after the items are returned, to avoid repetitive creation of COF records for these materials. They are suppressed from public display. Periodically a review file of COF records will be collected, and those that are neither current charges nor suppressed records will be deleted from the database."

"Uncataloged materials" should have been "Uncataloged LMC materials." After discussion, Committee agreed that this use of semi-permanent Circ-on-the-fly is not meant to open up the use of Circ-on-the-fly for uncataloged collections and must be clarified. To date the following types of materials may receive this treatment: VF at USM (in particular the Nursing ephemeral file), Paperbacks at Bangor, LMC materials at Orono, and equipment that circulates from the libraries.

7.) Vacq purge: Purge on vacq records with input library = "z" will be done soon.

8.) MULS: The core MULS database will be periodical records from Ursus, Colby, Bates and Bowdoin and indexed with III software. Summary holdings will be taken from check-in record if present. If there is not check-in they will try to take the LIB HAS field from the bibliographic record if present. They will begin the extraction in the next couple of weeks. It will be easier if holdings in the system were accurate before the extraction. General questions were: Can we generate a paper list? Yes. Can we download a full MARC record into MULS at a later date? Yes from OCLC.

9.) Authority work: Marilyn Lutz will be looking into vendors for tapeloading authority work. Please collect authority statistics for the month of April. Marilyn is interested in how long it takes to look at the new headings list and to create new headings etc. Please document First Time Use for Subjects and Names and Invalid headings.

10.) Each committee member summarized past and present interface problems. Interface problems for all libraries will be reported to III by Marilyn.

11.) VACQ/PAC Integration: Marilyn Lutz will be preparing a paper on the advantages and disadvantages of having the integrated software. Some potential problem areas discussed were: in a shared system some functions must be kept separate, libraries that are integrated will have to have assigned printing and claiming days, print queue will be a significant problem, libraries will be able to check-in on each others check-in records, create lists may have to scan an even larger database, order records need to be locked out from Public Access.

12.) Downloading multiple items with different locations: Multiple item information will not go through unless the string ends with "loc" and the "ty" is left out.

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*recs = b;b1-b;b2-f;b3-p;bn-far;i-32454006042379/ty-1/loc-  
fsta;i-32454006042387/cop-2/sta-0/loc-farc;
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13.) Pac bib record w/o cat date in fixed field: Bibliographic records without a cat date in the fixed field that have vacq records attached will be replaced by the vacq bib record of the attached record if activity occurs in the vacq. If a full marc record is encountered in the database w/o a cat date put one in. The entire system will be scanned for Serial records without cat dates and corrected. If brief records are encountered with items and check-ins it may be due to this problem.

14.) Microforms on Ursus: Do we download microformat records for materials that exist only in microformat? YES. U.S. Docs are often issued in both hardcopy and fiche. If only hardcopy is available in Ursus how do you convey to the public that your library's holdings are on fiche. Orono has been devising a method to deal with this problem. Do we download hardcopy even if we have only microformat material and it is a title unique to Ursus? If the title is being put in Ursus for the first time download copy for the format in hand. The Standards Policy manual will be revised to clarify the multiple formats issues.

DECISIONS

- 1.) Cataloging templates should include FULL BIB RECORD FOR BOOKS, FULL BIB RECORD FOR SERIALS, TAPELOAD TEMPLATE, RESERVED TEMPLATE FOR USE FOR SPECIAL PROJECTS; and ITEM; and AUTHORITY FOR NAME, AUTHORITY FOR SUBJECT, AUTHORITY FOR UNIFORM TITLES. To be investigated: template for MUSIC SCORES.
- 2.) VACQ records with a receipt date which duplicate Ursus bib records will be deleted.
- 3.) Use of semi-permanent Circ-on-the-fly records will be limited to the following identified materials: USM VF's, UMM LMC materials, Bangor paperbacks, and equipment.
- 3.) Scan the system to find and correct full Marc records lacking a Cat Date. Correct other such records as encountered.
- 4.) Use of microformat records in Ursus will be clarified in the policies document.