

CATALOGING STANDARDS COMMITTEE MEETING
December 4, 1992 - Meeting summary

The meeting was held in Orono. Present were Kelly Conner (UMFK), Jane Edwards (LEG), Sam Garwood (Chairman-UM), Diane Hanscom (UMM), Suzanne Knowlton (USM), Judie Leighton, (BPL), Priscilla Rancourt (UMA), Mary Saunders (MSL), Judy Steere (UMF), and Lynn Wilcox (UMLAW). Absent were Albert Howard (USM), Marilyn Lutz (UM Systems), Sharon Fitzgerald (UM), and Nancy Roe (UMPI).

*1 Minutes of the September 25 meeting were accepted with clarification of Item 6, in reference to the maintenance of MULS holdings. "Holdings will be maintained by each holding library" was restated as "...each holding library or by larger, centralized libraries, i.e. Fogler for smaller libraries, or HSLIC for medical libraries".

Sam gave an URSUS update :

Vacq-Pac merge scheduled for March 1993, integrating 3 Vacq computer databases with the Pac database. Marilyn will coordinate Innovative's training for designated personnel. Names, dates, and places to be announced.

EAI and DOC tapeloads are current. Business Index almost ready to load. Health Index awaiting further processing by III. (Note: Business and Health Index should be loaded on December 18 or shortly after. During the load there will be a brief interruption in access to EAI>)

Jane Edwards requested information about the process of de-duping machine loaded duplicate bibs which have the same OCLC numbers. Sam and Susan Robertson explained that lists of duplicate records are pulled daily by Orono. Records are forwarded to campuses of origin for merging or deletion.

*2 Judy Steere had mentioned in September that there seemed to be some conflicting information received about the use of the 590 field. Is 590 for local library information - no "see" notes - or for bibliographic explanation which is system similar information, such as "Maine Author" ? To be reviewed at next meeting.

*3 III Field tags: Sam passed out copies of part of the MARC conversion table listing Subfields, III Tags, and III Record Types with the reminder that it is not enough to use the right MARC tag; the proper III tag is necessary since URSUS records are indexed on III tags, not OCLC MARC tags.

There was discussion about keying LC call numbers in Item records and whether it is necessary to key in delimiters as in Bib records. Susan checked some records out after the meeting and reported to Sam that the Call numbers index properly when keyed either way - and tagged either 050 or 090.

*4 The current policy is for all formats representing the same bibliographic entity to be represented by a single bib record, although some libraries have not yet merged all their attached records. (Standards document page 7 no. 4)

*5 Fort Kent serials project: Kelly Conner shared how they are tracking "circulation" (in-house use) of serials, by adding a dummy item record for each serial title, putting the barcodes on sheets kept at the circulation desk, then wanding the item out and back in, each time the serial is used (or re-shelved). We discussed the possibility of using this method for tracking the use of other items such as reference items, indexes, or dead serials. It was agreed that this procedure is not in conflict with the Cataloging Standards policies.

*6 MULS Project: Sam passed out several different pages of the new look for the printed MULS, and a sample MULS Bib record with its different fixed fields. After explaining the various field contents, he explained how a contracted programmer, using a program called Advance Revelation, extracted serials information from URSUS, and processed it into the new format.

The new MULS will be more readable. The project will take at least another month before lists will be sent to campuses to edit. There are still many duplicate records and format problems. Photocopied paper copies will still be available for purchase if still required, and can be campus specific. Sam reminded us that MULS is a separate database, and information can be pulled out in any order we need.

Each library will enter and update holdings only, but not Bib records, in the MULS database. Only Orono will have the capability of downloading Bib records into the MULS database. Other libraries will probably key simplified brief Bib records for additions and notify Fogler to download a full Bib.

Sam noted that annuals are not being included in the MULS database.

*7 Training will be provided for updating MULS records, including the use of uniform holdings statements, to insure clear and readable information. More later on training schedules.

*8 The next meeting is tentatively scheduled for Friday, February 26, 1993, three weeks after the scheduled implementation of Release 8.

** The rest of the day was spent in a Training session conducted by Sam, on the use of the Create List function, Copies of the hand outs for the session will be forwarded with the minutes to those committee members who were absent from the meeting.

12/16/92 P. Rancourt, Secretary