

CATALOGING STANDARDS COMMITTEE MEETING
February 26, 1993 - Meeting Summary

The meeting was held in Bangor, with all members present except Nancy Roe and Mary Saunders. Gretchen Brissette attended as the alternate from Presque Isle.

Present: Kelly Conner (FK), Gretchen Brissette (PI), Jane Edwards (LEG), Sharon Fitzgerald (UM), Sam Garwood (Chairman-UM), Diane Hanscom (UMM), Albert Howard (GOR), Suzanne Knowlton (USM-GOR), Judie Leighton (BPL), Marilyn Lutz (UM System), Priscilla Rancourt (UMA), Susan Robertson (UM), Judy Steere (UMF), and Lynn Wilcox (UMLAW).

*Before the first item on the agenda, Sam posed the Item 5 question for discussion: Are our meetings staying on-target for the mission of this committee...are we dealing with "cataloging" items only, or are we drifting into other areas of concerns and if so, is there the feeling that we should alter either the committee's makeup or mission? Also, are we scheduling meetings appropriately - do we need more or fewer meetings per year?

General concensus was that while non-cataloging issues may be brought into meetings, they are generally closely related to the concerns of this group, and that the benefit of exchanges of ideas and experiences probably outweigh any detriment to the committee. Scheduling is flexible, therefore no decision was made to change the practice. We will set tentative dates for the next meeting...and if there seems to be a shortage of agenda items...we will postpone the meeting.

*Marilyn passed out revised forms for each campus to submit all URSUS users' initials and passwords to her ASAP. The form sent to contact people earlier was missing a column. Marilyn also stated that library contacts must take the responsibility for determining the levels of authorization for each employee, and for getting that information to her.

AGENDA

Dec. 4
Item 1. Minutes of ~~February 26~~ meeting were accepted as written.

Item 2. With so much changing so rapidly at this time, with the VACQ-PAC merge in process, and training upcoming...the update on Ursus was tabled. There will be E-Mail and Memo updates to all staff as developments occur.

Item 3. Use of the 590 field: *It was agreed that campus specific information should NOT be put into 590 in the Bib record, but should be entered as a note in the Item record only. The standards document will be adjusted to clarify this issue.

Item 4. Marilyn has asked III to include 690 in indexed fields. Re-indexing may be necessary.

Item 5. Role of the Cataloging Standards Committee: Continuation of the pre-agenda discussion.

Some shared information about national cataloging activities in electronic cataloging and format integration. Lynn mentioned a formatting workshop she and Albert will be attending in April in Worcester. Again, the concensus was that the standards committee meetings are enhanced by person-to-person connection, all aimed at maintaining the integrity of the shared database records.

[Item 6 - Covered AFTER Item 7]

Item 7. Vacq - Pac Merge: Marilyn ran down the steps for the end of VACQ activity: Ending all financial functions; printing purchase orders and claims; posting; printing activity reports, binding and pull slips; clearing marc files; doing a full backup; running 2 copies, and shipping one copy of final tapes out to III. We were cautioned to clear out Vacq review files, as they will be lost, and to remind staff that after March 5 there should be no further activity in VACQ.

*Marilyn spoke with Betsy Graham at III, who answered questions about the conversion "live" via speaker phone:

- Send final tapes to Betsy's attention
- Purging Vacq records after conversion...check that bibs do not have a CATDATE
- Do not keep EBSCO title numbers in Bib records - put them into order or check-in records. Moving title numbers already in bib records can be done by III.
- Harriet Welsh will be the trainer at each site - more about training schedule and organization later
- Full screen editing will be available for acquisitions
- Confirmation that an auto indexing program can be run to index the 690 field

***Note:** Doing Bib or Item scanning review files will continue to require scheduling with Marilyn. Keeping record number logs, scanning smaller segments of the database, and starting searches after 4 p.m. will help. Try to keep searches to less than 50,000 records if possible, and clear with Marilyn before searching more than 50,000 records. A review of the entire Item database will take over 5 hours at best. An additional note: scanning within an existing review file takes longer than scanning a segment of the database since the process takes two passes instead of just one.

Item 6. Release 8

*Patron access to personal record: Note fields will be blocked, any information a library wishes to have in a patron's record will not be visible to the patron.

*Index to Journal Titles: Once again, the need for a serials index is evident. Marilyn has addressed the need recently at the Reference Services Committee meeting, and asked for a list of required fields for information in such an index. The index would have a cost factor, which Marilyn will check on. The directors would have to agree to fund the project.

*Diacritics: Not all of us have the type of terminal needed to use this new enhancement of Release 8, a T160E is needed.

*Full Screen Editor: This feature was to have been demonstrated and discussed, but due to a LAN failure in Bangor, the terminal hook-up could not be used. There was a brief discussion of the features, which the Innopac Manual, Volume I outlines on pages 122.2 - 122.17.

Next meeting is scheduled for June 4, 1993.

We adjourned early with a reminder to make use of the e-mail system as our best means of communicating with all committee members.

TO COMMITTEE MEMBERS: Enclosed is a revised copy of the membership list - please check for errors, and call me at 621-3346 or FAX 621-3354. Thanks.

Priscilla Rancourt
3/17/93