

CATALOGING STANDARDS COMMITTEE MEETING  
June 4, 1993 - Meeting Summary

The meeting was held in Orono, with all members except Nancy Roe present. Alternate member, Gretchen Brissette represented UMPI.

Members present: Gretchen Brissette (PI), Jane Edwards (LEG), Sharon Fitzgerlad (UM), Sam Garwood (Chairman-UM), Diane Hanscom (UMM), Albert Howard (GOR), Suzanne Knowlton (USM-GOR), Judie Leighton (BPL), Marilyn Lutz (UM System), Priscilla Rancourt (Secretary-AUG), Susan Robertson (UM), Judy Steere (UMF), and Lynn Wilcox (UMLAW). *Mary Saunders (MSL), Kelly Connor (UMPK)*

An agenda was distributed by the chairman, the order of agenda items was adjusted to accomodate the use of an LCD plate/overhead projector setup for online examples. [This summary follows the agenda by number - copy attached]

As a result of discussion/decision at the February 26, 1993 Standards meeting, (Agenda Item 3 - Use of the 590 field), page 4 of the Standards Document was revised by Sam, and copies were passed out. Section I.B.1.c. "Modifications..." was amended, with the addition of a parenthetical statement "(Local notes (OCLC 590's) are to go in the local institution's item record)".

**Agenda Item 1.** Minutes of last meeting were accepted after correcting two dates. Date of the meeting was February 26, 1993 (not 1933), and Minutes accepted at that meeting were for December 4, 1992.

**Agenda Item 2.** Acceptable changes in OCLC level 8 records: In addition to changes listed in the standards document, I.B.1 - obvious errors, such as C.I.P. information, may be changed ~~after downloading,~~ to agree with the book in hand -- but the OCLC number must be removed to show that this is an adjusted record.

**Agenda Item 3.** Procedure for upgrading obsolete or corrupted OCLC records: If yours is the only attached item, download a new OCLC record and delete the old one. If other libraries are attached, download the new record, attach your holdings, and notify the other holding libraries by E-Mail of the availability of a proper record which they may transfer their holdings to.

The last library to transfer holdings should delete the corrupted bibliographic record.

**Agenda Item 4.** Discussion about overlaying keyed records centered around the importance of retaining important law information and RLIN numbers contained in OCLC monographic records that have checkin records attached - and Law serial records. We are cautioned again to save the above information before overlaying a Law monographic record, and to review the Standards document I.C., "Modification/replacement/deletion of existing URSUS bibliographic records". We were also reminded to add needed information, i.e. subjects, OCLC number, etc., to Law serial records - but DO NOT OVERLAY LAW SERIAL RECORDS.

Marilyn will train any library that requests assistance with overlaying procedures

**Agenda Item 5.** The document, "INTEGRATED INNOPAC GENERAL CATALOGING GUIDELINES", which was developed following the VACQ/PAC merge, was revised before this meeting, and additional changes were formulated with approval of the committee. New copies were prepared and delivered to all members before the end of the day. A copy of the revised document is attached to these minutes. All changes are printed in bold type.

**Agenda Item 6.** Purging order records: Marilyn will draft and distribute guidelines shortly. (This was done on 6/7/93 and distributed to committee members, directors, and library contact persons.)

**Agenda Item 7.** The possibility of accessing LC classification tables via URSUS is not yet available...and not scheduled. Such upgrades will require budgetary support.

Marilyn reported that III has fixed the problem of indexing local subject headings. The 690's should now index properly.

**Agenda Item 8.** Delores Eugley, Library Assistant at Fogler, visited the meeting to demonstrate the linking of multiple titles (bibs) to one item record. The (X) cross linking of bibliographic records allows several items which are bound together in one volume to be treated as one item - with one barcode - with each bibliographic unit having its own full record.

Steps: Download (or key) first bibliographic record  
Attach the Item record  
Download (or key) additional bibliographic record(s)  
X-Link the Item record to the additional bibliographic records

INNOPAC returns to the "What record do you want to update?" after each X-Link, therefore you must key or wand in the Item barcode again for each bibliographic record you wish to attach. III may be able to adjust this and allow multiple X-Links. Marilyn will inform us when/if this happens.

**Agenda Item 9.** Judy Steere raised this question. After some discussion it was agreed that an item record, dummy or otherwise, should always be attached when a library shows its holdings in an 850 field in a bib record. The Standards Document will be amended to include this policy. (Most libraries had been doing this anyway; this establishes existing practice as accepted policy.)

**Agenda Item 10.** Due to the heavy agenda and the demonstrations, use of the full screen editor, the profile update, and discussion about PRN2 file software was postponed.

Time and date of next meeting will be fixed and routed via E-Mail