

CATALOGING STANDARDS COMMITTEE MEETING

October 22, 1993 - Meeting Summary

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This last meeting for 1993 was held in Bangor. Suzanne Parent, USM Law Library, attended for the first time. Jean Clemmons, UMM, will be replacing Diane Hanscom who has moved on to Husson College.

Others present were: Kelly Conner (FK), Gretchen Brissette (PI), Jane Edwards (LEG), Sharon Fitzgerald (UM), Sam Garwood (UM), Albert Howard (UMGOR); Judie Leighton (BPL), Priscilla Rancourt (UMA), Susan Robertson (UM), Mary Saunders (MSL), Judy Steere (UMF), and Lynn Wilcox (UMLAW).

Unable to attend were: Jean Clemmons (UMM), Suzanne Knowlton (USM), Marilyn Lutz (UM), and Nancy Roe (PI).

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Agenda Item 1. Pat Burdick, Image Database Librarian, introduced the project she has been involved with for the university, and demonstrated the archival storage of printed materials. The system is designed to make computerized representations of documents, photographs, etc., available to researchers using menu driven search strategies similar to our online card catalog. The originals will remain safely stored and protected from damage or loss.

Agenda Item 2. Minutes of June 4.

Kelly Conner and Mary Saunders were not listed as present at the June 4 meeting.

June 4 Summary Item 2, line 3 stated: ...C.I.P. information, may be changed **after downloading**... The "after downloading" should be deleted.

Agenda Item 3. Review of "Integrated Innopac General Cataloging Guidelines"

Changes required to this document include:

- I. B. 1. Add after "overlay": "the pre-cat bib record".
- I. B. 2. Insert **pre-cat** before last two words.
- I. B. 3. Capitalize and bold for emphasis, the word **ORDER**.
- II. 2. Capitalize next to last word, "ORDER", for emphasis.
- II. 3. Second line: Capitalize "ORDER" at ...CDATE field in the ORDER record.

Serials:

1. Add "and latest entry serials." to the first sentence.
2. a. Third line - change "current serials" to "dead serials".
Miscellaneous points to consider:
3. The generation of duplicate bib records function does not work - this section will be re-worded.

The document will be edited and distributed to committee members.

Agenda Item 4. Reviewed "Procedures for Purging Acquisitions Records From Ursus" document

Several small changes will be edited into the document and routed to committee members. Changes will include punctuation, inserting (O) to specify ORDER bib record as opposed to cataloged bib record in I and II, and shortening the second line in II to just "Bib record has "n" for suppression in initials field."

In "Steps for each accounting unit:" No. 3 will read "Library runs rapid update on the review file to change the CAT STATUS code to "p" for purge.

Agenda Item 5. OCLC level 8 records...systematic upgrading...

It was agreed that any errors in OCLC level 8 records could be corrected without removing the OCLC control number (field 001) from the record in URSUS. Sam will revise the standards document accordingly. There is no systematic process for replacing level 8 records when OCLC upgrades them.

The Committee reaffirmed the general policy that no one was to overlay bib records which have multiple locations. Normal procedure is to create a new, correct record, then notify all other holding libraires so they can transfer their attached records to the preferred record. **PROBLEM:** When notified of duplicate bib records, some libraries are not taking care of the problem. **RECOMMENDATION:** That the person managing the duplicate review file notify the Systems Librarian when libraries consistently fail to take care of reported problems.

Agenda Item 6. Current status of Duplicates in URSUS

In July, III found 25,000 records with non-unique 001 fields. The duplicates have been catagorized as obsolete Vacq order records, current order bibs from OCLC, gov doc maps, tapeloading duplicates, etc.

Innovative will analyze and de-dup as much as possible - - more later on this subject.

Agenda Item 7. Authority records

Sam passed out a revision to the Standards Document. III.A.1. will be appended with -"or when identical names are confusing."

The following changes will be made in section III.C.:

C. 1. a. Add "and OCLC" after "RLIN"
Add "the utility." after ..."they appear in" and delete RLIN at the end of the sentence.

C. 1. b. Delete the old section and re-code "c" as "b".

In second paragraph that starts "If the name authority is not..." delete the sentence "To download a name used as subject...5xx tags to 550."

Revised copies will be prepared and distributed.

Agenda Item 8. Sam distributed revised "Keying Authority Records" document.

Agenda Item 9. Material types for video recordings

Sam distributed the list of "Current Valid Material Types in URSUS", showing various codings being used for videos: i, v, x, and 4. A review of the database shows 2500 "v" holdings, and 390 "4" holdings which all refer to videocassettes. It was agreed that "i" should be used for laserdiscs, and for consistency - "v" will be used for videocassettes.

Sam will sort a review file by location, and let us look at and edit our own records.

Agenda Item 10. No action - There are 117 records with zzzzz in the branch or location fields. III has been asked to run recompute locations on this file.

Agenda Item 11. This item was covered in Item 5.

Agenda Item 12. Indexable fields in URSUS

Keyed in indexable fields do index properly. Editing of existing fields works properly as long as the MARC tags and indicators are not changed (4xx fields may be an exception). If a tag or indicator change is needed, re-key the field to ensure correct indexing.

Agenda Item 13. Removed from discussion by Lynn.

Agenda Item 14. Sam reported that the Directors have agreed to purchase "holdings" records for dead serials, so it would no longer be necessary to use 850 fields for this purpose. No details yet.

Agenda Item 15. 590 fields in existing bib records

Sam will collect records and review them, meanwhile, 590's belonging to BPL may be removed if confronted, per Judie Leighton. (NOTE: Sam has found 1289 such records. Marilyn is reviewing the file.)

Agenda Item 16. & 17. Tabled for future meetings.

Agenda Item 18. Judy Steere will serve as Chairperson for the next year, and Kelly Conner is the new Secretary.

CONGRATULATIONS and THANKS to both!!

Agenda Item 19. Date for next meeting is January 14, 1994 with a snow date of the 21st.

PS: Everyone should have received Sam's latest copy of the Standard's document by now, with all revisions noted above. Thanks, Sam, for re-printing the whole document -- you saved us all the page shifting process.

Submitted November 1993,
Priscilla Rancourt