

CATALOGING STANDARDS COMMITTEE

February 18, 1994

Minutes

Present: Dan Amsberry (Portland P.L.), Sheila Bearor (Maine State Law Library alternate), Gretchen Brissette (UMPI), Jean Clemens (UMM), Kelly Conner (UMFK), Sharon Fitzgerald (UM), Sam Garwood (UM), Albert Howard (UMGOR), Sue Knowlton (UMGOR), Judy Leighton (BPL), Marilyn Lutz (Systems), Priscilla Rancourt (UMA), Susan Robertson (UM), Mary Saunders (MSL), Judy Steere (UMF), Lynn Wilcox (UMLAW)

Not Present: Jane Edwards (Maine State Law Library), Nancy Roe (UMPI), Ruth Rothman (PPL)

- I. The October 22, 1993 meeting minutes were accepted without revision.
- II. Review of documents as revised:
 - A. Changes to the "Procedures for Purging Acquisitions Records"
 1. In "I. Received Materials" the third paragraph was changed to read "STATUS (o) filed is coded 'a' (received and paid)."
 2. In "II. Cancelled Materials" the second paragraph was changed to read "Bib record has 'n' for suppression in initials field."
 3. In number 3 of "STEPS FOR EACH ACCOUNTING UNIT," "order status" was changed to "CAT STATUS."
 - B. Changes in the "Integrated Innopac General Cataloging Guidelines"
 1. In I.B.1. "Do not overlay" should read "Do not overlay the pre-cat bib record."
 2. In the serials section: the first sentence in number 1 should read "For the majority of libraries one bibliographic record per title will exist in URSUS."
 3. Under Serials number 1 a third paragraph is added:
"Latest entry serial records are separate bibliographic records (modified OCLC records (no OCLC #)) which may duplicate an existing bibliographic record."
 - C. Sam will add an Appendix to our Online Cataloging Policies Manual which will include copies of the two documents discussed above. A copy of the revised documents will be distributed and should be included in our Policy manuals. Old copies should be discarded.
- III. Status of holdings records:

10,000 holdings records were bought to replace the 850 fields found in dead serials records and multiple volume monograph series records. Holdings records are checkin records without checkin cards, and are entered in MaRC format much like the MULS records are entered. A training session will be scheduled sometime in the near future probably at the next Cataloging Standards Committee meeting. In the mean time, Lynn

Wilcox will be checking to see how use of the holdings records will affect the public display of records. A policy statement will be distributed to all libraries before the next meeting.

IV. Release 9 update

- A. A copy of the release 9 preliminary announcement was distributed outlining the enhancements coming soon.
- B. Purchasing products: at the end of the preliminary announcement is a list of products which can be purchased in addition to the enhancements in release 9. One of these is the ability to ftp, a capability which has been purchased and will be installed this month. Marilyn Lutz suggested that this Committee recommend purchase of products, such as the LC authority file online, which will be particularly useful to catalogers. Send prioritized "want-list" of these software modules to Marilyn.

V. 590 fields

A review file of records with 590 fields was collected and a printout was distributed to libraries responsible for cleanup. Cleanup should be complete by next meeting.

VI. Material Types

- A. Video Material type
All libraries which use material type 4 (video recording) should change the material type to a "v" (videocassette) or "i" (videodisk). Video recording and audio recording are no longer valid material types.
- B. Other System Dictionaries
The form dictionary used on order records will be updated to include all item types. Activity card will be added to both material type and item type dictionaries.

VII. Miscellaneous problems and solutions

- A. Duplicate item barcodes (phantom records)
Send an e-mail message to Marilyn Lutz about the phantom record. It could mean some indexing problem, or it could just be a fluke occurrence.
- B. Unsuppressed order bib records with no attached records
Send an e-mail message to the library responsible.
- C. Order bib records used as cataloged bib records
Order bib records will not be used as cataloged bib records unless only one library has ordered the item. If more than one library has ordered the item, a separate bib record should be used as the cataloged bib record. (See "Integrated Innopac General Cataloging guidelines") In the case where a date has been inserted into a pre-cat bib record and more than one order record exists, the library whose order record has been inadvertently suppressed should notify the library responsible. A carbon copy of the message should be sent to Marilyn Lutz.

VIII. Review of Government Documents special tags in items and fixed fields

Material type 5 is used for federal and state documents. Choice of item type is up to

each library.

IX. Saint / St. in subject headings

The issue of Saint/St. (or Ste.) in subject headings was raised by Kelly Conner. The use of different forms make searching more difficult for the end user. However, after much consideration and some checking of rule interpretations on the subject, no changes in practice were suggested. The only way to remedy the situation, short of changing subject headings, is to activate the URSUS thesaurus and include Saint/St./Ste., Mount/Mt., and other such pairs, a possibility to consider again.

X. Cataloging and circulation of computer software

Lynn Wilcox brought up a discussion of what libraries are doing with computer software which comes in regularly.

XI. A committee of system representatives has been meeting and will continue to meet to develop a menuing system for URSUS, access to Internet, and resources other than the existing databases. The new "front-end" for URSUS will be implemented spring term.

XII. Duplicate records

Two categories of duplicate records have been collected in review files. The first category consists of 1398 GPO duplicate records; the second consists of 15,375 duplicate OCLC records. These must be cleaned up. This Committee must devise some way to take care of these duplicates. At the next meeting a process to clean up these records will be decided.

XIII. Review of Standards Document

The issue of downloading updated OCLC records was raised once again. Sam Garwood and Sharon Fitzgerald suggested overlaying the superseded record. Presque Isle finds this practice acceptable if the 690 fields are protected. Just protecting the 690 fields is not enough for the Law Library. Lynn Wilcox will bring the issue up at her library and will come back to the Committee with a suggestion for acceptable practice. Marilyn Lutz will see if there is a reason why the 074, 086, and 690 fields cannot be protected and will notify Committee members. Once fields have been protected, if a library finds an updated OCLC record, overlaying the superseded record is acceptable. For serial records, overlay the superseded record (closing it out), download the record with the new title and notify the libraries involved. EXCLUDE records involving the LAW Library from this change in policy for now. Sam will draft a policy statement incorporating these changes.

XIV. Our next meeting is scheduled for Monday, March 28.

Respectfully submitted,



Kelly A. Conner