

CATALOGING STANDARDS COMMITTEE

March 28, 1994

Minutes

Present: Dan Amsberry (PPL), Gretchen Brissette (UMPI), Bonnie Collins (MSL), Kelly Conner (UMFK), Jane Edwards (Maine State Law Library), Sam Garwood (UMO), Albert Howard (UMGOR), Sue Knowlton (UMGOR), Judie Leighton (BPL), Marilyn Lutz (Systems), Priscilla Rancourt (UMA), Susan Robertson (UMO), Ruth Rothman (PPL), Mary Saunders (MSL), Judy Steere (UMF), Lynn Wilcox (UMLAW)

Not Present: Jean Clemens (UMM), Sharon Fitzgerald (UMO)

- I. The February 18, 1994 meeting minutes were accepted without revision.
- II. Cleanup of duplicates:
The committee accepted a plan, proposed by Judy Steere of Farmington, for the Farmington cataloging staff to work with Marilyn Lutz on the clean up of duplicates (file #52). Types of duplicates will be categorized broadly prior to clean up which will not begin until further discussion with the committee at the next meeting (May 6).
- III. Policy on duplicates -- draft copy
 - A. The committee discussed a proposed policy on duplicates written by Sam Garwood. The proposed plan would eliminate contact by the libraries who find duplicates with the libraries using the duplicate records. The libraries who find these records would simply fix the problem. In the case when the records appear to be duplicates but a one of the records seems questionable, the libraries will be contacted.
 - B. Pros:
 1. This policy would save catalogers time, since the "offending" libraries will not have to be notified.
 2. The duplicates will be taken care of when they are found.
 - C. Cons:
 1. The Law Library does not accept this policy because some information--RLIN info., subject headings--might be lost if their records are overlayed.
 2. Local subject headings may be lost. (UMPI, MSL)
 - D. What to do for now:
 1. Continue notifying libraries when their duplicates are found. Orono would prefer that, instead of notifying them, the library which finds an Orono duplicate should overlay their record.
 2. Gretchen Brissette will continue to distribute lists of duplicates.
 3. Log how often we create duplicates (include OCLC #s, and bib #s).
 - E. Draft of duplicate policy will be revisited after clean up of duplicates.
- IV. 590 fields:
Progress reports: MSL is about half finished. They have been finding records from the list which are not theirs. Orono and Augusta are also not finished with the cleanup. When all libraries are finished, Marilyn will collect the remaining 590 field records in a review file.

Valid subject headings were discussed. MSL uses "Maine Author." The committee agreed to use the valid LC heading "Authors, American -- Maine." The possibility of globally updating the records with the subject heading "Maine Author" to "Authors, American -- Maine" was discussed and deemed unacceptable because of the double subject headings the update could create.

- V. Holdings records:
Sam Garwood demonstrated how to enter a USMARC formatted holdings record and how it will appear in the public display. Entering the records will be similar to entering MULS records, but they will contain more complete information. At present, the system prompts are the same as a check-in record and the display is also much the same. III is still working on the order of display. (The order of display is check-in, holding, item; it is not determined by dedicated port location.) Other software problems will need to be addressed by III before use of the holdings records becomes a viable option. The committee agreed that additional training will be necessary if the USMARC holdings format is adopted.
- VI. Highlighting LIB HAS information:
III has the ability to highlight the LIB HAS info in the public display. The committee would like Marilyn to look into the possibility of getting this option.
- VII. Review files
Review files were added with Release 8 and libraries have expressed interest in access to even more files. A block of 625,000 records can be purchased for \$2,500. Files can be any size needed. Anyone interested in more files should contact Judy Steere. She will tabulate the requests and report to Marilyn who will take the request to the directors.
- VIII. The document regarding cataloging Internet resources was discussed. The possibility of adding records for resources found on the Internet is fascinating. However, it seems a little daunting to catalogers who have neither the time, nor the staff to catalog everything we are currently physically receiving.
- IX. Other matters:
A. Purging:
Libraries collecting records for purging do not need to change the cat status in order to purge. It is not necessary for purging and is a waste of time.
- X. Our next meeting will be held on May 6, 1994.

Respectfully submitted,



Kelly A. Conner