

# CATALOGING STANDARDS COMMITTEE

September 23, 1994

## Minutes

Present: Sheila Bearor (LEG), Gretchen Brissette (UMPI), Jean Clemons (UMM), Kelly Conner, Secretary (UMFK), Sam Garwood (UMO), Albert Howard (UMGOR), Sue Knowlton (UMGOR), Judie Leighton (BPL), Marilyn Lutz (Systems), Priscilla Rancourt (UMA), Susan Robertson (UMO), Mary Saunders (MSL), Frances Schlesinger (UMM), Judy Steere, Chair (UMF), Lynn Wilcox (UMLAW)

Not Present: Sharon Fitzgerald (UMO)

- I. The March 28, 1994 meeting minutes were accepted without revision.
- II. The committee re-elected Judy Steere as Chair. Also for her second year, Kelly Conner was elected as Secretary.
- III. Review files:  
A list of new review files was distributed. Review files must be purchased in blocks of 40. Space was distributed as requested with the exception of requests for over 100,000 record files. The balance of files to make up 40 files are assigned to the system but may be used by any library. These files must be emptied as soon as possible.  
  
The possibility of reformatting blocks to make appropriate size files exists and may be done in the near future.
- IV. Update on the cleanup of duplicates:  
Judy Steere and Sandy Yeaton (UMF), in consultation Marilyn Lutz, are working on the file of duplicates. The number of duplicates is down to 9,900 from 15,300. Categories of duplicates are as follows: records not deduped from tapeloads, superseded OCLC records, edited OCLC records, suppressed cataloged bib records, and other miscellaneous records (e.g. records which did have a duplicate, but the duplicate doesn't exist any longer).
- V. Review of the policy regarding overlaying records:  
With the exception of records of the UMLAW and Maine State Library, all superseded monograph records should be overlayed. Any records to which UMLAW or MSL are attached may not be overlayed out of regard for local editing of these records. Sam will update this policy in the standards document.

VI. System matters

A. Gateway

The new gateway is up and has brought several problems: response time is affected, certain access must be blocked -- MUDS, games on the Internet, etc., and it is becoming increasingly apparent that the URSUS hardware must be upgraded.

B. IAC loads

The August and September tapes have not yet been loaded due to the size of the loads and response time when loads are processed in the background. In the near future we will have a data storage problem. Marilyn is preparing a status report on alternative database options.

C. Bangor Public Library implemented circulation in August.

D. Release 9 options

At our February meeting Marilyn distributed the Release 9 preliminary announcement with new product options. Marilyn encouraged all catalogers to go over the list of products and prioritize them. Send this list by e-mail, mail it, or fax it to her by October 7. (The option of scoping was considered by the directors earlier this year and, based on the cost (\$25,000 minimum), was eliminated as an add-on option.)

E. Outsourcing

Orono is looking into the possibility of outsourcing -- having their cataloging done by someone else. OCLC TechPro will be offering this service sometime next year. This sort of service would allow catalogers to do other projects -- grant writing, working on gopher software, etc.

F. Cataloging workstations

Marilyn suggested that libraries move from using dumb terminals to cataloging workstations (PCs). With PCs comes the ability to run multiple sessions and use graphics, among other things. Unfortunately, printing from URSUS on a PC still remains a problem. Marilyn will put together a handout for the directors on the topic of cataloging workstations and will send a carbon copy to committee members.

VII. Holdings records:

The committee discussed the use of holdings records. At present the option to attach a holdings record is available. The committee still feels that a training session on the use of holdings records is necessary. Several questions still remain: Which format do we use in creating these records? and Will these records display on the public terminals along with the check-in records? Marilyn will look into these problems with III.

VIII. Review of policy on circ-on-the-fly records:

The policy on COTF records in the standards document was reviewed. The policy allows for some exceptions to the rule of deleting COTF records when the item is returned: vertical file materials (USM), textbooks and other uncataloged materials (UMO Learning Materials Center), Paperbacks

(UCBangor), and equipment. BPL circulates periodicals (100,000 a year). The directors suggested that this committee review the policy and recommend how best to revise existing policy. The committee suggested automatic suppressing of COTF records might resolve the problem of public access to the records. The committee also discussed the possibility of adding item records to existing bib records at the time of check-out. Marilyn will e-mail a follow-up on COTF to the committee members.

IX. Our next meeting will be on Friday, **December 9, 1994.**

X. Authority records:

A. Two questions were brought up about authority work:

1. If two authority records for the same person exist on URSUS, whose responsibility is it to correct this situation (including updating bib records)?

Sharon Fitzgerald has been in the past, and will continue to do this type of authority work. The committee decided that if any problems are found, the catalogers who find the problem should correct the situation if they feel they can. Otherwise, notify Sharon (sharonq). This decision also applies to question #2 below.

2. If an authority record on URSUS has been updated on OCLC (ex: some cross references have been added), whose responsibility is it to download the updated record and delete the existing one on URSUS?

This is being done regularly by Orono staff and Albert Howard (UMGOR). (see in Standards III.E.)

B. Other issues:

1. III.C.1.b. of Standards should read "To add a name used as subject, first download as a name authority from OCLC. Once the heading ..." Omit "without editing" from the first sentence.
2. Authority records cannot be overlaid. If a new superseding record is downloaded, the old record must be deleted.
3. Susan Robertson asked if catalogers download authority records first, or after a bib record is downloaded. She suggested that if anyone did it first, they let her know. This would eliminate the possibility of her deleting an authority record with no cross-referenced bib record.

XI. Deleting last item record from a bib record with an order record attached:  
Judy Steere brought up the policy statement on deleting bib records (I.C.4 and II.B.2), since catalogers now must deal with order records. The committee agreed to add the following clause to I.C.4 and II.B.2:

If an order record is still attached to the bib record after you have deleted the last item record, place an "n" in the bib initials field.  
Sam Garwood will distribute revised copies of the standards document.

XII. Pre-cat bib records with more than one order record attached have still been used as cataloged bib records (item records are being attached). This practice suppresses the active order records attached to the bib record. The current procedure, listed in the standards document (I.B.1-3), was discussed. The committee reviewed the procedure for dealing with suppressed order records, developed at the February meeting, which is to notify the library involved by e-mail and send a carbon copy to Marilyn.

*Integrated Guidelines*

XIII. Accessioning:

Gretchen Brissette asked the committee to discuss accessioning. The PI director asked what libraries in the System still accession, if any. No libraries (with the exception of PI) accession, though some still keep a shelflist. Originally, librarians accessioned for insurance purposes; now that the information is kept online, such a record is not needed.

XIV. Discussion of format integration (field 856) was moved to the next meeting.

Respectfully submitted,



Kelly A. Conner,  
Secretary