

## CATALOGING STANDARDS COMMITTEE

December 9, 1994

### Minutes

Present: Sheila Bearor (LEG), Gretchen Brissette (UMPI), Kelly Conner, Secretary (UMFK), Sharon Fitzgerald (UMO), Sam Garwood (UMO), 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: Albert Howard (UMGOR), Lanny Lumbert (UMPOR)

I. The September 23, 1994 meeting minutes were accepted with revision to section XII. In the third sentence "standards document (I.B.1-3)" should be replaced by "Integrated Innopac General Cataloging Guidelines (I.B.1-3)."

#### II. Duplicates

##### A. Review file 52:

The clean-up crew has brought the number of duplicates listed in review file 52 down to 4,300. The categories of those left remains the same as indicated in the September meeting. Some of the records left require the library involved to look at the record with the item in hand. Judy Steere distributed copies of these records to their respective libraries. Once the records are looked over and corrected, notify Judy.

##### B. Recently created duplicates:

Gretchen Brissette regularly works with the duplicate records report of recently made duplicates. In doing these lists she has found the following problems: that some bibliographic records exist with no attached records; that some libraries continue to overlay order records thereby creating a duplicate cataloged bib record; that after duplicate record reporting, the erring library merely eliminates the OCLC record number which does not correct the problem; similarly, some libraries eliminate the 019 field instead of transferring the superseded record to the updated record; finally, often libraries entirely ignore the duplicate records report.

#### III. Review of the Standards Document

A. This Committee voted unanimously to accept the revisions written by Sam Garwood to Sections I.A.2.a-c, I.C.3-4, and II.B.2 of the Standards Document as discussed in the September 23, 1994 meeting. Members of the committee made the following suggestions/observations during the discussion of the revised standards:

1. In sections I.A.2.a. and I.C.3. the word monographic should be changed to "non-serial."

2. The policy of transferring records listed in section I.C.3. **does not** pertain to serial records. If any duplicate serial records are found, the finding library should notify the libraries involved to transfer their own records (as we did previously with monographs).
  3. **Start the approved policy immediately.**
- B. Proposed revision of Standards Document Section I.A.3.
1. As the duplicate policies have changed, the section I.A.3. "elimination of existing duplicate records" must change. Sam Garwood distributed copies of his proposed change to section I.A.3. After some discussion and changes listed below, the proposed revision was accepted unanimously by this Committee. Clean copies will be sent to each member of the committee.
    - a. "Non-serial" should be inserted between existing and duplicate in "Elimination of existing duplicate records."
    - b. In sections b and d, the preferred record should be the bib record with the lowest numbered item record attached.
- IV. Bad serial records
- Some old vaq records were never converted to Marc format. Although most of these records are Orono's, other libraries are attached to some of them. Sam Garwood will try to create a review file of these records, then notify involved libraries of their attached records. Orono will clean up the records which have no other libraries attached.
- V. Marilyn Lutz distributed a revised list of review files. Files 148 and 149 are now allocated to the Law and Legislative Reference Library. Files 150 - 160 are system files. Any library can use these files, but they must be emptied immediately.
- VI. System updates
- A. The default settings are changed the evenings of document loads. In the event that you catalog something the morning after the document loads (until the defaults are reset), you may have to change the branch and material type in your bibliographic record and item type and location in the item record.
  - B. TechPro: Orono is still interested in outsourcing their cataloging. TechPro has delayed the beginning of their service to spring 1995.
  - C. Running review files: If the review file must cover the entire database, run it after 4 p.m. If it is a very large, complicated search (over 50,000 records), check with Marilyn first. If it is small, it can be done at any time, but notify Marilyn.
  - D. Hardware: First, another disk drive for IAC is up and running. Secondly, two memory cards were bought and will be installed on December 11, 1994.
  - E. The directors will be meeting in a retreat setting on December 15 - 16. They will discuss the direction URSUS should and will be taking, the OCLC collection analysis project, collection development, and hardware, among other things.
- VII. Consideration of changes/additions in material types, item types, and form:
- Gretchen Brissette brought up the need for the following changes in material types, item

types and form:

- A. Material type changes: addition of activity card and art reproduction
- B. Item type changes: addition of activity card and art reproduction, and deletion of graphic work, a/v other, videotape, audiotape, and video recording
- C. Form: addition of activity card and art reproduction, and deletion of graphic work

Marilyn Lutz agreed to add activity card and art reproduction to the material types and form and to delete graphic work from form. Item types must not be deleted since any deletion messes up the order of the remaining item types (e.g. if 18 is deleted, 20 becomes 19, etc.). If anyone is interested in another item type, contact Marilyn.

VIII. Format Integration and Field 856 (uniform resource locator) in Release 9

Cataloging internet addresses

Adding a URL in the 856 field makes possible direct access to internet addresses. Some libraries, for instance CIC libraries, have already started doing this. The Cataloging Standards Committee agreed that cataloging internet resources is something that could be done with proper training, but that it is a collection development issue first. The Collection Development committee should take up the issue and make its policy known to the catalogers who will then act accordingly. Sam Garwood, Sharon Fitzgerald, and Marilyn Lutz will look into proper cataloging procedures and consider appropriate types of workshops/meetings would be needed to promote an awareness/understanding of what is being done in this area.

IX. Government Documents and Material Type 5:

Gretchen Brissette asked if it is possible to differentiate in the bib or item record between material types of government documents since all government documents have the material type 5. The solution discussed is the addition of another i-code to identify material type.

X. Holdings Records:

Nothing has been resolved on the topic of holdings records since the September meeting. Some of the holdings records have been used (687 of 5,000 from accounting unit 1, 520 of 4,000 from accounting unit 2, and 0 of 1000 from accounting unit 3). Questions still remaining are 1. what format do we use in inputting the records?, 2. what is the required level of description for our holdings records?, 3. will each library's holdings records display first on the public terminals?, and 4. how much training is required to input Marc formatted holdings records?

Gretchen Brissette will experiment with a few titles and report back to the committee. Sharon Fitzgerald will check with members of LITA to see if anyone is successfully using holdings records and if the successful users are only from NOTIS libraries.

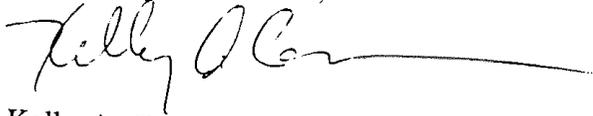
XI. Circ-on-the-fly

BPL has implemented the policy of adding one bib record for each of their circulating periodicals and attaching all item records to it. Members of the committee are reminded that COTF records which will be used again should be suppressed and those whose items

have been returned should be deleted. A copy of the procedures and standards will be distributed to all the circulation people by Marilyn.

- XII. The suppression of pre-cat bib records is still happening. Please, remind all cataloging people to avoid suppressing any other library's order records.
- XIII. Our next meeting will be on March 17, 1995. A rain/snow date is on March 24, 1995.

Respectfully submitted,



Kelly A. Conner,  
Secretary