

## CATALOGING STANDARDS COMMITTEE

March 17, 1995

### Minutes

Present: Sheila Bearor (LEG), Gretchen Brissette (UMPI), Kelly Conner, Secretary (UMFK), Sharon Fitzgerald (UMO), Sam Garwood (UMO), Albert Howard (UMGOR), Mark Knierin (LEG), Judie Leighton (BPL), Lanny Lumbert (UMPOR), Marilyn Lutz (Systems), Priscilla Rancourt (UMA), Susan Robertson (UMO), Judy Steere, Chair (UMF), Lynn Wilcox (UMLAW)

Not Present: Mary Saunders (MSL), Frances Schlesinger (UMM)

- I. The December 9, 1994 meeting minutes were accepted as written.
- II. Cleanup of duplicates:  
The duplicates in file 52 are almost cleaned up with just 129 records remaining. Judy Steere distributed copies of duplicate records to libraries sharing these records. At this point, the records must be examined with the item in hand. Deadline for cleanup is June 9, 1995.

Gretchen Brissette reported that libraries are often not correcting their duplicate mistakes after each report she produces. She handed out two lists: one (in red) which consists of duplicates created in the past three months, and one (in blue) with duplicates created from May 1993 to September 1994. If anyone has questions about these reports, contact Gretchen.

- III. Procedures / problems regarding linking a single item record to more than one bib record:  
Examples of properly linked records and improperly linked records were distributed (see #3 examples in file). Many of the improperly linked records were from MSL. Marilyn will follow up with MSL on this. Deleting links: to delete a link, go to the anchor record and delete the "also linked to" field. A short explanation of the link to option can be found in III manual v.1, p. 264.

- IV. Incomplete/defective serial records update:  
Sharon Fitzgerald reported on the Orono project to clean up incomplete or defective serial records. Orono created a review file of these records (Orono only) using many different criteria--lack of frequency, invalid frequency, etc. The original list consisted of 3800 records. Records for the current periodicals are completely cleaned up. Records for dead titles should be done by the end of the semester.

Sam Garwood will create a similar list of "bad" serial records with "multi" in the branch field. (Because of the way the list is created, not all of the "bad" records will be retrieved.) After the list is created, Sam will notify all libraries attached to these records. We will be responsible for checking the records and letting him know if it is okay to overlay them or if there are exceptions to this.

- V. Initials dictionary - profile changes:  
Marilyn Lutz distributed a list of initials--one for each library. Many of the committee members felt that one initial for each library is not enough. After some discussion, she agreed to wait for word from the libraries about how many initials are needed. The list will, then, be revised.

- VI. GPO Contract changes:  
NASA documents will now use NASA thesaurus terms instead of Library of Congress Subject Headings. These terms will be in the 650 field, have a "7" in the second indicator, and subfield 2=NASA. These may not be indexed. Sam Garwood will check out the indexed status with the next load.

USM, UMO, and LAW were added to the Marcive contract. Now all libraries may attach holdings to GPO Marcive records. The load is behind several months.

VII. USMARC Holdings Format:  
Sharon Fitzgerald updated the committee on her contact with a librarian using USMARC holdings records in a NOTIS library catalog. She believes it is worth the effort to learn the format and use it from the beginning.

VIII. Status of Holdings Records:  
(Examples are marked #7 in the examples file distributed by Judy Steere)  
If you add a holdings record, you will be prompted to create a check-in card. The holdings record will display in the record summary as a check-in record. For an example, see PI's record for *Educational Administration Quarterly*. Libraries may begin adding holdings records for dead serials providing a minimum of level 3 information.

Marilyn Lutz recommends the purchase of the USMARC holdings format book.

The Committee did not reach a decision regarding adoption of the holdings format for active serials at level 4 or higher. A policy statement regarding the use of holdings records (including the issue of using 866 vs. 853/863 fields and the minimum acceptable level) should be added to the catalog standards manual.

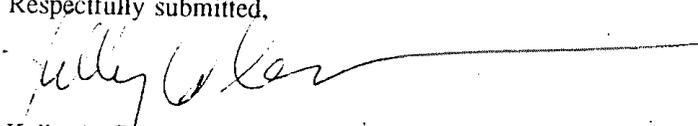
- IX. System Updates:
- A. Marilyn gets a full-time secretary!
  - B. The release 9 user manual is in five volumes. With the next release, the manual will be online and paper copies will have to be purchased.
  - C. Record type templates:  
With release 9 we have the opportunity to create 100 templates for each record type. Consider carefully whether you need a new default as all templates display when staff key new records. Each library needs to determine how many templates are needed for cataloging and circulation. Marilyn will profile the templates at request.
  - D. System level parameters:  
USMARC authority and bibliographic records' fields are displayed in Management Information / Information about the System / Codes Used / MARC load tables.
  - E. Spine labels: Current defaults are set for LAW. However, this is a system level parameter.

X. Cataloging Standards for Electronic Resources & URLs:  
The Committee needs to develop a policy statement for our policy manual on cataloging electronic resources. **For our next meeting, read** the information handed out by Marilyn and Sharon Fitzgerald: **OCLC Technical Bulletin #206** (distributed by S. Fitzgerald), the mail file from Rebecca S. Guenther to Marilyn, the article "Office of research ...," the **Guidelines for Cataloging Electronic Resources**, and the USMARC Bibliographic pages for field 856. Marilyn will copy and distribute "Cataloging Network Resources" by Nancy Olson to Committee members.

XI. Cataloging CD-ROMs:  
CD-ROMs should have the material type "C" for computer software.

XII. Next meeting:  
Our next meeting will be on Friday, June 9, 1995. Please read the above mentioned materials by next meeting.

Respectfully submitted,

  
Kelly A. Conner