

CATALOGING STANDARDS COMMITTEE
June 16, 1995
Minutes

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

Not Present: Sharon Fitzgerald (UMO)

I. The March 17, 1995 meeting minutes were accepted with the following revision in section VI: USM, PI, and LAW were added to the UM Marcive contract.

II. Duplicate Records Clean-up

- A. Of the 15,000 records in review file 52, only 14 are left. Once the review file is empty, Farmington staff will write a final report of the project and submit it to the Committee and the library directors.
- B. Orono has completed cleaning up three categories of bad serials records--the current and non-current records held only by Orono, and the current records held by Orono and at least one other library. Approximately 850 non-current "multi" records are left. These should be cleaned up by the end of the summer.

III. Initials Dictionary Changes

The initials dictionary has been changed. Each library's code letter is the first initial; the second two are the individual's initials.

n		Suppress	s	IGB	Gretchen Brissette
a		Canadian Docs	t	INR	Nancy Roe
b	OMW	Orono	v	LLW	Lynn Wilcox
d	FLG	Farmington	w	LPM	LAW
e	ODE	Orono	x	LSC	LAW
f	APR OSS	Orono Orono	z	KKC	Kelly Conner
h	MSL	Maine State Library	2	AKR	Augusta
i	BJL	Judie Leighton	3	MDH	
j	LEG	Law & Legis. Ref.	4	SLL	Lanny Lumbert
k	SAH	Albert Howard	5	KFK	Fort Kent
m	SMS		6	BJB	BPL

o	OSF	Sharon Fitzgerald	7	BPA	BPL
p	FSY	Farmington	8	BHK	BPL
q	FKK	Farmington			
r	IAM	Presque Isle			

IV. GPO Subject Headings

The NASA subject headings are neither indexed as subject headings, nor in the keyword indexing. Marilyn Lutz will check on this issue.

V. Software Issues/System Matters

- A. The National Gallery of Art laserdisk imaging is still not working. III will continue to work on the problem.
- B. With the possibility of a network of all libraries in the state, UMS may shut off access to its licensed databases such as EAI. The FirstSearch subscription may be dropped altogether.
- C. The cost to upgrade Innopac to a new operating system and computer is so pricy that the cost warrants investigation into other systems. Marilyn will investigate while at ALA this month.
- D. An URSUS WWW site is in the making.
- E. I-code 3: Presque Isle is inputting B (for State documents) in the I-Code 3 field to differentiate between Federal and State documents.

VI. Circ-on-the-fly

- A. With Release 9 it is now possible to suppress COTF records as they are entered. The Committee agreed to eliminate the sentence "(If the record is being created...)" from section IV.B.2. of the Standards Document (p.12). Because this is only a minor change, please change your own Standards Document copies.
- B. Farmington circulates some vertical files and would like to be included on the list in section IV.B.3. of the Standards Document, p.12. The Committee members agreed with the change. Please add UMF to "Vertical file materials (USM)."
- C. The issue of adding periodicals to the list of retainable COTF records was again broached. The Committee decided at the December 9, 1994 meeting that only BPL would be permitted to retain their COTF records for periodicals and this agreement stands.

VII. Order Record Policy

Sam Garwood submitted a proposal to change the order record policy. (See Proposed Change in Order Record Policies) This proposal entails creating separate bib records for each order record instead of attaching all order records to the same bib. This would eliminate the need for each cataloger to check each order record for its status thereby saving time. The proposal will be reviewed by Committee members.

It is possible, with Release 9, that the order record information will display to the public even if an item record is attached to the bib. Marilyn will check this option out. If the display of the order record is possible, then this might be a better option than the proposed policy change.

VIII. Other Issues

A. Cataloging Internet Resources

Because this issue is one which will take a great deal of time to cover, it was dropped from the agenda. Instead, Marilyn will arrange a workshop for all catalogers to discuss implications and policy issues regarding cataloging internet resources, and provide hands-on "how-to-do-it" instruction. The workshop will be held in the fall, possibly in October.

B. The holdings records are not working properly.

C. Cataloging CD-ROMs

Because CD-ROMs most often do not hold the same information as the print item, holdings of CD-ROMs should not be attached to the printed material bib record as microfiche holdings are attached to its printed counterpart.

IX. Our next meeting will be September 29, 1995 in Bangor.

Respectfully submitted,



Kelly A. Conner

The Auburn Hall
Conference Room could not
be reserved for the 29th.
Our meeting has been
rescheduled to **September
22**. Please make a note of
the change.