CATALOGING STANDARDS COMMITTEE
October 20, 1995
Minutes

Present: Sheila Bearor (LEG), Gretchen Brissette (UMPI), Kelly Conner, Secretary (UMFK), Susan Elliott (UMM), Sharon Fitzgerald (UMO), Sam Garwood (UMO), Carolyn Hughes (USM), Judie Leighton (BPL), Lanny Lumbert (UMPOR), Marilyn Lutz (Systems), Suzanne Parent (LAW), Priscilla Rancourt (UMA), Susan Robertson (UMO), Barbara Smith (USM), Judy Steere, Chair (UMF),

Not Present: Albert Howard (UMGOR), Mary Saunders (MSL), Lynn Wilcox (UMLAW)

I.   The minutes of the June 12, 1995 were approved with the following revisions to Section III: Initials Dictionary Changes:
   c - OPI - Phyllis Ireland
   g - APR - Priscilla Rancourt
   3 - MDH - Machias

II. Cleanup of Duplicates
   A.   Review file 52 has only 8 records remaining. The Farmington staff has done a superb job in eliminating the over 15,000 duplicate records. Once the review file is completely empty, Farmington staff will write a final report of the project and submit it to Marilyn Lutz. The Committee thanks the Farmington staff and Marilyn will send a letter of thanks to David Olson, Director of the Farmington library.
   B.   Gretchen Brissette distributes a list of duplicate OCLC record numbers and duplicate barcode numbers at each Cataloging Standards Committee meeting to each library responsible for the duplicates. Each library is expected to eliminate these duplicates before the next scheduled meeting.

III. Incomplete/Defective Serial Records
   Sharon Fitzgerald updated the Committee on the cleanup of bad serial records project. Orono originally created two lists of serials records--one including records of titles owned by more than one library plus Orono, and one of Orono only records. Of the first category, only 5% of the records are left to clean up. Clean successive entry titles replaced any latest entry titles in this list. Orono is still working on the second category of titles.

IV. GPO Subject Headings
   To index the 650_7 fields III would need to reindex the database at a price of $1500. The reindexing necessary for journal title indexing would also cost $1500. The Committee considers the journal title indexing a higher priority than the NASA subject headings and would like to recommend that if both reindexing projects cannot be done, then the journal title indexing should come first.

V. Holdings Records
    Holdings records are to be used instead of the 850 field or for anytime you wouldn't want to use a check-in record. (For example, Orono and Maine State Library are using holdings records for town reports which they do not want to claim). At this point only Orono, MSL, Presque Isle, and the Law Libraries are using holdings records. Concerns of the Committee are the sequence of display (record type overrides location) and the prompt for a check-in card. Marilyn will check with III on these problems. In the mean time, Gretchen Brissette will experiment with some holdings records. (For an example see .b16742734.) Also, Sam Garwood will create a list of records which include an 850 field and notify libraries when this list is created.

VI. Additional Limiting Options per Release 9
     The Committee agreed that adding nature of contents limiters would only duplicate what is already contained in the subject fields.

VII. System Matters
    A. Hardware upgrade
        A hardware upgrade is desperately needed. Until the upgrade URSUS response time will be slow.
    B. Beta testing for release 10 will occur in January 1996.
    C. Possible upcoming events
        IAC may be moved from URSUS1 to URSUS2. This will help the response time on URSUS1.
    D. Using staff machine as PAC devices
        Staff should check your logon devices. Use of the staff device for PAC searching slows the response time. Anyone who is using the staff machine as a PAC device should, instead, login to the PAC.
    E. Dropped off of URSUS?
        Being dropped off of URSUS is a CAPS problem and is currently being worked on. Continue to inform Marilyn when you are dropped off and include the number of times the connection is dropped and what function you were using at the time.
    F. URSUS Home Page
        A home page for URSUS is currently being developed.

VIII. Outsourcing
     Orono continues to look for an outsourcing service. OCLC has given Orono a plan which is currently not acceptable. The Committee strongly advises Orono to retain the services of a company which will include OCLC record numbers in the tape loads, because we use the OCLC record number in scanning for duplicate records.

     No other libraries are considering outsourcing at this time.

IX. Cataloging Electronic Resources
As yet only Sharon Fitzgerald is cataloging URLs. (See records for Pacs Review NABS, and NEODAT.) Marilyn will hold a workshop at a later date on cataloging electronic resources and the broader implication for collection development and public access.

Accessing the web sites through URSUS will require Web-server software, a front-end piece which will allow us to view graphics), on a PC.
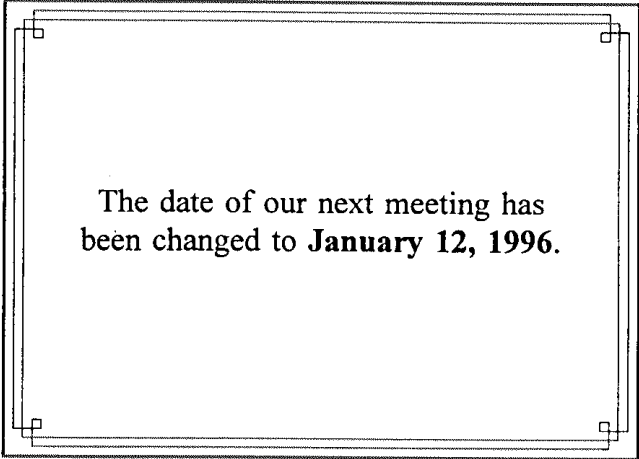
X. Proposed Change in Order Record Policies
The proposal submitted by Sam Garwood at the June 16 meeting was withdrawn.

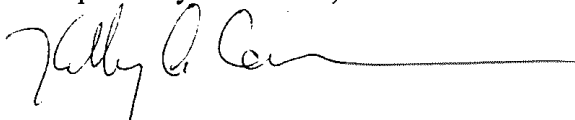XI. Selection of Chair and Secretary for 1996
The Committee voted unanimously to elect Kelly Conner as Chair (Lutz/Brissette) and Gretchen Brissette as Secretary (Fitzgerald/Leighton) for 1996.

XII. Our next meeting will be January 19, 1996 in the Auburn Hall Conference Room in Bangor. The alternate date is February 2.

> The date of our next meeting has been changed to **January 12, 1996.**

Respectfully submitted,

Kelly A. Conner

cc: Library Directors