

# CATALOGING STANDARDS COMMITTEE

February 2, 1996

## Minutes

Present: Sheila Bearor (LEG), Gretchen Brissette, Secretary (UMPI), Kelly Conner, Chair (UMFK), Susan Elliott (UMM), Sharon Fitzgerald (UM), Sam Garwood (UM), Albert Howard (UMGOR), Judie Leighton (BPL), Lanier Lumbert (UMPOR), Marilyn Lutz (Systems), Priscilla Rancourt (UMA), Susan Robertson (UM), Mary Saunders (MSL), Barbara Smith (USM), Judy Steere (UMF), Lynn Wilcox (UMLAW)

- I. The minutes of October 20, 1995 were approved as written.
- II. Graphic Interfaces (Marilyn)  
Marilyn Lutz demonstrated graphic interfacing on WEB/NETSCAPE & URSUS
- III. Cataloging internet resources: defining URLs (Marilyn, Sharon)  
Sharon demonstrated
- IV. Duplicate records
  - A. Review file 52 is empty. Judy Steere distributed a report concerning this file. The Cataloging Standards Committee thanked Farmington for the fine job they they have done on cleaning up this file. Farmington recommended that another scan done for duplicates. Marilyn Lutz supported this idea if III ok's.
  - B. Gretchen Brissette distributed a list of duplicate OCLC record numbers and duplicate barcode numbers and miscellaneous duplicates. It was a recommendation of the committee that these duplicates should be cleaned up within two weeks of each meeting. GPO files have duplicates on titles; these will be cleaned up as they are found. ORO will allow their duplicates to be corrected.
  - C. Standard I.C.3. (page 6 of our standards document) has been changed. SMI should be added. Mary Saunders is checking with Bonnie Collins as to whether MSL can be removed. Sam Garwood will update the policy manual.
- V. Bad serial records (Sharon)  
This project is completed. A total of 5400 records have been processed.
- VI. Holdings records  
To be added to the policy manual: A minimum of level 3 MARC format is required for holdings records. Gretchen demonstrated attaching a holdings record an existing bib record using level 3 MARC format.
- VII. Uniform entries and series x-references (Lynn)  
A question was asked about authority records concerning the above. Authority Authority records are downloaded if there are x-references.

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- VIII. USMARC format integration phase 2 (Marilyn)  
Marilyn Lutz will pull together a short piece that will give us bullets to be aware of. This will impact a local system concerning our responsibilities as catalogers.  
Computer files serials after format integration. III keeping up.  
IMPORTANT: Need the bib format manual from OCLC (can be found on the OCLC home page)
- IX. Systems matters : updates and questions  
A. Hardware upgrade: An upgrade is in the works; high cost to migrate to new hardware (\$89,000); Leslie Strauss of III will be visiting the state soon to completely re-write the software; be aware of bond referendum #5 on the June 1996 ballot  
B. Reindexing the journal title index: Cost - \$2500  
C. Other: none
- X. Outsourcing Fogler's cataloging (Sam)  
some interest of NE landgrant university to work with a vendor; books already cataloged and process; all that is needed is to unpack and put on shelves.  
some working with Yankee Book Peddlers; only doing minimal records from LC (CIP); Stanford signed up for copy catalog.  
UM - no change in the near future.
- XI. Next meeting will be Friday, May 3rd at Auburn Hall on the Bangor Campus.