

CATALOGING STANDARDS COMMITTEE

June 14, 1996

Minutes

Present: Sheila Bearor (LEG), Gretchen Brissette, Secretary (UMPI), Jean Clemons (UMM), Kelly Conner, Chair (UMFK), Sharon Fitzgerald (UM), Albert Howard (UMGOR), Judie Leighton (BPL), 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 February 2, 1996 were approved as written. (Lutz, Robertson)

II. System Update (Marilyn)

- A. Hardware upgrade is due week ending June 22, 1996 with the actual migration taking place in mid to late July.
- B. UMS has ordered a new computer. It is scheduled to be delivered in July. Innopac will be on one machine. The Innopac system will reside on one computer. A second server will be installed in July and will be used to build the gateway port end to the URSUS Information system and provide indexing storage for digital files.
- C. The \$5M bond referendum passed. It will provide a statewide information system that will enable a union catalog to be created. The University System may join depending on the software chosen. The bond does not include monies for staffing and/or maintenance.
- D. OCLC Firstsearch: As of July 1, 1996 URSUS will provide access to a group subscription for Medline and Worldcat. Access to other databases through URSUS for individual library subscriptions is possible -- contact Marilyn.
- E. Information Access: Of 2400 titles, 900 will be full text. Marilyn will provide us with a trial account on Telnet so that we may review the files.
- F. University College: They are now a separate entity, but affiliated with Augusta. They will be doing their own copy cataloging and are looking for ways to perform original cataloging.

III./VII. Cataloging Electronic Resources: Policy Statement
(Sam/Susan)

We received a handout with additions to Policy I.D. of our Cataloging Standards manual.

Added to the end of I.D.4.: *In the case of records for electronic resources, however, create a separate bib record for the electronic format; do not use a hard copy bib record for defining e-journal holdings.* *No decision was reached on I.D.4.*
It will be on the agenda for the next meeting.

New I.D.6.: *Libraries may choose to use the USMARC Holdings Record Format to enter their holdings information. Libraries that do this must, as a minimum, meet the specification for Level III holdings statements.*

IV. Defining URLs in Bibliographic Records (Marilyn)

A. Profile revisions: We discussed the handout on Cataloging Electronic Resources from the February 2, 1996 meeting. Some changes were made:

1. Mat type c Computer file

2. Branch System-wide branch

3. URL definition u URL
 z Opac display:
 Link to electronic
 resources
 Link to Web access
 Link to Gopher access

ACTION: It was moved and seconded to eliminate the item record from electronic bib records. (Conner/Fitzgerald) **PASSED**

4. Use the 516 note field to indicate nature and scope of the internet resource. Use the terminology below:
 e-journal
 web page
 e-directory
 e-bibliography
 abstracts database
 full text database

5. Item types, Status, Item location and call numbers are no longer applicable.

IV. Continued

- B. Sharon Fitzgerald will draft a Policy statement for our manual to include:
 - *how to define 856 field in the INNOPAC system to include z;
 - *how many 856 attached to a bib record do we want/have/need to customize; (recommendation--1 gopher, 1 WEB minimum and network proximity above those 2 choices;
 - *profile revisions
- C. The links are not monitored. III will need to address.
- D. Other:
 - *marchive loads are coming down with URLs not linked; federal government expects all docs to be on-line within the next 3 years;
 - *For more information on Internet Cataloging resources see the following:
 - <http://www.fis.utoronto.ca/library/cir>
 - <http://www.library.nwu.edu/iesca>

V. Fogler Outsourcing (Susan)

Fogler has contracted Yankee Book Peddler to catalog items purchased through Yankee. Yankee will be able to catalog and process 85-90% of these titles. By January 1997, Yankee may be doing some original cataloging. Orono will ftp records from Yankee for URSUS. De-duping will take place on the ISBN number. This is scheduled to start in mid-July. Other campuses will still be able to attach to ORO order records. This will enable the staff to move to different areas. The cost is based on a library's needs. Marilyn has the information if anyone is interested.

VI. 006 field (Lynn)

This field is not being indexed.

VIII. Duplicate records (Gretchen)

Lists were handed out at the meeting. They are to be corrected within the next two (2) weeks.

IX. Other

- *Machias requested that they be able to use in the call # field of the item record the following form of call # for Maine document vertical file material: vf [subject]. The "vf" preceding the subject will allow a quick search on everything that is in the vertical file in the call # index.
- *Review files 150-160: Shared by everyone in the system; Marilyn to check on files that have been full for a while and empty them.
- *MLA/MARL: Marilyn encouraged those present to join and become active members
- *A workshop on electronic journal collection development has been postponed until Fall 1996.

- X. Next meeting will be September 27, 1996 in the Conference Room at 107 Maine Avenue. (The Conference Room that the Board of Trustees use for their meetings in the building behind Auburn Hall)

Respectfully submitted,

Gretchen Brissette
Secretary
Cataloging Standards Committee