CATALOGING STANDARDS COMMITTEE
October 4, 1996
Minutes

Present: Sheila Bearor (LEG), Gretchen Brissette, Secretary (UMPI), Kelly Conner, Chair (FK), Susan Elliott (MAC), Sharon Fitzgerald (UM), Albert Howard (UMGOR), Gabrielle Howard (UMA), Judie Leighton (BPL), Lanny Lumbert (USM), Marilyn Lutz (Systems), Susan Robertson (UM), Mary Saunders (MSL), Barbara Smith (USM), Judy Steere (UMF), Lynn Wilcox (UMLAW)

I.   The minutes of June 14, 1996 were approved as written. (Leighton/G. Howard)

II. Release 10 Upgrade· (Marilyn)
   *Password authorization: Marilyn will be sending forms
   *Substitution phrases (150 permanent): Let Marilyn know what terms/phrases your library needs defined. Release 10 has a permanent dictionary of 150 phrases added to the per session option
   *Holdings records: a sub-committee on holdings records was formed - Sam, Judy S., Lynn
       Problem: Holdings records vs. 850 fields; only shared ORO records would need to be converted to holdings records. Orono has too many dead serials records to retrospectively convert all dead serials to holdings records.
   *Directory of attached records: The committee changed the order of the attached records, but felt that the issue would be better resolved by public services staff. A major problem is our inconsistent use of holdings records. NOTE: This option will not be used until we are able to address the serial holdings problem
   *Status message: It was questioned as to whether it is system or campus controlled -- Lanny to ask Marilyn on Oct. 7 at the USM training session (UPDATE: The Status message is controlled at each campus. The Committee needs to decide on a consistent message for "Just Catalogued" items.)

III. Rapid update (Marilyn)
       Marilyn will demonstrate this at her individual campus visits.

IV. Cataloging Electronic Resources--Policy (Sharon & Marilyn)
   *Sharon handed out the proposed draft policy on electronic resources (2 pages). Sharon will revise the draft after the director/staff meeting.
   *At issue is whether or not to describe ownership of electronic resources on the network and how to do it.

V.   Electronic Collection Development (Barbara)
          *A workshop will be held this Fall with the
              Directors and appropriate staff.
          *To be discussed:
              *philosophical, technical, and public access issues
                  concerning collection development;
              *draft of cataloging policies for electronic
                  resources
          *Directors are to give Marilyn a list of CD-ROM
              in their library's collection

VI. Orono's Outsourcing (Sam)
          Sam explained the process of ordering, receiving,
     cataloging and shelving titles received from Yankee. Books
     (approximately 130 approvals) come in on Thursday and are on
     the shelves by Friday noon. Firm orders (approximately 40-
     60) arrive on Thursday and are on the shelves by Tuesday at
     the latest. Yankee catalogs using CIP upgraded and LC
     Marc. Yankee provides a barcode label, spine label, book
     plate and property stamp. The cost is $2.76 per title.
          60-65% of acquisitions are purchased through Yankee.
          There is no way to overlay the order record. Order
     records are suppressed immediately. Other campuses should
     use a "suppressed" orono record only. If ORO's record has
     not been suppressed and we attach our order to it, our order
     record will be suppressed at the same time that their's is.
     Orono would like feedback.

VII. Other
          Duplicates -- As of this meeting ORO has had no
              duplicates reported since starting outsourcing
              with Yankee. Orono will check with Yankee to make
              sure the parameters are set correctly.
          Questions:
              Can the language table limitation be expanded?
              Can item records be suppressed? (Suppressed
                  circ-on-the fly items can be retrieved by the
                  call number.)
          Next meeting: December 6 with a snow date of Dec. 13.
              Time and location to be announced.