

CATALOGING STANDARDS COMMITTEE  
December 6, 1996  
Minutes

Present: Sheila Bearor (LEG), Gretchen Brissette, Secretary (PI), Kelly Conner, Chair (FK), Susan Elliott (MAC), Sharon Fitzgerald (UM), Sam Garwood (UM), Gabrielle Howard (UMA), Carolyn Hughes (USM-POR), Lanny Lumbert (USM-POR), Marilyn Lutz (Systems), Susan Parent (LAW), Susan Robertson (UM), Mary Saunders (MSL), Barbara Smith (USM-POR), Judy Steere (UMF)

Absent: Albert Howard (USM-GOR), Judie Leighton (BPL), Lynn Wilcox (LAW)

I. The minutes of October 4, 1996 were approved as written.  
(Smith/Lutz)

II. Duplicate checking prompt when adding new item in updating records (Lynn)  
It was the consensus of the group to leave this prompt as it is currently set.

III. Treatment of dates in imprint and call number (Sam)  
Concern: A book has a 1997 copyright in 1996  
Solution: Use the date that is in the book; if known to wrong: date [i.e. correct date]

IV. Serials display (850 field vs. checkin) (Sam)  
Sam presented a "pseudo" report of the holdings sub-committee "Recommendation for Improved Display of Serial Holdings" (received at meeting).  
MOVED/SECONDED: to replace 850 fields and dummy item records with holdings records using list handed out 12-6-96; and to use holdings records from this date forward. PASSED (Lutz/Brissette)  
DEADLINE for clean-up: March 1, 1997  
It will not be necessary to change inactive check-in records to holdings records right now.

A lengthy practical vs. philosophical discussion was held concerning MARC tagging for serials holdings records.

MOVED/SECONDED: MARC tagging is a local choice for holdings records; if MARC tagging is chosen, a minimum of level 3 must be used. PASSED (Brissette/Lutz)

Marilyn will be contacting III concerning the display problems of MARC tagging (no dash {-} owned volumes, etc.; only a comma {,} between sections (used to be a semi-colon {;} before Release 10); and the print problem using the print key.

A discussion was also held concerning the wording of the box of attached records in public access. This has also been brought up in the public services librarians meeting several weeks ago, but was not resolved. Therefore, the Cataloging Standards Committee made the following recommendation to change the display to:

- 1) display issue information
- 2) display libraries owning this item
- 3) display list of volumes

V. Election of Officers:

1997 Chair - Kelly Conner (FK)

Secretary - Gretchen Brissette (PI)

VI. Common display in status of newly catalogued items

It was decided that USM and FAR would decide on the wording to be used.

VII. Other

--Electronic cataloging policy (follow-up from the Director's meeting The Director's met with some staff members to discuss an electronic cataloging policy. Rather than cataloging all electronic resources, we are moving towards using subject bibliographies on the webs with some exceptions -- electronic journals. The list of databases in the Digital Library will be expanded with CD-ROM additions and these, along with the subject bibliographies, will be searchable. This will be on the agenda for the next meeting.

--Users Group meeting: Lanny and Carolyn reported on the annual meeting held in New Hampshire.

--Barbara asked that Greek, Latin and Portuguese be added to the language table (Marilyn to take care of this)

--Review Files: Files 150-160 are for quick use by any library. If you use these files, empty them immediately.

--Duplicates: Gretchen reminded everyone that the committee had decided that duplicates will be taken care of within two (2) weeks of receipt at the meetings. Also, the duplicates are now being de-duped on the publication # along with the OCLC #. Marilyn to check to have active order records not show up on the duplicate list.

VIII. Next meeting: Friday, March 7, 1997 (Time and place to be announced) The Secretary will not be present for this meeting.

Respectfully submitted,

Gretchen Brissette  
Secretary