

CATALOGING STANDARDS COMMITTEE

Minutes

April 11, 1997

Present: Sheila Bearor, Kelly Conner, Susan Elliott, Sharon Fitzgerald, Sam Garwood, Gabrielle Howard, Carolyn Hughes (for Barbara Smith), ~~Sue Knowlton~~, Judie Leighton, Lanny Lumbert, Marilyn Lutz, Judy Steere, Lynn Wilcox
Visiting: Mark Stoffaf *Justin Robertson*

Not Present: Albert Howard, Barbara Smith

I. Minutes

The minutes of December 6, 1996 were approved.

There was some discussion about the duplicate barcode check when item records are added. It was decided to turn off the option tentatively until our next meeting. If significantly more duplicate barcodes are generated, this option will be turned back on.

II. Cataloging Electronic Resources: Draft Policy Revision

[Draft for discussion of amendments to: University of Maine System Online Cataloging Policies I.E.]

The Committee discussed a draft policy statement distributed by Marilyn Lutz. After discussion, the Committee agreed on the following:

- * Ownership will be displayed by the branch field. This should be a reflection of libraries wanting to include the material(s) in their collections and/or libraries who subscribe to the material(s).
- * Order records will be used to track the items with "cyber" as the location in the order record. (Since MSL and BPL do not have an acquisitions module, they will need to contact Marilyn should they be interested in an electronic resource.)
- * The 516 field should be used to indicate the type of electronic resource. (These can be added as needed.)
- * Whenever possible use the same bibliographic record for items in various formats.
- * Maintenance of the records should be done by the owning library (in cases of subscriptions) and a review file of order records with "cyber" as the location will be created monthly by Marilyn which will be used to check the links.
- * The draft policy will be revised by Marilyn and distributed to the committee.

III. E-Journal project at Orono

Sharon Fitzgerald reported on a project of Fogler's which links bibliographic records of e-journals to a homepage with information about e-journals and a survey designed to solicit information about use and public opinion of e-journals. From this page, the user will be able to link to any open-access journal. This trial will last about six months.

IV. Cataloging Books with Accompanying CD-ROMs

With so many new books with accompanying CD-ROMs in pockets, the question was raised by Kelly Conner about what to do with the CDs. ORO and FAR keep the item in

M-L is explaining 516 field options to library links to review (monthly run)

public opinions

the book and ORO adds separate item records for the CD-ROM. Some libraries add "Do Not Sensitize" stickers to the item.

Also at issue was whether a bibliographic record for CD-ROMs should be added. If the item has a different title (e.g. *American History and Life* and *American History and Life on Disc*), a separate record should be added.

V. Spine Labels

III allows for one set of standards for all labels. The Law and Fogler libraries use the labels but use different size labels, 3 inch and 2 inch respectively. Since no other library uses the label-making function, ORO and LAW will decide which size they will both use.

VI. Holdings Records

Holdings records really became necessary with Release 10 since the types of records displayed instead of the checkin records first. Each library must clean up their bib records (as were listed in review file 58) before July 30, 1997. Sam Garwood distributed his procedure to replace bib record 850's with holdings records (Draft December 16, 1996 SG) as a guide for cleanup.

VII. Other

A. Problems for public with dummy items for multi-volume sets

If no volume is indicated for multi-volume sets, it is impossible for the public to request a specific volume.

B. Order of Attached Records

Carolyn Hughes brought up the issue of rearranging the order of check-in records. Do not move check-in records since many serials people rely on the placement of the records remaining the same. An exception was made for Carolyn to move the her microfilm record next to her periodical check-in record for the *New York Times*.

VIII. Meeting Date

Our next meeting will be on September 19, 1997.

Submitted by
Kelly A. Conner