

CATALOGING STANDARDS COMMITTEE

MINUTES

September 19, 1997

Present: Sheila Bearor (L&L), Gretchen Brissette (PI), Kelley Conner (FK), Susan Elliott (MAC), Sharon Fitzgerald (ORO), Sam Garwood (ORO), Gabrielle Howard (UMA), Carolyn Hughes (USM), Michelle Kopteros (PI), Judie Leighton (BPL), Marilyn Lutz (Systems), Susan Robertson (ORO), Mary Saunders (MSL), Barbara Smith (USM), Judy Steere (UMF), Lynn Wilcox (LAW)

Everyone introduced themselves, as we had a new member to the committee, Michelle Kopteros (PI). The Committee directory was handed around the table and corrections and additions were made.

I. Minutes

The minutes of the April 11, 1997 meeting were approved as amended (Smith-USM/Bearor-L&L)

Corrections: *Sue Robertson (ORO) not Sue Knowlton was present at the meeting.

*Marilyn will not connect links to electronic resources catalogued on URSUS, but will collect records in a review file. It is the responsibility of each campus to update URL's in records catalogued.

II. Standards Document Revisions

Sam Garwood (ORO) distributed new pages 7, 7a, 7b

Discussion took place over each new addition

E2b. The issue of displaying ownership for electronic resources and the mechanics for doing so remains unresolved for resources that are free and shared. Otherwise, ownership is defined in the branch, item and orders as it is for print resources.

*Marilyn suggested that each cataloger use the guidelines to catalog an electronic resource.

[On second thought, this plan is not productive at this time--ML]

E3c. The committee felt examples were needed to explain E3c1-4

B1a (p.4) add: elimination of invalid 856 field(s)

(moved by Lutz (Systems)/Seconded by Fitzgerald (ORO) --
PASSED)

The Committee approved, by general consensus, the I.D.,E.E. revisions with the exception of I.E.2b

- III. Cataloging electronic indexes and databases with Web Links
The issue of cataloguing broad-based indexes was raised. Do we need a bib record with a URL link or is having access through menus enough? Should the system purchased items be catalogued and by whom? Gretchen Brissette (PI) will do the system cataloging on a trial basis for a year.
- IV. GPO Enhanced Record Loads
GPO enhanced records with URL's that go to full text. The only way to load the enhanced records was to change the load program to allow the incoming bib record to overlay the existing bib record when a duplicate OLCL# is encountered. This process results in a duplicate item record. Orono will be responsible for deleting duplicate item records after each load.
- V. Clean-up of 850 fields
Libraries need to check Review file #3 and finish the agreed upon clean-up of bib records with 850 tags.
- VI. Duplicates
Duplicates were distributed at the meeting and a reminder was given that these should be cleaned up within two (2) weeks of receipt. If a reported duplicate is not really a duplicate, Gretchen should be notified, so it will be taken off the list. Even though Gretchen will not be attending the Cat. Stds. meetings regularly, she will still be responsible for duplicates.
- VII. Other
Representatives from each library shared problems, concerns, and joys associated with their individual institutions.
- VIII. Election of New Chair & Secretary
Due to Kelly Conner (FK) leaving, having accepted a job as the public library director in Decatur, Indiana, Barbara Smith (USM) volunteered to serve as chair of the committee until a new election in June 1998.
- Gretchen Brissette (PI) is also leaving the committee (Staying on as an alternate). Sheila Bearor volunteered to serve as Secretary until June 1998.

Respectfully submitted,



Gretchen Brissette
Secretary