

Cataloging Standards Committee
Minutes
January 30, 1998

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

I. Minutes:

The minutes of the September 19, 1997 meeting were approved as submitted. (Lutz-System/Fitzgerald-ORO)

II. Online Catalog Policies Revision - I.E.2.b - Ownership

This issue was deferred from the September 19, 1997 meeting. Marilyn Lutz and Sharon Fitzgerald studied the issue in the interim and presented their conclusions to the committee. Marilyn explained that there were two types of electronic resources at issue - databases and electronic journals, and that it was necessary to define item records for each. The following item record coding was proposed and agreed upon:

1. Databases

- a. System owned: branch = y ; location = cyber
- b. Campus owned: branch = [campus] ; location = [campus symbol]web (e.g. oweb)

2. E-journals

- a. free: location = cyber
- b. subscription: branch = [campus]; location = [campus symbol]web (e.g. oweb)

Using computer projection, Sharon presented examples of the database and e-journal records and led a discussion of the cataloging issues.

856 fields for those items that are subscribed to by individual campuses and are not available to all users of the OPAC must include a |z subfield indicating restricted access. A 506 field should also be added to the bibliographic record indicating restricted access.

For e-journals with multiple holding libraries, each subscribing library will need to enter an 856 field in the record to allow access for their particular patrons. If, however, 3 campuses have a shared subscription, registered as a group, give the vendor restricted IP address.

Catalogers need to examine 856 fields for any downloaded record to check the |2 subfield for transfer means (http, gopher, ftp are acceptable; e-mail, news are not (?)). URL's also need to be checked to ascertain whether the link is valid. III screens out 856 ind 1's from displaying, but does not screen out any 856 ind 7 fields so we need to be vigilant.

Marilyn will set up locations for each library for electronic resources (e.g. oweb)

Marilyn and Sharon Fitzgerald will draft a policy statement for multiple 856 fields and will distribute it for comment.

Monographic 856 fields should not need restricted access notes.

III. Marcive Gov't Docs Load Problems

1. Issue of links going to top of web page instead of to document itself. Decided we need to alert public services staff to this possibility so they will be aware of it. Committee members should ask public services staff to keep details of the non-linking records and apprise their Cataloging Standards Committee member, so the Committee can get information on how many and how frequently these non-linking/mis-linking records occur.

2. Overlay of Marcive records with 856 fields

a. How the process is going - Marilyn reported that the enhanced tapes have not been loaded since October because of problems encountered when duplicate item records were created when the records were overlaid. She is still trying to work on a solution ; III's millennium programs may hold an answer if it allows for local manipulation of the loader program.

b. issues were not discussed

c. Web only documents - Discussed the need to change locations for such items to cyber and proposed that whoever finds such documents first change them. Decided that the issue need further investigation.

3. 092 displays in public catalog instead of SuDoc number - Approved the proposal that the first library that discovers the problem change everyone's record and eliminate the Dewey number from the item record. No need to notify the other libraries. Note: Bangor and Machias use Dewey numbers, so their item records should not be changed.

IV. Indexing/Searching problems in 246 and 490 fields.

246 - ja not indexing correctly if 246 is added to the URSUS record. Marilyn will check with III.

490 - problems seemed to be examples of bad cataloging not indexing issues. We need to be more careful. Each library do a 490 clean-up to remove the prefix for title and half-title problem records.

V. Duplicates.

Bound with dups. - Request to have records with "bound with" notes added as exceptions in section I.A.2.e of the standards manual approved. Sam will draft and add to manual.

Dups. based on ISBN - Let Gretchen know if ISBN dups are legitimate records so she won't send you repeat duplicate lists.

Try to clean up duplicated within two weeks ; USM needs one month to six weeks to complete theirs.

IX. Other Business (taken out of order)

Request from public services staff to have isbn's and issn's display in the web opac - already available in MARC display

Batch printing of spine labels - Marilyn can set up a maximum of five different queues. ORO and LAW are currently doing this. Other interested libraries should contact Sam Garwood for information about parameters, then libraries should send their parameters to Marilyn.

Featured lists - Marilyn is assigning system review files to libraries that want them in order to create their own featured lists.

Transfer interrupted message in WEBPAC - Marilyn will follow up with CAPS about this.

VI. Proposed new policies for special collections and/or rare books

Committee felt that an existing record in the database should be enhanced rather than a duplicate record entered simply because the new record belonged to a special collection. AACR2R, OCLC input standards, and the URSUS cataloging standards document are sufficient to cover the situation. Any item

that is indeed distinctive or unique would require a new record. The scoping issue of access to the special collections currently being cataloged at USM will be addressed in the next generation of the online system.

VII. Authority issue

Discussed problem of conflicts between U.K. Marc, U.S. Marc, and National Library of Canada practices in establishing names. Committee decided to prefer U.S. Marc when conflicts arise. We can send problems to Susan Robertson at ORO or fix ourselves.

VIII. Electronic catalog

Discussion about how convoluted the process is for accessing e-journals through URSUS. Marilyn explained that the committee working on Mariner is investigating metatagging of metadata as a means of improving access and distributed an article about the Dublin Core for us to read and discuss at our next meeting.

Discussed the Library of Congress's new interim standards for cataloging electronic resources and Marilyn passed around two copies of the new standards. Sharon mentioned that she has been using the CONSER and OCLC standards and that LC was a little late entering the fray. Nancy Olson's internet cataloging guide is online, address is on the ORO tech services homepage. LC guidelines are available at: http://lcweb.loc.gov/catdir/cpso/elec_res.html.

Marilyn suggested that we should read the minutes from the last Mariner meeting and that those minutes should be distributed to all library staff.

Suggestion was made that French subject headings in the OPAC be searchable. To do this a French language interface and re-indexing of the database would be necessary. Marilyn will look into ways to integrate the French subject headings.

With the passage of the bond issue, MaineInfonet is being developed. A RFP will be distributed soon. The UMS library directors will receive copies and we should read it. This new system should allow for some expansion of the fields that are currently indexed and improve access to the database. Assignment: look at the URSUS indexing rules and each library let Marilyn know as soon as possible what changes we would like to see. We will discuss indexing changes at the next meeting.

IX Other business (again)

Serials 850 holdings records problem - "Library has" field from the holdings records is not displaying in the WEBPAC. Several examples were examined; Marilyn will investigate.

Identity field - should format be identified? - it's a local decision

Latest entry - UMF's latest entry records are being overlaid and/or item records are being added to the record. Added holdings are not UMF problem. Overlaying a record is a problem; we need to pay more attention to these types of records.

Policies - Judy Steere suggested that the "General Cataloging Guidelines for Pre-cat Bibs" and the purging procedures be added to the cataloging standards manual as appendices. All agreed.

X. Meeting date

The next meeting will be Friday May 1, 1998 in Bangor.

Respectfully submitted,

Sheila Bearor