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mail printout for judyl  
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Date: Wed, 20 Jan 1999 18:21:38 -0500

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Subject: Minutes of Oct. 2, 1998 Meeting

Cataloging Standards Committee

Minutes

October 2, 1998

Present:

Sheila Bearor (L&L), Judith Clarke (rep. Gabriella Howard, UMA), Sam Garwood (UM), Michelle Kopteros (UMFI), Judie Leighton (BPL), Marilyn Lutz (Systems), Dina Jones-McKelvy (UMFK), Mary Saunders (MSL), Barbara Smith (USM), Judy Steere (UMF), Lynn Wilcox (LAW)

Barbara announced that Marilyn would be arriving late and that there were additions to the agenda. Members introduced themselves.

1. Election of Secretary

Sheila Bearor must resign and Gabriella Howard has volunteered to serve as secretary. Barbara asked for nominations from the floor. There being none, Barbara moved that nominations cease, the motion was seconded, and it was unanimously voted to elect Gabriella Howard as secretary.

As Gabriella is unable to attend today, Judith Clarke is substituting for her and will take notes.

Barbara Smith said she was willing to serve as chair for one year.

Barbara asked if there were any corrections or additions. There being none, Judy Steere made a motion to accept the minutes as written, which was seconded and voted on unanimously.

The committee thanked Sheila for serving as secretary.

Barbara reported that Susan Elliott of Machias will not be able to attend committee meetings for the time being but will stay on the committee. She asked members to make corrections to the membership list.

Barbara said we would take the agenda out of order until Marilyn arrives.

### 5. Type Code Editing Capability

Judy Steere asked if anyone had actually done this. Sheila asked what it relates to and how to decide what the item is. Michelle felt there would be some confusion as things converge. Barbara said we probably need more time to think about this; she is not sure of the time frame and suggested this be discussed at the next meeting.

Marilyn arrived at 10:20 AM.

Sam Garwood said the database is full and there is no way to do this en masse; we would have to check each one individually. Sheila explained to Marilyn what we were discussing. In response to Michelle's question, Marilyn said we would not be changing URSUS.

### 3. Maine Info Net Update

Marilyn reported that Maine Info Net is still in the negotiation stage. It appears the contract is not signed but III will be the vendor. They have a list of additional software to be added, which should give us everything we don't have now. It has Millennium PC-based Java scripted functionality and software to provide links to Union catalog.

URSUS I - incubator system until we reach capacity when various groups will shift to own server. No decision as to who will be on what server but schools and public libraries will be on one server; academic institutions on URSUS; and there will be a third server for libraries not participating in the full management system but wanting to add holdings to Mainecat. These three servers will link to INREACH database.

Discussions are ongoing and there are still issues regarding ILL and online requesting. If all problems and \$ issues resolved, we will probably see the new system about the first of year or during the first couple of months. This will be a total upgrade to URSUS, including many more review files and SCAT tables.

Sam said it sounded as though training would be needed and Marilyn agreed. Lynn asked if we were moving towards an all WEB-based system as her library still uses some dumb terminals. Marilyn thought that would change as III is all on PC/desktop. Mary asked about the time frame for moving staff from dumb terminals to PCs. Marilyn said system does not require you operate on a PC; it will support both versions. Public Access catalog will always be web-based. Judy asked if we would have access to web version of catalog and Marilyn replied it is a graphic interface as part of system. There are no specifications on cataloging workstations. Barbara asked that we be advised of impact on conversion needs. Marilyn said system will run on dumb terminals and PCs and does include interactive network connections. We will be able to export through the Internet. When this is a done deal, Marilyn will look at each module and have more detailed discussions.

Barbara read excerpts from a report from Gary Nichols on Info Net. Maine used III a lot in the past so it made sense to use them again. He outlined the systems: a holding database, INREACH Union catalog, retrospective conversion for libraries and support for that. He said they expect to begin

Barbara thanked Marilyn for her part in this major accomplishment. Marilyn said Carl, Elaine, and Gary were also involved in RFP. Now there are 3-4 people from Maine Library Committee involved in negotiations. An advisory subcommittee is working on implementation and it will probably evolve into a representative subcommittee. III claims there are few conflicting problems but there are some issues we haven't discussed yet.

Barbara said this is a challenge and an opportunity!

#### New Item:

Report on Web Task Force on Mariner Thesaurus and New Metadata Mariner Thesaurus

Marilyn reported that the Web Task Force met in the summer. Different databases would require topical access. Created Mariner Thesaurus, which will evolve into form of metadata tagging. Lynn said several different types of thesauri were suggested; made recommendation to stick with LC subject headings and reduce to about 100 terms. Marilyn said they formed a subcommittee to look at Dublin Core metadata descriptive information. From an end-user perspective, metadata specifically describes catalogued websites. She wants vocabulary to enable retrieving information across whole web since the intent of metadata is to use the Web more efficiently. Independent searching will still be possible.

Marilyn showed on-screen the indexes and databases discussed. The master list allows retrieval of alphabetical list of indexes and databases in system. Features are Subject Guides, Popular Databases, and Browse by Campus. It allows looking at detail for each alphabetical item and has FAQ to let users help themselves.

Subject Guide - Shows resources by subject

Popular Databases - Shows databases licensed to all UMS libraries.

Browse by Campus - Shows databases at each campus

User can select database by topic and limit by campus, genre. Mariner Thesaurus now has 100 terms; we anticipate subdivisions but haven't reached that level yet. Topic Search searches subject field. Keyword Index can be limited by location and genre.

Marilyn has e-mailed people asking for feedback but hasn't heard from anyone. She would like comments from public service staff and anyone who deals with indexes and databases. Judy asked if Marilyn wanted feedback of problems at each campus; she said it is hard to explain to the public why four clicks are necessary to get to ERIC. Marilyn said she cannot reduce further without eliminating something necessary; the fourth click must be the vendor. We need to make some changes and Marilyn is looking for serious analysis before putting this system out.

4. Discussion of New MARC fields: 155, 18x and 7xx

655 - Marilyn said 655 field is a genre. We index 655 field in keyword index but not in subject index so we would need III to reindex.

18x - Marilyn will get Library of Congress announcement on this.

7xx - a heading linking entry fields. Marilyn will get announcement.

Along with the announcements, Marilyn will check cost, find number of records and bring to next meeting to make decisions.

7. Children's Headings

the question is what to do with alternate subject headings not displayed because they are not indexed. At beginning of the LCSH books is a description of difference between children's and regular subject headings.

There is different set of subdivisions:

- modernized spelling
- foreign names frequently in anglicized form
- structure sometimes simplified
- "children's" description not used
- common names of plants/animals used
- "juvenile" often omitted
- U.S. often omitted
- more assignment of SH to fiction
- not subdivided geographically
- cross-references not always used

With school and public libraries coming online there is more interest in having annotated card headings available. When Marilyn asked Judy of BPL if it would affect her, she said no because they use same headings. Marilyn asked if the issue was whether we should index the database and Sam said, yes, if we want to bring these out. Barbara said USM has received a special collection of juvenile literature that needs to be cataloged; so it is an issue for them. Sam said there appear to be 800 unique headings. Lynn noted this was designed for small collections so it is difficult to put it into URSUS. Michelle asked if anyone had done a database subset but Marilyn said this couldn't be done in III. Sam said we could index separately. Marilyn said this is another issue for Maine Info Net. Sam said if it were possible to have separate indexes then patrons could choose; would allow people to search separate specialized catalogue.

Marilyn said to find out how many records involved; then she will get cost of incorporating it in Maine Info Net.

Barbara suggested we hold follow-up items until after lunch.

#### 8. Duplicates

Marilyn said duplicates are based on ISBN number - both ISBN and OCLC are unique numbers. Barbara said they are not always unique and it takes extra steps to find out whether an item is actually a duplicate. Would there be some way to identify the OCLC number? Sheila said you must search URSUS by title also. Marilyn asked if we need to amend the policy document if we can no longer rely on the OCLC number. Lynn said that we never could rely on it because people key in records. Marilyn said perhaps we should reexamine how we do duplicates. USM always had a high percentage; some of their duplicates are not really duplicates. Judie said they can have regular and large print editions and need to keep both. Lynn doesn't want to get lists over and over once we say they are not duplicates. Marilyn said we need to talk with Gretchen; will find out what procedure is for detecting duplicates and talk with Sam and come back with a report. Judith Clarke showed example of duplicates reported to UMA; in some cases we were being asked to transfer to a record not as good as the one we were attached to. Lynn said it was dangerous to overlay, as it will change branch fields. Sam said it was fine with him if we want to use the better record and transfer Orono to it; just remember to fix branch fields.

Marilyn said she would check procedure and try to streamline.

Break for lunch.

#### 6. Follow-up on various items from prior meetings

##### A. 653 field - to suppress or eliminate

Sam said it doesn't display (see page 2 of last minutes). Marilyn said we could suppress. Barbara said it would mean a change in policy since presently (page 4) we are to eliminate. Sam said it is better to suppress

B. 246 and 490 fields

Marilyn said there is nothing we can do; either we clean it up or take off agenda. Mary said it is not indexing properly if it is added to existing record; a download indexes correctly. Marilyn said she would follow up; don't put this item on next agenda. Barbara asked if there was no other way to clean up other than manually and Marilyn said no. Will have to check past minutes to see what to do. These are initial articles imbedded in a field and we have to decide importance as a public access issue. Lynn said we could fix this if we parceled it out. Marilyn said we need to find out scope of problem (UMD and USM will have the bulk) and decide importance of this task versus others. Will someone volunteer to get counts on each article and locations? Sam searched URSUS again and found fewer entries than he expected. Marilyn said we need to collect them in a review file but Lynn said she was not sure how to do this since some are order records that don't show in public access. Barbara mentioned mistagged half titles: Marilyn said we need to get the number involved. Lynn asked what else besides the "a" and "an" at head of title. "His," "her" and "their" need to be included. Marilyn said we need only one person to do this and duplicates at USM are more important. Barbara said she would talk to Sam.

C. 856 subfield "z" - III does not support

Marilyn said III doesn't support several areas in 856 fields; let's see what comes out in latest version

D. Policy I.E.2.b.

Sam said he had changed things that were clear and he handed out pages 8 and 9.  
p. 8 - under "ownership" 1, branch = system  
p. 9 - 2 should read: If a password logon is required, a 538 note should be added to the bib record.

at end of page, subfield 2: "http" added

Changed "internet" to "electronic" as more appropriate on display--no change in document.

Policy 1.E.3.b(?): change suggested unclear. The way it is now seems clear enough.

E. Clarification from GPO Marcive on use of a single bibliographic record for government documents with multiple versions.

Barbara was asked to confer with Frank Wihbey and was referred to Steve Dutoff. He said if there is dual distribution of print or CD or fiche, will get 2 records. Otherwise version cataloged first gets record. Add 530 on other versions. Serials are a problem as they change. If there is both a paper and a Web version, use one record and add 856 note. Marcive catalogs version they have on hand. Call him directly with specific questions or problems.

Other Business:

Lynn checking 856s from ARLLEN database - sometimes it doesn't go anywhere. Mostly she ignores this but sometimes she manipulates. Marilyn said this is not simple to fix.

Dina said she is not the cataloger at Fort Kent (Pat Wilcox is) but would anyone be interested in starting a Listserv. Marilyn said this is already in place--can just ask question of Cataloging Standards Committee.

Dina said she would encourage her to send in questions. Marilyn said Pat should communicate if not coming to meetings. Dina said she was now the Fort Kent representative; Marilyn said Leslie Kelly could be the alternate. Barbara said she would clarify if Larry would be coming in the future. Lynn asked if anyone is checking in on PC. Marilyn will get out the updated list of members.

Mary - nothing to report.

Judy Steere said they are doing more CD-ROMs now. At previous meetings decided that a CD in a book would be catalogued on same record and have 2 item records and 2 bar codes. Sam said this is what they do, along with note on front of book. Regarding diskettes in back of book, Lynn said when they don't care if they are ~~stored~~ <sup>missing</sup>, they do nothing and don't create an item record. Sam said they make backup copy and put that in book.

Judy asked about the general material designation for interactive multimedia; they are using item type 002. Marilyn said item type lets you control circulation differently. Judy used "c" in record for "computer file." Marilyn asked if anyone wanted an item type added; since no one else has asked for item type, assumes they are handling. So we will leave this as is.

Judy asked what is the procedure when they need a loan rule change? Marilyn said just make a copy and edit, then fax to her.

~~Barbara~~ <sup>Judy</sup> Barbara needs IP address for her campus. Marilyn said she would send this again since Barbara did not receive it.

Sheila said they are remodeling in State House. Barcoding project on reporters is ongoing and working well. Trying to get Telnet program to keep working. No other problems to report.

Sam said UMO also undergoing major remodeling. There is a problem with the acoustic ceiling problem. They have lost about 15,000 sq. ft. of library space. At present he hopes to move in by Nov. 1st. Waiting to see what will happen next year.

Michelle said a patron placed holds on a book and a CD-ROM, i.e. two records that are really one. Does this limit his borrowing time and is there something that can be done? Marilyn asked what was the problem and Michelle said it was the confusion of public access showing 2 records. Lynn said she doesn't make separate record for CD. Marilyn said this was a circulation issue and she will bring up at Circulation Committee. Michelle said some holdings were missing from Thesaurus master list. Marilyn asked Michelle to send her an email regarding what is missing; maintenance on list is distributed and each site will maintain their own.

Barbara said there was no big news from USM. She asked if anyone was attending the Cataloging Conference in Springfield, Mass Nov. 17 and 18.

Judie said Bangor is enjoying new building. They are working on retrospective conversion. She noted that the duplicate barcodes function has been turned off, which causes BPL to receive duplicates on list. Marilyn said this is an issue with libraries going through retrospective conversion. Could we turn barcode function on? Lynn said if we do, everyone will be asked to check each item for duplicates. Judie said to leave off for now because at present the number of duplicate barcodes is small. Marilyn said we would look at this again. She can see advantages and disadvantages of both sides. Is there any way to tie to Login?

Date for next meeting:

- 1) January 15 - meeting date
- 2) January 22 - snow date

Adjourned at 2:35PM

Judith Clarke for Gabriella Howard