

help she gave me in preparing these rather voluminous minutes. See you on Monday.

Minutes

Joint Meeting of Cataloging Standards Committee and Acquisitions Group

~~January 26, 1999~~

Chancellor's Conference Room  
University of Maine System Office  
Bangor

Present: Sheila Bearor (LLR); Gretchen Brissette (PI); Judith Clarke (AUG); Jean Clemons (MAC); Sharon Fitzgerald (ORO); Sam Garwood (ORO); Evelyn Greenlaw (L-A); Gabriella Howard (UMA); Carolyn Hughes (USM); Gary Hunter (BPL); Leslie Kelly (FK); Michelle Kopteros (PI); Judie Leighton (BPL); Marilyn Lutz (SYS); Suzanne Parent (LAW); Maureen Quinlan (LAW); Susan Robertson (ORO); Barbara Smith (USM); Judy Steere (FAR); Anne Swasey (SYS); Lynn Wilcox (LAW).

1. Barbara Smith, Chair, called the meeting to order at 10:02 A.M. and those attending introduced themselves.
2. Review of Procedures for Adding Records to the Mariner Indexes and Databases Database

Marilyn Lutz led a presentation, training session and general discussion on this topic, with the goal of making clear the critical points in the data entry process and providing an understanding of how the Mariner Indexes and Databases database will work in sync with URSUS.

A. The Indexes and Databases database is an Access database that runs on a server; it can be dynamically updated. One cannot just put a record into URSUS and link it through to the Indexes and Databases database because of authentication issues. Therefore a template has been provided for entering the data into the I & D database. The URL used in the URSUS bib record must be the authenticated one provided by Marilyn, not the vendor-supplied URL.

The local process for adding and maintaining records in the I & D database will differ from library to library, depending on staff. Each library needs to let Marilyn know the name of person(s) who will be doing the data entry work and the IP address of the PC he/she will be using, to be authenticated to access the I & D database.

Marilyn went over the "Procedures for Adding Records to Indexes Database," copies of which were distributed to the group. The following changes were suggested to this document:

- ^ MOVE 2.b. Assign subject terms from Maine [sic] Thesaurus TO 3.d.
- ^ OMIT 2.d. Provide URL.
- ^ OMIT 3.d. Send a copy of database record to Marilyn.
- ^ OMIT 4.e. Exclude from UNET cache filter.

The template used for adding a new record to the database was shown, and Marilyn went over the instructions for its use, stressing several points:

The URSUS cataloging must be completed prior to the creation of a record in the Mariner database, using the I & D template.  
Do not enter or modify the URL. This is extremely important.  
Enter the vendor-supplied URL in the appropriate field.

important to provide a contact at the vendor and his/her phone number, in case there are questions later. It is preferable that this be the name of the person contacted to deal with IP addresses, so Marilyn can contact him/her regarding the authentication issues.

It is important to indicate whether access to the subscription is restricted to certain locations.

Carolyn Hughes and Evelyn Greenlaw raised questions about subjects not in the thesaurus, and Marilyn explained that it is evolving. If subject areas are perceived to be lacking, especially if they reflect curriculum content, one is encouraged to send them in for consideration.

B. Sharon Quinn Fitzgerald presented Fogler's procedure for dealing with the Indexes and Databases database, and distributed Fogler's "Mariner/URSUS Index and Database Workflow" sheet. She explained that this two-step process for entering data is temporary, until we get software that will allow cutting and pasting of information from URSUS into Mariner. She said that at Fogler, three different departments have to coordinate the work (Collection Development, Serials and Cataloging). She demonstrated online their procedures. Collection development people need to supply as much information as possible. For example, if there is an alternate title, it is important to know this. The direct URL is important to have, because the cataloger needs to look at the site in order to be able to adequately catalog it. The annotation is supplied by Collection Development. Cataloging catalogs the material and adds it to the Mariner database, using the template.

Sharon pointed out that currently most e-resources are versions of print or CD-ROM's for which we already have bib records in URSUS. In keeping with the standard of one bib record per title (all formats), Fogler adds an order record for their web resources, both free or paid subscriptions, including an order date. There was discussion of how to handle aspects of the order record for e-resources, specifically whether to enter "o" for on-order and then change to "a" when the authenticated URL is received from Marilyn, or to use "f" for standing order. Sharon clarified that the "o" and "a" control the public display, and recommended using "o" and "a" but not entering a received date. With no received date, the order record can't be purged. Sam reminded that if there is a bib record with an item record attached, the order record is suppressed and won't show in the public catalog.

Sharon walked us through the steps of filling out the Mariner I & D template. She demonstrated how Orana cuts and pastes from a workflow in order to fill out the template -- very nice. After the URL is authenticated (you'll be notified by Marilyn), go into the URSUS3bib record and open the MARC display; if there's an existing 856 field in the record, move it to a 949 field, to keep the data and prevent unauthenticated access to the e-resource. Then cut and paste the authenticated URL into the 856 field.

Sharon also discussed the use of the Mariner Thesaurus: use the specific to broadest terms up the tree to allow patrons to narrow or broaden searches. She pointed out that using the Thesaurus is very different from cataloging to the most specific term.

Marilyn emphasized that the title of an index or database should not start with a number or a date; put such information after the rest of the title.

The vendor contact name and e-mail address entered in the template do not show in the Mariner public display or on the I & D pages. The database descriptions and alternate title do display in the "i" part of the title in the I & D database.

Sharon stressed checking one's work before submitting the template but also said that one can go back and modify it later if there are errors or something changes. She recommended having a checklist for the procedure, to keep track of where you are in the process for the e-resource you are working on. At Fogler it may take from 3 to 5 days to complete the order, cataloging

C. Gabriella Howard outlined the process that UMA went through to add two resources to the Indexes and Databases database (Dictionary of Art Online and Wall Street Journal full-text). She and Marilyn described the problems encountered with getting the correct IP ranges, particularly those for remote access, straightened out with the vendor for the Dictionary of Art. There were several snags along the way, which served to demonstrate the fact that setting up the authenticated URLs and then making sure they work is not necessarily a straightforward matter. UMA did not have order records for these two items, which it should have, since these are purchased acquisitions.

D. There was a discussion of some of the problems we will increasingly encounter as more and more electronic products are added to the Mariner database. Libraries need to know the ramifications of purchasing such resources and what they'll have to do to deal with them. It is a lot more complicated than just buying a book and adding it to the collection. Marilyn spoke about authentication issues. Vendors are a problem here because everybody's not speaking the same language. Another problem area is that of joint acquisitions by more than one library -- order records, payment, transfer of budget, etc. She showed Sociofile on screen as an example of some of the snags. Marilyn will revise the "Procedures for Adding Records to Indexes and Databases database", but not until libraries have added more records using the template, and provided more feedback on using the Procedures.

#### LUNCH BREAK

### 3. Review of Procedures in URSUS for Handling Order Records and Adding Location Information for Electronic Resources

This discussion centered on the problems encountered when multiple libraries are providing access through free or shared-cost subscriptions. Marilyn and Sharon did an on-screen demonstration, using Historical Abstracts as an example. The confusing nature of bib, order and item records was made evident, particularly when multiple formats are added to a single bib record. It was strongly suggested that order records for electronic resources be created; this will aid in record-keeping, especially when there is a joint acquisition of resources. Item records should be created when multiple libraries share a subscription.

We looked at the NE Journal of Medicine -- it is a subscription restricted to URD and USM, but there are two sets of passwords. Sharon suggested that having a generic password for shared subscriptions would be helpful, and suggested username: mariner and password: ums.

Gretchen Brissette pointed out that if the bib record for an electronic resource has no attached records (order or item), there is a problem with its showing up on a dumb terminal. So for the ASCII version, we need to have item records for electronic resources. It was agreed that the Online Cataloging Policies, I.E.2.e. should be amended as follows: "For internet resources, create an item record if there is no check-in or holdings record attached."

Sam Garwood pointed out that I.E.2.b.2) should read:

E-journals:

Free: branch=sys; location=cyber

Marilyn indicated that further study will be needed to deal with the issue of multiple locations of electronic resources.

Concerning acquisitions processes, it was agreed that order records be created for electronic resources, whether they are free or paid subscriptions, or a subscription shared with other libraries in the System.

4. Update on Transition to Innovative Millennium System Software and Update on Maine Info Net Developments

Since agenda items 4 and 5 were interrelated, they were discussed as a unit.

Marilyn reported that Innovative's contract with the State of Maine for the Maine Info Net, which will create the InReach database and link to URSUS, is going more slowly than she had hoped it would, but that it should happen this quarter. The upgrade to Millennium software won't be implemented for URSUS until the contract is signed, possibly in May. Training will be provided on the various modules when Millennium is installed for URSUS.

Marilyn reported that Maine Info Net is trying to get a group of 10 - 20 libraries that will participate in the full management system. If that occurs, it is likely that a second URSUS server would be created. If the group is too small, they would likely start out on the existing URSUS, then migrate later to 2nd URSUS. Marilyn said several parallel streams are in process, which won't gel until the libraries participating in the full management system are identified and put their money down. She said that there may also be possibilities for retrospective conversion via copy cataloging for Maine Info Net libraries.

Sam raised the question of a contractual issue with OCLC over the use of U\_S OCLC records for a larger group of libraries, i.e. are we restricted from sharing OCLC records with non-OCLC libraries? Marilyn said she would look into this issue.

Lynn asked if all subsystem modules will be upgraded and included in the Millennium software. Marilyn responded that things are not certain yet, but there will be a Circ system upgrade and Workstation for Windows for cataloging. Susan Robertson asked if written information about Millennium is available. Marilyn said there is a glossy brochure, and suggested checking the Innovative website.

5. Minutes of the Oct. 27 1998 Meeting

Several corrections were needed in the minutes, as follows:  
page 3, #4 re 655 field, line 2: insert the word "authority" before index;  
page 5, re Other Business, line 1: correct ARLEN to RLIN; in line 4 correct Pat Wilcox to Whitworth; and in line 10 correct Lanni to Lanny.  
Sharon moved that the Minutes be approved as amended and Susan Robertson seconded the motion. The minutes were approved unanimously.

6.A. Indexing of Genre Field Tag 655

Sam Garwood had reported earlier, in his e-memo of Oct. 13, 1998 to the committee, on the number of URSUS records with 655 genre fields. The 655 headings in URSUS do not show up as indexed in the WORD index. The two options for dealing with this problem are 1.) index them in a separate genre index, or 2.) index them in the subject index. If they were indexed in a keyword index, they are so general as to create a problem for patrons. Marilyn said that she is looking at the possibility of a separate index for genre and may include this in the cost estimates for the new Millennium version of URSUS.

6.B. Indexing of Tag 650, Second Indicator Value=1 (Children's Literature)

Sam reviewed the problems related to the indexing of Tag 650, based on his Oct. 13, 1998 e-memo. Susan Robinson asked if we could change the tagging, rather than the indexing. Marilyn asked Julie Leighton (Bangor PL) what they do now. Julie said that Bangor changes the 651 field to 650, to use the LC subject heading. Susan said that OHS does the same.

Sam and Lynn pointed out that children's subject headings, and their

issues yet, particularly for Children's materials. However, she expects that public and school libraries will want juvenile subject headings indexed, so it is worthwhile for those LMS libraries involved with children's collections to look at the the implications and any downside for LMS libraries, if children's literature headings were indexed, to be sure we are not undoing our opportunities.

Barbara said that USM has a small circulating children's collection, and recently has received a collection of 19th and 20th century children's literature, about 2,00 volumes, which is being handled as a Special Collection, but the cataloging has not yet begun. Marilyn responded that scoping by location (in Millenium software) could address this special collection.

Marilyn said she wants to explore handling the children's literature headings not by re-indexing, but by scoping. The group agreed that more thought about the the whole issue is needed.

Based on this discussion of the genre headings, children's literature headings, and with a reminder from Marilyn that there has been prior discussion of the problems with medical subject headings and MESH headings, Marilyn said that she will explore re-indexing of these three groups of headings with innovative. The cost is \$5,000 per index, and she is considering including such indexing in the Maine Info Net project, since it is applicable statewide.

#### 7. Use of Local Subject Headings for Children's Literature in Foreign Languages

Susan Robertson said that Orono's Learning Materials Center has about 100 foreign language titles. The librarian there has suggested using the subject heading "German language -- Readers," for example. It was agreed that for this particular case, our stated policy of not using 690 fields be suspended in order to provide better access to these materials.

#### 8. Other Business

Leslie Kelly had a question about a document, dated Mar. 6, 1990, which has guidelines for the cataloging of Maine legislative documents (LDs). A colleague at FK wanted to know if these guidelines are to be used. The answer was no, use the LC schedules and consult the LC Technical Bulletin, which notes changes to the schedules.

9. The next meeting will be on Friday, May 7, 1999 in Auburn Hall, Bangor.  
Note: the May meeting was subsequently cancelled.

The meeting was adjourned at 7:34 P.M.

Gabriella Howard  
Secretary  
September 16, 1999

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