

**Judie Leighton**

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**Sent:** Friday, December 03, 1999 12:56 PM  
**Subject:** Minutes of Meeting on Sept. 20, 1999

From ghoward@maine.maine.edu Fri Dec 3 10:11:52 1999  
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**From:** Gabriella Howard <ghoward@maine.maine.edu>  
**Subject:** Minutes of Meeting on Sept. 20, 1999

**Minutes****Cataloging Standards Committee**

September 20, 1999

Chancellor's Conference Room

University of Maine System Office

Bangor, Maine

Present: Sheila Bearor (LLR); Karl Beiser (MSL); Gretchen Brissette  
 (PI); Sharon Fitzgerald (ORO); Sam Garwood (ORO); Gabriella Howard (UMA);  
 Carolyn Hughes (USM); Judie Leighton (BPL); Marilyn Lutz (SYS); Susan  
 Robertson (ORO); Barbara Smith (USM); Judy Steere (UMF); Lynn Wilcox (LAW).

1. Barbara Smith, Chair, called the meeting to order at 10:15 A.M., and  
 those attending introduced themselves.

2. The minutes of the January 26, 1999 meeting were approved.

3. Elections were held for Chair and Secretary. Susan Robertson was elected Chair, and Gabriella Howard was re-elected Secretary.

4. Marilyn Lutz presented an update on the Maine InfoNet Project. She distributed an implementation schedule showing the dates over the next year or so of when important events will be taking place in this project. She said there will be three systems in ME InfoNet: URSUS 1 for the UMSystem, Bangor PL and MSL; URSUS 2 for the public and school libraries, with the *Imp* InReach database; and URSUS 3, to be brought up in July, 2000. The URSUS 1 database will be the first one moved to InReach, and URSUS 1 will be the record of holding.

There was discussion of cataloging issues relating to ME InfoNet. Catalogers in the UMS libraries will need to give some thought as to what we each will need for review files, as there will be 80 new review files added. Marilyn asked that each library send her an e-mail request defining the additional review files they need. Marilyn said the SCAT tables for circulation call numbers will allow profiling of separate SCATs for LC, Dewey, SuDocs, and local call numbers. She said she need to know what our local classification schemes are, in order to profile local SCAT files.

We also need to think about scoping, for small collections with specific locations within each library we would like to be able to get at, e.g., children's literature or special collections. Marilyn asked the members to raise discussion of scoping at our libraries. The library directors will contribute to defining the scoping for their libraries. There will be 50 scopes available. Public services staff should be consulted on this question for their opinions on what might be usefully scoped.

Sam asked if scoping will function in staff mode. Marilyn was not sure, and will check with Innovative to get more information. Lynn asked if scoping will function for libraries that share the acquisitions module, such as LAW and USM do, so that each library has just its own order records presented. Marilyn replied that scoping will not do that.

As a preview of some of the new things that we will be dealing with in the new Millennium software, Marilyn showed some slide presentations from Innovative Interfaces: Automatic Authority Control, Windows Cataloging Workstation, Advanced Search Engine, and Inventory Control. Viewing these elicited many comments and questions. Marilyn will try to make the slide presentations available to us on the web, so that staff may look at those pertinent to their areas of work. She said that we will be getting the Z39.50 client and server, the protocol that allows searching across systems, has option to use different MARC load tables, and to pre-limit a search by date or format, before results are presented.

Sharon asked why we would continue our OCLC memberships, if we can get records from many other sources. Marilyn responded that it depends on the

libraries' commitment to maintaining the OCLC database, and the funding to continue OCLC membership and cataloging costs.

Sam asked how Windows for Cataloging will work with the whisper printers. Marilyn and Sam will check into this with Innovative. Sharon asked if we will have the option to use Windows for Cataloging, as well as use the Telnet ascii, which is important for those who don't have PC's with 6 MB of memory. Marilyn said yes, you can use both, as long as we are maintaining the ascii version of URSUS. Lynn asked if we are getting all modules of Millennium. Marilyn replied that we are getting all the modules listed in the schedule she distributed, with decisions to be made about whether or not we turn them all on.

The next item on the agenda was deferred until after the lunch break. We went around the table and reported from our respective libraries on what has been happening in them since we last met.

USM - A Special Collections Librarian has been hired. Albert Howard's cataloging duties are now half regular cataloging and half special collections cataloging. The Portland library building completion is in the works; architects have been hired. There is a new virtual tour of the USM libraries on their web site. A grant has been received from the Katherine O'Brien bequest to strengthen the poetry collection.

UMA - Jean Thomas started work last January as our new Assistant Dean, and Judith Clarke, who had been working in technical services, was hired as Head of Circulation and Technical Services.

ORO - The building renovation is still causing dislocations. Some stack locations will have to be closed to public access and staff retrieval of materials provided. A new library building is 5-7 years in the future. Check-in procedure for government documents is being converted to Innovative; this is a long, slow process for 9,000 records.

FK - Collection management is being done (weeding). The library has expanded its web site.

LLR - The reference desk has started to provide reference by e-mail, and there are 3-4 requests daily via a form on the web site. They have 4 public access PCs and one Internet access PC. The library may be moving to a new facility in a couple of years.

FAR - There has been a big increase in student and community use of the library. All staff have PCs now, and all public access is on PCs. There is a teaching team of staff and student assistants for library instruction. There are two staff vacancies: Circulation and Information Technology Librarian.

PI - There is a very supportive interim library director. Two positions

are open: Cataloger and Reference Librarian. The whole library has been re-wired; all public access is now on PC's. Also working on poetry collection, with grant from the Katherine O'Brien bequest.

LAW - The Judge Edward T. Gignoux Collection is in place. There have been some changes in staffing.

MSL - Karl Beiser is very busily involved with the Maine InfoNet Project.

5. URSUS Authority File Clean-up - Marilyn said that the whole upgrade will involve some clean-up of the authority file. We originally loaded only authority records with cross- references, excluding government documents, and the authority file has been maintained manually since 1988. It is customary, when going to new system software, to do an authority file upgrade. Marilyn has gone to some vendors (LC and Marcive) with a want list of services, including: update the headings in the database, i.e. authorities with cross-references, using LC headings; eliminate duplicate authority records, if needed; and generate new records when needed. We are at a juncture where we could load a new authority file, with all headings generated and loaded into the database and use automatic authority checking for ongoing work, and add ongoing authority file updates from the vendor.

Marilyn outlined two possible scenarios:

Scenario #1:

- a. Clean up the database--i.e. headings with cross refs, LC and MESH
- b. Outsource maintenance for new bib and authority records.
- c. Have III automatic authority control module.

Scenario #2:

- a. Clean up the database once.
- b. Do in-house bib and authority maintenance, as we do now.
- c. Use III automatic authority control module.

Marilyn will be looking into the cost for such services. If the cost is reasonable for authority maintenance, our having it would lessen the work of cataloging staff who are involved in authority work now. Cost estimate for upgrade and clean up of 1.2 million records, with manual review is \$100,000. Marilyn said that we are seeking funding from ME InfoNet for this authority file clean up.

Sam pointed out that we excluded government documents from the authority file because these records are produced by Marcive. There are currently in URSUS 1.6 million bib records, of which 421,900 bibs are government documents; and there are 200,000 authority records.

Susan Robertson asked if the clean up would look for blind references and eliminate them. Marilyn said she thinks so, but will check further.

Marilyn asked the Committee for its opinion on loading a whole new authority file. She said if we load all the headings, we should look into the cost of ongoing updates. If we add the III automatic authority control, with ongoing authority updates from a vendor, it will add extra work for catalogers.

Barbara said that USM supports updating the entire authority file, adding all the authorities. Sam clarified that we've only been discussing authorities with cross references. Marilyn said she raised the question of loading a whole new authority file because the vendors raised the issue. It would give authority control for the MESH headings. Most members present indicated that they did not want all the authority headings, such as those for authors, because it complicates the public catalog. Marilyn pointed out that the cost is greater if we get all the headings. Barbara said she needed to confer further with USM's cataloger, Albert Howard, to verify whether USM is interested in having all authority records, or in continuing with the current use of only the authority records with cross references; then she will contact Marilyn about USM's preference.

Marilyn said if we choose III automatic authority control, it works against the tags for cross references. Sam said we need the authority updating, to catch new authority headings and to keep the authority file up to date. We would use the III automatic authority control to check new bib records against the authority file.

Barbara asked if scenario #1 would create more work for ORO and USM in monitoring and maintaining the authority file. Marilyn said it would lessen the work.

Lynn asked if order records will be caught and discarded during automatic upgrade. Sam replied that a review file of the new bibs cataloged must be created.

Barbara asked how often we are projecting to do auto upgrade. Marilyn replied that it can be done annually, quarterly, monthly, or some other time frame, all of which affects cost.

6. Database Maintenance Procedures for Mariner Indexes and Databases - Marilyn reported that the mechanics of the procedures appears to be working all right. The big problem is how vendors deal with our IP files and their updates. Marilyn needs to know if there are changes in IP addresses, so that she may send the current IP files to vendors. In addition, questions about remote access and authentication should be referred to Marilyn so that she may deal directly with vendors on these issues. Marilyn suggested that we need a more sophisticated approach to the selection of electronic products, one that will take into account such technical problems. She is developing a checklist of the key technical issues for selecting databases that identifies the features we need, such as the interface with our authentication program, remote access from outside the UMS network, that the vendor's web page allow choice of individual databases. Marilyn suggested that staff who are not doing updates frequently take a

look at the guidelines in order to refresh their memory of how it's done.

7. (a. Update on Millennium software installation was discussed under 4.)

b. De-duping using ISBN numbers - Marilyn has reviewed the de-duping process with Gretchen. Gretchen checks the OCLC numbers against the list of ISBN's, and crosses off any ISBN's that match OCLC numbers. So the ISBN's are not a big problem in the duplicates list. Gretchen said most of the dups are from the ORO Yankee outsourcing, while about a third are duplicate bar codes, patrons and books, which occur because we turned off the URSUS bar code check feature. Shs said there are not as many duplicates as there used to be. Marilyn said we have the option to turn the barcode check back on, but it requires 2 keystrokes for each record to check for a duplicate barcode. Several members pointed out that if the barcode check is on, all we have to do is say Yes/No for it to do the duplicate check. Sam said that he thinks the Authority File cleanup would catch duplicate barcodes. Marilyn will check on this.

c. Problems with showing E-journal ownership - Judy Steere pointed out that there is apparently some confusion about the use of branch and location codes. The updated online Cataloging Policies manual is clear on how to handle this issue: see section I.E.2.b.2). Marilyn advised that we notify the library that entered the bib record, when we see such coding errors. Susan Robertson suggested doing a review file to gather all these errors, so we could correct them. Marilyn agreed, and will find out if a large number of the coding errors are occurring at any one campus, and if so, she will notify them.

## 8. Other Business

a. Issue of non-LC headings in OCLC copy

1. 6XX fields with 2nd indicator =4

Susan distributed a summary from the Bibliographic Formats and Standards, 2nd.ed, 6xx Introduction, p. 6:2 -6:3. She described how she deals with this problem by changing the 2nd indicator 4 (source not specified) to 0 (LC subject heading), when she has verified that it is an LC heading, in order to avoid retyping. It was agreed that it is OK to change the 2nd indicator 4 to 0, as long as the LC subject heading is verified.

2. Handling of 6xx field with subfield 7 in gov doc MARC records and subfield V for American history periodicals

a. Susan said the only solution when there is the 2nd indicator 7, but no source specified in subfield 2, is to look up and find an LC heading.

b. Regarding subfield V, Susan said this is a form subdivision. She distributed Cataloging Services Bulletin, No. 84 (Spring, 1999), page 32, which explains changes in how to handle this subdivision.

c. Susan raised the issue that URSUS does not index the 651 field for children's literature subject headings, so her solution is to change the 651 field to 650 if there is an LC subject heading in the LC Authority file. Judie said that Bangor Public Library does the same thing. It was agreed that it is OK to continue to change field 651 to 650, if there is an LC heading.

Sam pointed out there there are 65,000 children's headings now in URSUS, from 30,000 bib records, 52% of which belong to Bangor PL, but 15,000 of these records do not have subject access because the 651 field is not indexed in URSUS. He suggested that these problem records could be dealt with a) as a one-time project to correct manually or b) re-visit the indexing of children's subject headings when we deal with Innovative about other re-indexing issues. Marilyn said that scoping for Children's collections will help with this problem, and that as the In-Reach union catalog database is developed, there will be some kind of indexing access to children's headings. [SCOPING IS USED AT THIS TIME]

8. b. Passwording for staff who handle addition of 856 field for e-resources  
Judy Steere asked whether it is possible to edit an 856 URL in Acquisitions mode. Marilyn explained that one must be in database maintenance in order to add or edit an 856 field, i.e., and be authorized to be in cataloging mode. If additional staff need passwords, please send a request to Marilyn.

8. c. Judy Steere asked for clarification about the procedures for adding e-journal titles, or their holdings of titles already listed, to the Mariner E-Journal list. Marilyn explained that we are treading water, but ORO staff are exploring options for maintaining the Mariner E-journals to be added to ~~Marlyn~~ Marlyn. Sharon reported that ORO has just added 150 E-journal titles to the Mariner list.

9. The question of the frequency of meetings of the Cataloging Standards Committee was briefly discussed. It was agreed that three meetings per year are sufficient. For the next meeting, Marilyn and Susan will look at schedules and send out meeting date possibilities to the committee. Barbara urged that compressed video or the ATM system be considered for the winter meeting.

The meeting was adjourned at 3:05 P.M.

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