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Subject: Minutes of Jan 10, 2000 Meeting

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Subject: Minutes of Jan 10, 2000 Meeting

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Minutes**Cataloging Standards Committee**

January 10, 2000

Chancellor's Conference Room

University of Maine System Office

Bangor, Maine

Present: Sheila Bearor (LLR); Gretchen Brisette (PI); Sharon Fitzgerald (ORO); Casandra Fitzherbert (USM); Sam Garwood (ORO); Albert Howard (ORO); Gabriella Howard (UMA); Judie Leighton (BPL); Marilyn Lutz (SYS); Susan Robertson (ORO); Mary Saunders (MSL); Barbara Smith (USM); Judy Steere (UMF); Lynn Wilcox (LAW).

1. Susan Robertson, Chair, called the meeting to order at 10:10 A.M.
2. The minutes of the September 20, 1999 meeting were corrected and approved.

3. INNOVATIVE Training Sessions

Marilyn Lutz said that there will be training sessions on Thursday, February 24 and Friday, February 25. The all-day training on Thursday will cover circulation and materials booking issues; the training half-day of training on Friday will address the new software for cataloging (GUICat). Members of the Cataloging Standards Committee are the people who should be attending the latter. The training will not be a GUICat demonstration but a higher level of training, answering questions that staff may have identified in their use of the software. Committee members attending the training will then go back and train staff at their libraries.

Marilyn said that libraries are not obliged to use GUICat or the OCLC network interface (see next section); these are both optional.

4. OCLC Network Interface

We are able to run a dedicated and a network interface simultaneously; the network version can be used from any PC in the library, and this may be advantageous for some libraries. For the network interface, a command line must be entered: "recs - b110n". Libraries using the old interface continue to use the command "recs-b."

In using the dedicated line, you don't have to repeat the default line - Mary Saunders will send everyone step-by-step instructions on how to make a macro for this.

5. Scoping

a. Profile - Marilyn said that the information on how to proceed with scoping was revealed piecemeal by Ill, so it became an exercise in trial and error. The biggest surprise was that by creating all the new "branches" for scoping, we have ruined the integrity of limiting to the location of an item. Limiting by location works off the bib record. There was no way to know that scoping would have this impact.

As the catalog stands now, the option to scope to a particular collection appears after the user has entered a search and the initial hits appear. There is a pull-down menu showing all the possible scopes, from which the user chooses if he or she wishes to limit the search to a particular collection. Marilyn plans to change this to allow selection of the scope before you perform the search.

It is possible to tie a log-on to a particular scope; this has not been done yet. (For example, you could have a serials check-in log-on, which might be quite useful.)

If librarians decide that they want to be able to have log-ons tied to scopes, they need to let Marilyn know. Staff log-ons tied to scopes will require additional profiling, as will changing the public access to scoping.

b. Maintaining scope record links

Marilyn suggested that the system program that maintains scope record links be run weekly. The location update program allows one to select record types to be included (bib, order, check-in, item). Marilyn asked if we want to run the location update for all records or just for selected records. A weekly location update is necessary to make sure that new records with multiple bibs are properly linked for scoping, not just to find mistakes. Catalogers need only to deal with editing their current locations on bib and item records; do not change what you are doing, said Marilyn. The automated "maintain record links" program for location will take care of updating the "virtual" scope locations. It was agreed that this program should be run once a week (at night), at least for the time being, and that it will be run on all records.

c. Maintaining scoped authorities

Marilyn hasn't run this program yet. She will let us know before she does. It doesn't need to be run as often as "maintain record links."

6. GUICat Software

Librarians need to be passworded in order to use this software; Marilyn asked that each library fax her a list of those persons who will need access to GUICat. Include the full name and URSUS ID.

Sharon Quinn Fitzgerald showed us the navigational aspects of GUICat. One feature that catalogers may find attractive is that you can have more than one screen open at a time and can toggle back and forth between them. The software would be good for someone who doesn't want to do much keying. Another nice feature is that you can check the viability of URLs in the 856 field.

We took a break for lunch and then went back to the GUICat demo.

Sharon showed us how some of GUICat works, including more on navigating, dealing with item and bib records, etc. This demonstration was just a quick introduction to the software. By the time of the GUICat training session, more libraries will have had a chance to try it out and will have questions about it for the trainer from III.

We looked at the Z39.50 capability of GUICat. This allows one to go to another system's records, edit them and export them to one's own system. A discussion ensued about this function, which could be characterized as "borrowing" or even "stealing" records. Several issues were raised:

7 What kind of quality control will there be?

7 Using Z39.50 circumvents our contracts (both our obligation to contribute

good records to the database and our financial arrangements) with OCLC.
 7 Using Z39.50 isn't illegal, since apparently libraries are willing to allow access to their databases.

7 One could in effect search World Cat without paying the connect charges.
 7 This could affect the integrity of the OCLC database; members of OCLC agree to maintain certain cataloging standards and to contribute records to the database. If libraries stop or curtail their contributions to OCLC, the database won't be as good.

We discussed some other aspects of Z39.50. Susan Robertson suggested that we might add a statement to our cataloging standards document to reflect our concern about using only high quality records. Marilyn feels that this idea should be pursued after we have done some research on the problem via discussion on listservs and perhaps with OCLC. Sharon Quinn Fitzgerald urged discussion with Karl Beiser on the issue of Maine InfoNet libraries' use of records obtained using Z39.50 and quality control. Marilyn said that there will probably be an InfoNet cataloging standards group or that they will use our cataloging standards; she will talk to Karl.

7. Release 2000 Enhancements

Marilyn briefly covered some of the enhancements of interest to catalogers. The Rapid Update function is for deleting variable-length fields from records in a review file. There are an increased number of spine label queues available (for batch printing of spine labels). Libraries can now set an option to enforce duplicate checking instead of prompting to check for duplicates; opinion was divided on the advisability of using this enhancement, and no final decision was made on its use.

Sharon expressed an interest in training from III on electronic claiming; this is currently not on the training schedule. Marilyn will look into the feasibility of this, as well as the possibility of training on inventory control, for which some technical services departments are responsible.

8. Other

a. Committee representation - Marilyn urged that this committee stick with its current representation and as a rule not include other people unless there is a compelling reason to do so.

b. Marcive 856 links - There is no automatic checking of these. If catalogers find links that don't work, they should correct them or remove them. Often the problem is one of faulty tagging. Sam Garwood will devise revisions to the cataloging policies document pertaining to 856 fields. One change suggested would be to re-tag an 856 field which leads to a site that requires authentication for which URSUS users are not eligible to a 949 field, so that the link information will be preserved

c. Authority file clean-up - Marilyn got some bids for doing this on the system, but because of the new software being loaded was not able to pursue

it. Barbara Smith asked if the clean-up is to be just on records with cross-references or on all records; Marilyn responded that it is just for the records with cross-references. The issue of authority file clean-up will be brought back to our attention later.

The committee's next meeting will be some time in early May.

The meeting was adjourned at 2:25 P.M.

Submitted by Gabriella Howard, Secretary
03-15-00

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