

Judie Leighton

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Sent: Wednesday, October 16, 2002 4:59 PM
Subject: Minutes of Cataloging Standards Committee meeting Oct. 10, 2002

UMS CATALOGING STANDARDS COMMITTEE

Oct. 10, 2002

Auburn Hall, Bangor Campus

Minutes

Present: Mary Saunders (MSL), Sheila Bearor (LLR), Elizabeth Phipps (USM), Susan Robertson (ORO), Lynn Wilcox (LAW), Lanny Lumbert (USM), Marilyn Lutz (SYS), Laura Gallucci (SYS), Gretchen Brissette (PI), Peggi Loveless (AUG/UCL).

By Compressed Video: AnneChamberland (FK).

Absent: Judie Leighton (BPL), Judy Steere (FAR), Susan Elliot (MAC), Sharon Fitzgerald (ORO).

1. Minutes: Minutes of the May 10, 2002 meeting were accepted as submitted. It was agreed to create an archive of minutes to be housed in the System office.

2. Duplicates: Susan Robertson distributed barcode duplicates lists for each location to correct. She is still working on the duplicate bib records lists as she is experiencing some problem with the III's process to run these reports.

Orono's Yankee bib records no longer include an 001 field so this should decrease the number of duplicates reported.

Several locations requested reports for current duplicates and it was agreed that each location will be responsible for correcting their own. There is no need to report back to Susan after corrections are made.

3. Revisions to Standards Document:
- a. Representation of rare materials: Marilyn presented proposed changes to accommodate needs of USM, Orono and other special collections departments. Discussion ensued with following changes suggested Marilyn and the committee will make revisions and redistribute the revision document.
 - Probability of creating duplicates and possible fix of retagging the 001 field to screen out of the report process.
 - Specific references to USM should be changed to reflect the system.

- Means to identify these records so other branches do not overlay/change/etc.
 - 500 fields could be changed to 590 (Local Notes) to allow keyword searching.
 - b. Changes FY '01-'02: Marilyn put forth a second request for updates and changes to be sent to Laura. Lynn Wilcox will revise the Authority section of the document.
4. Maintain records links: the program was reinstating cancelled orders. III is NOT working on a fix as they maintain the program works as designed. Laura developed the ----- in the location field of orders records as a work-around until the stalemate with III is resolved. The new procedure will include updating the location field to ----- when order status is changed to z. This should eliminate false leads in public access.
5. Training:
- a. MilCat Laura compared functionality between the ASCII and Millennium versions of the cataloging modules and put forth the assessment that MilCat is, at this time, "immature" and would significantly decrease productivity. Some features will be added with the next enhancements but there is no date for those yet. The recommendation is to delay implementing this module until Release 2, Phase 2. Marilyn proposed that a condensation of Laura's evaluation go out as a memo to the Library Directors and all agreed.
 - b. Connexion/CatME training already completed in Portland, this coming week in Orono. Lanny touched briefly on some of the features of Connexion and the future Windows Client.
6. Material Type Profile Revisions: Laura sent the proposed revisions in an email earlier this week. All around recordings will have the same mat type, all video recordings, all computer files, etc. We have added new item type codes. Each location will need to collect review files and rapid update per the Action Needed section at the end of the document from Laura.
7. Authority Update: Progress on quarterly update file was output and received in 3 days. It is ready to load and will be done by the end of next week.
8. Retagged call numbers: Peggi (and others) have noticed that call numbers that have been retagged 949 for exporting have dropped out of records that have been gone through Authority process. Marilyn will check our profile to see if it is possible to protect that field to preserve those.

It was agreed that Gretchen Brissette would serve as chair again for the upcoming year.

The next meeting was scheduled for Friday, Jan. 24, 2003 with snow date of Feb. 7.

Respectfully submitted,
Peggi Loveless, recorder for the day

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