**URSUS CATALOGING STANDARDS COMMITTEE**

**FEBRUARY 4, 2011 – Minutes**

Call to order – 10am

Present: Gretchen Brissette, Bryce Cundick, Ellen Conway, Judie Leighton, Kang Cao, Peggi Loveless, Sharon Fitzgerald, Elizazbeth Phipps, Sheila Bearor, Mary Saunders, Angelynn King, Lynn Wilcox, James Jackson-Sanborn, Venice Bayrd, Lanny Lumbert and Kathryn Donuahue via polycom.

* No introductions
* Appoint Secretary for the day – Lanny Lumbert
* Summon Implementation

James: 2 instances up and running / 3rd instance be ready soon / Been a long process with SS / Ursus records included up to Nov 29 – hope to load weekly in future – may need to purchase Milllennium scheduler.

Sharon: Orono Summon instance been up and running for two weeks with positive feedback. Sharon mentioned there is a Summon Listserv that folks can subscribe to.

Lanny mentioned that USM is also up and running with positive feedback from USM community.

Summon Issues noted: No facet to limit by location ( available now ) / Suppressed records display in results / Get multiple records in results for some E-books / May wish to reorder databases in 360 Link /Gale resources not work well in Summon / 5 campus instance can either not “turn on” shared databases - or move to the bottom of the “list”

James will add update cycle for URSUS record loads into Summon on the library support page.

* E-Books

Orono is adding E-book records via Serial Solutions or batch loads from publishers using Marc edit.

Orono has also loaded 10 Ebrary records as a test run for implementi ng Patron Driven Acquisitions. These records will have a note indicating they are PDA records.

Maine Infonet Download Library has had a profile created in OCLC with a unique OCLC number. Records for books have been loaded into Minerva, but are currently suppressed. A new bib location has been created in Minerva for scoping purposes. Download library records may eventually be loaded into URSUS and scoped to member libraries.

E-book Serials Solutions “module” has been purchased for all URSUS libraries that have Serials Solutions. Access will work similar to journals with SS records. James needs to delete all SS records and reload with group profile.

Farmington questioned how to handle E-book standing orders (ex: Something about the author)

Suggestions: URL’s in checkin record / update with note field / link tangible and ebook records.

* Serial Solution Record clean-up ( Presque Isle)

Gretchen asked about a “shortcut’ for batch adding item records to SS records. The macro in existence does work – no other shortcut known – only need to do if concerned about scoping.

* Revamp Review files ( Augusta)

Augusta noted the need for more review files and larger capacity review files. James will explore with III the possibility of expanding file capacity – and also the possibility of reallocating some larger files into several smaller files

Wishes expressed to be able to alphabetize the saved searches list - Venice reported in a follow-up on March 11 that this is possible by clicking on "Retrieve Saved Query," click on the "query Name" column header for A‑Z sort, click twice for reverse sort. This also applies if you want to "use Existing Search." There is no way to \*permanently\* sort

the list, however.

* Graphic Novels – Orono

Handout showing addition of 650 0 subject heading for graphic novels. See Orono Tech Services page for procedure.

* Capitalization in URSUS Display - USM

USM asked if call numbers in browse can be corrected to display as they occur in the record. All agreed this was desirable. Venice reported on March 11 that call numbers now display as created, not in normalized form.

* Changes to Cataloging Policy Manual

Law suggested changes to the Cataloging Policy manual – specifically in section IV Order Records – change the sentence “Name the review file: “orders for purge” to Name the review file <Your name or library> “orders for purge”, <date>, <initials>

Also suggested were changes in the Appendices Section.

Lynne and Venice to get together to implement recommended changes.

* Improve URSUS Webpac

Directors have drafted a charge to form a committee ( Ursus Library User Interface Committee) to improve the current URSUS webpac . They are to look at fixing or improving functions that can be easily remedied while moving towards a final model. James is chairing and Sharon and Bryce are members from Cataloging Standards group.

* Adding WorldCat Quick Start to Webpac

This will not be added to the URSUS webpac but may be considered for addition to the Catalogs drop down menu on Mariner.

* Adding British National Bibliography to Millennium Remote Access

Law requested this be added as a target Z39.50 option – others agreed - Venice reported on March 11 that this has been added and is now available via Z39.50 remote search.

* Gretchen noted all are doing a good job with duplicates
* Next Minerva/Solar roundtable is on March 27, Falmouth – Lynn will participate
* Next meeting set for May 6

Minutes submitted by Lanny Lumbert