The URSUS Cataloging Standards Committee met via Zoom at 10 AM on May 7, 2021.  Present were Cason Snow (ORO), Bryce Cundick (UMF), Leslie Kelly (FK), Ben Noeske (MAC), Mary Saunders and Becky Labonte (MSL), , Libby Poulin (UMA), Andrew Roache and Ryan Jones (LEG), Angelita Hernandez (UMPI), Alisia Revitt and Albie Dunn (INFONET).

1. Many items listed as “available” from USM are in fact available only to their own students (although the items may be available if you call and ask).  Alisia says Infonet gets regular complaints about this from other campuses.  Bryce suggested a “Local Use Only” status, as “Library Use Only” would not solve the problem.   Circulation should certainly be involved in any solution.
2. Cason updated us on Orono’s duplicate record elimination project.  Many of the records involved are for digital materials.  Any item records attached to deleted bibs will be transferred to the surviving record.  “Committed to Retain” notes should be on item records, not on bibs.

1. Libby Poulin raised a concern about records accidentally or mistakenly deleted.  Alisia explained that the system does not have the capability to identify who deleted a record, nor does the system have the ability to restore a deleted bib.  Cason urged people to look before deleting a bib and make sure that other campuses do not have holdings/items attached.

1. Libby Poulin raised a concern that many URSUS catalogers are “sole practitioners”.  The previous cataloger often leaves before a new one is hired, leaving the new hire with no one to ask about system procedures.  Libby asked about system-wide training.  Alisia commented that we could do more to communicate in between meetings.  Bryce suggested having a chat group using our email list.  Mary reminded the group that there is a Cataloging Standards document, which we used to revise regularly; however, she hasn’t heard any mention of it for a while.  Sections of it need to be updated.  Cason said that he can make some short instructional recordings on various topics.

1. Libby also asked about overlaying records.  Mary mentioned that some campuses have added notes, subject headings or other access points which may not be protected in an overlay.   Asking the other library is always a good idea.

1. There is a situation with Serials Solutions records.  When they are downloaded to URSUS, they come with the LOCATIONS field filled out with all the campuses having access;  however… if a library attaches an order/item record to a Serials Solutions bib (usually for accounting purposes),  there is an automated process that overwrites the LOCATIONS field, leaving just the location of the attached record(s).  The result is that, if a user searches URSUS for that resource and limits the search to a particular campus, the record will not show in the search results.   Cason said that, for this reason, no one should attach to any Serials Solutions record.  Mary asked how to identify a Serials Solutions record.  Cason said that the record will have “ssj” prefix in the 001 field.   As a rule, URSUS does not permit duplicate records, but it is OK to create one for accounting purposes in order to avoid attaching to a Serials Solutions record.   In fact, any prefixed record, which indicates a download from a vendor, should be left alone.

1. Alisia announced that the system will upgrade from Sierra version 5.2 to 5.3 on May 25th.  URSUS will be offline between 12 AM and 6 AM.  No action on anyone’s part is needed.

1. Our next meeting, tentatively in person, is set for October 22 at Bangor Public.  A Zoom option will be provided.