Notes from Coordinators meeting, August 9, 2000

Present: Georgia Baskett, Joni Blake, Inas El-sayed, Brenda Ragan, Marcia Stockham, Vandy Evermon, Jim Dutton, Robin Kespohl

1. Follow up on old items:

   - The text of INNreach overdue notices has been changed so it no longer states that renewals are not allowed.
   - Marcia will submit an enhancement request to IUG from Arthur requesting that paging slips be printed for bib level holds when at least one item is available. Currently, slips are not printed, so the only way to know about the hold is through holds management. Jim reported that one of the trainers stated that is the way the system works.
   - The call number is still not showing in the extended display of the Webpac. There is a call with Innovative to correct it. The question of whether the default display for title and keyword searches should be "extended" rather than "brief" will be referred to the Arthur Public Services Committee.
   - The Public Services Committee will consist of Catherine Craven (WW), Carol Jones (CC), Bill Lowe (WC), Nina Stawski (SC), and a representative from Lincoln yet to be named.

2. A problem with filing indicators was discussed. There are many titles with initial articles that do not have the correct filing indicators (245, 440´s, 740´s). Jim reported that the 440s are the worst area. Also, records that begin with a, an, or the, not used an initial article, are not being retrieved properly. An addition of the 740 with the filing indicator could be used to compensate for the stripping of the article in the search. It was decided not to add a 740 at this time. Inas will bring this topic to the Catalog Design Group to see how others are handling the problem. At least one cluster has chosen not to strip leading articles from the indexing, but we decided to keep this option. The MOBIUS union catalog strips leading articles. The consensus was for everyone to be responsible for correcting the wrong filing indicators in their own records, but if someone runs across an error in the meantime, to go ahead and correct it. (Finders fixers).

3. Records from the original load show copy 0, which needs to be updated to copy 1 (or more). The copy shows at the MOBIUS level. Each institution will correct its own records using rapid update. We need to update no more than 20,000 records on the system at one time. To avoid two large jobs running at once, anyone doing this project needs to email the rest of the group. Jim reminded us to make sure that copy 1 is included in any templates we use.

4. If you are adding item records to a bib record with no cat date in MilSer, (for example bound serials), you must add a cat date to the record. If not, the only way you can find the item is by using the barcode. Cat dates can be added using rapid update, which each institution will do at its own discretion. Again, only 20,000 records should be done at a time, and send notification to the rest of the cluster.

5. If anyone wants to change item records to reflect yearly circulation statistics, it can be done through rapid update. Generate a review list of items with year-to-date circulation greater than zero. At rapid update, answer the questions about maintaining year to date, zeroing totals, and adding or replacing the figures. Again, no more than 20,000 records at a time.

6. The main changes needed in the indexing identified so far are as follows:

   a. Remove subfield v and n of field 440 from title index. (Leave in keyword)
   b. Add subfield x to 400s and 800s to the standard number index.
   c. Add 586 to keyword index.

   Robin asked that these requests be given to her in writing by Sept. 30. If there are more changes to be made, we need to know at the next meeting.

7. Robin will send a handout on extra considerations needed when sorting review lists by call numbers. The system

is set up to use the NLM filing scheme.

8. SCAT Tables: The tables take call numbers from bib records, or the first attached item record so are not presently suited for consortial use. III has adapted the program to work for MOBIUS as specified in the contract. MERLIN is currently beta testing the program which includes adding an agency code to records. We will need to add this field to templates when it is functional. Robin will send a copy of the standard LC table, and thinks it is possible to add Dewey and Gov Docs to the end of the table. It will be necessary for the cluster to agree on the breakdown we want to use. Everyone should look at the table and be prepared to discuss breakdowns at our next meeting. MCO will let us know when the test is complete.

9. Marcia requested that we turn on the "not wanted after" date in the holds function of the Webpac, as an aid in the process of mailing items to Columbia ESD students. No one had objections, and Robin will see that the function is activated.

10. Joni reported that beta testing the enhanced records from CHOICE is not possible at this time. There are policy decisions involved, and no one wants to introduce bugs from other software into the system. This type of product is something that may be considered by the consortium as a whole in the future.

11. The Catalog Design Group has not met recently, so Inas had no report.

12. Joni reported from the User Access Group. Please remember to turn in the ILL stats to Judy Fox each month. The green book bands need to include words to the effect of "Please return this book to your home library or the lending library". These words are needed to decrease the chance that the book will be returned to a third library that is not involved in the transaction. Because the Lanter delivery system is working well and quickly, the loan period may be reduced from 38 days (which allowed transport time). The group is looking into making the INNreach monthly reports more accessible and meaningful.

13. Marcia will continue to act as chairman of the coordinator´s committee, since no one else was ready to volunteer for the job.

14. Cathy sent a form for submitting institutional information to the directory listing that we can access from our Innopac. We should try to update the information.

15. There is no scheduled date for updating to Phase III of MilCirc. Jim reminded us that we can do reserve functions in our current phase of MilCirc.

16. The next meeting will be September 15, 9:00. The MCO should be in the new location by that time.