

**ARCHWAY Cataloging Committee
Minutes**

East Central Community College

May 26, 2000

Attendance: Carol Bennett, Cathye Dierberg, Jennie Dodillet, Loretta Ponzar, Bonnie Sanguinet, Kathy Schlump, Lisa Shirey, Fran Stumpf.

1. The first order of business was to form this new committee. It was decided that each library would be represented by the librarian who is responsible for cataloging. This includes Carol Bennett, Jennie Dodillet, Loretta Ponzar, and Fran Stumpf. Meetings will be held as needed, probably once a month for now. Carol Bennett was elected chair.

Responsibilities of the committee are:

- Contact for cataloging changes from other cataloging centers
- Contact for MCO reports by e-mail
- Working with other cataloging centers to establish cataloging standards

2. **Clean-up concerns**

Itypes need to be corrected at each library before circulation begins.

Duplicate records. East Central will begin combining duplicate records for their multi-volume sets.

When duplicates are found, the records will need to be combined. St. Louis and St Charles would like to be notified so they can move their own item records. Jefferson and East Central are ok with the others moving their duplicates.

Location errors found in the initial load will need to be fixed.

590 fields will be changed if needed.

East Central is aware of problems in their subject headings with extra letters being thrown in by the computers and they fixing these as they come to them.

3. **Generic records for equipment, etc.**

Brief records for equipment, manilla envelopes, etc. will be entered separately for each library, preceded by initials.

Example

245 00 SLFV TI-82 Calculator

4. All libraries will begin using the 586 awards note.
5. All libraries will begin using a 521 target audience note for videos showing if the video is rated G, R, PG-13, etc.
6. The 546 is now the preferred tag for closed captioned. In the past, some were put in 538.
7. The 028 publisher number is critical for differentiating various editions of videos, music, etc. Records should not be combined as duplicates if these numbers are different.

