Archtech Committee
Minutes
East Central
August 11, 2000

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

1. The minutes for June 29, 2000 were approved.

2. Fran Stumpf and Carol Bennett were elected to co-chair the Archtech Committee.

3. The combination of duplicate records was discussed. Since there are so many duplicate records and so few professional librarians available for this project, it was decided that any qualified and capable staff member may combine duplicate records. If there is doubt, all staff should send questions to the appropriate institution.

4. We agreed to consider a book a duplicate to another record if the only difference is a different printing date.

5. The committee decided that if everything in the record matches, add the ISBN for the paperback copy to an existing record. If there are differences, add a new OCLC record for the paperback.

6. The committee agreed to use all capital letters for on-the-fly records.

7. We discussed when we would want to delete an Archway bib record. Do we want to delete the bib immediately when all copies are withdrawn, or wait to see if another copy will be ordered before bib deletion? This issue was tabled for future discussion after members have had time to consider it.

8. The committee agreed to contact each other if there is conflicting treatment of the same title, such as serial vs. monograph, sets vs. individual, etc.

9. The committee discussed the headings report that is now being received weekly. Each institution will look at their own list and corrects errors as needed.

10. Reserves-We discussed how to put in reserve records. These can be added in the circulation module by using existing bib records or on-the-fly bib records.

11. New Locations – If an institution needs to add a new location, MCO needs to be contacted. There are many places to change things and we do not have access to all of them.

12. New book lists were discussed. It was stated that these can be made on create lists or in OCLC.

13. It was requested that committee members bring any cheat sheets they have made to the next meeting to share with other Archway members.

14. Jefferson College reported that their OCLC records have still not uploaded into the Archway database.

15. It was announced that there is a possibility that Archway may be getting a new member. If this does happen, MOBIUS will temporarily need to reset the defaults so that the records of the new library do not overlay existing records.

16. The next meeting will be Tuesday, Oct. 10, at 9 a.m. at SCCC.

8/23/00, rev. 10/10/00