Archtech Minutes
March 30, 2001
East Central College

Attendance: Carol Bennett, Jennie Dodillet, Loretta Ponzar, Kathy Schlump, Lisa Shirey, and Fran Stumpf

Approval of Minutes of October 10, 2000
The minutes were approved.

Additional Order Format Codes
Attendees recommended that the following changes be made to the tables:
Add "n" for newspaper, "t" for cassette, and change "c" from cassette to compact disc. After consultation with the entire Archtech membership, with no objections, we will ask Becky Grady to make the request to MCO.

Agency Code List
List #108 still has 25 items that lack an agency code. The members will check for their item records and apply the appropriate agency code. After these are complete, Carol will delete this list.

Template Errors
We discussed the need to use the "-" for the default and "s" for suppress in order to create the best item records. Everyone will double-check her templates for accuracy.

Duplicate Records
We discussed some of the situations that arise on the combination of duplicates. The questions concern what should we all do if we know the records are for the same book but neither of the records looks perfect. We will always want to use a record that has an OCLC number on it, and drag over any additional subjects, and make any obvious corrections. If in doubt, it would be best to email the owning library. Sometimes, the best solution is to check OCLC and get a new record to use instead of either existing record.
East Central still has many duplicates to be combined. Everyone agreed to help them with this project. Jennie will send some lists to each of us to work on.

Order Records
If there is a duplicate record with only a St. Charles order record attached, these should be left alone for 1-2 weeks. If the create date is over 2 weeks old these can be combined normally.

Overlay
Due to WLN/BNA authority control of records, we decided to stop overlaying records. The only records that are safe to overlay are records with a create date after the last pull, currently records with a create date later than April 2, 2001. If anyone accidentally overlays a record, we will either export a new record and redo the cataloging, or redo the cataloging and manually check all of the fields under authority control.

Authority Control
We discussed how we would handle authority error reports. We will all begin working with a few of the reports, making notes and saving the many things that we cannot yet do. Carol has the error report box and she will send some of the children's headings to Jennie, some of the partial matches to Loretta, and some of the no matches to Fran. Before we can begin the project in earnest, several decisions have to be made, including which acodes to use and what procedures we will follow. We decided that we do want the capability to add local headings, although these will probably be reserved for special cases. Carol will begin working on draft procedures and send them to the committee. We will all study Robin's suggested acodes and make the recommendation to Archway ASAP.

Next Meeting: May 11, 2001 at Jefferson at 1:30.

Rev. 5/15/01 chb