# Archtech Minutes
# May 11, 2001
# St. Charles County Community College

Attendance: Carol Bennett, Cathye Dierberg, Sheila Ouellette, Loretta Ponzar, Kathy Schlump, Lisa Shirey, and Fran Stumpf

Approval of Minutes of March 30, 2001
The minutes were approved as corrected.

Order records-proposed use of code2
The committee decided to define code2 of the order record as follows:
1 = staff1; 2 = staff2; 3 = staff3; 4 = staff4; 5 = staff5;6 = staff6; 7 = staff7; 8 = staff8; 9 = staff9. This change will enable us to create a review file of order records created by a staff member.  Sheila will submit the request to the MCO Help Desk.

Handling of cancelled orders
St. Louis reported that they are using the n to suppress bib records after an order is cancelled if there are no other attached records.  These records will periodically be deleted, but in the meantime, we do not want them to appear in MOBIUS or the Archway OPAC.

BNA 520 summaries
BNA can add 520 descriptive summaries to our titles if we wish.  We discussed some of the pros and cons of adding these.  Carol will forward the particulars (received from MCDAC) to the Archway committee for a decision.

490/830 vs. 440

There was a problem with the initial authority load in the handing of the 440's.  Instead of being left at 490's, they were inadvertently returned to 440's. The 440's are incompatible with proper use of the global update function.  After discussing several options of dealing with these, it was decided to get more information before a choice is made.

Automatic authority control processing

The committee decided to delay a decision on the automatic authority control processing function.

Authority project discussion

The committee discussed at length the procedures for working on the authority project.  Using a computer and screen, we looked at examples of the different types of issues confronted and discussed the ways they could be handled.

6/21/01, rev. 6/21/01, final