

**Archtech Committee
Minutes
Saint Charles
October 10, 2000**

Attendance: Carol Bennett, Jennie Dodillet, Sheila Ouellette, Loretta Ponzar, Lisa Shirey, and Fran Stumpf.

1. The minutes for August 11, 2000 were approved with one correction.

2. Brief records

The committee agreed to use all capitals in on-the-fly records created in circulation.

Brief bib records created for the purpose of attaching an order record will be created in mixed case and be suppressed in central, and displayed locally. The order records will also be suppressed in central and displayed locally.

Brief bib records created for ILL will be created in mixed case and be suppressed centrally and locally. The item records will be also suppressed both centrally and locally.

3. Combination of brief and full records

Brief and full bib records should be combined only with the greatest of caution. If a brief record was created to attach an order record and that bib record has only one ISBN, do not combine that record with a full record having multiple ISBN's. This could cause at least one of our members to receive the incorrect book from the vendor. Under no circumstances should additional ISBN's be added to brief bib records. It is fine to attach an additional order to a brief bib if it exactly matches your needs.

4. Suppression of records at central

We discussed the possibility of suppressing some items from the central catalog such as rental books, vertical file, and reserve titles.

5. Bib vs. item level holds

Bib level holds or requests can be placed in the opac. At present, it appears only the circulation module can be used to place an item level hold. One of the members reported having trouble removing holds when the patron failed to pick up his items.

6. Authority load

The authority load issues were addressed. Once we receive the error list, the committee will look at it and determine procedures for completing the revision of the database. The members are unclear on which date will be the determining factor for inclusion in the quarterly load, created, updated or catalog date. This will be important for determining our cataloging procedures when these records are taken. Many (possibly 5000) of East Central's records have a "4" for the second indicator in the 650 field indicating source not specified. These are indexed in the keyword index and will not be helped by the authority processing. In cases where another Archway library record overlaid EC, there are both the LC and the local heading, often the same one. This is another area that will need to be cleaned up.

7. Serial and order codes

There are codes still available for our use; we will investigate possible uses for these.

8. Uniform title display

We talked about the uniform title display in the OPACS. Some of the users have reported this display to be confusing to use.

9. Create lists

Methods were presented for making new book lists using the create list function.

10. Inn-Reach Profile Worksheet

A worksheet showing the contribution and display control mapping table was distributed. This information was discussed and may result in changes in our current coding practices.