

## Notes from coordinators meeting Nov. 5, 1999

### 1. OCLC loading:

Protected fields for overlay will be the same for new records as for the original load. We will not have an automatic overlay when downloading records from OCLC. We can choose to overlay with the command language.

The Bib default location for OCLC downloads will be zzzzz.

### 2. Encyclopedia Britannica:

Because Axie is not an employee of the MCO, she cannot negotiate for a cluster purchase. She did supply us with a comparison of what is available with the free version and what is available with a subscription. It will be up to the cluster, or several clusters together, to negotiate a contract. (Perhaps through MLNC?). In the meantime, the Britannica button will be reactivated on the Arthur Webpac, both in additional options and on the search screen. Please see your coordinators for the comparison sheet.

### 3. Serial codes and defaults:

We agreed to assignments of 5 serial checkin defaults: LU 1-5, CC 6-10, SC 11-15, WC 16-20, WW 21-15.

Scode 1 will be used as needed by each institution. If everyone posts to the list their anticipated needs, we can see if the 35 available codes will work for us all. This is the code called Department in fixed-length codes.

Robin will ask for the UPDCNT function to be enabled. This will allow us to have the counts needed for individual microfilm or fiche.

### 4. Record suppression guidelines:

The only time we should suppress a Bib record is if our institution has the only holdings. If you just want to suppress your record, change the item record to a suppressed location so that the scoping does not show the holdings. This is something you would do when canceling an order for example. The order record would be kept, but not shown to the public. Robin will send handouts on these guidelines.

### 5. Passwords 101-200:

We need to set these as soon as possible for any authorizations already in the system, and include for any new ones we enter in the future. These must be enabled for MilSer. As basic guidelines, all users need the view function, and Guicat users need no. 200.

### 6. Public services committee:

We decided that one institution would design a generic instructional handout for the use of the new catalog. The other sites can choose to customize it if they want. Catherine Craven will be asked to prepare the document.

### 7. Webpac discussion:

Georgia volunteered to obtain better examples for the weak help screens: Childrens subjects, Other call number, Gov Doc number, Standard number.

Changes to the current design - Main Menu:

Background all one light color instead of the current color blocks.

Logo to be decided. Jim will place the four possible logos on the Westminster server so that everyone can see them. Please give your input to your site coordinator so we can make the final decision soon.

OPAC menu We want to try to be as consistent as possible at the first page of each OPAC. We will ask Gary to put the institutional logo at bottom center of the page, between the main menu and the additional options. If each institution wants the

background color of their OPAC menu to be different, they can still do that.

8. Columbias records are being loaded. Stephens will be tested next week.