

Arthur Technical Service Committee met at Mobius Room 118 from 9:30am to 3:00pm on November 8, 2007. Attending were: Susan Morrisroe (Missouri State Library), Tom Schultz (William Woods), Inas El-Sayed (Lincoln), Vandy Evermon and Nason Throgmorton (Columbia), Corinne Caputo (Westminster), Corrie Hutchinson (Stephens). This was a joint meeting with the Coordinators in the morning and then the Technical Service Committee in the afternoon.

Meeting objective: To assess where we are now and what we need to focus on for cleanup and reassessment of our workflows and procedures.

This document is also posted on the documents web page as a quick resource for agreements added since the prior Arthur cluster meeting.

Meeting Objectives:

1. To educate the Technical Service Committee Members in what agreements we have made in the past and to assist us in cleaning up the catalog and maintaining it as per those issues.
2. To evaluate those agreements as per needs to be changed, time constraints, and the quality of catalog we want to have for our patrons and libraries.

Review Files

We agreed that we could use the format that Mobius has suggested in their file examples: ccmgs *22*990922 nursing videos-- with the asterisks holding the create list file number. It was also agreed that we could type the year as full or partial (e.g. 07 vs. 2007) so in our example : ccmgs *22* 19900922 nursing videos is also acceptable. It was pointed out that having the file number in the format is useful in global updating, rapid update and in shifting files in create list functions where the file number is generally not available unless it is placed in the file name itself. Placing the file number in the format is optional. We also agreed that we would name the feature list files to identify which college is assigned to those files. When a create list file is empty and initials of ownership are still on the file it is acceptable to "release" the name on the file; anyone can do this. The college owning the empty file does not need to be contacted.

Standing orders and monographic serials

We agreed suppress master bib records for monographic serials. For example, the master bib for "The Reference Shelf" would be used for serial control, but suppressed from public view. For serials in general, item records should be suppressed or deleted. For example, Contemporary Authors could have a "library has" statement listing the volumes, and all item records can then be suppressed. Clean-up needs to be done as we can get to it.

We agreed that libraries will contact each other to help identify problems to be fixed. This procedure is a must to keep the catalog clean and effective for all. Libraries can use the *item record* or the *checkin record* "library has" setup since the Arthur holdings and Mobius holdings seem to appear different when using the checkin card setup. The "library has" is a method to adjust to this variation between the two catalogs whether used in the check in card or item record setup. We are not concerned with the method used but moreso the final results of how the display shows in Arthur and Mobius.

246 Issues

We agreed that we would not start a 246 line with “the, and, a “ unless the title really began with those words (e.g. And then their were none by Agatha Christie.)

970

We agreed that we would not add 970's to records. The question of the use of the 970's in a record has been sent to the MCDAC representative as to the status of this issue now.

Course Reserve Standards

We agreed that we need a copy of the Course Reserve Standards that we follow in the document session of the website.

Multiple version policy

It was pointed out that with the cataloging standards changing, the combining of print and microform will be impossible to manage. Records will need to be identified and placed back into their appropriate format. It was suggested that Arthur members begin the process of moving back to cataloging records in print and microform as separate records. It was also noted that Merlin has taken that same philosophy as of March 2006. Since we follow Merlin standards as a cluster we will follow their example.

590 Notes

The format should display as the holding library's name followed by a colon and then the note. If another library finds notes in the 500's that should be in the 590's and it is clear to whom they belong, they can correct the note or notify the other library.

We agreed that we will put local notes in the item record when possible. MCO prefers the item record to be used in such situations. The 590 does not display in the Mobius Catalog at this time. It does show up in the Arthur catalog. 590 is not found in the MARC validity table and is not part of the MARC format. It is not part of the master record.

MARC Coding in Millennium

We looked at some bibliographic records and noticed that some legitimate bibliographic fields were coded in red. The load table and index table looked fine, but the missing fields were not in the Format Validity Table (available through Database Options). The Cluster is responsible for updating the Country Codes and Language Codes, ... *the Cluster is responsible for the Format Validity Table.* . The source for the language and country codes is Library of Congress MARC21 Bibliographic formats - code changes.

It was noted that the rotational schedule for responsibility of updates is on the Arthur Technical Services page of the MCO website.

We agreed these assignments need to be reported annually in the spring meeting. The individual tracking it needs to report that the responsibilities are being taken care of as.

Quality Assurance/Resolving duplicates in Millennium Cataloging

Susan provided the documents used in prior meetings that we had agreed to. Those documents as well as Susan's comments related to the quality assurance will be added to the document page on the website for reference. Those documents and others will be sent to the committee members for approval before posting to the website.

Field tag indicator v to c (MARC to Call number)

Nason requested that the call number field be identified as such. This makes the call number appear on the summary above the item record when viewed. It was felt it would be helpful in WebBridge as well. This is a cluster decision which was approved. Tom Schultz, Head of the Coordinators will call it in to the Mobius help desk.

Suppression Codes

Icode2 (Suppression codes)

Display Loc/Cen – Displays the record in both the local catalog and the central catalog.

No Cen/Dis Loc z Not sent to the central server but displays in the local catalog

No Cen/Sup Loc s Not sent to the central server; suppressed from display in the local catalog.

Supp Loc/Cen n Valid but use s. Suppress from display on the local catalog and sent to the central server but suppressed from display in the catalog.. It is not sent to Inn Reach. [So why use it?]

Supp Loc/Dis C q Still valid. (see comments below)

Comments from Mobius staff concerning "q": "The only suppression codes on INN-Reach itself are bibliographic (BCODE3), since bibliographic records are what drive INN-Reach. Therefore, there aren't any actual suppression codes on INN-Reach for items, orders, checkins, etc., and 'q' is not technically 'mapped'.

However, it is the suppression codes in items, orders, checkins, etc. on the local server (Arthur) that 'notifies' INN-Reach how to handle the display of the attached records, therefore the reverse suppression code 'q' works for items and serials contributed by Arthur."

Protected fields

The question was asked: What fields on a bibliographic record are protected when overlaying a record? Mobius was called and that information will be found in a document on the website. It has been sent to members for review before posting.

Updating the website

It was agreed that we needed to update the website with what information we have gathered in these recent meetings and to make information, policies, and processes of the cluster easier to find. The documents section of the website will be updated to accomplish such. Those documents will be sent to cluster members for approval and editing prior to posting of such.

Setup for electronic items

Susan asked what the setup was for making electronic items work so they are limited to the owning library. The problem of other library patrons requesting them requires special settings

for these items. A Westminster record showing the settings is shown below. These settings were established because initially WC had patrons from other colleges requesting an electronic book. The problem was looked into further and the below settings were established. These settings solved the problem.

Item record settings:

Status: WC USERS ONLY

Item type: electronic resource (15)

Location: WC E-Book (a new location code needs to be setup for these)

CALL # 050 NetLibrary E-Book

Bib Record settings:

English CAT DATE 06-20-2003 BCODE3 DIS LOC/CEN

SKIP 0 BIB LVL BOOK COUNTRY England

LOCATION multi **MAT TYPE EBOOK**

Macro for 949 field to tell the system to not overlay the bib record

(From Corrie Hutchinson at Stephens College, as per Christopher at Mobius.)

Macro tells the system to use the load table which does not overlay on the bib.
Place “*recs=bta” in a 949 field in Connexion and export the record.

Next meeting April assignment

Locate serial records that are duplication issues in the catalog and bring at least 5 titles to the next Technical Services Meeting. The examples will be used to evaluate what we have in the catalog and to establish some policies and procedures for cleaning up and avoiding duplication in the future. The discussion concerning such can be done on the listserv until the next meeting .

