

BRIDGES CATALOGING COMMITTEE

May 21, 2001 Minutes

Attending:

Denise Pakala, Covenant Theological Seminary [dpakala@covenantseminary.edu]
Mary Ann Mercante, Maryville University Library [mam@maryville.edu]
Jean Rose, Logan College of Chiropractic [library@logan.edu]
Elaine Trost, Missouri Baptist College [trosteh@mobap.edu]
Linda Orzel, Harris-Stowe State College [orzell@hssc.edu]
June Williams, Fontbonne College [jwilliam@fontbonne.edu]
William Toombs, Kenrick-Glennon Theological Seminary [toombs@kenrick.edu]
Shawn Strecker, Lindenwood College [strecker@lindenwood.edu]
Eileen Condon, Eden-Webster [econdon@library2.webster.edu]

Organizational Decisions:

Denise Pakala was unanimously elected chair.

The Bridges Cataloging Committee will consist of one representative from each institution. As special topics (such as serials) are discussed, institutions may bring additional staff members with expertise in these areas. Decisions will be made on a one vote per institution basis.

The Committee chose not to establish a set meeting schedule, but to meet on an as-needed basis, expecting to meet more frequently during the first months of the Bridges Catalog and less frequently as time progresses.

The Committee will serve not only as a policy-making group for necessary cluster cataloging decisions, but also as a mutual aid group, sharing procedures and tips on how to make best use of the III cataloging module.

Standards for Editing of Existing Bib Records

Denise will go through the MERLIN "Cataloging Standards and Guides for Use in Maintaining the MERLIN Library Catalog, Section 3.1: Standards for Merging and Replacing Duplicate Records" and do a first rewrite for Bridges.

The Cataloging Committee agreed on the following General Principles:

Whether to Merge or Overlay Bibliographic Records:

Non-OCLC records may be overlaid or merged with OCLC records without notifying the originating library of the Non-OCLC record.

Libraries should not overlay or merge records where there is a difference in date or pagination, even if all else implies a duplicate, without an email query to the originating library.

If duplicate records would be considered allowable duplicates in OCLC, they will be considered allowable duplicates in the Bridges catalog (e.g. monograph records & a serial record for the same title; differing treatments of av materials)

Information to Preserve During Merge or Overlay:

Libraries should add all access points which are on the record to be overlaid or merged, but which are not on the

record to be retained. (Mary Ann will prepare a draft list of tags)

Libraries should add any significant notes which are on the record to be overlaid or merged, but which are not on the record to be retained (examples are a 502 thesis note, a 500 previous title note, a 505 contents note). The guideline should be: does this note add significantly to the description of the item?

Libraries should add any 590 notes, unless the note's originating library has okayed its removal (each library will prepare for the next meeting a list of 590 notes that can be removed by other cluster libraries)

If there are two or more duplicate records for the same title with different OCLC #s in the Bridges catalog, the OCLC #s of the records being merged or deleted should be placed in an 019 tag on the record being retained.

Editing Existing Bibliographic Records in Bridges:

Libraries may add information, but should not delete information without the okay of the library which originated the record, except as noted below.

Libraries may correct obvious typos, but should not correct questionable typos (e.g. dates or strange spellings of names) without first consulting the library which originated the record.

Harris-Stowe requests that any of its audio-visual records be overlaid, merged, or deleted.

Libraries may remove death dates added by Missouri Baptist when it is clear that LC has not added death dates to this heading (i.e. there is another heading in Bridges for the same author without death dates which has a clear majority of records, or the LC Authority File has been checked)

Other libraries are invited to make a list of known problems that they are happy to have libraries change without notifying them.

Item Records

Libraries will not edit other libraries' item records for any reason. No library wishes to have Icode1 set for OCLC update by another library. (Harris-Stowe is checking with its director to confirm this decision)

Suppression:

The Committee discussed the difference between discards (where the library chose to remove a title from its collection) and withdrawals (where something is lost and the library may someday get it back) No final guidelines were made regarding use of suppression vs. deletion of items and bibs.

Next Meeting:

The next meeting will be held on June 18th from 1:00 to 3:00 at Lindenwood College. William Toombs will demonstrate techniques of merging duplicate records. It will also be a time for us to share questions, tips, procedures as we all learn to work with a new system. Particularly useful would be to share any embryonic worksheets, procedures, etc. you have created for your staff.

Also, if there is time, we can look at Merlin's "Standards for Withdrawn Materials" which are available at http://sequoia.lso.missouri.edu/lso/standard/mqcc_standards.htm section 3.3.