MERLIN Quality Control Committee (MQCC)
Minutes of Meeting: February 26, 1997

Present: R. Kespohl, N. Fair, S. Coleman (MU), J. Addison (MU HSL), V. Sha
(MU Law); K. Schweitzberger, A. Sylvester, B. Dingley (UMKC), N. Stancel
(UMKC Law); G. Ho, T. James (UMR); E. Grewe, D. Owens (UMSL); L. Hulbert
(SLU HSC); R. McBride, P. McCarthy, (SLU Pius); R. Amelung (SLU Law); J.
Jackson, G. Harris, V. Lee, G. Rickerson (LSO)

ACTION ITEMS: Approved standards for resolving monograph duplicates (cf.
item 8), resolving serial duplicates (cf. item 9) and for Circ/Reserve
"on-the-fly" bib records (cf item 15). Decided to send to BNA series
authority records for untraced series and series-like phrases (cf. item 5).

ASSIGNMENTS: 1) Send copies of approved and/or draft standards on computer
disk to G. Harris to add to the LSO Web page (cf. item 6). 2) Each
cataloging center is to review specific LUMIN standards and suggest changes
by the end of June 1997 (cf. item 17).

MINUTES:

1. Schweitzberger distributed lists of MQCC representatives and observers
and of the attendees of the meeting of January 29, 1997.

2. The following correction was made to the minutes of the January 29
meeting:

 LUMIN will be available beyond February 1997.

3. LSO Update:

 a) Report of G. Rickerson

  1) Rickerson is working with the ILS Coordinators to keep LUMIN up after
February. He has not set an actual end date, but is asking coordinators to
keep in contact with him to provide information about why LUMIN is still
needed. LUMIN access will not be extended beyond June 30.

  2) The LSO e-mail lists for all committees are now completed.

  3) A message has been sent to Network Coordinators that the IP address
for the host computer is being changed after March 16. The TCP/IP address
for TN3270 will no longer work. Those accessing MERLIN by the domain name
will not be affected.

  4) Rickerson will check with III about the status of rearrange items by
volume number.

  5) OCLC GPO records. LSO is ready to pull from LUMIN the OCLC GPO
records through January 1997. However, they need to get the appropriate
load profile on Laurel before it can be done.

6) Autographics GPO records. LSO has the Autographics test tape for
retrospective GPO records as well as the load table. Lee is working on
this project.

 b) Report of J. Jackson

  1) Authority scoping. Progress is being made on authority scoping. III
keeps making changes, fixing some things but making others worse. The
program runs through the entire file now but it cannot be stopped when it
is processing a particular index, until that index is completed. (The
program does stop when it completes the index). This causes delays when
LSO needs to reboot the system.

  2) Passwords. Jackson deferred to Kespohl a question regarding 100-200
passwords. Kespohl reported that the Coordinators have set a plan for
implementation and have allotted blocks of time for each campus to enter
password information. Jackson commented that the new password system can't
be turned on until all institutions have entered passwords.

 c) Report of G. Harris:

  1) The SLU gap tape, containing ca. 150,000 records, will be shipped
March 20. Lee will work on loading the gap tape; it will take precedence
over the load of GPO records from Autographics.

4. System Problems\Questions\LSO Issues

 a) BNA approval records. Dingley reported a problem with the loading of
UMKC approval records from BNA. The Innovative load table incorrectly
mapped MARC tags 002-009 to the MERLIN tag M (MeSH headings) instead of Y
(MARC tag index). This problem was reported to III from multiple sources
(Schweitzberger, Kespohl, Dingley, LSO). III fixed the load table and
reported the fix to Dingley, but LSO had not yet been notified that it was
fixed.

 Kespohl asked how the BNA approval records can be identified. Dingley and
Schweitzberger responded that they have the following characteristics:

 1) no OCLC number (001 tag). The record may have an 001 tag, but it is
the LC card number, not the OCLC number.
 2) 003 tag says DLC.
 3) bib location of knb.

To correct the erroneous "MeSH" headings to the appropriate MARC tag index,
delete the incorrect field(s) and re-enter the data, using MERLIN tag Y.

 b) Schweitzberger requested that people do troubleshooting to identify and
document problems before reporting them.

 c) Cataloging Workstation. Schweitzberger inquired about the minutes of
the ILS Coordinators meeting regarding demonstration of the III Cataloging
Workstation for Windows. Do we get a demonstration regardless of whether
we purchase the product? Rickerson said we could have a demonstration

based on a delayed invoice, but he wants to have a purchase decision before requesting a demonstration. Given that III is implementing a JAVA-based interface for all systems, it was questioned whether it would be worth getting the Cataloging Workstation if it will be available on JAVA. Schweitzberger reported that the demonstration of Millennium at ALA Midwinter showed nothing about cataloging. Harris asked that those going to the IUG meeting look at both products.

The Cataloging Workstation requires a PC with a Pentium processor and Windows 95 operating system. It does not run on Windows NT.

5. Draft standard - series (agenda item 4). Suggestions were made to include information about exported authority records for untraced series and series-like phrases. The committee reversed the previous decision to not send to BNA authority records for untraced series and series-like phrases. This decision also affects the MERLIN standard for ACODE3. Fair will revise both standards.

6. Addison and Sha requested LSO to load approved MQCC standards and draft standards under discussion on the LSO web page. Committee members who initially proposed MERLIN standards (approved and/or draft versions) will send the text to G. Harris on computer disk.

7. Hurlbert asked what should be done regarding serial supplements which some libraries have cataloged as separate records and others check-in on the main title. It was decided that libraries having separate records for the supplement should be notified as a courtesy.

8. Monograph duplicates - draft #2 (agenda item 6). Addison requested that NLM (National Library of Medicine) be added as a source of national level records. Approved with additional minor changes. Amelung will revise and distribute on the MQCC list.

9. Serials duplicates - draft #2 (agenda item 7). Approved with minor changes. Schweitzberger will revise and distribute on the MQCC list.

10. Schweitzberger commented that there are MERLIN standards for resolving monograph and serial duplicates and asked whether there is a need for additional format-specific standards for resolving duplicates. The committee concurred that such duplicates should be resolved by applying the same principles as for monograph and serial duplicates.

11. Substitution phrases (agenda item 8). Schweitzberger asked whether cataloging would want to set aside a certain number for their use. There are 120 available for use by the entire system. The consensus was there are probably enough available, and that future use could not be predicted well enough to warrant reserving a specific number for cataloging at this time.

12. Message in Interactive/Export (agenda item 9).

 a) Amelung reported that if the appropriate bibliographic & item records aren't created at the exact time of the transfer command on OCLC, the system responds with the message, "Bib and item will be created." The

message is the same even if an authority record was exported. He requested
LSO to ask III if the message can be changed to, "Record(s) will be created."

 b) Amelung, McBride, and Hulbert reported that some delayed records (cf. a
 above) were never created and asked whether others had experienced the
same problem.   Sha reported that it had happened with MU-Law records, but
has been better recently. McBride said it is still occurring with SLU
records and, in addition, sometimes two bib and items are created for the
same OCLC record.

 Harris suggested getting III on the system at the same time to watch the
process. He asked whether libraries always downloaded bib and items. UMKC
responded that they usually download bib only. They have done some
download of bib and order and those were successful too. SLU said that
sometimes all the exported records run correctly; sometimes one or more do
not. It doesn't matter how many items are attached. Kespohl suggested
looking at the transaction file to see what the activity was like at the
time the export was done. Schweitzberger requested libraries document the
problem and send information to LSO to report to III.

13. Upload holdings from MERLIN to OCLC
 a) memo from Kespohl. There is no table for ICODE1 in III software.

 b) Jackson reported she had sent the OCLC profile forms to cataloging
centers and that some had returned them today. When all have been returned
to her, she will submit them to OCLC. OCLC has said it will take 30 to 90
days for them to process the forms.

 c) The group discussed whether libraries could start using ICODE1 values
on Monday, March 17. It was decided that they could, with the caveat to
not use both methods for the same record (i.e., do not produce or update a
record on OCLC _AND_ code ICODE1 for upload on the same record in MERLIN).

 d) In making decisions regarding the use of existing MERLIN bibliographic
records, catalogers should be aware of BCODE3 values, such as: a=vendor
record; n=suppressed record.

 e) LSO does not have to read the entire database to create lists of
holdings to upload; just recent items only.

 f) When an item record is deleted from MERLIN, it frees an item record for
use, but does not reuse the same item number.

14. Authority review session. Amelung presented a session on the content
of MARC authority records.

Questions:
1) What are cataloging centers doing with name/uniform title headings?
(Schweitzberger)

2) In name authority records with only subject references, should the
550(s) (see also from) references be deleted in MERLIN? (Kespohl)   A: No,
just leave them alone. BUT, when exporting name authority records from
OCLC, delete 550 and 551 references.

Schweitzberger asked committee members to think about what we should change about local authority work (e.g., adding 670s).

15. Circ/Reserve On-the-Fly Bibs (Draft #2). Approved with minor revisions. Schweitzberger will forward to the MERLIN Circulation Committee.

16. Fair distributed a draft revision of the 229 standard for the periodical and newspaper index, for discussion at the next MQCC meeting.

17. Schweitzberger distributed assignments for reviewing/revising remaining LUMIN standards. Report by the end of June on changes that might need to be made. The suggested revisions do not need to be drafted by that time.

18. The Autographics GPO records will be loaded as suppressed records (BCODE3: n) and contain a fake cat date. To use the records:
 1) change the cat date to the actual date, and
 2) change BCODE3 from n to blank.

19. Next MQCC meeting: April 23, 1997.

Respectfully submitted,
Norma Fair
MU Ellis