MERLIN Quality Control Committee
Meeting Minutes -- 4/23/97

Members present: Kathleen Schweitzberger (UMKC), Chair, Janet Jackson (LSO),
Vivian Lee (LSO), Shirley Coleman (MU), Norma Fair (MU), Robin Kespohl (MU),
David Owens (UMSL), Anna Sylvester (UMKC), Nancy Stancel (UMKC-Law), Ting
James (UMR), Laura Hunter (UMR), Ellen Grewe (UMSL), Patrick McCarthy
(SLU-Pius), Janice Carter (SLU-HSCL), Vianne Sha (UMC-Law), recorder.

1. Review of 2/26/97 Meeting Minutes.
        Accepted with correction on #18 last statement: change BCODE3 from n
to hyphen (-).

2. Announcements.
        None.

3. LSO Update.
        Vivian: Loads for SLU gap and authority records were all done on
4/22/97. Records extracted for BNA in February has returned and loaded.
Records are overlaid. Authority records for 2/20/97-4/11/97 will be extracted
for BNA. Missing OCLC records on 4/7/97 and 4/12/97 were loaded. MU Recon
load will follow. Kurt is working on the GPO loader and will load the GOVDOC
records after MU Recon records.
        Janet: LSO will use *zzzzz* as the location for the Auto-graphics
records. LSO has allocated 5,000 more active check-in records (taken from MU)
to UMKC-Law temporarily. Suppression for $2 of 655 field was in place.
Kathleen will get a list of all fields with $2 to determine whether all $2
should be suppressed. MeSH subject search has been mixed with DDC call number
index. Fix is on testing stage.
        III has sent LSO the corrected program for sorting the volumes in item
records. Rearrange by volumes is running daily until the program catches up
with the daily updates. Scoping (Link item to bib.) is running at least four
times a week.
        Vivian: BNA series authority headings will be distributed to
everybody. Name and subject headings will be divided by formula.
        IUG report: Coordinators decided to purchase the Cataloging
Workstation. It costs $11,500 for site license. Its features include keeping
statistics after deletion of records, customizing spine label printing.
George will order it soon.

4. Revisit 229 Field.
        Norma Fair distributes the standard. It is accepted with the
correction on D.2.c.3 that the first indicator will be blank and the second
indicator is the non-filing indicator which will always be zero.

5. Name/Uniform Title Headings.

Question is asked whether authority record is created for the 240 field (Uniform title)? BNA sends authority records for 240 and 700 $t. Locally established 240s will be discussed in the next MQCC meeting.

6. Status of Request to Index the 010 Field in the Authority Records and the 001 Field in the *z* Index Group.

UMKC wants to index 010 in the *z* index group so that the number can be used to retrieve the authority records in MERLIN. Retrieving by 1XX is not efficient because of the numbers of similar headings in the 1XX field. Kathleen suggests to use 019 field for the original 001 field, and then inserts the 010 field into the 001 field. George thinks that III can do this process for the whole database in the loading process. However, when BNA authority records get loaded, BNA will put the 010 in 001 field, which creates a duplicate 010 field in the 019 field. George will investigate this issue if III can take care of this. Re-indexing in MERLIN is not preferred by LSO.

7. Series Standard: 2nd Draft.

Norma Fair distributed the second draft of the series standard. It is accepted as revised. MQCC will ask Gary to put cross links among different sections that have related topics in the Web version of MQCC Standards. e.g. A cross link should be placed on the Authority Headings under the Series section and the Series Headings under the Authority section. Same content only needs to be placed in one area.

ACODEs are accepted as proposed.

8. Outstanding Issues Lists.

MQCC suggests the format for the Web page to put the outstanding issues* topics as links on the top portion of the screen.

#6 BCODE2 should be changed to BCODE3.

#14 ICODE2 = 4 should be changed to ICODE2 = r.

#5 Auto-graphics test records have problems. UMR found duplicate headings in 1XX and 830 fields. Other problems should be sent to Kathleen before 6/2.

#5 LSO found that reuse ISN will get overlaid with the wrong items attached to the bib. About 10% records may have this problem. George will send a message to the list to indicate the current status of the issue.

#5 Kurt is working on the program to load the GOVDOC records.

#11 Verifying headings command in MERLIN does not check the subdivision properly. Problem was reported to III.

9. Status of Interactive/Export.

Robin found that III has implemented the match and overlay method of exporting records from OCLC to MERLIN for us without our knowledge. See handout for current matching and overlaying status. MQCC decided to change the match and overlay options for both bib. only and bib. and order loaders. Records shall match on OCLC number primarily and then on title. MQCC selects *r* for Match option which means insert with zero match, reject record with either one or more than one match. If overlay is desired, libraries can use 949 command line to indicate the options. e.g.. ov= ; means DO NOT OVERLAY and DO NOT LOOK FOR DUPLICATES. UMKC asks LSO not to use its records for

interactive/export testing since it has vendor supplied records.

Bib. records exporting problems are software problems. LSO requests libraries to continue to report examples and details of problems. Examples of problems are: bib. records get loaded twice or not loaded after export.

Libraries report: UMKC uses bib. & order for acquisitions, use export for authority records, not yet use in cataloging. UMSL is not using any yet. MU is using it for both acquisitions and cataloging. Acquisitions is using bib. only. If MU adds call number to the export bib. records, it is not necessary to go back and edit the call number on the bib. records. UMR is using export in cataloging for bib. and authority records, not using it in acquisitions. UMKC-Law uses bib. for cataloging, bib. & order for acquisitions. UMC-Law uses bib. & order in acquisitions and authority processing, not in cataloging. SLU uses export for bib. and authority records. SLU-HSCL uses bib. only in cataloging.

10. Collection Level Records: 2nd Draft.
    Skipped in this meeting.

11. Check-in Records: Active and Inactive, Notes, etc.
    Every library agrees that using inactive check-in records is important to show the libraries* holdings when more than one library owns the bib. record. Item records will be buried if one library has check-in record.
    The first note that will display on the check-in record will be discussed in the MRSC meeting. Notes in $n in the check-in record show up on the active check-in record. Internal notes only show up on active check-in card. SLU suggests to standardize the usage of note fields in the check-in records.

12. Innopac Enhancement Requests.
    Nobody receives the lists so far. Each library should select the top five from the lists and send them to Robin. MERLIN*s enhancement requests process will start on 3/15/98. Each committee should submit two enhancement requests to the coordinators group.

13. Problems with BNA*s MeSH Updates.
    See e-mail message sent to MQCC on 4/14/97 with the topic *MESH Authority Updates & BNA*.

14. BNA Contract.
    MQCC will propose the ASAP service with a 72 hours turnaround time for BNA authority and TOC services to the coordinators group. No manual review will be done. No *No Match Lists* will be sent to libraries. LSO will need to print the New headings list from MERLIN, which will have up to 10,000 records at a time. This service will include recon. and GOVDOC records. Robin will call BNA to confirm that the service can include Auto-graphics records when they are used by the libraries and the CATDATE is changed.

15. ICODE2 Requests. SLU-Law requests a new code *r* and UMR requests

another new code *x* for ICODE2. They are done.

16. Label Loc Field Request.
     Janet will change the Label Loc in the check-in record as *Check-in
Loc*.

17. Subfield 2 in Fields Other Than 655.
     See LSO Update.

18. Cataloging of Electronic Databases.
     There are two ways to catalog electronic resources: put 530 and 856
fields on the paper record for the electronic resources or catalog them as
separate records. Former directors* policy will be reviewed and decisions
will be made by the directors. This issue will be discussed in the next MQCC
meeting. Vianne will send out some sample titles with 856 fields to the list.

19. BCODE3.
     MU suggest to get rid of codes *f* and *r* in BCODE3. *f* is for
On-the-fly records. Code *n* in BCODE3 is used for suppressing bib. records.
The On-the-fly message can be generated in IMESSAGE field on the item record.
UMKC is using code *f*. But Kathleen will check with UMKC*s staff for this
issue. *r* is for recon. records. The information did not get transferred
from LUMIN to MERLIN. Therefore, the code is not necessary now. Robin will
run a review file to see if there is any record using code *r* in BCODE3. If
there is none, LSO will remove the code.

20. Items from the Floor.
     Next meeting MQCC will discuss blind references.

Next meeting will be on June 11, 1997. Recorder is UMC-HSL.