

MQCC Minutes  
August 21, 1996

Attendance: George Rickerson (LSO), Janet Jackson (LSO), Dean Schmidt (LSO), Gary Harris (LSO), Kathleen Schweitzberger (UMKC-MNL), Carla Paul (UMKC-MNL), Nancy Stancel (UMKC-Law, recorder), Grace Allen (UMC-Ellis), Norma Fair (UMC-Ellis), Robin Kesphol (UMC-Ellis), Shirley Coleman (UMC-Ellis), Jane Addison (UMC-HSL), Vianne Sha (UMC-Law), Ellen Grewe (UMSL), David Owens (UMSL), Ting James (UMR), Gloria Ho (UMR), Richard Amelung (SLU-Law), Janice Carter (SLU-HSCL), John Huang (SLU-Pius), Regina McBride (SLU-Pius),

INTRODUCTIONS:

Dean introduced Mary Lou Colver and Carolyn Smith-Schiewe to MQCC members. Mary Lou is the Senior Account Manager at BNA and Carolyn is the Senior Operations Analyst for the Biblio Technical Division of BNA. Dean also introduced Gary Harris who began work for LSO this week. He is the project manager for SLU's conversion to the III system. Janice Carter is now serving as a member of MQCC representing SLU-HSCL.

BNA PRESENTATION:

Carolyn began the meeting with a Power Point presentation of the BNA manual review overview. Types of manual editing done by BNA includes, LC subjects, Children's subject headings, MeSH, Name and Series headings. The goals of the BNA manual editing team are as follows: 1.) Increase the matches to the LC authority file; 2.) Correct errors in non-matching headings; 3.) Standardize proximate variant names; 4.) Replace invalid forms of headings; 5.) and Prevent bad updates caused by LC errors in authority files. There are 32 authority control editors with an average of 6.5 years of experience. There is a full-time authority trainer and each person attends six weeks of classroom training. New editors have their work reviewed for a one year period. When upgrading CIP records, (they are a NACO site) BNA adds 5-10 new authority records a week. Enhanced authority records can be distributed to cataloging centers but no decision has been made on our campus to receive enhanced authority records. There are four cycles in the manual edit routine. The 4th and final pass involves tag updates, split headings, and collapsing variant headings. MeSH lists can be separated out from LC lists if we want. BNA processes tapes on Fridays and are two weeks behind on their LC weekly lists. The ASAP service would not be helpful to us because we can't get a "No Match" list from this service and the manual review would continue to make the process a slow one.

Carolyn then addressed the list of examples we had sent identifying specific problems found in authority records. BNA does not routinely search OCLC's authority file. They have their own set of resource tools to verify headings. Headings are received out of context so there is no reference point to understand how the heading was generated (source). During manual review, subject and name authority records are maintained on separate lists. The biggest

complaint was, if BNA knows the heading is incorrect, we need to be notified. In a few of the examples, BNA's "Superfix" should catch some of the errors. Also, since we did not choose the "Optional Match" for dates and titles which caused some headings to be overlooked. We did not choose this option because we were nervous about headings being incorrectly updated. We discovered that x-refs are not added if a name is not a common one. We can get a copy of the manual edit list and a list of the remaining non-matching headings so we can check it against OCLC's authority file. An example of the manual edit list appears in Appendix C of BNA's "Authority Control Service Manual". On the manual edit list, any portion of the heading that didn't match will show up on the list. George Rickerson asked if dashes are always normalized--yes, they are. For TOC enrichment, authority work is done early in the approval process routine. BNA hopes to be caught up by the end of the year and then they can work on new weekly LC authority lists. Robin asked what was the last used for authority work? Carolyn said that it was 10:52 but upon investigation, it appears that authority work is current only through the 10:48 list. Can we get a separate notification list for series?--Yes, if we assume that all series are 130's. We can also get notification lists via ftp (and/or print) and we can get it more frequently.

#### MeSH HEADINGS:

Mary Lou asked, do we want notification of MeSH? The paper list goes out months ahead of the notification machine readable files. People tend to correct their headings from the paper list. The on-line version is more expanded than the print list. This is something the campuses need to discuss. "See Related" MeSH headings are not part of the BNA's Ellhill list. It was noted that III's version 10 software can handle broader and narrower terms for LC headings (MeSH too?). Example problems 6 and 7 would be resolved through the MeSH notification service or BNA could run the MeSH headings annually to compare it to the new version.

#### LSO UPDATE:

##### SLU:

Test Records are now in III (5,000). Dean requested that we be sure not to add holdings to SLU's records nor should we delete any of them if we find duplicate bib. records. SLU has TestPac training next Tuesday. We should also notify reference and circulation people that these records are now appearing and all of them that start with the letter "X". Their test records are unscoped for now so that LSO can find them.

Richard Amelung reported that SLU has had a union catalog for about 6 years. Duplicate bibliographic records were retained in that catalog in the past. For the conversion, duplicate records with law attached are chosen and any MeSH headings are added to whatever record is retained. There are 555,334 bibliographic records coming in from BNA. Two-thirds of the records would match on existing records. George will go through the SLU load and identify law records (no orphaned authority records--NACO site) and nonlaw records and report

duplicates. SLU Law has 147,000 bibliographic records and 60,000 will probably duplicate existing records. This option was attractive, otherwise we could have ended up with 400,000 duplicate records to resolve. LSO will run a program to identify bibliographic records with SLU law attached. LSO will load these records first. George anticipates that the increase to our III system will be 350,000 bibliographic records and 750,000 to 900,000 item records. Duplicates will be divided among the campuses to resolve.

#### MU RECON AND GPO RECORDS:

LSO will try to load MU recon records and GPO records before the SLU load. LSO will attempt to keep current on the GPO loads into MERLIN.

#### 930 SUMMARY STATEMENT LOAD:

Janet Jackson reported that LSO will be doing the 930 load. She has received the file back and was given a routine for the load procedure. Each campus will have two 930 files. The first one is a very small file and the second is a much larger file. Janet will load the small 930 file for each cataloging center (today) and we are to tell her if the load looks okay. If there are no problems, she will then load the large files. George said that we have not yet purchased additional holdings records from III. However, with SLU's load LSO had purchased far above what SLU requires for check-in and item records. This should help ease the pressure of having to buy more records immediately. There are approximately 70,000+ for monographs which have holdings statements (i.e. monographic series). Summary statements for these may cause some patrons real confusion. We need to discuss how to handle these records. When merging bibliographic records, be sure to retain both 035 fields in the master record to that the summary statement converts correctly.

#### MISSOURI INSTITUTE OF MENTAL HEALTH RECORDS:

MIP (in 049 /d) records have been loaded and do not have any holdings attached to them. We can go ahead and delete these as we find them. MIMH records will be added in later, replacing the MIP records currently there. Robin asked if Betty could write a program to remove these before they load but George said this can not be done.

#### VERSION 10 III SOFTWARE:

George will not load version 10 during SLU's load into III. He can do it either before or after the load but it's unwise to do a software upgrade during the middle of a conversion process. This upgrade needs to be coordinated with all campuses because after the upgrade some parameters in the system will need to be manipulated. It will cause some downtime as well. Once the upgrade is complete, printing to local printers should work correctly. It would also allow us to download OCLC records interactively instead of in batch files. This is something that will need to be discussed and agreed upon by all locations.

Janet said that III's on-line manual (version 9) is available via anonymous ftp through Sequoia. The Directory is III and Manual is the file name. The filter for OCLC loads to delete cancel and replace records should be ready to go in a week or two.

#### WEB ACCESS:

Web access for the III web screens is not yet available. LSO needs to build web screens for the menus on Sequoia. This has a lower priority due to SLU's coming onto the III system.

#### 010 TAG:

The LCCN load has not been done yet. It is an item we paid for and George will try to get it completed soon.

#### AUTHORITY CODES:

Acode 2 & Suppress -- this could be used to send new headings to BNA and ask that BNA delete specific headings. These codes could serve the purpose to tell us what has occurred in the record. We should have a separate Acode to indicate "delete" so that we could delete headings by date ranges. Robin suggested that if we get a list of Heading used for the 1st time from BNA, then we wouldn't need to generate a new headings list until we get the "no match" list. For series, BNA does not notify 1st time use because it's a title field. We can ask BNA to generate a new series list. We could create a list from the 130 for authority work purposes. We need to review the frequency of getting lists and whether we need print, and/or a machine readable file. We must decide if we need to distinguish between author and subject headings in Acodes. It is impossible to tell once you get into an authority record whether it's a subject or author heading. This makes resolving authority questions difficult because BNA creates duplicate authority records for names used as an author and as a subject. In version 10 we will be able to overlay authority records. However, how does one get the changes into the bibliographic record? Norma Fair handed out a draft copy of "Proposed Standards for Series Authority Records". Each of us needs to seriously look at III authority file in the next two weeks and comment on Norma's draft.

#### NEW HEADINGS REPORT:

Janet can distribute these in print or ftp them. The group asked that we try distributing these once a week and see how that works out. The suppression code remains "n" .

#### BLIND REFERENCES:

The ones that Dean was not able to resolve will be sent out to the campuses to analyze. Dean resolved all of the duplicate authority records (3,000) of local headings that had been sent twice. The few he couldn't resolve were given to Robin to work out.

#### NEXT MEETING:

The next MQCC meeting is scheduled for September 4th. It will focus on authority issues.