MERLIN Quality Control Committee
Meeting Minutes--November 12, 1996

Members present: K. Schweitzberger (UMKC), chair, D. Owens (UMSL), V.
Lee (LSO), E. Grewe (UMSL), V. Sha (UMC-L), T. James (UMR), G. Ho
(UMR), N. Fair (UMC-E), R. Kespohl (UMC-E), N. Stancel (UMKC-L), J.
McKinney (UMKC-L), J. Addison (UMC-HSL), L. Hulbert (SLU-HSCL), G.
Harris (LSO), R. Amelung (SLU-L), S. Coleman (UMC-E), J. Jackson
(LSO), D. Schmidt (LSO), J. Huang (SLU-P), R. McBride (SLU-P),
recorder.

1. Minutes (October 16, 1996) Approved as Written.

2. LSO Update

  Record Loading

    SLU database load is going well; approximately 1/3 loaded. All
    SLU-L bib. records have been loaded.

    OCLC loading is up-to-date.

    GPO records loaded. Eventually GPO records will be loaded
    monthly.

    A few recently loaded records from BNA were missing OCLC
    control numbers. Cause of problem is uncertain.

    Rapid Update was run to change bcode3 to "e"

  Problems referred to Help Desk (J. Jackson)

    Janet requested that we do not fix a problem record after
    the problem has been reported to LSO's Help Desk. It was
    agreed that we would put a 590 field note stating:
    "Correction in progress by LSO" in the record and e-mail the
    problem to LSO. If others need to use the record before the
    problem is resolved they will call LSO.

  LSO Web Page (G. Harris)

    Gary reported new information has been added to the web page
    and requested additional suggestions for improvements.

  Rearrange by location is not working.

  Authority scoping

    George is working with III on this problem.

    III said authority scoping has never worked properly.

3. Items That Should Not go to BNA for Authority Work

    On-the-fly records

    Local theses

    Order records

 Only records with appropriate CAT DATE and bcode3 of "blank" or
 "hyphen" ("blank" is no longer a valid character).

 If you need to resubmit a record to BNA for TOC, send a copy to
 LSO.

4. Prohibition About Resolving SLU Duplicates and Adding Item
    Records

    It was agreed that SLU libraries will get 30% of the dups. and
    the UM libraries will resolve the remaining 70%   according
    to their existing formula. Dups will be sent out next week.

    Dean will talk to George about the advisability of using SLU
    Other records. Dean will let us know the decision.

6. Interactive Transfer (R. Kespohl)

    Documentation in manual under Interactive Transfer

       error in manual: recs=a

    001 field is not transferring; otherwise it is working well.

    Use the a# to overlay the authority record with Interactive
    Transfer.

    Downloading authority uses a combined load table which will
    download into the name file. To use it as a subject you must
    copy it to the subject file.

       100-111 to author; 130 to title; 150-151 to subject.

    "z" 010 search is indexed in the authority file. You can use
    this only in command mode.

       You have to get the record off your screen before you can
        overlay. If you don't remove the record the system
       won't overlay because it considers the record to be in
       use.

    Dean's recommendation is to have the 010 numbers loaded in the
    z index table.

LSO will ask III to retain the 001 field.

Order Records

Create 949 field (generic macro). Enter as many commands as you want ex.:

*recs=bo; ins=[login name]; dflt=[bib. default name]; status=1;

you must begin with an "*" and end with ";"

Recommendation (J. McKinney): the load table for bib. and order records be changed to load full bib., full-MARC, and full diacritic information.

.bo   partial bib. record only.

.b   full MARC plus attached order.

No decision has been made. Chair requested that we encourage Acq. people to let coordinators know their decision.

Batch loading is more convoluted, consequently Interactive is better.

Interactive Transfer is available for ordering and authorities.

George's message (11/7/96)

Catalog centers should let LSO Help Desk know when they want to make the switch.

We need to develop a schedule and process for uploading to OCLC and/or become tape load libraries.

It was suggested that an icode could be used to trigger the record being uploaded to OCLC so that holdings could be added.

Robin will ask OCLC if a library can be a tape loading library and FTP library at the same time.

7. Review of New Standards

Series authority

Recommendation was accepted that we would add a second indicator "4" to all call number fields for series authority records. We will use only 050 for LC call numbers.

Acode 1 approved by the Committee

7c. MERLIN Cataloging Standards

Authority records: Acodes "n" accepted by the Committee

Presently copying a name into MeSH subject file is not an
option.

7b. Withdrawals (R. Kespohl)

Approved by the Committee

8. Government Document Records

New procedures will be valid Jan. 1997.

"Prior to the next monthly load" is to be added to #5.

Final version will be added to web
(sequoia.lso.missouri.edu:2200/lso/lso/htm)

10. Dummy Records (E. Grewe)

Options for dummy records: on-the-fly, MARC tagged records.

Permanent records do not have to meet AACR2R standards.

Kathleen will work with Ellen and David regarding collection
level cataloging.

George believes III will move free text call numbers in 090
to different index.

Next meeting schedule for December 9, 1996.

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