

MERLIN Quality Control Committee  
Meeting Minutes -- 6/19/96

Members present: K. Schweitzberger (UMKC), chair, D. Owens (UMSL), E. Grewe (UMSL), S. Coleman (MU-Ellis), V. Lee (LSO), J. Huang (SLU-Pius), L. Hulbert (SLU-HSC), R. Kespohl (UMC), A. Allen (UMC), N. Stancel (UMKC-Law), C. Riley (UMKC), N. Fair (UMC), J. Jackson (LSO), T. James (UMR), G. Ho (UMR), J. Addison (UMC-HSL), J. McKinney (UMKC-Law), R. Amelung (SLU-Law), D. Schmidt (LSO), V. Sha (UMC-Law), recorder.

1. Announcements  
None.

2. Update from LSO

a) Loading activities:-

Dean: LSO hopes to load 930 fields from LUMIN to MERLIN next week. Actual date will be announced. Summary holdings will be in the format of vols. (dates). Eg. 1-10 (1950-1960). Robin thinks that library can choose one note field to display to the public. Dean will check it. If it is true,

we will select the #Reference Note# for public display. All notes and link numbers in LUMIN#s summary holding record should be transferred to the note field of MERLIN#s check-in record until the data can be moved to the proper place.

LSO will load the BNA manual review gap tapes at nights and during weekends. LSO has started loading OCLC records daily. Patron loads are done once a week. Resorting of item records will be run weekly. Linking items to bib. location will be run daily.

b) Other activities:-

LSO has received the online version of Innopac user manual, but has not loaded it yet. Libraries can FTP the file to their PCS.

Innopac still displays records after they are deleted. III is working on this problem. Suppression code #n# is working now.

LSO has reviewed the problems of item records attached to the wrong bib. records. No pattern can be found and no solution is proposed. Libraries have to fix the problems when they find them.

LSO will issue a schedule for libraries on all the database activities such as cleaning up the system message file, running location sorting, etc.

3. Duplicate Records

New records cataloged since March can be merged since they have never been sent to BNA. Rcon records from Ellis Library got loaded unintentionally. Those records do not have III parameters and will need to do a cleanup. If libraries find any bib. records that have MUUA and indicators #11" in 049 field and second indicator #1" in 099 field, send them to UMC-Ellis. Any records without OCLC# (UTLAS, UMC-Ellis SHS) that get incoming duplicate records should be sent to the responsible library. Those duplicate records will not show up on the error reports due to the lack

of OCLC#.

#### 4. Issues from Acquisitions Training

The recommendation of using capital letters for on-the-fly and temporary records and using MARC format for keying new records were challenged by the Acquisitions trainers because the records will look weird on OPAC and it is hard for the acquisitions staff to key in MARC records. Moreover, when a full bib. record is downloaded, we will not be alerted of the duplicate headings in those records since we have put them in caps. and ignore them for authority work. Ellen has mentioned that III can ignore a portion of records for new headings report, such as the reserve records. LSO will check if the same thing can be done to order records.

Different sets of standards will be recommended for the Acquisitions on order records and the Circulation on-the-fly records. Whether these records should be suppressed will be decided by other committees. However, MQCC has recommended that the title of these records should be descriptive and meaningful if they are not suppressed on OPAC. Kathleen will re-draft the standards.

LSO asks MQCC members to request acquisitions staff in their libraries to review the acquisitions bib. and order records download table. Response should reach Janet before July 15. Otherwise, default table will be used.

Batch records should only be downloaded by one user at a time. Otherwise, records may get mixed during the process and cause problems.

Both series records and analytic records for series standing order were cataloged in LUMIN. MERLIN may have a different way to handle this. The issue is reserved for future discussion. Discussions on cancellations and purge parameters for order records are also reserved.

There are two types of error messages in the System error message file: those from rapid update and from record loading. Vivian will clear the file periodically and send copies of the file to MQCC members. If the file has error messages for only one library, this library can delete the file after reviewing it.

Default records have a maximum of 100 for each type. Every library needs to review its default records. Any unidentified default records will be deleted. Default records should be named consistently and clearly. Libraries should also decide how many default records are needed.

#### 5. Item Record Problems

III is still checking why some of UMC-Law#s item records have not shown up on OPAC and staff displays while they exist when their barcode numbers were searched.

The problems of unrelated items attached to bib. records have been discussed in 2 b) above.

Libraries have to do cleanup work on items for serials that lack volume information and duplicate item records due to no barcode number attached during initial load.

#### 6. Update on Summary Holdings

Covered in 2 a) above.

#### 7. Locked Records/Records in Use

Locked records can be bib., item, and patron types. III has recommended waiting for 24 hours before freeing any cataloging records.

However, if bib. records are locked during updating when the system gets crashed, those records can be freed immediately. Item and patron records may get locked when other people are updating the records. Freeing those records will cause the updating data being lost. LSO suggests libraries to keep a log of the locked records on the type of record gets locked, how long it is locked, and what kind of activity is being performed when the record gets locked. Libraries should inform LSO on the locked records through either phone call or e-mail.

#### 8. MERLIN Authority File

Some of our authority records have missed 642-646 fields during the BNA tape loads. We do not know which table is used for loading the authority records into MERLIN. Vivian has shown the group that authority records are loaded using the Names and Subject authority tables.

Authority scoping is working properly now.

There is NO decision on whether we will continue to use BNA for ongoing authority work. Dean thinks that it is too early to judge if we want to continue the BNA ongoing authority service since we have not completed a full cycle. Moreover, we have a one-year contract with BNA. However, MQCC should be allowed to review the quality of the BNA authority service before we signed the contract for an ongoing service. Kathleen and Robin will write a proposition to the Directors and LSO against outsourcing authority work.

#### 9. Review of Second Draft of #Creation of Temporary Records in MERLIN#

Kathleen will revise the standards as discussed in paragraph 4 above.

#### 10. MERLIN Standards Document Outline

Vianne has submitted it through e-mail to MQCC mailing list. The issue will be reserved for future discussion.

#### 11. Holdovers from Earlier Meetings for Ongoing Discussion

BCODE3 for withdrawn and suppression is working. ICODE2 for suppression is working. ACODES have not been decided. It is suggested that ACODE1 be used for the local library who modifies the record to show local authority decision and ACODE2 be used for the library who downloads the authority record. One more code #r# is added to the Status code list for #In repair#.

#### 12. Review Draft Document on Establishing #Dummy Records#

Reserved for future discussion.

#### 13. Lack of Catalog Identification Header in Staff Mode of MERLIN: Is One Needed?

Will put it on Innopac's enhancement suggestion list.

#### 14. Request from UMKC for 690 for Collections in Marr Sound Archives

UMKC has requested to add local subject headings to MQCC standards for #Dave E. Dexter, Jr. Collection# and #Charlie Cactus Menees Collection#. Richard suggests UMKC to use 610 rather than 690 for those headings. UMKC will use both 590 and 610 on the records for these collections.

15. Cataloger#s Initials -- Use of 910

We have decided to drop 910 field on our Worksheet. It will not be stored in MERLIN.

16. Other Issues/Questions from the Floor

Dean questions what should be done on the load of St. Louis records?  
It is suggested to have 3 staff from SLUs and 3 from UM campuses to discuss the related issues. Kathleen will assign people from UM campuses to work with the people from SLUs.

Next meeting will be on July 31, 1996.