

MERLIN Quality Control Committee
Minutes, Meeting of April 12, 1996

Present: Kathleen Schweitzberger (chair), Virginia Inness (UMKC-Nichols); Nancy Stancel (UMKC-Law) Norma Fair, Shirley Coleman, Robin Kespohl (MU-Ellis); Jane Addison, Richard Rexroat (MU-HSL); Vianne Tang Sha (MU-Law); Gloria Ho, Ting James (UMR); Ellen Grewe, David Owens (UMSL); Richard Amelung (SLU-Law); Janet Jackson, Dean Schmidt, George Rickerson (for part of the meeting) (LSO)

The first meeting of the MERLIN Quality Control Committee (MQCC), formerly the LUMIN Quality Control Committee (LQCC), was held April 12, 1996 from 10:00 a.m.-3:30 p.m. in Clark Hall on the MU campus. Norma Fair of MU-Ellis volunteered to be the recorder for this meeting. For future meetings, the responsibility for recorder will rotate alphabetically among the cataloging centers.

Schmidt gave an update on current cataloging requirements for the III system and the schedule for loads into the MERLIN database.

Through May 17. Current cataloging for MERLIN done through OCLC should use the 949 protocol for item records as previously provided by LSO.

May 18-29. No OCLC cataloging or MERLIN activity.

May 29 (Wed.) 1:00 p.m. LUMIN will be shut down.

May 30 (Thur.) 1:00 p.m. MERLIN will come up for OPAC, cataloging and circulation activities.

May 30. Begin cataloging based on III training.

Loads into MERLIN:

Now loading: Bibliographic and holdings gap tape (BNA machine review), through Mar. 3, 1996 (should finish by 4/14).

Future loads:

Before MERLIN comes up:

Local authority records

Patron file

Current OCLC cataloging (March-May 17)

After MERLIN comes up:

Bibliographic gap tape (manual review), due from BNA 6/20

LSO is still contracted with BNA for their quarterly bibliographic review and TOC service. Vivian will do the first extraction from Merlin on July 7.

Database cleanup will need to be done to remove duplicate piece records created when a bibliographic record was re-loaded and the piece was not barcoded. This occurred in records from retrospective conversion and in "bound with" records.

MERLIN Cataloging.

Local notes. LUMIN processing of OCLC records automatically added the appropriate library display constant for 590 local notes (Cf. LUMIN Standard 6.3). For new records going into MERLIN, the library

designation (display constant) will need to be explicitly entered in the 590 note by the cataloging center. After some discussion on the text of display constants, Fair suggested, and the group concurred, that we retain the same as in LUMIN, with the addition of SLU. Additional display constants will be added as other libraries/units begin cataloging for MERLIN. Janet Jackson made the related comment that non-library units, such as Archives and Western Historical Manuscripts need training. LSO is responsible for training for the III system; the library directors are responsible for providing those units with cataloging training.

The journal/newspaper index in MERLIN is based on tag 229 which was output from LUMIN records having the fixed field serial type coded as p or n. The title for the 229 was selected by algorithm using following order of preference: 222 (key title), 130 (uniform title), 240 (uniform title used with a 1xx name heading), or 245. When cataloging for MERLIN, the 229 title must be constructed using the above guidelines. Presently the 229 subfields a and b are indexed. Problems with the construction of the 229 tag were discussed:

- Some 222 titles contain a qualifier (subfield b) when none is required by cataloging criteria.
- In tag 130, both the title and the qualifier are given in subfield a.
- Qualifiers in the 222 and the 130 are sometimes different for the same title.
- Inclusion of the qualifier causes the title to file in unexpected places from the user's standpoint.
- The distinctive elements of the 245 are often subfields n and p.
- If the 229 is not a valid MARC tag, it will need to be entered directly into MERLIN. [Later info: The 229 is not a valid MARC tag.]

Decision: Catalogers should be aware of problems with the 229 field, but continue to follow the standard as set.

MERLIN will accept Bcode 3 values from OCLC when we begin using interactive transfer for cataloging on May 30. [Rickerson announced later that use of interactive transfer could be postponed.]

Withdraws. After brief discussion it was decided that a subgroup should be assigned to draft a standard for withdrawals. Assignments will be made at the end of the meeting.

Suggestions from III Training:

- 1) When determining cataloging date for rapid update, use the following cataloging dates:
 - March 3, 1996: the initial load from the LUMIN database.
 - May 30, 1996: "gap tape" FTP load (OCLC cataloging from March 18-May 17)
 - Actual cataloging date: for current cataloging, beginning May 30, 1996.
- 2) Phase 2 of Format Integration has not yet been loaded by III. Schmidt will inquire if it will be installed by the time the FTP records are loaded.
- 3) We need to determine standards for overlay.

- III will load multiple bib records into MERLIN. It may be possible for LSO to generate a list and distribute to cataloging centers.
- Minimal acquisitions record. Is it possible to designate a specific record to overlay?
- Amelung asked whether automatic overlay can be done with protection of certain fields, such as MESH. Jackson and Schmidt think it is not possible.

Brenda Dingley has recommended that acquisitions download the complete OCLC record. Overlay will have to be addressed after acquisitions procedures are determined.

Decision: Do not overlay the FTP gap records. Report duplicates for invalid headings, headings used for the first time, duplicate numbers (OCLC numbers, barcodes), and blind references. LSO will create a list, sorted by cataloging center if possible, and send via email or FTP.

Jackson relayed a question from Shelly (III trainer). Are we downloading fields from OCLC that are not to be used in III? Schmidt thinks this is not a problem. LUMIN discards fields that are not used and those load tables were transferred to III. A few additional fields may have been specified for discarding in MERLIN.

Keyed records. Standards are needed for records keyed into MERLIN, such as circulation on-the-fly and order records. The call number for on-the-fly records is not indexed unless the record is entered as a MARC record. Kespohl suggested that on-the-fly records, especially for circ, be keyed in all caps. This would make them easily recognizable, and headings in all caps could be ignored for authority maintenance. Schmidt said that UMC-HSL will create an item record for each journal issue during checkin so that they can circulate on the existing full bibliographic record (to be retrieved by ISSN). For reserve copies that are not owned, HSL will add the item(s) to the existing bibliographic record and suppress the display. An assignment for drafting a standard for keyed records will be made at the end of the meeting.

Copy numbers. Copy numbers are identified in III 949 subfield g, with "c." supplied by the system. Copy numbers in LUMIN are in the call# extension and were output as such for III (949 subfield c). In the future, use 949 subfield g for copy numbers in III. Cataloging centers using copy numbers will need to decide whether they will fix the copy numbers output from LUMIN.

Holdings standards. Item records in III are stored in the order in which they were entered, with items from all cataloging centers in a single file. LSO will rearrange by location, daily for new holdings and weekly for the entire holdings file. This will be done at night, during off-hours. Initially, LSO will run the rearrange holdings program for the entire database on May 28.

Batch deletes will be done by LSO in off-hours because of the amount of processing time involved. Cataloging centers will create a batch file for LSO to process. LSO will have to monitor files on a routine basis

because they will get full.

Files. Presently each cataloging center has 10 files for download and batch files and 20 files for save-search records. The number of files in each category is inadequate. Amy (III trainer) suggested that no file should be allowed to get below 5% available space. Schmidt will check about a price list for getting more files from III.

Product licenses. Are separate licenses needed to use batch CATME?

LSO is responsible for updating tables for MARC tag indicator changes.

Naming files. Jackson wants a name protocol for use by all staff in naming files (download, batch, etc.) that will indicate where they came from and what they are for. Discussion on how to obtain a file when all are in use led to "Dean's golden rule." If there is a file that has no name or no date take it; otherwise take the oldest file. An assignment for drafting a standard for naming files will be made at the end of the meeting.

Scoping currently does not work correctly for Archives, Law, etc. The problem relates to the size of the collection, not the database.

Call numbers. Sha inquired about the relationship between 090 and 050 call numbers in the bib record and the III 949 subfield z. For cataloging on OCLC, either tag 090 or 050 is used to make cards and labels with an LC call number. The 949 subfield z coded 050 tells the system to file the call number in 949 subfields a and b in the LC call number index. Another question concerned what happens in III if there is no call number, such as for some law items and medical periodicals. These should not file in any of the call number indexes. Schmidt said the LUMIN text "NO CALL NUMBER" was output for III.

Ho asked about the proper spacing for unformatted call numbers in 949 subfields a and b. Schmidt reported that only subfield a is indexed for items having 949 subfield z values of 090 or 086.

Lists. Amy suggested keeping the number of lists and templates for record defaults small to avoid confusion.

Busy records. If a record is in use, the system responds "busy record" to a circulation transaction, and the item cannot circulate. Technical services staff will have to clear the record. Procedures need to be established for times when technical services is closed.

Sha mentioned two software programs that are available for checking bibliographic records. One is MARC Review which validates MARC tags and checks the bibliographic record; the other is a spellchecker for Passport. These may be products that LSO can purchase and make available to everyone. Schmidt will give the information to Rickerson.

Suppressed records. Records suggested for possible suppression were withdrawals and item deletes. The effect of suppressed bib records on the display is uncertain. Hit lists from searches by words in title

sometimes contain blank lines for bibliographic records that have been deleted. Consideration is being given to loading the MARCIVE GPO records as suppressed records.

Record loading statistics. Amy suggested that cataloging centers keep statistics for record loaded. LSO does not want copies.

Transaction files. LSO will monitor transactions files, as they require significant machine time for indexing. LSO may want batch loads to be done at a non-prime time of day. Rapid update works in the background because it takes a lot of resources and is given low priority for processing.

Authority Issues.

- (1) The authority profile is in the database. MU Libraries have had no input and are using the III default.
- (2) There are two authority codes in III: Acode 1 and Acode 2. Amy suggested using Acode 1 for local heading source and Acode 2 for records modified by a MERLIN library.
- (3) BNA authority service. Several concerns were raised about the BNA service. One question was whether we are going to do local authority work between the quarterly BNA service. Schmidt suggested listing the advantages and disadvantages of getting all new authority work from BNA.

Disadvantages:

- Can't do local authority headings.
- SLU-Law does authority records for NACO. It would be difficult to synchronize between OCLC and BNA records. Local records would have no control numbers.
- Three-month gap in authority maintenance.
- BNA cannot help with recording local decisions for series.

Advantages:

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Questions:

- Can bib records from acquisitions and on-the-fly circ records be excluded from the BNA service? It's possible they can be. LSO will probably use catalog date, which acquisitions records do not have.

Authors from the BNA TOC service may be indexed for authority control.

- (4) Amelung said that he is a NACO trainer and suggested the possibility that he could train MERLIN cataloging centers in NACO procedures so that locally established name headings could be added to the OCLC authority file as NACO headings.
- (5) Should we continue to identify the cataloging center that established a local heading? Is it possible to use global update to look at authority records?

OCLC Interface.

- (1) Rickerson stated that FTP can be used now and in the future for projects, such as groups of records that have been purchased.
- (2) It has not yet been determined whether OCLC microenhancer can be used both to produce cards on OCLC and upload the file to MERLIN.
- (3) Batch versus interactive load of bib records. There are only 10 files for batch load. Rickerson will make sure we have the number of files and licences that we need.
- (4) Cataloging centers do not have to start using interactive download on May 30. Rickerson prefers not switching the method of getting records for OCLC until later.

Meeting adjourned.

Next meeting: Friday, May 3.

Assignments (distribute by May 2)

Withdrawals--Kespohl

On-the-fly records--Schweitzberger

Naming files--Sha & Jackson

Recorder: Norma Fair, MU-Ellis