

**MERLIN Quality Control Committee**  
**November 10, 2005**  
**MU Ellis Library**

**Minutes**

**Present:**

MCO: Christopher Gould, Jim Dutton

MU: Alla Barabtarlo, Felicity Dykas, Norma Fair, Needra Jackson (Law), Jessica Longaker (Law), Amanda Sprochi

UMKC: Carol Riley, Kathleen Schweitzberger

UMR: Mary Aycock, Maggie Trish

UMSL: Renee Crandall-Witte, David Owens, Rebecca Moorman

**1) Welcome and introductions**

Kathleen, chair, opened the meeting. All introduced themselves. The group welcomed Amanda Sprochi to her first meeting and welcomed Maggie back. Maggie had been acting director of the UMR library while the director was serving with the armed forces in Iraq. Happily, the UMR library director is now back at work there.

Kathleen distributed copies of the agenda and related documents.

**2) Approval of minutes**

The minutes of the March 9, 2005 minutes were approved as submitted. The minutes of the May 26, 2005 meeting were approved following correction of the spelling of Gary Harris' and Kathleen Schweitzberger's names.

**3) Announcements**

Kathleen reported that UMKC is subscribing to the NAXOS database of streaming audio files and has purchased bibliographic records. The set is for 3,500 records. UMKC is currently working on the profile for the records and are trying to have as much done at NAXOS's end as possible. Christopher expressed appreciation for this.

**4) MCO report/update**

Christopher reported that Jenny Bossaller resigned to pursue a doctorate in library science. Her replacement is Abbey Rimel, formerly of the MU Law Library.

Millennium release 2005 is now available. The current plan is to install it within the time period December 19-22. Downtime will be for about three hours. A recent email from Gary Harris (MCO) included a list of enhancements included with the release.

Jim reported that MCO is creating training material. There will be short, focused Centra recordings on each module and documents listing the local options available.

Gary has gotten a grant for authority work for all clusters, including the central server, for FY06. Backstage, our authority processor, will merge and de-duplicate the authority files of MOBIUS members to load on the central server. A load is expected in April or May, as in previous years.

Christopher reported that he has been working on record loads.

## **5) Reverse suppression code**

Jim reported on a feature, recently discussed by MCDAC that would provide a cleaner display on the central server. Rather than displaying all item records for volumes in serials and multivolume sets that do not circulate, institutions can create “collective holdings records” that will display on the central server, but not on the local system. This collective holdings record can be an item record or a checkin record. The real item records would be coded so that they will display in the local system, but not on the central server. The example in the handout showed the display of a collective holdings record that was a checkin record. The status was blank. If an item record were used, the status would display (e.g., Lib Use Only). An alternative would be to include the status in the “Lib Has” field of a checkin record. MCDAC has not asked that this feature be required.

The coding in the item record is achieved via a code in ICODE2 and in the checkin record via a code in SCODE3. The two codes mean: 1) NO CEN/DIS LOC; 2) SUPP LOC/DIS C. For existing holdings, existing item records would have to be modified and collective holdings records would have to be created. As was pointed out by Maggie, an existing checkin record could be left uncoded for display in the central system, rather than creating a collective holdings record.

David asked about the impact of this on the use of detailed codes in the MARC holdings format that provide information for ILL. Jim said that no one has considered that issue.

**Decision.** Kathleen will submit a request to MCO to set up the codes. Use of the codes is voluntary.

## **6) Authority Redirect**

Jim described an optional feature that can be turned on that allows the display of additional information from the authority record in the OPAC. Information is taken from |w subfields of 4xx and 5xx fields and the 260, 360, and 680 fields. The group looked at the current display in MERLIN, and noted that the only additional information this would add would be scope notes.

It was noted that display options seem to be:

- a) “see also” links;
- b) more detailed “see also” information (e.g., “See narrower term”) with some notes;

c) the information in b above, plus scope notes.

MERLIN currently is using option b.

Jim reported that this only works if the record has 4xx and 5xx fields. Kathleen said that Mark Wahrenbrock said that sometimes the display retrieved when following the redirecting links doesn't show information ordered correctly.

Maggie noted that the notes that display contain "tons of library speak." On the positive side, displaying the information would help in educating public services on standardized subject terms and would give the public more information.

The feature can be viewed on the MCO training server (<http://mcotrain.umssystem.edu>) and in the Washington University catalog. The message text that displays can be chosen. Typical messages are shown at #105687 of the Millennium manual.

**Decision:** Seek public services feedback. Report back to MQCC by January 9<sup>th</sup>.

## 7) Blackwell Table of Contents

It has recently come to light that the first indicator of the 970 fields has changed.

Prior to January 2003 the codes and indexing were:

0 = non-distinctive title (e.g., Preface). Not indexed.

1 = general chapter level title (e.g., Marketing plans). Included in TOC keyword index.

2 = distinctive title (e.g., a short story, poem, or conference paper). Included in the title index and the TOC keyword index.

From January 2003 the codes are:

0 = non-distinctive titles

1 = distinctive titles

Our indexing rules have not been updated to reflect this change and Blackwell has not been correcting 970s that have been loaded since January 2003. There are over 6,000 bibliographic records with 970s that have a first indicator of 2.

MCDAC discussed this and decided to leave the decision on how this might be corrected to the three clusters with the TOC service.

The group discussed where the titles previously considered "general title" ought to be and agreed that the public might be served by having these in the title index.

**Decision:** Change the index rules so that 970 indicator 1 and 2 are indexed in the TOC keyword and title indexes. Kathleen will submit the request to MCO. This solution also means that we don't have to update current and future 970s with a first indicator of 2.

Outstanding question: How is Blackwell coding general chapter level titles?

## **8) 007 and limiting**

Kathleen reported on information from Mark Scharff on Washington University's use of the 007 to create limits for specific AV formats. She showed the keyword search page in Washington University's OPAC. The page includes drop down menus which can be used to limit by "specific sound recording" and "specific video recording."

Issues for MERLIN: Pre-MERLIN records do not have the 007 field as they were stripped out and later records also may not have 007 fields or they may be incorrect as they weren't updated in derived records. We do not need full coding of the 007; only the first 2-4 bytes would need to be completed. Procedures written by Mark Scharff updating records in III systems were included in our handouts.

UMKC is very interested in implementing this. Norma said that she would have to check on MU's ability to take on a project of this size.

**Decision:** Ask public services if they want this. Kathleen will get an estimate of the numbers of records that might be involved.

## **9) Format icons in the OPAC**

UMKC is working on a proposal to change the icon displays in MERLIN. Current icons are not always specific, clear, or correct. Other places with III use codes in a 949 field to generate the icon. There are a greater variety of icons that can be used, too.

Kathleen will send out an email with a list of other III institutions that have better icon displays. Places she noted from memory are: California State-Sacramento, a Wisconsin consortium, Truman State/Lance (borrowed from Dallas County) which also include rollover text displays.

## **10) Missouri State publication bibliographic records**

Kathleen reported that the number of titles cataloged at the Missouri State Library has been low. The staff is cataloging them as they find them and are using harvesting software. Soon state agencies will be directed to report new titles to them so that they can be cataloged. There are issues with some records. E.g., the state budget consists of 13 PDF files and 13 bibliographic records were created. The bibliographic records are included in the Arthur catalog.

Jim will look into how the records from Arthur can be loaded into the catalogs of other clusters. Genre headings we want can be included in the load table.

**Decision:** MERLIN agrees to be the test case for the record loads. We expect that ongoing loads will be done monthly.

## **11) Genre terms for government publications**

MERLIN needs to establish genre headings for Missouri state documents. MU submitted a proposal for new U.S. and Missouri publication genre headings. The new U.S. headings would replace the current headings, which are:

655 \_7 national government records |z United States. |2 aat

655 \_7 Electronic government documents. |2 local/ers

Proposed headings:

655 \_7 Government publications |z United States. |2 lcsh

655 \_7 Government publications |z Missouri. |2 lcsh

655 \_7 Electronic government publications |z United States. |2 local/ers

655 \_7 Electronic government publications |z Missouri. |2 local/ers

### **Decisions:**

The proposed main headings with any appropriate geographic subdivisions were approved. See also number 22 below for related information.

Kathleen and Maggie will track down the information on who is responsible for updating the relevant MQCC standard(s).

[Not discussed: Who will change the Marcive profile, what is the cleanup plan]

## **12) Backstage processing**

Carol described the problems she and Anna Zaidman (SLU-Pius) had discovered and explored with Backstage. The handouts included copies of emails to and from Backstage. Two issues were the inclusion of names on the delete list for which authority records had not been deleted and headings on the unmatched headings list for which authority records were available.

Christopher reported on information he had uncovered. The process we were under the impression that Backstage was using included the following first three steps

- a) extract headings after cleanup
- b) compare with our local history file (called the “authority master file” by Backstage)
- c) compare with the national file

Christopher discovered that Backstage is comparing the extracted headings against the national file before comparing them to the authority master file. Backstage pulls records from the national file when there is not a record with a matching LCCN in the authority master file. Backstage said that they have always done it this way. They follow these steps with all the clusters.

A request to use the 010 field for a match and to change the order of the steps so that a comparison is first made to the authority master file has been submitted and Backstage has said they will implement the changes soon. The changes will mean that we will not receive authority records we already have and will receive fewer “no match” records.

Christopher gave a copy of a Backstage manual to MU, MU-Law, UMKC, UMR, and UMSL.

**13) MCDAC report.** Kathleen reported on the following topics discussed at last week's MCDAC meeting. Jim has already reported on other topics which were discussed.

**a) MOBIUS training group.** Kathleen said that 21 people volunteered for the new MOBIUS training group. She was one of them. Along with nine others, she attended a brainstorming session on training needs. People from different clusters and representing different modules were included. She will send out a report of the meeting.

**b) Holdings Task Force.** The three members of the task force are Steve Wynn (Truman), Mary Dorn (UMSL), and Joy Handers (CMU). They identified four problems in holdings displays in MOBIUS. 1. Large multi-volume monograph sets in which checkin records can be widely separated from item records, the holdings displays in checkin records can be unclear, the lists of item records can be large, and the lack of clustering of item records by location; 2. Serials with the same problems as with the multi-volume monograph sets; 3. electronic materials only available by subscription which have confusing displays of item and checkin records and the display of only one institution's link; and 4. electronic materials that are freely available which have various cluster-level shared location codes. The task force is exploring various solutions including excluding electronic materials available by subscription from MOBIUS, and a generic shared location. Fixes may include enhancement requests, consensus among all clusters for certain codes, and MCO fixes. A consideration of the reverse suppression code feature (see #5) might be in the future.

**c) Indexing and initial article problem.** Kathleen will send something out about this. English and foreign language words that are the same as an English initial articles have been an issue in MERLIN since MERLIN was first implemented.

**d) Display of certain types of headings.** Some clusters have weird displays of some headings affected by whether the heading is a main or added entry. The headings generally include a |n subfield. The other clusters have decided to follow MERLIN's indexing rules which eliminates this problem.

**e) Collective cataloging of electronic resources.** MCDAC will be discussing this further.

**f) Washington University and OCLC holdings reclamation.** Washington University discovered that 20% of their holdings symbols were missing in OCLC. This may or may not be related to their participation in OCLC's collection analysis product. OCLC is going to correct this without charge.

**14) Item records for consortial purchases with locations of e-----** and a general discussion of the plans campuses that have purchased MARC records for ejournals have for removing their holdings from other records.

Norma raised the issue of cleaning up item records with locations of e---- for consortial purchases. Initially, when we began cataloging these, only one item record was created and it had an e----- location. JSTOR titles are one group that was cataloged this way. Later, item records were created for each campus, as SLU did not participate in most of the purchases. In addition, when the purchases included SLU, some of the records have only SLU's location of "exp" and we will want to correct those when SLU's leaves the MERLIN cluster. Moving 856s from print records to electronic records is a MERLIN goal, but a time frame for doing this has not been set.

**Serials Solutions.** UMSL, UMKC, and SLU have purchased MARC records for ejournals from Serials Solutions. UMKC expects 27,000 records to be loaded. Testing is still being done so full loads will not be done for some weeks. Issues include the addition of 229s. The OCLC number will be in the 035 field rather than the 001 field. Serials Solutions records will include a separate item record and a separate 856 for each location. Bibliographic records will be overlaid when there are updates. UMKC plans to add order records. UMSL may not be including freely available titles; they have excluded records for print titles. Their A-to-Z list includes all journal holdings. David asked what was known about how deletes would be handled when not all the campuses had canceled a title. He suggested that the bibliographic and item records be deleted and then re-added for the campuses that still had holdings. No one knows how these will be handled.

**OCLC ejournal pilot project with TDNet.** MU is participating in this pilot project which includes attaching holdings in OCLC (done) and supplying MARC records for titles in the A-to-Z list. MCO has picked up the 16,307 MARC records from OCLC. 100 records will be loaded into MERLIN for review. MU is still waiting to hear from OCLC about whether they can add 229 fields to the records. They requested the creation of a 229 for 130, 245, and each 246 field. The pilot project will last through the end of March.

MU also has an RFP out for an OpenURL/link resolver.

**UMR plans to purchase MARC records** for ejournals and is in the procurement process for this.

**Other cleanup projects:**

UMKC is removing holdings for electronic theses and dissertations from print records. These electronic copies are not freely available online as they are supplied by UMI. For the next year, UMSL students may submit theses and dissertations as electronic or print; the following year, electronic will be required. These will be freely available online as they are local copies.

**Decision on needed cleanup:** Wait until Serials Solutions records are loaded before discussing a cleanup process. MU plans to wait until their pilot project is completed before beginning record cleanup.

**15) The increasing number of record loads and their impact on MCO**

Christopher very practically stated that “this is the way the field is trending.” MCO can only do one load at a time and they take time. About 5,000 records can be loaded in a business day. Current regular loads include Marcive records and patron loads. In addition, MCO avoids loading records and deleting records at the same time. To see what is in the queue, look at the open calls list.

In response to a query, Christopher stated that we have not reached our limit on the number of load tables we can have. Load tables can only be deleted by III, and they are very hesitant to do so.

Christopher loads records for MERLIN and WILO. MCO does maintenance for ten local systems. The five staff members each has two to cover.

Currently in the queue for record loads are: SLU ProQuest, MU WorldCat Pilot, MU ProQuest (on hold), Serials Solutions, MU NAACP. Record maintenance work in the queue includes patron file purging and MU reformatting of patron records.

**Request from Christopher:** When sending MCO a request for a load, include specs and test data.

## 16) Scoping

As noted on a handout of MCDRSC decisions, each campus’ WHMC records should display within that campus’ scope, MOBIUS should be added to the top of the drop-down menu, UM Archives and WHMC scope should be remapped to include only SHS and WHMC, a scope should be added for each campus’ Internet resources, and the links at the bottom of the MERLIN search page should be redirected to the library homepages for the individual institutions. The cost of re-indexing for the new Internet scopes will be split by those adding that scope.

There is a concern that records with items of e---- are scoped to all. Some locations, i.e., WHMC, may not want to include all these in their scope.

**Decision:** To solve the WHMC scoping issued, Kathleen and Norma will write a proposal for WHMC location codes.

## 17) 210 and the journal index.

Public Services want 210 titles indexed in the journal index. They do not expect that 210 fields will be added to records lacking them. The 210 is currently indexed in the title index.

**Decision:** We will change the indexing rules so that the 210 field is indexed in both the journal title index and the title index. Per Christopher’s proposal, MCO will process the records for us. The 29,000+ records will be output and then forced through a process to re-index them during reloading. This is tentatively scheduled for Dec. 15-16, before the Millennium upgrade. Kathleen will submit a request to the MCO help desk and request that it be assigned to

Christopher. She also will request that III be asked to change our indexing rules as soon as possible.

### **18) New and revised standards**

Given that our time was running short, Norma will submit the revised 4.8 and the new 4.9 standards via the MQCC email list for discussion. She mentioned that she is revising 8.2 and will soon send out a copy showing the changes and a clean copy. She suggests we archive the current 8.2 version.

### **19) UM Digital Library heading**

In response to an email from MU about these headings in 740 fields and other matters, a member (who shall remain unnamed to protect her otherwise exemplary career) stated that she added the headings and merged MU's electronic and print records for UM Digital Library material. MU appreciated hearing what had happened and noted that the single record cataloging approach was never approved for monographs and that MU has their holdings symbols in OCLC for the records that had been deleted.

Norma suggested that a corporate heading be created for the UM Digital Library and suggested that it be University of Missouri Digital Library, since this is what is used on the Website. Title entries might be appropriate for some versions of desired headings.

**Decision:** UMKC will propose a heading. An authority record will likely contain many cross-references.

### **20) MU PromptCat records**

Norma reported that the MU PromptCat records are now being inserted into MERLIN. The possibility of adding a prefix to the non-OCLC number in the 001 field has not been investigated.

### **21) Things to consider as SLU proceeds with plans to leave the MERLIN cluster**

Christopher reported that Gary Harris is the liaison for this project. The migration is projected to begin next summer. He anticipates that III will copy the MERLIN database and SLU and MERLIN will have to cleanup their respective copies.

Issues identified so far:

Blind headings in authority files

Serials Solutions records will have to be redone

Freely available records - we'll have to decide what to keep

Marcive profile will need to be changed

MARS reports distribution list will have to be changed

Based on information heard, it is expected that the circulation period for loaned material will

remain the same.

## **22) Genre headings – use of indicators**

Amanda reported that the 655 field now has indicators delineating LC and MeSH headings. We could use these indicators instead of the current method of adding a |2 with the abbreviation to the end of the field.

**Decision:** The change was approved. Kathleen will send a request for a change to the indexing rules to accommodate this.

## **23) MQCC standards website**

People said they have been using the new Website that Felicity is maintaining.

## **24) Next meeting**

The next meeting of MQCC is scheduled for March 15, 2006.

**Submitted by:**  
Felicity Dykas