

Merlin Quality Control Committee
May 12, 1999 (revised, 6/14/99)

Presiding: Norma Fair (UMC)

Present: Bob Heidlage (LSO), Pat Logsdon (Wash. U.), Richard Amelung (SLU-Law), Kathleen Schweitzberger (UMKC), Anna Sylvester (UMKC), Geoff Swindells (MU), Vianne Sha (MU), Gary Harris (LSO), David Owens (UMSL), Ellen Grewe (UMSL), Allison Holdaway (UMR), Laura Hunter (UMR), Christopher Gould (LSO), Rachelle Leutzinger (UMK-LAW), Janice Carter (SLU-HSC), Janet Jackson (LSO), Darcy Jones (MU-Law), Robin Kespohl (MOBIUS (for part of the meeting)), Anna Zaidman (SLU-Pius).

1. No introductions or special announcements.

2. Minutes from the April 14 meeting were approved with the following changes. Add Patrick McCarthy (SLU-Pius) to the list of attendees. In 13, change 700 to 7xx. In 14, strike out the sentence before the last one, starting with "She suggested..." In 15, replace "BCODE3" by "bibliographic fixed field elements" in the last sentence.

3. LSO update. Gary Harris reported on the progress of reloading the records with their original BCODE3 value (the situation arose from an erroneous record collection for our authority control vendor one week prior to the MQCC meeting). Kathleen requested that LSO provide us with a .b number range of those records, in addition to the dates. In future, the same person at LSO (i.e. Christopher Gould) will be responsible for both drafting the procedures and doing the work itself. Gary distributed the draft of the procedure for pulling and reloading WLN bib. records. Gary is continuing researching the possibility of checking URLs in Merlin bib. records. Kathleen Schweitzberger will tell Janet Jackson how to get the information from the link-checking product into a spreadsheet. ECO titles do not need to be checked since the URLs are maintained by OCLC. Someone in each library should subscribe to the ECO-L list (an OCLC list) to get updated information on ECO PSP titles.

As a side issue, Kathleen Schweitzberger mentioned that MASCC is planning to create a standard for keying in bib. and order records. Since it will potentially affect cataloging workflow, Richard Amelung will ask Jean Parker to share their draft with us.

4. Janet Jackson reviewed the action items. She maintains a web page where completed action items are listed at the very end of the list. They will remain on the page for 60 days. Gary announced that Merlin committee action items would be split out from LSO action items. Kathleen reminded everybody that the Help Desk should be notified whenever the action items are completed and/or updated/corrected by assigned MQCC members. Janet then will update the web page.

5. GPO Records Subcommittee Report. The draft of the RFP has been distributed and approved for further development incorporating some changes in wording and numbering in the document, as well as the addition of the requirement for the vendor to provide a sample. The official contact will

be LSO.

6. 856 field.

- a. Public domain records. MRSC will advise what text should appear in |z, Merlin holdings information subfield for electronic resources (e.g.. |z All users.).
- b. Multiple 856s. Keep all 856s, repeat |z if the links work (for other campuses, presume they work). Kathleen reminded everybody dealing with records with 856s to add a 655 field (see standard 8.2.4.1.3.1) and generally to be very careful with 856s (so that they contain the information to go back to laurel or do not ask users for authorizations).
- c. Abbreviations for locations. Will be presented as a list in updated standard for Electronic resources. Vianne will revise and update standard 8.
- d. 856 in serial bib. records linking to abstracts only. Record the information in |z. Follow standard 8.2.4.1.4.3.

Gary will provide a link between the ECO-PSP list and the standards.

7. ACODES. Robin Kespohl presented the history of ACODES. Thirteen (13) ACODE1s were created for the purpose of identifying records with local information, blind references, names used as subjects, or geographic headings used as names. The cataloger had to decide which code to use when downloading or updating an authority record, which was a labor intensive and error prone process. Richard Amelung pointed out that since the vast majority of authority records come in automatically from our authority vendor, one cannot count on the presence of ACODE1s in all the records.

The Committee agreed that:

- a. codes to indicate the presence of local information are superfluous since the local information itself is contained within the body of the record;
- b. codes to indicate names used as subjects and geographic headings used as names are unnecessary given that the respective files can be determined by the search strategy (i.e., "d" for subject file, "t" and "a" for name file);
- c. codes to indicate the presence of blind references would be collapsed into one code ("b").

The Committee voted and unanimously approved that all codes in ACODE1 except "b" and "-" be discontinued. The Committee requested that LSO remove all discontinued codes from the ACODE1 validity table. This cannot be done until we purge all these codes from the records.

Additionally, it has been proposed to eliminate all ACODE2s, which were created to identify local and national authority records for subjects, names, and titles for the purpose of creating separate files of records to be sent to our authority provider. Pat Logsdon (WashU) shared her strategy for creation of such lists without having to use manually input codes. LSO procedures for preparing such files would have to be changed but should not become more complicated.

As a side issue, the elimination of BCODE3=b (to identify records which went through and were changed by our authority provider) was introduced. It was proposed to put the last two issues (ACODE2s and BCODE3=b) on the agenda for the next MQCC meeting.

8. Bib. record call numbers. UMKC is trying out a product called WeedList to identify materials which can be potentially weeded out of the collection. To be able to use this product one needs to have a call number in bib. records. UMKC started putting their own call numbers (from item records) into 050 04 field in selected records.

9. System option to turn off 945 fields on bib. records for export. Normal routine for sending files to WLN includes creating files to be sent to WLN, preprocessing, sending to BNA for TOC services, sending to WLN authority services and back to LSO (this is to be done on a monthly basis). Export of records via IFTS converts attached items to 945s in bibs. Bib. records exceeding 32,756K in length cannot be processed. The conversion of attached item records to 945s is a system option which can be turned off. MQCC was asked if we wish to do so; it was decided that we do not. If cataloging centers overlay such records, they must input a cataloging date of at least one month old to prevent those records from being pulled for WLN. Headings in such records must be checked manually.

10. Uploading holdings to OCLC for additional bibs linked to a single item record. Not feasible programmatically. Proceed with manual attachment of holdings when such situations arise.

11. Standards.

a. 4.3.3. Format for multi-volume works in series. Anna Sylvester will post to the list.

b. 4.4.4. Guidelines for use of bib. record for paper version to also represent reproductions. Ellen Grewe will post to the list.

c. 5.2.8. Series place and publisher/issuing body (field 643). Norma Fair distributed the draft of the addendum, which was accepted with no changes. Janet Jackson will add 5.2.8. to the standard and renumber the rest of the standard.

12. Contact people for series/serial problems. LSO will add complete list to the MQCC page.

13. Future meeting dates. Meetings are scheduled through January 2000 and will be posted on the LSO web page.

Next meeting: June 9, 1999.

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Recorder

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