MERLIN Quality Control Committee
Minutes - May 20, 1998

Present: Linda Hulbert (SLU-HSC); Laura Hunter (UMR); Allison Holdaway
(UMR); Richard Amelung (SLU-Law); Vianne Sha (UMC-Law); Jane Addison
(UMC-HSL); Rachelle Leutzinger (UMKC-Law); Robin Kespohl (UMC); Ellen
Grewe (UMSL); David Owens (UMSL); Kathleen Schweitzberger (UMKC); Norma
Fair (UMC); Gary Harris (LSO); Janet Jackson (LSO); Vivian Lee (LSO);
Anna Sylvester (UMKC), Patrick McCarthy (SLU-Pius),recorder.

I. Minutes of March 11, 1998 meeting were approved without changes.

II. LSO Update

a. 035 Field

In MERLIN, the 035 field (the MARC tag for other system control numbers)
is used to store old LUMIN control numbers. The 035 field was also used
for some special loads, such as the restoration of the 010 data (LCCN
numbers) and 930 information (summary holdings).

MQCC discussed the need to retain the 035 information when transferring
and overlaying records. LUMIN isn numbers are linked by the 035 to
MERLIN bibliographic records. This information in the 035 is the only
way to find and retrieve potentially misattached records, among
approximately 20,000-30,000 affected records.

Agreement was reached to divide lists of LUMIN isn numbers by the MQCC
formula for maintenance work and to ask each library to notify the
MERLIN site(s) of possible misattached items for resolution. George
Rickerson stated that once this project is completed, the 035 will no
longer need to be retained.

b. Broken links

Broken links can occur when a MERLIN session is disconnected while in
the process of adding item records, or in other, unknown circumstances.
900 of these "orphan" records have been identified and cleaned-up.

*** Action Item: Gary Harris will check with III to see if a program is
being developed to identify these broken links which can be run on a
regular basis. This is a follow-up to an open call and a May 7 e-mail
from III.

c. Addition and deletion of locations

A new location for COMM Indexes (SJPCX) requested by UMSL has been
added, is in the scoping table, and is ready for use. Janet Jackson is
in the process of adding new locations for UMSL's Mercantile
collections.

Requested deletions for UMKC are complete.

*** Action Item: Janet will prepare and post to the MQCC list instructions for adding and deleting locations, including the steps the requesting library must take in the process, and the length of time normally needed to complete the process.

Kathleen Schweitzberger pointed out that a written procedure will help to ensure that needed actions in all modules are completed properly.

d. Locations served table

The locations served table controls the order of display to the public and can be edited to reflect individual library preferences.

*** Action Item: Gary will investigate whether the locations served table accessible from the circulation module is the same as the table accessible from the login options in management information.

e. Scoping

The database will be re-scoped after the RAID work is completed. The problems with the scoping of authority records remains an open call.

f. EBX frequency

Due to the time-consuming nature of the process for pulling records for sending to OCLC, Vivian Lee asked if the schedule could be changed from weekly to every other week. OCLC holdings symbols would not be attached as quickly with implications for public services and ILL.

***Action Item: Richard Amelung will query MRSC, ILL, and MASC committees to see if change in EBX schedule is acceptable.

g. Table of contents enrichment from BNA

Vivian Lee reported on the status of the table of contents load. 6,754 enriched records are ready to load.

h. OCLC authority test records

Four files have been returned from OCLC: 1 bibliographic, 1 name authority, 1 subject authority, and 1 NLM. These will not be loaded in MERLIN but mounted so that they can be examined and reviewed.

i. BCode3 for approval records

Bcode3 should be coded "a" for approval records loaded into MERLIN.

*** Action Item: Please remind staff loading approval records to code BCode3 to "a".

j. GUIcat

Latest version will be loaded after RAID installation is complete.

LC SUBJECT now appears first in pick list of search keys among 15 possible choices. The preference is to have TITLE appear first. Kathleen will post to the MQCC list a proposed list for the order of these 15 choices.

Kathleen requested that we receive the written documentation with changes in GUIcat when new GUIcat version becomes available.

*** Action Item: Janet will request this documentation.


k. RAID cabinet

On Thursday 5/21 at 9:00 p.m., all data from laurel will be copied to the RAID disk. Software, updates, and fixes have been sent from III on a CD-ROM. Once we are up on RAID, new softwares, updates, fixes, and GUIcat upgrade will be installed.

The MERLIN system will be down after 9:00 p.m. Thursday, until Friday morning (5/22). If RAID installation is not successful, we will revert to using laurel. RAID technology should result in improved performance and prevent lapses such as the one last July.

l. Sending records for table of contents enrichment and authority work

Once an authority vendor is chosen, we will first send bibliographic records for authority work and then send the same file for TOC enrichment. Authority vendor will be instructed not to strip 970s with TOC information.

Bcode3 value of "b" will be retained for records which have received authority control and TOC service. The date will be used to differentiate the vendor which has provided authority work. Bcode3 value of "e" will be retained for records sent either for TOC or for authority control. Bcode3 value "-" will be used to indicate records which have been sent and returned from processing.

III. Innovative Users Group (IUG) update

a. Issues related to consortial III sites

Richard observed that III is more aware of INNREACH libraries and the features which function differently in consortial setting.

b. SCAT tables

George raised the issue of the problems using SCAT tables in MERLIN with III president Jerry Klein. George noted that while MERLIN can get by without SCAT tables, they would be needed for MOBIUS. Jerry Klein asked Sandy Westall of III to look into making SCAT tables work properly for consortia and what their pricing options would be. MERLIN Coordinators will put this forward as a paid enhancement request.

IV. Status of various items

a. Monographic label printing

*** Action Item: Janet will follow-up with III on the status of monographic label printing. Janet asked that this item be sent to the LSO Help Desk as a formal request. Richard will send this request.

b. Appendix C. of MQCC standards

Revisions to Appendix C., the distribution formula for lists of needed maintenance work, were approved.

*** Action Item: Gary will post new Appendix C. to the MQCC section of the web site. Robin Kespohl will supply Gary with the revised copy.

c. Discarded/withdrawn locations

Agreement was reached to create a new bib location for withdrawn and discarded items which is not scoped to any library. The current program keeps a scope in place for bibs based on prior item locations. The result is false hits for libraries which previously had item locations attached to the bib record.

*** Action Item: LSO will create a new, unscoped bib location of "yb" for withdrawn and discarded item.

*** Action Item: Robin will revise withdrawn and discarded procedures to include this new information.

V. Holdings standards

a. Changes to standard

Three changes were proposed and accepted.

1. 7.1.5, which now says, "Inactive checkin records, guidelines for use." will be changed to read, "Inactive checkin records, guidelines for establishment or retention."

2. 7.1.5.5, which currently says, "Checkins loaded from LUMIN...notify the orginating library to delete the records." Will be changed to "...delete or suppress the records."

3. 7.1.5.2, to the end of this section, the statement "or if not according to the guidelines, the record should be suppressed" will be added.

*** Action Item: Robin will send Gary the above wording changes.

VI. Electronic resources standard

a. Proposed revisions

Copies of the standard with revisions were distributed with proposed
changes italicized. Changes were accepted with the following additions:
the terms "directly accessed" (such as a CD ROM) and "remotely accessed"
(such as an internet-based resource) will be defined in the document.
Section 8.2.3.2.2. will be changed to read, "Employ a multiple-record
approach in cataloging directly accessed and remotely accessed
electronic resources, if the guidelines in 8.2.3.2.1 do not apply."

b. Distinction in terminology

Richard pointed out the difference between various formats (i.e.,
monograph, serial, etc.) and single titles being available in different
media (CD ROM, internet, etc.).

*** Action Item: Vianne Sha will add table of electronic location codes
to the Electronic standards document. Vianne will send Gary the revised
document. Gary will post to the web page and add hot links for urls
referenced in the document.

c. Electronic journals soon to be available in MERLIN

The recent announcement of the purchase of about 400 electronic journals
to be made available in MERLIN through OCLC ECO, IDEAL, and Project MUSE
raised the question of who will provide cataloging for these titles, or,
as appropriate, the addition of 856 fields (URL information) to existing
records for paper equivalents.

*** Action Item: Richard will contact MRSC to determine priority for
cataloging these e-resources.

VII. Contributing MERLIN records to MIRACL

a. Display of records in MIRACL

After discussion, it was agreed that MERLIN records which display to our
users should be contributed and displayed in MIRACL. Suppressed MERLIN
records should not be contributed to MIRACL. The decision about whether
to display electronic resources purchased by a single library will be
referred to MRSC.

*** Action Item: Richard will contact MRSC to inquire about whether to
display of electronic resources which are limited to particular campuses
by license agreement.

b. Mapping of Bcode3

MQCC proposed the following mapping choices for Bcode3 in MIRACL:


In MERLIN          In MIRACL

a) ACQ VENDOR          z
b) BNA AUTHORITY          -

c) III SUPPRESS          s
d) DELETE CODE           z
e) AT BNA                -
f) ON-THE-FLY            z
m) MESH-BNA UPDAT        (not used; to be deleted from MERLIN)
n) SUPPRESSION           s
t) TOC ENRICHED          (not used; to be deleted from MERLIN)
w) WITHDRAWN             s
z) NOT LIB MAT           s

Key to MIRACL codes:

(-) Contribute to central
(z) Do not contribute to central
(s) Do not contribute to central

Please note: future 1998 MQCC meeting dates:

July 8
August 12
September 9
October 21
November 11
December 9

*** Summary of Action Item Requests:

1. Gary will check with III to see if a program is being developed to
identify these broken links which can be run on a regular basis. This is
a follow-up to an open call and a May 7 e-mail from III.

2. Janet will prepare and post to the MQCC list instructions for adding
and deleting locations, including the steps the requesting library must
take in the process, and the length of time normally needed to complete
the process.

3. Gary will investigate whether the locations served table accessible
from the circulation module is the same as the table accessible from the
login options in management information.

4.Richard will query MRSC, ILL, and MASC committees to see if change in
EBX schedule is acceptable.

5. Please remind staff at your library when loading approval records to
code BCode3 to "a".

6. Janet will request documentation for new release of GUIcat.

7. Janet will follow-up with III on the status of monographic label
printing. Janet asked that this item be sent to the LSO Help Desk as a
formal request. Richard will send this request. [Richard, is this
correct?]

8. Gary will post new Appendix C. to the MQCC section of the web site.

Robin will supply Gary with the revised copy.

9. LSO will create a new, unscoped bib location of "yb" for withdrawn and discarded item.

10. Robin will revise withdrawn and discarded procedures to include information on new, unscoped bib location.

11. Robin will send Gary the wording changes for withdrawn and discarded procedure. Gary will post revised document to the web.

12. Vianne will add table of electronic location codes to the Electronic standards document. Vianne will send Gary the revised document. Gary will post to the web page and add hot links for urls referenced in the document.

13. Richard will contact MRSC to determine priority for cataloging of e-resources.

14. Richard will contact MRSC to inquire about whether to display of electronic resources which are limited to particular campuses by license agreement.