Minutes of MQCC Meeting, 7/31/96

Present: Chair, K. Schweitzberger (UMKC-Nichols), B. Dingley (UMKC-Nichols), E. Grewe (UMSL), D. Owens (UMSL), R. Amelung (SLU-Law), V. Sha (UMC-Law), R. Kespohl (UMC-Ellis), N. Fair (UMC-Ellis), R. Rexroat (UMC-HSL), A. Allen (UMC-Ellis), S. Coleman (UMC-Ellis), L. Hulbert (SLU-HSL), J. Addison (UMC-HSL), R. McBride (SLU-Pius), T. James (UMR), G. Ho (UMR), V. Lee (LSO), N. Stancel (UMKC-Law), D. Schmidt (LSO)

1. LSO Update
Dean: LSO is testing the load tables for the 930 and BNA record loads. The next BNA load will include a match on the bib record number, which should result in fewer duplicates.

LSO would like to get the OCLC government documents records and the MU OCLC Microcon records loaded before starting to load SLU records in late September. SLU Testpac records will be loaded starting 8/26. Given the difficulties with small-database scoping, these records may not be scoped.

In answer to a question from Kathleen, Dean said he would check with George on the availability of the electronic version of the III manuals, and if the CD-Rom version would be purchased for the version 10 documentation.

2. Announcements: none

3. BNA authority control
Campus representatives took turns reporting on their strategies for checking the quality of BNA authority records supplied so far. UMKC found an overall 2% error rate, with the greatest number in the series. Kathleen thought that the series problems derived from LUMIN. LC Subject headings were not up to date. UMSL found some mistakes, such as missing dates, but felt the lack of timeliness was the biggest issue. Ellis Library staff did the most extensive checking and Robin reported in detail on their results. Generally they noticed more problems with names than subjects. The machine match seemed to work well; most of the mistakes seemed to be in the manual review. Ellis could not find headings corrected after the 11/22/95 weekly list. This lead to the question whether BNA would undo our most current headings maintenance if BNA not as up to date? Other discussion followed on how to maintain local authority work through future BNA updates. Can LSO also send a tape of our local headings every time a quarterly tape is sent to BNA for processing?

BNA has announced a new ASAP authorities service, which is of interest to MQCC. It was agreed that Marylou Colver of BNA Technical Services be invited to meet with MQCC to discuss some of the problems noted and to talk about other service possibilities. All cataloging centers should forward examples of authority processing problems to Dean, who will send them to Marylou. [The meeting with Marylou Colver will be 8/21]. Members also expressed interest in seeing a copy of the contract with BNA. Dean was not sure that there was a written contract, but he agreed to look into it.

The discussion ended with a reminder to the Directors that even if we continue to contract with BNA for authorities maintenance, some authority work will have to be done in the libraries.

4. Local authorities processing

Cataloging staff can begin work on editing local authority records. There were
some questions and discussion on series authority editing. If we find duplicate
530s, we can delete one. Subfield 5 in 644-646 fields in series authority
records is repeatable; we do not have to string cataloging center symbols as we
did in LUMIN. Kathleen asked everyone to start coding for earlier and later
forms of numbered series; look at chap. 6 of the OCLC Authorities Manual by next
meeting. For future MQCC meeting: need standard for what fields in 008 need to
be coded.

Duplicate authorities: Dean reported that someone at LSO can go through lists
and resolve simple duplicates, and forward problems to cataloging centers. In
going through the first reports received, Dean found about half were exact
duplicates. Of the other half, 30% were an updated version of the heading.
Dean recommended that LSO take care of this 80%. Dean proposes to train Betty
Berryman to work on these. Whether or not this could be done on an ongoing
basis would be up to George.

Blind references: There were many fewer of these found. Dean handed out lists
to each cataloging center for review and recommendation on whether LSO should do
something with these.

5. Duplicate bibliographic records

Brenda reported on UMKC migration. The load of UMK and UMK Law order and
checkin records generated duplicates because in order to split the file in
MERLIN between the two accounting modules, the complete load had to be done
twice, once into the checkin and order number ranges for UMKC University
Libraries accounting unit, and the second time into the Law accounting unit.
Each library will delete the other library's records on their ranges. This work
had already begun.

Other campuses wanted to know if they could resolve duplicates found from the
UMKC load. They can do so, since no action they can take will alter the UMKC
order or checkin records. The old bibliographic record number does not have to
be retained in the merged record.

Other duplicates are being loaded from BNA, whose enhanced records need to be
kept, and in daily OCLC loads. Robin mentioned that Mike Corlee has written a
program which can pull up duplicate bib records and display both with
differences highlighted on the screen.

Dean reminded everyone to carry over the 035 when resolving duplicate records;
035 is used in 930 and BNA loads.

6. ACODES

Some suggestions for defining ACODE values included using ACODE1 for local
treatment changes, and ACODE2 for which cataloging unit created or imported the
record. Also suggested was the need to record locally-established name/series
headings. Richard suggested that 040 field could serve this function. Norma
reported that the University of Bangor, Wales uses one acode when needed, to

keep duplicate record to retain local reference structure. Question as to whether we want to create separate ACODES or use existing fields to serve as search fields was unresolved.   ACODE3 is the suppression code.

7. On the fly record requirements

Circ records: The question arose as to whether campuses were keying MARC records or not. Ellis staff are being trained to key the call number field with the correct tag. All Ellis on the fly circ records are being suppressed from the OPAC. The reason circ on the fly records are being entered in all capital letters is to make them easy to identify on the New Headings List. It is apparently possible to ask that headings from certain records not be included in the New Headings List--Dean is looking into this with III.

MQCC felt that acquisitions record standards should be defined by the Acquisitions/Serials Control group when they meet.

Dean showed the group some sample class reserve records entered with the title of "Test." As these do not convey much information to the patron, Dean offered to write a draft standard for course reserve records for discussion on individual campuses. The standard will recommend using the class name and number as it appears in the official catalog, and that the campus designation be prominently displayed.

8. Records with "lost" holdings

III found some piece records in unspecified manner. No one seems to know what these are. LSO continues to work on problem with III.

9. "Library has" format / 930 information

Dean is hoping to look at 930 records in test file tomorrow, with the load beginning as soon as next week. These will be loaded by individual library. He wants to start with a smaller library's holdings first, perhaps UM Law.

Dean demonstrated the format for summary holdings in MERLIN. If a library is using the bindery module and wants to use the automatic update feature, it must end holdings statement in the "Library has" field with a hyphen for the feature to work. LSO cannot extract summaries from LUMIN in the bindery format, however, so holdings will appear in MERLIN in LUMIN format.

11. Vianne reported that Mathew Bender is making available to library customers MARC records for some of their publications in an FTP file. Vianne wanted to know if we can use IFTS to load these into MERLIN. Per Dean, we would need to create a loader table; this can be pursued separately with LSO. As we purchased the Z39.50 feature, the possibility to import records from other library catalogs and vendor databases exists, but have some issues to resolve first.

LSO is fully committed with projects until the middle of next year, and can't take on more projects now.

The question was raised how to request the purchase of a new product? Per Dean, there is no problem with a committee recommendation to LSO that a purchase be made; a mechanism for purchasing more products has been discussed but not

decided on.

12. Update on MU's recon records

Two types of records display in the OPAC without holdings: UMKC order records
and some MU Recon records. In staff mode, MU's records have no summary of any
type. In MARC display, can recognize with 049 11. These are retrocon records
loaded into the system after March 3. The intent is to delete from the
database. Catalogers should just ignore.

13. Draft document on establishing "dummy records" (UMSL)

This will be sent out when draft completed.

14. TOCs

There is no way to know whether BNA will add tocs, beyond the fact that their
database includes English-language materials from 1991 on. Dean remarked that
they were adding more all the time. Can look at the BNA New Titles Online (NTO)
database to see what titles they have handled.

440 vs. 490/830s.

Jane wanted to know if we should code series as have in the past if BNA is going
to change them. Answer is to continue past practice.

15. Other

Robin asked if a program had been written to remove deleted records from the
OCLC load. The group agreed that we do want to load produces and updates, but
we do not want replace and delete records loaded. (If replace and want to load,
do an update also).

When Vivian is on vacation, Janet J. will continue to do daily OCLC loads.

Kathleen requested that Cataloging centers share strategies for doing database
cleanup.

Question: How do we protect 590s in the BNA record overlay process?

Dean has received the notification service reports from BNA. He will divide
them and send on to cataloging centers.

Everyone doing rapid updates should get in the habit of checking system messages
for problems encountered during update process. Vivian can clear this file more
frequently if she knows that everyone is checking this file regularly.