

SWAN Cluster Cataloging Committee minutes, September 29, 2000, 1:30-4:00 p.m., Drury

Present: Phyllis Holzenberg (Drury), Linda Henderson (MSSC), Gwen Gilpin (OTC), Coleen Rose (SBU), Karen Letarte (SMSU), Rhonda O'Connor (SMSU), Michelle Turvey (SMSU)

Millennium Serials

Problems have been encountered when establishing check-in cards with items that do not begin with the calendar year. SMSU is using the box mode. Some have experienced \$w and \$g displaying on the public side. Rhonda reported SMSU has not experienced this problem. Both Drury and SBU reported problems when manually adding check-in records in III. Will Millennium check-in records take MARC tags (e.g. 852 |x or 852 |z)? SMSU would like to be able to use an internal note field on check-in cards to record information useful for student workers.

Record templates

Templates can be shared if each individual institution added the templates to their local server. Gwen will continue to work of drafts for bibliographic, item, and on-the-fly templates.

Labels

MSSC is currently using III to generate labels. Wendy has modified the set up in order to make things work. Those interested in this will need to contact MSSC for more information. The III label box appears when one creates an item record in III; however, the box does not appear when the item record is created using a 949 from OCLC. Karen mentioned another alternative to label production in III and OCLC is the freeware Infoworks label program.

Cat Date

Robin has adjusted this to reflect the date of the download from OCLC.

|7 Linking fields

MSSC is continuing to delete remaining Ebsco records that contain |7. This should resolve the display problem.

Missing 229 fields

Karen has created a list in order to find items Bib Lvl=s (serial), and Freq not equal to a, that did not receive a 229 field in the initial processing. Robin Kespohl reminded everyone that one can search on the information found in the 006, 007, and 008 fields by using the special fields option in create list.

Displaying of public notes from item records

Public notes from item records are still not displaying in SWAN. Also, every item needs an item record but not necessarily a barcode (e.g. until recently, SMSU reference collection did not receive barcodes). This has been referred to the MCO Helpdesk; Karen will check on follow-up.

505 note policy

The committee will refrain from developing a 505 note policy until after the database has returned from vendor processing.

Communication within the cluster on cataloging issues

Questions were raised regarding the need to develop more specific policies for communicating with cluster partners about cataloging problems. The general consensus was that no new policies are needed at this time. Committee members felt that email communication was working well and the volume of traffic was not too great. Including the word "merge" on the subject line is most helpful.

The committee also agreed that presently, there is no need for a policy on the turn-around time for resolution of referred questions from cluster partners.

Copy specific information in bibliographic records

See deletion document

Moving order/check-in records across accounting units

The consensus was that this is ok to do during the cleanup process. In order to move things across accounting units, one must use the character-based system.

Duplicate 001s but bibliographic information suggests different editions

The committee agreed that it was appropriate to notify the holding library of a suspected variant edition. The holding library will take the necessary action to resolve the duplicate records. Karen will send a copy of the SMSU in-house guidelines for merging juvenile records to the cluster list. MSSC has a number of unscoped bibliographic records for missing and withdrawn items. Please continue to send these to Linda to finish the merge as encountered.

Stripping and retention of fields

When merging records and one of the identical records does not contain a 040, it is not necessary to move the 040, as the record's encoding level is apparent at the time of merging. Henceforth, do not remove the 082 field when exporting as a number of libraries in the cluster are Dewey libraries and leaving the field in the record saves a great deal of time when adding holdings. In the cluster environment, it is always best to have the fullest record.

Closed-captioned videos and use of 546 field

According to the rules, a video with closed-captioning and without closed-captioning constitutes separate editions. However, the inclusion of both records in the database creates confusion for the user, as both appear identical except for the captioning. The committee agreed to adopt a "one record" approach where the record for the closed caption version will be used when members hold both captioned and non-captioned versions. When merging video recordings with the same title, etc., please retain the record with closed-caption note in the 546 field. If your version is not closed-captioned and a record exists in the database that is, add your holdings to the one with captioning and include a public note in the item record that your library's copy is not captioned: (e.g. SMSU copy is not closed-captioned). Identification of closed-captioned videos is very important at SMSU. After the database returns from processing, SMSU will work on moving any old style closed-captioned notes found in a 500 or 521 field to a 546 field which is keyword searchable.

510 field

Interest was expressed by a member of the public services staff in having the 510 field display (shows where a periodical is indexed). The overwhelming consensus was that this would clutter display and make a lengthy record even harder to read. If one wishes to know where a periodical is indexed, one should click on "MARC display." The committee felt that the disadvantages of displaying the 510 field to the public outweighed the advantages.

856 field

In the future, MCO will provide LinkBot software. Questions were raised whether this would be provided at the cluster level, INN-Reach level, or at both?

Kraus Curriculum fiche

MSSC had been creating a generic derived record for the fiche in the past. Henceforth, the correct record will be downloaded from OCLC. It is up to MSSC to determine how or if they will handle the older titles.

Authority processing

The discussion was tabled until after the database returns.

Global functions

Gwen stated she would bring information on this to the next meeting.

The date for the next SWAN Cataloging Committee meeting was set for Friday, November 3, 1:30 p.m., Drury University.

Minutes submitted by M. Turvey