

SWAN Cataloging Committee meeting minutes 1/31/2003

The SWAN Cataloging Committee met Friday, January 31, 2003 at 1:00 p.m. at Cottey College Library in Nevada, Missouri. The meeting was chaired by Michelle Turvey. Present were Michelle Turvey (SMSU), Jim Dutton (Mobius Consortium Office), Coleen Rose (SBU), Susan Huston (MSSC), Betty Jo Laflen (Cottey), Gwen Gilpin (OTC), Waudenna Agee (MSSC), Linda Henderson (MSSC), and Mary Largent (Crowder).

Coleen reported that SBU had found that at least twice in the last six months that a range of SBU periodical item records had been deleted from the system in error and had to be wanded back in. Gwen reported that she had noticed this at OTC also. We need to remind all of our staff to be careful and not delete another institution's item records.

[Donna Pooley from MSSC suggested that this may be connected to a known problem with extrapolating boxes in Millennium Serials]

Coleen reported weird holdings display problems in Millennium serials. Jim said that this is a known issue and that the subfield w also displays wrong.

Michelle reported that MCO had asked that we discuss discontinuing the N006 partial match reports as a cost saving measure and that she needed to report our decision to Wendy as soon as possible so that Wendy could report back to MCO for our cluster. Michelle reported that as she had worked through N006 reports she found very few errors, not enough to justify the time and expense of continuing to receive this report. The committee agreed to discontinue the N006 partial match reports and to discard any remaining N006s that we had not worked through yet.

Michelle distributed corrected copies of "OCLC Error Reports" to use as a guideline in working with authority records for Significant change reports. She said that Rose Scarlet had noticed that there was an error on page 3 concerning the process of importing corrected authority records. Nos. 4 and 5 have been switched. Always delete the old authority record from the SWAN catalog (if the new record number is the same) before exporting the new corrected authority record from OCLC into SWAN. This will prevent the record from showing up on the weekly duplicate headings report. The newly imported authority record should have the acode2 field set to (-) since this is a replacement and not a new record. Michelle will post this corrected document to our SWAN web page.

Michelle discussed coding the acode2 for newly exported authority records. Change the acode2 field to "a" for the author index. If a subject authority record is needed for a name, corporate body, conference, or uniform title, copy the authority record and change the acode2 field to "d" and save as a subject heading. If only a subject heading is needed go back and physically delete the newly exported author file authority record by clicking on the "red X" instead of coding the asuppress field for delete. This

prevents a blind reference being created in our catalog and carried until the next quarterly run. When the records are returned to our catalog after authority processing, the `acode2` field is reset to a hyphen. There is no indication on the item record to distinguish an author file record from a subject file record.

Michelle has a list of journals with unclaimed 856 fields. SMSU reference staff have asked that these 856 fields be removed from the records. We were in agreement that they could be removed and Michelle volunteered to clean these records up. Licensed journal access was discussed with some institutions reporting using proxy servers and accessing the titles through their library web pages. Coleen noted that a passworded 856 could be accessed through the MARC tag display on SWAN. Jim suggested that Coleen post to the Mobius users list to see how other institutions are handling this issue. We were reminded to use the subfield Z for institution specific URLs.

Michelle reported on MCDAC. There was discussion of loading Missouri state documents (electronic web sites) into cluster catalogs and Mobius web page redesign. 856 fields with multiple subfield Zs are causing problems in the Mobius catalog. We were asked to not add subfield Zs to Missouri document 856 fields and to suspend the project of adding "freely available" to Marcive 856 fields until the problem has been resolved. Jim discussed the problem reported by Lance of timing out too fast. He said the problem had to do with frame URL and that turning off frame URL stops the timing out problem. SWAN has frame URL turned off.

SMSU government documents records with location zzzzz have to do with the weekly and monthly loads of Marcive records. The problem occurs when the record is not overlaid. Michelle will work with rapid update and gov docs staff to correct these.

Jim reported on the progress of Automatic Authority Control Processing (AACP). MCO has AACP turned on on the training server to see if they can replicate errors experienced by Merlin and will see what effect the next enhancement has on AACP before installing it for other clusters. They will upgrade to phase 2 to see if it breaks again. Issues in Merlin included conference headings with subfield c and d adding an extra c and d, and AACP not updating a main heading if subdivisions were attached. Michelle asked if there was an electronic copy of existing SWAN significant change reports that could be run against AACP since the significant change reports account for about three-fourths of all our authority error reports. Jim will check on this for us but stated that it is not likely since it takes a long time to load all the bib records again.

The image module has been turned on for SWAN at the request of Drury. They will be adding a slide collection to SWAN. The image module is available for each institution. It is a separate product and links a scanned image to a record. The product was intended for electronic reserves. Whether these images will be added to INN-Reach is an issue for the SWAN Coordinating Committee to discuss.

Michelle asked that the 891 field be kept in bib records. The 891 field has journal pattern holdings for predictive checkin. The 891 currently doesn't display. OCLC/Harvard have added lots of pattern holdings that would be beneficial to us in the future. Jim will change our profile to have the 891 fields come over from OCLC.

Jim reported on the cleanup project of Cottey duplicate bib records. He said that Coleen Smith had started the previous week on cleaning up the more than 10,000 error reports. He said that he had merged around 1,000 records himself. Betty Jo asked that we move the Cottey 590 gift notes to public notes (n) in their item records. It is their policy to display donor's names for gift books.

Michelle suggested adding training documents, guidelines, etc. to the Mobius web site under SWAN policies/procedures.

Jim distributed handouts for "Cataloging with CatExpress" and "CAT Express 852 input for item records". Crowder, Cottey and Forest Institute of Professional Psychology (FIPP) use CatExpress. Betty Jo said that Jean from Crowder told her not to use the automatic item record creation since there were problems with it. Jim said that MCO will set the loader to load like the other clusters and that there will be 8 fields instead of 5. The agency code, call number prefix, and MARC tag for call number index will be added.

The use of MARC tag 082 or 092 for Dewey call number in the item records was discussed. It is now ok to use 092 although institutions already using the 082 scheme should stay with it. Both the 082 and the 092 display in the Dewey call number index.

There is duplication in the sudoc call number index because the 086 sudoc call number displays from the item record and also from the bib record. The reason it also displays from the bib record is so that patrons could find the document under the sudoc number in the index even if the institution decided to catalog the item with an LC call number or a Dewey call number. The SWAN Cataloging Committee would prefer to not display the 086 from the bib record, but will check with gov docs staff at each of our institutions to see how they view this issue and report back at our next meeting.

Linda pointed out that there were still bib records to be merged because the leading zeroes had not been stripped out of the 019 fields when the records were loaded. Jim said that this might be a problem with each of the clusters and he can strip out the leading zeroes for us and the duplicates will show up on the weekly headings reports. Linda volunteered to clean these up as many can be attributed to MSSC and problems with GTO transfer and overlay in NOTIS that caused MSSC records to be stripped of 019 fields.

Jim offered suggestions to Linda to help with a problem that MSSC has with cancelled order records that inappropriately appear in the MSSC scoped catalog even

though they had been coded for suppression. He suggested coding the order record with the 5-character code for suppression msuwi or msuii.

A discussion ensued about a 5-character code for discarded materials (example: msudi) that many of us don't have assigned.

Jim stated that with all of the clusters up and running that MCO would concentrate on customer service and offer training sessions and offer to meet with clusters from time to time. Suggestions for possible SWAN training sessions included a Milcat refresher, image module/scanning training, and a refresher on authority work for each of the types of authority reports.

MCO has provided the electronic resource "the Wright American fiction collection" for all of the clusters. There will be one item record for the SWAN cluster and we will not display a call number. MCO will provide a location code. Michelle will ask Wendy and the Coordinators' Committee to provide a location code. The resource can be viewed in the Mobius catalog as Bridges, Lance and Merlin already have it.

The next SWAN Cataloging Committee meeting was scheduled for Friday, April 25, 2003 at 1:00 p.m. at Drury. Phyllis will be hosting.

Minutes submitted by Linda Henderson 2/4/2003

Edited by Michelle Turvey 2/7/2003

Resubmitted by Linda Henderson 2/7/2003