

SWAN Cataloger's Meeting

April 29, 2011

Missouri Southern State University

Attendance

Lydia Welhan, Donna Pooley, Linda Henderson, MSSU; Mary Largent, Crowder; Susan Kromie, Raegan Wiechert, Becky Thompson, MSU; Colleen Rose, SBU; Becky Kiel, Cottey; Miranda Stringer, Forest; Torsten Rothman, BBC; Rick Oliver and Juliana Tilden, AGTS; Mary Griffith, OTC.

Changing call number index to display item location code instead of bib location (BBC)

Torsten stated that unscoped location codes are showing up because what displays in the bib record location and not the item record location. This can easily be changed if there are no objections. No objections were voiced.

Renaming of the display/suppress codes (see attachment) (BBC)

Torsten stated that the current naming was unhelpful in determining what the DIS/SUP codes are or what they do. The coordinators favored adopting proposal 2, and the catalogers agreed.

*In a follow up email, Torsten has filed a ticket with MCO to change the suppression code names.

What suppression codes to use when (BBC)

Torsten mentioned that there has been some confusion as to which suppression code ("n" or "s") to use and when. Using "n" the item would be counted in the union catalog but not be seen by patrons. Using "s" would not be in the union catalog, nor would it be counted. He has started using "s" at BBC. There was some confusion as to what catalogers were originally told, and if it was correct or not. There was also some concern that this using "s" would delete items from the union catalog. Torsten thought that with master records certain libraries have preference followed by who contributed the record first. Torsten said he would contact NCO again to confirm that changes will not mess up the union catalog.

Raegan reminded everyone that when suppressing an item, the bib and item record need to be suppressed. Torsten added that the location code also needs to be changed to unscoped or the system will put it back into the catalog. Discussion regarding keeping records because your institution may get again or someone in the cluster may get is not a reason to keep.

*In a follow up email from Torsten, after an email with Jennifer Parsons at MCO, there is no reason not to use "s." This would remove the item from the union catalog, and if that record is the master record, the system would automatically select a new master record from a different cluster.

New MAT Type for CD-ROMs (MSSU)

Lydia would like a new icon for CD-ROMs, and will ask David Adams about this. Raegan mentioned that catalogers would need to change the material type in the record after importing from OCLC.

Upgraded bibliographic headings on rotational report (MSSU)

Lydia asked if these are really needed, and if not, can be asked that they not be sent. The catalogers agreed to open a ticket to stop getting this report. As discussion continued, it was agreed to ask to have the non-unique 4XX report removed as well. There were a whole set of duplicate authority records that were not duplicates on the rotational report after the quarterly processing. Torsten mentioned only sending blind references if possible.

Loading title authority records as subjects (MSSU)

Lydia mentioned that title and name authority records load into those files. To make them subjects you have to either copy the record (if you need name/title and subject) or change the record type (only need subject).

Coding authority records for deletion (MSU)

Raegan noted that "deleted" was put in the 100 field, but items were not coded for deletion (ACODE2 and ASUPPRESS). Lydia said that some items have an ACODE1 that is blind, and asked if we can touch this field or not? It was mentioned that we should not be coding blind if the name matches. Colleen said that when we have a parent with no bibs that match they have been coded blind. Lydia concluded that we should avoid and ignore ACODE1. According to MCO, ACODE 1 should not be used.

SWAN Policy Manual (see attachment) (MSU)

Raegan is working on the policy manual. Please review it, and send suggestions to her.

Under "problems...check for" should check cataloging and receive dates.

Withdrawal procedures/instructions (BBC)

The proper way to code records was discussed. Records do not have to be kept simply because someone may need the record later. Raegan will include a section on withdrawing items in the policy manual.

MCDAC alternate (Raegan)

With Phyllis rotating off, Lydia is now the MCDAC representative, and a new alternate is needed. Lydia reported that all work is done at Friday afternoon meetings online. MCDAC sets cataloging policy for MOBIUS at-large and how policy affects the clusters. Torsten was nominated, but refused due to personal and work obligations. Raegan agreed to be the alternate.

*A follow-up email from Lydia stated that the new MOBIUS Advisory Group policy did away with alternates and that members could serve unlimited consecutive terms.

What items are sent for authorities processing (Phyllis/Lydia/Raegan)

Institutions pay for the number of records sent for processing, with 50-99% of records actually having things done. Christopher Gould has said that BCODE3 and the cataloging date within the last three

months are what is sent. Raegan said that she thought revision date was also being used. We need clarification on this. Lydia stated that Christopher had sent an email to MCDAC about changing profiles but have not heard anything since – we may want to look at our profile.

*A follow-up email to MCO confirmed that what is sent is based only on CAT DATE and not on revision date.

Genre index update/display of 655s (MSU)

INNReach was getting the genre index, however, if we want this we will have to pay for it. We will be getting a quote from III. Since we are not supposed to load 590 and have to put in public note field, not searchable, and we are looking at the cost of it being index searchable. Linda asked if it would make it keyword searchable in the index. Raegan agreed that we will want a keyword, not left-anchored phrase search. Torsten mentioned that we will want to make sure that III does it right the first time so they will not charge us twice for an error we will need fixed. Becky Kiel agreed to email David Adams about this issue.

Raegan said that the new authority record field will be 655 _7 \$2 Library of Congress genre. It has already been agreed that the \$2 will not display.

Other?

Linda asked if others wait to security strip and otherwise processed until the item is cataloged. Most stated that the item was completely processed before being cataloged.

The next meeting will be at Southwest Baptist University on September 9 at 1 p.m.

Linda's Retirement Party

After Linda's comments, a beautiful cake was dutifully consumed, and a good time was had by all.

~submitted by Becky Thompson and Raegan Wiechert, Missouri State University