

SWAN Cataloger's Meeting
February 25, 2005
1:00 PM – Missouri Southern State University

I. Members Present

| | |
|---------|----------|
| Phyllis | Gwen |
| Tony | Susan |
| Jeanne | Linda |
| Heather | Penny |
| Marilyn | Amber |
| Colleen | Waudenna |
| Mary | |

II. New Business

1. AACP: discussion based on the authority training that we had last week, Questions? Concerns? Problems?

The committee discussed the reports residing on the Swan server. A discussion about protecting the 690 field occurred (for our local authorities) and Phyllis will double check this issue with MCO. Do these reports come back around or is the information lost because the items were not fixed? The quality of the last MCO MilCat training was discussed, but it was much better than in the past, especially the handouts.

2. Survey of the backlog of reports held by each institution (from original load of authorities)

All libraries will make a list of their backlog of authority reports and then send the list to Phyllis so a record can be kept. It was also decided that SMSU will keep track of who gets the new authorities and we will then report back to SMSU when the items/report have been completed.

3. Create a new itype for DVD-ROM (request from Linda)

Is this something that we should keep separate? Or do we want to lump them altogether (with plain DVD's)? It would be good to see this information in our various reports. It has to be done on the institutional level. This is something that maybe the coordinators should discuss and make a decision.

4. Indexing problem (from Linda, have her explain)

The record displays correctly in the Web Pac, but does not display correctly in GuiCAT and Millennium. Linda will send everyone the information to look at this item and we will see if it is just this item or if there are other issues involved.

5. Progress on dedup/merge cleanup (from Linda)

This item no longer needs to be discussed.

6. **Discussion of how MCO does its training (specifically catalog training). What do we need?** The training needs to be more hands-on than the way it is done now. Do we need to have training using a step by step workflow approach? Each institution is different so should we ask for individual institutional training?. The training this time was better than in the past and using specific SWAN examples for this was helpful. It was also mentioned that a separate session on just administrative functions would useful.
7. Any other items?
Could we get an expert grant to assist us on some of our authority issues ? Is there a way for III staff to do some training for the new add-on libraries? Is there a way to prepare an outline of the training in advance so that we know what the training will consist of? We will discuss the 240 field and how it displays at the next meeting. The coordinators discussed having the serials people join our meetings on occasional basis. That way if they have issues they could have a place/forum for discussion.

III. Next Meeting

The next meeting will be June 3, 2005 or June 10, 2005 will be the next Coordinator's meeting at 10 AM and the Cataloger's will meet at 1 PM and the meetings will take place at OTC.