SWAN Cluster Cataloging Committee minutes, July 17 2000, 9:30 a.m.-11:00, Drury

Present: Phyllis Holzenberg (Drury), Gwen Gilpin (OTC), Coleen Rose (SBU), Karen Letarte (SMSU), Michelle Turvey (SMSU).

Questions were raised on the status of the journal title indexing. According to Karen, harvesting is in process for the creation of 229 fields. Currently, there is no information in the 229 field, thus, a journal title search does not work.

Karen will send the document containing standards for merging duplicate monograph records to the cluster list.

Review of SWAN Policy on Provisional Bibliographic Records
The committee reviewed the policy again to clarify any elements. The document is divided into two sections a) Acquisitions b) On-the-fly records for Circulation. For the Acquisitions portion, it was agreed that cluster members would attempt to input as much information as is available at the time of the provisional record creation. It was also suggested that one should include the series (if applicable). Any needed local notes at the time of acquisition should be included in the item record itself in order to avoid display in the OPAC.

As for provisional on-the-fly circulation records, it was suggested that a note be included on the item in order to have it routed back to cataloging after the item has been discharged. It was acknowledged that the needs and requirements of provisional records for acquisitions and circulation purposes are different.

Gwen has offered to create the general bibliographic and acquisitions template. The templates will then be disseminated between various cluster members over the discussion list. Templates themselves may be stored on a server and shared across machines or individually stored on each pc. Inputting the generic templates first ensures they will be found at the top of the list of templates.

MERLIN standards
For the MERLIN standards themselves, please see http://merlin.missouri.edu/lso/standard/mqcc_standards.htm

MERLIN serials standards
http://merlin.missouri.edu/lso/standard/mqcc_standards.htm

Concern was expressed over the moving of order pay receipt records for serials. The problem of display of serials holdings in light of the 3,000 item limit per bibliographic record is an issue. One suggestion for collocating identical records with their shadow records was to adjust the 130 field (uniform title) to include the range of dates the bibliographic record covers after the harvesting of needed information for the creation of the journal title index. E.g. 130 0 $a People (dates of coverage for individual bibliographic record).

3.1.2. Serials
3.1.2.1. Before the transfer of holdings takes place, one should take the following related elements into consideration:
3.1.2.1.1. Retention of all indexed fields (e.g., 650 2, 970, etc.).
3.1.2.1.2. Retention of all local notes (590).
3.1.2.1.3. Retention of all serial related fields (e.g., 362, 780, 785, etc.).
Phyllis will create an explicit list of all serials related fields.
3.1.2.1.4. Retention of 035 (WaOLN) fields.
Omit
3.1.2.1.5. Retention or addition of 229 field(s) for newspapers and periodical titles.
Everyone was reminded after the journal title indexing has occurred, when one adds/adjusts a 246 field in a serials record, one needs to create an additional 229 field in order for the variation to be accounted for in the journal title index.

3.1.2.2 When comparing multiple records, choose as the record to be retained the record which exhibits the following characteristics in this order of preference:

3.1.2.2.1 The National level record (e.g., DLC, NLM)
3.1.2.2.1.1 Serials records with DLC|cDLC or DLC/XXX|cDLC in the 040 field or other CONSER libraries holding symbols in the 040 field and lc,lcd, msc or nsdp in the 042 field.
It was suggested that the cluster should create a list of OCLC symbols identifying CONSER records and other appropriate national serials records.
3.1.2.2.1.2 Serials records with DLC|cXXX in the 040 field.
3.1.2.2.2 The AACR2r record
3.1.2.2.3 Priority of successive entry cataloging over latest entry cataloging, with the following exception: According to LCRI 25.15A1, "do not make successive entries for changes in titles of session laws. Generally, make title added entries from the varying forms of the title." This exception to the principle of successive entries is based on the following phenomena:
The committee decided it would be appropriate and desirable to replace latest entry serials records with successive entry serials records whenever possible when another institution in the cluster is adding its holdings. The replacement will be the responsibility of the institution adding its holdings.
3.1.2.2.3.1 Frequent fluctuations and changes of title.
3.1.2.2.3.2 Inconsistent publishing patterns by state legislatures.
3.1.2.2.3.3 The material is requested in the majority of cases, and sometimes cited as, by the term "session laws" rather than by its exact title page title. Therefore, when cataloging centers encounter multiple serial records for session laws, successive entry cataloging should not take precedence over latest entry cataloging. Cataloging centers can either accept and modify the latest entry cataloging records to include any newly added title entries or leave both the successive and the latest entry cataloging records as they are in MERLIN.
3.1.2.2.4 The record which can most easily be modified to result in the most complete and accurate record.

The committee began discussing the possible formation of a SWAN webpac cluster design committee, which focuses on display and retrieval issues.

The date for the next SWAN Cataloging Committee meeting was set for Tuesday, August 22, 9:30 a.m., Drury University.

Minutes submitted by M. Turvey