

SWAN Cluster Cataloging Committee minutes, February 9, 2001, 1-3:30 p.m., Drury University

Present: Barbara Schade (Crowder), Wendy McGrane (MSSC), Gwen Gilpin (OTC), Coleen Rose (SBU), Karen Letarte (SMSU), Holly Peacock (SMSU), Michelle Turvey (SMSU)

Periodicals lacking 229 fields

Karen has created a review file containing items with a bibliographic level of s, serial type of n or p in the 008, and lacking a 229 field. The file contains 110 items that have a value incorrectly coded. There are a number of annuals that contain a 229 field that should not as the serial type does not meet the criteria. Karen will correct the records for these items. Everyone was reminded that the 229 field could only be input on the III side (229 _0).

Problems with broken links in Millennium Serials

Gwen reported continual problems in Millennium Serials with broken links. Wendy encouraged her to open a call to MCO with a sample of b numbers of problem records.

INN-Reach enhancements

Karen reminded everyone that the cluster would need to have their votes on Inn-Reach enhancements to the MOBIUS statewide committees by early March. Karen will send a list of the enhancements to the discussion list.

Imessages

During the coordinators meeting, Corky presented a number of suggestions for possible Imessages. Imessages are messages that appear at check out and need to be agreed upon by the entire SWAN cluster in order to use. The following codes were suggested:

- d disc/disk enclosed
- p multi-part
- a accessories (OTC uses for circulation of AV equipment circulation)
- b booklet enclosed
- m multi-barcodes (scan each barcode)
- s send to cataloging

Committee members were encouraged to email any suggestions to the discussion list by 2/19.

Display and maintenance of 856 fields

No decision was made on the display and possible notes in 856 fields at the coordinators meeting. It was suggested the discussion occur at individual institutions with public services personnel. Currently, a number of records contain 856 fields with JSTOR and ECO logins for institutions outside of the cluster and MOBIUS. Since JSTOR and ECO are subscription services and no one in the SWAN cluster has a subscription, the link

does not work. In a week, Coleen will create a list to determine how many records

contain either JSTOR or ECO in an 856 field. If more than a couple hundred are found, Coleen will then divide clean up among other SWAN members. It was suggested that 856 issues like this one could be handled quarterly as with 229 maintenance.

Overlay problems with GPO records

Phyllis noticed a problem in the overlaying of brief records with the full records from Marcive. Michelle will contact Phyllis for specific record information and more details regarding the problem.

690 fields

Drury has voiced a need for local subject headings to collocate journals better than the current 690 field. 690 provides keyword access whereas 650 fields provide subject access.

Display and retention of 655 \$2 (genre subject headings)

Currently, 655 \$2 is displaying in SWAN. 655 \$2 contains information on the thesaurus the term is from. The cluster could request MCO turn off \$2 or suppress its display. Suppression would allow for the retention of the information. At present, genre information appears under added keyword information. MCDAC has discussed creating an all subjects index.

Brief bibliographic records

Everyone was reminded to either tag initial articles correctly or omit them altogether when entering provisional records and reserve materials.

Display of order records for standing serial orders

Questions were raised about the display of order records for materials received on a continual basis. Should these order records display? Completing the Cdate information is the only way to prevent the display. This Cdate information could be handled using rapid update. Each institution will need to create a maintenance routine on the handling of these items based on the ordering cycle. Another possible solution is to have Acquisitions add a Cdate when an order record is created for a standing order.

Copy numbers in volume fields

Copy number information appearing in volume fields is causing problems at the INN-Reach level. Jim Dutton has created a review file of the problem items from Crowder and SMSU. These items have all been cleaned up.

Display of 590 notes for SMSU government documents

In NOTIS, SMSU had a practice of adding 590 notes (Receipt verified date initials) to the records from Marcive loads in order to indicate the item had truly arrived. Rather than having the Marcive records input and then suppressed, Holly suggested that the records could arrive suppressed and use rapid update to display only those records that were received. Michelle will email Government Documents and David Adams to see how the records are currently arriving.

Indexing and display of 970 fields

Questions were raised regarding the order of the information displaying in SWAN. Currently, the 970 field are displaying after the title, imprint, and holdings information. For an example of a record with a rather lengthy 970 field, see Nursing in society, c1999. In order to check extent, notes, subject headings, and added entries, the user must page down multiple screens. Committee members were asked to talk with their institutions, especially public services, to see if this is an issue of concern.

Cdate in order record

Karen reminded everyone to remember to fill in the Cdate in the order record to prevent it from continually displaying in SWAN after the item is cataloged.

050 \$b in items records

All item record should contain 050 \$b in the item record so the call number will index correctly. Also, the 099 should contain \$a for indexing purposes in the item record.

Agency codes

Everyone was also reminded to correct the different item record templates on one's computer to reflect the correct agency codes. Cathy Stubbs is currently working on populating the existing agency codes and has done approximately 60,000 thus far.

Remaining duplicates

At present, there are 497 OCLC record numbers that have not yet been merged. These records can be found in review file #39. Karen will send a list and the ranges for each institution to work on deduping. Barb also has a review of Crowder records lacking an 001 field (review file #61) in need of merging.

Authority processing

Authority processing has concluded, however, no information is known on the training, etc. yet.

Next meeting

The date for the next SWAN Cataloging Committee meeting has tentatively been set for April 10, 2001, 1 p.m.

Minutes submitted by M. Turvey