**SWAN Cataloging Committee meeting minutes 9/26/03**


The SWAN Cataloging Committee met Friday, September 26, 2003 at 1:00 p.m. at Missouri Southern State University in Joplin, Missouri. The meeting was chaired by Michelle Turvey. Present were Michelle Turvey (SMSU), Marilyn McCroskey (SMSU), Phyllis Holzenberg (Drury), Gwen Gilpin (OTC), Mary Largent (Crowder), Becky Kiel (Cottey), Jeanne Besaw (Cottey), Susan Huston (MSSU), Waudenna Agee (MSSU), Penny Richeson (MSSU), Carlene Shember (MSSU), and Linda Henderson (MSSU).

Michelle presented an update on MCDAC committee actions. Authority records have been loaded in the Mobius union catalog. Even though they will only be updated once a year they will offer some structure to the catalog. Clickable locations (which displays a pop-up box for the location under the column "shelving location") still has quirks.

Reporting errors in the Mobius union catalog: Phyllis has been receiving these error report forms from Jim Dutton at MCO for the last six months and is fixing the errors which have mostly been spelling mistakes.

Michelle demonstrated a display error with Mobius checkin records: under the column "request status" all checkins are displaying as "not requestable" (the example she used was "The bourgeois experience : Victoria to Freud). The problem has created confusion for multi-volume monographs with checkins. MCDAC will discuss this at their meeting in November and will most likely ask the checkin status to appear blank in the checkin record rather than "not requestable". Michelle suggested that we alert our public services people to this problem and let them know that these items are available.

Because the MCDAC minutes hadn't yet been posted to the MCO website Michelle offered to send the draft minutes to anyone who wanted a copy.

Penny had found a problem with the SWAN catalog where a subject search displays Crowder instead of MSSU. Some discussion followed on whether this could be a scope problem and also on the alphabetical order of institutions on the display (with the exception of Cottey which was the last loaded). Michelle will check on the display and asked for examples of this problem.

Michelle discussed the Mobius Web redesign which will be presented to MCDAC in November with the projected go-live date to be scheduled sometime after that. Michelle will send the URLs for the Web redesign so we can look at the changes after the November MCDAC meeting. Michelle also asked that suggestions for possible FAQ topics to be added to the Mobius catalog be sent to her or to Phyllis before the meeting.

The SWAN web redesign will be set to display during the third week in December (12/15-12/19). This will give us a chance to look at it before our next meeting.

The reported status on the LDR upload project from MCO is that it will take place sometime before the end of the calendar year.

The MCO deduping project grant (records without 001 fields sent to OCLC to have holdings set and to add 001 fields) is in the process, but MCO hasn't heard back from OCLC yet. This project will generate lists of duplicate SWAN records to be merged. Jim Dutton said the bcode3 code of "m" that we used to mask records that we did not want sent for deduping will go away and that we need to change the status code of these bib records to "z" (no central, display local). Michelle asked Linda to e-mail Jim Dutton to ask if we should change "m" to "z" or something else and then e-mail everyone with the results. Linda reported that at the recent MCO site visit at MSSU that Jim said we should use "z" or "s" to keep records from being sent to Mobius; records coded "n" went to Mobius.

Linda reported 240/245 display problems with the title "Marimba fantasy" (subject: Marimba music). There appears to be indexing differences between the individual scopes and view entire collection when one clicks on the full uniform title entry (author-title). Janine at MCO is looking into the problem. The number of hits being returned for the two compact discs in SWAN does not appear to be correct. Another example of the 240/245 display problem is Victor Hugo's "Man who laughs" (240 Homme qui rit).

240/245 title indexing display issues were discussed and examples were demonstrated. The problem is that the 240 uniform title is displaying on the first index screen instead of the 245 actual title causing confusion with pubic services staff and patrons. Jim Dutton has explained in an e-mail to Michelle that the field group tag "t" displays the first field which is the 240. Most other clusters have chosen to use the web option (DISPLAY_245=atd) to display the 245

title in author, title and subject indexes. Michelle demonstrated how a user could still click on the 240 uniform title to jump to a list of titles associated with that uniform title which would enhance music searches. The committee initially recommended the issue go to the coordinators for a possible change. However, more information and discussion are needed in order to compare SWAN's setup to other Mobius catalogs.

Automatic authority control processing (AACP): Michelle reported really good news with the new error reports from AACP. With AACP the significant change error reports will no longer come on paper and we will no longer need to download a corrected authority record from OCLC. The old authority record is automatically overlaid for us and the electronic reports show the fields that have been changed. All we will need to do is go to the bib records and make the corrections. Michelle reported that SMSU staff has already gone through the first batch of reports and fixed all the errors. Thanks SMSU!

Michelle said that old batch reports are being re-run for us by MCO and should take care of significant change error reports back to April 2002. Any significant change error reports dated prior to April 2002 will need to be kept and worked through. As MCO re-runs these they will generate electronic error reports and Michelle will distribute the errors to SWAN institutions to share in the cleanup; reports will also be generated by our usual quarterly loads. Michelle suggested that we work on these reports from the electronic display and keep track of the page number we are working on.

Linda said that Jim had said that we could "force a change" with AACP that would take effect with the overnight MCO runs. We will investigate this further. Other new headings reports "Bibliographic record updated" and "Nearly matches" were discussed. Michelle said that she had been looking over these reports looking for conference headings with double date errors and anomalies in abbreviations.

During the second week in September Jim Dutton from MCO made site visits to Cottey, Crowder and MSSU. Notes from Jim's visit with MSSU were shared with the SWAN Cataloging Committee. Jim hadn't realized that Cottey records did not get sent for MARS processing and will code the cat date field in the bib record so that they can be sent with the next quarterly load. Jim asked that we remember to set our item record templates copy field to 1 instead of zero and to not use copy numbers in the volume field; both of these field errors cause problems for INN-Reach borrowing. Jim asked that we consider a

timeline for moving to Millennium Cataloging and stated that MCO could do a one-day training session for us. OTC and Cottey are already using Milcat. One reported problem is that deleted item records "leave pieces". There will be few changes with Milcat with Release 2002 phase 3 but it should have all Guicat functionality with Release 2003. OTC and Cottey also are currently using OCLC Connexion.

Z39.50 was discussed briefly. Jim had said that Z39.50 would need to be set up through the MCO office and there were firewall issues. He said that it might be possible to have Merlin added to the Z39.50 list. Michelle will ask for more information and we can discuss this more at our next meeting. This would need to be submitted to the coordinators for their input as well.

Marcive zzzzz records were discussed. Michelle said that SMSU receives Marcive records weekly that fit their profile and SMSU staff are working on cleaning up the backlog. Jim had suggested that Marcive records might be discussed at a future MCDAC meeting.

URL checking will be available on a quarterly basis from MCO. MCO had sent an e-mail asking if there were any groups of URLs to be excluded from the checking process. Each institution will need to decide which URLs to exclude as MCO's URL checker doesn't handle PURLS. Michelle will forward the URL e-mail to committee members.

Local notes are to be added to the institution's item record instead of to the shared bib record. Cottey 590 notes about the donor are being moved to a public note field (n) in their item record. MSSU has an ongoing project for moving MSSC 590 notes to their item records.

SWAN Release 2002 Phase 3 upgrade is scheduled for Thursday, October 9,  beginning at noon. Michelle reminded everyone to not do any acquisitions-related functions during this time including adding the cdate to the order record.

The next SWAN Cataloging Committee meeting has been scheduled for Friday, January 30, 2004 at 1:00 p.m. at Cottey College in Nevada.

Minutes submitted by Linda Henderson 10/6/2003
Edited by Michelle Turvey 10/7/2003
Resubmitted by Linda Henderson 10/7/2003