

**SWAN Cluster Cataloging Committee minutes**  
**December 4<sup>th</sup>, 2001, 1:00 p.m.**  
**SMSU Meyer Library**

Present: Drew Beisswenger (SMSU), Gwen Gilpin (OTC), Linda Henderson (MSSC), Phyllis Holzenberg (Drury), Susan Huston (MSSC), Marilyn McCroskey (SMSU), Wendy McGrane (MSSC), Coleen Rose (SBU), Rose Scarlet (SMSU-WP), Barbara Schade (Crowder), Michelle Turvey (SMSU).

1. Michelle opened with discussion of split serial records. She has split the record for Newsweek, putting holdings for SBU on a separate record.
2. Discussed 229 maintenance (journal title index field):
  - a. Phyllis will fix records in review file #81 (periodicals with no 229 field).
  - b. The committee decided that 229 field maintenance should be performed annually.
  - c. Discussed criteria for adding the 229 field to records. The consensus was for records not meeting the stated criteria (BLvl=s, SrTp=n or p), would not receive 229s. Annuals do not meet the criteria. Persons wishing to make an exception will need to present the case to the SWAN Cataloging Committee as the guidelines are cluster-wide.
3. Error reports:
  - a. Michelle reminded everyone when working with significant change reports to delete the old authority record first before exporting the new from OCLC to prevent duplicate authority errors.
  - b. Michelle will contact MCO regarding obsolete indicators appearing in the authority records.
  - c. At present, the 781 field (pattern for geographic subdivision) does not display in authority records. SWAN will ask MCO to define the 781 field in authority record load table allowing it to display.
4. Discussed duplication of table of contents (TOC) information for records containing both an 856 LC scanned TOCs and 970s from BNA. This duplication creates confusion as \$3 with information stating the link is to table of contents information is not displaying. Users might think the link is to the actual item, not the scanned TOC.
  - a. Decided not to initially delete 856 fields linking to LC TOC when exporting from OCLC as the record may not be enhanced by BNA and receive 970s.
  - b. Agreed to annually cleanup duplicate TOCs add to a list of regular projects.
  - c. Linda will look into other routine maintenance SWAN should be performing. The goal is to be able to post the list to the SWAN Cataloging Committee Web site.
5. Status of triplicate and quadruplicate review file from III?  
It appears the size of the file has changed (600 fewer records). Michelle will

- check into it. The process of merging the remaining triplicates and quadruplicates is ongoing.
6. Videos:
    - a. Marilyn brought up problems with videos—some are labeled “closed captioned” when they are not, while others are closed captioned but not labeled as such.
    - b. Catalogers decided that we should continue to use two separate records when we know they are two different versions of the same video title. This would include closed captioned, open captioned, audio described video.
    - c. If we have a closed captioned video, we need to be sure to add a 546 note (close captioned) and 650 Video recordings for the hearing impaired so students can find the videos with either a keyword or subject search.
  7. MCDAC:
    - a. 856 \$z in Marcive records: MERLIN is interested in adding a note to the field for the URL for government documents stating that they are freely available. The question was raised over whether such a note needs to be included in links for Missouri documents as well.
    - b. Discussed the export/save options for MOBIUS. Consensus was that all options should be available at the MOBIUS level (brief, full, Procite, End Note, and MARC).
  8. Millennium Cataloging training:
    - a. Wendy is in the process of contacting MCO regarding training for Millennium Cataloging. See Wendy’s e-mail of 12/5/01 for update.
    - b. Linda gave us a handout for the global change function in Millennium Cataloging. Thank you Linda!
  9. Millennium Serials:
    - a. Linda is still having problems with “latest received” message in monograph holdings as if a check-in card were there. She will try using the SMSU template instead of the MSSC template.

Minutes submitted by Rose Scarlet.

Meeting adjourned at 3:00 p.m. Next meeting scheduled for Tuesday, February 5<sup>th</sup> at 1:00, at Drury.