SWAN Cataloging Committee Meeting
Thursday, June 20, 2002
Missouri Southern State College, Joplin

Present: Jean Kyle (Crowder), Mary Largent (Crowder), Phyllis Holzenberg (Drury), Linda Henderson (MSSC) Susan Huston (MSSC), Wendy McGrane (MSSC), Penny Richardson (MSSC), Waudenna Agee (MSSC), Gwen Gilpin (OTC), Coleen Rose (SBU), Michelle Turvey (SMSU)

The committee welcomed Mary Largent, the new director at Crowder College. Mary is Barbara Schade's successor.

Review of authority cleanup
Wendy mentioned that Blackwell's table of contents service will be dropped temporarily due to budget constraints. Questions were raised over whether or not MARS authority processing would still remain on the quarterly schedule.

The consensus is that no further work should be done on the significant change reports.

Blind references
Linda offered to help any who have questions with the blind reference reports. It appears that cancelled order records and withdrawn items create errors on the blind reference reports. Review file #132 (330 records) contains suppressed authority records.

Mention was made of duplicate authority records. When encountered, the older record should be deleted.

New MilCat features
Wendy ran the III presentation on new MilCat features on CSDirect. The presentation may be found at http://csdirect.iii.com.

Update from Coordinators
From the Coordinators meeting, the OPAC limit on advanced keyword searching will change from "computer file" to "electronic resource" to match the recent changes in the title fields. E-book will also move up on the material type list.

856 notes
Phyllis passed around a handout on 856 task force on non-public notes from Robin.

Zzzzz and electronic resources
Questions were raised over how many records in SWAN are electronic resources with location codes of zzzzz. The records will need to have their location codes fixed in order to display correctly within the scopes.

Net Library records

SBU, Drury, and Crowder will be adding Net Library records to SWAN. The records will not be attached to their paper counterpart. E-books will check out for 2 hours at a time. The majority of the books selected will be basic handbooks.

Steps for finding barcodes with too few digits
Linda presented information on how to create a list and conduct a MilCat global update in order to find incorrect barcodes.
To create the review file:
1. Select an item list
2. Find an empty file
3. \ limit by your ending item range
4. Location between _____ & _____
5. AND created between _____ & _____

Most errors fall at the beginning and ends of the list. To view the file, open MilCat and click on global update. Change the drop down menu to review file, item records, and select your file.

Next meeting, September 13, 2002, SBU-Bolivar.

Minutes submitted by M. Turvey