

SWAN Cataloging Committee Minutes
April 17, 2002, 1:00 p.m., Drury University

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

1. The date for the next SWAN Cataloging meeting is tentatively set for June 20, 2002, at Missouri Southern, 1:00 p.m.
2. The group reviewed the items listed on the INN-Reach Enhancements Request Proposals sheet from January-March, 2002, and ranked the items. 1 means strongly essential; 2 means nice but not essential; and 3 means no interest.

a. ID 27, Call number index:	2
b. ID 26, EResources, 856 tag:	1
c. ID 14, EResources, BCode3:	3
d. ID 47, EResources, multiple 856s:	1
e. ID 44, Mat type code flexibility:	2
f. ID 46, Pass-thru for suppressed records:	2
g. ID 45, Patron view check-in:	2
h. ID 18, Dates in staff mode OPAC:	?
i. ID 2, File locking:	1
3. Regarding Linda's handouts on SWAN housekeeping, the group decided to continue to review these and will add to agenda for the next meeting.
4. Regarding adding |b to call numbers in item records, Michelle will check with Robin at MCO.
5. Regarding review file 39, Michelle encouraged everyone to try to merge the item listed as time allows. She pointed out that it is unclear which ones have been cleaned up. Coleen suggested that, because OCLC numbers are the basis for finding duplicates in the report, perhaps we could sort the list by OCLC number and simplify the process.
6. Coleen discussed the function that allows us to import order record information into item records, and she pointed out that the function does not seem to be working. Coleen will do some more research on this feature. Everyone should discuss the option with their Acquisitions staff to see if there is interest.
7. Michelle reminded everyone that error reports will soon be sent electronically. Questions included: How will we divide them up? Who will they be sent to? Michelle and others will try to find out.

8. Phyllis discussed the possibility of changing the @ symbol in the materials type list to 2 because the system cannot deal with the @ symbol. The issue relates to including e-books in the catalog. The group approved the change.
9. Michelle reported to the cluster that the call to MCO on indicators causing significant change reports had been closed. It appears that a difference generates an error. The question was raised over whether the MARS authorities loaded onto SWAN are in sync with the correct indicators found on the OCLC master authority records. Phyllis, Linda, and Michelle will check with others to see how they are handling such reports to streamline the process.
10. Barbara initiated a discussion about whether it would be possible for libraries to share or automatically receive, perhaps through MOBIUS or SWAN, catalog records for free electronic Internet resources. A question was raised about whether the OCLC contract would require that all libraries that received such records would need to add their holdings codes to the appropriate OCLC record. However, at present, everyone does have free access to any freely available electronic resources in SWAN or MOBIUS if one searches all of SWAN or all of MOBIUS.
11. Linda discussed blind reference error reports, and stated that she has been hesitant about deleting records when the initials on them show they had been recently used or changed by someone (usually at SMSU). She was wondering if it would be okay to delete these. Michelle stated that if no bib record is connected to an authority record, it should be okay to delete it.
12. Barbara stated it is not possible to delete holdings and export records during the same week using CatExpress. Barbara and MCO have arranged to add records one week and delete records the next week to prevent duplicates.
13. Error reports were distributed to the cluster.

Minutes submitted by Drew Beisswenger