

BRIDGES CATALOGUING COMMITTEE

Nov. 15, 2006

The Bridges Cataloguing Committee met Nov. 15, 2006 at 1:00 p.m. at Maryville University Library. Committee Chair Denise Pakala presided.

ATTENDEES

Mary Ann Mercante, Maryville University
Melissa Belvadi, Maryville University, attending first part of meeting
Wendy Schlegel, Eden-Webster University
Kathy Nystrom, Eden-Webster University
Brady Shuman, Covenant Theological Seminary
Suzanne Gleason, Lindenwood University
Marty Knorr, Harris-Stowe State University
Joel Shedlofsky, Logan College of Chiropractic
Denise Pakala, Covenant Theological Seminary
Sharon McCaslin, Fontbonne University
Julie Portman, Fontbonne University

DUPLICATES & DEDUPING: NAP PROJECT

Mary Ann and Melissa discussed the duplicates in the National Academies Press Record Harvesting Project that turned up on Denise's recent duplicates report. When alerted to a potential problem, Maryville ran a report to identify all NAP duplicates (approx 100 out of approx. 2,000 NAP records) and has merged them. Many of them occurred during the last week of Sept. and the first week of Oct. Mary Ann and Melissa haven't had a chance to speak with the student working on the project to see if there was a particular problem then. Since a SHARE item record was created and since Covenant's symbol is first in the listing of SHARE institutions, Denise ended up with the duplicates on her report. Mary Ann said that in the future Maryville will first create a muint location item record (muint is Maryville's Internet Resources location) so that if there is a dup it will show up on Maryville's report. Periodically, Maryville will update the location to SHARE.

In answer to a question, Melissa said that the report identifying duplicates was not possible solely within Create Lists. She exported to an Excel spreadsheet and did additional work. She looked for duplicate ISBN's where one of the records had Maryville's NAP note.

If an institution is merging duplicates and one of the duplicates has used Millennium Media to attach a PDF, a warning box will appear if an attempt is made to delete the bib with the PDF attached. PDFs cannot be transferred from one bib to another, so the bib with the PDF needs to be the one retained.

You can tell if there is a PDF in one of two ways: by looking at the top of the bib record where you can see the Millennium Media icon (grayed out if you don't use MilMedia)

There is a small set of parentheses next to it with a number. That is the number of Media attachments. A zero means no media attachments. A second way is to scroll down to the bottom of the bib and look for a 962 field. The presence of a 962 tells you that there is a MilMedia attachment. You cannot tell from the normal dropdown box that shows item, order, and checkin records.

OVERLAY AND 856 FIELDS

Mary Ann reported that she and Julie had come across a couple of bibs with duplicate 856 tags containing the exact same text. When using the 949 overlay to import records from OCLC, it is important to remember that the 856 tag is protected both on the record already in Bridges (the target) and on the incoming record (the source) This means that 856 tags with the exact same text will end up duplicated unless the duplicate 856(s) is/are removed in OCLC or on the target prior to importing.

QUARTERLY MARS REPORTS MINI-WORKSHOP

Denise conducted a mini-workshop on how to work with the quarter MARS reports. The goal of working with the reports is to get Bib records to match the Authority Records.

Denise showed how to work with Death Dates, added 670s, 4XX additions and deletions, and other types of changes. She emphasized the importance of looking for names very close to the one that you are working with (such as the same name with no dates, the date a year off, etc.) to be sure that you get all the variant headings for a name corrected. Denise sometimes searches using the public catalog for ease of the display. Kathy searches by 1st initial to get a good browse display.

Denise distributed detailed instructions on how to work with the MARS reports with the minutes of the last meeting. [Note: Denise re-sent the document on Nov. 16 and has mounted the instructions in the documents folder of the Bridges Cataloging Committee webpage on the MOBIUS website, under the title: MARS report processing – Change reports.]

Denise is happy to come out and help people at their Library. If interested, just call her.

CONTROLLING HEADINGS IN CONNEXION

Using the Control Headings function on a heading on an OCLC record ties that heading to the appropriate Authority Record. If the heading in the Authority Record is changed, the heading on that OCLC record will automatically be changed. Denise will place this on the agenda for the next Committee meeting so that there can be a fuller discussion of how to use this function.

LIBRARY TYPO OF THE DAY BLOG & OTHER QUALITY CONTROL TOPICS

Denise searches and corrects the typo of the day from the actual blog itself. Kathy and others who have been searching from the AutoCat posting have been finding nothing to change since the AutoCat posting occurs the day following the blog posting and Denise has already fixed any problems.

Mary Ann reported that Melissa had run the no-hits from the search logs for title searches in Maryville's catalog. Maryville is using this to look at potential titles to purchase. The no-hits list is also interesting because of the patron errors it shows in entering searches. The no-hits list is also useful for quality control in identifying times when the Library has a title but the patron couldn't find it. Numbers spelled out/numbers written as numbers showed up on the list. Mary Ann fixed the instances where the alternative was not entered as an alternate title. Several were on recent DLC records.

Denise talked about the declining quality that she was seeing in LC cataloging, even in subject heading and classification assignment. She cited a recent example where a book on the Emerging Church Movement was given a subject heading of Churches—Facilities Planning.

The question was raised as to whether search logs for subjects existed. Mary Ann will ask Melissa.

Denise described how she looks for typos in keywords by searching common possible misspellings/typos with truncation, such as Contemp** (Use the ** to get everything past the letters you typed in, as opposed to the single * which truncates 1-5 letters) If the misspelling/typo is in a long 505 field, then she copies and pastes the 505 into Word and uses the Find command, or she uses the public catalog where she can see the word in red.

If anyone does these from the 84 list, please put out something.

Unfortunately, you can't do a global update using the keyword index since the error can be in a variety of fields. Global update would only help if there were a plethora of errors occurring in one field. These could be updated in global update.

Zzzzz RECORDS CONTINUED

Denise has done another set of review files with zzzzz location codes. These include some new ones and some older ones that she didn't include before. The cluster agrees that any bib with only zzzzz items can be deleted.

TOCs – TIPS & TRICKS

Denise reviewed the indexing for 505s:

Unformatted 505s – keyword index only

Formatted 505s

- subfield t (title) is in both the title index and the keyword index
- subfield r (author) is in the keyword index only (it's not in the author index because of authority control issues)

Due to equipment problems, Denise was not able to show tips and tricks. This will be on agenda for the next Committee meeting.

ITEM TEMPLATE NAMING

Currently most Bridges libraries are following the MCO recommended practice for naming item templates: using the first 2 letters to identify the institution. However, if you use the "Always ask for template option" you can only type in the first two letters to move through the list. The list of preferred templates shows in no discernable order at present. It is not by name, nor by date entered. Denise would like the Committee to allow the option for a library to name its templates with codes that would be more meaningful in doing the first 2 letter search, as long as the name of the Library remains the first element in the description of the code. The Committee agreed to this option.

INSTITUTIONAL NEWS

Lindenwood: A new president should be named soon. Suzanne has taken in a foster child, a baby who had just finished withdrawal from her mother's drug addiction.

Covenant: October was Theological Libraries Month. Covenant's library did a major promotion, featuring among other things bookmarks, candy, and weekly special displays. During the last week of the month a contest for students was held. Students had to guess what year one of the Library's rare books was published (1564). The student coming closest won a thumb drive; the student furthest away won a Nancy Pearl librarian action figure, as a consolation prize. The seminary is very close to its capital campaign goal of raising money to build a new faculty and administration building. Since the third floor of the Library currently consists of faculty offices, there are hopes that the Library will gain that space once the new building is completed.

Webster: Eileen gave birth to a baby boy, Elias Connor Myer, 7 lbs, 10 oz. She will be out for six weeks.

Fontbonne: The Library is starting to digitize their art slides. The campus is designing new web pages, so there will be a new library web page as well. The library inherited about a dozen books in Chinese scripts. The East Asian Library at Washington University cataloged them for Fontbonne. Sharon wanted to let Committee members know that this kind of assistance was available.

Logan: Construction continues on Logan's new auditorium and plaza. Both will enhance the look of Logan. Construction should be done by their April 2007 graduation. Cataloging of the Senior Research Theses is finished. Each record has the abstract the

student wrote, subject headings and a link to the digitized thesis. Senior research faculty advisors are especially pleased with this. Joel is starting to catalog monographs in Logan's archives and has written a draft collection development policy for archives and a draft gift of deed. Several individuals have expressed interest in doing an oral history project. A digital gallery of photographs relating to Logan was initiated on their website.

Harris-Stowe: The Library has started opening at 7:30 a.m. This is proving to be very popular. Another nine boxes of donations have been discovered. They are working on a five year strategic plan.

OTHER BUSINESS

Kathy reported that when importing records from OCLC with the 13 digit ISBN in the 020 field, subfield a, Innovative gives an error message. Denise will report this to MCO.

NEXT MEETING

The next meeting of the Bridges Cataloguing Committee will be on January 31st, 2007, 1:00 p.m. at Maryville University.