

## **SWAN Cataloging Meeting April 30, 2004, Ozarks Technical College**

### **Introductions:**

The meeting began at 1:15. Susan Huston (MSSC), Heather Moulaison (SMSU), Marilyn McCroskey (SMSU), Rose Scarlet (SMSU-WP) Renee Brumett (BBC), Mary Largent (Crowder), Gwen Gilpin (OTC), Coleen Rose (SBU), Jim Dutton (MCO), Linda Henderson (MSSU), Jeanne Besaw (Cottey), Tony Garrett (BBC), and Becky Kiel (Cottey) were present. Michelle Turvey (SMSU) chaired the meeting.

### **New Business:**

#### **OP-5 Public Display Labels**

Michelle passed around drafts she created of updated OP-5 display labels for the SWAN cluster. Michelle explained SWAN now has the option of generating longer display labels in the OPAC and has up to a 21 character limit. The proposed changes were discussed briefly. Rose Scarlet moved to accept the display labels as amended and Jeanne seconded. The vote was unanimous.

#### **Multi-Item Serials Displays in Mobius**

Michelle suggested suppressing the item records on serials at the Mobius level in order to streamline the display. This suggestion was from a MCDAC meeting. Some member libraries in SWAN barcode and create item records for every issue of serials. While this is fine at the cluster level, Michelle proposed suppressing the individual item records at the Mobius level to make the display less confusing for patrons. Also, there is no need for all of the items to be visible at the Mobius level since they are not requestable. Jim mentioned that the Arthur cluster is already suppressing item records successfully at the Mobius level. This option was discussed briefly and the members thought that it would be a good idea.

#### **Progress on Ongoing Authority Change Reports**

Michelle offered to have SMSU take additional authority reports if others felt they were falling behind.

#### **MCDAC Representatives Appointed**

Michelle announced that she will be stepping down as the SWAN representative to the MCDAC committee. Phyllis will be the new SWAN representative and Renee will be the alternate.

#### **MARS Reports**

Michelle asked about the proposed changes to the MARS reports as presented in the emails from Christopher Gould sent on April 26<sup>th</sup>. Error reports will now be in HTML; there is no longer an option to request them in a PDF format.

Members were hesitant to commit to additional error reports since there is already a large backlog of SWAN authority reports. Members were also unsure about how other clusters are handling the MARS reports.

In light of the members' concerns, the discussion was tabled until the next meeting.

### **Other Business:**

Linda had proposed that we document SWAN policies and practices. Although some practices have been documented, such as the list of monthly/yearly projects that were created several years ago, many policies remain undocumented. Examples included policies about including 229s in records and current 856 practice.

The suggestion was made the committee look at the SWAN Cataloging Committee roster to make sure it is up-to-date. A number of folks who regularly attend are not listed.

Rose suggested that the online list of SWAN Cataloging Committee members will need to be updated due to the fact that SMSU West Plains email addresses will be dropping the "wp" from @wp.smsu.edu. They will become simply @smsu.edu. Tony added that the BBC email addresses will also be changing from @bbcnet.edu to @baptist.edu

### **DE-DUP Project**

Jim passed out a sheet called "Resolving Duplicates in Millennium Cataloging" and went through the clean-up process using examples. Jim advised keeping records with 040 |d WaOLN since these have already undergone authority control.

### *Discussion:*

Members decided to follow Jim's suggestion of indicating that a DEDUP record was kept in favor of the SWAN record by putting a <space># in the 003

Example: 003    OCLC DEDUP #

This will let others know that the record has been examined and kept on purpose.

Special care should be taken with accepting records that have DDR in the 9xx field.

When transferring important field from the DEDUP record to the SWAN record, members need to transfer the 590s for Cottey and BBC.

Members agreed that it is not necessary to transfer the 035 in any instance. (NB: Linda asked that we not delete the 035 for MSSC serials if they are on the record to be kept, but she also said that it's not worth transferring 035s if they are not already on the record.)

Members agreed to follow current merging policy. Jim announced that workshops on Millennium Cataloging will be offered this summer after the release of Millennium Silver.

**Next Meeting:** Wednesday, September 1<sup>st</sup> at 1:00 pm at SBU.

**Adjournment:** 3:05