

**Minutes
Swan Cataloger's Meeting
Drury University
Sept. 18, 2015**

Attending: Rick Oliver (AGTS/EV), Debbie Buesking (EV), Raegan Wiechert (MSU), Mary Griffith (OTC), Jon Jones (BBC), Coleen Rose (SBU), Phyllis Holzenberg (Drury). Off-site: Donna Pooley (MSSU), Robin Wolven (Crowder), Tatiana Jones (Cottey), Hong Li (MSSU), Gayle O'Neal (MSSU)

The meeting began at 1:00 pm.

Jon Jones reported on his project to reduce the number of the large files in create lists on Sierra. He wants to break up these larger files to create more smaller ones. This summer was talked about as a good time to empty out the files and create the new ones. Saved searches will not be affected.

Our next Swan meetings will be on the 26th of February at MSSU.

EMO books—new titles are now being loaded into Swan and will probably take about two weeks.

Sierra Reports: Torston sent Raegan lists of “junk headings” on the rotational reports from 2013-14. Combination of Latin vs non-Latin characters in see refs are causing problems because the computer can't read the non-Latin words. Raegan suggests deleting the non-Latin script when you run across them on see refs. She also suggested deleting problem see-refs: (her example: delete “war” on the “White Aryan Resistance” authority record), but make sure that the Swan catalogers know that this has been done. Blind headings: don't work on these lists right after authority processing has been completed.

Rotational reports: BBC and Evangel are not getting the reports. If you don't have time to do your assigned reports, ask for help. The Blind Headings reports should be given priority.

MSSU clean-up projects: running a report on any journal titles that need 229s added, deleting 856s in records (generated mainly by LC such as TOCs), 035 field (other system numbers): duplicates are being deleted, fixing some 100 and 700 fields where subfields c and 4 have been stripped out and only a comma left. The load table for these two fields has been updated, but a yearly list might be run again to check for errors.

Overlaying oclc records: check for dup oclc records when you overlay. Also, make sure that you don't get rid of another school's good information. You may have to manually update the record in Sierra to keep or add key information.

Genre headings: pay attention to them while cataloging. Look up 650s to see if any can be changed to genre headings. Delete duplicates: several genre thesaurus are being used,

but keep the LCGFT genre headings as we will be getting authority records for them at some point.

Jon Jones: announced that BBC will be looking for a part-time (10 hr per week) cataloger. The pay is \$15 per hour. He may announce the position on the Swan-cat list.

Submitted by Phyllis Holzenberg