

**SWAN Cataloging Committee minutes
Friday, February 2, 2007 10:00 a.m.
MSSU Library, Joplin, Mo.**

Present:

**Phyllis Holzenberg, Drury
Gwen Gilpin, OTC
Jeanne Besaw, Cottey
Coleen Rose, SBU
Christy McDougall, AGTS
Lisa McEowen, MSU
Raegan Wiechert, MSU
Marilyn McCroskey, MSU
Waudenna Agee, MSSU
Linda Henderson, MSSU
Bob Black, MSSU**

Phyllis will add Christy's name to the SWAN catalogers' list on the MCO website. She will also help Christy sign up for the Mobius Southwest list, etc. so Christy will get e-mail information concerning catalogers.

Phyllis reported that the double display of the 970 fields has been resolved. Raegan had noticed that this has been fixed.

The 245, 246, 740 titles are still appearing erroneously on the authority headings reports. This is a known problem. Just ignore these entries on your headings lists. Phyllis will ask MCO about the status on this.

Gwen and Coleen said they have been suppressing item records centrally (Mobius level) for periodicals as MCDAC had requested. They offered advice on how to suppress the item records with Millennium serials checkin cards. Linda said that MSSU still needs to do this but will probably do it with rapid update.

Electronic serials were discussed. Drury and SBU said they add an 856 url to the bib record of the paper copy of the periodical. Cottey adds the 856 to the bib record and creates an order record for electronic serials. Because electronic journals are available on federated search web sites that are demonstrated to students it would be redundant to add the url to the SWAN catalog other than for Jstor, Project Muse, etc. Checkin records and order records could be added to the print record for electronic serials for record-keeping and statistical purposes.

Coleen talked about the problem with checkin record entries not displaying in the correct order on the webpac in the Library has field even though they are in the correct order in the checkin record. She had talked to the MCO helpdesk about this and they explained that it has to do with the way each entry is formatted in the checkin record. Entries display with the more specific lines displaying separately from the less specific lines. Coleen has been working on fixing her checkin records so they will display in the correct order in the public display. She gave an example of a more specific entry as having a volume number, an issue number, and a date whereas a less specific entry might have only the volume number and issue number.

Netlibrary book records are loaded by MCO with institution identifiable 856s attached. Coleen reported that SBU is also adding a suppressed second item record with the Dewey number for use by their collection development staff.

New review files have been added, including many more small size files.

The documents for the 028 field and 229 field have not yet been added to the SWAN procedures website at MCO.

Backstage will be our authorities, etc. provider until June 30, 2007. MCO will seek bids for a new provider. Backstage may win the bid.

The catalogers suggested that the Backstage option from their Sept. 12, 2006 e-mail about changing SWAN authorities in our masterfile "second indicator 0 to blank custom" for a one-time charge of \$175.00 be forwarded to the coordinators with a request that this be done.

The catalogers discussed changing the drop-down search menu order to move the record number up higher in the list and to put the AGTS control number and the System number at the bottom of the list in both Guicat and Millennium and to request that the LCCN Library of Congress card number search be added to both lists. The catalogers agreed that we wanted these changes and asked Phyllis to let MCO know about this. (We probably need to have the coordinators forward this request for us)

The catalogers accepted Linda's offer to globally change the ISBN-13 024 3 field to 020. Raegan has noticed a problem with the ISBN-13 when exporting records from OCLC.

Raegan had a question about bibs with suppressed item records still showing in the public display. We were reminded that the library's location code in the bib record also needs to be changed to unscoped and if there are no other holdings on the bib record then the bib record should also be suppressed (bcode3 field changed to n). The checkin record and order record would also need to be suppressed to keep the bib record from displaying in the public display.

Authority error reports were discussed again. This topic was brought up by several of us with Beth Fisher during her site visits. Everyone talked about still having their boxes of error reports from the original authorities load. The catalogers keep up with weekly reports but most do not have time to work on the older reports. MSU has been taking responsibility for the majority of authority error reports with Peggy doing global cleanup and Raegan and others doing cleanup. The committee really appreciates their leadership in this. Linda talked about using AACP to "force a change" especially in authority records with death dates added. It was suggested that she send instructions on the process to SWAN catalogers. Basic instructions were typed up and e-mailed following the meeting.

Linda also mentioned that Beth Fisher requested that letters of appreciation be sent to her regarding her staff at MCO. She said that during her site visits that people were saying wonderful things about her staff and she would like to have specific instances sent to her.

The next meeting will be Friday April 27, 2007 at Cottey at 1:00.

Phyllis distributed two handouts provided by Wendy concerning new discussion lists on the MCO website.

Minutes submitted by Linda Henderson 2/2/2007.