

SWAN Cluster Cataloging Committee minutes, November 17, 2000, 1:30-3:30 p.m., Drury

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

Kraus Curriculum fiche

Linda opened a discussion on the Kraus Curriculum fiche at MSSC. The older fiche exist on separate NOTIS derived records without separate OCLC numbers. MSSC will now use a serial record for the fiche, however, older derived records will stay in the SWAN.

Maintenance of the 229 field

It was suggested that a list be created quarterly in order to isolate records which need a 229 field added (Bib lvl=s and SerType of n or p) to ensure none are missed. It was also suggested that the responsibility for the creation of the list and adjustment of records be rotated. Wendy mentioned the possibility of saving a search string (% save search) in a template for lists created on a regular basis and will check on the feasibility.

Use of 006/007 in government documents microfiche/paper records

The committee was asked to consider whether or not one should add an 006/007 to a paper record. Would patrons want to limit records to microform formats only? At a previous meeting, the cluster agreed to use a hybrid record for these items. For records with both print and microform holdings, the print record serves as the master record with the microform locations attached. Phyllis offered to check the catalogs of other MOBIUS sites to see what they are doing.

Marcive records

Linda mentioned a problem with missing 001 fields for 126 Marcive records. Both MSSC and SMSU have their holdings on these records. Michelle will work with Linda in order to determine what happened to the 001.

Checkin records for multi-volume sets

Do checkin records need to be created for two and three volume sets even when volume numbering has been included in the item record? What are the implications for display? Is this duplication necessary? At SMSU, a number of item records never received volume numbers making it difficult to tell what the library owns without the LIBRARY HAS statement. Drury has a number of serial records without the volume holdings. Karen reminded everyone while the adding checkins is duplication in many instances, but also makes things very clear as to what the library has. Should the cluster agree on the policy for uniformity? It was suggested that individuals discuss the topic at their institution and that the topic would be continued at the next meeting.

Multiple versions of serials: electronic vs. paper records

Should the cluster use the single or the multiple record approach when dealing with serials that have electronic versions? Both are valid CONSER practices. If one uses the multiple record approach, one will have two records for the title (print and electronic). If one uses the single record approach, one will use the print record and add a note for the other format available and an 856 with the URL. Karen will check with the MOBIUS Cataloging Design Advisory Committee to see how others are handling this.

Treatment of textbooks sets in SWAN

In this discussion, textbook refers to K-12 curriculum materials, not the occasional desk copy of a college text donated to the library. How should one handle different pieces of a textbook set? Should one catalog each edition or use the fullest set record with note indicating what pieces one has? At SMSU, a set record is used containing both the student and the teacher's edition. The cluster agreed that the set record approach would be used. Also, if one encounters an SMSU record with a corporate main entry, one may correct it.

Circulation of accompanying materials

OTC is interested in the possibility of having the system prompt circulation on accompanying materials (e.g. book with compact disc, etc.). A shared list of codes would need to be used by the cluster. Gwen offered to provide a list of codes previously used by OTC for the next meeting. A list of possible codes for the Imessage field needs to be developed to generate the circulation prompts. Corky McCormack of the coordinator's group will be contacting people for information.

Local practices in serials cataloging

For a time, MSSC had enhanced various records with 505 fields, including serials, to increase use. Linda stated that it was ok to leave or remove the fields and that adding 505 fields to serials is no longer a current practice. Cluster members were asked how they felt about such enhancements. It was the general consensus that the enhancements could stay if useful to users. An alternative to this is to analyze the serial of local interest since a 505 is not usually found in a serial record. Karen also mentioned that Inn-Reach maintenance is instantaneous.

Authority processing

It is hoped that MCO will provide training in the future on how to prevent sending certain records for authority processing and the handling of authority error reports. It has been estimated that the reloading of the database would be finished by the middle of December. After the database returns for authority processing, is there an equitable way to divide the work? Can original authority records not found in the master authority file be uploaded or copied and pasted into III?

035 field

MSSC would like to retain the 035 for all serial records. SMSU and SBU request that all 035 fields still be retained.

Record templates

Gwen has created a number of record templates, but has been unable to print copies thus far.

Merging duplicates

According to Robin, the OCLC records should have matched on the 001 and not been returned as duplicate records. Crowder's serial records will be loaded in January. Also, Crowder's entire collection will be re-barcode shortly.

Next meeting

GUICAT display problems and fixes
Public notes in item record still not displaying
Global functions in character-based mode

The date for the next SWAN Cataloging Committee meeting was set for Friday, January 19, 2001, 1:00 p.m.

Minutes submitted by M. Turvey