

SWAN Cluster Cataloging minutes from 6-25-01. Those present: Barbara Schade, Wendy McGrane, Gwen Gilpin, Colleen Rose, Karen Letarte, Michelle Turvey, Phyllis Holzenberg, Linda Henderson, Drew Beisswenger, Rose Scarlet, Susan Huston

Karen Letarte began the meeting at 9:30. Discussion followed on several items needing a vote for action by MCO:

1. 520's in bibliographic mono records. Do we want BNA to add these as enrichments for our records. We vote NO.
2. Turn on the automatic authorities processing? YES.
3. Define acodes for authority records? YES, we will use the acodes already established by the MERLIN cluster.
4. Election of new SWAN cataloging chair. Michelle Turvey and Phyllis Holzenberg were elected as co-chairs. (We will revisit the issue of how often the chair(s) should be elected)
5. Elect new SWAN rep to MCDAC: Michelle Turvey will be the new SWAN rep and Phyllis Holzenberg will be the alternate. These names will be given to the Library Directors to approve. (Wendy agreed to write up the procedure for electing a SWAN rep to MCDAC and will post it to the SWAN Mobius page)

Discussion of authority issues followed:

1. Authorities cleanup is proceeding slowly.
2. The SWAN invalid headings report authored by Michelle was reviewed.
3. The acodes established by Merlin were discussed and adopted.
4. Karen's handouts on authority procedures and local authority records were reviewed. We also discussed the breakdown of the various types of authority problems that we get from MCO and who gets what and when.
5. We decided that SWAN libraries will create a local authority file.
6. The issue of who is authorized at each library to do global updates was discussed.
7. We talked about having our local authority procedures (once written and agreed upon) to be placed on our SWAN page.
8. We decided that we won't do any authority work on provisional/brief records in the SWAN database.

Other issues discussed:

1. Phyllis will contact Rebecca Kiel who is acting director at Cottey College and invite a representative to attend our next SWAN meeting. Cottey College is SWAN's newest member.

We tentatively agreed to meet on August 14. We adjourned at noon.

Submitted by: Phyllis Holzenberg