

## **Archway Cluster Meeting**

**May 19, 2000**

### **St. Charles County Community College**

Attendees: Carol Warrington, SLCC-FP; Jennie Dodillet, EC; Kathy Schlump, EC; Sheila Ouellette, SLCC; Carol Bennett, SLCC; Bonnie Sanguinet, SLCC; Gwyn Kinner, SCCCC; Lenene Andre, SCCCC; Fran Stumpf, SCCCC; Jim Dutton, MCO; Robin Kespohl, MCO; Barb Liebman, JC; Loretta Ponzar, JC; Mark Warenbrock, MCO.

Minutes of the May 12, 2000 meeting were approved with two corrections.

New attendees were introduced

Purpose of the meeting:

Opportunity to look at how you do cataloging. Look for more efficient ways of doing things. One of the keys is the order record in acquisitions (need to consider downloading this record from OCLC). General discussions about the strength of a shared database.

Archway will need a cluster cataloging committee.

#### Notes on decisions made and local cataloging idiosyncrasies.

- Do not put information in if it does not meet national standards unless it is clearly a local field, 590, 690.
- Field protection on 590, 970, 505:001:k, 690's 69X, 035, 229, 246:k added title.
- Use of 590's for information about inclusion of this item in a standard bibliography such as BCL3-- move local notes to 590z as interim measure. Refer this issue to the cataloging committee.
- Jefferson College says that anyone finding the catalogers initials in a 590 field on a JC record can delete this information.
- How to handle enhancements in the 505 field was referred to the cataloging committee.
- Cataloging committee also needs to develop guidelines for merging bib records. Jefferson College said to feel free to merge their records.
- SLCC automatically stripped off U.S. subject headings for years.
- 035 field not important to Jefferson College. Their DYNX number is stored in this field, and they do not refer to it.
- If brief records are used for order records in acquisitions, they are easier to identify if they are put in all caps
- When searching the database do not rely solely on OCLC#. Also do a title search.
- Refer to cataloging committee - when holdings have been transferred, which institution sets holdings for upload in OCLC. (Decision has cost and ethical implications.
- What to do when there is no OCLC record and the material is not ephemeral? Need to do cataloging on OCLC. Uploading only works if there is an OCLC number.
- Need to do create lists and change itypes with rapid update for periodicals,. Reference books need to have status change to Library Use Only with an "o" in the status field.
- MCO will provide a list of possible duplicate records. Cataloging Committee needs to decide how to divide up the work.

Another Cataloging Committee task - decide what to do about duplicate serial records - both bib and holding statements. Do you want to put the holdings for both paper and microfilm on the same or separate bib records? Also need to decide who will upload holdings records to OCLC.

- Authority records covered in Robin's handout. Jim Dutton ask that we send him the email address of the person who is to receive the discrepancy reports for authority records.
- It is possible to have WLN set up a local authority file, if we do enough of that work.
- If cataloger downloads authority records during the cataloging process, we need to set this in our profile.

Rev. 06/14/2000