

## **Arthur site coordinators' minutes, 8 NOV 2007**

The Arthur site coordinators met at the MCO office at 9:30 a.m. on November 8th. In attendance were: Tom Schultz(William Woods), Corinne Caputo (Westminster), Inas El Sayed (Lincoln), Nason Throgmorton (Columbia College), Susan Morrisroe (MOSL), Corrie Hutchinson (Stephens) and Vandy Evermon (Columbia). Tom Leimkuehler from MOSL was absent due to illness.

Topics discussed:

1. Corinne shared with the committee the procedure for moving a review file. This is useful when a file with a small number of items is occupying a large file.
2. In regard to the naming convention for review files. We agreed that the document needs to be rewritten in more precise language before being posted to the Arthur site, but the fundamentals are as follows:

Library initials, date (YYMMDD)space \*file number\* space file name, e.g.  
**wdts071119 \*39\* New horse books WWU**

3. Per MCO request, we should now use the suppression code **S** rather than **N**, and **Z** rather than **L**. N.B. Susan will be discussing status codes in this afternoon's Tech Services Meeting.
4. Discussion and clarification of altering records in the shared catalog. With few exceptions, this distills down to one basic precept: Don't alter another library's records. The primary exception is the common typo – these may be corrected when encountered. As to subject headings, automatic authority control takes care of most changes; however, we should not remove non-English subject headings. They may be of use to patrons. At one time, electronic storage space was at a premium, so all unnecessary characters were removed. This is no longer the case. Susan mentioned the process of controlling headings in OCLC before downloading the record, which saves the step of checking the headings in Millennium.
5. We discussed the use of the 590 local note in the shared catalog. MCO has stated that they prefer we use the note field in the item record. Corrie maintained that this is sometimes insufficient, as there may already be a note in that field. If the 590 is to be used, the college name should be spelled out, rather than using the library's initials. Deficient 590 fields may be updated at the home library's convenience. Tom Schultz suggested that among the revised policy documents, a link to the Merlin cataloging standards should be inserted.

We agreed that barring emergencies, our next regular meeting would be in April, with the date, time and location to be agreed upon later. The meeting ended at approx. 12:30, and we broke for lunch. We returned after lunch for the Tech services meeting.

Tom Schultz, chair,  
Arthur Site Coordinators.