

Meeting minutes of the
ARTHUR Technical Services Committee
16 June, 2009, Westminster College

Members present:

Tom Schultz (William Woods), Corrie Hutchinson (Stephens College), Vandy Evermon (Columbia College), Susan Morrisroe (MO State Library), Tom Leimkuehler (State Library), Inas el Sayed (Lincoln University), Corinne Caputo (Westminster College).

Absent: Genevieve Dazet (MOSL)

Guests:

Angela Gerling, Reeves Library director, Westminster College.

1. The meeting was called to order shortly after 1 p.m. We welcomed Angela Gerling, Reeves Library director, who wished to observe our meeting.
2. Copies of the agenda were distributed.
3. Minutes of the previous meeting were read by Tom Schultz. Comments or discussion were asked for. None being offered, the minutes were accepted as read.
4. Information items: Corrie Hutchinson (Stephens) imparted several items to the committee.
 - Catalog design committee (MCDAC) – There is a problem with title display. Titles in collections are being displayed multiple times. MCO can adjust the system to pull titles from 7XX, fields as well as 130 fields.
 - MCDAC is currently putting together a task force to review current authority control policy, as well as reviewing which reports will be received and distributed.
 - Problem: During authority processing, many unmatched names were repeatedly showing up. Investigation showed that there was a back file of unmatched names which was not being cleared. MCDAC agreed that if the name has been in the file for more than 3 years, it should be removed.
 - MCDAC is also forming a task force to assess redesign of the catalog.
Corrie informed the committee that the authority reports are now on the Brazil server, since the old FTP server was no longer used. She also said she would compile a procedure for accessing these reports.
5. Unfinished business: We continued our discussion on table of contents notes (TOC). Is there a preference for the standard 505 notes over the 970 forma? Tom Schultz noted that the 505 formatted contents note is the MARC standard, while the 970 notes are not. 970 notes were added several years ago in an enhancement project with Blackwell. This was not continued, largely due to expense. The committee expressed its preference to enhancing 505 notes, where possible.
6. New business:

•Corinne Caputo (Westminster) posed a question as to how the member libraries were dealing with withdrawn item records, e.g., how long should they remain in the catalog? There was no consensus, but a common method is to retain the suppressed items for 3 years and then delete them from the catalog. Susan Morrisroe (MOSL) suggested that before deletion, an item list could be downloaded into a spreadsheet so that a record could be maintained.

•Tom Schultz (WWU) asked for further information on how the changeover from the FTP server to the Brazil SCP secure server would affect authority control workflow. Corrie Hutchinson stated that she would revise and distribute the procedures for accessing the files, as well as the procedures she uses for dividing and distributing the files on the server.

- There was general discussion about the upcoming changes in database coverage since the new contract was awarded to Gale. Since much time and effort have been invested in training students and faculty to use EBSCO products, EBSCO has agreed to make their most used database available at a very good price to the consortium. Negotiations are ongoing for the possible purchase of Academic Search Premier.
- Nason Throgmorton (Columbia College) had raised a question via e-mail about creating institutional item records for the Wright American Fiction collection. The unanimous response was negative, since all Arthur libraries have shared item records for those titles

•Scheduling of upcoming meetings for 09/10: We agreed to continue the current practice of holding our meetings in tandem with the Arthur Coordinators meeting. Tentative upcoming dates are Sep. 11, Dec. 4, Mar 12, June 4. Since today's meeting fell so close to the end of the old fiscal year, we will consider it to also be the first meeting of the upcoming year.

7. The meeting was adjourned at 4:20 p.m.

8. Submitted by Tom Schultz, outgoing chair, Arthur Technical Services Committee
30 July 2009