

BRIDGES CLUSTER SITE COORDINATORS MEETING MINUTES

FEBRUARY 16, 2001 COVENANT SEMINARY

Pre-meeting, 9 a.m-10 a.m: Many of those listed below were present for the pre-meeting. We decided to try to discuss some issues using a threaded discussion group that Shawn will set up.

PRESENT: Jim Dutton, Robin Kespohl, Kathy Maul, Per Almquist, Denise Pakala, June Williams, Linda Orzel, William Toombs, Shawn Strecker, Jean Rose, Melissa Belvadi, Mary Ann Mercante, Fred McKinney, Elaine Trost, Sue Wartzok, and Eileen Condon.

Our first order of business was scheduling a meeting for site coordinators (if they want to come), the web design committee, and Hardy Pottinger from MCO. We decided to meet next Wednesday, February 21 at Covenant. MCO staff, site coordinators, and catalogers will meet 9-noon to finish OP-5 and BIB 4, 5, and 6; Hardy Pottinger, site coordinators, and the web pac design committee will meet 1-3.

We learned that we are waiting for III to respond regarding the possibility of scheduling ACQ and Serials training close to our go-live date.

Robin and Jim presented us with options for cataloging during the period between data extract and going live with cataloging. Not cataloging during the interim was the option chosen by most libraries; Maryville and Eden-Webster plan to use CATME during the interim.

We did not discuss Locations. It will remain on the agenda until Jim finishes his work on it.

Our next items for discussion were BIB-11 and BIB-12, Indexing Profile and Keyword Index. The following topics were discussed:

- MCO staff noted that we are running short on indexes. There is a limit of 25 or 26 indexes. We are within 2 or 3 of that limit.
- System # and OCLC # were approved as shown on the latest copy of BIB-11.
- For the call number index, we only need one tag to represent each scheme; we don't need to worry about including all the possible tags a scheme might use. We decided to remove 090 and add 060.
- Robin told us how to indicate what call number scheme an item uses when we do the item extract. We can indicate the type in the 945 field, or we can pull three separate files, one for each call number scheme.
- We added a number of fields/subfields to the Standard # and ISSN indexes. See the revised BIB-11 for details.
- We added the 098 17 to the Sudocs index, and we are renaming it the Gov Docs index.
- We added the 690, 780, 785, 240 \$h, 245 \$h, 533 \$c, and 533 \$n to the keyword index.
- We removed 970 indicator 01 from the keyword index (and the title index?)
- We agreed with the recommendation "All subject subdivisions to be rotated, do not use stoplist".

We made the following changes to the index names that will appear in the pull-down box when doing a search on a results screen:

- LC Subjects → Subjects (LC)
- Children's Subjects → Children's Subjects (LC)
- Journal & Newspaper → Journal
- LC/NLM Call Number → Call # (LC/NLM)
- Dewey Call Number → Dewey Call #
- Local Call Number → Local Call #
- SuDoc/MoDoc → Gov Doc

Our next order of business was OP-4 (Order of fields in public display. We learned that it is very easy to change the order of display for bib, item and checkin records. We decided to make the following changes:

- Move CONTENTS to after NOTE.
- Move LOCAL NOTE to after ADD KEYWORD.
- We left the order of the item record as is.

We changed the order of the checkin record to: Location, Call #, Identity, Latest Rcvd, LIB HAS, Note.

Next we discussed OP-5 (Public display labels). We made the following changes:

- 024 2 ISMN → INT'L MUSIC #
- For the 028 field, we decided to display fields with any of the indicators, because it was noted that the "do not display" indicators are not used consistently.
- 028 0 ISSUE # → SOUND REC #
- 028 1 MATRIX # → SOUND REC #
- 028 2 PLATE # → SOUND REC #
- 028 3 PUB # → SOUND REC #
- 035 – add to OP-4 at the very end? We do not want to display 035 in the patron display because the patrons will never use them. MCO is going to find out if it is ok to suppress 035 in the patron display.
- Split out 086 0x and call it SUDOC #
- 130 UNIFORM TITL → UNIFORM TITLE
- 240 UNIFORM TITL → UNIFORM TITLE
- 256 COMP INFO → COMPUTER FILE INFO
- 270 DON'T DISPLAY
- 306 DON'T DISPLAY
- 307 DON'T DISPLAY
- 342 & 343 DON'T DISPLAY
- 506 LOCAL NOTE → RESTRICTIONS
- 521 0 READ. LEVEL → READING LEVEL
- 522 DON'T DISPLAY
- 524 DON'T DISPLAY
- 526 0 READING PRGRM → READING PROGRAM
- 533 FORMAT → REPRODUCTION
- Split out 535 1 and call it ORIGINAL AT
- 535 2, 539, 541, 544 DON'T DISPLAY
- Split out 546 and call it LANGUAGE
- 547 DON'T DISPLAY
- 551, 552, 562, 581, 583, 584, 585 DON'T DISPLAY
- Split out 586 and call it AWARDS
- 590 z and 599 DON'T DISPLAY
- Split out 590 \$a and call it LOCAL NOTE

To do for meeting Wednesday, February 21:

- Be prepared to finish discussion of OP-5.

To do for meeting Friday, March 2:

- Complete C-A, C-B, C-1 (Send to Jim by Wednesday, Feb. 28, and bring to the meeting.)

Meeting adjourned