

## **BRIDGES CATALOGUING COMMITTEE**

**June 18, 2008**

### **Minutes**

The Bridges Cataloguing Committee met June 18, 2008 at 1:00 p.m. at Missouri Baptist University. Denise Pakala, Committee Chair, presided.

### **ATTENDEES**

Brady Shuman, Covenant Theological Seminary  
Wendy Schlegel, Eden-Webster University  
Kathy Nystrom, Eden-Webster University  
Joel Shedlofsky, Logan College of Chiropractic  
Denise Pakala, Covenant Theological Seminary  
Anne Calhoun, Missouri Baptist University  
Elaine Trost, Missouri Baptist University  
Julie Portman, Fontbonne University  
Sharon McCaslin, Fontbonne University  
Suzanne Gleason, Lindenwood University  
Mary Ann Mercante, Maryville University

### **INSTITUTIONAL NEWS**

Fontbonne: Sharon reported that the Fontbonne University campus held a “mission day” on May 1<sup>st</sup>, closing all campus offices so that staff could go out to do service. The Library was kept open, so library faculty and staff could only participate on a limited basis.

Missouri Baptist: Nothing to report

Eden-Webster: Kathy reported that Webster is hiring a new reference librarian. All Library departments are working on their goals. Each department prepares its goals. The Management Team reviews the various departmental goals. An all-library meeting follows with mixed tables (people from various departments mixed at tables) to discuss the goals. Kathy finds this latter step to be especially in that people from outside your department can bring a different perspective to your goals.

Maryville University: Melissa Belvadi’s last day at Maryville will be June 25<sup>th</sup>. Mary Ann will take over the Site Coordinator duties. Authorization to replace Melissa’s position has been obtained. The new position will not be an exact replacement but will focus more on technology affecting the public, while technology for staff purposes will be shared by several positions in the Library and by the University IT department.

Mary Ann also reported on the relocation to the Library of the offices of the Academic Success Center (ASC) which includes Peer Tutoring and the Writing Center.

Approximately ¼ of the Technical Services work area was remodeled into offices for ASC. The Library will provide a variety of office services for the ASC.

Covenant: Denise reported that the new faculty office building will be dedicated on July 20.

Lindenwood: Suzanne reported that the Library is in the beginning stages of planning for a refurbishment of the Library building.

Logan: Joel reported on the Logan Homecoming. Homecoming at Logan takes on a serious meaning since chiropractors needs a certain number of continuing education hours, continuing education courses are a primary focus of the event.

The new student center will be dedicated on June 19<sup>th</sup>. Joel is ready to start entering Finding Aids into the catalog. He now has a flatbed scanner.

### **ZZZZZ RECORDS**

Denise reminded the committee that there are still zzzzz records in Create List Review File #84. The records are sorted by institution. Each institution should take care of their records and then delete them from the file. In response to a query about duplicates in the file, Denise explained that the sort my institution goes by the first symbol which is zzzzz and then sorts again by the 2<sup>nd</sup> symbol, so there are duplicates to be deleted.

### **BACKSTAGE AUTHORITY CONTROL PROCESSING**

Denise described the reports from the February run as “a mess”. For the Name Changes, she has reports from 3 different stages. Kathy is not convinced that Backstage is bringing in the authority records for the LC dates project, but Denise thinks Backstage is.

We now have reports from the most recent authority processing. Denise’s inclination is that we just work on the new ones and later go back to the February ones to see if the problems get cleared by the most recent work. Kathy thinks that realistically we probably will not find the time to go back to the Feb. reports which is fine with her. Denise said she would hold onto the Feb. reports and if she had time at some point in the future would take a look at them.

Kathy questioned what seemed to her a long wait for the last authority control processing. Records were sent out on May 23<sup>rd</sup> and are just now (June 18) being loaded. Others also thought the processing had taken longer. Denise will check with MCO.

### **LC TOUR (Joel)**

Prior to the April IUG meeting, Joel spent time at the Library of Congress. He had two one hour meetings to discuss digitization, hoping to get some insights to help with his work at Logan. He got very little insights. When he asked “What kind of standards do

you use?” he was told that each project does its own standards and the audio and visual digitization is outsourced. As he walked around, there were cubicles and cubicles of folks working on digitization, but the various projects don’t seem to be talking with each other. His tour guide said that catalogers are not being replaced. Money is going into digitization.

In addition to digitization, Joel’s other main purpose was to look up a Jewish publication of which LC has the only complete run. He was able to locate it.

Denise said that the American Theological Library Association LC reps say that LC believes it can’t afford cataloging, but Denise believes it’s really that LC doesn’t want to use money there. LC wants to put money into digitization. More and more basic cataloging is being done by library technicians.

### **IUG POSTER SESSION (Mary Ann)**

Mary Ann discussed the poster session she and Gail Keutzer, a Maryville reference librarian, prepared for the April IUG meeting. The poster described the Ref to Circ portion of the Library’s Reference Streamlining Project.

In May 2005, Dean McKee directed that the first floor Reference collection be reduced by 1/3. This was accomplished by withdrawals and by moving 2,831 titles from the Reference Collection to the Circulating Collection. The overall reduction was done in order to make space available for the first floor renovations. The move of items from Ref to Circ was done in order to make them more available for patron access. The definition of what belongs in Reference has changed over time; it is no longer desirable to put titles in Reference to “protect” them from the patrons.

The project took the following steps:

- Inventory List of Reference Collection prepared by Melissa using Create Lists
- Melissa and Gail reviewed the collection title-by-title, making notes on the inventory list as to what was to be kept in Ref, withdrawn, moved to Circ.
- Student Assistants pulled titles moving to Circ, relabeled and scanned the barcodes into a Create List Review file
- Mary Ann used Global Update to change ITYPE, LOCATION, and STATUS as well as to insert a special Internal Note: RTC project

The insertion of the Internal Note will allow Maryville to track the future circulation of these items to see how successful this project was in terms of patron access. Did the titles moved upstairs reflect items that patrons would have checked out if they could?

Mary Ann showed graphs which indicated that the call # ranges where most titles moved upstairs had the most circulation. Graphs were also prepared showing circulations as a percentage of titles moved upstairs. Call #s in N (art) and R (Medicine) had a high percentage of checkouts. This was expected because of the nature of Maryville’s

programs. Surprising areas with a high percentage of checkouts were D and U/V where not as many items were moved. Class Z had a low percentage of checkouts relative to checkouts, but this is probably because towards the end of the project, the reference librarians began moving items in Class Z upstairs because they weren't ready to withdraw them, but couldn't justify them in Reference. It is not possible to tell the difference between circulation to Maryville patrons and to MOBIUS patrons.

### **IUG & MOBIUS CONFERENCE SESSIONS**

Denise asked the group if anyone wanted to share a program or programs at the recent meetings that they thought was good.

Mary Ann described the MOBIUS meeting's Catalogers Forum at which Shirley Baker described the way in which Washington University is moving towards purchasing records for most of its cataloging, with catalogers working on the more unique, rare materials that Washington University holds. The philosophy is to not spend time improving something where access is good enough, but to concentrate on making available items for which there is no access. Mary Ann thought the sessions raised interesting points for consideration. Denise spoke of the many mistakes we are finding in copy cataloging these days, and of the poor subject access provided often by LC in theological cataloging where she will sometimes not even find a heading for the denomination being discussed. Joel wondered if someday keyword searching is all that will be used. Denise said that subject headings are part of keyword searching.

From the IUG meeting, Denise recommends that the PowerPoints from sessions H4 and G5 are worth looking at. She attended sessions on usability studies done at Ohio State University and Central Michigan and found them very interesting. Central Michigan found that their students didn't like the "quick search" box. They commented that the quick search screen didn't look like database search screens where there are multiple boxes. Students also didn't seem to notice buttons. Another interesting finding was that students thought the system wasn't working when they couldn't find something.

Brady and Denise presented information about Steve Jamieson's poster session from the MOBIUS meeting. The poster described how to purchase a portable barcode scanner and "tinker" with the Millennium software to measure in-house usage as well as doing inventory. By doing this, Steve was able save Covenant approximately 80% off the purchase of this from Innovative. Steve is happy to share how to do this with other libraries. In response to a question about measuring usage of periodical issues, Denise explained that Covenant uses sloping magnetic shelves for its current periodicals and puts a barcode on each shelf, rather than barcoding individual issues. When reshelving current periodicals, the shelf is scanned.

Once a set of current periodicals moves to binding, each volume gets its own barcode. Covenant is deciding what to do with boxed periodicals, but will probably end up barcoding the boxes. Covenant is not using RFID technology because it currently is too expensive.

## **MISCELLANEOUS QUESTIONS OR ISSUES THAT HAVE COME UP**

Rotational Reports: Kathy asked if others had noticed that the rotational reports seem smaller than usual lately. Others had not noticed this, but will pay attention to that in the next few weeks.

Missouri State Publications Access Program: The Missouri State Library has taken over responsibility for the *Virtually Missouri* digitization project. Carl Wingo is the State Library Staff member working with the project. MLNC formerly managed the program. MLNC's work with digitization currently will consist of training on ContentDM only.

Libraries with collections to digitize can go to the Missouri State Library to get a grant for the State Library to digitize the materials. The State Library will then put the digitized content on the State Library website. Alternatively, you can ask for the funds to digitize the materials yourself and put the materials in their ContentDM or you can digitize the materials yourself, put the materials on your website, and the State Library will link to your site.

Odd Bib Records: This is the issue of how to deal with bib records that seem to have been Share records at one time. The records have the holdings of the Share members as bib locations, but there are no attached records. Mary Ann asked that prior to deleting these records, folks check

- 1) If there is MilMedia attached (look at the Media icon at the top of the bib record to see if the number in parentheses is greater than 1. If there is MilMedia, the bib record needs to be retained.
- 2) If there is a freely available copy available on the web for which an 856 can be added.

The Committee agreed by consensus.

"Show Similar Items" Turned Off: Denise reported that the "Show Similar Items" feature has been turned off in the Bridges webopac. The feature was creating strange results by flipping subject headings

Cleaning UP Non-LC, MeSH, Children's Subject Headings: Denise reminded the Committee about the project to copy the 650 4 fields from bib records into other fields if the terms are not otherwise in a keyword searchable field. The records are in Review file #300. Wendy said she has been using the instructions from the minutes [Feb. 27, 2008 meeting] to work on this.

## **NEXT MEETING**

The next meeting of the Bridges Cataloguing Committee will be on Wednesday, Sept. 17th.

