

## **BRIDGES CATALOGING COMMITTEE**

### **Minutes**

*October 22, 2002*

The Committee met at Covenant Theological Seminary. Denise Pakala, Committee Chair, presided.

#### **Attending:**

Denise Pakala, Covenant Theological Seminary  
Kathy Nystrom, Eden-Webster Library  
Wendy Schlegel, Eden-Webster Library  
Mary Ann Mercante, Maryville University  
Elaine Trost, Missouri Baptist College  
Linda Orzel, Harris-Stowe State College  
Marty Knorr, Harris-Stowe State College  
Jean Rose, Logan College of Chiropractic  
Brady Schuman, Covenant Theological Seminary

#### **MOBIUS Annual Conference & MLA**

The MOBIUS Annual Conference was considered to be very helpful by Committee members, especially the Cataloging Roundtable. Mary Ann is co-chair of the Planning Committee for next year's conference. In response to her request for suggestions for next year's conference, the following items were offered:

- Have the convener of a roundtable be prepared to do a 10 minute presentation on the selected topic to get the discussion started.
- Have an Enhancements Overview session (the background to the enhancements process and a preview of coming enhancements)
- Creative ways to uncover (or discover) problems that are hiding (or are not evident) until we stumble across them by accident.
- Sharing ideas on working with students

No one from the Committee attended the Missouri Library Association Conference

#### **MARS Report Distribution**

Denise reported that she had received the MARS reports from Christopher Gould for the last two quarters of authority work. The latest set of reports includes the *LC Changed Authorities Report*. These are one record per page, so the stacks are not as daunting as they might first appear.

The Committee discussed the pros and cons of working in the Bridges scope of the WebPac vs. working in Guicat on the Changed Authority reports. In WebCat you have better speed and nonuse of a port, but if you need to make a change, you are not where you can do so. In GuiCat, if you need to make a change you can do it immediately, but you use a port and have slower speed.

Denise cautioned the group to pay attention on personal and corporate name headings reports as to what kind of heading the report is for: the person or corporate body as name or as subject. (This information can be found at the top of each page)

Denise has divided the regular MARS reports the same way as previous reports. The 100 no matches have been distributed to Covenant, Kenrick, Maryville, Harris-Stowe, and Eden-Webster. The remaining reports have been divided among all cluster members except Lindenwood.

### **Old Discussion**

#### **Authority Protected Fields**

Denise learned that changes to our decisions can easily be made by resubmitting them to MCO. She has, therefore, sent in our original decisions.

#### **Error Reporting Form**

Denise Pakala will serve as the contact for the Bridges Cluster for this project. It is to her email that Error Reports submitted on Bridges records will be delivered. She is also the person who will submit the Error Report form when we discover problems with other clusters' records. We should send Denise an email regarding any errors affecting searching which we discover in MOBIUS non-Bridges records.

#### **Blind Refs for MESH Headings**

Jean reported that when she works on the Blind References for MESH headings and changes a suppress code to 'd' and adds the word 'delete' the headings seem to disappear immediately. They can still be viewed in TELNET if you search by Authority Record Number, but they shouldn't be disappearing from GUICAT. She has talked with Christopher about this since this works differently than do the LC headings. Denise suggested that Jean contact Robin, since Robin is the authority specialist.

### **New Discussion**

#### **Overlaying by OCLC #**

Kathy shared a shortcut for overlaying by OCLC# devised by Eileen Condon. This shortcut lets you overlay an OCLC record on an acquisitions brief bib created during the ordering process, using the CATME.

- 1) Add ov=o; to your constant data record for the first 949 (the one with no indicators); this tells III to overlay using the OCLC # as the match point.
- 2) Copy the OCLC # of each record as you edit it. (In the CATME, right clicking anywhere on the record brings up a box; one of the choices is 'Copy control number').
- 3) Find the correct brief bib in GUICAT or MILCAT. Paste the control number (OCLC #) into an 001 field.
- 4) When you import the OCLC record (or export the records from the CATME), each OCLC record will overlay the short bib.

### Unscoping Records and Items

The growing numbers of suppressed bibs are creating problems. It is too easy to attach an item to a suppressed bib and not notice that the bib is suppressed. The Committee suggested that in the future, members would consider using an Unscoped Bib rather than suppressing records for library materials. However, this has its own set of problems, particularly at the INNOPAC level, so this will be discussed further. It is a good idea for each library to create a list occasionally of holdings they have attached to suppressed records to catch unintentional suppressed records.

### Internet Resources – Shared Item Location

No one has used this code yet. Mary Ann will check with Melissa to see if she has used it for any bibs and will send a report to the Bridges' Catalogers' list.

### Statistics – 910 Field

Kathy described the current status of Eden-Webster's project to do their cataloging statistics from the III system. She is now planning to use the 599 field rather than the 910 field since it will give her the capacity for more subfields. Working in GuiCat does have the drawback of the lack of macros or substitution strings. Since she can use Create Lists function to retrieve the records with their 599's, the 599 field will not need to be changed to an indexed field.

### Geographic and Language Codes Upkeep

The lists of Geographic and Language Codes in the Bridges catalog is static. It is not automatically updated as the Library of Congress makes updates to these lists. Someone needs to manually modify these lists as LC makes changes, especially additions. Wendy Schlegel volunteered to take on this task for the cluster. She will obtain authorization to work on these tables.

### Local Notes With Old Accession Numbers

The following fields can be deleted from Bridges records as we come across them:

5XX notes with Accession numbers where the holder on the record is solely Kenrick and/or Lindenwood.

946 and 949 fields from Eden-Webster

### Innopac Enhancement Proposals

Denise distributed the Catalog/Database Maintenance proposed enhancements list. The Committee needs to select our top five priorities from this list. We do not need to prioritize within the five. The Committee selected the following:

D1. Enhance global update with the ability to add text to the start or end of a field. It is currently possible to globally add text to the start of a variable MARC field by including the |a (or other appropriate subfield delimiter) but there is no way to add text to the start of a nonMARC field, or to the end of a field.

D3. Enhance global update with the ability to copy the contents of one field to another, for example, 082 to 092. This should work on both MARC and non MARC fields, for example, copying nonMARC c fields to 090 or copying monarch note fields to 590.

D14. Enhance the editing function of Millennium Cataloging with a batch change functionality, allowing users to select any or all attached item records and make batch changes to any fixed or variable field in those items.

D15. Enhance Millennium Cataloging with the ability to do multiple levels of sorting by column heading in the summary screen, for example, by location and then volume number.

### Next Meeting Date

The next meeting of the Committee will be held on Thursday, January 23, at Covenant Theological Seminary at 1:00 p.m.