

BRIDGES CATALOGUING COMMITTEE MEETING

April 13, 2004

Minutes

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

Attending:

Elaine Trost, Missouri Baptist University
Linda Orzel, Harris-Stowe State College
Marty Knorr, Harris-Stowe State College
Jean Rose, Logan College of Chiropractic
Kathy Nystrom, Eden-Webster Library
Wendy Schlegel, Eden-Webster Library
Denise Pakala, Covenant Theological Seminary
Brady Shuman, Covenant Theological Seminary
Mary Ann Mercante, Maryville University
Corrie Christensen, Lindenwood University
June Williams, Fontbonne University
Pat Seavey, MCO
Jim Dutton, MCO

INSTITUTIONAL NEWS

Logan: Logan is packing boxes in preparation for moving into their renovated library space. They are planning to reopen in the new space on May 10. They will continue to do MOBIUS loans during their move.

Harris-Stowe: Their accreditation is done!

Lindenwood: The OCLC update of their holdings in OCLC will be done at the end of May.

DEDUPING PROJECT (Jim Dutton)

The deduping project has been completed by OCLC. The duplicates which were identified were immediately resolved in MOBIUS by the matching of OCLC record #s.

Within the cluster catalogs, catalogers will need to manually resolve the duplicates. A cluster can choose to do nothing as far as MCO is concerned. The duplicates have been deduped in the central catalog. The cluster catalog is no worse off than before, since the duplicates were there before. This project has just identified them for us and made it possible for us to dedupe them.

It is important to realize that this project accomplished more than just locating duplicates. The project also added OCLC holdings to all Bridges records that matched OCLC records, even

when there was no duplicate record. These do not appear in our duplicates lists, since they are not duplicated in Bridges. These can still be identified by the 003, but we would need to run our own lists to find them.

Jim demonstrated the method he recommends for resolving duplicates using MilCat. MilCat needs to be set for Multiple Windows (SETTINGS – WINDOW – MULTIWINDOWS MODE) for this to work.

1. Retrieve both records and tile them vertically.
2. Compare the records to ensure that they truly are duplicates. Follow the Bridges policies found in the document Standards for Merging Bibliographic Records on Bridges, posted on the Committee's webpage.
3. If the records are truly duplicates, decide which record to retain. Generally, it is easiest to keep the original OCLC record. However, if the record from the dedup project is clearly a more complete record, keep it instead.
4. If you are keeping the record with the 003 field of OCLC DEDUP (this is the record to which the OCLC # was added during the deduping project) retain the 003 in the record. This will allow us or MCO to create a review file of these records in the future, if some need should arise. Edit the 003 to read:

OCLC DEDUP b

(The space and lowercase b will identify Bridges ones uniquely)

5. Move any fields which should be retained from the record to be deleted to the record being retained. Follow the Bridges policies found in the document, Tags To Be Preserved During Merge or Overlay in Bridges, posted on the Committee's webpage.
6. Transfer all attached records from the record being deleted to the record to be retained.
7. On the record to be deleted, click on EDIT – TRANSFER ATTACHED. You will be given the opportunity to select the bib # of the record to be retained. (Usually this record is already displayed as one of your tiled records. Then you just need to accept the bib # that appears in the box). The advantage of MilCat over GuiCat is that in MilCat you can see and move order & checkin records from other accounting units.

Jim warned us to beware of mismatches, where the records are not really duplicates. A random sample done on MERLIN's database showed that approximately 6% of the records given OCLC #s were given the wrong OCLC #. So far, these appear to be instances of different editions of the same title. None, so far, have been mismatches involving different titles. The cataloger who has been working for MCO doing deduping for the various clusters has been assigned to work on the MERLIN dedup lists so that mismatches can be rectified. Since MERLIN records comprise a

larger percentage of the master records than any other cluster, this will help rectify mismatches in the Union Catalog more quickly.

The question was raised as to whether to retain a bib if it had no attached records. Several of the Bridges libraries indicated they wanted these records retained, so the decision was made to retain them. NOTE: This policy refers to bib records that have never had any attached records. They are a result of the initial load into III. This does not refer to bib records where the attached items, etc. have been transferred to another bib record. These can be deleted when you are finished deduping.

Jim recommended opening the dedup list online via Word or another program which would allow you to delete an entry from the list as you finish it. This also allows you to copy and paste information from the entry if you need to email another holder on a record to check their copy of the title.

If you find a mismatch when comparing two records:

1. Go to OCLC and find the right OCLC # to insert in the 001 field of the bib record in Bridges.
2. Go to the “wrong” OCLC # record in OCLC and delete your OCLC holding symbol, which was added as part of the dedup project.

The following points came up during the discussion and questions/answers period:

- Only those libraries on the record which has the 003 OCLC DEDUP receive the report of duplication on their Dedup report.
- When items, orders, and/or checkins are moved from the record being deleted to the record being retained, the retained record will not show in the scope of the moved holders until the next day, unless they manually add themselves by editing the bib location field.
- If a record has a 912 tag containing DDR, it means the record was identified as a duplicate via the final matching algorithm used by OCLC. This algorithm is not as good as the others used by OCLC and so those records should be checked very carefully to see if they really are dups.
- We should ignore the “Headings Used For the First Time” sequence of records that came with the OCLC project duplicate reports. MCO failed to turn off the generation of this report when running the duplicate reports for Bridges.
- Marty warned others that they might see an increase in OCLC Interlibrary Loan requests from other libraries since our symbols are now on more OCLC records than previously. (Setting OCLC holdings was part of this project.) Marty said that Harris-Stowe has seen approximately a 100% increase in OCLC ILL requests since the dedup project ended.

- It is important for ILL folks to report mismatches which they find as they respond to OCLC ILL requests.
- Jim would like to be notified if we find any mismatches where the titles are different.

LIMIT OPTIONS

At Kathy's requests, the Committee looked at the Washington University cluster's Advanced Keyword search screen. Wash U has some additional media limiters available: the ability to limit by Specific Sound Recording type and Specific Video Recording type. Kathy would like to see a similar capability in the Bridges catalog. Several other Committee members expressed interest in this capability.

Mary Ann thought she remembered that Washington University, at least at one time, was putting an extra code somewhere in the record so that these limiters could be generated. Jim wasn't certain if that was the case or if Wash U was using the 007 field to generate the limiters. Jim reported that Truman State had just recently expressed interest in the same ability. Jim said that MCO will check into whether this can be done and how it would need to be done.

MCDAC MEETING REPORT

Denise discussed the highlights from her "Notes From MCDAC Meeting – March 12, 2004" handout. Regarding the "Items to Discuss in Bridges" section of her report:

1. INNReach consortia can customize "request denied" messages. Denise will refer this to the Site Coordinators
2. It is possible to set maximum results size. Denise will refer this to the Site Coordinators.
3. It is possible to hyperlink 856's in check-in records. Bridges already tried this and found the INNReach display results very unsatisfactory, so this is not being done.
4. Grouping of holdings records by institution is a proposed Inn-Reach enhancement for 2004. For bib records with attached checkin records, MCDAC discussed how this could also be accomplished by suppressing the item display. If this choice is made, MCO recommends using "n" or "l" for suppressions. This loads the items into the central catalog, but suppresses them, which means that they still get counted in MOBIUS statistics. The "n" suppresses in both the local and central catalog. In committee discussion, it was found that within Bridges several libraries did not want to suppress the item records locally. Logan circulates their bound periodicals and Webster wants to see the item records. The "l" suppression code suppresses the item in the central catalog, but it still displays in the local (Bridges) catalog. MCDAC has not yet made a formal recommendation that all clusters suppress items in the central catalog, but is asking what the clusters think of the idea.

The problems MCDAC is attempting to solve are two:

1. The number of items attached to these records is so large that they can take a long time to load and it is difficult for the patron to understand the record. The checkin card is not adjacent to the item records from the same library. All the checkin records are together and then the item records.
2. There is currently no way to sort the item records except by the date they are added to the central catalog. So, the volumes appear to the user to be displayed in no discernable order.

For an example, look at the title, *Science weekly*, in the central catalog and look at the holdings display.

IUG REPORT

Denise and Jean gave brief reports on the recent IUG meeting. Denise found the meeting very valuable and encouraged everyone to attend IUG, at least every few years, if possible. While your library does not need to be an IUG member to attend the conference, the difference in registration fee pays back the cost of the IUG membership. If your institution is a member of IUG, you have access to the Website with its materials, including handouts from the conference and you have a vote in the enhancements process. Jim encouraged libraries to join as this would help MOBIUS to have more voices in the enhancements process.

Denise reported that IUG is setting up a training clearinghouse of materials which will be rolled out during Summer ALA. Only IUG members will have access to this site.

Denise found the presentation on MilSer tips very helpful.

Denise highlighted some of the features in the forthcoming Millenium Silver that will benefit catalogers:

- Ability to verify authorities in MilCat
- MARC Leader can be stored, edited and searched
- Ability to create MilCat templates
- Ability to store variable length fields in MilCat templates
- No limit on the number of MilCat templates
- Enhanced Z39.50

The Committee reviewed the listing of Items We Could Turn On In Bridges which Mary Ann put together with Melissa Belvadi after Melissa's return from IUG:

1. New Variable Field in the Item Record Which Would Display At the End of the Call #
Denise will send to the Site Coordinators with the Committee's recommendation to turn this on.
2. "Import Order Data" Denise will ask MCO to turn this on. Since this is not a display issue it does not require a vote of the Site Coordinators.

3. Turn on 856's in Item Records so that we can test to see the impact on INN-Reach.
Denise tried adding an 856 in an item record at the meeting. While we can add it, it is not displaying in the WebOpac and is not hotlinked at present. Jim offered to have MCO test this in the training database. The Committee agreed to wait for the results of MCO's test before requesting this be turned on.
4. Once Millenium Silver is installed, turn on the stylesheet option so that the grid will display around the item/checkin/order holdings information in the bib record in Web Opac. This should be turned on prior to bringing the catalog back up. Denise will forward this to the Site Coordinators with the Committee's recommendation to make this request.

Gale Literature Resource Center

Mary Ann reported on a Maryville project to load MARC records for the entries in the Gale Literature Resource Center database. These records are available at no-charge from the Gale website. The URL in the record takes you to the entry within the Gale Literature Resource Center database. Mary Ann showed a sample record in Bridges under the title: *Richard Crashaw* (Note: this is a record she keyed in from the MARC record file Maryville downloaded into the CATME. There is not a way to import these records from CATME. MCO will need to do the load.)

If any other cluster libraries subscribe to Literature Resource Center and would like to have their URL string for access put into the records, let Mary Ann know. (Webster, Fontbonne, and Lindenwood are the other subscribers.)

CURRENT ERROR REPORT STATUSES

Denise reported that she had found some Covenant item records with Agency coded as 0. She was unable to find a pattern to them, so she did a Create List to create a review file of all Bridges records with Agency 0. There is now a review file with 768 records in it from various cluster libraries. She has sorted the review file by location so we can each go in and look at/fix our records. We can do a create list on this review file to create a review file of our records.

ILL GROUPS FOR MOBIUS

Denise distributed a handout on ILL groups for MOBIUS so that we can pass it on to the appropriate area in our libraries. Denise also encouraged all of us to see that our ILL Dept. has Policies information in the OCLC policies directory. She spoke about the difficulty in doing ILL when there is no policy information for a potential lender.

OTHER BUSINESS – Indexing of 590 Notes

Eden-Webster puts public performance notes for vides in 590 notes, but these notes are not retrievable through the keyword search since 590's are not indexed. While Webster staff use

Create Lists to generate listings of public performance titles, their Dean wants the public to be able to generate their own lists from the catalog.

In the discussion which followed, it was agreed that there were some 590 notes which we might not want indexed. Jim said that we could define an indicator for use in the 590 to get some 590's to index while allowing others to not be indexed.

The Committee agreed to request the definition of 590 with a second indicator of 9 as a field indexed in the keyword search. Denise will forward this request to the Site Coordinators.

OLD BUSINESS

Kathy enquired about the status of two previously-discussed topics:

The issue Jean raised about the display issues in author searches (the double display of uniform title information) discussed at our Feb. 19th meeting. Denise has confirmed with MCO that this is due to the way we have decided to display uniform titles. Nothing can be done about the display issue Jean raised without changing the uniform title display decision which no one wants to do.

Subfield n does not display in the 710s but does in the 110s in the author browse list. Denise will check into what needs to be done to bring the 710 display into line with the 1XX display and will pass the request to the Site Coordinators.

NEXT MEETING DATE

The next meeting of the Bridges Cataloguing Committee will be held on June 10th at Covenant Theological Seminary, beginning at 1:00 p.m.