

## **SWAN Cluster Cataloging Committee minutes, August 25, 2000, 1:30-3:30 p.m., Drury**

Present: Barbara Schade (Crowder), Phyllis Holzenberg (Drury), Linda Henderson (MSSC), Wendy McGrane (MSSC), Gwen Gilpin (OTC), Coleen Rose (SBU), Drew Beisswenger (SMSU), Karen Letarte (SMSU), Michelle Turvey (SMSU), Rose Scarlet (SMSU-WP).

### **Record templates**

Gwen opened a discussion on record templates. She has created a number of basic templates for cluster use. Does the cluster still need these? Or has everyone already developed their own templates? Karen will ask David Adams for more information on template access which appears to be network dependent. GUICAT is not networked at SMSU.

### **Cat Date**

The rest of the meeting followed the list of GUICAT questions and database maintenance projects submitted to Karen prior to the meeting. One such GUICAT question was whether or not the Cat Date in the bibliographic record is done manually or automatically. According to Robin Kespohl, Cat Date is currently not automatically added. Cat Date may either be set to remain empty or may be set to contain the date of the download from OCLC. Coleen and Wendy mentioned possible problems related to the Cat Date in serials check-in records. Is there any real value in having the default value for Cat Date on the bibliographic record changed to the download date? Karen will clarify the issue with Robin. The general consensus was that it should be changed so the Cat Date is the download date.

Everyone was reminded that the Cdate in order record would still need to be changed after the item has been cataloged. The Cdate controls the display of the order record and is important when more than one institution is sharing the bibliographic record and each has a separate order record. If the Cdate is not changed for each order record as items arrive, it will appear that all cluster copies have arrived.

The question of how to handle error messages in the order records was also discussed. In order to save the changes in the Cdate, no errors may be present. Wendy suggested changing the errors in the order record to hyphens. She also suggested having acquisitions alter their template to include the hyphens so the errors will not be present when the item is finally cataloged and Cdate added.

### **Scodes**

The use of scodes in the serials module was briefly discussed. Phyllis will check with the Merlin cluster to see how they are currently being used.

### **Display of subfield \$7 in linking field notes**

\$7 is currently displaying in linking field notes. In order to adjust this display, it was suggested that a list be created for the cluster.

### **Missing 229 fields**

It was mentioned that a number of serials that should have contained “n” or “p” in the serial type were missed when the 229s were generated. Many of these records are government documents. Since the create list function does not allow one to limit records at the serial type level, an alternative method is needed in order to discover which records still need a 229. One method is to create a list of by type of record (serial) and that does not contain annual in the 310. While this method is not exhaustive, it will provide a method of finding some of the items needing 229s, but

--

contained a tagging error preventing the creation.



### **Barcode display in check in records in Millennium**

Consistent display of barcodes in check in records in Millennium serials still remains a problem. According to Wendy,

barcodes do not always appear on the summary screen for each record. Check in cards for serials should be created in the character-based system, rather than Millennium. Problems also exist with barcodes being unlinked in the system.

A call is in with Innovative concerning serials display problems in the OPAC. The fields \$w, \$g, etc. in the holdings portion of the serials check-in have randomly converted from months that are spelled out to a corresponding numeric value.

### **MSSC government documents pseudo-serial records**

MSSC government documents records contain a number of pseudo-serials. Previous policy was to use just one monograph record and attach all of the holdings for the title. This practice has been discontinued. If one encounters such a record, the holdings will need to be moved to the correct record.

### **035**

Do not forget to move any 035 fields for MSSC and SMSU when merging records.

### **Paper/fiche**

A single record approach was suggested for items where cluster members have a print run of a serial and the microform. It appears that different clusters have handled the dilemma different ways. Merlin does not combine formats onto a single record. Arthur combines the formats into a single record approach and uses location to indicate if it is a microform. Washington University uses the single record approach as well, however, a modified 533 containing both location and physical description information is added.

### **Printing dates**

In a shared bibliographic database, everyone was reminded to include differing printing dates at the item level. Also, any copy specific notes should be included in the item record, not in the bibliographic record. However, currently, there is a problem with public notes from the item records not displaying in the OPAC.

### **Skip field**

The skip field is a III fixed field containing the 2<sup>nd</sup> indicator of the 245. The skip field is automatically added when the record is updated.

### **TOC enrichment**

The cluster will need to continue the discussion on the creation of standards for when to add a table of contents note. It was again suggested that item records contain an internal note with "toc" allowing one to ensure records sent for the toc enhancement receive it. A review file can then be created with records containing "toc" in the item record, but lacking 970s. Once identified, a 505 field could be added to items that missed enhancement.

### **Database clean up projects**

Barbara mentioned that Crowder has 2300 possible duplicate records that did not contain an 001 and therefore did not overlay.

How are others handling duplicate record reports? The reports are organized numerically and contain information on various duplicate numbers? If there are no duplicates, a report is not sent. The headings reports do not contain any information on authority records. It is still unclear when the automated authority processing will occur. Has anyone decided to receive the "Headings first time used" report yet? SMSU will not until authority processing has occurred.

In order to prevent information loss when merging, Karen has asked that each institution send a list of the items/fields that are ok to delete (e.g. MSSC-move 590 collection notes, accession numbers; SBU-ok to delete barcodes in 590s, etc.). All other fields will be moved to the merged record. Is it possible to insert globally? Yes, Gwen will send global change procedures to the list.

### **Initial loads/errors**

SMSU has nine separate files containing the cumulative load error/duplicate list for the cluster. Within the files, items

are listed by OCLC number. A brief statement of the reason behind the error is also included with each error. It was agreed that everyone would help with a portion of the SMSU clean up as the errors are cluster wide. Karen will create a list of procedures and distribute it to the cluster before the clean up begins. It was also suggested that we ask if MCO can run another 001 duplicate list after the clean up is completed.

### **Subject subdivision practice for AV materials**

As a reminder, one cannot add as a form subdivision (\$v) or stand-alone heading the following to represent only the format of the item in hand (e.g. Videocassette, Videocassettes, Video tapes, Videotapes, Videorecordings, Video recordings, Video cassette). Of course, if the AV item is **about** Video tapes, etc., one should add the heading.

### **For the next meeting:**

#### **Item records for non-barcoded items**

#### **Authority workflow**

The date for the next SWAN Cataloging Committee meeting was set for Friday, September 29, 1:30 p.m., Drury University.

Minutes submitted by M. Turvey