

Database Standards Meeting Minutes
September 28, 2005
RPLS 9:30 a.m.

Attending: Karla Johnson, Helen Matthes Public Library; Sandy Bonn, Chatham Public Library; Jane Schmidt, Abraham Lincoln Presidential Library; Pam Langhoff, Lincoln Library; Robert Edwards, Decatur Public Library; Amy Matzke, Hanson Professional Services, Inc.; Nancy Simpson, Illinois Environmental Protection Agency; Cathy Marx, Richland Community College; Diane Yeoman, Mason City Public Library; Gisa Power; Jo McLain, RPLS; Doris McKay, RPLS.

Welcome to all members.

Doris McKay reported on the development of the Barcoder Certification Exam. We discussed the degree of difficulty and the ability of the average barcoder to complete the exam.

Jo suggested questions could be phrased “Which items did you consider, and which item did you choose ?” and “Why did you choose it ?”

Doris shared information about the grant for Cataloging Boot Camp and the possibility that it could be ‘team taught’ with one cataloger and one trainer.

Doris and Karla asked that committee members write a letter of support for Pam Ewing, RPLS, to be one of the participants. Jo suggested that supervisors of attendees also send a letter of support.

Karla suggested all committee members take the Barcoder cert. Exam and report back next meeting.

Minutes from last meeting were approved.

Karla announced that Amy Matzke would be changing to the Finance Committee and that Nancy Simpson would take the minutes for our Database Stds. Committee. Everyone expressed thanks to Amy for her excellent work , including not only the minutes but also the Database Standards Manual.

Karla noted that at the upcoming Oct. 19 Users’ Group Meeting all committees would be recruiting new members and making changes.

Contract Relationship between Libraries for Cataloging

Pam and Robert reported that the range of charges for cataloging was between \$10.00 to \$15.00. The committee discussed number of books per month that Lincoln Library and Decatur Public might be willing to accept. We clarified that the ‘product’ purchased was to be only the bibliographic record in OCLC, not all physical processing of the book for the shelf (call number label, etc.) The owning library would be responsible for attaching their item to the bib record.

The committee suggested a flat rate of \$20.00 per item; it is easier to lower costs than to increase them.

Pam and Robert will send a note via the listserv asking who has materials to be cataloged and would they be willing to pay \$20.00.

Fast-Add Update

The committee reviewed the latest fast update, which showed progress from May-Sept. 2005. We discussed various problem libraries. Committee members volunteered to contact some of these libraries to find out the reason why they are not making progress on getting rid of their fast adds, and asking if they need help learning how to do it, and stressing that progress must be made.

These contacts will be made before the next Database Stds. Meeting.

Serials

Karla reported that the Serials subcommittee will make a presentation to the Governing Board on Oct 6, in preparation for the unveiling of the serials module on Oct. 19 to the Users' Group. Approx. 1200 serial titles have been added; about 50 remain. Lincoln Library and Decatur Public are contacting those libraries that have not submitted their list of titles. Periodicals are the first concern; annuals will be tackled later.

Comic books are serials. "Ideals" are somewhat seasonal ; no decision has been reached on how they will be treated.

RPLS Special libraries will meet Oct. 5 at Hanson's to learn more about the module.'

Jo has developed training materials; the link to the web site will be announced at the Users' Group Meeting and a 'cheat sheet' will be distributed.

Jo has developed a programming query to retrieve a list of serial titles with Horizon bib number. (To help libraries find the correct record quickly)

The subcommittee was congratulated on all their hard work along with our appreciation of the many hours spent and the problems solved.

Karla will write a letter to the three libraries which have been contacted repeatedly about their serials list, asking them to comply or their titles will be deleted. Before sending this letter, Karla will get approval from the Governing Board.

About 15-20 schools have not yet returned their serials list.

Database Training Links

The Committee is aware that the RPLS web site contains outdated links for some training materials. Some links lead to materials by Diane Kovacs. Jo will investigate the correction of these outdated links.

Adding Local 586 Field

A member library has asked if it is permissible to add a local 586 field (MARC format tag) to Horizon records. The committee discussed the pros and cons of this.

The committee decided (by voice vote) that Database Standards Committee will NOT permit the editing of Horizon records by local addition of the 586 field.

The 586 field is for awards notes, such as Rebecca Caudill.

The primary reason for the decision was that it would be an exception to our policy on the editing of records. It may lead libraries to 'branch out' to feel free to make other editorial changes, which could lead to corruption of the bib records.

Karla will write a letter to the library that posed the question.

Other matters

Nancy asked if it is our policy to encourage the improvement of incomplete Horizon records by importing a fresh OCLC record and merging.

For example, if a record has no 003 field, we agreed that it is a good idea to bring in a fresh OCLC record. Improvements such as these will not lead to rejected records when the upload to OCLC is prepared.

DuPage Library System will visit RPLS on Oct. 11 to learn more about how a Horizon installation works in a system environment. Decatur Public Library will co-host the group.

Jo announced there is no firm date yet on upcoming Horizon updates.

The committee will meet at RPLS at 9:30 am on November 16, 2005.