

Database Standards Meeting Minutes
March 31, 2005
RPLS, 9:30am

Attending: Karla Johnson, Helen Matthes Public Library; Pam Langhoff, Lincoln Library; Diane Yeoman, Mason City Public Library; Amy Matzke, Hanson Professional Services; Nancy Simpson, IEPA; Ellen Murray, Illinois Assoc. of School Boards; Robert Edwards, DPL; Doris McKay, RPLS; Jo McLain, RPLS; Gisa Power

Welcome to all members.

March 2nd minutes approved.

1. Doris McKay gave an update on the Statewide Cataloging Committee. Next meeting is May 20. This will be a working session for building a training database of bibliographic records. They hope to have around 60 books and 80 items with a variety of levels of difficulty. This training database will test barcoders with identifying the chief source of information on an item and search the training database to pick the record that best matches the item. If the barcoder cannot determine the best match, they will know to pass the item on to someone with more knowledge and experience. The committee is continuing their work despite word from the State Library that since there is no new director, new initiatives that are considered controversial will not be started.
2. Doris has spoken to Lynn Fields about teaching a cataloging summer camp in the future. Doris is working with IOUG if they would offer the class but we need to guarantee a good response of people who would come.
3. A handful of RPLS libraries are participating in the CMC study of original cataloging. CMC recommended a RPLS library make changes to two bibliographical records at a local level because these changes are not allowed to the record in OCLC. One change was to a National Library CIP record. Doris asked Lynn Fields about changing a National Library CIP record and Lynn said that only the National Library creating the record can change the CIP record for their institution. This is not true for all CIP records, just those created by National Libraries. The other record cannot be changed because of the encoding level and a new record cannot be added because it does not meet the criteria for creating a new record. Doris has contacted the State Library about this situation and will report any findings. Committee members will look at OCLC guidelines on when to input a new record.
4. Doris has a copy of the video "AACR3: Resource Description and Access, Dr. Barbara Tillett, Chief CPSO, Library of Congress Windsor Lecture Series, UIUC GSLIS". It is a video tape of a video conference. It is not cataloged so if anyone wants to see it, they should contact Doris.
5. The Serials Committee is in the process of moving the serial predictions to the live database. They want to start testing the check in process by June 1. They are also working on other issues: how to train staff, the best workflow if a library uses or doesn't use barcodes, getting patterns set on how everything should look, and how to claim an issue when a library puts it on the new item shelf. Amanda Murphy, the special library

contact person on the committee, will be leaving her job and the area in the near future. She is looking for her replacement on the committee.

6. Nancy reported on the issue of online subscription information shown in the OCLC bib record in the 856 field. This issue was brought to the committee's attention when an RPLS library wanted to add their institution's specific subscription information to the OCLC bib record titled "A to Z drug facts" accession number 56569812. The OCLC bib record already had another institution's specific subscription information in the 856 field. Nancy contacted OCLC to get their answer and got a reply from Luanne Goodson. She said, "You are correct, OCLC generally prefers that local information be restricted to the local versions of records and that whenever possible and appropriate, information retained in the master record be of use to most or all users of the record... This topic came up a few years ago and at that time Jay Weitz held an email exchange with OCLC staff who form a policy group within our division. In that discussion, a passage from the CONSER Manual (31.16.1) was cited that we think can be a guide to all sorts of electronic resources, not just serials: '...Deciding which and how many 856 fields to record for an online serial can be a difficult decision and may vary depending on several factors. These include the number and types of URIs or other access methods available to the cataloger at the time of cataloging, local policies regarding the provision of 856 fields, and the need for widely accessible 856 fields on shared OCLC and CONSER records. Frequently, a cataloger will need to record a different access method locally in an exported OCLC record than what is recorded in the CONSER record. The institution may have a subscription access method, which is institutionally unique and other institutions would not be able to use it for access. In general, for the OCLC/CONSER record prefer to record more widely available access methods in the OCLC record over methods which provide local institutional access only (e.g. because of an imbedded institutional ID in a URI, for example). Pages that present the user with a password and user id logon form probably are less convenient for users than pages that provide direct and free access to the serial, but sometimes are the only access methods available for recording in the record...'”(From 31.16.1, <http://www.loc.gov/acq/conser/Module31.pdf>) Right now, we can put the URL address in the item record note field but this doesn't make the address live. The Dynix software does not have the capability to have a live URL at the item record level right now. This issue is one that Dynix is trying to address but don't have an answer yet. Karla will respond to the RPLS library the answer we got from OCLC and Dynix.
7. Karla will send out a memo to all libraries about finding their fast-add and old on-the-fly records and taking care of them. Some libraries have many of these type of bib records in the system. The memo will remind all libraries of the statement in Section 8 of the Database Standards Manual – “Fast-add should be used with extreme caution. This is to be used as a temporary way to check out items. The item should be circulated only once then it needs to be fully cataloged. This should by no means become a practice on which you frequently rely.” For the next meeting, Jo will compile another list to see if there are lesser numbers of these records.
8. The form for submitting cataloging questions to the committee was edited and will be submitted to the Governing Board for approval.
9. A situation was discovered when a student was doing research at a public library. The student found a book he really wanted but was disappointed when no libraries had

attached items to the record. A report was run by Jo and it was discovered that there are around 42,000 bib records that don't have any items attached to them. A recommendation from the Committee to the Governing Board will be made that these records will be changed to a staff only view so they won't be displayed in HIP. If any library at any time attaches an item to one of these staff only bib records, the staff only box would have to be unchecked on the control record in order for the record to be displayed in HIP. Although this is an extra step in the cataloging process for staff, it will avoid situations where patrons find no items on a bib record. A report can be run every so often to see if there were any staff only view bib records with items attached.

10. Items with the status of lost or missing will display for 30 days in HIP.
11. The extraction for the new baseline file for LTI's Authority Update Processing was complete on schedule and successfully FTP-ed to LIT. This file eliminates on-order records, fast-adds, and records with OCLC DO NOT SET in the 945\$b. LTI is waiving the customary \$500 charge for creating a new baseline file for us. AUP will run on schedule in April, and we should have an updated file of changed authorities to add to the database when they are finished. Our next step is to catch up on Authority Express (AEX) runs, once we finish our work with Dynix on export and import sources.
12. The quarterly TMQ extract was run a week early, because we also had to run the LTI file at about the same time. It was successfully FTP-ed to the State Library for TMQ to pick up. We received confirmation that the file is now in TMQ's hands and is readable.
13. Jo announced if someone knows how to use CatME to create batch files of bib records, there is little difference in using Connexion. Karla and Amy agreed to look over Jo's cheat sheet on how to create batch files of bib records using Connexion.
14. Next meeting is May 11 9:30am at RPLS.