

Database Standards Meeting Minutes
November 17, 2004
RPLS 9:30 a.m

Attending: Karla Johnson, Helen Matthes Public Library; Pam Langhoff, Lincoln Library; Kregg Argenta, Lincoln Library; Diane Yeoman, Mason City Public Library; Amy Matzke, Hanson Professional Services; Nancy Simpson, IEPA; Jane Schmidt, Abraham Lincoln Presidential Library; Robert Edwards, Decatur Public Library; Jo McLain, RPLS

Welcome to all members.

October 6th minutes approved.

Old Old Business

1. TMQ report – There wasn't much growth in the number of duplicate records, bad code records, and bad matching records from the July 2004 to the October 2004 report. Since the reports TMQ sends are cumulative, Jo will look into to see if there is a way to pull the newly added records from the October 2004 report. It was suggested that the committee will split up and take care of these newly added records.
2. "Report Missing Inventory" reword – In the Horizon Navigation bar, under the Inventory folder, is the file "Report Missing Inventory". Many feel that this wording is misleading. It was decided by the committee that the wording will be changed to "Status Reports" to better reflect the contents.

Old Business

1. Statewide cataloging meeting – Karla attended the Nov 9th meeting and Amy attended the Oct 18th meeting. The people who attend these meetings belong to library systems across the state. They want to set up training material for all three levels – barcoder, copy cataloger, and cataloger that can be used in all library systems across the state. Currently they are discussing the barcoder level and how much information people at the barcoder level need to know. Karla passed out some handouts of training materials that some library systems have already developed. The next Statewide cataloging meeting will be January 25, 2005. This meeting will be a conference call. Doris can help those that wish to attend get set up with the conference call.
2. Serials module update – A group has been established to set policies before everyone starts using the serials module. Their next meeting is November 23. The timeframe to have the Serials module up and running is by February 1, 2005. An email will be sent out to everyone in the LLSAP not to attach any items to the serial bib records as they are entered into Horizon.
3. Acquisition records
 - Distinction of material type – Decatur Public and Lincoln Library put the material type in the title. OCLC records don't have a 245 \$h [material type] so Decatur Public and Lincoln Library adds this subfield to the record. People just have to do the best they can do in looking for the different material types of a particular title.
 - Warrensburg is thinking about using the Acquisition module. They will consult with Lincoln Library and Decatur Public for instruction on how to use.

- 945 field has been added to the default view when a Acquisition bib record is created. If a bib record is imported from a vendor like Baker & Taylor, the 945 field will have to be added.
4. 001 field OCLC numbers are in the format “ocm06997965” with the ocm followed by a zero. Is the zero after the ocm important? It was discussed that the “0” might be a filler number. Jo will ask Deb Fritz to check with her to see if this is true. The new SILC can only match on one field. Since RPLS bibliographic records contain OCLC accession numbers in a variety of fields (001, 010\$, 035, 635), it is set up so SILC matches on the ISBN field. LTI has quoted a price of \$2500.00 to move all OCLC accession number in all the different fields to the 001. Right now there is no money in the budget to do this.

New Business

1. CODI report from Jo – Jo attended the CODI Conference in Portland. Take a look at her daily report at <http://home.onemain.com/~rpls/codiweb/> Next year, CODI will be held in Minneapolis. Latest important news is preparing for the upgrade to Horizon 8.0/HIP 4.0 which Dynix is planning on in 3rd quarter 2005. We will have to upgrade to Horizon 7.4 in the near future to prepare for 8.0. Lincoln Trail will be a beta site for the new Horizon and HIP. Jo encouraged everyone to take a look at Dynix’s web site to look at the enhancements in the new versions. She will send out instructions on where to go.
2. Extraction policy – Governing Board requested that the committee compose a policy about the use of bibliographic records. The following policy will be included in the Database Standards Manual:

Extraction of records for marketing purposes is not permitted. The use of our bibliographic records shall be restricted to only those entities with whom the Governing Board has authorized Rolling Prairie Library System to enter into a contractual agreement. Permission for extraction of records for other purposes shall be approved by the Governing Board.
3. Database Standards Manual – Nancy and Amy have finished compiling the manual and committee members had an opportunity to look at it before the meeting. Jo will include instructions on when to merge or relink a bib record. Final changes will be made and it will be sent to the Governing Board before their meeting on Dec 2.

The next meeting will be Thursday, January 27, 2005 9:30am at RPLS