

Cataloging Meeting - MINUTES
October 2, 2007: 9:30 – 12:45
MVLS

Present: Ann Moore (SCP), Mary Ann Warner (SCP), Donna Kuhner (GLV), Jennifer Ferriss (SAL), Jill Ryder (SAL), Jason Thomson (JA), Diane Robinson (JA), Sharon O'Brien (MVL), Michele Largeteau (JA)

Possibly changing the way we define the bib record fields that Polaris uses to indicated TOM (Type of Material) for Audiobooks:

Polaris determines the TOM as Audiobook in two possible ways (both of which are currently in use in our database):

- 1) LDR a (book)
007 sound recording
- 2) LDR i (nonmusical sound recording)
006 a (book)
007 sound recording

Either way is "legal". We decided that option 2 provides better import deduplication, so we would like to propose that we start using option 2 for all new records and we would need to cleanup existing records.

Steps to achieve this:

- 1) Explain implications to the PAC Steering Committee
- 2) Fully document
- 3) Bulk change existing records
- 4) Change procedures for new records

Other TOMs to consider:

- Audiobooks – start at step 1 above
- Newspapers – start at step 1
- Map/Atlas – needs further research before going to step 1
- Scores – start at step 2

New with 3.3 – Automated Authorities & Weekly Authorities:

Automated Authorities – When you save a bib record, if the authority heading is not found locally, it automatically checks ZMARC and copies the valid authority record in to the local database. The match is on LCCN. If LC has not authorized a heading, it will not be in ZMARC (LC is behind).

Weekly Authorities – Will automatically update any headings that LC changes, if they exist in our local database. This will also match on LCCN.

Problem with authorized headings:

- 655 – Genre headings are not part of the LCCN valid authorities.

Authority Rules that catalogers use now:

- Local headings 1) should be avoided if possible, 2) should be 690s so they can be identified (eg: Schenectady County Historical Fiction).
- When an authority record is not found in the ZMARC database: use common sense, look at it for typos, if it's a known author they should try to correct it. If it comes from BWI and Midwest Tape Exchange, look up everything (their records are not under authority control).

Questions:

- What does weekly authorities do with authority fields in the bib records that were not matched to an LCCN when the bib record was originally filed? For example, bib record Anything for Jane by Cheryl Mendelson has a subject heading "Middle class families – Fiction" doesn't match to a record on ZMARC. If someday that authority record is added by LCCN? Will it go back and create a new Authority record and find matching bib records and link them?
- Are any LC subject headings for children authorized? (we did find Dogs but not beyond that)
- What is LC doing with \$v Fiction? Are there any authorized headings for those Subject Headings with fiction on the end? Looks like authorized headings do not include genre?

Possible issues (work for us and iTracs) for automated authorities:

- We would like the option to do implicitly truncated searches on the ZMARC authority records – it should search local and ZMARC and prompt what the possibilities are. It could drop the user into the same type of search that you get into when you do check headings
- Why does it check twice?
- Should subject heading \$x be changed to subject heading \$v automatically when appropriate?
- Ask Polaris about cleanup of invalid authority records – how do they suggest doing it?
- There is a list of unlinked subject headings – actually I think that 3.3 will put them in a record set – that could be used by cataloguers to find things that need attention?
- We need to create record sets of incomplete bib records. Find the bib records for items entered by people who are not tech services clerks that need to be completed, or maybe find bibs with things that are missing: eg no 300 field, etc. (Catalogers could find records by ISBN and copy catalog from WorldCat.) How do we split the completion work between MVLS and SALS?

Problem with Juvenile stuff:

- Very few subject headings are authorized in LC
- We had authority control change the 650's with 1 to 650's with 0 – should we continue that practice?
- Examples of subject headings that differ: Children's - pigs, adult's - swine. Children's - babies, adults - infants.
- Should we consider using both headings with both designations for the sake of the catalog?
- Cataloguers need to come up with a list of advantages and disadvantages for using Children's subject headings.

It appears that putting a subject in causes it to work in keyword even when it's not a linked subject heading (Polaris must index unlinked subject headings).

ACTION ITEM: JA needs to find out more about how Weekly Authorities will work and share.

ACTION ITEM: Catalogers need to define/document the procedures for checking unlinked headings. JA will probably need to create reports to identify authority problems that can then be corrected by catalogers.

ACTION ITEM: Catalogers – we need documentation???

ACTION ITEM: Michele will contact Sara and Carol to find out their feelings about having libraries that use Acquisitions do more to correct bib records than they currently do.

Right now SALS has Jill Ryder centrally import all carts for SALS libraries in order to check for duplicates.

ACTION ITEM: Jen is going to look into the new option with B&T to pull bibs based on ISBN (?)

Serials Training:

We discussed the upcoming Serials training and discussed whether or not member library staff should be invited. The trainers feel that we do not know enough about the process yet and that JA staff will need to be able to ask technical questions. It was also noted that there are libraries (SAR, SCP) who are anxious to get started and we might need the input of the staff who is currently dealing with serials in order to implement in those libraries' timeframes. It was decided that Michele would ask Sara and Carol if they want to invite member library staff.

3.3 Training for Technical Services staff, Acquisitions:

Jen will be doing a session in late October.

Target Audience:

There is (or we need?) a job to find ones that need to be corrected.

We need to look at the PAC Search Options to see if we can modify the values that are available and consider this for which ones make sense to use. The ones currently in the PAC Search Options are:

Adolescent, Adult, General, Juvenile, Pre-adolescent, Preschool, Primary, Specialized

We discussed getting rid of g (general), a (preschool), b (primary), c (Pre-adolescent), f (specialized)

ACTION ITEM: Investigate our options and ask PAC Steering Committee for an opinion

092/099 Call Numbers:

We discussed whether it is necessary to have both fields if the data is the same. It was proposed to just keep whichever one is there and not take the time to add the second one, if the data is identical.

ACTION ITEM: Some were apprehensive about this change, so we asked them to research and come to the next meeting with either the decision to make the change, or reasons why this would not work.