

Members present: Marilyn Trosper from Polson, Jenny Stapp from Montana Historical Society, Vicki Dubbs from Lewistown, Carrie Nelson from Flathead Valley Community College, Paulette Parpart from Missoula Public Library, Roberta Gebhardt from Montana State Library, Janice Kalvig from Flathead County Library System and Sarah McHugh from Montana Shared Catalog. Not present: Suzanne Goodman, Park County High School, Lois Dissly, Bozeman Public Library.

Sarah discussed budgetary matters. The MSC Exec. Board is considering a budget for the committee. Reimbursements for mileage and lodging for the Jan 28 meeting will be discussed at the Executive Board meeting held Friday, January 28, 2005.

GMD: The issue is there is no consistency across the shared catalog. Large type, for example. It's difficult to rescind the order that appears in many records. The placement of the term, DVD for example, reduces searching efficiency. The indexing is affected. Training must be provided - OPAC committee will review this issue, too. AACR3 in 2007 will be FRBR based and may affect GMDs and searching.

FRBR will be taught at Offline. It is more user-based than Marc. For example: It can be searched by title, such as Harry Potter and the Sorcerer's Stone. One hit would appear, although it would be in eight different formats, such as LT, BOT, etc., and is displayed that way.

Retro work would need to be done to correct the GMDs in records in MSC. Small libraries need training. Beth will get the list of different formats, which we may add as an appendix to the Guidelines. We will review if Sirsi's Global change can be used to correct these many different types of GMDs. Mike Price is available for this type of project. Jenny Stapp and Beth Boyson will work on guidelines for catalogers to use for GMDs. Paulette prefers the division of CD or DVD come at the beginning of the h subfield. A recommendation will be made to cataloging committee on email by Beth and Jenny based on AACR3.

Roberta is concerned about duplicate records on the catalog. She would like some guidelines on how to have MLN search properly for SuDocs.

Annual scan delete – because this runs once a year, transferring other libraries holdings to reduce duplicate records is not controversial. Recommendation is Cmte members only can transfer holdings of selected duplicates, especially in the fiction areas, and must contact their mentor libraries informing them of the change. Paulette recommends catalogers can move holdings for schools from paperback to hardbacks. A similar system will apply to LT, which appear to be regular hardcovers. The guidelines apply to videocassettes, which have the same content but are slightly different publication dates or anniversary editions. Only cmte members can combine these and cleanup these records.

The recently published guidelines for cleanup will be distributed to the membership by Sarah. Roberta will research if OCLC numbers can be added to records in Workflows.

Review process of original cataloging – many smaller libraries are not able to originally catalog materials and do not use the review process and mentors system. How do we attain a high level of cataloging without taking on too much work for mentors? Paulette recommends a temporary intern cataloger be hired to work for three months annually every year doing original cataloging for the small libraries that do not have an original cataloger on staff and also that the cataloging agent system be reworked.

MSC is hiring an additional staff person to help bring on new libraries. Jenny recommends that position include some cataloging responsibility. For now, we will redistribute the workload so the review process and agents will be more efficient and more widely used. Procedures will include sending photocopies of title page and verso. The review process must be publicized better. Sarah will make certain catalogers on the committee will be assigned as mentors to other libraries and agents will be adjusted so they all match including with OCLC. Information on these new procedures will be on the email.

Entire cataloging committee unanimously recommends to the Opac committee change the display the 505 contents field by going to 'all' from full, which will display summaries. The as-yet unformed Opac committee should include a member of the cataloging committee, preferably one from a school, and one from public libraries.

Templates – Jenny demonstrated the changes in templates available for original cataloging she would like MSC to officially adopt. For example: Dublin Core record for photographs is all text, no subfields, and uses elements instead of tags to describe records. It is offered by OCLC, and the existing template is sufficient without changes to be adopted by the Montana Shared Catalog. Montana Historical Society has been using it for one year. Dublin Core template for Vertical file is 'the hippie child of Marc records' - (Jenny Stapp) and much easier to use. These Dublin Core templates for photographs and vertical files have been recommended. For Oral History use the manuscript template. Paulette is working on a vital records indexing database with Bruce Newell and Mike Price, which will use another template not yet available on Sirsi.

Guidelines: brief records vs. full record – a list of guidelines for when to create a brief record is needed. Occasionally, holdings are attached by many different libraries to brief records. That makes the records impossible to delete. As libraries are added brief records cannot match with other records and duplicate brief records are added to the catalog. We need Opac cmte to review guidelines and make recommendations.

Roberta recommends the incoming chair for the catalog cmte revise the guidelines every year, so the task is assigned and rotates. The length of term and term limits will be determined by the Exec. Cmte. Also, membership in the cataloging committee should be defined. Membership meets twice a year. Cataloging cmte wants to meet twice a year in alternate seasons than the membership meetings. We select a chair and chair-elect for three year terms. Roberta and Jenny accept chair-elect and chair. This will be announced at the Spring meeting.

How soon can a bib record be added to MSC before publication date? For example, Harry Potter is due in June 2005. We need some agreement on how early to add the record so patrons can place holds on popular books. The catalogers unanimously recommend that each library bring over full bib records from OCLC if they are there, once the item is on order. This keeps the catalog clean, and is much better for the patrons. Short bibs present many problems with incorrect overlays, and multiple copies of short bibs are often added by different libraries. Also, if records are embargoed until certain dates acquisition people and catalogers are juggling many lists of when to add the record. One rule with no exceptions is easiest for all. The full record, added by the first library to order it, allows holds only for those patrons. By eliminating the short brief records from the catalog, holdings will be attached to one correct full record. Order date = add date.

Vendor records – Hellgate Schools, John York and Suzanne Goodman are interested in using records created by Marcive or other vendors when they order books. Roberta uses this service quite often with Gov Docs at the State Library. She reviews the new records and make certain they overlay properly. It's important the records match to load, not overlay records.

Cataloging Cmte recommends the school librarians form a small committee and study during their next ordering season to see if they find records on MSC, and how much time is involved in searching and adding holdings. This may save them money and time but would be huge cultural change for school libraries, who order books and records together. In the MSC, everyone has to search the catalog first. We feel certain most records for school libraries are already there, but school librarians like to enhance records by adding reading level information. This might be added in a Global change by Mike Price. We need to address multiple overlays and training regarding vendor records.

Subfield z – Subfield z was added automatically in Dynix to volumes and multiple copies attached to one record. When records migrated to MSC from Dynix subfield z was created automatically. In MSC the analytic added manually negates other libraries' holdings, so patrons can't place holds there.

Sarah recommends a cmte be formed to decide analytic chart for the entire MSC system. For now use delimiter v. at the end of the call number to differentiate many holdings. Paulette and Sarah will review this process and try to create a chart for catalogers.

Conference telephone calls are going well. Keeping contact with all libraries involved is helpful. Mentors should show the initiative to contact libraries. Let's make certain that as libraries join the MSC they are aware of Catalog Guidelines and follow them. Marilyn recommends this be part of signing the contract.

Protocol for suggesting changes: this should be added to Guidelines. Member lookup allows easily directed emails to specific libraries. Vicki recommends that catalogers be added to smaller email list within Sirsi in order to get directly to where it needs to go. Cataloging discussion group email list needs one person at minimum from each library to

participate in the list. Mike Price will create the list. This is the forum to post suggestions to regarding cataloging. Send suggestions to chair and vice-chair who will monitor the emails and decide about distribution list wide.

Series in paperback for juveniles – patrons and users want to see the numerical order in series. We need a standard for the series entry in the MSC. In the title field would be ideal, for example, delimiter p or n, would add the number in a series to title, which would display in the title field. Series, the number and the title need to display in the first search results screen. Many school libraries do it different ways. Sirsi might be able to help with displaying the 440 or 830 where it occurs.

Montana authors and performers – Paulette would like a standard subject heading established and defines. She thinks it would be helpful to add to Music CDs created by local performers and other examples. Training is free from Library of Congress, lasts five days, and cost equals flying in a trainer and lodging. One library would serve as the central library, collecting authorities. Everyone who attends training could submit names to central library. We could define and create the subject headings before the NACO. Gloria Langstaff, Vicki Dubbs, and Marilyn Tropsner will report on this.

Bozeman did a small project on Montana authors this past summer. Beth will share the report with Cmte members.

Many children's librarians would like the Juvenile wording used in location changed to children's. System admin thinks we need to pick one. Juvenile matches the signage in many libraries, and subject headings. This must be opened up to the Membership.

Mike Price will subscribe interested people to Sirsi email lists and let us know what is available.

2005 Workflows will have spine labels and will be implemented in June 2005. The 2004 edition barely made it out of beta testing. 2005 edition is much more windows based. It may be implemented in Montana in Fall 2005.

Next meeting will be scheduled by vice-chair and chair.

Respectfully submitted,

Beth Boyson
Jan 28, 2005