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DALNET Database Standards Committee Meeting
Minutes - January 13, 1993

Present: C. Audia, A. Bondar, R. Call, A. Evans, H. Ma, A. Pogany,
D. Roe, A. Sargent, T. Shen, C. Wecker, K. Zinterhofer

- I. The new members of the Committee - Randy Call (Detroit Public Library) and Donna Roe (University of Detroit Mercy) were introduced to the group. D. Roe will replace A. Sargent on the Committee.

II. Systems Office Update - C. Wecker

- A. C. Wecker announced that 5.0 NOTIS tag tables can be purchased from the Systems Office. At the DALNET Project Managers' meeting earlier this month, L. Bugg requested Project Managers to notify her if they wish to order these tables. Many of the changes are due to the implementation of the MARC Holdings format. DALNET libraries will get the pertinent pages from the MARC Holdings portion of the tag tables at their MARC Holdings training sessions.
- B. C. Wecker reported to the group that holdings for the Walter Reuther Archives at Wayne State University will begin to appear on NOTIS shortly. A. Evans held training sessions on MARC cataloging and authority work for Archives staff in November and December. C. Wecker begins NOTIS training for them this month. It is expected that records should begin to appear in the production database in March. Archives' records will appear under the Processing Unit code RE. The records will be "collection level" records -- giving a general description of Archives' collections.
- C. The 1993 Michigan NUGM meeting will take place at Western Michigan University on Thursday, June 3. There is a possibility that NOTIS will conduct a training workshop either the day prior to or following the meeting -- as was the case last year. Planning for the meeting is being done by Grand Valley State University, Wayne State University, and Western Michigan University. Registration materials will be sent to Michigan libraries in April.
- D. C. Wecker reviewed the Systems Office "draft" schedule for implementation of upcoming releases, including LMS 5.1, MDAS 1.3 and GTO 3.1. Project Managers were given this schedule at the last Project Managers meeting.
- E. C. Wecker described WSUL's progress on tapeloading records into OCLC. The benefits of tapeloading for libraries no longer receiving shelflist cards was discussed at the January DALNET Project Managers' meeting.

II. Systems Office Update (continued)

- E. QuikReports software has been received. At the January Project Managers meeting, the decision was made to have the three DALNET committees -- Circulation, Acquisitions, and our Database Standards Committee -- review and prioritize the available QuikReports in their modules. C. Wecker distributed and reviewed documentation on these reports with the Committee. Committee members should review the documentation with other staff at their site and prioritize those those they wish to receive.
- F. At the last Project Managers meeting, a database "cleanup" project based on a list of common words misspelled in online catalogs was discussed. There are several such lists available; a copy of one list had been sent to A. Evans. After the group looked at the words on the list, it was felt that many of these words would not appear in access points -- only in notes or those portions of the bibliographic records accessible through keyword searching. Corrections of such misspellings can not be made with any of existing global change programs but can only be corrected one at a time. WSU's Database Management Section is unable to undertake such a project at this time.

Corrections to misspellings in access points are, of course, corrected routinely by WSUL's Database Management Section as part of database cleanup when encountered.

III. Cataloging/Authorities Users Meeting

The group decided to sponser a 3rd annual users meeting in mid-September (14th or 21st). It was felt there were probably enough topics to warrant a full-day meeting (i.e. 10:00-3:00). Wayne State offered to host the meeting. There will be fuller discussion of this topic at the next meeting.

IV. Standards for copy holdings records

- A. Evans will draft some standards for the copy holdings record for review at our next meeting.

V. Suppression of bibliographic records in LUIS

The Committee reviewed B. Heath's document created for WSU staff specifying instances where records would be suppressed from LUIS display to determine whether it should be adopted as a DALNET standard. Though Committee members felt that the document covered the instances in which libraries would possibly suppress records, they felt that a DALNET standard was not necessary. Suppression of records was an area where flexibility for individual libraries seemed appropriate. C. Wecker reminded the group that suppressed bibliographic records can only be retrieved in staff mode by a "j" search. The "m" searches will not retrieve them.

VI. Consistency in series treatment among DALNET libraries

A. Evans reminded people that the DALNET series authority standard requires DALNET sites to trace series in a manner consistent with the rest of the DALNET libraries. If all of the DALNET libraries except for Library A traces the series, then Library A is preventing its users from finding materials in Library A and directing them to other libraries' holdings instead.

VII. Database Cleanup

1. A GLCH was done to correct all 840 tags to 830 tags. The 840 tag has now been made invalid.
2. The "Addresses, essays, and lectures" subject subdivision has been deleted from all bibliographic records in the DALNET database. If any remaining occurrences or variations of this subdivision are found, and if they follow any pattern, please notify A. Evans so that database cleanup can be done.

VIII. Subfield "f" in 7xx uniform title fields

A. Pogany brought up the problem that occurs in the staff mode MHI index when there are 7xx uniform title fields with dates in the "f" subfield. The "f" subfield causes a new file to be created in the index. Staff should remove these subfields as they encounter them.

IX. "Authority Central" staff to be authorized to modify DALNET libraries' bibliographic records

A. Evans received approval from those present for "Authority Central" staff to edit DALNET bibliographic records in selected instances instead of sending change requests. WSU Database Management staff can already change records using the GLOB and GLCH requests. Unfortunately, GLOB and GLCH are relatively inefficient programs. There are programmatic limitations relating to the number of requests and the number of records which can be modified at any one time.

WSU staff will be limiting editing of DALNET libraries' records to:

1. Very small files where LC has revised its authority record and the heading needs to be updated to match the authority record
2. Individual bibliographic records requiring minor editing such as spacing irregularities on GPO titles or problems with filing indicators or missing/wrong subfield coding
3. Records which require editing of MARC coding for global changes to work
4. Changes in the form of the heading -- not the choice of the heading, choice of main entry, or decision to trace or not for a series, etc.
5. Fixes that need to be done for Database Management to accomplish its work

Database Management will continue to notify DALNET libraries of other types of changes that need to be made to their records. If anyone has any questions, please call A. Evans for further clarification.

- X. A. Evans mentioned that some DALNET libraries are not responding to her section's notes in a timely fashion.

Notes by Anaclare Evans and Charlene Wecker