DALNET DATABASE STANDARDS COMMITTEE MEETING
Minutes - January 16, 1990

Present: Anaclare Evans (Chair), Chris Audia, Audrey Bondar, Helen Ma,
Ann Sargent, Theresa Shen, Charlene Wecker, Karen Zinterhofer.

Absent: Ann Pogany

The meeting was convened at Wayne State University.

A. Evans reported that she delivered the Minimal Level Records
Standards document (with the revisions made at our last meeting) to
P. Spyers-Duran today.

A. Evans told the group that those that are planning to attend the ALA
Summer meeting should arrange for hotel rooms as soon as possible.
There are several conferences meeting in Chicago at the same time and
hotel rooms will fill up quickly. NOTIS meetings will continue to be
held on Friday, Saturday and Sunday evenings and all day on Tuesday.
The current issue of American Libraries has information regarding
summer ALA.

C. Wecker reviewed the report from Nancy Hunn. A copy of this report
has been sent to each DALNET library. In the course of reviewing the
report, the following areas were discussed in some detail:
   1.) In response to N. Hunn's recommendation that a decision be made
       regarding the validation of 5xx fields, Committee members said
       that their staff have been retaining 5xx's on DALNET authority
       records regardless of whether a 1xx exists under the heading.
       The Committee recommends that this be established as policy.
   2.) The 4.6 release was discussed in some detail re: the Conflict
       and Error Detection reports, additional workload, etc.
   3.) Global change techniques were discussed, including A. Evans
       reviewing the characteristics of the three types.
   4.) The Committee expressed its great interest in having the LCSH
       tape purchased and loaded as soon as possible. This has already
       been put on the DALNET Project Managers' "wish list".   Release
       4.6 includes the capability to load LCSH updates.

A. Evans reported on the series authority file retroconversion project
that WSUL has been doing. Each cataloger spends 1/2 hour daily on this
project. The first "pass" of the project is completed. Authority
records for over 50% of the series were either already in NOTIS or were
transferred from OCLC. Cataloging staff are now working on the
remainder of the series. A description of this project will appear
in the February 1990 issue of NOTISES.

A. Evans prepared a draft of "Guidelines on Provisional Cataloging
Records". These guidelines are intended to be for those provisional
records created either for control of materials during processing
or for control of temporary (e.g. rental) collections. In either case,
the provisional record will be updated by a full MARC record or
eliminated. Guidelines for the creation of provisional records that
are created as "billing" records are included in a DALNET Acquisitions
Task Force's document.   The Committee reviewed A. Evan's draft and
some modifications were made.

A. Evans reminded people that they should be reviewing on a regular
basis their databases for title entries beginning with articles. LC's
Cataloging Service Bulletin, No 41, dated Summer 1988* included a list
of initial articles. Since some words are articles in one language and
are not articles in another, it is necessary to proceed carefully.

The issue of "how much verification needs to be done?" for headings
that cannot be verified as LC entries was discussed. It was
suggested that headings not found be held for a period of time and then
searched a second time in the LC NAF/SAF. After a second search,
original authority records should be created, if required. A waiting
period of 2 to 3 months should prove adequate.

Another issue discussed by the Committee was bibliographically closing
the 362 (first indicator 0) field on serials records when there was no
available proof. The Committee agreed that this field should not be
closed without proof. A 362 (first indicator 1) field can be created
with a note, e.g. Title ceased in December 1988?

The remainder of the meeting was spent discussing desired SAS reports.
In addition to those listed in the minutes of the September 12, 1989
meeting, the following have been suggested.
   1.) a report of titles which were published more than "x" number of
       years ago (for possible weeding)
   2.) a list of unlinked records
   3.) a list of titles held in a particular processing unit in
       shelflist order
   4.) a list of titles for which no item records have been created
Committee members should come to the next meeting with any additional
desired SAS reports. A list of all suggested SAS reports related to
the Cataloging/Authority Module will then be circulated to all DALNET
Project Managers; they will be asked to both add additional ones and
prioritize them.

The next meeting will be held in the WSU NOTIS Training Room on
Tuesday, February 13 at 9:30; treats will be brought by C. Audia.

*Copy attached

Notes by Charlene Wecker

110 National Cultural History and Open-air Museum
410 Nasionale Kultuurhistoriese en Opelug-museum
  (South Africa)

110 BANAS (Organization : Indonesia)
410 B.A.N.A.S.

110 North Carolina Wood Energy Coordinating Group
410 Wood Energy Coordinating Group (N.C.)

110 Société des arts de Genève
410 Société pour l'avancement des arts (Geneva,
  Switzerland)

110 BFA Educational Media
410 B.F.A. Educational Media (Firm)

b) *Terms of incorporation.* Construct the reference to
"match" the heading with regard to the presence, absence, or form of a
term of incorporation.

110 William Claiborne, inc.
410 Claiborne, inc.

Combined References

When reference is made to two or more different headings from the
same form, trace individual references rather than listing on one
combined reference all headings referred to through the cataloger-
generated reference technique. Use a cataloger-generated reference
only when a special explanatory referral legend is needed, e.g., for
pseudonymous authors (cf. LCRI 22.2C).

Typographic Style

Generally, LC typographic style will not change.

Initial Articles

Treat references just as headings with respect to deletion/
retention of initial articles. See LCRI 22.4 for personal names, LCRI
23.2 for geographic names, LCRI 24.5A for corporate names, and LCRI
25.3A and LCRI 25.4A for uniform titles.

INITIAL ARTICLES

Initial articles are normally deleted from certain access points;
when this is true, they are deleted whether in the nominative case or
in some case other than the nominative. It is necessary to recognize
initial articles, distinguishing them as necessary from other words
that happen to be spelled the same as articles (cf. the English,
Portuguese, etc., article "a" and the French, Italian, etc.,
preposition "à" or "a"; or languages that use the same form both for an
indefinite article (comparable to English "a") and the number "one.")
Such words when not serving as initial articles are retained. Also
retained are plural indefinite terms that have the meaning though not
the form of plural articles (English "some," French "des," Italian
"qualche," etc.) Below is a list of initial articles. For the details
of this policy as applied to bibliographic description and access
points, see the following LCRIs:

LCRI 1.0, for bibliographic description
LCRI 21.30J, for titles traced explicitly
LCRI 21.30L, for series tracings
LCRI 22.4, for personal names
LCRI 22.11D, for phrases representing persons

LCRI 23.2, for geographic names
LCRI 24.5A, for corporate names
LCRI 25.3A and RI 25.4A, for uniform titles
LCRI 26.0, for cross references

List of Initial Articles

a	English, Gallegan, Hungarian, Portuguese, Romanian, Scots, Yiddish
a'	Gaelic
al	Romanian
al-	Arabic, Baluchi, Brahui, Panjabi (Perso-Arabic script), Persian, Turkish, Urdu
	(N.B. "al-" is meant to cover all the spellings in romanization, e.g., "as" in "as-sijill")
am	Gaelic
an	English, Gaelic, Irish, Scots, Yiddish
an t-	Gaelic, Irish
ane	Scots
ang	Tagalog
ang mga	Tagalog
as	Gallegan, Portuguese
az	Hungarian
bat	Basque
bir	Turkish
d'	English
da	Shetland English
das	German
de	Danish, Dutch, English, Friesian, Norwegian, Swedish
dei	Norwegian
dem	German
den	Danish, German, Norwegian, Swedish
der	German, Yiddish
des	German
det	Danish, Norwegian, Swedish
di	Yiddish
die	Afrikaans, German, Yiddish
dos	Yiddish
e	Norwegian
'e	Friesian
een	Dutch
eene	Dutch
egy	Hungarian
ei	Norwegian
ein	German, Norwegian
eine	German
einem	German
einen	German
einer	German
eines	German
eit	Norwegian
el	Catalan, Spanish
el-	Arabic
els	Catalan
en	Catalan, Danish, Norwegian, Swedish
et	Danish, Norwegian
ett	Swedish
eyn	Yiddish
eyne	Yiddish
gl'	Italian
gli	Italian

ha-	Hebrew
hai	Classical Greek, Greek
he	Hawaiian
hē	Classical Greek, Greek
he-	Hebrew
heis	Greek
hen	Greek
hena	Greek
henas	Greek
het	Dutch
hin	Icelandic
hina	Icelandic
hinar	Icelandic
hinir	Icelandic
hinn	Icelandic
hinna	Icelandic
hinnar	Icelandic
hinni	Icelandic
hins	Icelandic
hinu	Icelandic
hinum	Icelandic
hi	Icelandic
ho	Classical Greek, Greek
ho-	Hebrew
hoi	Classical Greek, Greek
i	Italian
ih'	Provençal
il	Italian, Provençal/Langue d'oc
il-	Maltese
in	Friesian
it	Friesian
ka	Hawaiian
kay	Tagalog
ke	Hawaiian
l'	Catalan, French, Italian, Provençal/Langue d'oc
l-	Maltese
la	Catalan, Esperanto, French, Italian, Provençal/Langue d'oc, Spanish
las	Provençal/Langue d'oc, Spanish
le	French, Italian, Provençal/Langue d'oc
les	Catalan, French, Provençal/Langue d'oc
lh	Provençal/Langue d'oc
lhi	Provençal/Langue d'oc
li	Provençal/Langue d'oc
lis	Provençal/Langue d'oc
lo	Italian, Provençal/Langue d'oc, Spanish
los	Provençal/Langue d'oc, Spanish
lou	Provençal/Langue d'oc
lu	Provençal/Langue d'oc
mga	Tagalog
ñga	Tagalog
mia	Greek
'n	Afrikaans, Dutch, Friesian
na	Gaelic, Hawaiian, Irish
na h-	Gaelic, Irish
nang	Tagalog
ni	Tagalog
nina	Tagalog
'o	Neapolitan
o	Gallegan, Hawaiian, Portuguese, Romanian
os	Portuguese

'r	Icelandic
's	German
sa	Tagalog
sa mga	Tagalog
si	Tagalog
siná	Tagalog
't	Dutch, Friesian
ta	Classical Greek, Greek
tais	Classical Greek
tas	Classical Greek
tē	Classical Greek
tēn	Classical Greek, Greek
tēs	Classical Greek, Greek
the	English
to	Classical Greek, Greek
tō	Classical Greek
tois	Classical Greek
ton	Classical Greek, Greek
tōn	Classical Greek, Greek
tou	Classical Greek, Greek
um	Portuguese
uma	Portuguese
umas	Portuguese
un	Catalan, French, Italian, Provençal/Langue d'oc, Romanian, Spanish
un'	Italian
una	Catalan, Italian, Provençal/Langue d'oc, Spanish
unas	Spanish
une	French
unei	Romanian
unes	Catalan
unha	Gallegan
uno	Italian, Provençal/Langue d'oc
unos	Spanish
uns	Portuguese, Provençal/Langue d'oc
unui	Romanian
us	Provençal/Langue d'oc
y	Welsh
ye	English
yr	Welsh

NAME AUTHORITY WORK IN CATALOG MANAGEMENT AND PUBLICATION DIVISION

Overview

The Catalog Management and Publication Division prepares and modifies name authority records (NARs) as a byproduct of its editing of bibliographic reports submitted by participating libraries for addition to the *National Union Catalog* (NUC) database.

Staff of the division create preliminary, provisional, and fully established name authority records for headings being used as main or added entries in the NUC database. (They do not create authority records for names used as subjects or for topical subject headings. They also do not routinely create series authority records.) Since they do their authority work online, most authority records are created and completed in one day.

The headings are constructed according to AACR 2 and LC policy. However, the staff do not normally search reference tools beyond those in the division's reference collection, do not telephone authors or publishers, and do not follow the procedures for verification of