

DALNET ACQUISITIONS TASK FORCE MEETING

April 11, 1989

Present: Barbara Heath, Chair, Helen Ma, Diane Paldan, Charlene Wecker.

Absent: Alexis Salisz.

1. Minutes of the February 23 meeting:

Barbara brought our attention to the change of screen message from "THIS RECORD IS FOR STAFF USE" to "THIS IS A STAFF PROCESSING RECORD" on page 1 of the minute.

On page 2, second paragraph, Diane made the clarification that the newspapers are not being checked in at the Purdy Library where most of the newspapers are held. She is unsure of the policy and practice at Law and Medicine.

2. Volume Holdings Records (VHLD):

We continued the discussion of the volume holdings record. The Committee voiced the concern of whether we should set "standards" for data input on VHLD or just provide "guidelines". We also reiterated the need to work with the Database Standards Committee on this issue to determine whose responsibility it is to provide standards or guidelines. It was decided that this Committee would issue recommendations on certain areas and share this information with the Database Standards Committee.

In view of the coming MFHL (Machine-readable Format for Holdings and Locations) records, it is highly recommended that all DALNET libraries follow the same format for easier future conversion.

Charlene brought up the following 4 issues with Louise Bugg:

- A. Should volume designation be used on the VHLD for serials?
- B. Should the holdings be closed on VHLD to indicate the last bound or complete volume?
- C. Should the holdings be recorded at the summary level?
- D. How to treat the holdings in both the micro and hard formats?

Listed below are some of Louise's responses and the Committee's RECOMMENDATIONS regarding VHLD:

Volume designation: Will not be used for serials, but will be used for monographic sets.

Reporting holdings: Holdings to be reported at the summary level.
Holdings to be closed to show the beginning and ending bound (complete) volume, to indicate the break between the bound volume and current receipt. Further, for titles which are bound more than once annually, the holdings can be reported as follows:

1-10:p.1-300	Volume 1 thru pages 1-300 of v. 10
1-10:pt.1-2	Volume 1 thru parts 1-2 of v. 10
1-10:JAN-MAR	Volume 1 thru Jan.-Mar. of v. 10

Incomplete holdings: For incomplete sets of monographic sets, show holdings in VHLD.

Use notes to list incomplete volumes, missing issues and gaps, etc. for serial titles.

Current issue of a serial can be listed in the notes on VHLD or the R line on the OPR. However, the R line on the monographic OPR will not display on LUIS.

Notes: ALL VHLN notes on holdings be displayed to the public.
The use of the notes should be free, however, we recommend avoiding the use of heavily-coded notes which could be confusing to the user. All holdings related notes, such as index and supplements, etc. should come before general notes.

VHLN reporting format: "Shelved as" note should always be the first line immediately following #a and a space.
Summary holding statement should be the next line indented one space from the first line.
Leave 2 spaces between enumeration and chronology.
It is desirable to follow the above spacing recommendations, but not mandatory. However, the Committee suggests that each library be consistent in their spacing format.

Micro and hard holdings: WSU and UD combined their micro and hard holdings on one OCLC record for their union listing. WSU uses the notes "see previous copy" and "see next copy" to tie the holdings. The practice is against OCLC and MLC guidelines for union listing. However, it is much easier for the user. Oakland University did not combine the holdings on their LDRs. Ana Fidler is writing a report program for OU's serial loader to print off all the titles with both micro and hard holdings. It is OU's intention to combine the holdings on NOTIS later.

The Committee felt that each DALNET institution can elect to follow WSU's practice, but it is not mandatory.

Other recommendations: Back orders of missing volumes and issues, etc. would not be displayed to the public.
For a VHLN note not to display on LUIS, use the following format: #a--(2 spaces)#a (text).

Diane Paldan and Anaclore Evans will supply sample VHLN records. There are other issues to be worked out, such as how to report holdings of sets within volumes, etc.

3. Provisional records:

The Committee felt that this issue should be addressed by both the Database Standards Committee and the Acquisitions Task Force. However, the following guidelines are offered:

Provisional record is a temporary record or a more permanent processing record. Use the provisional record for acquisitions and ordering.

If a serial check-in record is needed, then use a provisional record.

Provisional records, except the processing records, are to be upgraded to the full cataloging record when material arrives.

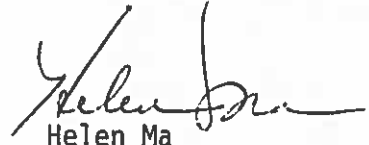
The Committee was concerned on how minimal a provisional record should be. WSU offered their practice as a guideline:

Fixed fields:	Encl. level (default, system supplied) Frequency (for serials)
Variable fields:	Title (the only system requirement) Author Series (indexed)
Full imprint:	Date required for monographs Place required for serials.

WSU usually checks the NOTIS bibliographic file to verify the latest/correct form of name before inputting a provisional record. Sometimes the authority file is also checked.

Charlene will pursue further on the issue of provisional record headings on the new headings report list and their implications on the authority work.

4. The next meeting of the Acquisition Task Force is tentatively scheduled at 9:30 on Friday, May 12, 1989 at WSU. Barbara will confirm.


Helen Ma
Detroit Public Library