

SERIALS ADVISORY GROUP MEETING  
MAY 11, 1993  
MINUTES OF THE MEETING

Present were: Barbara Heath, Charlene Wecker, Betty Wiggin, Chris Chamness, Diane Paldan and Patrice Merritt

1. The meeting began with a welcome to Chris Chamness as a new member of the SAG. Chris is the Librarian in charge of Periodicals and Reserves for the Purdy/Kresge Library effective May 3, 1993.

2. Charlene Wecker began a discussion on CheckMark, the new Notis serials check in system. Before any study of CheckMark can be done, 5.1 must be in place. The University Libraries Systems Office plans to bring 5.1 "up" on July 17th with 5.1 currently in test. Beth Warner from U of M (formerly of Notis) will be giving a presentation on serials check in at Mich NUGM next month at Western Michigan University. Barbara Heath will be attending that session a representative of University Libraries. Charlene Wecker will also be attending a separate one day session on 5.1 including CheckMark in June. Charlene has arranged for Beth to demo the System at the DALNET Task Force meeting scheduled for June 15th at 9:30 and has invited members of the SAG to this session. Notis Solutions: Serials Control will be distributed prior to the meeting so members of the SAG will have a understanding of the System. The presentation will only cover the "nuts and bolts" of the System -- how it works.

Diane recommended that we ask Beth how U of M evaluated whether or not to implement CheckMark. A discussion of the pros and cons of the System would be of benefit to the SAG in making recommendations for implementation.

3. Diane Paldan reported on the progress of a QUEST Team at Science. It had been discovered over the years that SEL had serial titles that were not catalogued nor Union Listed. These titles are not currently received or have had title changes. Prior to this project, when these titles were discovered, they were treated as new titles which then required new cataloging and a timely set up process. Similar records which had been discovered by Helen Bradley in Purdy/Kresge were simply loaded, an LDR was created and Union Listed. This procedure was done with full approval of Cataloging. The same procedure will be implemented regarding these records in SEL.

Helen Bradley will check the files and fix those titles which can be easily corrected and added. Unfixable titles will be sent back to Diane Paldan for further "detective" work. (A memo describing this plan is attached to the minutes of this meeting.) It is estimated that Helen can fix approximately 75% of the titles with relative ease and she will work on this project as time permits.

This problem occurred during the time of serials conversion and print-outs have been of these titles over the years so a working pile is already in existence. The problem does not exist with any great occurrence in Purdy/Kresge or in Law. The Med Library has similar problems and this procedure may be considered in the future for implementation at that unit.

4. Patrice Merritt reported on her pleasant experience in dealing with USBE in sending gift journals which are not needed by University Libraries Collections. Patrice reported that a FAX memo to USBE (1-216-241-6966) was answered within 1 hour with specific requests for what to send and what not to send. The memo should state the complete titles and range of volume numbers and years that you wish to send. Materials are sent Library Rate with USBE reimbursing for postage.

The SAG has made a recommendation to Barton Lessin regarding a formalization of the procedures for discards regarding USBE. No reply has been received to date.

Patrice further complimented Yolanda Rodgers of Technical Services for her prompt service in providing missing journal issues to the units. USBE is only one of Yolanda's sources and she provides fast, courteous and "trouble-free" service to those of us in the units who never get to see her to offer our thanks.

5. Patrice and Barbara Heath suggested that ISSN numbers be added to the 022 field as an easier means of located hard to find serial titles. Patrice reported on her experience of having difficulty locating titles of "Akademie de Wissenschaft" and noted that without the ISSN, she may never have located some of these titles. Barbara will discuss this issue with a meeting of the catalogers and pending approval, the SAG will implement the addition of ISSN numbers to that field.

6. Charlene reported on the results of the DALNET Acquisitions Task Force and QuikReports. SAG members had been asked to review the list of QuikReports and prioritize them according to individual preference. Results of that survey are reported (see attached). After 5.1 is up and running, tests will begin on those reports which were rated as "high". SAG members feel that these reports may be very "computer looking" in format and that they should not be used as a substitute for new titles lists or new acquisitions lists that would be for public distribution.

7. Miscellaneous

Diane Paldan asked that the SAG further explore the idea of reports. Some lists may need to be considered for collection management of serials (priority level, subject area). SAG members were asked to think about the kinds of lists they would like to see and will discuss these lists at the next SAG meeting.

Bob Holley is coordinating the collection of Scientific journals for Nigerian libraries. University Libraries units are to box and put aside all scientific journals not needed by the collections. Bob will notify his "contact" as to when and where to pick them up.

Barbara Heath reported that her first training session on Serials Check in was offered on May 6. Reports of the session were very positive and Barbara obtained ideas on how to enhance future sessions. Serials Check In training will be offered quarterly with the next session to be offered in August.

Diane Paldan will offer bindery training in conjunction with these training programs conceived by SAG members.

Bindery bids have been sent out and Diane has received samples from the various bidders. Anyone wishing to see sample is invited to view them at the Science and Engineering Library from 12-3 on May 12th in Room 15 (SEL Basement).

Next meeting: Thursday, June 17th, Room 250, Purdy/Kresge Library.

Respectfully submitted,

*PATRICE*

Patrice Merritt  
May 12, 1993

cc Barton Lessin  
Louise Bugg  
Lynn Sutton  
Georgia Clark  
Sallie Ellison  
Betty Podzorski