

# Minutes of the Cataloguing and Authorities User Group Meeting

Tuesday, April 8<sup>th</sup>, 2003, Robarts Library Room 4049, 10:00 am

Present: Elizabeth Black (CDC), Alastair Boyd (Chair) (Robarts), Michael Bramah (SMC), Nonna Brodsky (ERIN), Julia Callaby (Robarts), Sr. Margaret Ann Cuthbert (SMC), Sharon Dyas-Correia (Robarts), Mudite Eksteins (Robarts), Astrida Ezergailis (Regis), Rosia Leung (EAST), Diana Liang (UTSC), P.J. MacDougall (Massey), Nadia Moro (FIS), Felicity Pickup (Robarts), H. Rashid (Law), Kathryn Roberts (Law), Sirpa Ruotsalainen (Trinity), Mary Ruscillo (Robarts), Arthur Smith (ROM), Rosemary Smith (Robarts), Sherry Smuggler (DMGIS), Carmen Socknat (Victoria), Eva Spevak (Robarts), Sarah Sung (RBSC), Stephanie Swift (OISE/UT), Chris Tucker (Knox), Josy Visscher (Robarts), Nancy Wesson (Victoria)

## 1. Review of the minutes from last meeting

Minutes were approved as written.

## 2. Business arising from the minutes

### *(a) Access to the CANMARC files*

Elizabeth Black (CDC) reported that after further discussions, Sirsi has said they don't have the resources to install or maintain the CANMARC bibliographic and authority files for their Canadian customers. We will have to set this up ourselves. ITS will work out how to create a separate instance of Sirsi for the CANMARC files so we can search and import bibliographic and authority records via SmartPORT. We don't know how long this will take. In the short term, there remains the option of subscribing to the fuller AMICUS database to see if the records and database access are better than the free AMICUS we have now, sufficient to justify the cost. Sherry Smuggler (DMGIS) noted that there are also costs associated with further delays, in terms of growing backlogs of uncatalogued Canadian material.

## 3. Holdings Records

### *a) Adding call numbers and notes to the 852 field*

Following some previous discussion on the CatInfo list, the group considered the merits of including call numbers to 852 fields in MARC holdings records for monographs. This creates a more helpful OPAC display, with Library, Location, Call number and volume holdings all in one place. Alastair Boyd (Robarts) has put an updated version of the *MARC Holdings for Monographs* instruction sheet up on the Robarts Cataloguing web page in the section on Sirsi Workflows Guides. This contains instructions on which indicators and subfields to use, depending on whether call numbers are LC, Dewey, or Accession numbers. (See: <http://www.library.utoronto.ca/robarts/cataloguing/marcholdings.pdf>).

In holdings records for serials, Carmen Socknat (Victoria) suggests adding a public note to the 852 field (subfield |z) to tell users when a subscription is cancelled by a given Library. It might also be of help to users if a similar note is created when a serial ceases publication. In this latter case, the same information should also be in the serial bib record field 362. However, not all serials records have been meticulously updated in this way, and in any case several of the group felt an added note in Holdings would help users who might not see or understand the note in the bib record. The consensus was that for cancelled subscriptions we should include an 852 "Cancelled" note, and any library that wanted to add "Ceased publication" notes could do so. Elizabeth asked whether dead periodicals with several attached holdings records would have the "Ceased" note repeated in each such record. We will have to think some more about that particular situation.

### *b) Multiple copies, holdings, etc.*

The updated Workflows *MARC Holdings for Monographs* guide suggests that in most cases a single Library should use a single MARC holdings record to describe multiple holdings of a single title shelved in different home locations, in order to make a more concise catalogue display. The 852 and 866 fields are repeatable, so this can usually be done. (See p. 3 of the guide). There may nonetheless be instances where Libraries will prefer to create multiple holdings records.

c) *Punctuation, formatting of 866*

The updated guide also contains a reminder to leave occasional spaces in long 866 holdings statements. This is so that anyone viewing the OPAC with Netscape will see these long holdings wrapping to a second and third line, instead of trailing off to the right of the screen in a very long single line. Netscape only wraps lines at spaces. Inserting such spaces unfortunately does not comply with the NISO standards for formatting such holdings. Elizabeth has identified the official NISO publication setting forth the standards, with examples. It is ANSI/NISO Z39.71-1999, available in pdf format on the web at <http://www.niso.org/standards/resources/Z39-71.pdf> (see *Table 3.1*, on p. 11 of the document (which is p. 21 of the pdf file)).

#### 4. **Order Records**

a) *Adding call numbers to other libraries' Order Records*

Alastair reminded the group of the trial procedure we have agreed to follow (a change from that agreed upon at our last meeting). For now, instead of having copy-level records with dummy barcodes automatically added to all order records at the outset, we would like to try having cataloguers add them only as required. I.e., when cataloguers find a title record with someone else's Order call number (and no copy), then they will first add a dummy barcode/copy to the Order call number, so as to be able to add their own finished call number. Alastair said that the procedure was summarized in an instruction sheet on the cataloguing web page. [*In fact it is not, but it was described in his e-mail of March 10, as follows:*

“Having decided to add holdings to an order record for another library, cataloguers will close the order bib record, and then, instead of going straight to the Add Volume wizard, they will first:

1. press **F9**, then <Enter> (to add a copy to the current order record call number, presupposing the Add Copy default is set to “Current Record”)
2. type AUTO in the Item ID box (or else set the Add Copy defaults to auto-generate the barcode in the first place)
3. press Tab Tab Tab to get to the “Home location” box and type **ON\_ORDER** (or select it from the drop-down list). This step is \*VERY\* important, so that the order call number is clearly identified as unfinished, both in the OPAC and in Workflows.
4. press <Enter> to finish the process.

“Then the cataloguer can get on with the **F6** (Add volume) procedure. No shadowing will be done. If we try this for a few months, we can get a pretty good idea whether this is a reasonable solution, or whether it is adding too much extra work for cataloguers. The advantage of this approach is that XX call numbers will not show in the OPAC for all firm orders, but only for those where another library has already received the item.... The ordered copy will arrive fairly soon as well, at which point the XX ON\_ORDER number will itself be upgraded to a finished call number.”]

b) *Loading Received copies with Link Order Line wizard*

When cataloguing copies received from firm orders, it is necessary to load the copy from the Order Line so that the blue-banded Order information from the Acquisitions module will disappear from the OPAC. There are several ways to achieve this. Small libraries with no backlog could have acquisitions staff load the copy at the time the item is marked as received in Acquisitions. This will not only make the blue Order information disappear from the OPAC, but the bib record will now have an unfinished call number showing in the catalogue—not advisable unless the item will be finished within a few hours. Another option: after firm orders have been catalogued, notify local acquisitions staff so they can change the Date Loaded for the order from the default NEVER to TODAY. This achieves the same result as actually loading the order, but without adding another, redundant copy in the Vol/Copy record.

The third (and for most libraries, best) option is to have cataloguers load the order as part of the cataloguing process. That is, they would use the “Link Order Line Holdings to Titles” cataloguing wizard from the Special Cataloging Functions group (keyboard shortcut: **Shift-F5**). This opens a dialog box called “Load ordered copies”, which lets us select and load the copy from the Acquisitions record. With the help of Kathryn Roberts (Law), Alastair will post an instruction sheet illustrating how this works.

## 5. Other Business

### a) *Problems with automatic insertion of subfield |z in call numbers*

Workflows currently inserts the subfield delimiter |z in front of certain character strings when it encounters them in a call number (e.g. **vol. v. no. ser. suppl.**). This happens even when such a string is not actually being used as a volume designation, but as a cutter within the call number proper. (For example, some series are catalogued separately but classed together, with the series number used as a second cutter. Also, some genres of musical works have sequential numberings—sonata no. 3, or symphony no. 5—which are also used as cutter numbers). When the system chops such a cutter off from the beginning of the call number with subfield |z it can cause the call numbers to display out of sequence. Therefore, the group has agreed to experiment with suppressing this “auto-|z” feature, especially since the list of recognized volume designations is so incomplete. Elizabeth will discuss this further with ITS and Sirsi.

### b) *Reports training*

Elizabeth plans to meet with Tom Chan (ITS) later this month to discuss some training or information sessions on running reports. Some members of the group have had disconcerting experiences when trying to run ostensibly simple statistical reports which end up taking eight hours to complete. It is in everyone’s interest, not least ITS, for us to better understand the hows and whys (and even whens) of running reports. More details to be announced at our next meeting.

### c) *Editing records: 090 and 040 fields*

The first of several questions submitted by Joe Cox (FIS). *Why do some new central library records still have 090 fields?* Alastair believes that these are actually outsourced records: LC records supplied by Coutts along with the books. Coutts did not stop adding 090 fields to these records until late February. Anyone who finds other examples should report them to Alastair or Elizabeth.

*Shouldn’t libraries be adding their identifiers as subfield |d in the 040 field?* Alastair replied that, in theory at least, the central library policy remains unchanged: this identifier is added whenever a non-local field is added or changed in a derived record. In practice, this seems not always to be done if the changes are minor (correcting typos, for example).

### d) *Are any libraries committing to doing authority work?*

This is an important issue, and time did not permit a proper discussion. Again, the central library official practice is to import any existing LC authority records for all name and series headings used in a record for which there are no existing LC authority records already in our database. When there are no existing local or LC authorities, we create them, except for unique personal names which don’t need cross-references.

This topic will go at the top of the agenda for our next meeting, as there are various difficulties about maintaining authority work, especially in the face of increasing batch loads of records from outsourcers and from e-books, etc.

### e) *Should new serials have only one record?*

Yes, but because Sirsi has made no progress as yet on solving the cross-linked holdings problem (ca. 940 afflicted records) some libraries are understandably nervous about hitching their holdings to someone else’s serial record. Again, we will discuss this further at our next meeting, by which time we hope Sirsi will have at least started to fix the scrambled holdings.

***Meeting adjourned at 11:40.***