

## **Minutes of the Cataloguing and Authorities User Group Meeting** **Tuesday, December 10<sup>th</sup>, 2002, Robarts Library Room 4049, 10:30 am**

*Present:* Elizabeth Black, CDC; Maria Angelina Borges, SMC; Alastair Boyd, ROBA; Michael Bramah, SMC; Nonna Brodsky, UTM; Julie Callaby, ROBA; Mary Canning, UTM; Susan Cozzi, ITS; Sr. Margaret Ann Cuthbert, SMC; Anne Dondertman, Rare Books; Sharon Dyas-Correia, ROBA; Mudite Eksteins, ROBA; Astrida Ezergailis, REGIS; John Fodi, MUSIC; Carmen Garcia, MSH; Shelley Hawrychuk, UTM; Charlotte Jaffar, OISE/UT; Carol Jaffray, ROBA; Nina Maslej, ROBA; Nadia Moro, FIS; Felicity Pickup, GENR; Sergio Quibus, DMGIS; Sirpa Ruotsalainen, TRIN; Mary Ruscillo, ROBA; Karen Simon, ROBA; Arthur Smith, ROM; Rosemary Smith, ROBA; Sherry Smugler, DMGIS; Carmen Socknat, VIC; Eva Spevak, ROBA; Sarah Sung, Rare Books; Stephanie Swift, OISE/UT; Josy Visscher, ROBA; Nancy Wesson, VIC; Lorna Young, REGIS;

### *Review of the minutes*

Minutes were approved as written

### *Business Arising from the minutes*

No business arising

### *Report from ITS*

Susan Cozzi felt that most of what she would say would be covered in Elizabeth's report. Susan said she would let Elizabeth report and then would add anything as the report was given.

### *Report from Database Coordinator – Elizabeth Black*

#### **Passwords**

The issue of passwords was brought up and the question was asked as to when we would be getting individual passwords, instead of using generic ones. Susan stated that ITS was waiting to distribute individual passwords until the new version of Sirsi was loaded. The new version of Sirsi is being delayed by the Serials implementation. One of the reasons for waiting was that the privileges may change with the new version and that would mean an update to individual passwords. For cataloguing however, it was felt that the new version of Sirsi was not going to make any changes to the privileges and so Susan was looking into the possibility of moving ahead with passwords for cataloguing module users.

#### **LCCN problem**

The LCCNs were put back into the records but in error (a programming error that was not caught) the LCCNs were put into more than one record. Therefore, we now have duplicate LCCNs in the database. And there are lots of them. So everyone is reminded to be very careful when overlaying records, ensuring what they are working with is correct. This information is not indexed, therefore it cannot be searched. One possible check could be that the first 2 digits of the LCCN could be the date and if these numbers are totally different from the publication year, then this may

raise alarms. Also, if there is not 040 – DLC but there is an LCCN number in the record this should raise concerns. You may delete these LCCNs if you recognize that they are errors but do not delete them in the title control key. This you should only do if you are absolutely confident that this is the incorrect title control key.

### **LCSH loads**

They are starting to load from the beginning of 2002 to the end of the database. It has still not been decided about the blind references but ITS decided to start loading them anyway.

### **Call Number reformatting**

The reformatting is being done on the test database and it is hoped that the reformatting will be finished by Christmas. It is hoped that the live run will occur over Christmas. If anyone wishes they can log onto test and take a look at the data and see how the call numbers are looking. Once the work has been done, all members will be notified to start using LC format for all call number development.

\*\*\*Remember – when you are updating an auto-generated call number the class scheme area will say AUTO. When you update the call number remember to update the class scheme to LC. This controls the shelving key and ensures that this call number will file properly.

### **Problems with invalid characters in the bib record and barcode**

There have been some problems with invalid characters showing up in bib records or in barcodes that have not scanned properly. What has happened is that there have been some problems with invalid characters in bib records and these characters have not been in the character set for Sirsi and because of this the item cannot be edited (or in some cases, even opened). Please report any problems to Susan Cozzi and Elizabeth Black. It has mostly been a problem of non-Roman characters.

### **Range of volumes in the |z area or in the 866**

A discussion took place about using a range in the |z area of the call number. It was found that most people are using this instead of the 866 tag which is the holdings format for monographs. At present, we have not developed a policy to handle this procedure.

Also mentioned was the lack of standards for serials holdings information and that there was a desire to look at standards soon to ensure that everyone is cataloguing properly.

### **Title Control Key**

The title control keys will be changed from DBCN when all modules are in and the new version of Sirsi is loaded.

There have been some problems with ISBNs not being unique and causing problems in the TCK, especially when loading or overlaying. When loading with batch records – Coutts, etc. – this has caused some problems.

## **EIR**

The EIR database that records all electronic items is not up to date. There have been questions raised with cataloguers about why these items are not in the database. This is a concern since we want to ensure that the database continues to be viable and relevant for the user. There needs to be some decision made about how to get these items catalogued. All electronic resources should be available through the catalogue.

There are some display issues that continue to arise that cause confusion to the user, such as the multiple 856s which actually do not lead to the full text. The user does not know this – they simply see a button that says ONLINE and they press it and it only takes them to a table of contents.

It was suggested that the subcommittee on cataloguing electronic resources should start to meet again to look at these issues.

## **CANMARC**

Amicus is not a sufficient replacement for CANMARC. There are missing control fields and added entries. Amicus was designed for ILL not for cataloguing. Elizabeth has been talking to Sirsi who has tried to get in touch with the National Library of Canada to see what can be done. Other Canadian clients are interested in this as well. The ideal would be that Sirsi would maintain this for all of its Canadian clients. It is hoped that CANAUTH would also be included.

## **Global Search and Replace for Authorities**

There is a mechanism of global search and replace for authorities but Elizabeth has not had a chance to look at it. She will do this once things have settled down a bit. Elizabeth needs to look at reports and talk to Sirsi.

### *Announcement of New Chair*

Alastair Boyd has agreed to become the new Chair of the Cataloguing and Authorities User Group starting in January 2003.

### *Other Business*

A member asked about what will happen to the 090s and it was felt that the 090s would not be deleted in the near future but would no longer display when the information in the 090 was found elsewhere.

Meeting was adjourned