

## **Minutes of the Cataloguing and Authorities Users' Group Meeting**

**February 3, 2014 10:00 a.m – 11:45 a.m.**

### **Gerstein Computer Lab 2320**

**Present:** James Mason , Chair (Music), P. J. Carefoote (Fisher), Anne McGillivray (Knox), Mary Reynolds (Regis), Joan Links (Media Commons), H. Rashid (Law), Michael Bramah (SMC), Carmen Socknat (Vic), Elisa Sze (iSchool), Mary Jaques (SMC), Marlene van Ballegoie (Robarts IT), Juliya Borie (Robarts), Lisa Andrews-Attwater (Rotman), Carmen Garcia (Mount Sinai), P. J. MacDougall (Massey), Dong Xia Wang (UTSC), Kate MacDonald (Trinity), Alastair Boyd (Robarts), Houman Behzadi (Robarts/Music), Wendy Li (Hong Kong Library).

**Minutes of the September 2013 meeting were approved.**

**No business arising from the minutes.**

**Missing 546 field in Endeca added to the agenda at the request of Joan Links.**

#### **Updates from Marlene van Ballegoie:**

- Since there has been no renewal of the Access Copyright agreement, Collection Development, ITS and Materials Processing have worked together on a project to make available licensing information for our e-resources.
- E-resources must be accurately described in the catalogue in terms of how they can be used and this must be configured by e-package. 1 million records are to be coded by e-package so that they are attached to licences.
- **OUR – OCU**L Usage Rights database is being modified with Scholars Portal so that it will work with Serials Solutions.
- Marlene is also going back to EIR and cleaning up these records. The page for submitting to EIR needs updating as the link is currently broken.
- The result of all of these projects should be a better picture of e-resources in the catalogue.
- ITS is still working on the incorporation and display of RDA fields in the catalogue.
- Marlene is working on a project to find item level records for microfilm collections. So far 15,000 have been loaded in two stages and this project is ongoing.
- She is also involved in a project to download OCLC quality records for abstracts and indexes for e-resources.
- Marlene spoke about the difficulties in trying to upgrade Serials Solutions records and discussed OCLC WorldShare in terms of its more cooperative structure. Libraries can

change records, approve records before they are accepted, and add and correct collections. Robarts currently has access to the WorldShare Knowledge Base.

### **Updates from Alastair Boyd:**

- First phase of the Authorities Project has been completed. Marlene has extracted a complete list of our LC name authority records and these records were searched against the LC database to identify any updates such as revised cross references, corrections and RDA changes.
- We have 1.4 million records in our authority file and 380,000 have been done.
- Personal name headings were done first; corporate name headings are now being done, there are an estimated 140,000 of them and it should take 2 months. After that the series authorities will be done.
- Indexing and updating records as a result of these authority changes will be done by SIRSI automatically, but it will be slow as SIRSI gets bogged down easily, hence the index error message frequently displaying.
- Conference authorities will be the last to be done. Currently many display the 667 field indicating they should not be used, but these should be authorized and the authority records should be loaded into the system so that they can eventually be updated. They cannot be updated to RDA by batch and will probably be done by NACO on a record by record basis.
- When this project is completed it will mean that our authority records will be in sync with LC. It is important to keep running automatic updates so that we don't lag behind. In this way we will have fewer problems when we finally migrate to another system. However this might take at least another three years as Ex Libris and WorldShare are not ready for as large and complicated a system as we have at the U of T.
- Locally created authority records are Phase II of the Authorities Project and must be dealt with in another way.
- Almost half of the Biblical authorities (Old Testament, New Testament) are local and must be brought in line with LC by some form of search and replace; this will be tested and the group will be advised when ITS is ready to begin.
- Local authority records cannot be updated automatically because they have a local record number; some of these may have been created before there was an LC record and if a subsequent LC record was created, it means there are two records in the database and the local one can be removed.
- Other local authority records and problems will have to be dealt with individually.

### **Updates from the Training Sub-Committee:**

- Members of the Sub-committee, James Mason, Kate MacDonald, Elisa Sze and Juliya Borie walked those present through the Lib Guide web page they have created which is still under construction.
- There are sections for *Announcements and Updates; Policies* (updating local procedures for working with SIRSI, many will be related to Robarts) ; *Examples* (of cataloguing records - currently only one for sound recording with links to OCLC support and training pages and possible future links to standards) ; *Tools* (such as Cataloger's Desktop) ; *Serials* ; *E-resources* ; *Professional development* (resources and links) ; *Contacts* ; and *FAQ*.
- The sub-committee wants to work on it further before they present it to the Users' Group for more input. The Lib Guide is a collaborative effort that will be an ongoing project and everybody is strongly encouraged to contribute and participate so that the site does not become static.
- There was a question of how the links would be updated and maintained, including those from the Cataloguing homepage which houses the CAUG minutes. This is to be decided.

### **Missing 546 field**

- Joan Links demonstrated that the 546 field was not being displayed in Endeca. This is important language information for video materials.
- Alastair indicated that this issue would be brought to the attention of ITS and will be added to the RDA field display list. Marlene felt that the properties could be updated to correct this problem.

### **Selection of a new Chair**

Kate MacDonald's name was brought forward as a candidate and she was acclaimed unanimously. Congratulations Kate!

Before the meeting adjourned, Alastair introduced Houman Behzadi, the new librarian responsible for collection development in Music, as well as some cataloguing. He was warmly welcomed by those present.

**Next meeting:** 5 May 2014, Alice Moulton Room, Gerstein Library

*Submitted by Carmen Königsreuther Socknat*