Minutes of the Cataloguing and Authorities User Group Meeting

Tuesday, January 14th, 2003, Robarts Library Room 4049, 10:30 am

Present: Elizabeth Black, CDC; Maria Angelina Borges, SMC; Alastair Boyd, ROBA; Michael Bramah, SMC; Mary Canning, UTM; Joe Cox, FIS; Susan Cozzi, ITS; Sr. Margaret Ann Cuthbert, SMC; Sharon Dyas-Correia, ROBA; Mudite Eksteins, ROBA; Astrida Ezergailis, REGIS; John Fodi, MUSIC; Gangi Gopaul, OISE/UT; Jack Howard, ROM; R. Leung, EAST; Diana Liang, UTSC; Nadia Moro, FIS; Felicity Pickup, GENR; Sunhee Ro, UCA; Michelle Robinson, Mt. Sinai; Sirpa Ruotsalainen, TRIN; Mary Ruscillo, ROBA; Seon-Woo Shin, East Asian; Arthur Smith, ROM; Rosemary Smith, ROBA; Sherry Smugler, DMGIS; Carmen Socknat, VIC; Eva Spevak, ROBA; Stephanie Swift, OISE/UT; Chris Tucker, Knox; Josy Visscher, ROBA; Nancy Wesson, VIC

1. Review of the minutes from last meeting

Minutes were approved as written.

2. Business Arising from the minutes

No business arising.

3. Report from Database Co-ordinator: Elizabeth Black

(i)   Call number reformatting of LC numbers began on Sunday Jan. 12th and is expected to finish running in about 30 days. Dewey numbers will be dealt with next. Some extra copies were handed out of Elizabeth's examples of the new LC number format. Elizabeth also distributed printouts of irregular call numbers containing prefixes which disrupt the proper filing order. These lists are specific to particular campus libraries, and should help the respective libraries adjust their own problem numbers.

(ii) In response to a question concerning the punctuation of volume designations in subfield |z (should there be a space after the period?), Elizabeth cited some examples from the NISO standards concerning holdings statements. The standard only prescribes consistency; however the examples suggest there should be no space (e.g. **v.3** or **Bd.2**). Sirsi's shelving key maintains the proper filing order, and the labels print correctly (they don't if there is a space). On the other hand, the shelving key does not sort volume or catalogue number abbreviations when they are used as cutters in the call number itself rather than in subfield |z. (E.g. **M25 .B69 op. 4**). So here it is necessary to include the space, just as you would in the 245 or a note field, so as to create the proper filing order.

(iii) Related to the subject of volume designations: the old DRA item records—now our call numbers—were often inconsistent in style and punctuation. This has created problems with multi-volume sets, where the holdings don't list in the proper sequence. When updating continuation records, cataloguers should tidy up the previous holdings. (Individual libraries will decide whether this is a cataloguing or record maintenance issue).

4. Update on Call Number reformatting

Already covered in the Report from Database Co-ordinator, above

5. Non-circulating multi-volume holdings

Alastair Boyd distributed some printouts showing the OPAC display of a record with holdings in the 866 field. (The title is *Edizione critica delle opere di Gioachino Rossini*). This is an example of a monograph with 40+ volumes which do not circulate, and for which 40+ call numbers are therefore considered undesirable as well as unnecessary. The 866 holdings field is one alternative to creating individual call numbers. The other option, as discussed at previous meetings, is to put the range of numbers in the call number |z. For simple ranges (v.1-4) the latter option seems easiest, but for the

example just cited (*Edizione critica…*) the call number would be several lines long. Elizabeth suggested it could create problems for future manipulations or migrations of data if some records used the call number record and others used the 866 holdings field. She also reminded the group that ITS plans to run a program to move the old DRA 090 $d holdings data out of the bibliographic part of the record. They may well find that the 866 field is the safest place to put it—another reason for us all to adopt the 866 solution. She will ask ITS about this, and report to the group.

6. Other Business

(i) Adding holdings to other libraries' Order Records

When Library X's cataloguers find a bib record used as an order record for Library Y, they need to add a call number for their own library's copy, instead of updating the "order" call number belonging to Library Y. However, to do so they first have to add a copy level record with dummy barcode to Library Y's call number, otherwise the error message "Call number already exists" halts them in their tracks. This is not only extra work for Library X's cataloguer, but it also makes Library Y's temporary order call number appear in the OPAC. Susan Cozzi (ITS) suggested we consult the enhancement list for Workflows 2002 to see if this problem is addressed. Alastair undertook to see if the home location ON_ORDER could be made a shadowed location, and to investigate with other shadowing options.

(ii) GMDs and SMDs (300 field) for DVDs

In response to a written question from Shelley Hawrychuk, Alastair asked how cataloguers were treating these items. One issue is the current discrepancy between the SMD options now allowed in AACR2 Chapter 9 (for electronic resources) versus Chapter 7 for videorecordings. Stephanie Swift (OISE/UT) mentioned Nancy Olson's guide to cataloguing non-print material, available online, and will send the URL to the catinfo list. Elizabeth will see if the JSC has published anything to suggest another update to AACR2 was pending, extending the same provisions to chapters 6 and 7 as now exist for chapter 8.

(iii) Progress on loading of CANMARC file

Susan Cozzi explained that the issue was currently being considered by Sirsi in conjunction with the National Library. It has been 8 or 9 months since the issue was first raised. The increasing number of Canadian Sirsi customers may possibly speed up Sirsi's decision on how to proceed.

(iv) Updates to Workflows Cataloguing Manual and Catalogers Desktop

o   An updated version of the Cataloguing Implementation Team's cataloguing manual is ready to be posted at: <http://www.library.utoronto.ca/its/sirsi/training.html>. Alastair will send an announcement to the catinfo list when ITS has uploaded it. The most important addition is a paragraph with instructions on avoiding "false" matches and inadvertent overlays when loading records through SmartPORT. On the topic of overlays: the group was reminded how important it is to change the "Date cataloged" field in the Control tab from NEVER to TODAY when finishing a record. This makes it impervious to automatic overlays by the batch load program (currently used for records from Coutts, CJK).

o   Alastair reminded the group that Cataloger's Desktop now includes direct links to Classification Web, and LC's own web interface for searching authorities (a useful alternative to SmartPORT).

(v) What to do about the Record for title Uncataloged Item

There is a single Sirsi title record—*Uncataloged Item*—with more than 24,000 call numbers and copies attached. This record was the haven during data migration for all the DRA item records that had no bib records. None of these items can be retrieved by any access point except barcode or (for some but not all), call number. Ideally these items would be better off linked to a proper title record. Individual libraries can search this title to see how many of the linked items belong to them, and what they want to do with them. Alastair will check to see whether it is possible to restrict the display in the "All volumes" tab to a single library.

Meeting adjourned.