

Minutes of the Cataloguing and Authorities User Group Meeting July 6, 2004, Robarts Library Room 4049, 10:00 am

Present: Elizabeth Black (CDC), Alastair Boyd (Robarts), Julia Callaby (Robarts), Mary Canning (UTM), Joe Cox (FIS), Astrida Ezergailis (Regis), John Fodi (Music), Carmen Garcia (Mt. Sinai), Gangi Gopaul (OISE), Hana Kim (East Asian), Diana Liang (UTSC), Felicity Pickup (Robarts Ref.), Remi Pulwer (SMC), Kathryn Roberts (Law), Sherry Smugler (DMGIS), Carmen Socknat (Victoria), Eva Spevak (Robarts), Nancy Wesson (Victoria), Irene Wu (ROM)

1. Minutes of May 4, 2004

Approved as written. No business arising.

2. ITS proposal for Campus Library e-resources cataloguing

Alastair Boyd (Robarts) distributed copies of the document "Cataloguing E-Resources" (ITS, May 2004), which had previously been sent out to the CatInfo list for review. These guidelines seem generally clear and straightforward, at least where resources for the whole U of T community are concerned. Most of the discussion therefore centred around resources licensed for particular libraries. E.g. both Law and Victoria buy and catalogue resources for use only in their libraries or via their intranets. Sherry Smugler (DMGIS) described another category of material, namely government documents that are available online to U of T users, but also to any member of the public who comes into the library. Catalogue records for such material should carry **506** "Restrictions on Access" notes created by the owning/cataloguing library in sufficient detail to make the restrictions clear. The question is, will this information be transferred literally into the EIR database, and display instead of the generic "restricted use" note we generally see there?

Slight uneasiness was expressed by a couple of the group concerning the notion of replacing the direct URL link in such "local use" catalogue records with a link to EIR, which would in turn point to the original URL. Although this might seem a rather roundabout method, Elizabeth Black (CDC) explained that it has the virtue of consistency: ITS assumes the task of maintaining all resource links. If the URL to the resource changes, the update only needs to be made in EIR, since the link in the catalogue points only to EIR and is therefore static. This means that if a library becomes aware of a change to the link for one of their resources, they should notify ITS rather than modifying the catalogue record.

Before our next meeting Alastair hopes to have clarified the following points with ITS: (a) how or if specific notes on access will appear in EIR; and (b) who in ITS should be notified of changes to links.

3. Pending upgrades to Sirsi Workflows

Elizabeth reviewed a list she has distilled from the Release Notes of upcoming changes to Workflows. (Her list is attached to these minutes as *Appendix I*). Among the most important features are the ISBN check digit validation, and the default indicators that can be set for use with MARC record templates (*Add Title wizard*, etc.). Concerning these indicators: Elizabeth distributed a list of tags with suggested defaults proposed by Alastair (attached as *Appendix II*). Group members were asked to look this over and request changes or additions. Elizabeth will set the defaults in the Policy Tables before the upgrade is installed over the August holiday weekend.

Carmen Socknat (Victoria) asked about access to the Sirsi Release Notes. Elizabeth said that these are available to anyone who has a login to the Sirsi website. It is a 214 page PDF document, which is perhaps on the large side for general consumption. It might be helpful

for some of us if it were easier to get to, however. Alastair said he would check with Tom Chan (*ITS*) about the feasibility of copying it to the Cataloguing website.

(It turns out that Tom has already put the release notes on the ITS Sirsi training page. See: <http://www.library.utoronto.ca/its/sirsi/Training/releasenotes-unicorn2003-1.pdf>).

4. Report from the Campus Database Co-ordinator

Elizabeth reported progress on the "Serials Project." Changes have now been made to Holding Codes, MARC holdings and item records so as to remove the migrated discrepancies in Home Location between the holdings and call number displays for numerous serials. There remain a number of central library records which could not be automatically updated because they have multiple MARC holdings on them for the same library. These will require further investigation.

The next project is to move the **090** subfield **|d** holdings information for serials into the MARC holdings field **866**. Once this is done users will no longer have to check the 090 in the full catalogue record to discover the complete holdings for many titles. Some smaller libraries have already begun doing this manually, but an automated approach is contemplated for larger collections. However, because it is difficult to move MARC holdings from one bib record to another, it would be sensible to concatenate duplicated serials records first, then create multiple MARC holdings on the "master" record. So this next step will take some time to achieve.

5. Multiple 852 locations in MARC holdings

Sometimes it is necessary for libraries to describe two locations and/or call numbers in MARC holdings records for a single title. Elizabeth has noticed a couple of creative but inconsistent solutions to this in our catalogue, both valid according to the MARC holdings format. She suggests we agree on a single method so as to avoid potential difficulties in any future data migration.

Option A: use two **852** fields with two corresponding **866** fields in a single MARC holdings record. Each 852 contains a location and call number. The volumes held for each location / call number are listed in a corresponding **866** field, along with a subfield **|z** note describing which volumes are held at which location / call number. Fisher Library has used this technique for various multi-volume sets with multiple copies. Like this:

```
852 4# |cRarebooks|jWalsh 0101
852 4# |cRarebooks||jB-11 1807
866 #0 |av.1-3|zWalsh copy
866 #0 |av.2|zB-11 copy
```

Option B: use two different MARC holdings records, each one describing volumes held at a single location and/or call number. Victoria library has done this for a handful of records, and at a previous meeting (April 2003) the ROM also stated a preference for this method.

Alastair undertook to find and send examples of both methods to the CatInfo list, so that we can compare the resulting OPAC displays.

6. CanMARC records on SmartPORT

Alastair had hoped to announce that the problems we have had searching National Library bib and authority records on SmartPORT were fixed once and for all. However, trying a search just before the meeting he encountered another error message: "PDU is not the required type" which suggests there could be a problem searching CANMARC with the latest SmartPORT Z39.50 client. Until he has found out whether this is a genuine problem or a temporary glitch he will postpone any triumphant announcement.

7. Running Sirsi reports

Tom Chan has now given a number of general training sessions on Sirsi reports. Since these did not refer specifically to Cataloguing reports, a couple of our members thought it could be helpful to consult one another when trying to work out which report to run to achieve certain results. Carmen reminded the group that Tom had requested us to include the library name as part of the report name. Also, reports that involve bibliographic records rather than call numbers or items are slow and demanding of server time; it is generally a good idea to check with Tom first before scheduling such reports. We should also consult him before scheduling any recurring reports, since he is allocating specific times for these. Alastair suggested the CatInfo list would be a good place to make inquiries about choosing particular reports for particular purposes. Elizabeth pointed out that we have the test server to practise on, if we are uncertain of what a report might actually do.

8. Other Business

- (i) Remi Pulwer (SMC) asked how we should treat the new 13-digit ISBNs that are already starting to appear on some books.

Background: although the 13-digit standard does not become official until 2007, some publishers are already printing both 10- and 13-digit numbers on their books. This ISBN-13 is in fact the same as the existing barcode version of the ISBN that has appeared on many book jackets for years. This adds the "Book Trade EAN" prefix "978" to the regular number, with a recalculated final check digit. So in future the barcode version and the ISBN itself will be the same thing.

LC has recently published their plan for accommodating ISBN-13 numbers (see <http://www.loc.gov/catdir/cps0/020-13%20plan.pdf>). It says in part: "LC will group pairs of ISBN 13 and ISBN 10 by manifestation in repeated MARC 21 **020** fields, with the ISBN 13 input preceding the ISBN 10, each number qualified as appropriate." OCLC has a different, "interim" plan, since their **020** field index cannot accommodate the longer number (see <http://www.oclc.org/news/announcements/announcement96.htm>). For now they will put the ISBN-10 number in the **020** field and the ISBN-13 number in field **024** with first indicator "3" (for "EAN").

So which way should U of T libraries do it? The example that Remi provided actually had the 10-digit number labelled "ISBN" and the 13-digit version labelled EAN on the t.p. verso. Alastair thought that in this case the shorter number should go in the **020** field and the longer one in the **024** field (first indicator **3**) since it was called EAN rather than ISBN. If/when books arrive with ISBN-13 numbers on them actually labelled "ISBN" these should probably go in the **020** field. Elizabeth pointed out that this will almost certainly run afoul of the new ISBN validation feature. Elizabeth will try to find out from Sirsi what plans they have for accommodating ISBN-13 numbers, and let us know the response.

- (ii) Alastair recommended that our next meeting take place in September, unless something unforeseen arises during August. Precise date still to be determined.

Meeting adjourned at 11:45.

Appendix I: Significant Changes for Cataloguers, Sirsi Release 2003.1.3 Summer 2004

1. Check digit validation for ISBN and ISSN in cataloguing, acquisitions and serials.

You will need to turn on the behaviour property 'ISXN Warnings Must Be Acknowledged', in the appropriate wizards. Wizards that can be so modified are:

- Add Brief Title
- Add Title
- Cataloging Review File
- Duplicate Existing Title
- Maintain Existing Titles
- Create Basic Order
- Modify an Order
- Create a Serial Control
- Modify a Serial Control
- Create Selection Lists
- Duplicate Selection Lists
- Modify Selection Lists

In addition, the Add Temporary Title Helper (in acquisitions?) will do this check automatically.

2. Default indicators can now be set in the policy files

This feature was set up in previous releases but did not work. Now it works; you get the default indicators when you add a title using FULL, BRIEF, TEMPLATE, or your own customized list of tags. I have prepared a list of fields and their suggested indicator defaults for discussion.

3. Call numbers with linked order lines can now be transferred.

4. It will not longer be possible to set a copy number of zero.

5. Subfield |6 will be ignored in authority control.

6. A non-filing indicator in an authority record will now carry over to the bibliographic record when authority control changes the heading. (Note - haven't made this work yet.)

7. There are two new helpers for authority work. These show up in Modify Authority and in the Review stage in Add Authority. They are: **Global Authority Change**, which looks like a globe with a yellow shield in front of it, and **Review Global Authority Change Reports**, which looks like a couple of sheets of paper with a yellow shield over the top left corner. Clicking on the Global Authority Change starts a report called Flip Headings by Authority Key. This report can be reviewed either by using the Review Global Authority Change Reports helper, or by looking at the finished reports list in the Reports toolbar. The properties for Add Authority and Modify Authority need to be set to allow the use of these two helpers.

I am still experimenting with these features in TORT. I would suggest that once the release is in we do not enable them for cataloguing staff until we are sure they are working properly and can provide detailed instructions for their use.

Elizabeth Black, Campus Database Co-ordinator

Appendix II:

Default indicators to be set in Sirsi

List as of July 6, 2004

Here is a list of suggested default indicators we could use when adding titles in Sirsi 2003.1.3. Please think about possible additions and changes to this list.

100	1#
110	2#
111	2#
440	#0
490	1#
505	0#
600	10
610	20
611	20
630	00
650	#0
651	#0
655	#7
700	1#
710	2#
711	2#
830	#0

(Note - These are the defaults I will put into the policy files before the new release is implemented unless there is discussion on Catinfo that indicates there should be changes to this list. - EB)