

Minutes of the Cataloguing and Authorities User Group Meeting Tuesday, June 10th, 2003, Robarts Library Room 4049, 10:30 am

Present: Lynette Arnold (OISE/UT), Elizabeth Black (CDC), Alastair Boyd, *Chair* (Robarts), Michael Bramah (SMC), Julia Callaby (Robarts), Joe Cox (FIS), Janice Crichton Patterson (UTSC), Sharon Dyas-Correia (Robarts), Mudite Eksteins (Robarts), Astrida Ezergailis (Regis), Gangi Gopaul (OISE/UT), Steve Greiner (Robarts), Teri-Lynn Janveau (SMC), Rosina Leung (East Asian), Diana Liang (UTSC), Kate McNairn (AVL), Felicity Pickup (Robarts Ref.), Kathryn Roberts (Law), Sirpa Ruotsalainen (TRIN), Rosemary Smith (Robarts), Sherry Smugler (DMGIS), Eva Spevak (Robarts), Sarah Sung ((RBD), Chris Tucker (Knox), Georgia Vastaki (OISE), Nancy Wesson (Victoria), Irene Wu (ROM), Lorna Young (Regis)

1. *Review of the minutes from last meeting*

Minutes for the April 8 meeting were approved as written.

2. *Business arising from the minutes*

None.

3. *Authority Work*

a) General principles

In answer to a question submitted by Joe Cox at our previous meeting, the group reaffirmed its commitment in principle to maintaining authority control. According to Alastair Boyd the Central Library policy remains unchanged, post-Sirsi. I.e., all bib records are to be verified against our local (Sirsi) authority file. "Unauthorized" headings are then checked against the LCAUTH file, and any matching records are imported into Sirsi. Original authority records are created for any remaining headings if they represent series, corporate or conference names, or personal names requiring cross references or qualifiers.

b) Obstacles to authority control in Sirsi

Adhering to the principle is important, although many of us find Sirsi's current Z39.50 client and SmartPORT to be less than ideal for retrieving LC authorities. (E.g., it uses *keyword* rather than *browse* indexes, and the results cannot be sorted; etc.). Alastair suggested that sometimes it is easier to search LCAUTH through our old DRA access; then, if a record is found, take the LCCN and search it (instead of the name) via SmartPORT. You must search the whole string, including letters and spaces, enclosed in quotation marks. For example: "**no 00059839**". Even if (or when) DRANET access is gone, we can also search LC's own authority file directly via the web (<http://authorities.loc.gov/>) and use the same technique. There is a link to this URL from the *Cataloger's Desktop* menu (see *Library of Congress Authorities*), and from the *Cataloguers' Resources* section of the Robarts Cataloguing home page.¹

Note: there are a number of LC authority records which DRA apparently failed to load, but which can be found through LC's web access. If you come across examples, please notify Alastair, who can load the authority records from the web page, and pass on the evidence to Elizabeth Black for the dossier she is compiling of such missing records.

Chris Tucker mentioned the frustrating occasions when headings fail to validate despite the presence of an authority record in Sirsi. Alastair cautioned that the most minute discrepancies of punctuation and spacing between the bibliographic and authority records will cause the validation to fail; ditto, if the bibliographic tag is incorrect (a geographic heading or a name in a 650 field,

¹ See <http://www.library.utoronto.ca/robarts/cataloguing/#resources>

for instance). But he too has encountered cases where there is no apparent reason for the validation failure. Please send any such examples you find to Elizabeth or Alastair, in case it turns out there is a system problem causing this.

c) Authority work for batch loaded records

Several hundred LC bib records are added to our database every week by Coutts and other outsourcing agencies. There are also occasional batch loads of numerous bib records for e-books, etc. In neither case is the vendor searching for and sending the corresponding LC authority records. This accounts for a growing number of bib records riddled with unauthorized headings even when corresponding LC authorities exist. Elizabeth is experimenting with a Sirsi report that will list such headings. Alastair is confident such a list could be used for automated searching of LC authority records. Or even for manual searching, Elizabeth points out—many libraries employ an Authority Librarian expressly to investigate and remedy such problems.

d) Overlaying authority records

Great care must be taken when overlaying an authority record via SmartPORT. If you use the “Replace current record” load option, or if “Match and Load” detects an existing version of the authority, then to proceed with the SmartPORT load will replace the previous record with the new one. Sirsi assumes that you are doing this on purpose, and will subsequently update all headings in bib records matching the old 1XX field with the new 1XX field heading. This is a useful “global search and replace” function, so long as you haven’t overlaid an unrelated authority record by mistake. For example, recently ca. 250 headings in bib records for *Britten, Benjamin* were replaced by *Britten, Emma*, because of such an error. The updating runs overnight, so such problems won’t be apparent right away. As a precaution, be sure the “*SmartPORT settings...*” Authority Record Load Option default (on the Sirsi Preference menu) is set to **Match and Load**.

4. Report from the Campus Database Coordinator

a) 856 display

Elizabeth reminded the group that Sirsi currently displays a URL from 856 subfield |u only if there are no subfields |3, |y or |z present. Otherwise, the text in any of these subfields will display instead of the URL. Joe pointed out that this behaviour is not compliant with MARC 21, where only |y is defined as Link Text used for display in place of the URL. It seems advisable to code records according to the standard nonetheless, in the hope that Sirsi can be improved.

b) 490 field keyword re-indexing

Originally, 490 fields with first indicator 1 were excluded from the keyword index. Now that we have decided that all 490s should be in this index, ITS needs to find a way to extract only the 490 1 entries for re-indexing. The alternative is to re-index all 800,000 of the 490 fields in the database.

c) Automatic subfield |z in call numbers

On the test server it has proved simple to suppress the automatic insertion of subfield |z in LC call numbers. (Sirsi did this whenever it saw certain strings of letters: e.g. *v.*, *vol.*, *no.*, *n.*, even if they were cutters rather than volume designations. Moreover, there were a dozen more such abbreviations which it did not recognize). However, Elizabeth is waiting to be sure that nobody using other modules (Circ, Acquisitions) might be adversely affected, before making the change on the production server.

5. *Serials Holdings update*

Steve Greiner explained how Sirsi had completely broken the links between MARC holdings on bib records and Serials control, for the approximately 900 records where incorrect holdings had become linked to titles during the holdings migration. This makes it possible to manually delete the wrong holdings from title records. Steve is now two-thirds of the way through the list of these 900 corrections. In addition, Sharon Dyas-Correia is working to recreate and/or relink the serials control records. This may take the rest of the summer. Lorna Young asked how campus libraries such as hers should proceed when starting a subscription to a title already in our catalogue. If the existing title record already has Holdings linked to Serials control, Steve and Sharon would prefer it if we delayed adding new holdings with serials control links. To do otherwise could make their clean-up work more difficult. Therefore, some libraries may wish to add duplicate bib records for now, and concatenate them later.

There are certain libraries who are not implementing serials check-in now who would still like to add Textual Holdings (866) fields for some titles. This is like adding holdings for multi-volume monographs. (See <http://www.library.utoronto.ca/robarts/cataloguing/marcholdings.pdf> for instructions). Elizabeth observed that the problems with serials control links and holdings records have arisen from the migration of DRA data, compounded by the delay between the August migration of the bib records and the February migration of the holdings data. From this point forward, new records should not be affected. Alastair added that bib records with no holdings records currently attached should not be “problem” records on Steve or Sharon’s list.

6. *AMICUS and CANMARC update*

The SmartPORT connection to AMICUS now provides full NLC records. With Elizabeth’s help Alastair has set up a U of T login and password, and Maks Okrasa has configured SmartPORT to send this information automatically when connecting. Alastair has also supplied ITS with the necessary information so that the National Library authority database can be added to the SmartPORT list. This should appear shortly. We hope cataloguers will find this a useful alternative to the CANMARC file, while we wait for the latter to be mounted locally.

7. *Other business*

– Alastair reported that *Classification Plus* is no longer accessible on the Robarts server. It was a year out of date, and is no longer supported by LC. *Classification Web* has been renewed with a reduced number of simultaneous users. Please notify Alastair if you encounter an error message saying “All accounts in use”. Note: there is a link to Class Web from the *Cataloger’s Desktop* menu, and from the Robarts Cataloguing home page.

– An old indexing problem has re-emerged. Because of erroneous non-filing indicators in **130**, **245**, and **740** fields, a number of periodical titles appear in the browse index shorn of their first letters. E.g. “**OURN**AL OF ...” or “**ANADIAN** ...”. Elizabeth had urged an automated fix for this some years ago in DRA but it never happened. In Sirsi, our best bet will be to correct the filing indicators one by one as we come across them.² If you find any examples where the filing indicators are not the culprit, please notify Elizabeth.

Meeting adjourned at 12:05.

² There are some recent records with 245 tag indicators set to 01 and 130 indicators set to 10, which suggests that here and there a review of MARC coding may be in order. Those without MARC 21 printed manuals or *Cataloger’s Desktop* can still easily check coding online at <http://www.loc.gov/marc/bibliographic/ecbdhome.html> —A. Boyd.