

**Minutes of the Cataloguing and Authorities Users' Group Meeting
June 5 2007, Robarts Library Room 4049, 10:00 a.m**

Present: Lisa Andrews-Attwater (*Rotman*), Alastair Boyd, Chair (*Robarts*), Michael Bramah (*SMC*), Mary Canning (*UTM*), Joyce Chyrski (*Robarts CDD*), Barbara Geiger (*St. Augustine's*), Mary Jaques (*Regis*), Diana Liang (*UTSC*), P.J. MacDougall (*Massey*), Mary McDiarmid (*HSICT-Baycrest*), Felicity Pickup (*Robarts Ref*), Stephen Qiao (*East Asian*), H. Rashid (*Law*), Sirpa Ruotsalainen (*Trinity*), Anna Slawek (*Robarts*), Sherry Smuggler (*DMGIS*), Carmen Socknat (*Victoria*), Eva Spevak (*Robarts*), Sarah Sung (*Fisher*), Stephanie Swift (*OISE/UT*), Chris Tucker (*Knox*), Nancy Wesson (*Victoria*), Edward White (*FISInforum*)

Regrets: Sian Meikle (*ITS*)

1. Approval of Minutes of February 13 Meeting

Minutes approved as written.

2. Business Arising

Alastair Boyd (*Robarts*) said there had been some questions about the new Home Location SHIPPING. This is used by Robarts for Casalini "shelf-ready" items whose MARC records arrive and are loaded before the corresponding books are received from Italy. Since the last CAUG meeting these records have started to appear in the OPAC (with the display text "Shipping from publisher"), so public service staff at all libraries may need to know what this means. Alastair explained that these Casalini records are not Vendor records, and their appearance has nothing to do with the recent recommendation of the Working Group on Streamlining Materials and Data Flow that Vendor records be shown in the OPAC. When or if this recommendation is carried out, the records will be for Robarts books sent on approval, but of course the records will be visible at all libraries, so everyone will be notified before it happens.

3. Report from ITS

On behalf of Sian Meikle (*ITS*) Alastair reported on the Sirsi Unicorn upgrade, and on serials concatenation.

(a) Tom Chan (*ITS*) loaded an updated version of Sirsi (called GL3.0) on the test server in the middle of May. He has asked people to connect to the test server (tort.library.utoronto.ca) and try using it. You will have to answer "Yes" when prompted to update the client. And then when you point Workflows back to the production server (sirsi.library.utoronto.ca) you will have to "update" the client again, to restore the previous version. To avoid having to go back and forth like this repeatedly you may prefer to use another computer if you have access to one; or to concentrate your GL3.0 testing to a single session. Tom hopes to install the update on the production server in early August.

According to Alastair the changes appear from the "Release Notes" to be mostly bug fixes, and most of those are to do with the "Java Client" (a new Workflows interface that we haven't yet installed). So there is very little that is obviously different. Alastair said he would try and post the GL3.0 Release Notes on the Cataloguing website, after first checking with Tom to see if he intended to post them somewhere else.

(b) At the beginning of April, Sian Meikle and Wenran Zhang (*ITS*) created a spreadsheet with the Title control numbers and titles from the so-called "red" file of serial records containing no ISSN or OCLC number. In a message forwarded to the CatInfo list, they instructed people how to filter the spreadsheet to show only records from their own libraries, and requested each library to try upgrading their own records with ISSNs, etc. After each library has dealt with all that it can, Sian asked that she be notified. Alastair will send the message around

again, with a link to the spreadsheet, so people can have another look. Sian is still waiting to hear from many libraries on the list.

4. Item type for DVD-ROMs

There is no Sirsi item type for DVD-ROMs, which increasingly are replacing CD-ROMs as a compact disc carrier / format. The Sirsi list of Item Types is an inconsistent mixture: mostly general media types (AUDIO, VIDEO, RECORDING, MICROFORM) but with a couple of specific carriers as well (DISK for "floppy disks" and CD_ROM for CD-ROMs). In Sirsi these types are primarily for controlling loan periods, secondarily for limiting searches. Precise format coding (**007** field), GMDs (e.g. **245 |h[electronic resource]**) and SMDs (e.g. **300 1 DVD- ROM**), are all in the bib record. So unless libraries wish to establish different loan policies for DVD-ROMs as opposed to CD-ROMs, or unless patrons want to search for CD-ROMs but exclude DVD-ROMs, is it necessary to add further item types for specific carriers to the Item type list? Or should we try to restrict the list to general media types corresponding to the GMD, as is the case for microforms, recordings, etc.? After some discussion, the options came down to: (a) adding a new type for DVD-ROM (Alastair will check with Lari Langford how complicated this would be); or (b) redefining the display text associated with type CD_ROM. This currently shows in the OPAC as "CD-ROMs, all contents", but could easily be changed to something more inclusive. CAUG members were invited to come up with some brief, clear phrase that would convey the right information.

5. Adding e-book holdings to print monograph records

The latest ITS policy for e-books (but *not* e-journals) is to add holdings for an e-book title to an existing print record when it is the same edition. I.e., a separate bib record is *not* required. Instead, you add an **856** field with indicators **4 1** to the print bib record giving the URL of the online version. (If there are restrictions on access you would also add a 506 note explaining what they are). Then you add a call number and copy for the e-book with item type E_RESOURCE and home location ONLINE. This approach is consistent with the batch loads of MyiLibrary e-book records: where existing print records with matching LCCNs were found, the electronic version records were not loaded, but rather the print records were updated as described above.

What about the reverse situation, where a library acquires a print copy of a title for which the catalogue contains only an e-book record? At present the best policy seems to be to add a separate bib record for the print. If we consider print records as "master" records, then the hope is that we can concatenate duplicate electronic records at a later date by running some sort of script.

6. Other Business

- a) Hospital library cataloguers have found some examples of NLM records which are fuller than LC records. I.e. they have both LCSH and MESH headings. A couple of years ago Elizabeth Black (then Campus Database Co-ordinator) compared the two sources and asked that we prefer LC to NLM on the grounds that LC records were usually fuller. Alastair did a recent (statistically insignificant) check of six records and found that this was probably still the case. However, whenever a cataloguer from a hospital library finds an NLM record with both LCSH and MESH subjects, they are certainly entitled to choose that over an LC record with only LCSH headings; and if there is a less full LC record already in the catalogue, to overlay it with the NLM equivalent.
- b) It has recently been pointed out that the famous record entitled "Uncataloged item" (title control number AAA-0000) still has a couple of thousand call numbers/item records attached to it. These were all DRA item records without bib records, which had to be linked to something once loaded into Sirsi. We would like to drop this catch-all record at some point, certainly before our next migration. The majority of the holdings are for ROBERTS and MUSIC, but there are a good number of others as well. As long as there are items checked out or with fines owing, the call number cannot be removed. Libraries may wish to see what call numbers

of theirs are still attached to this record, bearing in mind that they represent materials that cannot be found in the catalogue by title, author, subject, etc.

- c) Deferred from our last meeting were some questions to do with working co-operatively in a shared database. Mistakes sometimes happen, so for example if you accidentally delete another library's holdings, or overlay the wrong record belonging to another library, it is best to confess right away! Because the database is backed up onto the test database periodically, it is often possible to restore the status quo ante without too much trouble—if the error is caught in time.

Question: Could we put a list of appropriate people to contact at the various libraries somewhere on the Cataloguing web page? *Answer:* Alastair will create such a list based on the official CAUG membership from the last Annual Report to Library Council, and ask current members to review and update it. Once everyone has agreed whose names and addresses should be listed Alastair will post it as requested.

- d) Continuing the theme of sharing a database: At our last meeting Alastair undertook to find examples of conflicting catalogue treatment of series, where one U of T library catalogued and classed volumes together under series title and another catalogued them separately. Some concern had been expressed about this—and there are sure to be some series where this is a problem. However, since fixing the example that was pointed out before the February meeting, Alastair has not been able to find any others. He will keep looking.

The next meeting will be in September, date to be determined.

The meeting adjourned at 11:30.