

Minutes of the Cataloguing and Authorities Users' Group

3 May 2010, 10:00 a.m., Robarts Rm 4049

Present: James Mason (*Music*), Marlene van Ballegooie (*Robarts*), Elisa Sze (*Inforum*), Sherry Smugler (*Government Publications*), Jack Leong (*Hong Kong Library*), Joan Links (*Media Commons*), Diana Liang (*UT Scarbrough*), H. Rashid (*Law*), Barbara Geiger (*St. Augustine's*), Michael Bramah (*SMC*), Stephanie Swift (*OISE*), Sian Meikle (*ITS*), Monica Hypher (*CIRHR*), Lisa Andrews-Attwater (*Rotman*), Ksenya Kiebusinski (*Robarts*), Kate MacDonald (*Trinity*), Eva Spevak (*Robarts*), Carmen Garcia (*Mt. Sinai*), Alastair Boyd (*Robarts*), Irene Wu (*ROM*), Carmen Socknat (*Victoria College*), Mary Reynolds (*Regis*).

1. Minutes from March 1st meeting

Minutes approved as written.

2. Business arising from March 1st meeting

Sian Meikle (*ITS*) provided a list of Endeca fixes and upgrades to be undertaken by ITS; each of the outstanding items on the list has been prioritized according to the estimated time to complete:

- 1=less than a day
- 2=less than a week
- 3=less than two weeks
- 4=substantial undertaking

Sian is seeking input from the group as to whether the priorities on the list are in line with how the group would prioritize these tasks; ultimately she wants anything that is of benefit to the most people to take priority on the list.

Sian welcomes questions and will attend the next meeting to answer any questions.

Sian further discussed :

- Cover flows – in the new catalogue, a visual method for shelf-browsing; needs a cover image for everything, so when these are not supplied by a vendor a substitute must be generated
- Advanced search screen: library name drop down menu is currently ordered by Sirsi “policy” number not alphabetically.

3. Report from the Metadata Librarian (Marlene van Ballegooie)

Marlene discussed how the Sirsi training she had attended in March would be beneficial to resolving some ongoing issues, including Serials concatenation.

3.1 Serials Concatenation:

Marlene reviewed what had occurred previously during phase 1 of the project: a list of serials was created and divided into three groups: Green: Serials with ISSNs and LCCNS; Yellow: Serials that had ISSNs and LCCNs but may have been lacking some information; Red: no standardized numbers.

Progress on the project had been stalled due to technical issues related to serials under serial control and serials that were linked to acquisition records. During her training, she learned of a possible solution called “transactions” that would provide a safe way to manipulate data and is similar to using

Workflows.

Question: What is being done in terms of the matching process? Marlene responded that the current focus was on ensuring that the technical issues encountered previously were completely resolved and that the matching process would come later on.

She is working on a new up-to-date list of serials and is currently focusing on those in hardcopy, not electronic ones as they have greater complexities to address.

Summary of Serials Statistics:

165 000 serials in total
152 000 have holdings
30 000 are under serial control
15 000 have orders attached

Marlene showed an example item, *Technometrics*, in the test database (TORT).

Question: Would the 599 field that displays recently checked-in items display individually for each library once concatenation had taken place? Marlene will check the public interface to see how it displays for currently concatenated records. (There are already many newer serial records with multiple library holdings; after concatenation all the records will work the same way as these). The 599 is a Sirsi-generated field.

3.2 OCLC Number Integration:

Marlene has contacted OCLC recently about how to update the long list of items in the UTL catalogue that cannot be linked to directly from WorldCat. To fix this, OCLC numbers must be integrated into the Sirsi records, which will then enable the library to take better advantage of OCLC tools. She estimates that the process would be slow.

3.3. E-theses update:

Fall 2009 e-theses have been sent to Proquest where the items will be catalogued just as the print copies used to be; it remains to be decided how best to get the records from Proquest to replace or merge with those we can generate directly from T-space, though there is already a process for requesting and loading files of Proquest MARC records when the microform copies arrive at Robarts.

4. Original cataloguing of electronic resources (Alastair Boyd)

Alastair demonstrated the Staff intranet EIR web-form for submitting titles and resource links from Sirsi bib records to ITS so that EIR listings can automatically be generated:

- 1) Go to Staff login: <https://link.library.utoronto.ca/library/staffweb/login.cfm>
- 2) Go-to 1st dropdown list, select “ Send e-resource to EIR”; enter data on form;
- 3) Sirsi catkey is in MARC 001 field or on the Control tab; copy and paste into box for catkey
- 4) Copy original 856 (URL) link to resource into the form;
- 5) indicate whether the resource is free or licensed; ; submit to EIR

Marc Lalonde (*ITS*) needs to know the names of everyone who would like access to this form; he will figure out how to give individuals access by department.

After submitting the link, the process to update EIR and then write the new EIR URL back to the bib record 856 field happens overnight.

Potential problems: Marc didn't anticipate that some records would be imperfectly coded—if 245 field

indicators are wrong, user will get a generic error message. If this comes up too frequently Marc will change the message to tell users to look at their MARC coding.

E-resource records—particular issues:

In the Sirsi bib record, the **856** field indicators must be properly coded, based on whether (a) the link is inserted in a record for a print item to provide access to an electronic version also available; or (b) appears in a record describing the electronic resource itself. If an item does not fit into either category then it doesn't belong in EIR, for example an abstract or TOC.

Question: Would online teachers' guide (index, listing, not the actual resource) be left out of EIR? If the link goes directly to supplementary material rather than an e-version of the title described by the bib record then the current answer is “no”. Sian suggested that there could be a ‘related’ material check box on the web form, so that the script-generated EIR listing would include this information; she could talk this over with Marc Lalonde. It is important that the EIR entry does not mislead users into thinking it leads to an electronic version of a title when it is actually a supplement to the title or some other kind of related material.

Question: Does EIR still track URLs? Yes; it is one of the reasons for submitting them to EIR.

Question: For government publications URLs often go to general introduction page and not the resource, is this an issue? Alastair thought that if it at least points somewhere relevant it would be better than nothing.

Alastair gave a “3 Minute review” on cataloguing e-resources:

- Sirsi records formats: the Rec_type fixed field code must correspond correctly with Record format under the control tab;
- For a “textual” e-resource, Rec_type: should not be “m” for computer file because it will not display in the correct category in Endecca’s faceted display; for details of Rec_types check *Sirsi Record Formats and Rec_Type Codes* at: <http://discover.library.utoronto.ca/cataloguing/guides-manuals> (last item on page).
- Some people are puzzled by when to add a **007** field and when a **006** field. The **006** field can be thought of as a parallel set of fixed fields, where for instance codes for the computer file / e-resource aspect of electronic documents can be provided (e.g. code “m” for computer file). In addition, **007** fields should always be added for any non-print material (e.g. microforms, sound recordings etc. as well as e-resources), since they are in effect an extension of the fixed fields and provide more detailed codes related to the format and content described in the fixed fields.

Alastair provided the example *Trans-Atlantic Slave Trade* database website: for an item such as a website, he suggested thinking of it as something constantly being updated so it is coded as an ‘integrating resource’ to describe an item that changes continuously.

Question: At what point during the cataloguing workflow would an e-resource get reported to ITS given that the e-resource never exists physically on the cataloguers desk? The workflow and process for tracking e-acquisitions is up to individual libraries to decide.

5. Other business

No other business.

Next meeting: tentatively to be held in July; James to send out e-mail to confirm.