Minutes of the Cataloguing and Authorities User Group Meeting
Tuesday, November 25th, 2003, Robarts Library Room 4049, 10:30 am

Present: Maria Angelina Borges (*SMC*), Alastair Boyd, *Chair* (*Robarts*), Melanie Brown (*Mt. Sinai*), Julia Callaby (*Robarts*), Mary Canning (*UTM*), Susan Cozzi (*ITS*), Sr. M.A. Cuthbert (*SMC*), Bernie Disonglo (*DMGIS*), Anne Dondertman (*Fisher*), Sharon Dyas-Correia (*Robarts*), Mudite Eksteins (*Robarts*), Astrida Ezergailis (*Regis*), Carmen Garcia (*Mt Sinai*), Carol Jaffray (*Robarts*), Nadia Moro (*FIS*), Sherry Smugler (*DMGIS*), Carmen Socknat (*Victoria*), Sara Sung (*Fisher*), Stephanie Swift (*OISE/UT*), Chris Tucker (*Knox*), Josy Visscher (*Robarts*), Nancy Wesson (*Victoria*)

Guests: Lachlan McNair (*Robarts CD*), Felicity Pickup (*Robarts Ref*)

1. Approval of Minutes of October 14

Approved as written.

2. Report from the Campus Database Co-ordinator

Anne Dondertman (*Fisher*, chair of the CDC Advisory Committee) read the following report from Elizabeth Black, who was unable to attend today's meeting.

"Report from the Campus Database Coordinator to the Cataloguing and Authorities User Group, November 25, 2003.

I. *Removal of dashes from the end of the 245 field.*

The final ISBD punctuation, which was added to Catss records to supply proper punctuation on printed cards, was causing problems with title browse searching in Sirsi, since the dashes were indexed as characters, not disregarded. I was involved in providing a description of the problem, and working with Wen Ran Zhang of ITS on detailed specifications and testing. ITS has now begun to strip these dashes from the Sirsi browse index. Since this work is fairly system-intensive, and needs to be done at night, we estimate it will take a couple of months to finish the reindexing.

Please note that the final dashes in fields other than the 245 (e.g., after a 250, or after a 300 field that is followed by a series statement) are not being removed. These changes, although they would be nice, would be cosmetic changes only, since the affected fields are not indexed in the browse index.

II. *Holding codes*

This issue arose out of our discussion at the last Cataloguing and Authorities meeting about the necessity of having the location in the holdings record 852 |c the same as that in the copy record. Holding codes are shortcuts used in Sirsi to determine the library, location, and item type for a record being loaded into the system. They are mainly used in Serials and Acquisitions.

I have spent some time investigating this with Sharon Dyas-Correia and we have determined that some of the Sirsi holding codes used in the migration of serial control records contained incorrect locations.

So far, the holding codes we have discovered to be incorrect are Robarts and Music codes: ROBARTS, ROBAPERP, ROBASERB, ROBASERP, MUSIC, MUSICPERP, and COLLDEVP. These all contain the location PERIODICAL, which is not an actual location at either the Robarts or the Music Library. Merely correcting the location in the holding code, however, will not be enough. We will also need to change

the location in the 852 |c. These two changes will need to be done simultaneously to avoid the automatic creation of duplicate holdings records at the time of check-in.

I am hoping that ITS will be able to find an automated way to make the necessary changes, and will start working with them as soon as possible. Meanwhile I have obtained a complete list of holding codes, with their corresponding locations and item type and will be looking through this trying to spot further anomalies. I will need to get in touch with many of you to determine if your codes are accurate.

III. *OPAC Display*

I volunteered to sit on the Reference Services' OPAC display committee that has just been set up. I will be looking at the MARC fields that display in the 'FULL' record in each of the seven bibliographic formats and will be providing the committee with a list of fields that should be added. I will also be working with Sian on a more satisfactory display for the MARC holdings.

IV. *MARC Holdings*

At our last meeting I said I would work on a session on coding MARC Holdings records. I haven't been able to do this yet, but I have prepared a hand-out which I hope will be of use in the meantime."

Anne distributed the Holdings handout, which might be subject to further expansion and refinement. Alastair Boyd (*Robarts*) said that it contained additional useful information—e.g. fixed field coding, serials holdings—not mentioned in his original "cheat-sheet" from April 2003 (see: http://www.library.utoronto.ca/robarts/cataloguing/guides/marcholdings.pdf). In its finished form Elizabeth's guide will replace this earlier one.

3. Other business arising from the minutes of October 14

Anne raised the subject of the Vendor File records. (See the cataloguing website <http://www.library.utoronto.ca/robarts/cataloguing/vendor.html> for a summary of their purpose and nature). She reported that the CDC Advisory committee had consulted Graham Bradshaw and Don McLeod (*Robarts Collection Development*), who indicated that such records could be overlaid or updated by any cataloguer who felt so inclined. Hence Elizabeth Black's email to CatInfo of November 6th: "…call number and copy information can be added to these records and … cataloguers can overlay or upgrade the bibliographic information, as necessary. The records describe titles that have been received by the Central Library but not yet catalogued, and Collection Development staff use them to avoid ordering duplicates. If you are in doubt about whether you have the identical title and edition, copy the record rather than upgrading it."

However, Lachlan McNair (*Robarts Collection Development*) expressed some reservations about libraries other than Robarts overlaying Vendor records and (thus) wiping out certain DSO and pricing information. So there remains a question about whether Robarts book selectors after all wish to preserve the bibliographic part of these records. We will request confirmation from Robarts Collection Development before the next Cataloguing & Authorities Group meeting.

Because Vendor records inevitably end up duplicating finished catalogue records, it is desirable that they be either overlaid, or deleted once they are obsolete. Alastair reported that Robarts cataloguers cannot undertake to do such tidying up as they go, since the additional time required to overlay or delete records would reduce productivity. He has had a further meeting with book selectors, who have confidence in ITS's ability to delete these records as well as to load them.

In answer to a question, Lachlan reiterated that these are not Order records, and have no Orders or acquisitions information attached. Asked whether one could attach orders to a

Vendor record, thereby turning it into an Order record, Alastair replied he could foresee no problems, provided the COLL_DEV / VENDOR call number is left untouched, and that the bib record is cleaned up where necessary.

4. Other business

a) Alastair reminded the group that he was asked at the last Library Council meeting to append a list of current Cataloguing and Authorities Group members to the Annual Report. When he first sent the proposed list of members to CatInfo (see his email of 30 October) he received only two requests for changes, along with several suggestions that Library Council's Terms of Reference be updated—our group has evolved somewhat since the original Terms were drawn up. Since the group has no further suggestions or objections, he will submit the list at tomorrow's LC meeting. He will also find out what is involved in modifying those Terms of Reference.

b) Also at that Library Council meeting, someone requested that the Cataloguing Department web page be listed on the Robarts Library homepage, to make it easier to find. However, all the other departmental links on that Robarts page are for public information, whereas the cataloguing page is at present exclusively of interest to cataloguers. Alastair has already spoken to ITS about this. He is unenthusiastic about one ITS suggestion, that a Public Information front end be pasted on to the existing page to justify the public link. He asked the Group whether anyone had strong views on this issue. None were expressed. Susan Cozzi (*ITS*) said that the question of restricting web access for certain pages is already under investigation. So, we will leave the page as it is, and leave it to ITS to decide how best to improve staff-only access to it. In the meantime, if anyone on CatInfo has lost the URL, Alastair will resend it on request (www.library.utoronto.ca/robarts/cataloguing).

c) Sherry Smugler (*DMGIS*) asked about progress on local mounting of the CANMARC bibliographic and authority files. Alastair replied that these files were up and accessible on the test server via the 2003 version of SmartPORT. However, a technical difficulty needs to be solved so that subsequent batches of updates will not only append new records, but replace those that have been modified. Maks Okrasa (*Robarts*) is working on this at the moment. This is more of a problem with the bibliographic records than the authority files, so in a pinch the authority file could be made available first.

d) Sherry also asked whether the University of Alberta and University of Manitoba catlaogues were still going to be added to the SmartPORT options. In reply, Alastair undertook to check whether these libraries are now publicly accessible via Z39.50; he will also survey the field of other potentially useful libraries providing search and download Z39.50 access. In theory there are several hundred worldwide. Because SmartPORT does not currently allow individuals to create their own list of favourites, it will be a question of finding out which would be the most useful for cataloguers as a whole.

e) Susan Cozzi asked that cataloguers send her examples of cases where LC records have been found in OCLC but not through Sirsi/DRA Z39.50 access. E-mail or fax her examples at 416 978-1668. Anne said that Elizabeth Black had a file of these from many months ago. Alastair said that every month he is manually loading from the LC authority website a handful of authority records which cannot be found in the DRANET authority file, for romanized Slavic names and series.

f) Asked about the upcoming installation of Unicorn 2003, Alastair said there appear to be no significant changes to the cataloguing module. The update should in place when we return to work in the New Year, barring unforeseen problems.

Meeting adjourned at 11:45.