Minutes of the Cataloguing and Authorities Users' Group Meeting
November 23, 2009, Robarts Library Room 4049

Present: Lisa Andrews-Attwater *(Rotman)*, Alastair Boyd *(Robarts)*, Mary Canning *(UTM)*, Anne Dondertman *(Fisher)*, Heng Ge *(Canada-Hong Kong)*, Barbara Geiger *(St. Augustine's)*, Anna Golodnitsky *(Knox)*, Shelley Hawrychuk *(UTM)*, Monica Hypher *(CIRHR)*, Ksenya Kiebuzinski *(PJRC)*, Diane Liang *(UTSC)*, Joan Links *(Media Commons)*, Kate MacDonald *(Trinity)*, James Mason *(Music)*, Stephen Qiao *(East Asian)*, Kathryn Roberts *(Law)*, Fabiano Rocha *(Robarts)*, Mary Ruscillo *(Robarts)*, Anna Slawek *(Robarts)*, Sherry Smugler *(Gov Pubs)*, Eva Spevak *(Robarts)*, Stephanie Swift *(OISE)*, Elisa Sze *(Inforum)*, Marlene van Ballegooie *(Robarts)*, Irene Wu *(ROM)*

Regrets: Mary McDiarmid *(Baycrest/HSICT)*

1. Minutes and Business arising from September 21st Meeting

Minutes approved as written. Alastair Boyd (*Robarts*) added a clarification regarding the timetable and procedures for getting thesis records into Sirsi: Although all recent electronic theses have been sent to ProQuest, the School of Graduate Studies has not yet sent the required authorizations signed by the students allowing ProQuest to publish them online. Until that happens we won't get ProQuest MARC records that we can compare with those that our Metadata Librarian can generate from the Dublin Core records in T-Space.

2. Report from ITS

Marlene van Ballegooie (*Robarts*) reported on behalf of Peter Clinton that Tom Chan is retiring in December, and his position in ITS will be lost because of budget cuts. His work will be divided among several existing staff, as follows:

a) **Wenran Zhang** will take over the ongoing maintenance of the Sirsi database, such as implementing system upgrades, record loading, back-ups, etc. while she continues to do work with the Sirsi API tools and all of her current programming work.

b) Sirsi networking troubleshooting and maintenance will be taken over by **Graham Stewart**, who is in charge of ITS servers and networks.

c) **Marlene van Ballegooie** herself will help with scheduling and running Sirsi reports. This will include the new Sirsi "Director's Station" system that ITS is rolling out in the New Year. This is a web based tool that allows you to generate reports and create charts and graphs based on library data. Training sessions will probably be scheduled early in the New Year and Marlene will be the one to contact if you need help in setting up and generating these reports.

3. Report from the Metadata Librarian

Marlene van Ballegooie reported on the following projects:

MARC 046 Changes

A legacy from the UTLAS era is a considerable number of records (more than a million) that were flagged by OCLC when we uploaded them to WorldCat because they contain Library Identifiers in the **046** field rather than the **040**. In MARC 21 the **046** is a date field. Marlene has been checking records with **046** fields and modifying those with invalid data; she has already fixed all but about 75,000.

Erroneous LCPER class scheme

When reloading the records as part of the **046** clean-up, there was a mysterious alteration of Sirsi class scheme to LCPER for some call numbers. It looks as if this happened with auto-generated call numbers (those starting with XX) which were replaced with LC numbers from within the bib record whenever there were **050** or **090** fields containing such numbers. The

good news is, Marlene was able to restore the status quo ante for all affected records, and in the process of investigating this problem has learned how to avoid touching call numbers at all when reloading records. So this should not happen again.

Genre/Form Index

Marlene has continued work on making the Genre / Form headings and authority records available for use in Sirsi's authority control system. The necessary configuration changes to the production server have now been made and everything appears to be working properly. You can now search for LCSH genre form headings in the separate authority index and if you have **655**s in your MARC records, these will validate against the new index. She asked anyone who might have occasion to use these headings to let her know of any problems.

Other projects

Marlene has just started a review of the connection between Sirsi and EIR, in the hope of improving access to online resources. She will report on her progress at future meetings.

She continues to vet batches of MARC records supplied by e-book vendors, modifying them as necessary.

She has also been working with the Web Group in determining appropriate metadata standards for the new streaming media server. In conjunction with T-Space she has been working on getting the archive of Exams off the old ERES server, then creating Dublin Core records for loading into T-Space.

4. Co-operation in the shared database

Several questions concerning the shared use of records were discussed. One of the biggest uncertainties involves adding links to online resources: when should these be reported to EIR, and how? What is the preferred way to identify these records? ITS recommends the use of **856** note subfields to indicate what is being linked to, so catalogue users don't find themselves landing somewhere unexpected. We hope to answer these questions when, as reported above, the Metadata Librarian begins working with ITS on ways to make the Sirsi-EIR connections function more effectively.

Alastair mentioned the need for vigilance when cloning new records from old ones using the "duplicate Title" wizard in Sirsi. For example, the invalid **046** data mentioned in Marlene's report should not be perpetuated if using a record miscoded in this way as the starting point. Also, any control numbers in **010**, **020**, **024**, and **035** fields should be deleted in the new record since they specifically apply only to the original record. These days we rely heavily on automated matching and linking of such fields, so errors can lead to unfortunate results.

But speaking of **035** fields, Sian Meikle (*ITS*) has specifically asked that cataloguers do not delete valid **035** fields containing the old DRA DBCN (e.g. AAB-1123) in Sirsi records. Certain links between scanned items and the bib record depend on this number. It probably doesn't happen often, but if you overlay an old record with a new one, then the old **035** will disappear forever, unless you have made a note of it before doing the overlay. Alastair will investigate the ramifications of making the **035** a "save" field.

5. Library Council survey of Standing Committees

The Cataloguing and Authorities Users' Group is officially a standing committee of Library Council. Like other Standing Committee chairs, Alastair has been asked to report to the Library Council Steering Committee on the effectiveness of our group's structure and purpose. After a brief discussion, there was a consensus that CAUG continues to be a useful forum for its members. The election of a new chair (see next agenda item) may well provide a different focus and some fresh ideas for running our meetings.

6. Selection of new committee Chair

As announced in September, this November meeting was Alastair's last as CAUG chair. A new chair will take over in 2010. Nobody had yet nominated themselves or anyone else as chair before the meeting, but members were urged to give the matter some further thought. Alastair will send round word on the CatInfo list as soon as someone takes over the job.

7. Other business

- Tom Chan will be installing the upgrade to Sirsi Symphony 3.3 overnight on December 13-14. When Workflows users log in on that Monday morning they should find themselves prompted to download and install the updated Java Client. The process should happen automatically.

- Tom would also like to know if cataloguers are still making use of the CANMARC and CANAUTH databases in SmartPORT. One of his current jobs is loading regular updates to these databases, and he needs to know if it will be necessary to train someone to continue doing this after his retirement. Several members said they do indeed make regular use of these sources of records. Alastair will pass this information along to Tom.

The next CAUG meeting will be in the New Year, and will be announced by the new chair.

The meeting adjourned at 11:30.