

Minutes of the Cataloguing and Authorities User Group Meeting

Tuesday, October 14th, 2003, Robarts Library Room 4049, 10:00 am

Present: Elizabeth Black (CDC), Alastair Boyd (ROBARTS), Julia Callaby (ROBARTS), Mary Canning (UTM), Joe Cox (FIS), Sr. M. A. Cuthbert (SMC), Bernie Disonglo (DMGIS), Sharon Dyas-Correia (ROBARTS), Mudite Eksteins (ROBARTS), Astrida Ezergailis (REGIS), Gangi Gopaul (OISE/UT), Steve Greiner (ROBARTS), M. Ibrahim (ROBARTS), Teri-Lynn Janveau (SMC), Rosina Leung (EAST), Diana Liang (UTSC), Felicity Pickup (ROBARTS), H. Rashid (LAW), Sirpa Ruotsalainen (TRINITY), Arthur Smith (ROM), Sherry Smugler (DMGIS), Carmen Socknat (VIC), Eva Spevak (ROBARTS), Chris Tucker (KNOX), Georgia Vastaki (OISE/UT), Josy Visscher (ROBARTS)

1. Serials Holdings

- a) Steve Greiner (*Robarts Serials*) reported that all the cross-linked holdings for Serials have now been fixed. Sharon Dyas-Correia (*Robarts Serials*) reported that she is still working on migrated holdings problems, but at this point other libraries may go ahead and add their holdings to Robarts serials records. She suggested that those who do this should print out the existing holdings before beginning to make additions, for complex cases at least. That way if the prior holdings get altered by mistake, they can be restored more easily.
- b) Elizabeth Black (CDC) issued a reminder for people creating MARC holdings: make sure the location in the **852** subfield **lc** is the same as that in the copy record. There is a problem with a large number of Robarts serials which were deliberately migrated from DRA to the location PERIODICAL, even though no such Robarts location actually exists. This means that the OPAC holdings record display shows the phantom Robarts location PERIODICAL, while the item record below says STACKS. Reference librarians have requested that the holdings record location be suppressed altogether in the OPAC to remove this inconsistency. Elizabeth suggested that correcting the holdings would be a more desirable solution. Robarts serials cataloguers, reference, and circulation librarians will have to meet to resolve this question. However, *other* libraries who encounter these mismatched Robarts records should feel no need to follow their example.

In the frequent cases where current periodicals are shelved in one place and back issues in another, the **852** subfield **lz** allows for a note, e.g.: "current issues in Current Periodicals Reading Room." This seems to be working well for several libraries. Elizabeth is planning a "Holdings format" information session to help cataloguers with the correct use and coding of such records. Details to be announced soon.

- c) Elizabeth also reminded the group that you need a copy record even if you have a MARC holdings record, whether for a serial or monograph. If you omit the copy record on the grounds that it merely duplicates information in the holdings display above, then Sirsi thinks you have no copies. This can create a puzzling display, and also affects statistical reports, etc.
- d) Elizabeth confirmed that **090s** are dead, notwithstanding suggestions to the contrary by Reference Services. She will be working with Sian Meikle (*ITS*) to see if we can get the **090 ld** for serials moved automatically into an **866**. However, no library will be swept into an automated **090** conversion project against its will. The eventual object remains to suppress the display of the **090** fields in the OPAC. Some libraries (e.g. ROM) have already updated their records as a project; others are fixing records as they come across them; i.e. creating holdings and deleting the **090** on a record-by-record basis. And on the subject of record-by-record changes: Elizabeth reminded the group to change the "Date Catalogued" from NEVER to TODAY when you update or add holdings to migrated or order records. This protects the

record from being overlaid during an automated batch load of records. (To Sirsi, “NEVER” is the mark of a preliminary or order record).

2. Sirsi Item Types

There have been questions on the CatInfo list over the summer about inconsistent application of Item Types in copy records. Difficulties have arisen because Sirsi came with a short list of “delivered” item types, which the Circulation Implementation team greatly expanded. Several of these delivered types were replaced by more specific ones, but for technical reasons the originals were not removed from the system. Few cataloguers were made aware that, although visible in the Workflows drop-down list, these “delivered” types should not be used. Although (to quote Sirsi’s documentation) “the primary purpose of the Item type field is to identify the item’s circulation characteristics”—i.e. the rules for the loan periods and fines at any given library—there are wider ramifications. The OPAC currently allows users to restrict searches by item type. And furthermore, some libraries which don’t circulate material at all nevertheless apply detailed item types to reinforce the physical description in the bib record.

It therefore seems desirable for all campus libraries to agree on which types should *not* be used. Elizabeth pointed out that we do not want to have users limiting by an item type that has, as AV now does, only a few items in it (94 for AV). This creates a very poor impression of our holdings. ITS remains unsure what the consequences are of just deleting item types from the list, especially the delivered ones. Sian can remove entries from the OPAC drop-down list, but cannot get rid of the corresponding codes that the cataloguers see in Workflows without actually deleting them. So while all this is being resolved, Elizabeth reminds us until further notice:

- For AV, use AUDIO, FILM, RECORDING, SLIDE, or VIDEO;
- For AV-EQUIPMENT, use EQUIPMENT;
- For ILL-BOOK and NEW-BOOK, use BOOK;
- For MAGAZINE and NEWSPAPER, use PERIODICAL;
- For REF-BOOK, use BOOK with Location REFERENCE;

If you are aware of having used any of these codes already, please change them if you can. You will need to check with your circulation people to make sure you are pointing to the correct circulation rules. Alastair Boyd (*Robarts Cataloguing*) distributed a list of types currently considered valid by Lari Langford (*Robarts Circulation*) and Susan Cozzi (*ITS*). This is also on the Cataloguing web page: <<http://www.library.utoronto.ca/robarts/cataloguing/item-types.html>>.

Because different libraries may have different shelving and circulation policies for certain kinds of material, there may be instances when multiple holdings on the same record will show different item types. A book-plus-CD might be shelved together at ROBARTS, with a single copy record with type MIXED; while at MUSIC the CD will be shelved separately with its own accession number and barcode, with two copy records: one with type BOOK and another with type RECORDING.

3. Vendor records

Alastair distributed a print-out of a sample VENDOR record, in case some campus cataloguers had not yet encountered one. A summary of what they are and why we should ignore them as much as possible has already been sent to the CatInfo list (September 19) and is also posted on the cataloguing web page (<http://www.library.utoronto.ca/robarts/cataloguing/>). The Advisory Group to the Campus Database Co-ordinator is meeting in early November with representatives from the Central Library Collection Development department to discuss their reasons for wishing to keep these records around, and possible alternatives to loading them into Sirsi. We hope there will be some positive developments to report at the next Cataloguing/Authorities meeting.

4. CANMARC records (bib and auth)

Many of us have noticed that AMICUS access to NLC records has been somewhat unreliable during recent weeks. The National Library has been coping with a dramatic increase in Z39.50 searches (“thousands a day” from some libraries), which is slowing or blocking access during peak hours. They plan to upgrade their system. However, for U of T the AMICUS access was intended only as a stop-gap measure. Elizabeth reassured the group that ITS remains committed to mounting the records—already bought and waiting, with updates—on a local server. Originally, Sirsi was going to create these databases, then said we should, as the creation of source files in Sirsi is an unknown quantity. Maks Okrasa (*Robarts Technical Services*) and Elizabeth are having a meeting with ITS this afternoon (October 14) to discuss alternatives to using Sirsi “instances.”

5. Electronic Resources records and 856 links to EIR

Elizabeth reported on the *EIR synchronization plan*, to control access through the EIR database. The idea is that for every resource listed in the EIR database there will be a bib record in Sirsi as well. Routines will be run to ensure that the two files are in sync (if resources are dropped from EIR then the corresponding bib record will be removed as well).

Because we are using the new EZProxy server, all EIR (i.e., centrally-acquired and maintained) resources must have their **856** subfield **u** (URL) pointing to the EIR proxy server link to the resource, not to the resource itself. This leaves ITS with the job of keeping the actual link current, of displaying licence agreements or notes about access restrictions, and also permits off-campus users to gain access. For both these reasons (synchronization, and proxy server access), there should be **no 856 links in print journal records** pointing to electronic resources.

For resources (whether journals, websites, or whatever) purchased or “collected” by campus libraries for their own users, and not listed in the EIR database, the above points do not apply. The EIR Committee has a subcommittee considering the whole issue of linking to free resources, with respect to selection criteria, etc. If any guidelines, suggestions, procedures result from this, our group will be informed.

6. Other business

- a) Carmen Socknat (VIC) offered a possible solution to the problem of recently-catalogued books which do not actually reach the stacks until several days after the OPAC tells users they are on the shelf. (After cataloguing the Home Location says STACKS, but the books are in fact off being tattle-taped, and then may wait on shelving trucks). Lari Langford has agreed to set up a user profile for INPROCESS; cataloguers can then sign out each book to INPROCESS as the final step in cataloguing, causing the OPAC to display the current location as In Process. After tattle-taping, circulation staff can check books back in immediately prior to shelving. Libraries who want to follow this procedure may elect to use a letter for the userID instead of a barcode. Carmen suggests that such libraries should co-operate, and agree who will use which letter (V for Victoria, etc.). She will report further once ITS has actually set up the user profile.
- b) Alastair announced that he will confirm the date for our next meeting in November. [*N.B. this is now set for Tuesday November 25, from 10:30 a.m.-12:00 noon.*]

Meeting adjourned at 11:35.