

Minutes of the Cataloguing and Authorities User Group Meeting September 21, 2004, Robarts Library Room 4049, 10:00 am

Present. Elizabeth Black (CDC), Alastair Boyd (Robarts), Mary Canning (UTM), Susan Cozzi (ITS), Sharon Dyas-Correia (Robarts Serials), Astrida Ezergailis (Regis), John Fodi (Music), Gangi Gopaul (OISE/UT), Steve Greiner (Robarts Serials), Carla Hagstrom (ITS), Hana Kim (East Asian), Connie Lewin (SMC), Diana Liang (UTSC), P.J. MacDougall (Massey), Felicity Pickup (Robarts Ref.), Stephen Qiao (East Asian), H. Rashid (Law), Michelle Robinson (Mt. Sinai), Sirpa Ruotsalainen (Trinity), Carmen Socknat (Victoria), Eva Spevak (Robarts), Sarah Sung (Fisher), Stephanie Swift (OISE/UT), Chris Tucker (Knox), Josy Visscher (Robarts), Nancy Wesson (Victoria), Irene Wu (ROM)

1. Minutes of meeting July 6th 2004

Approved as written.

2. Business arising from July 6th meeting

(a) *E-Resources cataloguing and EIR*

Some questions had been raised at our last meeting, following discussion of the procedural document *Cataloguing E-Resources*, drafted by Sian Meikle (ITS). [See the Cataloguing web page at <http://www.library.utoronto.ca/robarts/cataloguing/guides/e-resources.pdf>]. A recent follow-up conversation with Sian elicited the following points:

1. Resources licensed to single libraries rather than the whole of U of T were originally to be considered outside the scope of Sian's procedural outline. I.e. such resources were not to be listed in EIR. However, this may change, in the spirit of the "Preamble" which asserts that EIR is a complete list of resources to which the U of T Libraries maintain access.
2. If such resources *are* to be listed in EIR, a **506** "*Restrictions on Access*" note with some clear wording is required, which can then be copied into the EIR entry. It is important that libraries consistently use the proper **506** note, rather than a general **500** note or a **590** or **592**, so that an automated script can process it. Whether ITS will maintain or proxy the URL for such resources will depend on how the library in question has established the link in the catalogue record. If the link is to the library's local web server or intranet and is password-protected or IP restricted by the library, then EIR can include the link and modify the **856** in the catalogue record in the same way as for other resources.
3. Paragraph (1) of the procedures also says that licensed e- resources will be entered first in EIR and should not be catalogued directly in Sirsi. But this is increasingly untrue, as Robarts' Collection Development creates or imports Order records for these things. In such cases, Order records should be updated or overlaid according to the directions in paragraph (2), so that they will be added to EIR in the same way as other catalogued resources.
4. Campus libraries can begin following the procedures set forth in paragraph (2) of Sian's outline right away, although the EIR script to create matching EIR database records may take a little longer to start running.
5. EIR records automatically created from Sirsi records will not have any subject / category headings applied to them. Reference librarians can always suggest appropriate categories to be added afterwards.
6. A pending ITS project will search for catalogue records with **856** links pointing directly to licensed resources. (I.e. the same URL exists in an EIR record.) When such matches occur, the Sirsi record **856** will be updated to point to EIR, the title control # will be set to the EIR number, and the catkey will added to the EIR entry to provide the link for future updates.

7. At present the catkey link can only be established if the Sirsi record is for the e-resource itself. If an **856** has been added to a print record instead of or in addition to a record for the resource, the contributing library will have to take care of checking the link. This could change, if the EIR database structure is changed so that one EIR record could point to several Sirsi records.
8. For now: if a contributing library becomes aware of a change to a URL then Carla Hagstrom is the ITS person to notify.

Alastair will post a revised version of the *Cataloguing E-Resources* outline once ITS has considered and approved the changes.

(b) *multiple 852 fields versus multiple MARC holdings*

Before the meeting Alastair had sent round a manufactured example showing the alternative OPAC displays resulting from (1) multiple **852 / 866** fields in a single MARC holdings record versus (2) multiple holdings records to describe copies held at different call numbers and locations within a single library. [See the *Cataloguing web page* at <http://www.library.utoronto.ca/robarts/cataloguing/displays.pdf>]. After some discussion the group agreed with Elizabeth Black (CDC) that a single MARC holdings record makes sense in cases where it describes multiple copies at a *single* Location, even if under different shelf marks. In situations involving different locations within a Library, then multiple MARC holdings produce a clearer display. Carmen Socknat (*Victoria*) offered a real example where two such MARC holdings are required. Alastair undertook to send it round to CatInfo [*it is attached to these minutes as Appendix I*].

A group member asked if it would be possible to remove the duplication of call numbers displayed in the OPAC when a MARC holdings record is present (i.e. the “*Library has*” display from the holdings record is duplicated by the regular call number display below). Elizabeth replied that for now the answer is “no.”

Still on the subject of OPAC displays, Alastair raised the issue of consistency in the treatment of Added Volume or Copy records created by circulation or other staff after material has been catalogued. E.g. for mixed media items Gerstein barcodes CD-ROMs as Added Copies to the book call number, while for Pharmacy the disc gets an added call number with the suffix “CD-ROM”. A consistent approach would be helpful for users of the catalogue, but is out of the control of cataloguers themselves. Alastair will consider which group might best be approached to consider these kinds of questions.

Alastair warned group members of a bizarre bug involving PUBLIC notes in the copy record. Robarts cataloguers have been finding such notes suddenly appearing on copy records where they do not belong. It looks as if adding a note (e.g. “1952 printing”) on one particular vol/copy record can sometimes cause the note to display on a completely unrelated item as well. Alastair asked any group member who encounters this phenomenon not to delete the unwanted note right away, but to send him the details instead. We need some examples to send Sirsi, so they can investigate and solve the problem.

3. Report from the Campus Database Co-ordinator

- (a) Elizabeth reported on the “Serials Project.” For serial records which already have a single MARC holdings record attached, efforts are underway to move the **090** subfield **ld** holdings information into the MARC holdings field **866**. Progress is being slowed by the presence in some records of strange subfield **\$r** codes whose meaning is unclear. Because it is so difficult to move MARC holdings from one bib record to another, serial records with no MARC holdings will be dealt with following a serial concatenation project.
- (b) A question has arisen about how best to use Workflows to indicate serials holdings which are out for binding. Elizabeth has proposed a solution for Gerstein which she invites all libraries to consider. The idea is to add a Vol/copy record for the range of volumes being sent to binding,

with a Public note giving the date sent. When the material comes back, the Vol/copy record can be shadowed for reuse. Or, if the shadowing proves to be a problem, it can be deleted, and recreated when needed. This method is preferable to adding notes to the existing Vol/copy record for several reasons. It will be faster in the long run, and simpler to maintain. The display in the OPAC is at least no worse, and you can do a keyword search limiting by library name, item type PERIODICAL and location BINDERY to find what you have at binding.

Alastair again undertook to send round an example so the group could see how this might look in the OPAC. [See *Appendix II*].

Workflows Serials module has a function to do with binding, but the serials cataloguers in the group said that it has very limited functionality at present. It certainly does not affect the OPAC display.

4. SmartPORT update

Alastair spoke of the SmartPORT error message “PDU is not the required type.” Anyone who sees this message when trying to search the CANMARC databases needs to replace the SmartPORT client that was installed with the August update to Workflows. Instructions for doing this are on the Robarts cataloguing website under “Announcements & Updates.”

The indexing problem with the CANMARC databases (i.e. records cannot be retrieved by searches on the 100 field) is very close to being fixed. Within a day or two Maks Okrasa (*Robarts*) and Tom Chan (*ITS*) should have this working properly. Alastair will send round a notice to CatInfo.

5. Terms of Reference review

Library Council is reviewing the terms of reference for all its standing committees, in conjunction with the filing of their annual reports. (Our report is coming up in October). The current terms of reference are at: <http://www.library.utoronto.ca/news/librarycouncil/mem7.htm>.

A couple of obvious updates are needed (e.g. removing references to DRA). Susan Cozzi (*ITS*), who is Chair of Library Council, said that recent revisions for other committees had used generic wording rather than mentioning Sirsi. Elizabeth wondered what the “Special Libraries and Services Group (UTL)” might be, allocated one slot in the list of “Designated members.” It was suggested that perhaps this described those departmental libraries such as Engineering, Pharmacy, Fine Art, etc. whose cataloguing is mostly done by Robarts. Alastair will try to find out for sure. As long as the phrase means something to Library Council we can leave it in, but it would be nice if our group also understood what was intended.

Although our membership and meetings tend to be less formal than the Terms of Reference might imply, it may be unnecessary to alter the wording on that account. E.g. we read that “members are appointed by the head of their library or unit ... for a one-year term with reappointment possible”—but even if any given library has no such formal procedure, members who regularly attend meetings on behalf of their respective libraries can be considered to have been appointed and reappointed. Alastair wondered if there should be a length of term attached to the position of Chair, if only for form’s sake. He will take this question, and any other changes we might think of, to the Steering Committee of Library Council, who can tell us if anything we propose is improper or ill-advised. This will have to be done before the October meeting of Library Council, so anyone with views on the subject should air them on CatInfo in the next couple of weeks.

Meeting adjourned at 11:45.

Appendix I: Pratt Library record with multiple MARC holdings attached

Item Information	Catalogue Record
<p>The Dial Woolf, Virginia, 1882-1941. Mrs. Dalloway in Bond Street. Jansen, McClurg, 1880-1929. v.</p> <p><i>Recent volumes:</i></p> <p>VIC_PRATT Location: RAREBOOKS-- PER Library has: v. 11, no. 126 (1890); v. 12 (1892) - v. 28 (1900); v. 29, no. 337-346, 348 (1900); v. 30 (1901); v. 37, no. 442-444 (1904); v. 38 (1905) - v. 47 (1909); v. 48, no. 565-571, 573-576 (1910); v. 49 (1910); v. 50, no. 589-597, 599-600 (1911); v. 51 (1911); v. 52, no. 613-616, 618-624 (1912); v. 53, no. 625, 628-636 (1912); v. 54 (1913) - v. 61 (1916)</p> <p>VIC_PRATT Location: WOOLF-- Library has: v. 75 (July-Dec. 1923); v. 77, no. 6 (Dec. 1924); v. 78, no. 4, 5 (April, May 1925); v. 79, no. 4, 6 (Oct., Dec., 1925)</p> <p><i>Select Catalogue Record, above, and check Local Call Number line, for any earlier volumes.</i></p>	

Appendix II: proposed “At binding” display for serials

Item Information	Catalogue Record		
Materia medica polona			
<i>Recent volumes:</i>			
GERSTEIN			
Location: PERIODICAL-- 1			
Library has: v. 28:n. 1 (01/1996) - v. 28:n. 4 (10/1996)			
<i>Select Catalogue Record, above, and check Local Call Number line, for any earlier volumes.</i>			
Holdings Request item >>			
Gerstein Science Information Centre	Copies	Material	Location
RS1 .M28	1	Journal, serial, newspaper, annual, etc. (periodical)	Periodical Stacks
RS1 .M28 v. 27-28	1	Journal, serial, newspaper, annual, etc. (periodical)	At the bindery Sent Sept. 15. 2003