

**UHLS
DATABASE MAINTENANCE ADVISORY COUNCIL**

MINUTES

Thursday, September 18, 2003, 2:00 p.m.

Attendees: Lisa Bouchard (BETH), Lisa Pitkin (GUIL), Barbara Kubli (STEP), Peggy Mello (COLN), Sue Dague (EGRN), Debbie Canzano (COHS), Barbara Goetschius (RCSC), Julie Stump (VOOR), Mary Coon (APLM), Mary Ellen Bena (UHLS), Rob Carle (UHLS), Rawdon Cheng (UHLS), Carol Lagassi (CDLC), Phil Ritter (UHLS).

P.Ritter called the meeting to order at 2:00 p.m. and thanked everyone for attending. He asked for corrections or additions to the minutes of the meeting of August 18, 2003. Hearing none, he declared those minutes approved as written.

P.Ritter reported on the status of the search for the Manager of Automation Services, noting that the Selection Committee had recently met and reviewed the 43 applications that had been received to date. Telephone interviews were scheduled for next week with the leading candidates. Once the committee has settled on the three finalists, they will be invited for personal interviews.

P.Ritter noted that the Sub-committee that was formed and appointed at the last meeting had prepared a report. Rob Carle had served as chair, and he was asked to review the report. R. Carle reported that the Sub-committee had met several times and had formulated five recommendations for consideration by this Advisory Council. The five recommendations were discussed at length, and several revisions were made in each. After discussion, B. Kubli moved and P. Mello seconded to recommend to the Automated Services Committee the approval of the following five recommendations from the Database Maintenance Advisory Council with thanks to the Sub-committee for its hard work. The motion received unanimous approval.

Database Maintenance Advisory Council Recommendations
to the Automated Services Committee
9/18/2003

Recommendation #1:

Every staff member involved in the cataloging process should have a core set of skills.

These skills differ based on the type of cataloging tasks expected from staff:

- ?? Linking items to bibliographic records.
- ?? Copying, editing, and merging bibliographic records.
- ?? Original cataloging.

Each of these skill sets will require specific training and security levels designed for the individual needs of staff that will be expected to perform these tasks.

Recommendation #2:

Cataloging standards, based upon AACR2R and Library of Congress guidelines, need to be written for all UHLS member libraries willing to commit to the responsibility of copying, editing, and merging bibliographic records into the UHLAN database. Maintaining quality cataloging is the overriding principle to best serve the patrons of the UHLS member libraries.

Recommendation #3:

In order to meet these new guidelines, catalog training and continuing education will be offered to UHLS member library staff. Training will be provided to the member libraries by the Training Specialist at UHLS, or coordinated by the Training Specialist in cooperation with other agencies qualified to offer cataloging training.

Recommendation #4:

The UHLS Training Specialist will be responsible for compiling all cataloging instructions and procedures into a Cataloging Training Manual. The manual will include instructional material for all the skill levels mentioned in the previous recommendation.

Recommendation #5:

UHLS will query Horizon to search for bibliographic records that do not meet our new standards. Once these lists are generated, batch changes will be performed so the records conform to the new conventions established by the Database Maintenance Advisory Council.

There was no other business.

The next meeting of this Advisory Council was scheduled for Monday, October 27, 2003, at 9:00 a.m. in the Meeting Room at UHLS.

The meeting was adjourned at 3:40 p.m.