

**UHLS
DATABASE MAINTENANCE ADVISORY COUNCIL
MINUTES**

Monday, December 1, 2003, 9:00 a.m.

Attendees: Geoffrey Kirkpatrick (BETH), Carol Reppard (TROY), Peg Mello (COLN), Julie Stump (VOOR), Gail Sacco (VOOR), Marcia Middleton (APLM), Mary Ellen Bena (UHLS), Rob Carle (UHLS), Carol Lagassi (CDLC), Phil Ritter (UHLS).

P. Ritter called the meeting to order at 9:00 a.m. and asked for corrections or additions to the minutes of the meeting of October 27, 2003. Hearing none, he declared those minutes approved as written.

Then primary topic of the meeting was Item Specific Requests and Cataloging. The problem that exists is the cataloging of sets versus single items within the sets. It is currently being done both ways by different libraries, and the result is a difficulty in identifying exactly what you want when you conduct a search. That is the reason that the ASC agreed to eliminate Item Specific Requests. However, some people report that patrons are not happy with this arrangement. It was a consensus that UHLS should continue to investigate having an Item Specific button and/or drop-down box in order to allow for such requests to be placed in the iPAC rather than requiring patrons to get help from a staff member to place Item Specific requests for them on the Staff Pac. There was also some discussion of standardizing the cataloging of DVD sets, but there was no consensus regarding how they should be done.

R. Carle reported on his search for sources of MARC records, indicating that they can be obtained from SmartSource, ITSMARC with AV Access, Marcive, and OCLC. All of these need to be tested and evaluated, and he is not ready to make a recommendation.

R. Carle reported on the status of the Authority File Cleanup, noting that we must deal with the process of Newcat records before we can do any such cleanup. Marcive and OCLC are the only sources that he has found to date, but he is not ready to make a recommendation.

The Sub-Committee reported that they are going through the Bibliographic record field by field and are setting standards for adding information. R.Carle reviewed a draft of instructions and guidelines for adding an item record to a bibliographic record. This will be a chapter a Cataloging Manual that will be developed by this committee. Newcats is a big issue, and this will be addressed next.

The next meeting was scheduled for Tuesday, January 20, 2004, at 9:00 a.m. in the Meeting Room at UHLS.

The meeting was adjourned at 10:50 a.m.