

## Database Maintenance Advisory Council

April 21, 2005

ATTENDEES: Rob Carle, Mary Coon, Geoffrey Kirkpatrick, Carol Lagasse (CDLC), Peggy Mello, Lisa Pitkin, Carol Reppard, Julie Stump, Joe Thornton

MINUTES FROM MARCH 23, 2005 MEETING: The meeting began at 9:30. The minutes of the previous meeting were approved without comment.

NEWCATS: We discussed how to handle Newcats. Lisa said that there are a lot of Newcats for “on-order” records. UHLS will write a report showing bib#, title, and item barcode for all Newcats belonging to a library. We will ask the libraries to fix them, delete them, or pass them on to Rob.

300 TAG: Lisa reminded us that when paging is entered in the 300 tag, we can't enter just the paging in subfield a, but also need to enter subfield b (illustrations, if any) and subfield c (dimensions in cm.). There are a lot of recent books with just subfield a completed. Joe asked if we need a report of all records with incorrect 300 fields and the answer was no. The group feels that we just need to encourage the libraries to update the 300 tag from this point on.

OVERLAYING BAKER & TAYLOR RECORDS: Rob had asked if subsequent overlays of B&T records remove all changes that were made after the initial import. Mary said that the records merge instead of overlaying (i.e. edits are not lost) and Lisa agreed that this has been GUIL's experience, too. Joe is surprised and would like to verify that this is what actually happens.

SERIALS PROPOSAL: Rob gave a brief description of the three methods of handling serials that we will recommend to ASC: 1) “Magazine Item Entry,” formerly known as The Bethlehem Method, 2) the Serials Module, and 3) Fast-Adds. Rob will create alternate views for Fast-Adds and “Magazine Item Entry” to limit the options for collection codes and other fields, to insure that the records are treated as intended (deleted at checkin, in the case of Fast-Adds).

We all agreed that the Serials module might be unnecessary for most libraries.

We looked at the “Summary Holdings” report that UHLS wrote ([https://horizon.uhls.lib.ny.us/reports/summary\\_holdings.html](https://horizon.uhls.lib.ny.us/reports/summary_holdings.html)). Lisa suggested that all libraries should check it and correct it if necessary at least once a year.

Geoff asked what the preferred wording is for “current year.” Do we say, “Retains current year” or “Retains last twelve months?” Carol L will get an answer for us.

**AUTHORITY CLEANUP:** Rob reported on the project that Mary Ellen and he are working on to identify the best vendor to perform our authority cleanup. The candidates are LTI, Mars 21, and Library Corporation. Rob read a description of the authority cleanup process that the vendors offer. Joe said that the Board of Trustees has approved this expenditure, and we could possibly have the job done this summer.

It was suggested that Mary Ellen should create a local authority file, and that we should fix the Newcats before authority cleanup or else they’ll be deleted.

**CATALOGING TRAINING:** Rob went over what he’ll cover in his upcoming Cataloging Workshop (May 25). It will be heavy on fundamentals – authority records, bib records, itypes, collection codes, etc. He’ll cover how to select the correct bib records for serials, and how to get the correct records from CatExpress.

Julie suggested that he also cover “on order” records. Lisa pointed out that the Acquisitions System uses full bib records, so there’s less of a need for short “on order” records.

**MISCELLANEOUS:** Geoff asked Joe to confirm that he will ask ASC about enabling the 856 \$u in the HIP, since that subfield is required for access to BETH’s upcoming digital audiobooks purchases, as well as to other libraries’ online resources.

Lisa said that GUIL is getting close to being able to print spine labels. Rob said the issue is related to what Dynix calls the “spinebreaker” (not the pro wrestler), and that we’ll continue to work on this project.

**The next meeting is scheduled for May 10, 2005 at 9:30 at UHLS.**