

DALNET
Database Standards Committee
Minutes
May 18, 1988

Present: Anaclare Evans, Chair (WSU), Helen Ma (DPL), Ann Pogany (OU), Theresa Shen, (WCCC), Anne Sargent (UD), Kathy Donahue Vredevoogd (Botsford Hospital), Charlene Wecker, guest (WSU/DALNET librarian)

The meeting was convened by Anaclare Evans at 1:40 pm in the Training Room of WSU Purdy/Kresge Library. The minutes of the April 21, 1988 meeting were approved as distributed.

Minimal Level Records Standards

A draft of "Minimal Level Records Standards" was distributed to the Committee members and discussed. Minimal level records are to be used only for items that will not receive at least minimal level records on OCLC (all of those will be in OCLC and NOTIS with full records). An example of the type of materials that may receive minimal level cataloging are annual reports. They circulate (at OU and UD), so they need records, but they do not warrant the time necessary to create full original cataloging for them. It was suggested that the reserve function could be used for these; author access is provided for unlinked records. The decision of what to give minimal level cataloging is left up to member libraries. At least one access point is required, but subject analysis is optional. The series option was included in consideration of foreign language materials.

Authority work will need to be done for all cataloging. A uniform access point is needed, even if it is for minimal level records. They are minimal, not shoddy. This led to a discussion of how authorities are deleted if no more records are attached to it (i.e. when the last instance of a name is deleted). When any bibliographic record is deleted from the database, the corresponding authority records should be checked and requests should be sent to WSU for record deletions to prevent blind references. Authority records are only created for names that need references or notes; not many of these are anticipated for the ephemeral materials that will receive minimal level cataloging.

It was noted that some, not all, fixed fields are required by NOTIS.

Available standard numbers are to be included (unlike the MLC of LC) because they are very useful for searching and other purposes.

Minimal records differ from provisional ones in that the latter are created with the assumption that they will be overlaid with

"permanent" records:

Committee members are to share the draft with their institutions and come to the next meeting with comments.

Name/Series Authority Policy

Next, a draft "Name/Series Authority Policy" was distributed and discussed. Items 2 and 3 were clarified by reversing their order to show first what will be done and then by whom. Item 8 ("If a series record is already in the authority file...") was deleted because it is procedural in nature. The policy behind the procedure was added to item 7. Anaclare noted that this is not a new policy, it is merely a formally written document of current practice. Several other editorial corrections/suggestions were made by Committee members. A brief discussion about the issue of opening up work on authority records occurred. The only field that needs to be blocked is the LXX; there must be central control over that one, or chaos will reign.

A digression during the discussion concerned a problem with circulation. When an item is checked out (e.g. to Technical Services), the item level record cannot be changed. For work to be done on the record, a temporary location can be used instead.

Again, comments are to be solicited for our next meeting.

Flipping

Charlene announced that 648,000 of DPL's records were indeed successfully loaded into the database. There had been some concern over the flipping of headings. The example of Victoria Holt/Jean Plaidy was used to illustrate the problem. Some records still say Victoria Holt though the authority record is for Jean Plaidy. The problem appears to be that the headings must match references exactly, including dates, in order to be flipped. The merged heading index will not help this problem because it will match on character strings too. As these unflipped headings are discovered, the appropriate place (WSU or the member library) should be notified.

Charlene also gave an update on BNA authority tapes. They will arrive by the end of July. The GPO tapes will eventually be sent to BNA to have authority tapes generated also. Once the tapes arrive, there will be the work of going into the database and changing the headings to match the authority records.

Agenda 10-29-87

The Committee then reviewed its progress towards its initial agenda. An introduction to authority work in a shared environment has been made (1.). Standard notes (2.) will be addressed at our next meeting. The Committee has discussed "bound withs", but nothing has yet been written. The same is true of analytics and notes in the "other" category. Anaclare will prepare something on

limited retention notes for the next meeting. DPL will prepare something on copy specific notes for rare book cataloging, as they are most concerned with them.

Today we addressed standards for less-than-full cataloging (3.).

The Committee concurred that it cannot determine standards for provisional records yet because we do not have enough experience with them. This agenda item (4.) is on hold.

General bibliographic database standards (5.) have yet to be written. These will be similar to OCLC standards, as we continue to use OCLC. Anaclare will locate a document that was written long ago for the Tapes Committee and bring it to the next meeting. A sample set of standards was distributed in the paper "The Valley Library Consortium: Cooperation in a Multi-Type Library Environment" presented by Douglas Koschik, Saginaw Valley State University, and Mary Elliott, Saginaw Public Libraries.

The general authority file standards (6.) have been addressed with the proposed "LC Subject Authorities in NOTIS WSU/DALNET Policy" and the draft "DALNET Name/Series Authority Policy."

Standards for multivolume holdings (7.) are well developed for serials, but people are being creative adapting ANSI standards for monographs. Examples are needed. The Committee will address this at a later date.

Subject authority issues (8.) have been considered as follows: a.) LCSH files is now a concern of the systems office, b.) MeSH has not been addressed, c.) juvenile headings and d.) local subject heading systems need to be reviewed by those who use them, i.e. DPL. Helen reported that those catalogers involved have been notified of this expectation.

The coordination of authority control (9.) has been done in part with the preliminary assignment of juvenile and local headings to DPL. Other authority control responsibility continues to rest with WSU.

Options for loading authority records as additional libraries enter the database (10.) have been presented as libraries are added.

Procedures to "formalize" \$k wording (11.) have yet to be written. Anaclare is currently "keeper of \$k."

At this point, the question of series authority was raised. The current pattern has been to follow the lead of the first library to input the record in NOTIS. If some trace the series and others do not, a search on the series title will reveal only partial holdings. Thus, a patron could travel to another library for an

item that was really on the shelves of her/his own library. This is something the Committee needs to examine.

Next Meeting

The next meeting of the Committee was set for September 16 at 9:30 am in the Training Room of WSU Purdy/Kresge Library. In preparation, members are to think about approaches to enrich the database to go beyond the limitations of cards--e.g. assigning more subject headings, the trend towards analytics, etc.--not forgetting the implications of these on the users, Public Services, Technical Services, etc.

Submitted by Anne Sargent
May 24, 1988