

Database Maintenance Advisory Council

May 10, 2005

ATTENDEES: Mary Ellen Bena, Lisa Bouchard, Rob Carle, Mary Coon, Sue Dague, Geoffrey Kirkpatrick, Carol Lagasse (CDLC), Deidre McGrath, Peggy Mello, Lisa Pitkin, Carol Reppard, Julie Stump, Joe Thornton

MINUTES FROM APRIL 21, 2005 MEETING: The meeting began at 9:30. The minutes of the previous meeting were approved without comment.

MAGAZINE WORKSHOP: Rob described the Magazine Workshop he will host for clerical staff on June 8. The focus will be on adding magazines to Horizon using one of the three methods approved by ASC: item entry, fast-add, and serials module.

Some comments:

Joe: "Libraries will look to UHLS for guidance as to which of the three methods to pick."

Rob: "Serials module may not be for everyone."

Sue: "Can I hear from COLN and VOOR? Do you hate it [the Serials Module]?"

Julie: "I'm not unhappy."

SERIALS: Carol L reported that the preferred wording for some holdings is "Retains current year," although OCLC is making changes in August that will affect how data is entered.

CDLC could use a report from UHLS showing OCLC#, title, and summary holdings for all UHLS serials. Joe will work on it.

Lisa P said we need a checklist – written instructions on how to fill in summaries of holdings.

Joe reminded everyone about the "Serials Summary Holdings" report that's available on the web reports page (<https://horizon.uhls.lib.ny.us/reports/>). Carol R said that that report is far from accurate in reporting TROY's holdings. Rob will investigate.

We agreed that libraries should send their summary holdings corrections to UHLS, who will correct them and pass them on to CDLC. Deidre suggested a single web page where a staff person could view their summary holdings and easily send corrections to UHLS.

CATALOGING WORKSHOP: Rob reminded the group that he is reprising the Cataloging Workshop on May 25 at 9:00 at UHLS.

AUTHORITY CONTROL: Rob distributed a draft proposal for authority control, which described the functions performed by the vendors, the estimated cost to UHLS, feedback from other libraries that have used the three vendors we're considering, and a recommendation of which vendor to go with (LTI). We will recommend to ASC that we choose LTI, start as soon as we can (after board approval), and subscribe to their periodic (quarterly?) maintenance program (about \$3,200 a year).

LOCAL SUBJECT HEADINGS: Mary Ellen asked that everyone who uses Z39.50 to import records, especially from BCCLS and Mid-York, please remove the 690 field after import.

Z39.50: The previous topic raised the question of why anyone is still using Z39.50. Rob said that anyone who does should have the Cataloging Manual open right next to them at all times. He also recommends that everyone go to CatExpress first. Some people said that they don't want to waste \$1.00 cataloging some material, such as romance paperbacks. Geoff said that ultimate cost (corrections, cleanup, etc.) of importing a bad record could be greater than \$1.00.

Joe asked if we could eliminate the periodic authority cleanup (at \$3200 a year) if we used OCLC exclusively, and only imported high quality records. The consensus was that we need the periodic cleanup, OCLC or not.

ZCF FILES: Carol R said that our ZCF files are out of date. For instance, some point to resources that no longer exist. Joe will ask Jonathan to look into this.

The next meeting is scheduled for June 22, 2005 at 9:30 at UHLS.