

Database Maintenance Advisory Council

December 12, 2006

Attendees: Lisa Bouchard, Rob Carle, Mary Coon, Sue Dague, Peg Mello, Lisa Pitkin, Carol Reppard, Julie Stump, Joe Thornton

Minutes of last meeting: Approved without discussion.

Developing a standardized way of handling the serials versus monographs problems. We decided that we should have a one page printed “cheat sheet” for libraries to give to their staffs to help them distinguish between serials and monographs. Peg described the basic structure of the document she would like to see; everyone agreed it was a good plan; and Rob volunteered to create it. The primary components of the document will be a clear policy statement, a definition of “serials,” and some examples.

Related items:

- We should encourage libraries to weed their old editions of serials.
- Mary reported that a lot of Baker & Taylor records have ‘m’ where ‘s’ should be in the header, and ISBN’s instead of ISSN’s.
- Rob demonstrated his Training wiki, which includes the entire Cataloging Manual in an easily updateable form. The group expressed the unlikelihood of their staffs or themselves, in some cases, to use the wiki much at this time due to the difficulty of finding it quickly, and also because of time constraints.

Should we weed our holdings in OCLC?: When we save records in OCLC and delete them later from our catalog, they stay in OCLC. There are also a lot of OCLC records to which we attached our symbol years ago when we were full OCLC members. Many of those records are no longer part of our collection, but we get occasional ILL requests for them from OCLC ILL users. APL and TROY said that they find it useful to be able to access our old records in OCLC as they work on their historic collections (e.g. Troy Room), and asked that we not weed them. Everyone agreed to leave things as they are.

Large print books from HarperCollins: HarperCollins is changing to a smaller font size than the traditional large print font size. See announcement link at <http://www.publishersweekly.com/article/CA6395122.html?display=breaking>

Are we still going to consider them large print?

Consensus: yes

Cataloging MP3's on CD: We're starting to get CD's with content in MP3 format. They can only be played on MP3-compatible CD players, and Joe asked if our descriptions in the HIP make that clear enough to patrons. Everyone thinks it's clear enough; that there aren't that many of these discs anyway, and that we should leave things as they are.

Timeframe for deleting withdrawn items: Just a reminder, based on an email question since the last meeting: there is no guaranteed lag between the time you mark an item as 'withdrawn' and it is deleted by us. The only time lag of this sort is used for the *killbib* program, which deletes bib records with no item records attached. We delay thirty days to allow libraries time to attach items to new bib records.

Maggie Horn & subject headings: At our last meeting we decided to invite Maggie Horn to come and give a workshop on subject headings to a group of our catalogers, reference librarians, and anyone else who is interested. Joe asked Maggie, who said she will be available in April at the earliest.

'dbsubcommittee' list – do we need it? We have two email lists that seem to belong to the same group – us. *Dbsubcommittee* is a subset of *database* and Joe asked if we could delete the *dbsubcommittee* list. The answer was yes.

Graphic novels. All the libraries that responded to our proposal for handling graphic novels accepted it, so we should now treat that as our policy. Joe thanked APL again for their offer to take on this project for the benefit of the whole system.

Serials Manual: As we decided at the last meeting, it's time to start one, but since this meeting was running long, and since we made a small start with the discussion of serials versus monographs earlier in this meeting, we decided to make the Serials Manual the first project of 2007.

NEWCATs: We had a lengthy discussion about cleaning up the remaining NEWCATs. Joe will send another reminder to everyone to work on their library's NEWCATs, and will offer Upper Hudson's assistance to anyone who requests it.

Next meeting: January 24, 2007 at 9:30 at UHLS.