

# Database Maintenance Advisory Council

June 27, 2007

**Attendees:** Lisa Bouchard, Rob Carle, Mary Coon, Sue Dague, Deidre Lisio, Peggy Mello, Lisa Pitkin, Carol Reppard, Julie Stump, Joe Thornton

**Minutes of last meeting:** Approved without discussion.

## Children's book series:

A long discussion about how to handle series. Authority control through LTI should have helped (our last full database processing by LTI was January 2007). Joe will check with LTI again to see what they do since the Library of Congress stopped supporting series subject headings. Everyone (all catalogers) will either update the wiki page ([http://www.uhls.org/wiki/index.php?title=Series\\_Problems](http://www.uhls.org/wiki/index.php?title=Series_Problems)) or send an email to the 'database' list when they encounter series problems, so we can try to get a handle on the scope of the problem and find a remedy. We agreed that our procedures, as documented on the wiki and in the Cataloging Manual, are okay as is.

Sue uses and recommends the Kent District Library's "What's Next" database. She said, "it's not useful for determining an authorized series heading, but helpful for answering those questions about which book comes next in a series."

Lisa Pitkin said that the Lewis & Clark College library's web site (<http://www.lcls.org/cataloging/>) has some useful information on series. Rob will look it over and either link to it from our Cataloging wiki or incorporate some of its content in our pages.

## Wiki

Rob has copied the entire Cataloging Manual to the wiki ([www.uhls.org/wiki/index.php?title=UHLS\\_Cataloging\\_Standards\\_and\\_Procedures](http://www.uhls.org/wiki/index.php?title=UHLS_Cataloging_Standards_and_Procedures)) and added to it as well. Some people feel a printed manual is preferable for their staffs, so Rob will work on the Table of Contents of the wiki version of the manual and print it out for anyone who needs it.

## Large print and audiobook records

Sue reported "seeing problems ... with large print records and audiobook records such as no edition statements or edition statements in a 500 notes field, large print designations in the 300 tag, no 'large type book' subject headings or no 690 for unabridged audiobooks."

She asked if she should continue to correct these records, as directed in our Cataloging Manual (i.e. is it really necessary?).

Lisa Pitkin pointed out that some changes are more significant than others (e.g. adding “large print” to a 300 field is relatively less useful). We all agreed that our published procedures are accurate, but that we should treat them as a goal (ideal) and not a rigid requirement.

## **008**

Lisa Pitkin reported that the 008 field is missing from some records and that we should be sure to check for them and add them if they’re not there.

## **Z39.50 hosts**

Sue found a list of Z39.50 hosts and identified some that she thought might be useful to us. She asked if we could add them to our list of Z39.50 resources. Joe said sure. Jonathan will check to see that the hosts are actually available to us, and add ZCF files for them if they are.

## **Email to Adult Services and Youth Services**

Joe sent a (belated) request to the Adult Services, Youth Services, and ASC lists asking all subscribers to report cataloging problems to the ‘database’ list. Because the request went out so soon before today’s meeting, we’ll wait till a later meeting to discuss the results.

## **Condition of the database overall**

A fairly long discussion about the state of the catalog. Among the problems reported:

- Typos
- Mismatches between the 000 position 6 or 008 position 23 and 245\$h
- Incorrect indicators
- Lack of subject headings

Rob reported that UHLS has begun a project to identify problems with 245\$h, and that he’ll have more to report on this in a month or two.

Joe said that UHLS is working with Barbara Nichols Randall and her Cataloging class to identify and fix many of the nonfiction records that lack subject headings.

## **NEWCATS**

The previous topic led to another discussion of NEWCATS, specifically, why there are any left in the database. Although most are gone, a few hundred remain. Joe will notify everyone that we will delete them soon.

## **Whether UHLS needs a cataloger**

Long discussion, including the following points:

- Other library systems have catalogers.
- We need a “Head Cataloger” to deal with difficult cataloging problems.
- We’ll need a cataloger when we migrate to a new system (maybe in two years).
- Recommendation #5 in Section III of the September 23, 2003 ASC minutes states:

*UHLS will search the database for bibliographic records that do not meet the standards. Once these lists are generated, changes will be performed by UHLS so that the records conform to the conventions established by the Database Maintenance Advisory Council and approved by the ASC.*

Joe and Rob will create a wiki to be used to list the reasons why UHLS needs a cataloger. Before the 7/24/07 ASC meeting, Joe will use that list to draft a recommendation to ASC, which he will send first to the Database Maintenance Advisory Council for approval.

## **Serials Manual**

Some people still want a printed Serials Manual. The wiki pages that Rob has compiled are pretty comprehensive, but he will look into using it to generate a printed manual.

This led to a discussion of our serials holdings in the CDLC Union List of Serials (ULS). It’s way out of date. We agreed that:

- Joe will ask all libraries to send us their lists of serials subscriptions.
- UHLS will update the Horizon database with that data.
- CDLC will use the “Serials Summary Holdings” report on our web reports page (<https://horizon.uhls.lib.ny.us/reports/>) to update their ULS.

Joe reported that CDLC learned recently (yesterday) that they are able to edit the ULS like any other database. Until now, they understood (based on incorrect instructions from III) that they could only update it by importing a complete list from OCLC, and that list has not been provided by OCLC for years.

## **Terminal Services**

Carol had asked how the UHLS implementation of Terminal Services will impact cataloging. Joe explained that the primary motivation for using Terminal Services is to address the serious system slowdowns that we experience almost every day, usually in the afternoons, and most problematic at circulation desks. There will be a slight learning curve, but the benefits of Terminal Services should far outweigh the difficulties. Although circulation is our primary target, cataloging workstations could also use Terminal Services, and would probably see an improvement in response time.

## **Subject Headings Workshop**

We discussed potential dates for a Subject Headings Workshop to be given by Maggie Horn. We're now looking at August or September. Julie suggested that we wait until September. No disagreement from anyone. Joe will contact Maggie.

Joe said that he likes the "doodle" (<http://www.doodle.ch/>) scheduling tool and will continue to encourage people to use it.

**Next meeting: July 25, 2007 at 9:30 at UHLS.**