

Database Maintenance Advisory Council

October 24, 2007

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

Minutes of the August 22 meeting: Approved without discussion.

ASC's Motion about a Continuing Education Plan through 2008: Joe reported that the failed ASC motion that would have required Database Maintenance to produce a Continuing Education Plan for 2008 did not have much support, and that ASC accepted Joe's explanation that our training workshops are usually in response to needs that are not always possible to identify in advance.

Rob's "refresher training in cataloging" visits: Rob reported that he will vary his "refresher" training according to the needs of the libraries that he visits, but that at a minimum he'll make sure that everyone understands the importance of looking for the best records available from OCLC (e.g. records with 300 tags and subject headings); that they change the 245\$h when necessary; and that they understand the difference between serials and monographs.

Related to the last statement above, Deidre explained that an APL book (Stitchionary) that they had wanted to catalog as a monograph had been merged with a serial record. This is an example of the difficulty of deciding between the two types, and Rob said that he will carefully evaluate records before deciding that a monograph should be merged with a serial record.

Cataloging manual errors: Carol had reported that there are errors in the manual and wiki. It was suggested that better screenshots are desirable in some places. Rob said to send images of better records to him.

We will start to examine the wiki a few pages at a time, beginning at our next meeting.

Mary said that it would be helpful if Rob would add text documents that list the steps demonstrated in the screencasts on the wiki.

Change lost or missing items to 'Staff only' after n days?: Rob found a way to do this, on an individual library basis (i.e. not a global change). We decided not to do anything at this time, since there's no way (that we know of now) to remove the "Staff only" flag when a lost or missing item is found and checked in.

“New items” reports: Lisa Pitkin had asked in an email if there was a way to have the “New items” reports (<http://horizon.uhls.lib.ny.us/newitems/>) that we run every night, and which GUIL links to, more accurately show which items are actually in the library and on the shelves. Joe explained that the only criterion he can think of to determine “new” items is the creation date of the item records. This is not a problem for most libraries, where the creation date of the item record occurs close to the time the item arrives in the library. But the libraries that use the Acquisitions module (GUIL & APL – who reported this problem previously) often create item records months before the physical items arrive in their libraries.

There’s no obvious solution at this time.

Subject Headings: A long discussion about Subject Headings: Maggie Horn’s workshop was well received, but didn’t (because it’s impossible) answer all questions and solve all problems related to subject headings. A specific example: Children’s and Adult subject headings will both appear in one record. How should we handle this? Is it always a judgment call? Can we have a policy? Do we need a guru?

We’ll continue this discussion at our next meeting.

Miscellaneous:

- When will we migrate to a new system? Joe said that the ILS Migration Subcommittee thinks we have at least two and probably not more than four years left on Horizon.
- Some patrons may be going to other sources such as Amazon to get series information that our catalog lacks.
- Serials processing would be easier if all barcode scanners read the barcodes on the magazine covers. Joe said that all but the oldest scanners should be programmable to read those barcodes. Please let UHLS know the model number of your scanner if you’d like us to try to program it for you.
- Don’t mess with APL knitters.

Next meeting: November 28, 2007 at UHLS.