

Database Maintenance Advisory Council

November 28, 2007

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

Minutes of the October 24 meeting: Discussion about the “New items” reports. Lisa Pitkin said that it’s not just a problem for the libraries that use the Acquisitions module (APL & GUIL), as the minutes showed, but a problem for any library when there’s a significant gap between the time an item record is created and the time the item is placed on the shelf. The “New items” program uses the creation dates of item records to determine “newness,” and we were unable to think of an alternative criterion, so the problem remains. Joe will ask the Horizon-L list for suggestions.

Wiki: Rob guided us through the first few pages of the [UHLS Cataloging Standards and Procedures](http://www.uhls.org/wiki/index.php?title=UHLS_Cataloging_Standards_and_Procedures) wiki:

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We made some changes to the *Searching for Bibliographic records* page, and will continue to edit wiki pages at all future meetings. Rob will print the Cataloging wiki for anyone who needs it in hardcopy.

Subject Headings:

- Should every record have at least one subject heading? Yes. We will recommend to ASC that they make this a system policy.
- We will send Maggie Horn’s suggestions about Sears and MeSH subject headings to Adult Services and Youth Services with our strong recommendation, and ask for those advisory councils’ endorsement before we pass them to ASC for approval.
- We will keep Spanish language subject headings.
- At future meetings we’ll discuss best practices for adding subject headings (e.g. look at the same title in a different format).
- We’ll discuss the issue of adult and children’s subject headings appearing in the same record at a future meeting.

TROY's government docs: from Carol (email):

We are currently in the process of trimming back some of the hard form of GPO's that we get through being a Government Repository in preference to the Online versions. My question would be: Is it better to just make sure that the 856 field is filled in on the records that we hold or should I bring over an "electronic resource" record for those items. Please note that these items are available on the Internet and not something like the "downloadable books". This will be an ongoing process for us over the next year or two so I figured that I would get this settled now. We are also going to be adding some new items that are currently available on-line but that we are not currently holding in any other form. For those I will need to know if it is going to be OK to leave the "h" as electronic resource.

Lisa Pitkin suggested that TROY should check other libraries on the internet to see what they do.

How to catalog the new format of a picture book with an accompanying DVD: Lisa Bouchard brought an example of this new type of material, and after some discussion, the consensus was, "Use your best judgment."

Stafpac display problems: The Horizon staff client (stafpac) does not display all special characters and diacritics correctly. The MARC Editor and HIP do not have this problem. We believe that's it's a problem with Unicode in stafpac and we'll ask SirsiDynix about it.

Authority control processing: For logistical reasons (the need to stop cataloging while our database is being processed), we have not been sending a monthly file to LTI for authority control processing. Joe felt that the semiannual processing of the entire database was sufficient, but there was enough disagreement about this to warrant further discussion at a future meeting.

In any case, though, we will send the entire database to LTI at the end of December, and all cataloging changes to records that existed before 12/31/07 should stop until the records return, usually at the end of the first week of January. New records may be imported from CatExpress and edited as usual.

'Database' questions: Sue asked if Upper Hudson was taking responsibility for all questions to the *Database* list that go unanswered for an extended period. Joe said yes, we'll do that, but asked that when anyone answers a question posed to the list that they send the reply to the entire list and not just the questioner, so we can see that it's been answered.

Next meeting: January 23, 2008 at UHLS