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# I-Share Cataloging and Authority Control Team Minutes for August 17, 2006

Consortium of Academic and Research Libraries in Illinois

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## CARLI I-Share Cataloging and Authority Control Team MEETING #1 Minutes

August 17, 2006, CARLI Office, Champaign, IL

**Members Present:** Susan Braxton (UIU), Jana Brubaker (NIU), Chew Chiat Naun (UIU), Tony Glass (ERK, IUG Liaison), Diane Lisle (NPU), Priscilla Matthews (ISU), Joan Schuitema (UIC), Pamela Thomas (ICC, via phone)

**CARLI Office staff present:** Jessica Gibson (via phone), Cathy Salika, Casey Sutherland

**Regrets:** Jill Garbs (SIE), Conrad Winke (COL)

**Guest:** John Whisler (EIU, outgoing CCAC Chair)

Introductions were followed by recognition of CCAC outgoing chair John Whisler for his many years of service to the consortium on CCAC and its predecessors. Casey Sutherland reviewed the ICAT team charge [http://www.carli.illinois.edu/comms/i-share\\_cat.html](http://www.carli.illinois.edu/comms/i-share_cat.html), showed new CARLI committees page <http://www.carli.illinois.edu/comms.html>, and highlighted change of our parent committee, ILCSO User's Advisory Group (IUAG) to I-Share User's Group (IUG) [http://www.carli.illinois.edu/comms/i-share\\_ug.html](http://www.carli.illinois.edu/comms/i-share_ug.html) which is a CARLI committee.

**Chair:** Jana Brubaker volunteered to take on the role of chair for the year, and was unanimously accepted by the team.

**Minutes:** Secretarial duties will rotate through the committee membership alphabetically, beginning with Braxton. When designated secretary is absent, the duty falls to the next member on the list, who will negotiate with the absent member for taking minutes at the next meeting.

**Terms of Service:** New members were offered 3-year terms in order to maximize the opportunity of new members for participation; both new members accepted. Terms of office for remaining team members were decided by drawing lots, except where members requested specific term lengths. The terms of service are as follows:

One Year: Brubaker, Garbs, Winke

Two Year: Chew, Matthews, Thomas

Three Year: Braxton, Lisle, Schuitema

**Official Acronym:** Group discussed and unanimously accepted ICAT as the official acronym of the I-Share Cataloging and Authority Control Team.

## OLD BUSINESS

**490 indexing:** In response to Library of Congress' decision to stop tracing series, CCAC had requested creation of two new left-anchored 490 indexes in Voyager (490 00 series not traced and 490 01 series traced differently) during the recent upgrade. The indexes were not created during the upgrade, but CARLI staff can undertake a project to create them in each database in the near future. Creation requires downtime for each

database (minutes for small databases, hours for large ones, and overnight for the UC). Although possible to create only in the UC or individual databases, CARLI staff recommended against introducing indexes into subsets of I-Share databases, as it is likely to confuse users. One concern expressed was that the 490 field lacks non-filing indicator, which means the index will contain entries beginning with articles. It was pointed out that indexing of 505\$t (title subfield of enhanced contents notes) has already created this situation. Committee decided to recommend that CARLI proceed with creation of the 490 indexes in all databases. Decision was followed by a more general discussion of Library of Congress cataloging changes. The question was raised as to whether ICAT could be proactive in responses to LC decisions that affect workloads of local libraries, and user access to materials.

## NEW BUSINESS

**Fall Forum:** Discussed dates, first choice: Wed. Nov. 1, second choice: Thurs. Nov. 9, third choice: Wed. Nov. 8. May have to resort to other dates between Oct. 31 and Nov. 9, but will avoid other CARLI event dates. Forum will be “downstate,” as spring forum was “upstate.” Casey will explore venue options for our preferred dates. Possibly Brookens Auditorium at UI Springfield. Also, ICC has a performing arts center that may work.

Past forum feedback results on suggested topics for future forums were considered. Other possible topics include searching with new indexes in the cataloging client, how to decide whether to suppress certain indexes in staff clients, demonstration of input method editors, metadata standards for data that may be used in both OPACs and applications such as CONTENTdm, a round table discussion of emerging issues such as LC changes, FRBR, and RDA. It was also suggested that we post a query to Techsig listserv to see what topics I-Share catalogers may want us to cover. We will choose topics and set an agenda at the next meeting.

**Documentation Review and Conversion to CARLI:** Documents currently posted here [http://office.ilcso.illinois.edu/docs\\_cat.html](http://office.ilcso.illinois.edu/docs_cat.html) need to be reviewed, updated with consortial/organizational changes and moved to the new CARLI website. Committee members volunteered to make initial pass through document to

determine whether document is currently relevant or should be archived,

change ILLINET Online to I-Share,

change ILCSO to I-Share or CARLI (as appropriate), and

address changes in functionality between Voyager 2001.2 and current version.

Members are to submit updated documents directly to Casey, post to the group only if group input required. When emailing to Casey and/or posting to group, put document title in subject line of email. More substantive changes must be decided by the committee and forwarded to IUG for approval; reviewers should bring issues ICAT should revisit to the group's attention.

Assignments for updating specific documents are appended to end of minutes. All committee members are encouraged look over two primary cataloging documents and note any areas that may need reexamination:

Cooperative Cataloging Guidelines  
Standards for Bibliographic Records in ILLINET Online

**Universal Catalog Discards:** When a record matches more than one bib in the UC, the record is discarded, and neither bib nor holdings are added to the UC. Casey reported that discarded records saved in MARC format in a log from the initial load can be loaded with a duplication detection routine matching only on the OCLC number. Second load is not expected to add significantly to processing time, and will be done nightly after each database load into the UC. CARLI staff will begin testing in mid-September, and may be able to implement soon thereafter.

**Reducing duplicates in the UC using 019 matching:** It is possible to use a query to find bibs related between the 035 field and the 019 field (superseded OCLC numbers) to identify records in a database that have been superseded by other records also in the same database.

CARLI doesn't have a mechanism or resources to fix these records in the Universal Catalog, but it is hoped that fixing instances of these 019 duplicates in the local databases will filter into the UC, thereby reducing the 019 duplicates in that DB.

Committee asked Cathy S. to create a query that finds bibs in a database for which the 035 matches an 019 in another bib in the database

**Reducing duplicates in the UC due to bibs with LCCN and ISBN/ISSN but no OCLC number:** Some records in I-Share databases lack LCCNs due to FBR indexing limitations. Some may be dups of bibs that have LCCNs and lack OCLC numbers, but not all. Correction may be a hard sell because the immediate benefit is to the UC rather than local database, but correction will also get holdings from non-OCLC records onto OCLC records and make them visible in WorldCat, if the library backloads them to OCLC. Committee asked Cathy S. to create a report from the UC limited to older materials. The committee will look at the query results and decide if this is something to make available to the cataloging community.

**Next meeting:** Conference call Thursday, September 7, 2006 10am 217-244-7526.

Respectfully submitted,  
Susan Braxton

## Document update assignments:

### ILCSO Policies & Recommendations

Naun [Best Practices for Bibliographic Records from Non-OCLC Sources](#)

Naun, Susan, Conrad [Cataloging Electronic Resources](#) (Final Report of the IUAG Task Force)

Jana [Cooperative Cataloging Guidelines for ILLINET Online](#)

- Pam [ILCSO's Voyager Item Type Codes](#)
- Casey NEW [Preparing for the Next Version of Voyager in I-Share Libraries: Focus on Cataloging](#) (posted 3.20.2006)
- Diane [Recommendation on Indexing of and Best Practices for Cataloging Enhanced Contents Notes in the I-Share Environment](#) (posted 5.3.2006)
- Priscilla [Standards for Bibliographic Records in ILLINET Online \(pdf\)](#)
- Susan [Suppressing Bibliographic record 856 fields from the Universal Catalog \(pdf\)](#) (posted 2.27.2006)
- Priscilla [Suppression of Bibliographic Records From the Universal Catalog](#)

### **Voyager Cataloging & Bulk Import**

- Jessica [Editing MARC Tag Tables for Voyager](#) (password protected)
- Jessica [Editing MARC Tag Tables: Specific Examples \(035 and 014\)](#) (password protected)
- Jessica [Importing Bibliographic Records from OCLC to Local Voyager Databases \(pdf\)](#) (password protected)
- Jana NEW [ISBN-13 Implementation and I-Share Libraries](#)
- Cathy, Anne Hudson [Loading Marcive Records into Voyager Databases \(pdf\)](#)
- Cathy, Anne Hudson [Loading netLibrary Records into Voyager Databases \(pdf\)](#)
- Casey [New Step When Copying Bibliographic Records from the Universal Catalog into Local Voyager Databases](#) (password protected)
- Cathy, Anne Hudson [Record Deletion in Your Voyager Database: New Approach for Library Statistics](#)

(password required)

Priscilla

[Safe Bibliographic Replacement Routines \(pdf\)](#)

Jessica

[Shareable MARC Tag Tables for Voyager Created by IUAG-CCAC](#) (posted 4.4.2005)

Susan

[SuDoc Call Number Searching in Voyager](#) (password protected)

Casey

[System Administration Part 5: CAT \(pdf\)](#) (password required)

Jana

[Voyager Cataloging Client Preferences](#) (password protected)

Joan

[Voyager Cataloging Reports \(doc\)](#) (password required)

### **Universal Catalog**

Casey

[Duplicate Detection and Quality Hierarchy Settings for the Universal Catalog](#) Revised July 2004 (password protected)

Priscilla

[Suppressing Bibliographic Records from the ILCSO Universal Catalog](#)

Casey

[Universal Catalog Discarded Record Scenarios \(pdf\)](#) (password protected)

### **OCLC-related Documents**

ARCHIVE

[Changing OCLC Software configurations from ILCSO's Dedicated TCP/IP service to standard OCLC connection](#)

Joan

[ILLINET Online and OCLC's PromptCat Service](#) revised May 2004

Priscilla

[List of Member Library OCLC Symbols \(xls\)](#)

John Whisler

[OCLC's Bibliographic Record Notification Service in the ILCSO Environment](#)

John Whisler [Using OCLC's Bibliographic Notification Service in the ILCSO Environment \(ppt\)](#)

Casey [Using OCLC for ILLINET Online/Voyager Data Entry \(pdf\)](#) (password required)

### **Other Documents**

Casey [How to access the Voyager training databases \(pdf\)](#) (password required)

Casey [Installing and Configuring Gary Strawn's Software in ILCSO Libraries \(pdf\)](#)  
(password required)

John Whisler [NEW Suggested Priorities for Bibliographic, Holding, and Item Record Maintenance from CCAC \(pdf\)](#) (posted 10.04.2005)

Cathy, Anne Hudson [URL Checking with Xenu Software \(pdf\)](#)

Casey [Using Macro Express Software with ILCSO Voyager Databases \(pdf\)](#) (password required)