

Bibliographic Committee Meeting Minutes
December 14, 2007

In attendance: Anne Lockhard, June Hund, Terry O'Malley, Dana Bjorklund, Chris Thornton, Tony Benedictus (KSU Practicum students), SaraJean Petite

The Bibliographic Committee said farewell and happy retirement to, Hyosoo Lee, from the CIA library and welcomed Dana Bjorklund, Hyosoo's replacement.

1. Approve minutes from 11/16/07 meeting – approved
2. Old business: Terry will do global update on theses coding
 - a. Use the “Z” for theses from now on – (for more information see #6 on 11/16 agenda)
3. “Missing Status” vs “On Search Status”
 - a. June Talked to Kathy Wells, tried to use OhioLink if book “on search,” and could use OhioLink to get book that was On Search.
 - b. Chris said it depended on library procedure as to how this should be handled. (Declare missing after On Search)
 - c. June says MSASS does the “Missing”, but might start doing “on search”
4. Website
 - a. June met with Anne and discussed her part of it. Found mistakes to fix.
 - b. June hasn't talked with Roger Zehnder
 - c. Chris said Roger is migrating.
 - d. June would like to know what committee is ready to discuss their Bibliographic Committee website updates
 - e. SJ and Chris said they hadn't had time to do anything.
 - f. June suggested that she will contact members next month.
5. “Retention Policies” for Law Library (see example .b30110385)
 - a. SJ and Deb Dennison made a bib record with title “Retention Policies” so they'd be able to access this information on how to proceed with a unique cataloging situation, wherever they were working. Examples of the Law library “retention policies” include: 1). A policy for a series of books called the “Hornbooks”; 2). “Bluebooks”; 3). “Casebooks”; 4). Etc.
 - i. The ‘retention policies’ are suppressed from public view
 - b. June is considering adapting this procedure for some materials in the Harris Library.
 - i. the title would be: “retention policies for Harris Library”
 - c. June asked whether we should put the retention policies on our website
 - i. Terry suggested that was an option and may be a good idea
 - ii. Tony said that many libraries put this sort of specific information on website
 - iii. at this time this information will be available only to those that work in the technical services area

6. Disposal of books / retention policy discussion

- a. Discussion - different ways that each library disposes of out-of-date materials
- b. SJ mentioned how students get upset when they find out that books have been discarded
 - i. Law sends them to Eastern Europe
 - ii. Janet Winzenburger acquisitions at CIM investigated donating them
 - iii. "Better World Books" only takes sellable books and pays for packing. Chris said KSL had discussed sending this, but said there's not efficient way of getting rid of large number of books
 - iv. June puts old books out for students or puts them on exchange lists
 - v. Dana thinks a retention policy on the website would provide explanation for why a library would be tossing out a book
 - vi. Terry thinks his library hasn't thrown anything away – possibly the books are sent to Allen
- b. Chris mentioned out-of-date medical books and mentioned precedent for putting it in serial records
- c. Terry said is were to put "retention policies" on the website, more explanation would be needed

7. How different libraries handle "Faculty Reprints"

- d. Harris Library combines faculty publications on a brief record. They're bound in-house. They're not contributed to the OhioLink catalog. They're cross-referenced with faculty members who co-author with them. June gave a printout of .b24716315 which was a sample paper.
- e. SJ said Law Library was making a record for each professor with the title "reprints." Example:
 - i. Terry added MARC 505 is not searchable by title. The MARC 505 field is searchable by keyword only. You need to use different MARC fields if want title search.
 - ii. MARC field examples:
 1. 700 = search for Name of Part/Section of a Work
 2. 740/a = search for Title Cross Reference

8. Disks with Books

- f. Health Center doesn't shelve or circulate them together, though they're cataloged together. Disks are shelved in filing cabinet and circulate.

- g. Harris circulates them in a pocket on the back of a book, but does not circulate them in OhioLink – many disks have been lost. The Harris library will remove the disk when sending book out on OhioLink. This seems to work;
 - i. A message field is placed on the item record to remind students to verify that the disks are returned and checked out with the book.
 - ii. Circulation students no longer need to run into the back room to pull the disks from the file cabinet. This has been working for the Harris Library to date.
- h. SJ explained the Law Library's procedure (see attachment)

9. Next meeting:

- i. "Case Lectures" – June will bring "Readme" file.
- j. KSL's new website
- k. January 2008 meeting cancelled
- l. February 22, 2008 meeting cancelled – per June Hund