

Bibliographic Committee Meeting Minutes 2/23/07

In attendance: Anne Lockard, Hyosoo Lee, Lenore Maxa, Chris Thornton , Patricia Butts, June Hund, Rosanna Masley

1. Authority work: discussion with Patricia Butts & and the Committee

- a. Pat talked about her new technical services/cataloging duties assignments that she inherited from Terry O'Malley
 - i. Printing and working with the daily headings report (see handout #1)
- b. Pat will continue to notify the Case libraries when she identifies authority record problems
 - i. Duplicate barcodes; duplicate bibliographic records; locked records; non-unique 4XXs (cross reference)
 - ii. Pat will be doing the Global updates so all changes should be sent to her
- c. Things the committee members need to do:
 - i. Notify Pat if we run across "blind authority record" (when the records has been deleted and there is only an authority records left with that has nothing to cross with in the catalog)
 - ii. Inform Pat of the outdated authority records (these are entries when the authority is being closed)

2. Authority work: discussion with Chris Thornton & the Committee

- a. Discussion: Case had contracted with the company Marcive. Marcive is a company that provides many cataloging services. Case contracts with Marcive to review Case Libraries obsolete name and subject headings in the catalog.
 - i. Marcive will delete the duplicate records
 - ii. Marcive is fine for 90% of the authority work, but it as problems with music subject headings
 - iii. The marc 019 field is not used in Millennium - OhioLINK also does not use this field. The system generates field 019 if a MARC record replaces two or more existing records. The system generates field 019 when OCLC staff merge records in WorldCat. Processing includes merging symbols of holding libraries into the retained record, deleting the duplicate records and transferring data. [cited from OCLC]
 - iv. marc 035 field is removed from the bibliographic record. This is for local use. It does *not* become part of the master "OCLC" record.

**3. What to do with inferior bibliographic records in the catalog -
per Chris**

- a. if there is an inferior record, report this to Chris

what is the definition of *_"inferior record"_*

- b. record in the catalog, no matter who owns it, and you find a better record then you can go ahead and replace it
- c. better record better access, just we can replace
- d. be sure not to lose anything from the record
- e. subjects heading be sure to transfer everything
- f. more people in tech services will have authority to make changes in records - need to talk to Mike Y. to get us added
- g. Procedure for authority records - Chris will make for loading authority record
- h. Authority records don't overlay
- i. Information discussed & exchanged but not resolved:
 - i. Write a policy / when it is a good time to replace the old bib record [Chris will work on this]
- j. DLC is the BEST updated record
- k. Journal record - just close it out - per Chris
- l. What needs to be done:
 - i. Work on a policy to reflect the new responsibilities and changes (starting in 2007) for the Case technical services librarians

Minutes taken by June Hund

3/28/07