

DALNET DATABASE STANDARDS COMMITTEE
MINUTES - NOVEMBER 3, 1994

Present: C. Audia, R. Call, B. Ho, A. Pogany, D. Roe, T. Shen,
P. Shunn, C. Wecker, F. White

I. Frank White, who has replaced A. Bondar at Macomb Community College, was welcomed to the Committee.

II. Systems Office News:

- A. New Processing Units: Highland Park (McGregor) Public Library has been on NOTIS since mid-September; records for the Detroit Institute of Art (DI) should begin to appear on the system later this year.
- B. The DALNET Board approved the Committee's Holdings Standard at its October meeting.
- C. QuikReports 2.0: DALNET is serving as a Beta test site for NOTIS's new release of QuikReports. Though there are no reports in addition to those in QuikReports 1.0, the reports have been enhanced by the addition of multiple sorts and selection criteria. Staff from Botsford Hospital, Detroit Public Library, Oakland Community College, and Wayne State University assisted C. Wecker in testing and evaluating these new reports. DALNET input is being forwarded to NOTIS; it is hoped that additional enhancements will be made prior to the general release of 2.0. C. Wecker distributed and reviewed copies of the QuikReport documentation referring to Cataloging/Authority Module reports, including copies of request screens and sample reports. Desired reports need to be ordered through libraries' Project Managers.
- D. Locally Developed Reports: A copy of the list of cataloging-related NOTIS reports developed for DALNET libraries was distributed and reviewed. DALNET Project Managers have copies of the full document, including reports for other modules. Desired reports need to be ordered through libraries' Project Managers.
- E. 1994 NOTIS Users Group Meeting: C. Wecker reported on some topics of interest to Committee members, including Release 5.1.2 (with part 1 of Format Integration and the use of the 773 MARC linking fields for cataloging analytics) and Release 5.2 ("rewrite" of the Circulation Module). Though there was no announcement regarding when the "rewrite" of the Cataloging Module might occur, the Cataloging SIG is hoping to be able to work with the OPAC SIG on Release 5.3 OPAC changes in areas such as indexes, guides, and uniform titles.

E. NOTIS Users Group Meeting (continued)

The impetus for Format Integration was the problem with cataloging materials with characteristics from more than one format, e.g. computer files issued serially. With Format Integration, a bibliographic record can include fixed and variable fields from different formats. The first part of Format Integration coming with Release 5.1.2 in December 1994 will allow use of any variable field from any format in a single bibliographic record; a few new MARC fields have been added and some changes to existing fields were made. A modified NOTIS Tag Table will be included in the Release software. The second part of Format Integration (end of 1995) will address fixed fields. Though catalogers will still specify a particular format when creating a bibliographic record, they are free to create additional 006 and 007 fields, as appropriate. This two part implementation mirrors LC's implementation of Format Integration.

III. DALNET Holdings Standard and the Use of Captions for Serial Holdings

The Committee received and reviewed the "approved" DALNET Holdings Standard. It included some minor changes suggested by Project Managers and DALNET Libraries' staff since the last Committee meeting. Recently, OCLC began using the 1986 ANSI standard which mandates the use of captions, when available, for serial holdings; the earlier Standard did not permit the use of captions. Since the DALNET Holdings Standard indicates that DALNET libraries should follow OCLC Union Listing standards, DALNET sites should begin to include captions in serials holdings statements on NOTIS MARC Holdings Records (MHLDs). DALNET staff are not required to change older MHLDs. B. Ho will draft a document (with examples) to Project Managers summarizing the use of captions on MHLD serials holdings statements.

IV. Name Authorities Cooperative (NACO) Project Progress

So far, Wayne State University and University of Detroit Mercy have been approved to submit personal names to the LC authority file without revision from LC. Corporate, geographic, and conference names continue to be revised by LC prior to inclusion in LC's authority file.

V. Cataloging of GPO Materials in Different Physical Formats:

There was discussion regarding libraries' use of NOTIS copy holdings statements for GPO titles issued in paper and microform; sometimes a Library's holdings for one set or serial title will vary between different physical formats. Committee members report they create as many copy holdings statements as there are different physical formats. As new issues/volumes arrive, holdings are added to the MHL record for the appropriate copy holdings statement. Notes on the copy holdings statements should be used to refer users to previous or subsequent holdings statements for materials held in a different format.

VI. "GLOB/GLCH" Commands

B. Ho reported that the these commands for global database changes are being run on a weekly basis. Twenty-nine different requests can be made at one time.

VII. Cataloging/Authority Users Meeting

Committee members decided that Fall 1995 would be a good time for the next Users Meeting; the last one was Fall 1993. Planning will begin at the next Committee meeting; one obvious agenda item is part two of Format Integration. Committee members should be prepared to suggest and discuss ideas for the Users Meeting at the next Committee meeting.

VIII. Enriching Descriptive Cataloging

There was discussion regarding the desirability of enhancing the bibliographic description of material (with table of contents information, abstracts, etc.) in order to help the patron more clearly identify the material's content. The NOTIS Cataloging/Authority SIG has been discussing the desirability of a "separate" contents record which would be linked to a bibliographic record.

IX. Possible Changes to Keyword Index

Committee members should review the list of MARC fields currently being indexed by the Keyword/Boolean index with staff in their libraries; an agenda item at the next Committee meeting will be discussion regarding the need to make modifications to this list.