

Bib Standards Meeting Minutes
5 12 2011 Thursday
9:00 AM ACL
STumelson-RSmith

In attendance: Sandy Tumelson LDO, LeeAnn Nilsson LDO, Jeannie Haag LCD, Coleen Olive KSD, Lorraine Hogaboam LDO, Terri Summerfield WPL, Tina Sperry LMS, Lynn Johnson MVSD, Bonnie Holland CHS, Millie Wimer PHS, Marjean Riggers ACL, Eleana Mechling LEW, Randy Smith LEW, and Kathi Meshishnek ASH

1. **Series:** If you have a book that you feel is maybe the first book in a series, but it does not indicate series in LC. Create a 490 and maybe contact Randy to add to our authority control. Add the appropriate 800 or 830 as well.

2. **List of tags to delete.**—Sandy handout—See Below

2. **Subtitles:** Sometimes the CIP records will be completely different than the actual item. Check the main sources not just the CIP. If two different books have the same ISBN, add a “z” when you add your 020 (\$z 020) Then add Follet, Scholastic, etc. in parentheses after to indicate where the information came from

3. **Subject heading;** Cookery should be Cooking, Italian example, family changed to families. We just cannot validate every subject heading. The system is supposed to take care of it with our authority updates. We will do our best to validate when time permits.

4. **Global changes made to our authority file 3 7 2010** (Randy) Randy is in the process of updating our authority records and will ask Paula to run cat job 13 when he is finished.

5. **300 tag.** Plates. \$ xxi, 321 p. [8] p. of plates : \$b ill. ; \$c 21. cm. ???? fixed field ill. And plates. —Sandy handout—See Below (If Sandy has this electronically, we can add it to the end of this page.) See bib 645203 this example of the item only had 8 pages of plates, no other illustrations. The 008 would indicate both Illustrations and plates. The 300 field always mirrors what is in the 008 field. If you have maps on your item you would indicate in the 008 and the 300, with possibly a 500 note to explain where the map might be. (example---Map on end pages)

6. **LEW On order books,** before attaching you must bring it up to standards. During down times you might want to possibly hold off on cataloging the item, or you could create a new record and bring it up to standards save and after we were back up you could go back in and delete the on order books if nothing is attached. Either of these choices are time consuming.

7. At head of title: 500 note

If something like “Disney” is listed at the head of the title it should be in the 500 note. Don’t enter at 246i at the head of the title Disney. It is NOT searchable on the OPAC. Example 246 \$i at head of title \$b Disney, would be better to just enter it in a 500 note. Example--- At head of title Disney.

8. e books./ Project Gutenberg Where are we on these?

These are free Downloadable “Classic” books. There are over 500 records. The LHS teachers are very excited to have these available. Randy will check with Paula @ WIN to see just where we are on getting these available. See bib 65039 for an example. These records download easily from the OPAC on to a number of readers or straight to your computer.

9. Validate an author after making a copy of a record.

10. A couple of topics for training in the future were suggested.

- a. Author Validation
- b. Determination of when to use the 800 and the 830 Fields

11. Sys Admin

- a. Leeann Nilsson is being trained to catalog by Sandy.
- b. Please send school calendars to Sandy as soon as possible so that things will be ready to go when school begins.
- c. If school people have not yet turned in Final Due Dates and Term Dates, please so immediately. It appears that most people have done this.

12. Sharing

- a. Sandy (LHS): Stilton books are not authored by Stilton. Stilton is a fictitious character, as well as Thea Stilton. Randy is going to enter Geronimo Stilton in the authority file. Watch these silly books closely.
- b. Lorraine (LDO): She is retiring at the end of this school year, so a new note taker will be needed for this group.
- c. Kathy (ASH): Matt Christopher books now have a different author. Several libraries are shelving those books with the rest of the Christopher books. 100 author line gives Credit to who ever the text is by, but you could add a 500 note stating Matt Christopher at head of title and possibly a 700 tag for Christopher, Matt.
- d.
- e. Randy (LEW): He will cover for Elena during the month of July while she is on vacation.
- f. Tina (LMS): Shared her appreciation of all Sandy has done and the fact that she will be greatly missed. All the others agreed.
- g. Lynn (MVSD): She has 2 Ethiopian books donated by a teacher. About the only English is the title. It was agreed that she can do a very simple record and restrict it to patrons in that district.
- h. Sandy (LHS): She tried to pass on a Library Police badge, but there were no takers.

13. A reception was held in honor of Sandy's retirement. She has been greatly appreciated for all the hard work she has done and her dedication to keeping a very clean database.

Respectfully submitted,
Lorraine Hogaboam
Note Taker

MARC Tags that Should be Eliminated in the Bib Record 4/29/2011 Stumelson

012
013
017
018
019
020 (ebook)
029
032
039
042
044 856- Except for Electronic Records
046 852- Holdings used by LCD, but not needed)

049 900 (All 900 Tags)

092

263

596

599

Remember 035's should NOT be deleted from records.

852 (Holdings used by LCD, but not needed)

900 (All 900 Tags)

Remember 035 Should NOT be deleted from records.