



# SWAN Cataloging Advisory Group Meeting

August 22, 2019  
10:-00 a.m. – 12:00 n.

Oak Lawn Public Library  
Meeting Room B

## Agenda

1. Introduction
2. Project X (OCLC Holdings Manager) Update
3. Cataloging Standards Update
4. Standard Numbers – Upcoming Changes to Indexing
5. Book Club Kits
6. Blu-ray/DVD Combo Pack New Practices
7. Open Discussion

**\*\*BREAK\*\***

8. Oak Lawn Public Library BART Robot Presentation

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**The next Cataloging Advisory Group Meeting will be Thursday, November 14<sup>th</sup> at 9:30 a.m. at the RAILS Burr Ridge Main Meeting Room. This will be a joint meeting with the Serials User Group.**

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## 1. Introduction

### Next Meeting

Please note that our next meeting on November 14<sup>th</sup> at the RAILS Burr Ridge Main Meeting Room. This meeting is combined with the Serial User Group meeting.

## 2. Project X (OCLC Holdings Manager) Update

Project X is an initiative SWAN has been working on in concert with cataloging managers at various other Illinois consortia. The MARC of Quality (TMQ), the service we currently use to maintain holdings on OCLC is sunsetting in Summer or 2020, and there is no viable alternative on the market. On a near-monthly basis, TMQ receives an export of the SWAN bibliographic database including item-level holdings. They run it through a process they call "OSMOSIS" that filters out un-traced items and then determines first-item adds and last-item deletes for each of our member libraries. They use that data to update OCLC holdings accordingly.

SWAN and the Project X team are developing a tool that will mimic the OSMOSIS functionality and allow all Illinois consortia to continue to provide holdings maintenance on behalf of their libraries without interruption.

We have done extensive discussion with the other consortia to determine the variables between our respective extract processes and ILS's, and we are ready to begin building this tool. Currently, SWAN is experimenting with the OCLC API to see if it can be used to streamline the process.

Project X has officially been named OCLC Holdings Manager, or OHM.

## 3. Cataloging Standards Update

The Cataloging Standards Task Force has been meeting throughout the summer to discuss the restructuring of SWAN minimum standards for full catalog records. We are continuing our work to lay out the required fields to include or delete from incoming catalog records. This covers original and copy cataloging.

Our next meeting is in the first week of September, and I anticipate this being the last meeting of our initial push. We will publish our conclusions on the support site soon after.

The format of these meetings – a small, focused group dedicated to tackling nuanced, practical problems in the SWAN database – has been very successful. I hope to continue a form of this group going, both to continue refining these standards (as this is simply a first step), to help set up a system of auditing and communication to provide feedback on the adoption of these standards, and to discuss specific topics as they arise. This is something SWAN will discuss internally and make a decision about for calendar year 2020. If a new group is formed permanently, it will not replace the current format of these quarterly advisory meetings, though they may continue under a different name.

## 4. Standard Numbers – Upcoming Changes to Indexing

In response to a number of ongoing concerns about duplicate records, the handling of Blu-ray/DVD combo packs, library-created kits (e.g. book club bags), and SirsiDynix's bibliographic matching

utility used in bibload and acquisitions reports, SWAN has been experimenting with some changes to the indexing of standard numbers that may alleviate some of the problems we see. But this will also require adopting some standards on the use of Standard Numbers.

Standard Numbers, in this scenario, refer to ISBN, ISSN, UPC, and publisher numbers. There is a concept in cataloging of “invalid” standard numbers. Invalid numbers can refer to ISBNs with a check digit error or ISBNs of related material that do not match what the bibliographic record represents.

For example, a record for only Volume 1 will include the ISBN for Volume 1, but it may also include the ISBN for the bookset as a whole as supplementary information. Often catalogers will include a subfield \$z indicator on the bookset to indicate that the ISBN is “invalid”:

020		034911675X †q (v. 1)
020		9780349116754 †q (v. 1)
020		†z 0349119449 †q (set)
020		†z 9780349119441 †q (set)

SWAN plans to remove the invalid Standard Numbers from our standard number indexes. This will mean that any ISBN with a subfield \$z cannot be matched upon by an incoming record. In the above example, if a library purchases the bookset (0349119449), the record will not attach to or overlay the record shown, as the \$z makes it clear that this record is for a standalone Volume 1.

We are also ensuring that invalid standard numbers are still searchable in WorkFlows and Enterprise, however. We understand that retrieving all instances of a number – invalid or not – is important many public and technical services workflows.

More details on this change as well as a guide on how to catalog standard numbers will be forthcoming soon. This change cannot be implemented without further testing and will require a full database rebuild. It may be many months before this is fully live, but it will help tremendously if members can internalize the practices regarding invalid standard numbers as soon as possible. Be on the look out for a SWANcom and new support site documentation in the near future.

## 5. Book Club Kits

This topic was folded into the previous topic. SWAN will be publishing some recommended practices on handling book club bags. Though we value flexibility in this arena and will leave most cataloging decisions up to owning libraries, the Standard Number issue comes into play and requires a little bit of standardization. A brief support site document will accompany the general Standard Number update.

## 6. Blu-ray/DVD Combo Pack New Practices

Like the book club kits, the much anticipated Blu-ray/DVD combo pack standards overhaul is dependent on the Standard Number indexing changes to be fully effective. Nonetheless, we have drafted a final set of rules regarding combo packs. These include required fields, attention to UPCs, a new 590, and language regarding the merging of split records (DVD-only, Blu-ray-only) with standalone records.

Further details will soon be published on the support site and communicated via SWANcom. After communicating the changes, Bibliographic Services will work on identifying existing combo packs and component records to update in batch where possible.

## 7. Open Discussion

A question was raised about the constant refreshing of the 977 PRE-CAT field on fully-cataloged records by the Acquisitions process and how to navigate this issue when trying to identify pre-cats that need attention by cataloging libraries. It also raised the possibility that Dates Cataloged are continuing to be stripped from full records. Each of these situations is a bit different, and SWAN is happy to examine examples that may arise to see if there is a systemic problem.

Meanwhile, we will work on documentation explaining some of the peculiarities regarding the 977, the Date Cataloged, and their maintenance that may be useful as a reference. We will also examine the reports that manage 977 data. It is possible moving some of them around in the queue will allow libraries to run pre-cat reports at a time when data is cleanest.

## 8. Oak Lawn Public Library BART Robot Presentation

Pam Taylor and Marcin Truty of the Oak Lawn Public Library gave a demonstration and Q&A sessions regarding their tool – currently named BART – that sits at the center of their pre-processing workflow. The tool performs catalog record harvesting and auditing, cataloging workflow management, item creation, and many more functions that allow their items to reach the shelves with minimal lag time.

Pam and Marcin answered questions on how this tool works with the Symphony database, the OCLC database, and its specifications in filtering through catalog records for upload. They also answered many questions on the specifics of their pre-processing setup with various vendors and their internal workflow.