



SWAN Cataloging Libraries  
Meeting Minutes  
Tuesday, May 14, 2024 @ 10AM  
Oak Brook Public Library

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**Present:** Jenny Cuevas (ADD), Eden Morris (ADD), Paul Rubio (ADD), Kerry Halter (BLD), Christine Karns (BDD), Marie Costuna (CSD), Lucas McKeever (DGS), Kira Riddle (DGS), Victoria Bitters (ESS), Ann Marie Lindsey (GED), Rebecca Bartlett (LGS), Emily Parker (LGS), Nikki Vaillancourt (NUD), Melissa Siddiqui (OBD), Israa Abbas (OLS), Colleen White (OPS), Joy Anhalt (TPS), and Jessica Rutka (TPS)

**SWAN Staff present:** Scott Brandwein, Cynthia Romanowski, Angela Puckett, Claudia Nickson, Diane Nickolaou, Samantha Dietel

**Absent:** Katie Yager (BDD), Laura Hays (CSD), Rita Hassert (MAS), Jenny Yasecko (OLS), Amanda Kaiser (SCD), Julie Tegtmeier (SCD), Rubylyza Gaba (TOD), Bronwen Heneghan (TCD), and John Bradford (VPD)

**Meeting called to order:** 10 AM

- I. **Welcome:** Cynthia welcomed the group to the meeting and introductions were made by SWAN staff and attendees.
  
- II. **Authority Files update:** Cynthia shared an update about the work done with authority files since she began at SWAN. The problem discovered was that authority files loaded in July 2018 were stuck at an internal status of “4” which prevented them from being picked up by the nightly indexer and from being properly overlaid with updated records from MARCIVE. This caused the 4XX fields within some of these records to not be searchable in WorkFlows and many authority files to be duplicated. This dual existence of both entries caused SmartPort to give inaccurate information to catalogers when authorizing entries. Since the discovery of the problem, the SWAN team has cleaned-up duplicate records, ran an Authority Rebuild and Thesauri Reindex, loaded over 90K authority files, and made the decision to move the Cataloging Libraries to MARC Listener to ensure accuracy of authority file information.

Another problem found with Authority Files in Symphony is the Global Headings Change (GHC). The GHC was found to not work correctly for our dual subject heading system because the GHC was not coded to differentiate between LCSH and MESH headings. This coding causes the GHC to change valid LCSH headings to valid MESH headings and vice versa. This change is considered an enhancement request.

Since SWAN receives monthly updates and bi-annual updates of authority records from MARCIVE and the problems with the GHC, the decision to not give Authority File access in WorkFlows to Cataloging Libraries stands. There is no way to turn off the GHC availability. Any headings entered prior to 2020 that have authorized entries

are being updated by Data Control reports. SWAN asks the Cataloging Libraries that if they come across these entries that need updating: to update them to the current entry if able, change the date cataloged to TODAY so MARCIVE can import the current authority file, or send a ticket to SWAN so that we can update them in batch.

**Questions were asked regarding:**

What should they do when they see incorrect headings for an author that passed away recently? Answer, the monthly/bi-annual MARCIVE updates should take care of it. Follow-up was what to do if there were duplicate authority records? Answer, send a ticket to SWAN.

How often does OCLC update or create their headings? As a NACO library, Joy Anhalt responded that she creates 30 or less records and updates 0-75 records a month. For local authors, it is good practice to create a name authority file and that can be a request to SWAN.

What happens when the author was unauthorized, but the author/title was authorized? Answer, this could be the difference of a comma, an extra space, an extra or missing period, or missing date information. It causes a syntax error with just a minor issue.

Will SWAN be adding OLAC subject headings for video games? Answer, this may be worth pursuing. MARCIVE would not update these, but Joy Anhalt stated that there should not be any changes that need to be made as the committee overseeing OLAC decided that they would be static.

- III. **MARCIVE Configuration Review.** Certain sections of the MARCIVE agreement were reviewed for possible changes. A discussion was had over potentially stripping out the “the” in the 505. The decision was made to leave as is and not have MARCIVE do this because it did not affect indexing in Symphony. MARCIVE does insert the CMCs (33xs); however, Cynthia will reach out to MARCIVE to ensure that subfield b was being added to these fields because it appears that it was not. A question was asked if libraries still had to enter the 33xs if MARCIVE is doing this? Answer, yes to add these and all other required fields because MARCIVE was supposed to catch things that slip through the cracks and not be the cataloging tool. Finally, the Cataloging Libraries agreed to not have the 490 0 changed to the 490 1/830 tags as it was creating many inaccurate series entries within the database. There was no option to do 490 1/800 changes. No other suggestions were made to ask MARCIVE to automate.

IV. **Responsibilities and Expectations of SWAN Cataloging Libraries**

SWAN’s expectations: Cynthia explained that the purpose of this section was to get Cataloging Libraries and SWAN on the same page to maintain consistency and accuracy of the online catalog. She stated that she viewed the Cataloging Libraries and SWAN team members as one big team to accomplish this so we all need to be doing the same thing when cataloging materials.

1. Do duplicate record checks. Some duplication is expected due to glitches or limitations of the system, but there is a high volume of duplicates being created. Duplicates should be checked on the day cataloged if possible and should be searched by both ISBN/UPC and title. Chances are that if you checked it the week before, someone else added it. Duplication is causing a lot of problems with holds. Please send in merge requests when you find a duplicate.

2. Proper cataloging rules being followed. This is always important, but when they are not followed, it impacts the online catalog, Aspen.
3. Check for authorized headings.
4. 520 (required for fiction) because we have control over the summary description in Aspen. Aspen will default to Syndetic Solutions if no 520 is found.
5. Adding a 590. This field impacts the Aspen catalog if missing for everything but books.
6. PRE-CATs get overlaid. Further, that older PRE-CAT records be checked on a regular basis and removed if they are not coming in. A suggestion was made to put in a 591 note stating that the record is known to be backordered and the date that it was determined to be backordered. This will help everyone know that this is still an active order.
7. SWAN reminded everyone that the 007 tags impact the Aspen catalog so please ensure that they are present when applicable and accurate.

**Group discussion for what attendees thought the expectations should be:**

- Recommendation was to put the set ISBN in a subfield z and put last in the 020 listing so that the book cover image for the set was not shown for all individual titles in Aspen.
- One library noted that PRE-CATs from a BCACq library were being duplicated and there was a known issue with BCACq library orders. SWAN reminded everyone to submit a ticket for duplicates found.
- Requests were made to be more vigilant with duplicate checks, especially with video games. Check all ISBNs before importing and always search by ISBN, title UPC. A comment was made that libraries may not feel empowered by adding a UPC or ISBN to an existing record, so they create a duplicate record instead.
- Removal of large print ISBNs from regular print ISBNs and add qualifiers to the standard number to distinguish which version (e.g. hardbound, paperback, spiralbound).
- One library reminded everyone to remember local practices specific to SWAN, like which subject headings to leave or remove. Cataloging libraries should understand these local practices and apply them.
- Claudia mentioned SWAN's recent support site updates to the documentation, specifically Non-English materials and PRE-CATs pages. Additionally, the creation of a new Non-English materials course. A question was asked if SWAN could send out a News blast or email identifying the changes made to the website documentation? Claudia stated that SWAN can figure out the best way to notify people of these changes.
- It is important to note that these changes were mentioned in the March Fireside Chat and in the Cataloging Advisory.
- Follow up to Non-English materials, a question arose as to what to put in the Lang (Leader field) for bilingual books? Proper cataloging rules states that the predominant language code should be used, but if there is no predominant language, you go alphabetically. <https://www.oclc.org/bibformats/en/field/lang.html>.
- Libraries should check how the previous book was cataloged in the series to ensure consistency. After discussion of Fiction series consistency, the decision was voted on and determined by the majority that cataloging libraries will add a number without bk., v., #, or no. for all name/title series. This decision was based on being

patron friendly because it is not always obvious as to what number in the series the book was. The 490 should contain what is on the item and the 800 should be the authorized authority heading. For Fiction books that do not currently have an authorized authority record, the group agreed that the syntax followed should be 800 with a first indicator of 1 followed by AUTHOR NAME HEADING subfield t SERIES TITLE ;subfield v number in series

e.g. 490 1 Tales of the witcher

800 1 Sapkowski, Andrzej.|t Wiedźmin. |lEnglish (Series) ;|v1

- A question was asked if SWAN could remove current bk., v., #, or no. from these series? Answer: Cynthia and Scott believe it can be done through a script in case catalogers forget.
  - Another question was asked where to find accurate series information? Answer: Joy responded that when creating the authority files, they look at the author's website, publisher's website, and Amazon, sometimes Wikipedia.
  - Established series authorized headings should always be followed. This decision was meant for those Fiction series that are not established (or authorized) and to establish a standard procedure for numbering.
  - The topic of travel guides consistency came up for the 245. There are lot of different ways that this was entered due to cataloger's judgment. What is the best practice to make these more consistent and patron friendly? An example given was Fodor's Italy. Consensus by attending libraries that precedence should be followed. However, for travel series that are actual series, e.g. Fodor's in focus, they should not appear in the 245. Cynthia requested that the Cataloging Libraries send her titles that should include the travel name, e.g. Fodor's Italy. If you have known travel series that should not be included, send those. SWAN will work on documentation to include on the website for future reference.
- v. **Open Discussion:** One library requested that cataloging libraries remember to change the main access point to the performing artist instead of title main entry for Music CDs, even when the artist did not write all the songs.

**Next In-Person Meeting:** TBD. Many of the attendees want to have this meeting annually. Cynthia will work on determining if that will be possible. It may occur every May as far as timing.

Adjourned: 12:00.