

Catalogers Group  
Minutes  
December 11, 2003

Recorder: Janet Carter

## **I. Demonstration of Editing Capability in Voyager Cataloging Client**

John provided a “show & tell” demonstration of the Voyager cataloging client. The version he accessed (2001.2.1) is not the version UCLA will be implementing in 2004. We will have the capability to configure or set display preferences, such as color and font. Individual staff will have the ability to select a different color for each type of record (bibliographic, holdings, item, and authority). Because the client will be loaded onto our individual C: or D: drives, the selected preferences are not linked to one’s ID. Consequently, the displays and other selected configurations may differ as staff move one work station to another.

Key points that John covered in the demonstration:

- Hierarchy within record types;
- Searching indexes (approx. 80 different indexes), use of the ‘<’ for exact word searching;
- Order of the Non-Keyword search indexes listed in the pull down menu, i.e., the most frequently used index displays first;
- Ability to maximize the application’s screen;
- Editing the leader and fixed fields, requiring the equivalent of labeled assistance;
- Editing or adding new 006 and 007 fields: use of pull down menus, applying the changes, etc.;
- The possibility of using macros for editing the 008, 006, 007 fields;
- Editing variable fields, e.g. 043 and 650s, using the F2 function key to retrieve a listing of valid codes, using the F9 function key to obtain a delimiter sign;
- Ability to cut, copy or paste variable field information or complete variable fields;
- Ability to move individual variable fields up or down the record, one line at a time;
- Ability to mark multiple variable fields, using the copy/cut and paste functionality to move the fields within the record;
- Ability to insert blank lines in order to add new variable fields;
- Record validation functionality (MARC validation or authority validation) and associated error messages;
- Canned templates (work forms) for new records and the ‘constant data type’ templates where the stored MARC variable fields data can be inserted as boilerplate into records;

- Adding or editing diacritics in this version was pretty clunky (locating the appropriate diacritic, hopefully highlighting the correct diacritic and using the insert/close functions to insert the diacritic in front of the letter). The version UCLA is implementing is expected to have Unicode and adding/editing diacritic should work more smoothly;
- Ability to suppress records from the OPAC; and the
- Ability to view editing history for all categories of records via display of the History tab.

John reminded everyone of the Voyager Implementation update and that the first test migrations will occur in early January. He will have to see how the test migration details progress and will let us know where the common workstation(s) will be located for staff to try out a version of the cataloging client or view the data from the first test migration.

## **II. Discussion of Changes in Cataloging Center's Web site**

Louise led a discussion regarding the need to revise the Cataloging Center's Web site. She also announced that Marco Tamase, who has Dreamweaver, Cold Fusion, Fireworks, and other Web design experience, will be working with Louise in redesigning our site. Revisions to the site include correcting the department name, updating the sections' sites, archiving or deleting out-of-date material, developing policies and procedures for keeping the newly designed site up-to-date, including identifying what information should be archived and what type of information should be deleted. Louise will contact Charlotte Brown regarding archival issues/questions, and inquire what, if anything is being done to archive library Web site data. An important service issue is to get the departmental contact list added to our Web site and maybe linked on the Library's sublisting of YRL units. Louise indicated that she and Marco will start experimenting with redesigns of the site and will let staff know when there are sample pages to review.

[Postscript: after the meeting, Louise met with David Yamamoto. He indicated that there's no prototype of a new web design to see yet, and again advised designing structure and content and not spending lots of time on appearance at this time.]

## **III. Announcements**

Catalogers Group meetings are expected on January 15 (2:30-3:30) and 22 (1:00-2:00).