

Catalogers Group  
Minutes  
January 15, 2004

Present: Gia Aivazian, Nora Avetyan, Sharon Benamou (recorder), Valerie Bross, Janet Carter, Beth Feinberg, Cheri Folkner, Claudia Horning, Rhonda Lawrence, Joan LoPear, Janice Matthiesen, Renee McBride, Luiz Mendes, Caroline Miller, Nancy Norris, Hao Phan, Louise Ratliff, John Riemer, Angela Riggio, Barbara Rudich, Rita Stumps

### **I. Voyager Cataloging Client for Data Review & VICTOR Groupware (Rita)**

This portion of the meeting was a basic searching class for Voyager's Cataloging Client. Rita encouraged everyone to bring all problems to the VICTOR discussion boards.

### **How to Switch between Voyager databases**

MSWord document: rev. Jan. 7 2004 rls  
Email message original: Dec. 2003 Cindy Kimmick

NOTE: For the purposes of viewing data in this first Voyager test database, you will be using the UCLA Database (unless otherwise instructed).

#### **Instructions:**

The files that will allow you to switch between Voyager databases on the UCLA server (eliot) are in place -- however, you're still pointing at whichever database you were previously pointing at until you exercise your new freedom of choice. Changing the config file you're using DURING a Voyager session will not change the database you're pointing at (but it may cause errors; Cindy hasn't tested this, but it is NOT a good idea).

On your desktop, you should now see a VoyagerDB folder. Inside are shortcuts to the different databases. (There were enough that Cindy didn't want to put the shortcuts directly on the desktop as was done with Taos).

To change databases, exit Voyager if you have it open.

Double click the shortcut to the database you want to use.

NOTE: You may see a message flash on the screen if you are watching carefully, but there is no permanent obvious indication that you have selected a particular database.

Start Voyager (same as you normally do).

NOTE: usually, [Start], [All Programs], [Voyager], [Cataloging]

To check which database you're pointing at (can be done at any time), double click the "Which Voyager DB" (in the desktop VoyagerDB folder) and the config file (voyager.ini - Notepad) you're using will open up.

The new UCLA (eliot) config files on your machine have a description at the top which tells you which database you're pointed at (so you don't have to memorize the port numbers in the config file).

After you've checked which database you're pointing at, close the "voyager.ini - Notepad" window and continue.

## **How to search for and review records in the Voyager cataloging client**

rev. Jan. 7, 2004 rls

NOTE: Only basic types of searching are described in this document. The purpose of this document is to provide instructions for reviewing different types of lists and records. This is by no means a detailed guide on searching in the Voyager cataloging client.

To log on to the Voyager cataloging client test database:

Start; All programs; Voyager; Cataloging

Operator ID: test; Password: test; [OK]

Cataloging Desk; [OK]

NOTE: At some point, this step may no longer be necessary

To search for a list of bibliographic records, use [Keyword] searching:

From the opening (blank) screen, Click on [Search] (top middle icon, slightly to the left)

Example of a [Keyword] search:

--Click on [Keyword] tab (top left)

--Make sure [Boolean] is chosen

--Type one or more terms into the [Search for] box (e.g., shakespeare and works)

--If typing in more than one term, provide the Boolean word "and" between words

--Click on [Do Search]

--Scroll up and down in the list using the arrows or scroll bar at the right

To see an individual bibliographic record

--Double-click on any title in the list to see its bibliographic record

--To close a bibliographic record, click on [x] (top right of bibliographic record window)

--To go back to the list of bibliographic records, Click on [Titles] (icon near top middle)

--Click on [Search] to do a new search (bottom middle)

To see a holdings record associated with a bibliographic record

--From within a specific bibliographic record, Click on the [Get Hldgs] icon (top middle, slightly to the right)

--To close a holdings record, Click on [x] (top right of holdings record window)

To see an item record associated with a holdings record

--From within a specific holdings record, Click on the [Get Items] icon (top middle, to the right)

--Left double-click on any item to open its record

--To close an item record, Click on [x] (top right of item record window)

--To view item status, item statistical categories, or item notes, Click on the appropriate icon (lower left).

--NOTE: Owning units for items at SRLF have been coded as a statistical category

To view any bibliographic, holdings, item records hierarchy (i.e., how the records are linked to each other)

--With any bibliographic, holdings, or item record open on the screen, Click on the [Hierarchy] icon (top right)

To search for a list of headings, use [Non-Keyword] searching:

Example of a [Non-Keyword] search:

--From the opening (blank) screen, Click on [Search]

--Click on [Non-Keyword] tab (top middle)

--Choose any type of "Staff" search from the scroll-down menu

--For subjects: [Staff Subject Headings Search]; Browse; [Heading Types Filter: LC

Subject Headings]

--For name/titles: [Staff Name/Title ...]; Browse; Choose desired [Heading Types Filter]

--For series: [Staff Title Headings Search]; Browse; [Series Title] or [Non-Series Title]

([Heading Types Filter])

--For names, see specific example below

--Specific example (e.g., [Staff Name Headings Search])

--Choose a [Heading Types Filter] by highlighting it (e.g., [Personal Name])

--Type the heading, left-to-right justified, into the [Search for] box (e.g., hesse hermann)

--Click on [Do Search]

--Scroll up and down in the list using the buttons on the right ([Page up], [Page down], etc. Warning: [First page] goes to the beginning of the entire database (i.e., [A ...]); [Last page] goes to the end (i.e., [Z ...]))

--[Authorized] means the heading appears as a 1xx in an authority record; [Reference]

means the heading appears as a 4xx in an authority record

To view bibliographic records associated with a heading

--Do a left double-click on the heading

--Follow the instructions for viewing bibliographic records above

To view an authority record associated with a heading

--Highlight an [Authorized] heading (single left-click)

--Do a single right-click

--If one heading results, Click on [OK]

--If the result is a list of headings, double-click on the desired heading

--Click on [x] (upper right) to exit the authority record

--Click on [Headings] to go back to the headings list (icon near top middle)

OR

--Highlight a [Reference] heading (single left-click)

--Do a single right-click

--Highlight the [Authority record] heading

--Click on [Retrieve]

--Double click on the highlighted heading OR Click on [OK] to view the authority record

--Click on [x] (upper right) to exit

--Click on [Headings] to go back to the headings list

To log off:

1. [x] (top right) OR
2. [File] (top left); [Exit]

## **How to access and use the VICTOR Communication Discussion Boards**

rev. Jan. 7 2004 rls

To access the VICTOR Communication Discussion Boards:  
Go to the following web site:

<http://libteams.library.ucla.edu/otng/talk/ layouts/discusns.htm>

To **view** existing discussion topics/messages  
Click on [Discussion: Test Load I: Data Review] OR one of the other discussion boards, whichever is appropriate for your comment  
Click on a specific subject to read an existing message about that subject  
Comments to a specific subject appear indented to the original message; Click on the appropriate link to read a specific comment  
To **add a comment** on an existing subject  
Click on the specific message on which you wish to comment  
Click on [Reply] to add your comment about the subject  
Add your comments into the [Text] area, then Click on [Save and close]  
To **create a new discussion topic** on the **Discussion: Test Load I: Data Review discussion** page, Click on [New discussion] (OR go to one of the other discussion boards, as appropriate, to add a new discussion)  
Fill in the [Subject] and [Text] boxes  
Click on [Save and close]

### **II. Reports from ALA Midwinter attendees (Luiz, Louise)**

#### 1. Luiz Mendes

**PCC Series Workshop:** Luiz reported on the PCC Series Workshop by J. Kuhagen. Focus of the workshop was on the upcoming revision of LCRI 1.6B1 in February 2004 Update. Luiz informed everyone that he has all the exercises used in the workshop as well as the answer sheets if anyone would like copies. The following is the summary report Luiz distributed:

#### I. Upcoming revised series LCRIs:

- Revision of rule 1.6B1 (Update 2004)
- Sources for series (1.6A2)
- Different physical media (1.6B/25.5B)
- Multipart NAR/SAR (25.5B)

#### II. Successive entries: application (creating *vs.* updating a SAR)

III. Draft proposal for AACR3 Part III: Authority Control (comments by ALA and other JSC constituencies in February 2004).

Revision of 1.6B1:

Current	<b>1.6B1.</b> If an item is issued in a series, transcribe the title proper of the series as instructed in <a href="#">1.1B</a> (see also <a href="#">12.1B</a> ).	
2004 Update	<b>1.6B1.</b> If an item is issued in a series, transcribe the title proper of the series as instructed in <a href="#">1.1B</a> .	
Impact LCRI 1.6B	Transcription: <ul style="list-style-type: none"> <li>• inaccuracy in title proper of series NOT corrected</li> <li>• choice of full vs. acronym/initialism in prescribed source is cataloger's judgment</li> </ul>	
<b>Application (as of Feb. 2004)</b>		
<b>Bibliographic Record</b>		<b>Authority Record</b>
490 1 \$a Zoological [i.e. Zoological] research ; \$v v. 1 830 0 Zoological research ; \$v v. 1. ➤ transcribe inaccuracy (as per 1.0F1) ➤ use <i>[sic]</i> or i.e. with correction in [ ] ➤ supply missing letter(s) in [ ]		130 0 \$a Zoological research 430 0 \$a Zoological research 670 ...
440 0 \$a Investing for the future or 490 1 \$a ITF 830 0 \$a Investing for the future.  <b>Or: apply 1.6D (optional):</b>  490 1 \$a Investing for the future : ITF 830 0 \$a Investing for the future. or 490 1 \$a ITF : investing for the future 830 0 \$a Investing for the future.		130 0 \$a Investing for the future 430 0 \$a ITF  Full form as per 12.1B2 (serial/monographic series)

**OCLC Update:** No definite date for the end-of-life for Passport (see <http://www.oclc.org/connexion/migrating/default.htm>)

2. Louise Ratliff

**LC and Catalogers Desktop:** LC will begin the free beta test of Cataloger's Desktop on the Web in late January or early February of this year and expects to have the production version ready in June 2004. Once the web version is available for purchase LC will continue to offer the CD-ROM version as well. The online version is an open system using an XML-based storage and delivery platform that fully supports Unicode and will allow for the addition of new resources such as PDFs and web pages. The searching will be more like Google and external sites will be search through Cataloger's Desktop. LC expects to have bookmark capability on day one although it is unclear whether bookmarks apply to each individual PC or to the account. A PowerPoint presentation is available on LC's site: <http://www.loc.gov/cds/desktop/web-faqs.html>

Classification Web will soon be able to supply Dewey numbers when they correlate to LC call numbers (when one bib record contains both kinds of call numbers). However, a subscription to OCLC's Web Dewey is currently required. LC is hoping to work out some sort of price break for Class Web users who only want to view the correlation.

**Connexion:** Connexion client version 1.10 will be released in March/April 2004.  
<http://www.oclc.org/connexion/interface/client/enhancements/future.htm>

**Endeavor:** Endeavor demonstrated Unicode. The characters appeared as they should but not all showed where they were supposed to on the screen. Endeavor supports Unicode for all languages with a defined character set. We should be able to input Unicode for all the keyboard maps that MS provides

Although Louise did not report on the PCC Participants meeting, she has offered the following URLs for more information about PCC annual reports and committee and task group reports:

#### Annual reports

PCC <http://www.loc.gov/catdir/pcc/annualrpt03.html>  
BIBCO <http://www.loc.gov/catdir/pcc/bibco/bibcofy03.html>  
CONSER <http://www.loc.gov/acq/conser/annualreport2003.html>  
Statistics <http://www.loc.gov/catdir/pcc/stats/stats.html>

#### Committee and Task Group reports

Task Group on Assessment Report:

<http://www.loc.gov/catdir/pcc/tgassess.html>

Task Group to Survey PCC Libraries on Cataloging of Remote Electronic Resources:

[http://www.loc.gov/catdir/pcc/tgsrvyeres\\_final.pdf](http://www.loc.gov/catdir/pcc/tgsrvyeres_final.pdf)

Guidelines for reporting Bib File Maintenance changes:

<http://www.loc.gov/catdir/pcc/naco/bfmguide.html>

Information on the 2004 CONSER Summit on Serials in the Digital Environment:

<http://www.loc.gov/acq/conser/summit.html>

Videocast featuring John Byrum: <http://www.loc.gov/catdir/pcc/media/jbyrumsi.ram>

PCC Strategic/Tactical Plan: [http://www.loc.gov/catdir/pcc/stratplan\\_02.pdf](http://www.loc.gov/catdir/pcc/stratplan_02.pdf)

PCC Calendar: <http://www.loc.gov/catdir/pcc/calendar.html>