

Catalogers Group & Department Meeting
March 4, 2004

Present: Gia Aivazian, Nora Avetyan, Peter Balassa, Sharon Benamou, Kathy Brill, Valerie Bross, Janet Carter, Beth Feinberg, Cheri Folkner, Bob Hanks, Laura Horwitz, Chamya Kincy, Faina Kustanovich, Sara Layne, Joan LoPear, Silvia Mariscal, Martik Martirossian, Michele Maslowski, Janice Matthiesen, Renée McBride, Luiz Mendes, Caroline Miller, Jeff Morehead, Nancy Norris, Roxanne Peck, Paul Priebe, Louise Ratliff, John Riemer, Angela Riggio, Barbara Rudich, Maria Salazar, Elaine Shiner (Clark), Rita Stumps, Nelson Velasquez, Raphael Villena, George Wrenn (Law), Shohreh Zandieh

I. Call for volunteers to participate in the work of the Voyager Cataloging Configuration Team

To put the Config Team's work in the context of the overall Voyager migration effort, we already have groups working on these cataloging-related tasks:

- Data conversion/review
- Indexing
- Public display & how various MARC fields will be labeled in the OPAC
- Training, and related documentation
- OCLC MARS processing

Membership in the Config Team: John Riemer (chair), Colleen Carlton, Janet Carter, Claudia Horning, Luiz Mendes, George Wrenn. In a way the Config Team is responsible for everything else. John reviewed 9 tasks, demonstrating a few of them online.

Bulk Import Algorithms—The specifications governing what happens when various categories of records are loaded in batches—what data is overlaid, what is protected? What fields count, for how much, toward determining if two records constitute a match?

Permissions—Thinking about the various kinds of work that staff do, what security profiles governing database editing privileges need to exist? For each type of record (bib, holdings, authority) the possible actions to be allowed are adding, editing, deleting, or read only. This subgroup would not determine who gets what level of authorization—just what different profiles need to exist. Supervisors will decide which terminal operators are linked to which profile in the System Administration module.

Tag Tables—Authoritative tables need to be set up to support Voyager's ability to validate tags, indicators, subfield coding. Repeatability is covered but cross-field relationships are not. The group working on this task will have to take into account both MARC 21 and OCLC tagging, add local tags, remove tags we strip from records we load, and finally incorporate obsolete tagging that we know is prevalent in our records. After the data is input for bib, holdings, and authority records, it will need to be proofread and tested against a variety of records.

Authorities—How will we use the global change and reporting features of the system, and when will local authority records be created? The work of this subgroup includes

reading up on the global change capabilities of the system and practice running of some in the demo database.

Macros—What macros would we want to use? After identifying what we need, test a couple Macro Express in Voyager.

Report Writing & Statistics—What types of reports do we want to get from the system? What would be required to capture monthly cataloging stats from Voyager?

Spine Labels—Are there advantages to printing out spine labels from Voyager instead of typing the labels from what's written on the pieces that have been cataloged? What preparation steps are needed to give us the default format of the labels we prefer?

Printouts—Can we get what we want on printouts, using Voyager and PrintKey?

Templates—Similar to what is available in Taos, what guides for the creation of new bib and holdings records in Voyager should catalogers prepare for benefit of other Library staff as well as our units?

Source material for task groups can include the functional & modular training provided by Endeavor, the Voyager documentation, archived Voyager-L messages and Voyager User Group meeting presentations, material on websites of other Voyager libraries, conversations with colleagues, etc.

The above tasks are roughly in the order of time sensitivity. The initial ones need to be largely completed prior to our going into production.

A few additional tasks came to light in the discussion:

Workflow – probably will be unit-specific

Options and preferences – Which configurable options in the Cataloging Module warrant a policy that we all follow and which ones can be left to individual preference? This might be combined with another task.

Bound-withs – This Voyager capability needs to be tested, including in situations of multiple copies, only some of which are bound with other titles. When should this activity take place in the workflow?

This is a chance for wide-scale involvement in the implementation process as well as an opportunity to learn about Voyager's capabilities prior to the formal training. John distributed the volunteer form below and asked people to respond by Tuesday of the following week.

II. Announcements

Next meeting of Catalogers Group likely to be March 18.

Volunteer Response Form for Voyager Cataloging Configuration Team Task Forces

March 4, 2004

Your name _____ Your unit _____

Please check off all that you are interested in being a part of.

Please asterisk any that represent your favorite(s)

Return to John Riemer by March 9, 2004

Fax: 206-4974

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Comments or Suggestions: