DALNET ACQUISITIONS TASK FORCE

Meeting Minutes

May 23, 1989

Present: B. Heath, H. Ma, D. Paldan, A. Salisz, C. Wecker

1.   Correction to the minutes of April 11, 1989

     Number 1, paragraph 1 should read: Barbara brought to our attention
     the recommendation to change the screen message "THIS RECORD IS FOR   ✓Screens
     STAFF USE" to "THIS IS A STAFF PROCESSING RECORD".   Comm.

2.   Universal Messages

     We discussed whether there was any need to standardize UM's that exist
     in the database temporarily. All of the UM's currently used in
     acquisitions are temporary messages. We decided not to recommend
     strict standards for these. We do recommend the general guideline that
     all UM's to be used are first checked in LUIS to ensure that they make
     sense to patrons. Also each institution's cataloging staff should be
     reminded to remove these notes as material is processed. Examples:
     OU - ON APPROVAL FOR REVIEW; WS - TITLE CHANGE, SEE PREVIOUS TITLE FOR
     HOLDINGS. Other UM's mentioned would be permanently in the database but
     were not considered to be within the purview of our task force. Perhaps
     Database Standards Committee should consider standards for these.

3.   VHLD's

     A. Evans and D. Paldan are compiling a list of complicated VHLD's to be
     used as examples to help with consistency in this area.

4.   Billing Records

     We discussed how each DALNET member institution should label its
     <billing records>. Each member could use a different term for these, or
     each could use the same term and add the institution's symbol after the
     term in parentheses. We recommend that the institution's symbol always
     follow the term used, whether that term is <billing record> or something
     else. OU would like to use <payment record>. Therefore OU's billing
     records will appear in the database as <Payment record (OU)>. BH will
     be using <Membership (BH)>. WS did not include its symbol as this
     recommendation comes after the creation of WS billing records.
     Discussion followed as to whether or not WS would go back and add the
     symbol. They have approximately 150 of these records called simply
     <Billing record>.

5.   Provisional Records

A billing record is a provisional record with an o/p/r attached that exists in the database for acquisitions purposes. It is used for keeping order, payment and receipt information together on one record. (It may be used to record only receipts if order and payment are not done on NOTIS.) We discussed guidelines for the creation of these records and came up with the following:

a.   format

Always use a serial record. The command for creating the record is "new s".

b.   fixed fields

Leave the fixed fields blank. Leave the default value for Enc lvl at 9.

c.   variable fields

1.   author (910, 911): fill in if applies

Discussion followed as to whether or not the authority file must be checked before an author is entered. WS did not check the authority file when creating billing records. They checked the NOTIS database index screens and used the most recent entry if there were conflicts. This method did not produce many new conflicts. For the larger institutions, checking the authority file is practically impossible within the acquisitions workflow. We therefore recommend that only the NOTIS bibliographic database be checked for form of entry, and not the NOTIS authority file.   If no entry already exists, the blurb in hand should be used to determine the form of entry. Checking the NOTIS bibliographic database is required before any provisional record is created.

It was then brought up that the Database Standards Committee had already come up with a guideline for provisional records which states that the authority file must be checked before the record is created. We wondered if this guideline applied to temporary provisional records used for acquisition purposes as well as permanent provisional records for processing. (Billing records are the latter). Charlene said that Database Standards Committee would address this apparent conflict in the fall.

2.   title (924): this field must be filled in

a)   if there is an author, fill in with <Billing record (WS)> or your equivalent.

b)   if there is a true title of the series, fill in with true title.

c)   if there is no author and the true title of the series doesn't reflect what is really acquired, fill in with <Billing record (WS)> and add qualifying information in the field directly after the >. Any qualifying information will change the way your billing records index in NOTIS.

3. imprint: do not fill in this field

Provisional records should look different from bibliographic records and lack of imprint ensures this. Also they will index separately from the bibliographic records when imprint is lacking, and be easier to search. This is especially important when the 924 field contains the name of a true series.

4. notes (940): use of the note field is optional

Lists of publications included on a membership could be included here or could be input on the copy holdings record or in the o/p/r itself. Whichever way is chosen, the notes should not display in LUIS.

5. added author and/or title tracing (97x): use is optional

In these fields could go titles under which one might look when attempting to pay for the material in question. A good example is "973/1:00: Reference Shelf" on the WS billing record for Standard & Poor's.

6. OCLC vs. Provisional records

When creating billing records we recommend never using OCLC records even if these exist for the material in question. This might occur if LC has both classed a series together, and cataloged each piece separately, and your institution chooses to catalog separately but needs to order/pay/receive together. We wish the billing records to look very different in the database and this would not be possible if true bibliographic records are used as billing records. Always use a provisional record, never an OCLC bibliographic record for a billing record.

7. Ref field on o/p/r

a. Diane mentioned that WS does not keep track of monographs received on memberships or similar plans. They do include titles of all serials received on the billing record (see 5. c. 4. above). For such monographs they input the purchase order number of the billing record in the Ref field of the o/p/r for each monograph. Hopefully a SAS report will be written that will pull together all the titles received under one membership or plan based on the P.O. no. in their respective Ref fields.

b. Ref field is also used on o/p/r's for single title subscriptions as the place in which to record the institution's pre-NOTIS purchase order. Again the hope is that the Ref field will either be searchable or that a SAS report will be written in order to access this information.

[handwritten note:] on acq SAS list?

8.   Copy lines in billing record

     Barbara will find some examples of ways in which different copy lines
     can be used on the copy holdings record of one billing record to
     differentiate categories or plans within one membership.
     Other uses are to separate serials payments from monographic payments
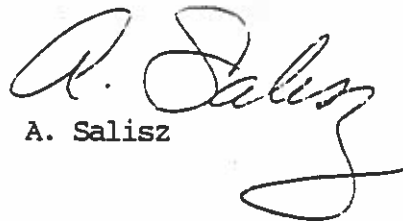   within one plan, or to record different kinds of receipts, i.e. Plan
     A vs. Plan B.

9.   Preventing display in LUIS

     a.   If you do not wish r lines to display in LUIS, change ser/type to
          blank (from p or n).
     b.   Notes input in VHLD's in a double subfield a will not display in
          LUIS.

10. Next meeting

     Our next meeting is on Tuesday, July 11, 1989 at 9:30 a.m. in the
     Purdy Library training room or the room next door to it. Before
     then we are to gather examples of all our previous work generated
     from no. 3 of the July 28, 1988 memo from P. Spyers-Duran. We
     will discuss the format of our final report and decide whether we
     will each write a section of it, etc. We should review all
     previous task force minutes before our next meeting.

                                   Respectfully submitted,

                                   A. Salisz