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## ANNOUNCEMENTS

### Best Wishes to Sue Landgraff

Sue Landgraff has worked in MINITEX Contract Cataloging since September 2001. During that time her cataloging expertise has been put to good use as she grappled with a variety of unique projects like the University of Minnesota's Sherlock Holmes Collection or the Elmer L. Andersen Collection. Most recently she has spearheaded an inventory and cataloging project at the Minneapolis Institute of Arts.

In addition to all this cataloging activity, during the last couple of years Sue has found the time and energy to work on a degree in Chemical Dependency Counseling; one of the requirements of the degree is an internship. Well, the internship folks knew a good thing when they saw it and Sue has been offered a position at the Riverside Counseling Center in Anoka. Sue will continue working with us as a pool cataloger, but will cut her time back to one day a week.

I am impressed by Sue's dedication in pursuing the counseling degree, proud that the Center has recognized the talent and attributes she brings to her work, and sad that we will be seeing less of her here at MINITEX. We wish Sue well in her counseling endeavors and extend our thanks for her many contributions to MINITEX and our member libraries over the last 5 1/2 years!

Carla Dewey Urban, MINITEX/BATS

## GENERAL

### WorldCat Collection Analysis Update

**Current subscribers:** OCLC completed the latest WorldCat Collection Analysis (WCA) quarterly update. Your data in WCA will reflect changes made to your holdings in WorldCat as of March 25, 2007.

**Recent Enhancements:** OCLC increased the number of languages by which you can limit your analyses from 30 to 54. The new languages are: Afrikaans, Albanian, Armenian, Bengali, Bosnian, Catalan, Croatian, Finnish, Gujarati, Macedonian, Malay, Marathi, Panjabi, Sanskrit, Serbian, Slovak, Slovenian, Tagalog, Tamil, Telugu, Tibetan, Urdu, Vietnamese, and Yiddish.

OCLC increased the bibliographic data included when you export titles from WCA to spreadsheets to include Genre, Price, and Series information.

This data is drawn from the following fields:

- Genre – 655 (subfield #a)
- Price – 938 (subfield #c)
- Series Statement – 490 (subfield #a)

These additions can help you use WCA to make Collection Management decisions. By sorting the Excel spreadsheet on these fields you could study your collection by genre, discover how many items belong to a given series, or learn the original price of items that you are considering weeding.

OCLC; edited, Mark Wilhelmi, MINITEX/BATS

## CATALOGING & METADATA

### **New Webinar on Cataloging Options**

#### Cataloging Options: When Full-Level Records Are Too Much

Sometimes new items in your collection require original cataloging, but you don't have the time or the training to create full-level records for all of them. This webinar will discuss two less than full-level cataloging options -- minimal-level records and core records -- that will make it easier to provide access to these items in a timely manner.

#### **Dates and times** (new sessions added!)

- Tuesday, June 12, 2007, 1:30PM - 2:30PM
- Tuesday, Sept. 11, 2007, 2:00PM - 3:00PM

To register, visit:

<http://www.minitex.umn.edu/train-conf/webinars/upcoming.asp#153>

### **Fixing Errors in the OCLC Master Record**

Every so often I get a question from a cataloger who wants to make a change to an OCLC master record, but is not sure if he or she has the authorization to make that change. What if you input an original record, and after you add it you notice an error? Can you fix the error, or, if not, how do you report it? Below is a brief overview that addresses some of these questions (most of the

information can be found in Chapter 5 of the *OCLC Bibliographic Formats and Standards*: <http://www.oclc.org/bibformats/en/quality/default.shtm>).

This article focuses on how to fix or report errors in the OCLC master record. There are many other ways to enrich OCLC master records, but that topic will be addressed in future *Mailing* articles.

### **When can I edit the OCLC master record?**

If you notice errors or omissions after you input an original master record, you can correct and replace the record if your OCLC symbol is the only holding symbol attached. Once another library attaches its symbol to the record you cannot replace it, unless it is a minimal level (Elvl K) or a non-CONSER I-level serial with ten or fewer holdings.

### **Reporting errors to OCLC**

The following errors may be reported to OCLC Quality Control staff, and do **NOT** require proof (i.e. photocopy of the chief source of information).

- Changes to incorrect tags, indicators and subfield codes
- Changes to a record by the institution that entered it, providing the record has **not** been modified by another institution
- Changes to local data (e.g., locally assigned call numbers) requested by the institution that entered the record
- Changes evident from other information in the record (e.g., corrections to the fixed-field element *Form*)
- Apparent errors in transcription, lacking brackets and coded as AACR2. AACR2 1.0F prescribes that an inaccurate or misspelled word be transcribed as it appears on the item, followed by bracketed information or missing letters supplied in brackets
- Alternate spellings may require proof

If you come across an error, the easiest way to report it is to bring the record up online within Connexion client or browser, then go to Action → *Report Error*. Another way to report the error within Connexion client is to go to Help → *Useful Web Links* → *WorldCat Record Change Request*. You'll then be directed to the online record change form. If you use the browser, look at the links on the right after you log on and click on "WorldCat Record Change Request."

### **Reporting errors when proof is needed**

In some cases proof is needed to report an error, usually in the form of a photocopy from the chief source of information. For example, the title page of a book is the sole authority for changing the transcription of the title proper (field 245).

The authority for a requested change may be any standard classification, descriptive or subject cataloging manual. If you cite a document, give its volume, issue number, page number, rule number, etc. Do not send a photocopy of the page. Examples of sources are:

- Anglo-American Cataloguing Rules
- Library of Congress Subject Headings
- Library of Congress Rule Interpretations
- MARC 21 Format for Bibliographic Data

- OCLC documentation

If another record or an OCLC Authority File record is the authority, cite the record's control number when submitting the error to OCLC Quality Control staff.

To report an error that requires proof, download the PDF version of the WorldCat Record Change Request form, available here:

<http://www.oclc.org/support/forms/pdf/bibrec.pdf>

The final step is to fax the form, along with your proof (either a photocopy of the chief source of information, an authority file control number, or a cited rule) to: 1-866-709-6252

### **How to Contact OCLC Quality Control**

Within Connexion, go to Action → *Report Error*

E-mail: [bibchange@oclc.org](mailto:bibchange@oclc.org)

Fax toll-free: 1-866-709-6252

Mail: OCLC Online Computer Library Center  
Quality Control Section MC139  
6565 Frantz Road  
Dublin, OH 43017-3395

Sara Ring, MINITEX/BATS

## **RESOURCE SHARING**

### **WorldCat Resource Sharing Enhancement: Search Completed Requests**

Last month, OCLC announced that library staff may search an archive of completed requests in WorldCat Resource Sharing using the Request ID number.

When searching requests in the Request Manager, users automatically default to searching active requests. Users may choose to search their completed requests by selecting the radio button that reads: "Search Closed Requests" and entering a Request ID number for a request that has been completed.

The request archive goes back to May 2005 (when migration to WorldCat Resource Sharing occurred), and OCLC will maintain an archive of five years worth of requests. In the future, OCLC plans to add additional search parameters to the archive of completed requests. For example, users will have the ability to search by borrowing or lending library, title, or author.

## REFERENCE

### Article-Level Citation Records in WorldCat.org

OCLC has added article-level citation records to WorldCat.org search results from four FirstSearch base package databases: GPO, ArticleFirst, Medline and ERIC. Now a broad base of Web users performing searches at WorldCat.org can discover article citations as well as relevant WorldCat records for books, audio and video recordings, and other content formats.

#### What users can do

Article records link to fulfillment options appropriate to users based on their IP address. IP information determines what nearby WorldCat libraries offer access to the article and which options are displayed to the user via the record. Options may include:

- Links to full text in subscription-based online databases
- Links to library-maintained resolvers for access to available articles
- Links to an article delivery service.

As with checkout and other local-system functionality also reachable via WorldCat.org, article fulfillment links may require a user to authenticate access with a library account.

#### Please NOTE

These article-level records are **only** showing up in WorldCat.org search results. They are not actually in WorldCat and thus are not showing up in other WorldCat interfaces (e.g. FirstSearch and Connexion).

#### Full-featured FirstSearch access to articles still available

GPO, ArticleFirst, Medline and ERIC continue to be available for full-featured searching by individual database in the OCLC FirstSearch service. In FirstSearch, researchers may search these databases individually or combine them with up to two additional databases for cross-database searching. The FirstSearch interface also supports flexible options such as searching indexes specific to each database.

#### Try it out!

Visit WorldCat.org ([www.worldcat.org](http://www.worldcat.org)) and try a search to locate articles on a favorite subject.

**Hint:** Limit your search results to just articles by using the "Refine Your Search" feature--just click the "Article" link under the "Format" heading.

See the example below.



**Protecting Privacy.**  
by [Karen Coyle](#)

Language: English Type: Article  
Publication: [Library Journal](#), p14-17 supp Win 2001  
Database: ERIC The ERIC database is an initiative of the U.S. Department of Education.  
Other Databases: [ArticleFirst](#)  
ISSN: 0363-0277 | OCLC: 94666481 | [Cite this Item](#)  
[Review this Item](#)

[Add This Page to Favorites](#) Link to this Page: <http://www.worldcat.org/oclc/94666481>

Services from UNIV OF MINNESOTA, MINNEAPOLIS for this item: [Interlibrary Loan/ILLiad](#) | [Search the](#)

**Libraries**

Details

Reviews

Enter Location Information:

55105

Go

Enter postal code, state, province or country

Displaying libraries 1-10 out of 3667

55105 Saint Paul, MN

<< First

Narrow Your Results by Format: [Display All Formats](#)

1. [College of St. Catherine](#) St Paul, MN 55105 United States

Other Formats: [Serial Publication](#) [Microform](#)

Services: [Library Information](#)

2. [Ireland Library - St Paul Seminary](#) St Paul, MN 55105 United States

OCLC and Virginia Dudley, MINITEX/BATS

## **WorldCat Enhancement: "Cite this Item"**

Records in WorldCat on the OCLC FirstSearch service now include a "Cite this Item" link. When users select "Cite this item" in the External Resources links within records, they will see the citation for a selected record in the reference standard for five common styles: APA, Chicago, Harvard, MLA and Turabian. Users may copy and paste the needed format into a bibliography.

Users should note that formatting rules within a style can vary widely between applications and fields of interest or study, so they should apply the specific requirements of a reviewing body.

OCLC; edited

## **DIGITIZATION & PRESERVATION**

### **CONTENTdm Featured Collections**

This month, three collections from the CONTENTdm Collection of Collections are featured on the CONTENTdm Web site at:

<http://www.contentdm.com/customers>

The featured collections for May are the Nashville Public Library Digital Collections, Billy E. Barnes Collection (UNC-Chapel Hill), and the UNL Libraries Digital Collections (University of Nebraska-Lincoln).

#### **Nashville Public Library Digital Collections**

*Nashville Public Library*

This collection contains images, documents and audio clips (including oral histories), primarily related to Nashville history and culture, and organized by theme. The images in this collection come from several different library departments, including the Metro Nashville Archives, the Wilson Limited Editions Collection, and the Special Collections Division and are just a sampling of the library's historical treasures.

<http://digital.library.nashville.org>

#### **Billy E. Barnes Collection**

*University of North Carolina at Chapel Hill*

From 1964 through 1969, Billy E. Barnes was the Public Relations Director of the North Carolina Fund, a state-chartered, non-profit corporation established by Governor Terry Sanford in late 1963 to seek new ways to address the problem of poverty in North Carolina. Among his many responsibilities, Barnes photographed various aspects of the North Carolina Fund's programs and

activities. His negatives comprise part of the Billy E. Barnes Collection in the North Carolina Collection Photographic Archives. The images in this online collection are a representative sample from thousands of negatives, more of which will be added periodically.

<http://www.lib.unc.edu/dc/barnes>

### **UNL Libraries Digital Collections**

*University of Nebraska-Lincoln*

The UNL Libraries Digital Collections provide access to collections for educational purpose, of special interest, materials of historical nature and multiple subjects. The digital collections include: Willa Cather Image Gallery, Larsen Tractor Test and Power Museum photographs, Omaha Indian Heritage Project, Furniture and Decorative Arts, Historic Textiles, and University Archives Photograph Collections. The collection includes digital projects that are currently under development or are updated on an ongoing base.

<http://contentdm.unl.edu:2000/index.php>

These are just a few of the many digital collections created by CONTENTdm users. To access the entire Collection of Collections go to:

<http://www.contentdm.com/customers/index.html>

OCLC; edited

### **Contact Information**

MINITEX Bibliographic and Technical Services (BATS), 612-624-4002, 800-462-5348, [mino@othello.minitex.umn.edu](mailto:mino@othello.minitex.umn.edu) (Carla Dewey Urban, Virginia Dudley, Carlos Portillo, Sara Ring, Mark Wilhelmi)

OCLC Cataloging, ILL, Digitization and Preservation products and services

MINITEX Contract Cataloging Program (ConCats), Edward Swanson, Manager, 612-624-4002, 800-462-5348, [ConCats@tc.umn.edu](mailto:ConCats@tc.umn.edu)

MINITEX Cooperative Purchasing & Electronic Resources Services (CPERS), Rita Baladad 612-626-8252, [balad001@umn.edu](mailto:balad001@umn.edu) and Ed Keane, 612-624-2925, [keane022@umn.edu](mailto:keane022@umn.edu)

OCLC Reference products and services

Cecelia Boone, 612-624-6353, 800-462-5348, [c-boon@umn.edu](mailto:c-boon@umn.edu) and Dave Linton, 612-624-3360, 800-462-5348, [linto001@umn.edu](mailto:linto001@umn.edu)

OCLC Local Holdings Maintenance (formerly Union Listing), including MULS

## MINITEX Calendar of Training, Meetings, and Conferences

May 2007

(Updated May 10, 2007)

This calendar primarily lists events scheduled by MINITEX, although other events are included. This is an informational posting only, registration materials are sent separately. If you are interested in attending a workshop and have not received registration materials two weeks prior to the event, contact the MINITEX Office (612-624-4002, 800-462-5348). For OCLC training sessions, ask for Kay Kirscht. There is a registration fee for many of the events listed.

Some events listed on the calendar may be cancelled due to lack of registered participants. Cancellations and changes are highlighted by **\*\*CANCELLED\*\*** following the date of the event.

This calendar will be updated and posted at the beginning of each month. If you would like your event included in the calendar, please call Kay Kirscht at 612-624-3532.

### MAY

- 14            12<sup>th</sup> Annual Collection Development Symposium: “Envisioning the Future: Government Information in an Age of Transition”  
Continuing Education & Conference Center (formerly Earle Brown Center)  
St. Paul Campus, University of Minnesota – Twin Cities  
St. Paul, MN  
<http://sdt.lib.umn.edu/cdm/index.html>
- 15            Web Page Creators: Free of Cost & Code  
9:00 a.m. – 10:00 a.m., CST  
Online Training Session  
<http://www.minitex.umn.edu/train-conf/webinars/upcoming.asp#150>
- 17            Webinar - Cataloging Options: When Full-Level Records Are Too Much  
2:00 p.m. – 3:00 p.m., CST  
Online Training Session  
<http://www.minitex.umn.edu/train-conf/webinars/upcoming.asp#153>
- 22            Webinar - Introduction to Using OCLC Resource Sharing Statistics  
2:00 p.m. – 3:00 p.m., CST  
Online Training Session  
<http://www.minitex.umn.edu/train-conf/oclc/#143>
- 28            Memorial Day Holiday  
*MINITEX Office closed*
- 31            Continuing Education Summit  
Thursday, May 31, 2007  
9:00 a.m. – 4:30 p.m.  
MN Department of Education  
Conference Center A - Rooms 13 & 14

## JUNE

- 5-8 ELUNA (*Ex Libris Users North America*) Conference  
Holiday Inn Hotel & Convention Center  
I-90 Exit 14, Spearfish, SD
- 6 Webinar - Cataloging Options: When Full-Level Records Are Too Much  
11:00 a.m. – 12:00 noon, CST  
Online Training Session  
<http://www.minitex.umn.edu/train-conf/webinars/upcoming.asp#153>
- 11 5<sup>th</sup> Annual Digital Library Meeting  
9:15 a.m. - 3:00 p.m.; Registration from 8:45-9:15 a.m., CST  
Haehn Campus Center, College of St. Benedict  
St. Joseph, Minnesota  
[http://www.mndigital.org/news\\_events/news\\_events.htm#2007annual](http://www.mndigital.org/news_events/news_events.htm#2007annual)
- 12 Webinar - Introduction to Using OCLC Resource Sharing Statistics  
10:00 a.m. – 11:00 a.m., CST  
Online Training Session  
<http://www.minitex.umn.edu/train-conf/oclc/#143>
- 17 Webinar - Cataloging Options: When Full-Level Records Are Too Much  
1:30 p.m. – 2:30 p.m., CST  
Online Training Session  
<http://www.minitex.umn.edu/train-conf/webinars/upcoming.asp#153>
- 21-27 American Library Association's Annual Conference - Washington, DC  
Washington Convention Center, located at 801 Mount Vernon Place, NW  
<http://www.ala.org/ala/eventsandconferencesb/annual/2007a/home.htm>