[Taken from e-mail correspondence]

Subject: record tag info and formats

Docs folks,

We have finally gotten some resolution on the way we will tag records for assorted statistical reports and for exchange of records with Oberlin. It is interesting and encouraging that several folks have proposed the use of the 910 field and that Oberlin has already begun to use it. Frank and I had already been testing it and running lists and reports to see if it would work. (It does.)

Following are the tags we have set up. For those who have already begun to create item and/or bib records, you can run a list by location and date and insert the needed information.

1. BIBLIOGRAPHIC RECORD TAGGING:

Bib records newly added to the catalog as a result of the project will be tagged. Bib records already in the catalog to which new item records are attached will not be tagged, but can be identified for transfer to Oberlin or for statistical purposes by the presence of a tagged item or check-in record.

1a. NEW BIB RECORDS

Insert a 910 field in the bib record. Each school will have a unique message in the field so we can do individual statistics if desired or combine them for a full report.

Denison will insert	doh5
Kenyon will insert	koh5
Ohio Wesleyan insert	oh5
Wooster will insert	woh5

Oberlin is already using this field with the note "docsrecon", initials and date. This is fine and I appreciate your initiative on it. If it is possible, I would strongly encourage you to change from "docsrecon" to ""ooh5" for reporting purposes.

910 is "User-Option Data" It is defined as "not part if the standard USMARC format. It contains data of local interest. Field 910 does not become part of the master record. ..." OCLC Bibliographic Formats and Standards.

1b.   EXISTING BIB RECORDS

For transfer to/from Oberlin and for statistics these records need to be identifiable. So that we can distinguish between these records and ones new to the catalog as a result of the

project, these will not be tagged with a 910 field. They wil be searchable by the presence of an item record with a tag and the creation date of the item record.

2.   ITEM RECORDS

All item records created as a part of the project will have a single number code to identify it and the school in the "ICODE2" field. Frank has set these codes up in CONSORT so they are ready for use.

    Denison   1
    Kenyon   2
    Ohio Wesleyan 3
    Wooster   4

    Oberlin   5 (of course, we cannot set this up for you in your catalog, but this is what I recommend for consistency and no conflict. Let me know if this is OK and when you have it programed.)

3.   CHECK-IN RECORDS

All check-in records created as a part of the project will have a single number code to identify it and the school in the "SCODE2" field. Frank has set these codes up in CONSORT so they are ready for use.

    Denison   1
    Kenyon   2
    Ohio Wesleyan 3
    Wooster   4

    Oberlin   5 (of course, we cannot set this up for you in your catalog, but this is what I recommend for consistency and no conflict. Let me know if this is OK and when you have it programed.)

The ICODE2 and SCODE2 fields are also used for supression, but Frank and I believe this would be very rarely used for these pieces. In the few cases when a record needed to be supressed, we would not be able to use the project code, but the occurrence of this looks to be statistically insignificant. We can also add an "x" note with information that could be searchable in these records. Since the purpose of this project is access, suppression should be a very rare decision.

All of these have been tested and OK'ed by Frank so I hope these will do the trick. Using these in combination with dates, we can create lists for transfer and statistics by school, by date, by total project, etc.

Please review the preceding, discuss it and let me know ASAP if there are problems I

have not addressed. Thanks for all your help and input.