

TSPC Authorities Subcommittee Meeting
Elluminate Session
January 4, 2011
10:30-12:00 p.m.

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In Attendance:

FCLA: Daniel Cromwell, Mary Ann O'Daniel

FIU: Elaine Winske, Eduardo Fojo

FSU: Ruth Ziegler

UCF: Jeanne Piascik

UF: Priscilla Williams (Co-chair), Gerald Langford

UNF: Susan Massey (Minutes)

USF: Charles Gordon (Co-chair), Susan Heron, Allison Howard (Moderator)

Announcements:

Next TSPC Meeting: January 13, 2011

Next Authorities Subcommittee meeting: February 8, 2011, 10:30-12:00 p.m.

The meeting convened at 10:33 a.m.

Minutes for the December 7, 2010 Authorities Subcommittee Meeting were approved.

Priscilla welcomed Charles Gordon as the new year's co-chair.

Subcommittee update:

- Florida NACO Funnel: Priscilla announced that Joy, the former librarian at Florida Southern College in Lakeland, will continue as a Florida NACO Funnel participant in her new job. However, she will not have OCLC access so Priscilla is working out the details with PCC on how to submit her NACO authority records to the Authority File.

FCLA update (Mary Ann O'Daniel)

- UBBorrow on-site training is continuing.
- Single Bib Project: FCLA is working on the 3 deliverables for January: the Mango catalog, editing bib/item records, and combined permissions file (Daniel's project).
- LCA10 updates are running a little behind with vacations and people out sick.
- Reclamation (Daniel): FCLA is waiting for OCLC to respond to UNF files submitted for reclamation.

New Topics

- DEMO (Priscilla): Preparing the Aleph ARROW COR Comparison LC names update report "before" and "after" data using an MS Excel macro--Priscilla worked with IT at UF to create an Excel macro that saves time cleaning up authority files ready to process. First, she copies her selected ARROW COR Comparison LC names "before" and "after" data into a macro-enabled Excel spreadsheet. She then runs the macro which deletes entries where the only change before and after is ending punctuation, then pairs the

remaining before and after entries for easy visual scanning and assignment to assistants who edit the headings in the catalog. This type of spreadsheet cleanup was formerly done manually and was a tedious, time-intensive task.

Elaine explained that the ending punctuation for name reports became an issue when LC did an LCAF clean-up removing ending periods from name headings. Headings began showing up in COR reports because of the punctuation change, but no clean-up was needed in the catalog. Priscilla said the IT macro only removes those headings where the ending punctuation is the only change, not all headings with valid ending punctuation such as name headings ending with middle initials.

Ruth asked whether other institutions could obtain the macro. Priscilla responded that she could share the Excel macro, and would also put the instructions she gave IT on the Authorities SWiki. This is for other institutions that may choose to create macros to clean up other reports, and the macro must be tailor made for each type of report.

- DEMO (Elaine): Upload record set to PROD server and run global change—Elaine used the example of replacing the subject subdivision “\$v Maps, Physical” with “\$v Maps” and adding the genre heading “655 \$a Physical maps.” to demonstrate how to upload a record set to the PROD server and run a global change on the record set using the Catalog Maintenance Procedure manage-21.

Daniel reminded the group to use Unicode substitutions for punctuation in the “replace” and “with” text boxes. An asterisk can be used to skip punctuation in the “replace” text box, but the substitution characters must be used in the “with” text box to retain the punctuation. MaryAnn agreed to resend an e-mail with the list of substitution codes to the Authorities listserv.

Daniel suggested always running a test change first without updating the database in order to review the batch file for potential errors. Elaine pointed out that the preview file for deleted fields may look strange because the deleted field is repeated in the “new text” column.

Charles also ran global changes but did so using records sets without using a spreadsheet. The number of duplicate headings in most record sets was small enough to be corrected manually. The approach taken might vary at each institution based on the bibliographic records in any given collection.

Action items:

- Elaine suggested that unfinished action items from the December meeting carry over to the February meeting. Priscilla will include these on the agenda for February.
- MaryAnn will e-mail another copy of the punctuation substitution characters for running manage-21 reports.
- Priscilla will share the Excel macro and instructions for cleaning up ARROW COR reports in Excel on the TSPC Authorities SWiki.
- Mary Ann will review additional information received about SULs local authority file usage and update her summary spreadsheet.

The meeting adjourned at 11:43 a.m.