

## Summary Report of Conference Call

Monday December 18, 2000

*Present:* Chuck Bearden, David Chesnutt, Patricia Dragon, David Green, Lorna Hughes, Amy Masciola, Christina Powell, Matt Stoeffler, John Unsworth

### 1. Review of database structure and current status of records.

a. We decided to further \*amend\* our list of Object Types:

1. Collaborative Spaces
2. \*Numeric\* Datasets
3. Reference Tools
4. Teaching Materials
5. Software
6. \*Research Materials\* (Editions, Collections in all media)

b. The STATUS field: We did decide to keep the "Complete" part of this field; but decided to change "Accessible" to "Available"

c. The CATALOGED field: we should ask for the OCLC record number, if there is one.

d. SOURCE: to answer the question of how to indicate the existence of born digital material we would use keywords in this field.

e. RIGHTS: we should make this a required field

### 2. Discussion of Guidelines for completion of records

Chuck reviewed the draft Guidelines for catalogers for completing records. The guidelines will be circulated again for comment. He saw the stages as: a. checking the information we have; b. confirming that information with the project director and gathering further information, using phone, email, fax; c. entering the additional information.

It was suggested that we prepare a simple form to send to project directors to help them prepare information for the database. A link to one or two exemplary completed records would also help.

### 3. Next Steps

We agreed that Chuck would circulate the draft guidelines; everyone would assist in commenting on them online and he would prepare a revised set by January 16. In the meantime, John Unsworth would complete a record on UVa's **Valley in the Shadow** project in our current database and Chris Powell and Pat Dragon would work on the record of the Michigan **Middle English Compendium**. We would then confer again by phone at the end of January with a view to starting the next phase, with Michigan and Rice catalogers by the end of January/early February.

Matt would give us the new url for the current database; David would update the NINCH Database project website.