

**On-Line Audiovisual Catalogers NEWSLETTER**  
**Volume 4, Number 4**  
**December, 1984**

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## FROM THE CHAIR

Sheila S. Intner

Midwinter meetings are just a few weeks away. There is much to do at these meetings and this column is devoted to outlining what we have planned for them. I hope it will get you thinking about your part in these activities and what other projects you might want to propose OLAC take under consideration:

1. Friday night, January 4th, from 8 to 10 pm, the Cataloging Policy Committee of OLAC (CAPC) will meet. Among other topics on the agenda are proposals for changes to some of the AACR2 rules for nonbook materials. Some of these proposals focus on inconsistencies between chapters. Others are concerned with emerging technologies, not only of microcomputer software but also new kinds of video, materials for the visually-handicapped, etc. Still others deal with unpublished nonbook items and what may be done with them according to the various chapters of AACR2.
2. Saturday night, January 5th, from 8 to 10 pm, OLAC will conduct its membership meeting. The first hour will be devoted to organization business, including proposals for future meetings, programs and ongoing projects. Reports from the officers and committee chairs will be heard. In the second hour, we will have a question and answer session focusing on MRDF. Please bring your questions about application of either the rules (AACR2 chapter 9 plus the newly published *Guidelines*) or the Machine-Readable Data File format (or both). If you have a question about how to handle a particular item, and bringing the software will help, do bring it. If you cannot bring it, please have enough information available so the experts we will have assembled to help you can understand your problem. Often, the opportunity to get a definitive answer to a specific question is lost because the question isn't adequately described. While primarily devoted to MRDF, any media cataloging problem will be considered, so don't hesitate to ask whatever has stumped you.
3. Sunday night, January 6th, from 8 to 10 pm, OLAC's Executive Board will meet, and consider actions necessary for the immediate future. This meeting is open, and observers are welcome. If you have a request or an inquiry that belongs on the Board's agenda, please send it, however informally written, as soon as possible to me or any member of the Board. We try to accommodate all requests, even those presented at the last minute, but meeting time is limited and it is a great help to know in advance that we need to take up a particular question.

I look forward to seeing many of you at the Midwinter meetings and also to having you work with the rest of the OLAC leadership in turning our plans into realities. My address is: **Sheila S. Intner // School of Library Service // Columbia University // New York, NY 10027**

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## MEMBERSHIP SURVEY ON CHANGING THE MRDF GMD

We are interested in knowing your thinking about the gmd for computer software (currently it is "machine-readable data file") to determine whether or not the Cataloging Policy Committee of OLAC (CAPC) should consider pursuing a change to different terminology. Please xerox the form below and respond as quickly as you can. CAPC will be meeting at Midwinter on Friday January 4, 1985. Having a number of responses in hand will help the committee decide whether to go ahead with this. Send your replies to:

Verna Urbanski, CAPC Chair  
T.G. Carpenter Library  
U of North Florida  
PO Box 17605  
Jacksonville, Fl 32245-7605

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1. If you catalog MRDF now (or will in the future), do (or will) you use the gmd "machine-readable data file?"

Yes:\_\_\_ No:\_\_\_

2. Do you want to retain the gmd "machine-readable data file"?

Yes:\_\_\_ No:\_\_\_

3. Check the alternative you like best from the list of possible gmds below. Check only one.

Computer file  
 Computer material  
 Computer software  
 Computer readable

4. Do you have a suggestion for a better term or terms? List below:
  5. Comments:
  - 6.
-

**JSC ASKS FOR INPUT**  
**Jean Weihs**

The Joint Steering Committee for the Revision of AACR has decided to publish a consolidation of AACR2. The consolidation will include corrections of the typographical errors which now exist and the revisions which pass before the publication date of the consolidation.

JSC would like to receive feedback on the format in which the consolidation should be published. If you have an opinion, please send a xerox copy of the following questionnaire to:  
**Jean Weihs // 6 Edqar Avenue // Toronto, Ontario M4W 2A9**

One suggestion is to use the loose leaf format which would allow the replacement of individual pages when rules are revised.

Do you favour a loose leaf format?

yes\_\_\_ no\_\_\_

What size? Check answer.

\_\_\_ Same as the present edition of AACR2?

\_\_\_ 8 x 11 inch -- 3 ring binder size

\_\_\_ Other (please specify)

Would you like a plasticized reinforcement of the left hand margin of the page to strengthen the ring holes? (this will raise the cost)

yes\_\_\_ no\_\_\_

Do you want a binder included?

yes\_\_\_ no\_\_\_

Do you favour another format? Please specify.

Other comments:

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Mail *NEWSLETTER* contributions to: Verna Urbanski , Editor Thomas G. Carpenter Library  
University of North Florida P.O. Box 17605 Jacksonville, Fl 32245-7605

Items for inclusion in the next *NEWSLETTER* (volume 5, number 1) should be submitted no later than February 1, 1985. Early submission are appreciated by the editor.

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## MEETINGS TO WATCH FOR AT MIDWINTER

### Friday, January 4th

8:00 pm - 10:00 pm

On-Line Audiovisual Catalogers, Inc. Cataloging Policy Committee.  
Sheraton-Washington, Woodley Room

### Saturday, January 5th

9:00 am - 12:30 pm

MARBI (RTSD / LITA / RASD Representation in Machine Readable Form of  
Bibliographic Information Committee).  
Mayflower Hotel, Senate Room.

2:00 pm - 4:00 pm

Library of Congress reporting session.  
Check conference program for location.

2:00 pm - 5:30 pm

CC:DA (RTSD-- Cataloging Committee Section : Description and Access).  
Shoreham Hotel . Hampt Room.

4:30 pm - 5:30 pm

ACRL Audiovisual Committee.  
Mayflower Hotel, Pennsylvania Room

8:00 pm - 10:00 pm

On-Line Audiovisual Catalogers, Inc.  
Business meeting and MRDF Question & Answer session.  
Sheraton-Washington, Rockville Room.

### Sunday, January 6th

9:00 am - 11:00 am

RTSD AV Committee : CIP for AV Materials Interdivisional Group.  
Mayflower Hotel, New York Room

9:30 am - 12:30 pm

CC:DA.  
Shoreham Hotel, Empire Room

9:30 am - 11:00 am

MARBI Review Committee, Hearing.  
Shoreham, Palladian Room.

2:00 pm - 5:30 pm

CC:DA.  
Shoreham Hotel, Empire Room

2:00 pm - 4:00 pm

RTSD CCS Subject Analysis Committee, Microcomputer Software  
Subcommittee.

Shoreham Hotel, Blue room, Table 9

2:00 pm - 4:00 pm

MARBI.

Dupont Plaza Hotel, Gallery Room.

8:00 PM - 10:00 pm

On-Line Audiovisual Catalogers, Inc. Executive Board meeting.

Shoreham Hotel, Room 263

**Monday, January 7th**

9:30 am - 11:00 am

ACRL AV Committee.

Ramada Renaissance Hotel, New Hampshire Room II

9:30 am - 11:00 am

ACRL Cinema Librarians Discussion Group.

Mayflower Hotel, South Carolina Room

2:00 pm - 5:30 pm

MARBI.

Shoreham Hotel, Forum Room

**Tuesday, January 8th**

8:00 am - 11:00 am

MARBI.

Sheraton-Washington, Congressional Room

2:00 pm - 4:00 pm

RTSD CCS Subject Analysis Committee: Microcomputer Software Subcommittee.

Ramada Renaissance Hotel, Conference Room D

2:00 pm - 5:30 pm

RTSD AV Committee.

Mayflower Hotel, Virginia Room

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**MRDF**                    **WHAT:**            **An informal question & answer session on cataloging**

**WHEN:**            **9:00 - 10:00 pm, Saturday, January 5th**

**WHERE:**           **Sheraton-Washington Hotel, Rockville Room**

**WHO:**            **Nancy Olson, moderator; Ben Tucker, Dick Thaxter, Glenn Patton, Syd Jones, resource persons; and YOU to ask questions**

The session will focus primarily on MRDF, the rules in chapter 9 of AACR2, the supplementary guidelines for microcomputer software published in June and the newly available format for MRDF. In addition, attendees may also ask questions they have about cataloging other types of media or using other formats.

**DON'T MISS IT !!!**

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## MACHINE-READABLE DATA FILE FORMAT IMPLEMENTATION AT OCLC

Jay Weitz

With the implementation of OCLC's eighth bibliographic format, for machine-readable data files (MRDF), computer programs, data files, videogame software, and similar materials can now be added to the Online Union Catalog. Of course, catalogers have been inputting such records all along, though on incorrect formats; so now the cleanup has begun. It will remain wise for some time for OCLC users to be liberal in their search techniques when looking for MRDF records since many will not be on the MRDF format. When you come across such records, please let OCLC know either by phone (for fewer than fifteen type code changes) or in writing (for fifteen or more type code changes), as outlined in *Cataloging: User Manual*, 2nd ed. section 12.2.2.1.

Because most of the MRDF records pre-dating the implementation of the format do not conform to the *Guidelines for Using AACR2 Chapter 9 for Cataloging Microcomputer Software*, and so usually contain incomplete information, we at OCLC doing the type code changes and upgrading the records often must resort to judicious guesswork, especially regarding file and physical descriptions. If the item in hand seems to match an online record (including edition, version, series, technical details, etc.) but some discrepancy in the physical description field or elsewhere casts doubt on the match, please keep in mind that the numbers of files and/or of disks, etc. may have been a guess on OCLC's part, using inadequate information.

To help us correct and upgrade such records, we encourage OCLC users to send us change requests, printouts of records updated and accurate according to *Guidelines*, and any appropriate proof it may be possible to provide. With the help of users we can correct and upgrade records quickly and accurately and keep the number of unnecessary duplicates to a minimum. Thanks in advance for your help!!!

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## THE UNIVERSITY OF TOLEDO TECHNOLOGICAL MEDIA CENTER TO BEGIN CATALOGING PROJECT

The University of Toledo is making plans to begin the process of putting their media collection into the OCLC data base. They are wondering if anyone has developed work sheets for media which might assist in the initial phases of the project. They hope that through the use of work sheets, student help might be able to do some of the more routine information gathering processes. Professionals can then provide the information that is lacking or requires their judgment.

If you have developed such a work sheet Richard Hughes, director of the Center would be most grateful if you would share it with them. Send your sample work sheet to: **Richard Hughes**,

## UTLAS HOLDINGS FORMAT

### Mary K. Magrega

#### Introduction

The University of Toronto Library Automation System (UTLAS) holdings format for MARC records was described briefly in the December 1983 issue of the Newsletter. What follows is a more detailed description.

#### Purpose of a Holdings Format

Communications formats are not useful for much besides communication. A holdings format is essential for online access, indexing, record derivation and creation and product generation. All bibliographic utilities must convert communications format records received from national cataloguing agencies (LC and NLC) to some type of holdings format before their customers can use them. UTLAS has taken an integrated approach with its holdings format, entitled *Format for standard bibliographic records* (LHF3). In other words, all data elements: fields, subfields, and codes, may be used in any record for any type of material, if appropriate. UTLAS fixed fields 30 and 31, drawn from the national communications formats Leader 06 and 07 (Bibliographic Level and Type of Material), provide basic identification of the type of record. LHF3 and the UTLAS coding manuals provide guidance as to which fields are appropriate for which type of material.

#### Structure of the Record

LHF3 consists of three blocs of fields:

1. UTLAS control fields
2. Fixed fields
3. Variable fields

The control fields are system-supplied and give information like record owner, date of record creation and latest change, status within the system and as regards product generation, relationships with other records, operator responsible for record filing, etc. Variable fields receive virtually no processing in conversion, but are carried much as received. The US MARC and CANMARC Leader and fixed fields, however, receive extensive processing as described below.

#### Fixed Fields and 007

Each character position or group of characters in a communications format Leader and field 008 (Fixed Length Data Elements) is represented by a unique tag in LHF3. Field 007 is dealt with by converting the first character (GMD) to a subfield code and carrying the rest of the data as received, eg., "007 \$mr cdaad." The field becomes a repeatable variable field. For both categories, the same codes as defined for the national communications formats are used. In original records, users code only the fixed fields that are considered useful or that are required by the standards they subscribe to. System defaults apply for fixed fields 30, 31, and 32. If communications format records are required as a product, fill characters are automatically supplied for the uncoded fields to recreate a standard field 008.

As is the case in the national communications formats, some fixed fields are common to all formats. These include the fixed fields corresponding to the Leader codes, and some local fixed fields defined by UTLAS. The table below presents a selection. The UTLAS fixed field tag, field definition, and corresponding USMARC 008 character positions) are given for each.

2: Type of Date Code (008/6) 3: Date (008/7-10) 4: Date 2 (008/11-14) 5: Country of Production or Publication Code (008/15-17) 10: Government Publication Indicator (008/28) 17: Language Code (008/35-37) 24: Media Code (UTLAS) 30: Bibliographic Level (Leader/7) 31: Type of Record (Leader/6) 32: Encoding level (Leader/17) 33: Descriptive Cataloguing Form (Leader/18) 83: Local Interest Code (UTLAS) 85: On-order Status (UTLAS)

Fixed fields for music and sound recordings fall in the range 51-55; 007 subfield \$s contains the Physical Description Fixed Field. Fixed fields for films, etc. fall in the range 66-70 007 subfields \$g, \$m, and \$v contain the Physical Description Fixed Fields for graphics, motion pictures, and videorecordings respectively. Fixed fields for MRDF are 57 and 58. Fixed fields for serials fall in the range 35-45 and 59-60. Serials are mentioned here because of the increasing number of AV serials, or serial AV items, that are appearing. It is anticipated that LC's current work on format integration will extend coding for seriality to all formats.

In conclusion, here is a sample record for a film in LHF3 format:

```
RSN 2722010 DCH 81OCT05 TCH 1138 RTN MNCR PTC 1 STA .C.C OPN NCRC
UPD 0000
UCH 81OCT05
```

```
2: s 3: 1981 5: dcu 7: j 17: eng 19: c
24: 132 33: a 66: m
007 0001$mrocaaad
040 0001$aOSUN$beng
245 00 0001aAbout sharks.$h[Motion picture]. --
260 00 0001$aWashington :$bthe Society,$c1981.
300 0001$a1 reel (12 min.) :$bsd., col. $.c16mm.
506 0001$aJuvenile.
520 0001$aSharks prowl the ocean depts. They swim
near sunny, sandy beaches. Some even live in
freshwater. Sharks are some of the largest fish
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in

the sea and are also the most frightening.  
650 0 0001\$aSharks.  
710 21 0001\$aNational Geographic Society, Washington, D.C.

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**RTSD AUDIOVISUAL COMMITTEE**  
**Dallas, Texas**  
**June 26, 1984**

The business meeting of the RTSD AV Committee was called to order by the chair, Sheila Intner, at 2:00 p.m. in room W110 of the Dallas Convention Center. Sheila explained that this would be her last meeting as chair and introduced the incoming chair, Martha M. Yee.

Old Business:

1. The Chair, who serves as the RTSD AV committee's liaison to the RTSD Cataloging and Classification Section's Cataloging and Classification: Description and Access Committee (CC:DA), reported on AV related items which the CC:DA had discussed:
  1. Proposals relating to materials for the visually handicapped will go to the Joint Steering Committee for its September 1984 meeting.
  2. *The Guidelines for Using AACR2 Chapter 9 for Cataloging Microcomputer Software* have been published and are now available from ALA.

Sheila will send to Martha in the fall a summary of CC:DA actions.

2. Reports on the programs in Dallas co-sponsored by the RTSD AV Committee were given:
  1. Martha Yee outlined the On-Line Audiovisual Catalogers meeting on June 23, 1984, which featured Jean Weihs and Michael Gorman discussing their involvement in the development of both ISBD and international cataloging rules and explaining the rationale for the AACR2 rules for choice of entry for audiovisual materials.
  2. Katha Massey described the program on "Access to Special Statistics" presented by the LAMA Statistics Section/Statistics for Nonprint Media Committee and co-sponsored by the RTSD AV Committee on June 25, 1984. As the first program to describe use of the new ANSI Standard for data collection, the speakers focused on techniques for and problems encountered in implementation and made recommendations for needed changes in the Standard.
  3. Marie Griffin reported on "Sound and Light: the Preservation of Audiovisual Materials in Working Collections," a program held June 26, 1984, and co-sponsored by RTSD AV Committee. Three speakers explained the need for preservation and some practical steps to take in preserving the life of microforms, sound material, film and video collections.

3. A report was made by Helen Cyr on the activities of the ad hoc subcommittee for promoting AV-CIP. A copy of the committee's "Proposal to Establish an Ad Hoc Interdivisional Group Within ALA to Promote Cataloging in Publication for Audiovisual Materials" was submitted to the Boards and Audiovisual Committees of AASL, ACRL, PLA, and LITA to enlist support and approval for this unified ALA-wide approach to an AV-CIP Program. During the meeting favorable action was reported to RTSD AV by the representatives of PLA and LITA. It was expected that AASL and ACRL boards would also support the proposal. Sheila Intner presented the idea to the Executive Committee of CCS which reacted favorably and will designate 3 cataloging experts (2 in descriptive cataloging and 1 in subject cataloging) to serve as advisors to the ad hoc group if formed. The proposal was also on the agenda for the RTSD Board meeting on Wednesday afternoon. Discussion of how to proceed:
  1. Ask each Division mentioned above to name one or two people to serve on the interdivisional committee.
  2. Ask for a formal representative from the Library of Congress. At this time, it is not clear whether this person would be Dick Thaxter, Susan Vita or someone else.
  3. It was decided that RTSD AV Committee should have two members in the group: Helen Cyr and Bob Mead-Donaldson will coordinate jointly the activities of the ad hoc committee. They will be responsible for requesting a meeting room at the ALA midwinter conference for the group to meet in.
  4. Proposed name of the committee: Ad Hoc Interdivisional Group to Promote Cataloging in Publication for Audiovisual Materials.
4. In discussing Old Business, Item 4 on the agenda (Motion to initiate survey to gather information requested by the Library of Congresses CIP Division), it was decided to defer action until the new committee could meet at Midwinter and make its own decisions on directions to take. Some of the points mentioned in the discussion were:
  1. How to get the survey to those who need to see it?
    1. Use newsletters of ALA divisions, OLAC, etc. (This would save postage)
    2. Use other journals
    3. Send to individual libraries. There is a special problem with reaching school libraries. Could we use a state by state approach through the overseeing state agency? Compiling of major customer list from some of the AV producers? Use of the mailing list from LC's CIP survey?
  2. Questions suggested for the survey:
    1. What is the potential use of AV-CIP as a final product from LC--that is, LC's not updating the CIP to full cataloging. It could be very expensive and difficult for LC to get the final AV product from the producers for verification of CIP.
    2. Which audiovisual materials should get AV-CIP first? Need for a priority ranking. Consensus of RTSD AV Committee members was that microcomputer software should be the first priority (LC has already requested money for this in the 1986 budget) and video would be number two.
5. Editorial review on Nancy Olson's AV Glossary was postponed. Nancy was unable to be at the Dallas meeting, and no text was available for review at this time. Sheila suggested reserving two time slots for Midwinter in case the text is ready by then.

6. Committee membership:

1. Marie Griffin finishes her second term and leaves the committee after Dallas.
2. Bruce Johnson, University of Maryland, will join the committee at the Midwinter meeting.

Under new business:

1. Liaison reports

1. Peggy Johnson, ACRL Audiovisual Committee

1. The Committee has decided to revise and re-issue ACRL's *Guidelines for Audio-Visual Services in Academic Libraries* (1969); The current guidelines will be officially rescinded until the update can be made available. Outlines for the revision will be due by Midwinter, and a first draft has been tentatively set for the 1985 annual conference.
2. ACRL AV Committee has a program proposed for Chicago (1985) on "Integrated Library Systems and Media Services" a panel discussion on media aspects of integrated, automated library systems. Peggy solicited the co-sponsorship of RTSD AV committee PLA AV Committee has also been asked, and OLAC has agreed to co-sponsor.
3. The publication of a revised edition of *Nonprint Media in Academic Libraries* already much delayed, has met with additional obstacles, and its future is quite uncertain.
4. Marie Griffin, RTSD AV committee's liaison to ACRL AV, reported on a suggestion made by ACRL AV to ALA to videotape ACRL and other audiovisual programs in which the visual as well as the audio component is important. The primary factors preventing this are technological difficulties and the financial risk for ALA. Further action was deferred by ACRL AV.

2. Janice Woo, LITA liaison. LITA is undergoing an extensive reorganization in which the former Audiovisual Section (AVS) has been merged with the Video and Cable Communication Section (VCCS). Janice headed a task force to see if there was any interest in having a special interest group for AV under LITA/VCCS and the response indicated that there was not. There is still, however, provision in the reorganization plan for an AV interest group. She will keep RTSD AV informed of future developments.

3. The question of establishing a liaison relationship with LAMA was raised. Although they have no separate AV committee and are presently going through some reorganization, it was felt that the new chair might extend an invitation anyway.

2. Suggestions for a program for Chicago (1985) were requested:

1. Technical processing for microcomputer software to encompass such areas as collection development, acquisitions, bibliographic control, cataloging and classification, preservation, etc.
2. The 16 an film vs. video controversy in terms of collection development, cataloging and classification (handling of versions, issues and formats) and preservation.

3. Subject access to audiovisual materials--especially the lack of traditional subject headings.
4. Video disc technology.

Because the Committee is already behind schedule for proposing a program for 1985 to the RTSD Board, it was moved and seconded that the Committee plan the program for the 1986 conference instead. This would provide more lead time for deciding on a topic, discussing methodology, and meeting ALA's and RTSD's timetables. The motion was approved.

3. Co-sponsorship of 1985 programs:
  1. RTSD/CCS Subject Access for Children's Materials Committee is planning a program but the plans were not definite when RTSD AV met. Postpone action until the details are confirmed.
  2. ACRL AV Committee's program (see New Business 1.a.2 above) is definitely planned and co-sponsorship was requested. After discussion, it was moved that RTSD AV cooperate in this program provided we can actively participate if it becomes necessary because of action by the RTSD Board.
4. The meeting date and time for RTSD AV Committee was discussed to see if members wanted to change to an earlier time slot. In addition, a suggestion to set two meeting times--one early and one later in the conference was made. It was decided to keep the Tuesday afternoon time for Midwinter but to reconsider if needed.

Sheila then turned the meeting over to the new chair. Martha expressed her pleasure about chairing the Committee during such an active period and asked for suggestions and comments from committee members and interested observers.

With no further business, the meeting was adjourned at 4:15 pm

Notes provided by Katha Massey,  
RTSD AV Committee member

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**FROM THE TREASURER**  
**Catherine Leonardi**

Reporting period:

June 11, 1984 through September 17, 1984

Account balance June 11, 1984 \$6,424.63

**INCOME**

New memberships	194.00
Renewal memberships	114.00
Interest paid on account	143.09

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TOTAL INCOME \$451.09

TOTAL \$6,875.72

**EXPENSES**

Newsletter v.4, no. 3	465.57
MOUG/OLAC Conference expenses (partial)	243.51
Postage	51.67
ALA Dallas expenses	466.43

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TOTAL EXPENSES \$1,227.18

ACCOUNT BALANCE September 17, 1984 \$5,648.54

CURRENT MEMBERSHIP 509

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**USING THE LC SCHEDULES FOR FICTION FILMS**  
**AND VIDEOS**  
**Verna Urbanski**

It is difficult to know how to apply the LC classification schedules when cataloging fiction films and videos. A recent question to our office prompted an investigation into the matter. With the help of LC's Richard Thaxter, Head, Audiovisual Section, Special Materials Cataloging Division, and Paul Weiss of the Principal Cataloger's Office of the Subject Cataloging Division, the following LC practices have emerged:

1. Adult fiction films are assigned to PN1997 (Drama--Motion pictures--Plays, scenarios, etc.--Individual. By title of motion picture, A-Z). Local assignment of title specific cutters would be A2-Z8;
2. Except for comedy and experimental films, PN1995.9 should not be used for fiction films;
3. Animated adult fiction films are assigned to PN1997.5 (Drama-- Motion pictures--Plays, scenarios, etc.--Cartoon plays, scenarios, etc.) with locally assigned title cutters;
4. All juvenile fiction films (animated and live action) are assigned PZ6-10;
5. A film, video, slide, filmstrip, etc., which examines the literary merit of or which criticizes or analyzes a work of literature is assigned a title cutter at the appropriate literary number;
6. Topical non-fiction films (including animated topical non-fiction films) are assigned to the appropriate subject number.

### **SOME OBSERVATIONS ON THESE PRACTICES**

For categories 1) and 2), Mr. Weiss comments:

Those fiction films that are representative of highly specific non-topical genres are classed in PN1995.9. Comedy films and experimental films are the only such genres currently receiving this treatment. It is analogous to our practice of classifying adult animated fiction films in PN1997.5 rather than PN1997, and results in both works about, and actual specimens of, these types of films being gathered together. Comedy and experimental films are classed in these numbers only when they are explicitly described as such in the summary. Our subject catalogers do not attempt to make this judgment on their own.

We need to always remember that LC does not fully classify its AV. It provides class numbers primarily to aid users of LC cataloging. Because of this, difficulties experienced by grouping large collections at one number (e.g., PN1997) are not in their purview. If a library collects their fiction films at one number, they not only put many titles in one area, but must "cutter around" monographic titles in this number. The cutters, consequently, can get to be 3, 4 or even 5 numbers long.

Alternately, should an agency decide to collect fiction films by subject under 1995.9 (Drama--Motion pictures--History--Other special topics, A-Z), they may need to create a list of appropriate divisions to supplement the LC list. LC's list of subject cutters at this number was not designed to support this type of application. Also a certain amount of extra time may be required to determine how to best categorize the subject of the film. Though these are certainly not impossible tasks, it will mean an ongoing investment to maintain the system. In addition, agencies would need to cutter around titles assigned to this number for their topical content (e.g., 82-720099).

Looking at the AV NUC title fiche for samples of items assigned PN1995.9 provides examples of topical application as well as "types" of films. For example, comedy films at .C55 (see 79-700123, 81-700299, 82-706492, 83-700257) and experimental films at E96 (see 82-700237, 81-700907, 82-700461).

Category 4 may cause problems for libraries who don't wish to apply the children's literature schedule to their film collections. For such collections it will be necessary to either class the films at PN1997 or to specific literary numbers.

It will be noted that in category 5 LC appears to class dramatizations of short stories and novels and dramatic readings of poetry at appropriate literature numbers, even if their purpose is not to criticize or analyze the text per se. The decision to class in a literary number rather than at PN1997 is based on whether the title is intended to entertain (PN1997) or to provide opportunity for discussion in the same way that study of the actual piece of literature would (see 83-700052, 83-706251, 83-706268, 81-701298, for examples). Mr. Weiss comments:

Films that are dramatizations of literary works are classed in literary author numbers when their intention is clearly to teach about or criticize the author or his style rather than simply to entertain. Some series, such as "The Novel" and "The Short Story" issued by the International Instructional Television Cooperative, have been uniformly treated in this way.

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## **CIP FOR AV INTERDIVISIONAL MEETING**

The Ad Hoc Interdivisional Group to Promote Cataloging In Publication for Audiovisual Materials will hold its initial meeting during Midwinter in Washington. The group is being coordinated by Helen Cyr and Bob Mead-Donaldson of the RTSD AV Committee. They hope to assemble representatives from PLA, LITA, AASL and ACRL to discuss development and implementation of a system of creating and disbursing CIP for AV. If you have an opinion on the topic or would like to hear the discussion, please attend. The meeting will be Sunday, January 6, 1985, 9-11 am. Mayflower Hotel, New York Room.

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## **PROPOSED OLAC CONFERENCE PLANNING GUIDELINES**

The OLAC Executive Board was impressed by the positive response of the membership to the joint OLAC/MOUG conference held in April in Dublin, Ohio. To facilitate future conferences, the Board has drawn up draft planning guidelines. These guidelines will be distributed and discussed at OLAC's business meeting during Midwinter (Saturday, January 5, 8-10 pm.). We include them here so that persons able to attend our Midwinter meeting can read the guidelines at their leisure and prepare questions and remarks in advance. We hope that members of OLAC who cannot attend Midwinter will send their comments to the OLAC Chair, Sheila Intner, so they can become part of the Midwinter discussion. If you have comments, questions, additions or deletions to the guidelines please write: **Sheila Intner // School of Library Service // Columbia University New York, NY 10027**

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## OLAC CONFERENCE PLANNING GUIDELINES

1. A conference program planning committee will be formed for each conference and will be appointed by the Executive Board.
  1. It will consist of at least 2 OLAC members and probably not more than 3.
  2. The Board will appoint one of the committee members to act as Conference Program Coordinator.
2. OLAC conference programs, for which registration is charged, can be in conjunction with library related organizations. The following organizations might be considered:
  1. Organizations having official liaisons/representative relationships to OLAC:
    - Library of Congress
    - American Library Association
    - OCLC, RLIN, WLN, UTLAS
  2. Organizations with similar interests or with a plurality of the OLAC membership: (\*\* indicates high overlapping interest)
    - MOUG (Music OCLC Users Group) \*\*
    - HSOCLCUG (Health Sciences OCLC Users Group)
    - Medical Library Association \*\*
    - Online School Libraries Users Group
    - ASIS (American Society for Information Science)
    - ACRL (Association of College & Research Libraries)
    - Map On-Line Users Group
    - Art Libraries Society of North America
    - AECT (Association for Education, Communications and Technology)
    - Theatre Library Association
    - AASL (American Association of School Librarians)
    - ACRL Cinema Librarians
  3. Other organizations:
    - State and regional association meetings
    - Canadian provincial meetings
    - Canadian Library Association
  4. Factors to be considered include the ability of the co-sponsoring organization to help supply the following:
    - Ability to draw a group of librarians (30+) interested in online cataloging of AV materials from a general pool of 500-1000 members including OLAC membership and the membership of the other group.
    - Willingness to split conference costs and collect registration fees with OLAC on an equitable basis.
    - Ability to provide the following at nominal costs: meeting rooms, coffee break supplies, conference folders, equipment.
    - Proximity to hotels, of the building where the conference is held

- A city which is easily accessible and in which it is possible to "get around" without too much trouble.
- 3. Duties/responsibilities of the OLAC Executive Board will be to:
  1. Establish a program target date
  2. Choose co-sponsoring organization (s)
  3. Choose topic (s) of focus
  4. Set conference registrations fees and limits of conference expenses -- for instance:
    - Set registration fees to remain within a reasonable range (\$25-35) for the 1985-1990 five year period
    - Personal members fees should be less than non-member fees Example: \$25 personal member/\$35 non-members & institutional member.
    - Late registrants will be charged a late registration fee
    - A registration deadline will be set for two weeks prior to the conference
    - Registration fees will not be refundable after the two week deadline is past
  5. Ensure that all monies in connection with the OLAC portion of the conference are handled by the OLAC treasurer
  6. Decide what reimbursements might be made for keynote speakers (those making a major presentation):
    - A portion of the speakers expenses plus honorarium
    - Total expenses (transportation, hotel, meals) plus honorarium
  7. Reimburse workshop leaders (honorarium) for each workshop topic prepared and not to reimburse workshop leaders for transportation, hotel and meals.
  8. Waive registration fees for all OLAC Board members and Conference Program Committee members attending. It will be a policy not to reimburse Board members, other than by waiver of registration fees, unless they plan a speech or lead a workshop. The following functions will not be reimbursed:
    - Chair presiding at business meeting
    - Editor, Vice-Chair, or Past Chair giving a report
    - Treasurer collecting fees
    - Secretary taking minutes or preparing summaries
- 4. Duties and responsibilities of the OLAC Chair will be to:
  1. Facilitate program planning
  2. Keep the Executive Board informed in writing and by phone. The Chair should send copies of the monthly reports from the Program Chair to all Board members, along with copies of correspondence of interest to the Board.
  3. Preside at the regular business meeting to be held at each conference.
  4. Give the opening remarks at the general session of each conference by welcoming the audience and introducing the Conference Program Coordinator.
  5. Write all thank you letters to program speakers, workshop leaders, those who worked on the conference and to the Chair of the co-sponsoring organizations on behalf of the OLAC Executive Board.
  6. When conferences are held in conjunction with ALA conferences, the Chair should handle all meeting/time/place/equipment arrangements with the ALA Conference Arrangements Office. Experience has shown that interaction with ALA is best left to one person, the OLAC Chair.

5. Duties/responsibilities of the OLAC Conference Program Coordinator and Conference Program Committee members will be to:

1. Focus on target date/topic as decided upon by the OLAC Board.
2. Approach co-sponsoring organizations identified by the Board and work on arrangements with them if a joint meeting is to be held.
3. Secure physical arrangements:
  - Local information on hotels and transportation
  - Meeting room availability and location
  - AV equipment and microphones
  - Schedules for meetings, breaks and receptions
  - Food service or restaurant lists with full details
  - Folders for participants, to include:  
Conference schedule, participant lists, information on OLAC and other sponsoring group including a membership form for each, an evaluation form, other materials as is necessary.  
NOTE: when conferences are held in conjunction with ALA, the Board Chair should handle meeting place/time/equipment arrangements.
4. Secure speakers by:
  - Sending formal letters of invitation
  - Sending confirmation letter with details
  - Place of meeting and time
  - Requests for AV equipment (overhead, slide projectors, screens, chalkboard, etc.)
  - Request for biographical information, title of talk, or abstract
  - Information on how much OLAC is able to give the speaker for reimbursement of her/his cost as determined by the Board.
  - Speakers honorarium as determined by the Board.
  - Information on local transportation.
5. Arrange for publicity. These points should be covered in all publicity:

Where/when/names of speakers/name of co-sponsoring organization/ exact conference/workshop schedule if known/registration fees for the various categories, rates at door, etc.

- Notices in OLAC Newsletter and that of the co-sponsoring group
  - Notices to ALA, OCLC, UTLAS, WLN, RLIN and other organizations
  - Design flyers as necessary
6. Prepare routine reports for the OLAC Chair
    - Written monthly, to keep the Chair and the Board informed
    - Copies of all correspondence from the Conference Coordinator to speakers, etc. should be sent to the OLAC Chair and to the co-sponsoring organization's Chair when the co-sponsor is affected.
  7. Establish a planning timetable. Begin planning activities no later than 7-9 months prior to the target date
  8. Conference Program Coordinator should introduce speakers at the conference or designate someone to do so.

9. Formulate, distribute, collect, tabulate the results of a conference program evaluation form, and make a summary report to the OLAC Executive Board via a written report to the Chair.

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## **OUTLINE OF A CONFERENCE PLAN**

### **9 month plan**

#### **Month 1**

- Approach co-sponsoring organization
- Invite speakers

#### **Month 2-3**

- Work with co-sponsor on basic planning
- Respond to speakers acceptances
- Get biographical information

#### **Month 4**

- Develop and work with co-sponsor on publicity

#### **Month 5**

- Develop and work on local arrangements

#### **Month 6**

- Mail out publicity

#### **Month 7-8**

- Take in pre-registration
- Send out registration packets with confirmations, maps, etc.

#### **Month 9**

- Final arrangements
- Conference held

#### **Month 10**

- Final reports (Minutes and reports to *Newsletter*, report to the Board on Evaluation, suggestions for improvements for the next conference, etc.)
- Letters of thanks and acknowledgments sent

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## QUESTIONS AND ANSWERS

**QUESTION:** We're wondering about the integration of oral information into the descriptive catalog record (video, slide/cassette, sound recording). It may be quite important if the chief source of information is scanty or nonexistent. Also, what about cross references on name authority records for say shorter forms of personal names or variants on corporate names that are from spoken information.

**ANSWER:** Such information (orally presented information which is transcribed for use in cataloging copy) is certainly valid when there is nothing to substitute for it. After all, we do use advertising copy in a pinch, or publishers' blurbs--at least orally presented information has the advantage of being integrated to the material. It would not be the source of choice, but I agree that it can be useful in certain situations. Problems do arise with spellings of things, especially on poorly recorded proceedings of meetings. However, in most cases the information you can provide will be better than nothing. If the content is truly in doubt, then of course, don't use it.

I would be conservative on creating cross references for personal or corporate names in a shortened form. It might be useful in the case of nick names that literally cannot be deduced from the text or accompanying material. If there is other external evidence of widespread usage of a variety of forms, it would be worth providing shortened forms as cross references. With some AV packages, the variety of name forms presented are numerous and minor. I usually go for forms which occur frequently and which might conflict with similar names.

--- Verna Urbanski

**NOTE:** the following questions and answers were assembled by the Editor from notes furnished by Nancy Olson. The Q & A session where these were asked occurred as part of the joint OLAC/MOUG conference in Dublin, Ohio last May.

**QUESTION:** What are people doing with the Universal Product Code? Using the 024? Who is inputting this? Other "idiot numbers" are currently indexed.

**ANSWER:** I would ignore it, or make a note of any number on the piece if doing original cataloging for a new online record. At this point, I see little usefulness in retrieving by such numbers even if there were a specific field for each of them and the capability of retrieval. Usually, if you have the item in your hand to read the number, you also have the title or publisher to search by.

--- Nancy Olson

**QUESTION:** Are people making access points for 260 subfield b and 245 subfield c?

**ANSWER:** I almost always do for 245 \$c, sometimes for 260 \$b. It depends on whether I think anyone will want to search by those names.

--- Nancy Olson

(For those who follow LC rule interpretations, *CSB* 13, LCRI 21.29, 21.30 section 2 states: "Make added entries for all corporate bodies named in the publication, distribution, etc., area." i.e., the 260 \$b area. - Editor)

**QUESTION:** How do you treat a flexible disc? As a note or as accompanying material?

**ANSWER:** Did the questioner mean a plastic sound sheet/sound recording, or a "floppy disc" computer disc? In either case, when it accompanies another item, I suspect I'd use a 300 subfield e in preference to a note.

--- Nancy Olson

**QUESTION:** Should the production agency be recorded in subfield b of the 260 of a videorecording?

**ANSWER:** Usually no. Put the releasing agency, the issuing body, and/ or the distributor.

--- Dick Thaxter

**QUESTION:** How should you describe a farm set in which the barn is the container?

**ANSWER:** Model is the GMD. Describe it as it is, put the container information in a 500 note.

--- Sheila Intner

**QUESTION:** We have a slide set with mimeoed documentation. Can we input it on-line?

**ANSWER:** Yes. If it has to be cataloged, we catalog it on OCLC. The method of reproduction makes no difference.

--- Nancy Olson

**QUESTION:** Can we input a new record for a video copy when there is copy for the motion picture version online?

**ANSWER:** Yes. Make a separate bibliographic record for the video copy. To do otherwise could lead to all kinds of confusion if your database were used as a searchable catalog by patrons, or used for interlibrary loan.

--- Nancy Olson

**QUESTION:** For slide-cassette programs, I am confused about putting sound in subfield b of the 300.

**ANSWER:** Only color goes in the b subfield if sound is on a separate physical carrier, as is true in this case. The subfield e then has the sound cassette listed in it as accompanying material.

--- Sheila Intner

**QUESTION:** We have locally made cassettes. There are two different stories on each. Some with slides or filmstrips, and some without. How do I catalog these?

**ANSWER:** Just as if they were purchased items. Using the item itself as the chief source of information, etc. Use the date only in the 260 and follow the rules for no collective title.  
--- Nancy Olson

**QUESTION:** How do I handle the 245 \$c subfield for kits?

**ANSWER:** As with all other material, give statements of responsibility from the chief source of information. If there is no statement, omit the subfield.  
--- Nancy Olson

**QUESTION:** Will there be new GMDs soon! What should I do if I don't like the available GMDs?

**ANSWER:** Probably not. You can either not use a GMD or use the ones on the North American list in AACR2. Those are our choices. If you have a local online catalog, you can program it to display whatever you like, based on the codes in the fixed field. But if you use OCLC, you must choose to either use the approved GMDs or omit them. You cannot use your own.  
--- Nancy Olson & Sheila Intner

**QUESTION:** How should we treat different physical versions of microsoftware when there may be many, not just 2 or 3?

**ANSWER:** For those of us using OCLC, there should be a separate bibliographic record created for each physical format as we do for motion pictures and videorecordings. If OCLC were set up with one master record per title, and holdings attached to the separate physical formats contained within the master record, then we could use the master record concept. However, we do not have that option, and to make it clear to our patrons what we DO own/have available for their use, we must create a separate bibliographic record for each physical format.  
--- Nancy Olson

**QUESTION:** How do we treat different versions of fiche?

**ANSWER:** Are the publishers different? If so, create different bibliographic records. Are the dates different? etc. See the guidelines for when to create a new record in OCLC's bibliographic input standards.  
--- Nancy Olson

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**ACCESS TO MEDIA**  
**by Sheila S. Intner**

**A REVIEW**

"*Access to Media* is intended to be used as a handbook for change from manual, nonintegrated bibliographic systems to integrated and automated systems as an ultimate goal. Reading this book should provide an overview of the current state-of-the-art as well as the components necessary for changing a library's procedures and implementing more valuable ones capable of giving better service." (P. vii). These first two sentences from *Access to Media* give a clear idea of what the author intends to accomplish. And, she has, for the most part, met these goals.

*Access to Media* is, first and foremost, well-written and well-organized. The writing avoids complex library jargon and relies on simple, straight forward "natural" language. It is lean and intelligent prose without the verbal padding so frequently found in library literature.

*Access to Media* is divided into two parts: part one, "History of Media Collections" and, part two, "A Rationale for Change". The first two chapters of part one were, for this reader, the "best" sections of the book. Together these chapters provide a coherent, succinct summary of the history of media in libraries and the major issues which have caused "media", e.g., things other than books and serials, to be treated differently. These two chapters lay the ground work for the rest of the book. The other three chapters of part one present the results of several surveys conducted during the last thirty years and synthesizes their results. These chapters provide a carefully structured view of some of the logical conflicts apparent in the running of media collections. For example, the catch-22 of not cataloging media because it isn't used vs. media not being used because it isn't cataloged so users know what's available. These chapters clearly demonstrate the disservice to users of 1) not fully cataloging media, and 2) not fully integrating the cataloging of media materials with the cataloging for print material.

This reader found part two on the whole to be less interesting than part one. Much of the information was familiar and didn't pull together and synthesize ideas the way part one did. Nonetheless it is a valuable section for those unfamiliar with automation or struggling with the decisions associated with retrospective conversion.

**Audience.** *Access to Media* should be required reading for all current library science students, especially those in danger of becoming administrators. Likewise, current top administrators and those charged with operating media collections should read at least Part one. Why these two groups, you ask? Because *Access to Media* clearly demonstrates what so many have been saying for so long: Treat media with the same bibliographic care as print materials and your users will reap the rewards. The next largest audience for this book should be any librarian planning to DO SOMETHING about their media collection. Please don't do it until you've read this book. For those of us who don't fit these categories, *Access to Media* is a good history of where we came from and a sensible analysis for where we can go. We recommend *Access to Media*.

Available: Neal-Schuman Publishers, Inc. 23 Cornelia St. New York, NY 10014. \$35. softcover. ISBN 0-918212-88-X

--- Reviewed by Verna Urbanski

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