OLAC NEWSLETTER
Volume 5, Number 4
December, 1985

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MEETING AND PROGRAM SCHEDULES FOR MIDWINTER
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FROM THE CHAIR
Katha Massey

Time is rapidly passing, and the Midwinter meetings will be upon us before we know it! OLAC activities at Midwinter will include:

1. Cataloging Policy Committee meeting chaired by Verna Urbanski on Friday, January 17, from 8-10 pm.
2. OLAC membership meeting on Saturday, January 18, from 8-10 pm. In addition to the business meeting, we are planning a question and answer session similar to last year's. Do come and bring your cataloging questions and concerns.
3. OLAC Executive Board meeting on Sunday, January 19, from 8-10 pm.

All meetings are open and your attendance is welcomed. If you should have an agenda item for any of these meetings, please send them as **soon as possible** to Verna (if for CAPC) or to me.

PLEASE NOTE: Although circumstances necessitate a change in place for the OLAC conference planned for November 1986, the conference is still in the works. OCLC will host the conference at its headquarters in Dublin, Ohio--so mark your 1986 calendars now! Those of you who were able to attend the joint OLAC-MOUG conference held at OCLC a couple of years ago, will remember what a fine job OCLC did in helping make the conference a success. Barbara Ritchie, Program Chair for the conference, and her committee are continuing to do a super job of planning a most exciting and practical program for all OLAC members.

OLAC is an active organization please join the action by sharing your concerns and ideas.

CAPC VACANCY OCCURS

The Cataloging Policy Committee of Online Audiovisual Catalogers has accepted the resignation of one of its members and is now seeking to fill the vacancy. CAPC represents "the concerns of audiovisual catalogers in matters relating to the formation, interpretation and implementation of national and international cataloging standards and related matters." It is a standing committee of OLAC consisting of seven voting members and two ex-officio members. Members serve two year terms. Qualified candidates will either currently catalog av materials or have equivalent experience. Candidates should have three years of qualifying experience before appointment to CAPC. Candidates must be willing to commit time and funds as necessary to meet at midwinter

and annual ALA conferences for the purpose of conducting CAPC business. Additionally, candidates should interact regularly with online cataloging systems or have a demonstrable knowledge of such systems.

Appointments to the committee are made by the Chair of OLAC following consultation and review of the applications by the Executive Board. If you are a member of OLAC and are interested in serving on CAPC, submit a recent resume and a cover letter which addresses the qualifications indicated above. Send letters to: **Katha Massey, OLAC Chair, Catalog Department, University of Georgia Libraries, Athens, GA 30602**

GUIDELINES TO SUBJECT ACCESS FOR MICROCOMPUTER SOFTWARE NEARLY READY

The ALA RTSD/CCS/SAC ad hoc Subcommittee on Subject Access to Microcomputer Software has completed its work!! The guidelines on subject access to microcomputer software should be available at ALA Midwinter in Chicago or shortly thereafter. The guidelines contain advice on subject analysis and classification for microcomputer software. A special feature of the document is an appendix of useful subject headings for software taken from LCSH and Hennepin County Library Authority List. For more information contact: **Joan Mitchell, AT&T Bell Laboratories, Crawfords Corner Rd., Room 2G-110, Holmdel, NJ 07733**

FROM THE TREASURER
Catherine Leonardi

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Reporting period:
July 16, 1985 through October 14, 1985

Account balance July 16, 1985                        $4,462.74

INCOME

          New memberships                               234.00
          Renewal memberships                           133.00
          Interest on regular account                    94.51
          Interest on CD                                 152.42
          Back issues                                     60.00
                                                    ------------
          TOTAL INCOME                               $   673.93

TOTAL                                                $5,136.67
```
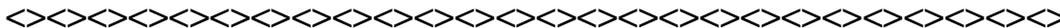
```
EXPENSES

          Newsletter (v.5, no.3
               includes $50. editor stipend)          808.97
          ALA Chicago summer '85
               AV equipment                            90.00
               Room fees                              160.00
          Postage -- treasurer                         25.20
          Logo contest award                           25.00
                                                 ------------
          TOTAL EXPENSES                           $1,109.17

Account Balance October 14, 1985                    $4,027.50
CD at 7.7% matures 3/5/86                           $2,000.00
CD at 10% matures 3/19/86                           $2,000.00

TOTAL OLAC ASSETS                                   $8,027.50

CURRENT MEMBERSHIP           559
```
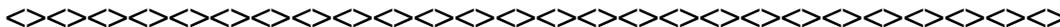
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RENEW YOUR MEMBERSHIP
OR FACE DIRE CONSEQUENCES

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As we all know "dire" is a relative term. In this case it is related to losing your membership, losing valuable information, losing incalculable amounts of insider talk and in general falling out of touch with the throbbing pulse of av librarianship.

If you are ready to risk these dangers (perhaps even to initiate the decline and fall of your library by your neglect) DO NOT RESPOND TO THIS REMINDER. If, on the other hand, you want to have all the advantages which continued membership in OLAC provides (not the least of which is continued receipt of this newsletter) then **RENEW NOW**. We promise you will catalog media happier ever after or receive a firm apology from the management (provided you can find them).

TEMPUS FUGIT

RENEW NOW!!! NO POSTHOLIDAY

SPECIALS WILL BE OFFERED

Check your Mailing label---If it says "Expires 12-85" -- **RENEW**

MEETINGS TO WATCH FOR AT MIDWINTER

Friday, January 17th

8:00 pm - 10:00 pm
Online Audiovisual Catalogers, Inc.,
Cataloging Policy Committee (CAPC)
Chicago Hilton Conference Room 4B

Saturday, January 18th
9:30 am - 12:30 pm
RTSD/LITA/RASD Representation in
Machine-readable Form of Bibliographic
Information Committee (MARBI)
Chicago Hilton Conference Room 4K

4:30 pm - 5:30 pm
PLA Audiovisual Committee
Americana Congress Gold Room Table 12

8:00 pm - 10:00 pm
OLAC business meeting
Chicago Hilton Boulevard Room C

Sunday, January 19th
2:00 pm - 4:00 pm
MARBI
Chicago Hilton Williford Room A

8:00 pm - 10:00 pm
OLAC Executive Board Meeting
Chicago Hilton Conference Room 5C

8:00 pm - 10:00 pm
ACRL Rare Books and Manuscripts Section
MARC Cataloging for Special Collections
Information Exchange Committee
Palmer House Private Dining Room 16

Monday, January 20th
9:30 am - 11:00 am

PLA Audiovisual Committee
Palmer House Burnham Room 3

2:00 pm - 4:00 pm
ACRL Audiovisual Committee
Palmer House Montrose Room 2

2:00 pm - 5:30 pm
MARBI
Americana Congress Plaza Room

Tuesday, January 21st
8:00 am - 11:00 am
MARBI
Chicago Hilton Conference Room 4K

2:00 pm - 5:30 pm
RTSD Audiovisual Committee
Palmer House Parlor G

COMPUTERS CATALOGING AND CHRISTMAS
Catherine Leonardi

It is time to make a Christmas wish list and I'd like to start with my own personal computer complete with keyboard, monitor and two disk drives. In fact, I'd like a computer for each cataloger, both professional and para-professonal and for every one who supervises cataloging in my library. And, I'd like all of these to be linked together so that we could review and revise each other's cataloging. I'd also like several printers to be available on this system.

The next order of business would be for these computers to interface our local online catalog and OCLC. Each computer would have access to a system I'd call CACP (computer-assisted cataloging program). CACP would display a group of fields common to whatever type of material the cataloger was working on. Far example, when cataloging sound recordings the cataloger would use a workform that would contain fields like 007, 028, 048 and 049. Then with a push of a button the cataloger would transfer the needed field to her cataloging record.

CACP would allow the cataloger to easily add fields to the workforms as needed. For example, when doing a bound-with, the call number and "with" note would he added to the CACP workform. Then the cataloger would push a button and have this information transferred to the catalog record. Then the cataloger could finish editing the cataloging. When finished with the CACP basic workform, the cataloger would remove the specific fields leaving the workform ready for the next use.

One of the nicest features of my CACP system would be a split screen which would allow the cataloger to view part of an OCLC catalog record and to manipulate a CACP workform at the same time. If the cataloger were editing OCLC copy for a VHS videocassette, she could call up the CACP VHS workform. The split screen would show the OCLC copy fixed fields in the upper half and the CACP VHS fixed fields in the lower half. A button would allow the cursor to move freely. At each field, the cataloger could leave the information as given on the OCLC copy or change it. One key stroke would move the field to the CACP VMS workform.

When the fixed fields were completed the cataloger could scroll (using two separate control keys) the two halves of the screen to view the variable fields on the OCLC record and the workform simultaneously. By having two separate advance keys, the workforms could be manipulated independently. This would allow the cataloger to copy workform fields easily into the record. When editing was complete the two halves of the screen could be scrolled slowly to check for additions and corrections. When finished, the record could either be stored for review or produced.

This is what I'd like Santa to put in my stocking this year. If anyone can think of good additions to my computer wish list, I'd like to hear from you---preferably before Christmas Eve.

NOTES FOR CATALOGERS
A REVIEW

Notes for Catalogers: a Sourcebook for Use With AACR2 is said by its authors, Florence Salinger and Eileen Zagon, to have evolved from *Monograph Cataloging Notes*. The key to the evolutionary process is, in this case, a broadening of focus to include not just monographs, but all materials covered by chapters 1-12 of AACR2. The book is intended to help catalogers decide on the appropriateness of a note and to suggest phrasing and punctuation. The authors followed the practices of LC in so far as those could be determined from looking at LC cataloging and following the interpretations provided by *Cataloging Service Bulletin*.

The chapters of this sourcebook follow the organizational pattern of AACR2. Notes appropriate to each rule within a chapter are to be found clustered under that rule. All materials are included except early printer monographs. There are even samples for chapter 1 notes. These "represent valid notes on materials for which there is not rule accommodation within their respective chapters in AACR2" (Preface, p. vi). This is a handy feature. It wasn't until seeing sample notes for three dimensional materials under 1.7B2, that the reviewer registered the fact that no provision has been made for these notes in chapter 10.782. In addition, that intentionally neglected media, kits, receives the benefit of 8 samples in this section. A modest sampling it will be admitted, but it is a start!

Notes under each rule don't cluster as completely as they might. For example, notes for added title page titles appear as citations 203-204, and 214-215 in chapter 2 and could just as well have

all been together. This is not a major flaw once the user understands that it happens and that it is best to scan the entire category to get the fullest benefit. The alternative is to use the subject index and follow-up on each citation mentioned there for appropriate chapters. Users need to be aware that the subject index is... "selective: examples of a certain subject may recur throughout the chapters, but only a representative selection of examples is referenced in the index" (Preface, p. vii).

Notes provided under one rule are often very similar, but the authors appear to add at least one distinct feature to each note so that exact duplications are not common. The reviewer found the examples for numbers notes to be consistently helpful (_.B19). She also found the notes for accompanying material for text and cartographic materials to be helpful, but to be disappointing in their quantity and quality for other chapters. For instance, only three examples are given for chapter 5 material. Chapter 7 is nearly as skimpy.

Publication of *Notes for Catalogers* marks yet another step forward in the struggle to legitimize the full cataloging of audiovisual materials. Just as AACR2 makes cataloging of media a standard practice for "normal" libraries (not just the lunatic fringe!!!), so *Notes for Catalogers* recognizes the valid needs of both media catalogers and media users.

This reviewer recommends *Notes for Catalogers* with confidence. Its cost is modest for the amount of information it contains. Congratulations are due the authors on a job well done. Catalogers will always wish for just one more sample note to fit exactly their situation, but that keeps life interesting!!

--- Reviewed by Verna Urbanski

Available: Knowledge Industry Publications, inc., 701 Westchester Ave., White Plains, NY 10604.

CATALOGING OF AUDIOVISUAL MATERIALS: A MANUAL BASED ON AACR2 by Nancy B. Olson---A REVIEW

Nancy Olson's second edition of *Cataloging of Audiovisual Materials* comes to the av cataloger with accessible information in an attractive and easy to use format. CoAM2 continues the Olson tradition of writing for both the practicing cataloger and the student of av cataloging.

The manual is based on AACR2 and the published rule interpretations of the Library of Congress. CoAM2 fully revises the text and examples of the original edition and adds further examples. It includes a chapter on cataloging microcomputer software using the guidelines issued by ALA in July, 1984. Subject headings from Sears and LCSH have been added to all the cataloging examples as have Dewey and LC classification numbers.

The manual covers descriptive cataloging, but also includes information which would be helpful in administering an AV collection. Olson presents a logical consideration of the many questions which need answered to run an efficient AV collection. Chapter 2 ("Cataloging Audiovisual Materials") is especially helpful in its description of the handling of the title information on AV. New to this edition are the sections discussing the assignment of subject headings, the rationale for classifying AV and the treatment of "In" analytics. All are valuable additions.

Individual chapters provide guidance by media group. New media are included, for example, there is discussion of, and a cataloging example provided for, a compact disc. One of the most useful sections is sure to be the chapter on cataloging microcomputer software with its discussion of the file description area and the practical "notes" samples. The chapter on cataloging AV serials is particularly useful at this time when rumblings are being heard regarding the need for a MARC format for AV serials. As in CoAM1, the discussion of cataloging kits serves to crystallize several options for this vague material that everyone knows but few can define clearly.

Coding and tagging for the cataloging examples is available in a separately published monograph rather than in the back of the main text as in the first edition. This is a sensible innovation which keeps the text of the basic manual a useable size while providing a separate handy guide for OCLC users. The coding and tagging has not been officially sanctioned by OCLC, but represents the expertise acquired by Olson after nine years cataloging AV on OCLC. The coding supplement comes with a wall chart of the 007 field containing all the variables for the formats currently using an 007. Olson plans to publish coding and tagging supplements for UTLAS, WLN and RLIN users as well. We are happy to see Olson continuing the practice of furnishing coding and tagging for her cataloged samples. Her's is the only manual which does this and the value of the effort needs to be recognized.

Cataloging of Audiovisual Materials continues with this second edition to prove its value to the AV cataloging community. Its information is accessible, the writing style relaxed and clean. Olson manages to demystify AV cataloging while revealing the layers of decision-making which goes on almost automatically in the mind of an accomplished cataloger. The manual and its supplement are useful at all skill levels and across all types of libraries regardless of the degree of automation. It is a welcome addition to the manuals available to a growing community of AV catalogers.

--- Reviewed by Verna Urbanski

AVAILABLE: Minnesota Scholarly Press, PO Box 224, Mankato, MN 56001 (507) 387-4964. /// Manual ISBN 0-933474-38-5 $34.50 /// Coding supplement ISBN 0-933474-39-3 $15.00.

CATALOGING MICROCOMPUTER SOFTWARE:
A SHARING SESSION

Online Audiovisual Catalogers sponsored a sharing session on the cataloging of microcomputer software during this summer's American Library Association annual conference. The more than 100 attendees ran the gamut from those who were acknowledged experts to those who needed to know a little just to get started. The session was held July 9th from 9:00 to 11:00 am. The format included brief presentations by a panel of specialists and a group discussion period followed by a question and answer session with the panel fielding questions from the groups. The session was ably moderated by Sheila Intner, immediate past chair of OLAC and visiting assistant professor at UCLA. Panelists included: Ann Fox (LC), Judy McDermott (LC), Glenn Patton (OCLC) and Pat Luthin (Georgetown University). Facilitators during the group discussion sessions included: Bonnie Fletcher (U of Wisconsin-Whitewater), Peggy Kellogg (SUNY Geneseo), Susan Koch (Arlington Heights Memorial Library (IL)), Robert Mead-Donaldson (Florida International University), Jean Armour Polly (Liverpool Public Library (NY)) and Ann Weber (U of North Carolina at Charlotte).

- Judy McDermott briefly described the work that has been going on at LC to prepare for the pilot project CIP for microcomputer software. LC plans to begin cataloging MRDF by next spring. There are still several questions to resolve including biggies like where to put the CIP information on the software. Cooperating producers are in the process of being contacted.
- Ann Fox followed up Judy's outline by discussing the CIP software data sheet that is being drafted and by showing some examples of what the CIP entry may look like.

  The data sheet filled in by producers of software will be used by LC as the basis for CIP cataloging so it must be designed with care to elicit useful and precise information. It must be a document that can be understood by those filling it out and also provide pertinent information without burdening the producers unduly. The data sheet has already gone through several drafts. LC feels that the essentials needed to create a useful data sheet will include: a carefully structured set of instructions for the publishers, a facsimile of the software screen displays, information on the target audience, what category the software falls into (i.e., spread sheet, word processing, database management, etc.), file description (type and number of files), what systems the software runs on, what formats and versions are available. The data sheet will ask the producers to describe the software in terms of shippable units.

  The degree of fullness provided by the CIP has not yet been decided upon but three basic options are a full record, a modified record and a basic record. The basic record would be similar to the current CIP used for books. The drawback to using this style is that the file description would not be provided. This is an area that catalogers consistently report having trouble constructing for MRDF and it therefore is a highly desirable set of information to provide. The full record, while the most useful to the users of CIP, might require more time to construct than is practical in a CIP program.

- Glenn Patton outlined OCLC's early and continuing involvement with MRDF cataloging. Nancy Olson instigated the creation of *Guidelines for Using AACR2 Chapter 9 for Cataloging Microcomputer Software* when she was with OCLC as visiting scholar during 1982/83. It was due to her interest and expertise that a group was assembled which

eventually produced the CC:DA approved and ALA-published guidelines. OCLC implemented the MRDF format in October, 1984. 4,000 titles have been entered so far on OCLC. Though the rate of input has slowed in the last quarter, the number of holdings attached to the records already input continues to grow steadily.

Glenn has been the project supervisor for the implementation of the MRDF format at OCLC. As such he has been involved not only in bringing up the format, but in designing training materials and doing workshops. There is a greater emphasis on the problems associated with cataloging MRDF, not just implementation of the format. Most interest at the workshops is in the cataloging of microcomputer software rather than mainframe software. One of the most striking observations Glenn made during these workshops is the number of catalogers who have no access to the computers on which the software runs. This means catalogers are virtually dependent on the information provided by the external surfaces of the software, the packaging and accompanying material, for cataloging information. OCLC is currently working on clarifying the language in their format to make it more helpful to catalogers.

- Pat Cuthin is a member of the subcommittee of the Subject Analysis Committee that has been working to develop guidelines for the consistent subject analysis of microcomputer software. The subcommittee's recommendations will include five major points:
    1. Catalogers should make full use of *Guidelines for Using AACR2 Chapter 9 for Cataloging Microcomputer Software*;
    2. Catalogers should use established subject lists;
    3. Classification of microcomputer software should be mainstreamed with other materials;
    4. The free floating subdivision "software" should be adopted to differentiate software from other media and from text;
    5. Catalogers should avoid using the make, model, operating system for subject headings. If this access is needed, catalogers should use the 753 field recently approved for addition to the MRDF format.

The subcommittee hopes to move the set of recommendations through the appropriate approval channels during this conference and to see publication of it by Midwinter conference.

- Moderator, Sheila Intner announced that a Dewey classification phoenix is available for computer software. Forest Press is the publisher and it is titled: *Dewey Decimal Classification 004-006, Data Processing in Computer Science and Changes in Related Disciplines*.

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QUESTIONS & ANSWERS FROM THE SHARING SESSION

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QUESTION: If we find cataloging online but ours runs on a different machine, do we input a new record or can we modify the online record?

ANSWER: You should input a new record unless if, as is, it runs on more than one machine including the one you will be using it on. You may want to adjust the wording of the system requirements note to give prominence to the machine available in your library.
--- Glenn Patton

QUESTION: How about version changes, for instance, from version 1 to version 1.3?

ANSWER: Yes, version changes require a separate record. Remember you can use the "new" function to clone the basic record for modification to save on keying in information.
--- Glenn Patton

QUESTION: What do we do with software that accompanies a book? Sometimes LC has cataloged the title, but doesn't mention the software.

ANSWER: LC is still exploring this question. It must be determined whether the software is accompanying the book or the book is accompanying the software.
--- Ann Fox

LC is trying to get the publishers to be more specific about this situation, so LC will have an idea of their intent.
--- Judy McDermott

LC may not have received the software and may not be aware that it exists.
--- Dick Thaxter

The user can add the information to the online record. This is one of those situations where the cataloger must use judgment.
--- Sheila Intner

QUESTION: If the statement of responsibility is not prominent, should we ferret it out?

ANSWER: Stay within the general guidelines provided for this area in AACR2 and the guidelines for chapter 9. Examine the credits and use your judgment.
--- Ann Fox

Don't dig to find it. Area of responsibility is always supposed to be for prominently named parties.
--- Glenn Patton

QUESTION: Can the extent in the 300 field be changed to say 1 disk instead of asking for a file description?

ANSWER: There are some proposals to this effect being considered currently by a CC:DA task force which is reviewing the *Guidelines for Using AACR2 Chapter 9 for Cataloging Microcomputer Software* published last year by ALA. Even under these current guidelines you can OPTIONALLY choose to describe the carrier rather than the extent of the file, or, you can also say "ca. 1 file".
--- Sheila Intner

QUESTION: What is a data file? What is a program file? How can we calculate or find that information with the material we have in our hands?

ANSWER: The best bet if you know nothing about this, is to read the definitions in the glossary of the guidelines and then look at the way the information is presented in the item. The object is to do this as quickly and expeditiously as possible. If you can look at a menu, look only at the main menu and surmise the files from that. Do not try to count the files in submenus.
--- Ann Fox

QUESTION: How do you select an appropriate record on OCLC when the online record has a copyright date which differs from the one that can be found on the item in hand and the cataloger doesn't have access to a machine to view the screen?

ANSWER: Match what you've got, if you don't have the internal screen, use the external data available and select an OCLC record based on that.
--- Sheila Intner

Yes, you must use your own best judgment as to whether this is the same title or not.
--- Glenn Patton

QUESTION: We notice that the examples of different levels of cataloging handed out earlier shows the audience note before the system requirement note. This doesn't seem very logical to us. The system requirements seem more important.

ANSWER: This is the order of notes indicated in the guidelines. (9.7B14)
--- Ann Fox

QUESTION: How should we use the 753 field? Should we do one for each machine the software will run on, or, just for the machines at hand?

ANSWER: Make 753 added entries just far the machines you have in hand.
--- Judy McDermott

Don 't go beyond what is described on the item. Catalogers may want to limit to the machine(s) at hand. People who are wanting this software will have some sophistication about what machines will run what software. We may tend to spoonfeed our users a bit on things like this.
--- Glenn Patton

QUESTION: When do you use a personal author as main entry?

ANSWER: Use appropriate AACR2 rules if authorship can be attributed.
--- Ann Fox

No special rules of entry exist by material in AACR2 as they did in earlier cataloging rules.
--- Glenn Patton

QUESTION: What do we do about entering ISBN numbers for microcomputer software?

ANSWER: A committee of NISO is currently looking into this question. The proposed format coming out of that group has been rejected and the usability of ISBN is being examined.
--- Ann Fox

Bowker began assigning ISBNs to materials handles. This is a very troubling turn of events because it has a publisher establishing a national standard by fiat.
--- Sheila Intner

[NISO has had a change of heart---ISBN's won out.--- ed.]

QUESTION: The subject access provided by LCSH is not adequate for microcomputer software. What can be done?

ANSWER: The microcomputer subject access report has a very helpful bibliography. When it is available (hopefully by Midwinter) users wanting extra help may find this a useful to supplement LCSH. The subject list of Hennepin County public library system includes terms to use for software. It might be helpful to use these.
--- Pat Luthin

QUESTION: The language coding in the MRDF format causes confusion. Why do some code it "eng" and other "n/a"?

ANSWER: OCLC's interpretation of the MARC format is, in this case, very strict. You do not have a language code unless it is a text file. A language code from the code list is appropriate only in cases where you have a textual data file. In all other cases you do not have a codeable language. It is not that a language (COBOL, FORTRAN, etc.) isn't being used. There simply is no code in the code list to use with these. So the appropriate language code is n/a or blank,blank,blank. Some people believe they need to say something about what the language of interaction is. That is, what language you see in the screen displays. That is a possibility and perhaps we need an addition to the MARC format to allow for that.
--- Glenn Patton

QUESTION: Some of us do not know what "a textual data file" is.

ANSWER: *Moby Dick* translated into machine readable form is a textual data file.
--- Glenn Patton

QUESTION: Is OCLC going to index the 753?

ANSWER: There are no immediate plans to index the 753 field. The present system is being redesigned and will carry with it various kinds of keyword searching which may be more useful in this case than a derived search key.

--- Glenn Patton

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MORE QUESTIONS & ANSWERS FROM THE SHARING SESSION

The next several pages contain answers provided by Glenn Patton (OCLC), Nancy Olson (Mankato State University) and Sheila Intner (UCLA Graduate School of Library and Information Science) to a list of questions which could not be answered during the program in Chicago. The response of each expert is provided unless the answers duplicate, then the most inclusive answer was selected. When conflicting opinions arise each has been provided. Later clarification may be necessary. These differences demonstrates that even among the experts opinions vary. A reassuring thought to many of us and a further verification of the importance of "catalogers judgment." Many thanks are due to these three OLAC members for taking the time to answer these questions for us. They are outstanding OLAC members who continue to give unstintingly of their time and expertise on an ongoing basis.

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1. Are "created by" and "produced by" statements considered statements of responsibility?

    > **PATTON:** Certainly
    > **OLSON:** I consider "created by" and "produced by" to be statements of responsibility.
    > **INTNER:** Yes, but -- "created by" without any other competing statements like "programmed by " or "designed by " or "written by" could be taken to be a statement of responsibility. If there are other such statements, then I would put them in a note, including the "created by". "Produced by" is not the same. I would interpret "produced by" as a responsibility for technical production, not intellectual creation.

2. What should be done with copyright: statements when copyright is held by a person?

    > **PATTON:** Such a copyright statement cannot be construed to mean anything more than ownership of the copyright. Thus, a personal name presented with a copyright statement could not be recorded as a statement of responsibility unless there was other evidence of "responsibility." I would suggest recording it in a note. An added entry could be made for the name based on the note (see OCLC #11214492).
    > **OLSON:** When a copyright statement contains the name of a person, and that person is not named anywhere else, I would make a note. EX: Copyright by

_____.

If the package being cataloged consisted of only the item containing the above mentioned copyright statement, I would also use the person as main entry, reasoning that the person, in claiming the copyright, claimed authorship or rights as creator of the item in question.

If, however, there were one or more other items in the package (teacher's guide, user's manual, workbook, chart, worksheets, etc.), I would look to see if any of those had a title page or title page equivalent, and if they named the same person, different person(s), or no one as author. I would then consider the importance of the item with the personal copyright in comparison to the rest of the package . How much was the person responsible for? How much was someone else responsible for? How much was unattributed? Then I would make my main entry decision.

I would make the copyright note anytime a person was named there who was not named anywhere else, to justify at least an added entry for the person. If the person were named elsewhere my note would refer to that authorship: EX: Manual by _____.

INTNER: For dates, do exactly the same thing as when that occurs in books. If it is the only date, use it. If there is another "publication" date or "release" date, use that first, followed by the copyright date if it differs.

3. How much of the accompanying documentation should be used in the bibliographic description? What gets bracketed? [comment from the facilitator--"This person wasn't understanding the chief source of information, apparently."]

> **PATTON:** *Guidelines for Using AACR2 Chapter 9 for Cataloging Microcomputer Software* (Hereafter, *Guidelines*) (p.2-3) does not limit you to any portion of the accompanying documentation. You need to bracket only if you take information from a source other than the chief source of information.
> **OLSON:** All the items should be included in area 5, even if as "+ various materials." The question may refer to the cases when the accompanying text is a substantial one with title, authors, etc,, which is designed to be used with the microcomputer program, I do as follows:

```
                + text.
```

> Then make a note:

```
                Text:      Title / statement of responsibility.
                Edition. Publication information. Area 5
information (Series).
```

> and leave out any of the above information that repeats the 2XX-4XX information already given. Logo packages often include a copy of the text on Logo which is related, but not a user's guide. This could be pulled out and cataloged separately.

Use as much as is necessary for your users. Don 't bracket unless the information comes from a reference source outside the work in hand (and all its little parts).

4. Some software is "secured" so that any bibliographic information which may be stated internally cannot be easily accessed. Upon what should the bibliographic information be based?

> **PATTON:** If you cannot "see" the internal information, you move through the order of preference given in *Guidelines*, p. 3: label on the disk, label on the container, etc.
> **OLSON:** See *Guidelines*. On microcomputer software, use the title screen(s), if present , as first choice. Then use the hierarchy stated in *Guidelines*.
> **INTNER:** The preferred source of information is not the secured directories, but the screens which appear when a piece of software is "run." These are much like title screens on films or video. Base the description on that, plus information on integral labels, accompanying material and/or boxes as appropriate for the area of description involved.

5. How should the back-up disk(s), issued with the original, be described?

> **PATTON:** I have suggested that users consider borrowing from the revised form of AACR2 rule 1.5B1 and record the physical description as "1 program file on 2 identical computer disks ...," Alternately, a note could be used.
> **OLSON:** If the disks and their labels are identical, I use "2 identical computer disks." If either the content or the label differs (and a backup disk may do either or both), I list the backup in the accompanying material as "+ 1 backup computer disk" or "+ 1 computer disk as backup."
> **INTNER:** As another copy of the work. Not as another work. The backups, unless they are radically different from the original are merely another item, not another title.

6. What role does the menu screen play in determining the number of program files?

> **PATTON:** Since *Guidelines* requires that the number of files be given and since this information may not be accessible through a directory or catalog command, a number of the "experts" have suggested counting from the menu choices. They recognize that this is not an accurate count of files. It merely provides a convention to use when accurate information cannot be provided.
> **OLSON:** There may be little or no relationship between the menu and the number of program files or data files. However, those of us teaching cataloging of these items have agreed that the menu gives something practical to count. Ignore menu items such as "Hello," "Quit," or "Exit" and count those that represent real choices for the user.
> **INTNER:** Some people feel that, unless you have better information, counting the choices listed in the main menu constitutes an acceptable method of counting files. In truth, it is not a bad rule-of-thumb though it is rarely, if ever, a precise

way to determine the number of files. The menu is as good as guessing or simply saying "ca. 1 file."

7. What should the bibliographic description include for items whose screens give differing information each time they are booted?

> **PATTON:** If it is a matter of the same information presented in different order, record it one way, make a note indicating that the presentation varies and account in notes and added entries for variations in title.
> **OLSON:** Catalog such as item according to the first display you see. If alternate displays give information not presented in that first display, include the information in a note if added entries are needed, or if the information would be of use of interest to the patron.
> **INTNER:** Use the information that comes up the first time you boot the software and make a note about the others, One could interpret all the screens as a multiple chief source (as in other chapters of AACR2) and simply use it all or make notes for whatever does not appear in the title paragraph.

8. One participant noted that she had seen different ISBNs throughout the software package (disk had one number, manual had another, etc.). Is there a limit as to how many ISBNs should be stated in the online record? How should they be qualified?

> **PATTON:** There is no limit. If there is an ISBN which applies to the package as a whole, give that one first. Any others should be given following that one with qualifiers as shown in the LCRI for rule 1.8 (*CSB* 16, p.9). Use a concise term such as "(disk)," "(user manual)," "(reference card)," etc.
> **INTNER:** There is no limit. See rule 1.8B2. Qualify them according to rule 1.8E1, e.g.,

ISBN nnnnnnnnnn (programs)
ISBN nnnnnnnnnn (manual)

9. Should added entries be routinely made for producers of software?

> **PATTON:** Yes, I think so. Catalog users may well be familiar with these names. They may also be useful for library staff in checking publishers catalogs, etc.
> **OLSON:** I routinely make added entries for producers (I assume you mean the commercial publishers?) as patrons do request material by these names.
> **INTNER:** I would say no.

10. Is there any way to get software producers to let the copyright screen display for a longer period of time? Also, as with all AV can we encourage producers to be consistent in their packaging, labeling, especially in regards to titles and dates?

> **PATTON:** Complain to them.
> **OLSON:** I doubt it. There are too many producers who do only one or two items

and then go out of business - by the time any group or agency would be prepared to contact them with any requests for uniformity in packaging, labeling, or title display, they are out of business, or on to some other endeavor. Various AV groups, especially through AECT, tried very hard during the late 60's and early 70's to persuade publishers to be consistent in labeling, improve packaging, etc. I think it had positive results with the major publishers, but there's no way to contact those who are about to market their one and only product.

INTNER: Nice ideas but I doubt they will work. One thing that might help catalogers who do a lot of software, take a Polaroid picture of the screen to use for cataloging. If the cost of booting and rebooting is more than the picture (including the cataloger's time doing it) then the cost of the picture is justified.

11. Why are we continuing to use "machine-readable data file" in subfield h when "software" is being proposed by the SAC subcommittee as the new free floating subdivision?

> **PATTON:**The GMD is specified in the cataloging rules.
> **OLSON:** There is no relationship between subject headings and the GMDs. The GMD list is part of AACR2; subject headings are not controlled by these rules. [A 2 hour discourse on how to change a GMD, and the problems of changing this particular GMD can be supplied on request.--N.O.]
> **INTNER:** There is also a proposal coming up to change the GMD in AACR2. Be patient. Remember that a subject heading does not play exactly the same role as a GMD and therefore cannot be substituted for it.

12. How are (or Are) little software manufacturers going to be included in the CIP for microsoftware project?

> **INTNER:** The same way little publishers are. For this pilot project it is probably best not to try to hit all possible eligible software producers, but just enough to make the experiment viable. It is probably better to work with producers who are large enough to make CIP an attractive marketing tool, since for smaller producers the cost of their part of CIP may make it impossible for them to participate. Remember, the producer has to provide the information -- a costly process -- CIP is not a freebie, except to us, and even we pay, in terms of the allocation of LC's resources to other projects.

13. If a book/disk set is cataloged as a book, how can we provide access to the disk (no 753 in the monographic format)?

> **PATTON:** There is currently no 753 field in any other format. One could make a local added entry (not included in the master database record and tagged as 710 so that the added entry card will sort with the rest of your 753s).
> **INTNER:** Good question. I would suggest adding an extra title entry with an added subfield h. If you had the *Apple Tip Book*, e.g., you could catalog both the book and the diskette as a book and accompanying material, then make a 740 for Apple tip book $h [machine-readable data file].

14. Is there a good note to use to explain that you are cataloging without any packaging, generic terms for title, etc., or public domain software?

> **PATTON:** If you have access to the internal title screens, then it makes no difference that there is no packaging. I am not sure I understand the question.
> **OLSON:** I assume the question should read: "Is there a good note to use to explain that you are cataloging without any packaging [as when] using generic terms for title, etc., as with public domain software?"
> The traditional note is "Title supplied by cataloger." It provides information to other catalogers in network environments such as OCLC, but I am not sure how useful it is to the patron.
> **INTNER:** I don't understand the question. If there is absolutely no information on the item and all of it comes from outside sources, then a note can explain that, e.g., "Bibliographic data from *Library software review*, v.5 (1985):35."

15. Is an integrated file (program with data) considered to be a program file?

> **PATTON:** Yes.
> **OLSON:** Yes -- a program file containing data is called a program file.
> **INTNER:** No. It is always multiple, i. e., 1 data file and 1 program file, or 1 data file and 3 program files, etc.

16. If the program requires that the user supply a blank disk for her data, should the catalog record contain a note to that effect?

> **PATTON:** A note could be used but is it really necessary to include this in a bibliographic record?
> **OLSON:** No. This is one of these things the user is expected to understand. Anytime someone is creating data using a program, they should expect to put the data on their own disk. If we were circulating cameras, we would expect the user to know to provide their own film. Computer users are knowledgeable enough to know they need blank disks for many programs.
> **INTNER:** Yes. This could be put into system requirements, with the peripherals needed to use the program.

17. Can one assume that there is a one-to-one correlation between the number of program files and the items on the menu screen?

> **PATTON:**No.
> **OLSON:**Not really -- see number 6 above.
> **INTNER:** Only for the purposes of cataloging.

18. Would it be possible for OCLC to distribute a list of OCLC numbers for MRDF records that may be considered good examples of cataloging in this format? Perhaps, illustrating a variety of situations? Some of the attendees have not yet seen a record online.

PATTON: The following records were used in OCLC training Users may also want to search for common corporate names of software producers.

```
     11135679    11214488    11222174    11135865    11214492
11222212
     11214477    11214495    11214480    11215887    11214483
11215949
```

OLSON: It is difficult, however, to judge from just looking at an online record, because you don't know what was on the piece in hand unless you also have that piece in hand.

19. Is there an indication of which format LC will be favoring for MRDF serials, the serials format or the MRDF format?

    PATTON: Serials.
    OLSON: The MRDF format includes values for serials. Lots of work went into that decision, so the format would be able to handle all MRDF.

20. Are there other terms that may be used in the future in place of the gmd "machine-readable data file"? If this term is changed soon, shouldn't that change take place before the specs are sent to publishers for their participation in the CIP program?

    PATTON: The Joint Steering Committee will, this fall and winter, be considering revisions to Chapter 9, including a change to the GMD.
    OLSON: Yes, but not soon. I would anticipate formal changes at the international level by late 1986 or in 1987.
    INTNER: Yes, but the timetables of the Joint Steering Committee and the AV-CIP project are not coordinated, so we have to just "go with the flow," so to speak.

QUESTIONS AND ANSWERS

QUESTION: Why do spoken recordings have a different default value than musical sound recordings in the fixed field, an i instead of a j for type of record?

ANSWER: In the OCLC sound records format FF:1 the default listed is "j." If you do not enter "i," "j" is what will appear. One function of the fixed field area is to provide coded categories of information which can be machine matched to pull up similar categories of material. One could, when working with a data base containing both musical and nonmusical recordings, select out nonmusical by applying a parameter including type i. It is an aid to machine sorting.
--- Verna Urbanski

QUESTION: In cataloging spoken records of broadcasts on National Public Radio, the records did not appear when the title search was qualified by "rec." The qualifier "rec" should apply to any aural record, shouldn't it? Or, does it apply only to musical recordings?

ANSWER: Section 4 of OCLC's manual *Searching the Online Union Catalog*, 2d. ed., page 4:25 (rev. 8501) table 4-4 indicates that "rec" is the correct qualifier for both type i and j records. I would suggest that if you did not recover level i records on correctly enter search keys, the record may lack the correct type code in the fixed field.
--- Verna Urbanski

ANSWER: ... Both musical and non-musical sound recordings should respond to this [i.e., rec] search qualifier. If you have examples of bibliographic records for sound recordings which are not retrieved by the qualifier, please send them to me so that we can be sure that the Online System is functioning correctly.
--- Glenn Patton

QUESTION: What is the rationale for the different terminology used in the GMD and 300 field, a sound recording or videorecording (1.1C1) whereas sound cassette or videocassette in physical description area as per 6.5B1 or 7.5B1?

ANSWER: The GMD (general material designation) is placed in the record at the end of the main title to act as an early warning system to alert users to the fact that they are dealing with a media and not a text material. The SMD (specific material designation) allows the cataloger to describe exactly what they have in hand, often using a very specific descriptive term. The two categories exist so that GMD lists need not attempt to be exhaustive. The GMD can perform its early warning function with a relatively generic term and without being a burden to the library community to keep updated. Therefore, the GMD videorecording alerts users to the fact that media is involved when the specific media may vary from cassette, to reel, to disk.
--- Verna Urbanski

QUESTION: I am cataloging a large group of materials and have become confused about what to use as a title. Which title do I use, the title on the box, or the title on the film itself?

ANSWER: Prefer the title from the item itself. When dealing with a group of similar material, the first title that comes up on the screen isn't necessarily the one to catalog under. Sometimes these are series titles and the real title comes up on the second or third screen. By looking at several items in the set you can usually see an appropriate pattern.
--- Verna Urbanski

QUESTION: What do I use for length when the video label says 30 minutes, but the actual playing time is 24 minutes?

ANSWER: Correct the video label to read 24 minutes and use 24 minutes in your catalog record. To input based on what the label says is very tricky. I use label information as a backup only. Using 30 minutes in your online cataloging could give the impression that two versions

exist.
--- Verna Urbanski

QUESTION: I know for a fact from materials received from the producer of a video that a title is available in 3/4 inch U-matic and Beta. Should I put this in my record as a note even though our library patrons could be misled into thinking all these formats are available in the library?

ANSWER: I never do. I think listing available formats is very confusing to patrons--and even to staff.
--- Verna Urbanski

QUESTION: When a record is cataloged according to AACR2 and the description area in the FF contains code "a," is it necessary to use the table 3 verification codes in the Bibliographic Input Standards Manual?

ANSWER: By verification codes do you mean the subfield "w" following the names? If so, no, you are not required to add this if the cataloging is Desc: a. I nearly always do add them to my original cataloging, though. I feel that it lets users of my cataloging know when I have established the name and when it is coming from a more official (notice I don't say reliable!!!) source. I appreciate knowing that when I use other members' input.
--- Verna Urbanski

QUESTION: It seems that some libraries are inputting records for materials that they cannot adequately evaluate because they lack the hardware necessary to run the material. This is going to prove to be a big problem when more and more libraries enter MRDF without the computers available to load and run the programs. What can be done about this? Could OCLC "require" that a library load films, videos, computer programs, etc. before cataloging them?

ANSWER: I know that putting records in the system when the cataloger has not viewed the material can cause misleading information to appear. I don't think it would be possible for OCLC to require that members must view the material before cataloging it for online addition. After all, even LC our staunchest leader in av cataloging, doesn't do that. We must simply rely on the good judgment of our fellow catalogers and use our own good judgment when deciding whether to use an online record.
--- Verna Urbanski

QUESTION: If a type of material has not been accounted for in the four letter collection code allowed in the 049, can we insert a media in brackets before the four letter collection code and get a stamp above the call number?

ANSWER: Yes. Alternatively, you may wish to investigate having additional four-character symbols set up in your profile. You can discuss this with your network office.
--- Glenn Patton

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```
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