OLAC NEWSLETTER
Volume 8, Number 3
September, 1988

TABLE OF CONTENTS

FROM THE EDITOR

Once again, this issue offers several chances for OLAC members to become more actively involved with this group, to learn from fellow members, and to contribute to audiovisual cataloging practice.

There are forthcoming elections for OLAC vice Chair/Chair Elect and for OLAC Treasurer, as well as vacancies on the Cataloging Policy Committee, a Committee that has proven to be on the cutting edge of audiovisual cataloging policy and practice.

CAPC is soliciting examples for a manual on cataloging unpublished audiovisual materials. Anyone who has ever struggled to catalog locally-produced materials knows both how critical these resources are for local use and how difficult they are to catalog according to national standards. You can help the Cataloging Policy Committee by submitting examples.

Finally, the program for the upcoming biennial OLAC Conference is included in this issue. The program looks both exciting and very useful. The colored inserts in this issue offer you a chance to sign up for this exciting and worthwhile program.

--- Grace Agnew

The Deadline for the vol. 8, no. 4 issue (December, 1988) is: **OCTOBER 22, 1988**

FROM THE CHAIR

It is a great pleasure to greet you for the first time as Chair of Online Audiovisual Catalogers. For many of you, I'm sure I'm a familiar name because of my role as OCLC's liaison to OLAC. I look forward to being able to meet more at you during the coming year.

OLAC members who gathered during the ALA Annual Meeting in New Orleans spent a busy time together as reports of those meetings in the *Newsletter* will reflect. A particular highlight of those meetings was the presentation of OLAC's award for significant contributions to AV cataloging to Sheila Intner.

One of the traditional functions of this kind of message from the Chair is to thank those who have been active in the leadership of the organization. The New Orleans meeting marked the end of Dick Thaxter's terms as Vice Chair/Chair Elect, Chair and Past Chair; he now retires from the Executive Board. Both personally and on behalf of the Board, I want to thank Dick for his service, and we all look forward to his continuing contribution to OLAC. I also want to thank J. O. Wallace for his work as Chair during the past year, and I look forward to his help during his

year as Past Chair. Last, but certainly not least, I am especially pleased to welcome Verna Urbanski as Vice Chair/Chair Elect. Verna's contributions to OLAC are legendary and we all look forward to working with her in the coming years.

During its meetings in New Orleans, the Board reviewed plans for the November 2-4 National Conference in California. We're all excited about the program and arrangements which Bo-Gay Tong and her committee have put together. If you haven't already done so, consider joining us for these sessions. If you're a West Coast resident, it's an opportunity to catch up on the latest in the world of AV cataloging and to participate in OLAC meetings without traveling back East. For those of us in the East, it may be a last chance to escape before winter sets in. See you there!

--- Glenn Patton

FROM THE TREASURER
Catherine Leonardi

```
Reporting period:
April 1, 1988 through July 13, 1988

Account balance Apr. 11, 1988                    $4,939.01

INCOME
     Interest                                        88.19
     Back Issues                                      5.00
     Membership (10 new, 17 renew)                  382.00
     Treasurer error  in v.8, #1 memberships        -13.00
                                                -----------
     TOTAL INCOME                                   462.19


TOTAL                                            $5,401.86

EXPENSES
     Newsletter v. 8, no. 1 (remainder)            451.13
     Newsletter v. 8, no. 2 (advance)              100.00
     ALA San Antonio room fees                      90.00
     ALA New Orleans
          Board Stipends                           500.00
          MARBI Stipend                             100.00
          Board dinner                              80.41
     Treasurer postage                              23.10
     Plaque                                         115.12
     OLAC fall 1988 conference
          Printing                                  25.56
          Postage                                    8.15
                                                -----------
     TOTAL EXPENSES                              2,094.13
```

```
Account balance July 13, 1988                          $3,301.13
CD at 7.1% matures 11/88                                6,000.00

TOTAL OLAC ASSETS                                      $9,307.13

Current membership: 566
```

OLAC ELECTIONS:
A Chance to Get Involved

OLAC is once again calling for volunteers for two positions on the OLAC Executive Board. This is an excellent opportunity to participate in a dynamic library group! The 1989 ballot for Vice Chair/Chair Elect and Treasurer of the Online Audiovisual Catalogers, Inc. (OLAC) will appear in the March 1989 issue of the *OLAC Newsletter*. Members interested in running for either office must apply by January 8, 1989.

The Vice Chair/Chair Elect is elected annually at the June meeting and serves a one-year term as Vice Chair, immediately afterward assuming the post of Chair for one year. (S)he performs all duties delegated by the Chair of the Executive Board and presides over official meetings when the Chair cannot preside. The Vice Chair/Chair Elect must attend all business meetings while holding office. When this is impossible, (s)he must find a substitute at least two weeks before the meeting in question.

The Treasurer serves a two-year term, the election to be held in years alternating with those of the Secretary's election, i.e the next Treasurer serves from fall, 1989 through summer, 1991. The Treasurer attends all business meetings and must meet the same attendance requirements as the Vice Chair/Chair Elect. The Treasurer receives and disburses all funds for the organization and keeps accurate accounts of income and disbursements. The Treasurer prepares quarterly financial reports for publication in the *OLAC Newsletter* and semi-annual reports for presentation at OLAC business meetings. Upon the vote of the OLAC Executive Board, the Treasurer has financial power-of-attorney to allow the Treasurer to invest, with good judgment, OLAC funds in federally-guaranteed bank accounts, certificates of deposit, etc. As membership coordinator, the Treasurer maintains a file of current OLAC members; processes new memberships; and answers questions concerning memberships, fees and claims/requests for back issues of the *OLAC Newsletter*. The Treasurer maintains runs of back issues of the *OLAC Newsletter* for sale and, as organization archivist, maintains files of correspondence and other OLAC documentation. Membership information needs to be stored on an IBM-PC or compatible computer file.

Members of the Executive Board receive a small stipend for attending business meetings at ALA national conferences. If you wish to volunteer for either position, please submit a brief

description of your qualifications and professional activities to be printed with the membership ballot in the March issue of the *OLAC Newsletter.*

THIS DESCRIPTION MUST BE SUBMITTED BY JANUARY 8, 1989.

If someone nominates you, the Nominating Committee will call you to ascertain your willingness to serve. At that time a brief resume and campaign statement will be solicited.

If you would like to volunteer for either of these positions, please send a letter by JANUARY 8, 1988 indicating your interest and qualifications to either:

    Richard Thaxter, Head, Audiovisual Section
    Materials Cataloging Div.
    Library of Congress
    Washington, D.C. 20540

    Bernard Karon,
    Chief Science Cataloger
    University of Minnesota
    160 Wilson Library
    Minneapolis, MN 55455

GET INVOLVED IN OLAC!
CAPC VACANCIES

We are once again soliciting volunteers for the OLAC Cataloging Policy Committee (CAPC) . 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." Members serve a two year term.

Qualified candidates will either currently catalog AV materials or have equivalent experience. Candidates will have three years of qualifying experience before appointment to CAPC. Additionally, candidates should interact regularly with online cataloging systems or have demonstrable knowledge of such systems. Candidates must be willing to commit time and funds as necessary to meet at ALA Midwinter and Annual Conferences for the purpose of conducting CAPC business.

Appointments are made by the Chair of OLAC, following consultation and review of applications by the current Executive Board and the current Chair of CAPC. New members will be appointed at the January Board Meeting, will be notified immediately by the Chair of OLAC, and will receive all CAPC mailings from that point forward. New CAPC members, while not voting members until their term takes effect following the ALA annual meeting, should expect to

attend the CAPC meeting and may volunteer for, or be assigned, projects for the following six-month period.

If you are a member of OLAC and are interested in serving on CAPC, submit a recent resume and a cover letter which addresses your qualifications. Send applications to Glenn Patton, Current Chair of OLAC, at the following address:

Glenn Patton
OCLC
6565 Frantz Road
Dublin, Ohio 43017

CATALOGING EXAMPLES NEEDED FOR MANUAL!

Members of the OLAC Cataloging Policy Committee are current ly preparing a manual of cataloging examples for unpublished nonprint materials. The manual will focus on chapters six through ten of AACR2 and will be concerned with materials that would be cataloged using AACR2. Please note that the materials treated will neither be historical nor archival in nature, and that MARC coding will not be covered.

The Committee is soliciting samples of cataloged materials, or materials needing to be cataloged, for inclusion in the manual. Please send photocopies of chief sources and accompanying materials that may be of help. Also include any "at hand" information that would be available and of use during the cataloging process. The Committee's objective is to focus on practical treatment of this type of material and to discuss some of the common sense approaches experienced catalogers have taken with the processing of unpublished nonprint items. The Committee feels that one of the most helpful approaches would be to furnish numerous examples of cataloging for unpublished nonprint materials, based on "real life" surrogates. While Chapter 6 materials will focus primarily on spoken language materials (proceedings of conferences, poetry readings, sermons, etc.), this does not preclude other types of library holdings.

If you have examples that could possibly be included in this manual, please forward the information to Bernard Karon at the address below. Please include your name and telephone number with any materials submitted. This will allow Committee members to call to verify any information they might need about your example(s). If you have any questions about what is needed, please contact any of the Committee members. Committee membership includes:

Verna Urbanski (904) 646-2550

Bao-Chu Chang (919) 737-2603

Bernie Karon (612) 625-5050

Please send examples to:

Bernard Karon
Chief Science Cataloger
University of Minnesota
160 Wilson Library
Minneapolis, MN 55455

PROGRAM SCHEDULE
Decision-Making for AV Catalogers
Online Audiovisual Catalogers Conference '88
Pacifica Hotel and Conference Center, Culver City, California
November 2-4, 1988

Wednesday, November 2

9:30 - 11:30 OPTIONAL TOUR:
Academy of Motion Picture Arts and Sciences Library, Beverly Hills. (Transportation on your own.)

12:00 - 1:30 REGISTRATION

1:30 - 3:00 GENERAL SESSION

Bo-Gay Tong
Conference Chair
Welcoming remarks.

Glenn Patton
Marketing and User Services, OCLC
Chair of OLAC's welcome.

Dorothy Anderson
Graduate School of Library and Info. Science, UCLA
Keynote address I: "The Personal Power of Decision-Making"

3:00 - 3:30 BREAK

3:30 - 5:00 WORKSHOPS AND SMALL GROUP SESSIONS (choice of one)

Group 1: Cataloging of Unpublished Non-Print Material: panel discussion and question and answer session, Verna Urbanski, Cataloger, University of North Florida

Group 2: Cataloging of Computer Software. Ann Fox, Senior Descriptive Cataloger, Audiovisual Section, Library of Congress

Group 3: Packaging and Labeling of Audiovisual Materials. Karen Driessen, Media Librarian, Instructional Materials Service, University of Montana

Group 4: Cataloging of videorecordings (including videodiscs and music videos). Glenn Patton

5:00 - 6:00 NO-HOST RECEPTION

Thursday, November 3

8:00 - 9:00 CATALOGING POLICY COMMITTEE HEARING
Dorian Martyn, CAPC Chair

9:00 - 10:30 WORKSHOPS AND SMALL GROUP SESSIONS

All four sessions given Wednesday afternoon will be repeated here.
(See Wednesday, 3:30 - 5:00.)

10:30 - 10:45 BREAK

10:45 - 12:00 GENERAL SESSION

Gordon Theil
Librarian, UCLA Music Library
Accommodating Music and Sound Recordings in Local Systems

Respondents will address considerations for other AV formats: Susie Gegenhuber (GEAC), Sheila Smyth (LS2000), Verna Urbanski (NOTIS).

12:00 - 1:45 LUNCH (provided),
OLAC Business Meeting following

2:00 - 2:45 Bus ride to UCLA

3:00 - 3:45 UCLA LIBRARY TOURS (choice of one)

Tour 1: Archives of Popular American Music (Victor Cardell, Head)

Tour 2: Institute of Social Sciences Research Data Archive and demo of data files database (Elizabeth Stephenson, Data Librarian)

Tour 3: Map Library (Carlos Hagen-Lautrup, Head)

Tour 4: Presentation on the UCLA Film and Television Archive database on ORION (Martha Yee, Cataloging Supervisor)

4:00 - 4:45 UCLA LIBRARY TOURS (choice of one)
Tours given during the 3:00-3:45 period will be repeated here.

4:45 - 5:30 BREAK

5:30 - 6:45 GENERAL SESSION (UCLA Melnitz Hall)

Eddie Richmond
Curator, UCLA Film and TV Archive
Preservation/Conservation Activities at the UCLA Film and Television Archive

7:00 - 7:30 Bus ride returning to conference hotel.
Friday, November 4
9:00 - 10:00 QUESTION & ANSWER SESSION
AV cataloging and format problem-solving with Glenn Patton, OCLC; Ed Glazier, RLG; Ann Fox, Library of Congress; Verna Urbanski, University of North Florida; and Sheila Intner, Simmons College.
Bring your questions and problems.
10:00 - 12:00 GENERAL SESSION
Ann Fox
Library of Congress report.

Ed Glazier
Research Libraries Group
RLG/RLIN report.

Glenn Patton
OCLC report.

Sheila Intner
Graduate School of Library and Info. Science,
Simmons College
Keynote address II: "Decision-Making for AV Catalogers." Wrap-up remarks.

12:00 - 1:00 LUNCH (on your own)

1:00 - 6:00 OPTIONAL TOURS (choice of one)

Tour cost: $8.00 to defray the cost of bus transportation.
Tour A: Getty Center for the History of Art and the Humanities (Santa Monica)
Includes demonstration of cataloging system for visual materials (STAR) and tour of Photo Archives.

Tour B: Los Angeles County Public Library's Asian Pacific Resource Center (Montebello) and Chicano Studies Resource Center (East Los Angeles)

MINUTES
OLAC CATALOGING POLICY COMMITTEE
ALA MIDWINTER
JANUARY 7, 1988

The meeting began at 8 PM at the Four Seasons Hotel.

1. Ben Tucker of the Library of Congress asked the Committee for an opinion on capitalization in cataloging microcomputer software. Brand names often have capitalization in the middle of strung-together words (e.g. WordPerfect). To use this capitalization in cataloging would be inconsistent with AACR2, where lowercase letters would be used except at the beginning of a title. For 245 (title) entries, LC would like to follow AACR2, using lowercase. LC is trying to follow the piece for subject headings. CAPC concurred that this seems to be the best policy to follow.
2. A report was made on the survey conducted regarding parenthetical qualifiers. Most respondents did not have problems with parenthetical qualifiers. The problems, when reported, seem to be system-specific. CAPC will not take any action on this topic at the present time.
3. Verna Urbanski reported progress on the manual for locally-produced materials. Surrogates and cataloging are still needed for examples. The manual should be revised or updated on an ongoing basis after publication; recommendations and guidelines can be expected to change based on new rule interpretations, There was a discussion as to whether or not the manual should be held until after the new AACR2 revision has been published. Bao, Bernie and Verna will get together and try to have more information out to Committee members in the spring. Comments should be returned within one month.
4. There was discussion concerning the need to prepare a manual on physical processing of non-print. Verna has received many inquiries about physical processing . Sheila Smyth and Karen Driessen will check to see if there are any other manuals or books currently available that will fill this need. There will be further discussion at ALA in New Orleans.
5. Bo-Gay reported the meeting times for the MARBI format integration discussions. Any comments or questions regarding this topic should be sent to Bo-Gay.
6. John Attig announced that CONSER is looking for someone who has worked with non-print serials to serve on a subcommittee discussing format integration. Anyone interested should contact Gary McCone.
7. Martha Yee announced that the broadcast date and time field will be discussed at MARBI on Saturday. This is a discussion paper only, and no action is anticipated at this time.

The meeting adjourned at 10:15 PM.
> Submitted by
> Dorian Martyn
> CAPC Chair

MINUTES
OLAC BUSINESS MEETING

July 9, 1988
Meridien Hotel
New Orleans, Louisiana
8:00 PM

The meeting was called to order at 8:00 PM by J.O. Wallace, and the minutes of the last meeting were approved. Board members present, along with J.O. Wallace, Chair, were: Grace Agnew (Newsletter Editor), Susie Gegenhuber (Secretary), Catherine Leonardi (Treasurer), Glenn Patton (Vice Chair/Chair Elect) and Dick Thaxter (Immediate Past Chair). 21 others attended the meeting.

1. **New Officers: J.O. Wallace**

   Newly elected officers are: Verna Urbanski, Vice Chair/Chair Elect, and Susie Gegenhuber, Secretary. Glenn Patton takes over as Chair after the ALA conference.

2. **Treasurer's Report: Cathy Leonardi**

   OLAC has 566 paid members for 1988 and expects to have close to 600. Our regular bank account has a little over $4000, and our CD is worth $6000. Cathy asks for multi-year renewals, if possible.

   Dick Thaxter is working on a membership directory, and has created a new membership form so that we can gather more information about members. Dick has designed a new membership form on DBase III, replacing the old PC-based file.

3. **Newsletter Report: Grace Agnew**

   The last issue of the newsletter was mailed two weeks prior to ALA, although the post office was backlogged, due to the upcoming Democratic National Conference. The deadline for the next issue is July 29, 1988.

4. **OLAC Conference '88: Bo-Gay Tong**

   The OLAC Conference will be held at the Pacific Hotel and Conference Center in Los Angeles on November 2-4, 1988. The theme is: Decision Making for AV Catalogers and the program will include keynote speakers Sheila Intner and Dorothy Anderson, workshops and tours of local AV libraries such as the Getty Center and the Academy of Motion Picture Arts and Sciences. The fee is $35 for OLAC members and $45 for nonmembers. For more information and for registration forms, contact:

Bo-Gay Tong
1711 Glendon Avenue

Los Angeles, CA 90024
PH: 219-825-1651

5. **Cataloging Policy Committee: Dorian Martyn**

   CAPC met Friday evening, Discussion included:

   - Continuing progress on the manual for locally-produced material by Verna Urbanski and committee
   - The possibility of a manual on the physical processing of AV materials
   - MARBI actions on format integration
   - The MARBI decision to approve the broadcast date proposal

6. **Liaison Reports**

   Liaison reports were heard from Bo-Gay Tong (MARBI), Lowell Ashley (MOUG), Marilyn Craig and Verna Urbanski (CC:DA) and Sheila Smyth (RTSD-AV).

7. **Utility Reports: Glenn Patton and Ed Glazier**

   Glenn Patton of OCLC handed out the flyer *What's New at OCLC* and discussed OCLC's many activities. Ed Glazier of RLIN discussed a variety of developments at RLIN, including a new pricing system based on searching rather than FTU.

8. **LC Report: Dick Thaxter**

   The Library of Congress has opened a machine-readable collections reading room for study of machine-readable files. Also, 70 computer-file titles have been cataloged as CIP.

9. **OLAC Award: J.O. Wallace**

   This year's award went to Sheila Intner, of the Simmons College Graduate School of Library and Information Science. The text of the plaque reads:

   > For her eloquent advocacy of full bibliographic description of non-print materials as evidenced in her writing, for her tireless promotion of OLAC as a member and as Chair, which has greatly helped OLAC gain recognition as a national forum and voice for nonprint cataloging, for her work to win greater recognition and support for the education of catalogers of all materials, for her energy and experience, and for interjecting the voice of the possible when things seem impossible.

   Congratulations, Sheila!

The meeting adjourned at 9:20 PM and was followed by a question and-answer session.

Respectfully Submitted,
Susie Gegenhuber,
OLAC Secretary

LIAISON REPORT OF RTSD-AV ACTIVITIES
ALA Annual Conference
New Orleans, LA July, 1988

RTSD-AV had an excellent program at the 1988 ALA Annual Conference in New Orleans. Victor Rosenberg of Personal Bibliographic Software, Inc. set the tone of the program by describing the importance of the micro revolution to libraries. Mr. Rosenberg challenged us to make the most of the hardware and software available to librarians. He pointed out that networks exist which enable Macintosh and IBM-PC computers to share data. He described the future, with more powerful computers, document delivery systems which incorporate telefax systems so that the user never has to leave the home, and standards for microcomputer interfaces.

Katherine and Samuel Demas (both of Cornell University) discussed *Software and Collection Developments Criteria for Decision Making*. These presenters stressed the value of computer software in the library. Computer software should be considered for collection development in the same manner as books and other materials. Subject priority is the chief determinant of importance for purchase, not format.

The impact of new formats, such as microcomputer software, on other library staff members also needs consideration. Circulation and Reference staff in particular need to be notified when new formats are considered or purchased. Special shelving, handling and circulation procedures may be needed for new software.

Jan De Sirey (Hennepin County Public Library) talked about *Software Cataloging: Alternatives to Chapter 9*. Ms. De Sirey accurately described the situation often facing catalogers with new formats to catalog and inadequate or nonexistent cataloging rules. She pointed out the need to improvise, but to keep a record of improvisations. The cataloger must respond to user and library needs. It is important to have access to equipment and to catalog the various versions of software separately.

Robert Skapura (Clayton Valley High School) spoke on *Library Management Software for Micros.* His descriptions of the various tools available for evaluating software were vivid. He pointed out that we must be wary of evaluations, since they are dated. Software is revised frequently, and often the published reviews are invalid.

Lesley Farmer (San Domenico School) presented a paper titled *Software for the Masses, or, Getting Their Grubby Hands on it!* Dr. Farmer discussed the need to develop a user profile, a collection development policy, physical set up, training of staff, use policies and maintenance.

Librarians need to look at who they are going to serve, how much money is available, and whether use fees or fines will be assessed. Evaluations of user, staff and software are also important.

Patrick Dewey (Maywood Public Library) spoke on *Public Libraries Which Circulate Software.* Mr. Dewey described the various pitfalls of circulating software. The legal ramifications of circulating software were especially considered. The value to the user of "freeware" (aka "shareware/public domain software") was also discussed.

A question and answer period followed.

> Reported by
> Sheila Smyth,
> RTSD-AV Liaison

AACR2 Revised:
Past, Present and Future
Report of a Meeting
ALA Annual Conference
July 10, 1988
New Orleans, LA

The Committee on Cataloging: Description and Access (CC:DA) of the Cataloging and Classification Section, Resources and Technical Services Division, sponsored a program titled AACR2 Revised on Sunday, July 10, 1988 in the Hilton Versailles Room, New Orleans, LA. Three hundred people were expected, but over six hundred appeared. AACR2 revised (or AACR2 1/2) will be available at the end of October, Robert P. Holley, the presiding officer, noted. He acknowledged that this date could cause problems for library school professors organizing courses. ALA will make special arrangements with bookstores for speedy delivery. Cataloging professors should contact Karen Mueller, Executive Director of RTSD, for more information.

Richard Smiraglia, Senior Lecturer, Columbia University School of Library Service, was the first speaker. His presentation, "Continuous Revision: an Experiment in Bibliographic Democracy," described the process of updating AACR2 and what it means to the librarian. The present code flows from eighty years of cataloging regulations and sets forth rules "to be applied to all kinds of work for all types of materials for all sorts of users." AACR is unique since it is a result of an international effort and incorporates new materials which result from technological changes. AACR, AACR2, and AACR2 rev. are the results of the efforts of the American Library Association, The British Library, the Canadian Library Association and the Library of Congress. Continuous revision is deliberative and involves consensus. It is a slow process which requires broad exposure so that all participants will support the final decisions. New areas for exploration include automated systems and authority control.

The next speaker, Olivia M.A. Madison, Head, Monographs Cataloging, Iowa State University Library, spoke on "AACR2, an Evolving Cataloging Code." Ms. Madison pointed out that as soon as AACR2 was available in 1981, there was immediate cry for another revision. Problems were quickly identified. Library of Congress rule interpretations helped. Rule revision emerged from dissatisfactions with the code. Various processes appeared in response, including editorial revision of the code, expansion of the code and revision of the code. Ms. Madison noted that AACR2 rev. is not a new edition of the code; it has not undergone a fundamental change from AACR2. The speaker cautioned that all is not perfect, but the international sharing achieved is a proud accomplishment.

Mr. "AACR2" aka Michael Gorman, was the final presenter. He spoke on "The Future of AACR2." Mr. Gorman described the significance of the MARC format and its impact on cataloging rules. Automation has only increased the need for standards. Mr. Gorman described the absurdity of the main entry. Entry and reference distinctions are blurred since the interaction of users and catalogs has changed dramatically. MARC, which was a pointer to the future, will continue to compel changes in cataloging rules. Librarians of the future will create a series of cataloging records, called packages, for each title. These packages will be linked together to provide access to a title. There will be a description package , a corporate package, a names package and a title package. People will configure systems to define how these packages will work. Mr. Gorman also predicted that we will polish and whittle the existing code until we change the MARC format itself. AACR2 rev. will be revised again to accommodate new formats. Mr. Gorman concluded by challenging catalogers to think progressively about cataloging rules so that cataloging codes respond effectively to technological change.

Question and Answer Session:

1. *What is the chief source of information for CDs?*

   Smiraglia: The jacket

2. *What is the importance of the 870 field?*

   Smiraglia: Do not input this field. This field contains the pre-AACR2 form of the heading.

3. *What do you think of the integrated format?*

   Gorman: MARC was created to produce catalog cards for the hook format. Non-book materials have been forced into this model. We should have begun with an integrated format.

4. *Is the qualifier "musicians" going to be applied?*

   Gorman: We will use qualifiers as needed to distinguish between two entries with the same name,

e.g.
Taj Mahal (Musician)
Taj Mahal

If a person is known as a musician (e.g. Boy George), and there is no other similar access point, then no qualifier is needed.

5. *How will non-AACR2 catalogers be included?*

Gorman: As we move to integrated online systems, we need to be more standardized. Such private groups will have access to authority files and may integrate these into their own systems.

6. *There is confusion between AACR2 and LC Rule Interpretations.*

B. Johnson (LC): A new edition of rule interpretations will come out when AACR2 rev. appears.

Smiraglia: LCRI elucidate AACR2 and describe LC practice.

Gorman: LC has taken a more liberal stance in recent years and allows for alternative choices. American catalogers need to think more independently and not rely so heavily on the Library of Congress. We demand that LC make these interpretations, and we need to liberalize our attitudes.

7. *Will AACR2 rev. be available online?*

Gorman: This was studied but didn't seem viable. It may be done commercially.

8. *Has the public been queried about these rules?*

Smiraglia: We try to keep the user in mind, but the group is so diverse that it is difficult.

Gorman: We should do more. Changes within the code have been in tune with user needs.

9. *Does LC publish JSC (Joint Steering Committee) decisions?*

LC doesn't describe all the decisions.

10. *Should more information be included when creating authority records?*

Gorman: Creation of authority records should include access points which may or may not be used. We should enhance and follow the rules and include other access points.

--Submitted by

Bobby Ferguson
Louisiana State Library

MARBI REPORT TO ONLINE AUDIOVISUAL CATALOGERS

The RTSD/LITA/RASD Representation In Machine-Readable Form of Bibliographic Information Committee (MARBI) held a series of five meetings during the ALA Annual Conference in New Orleans this June. Reported below are selected issues considered by MARBI that may be of special interest to audiovisual catalogers.

1. Continuing discussion on format integration occupied the majority of the Committee's agenda. Revised proposals and proposals not discussed at the January 1988 meetings were considered. One of the most controversial issues was the proposal to validate serials field 246 (Varying Form of Title) for all other formats and to make field 740 (Added Entry - Title Traced Differently) obsolete. MARBI voted to validate the 246 for all formats, but to retain field 740 for titles which do not pertain to the piece as a whole, such as analytical titles and related titles not in catalog heading form. The 246 was modified to reduce the double inputting of data associated with a variant title by redefining the first indicator so that it specifies whether a note and an added entry are to be generated from the field. In addition , a new subfield $i was defined to specify the display constant desired for a note.

   Proposals to make computer file fields 516 (Type of File or Data Note), 522 (Geographic Coverage Note), and 556 (Information About Documentation Note) were rejected, largely due to objections by the computer file cataloging community.

   Other fields made obsolete: 212 (Variant Access Title), 512 (Earlier of Later Volumes Separately Cataloged Note), 550 (Issuing Body Note).

   MARBI approved the format integration package as a whole. The next step will be the planning of the implementation phase of this undertaking. A program on format integration implementation will be jointly sponsored by LITA and MARBI at the 1989 ALA Conference in Dallas.

2. A discussion paper on the treatment of CD-ROM in the MARC format was put forth by the Library of Congress to ascertain whether there was a need to define an 007 field for computer files, or more specifically, for CD-ROM. There was general agreement among the library community that, at least for the present, existing fields in the computer file format were adequate for the recording of physical characteristics of CD-ROM and that an 007 field was not necessary.

Moreover, because the medium is not yet stable enough, an 007 would be too difficult to maintain at this time. As a result, LC will not pursue this issue further.

3. LC also put forth a discussion paper recommending a model for the communication of bibliographic records for items which exist in multiple physical formats, such as hard copy and microform. This model is not only applicable to microforms, but to other materials which may be published in multiple versions, such as sound recordings, computer programs, and motion pictures. A revised discussion paper will be discussed at the January meeting in Washington, D.C.

4. A proposal originating from Martha Yee at the UCLA Film and Television Archive to change field 033 (Date and Place of Capture/Finding) to allow the recording of broadcast date and time information was approved.

Reported by
Bo-Gay Tong
OLAC liaison to MARBI
July 1988

LIAISON REPORT FOR THE MUSIC OCLC USERS GROUP (MOUG)

MOUG met in conjunction with the Music Library Association in Minneapolis, February 8-9, 1988, with 85 registrants. The complete text of Donna Webb's presentation in the opening plenary session, "Writing Usable Users' Manuals," is printed in the May 1988 *MOUG Newsletter*. In furtherance of MOUG's new goals to broaden its constituency and include more concerns related to public services and musi c reference work, the Executive Board has adopted a new mission statement: "The mission of the Music OCLC Users Group (MOUG) is to identify and provide an official means of communication and assistance for those users of the products and servic es of the Online Computer Library Center, Inc. (OCLC) concerned with music coverage in these products and services." MOUG had a table-top exhibit at ALA in New Orleans in an effort to increase its visibility and attract new members.

The 2nd edition of *Best of MOUG* is now available ($5.00 prepaid, checks made out to MUSIC OCLC Users Group). This edition includes lists of uniform titles and authority record numbers for Bach, Handel, Haydn, Mozart, Schubert, and Vivaldi (instrumental). Send orders to: Ann McCullough, Sibley Music Library, Eastman School of Music, 26 Gibbs St., Rochester, NY 14604.

The NACO Music Project, sponsored by MOUG, is a pioneer effort in obtaining NACO member status for a subject-oriented group, rather than for a single Institution. NACO, formerly the Name Authority Cooperative Project, now stands for the National Coordinated Cataloging Operations Program. The NACO Music Project is intended to result in the contribution of more music headings to the national LC name authority file

through NACO and the Linked Systems Project. The MOUG Executive Board has approved funding for a portion of the expenses for sending Joan Swanekamp (Eastman School of Music) and Ralph Papakhian (Indiana University) to the Library of Congress for training. Papakhian is now the project coordinator, replacing Rick Jones.

--Lowell Ashley
MOUG Liaison to OLAC

Minutes
RTSD Audiovisual Committee
July 12, 1988
New Orleans, Louisiana

The RTSD Audiovisual Committee meeting at ALA took place Tuesday, July 12, 1988 in New Orleans.

Lois McCune announced that the RTSD/AASL/ACRL/LITA/PLA Interdivisional Committee on CIP for Audiovisual Materials had voted July 10 to disband, since two of its three original goals had been accomplished, and the third goal was considered unrealistic. The tasks and responsibilities of the Committee were to be passed to the RTSD AV Committee, and it was further recommended that a subcommittee be formed to handle these tasks and responsibilities. On Monday, the RTSD Board also voted in favor of dissolving the Committee.

Bruce Johnson discussed the CC:DA meeting he had attended. Four revised ISBD's have been printed. AACR2 rev. will be available in hardcover, paperback, and three ring binder. There is a task force on brackets which will also look at prescribed sources of information in the different formats. Another task force will investigate how to record creeds used by more than one faith. Other topics discussed included Malaysian place names and multiple versions.

The MARBI meetings were summarized. Some of the topics which were discussed included format integration, 740 and 246 fields, specialized 5XX note fields, 440s and 490s, and Martha Yee's proposal for broadcast date and time, which has now been accepted.

Michael Esman will be the new chair of the RTSD AV Committee.

Karen Driessen reported that the RTSD Publisher/Vendor Relations Committee is in the process of reviewing its mission. The main concerns currently are inflation regarding serials and the dollar exchange. She told about prepayment problems on sets of materials.

Sometimes the sets are never completed. They also discussed the re-publishing by private presses of things originally put out by the U.S. government.

Bruce told about Martha Yee's report on subject access to fiction. There is a draft which will be submitted to the main SAC meeting at Midwinter. A draft of these guidelines will probably be sent to the AV Committee and other committees sometime after Midwinter. Included will be a genre list, guidelines for topical access to fiction, and guidelines for access to fictitious characters such as Sherlock Holmes.

Charles Forrest reported on the ACRL AV Committee. The membership of the Committee has been expanded to include members from two-year colleges. They did brainstorming on topics such as Spec kits and ACRL clip notes.

Bob Skapura is the new liaison from AASL. He chairs the Technology Committee of AASL and has three subcommittees under him.

Dick Thaxter reported on what is happening in AV cataloging at LC. They're still looking forward to having a system to catalog computer files. The manual CIP entries that are being prepared for software continue. In a little over a year, around 65 have been prepared. Until they really have a system these can go into, the CIP program will not be expanded. They're trying to do some local cataloging for a machine-readable collections reading room which just opened at LC. The room will be very specialized and will attempt to be a place where one can seriously study software. Finally, Dick said that minimal level cataloging for music has started, but he doesn't know if or when the records will be on OCLC.

Mary Goss Mundy said some of the group level records from LC's Prints and Photographs Division are now available from OCLC. To view some, search under the photographer Frances Benjamin Johnston in the author file. The *MARC Compendium of Practice for Visual Materials* will be published this fall by the Chicago Historical Society.

Jane Magree, who is on a task force of the Catalog Form and Function Committee, which is working on minimal level cataloging, asked for copies of policies of libraries which use minimal level cataloging for AV. The task force is examining how the inclusion or omission of elements from AV minimal level cataloging affects the function of the catalog.

Bruce Johnson passed around a copy of the MAP news. MAP refers to the Management and Planning committee at LC. The Committee is evaluating LC and its appropriate role in its various user communities. Bruce also announced the LC Rule Interpretations, the new CED MARC subject product, and Martha Yee's *Moving Image Materials Genre Terms.*

Philip Youngholm, Music Library Association, reported on the February meeting held in Minneapolis. The *MLA Newsletter* summarized the meetings. Two especially notable

sessions were a program on planning audio facilities and one on subject access to popular music. Audio cassettes of them are for sale.

Christa Hoffmann of NLM reported for Alice Jacobs. NLM has written a letter of endorsement of the brochure, "Happiness is one title." Also, NLM has not been able to load AV titles into OCLC because of a MARC version problem. By 1989, NLM should be able to distribute these records. Included will be AV records cataloged from 1975 to date and records for archival films and computer files.

Sheila Smyth reported on OLAC. Dick Thaxter is working on a membership directory. CAPC is working on a manual for cataloging of unpublished AV materials. Verna Urbanskl is working on a manual for the physical processing of nonprint materials. If others have any procedures manuals, Sheila or Verna would like to see them. OLAC is helping with the vendor-publisher contact project.

Deborah Rae reported on the RTSD AV Standards Subcommittee. The first standard will be the packaging standard for videocassettes. Vendor support is needed.

Karen Driessen of the Producer/Distributor/Library Relations Subcommittee asked for examples from AV cataloging that illustrate varying titles, no dates, and lack of credits. A form will be made up for people to fill out so examples can be gathered. The form will be printed in the *OLAC Newsletter.* They hope to compile the examples by producer. These letters can be sent and visits made to the vendors who have caused problems.

Bruce said the evaluations of the Microcomputer Software Program, held Saturday, July 9, were mostly positive. Around 550 people attended. One loose end is the publishing of the conference papers. LRTS has been cut from 128 pages to 96 pages, and publication is falling further and further behind. The quickest we could hope for In LRTS would be 18 months.

The RTSD AV mission statement was discussed. A new one was submitted to the RTSD Board at Midwinter because the old one was out-of-date and not forward-looking. The statement was again discussed July 12 by the Organization and By-Laws Committee. One point they made was that perhaps Audiovisual wasn't the best name for this Committee, in that it may be too narrow.

Mary Goss Mundy reported that the two scheduled tours which our Committee sponsored in New Orleans were poorly attended. We will discuss possible Dallas tours at Midwinter.

Molly Hand reported on the Carnegie Video Project. The funding has run out. They discussed where they would go after this. They had a petition to form a video interest group for ALA. It looks like they went to the Membership Initiative Group which would give them three years to develop a following and decide where they want to exist within ALA. The Organizational committee of ALA wants it to be something broad, like a video

interest group. The rest of the time was spent in brainstorming ideas of things they could be working for.

Since the RTSD AV Interdivisional Committee on CIP has been disbanded, we would like to develop a subcommittee. A preliminary mission statement might include having responsibility for the promotion of AV cataloging, cooperation, and networking activities within the library community, and encouraging the coverage of AV materials through the NCCP program. It is purposely broad. A motion was made and seconded to establish a subcommittee. For the time being, it will be known as the RTSD AV Cataloging Subcommittee. Discussion about replication of effort with OLAC followed. It was stressed that OLAC does not have a voice on CC:DA, and there is bound to be some overlap. A vote was taken and the motion carried.

There was a brief discussion of doing a possible program in 1990; we usually do one every other year. Conference ideas will be discussed in the next six months. Dick Thaxter suggested looking at the "leftover" suggestions from this year's program.

--Submitted by
Lois McCune

THE PROCESSING OF NONPRINT MATERIALS FOR PUBLIC LIBRARIES
The RTSD Public Librarians in Technical Services Discussion Group
New Orleans, Louisiana
July 11, 1988

Paul Glavin of Queens Library, New York City, moderated a very useful discussion on the processing of audiovisual materials for public libraries. Issues discussed included: security, tampering, returns, shelving, and barcoding. About 30 participants discussed these issues. Points of interest in the discussion included:

1. Some libraries provide printed lists of titles in various media, in addition to the regular catalog. At least one library assigns genre subject headings (e.g. video recordings, books on tape) in a 690 field so that patrons can browse all the holdings in a medium with a single subject heading search.
2. Theft is a serious problem, involving staff as well as patrons. A security system that works with magnetic media is important, although it has no effect of staff theft. The locking case for CDs has resulted in damage to CDs, however.
3. Some libraries place videos in public areas; others keep them in closed stacks and use either the original box or a browser card for retrieval. One library that shelves videos in open stacks notes that staff time is more costly than the videos themselves, and that videos are no longer so different in price from books as to

warrant closed stacks. This library has not noted a large theft problem. Most participants agreed that videos in open stacks should be located near a staffed desk for some supervision.

4. Several participants noted that a video contract with a good vendor is important to get a good selection and the best price on videos. A good contract will have a liberal return policy as well, which is critical since public libraries usually do not have the staff for extensive previewing, so that damaged videos are frequently discovered by patrons rather than staff.

5. Most participants agreed that book returns, even the so-called "video returns," do not protect magnetic media from extremes of temperature and can result in damage. Inside returns are preferred. Videos that are sent from branch to branch can be a problem. One library recommended collapsible Rubbermaid crates for this delivery.

6. Several libraries reported problems of videos being copied over or having material added to video leader, particularly of a pornographic nature. A seal can be affixed by the library that will at least alert the library that a video has been tampered with.

7. Filmstrip/booklet sets are barcoded on the bag by one library. One participant noted that this material is so heavily used that it seldom lasts more than a few months, so extremely durable processing is not needed.

8. Several participants suggested dropping prospective video and audio cases for processing on the ground to see whether the case springs open or remains closed on impact.

9. Several participants intershelve books-on-tape with the title in book form. This frequently involves adjusting the book-on-tape cutter from standard practice.

10. Libraries need to be very careful in placing labels on CD products. CDs are carefully balanced and the slightest addition can result in distortion.

--- Grace Agnew

RECENT LITERATURE OF INTEREST

The Chicago Historical Society announces the publication of *MARC for Archival Visual Materials: A Compendium of Practice*, by Linda J. Evans and Maureen O'Brien Will. Produced with support from the National Historical Publications and Records Commission, the Compendium provides usage rules and examples from ten repositories who use MARC format to computer catalog archival photographs, prints, greeting cards, moving image materials, and architectural drawings. The repositories represented are: the Smithsonian Institution, UCLA Film and Television Archive; Hallmark Cards; the Avery Architectural and Fine Arts Library at Columbia University; Library of Congress Prints and Photographs Division; Library of Congress Motion Picture, Broadcasting, and Recorded Sound Division; the Archives of American Art at the Getty Center for the

History of Art and the Humanities; the Chicago Historical Society; the National Library of Medicine; and the Minnesota Historical Society.

This publication is Intended primarily for those who have collections of archival visual materials that they plan to catalog using MARC format. It is not a self-teaching manual.

Available October 1, 1988, the *Compendium of Practice* may be ordered, while supplies last, for a postage and handling fee of $5.00. Please send inquiries to:

> Chicago Historical Society
> Prints and Photographs Department
> Clark Street at North Avenue
> Chicago, Illinois 60614

---Submitted by
Maureen O'Brien Will
Associate Curator
Prints and Photographs Dept.
Chicago Historical Society

SOFTWARE REVIEW

Mace Utilities [Paul Mace Software, 123 N. First St., Ashland, OR 97520 (503) 488-0224].

This software package may save your life someday (figuratively speaking, of course). The *Mace Utilities* are a group of programs used, for the most part, in hard disk management. The exceptions are a program used to recover accidentally deleted files, and a program called Vcache, which can speed up the apparent operation of your computer. Other programs include an "Unformat" utility which can successfully reclaim an accidentally formatted hard disk or floppy, and a utility which "unfragments" and condenses hard disks. Unfragmenting and condensing are hard disk management utilities that are particularly useful functions on machines which have several users, or on those to which small data files are continually being added and deleted.

Generally, the package is copied to hard disk (or floppy if the machine is not equipped with a hard disk) and then an install program modifies your AUTOEXEC.BAT file to run parts of the package each time the machine is booted. These modules keep track of the hard disk file structure and do a quick diagnostic once-over of the disk to catch any defects which may be lurking, waiting to destroy data. The "Undelete" module is run whenever a file has been accidentally deleted from a hard or floppy disk. The "Undelete" utility is very

fast, and allows you to follow the process step-by-step, if you wish. Garbage is sometimes tacked onto the recovered file, but this can be quickly removed using a word processor. We've used the program to recover accidentally deleted SaveScreen files, business letters and data files. It works quite well.

The "Unfragment and Condensing" utilities are very valuable. As you use a hard disk, information is written to the disk in a single track, one piece after the next. In the course of deleting files, rewriting files, editing files, etc., information begins to be placed all over the disk in various places. The computer keeps track of where pieces of the files are located and strings them back together when you recall them. On a hard disk, there is so much room that, as this process continues, and files become increasingly fragmented, the computer can take a much longer time to restring the pieces of files into contiguous chunks. Indeed, some files may become so fragmented that the computer "loses" pieces on the disk. In addition, there can be little empty spots on the disk, here and there, which lengthen retrieval time and can cause errors. We run the "Unfragment and Condensing" utilities every so often, thereby keeping our files in one piece and our hard disk "packed" for optimum performance at all times.

We purchase our copy of the *Mace Utilities* at a North Dallas retailer for $49. Other similar (and highly regarded) programs are: the *Norton Utilities* (Peter Norton Computing), and *PC-Tools* (Central Point Software). In addition, there are several shareware and public domain programs which perform some of the same functions.

Reprinted from: The Islington Arbour *Systems Technical Bulletin* no. 5 (July 25, 1988) c1988 Islington Arbour Systems. all rights reserved.

QUESTIONS AND ANSWERS
Edited by Verna Urbanski

FOLLOW UP ON UNIFORM TITLES

You may remember a question and answer from volume 7, number 4 regarding the transcription of the title "Ernest Hemingway's To have and have not." As a follow up to that answer I want to offer this further information. A faithful (and well informed!!) OLAC member pointed out that 25.2A would allow the addition of a uniform title. LC's Dick Thaxter further cautions that the use of uniform titles should not be confused with the transcription of the title from the item. The title should be transcribed as found following the 7.1B1 LCRI. Use of a uniform title depends on whether of not the agency uses them. For agencies not using uniform titles the addition of an author/title analytic and an added title is appropriate.

Agencies using uniform titles would only need the added author entry after providing a uniform title main entry. Many thanks, folks, for this further information.

****

QUESTION: I have a piece of microcomputer software I am trying to catalog. I have found a member-input record on OCLC and it matches my title completely except I only have one disk and the cataloging online has two. It also has a note to the effect that the second disk contains theoretical and practical applications of the program on the first disk. I do not have a full-blown manual but a folder that appears to be publisher promotional material. It doesn't mention the second disk. What should I do? Should I input a new record for a single disk version or use the one that is already online?

ANSWER: If you cannot see a difference between the disk you have in hand and the first disk of the two disk set, I would use the record available online and add a note that your library's copy of the software lacks disk two. If, in examining the bibliographic record and your disk, you have doubts about their being the same item, input a new record for the one disk version. The OCLC MRDF format lists differences in the "extent of item" as a legitimate reason for inputting a new record (OCLC *MRDF Format*, Intro:6). Since I rarely catalog software I have checked your question with Glenn Patton (OCLC), Dick Thaxter (LC), and Nancy Olson (Mankato State U). Their responses are on the next page. -- VU

Glenn -- Jay Weitz and I agree that we would prefer to emphasize the second alternative -- i.e., input a new record, unless it can be determined that the one disk item is incomplete. The difference in "extent" would appear to be significant in this case.

Dick -- (Reconstructed from phone call) Unless it can be determined that the title is available in two versions (one disk and two disk), I would concur with the first solution, edit the existing two disk cataloging and add an appropriate note ("Tutorial disk lacking..."). If it can be determined that it is actually available in both one and two disk versions, then a new record should be input for the one disk version.

Nancy -- I would agree to edit the existing OCLC record. If I had a manual which was not on the OCLC record, or more disks, I'd be inclined to think I had a different version. But in the case described here, the questioner may have only part of the total package.

QUESTION: How do we handle notes for the publisher's numbers for videocassettes and videodiscs? What form, if any, would you suggest for these notes? Are quotation marks necessary? This may be a "picky" question, but there does not seem to be any standard way of recording this Information, as there is for sound recordings. Should this note come first, as in the Library of Congress practice of recording the publisher's number as the first note for a sound recording?

ANSWER: You are quite right that treatment of publisher's numbers has not been standardized in the way that it has for sound recordings. Numbers associated with AV items are not as meaningful as those put on sound recordings, nor are they used in the same way. These numbers should not go as the first note. Position the note as 1.7B19, i.e., after contents and before local copy notes. I don't think it really matters how they are expressed on the cataloging. The construction most frequently seen on member input OCLC records is to simply quote the number ("1265"). If you think the number needs more context there is nothing wrong with generating a standard phrase for local use to give the number more context, for example: Publisher's number: X-1919-R435. --- Urbanski

QUESTTON: Recently I have been cataloging Spanish and German videorecordings. In doing a corporate body search I came across a record in OCLC that treats the copyright statement (Todos los Derechos Reservados) as a corporate body. There is a note on the cataloging ("Videocassette release of a 1983 documentary film by Todos los Derechos Reservados.") and a 110 21. "All rights reserved" is hardly a corporate body but may be construed as one as this statement sometimes follows the copyright statement. Would you comment on this?

ANSWER: This is an unfortunate confusion and illustrates the necessity for being extra careful when cataloging materials in a language which is not the cataloger's specialty. It is good practice to keep a dictionary handy and look up the words which constitute phrases that will be treated as meaningful. Had this been done these folks would undoubtedly have realized what was cooking. It is another good opportunity for us to encourage catalogers who are inputting new records into an online system to be extra careful in their cataloging research. Cataloging may seem a routine activity, but it should be remembered that it is a scholarly activity and requires thoroughness and accuracy. --- Urbanski

QUESTION: I recently read an explanation which classified a filmstrip accompanied by a sound cassette and a guide to be a kit. The author was distinguishing between a filmstrip with captions printed on it and one without captions. The author indicated that a filmstrip without captions that depended in part for its meaning on the accompanying sound should not be considered to be a filmstrip with accompanying material but should be considered to be a kit. I have never understood that to be the case and am now sort of confused.

ANSWER: There are a variety of sure-fire definitions of kits floating about and some of them conflict with others. I am not familiar with the distinction you describe. It is an interesting approach. For most titles issued as a sound recording and filmstrip, the reason for the sound recording is to provide a text for the principal media, the filmstrip. For a filmstrip/sound recording set to be call a kit each unit would need to make sense as an independent item. For instance, if a title called "America In the 20th Century" contained a filmstrip on 20th century scientific inventions and a sound cassette with excerpts of speeches given by 20th century American Presidents, this would probably be a kit. Each unit is independent of the other but together they convey a set of information in a

cohesive context. People frequently find it difficult to understand that materials that make up a kit usually can stand alone and have intellectual integrity without reference to other parts of the kit. Sound cassettes which accompany filmstrips (whether captioned or not) are usually dependent upon the filmstrip for content integrity. If listened to in isolation they may seem pointless or may convey much less information than when used with the filmstrip. While there may indeed be "kits" that consist of a filmstrip, sound cassette and guide, there are probably a lot more filmstrips accompanied by a sound recording and guide. --- Urbanski

QUESTION: I keep seeing credits notes (508) and cast notes (511) in numerical order on OCLC cataloging for films and videos. Is this correct? I thought we were supposed to use the order of notes as shown in AACR2.

ANSWER: You are correct. Rule 7.7B says to: "Make notes as set out in the following subrules and in the order given there. 7.7B6 shows the cast note (511) preceding credits note (508). That is the order in which they should appear in cataloging records. --- Urbanski

QUESTION: How do you describe the dimensions of a container consistently? Cataloging records on OCLC do not seem to have the dimensions listed in any consistent order. Is there a good rule of thumb for this?

ANSWER: Rule 1.5D2 allows the optional addition of the container and its dimensions but does not indicate the order in which the elements of the dimensions should appear. Chapters 3 and 4 both illustrate containers with three dimensions (3.5D5, 4.5D2) but only chapter 10 indicates that dimensions are given in the order of height X width X depth. It is up to the cataloger to decide what dimension is called what. That is why inconsistencies crop up. Most of the time the dimensions are the same and the cataloger can just reorder to their view of the dimension.

Many years ago I drew a three dimensional box in my format and have tried to follow it consistently. I place the container in front of me setting on its bottom and "facing" me so that I can read externally provided information. I measure the surface facing me for height and width and the surface going away from me as the depth. This can lead to some screwy looking h/w/d but it is consistent and usually works out fine.

MEMBERSHIP APPLICATION FORM

Membership in Online Audiovisual Catalogers is available for single or multiple years. The membership year is from January 1 through December 31. Membership includes a subscription to *OLAC Newsletter*. Membership rates are:

```
single year - US - $7.00 personal ; $13.00 institutional
            Non-US - $9.00 personal ; $15.00 institutional
```

```
      two year -   US - $13.00 personal ; $25.00 institutional
             Non-US - $17.00 personal ; $29.00 institutional

    three year - US - $18.00 personal ; $36.00 institutional
             Non-US - $24.00 personal ; $42.00 institutional
```

Payment in US funds only, please. Make check payable to ONLINE AUDIOVISUAL CATALOGERS and mail to:

<div align="center">

Catherine Leonardi
OLAC Treasurer
3604 Suffolk
Durham, NC 27707

</div>

* *
* *

<div align="center">

TO APPLY FOR MEMBERSHIP IN OLAC
OR TO RENEW YOUR MEMBERSHIP XEROX THE
FORM BELOW AND SEND IT TO THE OLAC TREASURER

</div>

* *
* *

Circle the correct information:

```
  I wish to ( renew my membership in // join ) OLAC

  I am enclosing :     $7    $9   $13  $15       for 1988
                      $13   $17   $25  $29       for 1988/1989
                      $18   $24   $36  $42       for 1988/1989/1990
```

CHECK HERE IF YOU **DO NOT** WANT YOUR NAME ON A MAILING LIST WHICH IS SOLD TO AV RELATED ORGANIZATIONS ___

NAME:
ADDRESS:

CHECK ONE:
_____ PERSONAL
_____ INSTITUTIONAL

OLAC Newsletter EDITORIAL STAFF

Materials for publication in the *OLAC Newsletter* should be sent to the appropriate editor. Persons wishing to review books are invited to write to Anne Salter indicating their special areas of interest and qualifications. For AV cataloging questions, contact Verna Urbanski. Articles should be typed, double spaced, and consistent in length and style with other items published in the *Newsletter*. For membership renewal and change of address contact:

Catherine Leonardi
OLAC Treasurer
3604 Suffolk
Durham, NC 27707

**Permission is granted to copy and disseminate information contained herein,
provided the source is acknowledged.**

Last modified: December 1997