

OLAC NEWSLETTER
Volume 10, Number 3
September, 1990

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FROM THE EDITOR
Cecilia M. Piccolo

One of the topics to be discussed at the upcoming OLAC conference will be multiple versions. Bruce Johnson, member of a CC:DA subcommittee to discuss the cataloging implications of multiple versions, recently wrote a letter to the editor requesting OLAC members' input in this debate. In this letter, he characterizes this issue as "...an interest in somehow gathering together the various records for the multiple versions of what is arguably a single bibliographic manifestation. By gathering together these records, it is hoped that considerable effort and storage space can be saved by possibly eliminating unnecessary duplication of information. It is also hoped that online displays can be simplified (and possibly clarified) by gathering together the volume holding information of the ... versions."

Members of the AV cataloging community are exploring and evaluating the application of the multiple versions concept to the cataloging of AV materials. Mr. Johnson has suggested that OLAC members could aid in this process by sending examples of AV items which are (a) clearly good candidates for multiple versions treatment, (b) clearly candidates for exclusion from multiple versions treatment, and (c) questionable cases," to him as soon as possible, and prior to December 1, 1990 at the latest.

OLAC members wishing to receive more information about the multiple versions issue can obtain a free copy of a report of a conference on multiple versions which took place at Airlie House, Airlie, Virginia in December 1989. This report, with other relevant items, will be mailed to all OLAC conference registrants prior to the Rochester conference to provide background for the discussions to be held there.

Please send multiple versions examples and comments to:

Bruce Chr. Johnson
7397 Hickory Log Circle
Columbia, Maryland 21045-5028

Please write for the Airlie House report to:

Library of Congress
Network Development and MARC Standards Office
Washington, DC 20540

FROM THE CHAIR
Dorian Martyn

I would like to take this opportunity to encourage everyone to look over the schedule for our upcoming meeting in Rochester. The program committee and local arrangements committee have done an excellent job, offering something for everyone. This meeting should provide much thought-provoking information, opinions, and brainstorming. And, of course, camaraderie and fun. Thanks to everyone who has, and will be, involved.

The Board is also presenting a new dues structure, to take effect next year. Please take a look at that article. We have not had a dues increase since 1986, and while the new structure is a modest increase, it will allow us to maintain the high quality for which we have become known.

If you are looking for a place to volunteer your talents, please consider OLAC committees and functions. We are happy to include as many people as possible, and we need everyone's abilities to make OLAC the best organization possible. We are asking for volunteers for the Cataloging Policy Committee in this issue of the *Newsletter*. If you have other interests, please let us know what you would like to do.

I'm looking forward to seeing all of you, and some new faces, in Rochester October 17-19!

FROM THE TREASURER
Catherine Leonardi

Reporting period:

April 23, 1990 through July 20, 1990

Account balance April 23, 1990 \$6,200.43

INCOME

Interest	79.18
Memberships	529.00
Interest on CD	122.09
Back issues	120.00
Unspent money from v.10 no.2	169.33

TOTAL INCOME -----
1,019.60

TOTAL \$7,220.03

EXPENSES

Newsletter v.10, no.2	900.00
Index	1,907.14
OLAC Award	192.20
ALA Chicago 06-90 board stipends	400.00
ALA MARBI 06-90 stipend	75.00
ALA OLAC board dinner	84.05
1990 OLAC Conference expenses	32.69

Membership refund	10.50
Minnesota filing fee	35.00

TOTAL EXPENSES	3,636.58
Account balance July 20, 1990	\$3,583.45
CD at 8.10% matures 3-91	6,000.00
TOTAL OLAC ASSETS	\$9,583.45
Current membership = 628	

NEW DUES STRUCTURE

Dorian Martyn

At the OLAC Executive Board Meeting in June, the Board approved a new dues structure. Catherine Leonardi, OLAC Treasurer, presented recommendations to the Board, citing the fact that although OLAC currently is financially sound, we are now spending more than we are receiving. OLAC has not had a dues increase since 1986.

The new dues structure, with an increase of \$3.00 per category, is as follows:

- A. Individual membership (U.S./Canada) \$10.00
- B. Institutional membership (U.S./Canada) \$16.00
- C. Institutional membership (outside U.S. and Canada) \$18.00

For the past several years, costs for the *Newsletter* and *Index* have been increasing. The U.S. members have also been subsidizing the mailing costs for non-U.S. members. In order to distribute costs more equitably, there will be only one membership category for non-U.S., non-Canada. The category is named institutional, but that does not preclude personal members from countries other than the U.S. or Canada from joining in this category.

The new dues structure will allow OLAC to continue to produce quality newsletters and indexes, and to maintain the current high quality of speakers and presentations at our meetings.

1990 OLAC AWARD GOES TO DICK THAXTER

Verna Urbanski

Richard Thaxter (formerly of the Library of Congress's Special Materials Division, currently assistant head of the Whole Book Project at LC), was awarded the OLAC Award for outstanding contributions to nonprint materials cataloging during a presentation held at OLAC ALA meetings in Chicago this June. Dick has been an active member of OLAC for many years and served as Chair in 1986-87. Dick's early participation in OLAC was fostered by his role as LC representative to Online Audiovisual Catalogers, but he soon became more than just a representative as he worked to help establish the fledgling organization. The text of the award summarizes Dick's achievement:

For his steady support and wise counsel which have extended far beyond his original assignment as Library of Congress liaison to Online Audiovisual Catalogers;

For his efforts to make Online Audiovisual Catalogers aware of the latest Library of Congress cataloging policies which affect nonprint materials and for his cogent answers for numerous AV cataloging inquiries;

For the leadership role he assumed as Chair of Online Audiovisual Catalogers and as a valued member of the Executive Board;

For his pride in Online Audiovisual Catalogers, his insights, and his innovative approaches to cataloging issues;

On Saturday, the twenty-third day of June, nineteen hundred and ninety.

Verna Urbanski responded for Dick during the ceremonies since he was unable to attend the presentations and made the following comments on his behalf:

Dick very much wishes he could have been here to accept this award in person. He is extremely pleased to have been chosen the 1990 OLAC award recipient. He counts it a singular horror to be remembered by his OLAC colleagues even though he has "moved on" to the whole book project. Dick reminded us that even though he is not "among us in the flesh" he is always with us in spirit and feels that the OLAC award represents an honor of recognition from a group of exceptionally talented, dedicated, adventurous library professionals.

NOMINATIONS DUE FOR OLAC AWARD FOR 1991

Verna Urbanski, immediate past chair of OLAC, chairs the important OLAC Award Committee. (See article in this issue about this year's winner!!) This annual award honors a librarian who has made significant contributions to the advancement and understanding of audiovisual cataloging. The committee will select a recipient based on nominations received, subject to approval by the Executive Board at the Midwinter meeting.

Eligibility for nomination is as follows:

1. Nominees may be OLAC members, but membership in the organization is not a requirement.
2. The nomination must be accompanied by a statement that provides supporting evidence of the nominee's qualifications.
3. The nominations and statement(s) must be postmarked no later than November 15, 1990, and must be received by the Award Committee chair no later than December 1, 1990.
4. Nominees shall have made contributions to audiovisual cataloging by:
 1. Furthering the goals of standardization of AV and/or computer file cataloging, including MARC coding and tagging;
 2. Interpreting AV and/or computer file cataloging rules and developing policies on organization for these materials on the national and/or international levels;
 3. Promoting the understanding of AV and/or computer file cataloging, coding and data exchange by professionals unfamiliar with these materials and processes.

The award recipient will receive an engraved plaque containing an inscription recognizing her or his special contribution to the field.

Send all nominations, by November 15, 1990, to:

Verna Urbanski
Carpenter Library
University of North Florida
P.O. Box 17605
Jacksonville, FL 32245-7605

CANDIDATES NEEDED!
Glenn Patton

OLAC is again calling for nominations for two positions on the OLAC Executive Board. The 1991 ballot for Vice-Chair/Chair Elect and for Treasurer will appear in the March 1991 issue of the *OLAC Newsletter*. OLAC members interested in contributing time and talents to the operation of the organization are encouraged to send a letter indicating their willingness to serve in either of these offices. Nominations will also be accepted from the floor during the OLAC business meeting at ALA's Midwinter Meeting in Chicago.

The Vice-Chair/Chair Elect is elected annually and serves a one-year term as Vice-Chair, followed by one year as Chair and then a year as immediate past Chair. S/he performs all duties delegated by the Chair and presides at meetings when the Chair cannot attend. The Vice-Chair/Chair elect must attend all business meetings while in office or provide a suitable substitute at least two weeks before the meeting takes place.

The Treasurer serves a two-year term, the election to be held in years alternating with that of the office of Secretary. The next Treasurer will serve from summer 1991 to summer 1993. 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 semiannual reports for presentation at OLAC business meetings. The Treasurer serves as OLAC's membership coordinator. S/he maintains a file of current OLAC members; processes new memberships; and answers questions concerning memberships, fees and claim/requests for back issues of the *OLAC Newsletter*. Access to an IBM (or compatible) PC is essential.

Members of the OLAC Executive Board receive a \$100 stipend for attending business meetings at ALA Annual and Midwinter 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 ballot. If you wish to nominate another OLAC member, please be sure that person is willing to serve. Please send all nominations or letters of interest by **JANUARY 5, 1991** to **Glenn Patton, OCLC, 6565 Frantz Road, Dublin, OH 43017-0702**.

CATALOGING POLICY COMMITTEE CALL FOR VOLUNTEERS

The Executive Board of OLAC is looking for volunteers to fill upcoming openings on the Cataloging Policy Committee of Online Audiovisual Catalogers. Four positions for members and two for interns will be opening this year.

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, interns serve a one-year term and are non-voting participants.

Candidates should have three years of current experience cataloging AV materials or equivalent experience. Additionally, candidates should interact regularly with online cataloging systems or have demonstrable knowledge of such systems. Most CAPC business is conducted during ALA midwinter meetings and annual conferences. Candidates for appointment to CAPC must be willing to commit time and funds as necessary to attend these meetings.

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 and interns will be appointed at the January Executive Board meetings and notified immediately by the Chair of OLAC. Newly appointed members and interns will receive all CAPC mailings from that point forward. Although the terms for new CAPC members and interns do not begin until

immediately after the ALA annual conference, they should expect to attend the ALA annual CAPC meeting and may volunteer for, or be assigned to, projects for the following six-month period.

Interns report directly to the CAPC chair and may be assigned special duties or projects by the Chair. Interns who have served for one year may re-apply for a second one-year term, but may serve no more than two consecutive one-year terms as interns. Members whose CAPC terms are expiring may reapply for membership.

If you are a member of OLAC and are interested in serving of CAPC, submit a recent resume and a cover letter which addresses your qualifications to **Sharon Almquist, CAPC Chair, Media Library, P.O. Box 12898, University of North Texas, Denton, TX 76203-2898.**

ONLINE AUDIOVISUAL CATALOGERS (OLAC) CATALOGING POLICY COMMITTEE MINUTES ALA CONFERENCE, JUNE 22, 1990

Reported by Ellen Hines, Secretary

The meeting was called to order at 8:00 PM by Sharon Almquist, CAPC Chair.

1. The minutes of the January 5, 1990 CAPC meeting were approved.
2. There were no additions or revisions to the agenda.
3. Sheila Smyth provided an update on planning for the October 17-19 OLAC Conference in Rochester. She stressed again the need to call the Holiday Inn South Rochester directly (716-475-1510) to get conference rates. Watch the newsletter for updates on the conference and on the tours planned for the evenings/weekend.
4. Sheila then discussed her work with Karen Driessen on the physical processing manual. They have completed the first preliminary draft of the section on compact disks. A publisher is being talked to and the draft will be sent to members of CAPC before Midwinter. Karen said that any samples of AV processing manuals would be appreciated and can be sent either to her or Sheila. They have already received about 6-8 manuals.
5. Verna Urbanski reported that the written text of the manual for locally produced materials has gone to the editor. She may still need assistance obtaining specific examples and intends to submit the entire document to the editor by September.
6. The draft of the proposed structure of the CAPC internship position was discussed at length. Minor revisions were made to the document and it will be put before the Board Sunday night (see minutes of Executive Board meeting, 6/24/90, for the final form).
7. Sharon Almquist, Sheila Smyth, John Attig, and Bruce Johnson led a discussion on the proposed definitions for game and toy (3JSC/AUS4). CAPC's recommendation was to add the following definition of the words "toy" and "game" to the glossary:

Toy. An object for children or others to play with imaginatively or from which to derive amusement rather than an object for practical use. It is often an imitation of some familiar object.

Game. An item or set of items designed for play by one or more participants according to prescribed or implicit rules and intended for recreation or instruction (see also activity card, kit, toy).

8. Katha Massey gave the SAC report concerning ALCTS 10-year old "Guidelines for the subject analysis of audiovisual materials." SAC decided these guidelines should be updated since they could serve as an important outline on how to handle AV subject analysis and act as a justification to administrators for subject analysis of AV. At SAC's Sunday meeting the issue will be discussed further.
9. Mary Konkel gave a presentation of the ALCTS:AV proposal to use field 538 (currently in use for computer software) for AV materials. This would include technical specifications about playback for videos, such as VHS and BETA. A 538 note would provide this very important information its own unique field, as opposed to the current general 500 note. This could allow the 538 to be specified as the first note. John Attig noted that format integration will put the field in. Sharon Almquist was concerned about the field's use for laser disks (i.e., CAV, CLV format) since the 538 proposal addresses only videos thus far.

There was a brief discussion of interactive media, such as laser disks and computer software. Under current rules (see "Questions and Answers" in OLAC Newsletter, v. 10, no. 2), these items would be cataloged as kits. There was some concern over this and so Sharon Almquist and Alice Jacobs will explore alternative GMD's for interactive materials, such as "multimedia" -- the British equivalent of kit.

10. Glenn Patton gave a report on format integration that could be summed up in the phrase: "Not yet!" It will happen, but not before 1993. The major system vendors (NOTIS, etc.) are aware it is coming.
11. Activity cards and kits were discussed at length at Midwinter. The resulting document, dated 3/29/90, was sent to CC:DA.
12. Bruce Johnson reported on the CC:DA document on Publishers/Producers of audiovisual materials. A key concept is that production is not necessarily a publishing function (i.e., remove producer from Area 4) and suggested rule revisions try to match this concept. Further discussion will follow at CC:DA meetings over the weekend designed to help clarify the concept of creative responsibility for an item vs. simply the manufacturer of an item.
13. John Attig discussed the report of the Multiple Versions Task Force. The group was divided into two different sections, one looked at reproductions (primarily of microforms), and the second was made up mostly of representatives of user's groups (e.g., Music Library Association). So many problematic issues developed during the study that the Task Force decided to await input from groups that examined the equivalent versions of other types of material. (CAPC guest Jennifer Bowen (MLA) provided the meeting with some constructive input on how brainstorming with a group

helps clarify issues.) John will try to get a preliminary document to OLAC prior to our Rochester Conference and a discussion of multiple versions will be added to the conference schedule. Any opinions on, and/or examples of, multiple formats for AV may be sent to Bruce Johnson, John Attig, or Sharon Almquist.

14. There was no new business and the meeting was adjourned at 10:10 PM.

**ONLINE AUDIOVISUAL CATALOGERS (OLAC)
BUSINESS MEETING
ALA CONFERENCE, JUNE 23, 1990**

Reported by Ellen Hines, Secretary

The meeting was called to order at 8:00 PM by Verna Urbanski, OLAC Chair. Board members present included Cecilia Piccolo, Dorian Martyn, Cathy Leonardi, Glenn Patten, Sharon Almquist, and Ellen Hines.

1. **Secretary's report** -- Ellen Hines

The minutes of the January 6, 1990 OLAC business meeting were approved.

2. **Treasurer's report** -- Cathy Leonardi

See the semiannual treasurer's statement for a complete review of OLAC's current financial and membership status.

3. **Newsletter editor** -- Cecilia Piccolo

Cecilia thanked all the contributors to her two newsletters and asked that people contact her if they have any ideas, suggestions, and/or comments about the newsletter. Also, Anne Salter (newsletter book review editor) has reported to Cecilia that additional reviewers are needed. If anyone is interested they should contact either Anne (see the verse of the newsletter cover for her address) or Cecilia.

4. **CAPC report** -- Sharon Almquist

CAPC met Friday, June 22 and Sharon presented a summary of the meeting. For details, please refer to the CAPC minutes.

5. **OLAC 1990 conference report** -- Sheila Smyth

Sheila reviewed the activities of her planning committee. She passed out copies of the registration forms and conference schedules for our review and reminded us again that

we should call the Holiday Inn South Rochester (716-475-1510) directly to get the best conference rates.

In addition to the general sessions, attendees can go to five (out of seven) workshops. Tours are being set up for late afternoons / evenings as well as a chance to go to an evening concert.

6. **ALCTS AV program report** -- Mary Konkel

Mary reported that over 300 people attended this morning's OLAC co-sponsored program "More with less: Minimal-level cataloging of AV materials." Comments (both written and verbal) following the program were very favorable and a number of people requested more information about OLAC itself.

7. **Liaison Reports** -- Nancy Olson (MARBI), Verna Urbanski / John Attig (CC:DA, on behalf of Catherine Gerhart), Sheila Smyth (ALCTS:AV), Lowell Ashley (MOUG)

Nancy Olson reported on the discussions surrounding the issue of expanding the 521 note to include reading grade and interest level detail.

Verna Urbanski reviewed CC:DA's activity card discussion and said the idea of an "activity card" gmd has been accepted, but final approval is pending because it is an integral part of the soon to be resolved "kit" definition issue. A new definition for "game" was approved and a new one for "toy" was proposed. Monday, there will be a discussion about AV producers designed to clarify the concept of creative responsibility for an item vs. simply the manufacturer of an item.

Sheila Smyth referred us to OLAC's March 1990 newsletter for details and said that work on the 538 note is continuing.

Lowell Ashley announced that during the last MOUG conference some members suggested that a "Reference Interest Group" be formed to broaden the scope of the organization to include the concern of public service librarians. Anyone interested in participating should contact him. The University of Maryland, College Park, has been officially designated as the repository for the MOUG archives. MOUG continues to actively support the retention of the 045, 047 and 048 fields (in opposition to LC's stated intention to discontinue). Lowell said that the VTLIS Users Group has a music interest group and that they are going to broaden their scope to include AV -- if interested, contact Lowell for details.

8. **Utility reports** -- Ed Glazier (RLG), Glenn Patton (OCLC)

Ed Glazier reported that USMARC update 2 was installed in spring 1990. The subject-word index is now available in RLIN database. In June 1990 a set processing capability was installed (e.g., can now order a complete set of computer files) and the Art and Architecture Thesaurus went online as part of the RLIN database. The Thesaurus is

supported by the Getty Trust and they are underwriting all searching costs until August 1990 for test purposes (RLIN users are urged to try it).

Glenn Patton gave a brief update of the imminent arrival of OCLC's New Online System (PRISM). The field test version of PRISM goes into production on June 24, 1990, followed on July 9th by the training of the field test libraries. The twenty field test libraries will begin using PRISM in mid-July for 90 days, reporting back to OCLC on any problems/concerns they encounter. In mid-November the nationwide roll-out should begin.

Next, Glenn outlined the stages of the implementation of their new telecommunications network. The first major regional node goes into production at the end of September (located in Ohio) and OCLC will work closely with each regional network to smoothly migrate them to this new environment.

The EPIC Service now has several thousand authorized users and OCLC is conducting a thorough analysis of user responses, needs, suggestions, etc. Glenn said the UTLAS is now an OCLC regional network. UTLAS' online system will continue and there will be a retrospective loading of its 7-8 million holdings into the OCLC database.

9. **New business** -- Verna Urbanski

Verna announced that the recipient of the 1990 OLAC Award is Richard Thaxter of the Library of Congress in appreciation of his years of effort with, and on behalf of, the Online Audiovisual Catalogers.

New business was followed by the traditional question and answer session. The meeting was adjourned at 9:35 PM.

**ONLINE AUDIOVISUAL CATALOGERS (OLAC)
EXECUTIVE BOARD MEETING
ALA CONFERENCE, JUNE 24, 1990**

Reported by Ellen Hines, Secretary

The Board meeting was called to order at 8:00 PM by Verna Urbanski, OLAC Chair. Board members present were Catherine Leonardi, Ellen Hines, Dorian Martyn, Glenn Patton, and Cecilia Piccolo. Guests included Bobby Ferguson, Sheila Smyth, Bo-Gay Tong, Katha Massey, Diane Boehr, Anne Moore, Sue Neumeister, and David Fiste.

1. **Introductions and announcements** -- Verna Urbanski

Verna introduced the current and incoming officers. The incoming officers are Bo-Gay Tong (Vice-Chair/Chair Elect), Dorian Martyn (Chair), and Ellen Hines (Secretary).

2. **Minutes** -- Ellen Hines

The minutes of the January 7, 1990 Executive Board meeting were approved.

3. **Treasurer's report** -- Catherine Leonardi

Cathy reviewed OLAC's current financial and membership status. For details, please refer to Cathy's semiannual treasurer's statement. Cathy then presented her recommendations concerning the restructuring of the OLAC dues:

1. increase annual dues by \$3.00 (to \$10.00/person and \$16.00/institution)
2. US/Canadian members will be treated the same in our dues structure
3. non-U.S. (foreign) personal memberships will no longer be articulated, just institutional.

After some discussion, these recommendations were approved effective January 1, 1991. Dorian will write a brief article concerning this change for the September newsletter.

Sheila Smyth updated the Board on the current financial status of the Rochester Conference. Trish Jones is receiving the forms and the registration checks. Cathy reminded everyone to clearly itemize all the expenses incurred.

4. **Newsletter editor** -- Cecilia Piccolo

Cecilia discussed a few of her ideas for regularizing the format of the newsletter and her desire to work with the book review editor to clarify the style, content, and length of the reviews.

Verna reviewed her attempts to make the creation of the newsletter index less labor intensive (e.g., is there a data processing package that smoothly indexes documents?). Cecilia did some preliminary indexing using WordPerfect 5.0, but it appears that the current system Verna (and Bobby Ferguson) use continues to be the most effective for our needs.

5. **Review and finalizing of CAPC internship structure** -- Verna Urbanski

The Board then examined the draft of the "Internships for CAPC" submitted by CAPC. Some minor revisions were made and the text was approved (see attachment). It was decided that a "pool" of projects will not be created specifically for these interns and that they will be assigned duties as needed.

6. **OLAC 1990 Rochester Conference** -- Sheila Smyth

Sheila reported that the Conference schedule will be printed in the September newsletter. Some minor revisions in the schedule were discussed and approved and the Board also determined the financial assistance that would be provided to the Conference speakers.

Anne Moore reported on her work on Conference publicity (e.g., networks have been notified, OCLC will run a logon message, and 625 librarians in states adjacent to New York received individual conference mailings -- thanks to Sue Neumeister). The idea of video or audio-taping the Conference was reviewed and the Board decided not to tape.

7. Discussion of OLAC projects

1. Unpublished manual status report -- Verna Urbanski
Verna said that the written text (without examples) has gone to the editor. By September the examples should be completed and submitted, too. Verna said she may need us to help with examples over the next few weeks.
2. AV processing manual status report -- Sheila Smyth
Sheila and Karen Driessen are finalizing the draft of the chapter on CD's and it will be submitted to the members of by about December 1, 1990. A publisher is being lined up and some of the contractual fine points will be cleared up in the near future.
3. Membership directory -- Leonardi, Patton, Piccolo
After a great deal of discussion, the Board has decided not to produce a membership directory.
4. Officers Handbook -- Cathy Leonardi
Cathy asked everyone to read pp. 1-11 of her latest edition of the handbook and send her comments by September 1, 1990. She will update, revise, and reissue the handbook at Midwinter and then turn over responsibility for on-going updates to the Secretary.
5. Revision of the by-laws -- Verna Urbanski
A committee was appointed to revise and update the by-laws by the Midwinter meeting. Dorian, Ellen, and Cathy will serve on this committee.

8. New business

Verna suggested that we find a location that can serve as an archival location for OLAC materials and said she would contact her institution (University of North Florida) about becoming our site.

The Archivist position should be separated from the Treasurer position and a new job description will be written.

The issue of the cost of the back issues of the newsletter was discussed and Cathy will investigate further and restructure as needed.

The meeting was adjourned at 9:50 PM.

ATTACHMENT TO EXECUTIVE BOARD MINUTES INTERNSHIPS FOR CAPC

Purpose: The purpose of the CAPC internship is to broaden opportunities for participation in CAPC and to allow an interested AV cataloging librarian an opportunity to gain insight into the workings of a national cataloging committee.

Selection and Appointment: 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 interns will be appointed at the January Executive Board meeting and notified soon after by the Chair of OLAC. Newly appointed interns will receive all CAPC mailings from that point forward. The terms for new CAPC interns take effect following the ALA annual conference. Interns should attend the ALA CAPC meetings and volunteer for, or be willing to be assigned to, projects.

Requirements: CAPC interns should have three years of current experience cataloging AV materials or equivalent experience. Additionally, interns should interact regularly with online cataloging systems or have demonstrable knowledge of such systems. Interns must be members of OLAC. Most CAPC business is conducted during ALA midwinter meetings and annual conferences. CAPC interns must be willing to commit time and funds as necessary to attend these meetings.

Duties: CAPC interns report directly to the Chair of CAPC and can be assigned special duties or projects by the Chair. An intern can, for example, be assigned to research the history and implication of a specific rule or serve as a special assistant to the Chair of CAPC.

Terms: An intern serves a one-year term as a non-voting member of CAPC. An intern is neither guaranteed appointment to CAPC as a full voting member nor reappointment as an intern. A maximum of two interns may be appointed annually; an intern may serve no more than two consecutive one-year terms as an intern.

OLAC ADDRESSES

ONLINE AUDIOVISUAL CATALOGERS EXECUTIVE BOARD AND APPOINTEES, 1990/91

The following addresses are provided annually for your information, to facilitate your involvement with OLAC and to assist you in getting answers to questions or concerns about OLAC or audiovisual cataloging.

CHAIR: DORIAN MARTYN
Corporate Technical Library
The Upjohn Company
Kalamazoo, MI 49001
616-385-7198 / 616-385-8412 (Fax)

VICE CHAIR/CHAIR ELECT: BO-GAY TONG
Orion User Services, 11617 URL, UCLA
405 Hilgard Ave.
Los Angeles, CA 90024-1575
213-825-7557

TREASURER: CATHERINE LEONARDI
3604 Suffolk
Durham, NC 27707
919-684-6359

SECRETARY: ELLEN HINES
Arlington Hts. Mem. Library
500 N. Dunton
Arlington Hts., IL 60004
708-392-0100 / 708-392-0136 (Fax)

NEWSLETTER EDITOR: CECILIA M. PICCOLO
Univ. of Arizona Library
Tucson, AZ 85721
602-621-6452 / 602-621-4619 (Fax)

IMMEDIATE PAST CHAIR: VERNA URBANSKI
Carpenter Library
University of North Florida
P.O. Box 17605
Jacksonville, FL 32245-7605
904-646-2550 / 904-646-2719 (Fax)

COMMITTEES

CAPC CHAIR: SHARON ALMQUIST
Media Library
P.O. Box 12898
University of North Texas
Denton, TX 76203-2898
817-565-2486 / 817-565-2599 (Fax)

OLAC APPOINTEES

OLAC/CC:DA AUDIENCE OBSERVER, 1990-1991
CATHERINE GERHART
Cataloging Division, FM-25
Univ. of Washington Libraries
Seattle, WA 98195
206-543-1828 / 206-545-8049 (Fax)
BITNET: GERHART@UWAV1.U.WASHINGTON.EDU

OLAC LIAISON TO ALCTS AV, 1989-1991
SHEILA SMYTH
Nazareth College of Rochester
Lorette Wilmot Library

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Rochester, NY 14610-0996
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REPORT FROM ALCTS AUDIOVISUAL COMMITTEE 1990 ALA ANNUAL CONFERENCE

Sheila Smyth
OLAC/ALCTS AV Liaison

CAPC's recommended wording for the document 3JSC/Aus4 for game and toy were not accepted in total. The addition of "rather than an object for practical use" for toy was not accepted.

The accepted definition of **Toy** is: An object for children or others to play with imaginatively or from which to derive amusement. It is often an imitation of some familiar object. See also game, model, realia.

The accepted definition of **Game** is: An item or set of items designed for play according to prescribed or implicit rules and intended for recreational work.

Discussion followed on the need for feedback from practicing librarians on multiple versions. OLAC was asked to hold an open session on this topic at its upcoming October conference in Rochester, NY. It was recommended that ALCTS AV meet jointly with OLAC's CAPC to discuss this issue. Both Marilyn Kercher and Bruce Johnson would like minutes from the multiple versions discussions should OLAC hold this session.

The 538 field document has gone to MARBI and LC. LC will review this recommendation and see if it can be handled as a definition change.

ALCTS AV is co-sponsoring ACRL AV's program on copyright and onsite performance rites. It will include a panel of a publisher/producer, a librarian and a lawyer.

REPORT FROM MARBI 1990 ALA ANNUAL CONFERENCE

**Nancy B. Olson
OLAC/MARBI Liaison**

MARBI held four meetings during the ALA annual conference in Chicago, June 23-26, 1990. The major item was discussion of the proposed classification format, that was accepted with some changes. It will be issued by LC as a provisional MARC format for classification.

A proposal to change some of the codes in leader byte 6 (Type of record) in the bibliographic code generated considerable discussion about kits vs. "mixed material." This proposal was discussed at the MARBI meetings in June 1989 and January 1990, and was deferred each time. The term "mixed material" refers to archival material gathered together into a unit for which one bibliographic record is prepared. The option that was approved calls for defining code "p" for mixed material for archival and manuscripts control, making code "b" obsolete, defining code "t" as manuscript language material for books, and editing the current descriptions of some of the code values, and for implementing these changes with format integration.

A related proposal calls for defining byte 08 of the leader as "Type of control." This will also be implemented with format integration.

A discussion paper was presented on coding the 008 field in records for reproductions. Concerns centered around the fact that the coding of most information reflects the reproduction, while the bibliographic record reflects the original. A proposal will be prepared for mail ballot, suggesting the existing data be converted to reflect the original and a local field be added to indicate that conversion has been done. The suggestions included putting the information about the reproduction in the holdings record for the reproduction, assuming the two-tiered approach is adopted.

A proposal presenting microcomputer disk specifications for volume and file labels will be redone and sent out for a mail ballot.

A proposal to accommodate reading grade level code and related information in field 521 was approved with some change. This was first proposed last January. Some books for children carry coded information related to reading grade level, interest age level, and/or interest grade level. In January the ALCTS CCS Cataloging of Children's Materials Committee was "particularly concerned that the information be recorded in the form as found on the piece" Proposal. In June they stated they wanted the source of the information included; the formula used, etc. The proposal was adopted to include a separate 521 field for each of these three categories applicable to a work, each with a subfield code for the source of the information. The examples we were given included the information "RL5 008-012" on a book published by Scholastic. This was explained as reading level 5 for fifth grade; interest age level for ages 8-12. A book published by Deli had the information "RL6.1009-012." This was interpreted as reading level 6.1 for the first month of sixth grade; interest age level ages 9-12. A book published by Crosswinds had "RL5.7, IL age 11 and up." A book published by Fawcett had "RLI: VL 6 & up."

Other proposals concerned specific changes to the holdings format.

There was some discussion about adding the 538 to the visual materials format, and about adding linking fields to the computer files format.

Written comments on discussion papers 37-41 were invited by the end of July.

It was announced that minor changes related to format integration would be included in the next format update (update no. 3).

MINIMAL LEVEL CATALOGING OF AUDIOVISUAL MATERIALS A PROGRAM HELD AT THE 1990 ALA ANNUAL CONFERENCE

Reported by Christina Riquelmy, Louisiana State University

The Online Audiovisual Catalogers, ACRL Audiovisual Committee, PLA Audiovisual Committee, and the ALCTS Audiovisual Committee co-sponsored a program entitled "More

with Less: Minimal-level Cataloging of Audiovisual Materials" at the 1990 ALA Annual Conference in Chicago. The program was moderated by Michael Esman, Chair of the ALCTS Audiovisual Committee. The panel consisted of Karen Horny of Northwestern University, Glenn Patton of OCLC, Catherine Garland of Library of Congress, Dennis Huslig of Suburban Audiovisual Service, Bobby Ferguson of the State Library of Louisiana, and Gary Handman of University of California at Berkeley.

Karen Homey spoke of the considerations of an administrator when faced with the problems of cataloging audiovisual materials with limited resources and staff. The decisions on video cataloging have involved both public and technical services staff, and have taken into consideration the search capabilities of their local online system.

Glenn Patton spoke of OCLC's viewpoint on less-than-full cataloging. He described the national level bibliographic record standards, and gave a history of audio-visual cataloging from its early beginnings to the present.

Catherine Garland spoke of the Library of Congress's backlog in the non-print sectors, and their decisions and practices in minimal level records. She spoke of the various types of non-print items and the varying ways of handling them.

Dennis Huslig spoke of his collection's non-standard cataloging practices, and the reasons for their decision not to do full MARC cataloging. He described in detail the processes they use for developing their database, and compared examples of their cataloging with full MARC records for the same items.

Bobby Ferguson spoke on the upgrading of minimal level and non-standard records submitted by local libraries to the State Library for inclusion in a statewide CD-ROM database whose main purpose is interlibrary loan referral.

Gary Handman spoke of minimal-level cataloging from the viewpoint of public services persons. He stressed that much necessary information would be lost to the public with the limiting of search capabilities in less-than-full record access.

A question and answer session followed the program, and will be included in Verna Urbanski's Questions and Answers column in the *OLAC Newsletter*.

OLAC CONFERENCE 1990 DAILY CONFERENCE SCHEDULE

WEDNESDAY, OCTOBER 17

8:30-9:00	REGISTRATION
9:00-10:15	GENERAL SESSION I: BEA KOVACS
10:30-12:30	WORKSHOPS
12:30-1:30	LUNCH
1:30-3:30	WORKSHOPS
3:30-5:30	CAPC MEETING: MULTIPLE VERSIONS

THURSDAY, OCTOBER 18

8:30-10:30	WORKSHOPS
10:30-11:30	GENERAL SESSION II: JEAN WIEHS
11:30-12:00	OLAC BUSINESS MEETING: REPORTS
12:00-1:00	LUNCH
1:00-3:00	WORKSHOPS
3:30-6:30	TOURS

FRIDAY, OCTOBER 19

8:30-10:30	WORKSHOPS
10:30-11:30	QUESTIONS AND ANSWERS
11:30-12:30	GENERAL SESSION III: SHEILA INTNER
12:30-1:30	LUNCH
2:00-5:00	TOURS

SATURDAY, OCTOBER 20

OPTIONAL TOUR
INFORMATION TO BE MAILED TO REGISTRANTS

POSITION ANNOUNCEMENTS

NEW POSITION AT UNIVERSITY OF NORTH FLORIDA LIBRARY. Faculty Rank: Assistant University Librarian. Applicant needs: Broad professional interests, initiative, and flexibility to work in highly automated environment managed in a participatory style. Current Book Budget: \$1.4 million. Staff: 15 faculty and 26.5 paraprofessionals. EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER.

POSITION: ASSISTANT CATALOGER DEPARTMENT: 3 professionals, 7.5 FTE paraprofessionals catalog all types of print and audiovisual materials using LC, SuDoc, and local classification scheme on NOTIS. **DUTIES:** Original cataloging (primarily music and audiovisuals) including related authority work; documentation of policies and procedures; participation in departmental and library management; limited supervisory duties.

QUALIFICATIONS. REQUIRED: ALA accredited MLS; familiarity with AACR 2, OCLC, MARC format, and LC cataloging/classification demonstrated in course work or experience. **DESIRABLE:** Familiarity with NOTIS; word processing skills; 2-3 years cataloging experience (preferably of music or audiovisuals); reading proficiency in German.

SALARY: \$22,000 minimum, plus benefits; negotiable upon qualifications.

DEADLINE FOR APPLICATIONS: November 1, 1990.

SEND RESUME, COVER LETTER, AND NAMES OF THREE REFERENCES TO:

Diane W. Kazlauskas
Chair, Search Committee
University of North Florida Library
P.O. Box 17605
Jacksonville, FL 32216

DIRECTOR, NAMID to oversee development and implementation of the National Moving Image Database, including project research and design, budget, equipment acquisition, publications and managing the *AFI Catalog of Feature Films*. Familiarity with databases essential. Knowledge of STAR 3.0 Minaret systems, film history, television, video and related technologies. Salary commensurate with experience. Full-time. EOE. All benefits. Send cover letter, resume and salary history to:

The American Film Institute
National Center for Film and Video Preservation
2021 N. Western Avenue
Los Angeles, CA 90027
ATTN: Personnel/D-NAMID

CATALOGER, SPECIAL FORMATS. New position under the Head of Cataloging, to catalog music scores, computer software, audiovisual materials, and maps using OCLC and NOTIS. ALA accredited MLS, knowledge of AACR2, OCLC, USMARC, LCSH, and LC classification required. Prefer at least one year cataloging experience using audio visual media format, and experience with online integrated catalog environments. Benefits include faculty status, tenure track position, SC or TIAA-CREF and other retirement plans available, various medical plans, dental plan, 12 holidays, and 18 days annual leave. Minimum salary is \$24,000. Robert Muldrow Cooper Library has a staff of 28 librarians with 68 support staff. Clemson has been using NOTIS for cataloging since 1984 and the online catalog has been operational since 1985. The Cataloging Unit consists of five professionals and ten support staff and is strongly service-oriented. Staff development, including microcomputer use and continuing education, is encouraged. Clemson University, South Carolina's land-grant institution, with an enrollment of approximately 16,000, is located in the foothills of the Blue Ridge Mountains, 30 miles west of Greenville, SC, and within 2 1/2 hours' driving time from Atlanta and Charlotte, NC. Send letter of application with resume and names, addresses, and telephone numbers of three references to Martha Lyle, Chair, Special Formats Cataloger Search Committee, R.M. Cooper Library, Clemson University, Clemson, SC 29634-3001. Applications received by September 24, 1990 will be given first consideration. Clemson University is an EEO, AA employer.

QUESTIONS AND ANSWERS

Verna Urbanski

QUESTION: My library input cataloging for an analyzed set of videorecordings. We originally purchased them in Beta II format and have gotten permission from the publisher to make VHS copies. We are withdrawing the Beta II copy. I am canceling our holdings on the Beta II records we input and attaching our holdings to available VHS records. Three titles have no VHS record on OCLC and also have no holdings but ours on the Beta II record. Should I input new records or just do a replace function on the original Beta II records?

ANSWER: Jay Weitz at OCLC confirmed that a new VHS record should be input and that the Beta II records should remain in the data base for others to use.

Volume 3, number 2 of the OLAC NEWSLETTER gave advice on cataloging locally reproduced videorecordings. I believe those procedures are still valid. The pertinent section of this article is provided below:

For locally made videotape copies of motion pictures, other videorecordings or other audiovisual media, you may wish to treat the videotape copy as a copy. Add to the bibliographic record for the original a local note (field 590) to indicate the existence of the copy and to describe it briefly: e.g., "Motion picture noncirculating, videocassette (Beta) available for loan."

An institution that wishes to input a new record for the videotape copy may do so. Transcribe the title and statement of responsibility (field 245) and publication information (field 260) for the original. Use the general material designation (GMD) "videorecording" in the 245 subfield \$h, and give the physical description of the video copy in field 300. Make any necessary notes related to the intellectual content, cast, credits, etc. Add a note (field 500) indicating the original format, e.g., "Originally issued as super 8 mm. film cartridge." Also add a note indicating that the copy was made with permission and give the date of recording in that note.

Code the country of producer (fixed field element "Ctry") for the original. Code other fixed field elements and the 007 field for the videorecording. For a video copy of another videorecording, the date type (fixed field element "dat typ") should be "r" (with DATE 1 containing the date of the copy and DATE 2 the date of the original), unless the date of the copy is uncertain, in which case date type "q" takes precedence. For a videocopy of a motion picture or another audiovisual medium, date type should be "p" (with DATE 1 containing the date of the copy and DATE 2, the original), unless the date of the copy is uncertain, in which case date type "q" takes precedence.

If a bibliographic record exists for a locally made video copy in the same physical format (e.g., VHS videocassette or 1/2 in. video reel) as the piece in hand use that record even if the date of the copy differs. Edit the record to reflect the differences.

NOTE: Making an unauthorized copy of a published item may be an infringement of copyright. Bibliographic records for such items should not be entered in the OCLC Online Union Catalog.

QUESTIONS AND ANSWERS FROM THE Q&A SESSION HELD AT THE OLAC BUSINESS MEETING JUNE 23, 1990.

PANELISTS INCLUDED: Ed Glazier (RLG), Sheila Intner (Simmons College), Nancy Olson (Mankato State University), Verna Urbanski (University of North Florida)

QUESTION: In a recent telephone call, Nancy Olson was asked: "In labeling compact discs, where should I put the labels on the CD?"

ANSWER: The person who called about this said they had decided to put it on the blank side of the CD where there is no printing. I was glad they called, since I was able to explain that if they covered the blank side they would ruin the CD since it is the "blank side" that actually contains the music.

--- Nancy Olson

There is no really good way to label a CD and not ruin the disc, break the seal on the label side, or let adhesive ruin the disc as well as the balance of the disc. CDs spin incredibly fast so you don't want to distort that careful balance. You should instead improve your security in your institution.

--- Ed Glazier

We use a 6-digit number written very small on the inside ring of the top of the CD. It seems to work, but you need a permanent marker that dries instantly. There is also a new tattle tape strip with mylar cover, smaller than the usual ones, from 3M that we are investigating at my institution.

--- Audience member Mary Konkel (Governors State U.)

QUESTION: I've heard lately more discussion about the 521 field. Is it new?

ANSWER: No. It is the number given to the audience level note. We have had the note for sometime, but it is relatively recent that it went from being a 500 note to being a 521. That may be what causes confusion. From time to time there is discussion of whether information included in a 521 can be speculative, but it should come **from the item**.

--- Verna Urbanski

QUESTION: In cataloging closed captioned videorecordings, should they be cataloged as a new edition?

ANSWER: No. If everything else matches, just add it as a note. Some agencies don't include this information in their catalog records even when it is on the item. If the title matches otherwise, don't input a new record just to provide for closed captioning notes or added subject headings.

--- Verna Urbanski

No. The addition of closed captioning doesn't in and of itself satisfy the rules as a different format. Put it on the record that matches but does not include the close captioning note. There has been some discussion about carrying that information in the 007 field so that it would be retrievable.

--- Sheila Intner

Often the information that this is a closed caption version is given only as a symbol on the container and not on the item itself.

--- Nancy Olson

Much of how you treat closed captioned information depends on your audience. You are more careful to include that information when your patrons have an interested in it.

--- Audience member Bernard Karon (U. of Minnesota)

QUESTION: If everything is the same except the distributor, do you use the same record and edit, or do you input a new record?

ANSWER: I usually edit if I am sure that the item is exactly the same and is just being handled by a different distributor. Sometimes this means adding a second place and distributor to the cataloging. When we discussed this with Dick Thaxter regarding repackaged film loops, his advice was to edit. However, with that material the item itself often still has all the information from the original publisher and just the packaging has changed.

--- Verna Urbanski

If you put in a different 260 field then you need to input a new record.

--- Sheila Intner

If a sticker is pasted over the original distributor, you have to do a new record.

--- Nancy Olson

QUESTION: What is the best way of handling videocassettes where the original language sound track has been changed to Spanish, but the original title frames are in English?

ANSWER: Catalog using the information on the title frames, that is, using the English title. Add a note about the language changing to Spanish.

--- Sheila Intner

Add the language to a uniform title and a note that the title has been dubbed into Spanish.

--- Audience member John Attig (Penn State U.)

QUESTION: What are people doing with books accompanied by computer discs?

ANSWER: Look at which accompanies which. If as you examine the item, the book is a manual which accompanies a piece of software, then catalog it as a computer file with a manual. If it is a book with a disc which contains illustrative materials then catalog as a monograph accompanied by a computer disc.

--- Sheila Intner

In this latter case, use the same information that would go in the 538 system requirements note in a computer file catalog record, in a 500 note. It is still valuable information even if the title being cataloged is not a computer file.

--- Audience member John Attig (Penn. State U.)

I am seeing a lot of these lately and sometimes it is no easy task to decide which accompanies which. At our library, books accompanied by software go to a "Protect" collection whose circulation is monitored. This collection includes some monographs with special bindings or content that makes them vulnerable. But, it also includes books accompanied by a variety of nonprint material like slides, audiocassettes, rigid sound disks, computer disks, etc. Computer files with accompanying manuals go to a different collection in the same general area.

--- Verna Urbanski

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Last modified: December 1997