

**OLAC NEWSLETTER**  
**Volume 11, Number 3**  
**September 1991**

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## **FROM THE CHAIR**

### **Bo-Gay Tong**

As the new Chair of OLAC, I am looking forward to serving you this year with much anticipation and excitement. My first order of business must be to thank and to acknowledge the many contributions of our outgoing officers. On behalf of the Executive Board and myself, I would like to express appreciation to Dorian Martyn for all her fine work and leadership last year as Chair. Dorian will continue to serve on the Board as Past Chair. Many thanks to Verna Urbanski, who completes her three-year term on the Board as Vice-Chair, Chair, and Past Chair. Her contributions are too numerous to list here, and we know that she will remain an active and valuable contributor at OLAC. A special note of appreciation to Catherine Leonardi, outgoing Treasurer, who so ably served in this capacity for nine years. She is this year's recipient of the OLAC Award for outstanding contributions to AV cataloging, and a tribute to her appears in this issue.

I would like to welcome the new members of the Board, with whom I am delighted to be working this year. The results of this year's election bring on Board Sheila Smyth as Vice-Chair/Chair-Elect, and Bobby Ferguson as Treasurer. Sheila's past OLAC activities include Chair of the 1990 OLAC Conference in Rochester and liaison to ALCTS-AV Committee. Bobby's past contributions include serving as a member of the Cataloging Policy Committee (CAPC) and Conference Reports Editor.

In addition, the Board expresses a sincere thank-you to Sharon Almquist, who retires this year as Chair of CAPC, for her solid contributions and hard work. We welcome the new CAPC Chair, Katha Massey, whose past activities include serving as a CAPC member and past chair of OLAC.

You will note that this issue contains many opportunities for you to become involved in OLAC. What makes OLAC activities successful and vital is the wealth of talents and expertise that our members contribute in innumerable capacities. Please think very hard and seriously about volunteering to participate actively in OLAC. Chances are that there is a position or role in this organization which matches your interests. Involvement opportunities found in this issue include volunteers for positions on CAPC.

Conference planning is another excellent way to become involved in OLAC. Our next biennial conference will be held October 1-3, 1992 in Rockville, Maryland. Planning and arrangements are well underway, but Co-Chairs Diane Boehr and Meredith Horan are still looking for volunteers (see the article on the Conference elsewhere in this issue). Meredith has asked me to extend her thanks to all those who gave their suggestions, support and words of encouragement at the OLAC Meeting in Atlanta this summer.

You may have your own idea on how to get involved in OLAC. If so, please contact us; we are always open to new ideas.

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**FROM THE TREASURER**  
**Bobby Ferguson**

Reporting period:

April 30, 1991 through July 15, 1991

Account balance April 29, 1991 \$9,481.43

**INCOME**

Interest	118.73
Memberships	239.00
Refund from v. 11, no. 1	192.68
CD interest	93.27

**TOTAL INCOME** 550.41

**TOTAL** \$10,031.84

**EXPENSES**

Newsletter v. 11, no. 2 (advance)	900.00
Bounced check	27.00
Returned check for duplicate payment	21.00
Postage	72.82
ALA stipends and expenses	836.64

**TOTAL EXPENSES** 1,857.46

Account balance July 15, 1991 \$8,174.38

CD at 8.10% matures 6/91 6,000.00

**TOTAL OLAC ASSETS** \$15,481.43

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**1991 OLAC AWARD GOES TO CATHERINE LEONARDI**  
**Dorian Martyn**

Cathy Leonardi, Duke University Library, was the recipient of the 1991 OLAC Award for outstanding contributions to nonprint materials cataloging. The award was presented at the OLAC Business Meeting held in Atlanta in June. Cathy has been an active member of OLAC for many years, has served as Treasurer, was responsible for compiling the OLAC handbook,

revising the bylaws, served as archivist, and generally kept the OLAC Board on track with her excellent knowledge of the past as well as vision for the future. The text of the award follows.

*For selling nine years as Treasurer of OLAC, keeping the organization's financial house in order*

*For providing careful financial oversight for the OLAC conferences held to date*

*For stockpiling and distributing back issues of the OLAC Newsletter*

*For serving as the first OLAC Archivist and a pivotal member of the Executive Board*

*For developing the OLAC Officers' Handbook*

*For sharing her knowledge by teaching audiovisual cataloging*

*For asking those often difficult questions every organization needs to answer*

*On this day, Saturday, the twenty-ninth day of June, nineteen hundred and ninety-one.*

Cathy made the following comments in response:

*"I am honored to have been chosen as the 1991 OLAC Award recipient. OLAC comprises the "creme de la creme" of AV catalogers. To receive recognition from such a group is indeed an honor. It is also good for the ego! I have enjoyed my years as treasurer. The OLAC members are an interesting and fun group of people to work with. I am delighted that Bobby is my replacement as treasurer. I'm sure that she will do an outstanding job. I will continue to be active in OLAC but not at the same level of involvement."*

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## **NOMINATIONS DUE FOR OLAC AWARD FOR 1992**

### **Dorian Martyn**

The OLAC Award is an annual award which honors a librarian who has made significant contributions to the advancement and understanding of audiovisual cataloging. The OLAC Award Committee is now calling for nominations. 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, 1991, and must be received by the Award Committee chair no later than December 1, 1991.

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 understand 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, 1991, to:

**Dorian Martyn**  
**Chair, OLAC Award Committee**  
**Corporate Technical Library 7284-267-25**  
**The Upjohn Company**  
**Kalamazoo, MI 49001**

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## **PITCH IN TO KEEP OLAC STRONG AND RUNNING SMOOTH**

### **Verna Urbanski**

Nominations are being sought for the offices of Vice- Chair/Chair-Elect of OLAC and for OLAC Secretary. Those interested in learning about the organization from the inside are asked to send a letter indicating which office they would like to run for. Nominations will also be accepted from the floor during the OLAC Business Meeting at the ALA Midwinter Meeting in San Antonio.

A 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 Secretary serves a two-year term, the election to be held in years alternating with that of the office of Treasurer. The next Secretary will serve from summer 1992 to summer 1994. The Secretary attends all business meetings and must meet the same attendance requirements as the Vice-Chair/Chair-Elect. The Secretary is responsible for preparation of official minutes of all business, Board and/or special meetings of OLAC, to be published in a timely manner in the OLAC Newsletter, as well as reported as needed at the semi-annual OLAC business meetings. The Secretary also handles any official OLAC correspondence at the direction of the Chair or the Executive Board and maintains the OLAC Handbook.

Members of the Executive Board receive a \$100 stipend for attending OLAC business meetings during ALA conferences. If you wish to volunteer to run for either of these positions, 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. Submit this information by **JANUARY 3, 1992** to:

**Verna Urbanski**  
**Chair, OLAC Nominating Committee**  
**University of North Florida**  
**P.O. Box 17605**  
**Jacksonville, FL 32245-7605**

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## **CATALOGING POLICY COMMITTEE CALL FOR VOLUNTEERS**

**Katha Massey**

The Executive Board of OLAC is looking for volunteers to fill upcoming openings on the OLAC Cataloging Policy Committee. Three positions 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 on CAPC, submit a recent resume and a cover letter which addresses your qualifications by **November 1, 1991** to: **Katha Massey, CAPC Chair, Cataloging Department, University of Georgia Libraries, Athens, GA 30602.**

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**ONLINE AUDIOVISUAL CATALOGERS (OLAC)  
CATALOGING POLICY COMMITTEE MINUTES  
ALA CONFERENCE, JUNE 28,1991**

**Reported by Ellen Hines, Secretary**

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

The minutes of the January 11, 1991 CAPC meeting were approved.

There was an addition to the agenda of a discussion about chief source issues surrounding series statements, title and Area 4.

Sharon read a letter from Ed Swanson (current CC:DA Chair) concerning OLAC's recommendation that "activity card" be made a GMD. He said that JSC approved the use of "activity card" both as a GMD and as an SMD, and approved adding its definition to the glossary (all of which were part of OLAC's recommendations). These changes will take effect after their publication (date to be announced later).

Sharon discussed the CONSER practice of cataloging computer file serials as serials vs. cataloging them as computer files. She spoke with Linda Barkley at the Library of Congress and was told that LC feels that cataloging these materials as serials fit the need much better than cataloging them as computer files.

Heidi Hutchinson updated CAPC on the status of the proposed SAC document "Guidelines for subject analysis of audiovisual materials". She prepared a document summarizing OLAC's concerns and suggestions on this issue and submitted it to the SAC committee chair. The issue will be discussed at Saturday's SAC meeting.

A discussion ensued on what should be considered the chief source of information for videorecordings. The need to include a video's container as a chief source was discussed by Lowell Ashley (from a series statement perspective), Alice Jacobs (concerning titles), and Nancy Olson (concerning publication information). For motion pictures and videorecordings only, an item's container is not a chief source for titles, series, publisher, etc. To address this inconsistency, CAPC recommended that we add "container" to the list of chief source priorities for audiovisual materials (and put it above "accompanying materials" in that list).

Alice Jacobs and Kathy Hart (National Library of Medicine) discussed some research done comparing how the bibliographic elements of some audiovisual materials (primarily medical videos, slides, and software) appear in a number of bibliographic sources. They asked CAPC to ponder the question "Do we need to preview the item to catalog it ... could we catalog from published indices?"

In response to a letter from Sharon Almquist, Ed Swanson (CC:DA Chair) asked OLAC to send a representative to Monday's CC:DA meeting to present our view on the Australian proposal (3JSC/Aus/1/rev) to move VHS/Beta-type information back to the physical description area. A number of issues were discussed including: the extensive, studied process that led CC:DA to put this technical detail in a note in the first place, the problems that will arise in the 300 field when longer technical descriptions are needed, and the upcoming validation in USMARC update 3 of the 538 field for technical specifications. CAPC decided not to support the Australian proposal and this view will be communicated to CC:DA. (Joan Swanekamp reported that ALCTS:AV would be supporting the Australian proposal.)

Sharon led a discussion about some of the issues surrounding the cataloging of interactive media/multimedia. Many problems result because these materials are frequently sold/published separately which leads catalogers to catalog them individually, too. These items are found cataloged as computer files plus accompanying videos and as videorecordings plus accompanying computer files. The term 'kit' presents a problem for many catalogers and is used sparingly for these materials. Some institutions originally catalog them separately, then locally catalog them as a unit (using a "with" note).

(Joan Swanekamp mentioned that ALCTS:AV will be doing a program at ALA next summer on computer files and interactive media issues will also be covered.)

#### **NEW BUSINESS:**

A question was posed about the placement of the UPC code from a video container in the 024 field. CAPC may give future consideration to how this unique access point might be helpful during a database search for a video.

Another question came up about the use of a spoken title from a sound recording if there is no printed title anywhere on the item. The spoken title can be used in conjunction with a 500 note, explaining the chief source of information.

Katha Massey thanked Sharon Almquist for her hard work as CAPC chair.

The meeting was adjourned at 10:00 PM.

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**ONLINE AUDIOVISUAL CATALOGERS (OLAC)  
BUSINESS MEETING  
ALA CONFERENCE, JUNE 29,1991  
Reported by Ellen Hines, Secretary**

The meeting was called to order at 8:00 PM by Dorian Martyn, OLAC Chair. (Due to laryngitis, Dorian asked Bo-Gay Tong, OLAC Vice-Chair/Chair-Elect, to run the Business meeting.) Board



members present included Verna Urbanski, Cecilia Piccolo Tittlemore, Cathy Leonardi, and Ellen Hines.

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

The minutes of the January 12, 1991 OLAC business meeting were approved.

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

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

**Newsletter editor -- Cecilia Piccolo Tittlemore**

The June 1991 issue of the Newsletter is now available (articles for the September issue are due by July 19, 1991).

**CAPC report -- Katha Massey (for Sharon Almquist)**

CAPC met Friday, June 28th and Katha Massey presented a summary of the meeting. For details, please refer to the CAPC minutes.

**Election results -- Glenn Patton**

Glenn Patton (Chair, OLAC Nominating Committee) announced that OLAC's newly elected 91/92 officers are:

Sheila Smyth -- Vice Chair/Chair-elect

Bobby Ferguson -- Treasurer

**Liaison reports -- Nancy Olson (MARBI), Catherine Gerhart, (CC:DA), Sheila Smyth (ALCTS:AV), Lowell Ashley (MOUG)**

Nancy Olson reported that only one MARBI meeting had been held so far and that many issues had been either referred to committee or tabled. She will write up a full report for the Newsletter after all the meetings are over.

Sheila Smyth's ALCTS:AV report will be printed in the September issue of the OLAC Newsletter.

Lowell Ashley reported that the NACO Music Project (a cooperative effort to add MARC name/title authority records for headings that are represented on LC bibliographic records but do not have formal name authority records) has been expanded to eight institutions. The University of Maryland, College Park, has been established as the repository for the MOUG archives. The 4th edition of the Best of MOUG is now available and the MOUG membership directory was published in October, 1990.

Catherine Gerhart discussed CC:DA's conservative approach to the multiple versions issue (which may mean audiovisual catalogers may not be able to take advantage of such a strict definition) and its continued discussion of the Australian proposal to move VHS and Beta back to the 300 field. CC:DA has yet another meeting and Catherine will be reporting on that in the Newsletter.

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

Ed Glazier reported that RLIN will continue technical processing for all formats for the foreseeable future and that there are no plans to formally interact with OCLC. An elected Board of Directors will be replacing the current Board of Governors.

In February, 1991, RLIN installed a more effective "switch" between bibliographic and authority files. RLIN has now loaded records from UNDOC (United Nations Document file) and has upgraded their batch retrospective conversion software. USMARC update 3 is scheduled for installation at the end of August, 1991.

Glenn Patton mentioned that USMARC update 3 (which will include the beginnings of format integration) will be installed on Labor Day weekend, 1991. An OCLC technical bulletin covering these changes (including the new 586-- Awards field and a 538 for audiovisual technical specifications) will be issued soon.

Next, Glenn discussed the implementation of their new telecommunications network and PRISM. Over half of all OCLC libraries are now using the new Sprint modems (all should be on Sprint by Fall 1991) and about half of cataloging operations are now being performed on PRISM. No date has yet been announced for the migration of the Interlibrary Loan subsystem to PRISM.

Glenn briefly discussed some of the database enrichment projects now underway at OCLC. These included:

- a pilot project to allow Table of Contents to be added as a 505 to cataloged items.
- broadening who can add call numbers and subject headings to bibliographic records (PRISM allows for more local enhancements).
- a De-duping project (running in background 2-3 hours every day) that uses enhanced algorithms to catch more duplicates. As a part of this project, NLM records will be merged into DLC records.

#### **New business**

The next OLAC Conference will be in Rockville, MD (just outside Washington, DC) at the Holiday Inn Crown Plaza, on October 1-3, 1992. Diane Boehr and Meredith Horan are the co-chairs of the Conference.

The annual OLAC Award was presented to Catherine Leonardi for her years of service to our organization.

The meeting was adjourned at 9:00 and was followed by a discussion of the use of video in a library setting to teach audiovisual cataloging.

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**ONLINE AUDIOVISUAL CATALOGERS (OLAC)  
EXECUTIVE BOARD MEETING  
ALA CONFERENCE, JUNE 30, 1991**

## **Reported by Ellen Hines, Secretary**

The Board meeting was called to order at 8:00 PM by Dorian Martyn, OLAC Chair. Board members present were Bo-Gay Tong, Verna Urbanski, Catherine Leonardi, Ellen Hines, and Cecilia Piccolo Tittlemore. Guests included Sharon Almquist, Bobby Ferguson, Sheila Smyth, Diane Boehr, Anne Moore, Johanne LaGrange, Sheila Intner, Katha Massey, and Mary Konkel.

### **Minutes -- Ellen Hines**

The minutes of the January 13, 1991 OLAC Executive Board meeting were approved.

### **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.

### **Newsletter editor -- Cecilia Piccolo Tittlemore**

Cecilia reported that she will be submitting her figures on the costs of using acid-free paper to publish the Newsletter at a later date, because her printer failed to supply her with the necessary information in a timely fashion. The deadline for submitting articles, minutes, etc. for the September newsletter is July 19, 1991.

### **Appointment of CAPC Chair to OLAC Board**

Dorian led a discussion of the proposal to appoint the Chair of the Cataloging Policy Committee (CAPC) to the Executive Board. Issues reviewed were the critical nature of CAPC as OLAC's only standing committee and that it is the "heart" of OLAC, the need to provide closer contact between CAPC and the Board, and a minor concern that a precedent might be set that means other committee (or subcommittee) chairs might expect to be on the Board. After some discussion, the Board unanimously approved the appointment of the CAPC Chair to OLAC's Executive Board. Further appointments to the Board will be decided on a case-by-case basis.

### **OLAC By-laws**

A few minor revisions to the By-laws were discussed and will be incorporated (along with the previously approved addition to the Executive Board) into the next edition of the By-laws. The Board also approved changing the name of the Chair to "President" (and Vice Chair/Chair Elect to Vice "President"/"President" Elect).

### **CAPC consultant guidelines -- Dorian Martyn**

Dorian discussed the history (and previous purpose) of CAPC consultants and proposed that we establish some guidelines to follow for such appointments in the future. Opinions were expressed about the role these consultants should play in CAPC (e.g., Is this an "honorary" appointment? Should they work for CAPC on special projects only? Should they be appointed for a specific term or only for the length of a particular project? Does CAPC always have to have a consultant ... and how many? Could we end up having more CAPC consultants than CAPC members?) After much discussion, the Board decided not to have "formal" CAPC consultants any longer.

### **Guidelines for OLAC meetings -- Bo-Gay Tong**

Sharon Almquist's proposed CAPC agenda guidelines (letter of March 20, 1991) were approved.

Cecilia Piccolo Tittmore discussed the role of liaison reports in all OLAC meetings (i.e., timing necessitates that many of our liaisons give their reports to OLAC prior to the meeting(s) of the group they are reporting on). She will draft and submit a summary on liaisons guidelines for the Handbook.

With a minor change, Dorian's draft of guidelines for agenda items to be included in OLAC Business and Board meetings was approved.

**1992 OLAC Conference -- Diane Boehr**

Diane Boehr and Meredith Horan are co-chairs of the Conference Program Committee for the 1992 OLAC Conference (to be held at the Holiday Inn Crown Plaza, Rockville, MD, on October 1-3, 1992). Ideas for the Conference theme and individual workshops were discussed (i.e., cataloging workflow issues, 'economics vs. excellence' in cataloging, training the audiovisual cataloger, continued review of cataloging interactive media, software and videocassettes, and possibly an update on the Rochester topic of 'Who are we cataloging for?'). Other ideas, suggestions, etc., are welcome.

**AV processing manual status report -- Sheila Smyth**

A draft of two chapters (sound recordings and globes/maps) is completed and a review committee to provide Sheila and Karen Dreissen with editorial input will be formed soon.

**ALCTS:AV representative -- Dorian Martyn**

The Executive Board appointed Anne Moore as the new OLAC representative to ALCTS:AV (1991-1993).

**New business**

The Board approved a stipend of \$100 per conference (like Board members) for the OLAC Conference Program Chair (if there are co- chairs, the \$100 would be split between them).

The Nominating Committee recommended that there be a separate mailing for the OLAC election ballots (instead of merely inserting them in the March Newsletter). Cost estimates will be gathered and other ideas pursued (e.g., have a separate ballot mailing for U.S. OLAC members, but insert the ballot in the Newsletter for foreign members, only allow personal members to vote, etc.). The final decision was tabled until Midwinter.

Some suggested revisions to the OLAC Handbook were submitted and accepted. Any further suggestions can be sent to the Secretary.

The meeting was adjourned at 10:00 PM.

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**ONLINE AUDIOVISUAL CATALOGERS  
EXECUTIVE BOARD AND APPOINTEES, 1991/92**

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:**

**BO-GAY TONG**

Orion User Services, 11617 URL  
UCLA  
405 Hilgard Ave.  
Los Angeles, CA 90024-1575  
213-825-7557 / 213-206-3374 (Fax)

**VICE CHAIR/CHAIR ELECT:**

**SHEILA SMYTH**

Lorette Wilmot Library  
Nazareth College of Rochester  
4245 East Avenue  
P.O. Box 18950  
Rochester, NY 14618-0950  
716-586-2525, x455 / 716-248-8766 (Fax)

**TREASURER:**

**BOBBY FERGUSON**

Technical Services Branch  
State Library of Louisiana  
P.O. Box 131  
Baton Rouge, LA 70821  
504-342-4938 / 504-342-3207 (Fax)

**SECRETARY:**

**ELLEN HINES**

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

**NEWSLETTER EDITOR:**

**CECILIA PICCOLO TITTEMORE**

Univ. of Arizona Library  
Tucson, AZ 85721  
602-621-6452

**IMMEDIATE PAST CHAIR:**

**DORIAN MARTYN**

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

**CAPC CHAIR:**

**KATHA MASSEY**

Cataloging Department  
University of Georgia Libraries  
Athens, GA 30602  
404-542-2534  
KDMASSEY@UGA

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**OLAC APPOINTEES**

**OLAC/CC:DA AUDIENCE OBSERVER, 1991-1993**

**CATHERINE GERHART**

Cataloging Division, FM-25  
University of Washington Libraries  
Seattle, WA 98195  
206-543-1828 / 206-545-8049 (Fax)  
GERHART@UWAVI.U.WASHINGTON.EDU

**OLAC LIAISON TO ALCTS AV, 1991-1993**

**ANNE CAMPBELL MOORE**

O'Neill Library  
Boston College  
Chestnut Hill, MA 02167  
617-552-2253

**OLAC LIAISON TO MARBI, 1991-1993**

**NANCY OLSON**

Postal Drawer U  
Lake Crystal, MN 56055  
507-389-5058

**M(usic) OUG LIAISON TO OLAC**

**LOWELL ASHLEY**

Route 8, Box 27  
Christiansburg, VA 24073  
703-231-9251  
ASHLEY@VTVM1

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**LIAISON REPORTS FROM ALA 1991 ANNUAL CONFERENCE  
REPORT FROM ALCTS AUDIOVISUAL COMMITTEE  
JULY 2, 1991**

**Anne Campbell Moore, OLAC Liaison to ALCTS AV**

Joan thanked members of the committee for coming to the Sunday morning meeting with OLAC's CAPC to discuss multiple versions. It was agreed that the meeting had been successful.

The program ALCTS AV co-sponsored with ACRL AV, *Video Collections: Copyright and Public Performance*, was successful. Approximately 350-400 people showed up. ACRL AV is planning their next program for the annual conference in New Orleans.

The ALCTS Publisher/Vendor-Library Relations Committee announced that the Gille list is available from the ALCTS office. This is list of publishers that libraries may prefer not to use, or not to pay in advance.

The Video Round Table reported that ALA plans to close the Video and Special Projects Unit as a cost saving measure. They have circulated a petition protesting this and ALCTS AV will write a letter to ALA asking them to keep the unit open.

The AV Committee Producer/Distributor-Library Relations Subcommittee is working on a survey of CDROM licensing and contracting issues to be sent to users. The "Happiness is One Title" brochure is out of date and the subcommittee is considering discarding it, as there have been no requests for it this year.

The AV Standards Subcommittee is revising its NISO document on standards for media labeling. It will be ready for discussion at Midwinter.

The proceedings of the 1990 program will be published in the January issue of *Technical Services Quarterly*.

The 1992 program will be on interactive media, and is scheduled for Saturday, from 9-11 a.m. Presently three thirty-minute talks are planned, followed by a question and answer session. The committee hopes to co-sponsor the program with PLA AV, ACRL AV, and OLAC.

The tour of CNN was successful, thanks to the efforts of Jo Davidson. Patricia Vanderberg has volunteered to handle the local arrangements for a tour next year in San Francisco.

Joan proposed a possible change in meeting time. Tuesday morning was suggested, but seems to conflict with too many other meetings. Joan will see about changing the starting time to 12:30 or

1 p.m. Citing the success of the ALCTS AV / OLAC CAPC joint meeting, she also suggested changing the Sunday morning meeting to a discussion on a single topic.

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## **REPORT FROM CC:DA JUNE 29-JULY 1, 1991**

### **Catherine Gerhart, OLAC CC:DA Audience Observer**

The major discussion topic at CC:DA was, again, Multiple Versions. Last year CC:DA appointed the Task Force on Multiple Versions chaired by Verna Urbanski. The findings of this Task Force were presented to CC:DA for discussion in a document containing draft guidelines and a progress report.

The guidelines included a definition of reproduction (upon which the application of the multiple version technique rests), a section on scope which listed some of the situations where you would or would not use the technique, and a description of how to go about formulating the cataloging records (description of the original, the reproduction, and examples).

Discussions about applying this technique to various types of material have been going on in a variety of arenas for the past year. In general, groups like OLAC, ALCTS AV, and the Music Library Association have taken a fairly conservative approach to the application of the multiple version technique, recommending it be used mainly for non-commercial reproductions and some publication- on-demand reproductions. Some of the members of CC:DA preferred taking an even more conservative position. Some felt uncomfortable applying this technique to anything except preservation microforms and photocopies. The Committee tried very hard to come up with wording that everyone could live with but they failed.

Finally the Task Force was reappointed and Verna agreed to continue to chair the Task Force. The upcoming ALA Midwinter Meeting should shed more light on what direction will be taken on the Multiple Versions technique and at what speed.

The other major topic of interest to AV catalogers was the proposal by the Australian cataloging community to put the technical specifications (VHS, etc.) back in the Physical Description Area. (CAPC had previously voted not to support this proposal -- see CAPC minutes earlier in this issue.) After much discussion, CC:DA decided not to support the proposal. Verna Urbanski brought up the fact that CC:DA had previously recommended to the Joint Steering Committee that these technical specifications should really be moved to 7.7B1 and treated as system requirements like similar information is in Chapter 9. CC:DA then voted to support its original position, which was to recommend the moving of this information to reflect the placement of system requirements as in Chapter 9. The fate of that proposal is now in the hands of the Joint Steering Committee, which will consider it before the ALA Midwinter Meeting.



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**REPORT FROM MARBI  
JUNE 29 - JULY 1, 1991**

**Nancy B. Olson, OLAC Liaison to MARBI**

MARBI met three times during the ALA conference in Atlanta. It was announced that an electronic computer forum for the dissemination of information, the publication of committee materials, and discussion of issues related to USMARC has been established. The USMARC Advisory Group Forum, USMARC-L, is open to members of the USMARC Advisory Group and anyone interested in discussing the implementation, maintenance, changes, and development of the USMARC formats.

To subscribe, send an e-mail message with the following one-line command to:

LISTSERV@MAINE.MAINE.EDU  
or  
LISTSERV@MAINE.BITNET

SUBSCRIBE USMARC-L *firstname lastname institutional affiliation*

For more information on USMARC-L, you may contact Sally H. McCallum, Chief, Network Development and MARC Standards Office, LC.

Verna Urbanski, Chair, CC:DA Task Force on Multiple Versions, came to the last MARBI session to report on the progress the Task Force has made.

The following items are taken in order by proposal/discussion paper number rather than in the order in which they were discussed.

- **Proposal 91-7** called for the definition of field 003 (control number identifier) for bibliographic, authority, holdings, and classification formats, to enable users to identify whose number is present in field 001 (control number). The field is to contain the NUC symbol of the organization or system whose control number is present in field 001. This proposal was approved.
- **Proposal 91-10** on recording linking numbers in the holdings format was tabled until the multiple versions problems were resolved.
- **Proposal 91-11** called for defining subfield z in the 074 of the bibliographic format for canceled or invalid GPO item numbers, and for making the 074 repeatable. This proposal was approved.
- **Proposal 91-12** on accommodating subject subdivision form information in authority records was dropped, and the information will be included in a later proposal on linking records within authority records with a 7xx field pointing to the subdivision record.

- **Proposal 91-13** on recording version information in the holdings format was discussed for over two hours in the final meeting of the group, with no clear resolution. At one point it was decided to hold this proposal until CC:DA had finished its work on multiple versions. At another point there was a tie vote on the two alternative methods of accommodating version information. There were questions about the kinds and numbers of data elements needed, what kind of display would be needed, and how this information would be handled. It was also pointed out that only Harvard and VTLS users are actually using the holdings format. Things got confusing towards the end of this session with the chair pushing for some kind of resolution and members wanting a chance to do some homework on this. I think it was tabled with a request for possible displays and suggestions about handling the data.
  - **Discussion paper no. 45**, from the UCLA Film and Television Archive, presented concerns as to how to handle collections of newsfilm. The proposal included options for multilevel description, a single record with contents note, a single record with contents note using subfield 3, and the use of host item and component part records. The last technique is the one favored by UCLA. The USMARC Advisory Group concurred, and asked Martha Yee to prepare something showing possible displays of this information for our meetings in January.
  - **Discussion paper no. 46**, on enhancing records with table of contents information, will be turned into a proposal using subfields a, t, and one other (g?).
  - **Discussion paper no. 47**, on sequencing multiple holdings records, was held until decisions are made on multiple versions.
  - **Discussion paper no. 48**, on considerations for a item level record format, was discussed briefly. LC was asked to complete the list of data elements to be included, and to try again to work this into the holdings format.
  - **Discussion paper no. 49**, presented a dictionary of data elements for online information resources, with the intent of expanding the computer files format for this type of materials. A subcommittee will work on this.
  - **Discussion paper no. 50**, was a proposed USMARC community information format. This format would allow community / campus / company / programs and events information to be manipulated and accessed using the same systems now in place for bibliographic information. As the concept was discussed, there was increasing interest in the development and use of such a format for listing programs, events, experts, etc. in any kind of "community" with all information searchable by subject, time, place, etc. This discussion paper was prepared by the Technologies Committee of the Community Information Section of the Public Library Association working with the Library of Congress Network Development Office. It will come back to MARBI as a formal proposal.
  - **Discussion paper no. 51**, was handed out at the last session. It raises the question of the development of a new format for encoding and distributing AACR in machine-readable form, using a USMARC record structure. Comments on this are to be sent to ALA or to LC.
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## **1992 OLAC CONFERENCE UPDATE**

Planning for the 1992 OLAC Conference, to be held at the Holiday Inn Crown Plaza, Rockville, Maryland, from October 1-3, 1992, is underway. If you wish to assist with preparations for the Conference, please contact:

**Meredith Horan, Conference Co-Chair**  
**301-496-5497**

The Program Planning Committee requests your comments regarding program topics and speakers. Please forward them to:

**Laura Nauta, Program Planning Chair**  
**National Agricultural Library**  
**10301 Baltimore Blvd.**  
**Beltsville, MD 20705**

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## **VIDEO COLLECTIONS COPYRIGHT AND PUBLIC PERFORMANCE**

A Program held at the ALA Annual Conference on June 29, 1991

Reported by Terry Smith, University of Oregon

James Heller (Director, Marshall-Wythe Law Library and Associate Professor of Law, College of William & Mary) reviewed the five component rights granted by copyright laws: to reproduce the work, to prepare derivative works, to distribute copies, to perform publicly, and to display publicly. Since each of these rights can be sold separately, a distributor may not necessarily be able to grant public performance rights. For educational institutions, an important exception to public performance rights is the right to use materials in face-to-face teaching situations. Even legal experts disagree on exact interpretation of these provision, however, leaving large gray areas.

Allen Dohra (Chief Executive Officer, Barr Films and Chair, Copyright Committee, Association of Informational Media & Equipment) spoke for producers of media, pointing out that the development of quality media is very expensive and most educational programs have a very limited sales potential. Significant drops in sales could prohibit development of further programs. He cautioned libraries to remember that they often get lower quality programs when they pay lower prices.

Jean Kreamer (Director, University Media Center and Copyright Oversight Officer, University of Southwestern Louisiana) described some actions her institution takes to comply -- such as noting on purchase orders that the library is purchasing public performance rights unless it is specifically stated that those rights are not included. Labeling or signing to pass performance

rights information on to patrons is an area needing work. Until the law is further clarified, she recommended that libraries follow the most liberal interpretations.

A sheet of examples of recent copyright violation cases showed mostly illegal duplication of materials or improper use of off-air copies.

Program co-sponsors: ACRL Audiovisual Committee and Copyright Committee, ALA ad hoc Subcommittee on Copyright, ALA Video Interest Group, ALCTS Audiovisual Committee, and PLA Audiovisual Committee.

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## **FINAL REPORT ON THE 1990 OLAC CONFERENCE** **submitted by Sheila Smyth, 1990 Conference Chair**

In March 1990, press releases were sent out to the following journals: *American Libraries*, *School Library Journal*, *Library Journal* and *Library Hotline* to be printed in their calendars and/or news sections over the summer of 1990. OCLC networks including Solinet, Nelinet, Ohionet, PRLC, SUNY/OCLC, Palinet, and Inclosa were sent releases in April for publication in July or August 1990. Glenn Patton (OCLC) was asked to use the conference announcement as a log-on message over the system. Approximately 650 flyers were sent to libraries in Ohio, Pennsylvania and the Canadian cities near Rochester. Anne Moore (Boston College) and Sue Neumeister (SUNY at Buffalo) did an excellent job. They recommend targeting more cataloging newsletters.

Approximately 165 people, representing 29 states and two Canadian provinces, registered for the conference. The conference came in under budget by approximately \$200.00. The financial success is due to the efforts of Trish Jones (Genesee Community College). Participants praised the conference as very well organized. Thanks go to Andrea Weis (SUNY at Geneseo) for all her work on the registration, scheduling of workshops, participants and speakers, meal tickets, and identification tags. Marcia Trauernicht (Rochester Institute of Technology), Joyce Ogden (SUNY at Brockport) and Beth Boni (Nazareth College) did an excellent job contacting vendors seeking donations. Marcia also organized the buses for the tours. The tours and concert were a great success: cheers to Bernadette Brinkman (Rochester Public Library) and Sue Neumeister (SUN-Y at Buffalo) for all their work. Janice O'Brien (Monroe Community College) did a great job facilitating housing arrangements. Others who participated in various ways include Barbara Vaughn (SUC at Buffalo), Yvette Archibald (St. John Fisher College), Jennifer Bowen and Laura Snyder (both from the Eastman School of Music).

Ninety-three people submitted their evaluation forms. Over thirty participants commented on the excellence of the presenters while over twenty people spoke about the strong organization of the conference. People liked the size of the conference, the site, the similar interests of the participants and the opportunity for networking. People commented on the excellent value for the cost. It is an excellent sign that a good conference occurred when negative criticism is limited to

problems with the hotel, a need for time for questions and answers during some presentations and the need for a first-time-attenders reception. One third of the participants recommended scheduled breaks. Four people recommended that handouts for all workshops be distributed to all attending. Another group of four people wanted the site located in an area conducive to pedestrian activities. Three people wanted workshops to be geared to the expertise of the attendees.

Recommended future topics include quality control of AV in local systems, format integration, date type (260 field and video variations) and cataloging CDs. Individual recommendations include presentations on existing formats and emerging formats; fixed field tags; local systems; subject access to AV materials; efficient use of staff; training of all levels of staff; dealing with administrators and sources for funding; exploring the conflict between AV catalogers and media departments/public services; express cataloging of AV; interactive media; locally produced materials; cataloging on different networks; cataloging various forms of AV including optical discs, realia, slide sets, videodiscs and computer software; history of film, music, and computer files; cataloging review sessions; and practical information on AACR, AACR2, and AACR2R.

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## **NEWS AND ANNOUNCEMENTS**

**Barbara L. DeCoster, Column Editor**

### **AN OPEN INVITATION TO JOIN OCLC'S ENHANCE PROGRAM**

**Jay Weitz, OCLC**

With the apparent demise of the Library of Congress's Audiovisual Data Sheet Program and the disbanding of the AV Section of LC's Special Materials Cataloging Division, the contributions of individual AV catalogers to the OCLC Online Union Catalog will be more important than ever before. One concrete way to contribute to AV cataloging is to apply for Enhance status in the *Audiovisual Media* and/or the *Computer Files* formats.

OCLC's Enhance program was established in 1983 as an attempt to decentralize responsibility for quality control in the Online Union Catalog. The Enhance authorization allows specially selected libraries to correct or augment certain bibliographic records. The application process is now open at all times and we encourage AV and computer files catalogers to apply.

Currently, there are between 90 and 100 libraries (depending upon how you count them) actively enhancing records in all formats, except serials. In the average month, Enhance libraries replace around 7000 records and are also consistently responsible for well over half of all minimal-level replaces. Although we like to be able to choose libraries that will have a significant impact on the Online Union Catalog by enhancing a large number of records, an absolute volume of Enhance replaces is not strictly required. Libraries that perform at least 100 enhance replaces per fiscal year will, however, qualify for the higher search-to-produce ratio offered to Enhance

participants. AR Enhance libraries earn an Enhance credit, currently equivalent to a First Time Update, for each Enhance replace performed.

The following libraries are presently authorized for Enhance in their respective formats.

### **AUDIOVISUAL MEDIA FORMAT**

AGL	National Agricultural Library, Beltsville, MD
GPO	U.S. Government Printing Office, Washington, DC
IBI	College of DuPage, Glen Ellyn, IL
INT	University of North Texas, Denton, TX
KPC	Paducah Community College, Paducah, KY
TKN	University of Tennessee, Knoxville, TN
UMC	University of Maryland, College Park, MD
VRU	University of Richmond, Richmond, VA
XBM	State University of New York College at Brockport,

NY

### **COMPUTER FILES FORMAT**

CPO	California State Polytechnic University, Pomona, CA
CSS	Columbus City Schools, Columbus, OH
GPO	U.S. Government Printing Office, Washington, DC

Institutions of any size and type are welcome to apply for Enhance. The application process is open at any time and involves filling out a form and submitting samples of your current cataloging in the appropriate format(s). For applications and further information, please contact your regional network.

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### **QUESTIONS AND ANSWERS**

**Verna Urbanski, Column Editor**

Last issue I shared a question and answer by Jay Weitz found in a recent *Solinet Memorandum (1991-92)*. In retrospect, there is one other quick Q&A that would be helpful to OLAC members. So thanks again Jay, you're helping to educate us all!

**QUESTION:** On some imported compact discs, I find a bar-coded number that looks like a Universal Product Code but has twelve or more digits rather than the standard ten digits of the UPC. What is this number and what should I do with it?

**ANSWER:** Most likely this is a European Article Number (EAN), a standardized numbering system used by some European manufacturers. There is no provision for including EAN in a MARC record at this time; it should not be input in field 024, as that [is] presently defined only for the UPC and the International Standard Recording Code (ISRC). An EAN could be put in a general 500 note under the provisions of AACR2R 6.8B2 ...

-- Jay Weitz (OCLC)

>>>>>> **RECYCLE** <<<<<<<  
**IT'S GOOD FOR THE PLANET AND THE SOUL**

Below are some "RECYCLED" questions and answers from volume 4 nos. 2-4 of the OLAC Newsletter. The O&A editor is giving herself a summer vacation!! Some slight alterations may have been made to the original question and answer to update the information to reflect AACR2R.

**QUESTION:** (from v.4, no.2) In cataloging slide/cassette programs, Chapter 8 is our source, yet little guidance is given about the role of the cassette in the description. In 8.OB1, chief source, does the cassette fall in as "other sources" in priority ranking after accompanying textual materials? I am concerned about this since the cassette is really part of the AV item yet it is not given much weight in the description. This all comes to a head when cataloging a program with no title on the graphic item (i.e., the slide itself nor on the unifying container. Appropriate information is found then on both cassette and guide. Do you automatically choose the guide over the cassette (because of the priority list in 8.OB1) and add a general note "Title from guide"? If the titles are different on both, would you add a general note and make a title added entry for the one you didn't choose for the title main entry?

**ANSWER:** Yes, I would say that the sound cassette of a slide/cassette program would fall in the "other sources section of the three categories listed under 8.OB1. When choosing between a guide and a cassette as a chief source, the list at 8.OB1 indicates that "accompanying textual material" should be preferred, so the guide would usually be selected as a chief source when neither the item itself nor the unifying container provides sufficient information. In real life, if the sound cassette information is conspicuously more complete or accurate, I would use the information on the cassette. As you know, it is a bit tricky to recommend using a sound cassette label as a source because the space available for information is so limited. The small label area can lead to all sorts of shortening, rearranging and abbreviating of title information. Historically, in groups of materials issued together, the sound cassette would be most likely to have a manipulated title.

If the title not used for a main entry is distinct and likely to be used by patrons as a retrieval point, then a general note "Title on sound cassette:" or "Title on guide:" with an added title entry would be useful and appropriate.

-- VU

**QUESTION:** (from v.4, no.3) How would I catalog 'Harvey' an animated mannequin? Harvey is an electromechanical Cardiac Patient Simulator programmed to behave in a real-life manner in

order to simulate the signs of a variety of cardiac diseases. The accompanying materials include stethophones, blood pressure cuff, magnetic tapes and slides. Harvey was developed at the University of Miami School of Medicine.

**ANSWER:** Catalog "Harvey" as a mock-up. The two main choices seem to be model or mock-up. *AACR2R's* glossary defines model as: "A three dimensional representation of a real thing." At first blush this seem to fit Harvey. But, Harvey is interactive. Users are to do more than merely look at Harvey. *AACR2R's* definition of mock-up, while not settling the matter outright, does give an idea that we do need to consider the interactive nature of the item. It defines mock-up as: "A representation of a device or process that may be modified for training or analysis to emphasize a particular part or function; it usually has movable parts that can be manipulated."

The GMD would be "model" and the SMD would be "mock-up." Harvey would be cataloged using chapter 10 of *AACR2R*. Accompanying materials can be included in the physical description area. If you feel they are too numerous for this area, include them in a note.

-- VU

**QUESTION:** (from v.4, no.4) We're wondering about the integration of oral information into the descriptive catalog record (video, slide/sound cassette, sound recording). It may be quite important if the chief source of information is scanty or nonexistent. Also, what about cross references on name authority records for, say, shorter forms of personal names or variants on corporate names that are from spoken information?

**ANSWER:** Such information (orally presented information which is transcribed for use in cataloging copy) is certainly valid when there is nothing to substitute for it. After all, we do use advertising copy in a pinch, or publisher's blurbs. Orally presented information at least has the advantage of being integrated on the material. It would not be the source of choice, but I agree that it can be useful in certain situations. Problems can arise with spelling though, especially on poorly recorded proceedings of meetings. In most cases, information provided based on oral sources will be better than nothing. If the orally provided information is truly dubious, it is better to ignore it and rely on cataloger provided information based on a more thorough study of the contents of the item.

I would be very conservative about creating cross references for personal or corporate names provided from oral sources. It might be useful in the case of nick names that literally cannot be deduced from the text or accompanying material. If there is other external evidence of widespread usage of a variety of forms, it would be worth providing shortened forms as cross references. With some AV packages, the variety of name forms presented are numerous and minor. I usually go for forms which occur frequently and which might conflict with similar names. I would be inclined to focus on increasing subject access points rather than spend too much time deducing questionable name access points or cross references.

-- VU



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Last modified: December 1997