OLAC NEWSLETTER
Volume 13, Number 1
March 1993

TABLE OF CONTENTS

Deadline for the June issue: April 30, 1993

FROM THE EDITOR
Sue Neumeister

We have another BIG issue full of important information including the Index for Volume 11-12 of the Newsletter. Our thanks go to Cathy Leonardi for compiling this useful tool.

Due to the lateness of the ALA Midwinter this year (and my deadline), only a few of the conference reports appear in this issue. The rest of the reports (CC:DA, MARBI, MOUG) will appear in the June issue.

Please note that the deadline to send comments to Laurel Jizba regarding the draft document Guidelines for Bibliographic Description of Interactive Media has been extended to April 1, 1993.

The "News From RLIN" column has information on a special rate for unlimited online searching of the Avery Index to Architectural Periodicals if ordered by March 31, 1993.

Ballots will soon be sent out to all personal members of OLAC to elect two officers to the Executive Board (Vice-President/President- Elect and Treasurer). Terms of office and responsibilities were outlined in the September issue. The candidates presented by the Nominating Committee (Dorian Martyn Bollinger and Sue Neumeister) for these two offices are:

Vice-President/President-Elect:

> Linda Hansen
> Mary S. Konkel

Treasurer:

> Ann Caldwell
> Johanne LaGrange
> Background information about these candidates can
> be found under the column Meet the Candidates.

****

Please change Karen Driessen's (OLAC Vice-President) phone
number which was incorrect in the December issue to:

(406) 243-2856

FROM THE PRESIDENT
Sheila Smyth

Well it is a cold day in Rochester, NY following the defeat of the Bills and a swirling, gusty snow fall. I am warmed by the pleasant memories of OLAC friends in Denver and the 60 degree temperature. Attendance at CAPC and the Business meeting was very good. Reports detailing the specific events will follow.

Connie Strait (Naperville Public Library, Naperville, IL) has been appointed by the MOUG Board to work with Hal Temple (College of DuPage) and Ellen Hines (Arlington Heights Public Library, Arlington, IL) on the 1994 OLAC/MOUG Conference. It will be held in the Chicago area. Ellen is the OLAC program chair and Hal is the OLAC local arrangements chair. Many hands are needed to make a successful conference. I encourage all interested persons to volunteer. Residence in Illinois is not required. Please call Hal, Ellen or me if you want to be challenged professionally.

Work continues on the OLAC Handbook, a working document for all Board members. The establishment of the OLAC archives was discussed and guidelines for materials to be saved will be discussed at Annual. If you have any experience, please contact me.

A reminder to all that *Cataloging Unpublished Nonprint Materials: A Manual of Suggestions, Comments, and Examples* by Verna Urbanski, with Bao Chu Chang and Bernard L. Karon (Soldier Creek Press, 1992) reviewed in the last OLAC Newsletter was sponsored by OLAC. Congratulations to Verna and company for their fine contribution to the profession. In addition, OLAC is sponsoring another manual, *A Library Manager's Guide to the Physical Processing of Non-print Materials*. If you have any in-house procedures for processing interactive media and are willing to share them, please contact Karen Driessen or me. Many thanks to all who have shared their processing manuals. They have been most helpful in our research.

I want to encourage members to contribute to the OLAC Newsletter. We welcome book reviews and/or special interest articles. Our Newsletter reflects the strength of our membership and I invite all to be an active part of our efforts.

FROM THE TREASURER
Bobby Ferguson

```
Reporting period:
Sept. 30, 1992 to December 31, 1992

Account balance Sept. 20, 1992              $ 14,266.80

INCOME

   Interest                                        5.62
   Memberships                                 5,693.00
```

```
   Back issues                              31.50
   OLAC Conference refund                1,400.00
   Newsletter v. 12, no. 4 refund           60.98
                                         _____
TOTAL INCOME                              7,191.10

TOTAL                                 $ 21,457.90

EXPENSES

   Newsletter v. 12, no. 3 remainder       494.37
   Newsletter v. 12, no. 4 advance            1,000.00
   Board dinner, Rockville                 196.13
   Subscription refund                      36.00
   Renewal notices and bulk mail renewal   200.04
   Treasurer's postage, envelopes           12.08
                                         _____
TOTAL EXPENSES                        $   1,938.52

Account balance June 20, 1992         $   8,792.74
CD at 7.20% matures 7/94                 10,000.00
Ready assets trust                          727.64
                                         _____
TOTAL OLAC ASSETS                     $  19,519.38

Current membership:   583
```

MEET THE CANDIDATES

CANDIDATES FOR VICE-PRESIDENT/PRESIDENT-ELECT

Linda Hansen
Vice President, Technical Services
Professional Media Service Corp.

- **Background Information:**

   Linda supervises a staff of professional catalogers in creation of new AV
   cataloging and retrospective conversion and cataloging projects. She was
   responsible for cataloging all formats of audio and visual materials (12,000 titles
   without the aid of an online system or shared cataloging).

- **OLAC ACTIVITIES:** Member
- **ALA ACTIVITIES:** Member: ALCTS; LITA; ALCTS AV Committee,
  Producer/Distributor-Library Relations Subcommittee
- **REGIONAL ACTIVITIES:** Member: Southern California Technical Processing Group

Mary S. Konkel
Head of Cataloging
Bierce Library, University of Akron

- **Background Information:**

     Mary has been a practicing AV cataloger for the past 10 years. She has been active in promoting AV issues, trends, and cataloging through statewide presentations, workshops, and local cataloging interest groups.

- **OLAC ACTIVITIES:** Member, Cataloging Policy Committee; OLAC representative for the joint ALCTS AV sponsored "minimal level cataloging" program (ALA 1990)
- **REGIONAL ACTIVITIES:** Chair, Chicago area Video/Motion Picture Catalogers Interest Group and serves as a workshop trainer for the Illinois OCLC Users Group

---

CANDIDATES FOR TREASURER

Ann Caldwell
Rockefeller Library
Brown University

- **Background Information:**

     Ann has been the Nonprint Catalog Librarian at Brown University since 1990. Prior to her current position, she was a cataloger for 10 years at the Sibley Music Library of the Eastman School for Music, University of Rochester.

- **OLAC ACTIVITIES:** Member
- **MLA ACTIVITIES:** Chair, Automation Subcommittee, Administration Committee; Chair, Working Group on Types of Compositions, Bibliographic Control Committee; Vice Chair/Chair Elect, New England Chapter, Music Library Association; Active member, Music OCLC Users Group

Johanne LaGrange
Health Sciences Library
Columbia University

- **Background Information:**

     Johanne has been providing full original cataloging in all formats at the Columbia University Health Sciences Library since 1990. Prior to her current position, she was an AV Cataloger at the Sterling C. Evans Library at Texas A&M University.

- **OLAC ACTIVITIES:** Member, Cataloging Policy Committee; Conference Reports Editor, OLAC Newsletter
- **ALA ACTIVITIES:** Chair, ALCTS AV Committee, AV Standards Subcommittee
- **OTHER AV ACTIVITIES:** Reviewer, *ABC-CLIO Video Rating Guide for Libraries*

ONLINE AUDIOVISUAL CATALOGERS (OLAC)
CATALOGING POLICY COMMITTEE (CAPC)
ALA MIDWINTER CONFERENCE
DENVER, COLORADO

COLORADO CONVENTION CENTER A209
JANUARY 22, 1993

Minutes

The meeting was called to order by CAPC Chair Richard Harwood at 8:06 p.m.

1. The minutes of the June 26, 1992 meeting were approved as written. Nancy Olson questioned the accuracy of a statement in the June 26 minutes that, taken out of context of the discussion, may be misleading in terms of choice of entry for videocassettes. She will be writing a statement of clarification referring to the statement in question.

2. a. Sherry Kelley, Library of Congress, was present, serving as representative pro tem to OLAC/CAPC at the request of Sarah Thomas. She reported that the Library of Congress is still very much in transition and that there is a "terrific job freeze" on at the Library. Since Ann Sandberg-Fox left, a team of five computer files catalogers have begun work. They are all in various stages of training. Music and sound recordings cataloging and AV materials cataloging have been less affected by the organizational changes.

   b. The draft document Guidelines for Bibliographic Description of Interactive Media has been distributed to all OLAC/CAPC members. CC:DA audience observer Catherine Gerhart reported that CC:DA is very anxious for people to let them know how the guidelines are working in practice. Catalogers should send comments on their experiences with using the guidelines by March 1, 1993 to: [extended to April 1 -- ed.]

Laurel Jizba
1611 Peppertree
Lansing, MI 48912
Bitnet: **20676LJ@MSU.BITNET**
FAX: 1-517-336-1445

Those comments will be discussed by CC:DA at the summer ALA meeting.

In the ensuing discussion, some CAPC members related their experiences with using the guidelines and made constructive comments. One difficulty in practice is whether to code the Type of Record as "m", "g", or "o" in the MARC format, especially since the suggested GMD "interactive media" is not yet accepted. One member asked about the possibility of using a single system requirements note. Even more examples in the document would be very helpful.

Diane Boehr thought that the Guidelines did not adequately address situations in which there are multiple dates on the various components making up a particular interactive media, that is, how is the date recorded in the date of publication statement when these multiple dates occur.

One comment was that the Guidelines should indicate in section E that the GMD [interactive media] be used even if only one physical piece makes up the item.

Another comment was that the Guidelines (section F) incorrectly imply that there must always be more than one systems requirement note.

Glenn Patton (OCLC) remarked that until the Guidelines are accepted and sent forward to MARBI for consideration of a possible new format and Type of Record code (dependent on the chosen GMD) and other format considerations, the cataloger still cannot input anything but an experimental interactive media record on a local system.

CAPC members were asked to send Richard Harwood any further comments on this document by February 15th. Sheila Smyth will formally forward them to Laurel Jizba before the March deadline along with a statement by CAPC urging expedition of the publication of the guidelines.

c. The CC:DA Multiple Versions Guidelines are also available from the ALA offices for people to experiment with. Bruce Johnson of the Library of Congress is asking that comments be sent to him by March 1, 1993.

d. Lowell Ashley reported on the progress of the Music Library Association Working Group on cataloging music-related video material. This category includes musical performances, instructional videos, pop music videos, and documentaries. Aspects to be considered included descriptive cataloging, choice of entry, MARC tagging, subject analysis and access points. The group plans to submit a formal report to the Bibliographic Control Committee of MLA at the upcoming San Francisco MLA meeting in February. Lowell does not expect that there will be suggestions for rule changes resulting from these recommendations at this time. The hope for this document is that it will eventually be applied in the same way as a Rule Interpretation.

He described some of the major points of the report, such as the suggestion to enter operas under composer and to follow AACR2 guidelines for sound recordings in the case of videorecordings of concert performances (in which the visual element of the video consists chiefly of the performer at the instrument).

In its next phase, Lowell will make the document available to OLAC/CAPC for comment again, depending upon the course of action taken by MLA's Bibliographic Control Committee.

3. a/b. Nancy Olson (MARBI liaison) and Glenn Patton (OCLC representative to CC:DA) combined their presentations on cataloging Internet resources, introducing two documents that had been distributed to CAPC members previously: the draft Guidelines for Bibliographic Description of Internet Resources and MARBI Proposal 93-4, Changes to the USMARC Bibliographic Format (Computer Files) to Accomodate Online Information Resources.

Glenn gave a background sketch of the Internet Resources Project, a cataloging experiment designed to test and verify the applicability of the cataloging rules and the USMARC format for computer files to Internet resources. The project was also to provide data to determine what changes need to be made to AACR2 and USMARC to accommodate these materials.

The cataloging experiment was held during May and June 1992 and involved the cataloging of 300 computer files collected from Internet sites. Each file was cataloged by three different catalogers, some of whom were OLAC members. The catalogers recorded problems and comments as well as the amount of time it took to catalog each file.

Nancy and Glenn had both served on the advisory panel to the OCLC Office of Research. This panel was responsible for the analysis of the results of the experiment and made recommendations in two areas: changes to the USMARC format to provide improved coding for these electronic resources (MARBI proposal 93-4) and the draft cataloging guidelines.

Glenn and Nancy both noted that catalogers came up with very different results for the same item. The premise that the cataloging rules as they exist now are adequate for the cataloging of remote files was put in question. The resulting draft Guidelines document takes a "cataloging manual" approach, and works its way through the record area by area, referring to both the AACR2 rules and the MARC fields as it does so.

MARBI Proposal 93-4, Changes to the USMARC Bibliographic Format (Computer Files) to Accommodate Online Information Resources is on the agenda for Saturday's MARBI meeting. CAPC members had received a copy of this document. The proposal includes: 1) adding four codes to 008/26 (Type of computer file) and changing the definition of two codes; 2) broadening the use of field 256 (File Characteristics) to include more specific descriptors; 3) making field 516 (Type of File or Data Note) obsolete; and 4) adding a new field 856 to the Holdings/Bibliographic formats for electronic location and access information.

This new field 856 is meant to capture the "Internet-ness" of such an electronic text, and can be repeated as many times as necessary, for example, when the electronic item has more than one location or when more than one access method may be used. The elements

in this field can be transformed into instructions for access to the database (remote login). The information in this field should be sufficient to allow for the electronic transfer of a file, subscription to an electronic journal, or logon to a library catalog.

After some discussion and explanation, Glenn asked to receive further comments from CAPC and other OLAC members, especially on the expansion of area 3 (File characteristics area), the most dramatic suggested change. Deadline for comments or suggestions to Glenn Patton at OCLC on the draft Guidelines is April 1, 1993.

c. Richard Harwood read the letter from OLAC President Sheila Smyth charging CAPC to develop a statement on the importance of cataloging nonbook materials. A CAPC subcommittee was appointed for this task, consisting of Johanne LaGrange (special libraries), Mary Konkel, Chair (academic libraries), Virginia Berringer (academic libraries), and Nancy Rodich-Hodges (public libraries).

d. Meredith Horan, National Library of Medicine had sent CAPC two descriptive cataloging problems and her solutions to them.

1. Collation for reissue of software for interactive media: When producers reissue software for interactive media, while retaining the initial videodisc, should the number of computer disks or the issuing date be changed with each new (partial) reissue? CAPC agreed that the NLM solution to this, as described by Meredith in her letter with enclosed example, was a very good one. "The collation remains open, yet the original date appears in the imprint. A note saying 'computer disks upgraded periodically' shows the updates are present."

   Nancy Olson said that she had also responded to Meredith directly upon receipt of the question.

2. Statement of responsibility for single taped lectures: "AV catalogers at NLM have always favored corporate responsibility over personal if the statement of responsibility is unclear or diffuse." Corporate responsibility in this case means the University or Institute presenting or producing the lecture. Personal responsibility would mean the name of the lecturer. Meredith was interested in hearing whether other catalogers prefer personal names in the statement of responsibility, or whether they relegate them to the credits note as does the NLM.

   It was noted that old Library of Congress practice was to put a responsible corporate body in the statement of responsibility. Individual persons involved appeared in the notes only. Discussion ensued. Nancy Olson remarked that the information found on a title screen or chief source of information belongs in the statement of responsibility. If found elsewhere, it belongs in the notes. The questionable cases are those in which all of the

cataloging information is gleaned from other sources, such as flyers, brochures, or even accompanying written texts of the lectures.

Richard Harwood will relay CAPC's comments to Meredith Horan.

The meeting was adjourned at 9.58 p.m.

Respectfully submitted,

Heidi Hutchinson
OLAC Secretary

ONLINE AUDIOVISUAL CATALOGERS (OLAC)
BUSINESS MEETING
ALA MIDWINTER CONFERENCE
DENVER, COLORADO

COLORADO CONVENTION CENTER C204
January 23, 1993

Minutes

1. Call to Order, Introduction of Officers

   The business meeting was called to order by OLAC President Sheila Smyth at 8:03 p.m. Officers present were introduced: Karen Driessen (Vice-President/President-Elect), Bobby Ferguson (Treasurer), Richard Harwood (CAPC Chair), Heidi Hutchinson (Secretary), Sue Neumeister (Newsletter Editor), and Bo-Gay Salvador (Past President).

2. Approval of Minutes

   The minutes of the business meeting of October 2, 1992 (OLAC Biennial Conference, Rockville, MD) were approved as published in the December 1992 Newsletter.

3. President's Report

   S. Smyth thanked the Rockville conference organizers, Diane Boehr and Meredith Horan, for a very successful conference and announced that plans are already underway for the 1994 joint conference with Music

OCLC Users' Group (MOUG). It will be held in the Chicago area. Ellen Hines (Arlington Heights Memorial Library) will serve as program chair, Hal Temple (College of DuPage) as local arrangements chair, and Connie Straight as MOUG conference coordinator.

Ben Tucker, retired chief of Cataloging Policy at the Library of Congress, was presented a special award at the Biennial Conference for his support of nonprint cataloging through the years and of Online Audiovisual Catalogers in particular.

The guidelines and criteria for appointing liaisons to other groups and committees is being reviewed by the Board. The Board is also considering establishing liaisons or observers to the Computer Files Discussion Group and the Video Round Table.

The Nominations Committee has one candidate for Vice President/President-Elect: Mary Konkel, University of Akron Bierce Library, and two candidates for Treasurer: Johanne LaGrange, Columbia University Health Sciences Library, and Anne Caldwell, Brown University.

Sheila Smyth asked for further nominations. [An additional candidate (Linda Hansen) has since been nominated -- ed.]

4. Treasurer's Report

   Please see separately submitted report in this issue.

5. Newsletter Editor's Report

   Sue Neumeister reported that the December issue of the *OLAC Newsletter* was mailed out on November 30, 1992. The deadline for the March 1993 issue is February 5. The index to volumes 11/12 will be included in the March issue as an insert. She expressed her thanks to Catherine Leonardi for compiling the index.

6. Directory Report

   Heidi Hutchinson reported the results of the membership directory questionnaire that had gone out in the September 1992 Newsletter. 89 questionnaires were returned; 87 of those were in favor of creating a membership directory. The list of elements suggested for inclusion under the member's name in the directory includes, in order of number of votes received: work address, work phone number, job title, cataloging specialties, FAX number and e-mail address. The Board will decide at its Sunday meeting whether it will be feasible to go ahead with the

membership directory project and if so, which elements to include under each member's entry. If yes, then a data collection form will be mailed to all members on the mailing list. A straw vote was taken among the members present, and there was strong support for the establishment of a membership directory.

7. Publication Reports

Bo-Gay Salvador reported that the manual *Cataloging Unpublished Nonprint Materials* by OLAC Past President Verna Urbanski with Bao Chu Chang and Bernard L. Karon was published last summer and is available from Soldier Creek Press (P.O. Box 734, Lake Crystal, Minnesota 56055-0734) for $22.50.

Karen Driessen and Sheila Smyth have been working on a physical processing manual for AV materials for nearly two years, and are continuing to make good progress. Karen and Sheila thanked the membership for their support and for submitting material for use in the manual.

8. Committee Reports
   a.   Cataloging Policy Committee (CAPC)

   Please see separately submitted report in this issue.

   In addition, the Executive Board will be making new CAPC appointments for next year at their closed session meeting Sunday night.

   b.   OLAC Conference '92 Committee

   Diane Boehr (co-chair with Meredith Horan) gave the Rockville Biennial Conference report. There were 228 registrants from 32 states, the District of Columbia, and one province of Canada. One third of the attendees came from the local Washington D.C. area. Positive remarks were received on the conference evaluation form. Reports from the speeches and workshops were published in the December 1992 Newsletter.

9. Liaisons' Reports
   .   ALCTS AV (Anne Moore): Last summer's report was printed in the September 1992 Newsletter. ALCTS AV is meeting in Denver at its regular time, 8 a.m. on Sunday and also on Tuesday from 2-4 p.m. Agenda items include interactive media, the 1994 ALA program, and a possible tour in New Orleans this summer.

a.　　CC:DA (Catherine Gerhart): Two task forces were established at Saturday's meeting, one to evaluate feedback from the Multiple Versions Guidelines and to possibly hold a forum at ALA Annual for discussion and further comments, the other task force to do the same for the Interactive Media Guidelines. Addresses for sending comments on either of these sets of guidelines are available from Catherine.

CC:DA has decided to remove the phrase "for children or others" from the definition of "toy."

The Australian proposal to add "captioned" to the GMD list was revived again this year. CC:DA (Bruce Johnson) will write a counter-proposal to revise rule 7.7B2, language note, to include remarks like "captioned" and "signed." CC:DA will also be contacting MARBI to consider coding this sort of information in field 041 or 007 or elsewhere.

The wording for the footnote in the "kit" definition is being revised.

A second CC:DA meeting is being held on Monday.

b.　　MARBI (Nancy Olson): MARBI will be meeting Saturday, Sunday, and Monday, but the Tuesday meeting has been canceled. The agenda was rearranged to begin with the Internet proposal, MARBI Proposal 93-4, which was approved with minor rewording or editorial changes to the sections on field 008/26 and new field 826.

c.　　MOUG (Ian Fairclough): MOUG will hold its annual meeting on February 1 and 2, 1993 at the St. Francis Hotel in San Francisco.

10. Utility reports

.　　RLG -- Ed Glazier

Please see separately submitted report in this issue.

a.　　OCLC -- Glenn Patton

Please see separately submitted report in this issue.

11. New Business

One member asked why OLAC has liaisons to some ALA groups, but an audience observer to CC:DA. It was explained that because, in ALA's reasoning, OLAC's interests are already represented by ALCTS AV, and OLAC representation to CC:DA would be redundant. The suggestion was made to the Board to send a new letter to CCS requesting a liaison relationship with CC:DA, stressing the differences in concerns and interests between ALCTS AV and OLAC.

12. Adjournment

The meeting was adjourned at 9:15 and followed by the Question and Answer Session.

Respectfully submitted,
Heidi Hutchinson
OLAC Secretary

**ONLINE AUDIOVISUAL CATALOGERS (OLAC)
EXECUTIVE BOARD MEETING
ALA MIDWINTER CONFERENCE
DENVER, COLORADO**

**HYATT PARISIENNE
January 24, 1993**

Minutes

1. Call to Order

    The board meeting was called to order by OLAC President Sheila Smyth at 8:03 p.m.

    Members present were: Karen Driessen (Vice-President/ President-Elect), Bobby Ferguson (Treasurer), Richard Harwood (CAPC Chair), Heidi Hutchinson (Secretary), Sue Neumeister (Newsletter Editor), and Bo-Gay Salvador (Past President).

    The minutes of the board meeting of October 1, 1992 (OLAC Biennial Conference, Rockville, MD) were approved as written.

2. Liaison Statement

    Karen Driessen had distributed a draft set of *Guidelines for Appointing OLAC Liaisons.* The draft was discussed by the Board, and some changes in wording were suggested. Karen will resubmit the draft to the Board for a vote at ALA Annual. The guidelines will then be incorporated into the existing language of the *OLAC Handbook* pertaining to liaisons.

    In the future, the guidelines will be distributed to liaisons as they are appointed, so that they are aware of their function and duties.

3. Membership Directory

   Heidi Hutchinson reiterated the results of the membership directory questionnaire. Of 89 returned questionnaires, 87 were in favor of a directory. It was observed that the return rate on the questionnaire is good by statistical standards. This means that the membership's vote is clearly in favor of a membership directory. A vote was taken and the Board came out unanimously in favor of creating a membership directory.

   The question of how to incorporate institutional members was discussed, and it was decided that the body of the directory would be alphabetical by members' names with an index or a separate alphabetical listing by institution. Heidi was charged with investigating formats and problems of other directories, such as MOUG, choosing a program and creating the data collection form. Member Brian McCafferty volunteered to assist with the data gathering and input, as did Bobby Ferguson.

4. Computer Files Discussion Group Liaison

   Following up on an inquiry as to whether OLAC would be interested in establishing a liaison relationship with the ALCTS Computer Files Discussion Group, Karen Driessen attended one of the group's meetings earlier Sunday. The group is requesting an informal OLAC observer rather than a formal liaison. (Discussion groups in ALCTS have neither minutes nor formal liaisons.) The person appointed should be a member of both OLAC and the Computer Files Discussion Group. Karen noted that nearly all of the discussion at the meeting she attended centered around cataloging problems pertaining to computer files. After some discussion, Karen moved that the OLAC Board proceed with what action is necessary to appoint an informal observer to the Computer Files Discussion Group. The motion was seconded by Bobby Ferguson; the Board voted unanimously in favor.

5. Report on 1994 Conference

   Sheila Smyth reported on the progress of the plans for the 1994 joint conference with MOUG, to be held in Chicago. It was determined in a meeting between Sheila and Laura Snyder (MOUG) in Rochester, NY that OLAC would probably supply 2/3 of the conference attendees, and MOUG 1/3. The attempt will be made to share the expenses on a 2/3-1/3 basis. Ellen Hines will be the OLAC program chair and Hal Temple will be the local arrangements chair. A conference hotel in downtown Chicago will be sought as the site.

6. The honorarium for conference workshop leaders, p. 13 of the *OLAC Handbook*, is set at $50.00 (this number was omitted in the *Handbook* and will be added) plus

transportation. The question for discussion was whether the amount provided for transportation should also be limited or set at a certain amount. Mention was made that librarians who give workshops or papers at ALA functions are not reimbursed by ALA in any way. However, OLAC does want to continue to offer good quality programs and attract good speakers to its conferences, and it was agreed that some support was desirable. The point was also made that since workshop leaders usually need to stay for the duration of the conference in order to give their workshop several times, support toward hotel costs might be more appropriate than an honorarium.

A final decision was not reached. Bo-Gay Salvador offered to work in conjunction with Sheila Smyth on the wording for the revised section in the Handbook, to present at the next Board meeting.

7. Board Vacancies

> Dorian Martyn Bollinger and Sue Neumeister made up the 1993 OLAC Nominating Committee. Sue submitted the following names as candidates for the 1993 election:
>
> **Vice President/President-Elect:** Mary Konkel (University of Akron Bierce Library) [Linda Hansen (Professional Media Services Corp.) has been added to the ballot -- ed.] **Treasurer:** Johanne La Grange (Columbia University Health Sciences Library) and Ann Caldwell (Brown University)
>
> Ballots will be mailed to personal members in March. Candidates' backgrounds are in this issue.

8. CAPC Meeting at Biennial Conference

> Richard Harwood made the suggestion to have a regular CAPC meeting at the biennial conference in addition to those held in conjunction with ALA meetings. A precedent had been established in the past with "CAPC hearings," but has not always been carried in the conference program. This may be revived at the 1994 conference.

9. CAPC Appointments

> The OLAC Board went into closed session at 9:50 to review nominations for CAPC appointments. Three vacancies and one internship will be filled.

10. OLAC Award Report

> Bo-Gay Salvador announced the nomination for the 1993 OLAC Award. The Board approved.

11. Other Business

> The Board briefly discussed the OLAC archives, which currently reside with Verna Urbanski. A guideline needs to be written on what materials are saved in the archive and for how long. Heidi Hutchinson agreed to work with Verna to come up with a draft document to present to the Board at the summer 1993 meeting.

> Morgan Cundiff, Library of Congress Cataloging Distribution Service, had asked for a mailing list of our membership to be used in a mail survey. The OLAC Board declined.

12. Adjournment

> The meeting was adjourned at 10:53 p.m.

Respectfully submitted,
Heidi Hutchinson
OLAC Secretary

CONFERENCE REPORTS
Johanne LaGrange, Column Editor

From the 1992 OLAC Conference, Rockville Maryland

Cataloging as Baseball and Cataloging Standards as Automobiles, or, Making a Case by Analogy.
Presenter: Janet Swan Hill, University of Colorado at Boulder.

Focusing on quality, Janet Swan Hill began her address by emphasizing that quality and quantity are not antonyms, and reminding us that the traditional arguments along these lines usually deal with the extremes, for example, perfection versus quantity, or, quantity versus no quality control and very low standards. Assuring us that the extremes are not the issue, she said that she was only going to make use of them for clarity.

For her first analogy, Ms. Swan Hill described the perfect baseball game, one in which the batters never hit the ball. A pitcher throws nine balls to a catcher, three each past three batters, and then the group in the field changes places with the group at bat, until.... And there didn't seem to be much point to this game, and there was no interest in it. She then described a really imperfect baseball game, one that has no standards and almost no quality control, and a lot of awful things happen. Again, there didn't seem to be much point to the game, and there was no interest in it.

Ms. Swan Hill proposed that if it were possible to put some teams together to play the game, and if enough people were willing to watch the game, before long, both the watchers and the players would begin to insist on increased standards. In fact, they would probably make the standards consistent, and institute a higher level of quality control. And she submitted that catalogs are like baseball--that the perfect catalog is probably very small and probably will not have what people are looking for, so they will stop using it; and that the imperfect catalog is probably quite large, and probably very little of what is in it is useful, so people will stop using it as well, concluding that, "something between perfection and a mess is what keeps baseball going, and it's what keeps people using catalogs."

Ms. Swan Hill then emphasized that quality is not a trivial matter. For instance, the use of commas and spaces can be considered of little importance, but in some cases they can also determine whether or not an item is accessed in a catalog. For example, the use of commas and spaces can effect subfield coding in a MARC record, and subfield coding can determine whether or not an item is accessed. She told us that the trick to learn, then, is to know when some detail matters and when it doesn't. She also reminded us that there are many users of the catalog, and though network administrators can and do define quality in cataloging, quality is not absolute. "What constitutes an appropriate level of quality in one circumstance may constitute either overkill or carelessness in another." And further, she pointed out, quantity is not determined by quality alone. There are other things that have an effect on quantity, such as staffing, equipment, work flow, and automated systems. Giving several examples, she then stressed the concept of usefulness.

Next, Ms. Swan Hill presented her second analogy: that determining your standards for a cataloging record is like deciding on an automobile. Using an automobile for her analogy, she listed several standard and optional features, for example, an engine, a starting motor, an energy source, a fuel tank, a way to steer, a radio, an air conditioner, tinted windows, a cellular phone, a sun roof, etc., pointing out that there are choices with each of these things. And that the selections made by an individual buyer depend on that person's need and experience compared to the price of the thing. She concluded that the way we approach our cataloging record and basic cataloging standards should be given the same attention that we give to purchasing cars.

Finally, Ms. Swan Hill reminded us that as catalogers, we know the potential impacts of our cataloging decisions better than anybody else, and that as catalogers, "we need to use that judgment to make sure that we and others know that quality is never versus anything. Quality is for usefulness and service."

Johanne LaGrange
Columbia University Health Sciences Library

REPORT FROM ALCTS AUDIOVISUAL COMMITTEE

1993 ALA MIDWINTER CONFERENCE

Submitted by Anne Campbell Moore,
OLAC Liaison to ALCTS AV

Most of Sunday's meeting centered on a discussion of cataloging educational materials. Participants raised processing, shelving, and circulation issues, as well as problems cataloging items that get updated, particularly computer files, locally produced materials, and interactive media of various kinds.

Joan Swanekamp reported that the *Journal of Academic Media Librarianship* is hoping to develop an electronic publication, called MEDIA-L.

Joan reported that CC:DA had approved the new footnote for 1.1C1, concerning kits. It will read that the term kit should be used for any item fitting the description of the term in the glossary, and that a kit may include textual material. CC:DA also approved the definition of toy. The Australians resubmitted their proposal to add captioned to the GMD for videos. CC:DA does not think this is an appropriate place to indicate closed captioning.

Several different sets of guidelines have been issued for comments. Joan asked that comments on both the guidelines for cataloging interactive media and for cataloging multiple versions be sent to her by February 20 so that she can send them to Laurel Jizba by March 1. Comments on the guidelines for cataloging Internet resources should be sent to her by March 15, in order for her to send them on by the April 1 deadline.

The ALCTS Publisher/Vendor-Library Relations Committee will sponsor a program in 1994 on ethics in acquisitions. They are planning an introductory session for librarians and vendors on codes of ethics in acquiring materials. The AV Committee's Producer/Distributor- Library Relations Subcommittee has been asked to co-sponsor. PVLR's internship program is still in progress. They would like to create a program in which librarians and vendors can work in each other's areas for a 6-12 week period.

The AV Committee's Producer/Distributor-Library Relations Subcommittee has completed its survey on CD-ROM licensing agreements and may be able to coordinate its distribution with the PVLR Committee. Their goal is to promote understanding and common language. The *Happiness is One Title* brochure has been reworked into a guide to market to libraries. The final document should be ready by ALA Annual. Richard Harwood, the Subcommittee's chair hopes to write an article for trade journals, in order to help target the brochure's audience.

The AV Standards Subcommittee's Packaging Subcommittee is waiting for comments from ALA on the NISO document on video labeling they submitted. They are planning to

create a document on packaging for interactive media using the video document as its basis.

Eric Childress announced a new listserv, EMEDIA, which will address electronic media cataloging issues in libraries. Its scope will complement AUTOCAT.

The program ALCTS AV will sponsor in 1994 will be on collection development of videos. The Program Committee has not decided on format or speakers, but is requesting a two hour time slot for it. As yet, co-sponsorship has not been decided.

REPORT ON THE ALCTS COMPUTER FILES DISCUSSION GROUP

1993 ALA MIDWINTER CONFERENCE

Submitted by Ivan E. Calimano,
University of Southern California

The Computer Files Discussion Group presented a panel of three librarians, each speaking on issues of serial computer files. The first presenter, Michele Crump, Acquisitions Librarian, University of Florida reported that the first thing her library did was to assign a task force to establish policies and procedures for handling e-journals. Due to an overload of e-mail accounts, subscriptions are limited to about 30 e-journals. Special e-mail accounts are established for these e-journals, and once received, they are forwarded to serials cataloging. The e-journals are paid for from the serials fund and are ordered and processed like other serials, including full MARC records with CONSER standards. They are not sure about how to claim an issue. Their systems department places the e-journals into a CYBERLIBRARY notebook that is available on their local system. Topics such as archiving and maintenance are still being considered.

Charles (Buddy) Litchfield, Chief, Library Automation, Virginia Tech reported that they also established a task force to determine what to do with e-journals. In the beginning, e-journals were treated in the same manner as print journals but this became difficult. Now, a programmer performs the acquisition function and then passes the item to cataloging. Their e-journals are stored in their campus wide information system and are available by selecting "E-JOURNAL" on their INFO menu. Each e-journal is "cut up" so that once a specific issue of an e-journal is selected by a patron, a table of contents for that issue appears on the next menu screen, providing a selection of authors and article titles. They are tracking their e-journals, keeping statistics on their WAIS databases (numbers of searches and retrievals/e-journal), their FTP archive directories (items/e-journal/month), the number of new articles distributed/e-journal, and the number of items already in archive/e-journal. There is a firm commitment from the administration to archive these materials.

Kristin Lindlan, Head, Serials Cataloging, University of Washington focused on cataloging problems of e-journals. Cataloging of serial computer files is done using the serials format. The CONSER manual is used and a new manual will be available in the spring with chapters on non-traditional serials. The 362 field should include the dates of historical disks. The title is to be taken from the title screen and reflected in a note. This note for the source of the title is always made. The 580 and 775 fields are used together to link the item to the paper copy. Uniform titles are used only when there is a conflict with another title. Added entries should not be made for companies whose only function is to issue the product. And, titles such as Dialog ondisc are not series titles, and should be placed in the 246, for example, Dialog ondisc ERIC appears in the 246 of the ERIC [computer file] record.

NEWS FROM RLIN
As reported at the OLAC Business Meeting
January 23, 1993
Submitted by Ed Glazier, RLG

For additional information on all items, contact the RLIN Information Center, 1-800-537-7546 (BL.RIC@RLG.BITNET).

- Unlimited online searching through December 31, 1993 of the Avery Index to Architectural Periodicals, an RLIN CitaDel file, is available at a special rate if ordered by March 31, 1993. This is a recent development and was not mentioned during the OLAC meeting. It is mentioned here as being of possible interest to OLAC members. As with any of the CitaDel files, use of RLIN for technical processing is not a requirement, nor is membership in the Research Libraries Group.
- New "RLIN-L" listserv for discussing RLIN-related issues was launched 12/8/92; it's an unmoderated list open to anyone who uses RLIN for technical processing or reference. To participate send message "SUB RLIN-L ", without a subject, to LISTSERV@RUTVM1.
- In FY92, RLIN database grew by 18% (over 10 million records), to over 55 million bibliographic records. In September 1992, RLIN contained 20,225,006 TITLES (not records).
- Milestones reached: 8/92 1,000,000th RLIN CJK record. 9/92 100,000th RLIN Hebrew record.
- Change Request implemented November 14, 1992:

    Raise ALSo limit from 2500 to 5000 (An initial search result of 5000 records or fewer can be refined by searching for almost any field value within the record).

- Starting 1/16/93, RLIN searching is generally available for four more hours on Saturdays (from 8 a.m. Pacific Time instead of noon). [Announced on RLIN NEWS and RLIN-L on 1/11/93.]
- Beginning 2/1/93 records transferred with the RLIN "PASs" command and records on RLIN tapes will include a new field, 003 (Control Number Identifier), containing the value "CStRLIN" (the National Union Catalog symbol for RLIN). Beginning on 8/1/93, 001 fields of RLIN MARC records will no longer have an "RLIN" prefix. [Announced on RLIN-L 12/18/92.]
- RLIN Z39.50 Server in Test: (14 institutions testing RLG's Z39.50 server)
- Format Integration: RLG is currently working on Format Integration, with the target of implementing it no sooner than January 1, 1994 in synchronization with LC and OCLC. This will have some impact on technical processing in RLIN, since almost all variable fields will be valid in all bibliographic files. There will be some changes in the RLIN input screens. Also may affect use of ALSo for some field-specific values.
- Eureka: the new patron-oriented search service is just starting its preview at 5 RLG institutions -- Columbia, Dartmouth, Emory, Rutgers, and U. Pennsylvania. It retrieves headings and records from all bibliographic files as if they were in one bibliographic file. The labels used on displays are consistent; to the Eureka searcher, it will look like Format Integration has already been implemented. Eureka is to be generally released late summer 1993; any interested library or institution (whether or not an RLG member) will be able to purchase Eureka searches (singly or by search blocks) comparable to how RLIN searches are sold now.

  Note: Although Eureka is not designed for technical processing librarians, its implementation will provide wider, easier access to the records they catalog from or load into RLIN.

- Record transfer by file transfer protocols: this may be an alternative to transferring records between local systems and the RLIN database by tape. Survey on preferred options for transferring records from RLIN to local systems posted on RLIN-L on 12/8/92; results will also be posted on RLIN-L.

NEWS FROM OCLC
As reported at the OLAC Business Meeting
January 23, 1993
Submitted by Glenn Patton, OCLC

PRISM SERVICE: With the migration of all OCLC ILL users on December 14, 1992, 99% of all online activity is now in the PRISM service. The ILL cutover went very smoothly with most of the questions being about PASSPORT rather than ILL functions. PRISM enhancements continue to be installed. The implementation of keyword searching

(similar to what is available in the EPIC service) for PRISM service users is scheduled to be installed in the spring of 1993. In preparation for that installation, a computer-based training package will be distributed to all users. Another set of PRISM enhancements, including a PRISM "news" capability and enhancements for ILL, will be installed later in the spring.

EDDC: The new CD-ROM version of the Dewey Decimal Classification is being introduced at ALA Midwinter. The EDDC allows searching of the Dewey schedules, the tables, captions and relative index and links Dewey classification numbers to LC subject headings.

WORKSTATION PRODUCTS: New versions of two workstation products have been introduced recently. A new version of CAT CD450 allows connection to the PRISM service. The new version of CJK, called CJK Plus, moves the OCLC Chinese, Japanese and Korean capabilities in the Windows environment.

SIZE OF THE OLUC: At the end of 1992, there were 647,355 AV records and 43,091 Computer Files records.

TAPELOADING OF RECORDS: Library of Congress Computer Files records were loaded on January 23, 1993. Updates will be loaded each quarter as they are issued by the Library of Congress. There has been no progress on loading National Library of Medicine AVLINE records.

DATABASE QUALITY: Over the past several months, several scans affecting non-book records have been completed. Included were corrections to obsolete values in field 007 and corrections to $4 codes. In the coming months, OCLC will begin another phase of subject heading corrections and, using software developed as part of the Harvard retrospective conversion project, will begin to correct personal and corporate names.

REFERENCE SERVICES: In addition to the availability of serials table-of-contents information (ContentsFirst) and article citations (ArticleFirst), end-user document ordering is now available to FirstSearch users. Later this spring, FirstSearch users will be able to create interlibrary loan requests. These requests will be added automatically to the institution's ILL Message File for review by ILL staff.

ANNOUNCING

ALCTS CCS POLICY AND RESEARCH COMMITTEE PRECONFERENCE ON RESEARCH IN CATALOGING AND CLASSIFICATION
June 25, 1993, New Orleans

The ALCTS Cataloging and Classification Section Policy and Research Committee will sponsor a preconference entitled "Research in Cataloging and Classification: Ways and Means" on Friday, June 25, 1993 in New Orleans. This one-day preconference will focus on planning and implementing a research project, from identifying a research question to selecting a methodology and publishing the results. It is aimed at practicing librarians who are interested in learning how to do research and librarians who are supervising and evaluating research on subject cataloging, classification, descriptive cataloging, and authority control. The members of the faculty will be Ruth C. Carter, Judith A. Hudson, Carol A. Mandel, Charles Simpson, Richard P. Smiraglia, Elaine Swenonius, and Arlene G. Taylor. The preconference will be co-sponsored by the Library Research Round Table and the ALCTS Audiovisual Committee. For further information, contact Daniel Kinney, Chair, Preconference Planning Committee, Main Library, SUNY at Stony Brook, Stony Brook, NY 11794-3347.

NEWS AND ANNOUNCEMENTS
Barbara Vaughan, Column Editor

EMEDIA: NEW ELECTRONIC MEDIA CATALOGING FORUM

EMEDIA is a forum for the discussion of electronic media cataloging issues. Electronic media (E-media) are those information resources which require a computer interface either as a minimum requirement or to permit full utilization of the resource. E-media include: 1) tangible items acquired by libraries (e.g. CD-ROM, CD-G, software, electronic books, interactive media), and, 2) remotely accessed information (e.g. databases, e-journals).

EMEDIA serves as an information exchange and resource for catalogers. It is a moderated list and a project of ALCTS Computer Files Discussion Group (CFDG).

> To subscribe send the following message:
> > SUBSCRIBE EMEDIA your-full-name
>
> > e.g. SUBSCRIBE EMEDIA Joan Doe
>
> to:EMEDIA-REQUEST@VAX1.ELON.EDU
> (Internet subscribers)
>
> or:LISTSERV@VAX1.ELON.EDU
> (Bitnet subscribers)
>
> Owner: Eric Childress Childres@Vax1.elon.edu
> (919) 584-2549

MCJOURNAL'S FIRST ISSUE DUE SOON

MCJournal: The Journal of Academic Media Librarianship will soon send out its first issue. One article which will be of interest to OLAC members is entitled "Videotape Cataloging Forms For Remote Site Gathering of Bibliographic Data." This new electronic journal was described in the December issue of the OLAC Newsletter.

QUESTIONS AND ANSWERS
V. Urbanski, Column Editor

This column concludes the discussions from the Question and Answer session at the OLAC business meeting held during the 1992 American Library Association annual conference in San Francisco. Remarks have been edited from a tape and from notes of those in attendance. Panelists for this session include: Ben Tucker (LC retired); Glenn Patton (OCLC); Ed Glazier (RLIN); Sheila Intner (Simmons SLIS); John Attig (Penn State U); Jean Weihs (Consultant). The moderator was Bobby Ferguson (Louisiana State Library).

QUESTION: When pre-AACR2R LC cataloging lists the publisher in what we now would call the "statement of responsibility" area, how do we justify an added entry for it? Do you feel it would be appropriate to make a note? And if so what sort of note would you make?

ANSWER: The idea of justifying an added entry is such that you only need mention the body somewhere in the catalog record to justify an added entry. You will frequently find that in cataloging government documents, you want to make an added entry for what is essentially the address of the personal author, that is, the agency for which they work. That is enough to justify in the traditional sense an added entry. You don't have to make a note for each body you wish to give an added entry for. Just the fact that the body is mentioned in the record (in this case in the publisher area). You only need to provide a note if you have something interesting to say about the body. ---Ben Tucker

In audiovisual cataloging we also routinely make added entries for whatever body is listed in the 260 subfield b as the publisher's name. ---Sheila Intner

If the transcription of the name in the publisher's statement is sufficient to explain what the relationship is between the item and the body then no further note needs to be made. ---John Attig

21.30E1 indicates that an added entry is made when the responsibility extends beyond that of merely publishing. So the cataloger has to make a judgment about the importance of the body's name as a retrieval mechanism. Then 21.30F1 provides the catch-all statement to "Make an added entry under the heading for a person or corporate body...if the heading provides an important access point..." ---Ben Tucker

Actually that is a good point, because it is different from what it used to be. We used to try to limit access points and it is difficult to digest this general flip-flop to more access points in a catalog record. ---Sheila Intner

QUESTION: A question came up recently on AUTOCAT regarding the treatment of product names and I thought this would be a good place to talk about it. The questioner was wondering how to handle product names like Infotrac, SilverPlatter, ProQuest, Dialog on CD-ROM labels. She listed five ways she had seen them treated on OCLC catalog records: considering them to be the title proper followed by different subfield b subtitles; considering them to be just the first word in a longer title; putting them in a series statement as a 440; putting them in an "at head of title note" and tracing them in a 740; or, using a 246 13 field for the product name for serial CD-ROM.

ANSWER: I don't think any of those treatments are wrong as such. All of them are justifiable. But I would worry about treating it as a series because there is a rather more precise definition of how the thing is organized in that case. In the abstract any of these are legitimate. ---John Attig

When I have questions like this I usually go into OCLC and see how other catalogers have treated similar titles. ---Audience member

I agree with John. The one thing I don't like is treating it like a series because in fact it is a serial. All of these are

issued serially with updates every quarter, every month or whatever. And, I think it is harder to justify treating that as a series than it is to treat it as a title and part, or any of these other ways. ---Sheila Intner

I don't like the title and part approach because the title is distinctive. I like treating it as a series, because this name does function like a series. There are a whole bunch of different distinctively titled "things" all put out under this "series" and publishers have three or four different "series" that they throw these different titles into. ---Audience member

Another question to be asked, is whether or not these really refer to a title at all. I am thinking of things like Dialog on Disc and SilverPlatter which can be thought of as referring to the database it contains, but more likely refers to the fact that it is issued by this company and that it is accompanied by their search software. ---John Attig

I think CONSER is going to be talking about how to treat these statements. This may help develop a consensus among serials catalogers that can be used as a guideline. ---Audience member

For those of you who were members of the CC:DA Interactive Media Task Force, let me just remind you of one of the packages we looked at-- "Docent". Docent was the search software that went with each of the separate products. And, I started calling it "Docent... (whatever the individual product title was)" (like "Docent American masters") and I was quickly corrected by the representative demonstrating this product who said "Oh, no, no. That is not Docent. Docent is just the retrieval software." Those were all monographic, those were not serials. You could have made a justification for turning Docent into a series title except that it really refers to retrieval software. ---Sheila Intner

There is another question hidden in there. How do you treat this retrieval software? Is it an integral part of the item or is it part of the machine? ---John Attig

SilverPlatter is a good example. You buy one software package and it runs ten products but even on the non- software part the name appears and it is what people ask for. They want "SilverPlatter." So whatever we do, we do need consistency. It is hard for a cataloger working from the utility databases to pick between so many treatments. And, people tend to put in new records for their own way. ---Audience member

Fullness of record is critical. And, don't put in a new record, unless you are really sure that it is a new title and that it is not just someone else's understanding of the best way to handle the title transcription. ---John Attig

At my library, we are encouraging CONSER to not catalog the search software on the title at all because it is so problematic. As soon as you put the system requirements in, they are obsolete. Nearly every new edition of the search software has new size requirements or new peripheral requirements. ---Audience member

QUESTION: I have downloaded three Sanskrit texts from the University of Washington. They are ZIP files now and I was wondering how to catalog them. I want to talk about the fact that it comes in a ZIP form but I will have to use PK UNZIP to unzip them. And then, they are standard texts but three different sources have input them and they have done a number of things to each text. They are all very puzzling in terms of deciding what should go in the description. Should I mention the listserv where I got them? Should I add the title of the ZIP name and then when you UNZIP it you have a large amount of information? You have the file name and it comes in a number of different file formats and it is all very confusing.

ANSWER: How are you going to keep it, ZIPPED or UNZIPPED? How ever you keep it, that is the form that should be described. You should name the listserv from which you derived the file. OCLC is conducting a research project right now on the cataloging of Internet resources. They have several volunteer catalogers looking at just these kinds of issues. They are analyzing how this kind of material can be cataloged using AACR2R chapter 9 rules and the computer files format as they now exist. They want to see how practical it is to catalog material downloaded from the Internet. Are there pitfalls? Are there things that the format or rules need to have adjusted in them? This group is starting (fortunately) with the assumption that the format and rules are adequate as they are and are going from there. They are having several catalogers catalog the same file so they will get many different samples of how different catalogers would catalog the same title using the same rules. They will be trying to extract from that experience what changes may be necessary to the rules and formats to accommodate this material. ---Glenn Patton

I think someone is also working on how to cite electronic resources. That is not the same as cataloging, but it may help identify the kind of information needed. ---John Attig

---

Last modified: December 1997