

OLAC NEWSLETTER

Volume 18, Number 1

March, 1998

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EVERYTHING YOU ALWAYS WANTED TO KNOW

FROM THE EDITOR

Kay G. Johnson

This issue of the *OLAC Newsletter* includes the biennial index for 1996-1997 compiled by our new index editor, Michelle Robertson. The index will return to its annual frequency with the March 1999 issue. In order to keep the March *Newsletter* to a manageable size, some reports and a book review given to me for this issue will be published in the June issue.

The "Rationale for Cataloging Nonprint Collections" has been updated by CAPC and published on p. 36-37. It will also be printed in an OLAC brochure which will be available at the OLAC Conference in November.

You can read about other highlights of this issue in Sue's "From the President" column. Beginning with this issue, the Web address of the *OLAC Newsletters* will be published inside the front cover of each issue.

**** DEADLINE FOR THE JUNE ISSUE: MAY 1, 1998 ****

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FROM THE PRESIDENT

Sue Neumeister

ALA Midwinter in New Orleans is a fond memory with its sun and warm temperatures (at least through Sunday). Many great ideas came out of a four-hour Board meeting (which I sincerely apologize to the Board for its length--although having the end of the meeting poolside was not that bad!). One motion passed by the Board was to have liaisons and observers submit only written reports to the *OLAC Newsletter* rather than give oral reports at ALA Conferences. This will provide more time for the Question and Answer Session. Speaking of Q&A, I want to thank our panel of experts: John Attig, Nancy Olson, Glenn Patton, and Ann Sandberg-Fox, who provided a most enjoyable session. I also want to thank Bobby Ferguson, not only for doing a wonderful job at moderating, but also for providing the first cataloging problem: the quacking duck.

Most of the exciting discussions came via e-mail after Midwinter. The Board decided to create an online OLAC Directory (in addition to a print version) accessible only to OLAC personal members via username and password. A data collection form will be mailed with the elections ballot to gather current information on the membership. My thanks to Pat Thompson and Richard Baumgarten for working to update the membership database. We also decided that an OLAC listserv should be created to provide timely information to the AV cataloging community on nonprint materials which would include information on OLAC's biennial conferences, AV-related meetings at ALA and other conferences, job vacancy announcements related to AV cataloging, and new information added to the OLAC Web page. The Board is negotiating whether this should also be a discussion list and if we should open it up to non-members.

It's OLAC election time again. The candidates' biographical information is included in this issue as well as on the ballots which will be delivered to personal members in March. I want to thank this year's Nominating Committee, Heidi Hutchinson (Past Past President) and Johanne LaGrange ("Past" Treasurer) for coming up with a great slate of candidates for Vice President/President elect and for Secretary. Many thanks to the four candidates for their willingness to serve in an OLAC Office.

Here's an opportunity for OLAC members to serve their organization. We are looking for an ALCTS AV liaison as well as a MOUG liaison. Description of duties can be found in the OLAC Handbook online at:

<http://ublib.buffalo.edu/libraries/units/cts/olac/handbook.html#liaisons>.

I want to thank Am Caldwell for volunteering to report on the MOUG meeting in Boston. Martha Yee has stepped down as the Association of Moving Image Archivists (AMIA) liaison. As I say thanks to Martha for her many years of reporting on the activities of our two organizations. I want to welcome Paula Moehle from the University of Georgia Libraries as her replacement. Paula's e-mail address is: pemoehle@libris.libs.uga.edu.

The plans for the 1998 OLAC Conference are being finalized. Workshop leaders and keynote speakers are being lined up and poster sessions and tours are being planned. For more details, please see p. 10 or visit the Conference Web page at:

<http://152.20.25.1/ruthr/olac/olac98info.html>

The June issue will have the full Conference registration. The scholarship registration form is included in this issue to help an OLAC member to attend their first Conference. It promises to be an excellent opportunity for all (new members as well as old) to learn about the latest developments in AV cataloging. Please make plans to attend the OLAC Conference in Charlotte, NC in November.

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SECOND QUARTER TREASURER'S REPORT
October 1, 1997 - December 31, 1997
Richard Baumgarten

OPENING BALANCE		
	Second Quarter	Fiscal
Year 1998		
	17,451.00	
20,352.69		
 INCOME		
	Second Quarter	Fiscal
Year 1998		
Memberships	3,442.00	
3,851.00		
Royalties	409.28	
445.28		
Dividends	140.79	
386.56		
TOTAL	3,991.07	
4,682.84		
 EXPENSES		
	Second Quarter	Fiscal
Year 1998		
Room-ALA		
180.00		
Board Dinner		
371.20		
Stipends		
1,100.00		
Mailing and Publishing	810.35	
2,310.35		
Financial Consultant		
100.00		
OLAC Award		
96.98		
Labels		
50.74		
Account Fees		
Annual Fee		
80.00		
Other Fees	187.70	
197.26		
Web Stipend	850.00	
850.00		
TOTAL	1,829.81	
5,336.53		
 CLOSING BALANCE		
19,699.00		

The membership database is currently under conversion and expansion. Personal members will receive an information questionnaire so that we can update the *Membership Directory*. It will be mailed with your OLAC elections ballot by April.

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MEET THE CANDIDATES

** CANDIDATES FOR VICE PRESIDENT/PRESIDENT-ELECT **

Bradford Lee Eden

Coordinator of Technical Services/Automated Library Services
North Harris Montgomery Community College District
Houston, Texas

- **Background information:**
In his present position, Brad supervises cataloging, ILL, and acquisitions for the 6th largest community college district in Texas. He is also in charge of all nonprint cataloging. Previous positions include a stint as a remote cataloger for Iowa State University, and head cataloger at NASA/Johnson Space Center. Brad also has a masters and Ph.D. degree in medieval musicology, and continues to do research and present papers at various conferences. He was recently appointed the ALCTS Paper Series Editor.
- **OLAC activities:**
Liaison to the ALCTS Media Resources Committee (formerly the AV Committee)
- **ALA activities:**
LITA representative to CC:DA (1995-present); Chair, LITA/ ACRL Technology in the Arts committee; Member, LITA Regulation and Legislation Committee; Member, CJCLS Research and Publications Committee; Member, Joint MARBI-CC:DA Task Force on Metadata; Member, various task forces for CC:DA.
- **Other AV activities:**
Reviewer of multimedia and print materials for *The Serials Librarian*, *Telecommunication Electronic Reviews (TER)*, *Electronic Resources Reviews (ERR)*, *MCJournal*, and *LRTS*; Member, Music Library Association (on their Statistics and their Library Facilities subcommittees).

Michael Esman

Head of Cataloging National Agricultural Library (NAL)

- **Background information:**
Mike currently oversees cataloging operations at NAL. He maintains an active role in AV cataloging activities, especially the cataloging of Internet resources. He was an audiovisuals and music cataloger from 1974 to 1986 at Plymouth

(N.H.) State College and George Washington University; serials cataloger at NAL, 1986-1991; and supervisor of AV cataloging at NAL, 1991-1995.

- **OLAC activities:**
Member, 1992 OLAC National Conference Planning Committee; member, CAPC, 1997-1998.
- **ALA activities:**
Member, ALCTS AV Committee, 1986-1988; chair, ALCTS AV Committee, 1988-1990; Member, ALCTS Preservation Microfilming Committee, 1990-1992.

**** CANDIDATES FOR SECRETARY ****

Meredith Horan

Librarian National Library of Medicine

- **Background information:**
Meredith provides original cataloging for non-print items in all formats except microforms and assists as auxiliary reference staff.
- **OLAC activities:**
OLAC Conference Co-Chair 1992; Member, Cataloging Policy Committee (1997-1999).
- **ALA activities:**
Member, ALCTS; Member, ALCTS Media Resources Committee, Standards Subcommittee (1997-1999).
- **Other AV activities:**
Member, DC Picture Group.

Marcia Evans

Nonbook/Serials Cataloger

University Libraries, The University of Alabama

- **Background information:**
Marcia provides original cataloging in a variety of formats with sole responsibility for maps, monograph computer files, and audiovisual materials at the University of Alabama Libraries, where she has been since 1995. Her responsibilities also include cataloging of serials and microforms, training of support staff in AV cataloging, and contributing name authority records through NACO. Prior to this position, she worked briefly at the University of Alabama Law Library where she provided original cataloging for continuing legal education materials and locally-produced videotapes as well as compiled an annotated bibliography of the videotape collection.
- **OLAC activities:**
Cataloging Policy Committee (1996-1998).
- **ALA activities:**
Member, ACRL Women's Studies Section, Technical Services Committee (1996-97); Chair, ACRL Women's Studies Section, Technical Services Committee (1997-98); Chair, ALCTS CCS Research Discussion Group (1997); Presenter,

RUSA/MOPSS Research & Statistics Committee Reference Research Forum (1997).

- **Other activities:**
Secretary, Alabama Association of College and Research Libraries (1996-98);
Grant recipient, University of Alabama Research Grants Committee (1996).

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CATALOGING POLICY COMMITTEE APPOINTMENTS

CAPC appointments will not be announced until after the OLAC elections, as two potential CAPC members are also running for OLAC office. The OLAC Board is still accepting applications for CAPC through April. Refer to December 1997 *OLAC Newsletter* (p. 7-8) for details.

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THE EXCITING WORLD OF NACO-AV FUNNEL! CALL FOR NEW MEMBERS

Just 18 months after its inception, the NACO-AV Funnel Project is looking for new members. This is a wonderful opportunity for libraries to become involved (Or more involved) with the Program for Cooperative Cataloging.

The NACO-AV project currently consists of audiovisual catalogers from six libraries (Brown University, University of Akron, University of Georgia, University of California-Riverside UCLA Film and Television Archive, Johnson County Library, and Rush University) who regularly contribute authority headings to the Anglo-American Authority File (also known as the LCNAF). This diverse group of libraries has been contributing authority headings since October 1996 when the project began.

At this point, the group is ready to expand. Please read the following list of frequently asked questions and consider participating in the project.

1. What is a funnel project?

A funnel project is a group of libraries that have joined together to contribute authority records to the national authority file. Often these libraries are working in the same subject area, such as the NACO Music Project, but they may also be regionally based, like the North Dakota Funnel, or format-based, such as NACO-AV. In a funnel project, one institution serves as coordinator (in this case it's Brown University); LC deals solely with this coordinator who is then responsible for disseminating information to all the funnel participants. It is a mini-NACO project in that it recruits, trains, and reviews just as the

Cooperative Cataloging Division at the Library of Congress does for single institution participants.

2. Who may join NACO-AV?

Anyone who catalogs audio-visual materials and has some experience with constructing authority records may be eligible for membership. It is essential to have your institution's support and commitment to the project.

3. Must I use one particular utility?

No, you may be cataloging on any of the utilities.

4. My institution is already a NACO participant. Does that exclude me from joining the NACO-AV funnel project?

Absolutely no! You will be assigned a separate NUC symbol for your NACO-AV contributions. For instance, Brown University's NUC symbol for its regular NACO work is RPB. For NACO-AV contributions, the Library of Congress has assigned an additional NUC symbol, RPB-NP.

5. How do I receive training?

Training will take place at the OLAC Conference in Charlotte in October 1998.

6. What if I am interested in participating, but am unable to attend the OLAC Conference in Charlotte?

PLEASE contact Ann Caldwell anyhow. Depending on your location, other arrangements could be made. In addition, if you are already work at a NACO institution and have been contributing headings, training on the specifics of the NACO-AV project could be done off-site.

7. Must I contribute a certain number of records?

No. During your training period, it is helpful to regularly contribute as many records as possible, but quality is much more important than quantity.

8. Will it cost me anything to participate!

No, there are no dues or annual fees. You may need to purchase certain cataloging tools, but in my experience, most libraries already own these.

9. Must I be an OLAC member to participate?

Yes. If you are not, contact Richard Baumgarten, OLAC Treasurer, for information. His address appears at the end of the newsletter.

10. Do I need to fill out an application or pass a test in order to be considered?

There is not a test, but there is a form you will need to fill out. This provides information on the nature of your collection, what reference tools support this collection, how many people would be contributing headings, and an estimate of how many headings you might be able to contribute.

11. Who do I contact?

If you're interested in becoming a NACO-AV participant or if you need additional information, contact the NACO-AV Coordinator *no later than April 15, 1998*.

Ann Caldwell, NACO-AV Coordinator
Box A
Rockefeller Library
Brown University
Providence, RI 02912
(401) 863-2521 (voice)
(401) 863-1272 (fax)
E_Caldwell@Brown.edu

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**AV MATERIALS:
FROM THE LIBRARY'S ORPHAN CHILD TO CINDERELLA
November 4-7, 1998
Charlotte, North Carolina**

Come join your colleagues in Charlotte, North Carolina, November 4-7 for the 8th Conference of the Online Audiovisual Catalogers, to be held at the Radisson Plaza Hotel Charlotte.

Charlotte (pop. 450,000) is located in the south central part of the state, about 10 miles from the South Carolina border. Interstate highways 77 and 85 run through Charlotte, and Interstate 40 is approximately one hour to the north. Charlotte/Douglas International Airport, a hub for USAir, services 500 flights daily and is located 7 miles from Uptown Charlotte at the intersections of both I-77 and I-85. For information about Charlotte and its many attractions check out *Charlotte's Web* at

The conference program proper begins Thursday, November 5th with keynote speakers Lynne Howarth, Dean, Faculty of Information Studies, University of Toronto, from whom we received the conference title, and Deb Tracy-Proulx, Cataloger, Yahoo! Corporation. The workshops we are offering this year include:

- Subject analysis of non-book materials
- Videorecordings
- Sound recordings
- Maps
- Metadata
- Non-book serials
- Internet resources
- Computer files
- Toys, kits, games, realia

Continuing from our previous conference, we will also feature poster sessions. A conference schedule (under construction) can be found on the OLAC Conference website, at: <http://152.20.25.1/ruthr/olac/olacsch.htm>.

For those arriving on Wednesday, November 4th we have planned two guided tours: the Public Library of Charlotte-Mecklenburg (1995 *Library Journal* Library of the Year) and the Afro-American Cultural Center. On the evening of Thursday November 5th we will host a reception at the Museum of the New South, and on Friday, November 6th we are planning transportation to the Mint Museum of Art (or, you could just go shopping!).

Conference, registration information and a more detailed description of the Conference programs, speakers, and workshop leaders will be in the June 1998 issue of the *OLAC Newsletter*. Feel free to contact Kevin Furniss by phone: 803-323-2131; by FAX: 803-323-3285; or e-mail: furnissk@winthrop.edu if you'd like more information or if you'd like to assist with the conference. We look forward to seeing you in Charlotte.

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CALL FOR POSTER SESSIONS

Applications for poster sessions for the 1998 OLAC conference to be held in Charlotte, North Carolina, November 4-7 are now being accepted. Bulletin boards and display tables will be provided for you to share with your colleagues the results of research studies, unique processing methods, or practical problem solving efforts. You provide the posters, handouts, and other graphics to illustrate your presentation.

The deadline for receipt of abstracts is June 1st, 1998. Applicants will be notified by July 1st, 1998 whether or not their poster sessions have been accepted for presentation. Poster sessions will be scheduled for Friday, November 6th.

Applications may be submitted by e-mail: furnissk@winthrop.edu; by FAX: 803-323-3285; or by mail to: Kevin Furniss, Dacus Library, Winthrop University, Rock Hill, South Carolina, 29733.

Applications must include this completed application form, current resume, and a cover letter describing why the applicant wishes to attend the Conference, how receipt/nonreceipt of this scholarship will influence his/her ability to attend the Conference, and potential applications to her/his present and future job responsibilities.

Send application and supporting material **by June 1st, 1998** to:

Virginia Berringer, OLAC Conference Scholarship Committee
Cataloging Department
University Libraries
University of Akron
Akron, Ohio 44325-1712

The recipient will be notified no later than July 15, 1998.

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THE 1998 OLAC CONFERENCE SCHOLARSHIP NOW THAT YOU'VE SEEN THE APPLICATION... WHAT IS IT?

What is the OLAC Conference Scholarship?

OLAC will award one scholarship, which shall be sufficient to cover reasonable estimated costs for registration, lodging, travel and meals for one person attending an OLAC conference. The OLAC Board will determine the amount of the scholarship.

Who is eligible for the OLAC Conference Scholarship?

Any personal member of OLAC who has never attended an OLAC Conference is eligible for the OLAC Conference Scholarship.

How does one apply for the OLAC Conference Scholarship?

Each applicant must submit a completed application form (photocopies are acceptable), a vita demonstrating the applicant's interest in nonprint cataloging, and a cover letter describing why the applicant wishes to attend the conference, how the receipt/nonreceipt of this scholarship will influence his/her ability to attend the conference, and potential applications to her/his present and future job responsibilities.

How is the recipient selected?

The award will be based upon the information provided by the applicant which will be reviewed by the Scholarship Committee. Following review of all applications, the Scholarship Committee will submit its recommendation to the OLAC Board for final approval of the award.

The geographic location of the applicant's home, type of library or position, age, gender, religion, race, national origin or disability will not be considered as criteria in the selection of the successful applicant. Emphasis will be placed upon the quality of the application presentation, its articulation, and cogency. While financial need may be considered, it is not a requirement for selection.

What are the recipient's obligations?

The recipient must confirm in writing that he/she will attend the full conference, including the business meeting where the award will be announced. She/he is responsible for making her/his own travel arrangements, registration, reservations, etc., for the conference, and is required to write a brief report for the OLAC Board and the *OLAC Newsletter* about the Conference, describing what was gained from attendance and will be most helpful in his/her work.

When will the recipient be reimbursed for Conference expenses?

Unless special arrangements are made with the OLAC Treasurer, reimbursement will be made at the OLAC Conference.

For further information contact:

Virginia Berringer, Chair, OLAC Conference Scholarship Committee
Telephone (9:00-6:00 est, Mon.-Fri.) 330/972-7244
Fax: 330/972-6383
Email: vberringer@uakron.edu

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**ONLINE AUDIOVISUAL CATALOGERS
CATALOGING POLICY COMMITTEE (CAPC)
ALA MIDWINTER MEETING
NEW ORLEANS, LA
January 9, 1998**

Minutes

The meeting was called to order by Diane Boehr, CAPC Chair, at 8.03 PM. All CAPC members were present: Diane Boehr (Chair), Ann Caldwell, Michael Esman, Marcia Evans, Catherine Gerhart, Marlyn Hackett, Meredith Horan, and John Attig. There were 21 guests.

1. Introduction

Members and guests introduced themselves.

2. Approval of minutes

The minutes of the meeting of June 27, 1997 were approved as published in the Sept. 1997 *OLAC Newsletter* with corrections to the spelling of the name of Paula Moehle on p. 15.

3. Announcements

Diane Boehr announced that the 2nd edition of *Cataloging Internet Resources*, edited by Nancy Olson, is now available in print and electronic versions from OCLC. It is very good and we want to thank Nancy Olson for working on it.

Meredith Horan announced that the National Library of Medicine has recently decided to catalog continuously updated remote access databases as serials as a test of the expanded definition of seriality which originated at the October JSC, Conference in Toronto.

4. Old Business

1. OLAC NACO Funnel Project update

Ann Caldwell, Coordinator of the Funnel Project, reported that since last July, the group has added 275 headings. The NACO statistics published by the Library of Congress for the 1997 fiscal year (Oct. 1, 1996 through Sept. 26, 1997) report that the funnel added or revised 1025 headings. At this point Ann is ready to possibly expand the group with members who have never participated in a NACO project, and also with people who are already NACO contributors through their institution. Ann was recently contacted by Ann Della Porta from the Library of Congress, who told her that the core record for AV materials was about to be posted and that this was a chance for the funnel to become involved in BIBCO as well as NACO.

Since the funnel is a CAPC-sponsored activity, CAPC voted to approve an expansion of the project, subject to approval by the OLAC Board. Diane Boehr reminded the group that we still do not have a backup person for Ann as coordinator, and that if we expand the project, Ann will certainly need some assistance. Diane invited anyone present at the meeting who has had some NACO training to consider volunteering to be the backup person. Ann stressed that the duties of the backup would not be extensive--she mainly needs someone with whom to discuss problems or difficult headings. Also, this person would need to fill in for Ann should she become unable to revise headings for an extended time. Marcia Evans

asked about the annotated bibliography that was mentioned at the last meeting, but no progress had yet been made on this project.

2. Review of the revised *Rationale for Cataloging Nonprint Collections*

Marcia Evans presented the second rewrite of the document and explained the changes made. CAPC members and audience participants made some additional changes, and the resulting version was considered to be essentially final after approval by the Board. It will be published in Nancy Olson's next book on cataloging audiovisual resources, posted on the OLAC web page, and printed in the next *OLAC Newsletter*. Diane will also investigate whether it can be posted on the Autocat and Emedia lists. Additional means of distribution will be discussed at the Board meeting and the Membership meeting. Diane thanked Marcia for all the work she did on this project.

3. Review of the status of core records and *AACR2 Chapter 7 Amendments* - Report from the Library of Congress

Kay Guiles from the Library of Congress (LC) was present to report the core records and other items of interest from LC. Mr. Guiles, from the Cataloging Policy and Support Office (CPSO) at LC, was invited to speak at CAPC because the regular LC liaison to CAPC could not attend ALA.

The chief of CPSO is Barbara Tillet, but for the next three years, she is acting as director for the project of choosing and implementing a new Integrated Library System (ILS). During this time the Assistant Chief will be the acting director for the office.

The core records for moving image materials and for graphics materials have been mounted on the web site of the Program for Cooperative Cataloging (PCC) and have been approved by the PCC Standards Committee. The final step is to be approved by the PCC Policy Committee, which should be accomplished within the next few weeks.

Two changes to *AACR2* have been approved: Rule 7.0B2 now includes the container as a chief source of information, and Rule 7.7B2 includes captioning or signing as part of the language note. These two rules are fully approved but may not be actually used until they are **published** in the next update to *AACR2*, and no one knows when this will be. Nancy Olson pointed out that the general material designation "toy" was approved in 1988 or 1989 but was not actually published until 1993 or 1994. Kay was asked whether LC could issue a rule interpretation allowing these changes so that we could use them sooner. He said he would inquire about this.

The status of the electronic version of AACR2 is that an electronic version does exist. Portions of it have been distributed to members of the JSC for approval. CPSO has received several chapters to review. Kay did not know the timetable for the process. He thought that the 1993 *Amendments* were included but not the amendments just passed.

LC is in the process of catching up with implementing changes to the authority formats that have already been approved by MARBI. They plan to be able to implement changes to the subjects (such as genre headings and form subdivisions) by the summer of 1998, after which they will make changes to names. They have, deferred the change in the first indicator for multiple surnames until some time after they have installed their new ILS.

Motivated by LC's active digitization program, CPSO has recently issued a set of *Draft Interim Guidelines for Cataloging Electronic Resources*. The emphasis of the guidelines is on materials that LC is digitizing from tangible collections of original materials. The guidelines do not address internet resources. They have adopted the conceptual framework used in the IFLA (International Federation of Library Associations) study: *Functional Requirements for Bibliographic Records: Final Report* (July 1997). This framework discusses bibliographic description in terms of four basic concepts, or levels of description: the work, the expression, the manifestation, and the item. Kay described these concepts briefly and explained how the *Guidelines* incorporate them. The *Guidelines* are available on the CPSO web site at URL: <http://lcweb.loc.gov/catdir/cpsol/>.

Norma Hendrickson was also present from LC, and reported the activities of the Computer Files Cataloging Team at LC. They receive about 240-250 titles a month to catalog. They began copy-cataloging in October of 1997.

LC has just issued *Guidelines for Distinguishing Cartographic Materials on Computer File Carriers from Other Materials on Computer File Carriers* (available at the same CPSO web site given above).

Norma said that LC is questioning whether they should continue the CIP program for computer files because they are not getting much response from publishers.

5. New Business

1. Report on the Toronto Conference

Martha Yee gave an informal report on the mechanics of how the Toronto Conference was conducted. There were two days of reacting to the comments on the papers that were posted on the listserv, and then there were 9 breakout sessions for 1+ hours on the following topics: principles

of AACR2, remainder of the introduction to AACR2, case-based rules, terminology, seriality, main entry and work authority records, content vs. carrier, internationalization of AACR, and the revision process. The participants have been asked to allow all formal statements about the meeting to emanate from the Joint Steering Committee (JSC). They have issued an official summary report, which can be found at the web address: <http://www.nlc-bnc.ca/jsc/>.

Martha assured the group that even if she were free to divulge every word that was said at the conference, we still would have little knowledge of what actions the JSC would be taking, because they mostly listened to the participants and the discussions. Their official report does contain a list of "action items" or items that they feel are the most important or most easily addressed first. Other CAPC members pointed out that the method for changing the rules still remains the same and that anyone with good ideas on any of these issues should put them forth to CC:DA as proposals.

2. MARBI proposals and discussion papers (J. Attig)

John Attig reported on five of the proposals and discussion papers that are on MARBI's agenda at this conference.

Proposal 98-03 is the one that OLAC co-sponsored with the Music Library Association, and it deals with expanding the definition of field 028 so that it can be used for music-related material (such as books from music publishers) in addition to music scores and sound recordings. The proposed new definition is: "This field contains formatted publishers numbers used for sound recordings, video recordings, printed music, new material, and other music-related material." There was some concern among CAPC that the word "other" implied that the previous things in the sentence must be music-related also, and so would not include sound and video recordings that are not music-related. John agreed to bring this up at the MARBI meeting.

The other items discussed were Proposal 98-6, and Discussion Papers 104, 105, and 106. Proposal 98-6 is for complexity in the 008 for identifying computer materials since the Leader 06 is for content. Discussion Paper 104 is for an 007 for Braille materials. Discussion Paper 105 concerns how to code for reading programs. Discussion Paper 106 has to do with coding in the fixed field for erroneous dates on the item. There were questions and some discussion about each one, but CAPC did not have any strong recommendations on any of the items for John to take to the MARBI meetings. John's complete report with an explanation of the documents and MARBI decisions can be found elsewhere in this issue.

3. Possible CAPC recommendations to MARBI

Richard Baumgarten asked about the possibility of establishing a 2nd indicator for the 246 field to indicate container title, because it is used so often for AV materials. John explained that there are no more numeric values left for this indicator, and the only possibility would be to start using alphabetic indicator values, but this would be more difficult to implement and would require a better reason than this. He suggested developing keyboard macros to input the necessary text using the subfield i.

Diane Boehr asked about the need for a "currency of information" note field similar to the 501 in the Community Information format to use when cataloging internet resources. This information is now coded in a general 500 note and seems at least as important or more so than some of the kinds of notes that now have their own separate tag. A separate tag would be helpful in determining some displays and in retrieving the information for currency checking. There was not much support among CAPC for pursuing the creation of a new note field, so the idea was dropped.

6. The meeting was adjourned at 10:05 PM.

Respectfully submitted,
Pat Thompson
OLAC Secretary

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**ONLINE AUDIOVISUAL CATALOGERS
EXECUTIVE BOARD MEETING
ALA MIDWINTER MEETING
NEW ORLEANS, LA
January 10, 1998**

Minutes

1. Call to Order, Introductions, Announcements (S. Neumeister)

President Sue Neumeister called the meeting to order at 3:05 PM. All Board members were present: Sue Neumeister (President), Virginia Berringer (Vice President/President-Elect), Diane Boehr (CAPC Chair), Pat Thompson (Secretary), Kay Johnson (Newsletter Editor), Richard Harwood (Past President), and Richard Baumgarten (Treasurer). Also present to give reports were Ann Caldwell, NACO Funnel Coordinator, and Kevin Furniss, Chair of the Conference Program Committee for the 1998 OLAC Conference. There was one guest.

2. **Secretary's report (P. Thompson)**

The minutes of the last Board meeting, held June 28, 1997 were approved as printed in the Sept. 1997 issue of the *OLAC Newsletter* with one correction: on p. 7 under NACO funnel, Paula Moehle's name was misspelled.

3. **Treasurer's report (R. Baumgarten)**

Richard Baumgarten distributed the 2nd quarter financial report and had two items to bring before the Board. The first item had two parts: 1. Whether to switch from a Merrill Lynch WCMA 2 account to a WCMA account, and 2. Whether and how to invest a reserve portion of the treasury in a higher risk mutual fund. It was decided that the Board would read the literature from Merrill Lynch that Richard had provided, and would make a decision via e-mail before the next meeting.

The second item was a proposal to raise the annual OLAC membership dues by \$2 per year. The supporting rationale was that the size of the *Newsletter* had increased substantially and we've had more regular expenses such as stipends. The dues would still be very affordable and not scare away potential members. Richard Harwood asked for some actual figures on the costs of producing the *Newsletter*, which the *Newsletter* Editor agreed to provide. The Board approved the dues increase to begin for new memberships or renewals as of January 1999. Memberships already paid for multiple years would not be affected until renewal. The change will be announced in the September 1998 *Newsletter*. Attendees of the OLAC Conference in November 1998 will be able to join at the lower rates as a special deal.

4. **Newsletter Editor-in-Chief's report (K. Johnson)**

Kay Johnson reported that the picture that was printed in the December issue turned out better than expected. It was agreed that we would use more pictures in the future, especially when a filler page is needed to make the total divisible by 4 for printing. The deadline for submissions to the March issue is Feb. 1. The March issue will contain the index for 1996-97, so some reports may have to be postponed to the June issue. The June issue will contain the registration information for the 1998 OLAC Conference.

5. **CAPC Report (D. Boehr)**

Diane Boehr reported on the discussions held at the CAPC meeting the previous evening. (See separate CAPC report elsewhere in this issue.)

The Board discussed options for distribution of the revised *Rationale for Cataloging Non-Print Collections*. Options include posting on the OLAC Web page, printing it in the *Newsletter*, printing it separately, and/or printing it as a

part of a new OLAC brochure. It was decided to get some feedback from the membership on this at the next evening's Membership Meeting.

NACO Funnel Project

Included in the CAPC agenda item was the NACO Funnel Project report, given by the Project Coordinator, Ann Caldwell. Ann reported that since July we have done 200-275 headings. In last fiscal year we added or modified 1012 records. Some of the people in the current project have been released from revision and are independent. Ann described her plans for a modest expansion of the project at this time. If the project is expanded, we will definitely need to appoint a backup coordinator. Since the core record for AV materials has been approved, we have the opportunity to expand the funnel into the BIBCO project, and add core bibliographic records as well as authority records. BIBCO participation would require training at the Library of Congress, would involve series authority record creation, and would cause participants in some libraries to get approval for a different cataloging procedure. Because of these reasons, Ann is not eager to pursue BIBCO at this time.

The Board approved the expansion of the NACO project to more participants. Ann will compose an announcement and a call for participation to be printed in the March and June issues of the *Newsletter*. Training will be held on the Saturday of the OLAC Conference.

6. OLAC Elections Committee

The Board approved the slate of officers nominated by the Elections Committee (Heidi Hutchinson, Chair, and Johanne LaGrange.) See Membership meeting minutes.

7. 1998 OLAC Conference (K. Furniss)

Kevin Furniss, Chair of the 1998 Conference Program Committee, reported to the Board on arrangements that have been made so far. There was lengthy discussion on budget issues and the type and number of workshops to be offered. Kevin will send the Board a preliminary budget on the expected cost of the Conference. (See separate Conference Report elsewhere in this issue.)

8. Liaison relationships with other groups

Ann Caldwell reported that she has been asked by the Music Library Association (MLA) to serve as an informal liaison to OLAC as part of MLA's new effort to increase out-reach to other organizations. She will submit written reports of OLAC meetings and conferences and will gather information to share between OLAC and MLA.

Diane Boehr brought a request from CAPC member Meredith Horan to formulate a liaison relationship with CONSER (Cooperative Online Serials Program). It was concluded that CONSER does not have liaisons, so we couldn't do it that way, but the Board agreed that OLAC needs to maintain a more current awareness of CONSER developments and activities since they are doing so much in the area of electronic resources. Kay Johnson volunteered to act as an informal serials awareness person for the OLAC membership.

Sue Neumeister pointed out that we have had recurring vacancies in some liaison positions and it's difficult to find people to attend ALA just to make reports. The Board affirmed the need for liaisons to maintain current awareness but agreed that oral reports were time-consuming and often incomplete because the group being reported had not finished their business. A motion was made and passed by the Board to have all liaisons and observers submit written reports only. Oral reports will be omitted from the Membership meeting agendas.

At this point the meeting adjourned temporarily for dinner at 5:30 PM and resumed at 8:00 PM.

9. **OLAC Database (P Thompson, R. Baumgarten)**

Pat Thompson explained the progress made so far on developing a new membership database using the Microsoft Access database application, and demonstrated how the screens would look and how the data would be entered. The new database would replace the current PC-File database used by the treasurer, and would include directory information for each personal member as well as the basic information for subscriptions and mailing labels. The Treasurer will maintain the database and send data to the directory producer each time a directory is to be produced. Methods for exchanging data, such as setting up an ftp server, will be devised.

The Board's goal is to have the next *OLAC Directory* available at the November OLAC Conference. The Board decided that we will migrate records only for current members and those expired in 1995 or later. The previous *OLAC Directory*, published in 1995, was compiled using a different computer program, and rather than spend the time to input this data into the new format, it was decided to start from scratch with new data forms to be sent to all personal members. Data collection forms will be sent along with the elections ballot in March 1998.

There was some discussion concerning the type of data to be collected, the format of the new membership forms, and how they would be printed in the *Newsletter*. A timeline was established to provide guidelines on when the various stages of the project need to be finished, and Pat agreed to send some sample forms to the Board for more input.

10. OLAC Outreach

Pat Thompson apologized to the Board for not making any progress on this issue, citing lack of time due to her work on developing the database. Rather than assign the project to someone else at this time, the Board decided to table the project for an indefinite period.

11. Old Business

There was no old business.

12. New Business

The Board discussed the pros and cons of different times for holding the Board meeting at ALA conferences to both maximize everyone's ability to go to other meetings and to avoid late night fatigue.

The remaining items on the agenda (OLAC Award and CAPC nominations) were addressed in Closed Session. The meeting was adjourned at 9:30 PM.

Respectfully submitted,
Pat Thompson
OLAC Secretary

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**ONLINE AUDIOVISUAL CATALOGERS
MEMBERSHIP MEETING
ALA MIDWINTER MEETING
NEW ORLEANS, LA
January 11, 1998**

Minutes

1. Call to Order, Introduction of Officers, Announcements

Sue Neumeister, OLAC President, called the meeting to order at 8:03 PM and introduced the current officers: Richard Harwood (Past President), Virginia Berringer (Vice President/President Elect), Richard Baumgarten (Treasurer), Pat Thompson (Secretary), Diane Boehr (CAPC Chair), and Kay Johnson (Newsletter Editor-in Chief). There were 20 audience members.

The President had several announcements. The Board had decided the previous night to eliminate oral reports by liaisons and audience observers at the

Membership Meetings. This is because many of the meetings being reported on have not yet finished their business at the time of the Membership Meeting. Written reports will still be published in the *Newsletter*. Applications for the OLAC Conference Scholarship and the OLAC Research Grant are being accepted.

2. **Secretary's Report**

The minutes of the last membership meeting, held June 29, 1997 at the ALA Conference in San Francisco were approved as published in the September 1997 *OLAC Newsletter*.

3. **Treasurer's Report**

See separate Treasurer's Report elsewhere in this issue.

4. **Newsletter Editor's Report**

Kay Johnson reminded contributors that the deadline for the March issue is Feb. 1. Some reports may have to be postponed until the June issue because the March issue will contain the latest index.

5. **Committee reports**

1. Cataloging Policy Committee (CAPC)

See separate minutes of the CAPC meeting elsewhere in this issue.

2. NACO Funnel Project

Reports on the NACO funnel can be found in the minutes of the CAPC and the Board meetings in this issue.

3. 1998 OLAC Conference

Kevin Furniss, Chair of the local arrangements committee for the 1998 OLAC conference, reported on the arrangements that have been made so far. The conference will be held Nov. 4-7, 1998 at the Radisson Plaza Hotel in Charlotte, N.C. Kevin noted that the hotel is attached to a mall. There is a tentative schedule of events posted on the OLAC web site. There will be two sessions on topics we haven't had before: subject analysis of non-book materials, and serials. The Thursday night reception will be held at the Museum of the New South, which is only 4-5 blocks from the hotel. (See separate Conference report elsewhere in this issue.)

4. Elections Committee

The President announced the slate of officers nominated by the Elections Committee (Heidi Hutchinson (Chair) and Johanne LaGrange) and introduced the nominees, who were present at the meeting. The nominees for Vice President/ President Elect are Brad Eden and Michael Esman. The nominees for Secretary are Marcia Evans and Meredith Horan. There were no additional nominees from the floor, so the nominations were closed. Information about each candidate will appear in the March *Newsletter*.

5. Awards Committee

Richard Harwood, Chair of the Awards Committee, announced that he and the other committee members, Kay Johnson and Johanne LaGrange, had come up with a list of two nominees for this year's OLAC Award, and had presented them to the Board. The Board had accepted the committee's recommendation for the award recipient. The award will be presented at the next membership meeting during the ALA Annual Conference.

6. **Liaison/Observer Reports**

Reports from the following organizations were given by the liaisons listed below. Each report will be printed separately in this or the next issue of the *Newsletter*.

1. ALCTS AV (Brad Eden)
2. AMIA (Paula Moehle)
3. CC:DA (Vicki Toy Smith)
4. MARBI (John Attig)
5. MOUG

There was no MOUG report because the liaison position is vacant. Ann Caldwell will attend the MOUG conference this year in Boston and will submit a written report.

7. **Library of Congress and Utility Reports**

1. Library of Congress

(See CAPC report.)

2. OCLC (Glenn Patron)

Please see separate report elsewhere in this issue.

3. RLG

There was no RLG report.

8. Old Business

There was no old business.

9. New Business

There was no new business.

10. Adjournment

President Sue Neumeister adjourned the meeting at 9:14 PM. (After a short break, the traditional question-and-answer session was held. The answer panelists were Ann Sandberg-Fox, Nancy Olson, Glenn Patton, and John Attig. Bobby Ferguson served as moderator. Information from this session is included in the "Everything You Wanted to Know ... " column.

Respectfully submitted,
Pat Thompson
OLAC Secretary

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CONFERENCE REPORTS
Mary Konkel, Column Editor

ALCTS AUDIOVISUAL COMMITTEE
Liaison report
Submitted by Dr. Brad Eden
North Harris Montgomery Community College District
Houston, Texas

The ALCTS-AV Committee had its first of two meetings on Sunday, Jan. 11th, from 8-9 a.m. Approval of the July minutes, a report on the AACR Joint Steering Committee conference in Toronto by Martha Yee, and a CC:DA report were given. Two tours will be offered by the ALCTS-AV Committee to conference attendees during the 1998 ALA Annual Conference in Washington, D.C. See p. 41 of this newsletter for more details.

The second meeting was held on Tuesday, Jan. 13th from 9:30 a.m.-12:30 p.m. Various liaison and subcommittee reports were given. The AV Producer/Distributor-Library Relations Subcommittee indicated that its three brochures on video, interactive multimedia, and sound recordings were in the finalization process. The Name Change Task Force has been successful in getting approval to change the name of the ALCTS-Audiovisual Committee to the ALCTS Media Resources Committee and this name will

be used from now on. Reports were given on the 1999 Program and the Web page being constructed for the Committee. Comments on the NISO Z39.71-199x standard were also taken.

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**ALCTS COMMITTEE ON CATALOGING:
DESCRIPTION AND ACCESS (CC:DA)**

Liaison Report

**Submitted by Vicki Toy-Smith
University of Nevada, Reno**

Saturday--January 10, 1998

The meeting opened with a report from the Chair, Daniel W. Kinney. The CC:DA members, liaisons and representatives were introduced. The agenda was adopted followed by the approval of the minutes of the meetings held at the 1997 ALA Annual Conference in San Francisco, California.

John Attig reported on the updating and moving of the CC:DA web site to the ALA web page. This should be completed in the near future. The CC:DA web site along with the committee's working documents will serve as a means of having a series of web pages to "facilitate the work of the Committee and to provide a means for outreach to both library and non-library cataloging communities." The documents accessible on the website are intended for the exclusive use of CC:DA and its cataloging constituencies.

Brian Schottlaender, ALA Representative to the Joint Steering Committee session held in Toronto, reported on the JSC's work on a number of rule revisions dealing with serials. Included were changes to rules 12.1B7 (omission of names, dates and numbers from the title proper) and 12.1B3 (words and phrases in the title proper). The JSC discussed and approved a proposal to include a new Appendix in AACR2 which will list all initial articles which are to be omitted where omission instructions exist in the rules. The list includes articles in many languages.

Several items regarding series and serials were discussed. They include rules 1.6A1 (prescribed punctuation for the series area), 1.6A3 (scope: of the series area), 1.6B1 (numbering grammatically integrated with series title), 1.6C1 (parallel titles of series) and 1.6J1 (more than one series statement). In addition, Schottlaender reviewed the following items: 12.0B1 (prescribed sources for series area for serials), 12.1A1 (prescribed punctuation for the title and statement of responsibility area, Appendix D (definitions of "numbering" and "series" and "monographic series"), 1.1D1 (parallel titles) and 1.6K(not all parts in a series).

There are issues about content vs. carrier pertaining to the revision of rule 0.24 that need to be resolved. There was a request for volunteers to serve on a committee to look into pending issues regarding rule 0.24.

Monday--January 12, 1998

Chair Daniel Kinney opened the session with some remarks. The Task Force on the Harmonization of ISBD (ER) report was given.

Barbara Tillett covered highlights regarding the IFLA Conference in Copenhagen.

There are several new developments at OCLC. Passport for Windows, CATME for Windows, ILL/ME, CJK, and the label program are available on a single CD-ROM through a yearly subscription. It has interactive searching capabilities. One needs Windows '95 installed to use the CD-ROM product. He also discussed OCLC's plans regarding changes to type code "m". Code m indicates that the content of the record is for the following classes of electronic resources: computer software, numeric data, computer-oriented multimedia, and online systems or services.

Sherry Kelley reported on the Joint MARBI/CC:DA/Metadata Task Force. They are looking into various metadata schemes and the TEI-MARC header element. A final report will be issued in April of this year.

Chair Daniel Kinney reported on the 1998 Preconference/Summary/Program Task Force. The impetus for this was the Toronto Conference. The cost will be \$135.00; registration for the 1998 Preconference will be available on the website.

Cathy Gerhart gave the MARBI report. The following proposals were passed as amended: 98.1 (210 field), 98.2, 98.3 (the use of the 028 field was expanded), 98.4, 98.5 and 98.6 (008 field will be redefined in certain bytes). MARBI covered several discussion papers including: DP 100, DP 104 (a change to the 007 for tactile materials was returned as a proposal), DP 105 (information about reading programs for children), DP 106 (coding of incorrect dates), and DP 109 (put the 856 field in the authority record).

The Jefferson Building at the Library of Congress will be the location for the main reception to be held at the ALA Annual Conference in June. There is a new LC website for cataloging electronic resources. The web site for such information is:

<http://lcweb.loc.gov/catdir/cpso/>

Barbara Tillett is on a three-year detail as project director for the implementation of an integrated library system for LC. Thompson Yee has been named acting chief of CPSO. Beacher Wiggins is the Director of Cataloging.

The arrearage goals at LC were covered. There is a machine-generated project on music uniform titles that is being undertaken with OCLC. Barbara Tillet announced that this past year has been the 20th anniversary of the NACO project. There are now 1 million records in NACO. Series authorities institutes will be offered beginning in April of this year. Harriet Harrison is developing a manual regarding Archival Moving Image Materials (this is to be added to the Cataloger's Desktop CD-ROM product).

The Task Force on Cataloging Conference Proceedings, Part II, is investigating "conference-naming" issues. One item that will be undertaken concerns "when the conference is to be 'named'". Martha Yee talked about the issue of whether a specific "meeting" will be considered a conference; this matter concerns the use of the preposition "on" regarding conferences. In addition, she talked about the use of topic words, the name of a conference used with topic words along with a conjunction and partially capitalized, and a conference topic used without a conjunction and only partially capitalized.

AACR2 requires a specific appellation of a conference be capitalized or associated with a definite article (rule 21.1B1). There is discussion on whether a symposium is "entitled" or "titled", if it has partial or total capitalization, or if there is a presence of a given year in a title.

The Cataloging: Asian and African Materials (CAAM) program will be held in Washington during the Annual Conference. The CAAM section meeting will take place on Sunday, June 28, 1998.

The CC:DA session was adjourned at 11:30 a.m. The next CC:DA meetings will be held on Saturday, June 27, and Monday, June 29, 1998 at the Annual ALA Conference in Washington, D.C.

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MACHINE-READABLE BIBLIOGRAPHIC INFORMATION COMMITTEE (MARBI)

Liaison Report

Submitted by John Attig

Pennsylvania State University

The Machine-Readable Bibliographic information (MARBI) Committee and the USMARC Advisory Group met for two sessions during the ALA Midwinter Meeting in New Orleans, LA. The following items will be of interest to OLAC members:

- **Proposal No. 98-3:**

Expanding the use of field 028 (Publisher Number) This proposal modifies the definition of field 028 so that it may be used for items that are not music scores or sound recordings or videorecordings, but are music-related in some way. The definition of indicator value 3 will be changed to Other music publisher number, and a new value 5 will be defined for

Other publisher numbers (i.e., numbers on music-related items that are not scores or recordings). The proposal was approved.

- **Proposal No. 98-6:**

Definition of value s (Electronic) in 008 character positions This proposal is the latest in the endless saga on the identification of records for electronic resources in the USMARC formats. At the 1997 Annual Conference, MARBI approved the following:

1. Narrowing the definition of code "m" in Leader/06 to exclude items that are on electronic carriers, but whose content falls into one of the other categories, such as cartographic materials (c) or language material (a). Such materials will be coded according to the nature of their contents, e.g., electronic maps will be coded c and electronic texts will be coded a.
2. For those items that are not coded m in Leader/06, the fact that they are electronic resources will be identified by the presence of an 007 field with the code for computer file in byte 0.

Proposal No. 98-6 notes that there are problems with relying on the presence of an 007 field to identify electronic resources. These problems include (a) the impossibility of retrospective re-coding of existing records; (b) the impossibility of enforcing a mandatory 007; (c) the possibility of multiple 007s, some of which may apply to accompanying material or to a part of a mixed collection. The proposal therefore seeks to define a code for electronic resources somewhere in each type of 008 field. This code, in conjunction with codes in Leader/06 and with field 007, should allow a clear identification of records for electronic resources.

- **The following 008 elements were approved:**

- Books, Music, Serials, Mixed Materials

008/23 Form of item -- add code s (electronic)

- Serials

008/22 Form of original item -- add code s (electronic)

- Maps and Visual Materials

008/29 Form of item -- new element with same values as 008/23 in Books, etc.

- **Discussion Paper No. 104: Defining Field 007 for Tactile Materials**

This discussion paper suggested the need for an 007 field for tactile materials and proposed 5 specific data elements for such a field. The group asked LC to prepare a proposal.

- **Discussion Paper No. 105: Reading Program Information**

This discussion paper suggested the need for a field for information about reading programs. Such programs are marketed by vendors who are usually not the publishers of the items selected for the programs. The programs bring together a reading list, a set of comprehension tests, and a scoring system to measure achievement as readers read the

material and pass the comprehension tests. It is anticipated that this information will be provided directly to K-12 customers by the vendors who market services to this community and will not appear in master records in traditional cataloging databases. MARBI asked LC to prepare a proposal, and indicated a preference for using a single field (such as the 526 field in the discussion paper) to contain all the information about the reading program.

- **Discussion Paper No. 106: New Type of Date Code**

This discussion paper suggested the need for a Type of Date code for corrected dates. In cases in which the publication date appearing on the item is known to be incorrect, the current convention allows only the corrected date to be coded in field 008. Yet the incorrect date appearing on the item is just as likely to be known to a searcher and used to qualify a search. MARBI asked LC to prepare a proposal for a new Type of Date code for single incorrect dates and to investigate the use of field 046 for recording corrected and incorrect dates that are the beginning or ending dates in a range. A possibly misleading example in the discussion paper raised the question of coding non-Gregorian dates; MARBI agreed that this was a different issue from the corrected dates, but that it perhaps deserved further investigation.

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**ASSOCIATION OF MOVING IMAGE ARCHIVISTS (AMIA)
CATALOGING AND DOCUMENTATION COMMITTEE
Liaison Report
Submitted by Paula Moehle
University of Georgia Libraries**

The AMIA Cataloging and Documentation Committee met three times during the AMIA Annual Conference in Bethesda, Maryland, Nov. 17-22, 1997. Highlights of those meetings are reported below. The Committee is chaired by Barbara Humphrys of the Motion Picture, Broadcasting and Recorded Sound (M/B/RS) Division at the Library of Congress.

Meeting #1 (Tuesday morning, November 18)

Liaison reports were given. M/B/RS reported that they have been using genre/ form terms from the *Moving Image Genre Form Guide* since October 1997. The source code (MARC field 65S \$2) for these terms is migfg.

Linda Tadic (ltadic@libris.libs.uga.edu), Chair of the *Compendium of Archival Moving Image Cataloging Practice* Subcommittee asked for comments on the first draft of the *Compendium*. In general, committee members were pleased with the Subcommittee's work thus far. Comments from the floor were directed at the layout and presentation of the *Compendium*. The extended deadline for additional submissions to the *Compendium* was February 1, 1998.

Meeting #2 (Tuesday afternoon, November 18)

Discussion of the new genre list continued. M/B/RS reported that the *Moving Image Genre Form Guide* has not yet been added to the LC Web page.

An introduction and discussion of the AMIA Committee on the US National Moving Image Preservation Plans Cataloguing Task Force took place. Prior to the Conference, Cataloging and Documentation Committee members received copies of sections of the Plans and the Cataloguing Task Force Summary. An excerpt from the Cataloguing Task Force Summary follows:

"AMIA's Committee on the US National Moving Image Plans has commissioned a Cataloguing Task Force to define, state, and forward specific implementation plans in the area of cataloguing and description to the Library of Congress based on recommendations in *Redefining Film Preservation: a National Plan* (1994) and *Television and Video Presentation* (1997). The Cataloguing Task Force's mission is to prepare real-life strategies for improving the creation and dissemination of descriptive information for moving images."

The members of the Task Force are Henry Mattoon (NAMID, AFI NCFVP), Co-Chair, David Green (National Initiative for a Networked Cultural Heritage), Co-Chair, Jim Hubbard, Barbara Humphrys (LC M/B/RS) and Jane Johnson (UCLA Film and Television Archive). The Task Force and Karen Sheldon (Northeast Historic Film), Co-Chair of the AMIA Committee on the US National Moving Image Preservation Plans met with the Cataloging and Documentation Committee to discuss recommendations based on the Plans. The Task Force will report their recommendations at next year's conference.

The Cataloging and Documentation Committee agreed to resubmit recommendations for revision of *Archival Moving Image Materials: a Cataloging Manual* (a.k.a. *AMIM*) to Harriet Harrison of LC's Cataloging Policy and Support Office (CPSO). This resubmission of recommendations will again be based on the 1995 *AMIM* Survey and Report which was authored by members of the *AMIA* Cataloging and Documentation Committee. The letter and recommendations will be drafted by Jane Johnson and will be submitted to CPSO by February 1, 1998.

Meeting #3 (Friday, November 21)

Formal proposals for the 1998 Annual Conference were due February 1, 1998. Below are some of the ideas that were discussed.

- Use of metadata by moving image archives;
- Item-level vs. collection-level description; how your moving image collection relates to your entire collection; how to contextualize your entire collection and provide intellectual access to it while working within donor and institution guidelines;
- Report and presentation of the *Compendium* either in conjunction with or following a moving image cataloging session which would illustrate the variety of cataloging practices found in the *Compendium*;
- Basic and/or intermediate-level workshop on moving image cataloging to be organized in conjunction with the Education Committee;

- Plenary session of media asset management and intellectual access which would discuss the variety of ways institutions/organizations handle these issues. The panel should represent a wide variety of institutions/organizations and practices.

For information about AMIA (including membership information), please visit our Web site at: <http://www.amianet.org>

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**INTERNATIONAL CONFERENCE ON THE PRINCIPLES
AND FUTURE DEVELOPMENT OF AACR
Submitted by Martha Yee
UCLA Film and Television Archive**

An international conference was convened by the Joint Steering Committee in Toronto in October, 1997. Prior to the conference, papers were solicited and posted on a Web site at <http://www.nlc-bnc.ca/jsc/> and the papers were discussed by means of a listserv (archived at the Web site). At the conference itself, the writers of the papers discussed the issues raised in their papers in the light of the discussion on the listserv and at the conference itself by the invited participants. Invited participants were from a broad cross-section of interested parties, including system designers, representatives of bibliographic utilities, library administrators, library educators, and catalogers. At the end of the conference, participants were asked to form nine break-out groups on the following topics:

1. Principles -- 2. Remainder of introduction -- 3. Case-based rules -- 4. Terminology -- 5. Seriality -- 6. Main entry/work-based record -- 7. Content vs. carrier -- 8. Internationalization of AACR -- 9. AACR review process.

Each break-out group made recommendations, which were discussed by the group as a whole. Then the group voted on prioritizing three of the nine areas listed above. The three prioritized topics were: Principles, Seriality, and Content vs. carrier.

The papers will be revised, based on comments received on the listserv and in Toronto, and published under the editorship of Jean Weihs.

After the Conference, the Joint Steering Committee met to decide what to do based on the recommendations made at the Conference. The result was a set of action items, as follows:

- Pursue the recommendation that a data modeling technique be used to provide a logical analysis of the principles and structures that underlie AACR;
- Create a list of the principles of AACR2; (JSC intends to do this themselves)
- Formalize the recommendations on seriality endorsed during the Conference and introduce them into the rule revision process; USC has subsequently requested that this be carried out by PCC/CONSER, which is currently at work in this action item.)

- Solicit a proposal to revise rule 0.24 to advance the discussion on the primacy of intellectual content over physical format; USC has subsequently requested that this be carried out by CC:DA, which has formed a task force to work on this action item.)
- Maintain an ALA Web site;
- Publicize and reaffirm, on the AACR Web site, JSC policies, procedures and activities as well as the current processes for submitting rule revision proposals emanating from within or outside AACR author countries;
- Develop a mission statement for JSC;
- Determine if there are any existing surveys on the extent of use of AACR2 outside the Anglo-American community and if no such survey exists, conduct such a survey.

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RATIONALE FOR CATALOGING NONPRINT COLLECTIONS

The integration of bibliographic records for nonprint resources into library catalogs is fundamental to serving the information needs of library users. Standardized cataloging for all library materials allows access to both print and nonprint resources through common retrieval techniques. The application of internationally accepted cataloging standards to nonprint resources also ensures that characteristics unique to nonprint items are readily apparent in bibliographic records. The growth of distance education and remote use of the catalog make it particularly important that the catalog accurately and comprehensively reflect available materials.

In an increasingly complex and technologically advancing society, nonprint resources offer unique expressions of information and innovative methods of learning and entertainment. While nonprint resources have existed for many centuries (e.g., maps, drawings, etc.), the 20th century has seen an explosion of nonprint formats--from photographs, sound recordings, newsreels, and videorecordings to interactive multimedia, and electronic resources--all of which are an integral part of our historical record. Libraries also may provide access to nonprint materials not physically held, such as electronic journals or web-accessible databases. Complete representation of these unique and significant materials should be present in the library catalog.

Full and standardized bibliographic description of nonprint resources facilitates:

- a heightened awareness of the full range of information resources a library offers its user population;
- a consistent means for both the local and remote user of the catalog to search the entire collection through a single interface;
- identification of material that represents a significant expenditure of library funds;
- international efforts in cooperative cataloging by sharing bibliographic records in the utility databases (e.g. RLIN, OCLC, WLN).

The Online Audiovisual Catalogers, Inc. (OLAC), an international organization of nonprint cataloging specialists representing a diverse library constituency, fully endorses the integration

of nonprint holdings and accessible information resources in library catalogs. Furthermore, OLAC strongly encourages all library staff, administrators, trustees, and others who maintain an interest in meeting the complete information needs of their users to support the integration of nonprint holdings in library catalogs and to expend the resources required to fully catalog their nonprint collections.

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UPDATE FROM OCLC **Submitted by Glenn Patton, OCLC**

DATABASE :

As of January 1, 1998, there were about 1,025,000 Visual Materials records (another format crosses the 1 million mark!), 1,202,000 sound recordings and 102,000 computer files records. There are now 653 million holdings attached to bibliographic records.

DATABASE QUALITY:

As part of a joint project with the Library of Congress to develop software to clean up music uniform titles, OCLC has begun to add machine-generated authority records derived from LC bibliographic records for music materials. Each record carried a note identifying it as a machine-generated record. A total of about 66,000 records will be added over the coming months.

ACCESS:

OCLC is continuing the process of migrating users from our proprietary dedicated-line network to a set of TCP/IP-based access methods. Late this summer, we began offering dial-up TCP/IP or PPP services. Dedicated TCP/IP access is currently in field test. Moving in this direction requires hardware and software migrations for member libraries including the necessity of Windows 95 or NT. As part of this process, OCLC no longer supports Passport for DOS as of January 1, 1998. We have combined 5 software products (Passport for Windows, CatME for Windows, the Cataloging Label Program, CJK software, and the ILL ME for Windows) into a single CD-ROM product called the OCLC Access Suite. Users subscribe to this product on an annual basis and will receive new versions of this software automatically as it is released.

CATALOGING:

Development has been completed for the Cataloging Micro Enhancer for Windows. New capabilities include interactive searching, batch replaces of master records, and access to the PromptCat and Bibliographic Record Notification service files. Current users should be aware that this software requires either Windows 95 or NT. Support for the DOS product will continue so that users can make a smoother transition. In addition, we have released a Cataloging Label Program that will provide additional capabilities for spine labels, including volume and copy numbers and support for laser label stock. In addition to being part of the Access Suite, the software is available free of charge from the OCLC Web site. This month also marks the introduction of the OCLC Z39.50 Cataloging service following a successful pilot test with a number of libraries.

INTERNET RESOURCES:

The InterCat database continues to grow. In mid-December, it contained nearly 23,000 records. The database has grown by 268% since January 1, 1997. A revised version of the Internet Cataloging Guidelines is now available free of charge in paper form. It is also available in electronic form via the OCLC home page at <http://www.purl.org/oclc/cataloging-internet>. OCLC has also issued interim guidelines for the implementation of the revised scope of the type code for computer files. The key part of the guidelines is the requirement to include both the 006 and 007 fields codes for computer files in the record for an electronic resource. These guidelines will be available on the OCLC home page.

The OCLC Institute continues to offer sessions of a seminar titled "Knowledge Access Management: Tools and Concepts for Next-Generation Catalogers." Additional sessions will be offered in March and April. Check the Institute home page (<http://www.oclc.org/institute/>) to see if seats are available.

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UPDATE FROM RLG Submitted by Ed Glazier, RLG

GROWTH OF THE RLIN BIBLIOGRAPHIC DATABASE:

In 1997, the RLIN database grew from over 78 million to nearly 85 million records that represent some 30 million titles.

Through a new RLG European Library Data Initiative, RLIN will significantly increase the supply of catalog records for Western European imprints and provide shared access to the holdings of major European libraries (many of them RLG members). This project involves large record loads into the RLIN bibliographic files, plus an new kind of gateway that goes directly to individual databases operated by European national libraries and university consortia to retrieve records for use in RLIN or locally.

The first participants in this project are the national libraries of France, Spain, and Switzerland. Extensive current cataloging from the Biblioteca Nacional de Espana, not available elsewhere, is already in RLIN; loading of initial files from the Bibliotheque National de France and the Swiss National Library is underway .

Millions of records from outside the RLIN database will be accessible to users through the new RLG Z39.50 gateway (which will convert records to appropriate MARC format as part of the retrieval process). The Deutsche Bibliothek database and the Union Catalog of the UK/Ireland Consortium of University Libraries (CURL) will become available to RLG's RLIN and Zephyr users in 1998.

In November, RLG began adding thousands of records from the European Register of Microform Masters (EROMM) under a preservation records exchange agreement with EROMM. Thirty major European libraries, including national libraries and important library computing centers, currently contribute to the EROMM database, which comprises records of any microfilmed items originally printed on paper. Coverage begins with the invention of printing but is strongest in brittle documents published during the 19th and 20th centuries.

Blackwell's Table of Contents records are now in RLIN -- notes and summaries for collected works, anthologies, conference proceedings, festschrifts, monographs, and works of fiction -- development, local cataloging, interlibrary loan, and end-user research. RLG is adding loading new records created by Blackwell's each week.

Continuing additions of in-process records for current titles from international book vendors complement these developments. Casalini Libri (Italian imprints), Iberbook International (Spanish imprints), Puvill Libros S.A. (Spanish and South American imprints), and National Yiddish Book Center (current and older Yiddish language imprints from around the world) are among those regularly contributing.

CITADEL FILES:

In the past six months, the CitaDel line-up has been pruned and enriched to enhance these files as resources for specialized research. There are now 13 CitaDel files (with more planned): Anthropological Literature, Avery Index to Architectural Periodicals, Bibliography of the History of Art, Chicano Database, FRANCIS (international humanities and social sciences), Handbook of Latin American Studies, Hispanic American Periodicals Index, History of Science and Technology, Index to Foreign Legal Periodicals, Inside Information Plus, Russian Academy of Sciences Bibliographies, SCIPIO (Art and Rare Book Sales Catalogs), and Index to Hispanic Legislation (World Law Index Part 1).

With the newest file, SCIPIO, CitaDel offers a comprehensive package of art resources. Doubled in size since it was announced last summer, SCIPIO is updated daily by a growing number of art library contributors.

The University of California's Ethnic Studies Library recently added Hispanic mental health research to the Chicano Database, indexing and abstracting publications from 1920 through 1980; and Harvard University's Totter Library is about to quadruple the size of the Anthropological Literature file through an extensive recon project.

HAND-PRESS BOOKS FILE:

RLG will soon be offering access to a scholarly resource created with the Consortium of European Research Libraries (CERL): the Hand-Press Books file (HPB). Akin to the English Short Title Catalogue (ESTC)--a record of publishing throughout Great Britain and its dependencies from the 15th through the 18th centuries--HPB brings together records covering the key collections of Europe for the same period.

The initial contents of the file are records for over 600,000 items from six CERL members: Kungliga Biblioteket, Stockholm; the National and University Library, Zagreb; Istituto Centrale per il Catalogo Unico, Rome, the National Library of Scotland, Edinburgh; the Bibliotheque Nationale de France, Paris; and the Bayerische Staatsbibliothek, Munich. Records from other CERL members continue to be prepared for addition. Access to HPB is a benefit of membership in CERL; in North America, RLG's members will enjoy complimentary first access to the new file from March through August 1998.

ARCHIVAL COLLECTION GUIDES:

Soon to be available is a new combination of access and content: the next generation of RLG's Web-based Eureka search service, used to show off integrated access to current and future resources -- including full-text searching. The new demonstration database contains Archival Collection Guides, and provides searching and retrieval of archival finding aids that have been encoded using SGML and the emerging standard for Encoded Archival Description (EAD). The guides are indexed centrally at RLG but, while some are stored on an RLG server, others are located at individual institutions around the world.

DIALOG@CARL PLUS RLIN AND CITADEL:

This package of over 320 bibliographic, citation, and full-text files from RLG and CARL, is now available through a user-friendly Web interface.

For more information about any of these items, contact the RLG Information Center (1-800-537-7546 or bl.ric@rlg.org).

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NEWS & ANNOUNCEMENTS

Barbara Vaughan, Column Editor

AUDIOVISUAL COLLECTION TOURS

The following tours sponsored by the ALCTS Media Resources Committee will be offered during the ALA Annual Conference in Washington, D.C. If you would like to pre-register, contact the ALCTS Office after March 1 for more information. Write ALCTS Tour, 50 E. Huron St., Chicago, IL 60611. Fees: no charge. First come, first served.

Tour #1-National Geographic's Image Collection

Friday, June 26, 1998 (2-3 p.m. and 3-4 p.m.)

The Image Collection, the picture archive for the National Geographic Society, contains more than 11 million photographs and paintings that uniquely illustrate the wide range of topics covered by the Society over its 109-year history. After a brief overview of the collection's history and current operation, you will tour the facilities, including its state-of-the-art storage area. A demonstration of the collection's new digital image archiving

and retrieval system, which currently contains about 500,000 images, will highlight your visit. Each tour limited to 25.

Tour #2-USA Today Library/Newseum

Friday, June 26, 1998(2-4 p.m.)

Visit the behind-the-scene brains of a newspaper, the USA Today Library, Rosslyn, Va., just across the river from Georgetown. This is one of the fastest paced, most dynamic libraries in the country, with a staff of 22 and responsibilities for assisting reporters, editors, and executives of USA Today and other properties of the Gannet Co. The library has state-of-the-art computer systems, plus a collection of 5,200 book titles, thousands of clip files, and 400 magazines and newspapers. Visitors will tour the reference and photo library, the ResearchLine service for reader phone requests, and a newly opened, comfortable reading room where patrons can relax and discuss story ideas.

The Newseum, Washington's newest cultural attraction and only interactive museum of news, is located across the street. The collections manager will describe the acquisition of objects and the development of the exhibits. Tour members will view the early news gallery (artifacts pre-printing), the 126-foot-long video news wall, and a modern broadcast studio. If time allows, visitors will see a film at the Newseum's domed theater, the area's largest high definition video screen. Limited to 40 participants.

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CORE BIBLIOGRAPHIC RECORD FOR AUDIOVISUAL MATERIALS

The Program for Cooperative Cataloging (PCC) Policy Committee has approved the final report of the Task Group on the Core Bibliographic Record for Audiovisual Materials. The final report delineates the standard data elements to be included in the core bibliographic record for audiovisual materials in terms of the required USMARC fields. The *Core Record Standards for Moving Image Materials* and the *Core Record Standards for Graphic Materials* have been posted on the PCC homepage alongside the Core Record Standards for the other formats. The PCC homepage can be accessed at: <http://lcweb.loc.gov/catdir/pcc/pcc.html>.

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GUIDELINES FOR DISTINGUISHING CARTOGRAPHIC MATERIALS ON COMPUTER FILE CARRIERS

The Library of Congress has developed guidelines to assist catalogers working with cartographic computer files to distinguish them from other types of computer files. The guidelines are intended to ensure consistent selection of the correct USMARC Type of Record (Leader/06) code by offering definitions, selection criteria, and illustrative examples. In the past, Type of Record code "m" (Computer file) was used to indicate that the content of the record was for a body of information encoded in a manner that allows it to be processed by a computer, that is, a

computer file carrier (e.g., computer disk/c, computer cartridge, remote access file). MARBI Proposal No. 95-9 (Encoding of Digital Maps in the USMARC Bibliographic Format) redefined the Leader/06 code "e" from "printed map" to "cartographic material," thus making it possible to emphasize the content of the item by encoding records for cartographic materials on computer file carriers using the Leader/06 value "e" (Cartographic material), instead of "m" (Computer file).

The guidelines are only intended to address issues related to the change in definition of code "e" in Leader/06 noted above. Additional guidelines will be developed and issued in the future to address the redefinition of code "m" in Leader/06 approved as part of MARBI Proposal No. 97-3R (Redefinition of code "m" (Computer file) in Leader/06 in the USMARC Bibliographic Format).

The guidelines may be found at the Library of Congress Web site at <http://lcweb.loc.gov/marc/cfmap.html>. Comments on the guidelines may be addressed to the Cataloging Policy and Support Office via electronic mail to: cps@loc.gov.

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**EVERYTHING YOU ALWAYS WANTED TO KNOW
ABOUT AV CATALOGING ...
PLEASE ASK!
By Nancy B. Olson**

The Question-and-Answer Session in New Orleans (Jan. 11, 1998) was a lively one as the panel (John Attig, Glenn Patton, Ann Sandberg-Fox, and Nancy B. Olson) was confronted by multiple challenges: a **toy duck** (or goose!) that quacked Christmas carols, a **yo-yo** that flashed in red and blue lights when used, and a **map** of New Orleans that folded in an unusual way.

Bobby Ferguson, perennial panel moderator, brought the quacking duck. It had two labels: Made in China / This is not a toy / [something about for decoration only] / New Creative Enterprises, Inc. / Milford OH c1997 and c My Collection, 1997 / Made in China. As there was no name or title on either label, it required a cataloger-supplied title. Suggestions included (and there was some discussion as to whether this was a duck or a goose, and if it were a Christmas version of Mother Goose):

[Christmas duck] or [Christmas singing duck]
[Christmas Mother Goose]
[Christmas singing fowl]

The GMD would be toy, despite the labeling that says this is not a toy, for a number of reasons: the GMD list is limited, it is a toy for adults, and the label language is a warning to parents.

MARC field 260 would use the information from the first label, with China included as country of production. There was some discussion about the words "My Collection" and some felt that probably was a series name.

260 Milford, OH : \$b New Creative Enterprises, \$e c1997
\$e (China).

Physical description area could cover only minimal details:

300 1 toy : \$b cloth, col. ; \$e _ cm. high.
and a note would be needed:

500 Tan plush duck with black bill, wearing dress and
bonnet of Christmas prints,
carrying basket of Christmas flowers.

Bill opens and closes as duck quacks the choruses of three Christmas songs. Design on left foot is pressed to operate the recorded songs.

Also:

490 0 My collection
538 Requires 2 AA batteries.
505 00 \$t We wish you a Merry Christmas -- \$t Jingle Bells --
\$t
Santa Claus is coming to town.

Subject headings for soft toys, Christmas decorative objects, and Christmas music were suggested, with an added entry for New Creative Enterprises.

The lighted **yo-yos** were being distributed (without packaging in the Canon booth in the exhibit area -- you had to show you knew how to use it to get one (and to identify defective items, I found). Printed on each side of the toy was "Canon / www.usa.canon.com". I was able to get one in its original box and it supplied additional information including a title.

245 00 Lite-up yo-yo \$h [toy]
260 [United States] : \$b Canon (distributor), \$e [1997?] \$e
(China)
300 1 toy : \$b plastic, red and blue, with cotton string ;
\$e 6 cm. in diam.
538 Requires 2 AA batteries.
521 8 "Not recommended for children under 5 years of age."
520 Lights flash in each side of yo-yo as it is operated.

The **map** was being distributed by Ebsco in its booth. The outside cover of heavy cardboard measured 9.5 x 13 cm. Ebsco had put a sticker on the cover that included the words "Ebsco Publishing" and "www.ebsco.com." When opened, a map measuring 22 x 25 cm. "popped out" similar to a pop-up book. The title on the cover was "New Orleans Downtown" with the words "popout map" in a design following the title. There was considerable discussion, but no agreement, about how to describe this. The back cover included another map with legend, UPC code, ISBN, another barcode, Price US \$2.95,

copyright statement "c1997 Compass Maps Limited," logo of The Map Group (with phone number and email address), and "Printed in England." (I was impressed with the amount of detail and information contained in this small resource, and with the clever folding). I later searched OCLC with a "find popout" command and found DLC cataloging of three such maps with the words "popout map" included in the title, and the Statement " _ x _ cm., folded in cover _ x_ cm" used in the physical description area.

There were some questions about the Toronto JSC conference that Glenn attended. One question was about the expanded definition of **seriality**, and when we may begin to use this. Glenn reminded us that we are to follow the rules as written until a change is approved by JSC and published by ALA. This can take years. However, the NLM people pointed out that they were now using the expanded definition in their cataloging of electronic serials as an experimental trial.

Another question concerned the **GMD "computer file"** and when it would be changed to "electronic resource" to match that used in the new ISBD. Again, we must wait until the new GMD is adopted by JSC and published by ALA.

REMINDER: Those attending ALA meetings are encouraged to bring Q&A questions and objects to the session that is always held after the business meeting. If you weren't be there to hear the Christmas "music," as Bobby held that duck up to the microphone, you really missed out on one of the joys of AV cataloging.

Send questions and documentation to Nancy Olson at her addresses found on the inside front cover of the *OLAC Newsletter* (or phone 507-389-2155).