

OLAC NEWSLETTER
Volume 18, Number 4
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TABLE OF CONTENTS

FROM THE EDITOR

FROM THE PRESIDENT

TREASURER'S REPORT

OLAC WANTS YOU! NOMINATIONS FOR OLAC OFFICES

OLAC MEETING MINUTES:

- EXECUTIVE BOARD MEETING
- MEMBERSHIP MEETING

CONFERENCE REPORTS:

- WHERE HAVE ALL THE WALLFLOWERS GONE?
- MAY YOU LIVE IN INTERESTING TIMES
- CATALOGING COMPUTER FILES WORKSHOP
- CATALOGING INTERNET RESOURCES
- MAP CATALOGING WORKSHOP
- NON-PRINT SERIALS CATALOGING WORKSHOP
- SOUND RECORDINGS CATALOGING WORKSHOP
- SUBJECT ANALYSIS OF NON-BOOK MATERIALS
- TOYS, GAMES AND REALIA CATALOGING WORKSHOP
- VIDEORECORDINGS CATALOGING WORKSHOP
- POSTER SESSIONS REPORT
- PERSPECTIVES ON THE OLAC CONFERENCE
- NACO-AV FUNNEL PROJECT TRAINING

MUSIC OCLC USERS GROUP (MOUG) REPORT

UPDATE FROM OCLC

NEWS & ANNOUNCEMENTS:

- CONTENTS NOTE EDITING CAPABILITY
- RECENT CHANGES TO OCLC CATALOGING EDITING

- OVGTSL 1999 ANNUAL CONFERENCE
- OLAC NEWSLETTER BACK ISSUES FOR SALE!

EVERYTHING YOU ALWAYS WANTED TO KNOW

IMAGES FROM OLAC '98

FROM THE EDITOR
Kay Johnson

Greetings! This issue of the *OLAC Newsletter* features reports from the 1998 OLAC Conference in Charlotte, thanks to Michelle Fiander, Interim Conference Reports Editor. She enthusiastically stepped in at late notice to edit the reports.

The Q&A session at the conference provides the material for Nancy Olson's "Everything You Wanted to Know About AV Cataloging ... Please Ask!" column. This issue can't replace the experience of attending such a rewarding conference, of course, but it should give you a good idea of what was discussed there. As an added bonus, four pictures from the conference are included. Many thanks go to Verna Urbanski for her photography!

The OLAC Conference and Christmas holiday pushed the publishing date of this issue into early February 1999. In case you were wondering, the *Newsletter* is usually published within a month of its coverage date. The publishing schedule is occasionally delayed in order to accommodate conference reports, a major part of most issues.

I am grateful for the privilege of working with such dedicated newsletter contributors. They deserve much credit for their outstanding efforts. Thank you Barb, Nancy, Virginia, Richard, Meredith, Michelle, Glenn, Cory, Ann and those of you who submitted reports to the column editors for this issue. OCLC's recent acquisition of WLN means that Christine Zuger, WLN's liaison to OLAC, will no longer be reporting in the *Newsletter*. The OCLC Update column will be the only bibliographic utility report in upcoming issues. Thank you, Christine, for regularly keeping us informed about WLN's activities.

I enjoyed meeting many OLAC members at the OLAC Conference and hope to see you at future conferences!

The deadline for the March issue is February 15, 1999 and will be announced electronically via OLAC-List and personal e-mail

FROM THE PRESIDENT

Virginia Berringer

It is such a great pleasure to be the president of an organization that does a terrific job of whatever it undertakes, and the latest evidence of that is the great success of OLAC '98 in Charlotte, N.C. Attendance exceeded 180 enthusiastic participants all of whom, if the consistently favorable comments I heard were any indicator, had a very enjoyable and informative experience. Many of the participants were first-time OLAC attendees and new members of OLAC. Welcome all to OLAC, and I hope we filled your needs and will see you again at future meetings.

Although many of the participants addressed these comments to me, I could only smile and say, "Thanks, the local committee did a great job, didn't they?" And a great job they definitely did. Once again, and publicly I say THANKS, You did a great job, Kevin Furniss, Pat Ballard, Betsy Blount, Barb Gordon, Jan Mayo and Ruth Roazen.

In addition to choosing a lovely hotel in a fine location, and being on hand and ready to respond to requests and emergencies large and small, the committee outdid themselves in lining up a stunning program. From the opening session with Lynne Howarth from the University of Toronto and Robert Molyneux of the University of South Carolina CLIS, two witty and articulate speakers who inspired and challenged everyone with their views of where we've been and where the future and our own skills and knowledge can take us, to the closing words of Sheila Intner who summed up the conference with skill and insight, and sent all of us home with words of encouragement and challenge ringing in our ears, it was a conference to remember.

Workshops, tours, luncheon, continental breakfasts, and poster sessions were all just as skillfully planned. The workshops were excellent. Many thanks to all the presenters who provided the information and expertise we all rely upon to make us better able to do our jobs in this rapidly changing information universe: Joe Cox, Cathy Gerhart, Paula Moehle, Nancy Olson, Jay Weitz, Michele Behr, Kay Johnson, Margaret Kaus, and Heidi Lee Hoerman. No matter what our individual schedules included, I think we were all a bit jealous of the ones who got to play with Nancy Olson's puppets in the realia cataloging workshop.

An especially significant workshop took place on Saturday Ann Caldwell, our NACO Funnel Project coordinator, trained the second "class" of participants in our NACO project. Ann has done an exemplary job of managing and training for this project, and truly deserves the wholehearted gratitude of the entire organization for the contribution to international AV cataloging that is being made under her guidance.

The poster sessions gave members a chance to share their own solutions to specific situations with others. Five presentations each spotlighted a problem any cataloger might face and shared a way of resolving it, from Robert Freeborn's African village kit to the challenge Josephine Anemaet faced when a vast collection of locally produced videos was transferred to her library. Maureen J. Puffer-Rotherberg found help for cataloging videos in publisher's web sites, Ginny Matthews and Mary Owings explored linking web pages for scientific journals to their catalog,

and David Prochazka and I explained how we provide access to uncataloged materials in our backlog.

A special conference highlight for me was the opportunity to meet and introduce the 1998 recipient of the OLAC Conference Scholarship, Corrine Stevens. Cory is a technical services librarian at Williams College in Williamstown, Mass., where she has worked since graduating with her masters in library and information science from the University of Texas at Austin in 1994. She catalogs mostly books and videos plus a little music, and was particularly interested in the sound recordings workshop. Cory has already found it useful in approaching the large collection of cassette recordings of public radio programs recently purchased by Williams.

You'll find more about Cory's impressions and experiences at OLAC '98 in her report elsewhere in this issue. Cory was selected from applications submitted to the OLAC Scholarship Committee early last summer. Marlyn Hackett, Jo Davidson and I served on that committee. Thanks Jo and Marlyn.

It was also great to have the opportunity to get better acquainted with Rebecca Lubas, the recipient of the 1996 OLAC Conference Scholarship, who has found the OLAC experience valuable as her job responsibilities have evolved in the past two years.

Two years from now, in ??????????, the new president of OLAC will introduce the 2000 recipient. If you've never attended an OLAC conference, it just might be you. And where, you may ask is ??????????. At the end of January, the Executive Board will select the site. If you are interested in hosting OLAC in 2000 or beyond, I encourage you to submit a proposal. Check the OLAC Handbook on the web for information about planning an OLAC conference or get in touch with someone on the board who can supply you with a copy of those pages. I'm sure Kevin Furniss and members of his committee would be more than willing to share their experiences with potential future conference planned.

Best wishes for a peaceful, prosperous, and fun-filled new year.

TREASURER'S REPORT
First Quarter: July 1, 1998-September 30, 1998
Fiscal Year 1998-1999

Richard Baumgarten

OPENING BALANCE 15,912.00

| | First Quarter | 1998-1999 |
|--------------------|----------------------|------------------|
| INCOME | | |
| Memberships | 1105.00 | 1105.00 |

| | | |
|------------------------|------------------|------------------|
| Dividends | 198.27 | 198.27 |
| TOTAL | 1303.27 | 1303.27 |
| EXPENSES | | |
| Stipends | 1200.00 | 1200.00 |
| Publishing Expenses | 1215.60 | 1215.60 |
| Account Fees | 133.67 | 133.67 |
| TOTAL | (2746.27) | (2746.27) |
| CLOSING BALANCE | | 14,469.00 |

The March issue of the OLAC Newsletter will include a separate expense report for the 1998 OLAC Conference in Charlotte, North Carolina.

**PERSONAL RATES AT
OLAC CONFERENCES**

At the recent Charlotte conference there was confusion about the eligibility requirements for the member's conference rate. According to the OLAC bylaws, **only personal members receive the conference rate at OLAC conferences** regardless of whether their institution is a member of OLAC. -- R. Baumgarten

OLAC WANTS YOU!

**** NOMINATIONS FOR OLAC OFFICES ****

We are seeking nominations for the offices of OLAC Vice President/President Elect and OLAC Treasurer. If you are interested in a challenging leadership position and an opportunity to learn about your organization from the inside, please submit a letter of nomination indicating the position you wish to run for. Your nomination should also include a brief description of your qualifications and professional activities. All OLAC personal members are eligible to serve and self nominations are encouraged. If you wish to nominate an OLAC colleague, please be sure that person is willing to serve. Nominations will also be accepted from the floor during the OLAC Membership meeting held at the 1999 ALA Midwinter meeting in Philadelphia.

OVERVIEW OF DUTIES: The **Vice President/President Elect** is elected annually and serves a one-year term as Vice President, followed by one year as President, a year as Immediate Past President, and a year as Past President. S/he performs all duties delegated by the President and presides at meetings when the President cannot attend. The Vice President/President Elect is expected to attend OLAC Membership and Executive Board meetings (held during ALA conferences) while in office. The Vice President is also responsible for the OLAC Program at the ALA Annual Conference, should OLAC decide to sponsor a program.

The **OLAC President** presides at all OLAC Membership and Executive Board meetings, is or appoints OLAC's observer to the OCLC Users Council, submits quarterly reports for the OLAC Newsletter, and works closely with other members of the OLAC Executive Board in guiding the operations of the organization. The **Immediate Past President** serves as Chair of the OLAC Awards Committee and as a member of the OLAC Executive Board. The **Past Past President** serves as Chair of the Elections Committee.

The **Treasurer** serves a two-year term, the election to be held in years alternating with that of the office of Secretary. The next Treasurer will serve from summer 1999 to summer 2001. The Treasurer is also expected to attend OLAC Membership and Executive Board meetings. The Treasurer receives and disburses all funds for the organization and keeps accurate accounts of income and disbursements. The Treasurer prepares quarterly financial reports for publication in the *OLAC Newsletter* and semiannual reports for presentation at OLAC Membership and Executive Board meetings. The Treasurer serves as OLAC's membership coordinator. S/he maintains a file of current OLAC members; processes new memberships; and answers questions concerning memberships, fees and claims/requests for back issues of the *OLAC Newsletter*. Access to an IBM (or compatible) PC is essential.

Members of the Executive Board receive a \$100 stipend for attending OLAC Membership and Executive Board meetings during ALA conferences and waiver of registration fees when attending the OLAC Conference. If you are interested in becoming a candidate for either of these positions, please submit your nomination letter, including a brief description of your qualifications and professional activities to:

Richard L. Harwood
Chair, OLAC Elections Committee
University of Tennessee
301 Music Building Knoxville, TN 37996-2600
423-974-9893
423-974-0564 (fax)
rharwood@utk.edu

**ONLINE AUDIOVISUAL CATALOGERS
EXECUTIVE BOARD MEETING**

OLAC CONFERENCE
Charlotte, N.C.
November 6, 1998

Minutes

1. Call to Order, Introductions, Announcements

President Virginia Bernnger called the meeting to order at 5:35 PM. Board members present were: Virginia Berringer (President), Sue Neumeister (Immediate Past President), Meredith Horan (Secretary), Kay Johnson (Newsletter Editor-in-Chief), Richard Baumgarten (Treasurer), Cathy Gerhart (CAPC Chair), and guests Kevin Furniss and Pat Thompson. Vice President/President-Elect Mike Esman was unable to attend.

2. Secretary's Report (M. Horan)

The minutes of the last Board meeting, held June 27, 1998, were approved as printed in the September 1998 issue of the *OLAC Newsletter*, with one correction. Corinne L. Stevens (note spelling) was the OLAC Conference Scholarship recipient.

3. Treasurer's Report (R. Baumgarten)

The report is printed elsewhere in this issue.

4. CAPC Report (C. Gerhart)

Cathy Gerhart reported that two new people are needed on CAPC to fill vacancies in January. She will solicit names and forward resumes to the Board. There is already one volunteer. Cathy will put a vacancy announcement on the OLAC list. Sue will add the notice to the Web page.

5. NACO-AV Funnel Project (A. Caldwell)

Ann Caldwell reported that NACO training is scheduled for November 7 during the Charlotte Conference. Ann suggested establishing a budget for the NACO-AV Funnel Project. In addition, she requested that the NACO funnel trainer be appointed to CAPC on a permanent basis. These ideas were strongly supported by the Board.

6. 1998 OLAC Conference (K. Furniss)

Kevin Furniss, Conference Chair, reported on the Charlotte Conference. The report will be printed in the March newsletter.

7. Liaisons

The President read a letter from Robert Freeborn, Pennsylvania State University, a member of the Music Library Association. Robert wanted to know what he could do for OLAC as a member of the music library community. He gave no MLA report at the business meeting, but had MLA membership pamphlets on the registration table in Charlotte. Ann Caldwell reminded the Board that she was the first OLAC/MLA representative, but no formal cooperative relationship was specified in the handbook. Board members were reluctant to establish a new liaison position, but will consider a link with MLAs Bibliographic Control Committee through CAPC.

8. Non-member Conference Fees

The President and the Conference Planning Committee requested clarification on conference registration fees for non-members, employed by institutional OLAC members. The Board determined that a non-member registration fee was appropriate. A statement on this for the handbook will be prepared for Board approval at ALA Midwinter.

9. Newsletter Report (K. Johnson)

Kay reported that Michelle Fiander volunteered as interim conference reports editor for the Charlotte Conference.

10. Old Business

a. Directory

Kay brought extra directories for distribution. Pat Thompson expressed concern that some members were omitted from the directory. Pat included all member update forms she received but felt another reminder to members about submitting the forms would have been helpful. Pat felt her directory data was not synchronized with the Treasurer's most recent file. This introduced questions about purging unpaid former members from the file. The archival value of the old membership data disk was questioned. The Board wanted Verna Urbanski, OLAC archivist, to receive the old data file before names were purged. Richard and Pat will work on the format and changes for the next directory and will keep Kay informed of their progress. If any additions or corrections are needed to the new membership directory information form, Kay will need to know about them in order to update the form in the *OLAC Newsletter*.

b. Brochure

The Board expressed its thanks to Pat Scott-Baumgarten for publishing the new brochure. At ALA Midwinter, however, the Board plans to re-

examine the goals and purposes of this publication, in preparation for a future printing. If the brochure is to serve as a promotional tool, it was felt the text should be simpler and more upbeat.

11. New Business

Seattle and Providence were discussed as potential conference sites in 2000 and 2002, respectively. Formal site proposals will be solicited from the membership. The Board estimated a conference hotel room rate of \$100 per night was an acceptable target. If multiple site proposals are received, plans for 2002 can be considered.

Sheila Intner requested the Board's permission to publish the conference keynote addresses in the January issue of *Technicalities*. This was approved and Sheila will seek permission from the presenters. Kay suggested incorporating some information about how to join OLAC in *Technicalities*. Sue will include keynote summaries on the conference Web page. PowerPoint slides related to the presentations will also be included on the Web page if they are available.

The Treasurer asked about retention of his large inventory of old *OLAC Newsletters*. The Board agreed to retain all issues from the current year and 25 of each from preceding years. Richard will put a message on Autocat and the OLAC list offering back issues at \$5 a year (domestic) and \$10 a year (foreign). Single issues will cost \$2 (domestic) or \$3 (Canadian). These prices include postage. Kay will print these prices in the December newsletter. Kay, Pat, and Richard will coordinate efforts to advertise the older issues. Richard will draft a statement about newsletter inventory practices for the handbook for approval at ALA Midwinter. *Newsletter* inventory weeding will begin after ALA Annual.

The meeting adjourned at 7:15 PM.

Respectfully submitted,
Meredith Horan, OLAC Secretary

**ONLINE AUDIOVISUAL CATALOGERS
MEMBERSHIP MEETING
OLAC CONFERENCE
Charlotte, N.C.
November 6, 1998**

Minutes

1. Call to Order, Introduction of Officers, Announcements

Virginia Bemnger, OLAC President, called the meeting to order at 12:35 PM and introduced the current officers: Cathy Gerhart (CAPC Chair), Richard Baumgarten (Treasurer), Meredith Horan (Secretary), Kay Johnson Newsletter Editor-in-Chief, and Sue Neumeister (Immediate Past President). Mike Esman (Vice President/President-Elect) was unable to attend.

Presenters with Web pages relevant to their presentation were asked to leave the URL at the registration desk so it can be added to the OLAC Conference page.

The President introduced and thanked Kevin Furmss (Chair), Pat Ballard, Betsy Blount, Jan Mayo, Ruth Roazen for their work on the 1998 OLAC Conference Planning Committee.

2. Secretary's Report

Meredith Horan asked for a motion to approve the minutes of the last membership meeting, held June 28, 1998, at the ALA Annual Conference in Washington, D.C. as published in the September 1998 *OLAC Newsletter*. The motion passed.

3. Treasurer's Report

Richard Baumgarten will include the costs and income from the Charlotte conference as well as the costs of the brochure and directory in the next newsletter. New members may get back issues of this year's newsletter from Richard during the conference. His report is printed elsewhere in this issue.

4. Newsletter Editor's Report

Kay Johnson reported that the next newsletter deadline is December 1. A conference reports editor is needed. Members are encouraged to submit photos to the newsletter. Pat Thompson was thanked for her work on the OLAC directory, which was included in the conference packet. If you were omitted from the recent OLAC directory or have corrections, complete the form in the back of the directory and mail it to the Treasurer. OLAC thanks Pat Scott-Baumgarten for her work on the new OLAC brochure.

5. Committee Reports

- a. Cataloging Policy Committee (CAPC)

Cathy Gerhart reported that no CAPC meeting is planned in Charlotte.

- b. NACO-AV Funnel Project

Ann Caldwell reported that the NACO-AV Funnel Project training scheduled at the conference November 7 includes conferees from ten institutions. Her report is printed elsewhere in this issue.

c. 1998 OLAC Conference

Kevin Fumiss announced that there were 180 registrations with 85 first-time attendees. Joyce Po from Hong Kong came to the conference from the most distant place.

The President introduced Cory Stevens, Williams College, Williamstown, Mass., the 1998 OLAC Conference Scholarship recipient.

d. Awards Committee

Sue Neumeister reported that nominations are due to her by December 1, 1998.

e. OLAC Millennium Committee

Kay Johnson reported that the committee needs a co-chair and at least four additional members who reflect diverse library backgrounds and experiences. The OLAC name, logo, mission, and goals will be examined. The committee will present their findings at ALA Midwinter in the year 2000. Members willing to serve on this committee should talk to the OLAC President.

6. Utility and Other Reports

a. OCLC (Glenn Patton)

Glenn Patton reported from OCLC. His report is printed elsewhere in this issue.

b. MOUG (Wendy Sistrunk)

Wendy Sistrunk reported that MOUG celebrated its 20th anniversary last February. Her report is printed elsewhere in this issue.

c. MLA

Robert Freeborn, Pennsylvania State University, was introduced as a representative from the Music Library Association.

7. No old or new business

The President thanked the conferees for coming and reminded them about the poster sessions and tours following in the afternoon.

The meeting adjourned at 1:25 PM.

Respectfully submitted,
Meredith Horan, OLAC Secretary

CONFERENCE REPORTS
Michelle Fiander, IUPUI
Interim Column Editor

OLAC CONFERENCE
November 4-7, 1998
Charlotte, North Carolina

WHERE HAVE ALL THE WALLFLOWERS GONE?
OR
AV CATALOGUING MEETS VIRTUAL REALITY
Keynote Speech, Lynne Howarth
University of Toronto Faculty of Information Studies

Report by Verna Urbanski
University of North Florida

Dr. Lynne Howarth, Dean, Faculty of Information Studies, University of Toronto, used the conference theme, AV Materials: From Library's Orphan Child to Cinderella, as an extended metaphor to examine the role non-print materials play in libraries. She traced their growing importance and acceptance by looking at the way non-print materials have been represented in cataloging codes from the 1904 Cutter rules down to the present AACR2R.

Dr. Howarth described how librarians' attitudes toward media has been colored by the "three Ds," that is, media has been seen as DIFFERENT for print resources, more DIFFICULT to catalog than print material and likely to DIVERT scarce library resources in their purchase and handling. But that view is mostly in the past now, as media, especially electronic resources, come to the forefront as accepted and necessary additions to libraries. The acquisition, cataloging and utilization of media resources will

increasingly be an accepted focus for bibliographic activity and it is therefore important for catalogers and technical services administrators to move forward in this area- Cinderella must either go back to the scullery or put on the slipper and go to the ball! AV is "cool" now and media savvy catalogers need to seize the day and participate in the evolution and development of new cataloging strategies; or, as Dr. Howarth said: "Cinderella must morph herself into Xena, Warrior Princess of Cataloging."

As part of our morphing Dr. Howarth suggests that non-print catalogers rethink the goals of AV cataloging, review the structure of AACR2R and examine how descriptive methods such as metadata can interface effectively with traditional cataloging methods. Dr. Howarth concluded with a call to arms by saying: "There has never been a better time to be an AV cataloger.... THIS is the Golden Age of Cataloging!" Her reasoning for these enthusiastic statements is that catalogers possess a set of relevant skills that are in increasingly high demand. As such, catalogers are well positioned to manage the new information technologies which are becoming increasingly to a wider audience.

MAY YOU LIVE IN INTERESTING TIMES

Plenary Session

Robert Molyneux

University of South Carolina, College of Library and Information Science

Report by Verna Urbanski
University of North Florida

Dr. Robert Molyneux, College of Library and Information Science, University of South Carolina, took as the theme of his keynote address the curse "May you live in interesting times." Dr. Molyneux's goal was to point out the vast changes that have taken place in the last 500 years and the revolution we are experiencing in our current lives.

Dr. Molyneux pointed out that people like libraries, especially when they are well packaged; and, given the ubiquitous nature of computers and networking, the impact of libraries will increase very quickly. Computers magnify the power of the human brain and so do libraries; so the power of the interaction of the two is simply awesome. The Internet is a library and we need to help coordinate its content so that users can see things that they otherwise could not see. Dr. Molyneux described the Internet as global, organic, and growing, and discussed the impact that digitization of our heritage will have on the sharing of knowledge worldwide. He noted that the efficiency of gathering information and sharing it between systems will have an impact that is hard to anticipate.

Dr. Molyneux called the Internet "the librarians Full Employment Act" and noted that the Internet is likely to become a true university of the common man. However, Dr. Molyneux cautioned that as we move into digitizing our heritage, we must not become

convinced that all that needs to be done has been done. Digitized information is fragile and easily destroyed. Digital records are vulnerable-to destruction, to manipulation, and to alteration. New information capabilities constitute in Dr. Molyneux words: "A deadly serious business that may liberate us or destroy us."

CATALOGING COMPUTER FILES WORKSHOP

Michele Behr, SOLINET

Report by Beth Fellendorf
State University of New York at Buffalo

Michele Behr of SOLINET gave a very practical and informative workshop on cataloging computer files. Ms. Behr restricted her remarks to monographic computer files. We began by discussing what a computer file is and the difference between definitions in AACR2R and USMARC. USMARC tells us to code an electronic resource based on the content of the file (type code e for maps, a for language material, etc.), and add a 006 and 007 as needed to describe the resource's electronic aspects. USMARC defines computer files (type code m) as: software, games, fonts, numeric data, etc. When in doubt code as a computer file. AACR2R still considers any content accessible via computer to be a computer file, so we use chapter 9 to describe all such resources.

Ms. Behr led us through all areas of descriptive cataloging using examples included in her handouts. She gave us a live demonstration of why the title screen of a computer file - though listed as the preferred chief source of information - is rarely used: it usually disappears before it can be read. The handouts showed examples of the information found on other prescribed sources of information including the physical carrier, container, and labels.

When transcribing the title proper Ms. Behr pointed out that everything, even the company name, should be included. This is a variation from what we are used to in video cataloging; *Quicken Software presents Family Lawyer* would be transcribed as is, but the video Walt Disney presents Cinderella would be transcribed *Cinderella*. We were urged to be liberal with title variations. We then moved on to the GMD and had a lively discussion on what constitutes interactive multimedia. While it was conceded that computer files (multimedia or not) are generally interactive in some way, we weren't able to reach a consensus regarding how interactive a file had to be before it could be considered interactive multimedia.

Edition statements also created a lot of discussion. A cataloger from one institution explained that they use the edition statement to inform patrons whether the program is for Windows or Mac. I believe they do this because the edition information is in the brief

display so the patron doesn't need to look at the 538 to determine if the software is useful. This led to a discussion of when to create a new record. At present *AACR2R* requires separate records for the IBM and Mac versions of software, but that may change as *ISBD(ER)* recommends creating one record for both versions with two 538 system notes. It was also pointed out that if we receive a program in more than one medium (i.e., 3 1/2 disks and CD-ROM), and both run on the same operating system, we should create a single record and include two 300 fields or a 300 field with a \$e for the alternate medium.

Changes may also occur with the File Characteristics field (256), which is required but controversial. Currently the choices are: computer data, computer program(s), or computer data and program(s), none of which are very helpful to users. The CONSER and PCC guidelines have both done away with this field while *ISBD(ER)* has expanded the list of terms to include things like: font data, image data, game(s), and word processor program.

The workshop concluded with a brief discussion of recent developments in the LC Interim Guidelines, *ISBD(ER)*, and the PCC Core Record for Monographic Computer Files. Ms. Behr is to be commended for packing so much information into this two hour workshop, which she usually does in six.



Click to see workshop handouts

CATALOGUING INTERNET RESOURCES: APPLICATIONS OF AACR2 (WORKSHOP)

Joe Cox

University of Toronto Faculty of Information Studies

Report by Lynda Aldana
University of Mississippi

This informative workshop was presented by Joe Cox from the University of Toronto. As a member of the Faculty of Information Studies at the University of Toronto, Mr. Cox has a great deal of experience working with Internet resources. The University of Toronto has an extensive collection of electronic journals. The handout for the workshop listed useful resources as well as what we would tackle during the next two hours. The handout, along with other valuable information, is also available at the University of Toronto's website. The address is: <http://www.fis.utoronto.ca/inforum/cir//aacr2r.htm>.

Mr. Cox began the workshop by presenting a number of important issues surrounding cataloging Internet resources, including: ownership vs. access; collection development

and acquisitions policies; the viability of cataloging Internet resources; standards for cataloging Internet resources; and, one of the thorniest issues, updating bibliographic information.

Individual institutions may take different approaches to handling Internet resources. For example, some institutions may use one record for different formats of a resource while others may create separate records. Whichever approach is selected, Mr. Cox suggested we need to change our mind-set when cataloging Internet resources. We need to stop trying to treat them as we would a printed book: the Internet is a different beast.

Mr. Cox shifted the focus to applying the cataloging codes. Time was spent comparing the sections that deal with computer files from AACR2, the OCLC manual (c1997), and the *ISBD(ER): International Standard Bibliographic Description for Electronic Resources*. A recurring theme during the workshop was that standards and codes for cataloging Internet resources are still evolving. It is a challenge to keep up with the changes and make informed decisions when cataloging these resources.

One hot topic was deciding what GMD to use. Some do not like the term available and would like to have more information at their disposal. In his handout, Mr. Cox included the list of resource designations without "electronic" in the designation from the *ISBD(ER)* list for electronic resources.

Another tricky area is what or how much information to include in the notes for access and for system requirements. Consideration must be given to the notion that a special system requirement today may be standard tomorrow. Perhaps one solution to this is to provide access to the resource but let the site inform the user about any special software or equipment needs. Another thing to remember is that there are ways to quickly check and update the 856 field but the 538 cannot be edited as easily. This may dictate what information is included in the 538. A good rule of thumb for cataloging Internet resources is to look for stable data and use that in the records as much as possible. Guidelines for using the 856 field are available at: <http://lcweb.loc.gov/marc/856guide.html>.

MAP CATALOGING WORKSHOP
Paula E. Moehle, University of Georgia
Catherine Gerhart, University of Washington

Report by Carolyn Walden
University of Alabama at Birmingham

Map Cataloger Paula Moehle and Cataloger/Map Cataloger Instructor Cathy Gerhart presented a well-organized and informative workshop on map cataloging. As a cataloger

new to map cataloging, I discovered the information was designed to challenge and inform the librarians with no experience in this format and provide updated information and practice for experienced catalogers. The workshop covered resources, scale, projection and coordinates, scale exercises, measuring examples, and the major differences between book and map cataloging. The trainers distributed an extensive hand-out packet to help the presentation.

Essential tools recommended for map cataloging:

1. *Cartographic Materials: a Manual of Interpretation for AACR2* / prepared by the Anglo- American Cataloging Committee for Cartographic Materials. Chicago : ALA, 1982 (ISBN 0-8389-0363-0) (Check for a new ed. to be published in 1999). This source is excellent for creating scale information.
2. *Map Cataloging Manual* / prepared by Geography and Map Division, Library of Congress. Washington, DC: Cataloging Distribution Service, Library of Congress, 1991. (ISBN 0-87071-361-2) Also available on the Cataloger's Desktop! This source is helpful in creating bibliographic notes for the map record.
3. Natural scale indicator. An excellent plastic version is available for approx. \$5-\$10 from the Dept. of Geography, Memorial University of Newfoundland, St. John's Newfoundland A1B3XP Canada. Heavy-paper version (no cost indicated) is available from the U.S. Dept. of Commerce, National Oceanic & Atmospheric Administration, National Ocean Service, Physical Science Services Branch, Rockville, MD 20852

Paula Moehie discussed in detail the concept of scale using 14 examples of varying difficulty. These examples illustrated the concept of proportion in map cataloging (one unit on the map represents so many units on the ground). Participants learned that small numbers represent large scales and large numbers represent small scales. Maps with small scales will show less detail and more distortion. (Ex. Scale [ca. 1:1,096,128]. 1 in. approx. 17.3 miles). Examples included scale as representative fraction, verbal scale statements, graphic scales, non-representative fraction scale statements, and the use of latitude to determine the scale. Participants received instructions on the use of scale indicators and then shared the special plastic indicators purchased from the Memorial University to calculate the scales for ten examples. Participants also practiced determining scale using a ruler and making the calculations with the appropriate conversions. The scale exercise answers were included in the resource material so we were able to check the results of our calculations. When inputting scale information in OCLC with Fixed Field Desc tagged as "a", it is necessary to use tag 034 and 255 to complete the scale statements. For records that are coded Desc "i" tag 507 will still validate.

Ms. Gerhart discussed the process of map measurement and reminded us to store maps flat. There were 13 different examples illustrating specific variations in map measurement including maps that continue on separate sheets, maps of different sizes on 1 sheet, multiple maps of different sizes on the same sheet, and circular maps. Measuring from the "neat" lines on the map when they are included is important in determining size.

There was an excellent and extensive discussion of the major differences between book and map cataloging. We were encouraged to use variable tag 006 when maps are included as accompanying material and to remember to add tag 007 for maps. Computer maps will have a map 007 and a computer file 006. All cartographic materials, including digital, are coded type "e". We also discussed the chief source of information and main entry and learned that the corporate body must be a map-making body to get the main entry, while the cartographer has to be more than the mechanical drawer or tracer to get the main entry. Since LC does not use the GMD for maps in their system, OCLC has asked that contributors not use it in the database. Ms. Gerhart indicated that the University of Washington has decided locally not to add the map GMD. We also discussed various relief illustrations on maps including contours, spot heights, shading, hachures, landforms, and gradient tints.

Although there was not enough time to complete information on dating a road map, the handout packet contained specific instructions. The thorough discussion and excellent handout packet (with several examples of MARC tagged OCLC records) provided comprehensive resource information to begin the challenge of cataloging maps. The session I attended lasted the entire 2 hours and the small audience of 13 participants allowed for questioning throughout the presentation.



[Click to see workshop handouts](#)

NON-PRINT SERIALS CATALOGING WORKSHOP

Kay G. Johnson

University of Tennessee at Knoxville

Report by David Miller
Curry College

Presenting herself as a serials cataloger who fell her way into nonprint, Kay Johnson stated two goals for this workshop: to help those attending with coping skills for serials cataloging, and to provide an introduction to some useful resources. Since the range of experience in the audience was likely to be quite varied, she decided to "start with the basics and work up."

Even when using the current *AACR2R/LCRI* definition of "serial," there may be difficulty in distinguishing serials from monographic series or sets. Gray areas between monographs and serials are found with conference publications, loose-leafs (analogous to some electronic publications), publications without numbering or date, irregularly or infrequently published titles (e.g. textbooks), and short-duration publications from special

events. If the stated criteria don't help you make the decision, it may be better to catalog the item as a monograph for the time being.

After briefly introducing the CONSER Guidelines, and their differences from AACR2R, Ms. Johnson described difficulties with AV and Internet serials. With AV serials, dates and frequency are often lacking, confusingly stated, or hard to determine. It may be hard to decide which sets of rules to apply, and how to combine them, particularly for provision of notes. In addition to these challenges, Internet serials have complicated linking relationships between titles. (This problem occurs most notably when an Internet serial changes title and incorporates the archives of previously published articles under the new title.) Management of holdings and union listings calls for fresh decision-making. Lastly, you may have to establish the relationships between articles published in their original formats and through aggregator services.

Common elements for serials records of all types include uniform titles, notes and subject headings for the whole title (not just one issue), linking relationships, and the need to distinguish between minor variants and differences which require a new record.

The audience then discussed several examples of non-print serials. These included a title in microform, a biennial map of Knoxville, a direct-access computer file (Cataloger's Desktop), and a remote-access computer file (a JSTOR title). Among the questions examined were the role of 538 notes, the content of which may change frequently, and the need to determine which source of information a digitized page image represents. Where changes seem to direct the creation of a new record, the general guideline is to wait for one additional issue and see if it is actually needed.

Ms. Johnson mentioned some of the changes in serials cataloging that may result from the work in progress following the 1997 International Conference on the Future of AACR. Rather than dividing the bibliographic universe into monographic and serial entities, we may be working with "finite/ongoing" as the primary distinction. Integrating entities, a concept which would include looseleaves and many web sites (including Internet serials) would belong to the "ongoing" category. It seems at present as though a new AACR2R chapter may be written for this purpose.

We also were introduced to the University of Tennessee, Knoxville's Hooks to Holdings project. This innovation provides access to journal titles and articles aggregated through services such as Dow Jones or IAC. The means of connection are brief machine-generated MARC records, simple to create and easily changed as the mix of titles available changes.

Finally, we examined a couple of ambiguous monographic/serial cases. The home page for the *Cheese Reporter*, when compared to a record for the printed publication, was judged to be most likely a supplement to the printed journal. *Taylorology*, a 'zine concerned with the unsolved 1922 murder of a silent film director, is probably a serial rather than a monographic series. This lighthearted conclusion demonstrated once again that serials, including nonprint items, provide glimpses into every aspect of human

existence. There's nothing so esoteric that it can't be written about with the intent to continue indefinitely!



Click to see workshop handouts

SOUND RECORDINGS CATALOGING WORKSHOP

Margaret Kaus, University of North Florida

Report by David Prochazka
University of Akron

Margaret Kaus briefly described her recent sabbatical at the Library of Congress where she cataloged LPs and 78s-the latter from photocopies of disc labels! Throughout the presentation, she offered observations of how sound recordings are actually cataloged at LC.

Though the workshop was geared toward beginning music catalogers, there was plenty of information for those with some experience as well. The bulk of the presentation was devoted to discussing a series of examples, each of which consisted of photocopies of a CD label and notes from the container and insert along with a basically complete MARC record showing cataloging for the material. The examples progressed from basic to complex: one composer, one work; one composer, two works (without a collective title); one composer, two works (with a collective title); one composer, three to five titles (without a collective title); one composer, six or more works (with a collective title); two composers (with a collective title); and, two or more composers (without a collective title).

Here are a few highlights of topics that came up:

- Level 7 records from LC can be enhanced by using OCLC's lock and replace procedures.
- Include all 12 digits of UPC in tag 024 (assuming your UPC has 12 digits).
- The phrase "Manufactured and marketed by ..." can be interpreted to signify distribution.
- LC will not use tag 538 for the "Compact disc" note.
- Though most current online systems provide direct title access for subfield t in 700 analytic fields, LC's MUMS and LOCIS systems do not. Hence, LCRI (21 .30J), which requires that title added entries be made for any distinctive titles that appear in area one of the description when there is not a collective title. (E.g., if area one reads "Promethee [sound recording] : Le poeme de fue: opus 50 ;

Symphony no. 3, opus 43 : Le divin poem; Reverie : opus 24," then the LCRI requires title added entries for Promethee, Poeme de fue, Divin poem, and Reverie.

- The potential value and current applications of several optional fields (e.g. 033, 306, and 045) and subfields (e.g. subfield 4 relator codes) were discussed.

General observations included the following:

- LC's MUMS database was recommended as the most complete source for LC cataloging and authority records, despite its "challenging" command searching methods.
- Several useful Web sites were discussed, including "Music Cataloging at Yale" at <http://www.library.yale.edu/cataloging/music/musicat.htm> and the "Music Library Association Clearinghouse" at http://www.music.indiana.edu/tech_s/mla/index.htm.
- In addition to the handouts of CD and cataloging examples, an additional handout (36 p.) provided field-by-field examples, description, and tables for dozens of MARC tags which are either unique to music cataloging or which have special functions in music cataloging. This latter handout was prepared by Michelle Koth and modified by Margaret Kaus. A separate series of exercises/self-tests is also available from the presenter.

A general question and answer session concluded a very well-rounded presentation.



Click to see workshop handouts

SUBJECT ANALYSIS OF NON-BOOK MATERIALS WORKSHOP

Heidi Lee Hoerman

University of South Carolina

College of Library and Information Science

Report by David Miller
Curry College

Heidi Lee Hoerman focused this workshop on the use of LCSH for subject access to pictorial materials. Her presentation provided an overview of some of the factors that complicate this enterprise, rather than a set of universally applicable guidelines. The result was an intellectually stimulating discussion which may help catalogers examine their own assumptions about their practice.

Prof. Hoerman provided a pithy quote from W.J. Hutchins: "The notion of a subject of a document is peculiarly vague." Subject, as a concept in itself, can be considered in three lights: aboutness, of-ness, and thing-ness. Aboutness is the most commonly discussed, but is nonetheless difficult to explain. In particular, the need to determine a creator's intentions can make aboutness hard to pin down. This is much easier when the creator of a work tells what it is about, but close to impossible when a creator uses no words. This, in a nutshell, is the AV subject cataloger's dilemma.

Of-ness concerns what an item depicts; thing--ness asks the question, "what is this?" Thus, Botticelli's *Birth of Venus* has been assigned the aboutness heading Nude in art; the of-ness heading Venus (Roman deity); and the thing-ness heading Painting, Italian. The borders between aspects blur. Thing-ness, for example, reflects back on aboutness, as can be seen by the different subject headings assigned to records for *The Bridges of Madison County*. Where records for the book receive headings such as: Madison County (Iowa)-Description and travel; records for the film contain headings such as: Love in motion pictures.

Other kinds of intentionality come into play: catalogers' intentions in indexing, which in turn is shaped by assumptions about library patrons who use the visual materials. As an example of this interplay, consider two contrasting subject headings for Joseph Albers' series of paintings, "Homage to the Square." The heading: Square in art; seems to be a straightforward description of aboutness (or is it really of-ness?), while the heading: Color-Study and teaching; may better reflect Albers' intentions. But should subject analysis concern itself with what visual material depicts, what it is, or what it is intended to convey? Is it our responsibility to enable or enhance the creator's intent?

Catalogers are concerned with "organization of information for effective retrieval," and to that end, we promote values such as effectiveness, efficiency, consistency, and acceptability. Of these, consistency is central, the promotion of which depends to a great extent on the assumption that a perfect subject analysis system must exist, and on the naive view that the subject of a item is easy to determine. Against this, Prof. Hoerman cited research which points to a multitude of factors which mitigate against consistency, both between indexers and for individual indexers overtime. Textual factors include the author's vocabulary and style, clarity and specificity, and redundancy of information. Practical factors such as indexing methods used, constraints imposed on indexers in choice of terms, and aids such as the controlled vocabularies used will have a significant impact. On a personal level, the indexer's educational background, personality, aptitude for indexing, motivation level, health conditions, and judgment of an item's significance will affect subject analysis. Finally, environmental factors to consider include noise in the work area, climatic conditions, lighting, interruptions, time constraints, type of technical equipment, and workstation ergonomics.

Research has demonstrated factors which can increase consistency, among which are the use of controlled vocabularies and classification, indexer experience, length of documents and workstation comfort. However, there is no research to assure us that subject indexing consistency improves retrieval. Until more research is done, we have to accept that both

indexing and searching behavior are indeterminate and probabilistic. In the face of this uncertainty, we need to embrace the three aspects of subject analysis outlined at the beginning, providing for each as appropriate, particularly for visual materials. We should embrace the use of alternative thesauri, such as the AAT, while watching for authority record conflicts. We also need to balance the needs of naive vs. experienced users and provide for each as best we can.

TOYS, GAMES AND REALIA CATALOGING WORKSHOP
Nancy B. Olson
Mankato State University, Mankato

Report by Wendy Sistrunk
University of Missouri-Kansas City

The workshop on cataloging toys, games, and realia was presented in three parts: an introduction to and interpretation of the Chapter 10 rules; processing and storage suggestions for these items; and finally a hands-on cataloging exercise (literally) using hand puppets from Ms. Olson's collection.

Nancy Olson began the workshop by saying that items such as puppets are non-traditional materials within the already non-traditional materials which make up audio-visual: "When it doesn't fit any place else, try this chapter [AACR2's Chapter 10, Realia]

When dealing with realia, the cataloger must be clear about what s/he has. Realia is a real thing: a frog puppet is not realia, it is a puppet, so its GMD would be [toy]. Edition statements on toys and games have become fairly common in recent years, and the cataloger must be keen-eyed to catch some of these statement terms. The most problematical area of cataloging Chapter 10 materials is in determining publication information (AA CR2 10.4). Is the item published or manufactured, published or unpublished, or naturally occurring? A book is published, a chair is manufactured, a game can be somewhere in between, and a rock is naturally occurring. It can be difficult to determine the publication information for an item which is cataloged as realia.

Physical description of realia should include how many what color, and what item is made of. While the list of GMDs is fairly limited, SMDs should be quite specific. Further detail can be provided in a note. Notes are extremely important in special materials' cataloging. The cataloger must make clear what the item is, how it is used, who might use it, and why and for what purposes it might be used. Ms. Olson emphasized that the cataloger should not agonize over cataloging decisions, and reminded us that creating a bibliographic record to provide access to patrons is better than leaving these items on a shelf where no one can use them.

Ms. Olson briefly outlined some processing and storage concerns. Every single item is unique, and requires special thought as to its handling. Tattle-taping can be a challenge for many items. Small items, for example, pose a problem since tattle-tape cannot be cut to fit them. In this case, CD-ROM security tape can be useful. It is best to provide Circulation staff with a note in the online item record giving the exact location of the tattle-tape. Ms. Olson prefers clear plastic containers for puppets and the like, with the barcode on the outside of the container. Maintenance can also be a concern: realia can attract bugs, toys get dirty and need washing, games need to be complete. (Tip of the Day: When adding an alligator skin to your collection, make sure it is cured regularly and properly!)

Lastly, workshop attendees divided into small groups to actually catalog a hand-puppet. Ms. Olson reminded us that puppets are used for purposes other than play and story-telling, that puppets play a special role in therapy for both young and old, and that the police force and other counselors routinely use puppets to help disturbed or frightened children communicate. Cataloging teams wrote out their MARC record on a transparency, which was then shared on the overhead and discussed with the whole room at the end of the session. Judging from the enthusiasm with which everyone threw themselves into this exercise, the workshop was quite a success.

VIDEORECORDINGS CATALOGING WORKSHOP

Jay Weitz, OCLC

Report by Iris Wolley
Cornell University Library

This workshop was designed as a practical guide to cataloging videorecordings. It was not meant to be a comprehensive workshop. Instead, its scope was limited to discussion of the more problematic descriptive fields and to learning about new values and codes. The assumption was that attendees had a basic knowledge about cataloging videos including AACR2, MARC, and a "general awareness of AV Cataloging and OCLC Visual Materials format."

In the first forty-five minutes, Jay covered the intricacies of the sources of information for videorecordings, when to input a new record, the 245 title and statement of responsibility field, the dates in the 260 and associated fixed fields, the 250 edition statement, and numbers associated with a videorecording. A new development regarding which source to use when determining the country code in the fixed fields was discussed: it has been proposed that this field contain the codes for the place of "publication" given in the 260 regardless of where the original content was produced. This development is

given in more detail in a current MARBI discussion paper. Also touched upon was the use of the 546 and 041 fields.

The remainder of the workshop was a question and answer forum. It proved to be lively and informative. Both Jay and members of the audience provided answers for the questions. Highlights of this question/answer period are given below:

Question:

What should the format wording in the 538 be for Digital Video Discs? Does it really go in the 538 field?

Answer:

Yes it does go in the 538 field. Either of the phrases, "Digital Video Disc" or "DVD" are appropriate to use.

Question:

What does NTSC mean and where does it go in the description?

Answer:

Jay or other members of the audience were unsure of the exact words associated with this abbreviation, but it is an American standard for videorecordings. It is similar to the European PAL standard or the Asian SECAM standard. If used, it should be put in the 538. Jay emphasized that "NTSC" doesn't have to go on the record if you are a cataloger in the US and cataloging a video made in the US. However some audience members thought that all standards, if given on the item should be put in the catalog record.

Question:

What about U-Matic? What is it exactly and where does it go in the record?

Answer:

It is the professional industry standard. It should be included in the 538.

Question:

What is done with "trailers" on videorecordings?

Answer:

It depends on the content. Some are previews of upcoming movies and usually the time is not included in the playing time listed on the video container. These should not be noted in the record. Also, some can be advertisements for the sponsor/producer of the video. Again, these are not included in the playing time. Catalogers should ignore them. Do not confuse trailers with additional material related to the content of the original movie or documentary. For example, a release of a motion picture on video may be accompanied by interviews with directors and actors, or give a history behind the making of the motion picture. This information should be included in the summary or another note.

Two excellent handouts accompanied the workshop. "Videorecordings Cataloging Workshop" contains information given in the lecture part of the workshop. Of special interest and not included in the lecture is a section on "Music Videos: Special Considerations." What is most impressive about this handout is the good advice about not "agonizing" over decisions when cataloging videorecordings. "Videorecordings Cataloging Workshop: Examples" contains 28 examples which represent almost all types of records that could be created for videorecordings. Included are records for music videos, motion pictures, short films, documentaries, and even one of a collection of miscellaneous rehearsal videos. Both handouts will provide catalogers with a wealth of information.



Click to see workshop handouts

POSTER SESSIONS REPORT

(ed. note: Confusion in who would be reporting on the poster sessions led to no one reporting on the poster sessions. Robert Freeborn submitted a brief report about his own session. A complete list of session titles and names of presenters is in the President's Column at the top of p. 4.)

Poster Session: It Takes a Village by Robert Freeborn, Penn State University

Mr. Freeborn explained through a series of photographs the problems he faced in cataloging "Changing Africa: a village study unit." "Changing Africa" is a kit of 64 items, ranging in scope from books and filmstrips to clothing and musical instruments, that focused on a village in the African country of Liberia. The display featured pictures of the kit's entire contents, completely labeled, along with its original container. Illustrations of the finished bibliographic and item records were also included.

PERSPECTIVES ON THE OLAC CONFERENCE OLAC Travel Scholarship Recipient Report

Corinne L. Stevens
Williams College

I was thrilled when I learned I was the recipient of the OLAC travel scholarship earlier this fall, and was even more thrilled when I arrived in Charlotte and picked up the registration packet. Finally, a chance to be in rooms of people speaking nothing but MARC! Coming from a small academic library where much of the non-book material is my responsibility, I knew I had a lot to absorb during this conference.

The workshops I took were: Internet Resources, Sound Recordings, Subject Analysis of Non-print Materials, and Videorecordings. I learned a great deal, both in these sessions and in talking things over with other conference participants.

The session with University of Toronto's Joe Cox on Internet resources brought up many interesting issues; I only wish we hadn't run out of time. Of particular interest to me were some of the collection development and acquisitions issues that he touched on, in addition to the perennial "should we catalog Internet resources?" question. Before this conference, I was more conservative and hesitant about cataloging these resources, but I think Joe Cox made an excellent case for cataloging this material and he in fact influenced me a great deal in this regard. The crux of his argument, that if we fail to catalog this material we will simply be left behind, is compelling indeed. In terms of the mechanics of cataloging Internet resources, he drew parallels between current *AACR2r* and *ISBD(ER)*, *the International Standard Bibliographic Description for Electronic Resources* practices. He focused primarily on Ch. 9 "highlights" from *AACR2r*.

Margaret Kaus' session on cataloging sound recordings was also highly informative. She provided us with photocopies of cds and cd inserts and then walked through the corresponding catalog records. One of the ways I found this session most helpful is that she talked about her cataloging decisions while at the same time noting common approaches - some appropriate, some not - that she has run across in the past. This gave me a list of things to watch out for, both in copy and original cataloging. Music cataloging is tricky stuff; generic titles, odd series titles, lots of access issues abound. Another particularly helpful aspect of Kaus' presentation was her discussion of local practice needs vs. national standards.

The next session I attended was Heidi Lee Hoerman's workshop on subject analysis of non-book material. In many ways, this was the session I had been looking forward to the most. Cataloging anything is an intellectual undertaking, but it is the assigning of subject headings that can be the most stimulating - and confusing! - part of this work. At my job, we have long talked about "aboutness" and "isness" but Hoerman expanded this duality into "aboutness" "ofness" and "thingness." This session was very engaging, but the information that was the most interesting to me was Hoerman's discussion of cataloger consistency and studies that have been done on this. All of this is information that will be important to take back to my department with me. There were certainly some surprising things to learn, such as the fact that there is no research that has unequivocally shown that subject index consistency results in improved retrieval. Hoerman's session also made me realize that we need to more consistently look at failed searches and draw up some guidelines for increasing the use of form genre headings.

The last workshop session I attended was Jay Weitz's Videorecordings. I catalog a lot of videorecordings and have both needed and wanted to have a chance to hear what approaches other videorecording catalogers have taken. This session gave me a lot of ideas about creating a list of standards that all of our videorecording records need to have. Of particular help were the discussions of PAL/NTSC notation, the discussion of when to create a new record, and the ever-thorny issue of dates.

With all the sessions, the most helpful thing to hear was a repeat of Jay Weitz's "don't agonize" mantra. This made all the suggested guidelines seem a bit more flexible and easy to absorb. The fact that there were websites (cataloged?) to go with the sessions is something that will allow the workshops to continue in a sense, and to be shared with coworkers and others who were not able to attend. I deeply appreciate the opportunity receiving the OLAC travel scholarship granted me. This exceptionally well-run and friendly conference has been a huge boost to me in my cataloging work and I look forward to the next one!

NACO-AV FUNNEL PROJECT TRAINING

Report by Ruth Roazen
University of North Carolina at Wilmington
With additional information provided by:
Ann Caldwell, Brown University

Ten more institutions were added to the NACO-AV Funnel Project on November 7, 1998 at the OLAC Conference. Not everyone was a NACO-novice; Alice LaSota and Lynne Jaffe are already participants in the NACO-Music Project and Robert Freeborn is a participant in NACO. The first group was trained at the Denton Conference in 1996. The 1998 participants are listed in the table on the next page.

Ann Caldwell, coordinator of the NACO-AV Funnel Project, warned us all to bring suitcases with room in them to bring home the documentation; she was right. We each left with a very large binder from LC and many handouts. She presented a thorough and intensive introduction to the guidelines and procedures for establishing headings and creating records for the Library of Congress Name Authority File. David Prochazka, Music/Special Materials Cataloger at University of Akron assisted with the training, sharing information about using an OCLC macro with Passport in order to streamline the creation of authority records in OCLC.

This training is usually done in 5 days at LC. We had a very full Saturday, starting with how the Funnel Project works, how to create and document headings for personal and corporate names, and references, and finally how to use the OCLC macro with Passport.

Each participant library is assigned a special NUC symbol for AV Funnel contributing unit and each participant needs a unique OCLC authorization used only for the creation of authority records. During an initial training period all records go into a save file to be checked by Ms. Caldwell before they are approved for inclusion in the national database. After each trainee has successfully completed a specified number of acceptable records they undergo a quality review; after passing the quality review he or she will be authorized to independently contribute records into the file. Both RLIN and OCLC libraries are able to participate in this program.

With this program Ms. Caldwell not only provides the initial training for the participants but serves as reviewer for contributors until they pass their quality review and become independent. A serious round of applause is due her way. I think we were all excited to go back to our home institutions and start contributing headings.

New OLAC NACO Funnel Project Participants
Institutions, NUC Symbols, Catalogers

| | | |
|--|--------------|---|
| University of Maryland College Park | MdU-MA | Robert Bratton Alice LaSota |
| DeKalb (GA) County School System | GDDS-IM | Leslie M. Dees |
| Pennsylvania State University | PSt-AV | Robert Freeborn |
| Jacksonville (Fla) Public library | FJ-MA | Lynne Jaffe |
| Clayton College & State University | GmorC- AV | Cathy Jeffrey |
| Southwest Missouri State University | MoSpS- AV | Karen Letarte Marilyn McCroskey Michelle Turvey Drew Beisswenger |
| University of Central Florida | FOFT-AV | Jeanne Piascik |
| University of North Carolina Wilmington | NcWU-AV | Ruth Roazen |
| University of North | FJUNF- | Verna Urbanski |

| | | |
|-----------------------|---------|--------------|
| Florida | MA | |
| Texas Tech University | TxLT-AV | Diane Warner |

If there are any questions about the project, feel free to contact the coordinator, Ann Caldwell (e-mail to E_Caldwell@brown.edu or phone (401) 863-3716)

MUSIC OCLC USERS GROUP (MOUG)
Liaison Report
Wendy Sistrunk
University of Missouri-MOUG Liaison

MOUG celebrated its 20th Anniversary at its annual meeting in Boston, February 10-11, 1998! The next annual meeting is scheduled for March 16-17, 1999, at the Regal Biltmore hotel in Los Angeles. For more information on this meeting, please refer to the web address: <http://www.musicoclcusers.org/mougmeet.htm>.

MOUG has several "pots on the stove" boiling these days:

- MOUG is considering the possibility of offering an award similar to the OLAC award. The Board will be finalizing the specifics of this in the near future.
- The FirstSearch WorldCat Review Task Force, chaired by Holly Borne and charged with comparing the functionality of WorldCat with the Music Library Association's Automation Requirements, has completed its work and have submitted their recommendations to the Board, which has transmitted them to OCLC.
- MOUG is considering publishing a compilation of Jay Weitz's valuable "Questions and Answers" columns, which appear in every issue of the MOUG Newsletter.
- The NACO Music Project (NMP) Handbook is now available on the MOUG web page, thanks to Mickey Koth. There are now over 50 participating institutions which have contributed over 43,000 authority records.
- The next edition of the *Best of MOUG* is slated to be published in 2000. There are still copies of the current edition available for purchase.
- MOUG is looking into an oral history project for the 25th anniversary of the organization. Discussion has been tabled on this idea until a later date.
- Chair, H. Stephen Wright, will be appointing two new task forces that will report to the Reference Services Committee: one will prepare a list of essential music periodicals MOUG can recommend to OCLC for inclusion in the full-text product

Electronic Collections Online; the other will compile a list of music- related databases MOUG can recommend for addition to OCLC's FirstSearch.

OLAC members are encouraged to join MOUG! Please refer to the MOUG website at <http://www.musicoclcusers.org> for information.

UPDATE FROM OCLC
Reported at 1998 OLAC Conference
November 6, 1998

Submitted by Glenn Patton, OCLC

ISO 9001: OCLC has met ISO 9001 quality standards and has received certification. ISO 9001 registration promotes continuous improvement in the design, development, production, and installation of OCLC products and services.

DATABASE: As of October 1, 1998, there were about 1,080,000 Visual Materials, 1,255,000 sound recordings and 107,000 computer files records. There are now more than 675 million holdings attached to bibliographic records. **ACCESS:** OCLC is continuing the process of migrating users from our proprietary dedicated-line network to a set of TCP/IP-based access methods or to the Internet. Both dial-up TCP/IP and dedicated TCP/IP access are now available. New this past summer was a pricing option that allows a flat monthly fee for Internet access. All users with multidrop access must migrate to another access method by March 31, 2000.

OCLC has 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 product called the OCLC Access Suite. The Suite is available to all OCLC member libraries at no additional charge, either for downloading from the OCLC Web site or on CD-ROM.

CATALOGING: Cataloging users are migrating rapidly to 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. A new version of CatME for Windows, version 1.10, will be introduced in January 1999 along with a new version of CJK (version 3.0)

Users of the DOS product, CAT ME Plus, should be aware that OCLC will cease to support Internet access for it on October 1, 1998, and will cease to support for CAT ME Plus on May 1, 1999.

INTERNET RESOURCES: The InterCat database continues to grow. At the middle of October 1998, it contained more than 50,000 records. NetFirst, OCLC's indexing and abstracting database for Internet resources now contains more than 100,000 records. More information is available at <http://www.oclc.org/oclc/netfirst/>. The OCLC Institute continues to offer seminars related to Internet resources. A new program, Understanding and Using Metadata, has been offered this summer and fall in Dublin. The very popular seminar, Knowledge Access Management: Tools and Concepts for Next-Generation Catalogers, is now being offered around the country in cooperation with the OCLC Regional Networks. Check the Institute home page (<http://www.oclc.org/institute/>) for dates and locations.

The OCLC Office of Research has recently announced a new Internet resources project, Cooperative Online Resource Catalog (CORC). CORC is a research project exploring the cooperative creation and sharing of metadata by libraries. It will build on the experiences gained in the InterCat and NetFirst projects and will make use of tools developed by the Office of Research that harvest resources, extract data from them and suggest possible classification numbers and subject headings. More information is available via the Office of Research web site (<http://www.oclc.org/oclc/research/projects/corc/index.htm>).

YEAR 2000: OCLC is continuing to make progress in bringing its computer systems into century date compliance comfortably in advance of the Year 2000. Our goal is to have all changes completed by June 30, 1999, in order to allow for as much testing as possible.



Glenn presenting the OCLC report; Virginia Berringer is nearby

NEWS & ANNOUNCEMENTS
Barbara Vaughan, Column Editor

CONTENTS NOTE EDITING CAPABILITY

OCLC has long encouraged users to enrich bibliographic records by adding contents notes to records without them. The addition of a contents note results in a Database Enrichment credit. Because contents notes are often lengthy and involved, typographical errors are common. These errors are easy to overlook and, with the advent of keyword searching of notes, may hinder access. Full mode users had always been prevented from correcting contents notes and had to instead report any errors to OCLC.

Now OCLC users with any authorization level Full and above can lock and replace records to edit contents notes (USMARC field 505). This allows the correction of typographical errors in contents notes, as well as the filling in of incomplete contents notes, without reporting those records to OCLC. Such replaces will result in a Database Enrichment credit when the institution's symbol does not already appear in the 040 field. Users will continue to be able to add contents notes to records that lack them, but will not be able to add additional 505 fields. All other Database Enrichment edits will continue to be allowed in conjunction with this change. Please see *Cataloging User Guide*, 2nd edition, Chapter 6 for details on locking and replacing records and on Database Enrichment.

This new capability is now automatically available to users of OCLC CatME for Windows, OCLC CJK software, and OCLC Passport software users without workstation software changes.

Posted on various lists by:

Jay Weitz, OCLC Product Management & Implementation
E-mail: jay_weitz@oclc.org

RECENT CHANGES TO OCLC CATALOGING EDITING

Type Code Editing Capability Expanded

The "Type of Record" code (USMARC Leader/06) is the one-character alphabetic code that helps differentiate most records for various bibliographic formats. When a record in WorldCat has an incorrect Type Code, searches qualified by format do not yield accurate results.

Recent changes in USMARC due to format integration-reflecting the shift toward coding bibliographic record Type Codes for record content rather than physical carrier-have resulted in an increased need for libraries to edit Type Codes. Until now, the OCLC system has limited users' ability to change Type Codes within a given bibliographic format (for instance, i/j or g/k/r/o) only. All Type Code changes between bibliographic formats and all Type Code changes to WorldCat master records had to be reported to OCLC, where they were done within 24 hours of receipt.

Beginning immediately OCLC Passport software users with any authorization level Limited and above can change the Type Code on all unlocked or locally edited bibliographic records to any other valid Type Code value. This allows users to continue work on such records without serious disruption of workflow OCLC encourages users to

continue reporting Type Code changes as before (by phone, electronically, or on paper), so that master records in WorldCat can be corrected.

To Change a Type Code

1. Overtyping the incorrect Type Code with the correct one.
2. Press . The record redisplayed with the fixed-field mnemonics of the new Type of Record. Further editing of the redisplayed fixed field (and possibly other elements in the record) is necessary before the record will pass validation.

This enhancement will be included in OCLC CatME for Windows 1.10 and CJK software 3.0. OCLC expects to release these new versions of software in early 1999.

OVGTSL 1999 ANNUAL CONFERENCE

The Ohio Valley Group of Technical Services Librarians' 1999 Annual Conference will be held in Springfield, Ohio on May 20-21, 1999. Entitled "Library Technical Services Is...", it will be hosted by Cedarville College at the Springfield Inn and will address how technical services has changed in the "nanosecond nineties" and how technical services librarians are preparing for future changes. For more information, see <http://www.wku.edu/Library/ovgtsl/Home.html>.

***OLAC NEWSLETTER* BACK ISSUES FOR SALE!**

Are you missing back issues of the *OLAC Newsletter*? Did the dog chew up that vital Q&A column on sound recordings dates? Do you just like being surrounded by lots of paper? Then we have a deal FOR YOU!

The OLAC Treasurer is holding a house-cleaning sale on back issues of the OLAC Newsletter. You won't be able to resist these bargains!

Prices:

1 year of back issues: \$5.00 (United States)
\$10.00 (Other countries)
Single issues: \$2.00 (United States)
\$3.00 (Other countries)

Just compare OLAC's prices with the cost of back issues for your other popular journals. What a steal! OLAC is only trying to recover the price of postage.

Better hurry and buy those back issues! They won't last very long. The Treasurer will keep a minimum number of issues per year and any extras will be discarded shortly after the 1999 ALA Annual Conference.

Send inquiries and orders for back issues of the *OLAC Newsletter* to:

Richard Baumgarten
Johnson County Library
Box 2901
Shawnee Mission, KS 66201-1301
baumgarten@jcl.lib.ks.us
(913) 495-2454
(913) 495-2441 (fax)

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

The question and answer session was held at the end of the OLAC conference in Charlotte with a room full of appreciative attendees. Bobby Ferguson was moderator for the panel of Glenn Patton, Jay Weitz, Heidi Hoerman, and Nancy B. Olson. [I made notes while being on the panel and am somewhat fuzzy]

1. Richard Baumgarten started us off with a question about a set of material that included 5 CD-ROMs, 1 DVD, and 1 booklet. The contents of the DVD was exactly the same as the combined contents of the CD-ROMs. After much discussion of problems including finding the system requirements on a web site, the main character having appeared in earlier titles, there being extensive credits, etc., the panel agreed the package should be cataloged as a **kit** (no one type of material was dominant), with a system requirements note for the DVD and another system requirements note for the CD-ROMs and a note stating that the contents were the same. The physical description area would begin:

5 computer optical discs, 1 videodisc, 1 booklet

2. Another questioner had a book with a lot of other "stuff" including a videocassette, guides, and other materials. The advice from the panel was to examine each item and decide if one item was dominant (maybe the book, maybe the video), in which case that item would be cataloged, with the rest of the package treated as accompanying material; if no one item was dominant, treat the group of material as a kit.
3. A question arose about a **CD-ROM** loaded on a network. How would it be cataloged, because the user did not see any physical object. It would still be cataloged as a CD-ROM because that was what was purchased. A local (590) note should be used stating the disc was loaded on the local network. This information might also appear as part of the call number.
4. Someone asked about **VHS information** appearing in some records on OCLC in MARC field 538 instead of 500. This is correct; the use of the system requirements field 538 has been expanded to include VHS information (and also compact disc information). Other physical description may be included as well, as shown:

538 VHS format, Dolby stereo.

One does not need to use the word "format" - but you may if you wish to do so.

5. A question was asked about **enhanced CDs** (see my column in Dec. 1997 newsletter). These are basically sound recordings but have a track or two to be played on a computer. Jay stated these should be cataloged as sound recordings with an 006 for the computer file aspect and a note about the computer track(s). A 538 for the computer system requirements should also be used.
6. A participant asked about **locally produced narrated videos**. After some discussion it appeared these were similar to videos produced by the Descriptive Video Service, but locally done. This raised questions about how they were produced, whether they were off-air or published, and if they were legal. If truly local productions, unpublished, they would be cataloged following cataloging rules and OCLC coding/tagging guidelines for cataloging unpublished videos, with 546 note as follows (or as appropriate), and related subject headings.

546 Narrated for visually impaired.

If legally copied with narration added, they would be considered new editions with an edition statement something like:

250 [Narrated].

and an explanatory note or two.

Dianne Bohr stated that the term "audio-described" was preferred by those working with these materials.

Jay reminded us that when a publisher uses the same ISBN for regular videos and DVS videos, record the DVS ISBN in subfield z of field 020, and Glenn reminded us to complain to the publisher when the ISBN is not used correctly. Sometimes the DVS

information is supplied by use of a sticker on the regular packaging; that sticker could include the new ISBN.

7. Someone was concerned about an international association of sound archives that was advocating a standard bibliographic record - Glenn said there was growing international concern about management of rights rather than of bibliographic control and that is the thrust of this effort.
8. What is to be done with a senior honors **thesis that is a performance video**, or is accompanied by a performance video, or that accompanies a performance video? Or a dissertation only on the web? Or a script and the executed form (video) of the script, or a libretto and the executed form (CD) of the score? Catalog what you have, and remind your graduate dean (or whoever has control of forms of theses and dissertations) that these media are not guaranteed to be around forever (or even next week); all types of media are ephemeral, as are the kinds of equipment upon which they run.
9. And Bobby, true to form, brought in a special problem: a handful of Spanish moss. But with no writing on it, not commercially distributed, it could be cataloged as:

[Spanish moss] [realia].

1 bunch Spanish moss; ca. 1 oz. in weight.

or

1 handful plant material : tan; 3 cm. x 3 cm. x 3 cm.

No MARC field 260 is used as it is not commercially packaged.

A note is needed:

Title supplied by cataloger

and you may want to add something like:

Specimen collected in Louisiana on November 2, 1998, by Bobby Ferguson.

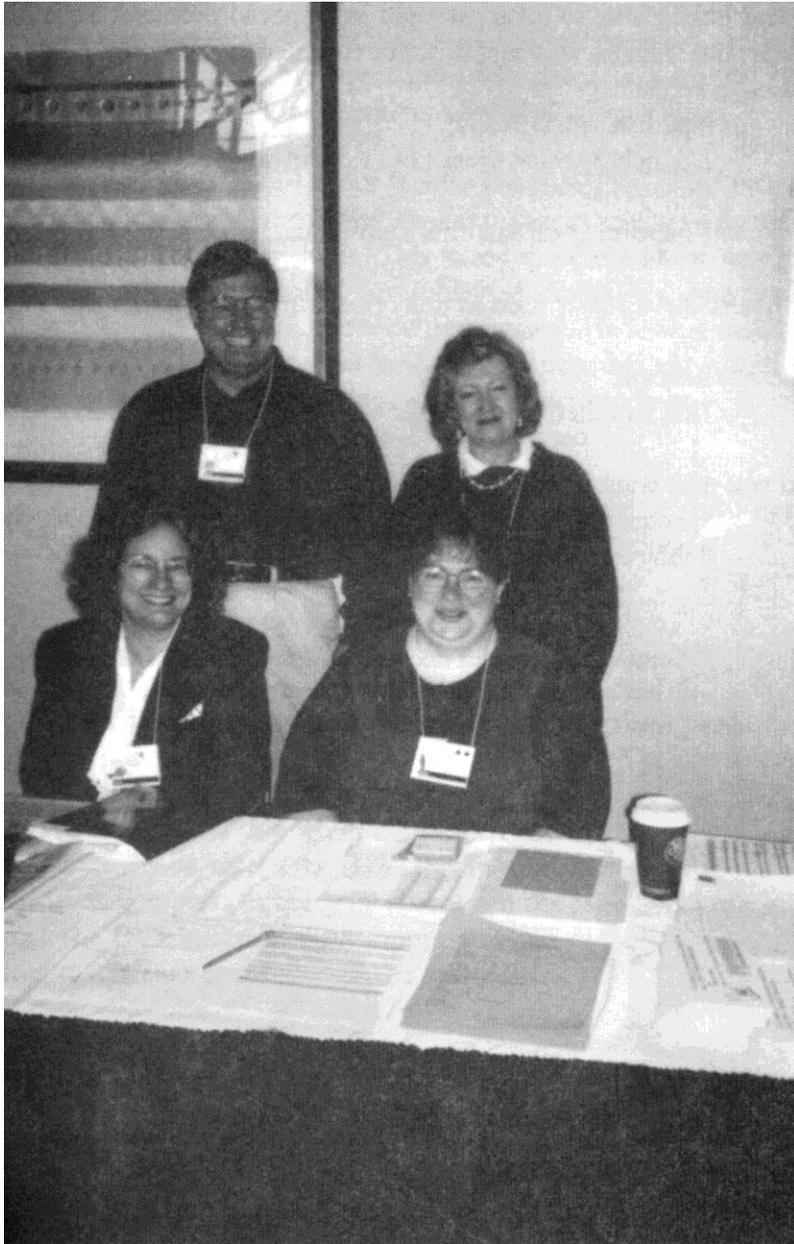
**Send questions and documentation to Nancy Olson at
her addresses found on the inside front cover of the
OLAC Newsletter (or phone 507-389-2155).**



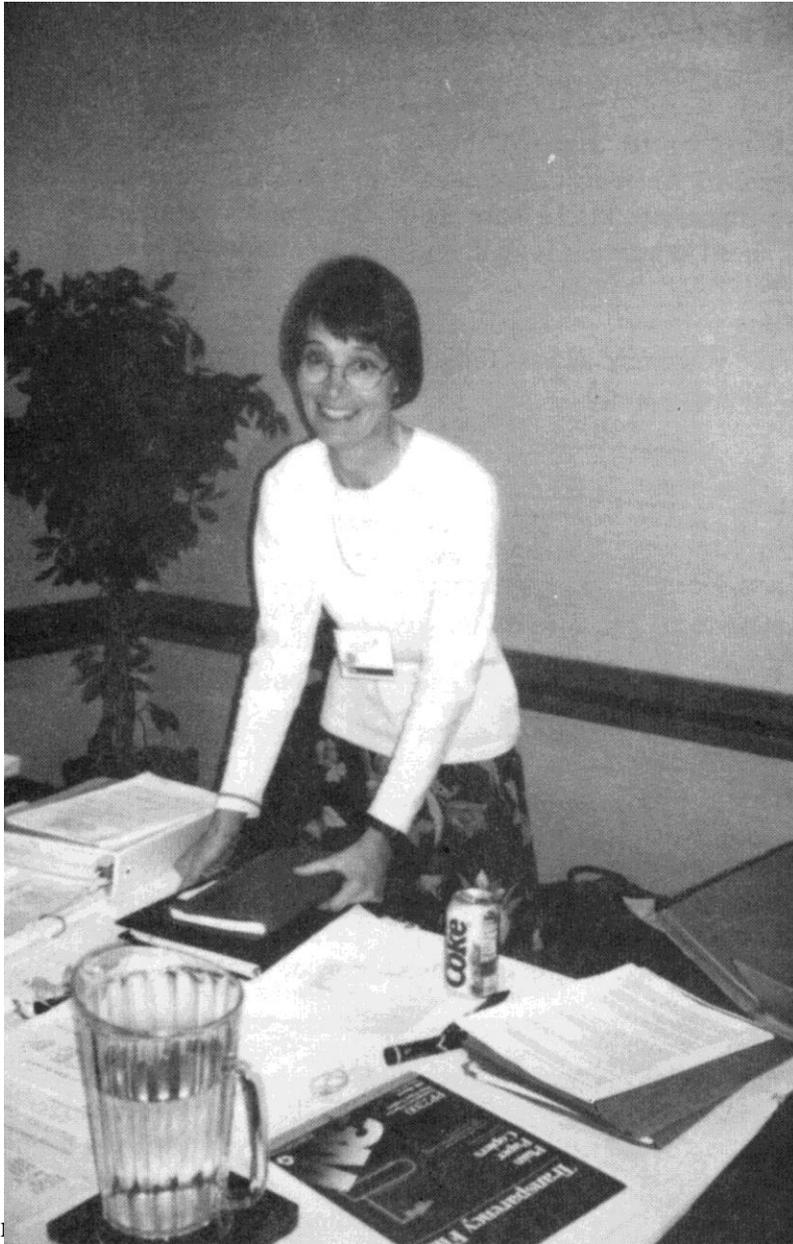
Nancy Olson surrounded by the topic of her OLAC workshop.

IMAGES FROM OLAC '98

Halftones from the original color photographs by Verna Urbanski



Standing: Kevin Furniss (chair) and Pat Ballard
Sitting: Jan Mayo and Ruth Roazen
Not pictured: Betsy Blount, Barb Gordon



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OLAC MEMBERSHIP DIRECTORY INFORMATION FORM

(Please photocopy form, follow instructions and print neatly)

A. Please circle one: new member renewing member directory correction only

B. If you DO NOT wish to be included in the directory, check here _____

Skip to F.

Instructions for parts C through B:

New members: Enter applicable membership directory information as desired.

Renewing members: Please make additions and/or corrections only. There is no need to mail this form if your directory information is correct.

C. Mailing address:

If you use your home address for your directory entry, please include your title and institution as well.)

Name
Title
Institution
Address
Address
City State Zip
Country
Work phone Home phone
Fax E-mail
Local system
Bibliographic utility

D. Organization type:

(A-College or university library; B-Public library; C-School library; D-Government, national, or state library; E-Corporate or special library; F-Commercial service; G-Library network, consortium or utility; H-Student; I-Other)

E. Format specialty (Check all that apply)

Computer files
 Internet resources
 Maps
 Motion pictures and
videorecordings
 Music scores
 Three-dimensional
 Graphic materials
 Microforms
 Sound recordings

artifacts

___ Kits

___ Other (Specify:

F. Please mail this form to:

Richard Baumgarten, OLAC Treasurer
(address is on membership form at right)

Last modified: Mar. 24, 1999