

OLAC NEWSLETTER

Volume 12, Number 4

December 1992

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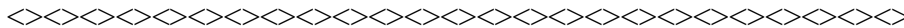
Deadline for the March issue: February 5, 1993

FROM THE EDITOR
Sue Neumeister

I would like to thank Anne Salter for her many years of contributions to the *OLAC Newsletter*. She has resigned her position as Book Review Editor. I am pleased to welcome Frank Wheeler from the University of New Hampshire as her replacement. Frank and his contributors should be commended for providing, on such short notice, the two book reviews in this issue.

I regret that the room listings for the OLAC and AV/Cataloging related meetings at ALA Midwinter are not published in this Newsletter. The report will not be sent out until the second week in December. Since I planned to have the Newsletter printed and mailed by December 1, in order to avoid the Holiday rush, I thought it important to get the Newsletter out on time. When the meeting schedule is available, I will post it on AUTOCAT. For those of you not on AUTOCAT, feel free to give me a call anytime after January 4, 1993 and I will be happy to give you the schedule. My phone: (716) 645-2305. You can also refer to your official Conference Program at Midwinter when you register. Please see the President's report for the days and times of the OLAC meetings.

REMINDER: It is important to send your ADDRESS CHANGES to Bobby Ferguson, 285 Sharp Road, Baton Rouge, LA 70815 if you want to receive the *OLAC Newsletter*. Bulk mail is NOT forwarded.



Changes/additions to Karen Driessen's (OLAC Vice-President) address which was printed in the September Newsletter:

Media Librarian
Instructional Media Services
University of Montana
Missoula, MT 59812
406-243-5076
406-243-4067 (FAX)

FROM THE PRESIDENT
Sheila Smyth

The OLAC Conference was an overwhelming success with over 230 people in attendance. Speakers presented topics examining the tensions resulting from the quality versus quantity debate. Balance and perspective were the main responses to the questions raised in the various presentations. As Sal Costabile pointed out, there is one more letter in quantity than in quality. Ben Tucker was truly honored and surprised when we presented him with our special merit award at the Conference luncheon in Rockville. Thanks to Verna Urbanski for all her work. We left the conference stimulated and challenged to return to our libraries with a new vigor. Thanks

to all who made this a special conference -- the planning committee, local arrangements, tour givers, speakers and those who attended.

We are looking for people who are interested in working on our next conference in 1994. It will be held jointly with the Music Online Users Group (MOUG). If you are interested in working on this, please let me know.

A survey of the membership was distributed at the Rockville conference to determine the type of programs which our membership is interested in attending. The survey results indicate that there is affirmation for our existing efforts. Interest was expressed in exploration of cataloging practice, hands-on seminars as well as joint meetings with other groups such as MOUG. Some responses suggested the possibility of e-mail communication, i.e. "hot-line", and a membership directory. Some people expressed interest in institutes similar to the pre-conferences given by ALA. One person challenged us to take a pro-active stance in cataloging practice. As many of you know, some of these projects are in the works -- the directory, the joint conference with MOUG.

Can a hot-line be established? Are you interested in forming a discussion group on Internet? If you are interested in exploring these possibilities, please let me know or better yet, come to our membership meeting at ALA. CAPC meets on Friday night, the general membership meeting is on Saturday night and the Executive Board is on Sunday night. We always meet from 8-10 pm. Room listings may be found in ALA's Conference Program.

FROM THE TREASURER

Bobby Ferguson

Reporting period:

June 20, 1992 to Sept. 30, 1992

Account balance June 20, 1992 \$15,070.42

INCOME

Interest	6.05
Membership	1,076.00
Back issues	140.00

TOTAL INCOME 1,222.05

TOTAL \$16,652.47

EXPENSES

Newsletter v. 12, no. 1/2	78.79
Newsletter v. 12, no. 3 advance	800.00

Postage for Verna's book	23.90
ALA meeting room, San Francisco	120.00
OLAC plaque and mailing	127.95
Stipends, ALA San Francisco	650.00
Board dinner	207.00
Envelopes, stamp pad, postage	18.03
TOTAL EXPENSES	\$2,025.67
Account balance June 20, 1992	\$3,544.78
CD at 7.20% matures 7/94	10,000.00
Ready assets trust	722.02
TOTAL OLAC ASSETS	\$14,266.80
Current membership: 717	

BEN TUCKER EARNS PRAISE AT OLAC CONFERENCE

Verna Urbanski

Ben Tucker, retired chief of Cataloging Policy at the Library of Congress, was recognized with the presentation of a commemorative plaque for his fine career and his support of nonprint cataloging. During the Friday luncheon OLAC President Sheila Smyth provided appropriate framing remarks and presented the award. The text of the award is presented below. Let us all join President Smyth in offering Ben warm congratulations and many wishes for a happy retirement.

Text of the award is as follows:

OLAC, OnLine Audiovisual Catalogers, Inc., presents this OLAC SPECIAL MERIT AWARD to Ben Tucker in recognition of:

His many years of devoted work on behalf of the library community world-wide

His vital role in shaping a new generation of cataloging rules

His knowledge and unfailing willingness to share his knowledge

His respect for the integrity and talent of catalog librarians

His continuing support for the programs and goals of OnLine Audiovisual Catalogers

His many years as guide and friend to the leaders and members of OnLine Audiovisual Catalogers

His kindness, tact and caring

On this day, Friday, the second of October, nineteen hundred and ninety-two

**ONLINE AUDIOVISUAL CATALOGERS (OLAC)
BUSINESS MEETING
1992 OLAC BIENNIAL CONFERENCE**

**HOLIDAY INN CROWNE PLAZA -- ROCKVILLE, MARYLAND
OCTOBER 2, 1992**

The business meeting was called to order at 11:00 a.m. by OLAC President Sheila Smyth. Board members present were Karen Driessen, Bobby Ferguson, Heidi Hutchinson, Sue Neumeister, and Richard Harwood. Guests included Glenn Patton, Ed Glazier, Ann Sandberg- Fox, Nancy Olson, Ben Tucker, Jay Weitz and Verna Urbanski.

1. Introduction of Officers -- Sheila Smyth

S. Smyth introduced the current OLAC officers as well as the organizers of the Biennial Conference.

2. Approval of Minutes -- Sheila Smyth

The minutes of the June 27, 1992 business meeting were approved as published in the September 1992 *OLAC Newsletter*.

3. President's Report -- Sheila Smyth

Nominations are being sought for the positions of OLAC Vice-President/President-Elect and Treasurer. The call for nominations was published in the September 1992 *OLAC Newsletter*. There are also four upcoming vacancies on CAPC. The call for volunteers for these positions was also printed in the September 1992 *OLAC Newsletter*.

4. Treasurer's Report -- Bobby Ferguson

For the latest figures, please see the Treasurer's Report in the December 1992 *OLAC Newsletter*.

5. Newsletter Editor's Report -- Sue Neumeister

The September 1992 issue of the *OLAC Newsletter* was mailed out on September 1 (September 18 for the newest members of OLAC). All members should receive their issues in the mail by the time they return from the conference. Additional copies are available from the editor for new and prospective members.

The deadline for submission of items for the December Newsletter is November 1, 1992.

6. Committee Reports

a. Cataloging Policy Committee (CAPC) -- Richard Harwood

The subcommittee examining the issue of the cataloging of performance videos, chaired by Lowell Ashley, plans to have its report ready to submit to CAPC by February 1993.

CAPC will have four openings as of summer 1993. Please submit applications to R. Harwood.

Suggestions from the membership are welcome regarding issues CAPC should consider at future meetings.

CAPC will be receiving a charge from the OLAC President to generate a document on the importance of AV cataloging.

b. OLAC Conference Committee -- Diane Boehr

There are 230 attendees at this conference, from 32 states, the District of Columbia, and Canada. Due to its proximity, one third of the conference-goers came from the Washington, D.C. area. The second highest attendance came from New York State.

S. Smyth thanked the committee for its excellent work organizing this highly successful conference and took the opportunity to mention that the next biennial conference in 1994 will be held jointly with the Music Online Users Group (MOUG).

7. Utility Reports

. RLG -- Ed Glazier

Please see separately submitted report in the December 1992 *OLAC Newsletter*.

a. OCLC -- Glenn Patton

Please see separately submitted report in the December 1992 *OLAC Newsletter*.

8. New Business

OLAC Secretary H. Hutchinson reported that she had begun to receive the membership directory questionnaires back from members, and that so far, the vote

was overwhelmingly in favor of creating a membership directory. Final results of the questionnaire will be presented to the Executive Board at the ALA Midwinter meeting in January of 1993. She encouraged anyone who had not yet returned their questionnaire to send it to her soon.

Ian Fairclough, OLAC liaison to MOUG, encouraged other media and music catalogers to join MOUG. The next MOUG conference will be held in conjunction with the Music Librarians Association at the St. Francis on Union Square, San Francisco, CA, February 2-3, 1993.

Nancy Olson announced that a new Soldier Creek Press publication was available at the conference registration table: *Cataloging of Unpublished Nonprint Materials* by Verna Urbanski, with Bao Chu Chang and Bernard L. Karon. This book was sponsored by OLAC CAPC. Another OLAC sponsored book on the physical processing of AV materials by Sheila Smyth and Karen Driessen is in the works.

The meeting was adjourned at 11:55 a.m.

Respectfully submitted,

Heidi Hutchinson
OLAC Secretary

CONFERENCE REPORTS
Johanne LaGrange, Column Editor
1992 OLAC CONFERENCE
Rockville, Maryland
QUANTITY vs. QUALITY: ARE THEY COMPATIBLE?

REPORTS FROM GENERAL SESSIONS

- I. Cataloging in the 90s: A Re-examination of Values
Presenter: Carol Mandel, Columbia University

Carol Mandel started her keynote address by rhetorically stepping back and looking at the environment: How and why are we cataloging? She divided her observations into three areas: First she spoke of the pressures on cataloging, including, besides the familiar "competition for tighter funds" and "rising expectations for access scope and nature," trends she characterized as decreasing acceptance of backlogs and decreasing tolerance for cataloging costs. Second, she spoke of the expectations of cataloging, for example, the standard "productivity

increases," "handling new formats," and use of "electronic resources," plus a detailed breakdown of various "access linkages," going beyond the bibliographic link (OPAC) and the item link (circulation/inventory) to providing links from citations to articles and links to delivery systems (ILL, document delivery). And third, she spoke of the OPAC users' searching experience. Here she listed failures like "subject searches often unsuccessful," "successful searches often resulting in too-large retrieval sets," "exact matches to long headings are rare," "OPAC users getting lost," "OPAC users being poor typists, unmethodical, unwilling to seek off-line help, and "OPAC users want results, not training!"

This background description led Ms. Mandel to propose for a solution the "enhanced, expanded, extended catalog"--the E3 catalog described by Charles Hildreth. She illustrated the "expanded" and "extended" catalog concepts by showing menu screens from Columbia University's CLIO Plus, which include choices for the OPAC, library hours and info, the *Concise Columbia Electronic Encyclopedia*, the law library catalog, periodical indexes, non-Columbia OPACs, and RLIN and OCLC access. Within the engine of this new type of catalog are the links--some of them provided by the cataloger, some by the programmer--to successfully procure the item once it has been identified by the user. For an on-site book, a call number and circulation/location information suffice; for a journal article, a call number and location of the journal in an index citation and a document delivery request are needed; for an item in another library catalog, ILL agreements and reference librarian [=interpreter?] and an on-line request are required; and for text in electronic form, only a command is needed to bring up the text on the screen or send it to a printer!

The fly in the ointment, according to Ms. Mandel and Mr. Hildreth, is that present-generation OPACs have not moved far enough along toward delivering the search interface capabilities which will result in successfully identifying the desired item! Calling these search capabilities third-generation, Ms. Mandel listed such capabilities as matching on natural language query expressions, automatic term conversion, closest-match retrieval, ranked output, related-record searching and browsing, and integration of keyword/controlled vocabulary/classification-based search approaches.

Leaving the development of the new catalog engine, Ms. Mandel moved to the controversial centerpiece of her talk: how to catalog for the enhanced-expanded-extended OPAC under the pressures and constraints described. She characterized the functions of the bibliographic description as needed only for basic identification, which should be approached with flexibility, knowing that there is not just one "right" way, using rule interpretations only when one needs help (not to determine "right" or "wrong"), and which should be pragmatically based to allow quick and reasonable responses to new formats.

For authority control, Ms. Mandel answered the question, "What does authority control mean when you can start in one database and then jump to another to do

the same search?" by saying that the goal becomes not the perfect heading, but standardizing, or using the same heading. This is to be accomplished by developing and carrying through with a true national authority file by: (1) making NACO participation so easy that everyone joins, even abstracting and indexing services; (2) streamlining heading establishment--"almost any heading will do"; and then (3) using the headings just as they are in the file!

Concerning subject cataloging, Ms. Mandel states that because each search must match the user's term to the cataloger's choice after the author's intent has been determined in terms of a controlled vocabulary, she posits that the chance is only 10-20% that any particular subject heading will match any given book. [The reviewer hopes that he has conveyed Ms. Mandel's assertion correctly, a conclusion which she said is a summary of several studies.] The need, therefore, in an automated catalog is to create pathways for users--forsaking the single "right" term (don't waste time looking for it!) and accepting other catalogers' terms, using short strings if multiple terms are needed (long strings are complex to construct and searches don't match them), and realizing that use of a controlled vocabulary (read LCSH) is a diminishing part of subject retrieval.

Copy cataloging is reduced to copy check-in, since title verification procedures using bibliographic utilities allow porting a record from a good cataloging source into an OPAC before the item is actually ordered.

Ms. Mandel concluded by challenging cataloging staffs to develop new skills in the wake of these changes: (1) create the new catalog, (acquire databases and assemble records); (2) invent the interface (design screens, access paths, help systems); (3) assure access (develop services for the off-site user, forge new agreements, train end-users, and don't join the minimal-level-record crowd); and (4) don't push these responsibilities off on systems people!

Ms. Mandel's comments drew some heat, as people saw her lowering standards (Everyone in NACO? Who could you depend on?) in response to the pressures for greater productivity amid the demands of the new catalog. Perhaps Ms. Mandel anticipated this criticism at the beginning of her talk when she praised AV catalogers as a more independent, creative group and then stated her definition of quality, "If we meet our objectives, that's quality."

Dave Ritchie
SUNY College at Cortland

II. Quality vs. Quantity

Presenter: Sarah Thomas, Director of Cataloging, Library of Congress

Sarah Thomas spoke to us of the necessity of finding a good balance between quality and quantity. She began by presenting both sides of the equation at LC, first reading comments from the Special Materials Cataloging Division to show that quality and consistency are highly valued. She then presented recent statistics to emphasize that LC's 40 million record arrearage is a strong driving force.

Ms. Thomas then read some definitions of quality. For her, quality in a cataloging record includes timeliness, accuracy and the way in which the record is responsive to the user. For Mary Bolin, "A high quality cataloging record is one that identifies the item and puts it together with others of its kind. It analyzes the contents, provides as many access points as necessary, and is accurate.... Such a record should be usable, without alteration, by another member of a shared network database." (*J. of Aca. Lib.* 16(1991):357-61) And, for Jennifer Younger, quality is defined as the goodness of the results, whether products or services, as judged by the customer. They will decide what is important, e.g., timeliness, accuracy, and/or detailed information, in creating their satisfaction or dissatisfaction with the results. (*ALCTS Newsletter* 2(1991):81-3)

In addition, Ms. Thomas reviewed some relevant points from a recent Total Quality Management seminar: (1) understand what the customer needs (and be careful to make the distinction between what the customer says he or she wants, and what they really need); (2) restore pride and dignity to the work force (participation, ownership and teamwork); (3) do the right thing the first time (that is, really work on doing it right, and, Ms. Thomas emphasized, it is also important to make sure you are doing the right thing). She also outlined some features of total quality: (a) customer requirements, (b) product improvement, (c) process improvement, (d) work force empowerment, (e) management transformation, and (f) quality of work.

Ms. Thomas then addressed her central question: What are we going to do to address the problem of needing to insure quality and at the same time not disregard production? The first option she presented was maximizing resources, using as an example copy cataloging at LC. She reviewed the current process and considered how LC might use our records more effectively, and make a larger contribution in terms of original cataloging. She also spoke of plans to expand and streamline the NACO program, and of considerations to improve subject subdivisions.

She next addressed the topics of training and quality review, mentioning that these are areas that contribute to quality but impede quantity. Here she spoke of the large investment in training, and considered that while we may be training people to do something right, we may not be doing the right thing. For example, if there were a more standardized training program, the records that would be produced as a result of that training would be more usable by people without tweaking or fiddling. She also suggested that perhaps elaborate processes of quality review could be reconsidered, allowing more responsibility to lie with the individual.

Ms. Thomas continued, asking us to consider adding quality to our records, for example, adding some new features to the record that will be worthwhile for people, e.g., adding the table of contents to records. Another suggestion was to

provide collection level records for getting material out to people without subverting the quality of the database.

That quality and consistency are vital to LC was also a part of the findings of a project done by some Georgetown University MBA students (Tom Billington ... et al.). In addition these investigators found that the way in which catalogers were evaluated contributed to the arrearage and a resistance to change. Their recommendations included team cataloging (the study was done before the Department reorganized), and they suggested that plans to improve cataloging quality should add to end-user value. Their suggestions for future directions included moving away from the paradigm of command and control to one of continual learning, one that emphasizes problem solving at all levels. It was noted that this approach assumes that real responsibility motivates high performance, that people make better decisions when they work together, and that better performance occurs when artificial differences in how people are treated are removed. Ms. Thomas reported that already team cataloging has shown an increase in production at LC.

In summing up, Ms. Thomas offered general advice for finding a solution to the proper balance between quality and quantity--be a player, think creatively, think expansively, continuously improve, and be proud of your accomplishments. And, finally, she told us that she is convinced that we need to reconceptualize the bibliographic record, that we are going to have to come up with new ways of representing bibliographic information, ways that will allow us to cope better with the plethora of material that we are working with, and that we will be working with.

Johanne LaGrange
Columbia University Health Sciences Library

A report on Janet Swan Hill's keynote address will
be written in the March 1993 *OLAC Newsletter*.

REPORTS FROM WORKSHOPS

1. Computer Files
Presenter: Ann Sandberg-Fox, Consultant, Colchester, VT

Ann Sandberg-Fox began the workshop on Computer Files cataloging with a discussion of where we were in the 1970s and '80s and where we are in the '90s in terms of technology, material, and cataloging rules.

We've progressed from mainframe computers to personal computers and their modifications, CD-ROM and video players, multimedia computers, and wireless networking. We've gone from data on magnetic tape to programs on magnetic disks, data and programs on optical and magneto-optical disks, and electronic networks.

In 1978 we started using AACR2 Chapter 9, supplemented by ALA guidelines in 1984. In 1987 there was a draft revision of AACR2 Chapter 9, followed in 1988 by the total revision of AACR2. Ms. Sandberg-Fox advised that currently Chapter 9 is to be used for cataloging single format computer files and Rule 1.10 should be applied for interactive (multimedia) materials. It remains to be seen whether Chapter 9 will be revised again or a new chapter 14 written to provide standards for cataloging interactive materials.

Ms. Sandberg-Fox next addressed descriptive cataloging issues. She expressed the importance of providing and enhancing item access for users and for catalogers (recognition of record matches). Questions for discussion were incorporated as the computer files cataloging record was reviewed.

Her title area recommendations included always noting the source of the title proper even if it is the chief source, including notes for variations in title, and assigning uniform titles for a computer file and other works having the same title when both are title main entry.

In dealing with edition area problems, Ms. Sandberg-Fox recommended using the terms for edition as given by the producer, e.g., version, release, and noting the source of the edition statement if it is different from the source of the title proper.

Following discussions on file characteristics, physical description, the mode of access or system requirements note (the 538 field), and the choice of main entry, Ms. Sandberg-Fox addressed two major points in the assigning of subject headings: (1) do not assign subject headings to bring out the make or model of a computer, program language, or operating system--use the 753 field to provide technical details access; and (2) do not assign a subject heading for a named computer program to the program itself (this is assigned only to works about the program)--use the appropriate topical subheadings instead.

This workshop provided solid, practical advice for computer files catalogers and enabled a clearer understanding of the changes and developments affecting them.

Lucille Messner
Arizona Health Sciences Library

2. Videorecordings Cataloging

Presenter: Jay Weitz, OCLC

The workshop on Videorecordings Cataloging was presented three times during the Conference. As a basis for discussion, Mr. Weitz had prepared a list of 13 items which may cause trouble for catalogers of videorecordings. After his introductory remarks, he invited us to choose items from the list to discuss. He also supplied us with copies of 21 OCLC records which illustrated items on his problem list.

In his introduction, Mr. Weitz emphasized the importance of viewing at least the title frames, since they are the chief source for establishing the title. Catalogers must be alert to meaningful differences in title among the video itself, cassette label, and container, and note these on the record. With the advent of full-text access on OPACs, a meaningful summary note will become an increasingly important access point.

There was a lively discussion of inputting a new record versus using an existing record on OCLC. Mr. Weitz prefers catalogers to use an existing record when possible, rather than adding a new one. Problems occur trying to match a video to an existing record, and catalogers expressed a need to know whether or not a video had been viewed as a basis for the cataloged OCLC record. LC uses a note, "Screened for credits only," for archival material. Allowing a similar note on regular videorecording records would be extremely helpful, according to catalogers present. Duplicate records result from different cataloging, which in turn results from the means, or lack of means, of actually screening videos when cataloging.

Other items discussed were the 538 note, determining the publication dates of videos, genre headings, and handling locally-produced videos. The discussion shed new light on various aspects of video cataloging, especially for those of us with less experience working with this format. Users of OCLC particularly benefitted from the discussions of areas specific to it.

Nancy Holcomb
Cornell University

3. Sound Recordings

Presenter: Deta S. Davis, Special Materials Cataloging Division, Library of Congress

Ms. Davis, Team Leader of Music and Sound Recordings Team I of Library of Congress's Special Materials Cataloging Division, discussed various problems in cataloging sound recordings. With respect to "quality versus quantity," she made reference to LC's consideration of incorporating non-LC records into its MUMS catalog.

Ms. Davis shared examples which illustrated common errors: uniform title usage, tracing distinctive subtitles, incorrect access points, and incorrect subject headings. She addressed other issues as well: conflicting information on the sources of information, use of collective titles, treatment of principal performers, publisher versus manufacturer, and date of publication. She also described approaches for resolving thorny series problems.

From non-music sound recordings she gave examples illustrating: (1) how to handle poorly labeled unpublished recordings, (2) which performer credits to include (depends in part on retrievability), (3) tracings (in context of a backlog there may be insufficient time for the necessary authority work), and (4) use of a uniform title added entry for a radio drama.

With regard to music subject headings she spoke about music form, e.g., Concertos (Violin), and medium, e.g., Violin music. The Library of Congress prefers music form over medium because form seems more likely to be searched. She also described the two pattern headings used for music: Music Compositions found under the subject heading Operas, and Musical Instruments found under the subject heading Piano. For jazz and popular music headings she made reference to LC's *Subject Cataloging Manual: Subject Headings*. For music cataloging in general she mentioned LC's Music Cataloging Decisions (MCDs) in the *Music Cataloging Bulletin* published by the Music Library Association. She ended the workshop by discussing the use of geographical and period subdivisions for jazz and popular music.

Jill Shires
University of Southern Mississippi

4. Graphic Materials Cataloging

Presenters: Lucinda Keister, National Library of Medicine; Diane Vogt-O'Connor, Smithsonian Institution.

While the focus of Lucinda Keister's presentation was on still image cataloging at the item level, she emphasized the importance of deciding early which material should be cataloged as a collection and which should receive item-level treatment. She bases this decision on user need and what she described as "grabber" images

(e.g. "Galen dissecting a pig"). Even when the decision is to keep a collection together, the "grabbers" should be identified for item-level cataloging as analytics.

Next, Ms. Keister discussed the importance of research and analysis, and she illustrated this by referring to photos she had distributed to the audience as well as a cataloger's work sheet used at NLM. Sometimes there is no information with the picture, and sometimes there is too much. Ms. Keister believes in the "less is more" philosophy--catalogers should avoid the temptation to "embroider" a record with their research and stay focused on retrievability. Pre-cataloging analysis should include the following: user audience, physical aspects of the collection (e.g., prints versus negatives) and, based on reference queries, information needed to find what users want. Catalogers need to keep in mind that users describe concepts in words ("The guy in the chair with a box over his head" turned out to be an engraving entitled, *Benjamin Rush's Tranquilizing Chair!*). Because the 520 field is searchable in most systems, the note should be "pithy and concise"; and consistent, uniform language should be used.

Ms. Keister concluded with comments on the "copyright purgatory" of modern prints and photographs. When in doubt she recommends putting "Copyright should be investigated before image reproduced" in the 540 field.

Diane Vogt-O'Connor addressed issues involved in collection-level cataloging. Her talk was illustrated with slides of spectacular photos from the Smithsonian's vast resources. In collection-level cataloging she believes the emphasis should be on content, and access must be based on how users request material: by topic, location, time period, process (how something is done or made) and provenance. Ms. Vogt- O'Connor concurred with Ms. Keister on the importance of analyzing a collection and making notes as the first step to cataloging. Through handouts and slides she illustrated how this was done by the Smithsonian Archives Photo Survey Project team when they began assessing hundreds of collections. She emphasized that a knowledge of photographic and printing processes is crucial to effective cataloging. Ms. Vogt- O'Connor and her staff have prepared *A Draft Photographic Thesaurus*, and she encouraged those interested in trying it out to contact her for a copy.

Eleanor Riley
Getty Center for the History of Art and the Humanities

5. Interactive Multimedia

Presenters: Alice E. Jacobs and Craig Locatis, National Library of Medicine

Craig Locatis began this workshop by showing portions of several NLM prototype interactive programs. One of these is an interactive emergency diagnosis training tool which shows actual patients in an emergency room, and allows the user to make choices and decisions regarding treatment. Another program is an interactive textbook, in which barcodes in the text retrieve moving image sequences to illustrate a point. These demonstrations enabled the audience to see what an interactive multimedia program can do.

Several types of interactive multimedia programs are: audiovisual databases, hypermedia systems with interlinked text and media, tutorials or simulated learning experiences, and virtual reality programs that involve wearing goggles and gloves to view and manipulate images. Interactive multimedia programs may use the microcomputer alone, optical media alone, or combine computers and optical media.

Mr. Locatis then talked about interactive multimedia technology, defining terms and explaining concepts. Computers store and process information in digital form, while optical media can be either digital or analog. Compact disc audio (CDA or just CD) and compact disc read only memory (CD-ROM) are digital, while videodiscs are analog. Mr. Locatis described the sizes and formats of videodiscs and CD-ROMs and compared their features and limitations. He talked about future trends and developments that we can expect to see in the near future.

In the second half of the workshop, Alice Jacobs addressed the cataloging issues surrounding these new formats. Ms. Jacobs was a member of the CC:DA task force that has formulated interim guidelines for cataloging interactive media. These guidelines will probably be approved in their final form at the 1993 ALA Conference and should serve to "demystify" the cataloging of interactive media because they use a combination of existing rules for the various components.

Handouts were provided which outlined the key elements of the guidelines and Ms. Jacobs discussed the major issues involved in descriptive cataloging of interactive media. The first issue is determining whether an item is covered under the guidelines. The cataloger will have to use judgment and base this decision on the multiple types of information the item contains (text, video, software, etc.) and the capacity the components have for interaction with each other and with the user.

Other cataloging issues include determination of the chief source of information and considerations for the physical description and additional notes. The general material designation will be [interactive media]. The MARC record will have to be coded either "g" for projected medium or "m" for computer file, and this will affect the 007 field values and variable fields available to use for that format. Format integration will solve some of these difficulties in that the content designation will no longer be strictly governed by the format selected.

In the question and answer session which followed, it was asked whether we could begin to use these guidelines right away. Representatives from OCLC and RLIN present in the audience recommended waiting until the guidelines are formally approved and disseminated before using them for records that are to be added to their databases. NLM is currently cataloging all of their interactive media titles as videorecordings, with appropriate notes in the records to describe them more fully.

Pat Thompson
Southwest Texas State University

6. Training of AV Catalogers

Presenters: Heidi Hutchinson, University of California, Riverside; Claudia Weston, National Agricultural Library

Perhaps this workshop should have been renamed, "Innovative Tools for Use in the Training of AV Catalogers." Heidi Hutchinson described how she and her colleagues produced a "homemade" training video and showed clips from it; and Claudia Weston discussed CatTutor, an interactive media tutorial she co-authored, designed and programmed for the descriptive cataloging of computer files. Both speakers agreed that, while these tools cannot replace human trainers or the value of learning from experience, they help to make learning how to catalog easier and more enjoyable, and thus more productive.

Ms. Hutchinson began her presentation with an overview of the UCR Library, its Cataloging Department, and the departmental production and use of training videos. "AV Cataloging at UCR" was made in July 1990 and used by interns from the UCLA Graduate Library School and copy catalogers who helped resolve an AV backlog. A media cataloging manual Ms. Hutchinson had previously compiled served both as the basis for the script and the accompanying text. Animation, background music, close-ups of OCLC copy, film clips, voice-overs, and live action add interest and humor, even in a low-budget production. She mentioned that twenty minutes is a good length for a video training session; longer sessions should be divided into shorter segments.

Ms. Weston then introduced CatTutor, which provides step-by-step guidance, with system-supplied checks, through the creation of a simulated MARC record for computer files. Hypertext links allow the trainee to access full-text selections of key reference tools such as AACR2R, Chapters 1 and 9, the MARC format for Computer Files, and a glossary of relevant terminology. At the completion of each record the trainee has the option of taking a quiz. Unfortunately, due to on-site

equipment difficulties, Ms. Weston was unable to give a demonstration at the conference.

CatTutor is available for both IBM-PC and Macintosh environments. More information, a copy of the final report (CatTutor final report to the Council on Library Resources), or a free copy of CatTutor may be obtained by contacting or sending floppy diskettes (five 3 1/2 DSDD for Macintosh or two 5 1/4 1.2 MBG high density for IBM-PC) to: Claudia V. Weston, National Agricultural Library, Room 100, NAL Bldg., 10301 Baltimore Blvd., Beltsville, MD 20705- 2351 phone (301) 504-5018.

Felicia A. Piscitelli
Texas A&M University

7. Format Integration

Presenter: Glenn Patton, OCLC

Glenn Patton's Format Integration (FI) workshop focused on three key areas: What is it? What does it do? and How does it affect me? Mr. Patton defined FI as the validation of all MARC fields for all types of materials, resulting in a single bibliographic format that contains all the elements needed to describe any item, including the ability to describe the serial-related aspects of any item and any archival characteristics present in an item.

FI developed in response to the problem of developing formats becoming increasingly dissimilar. It became harder for the utilities to maintain changes in the formats or to describe how fields in different formats were different or similar to each other. Although a unified format has been in the works since 1979 as an outgrowth of the adoption of AACR2, it took several years of discussion between groups such as MARBI and the Library of Congress for a final proposal to be made at the 1988 ALA Conference. A three-phase implementation schedule was set up with a target date of December, 1993.

In his workshop, Mr. Patton described the major changes associated with FI. One of these will be the addition of a repeatable 006 field allowing the description of all, not just one, of the characteristics of an item. Although the cataloger will still choose a primary format, with characteristics described in the fixed field, other characteristics of that item will be described in an 006 field. This applies to a wide range of materials, including video serials, sound recordings with accompanying books, videodiscs with still and moving images, and computer files that are also maps. Two new fixed field elements will be added to **type of material**: type **t** for manuscript language material and type **p** for mixed material.

In general, any tag currently valid will be valid in FI. For example, specialized note fields such as the 521 target audience note will be available in all formats and could be useful for such things as children's books. However, there will also be simplification of tags. Some that have been of little use will be made obsolete, such as MEBE. Others which were reserved for future use but never used, such as the 002 and 004 fields, will be deleted. Some tags will be merged. For instance, the 740 tag used for added entries in many formats will, in general, be merged into the 246 field now being used in the serials format for varying forms of title.

Mr. Patton encouraged us to purchase the 1992 edition of *Format Integration and Its Effect on the USMARC Bibliographic Format* prepared by the Network Development and MARC Standards Office. It can be ordered through the Library of Congress Cataloging Distribution Service.

True to Mr. Patton's promise, this worthwhile workshop clearly described What is it? and What does it do? More importantly, it also explained How does it affect me? The answer is that FI will simplify and streamline our jobs not just as catalogers, but as catalogers who are constantly juggling and struggling with multiple formats and multiple format books.

Ellie Wackerman
University of Maryland

NEWS FROM OCLC
As reported at the OLAC Business Meeting
October 2, 1992
Submitted by Glenn Patton, OCLC

PRISM SERVICE: Most of the migration of cataloging users to the PRISM service has been completed. The migration process was very smooth and OCLC staff are grateful to users for their help in the migration. This spring saw several enhancements to PRISM, the most visible being the introduction of phrase searches for the OCLC Authority File. An additional set of enhancements will be installed at the beginning of November. Work is progressing on a project to provide keyword searching (similar to what is available in the EPIC service) for PRISM users. That project is scheduled to be installed in spring of 1993. In preparation for that installation, a computer-based training package will be distributed to all users.

PRISM ILL: Interlibrary Loan users will be migrated to the PRISM service on December 14, 1992. Since this will be a "hot cutover", OCLC staff urge that ILL users become familiar with PRISM searching and editing functionality before the migration. That, combined with the fact that PRISM ILL commands are very similar to First System ILL, will ease disruptions in ILL activities. After the ILL migration, a link will be created between the EPIC service and the PRISM service so that ILL requests can be created based on data in EPIC databases.

PASSPORT: In preparation for the ILL migration, a new version of OCLC PASSPORT Software has been distributed. In addition to providing support for functions such as reverse video and "blink", the new version provides support for laser printers, can be used on a local area network, and features improved user-defined function keys.

USMARC UPDATES: Implementation of USMARC Update No. 4 occurred on August 1, 1992. These changes were described in Technical Bulletin 197.

TAPELOADING OF RECORDS: Next projects on the tapeloading list are loading of National Library of Medicine AVLINE records and Library of Congress Computer Files records. These records should be available later this fall.

NEWS FROM RLIN
As reported at the OLAC Business Meeting
October 2, 1992
Submitted by Ed Glazier, RLIN

CITADEL (Citation and delivery service): 30-day free trials to RLIN CitaDel files can be arranged through the RLIN Information Center. Document delivery is available for UMI Files: ABI/Inform, Periodical Abstracts, and Newspaper Abstracts and for Ei Page One. Other current CitaDel files are PAIS 80+, Index to Foreign Legal Periodicals, World Law Index, pt.1: Index to Hispanic Legislation, History of Technology Bibliography, UMI's Dissertation Abstracts, and the Avery Index to Architectural Periodicals (formerly an RLIN special database). Arrangements for additional files and for more document delivery are being negotiated. Future files planned include the Hispanic American Periodicals Index, the ISIS History of Science Bibliography, and INION bibliographies from the Russian Institute of Scientific Information in the Social Sciences.

ARIEL: ARIEL is RLG's software product for scanning, digitizing, and high speed transmission of documents and images over the Internet. Use of RLIN is not a prerequisite. ARIEL can be used, for example, to transmit articles requested for ILL. It provides better quality reproduction than fax and the information can be stored in digital form. Over 100 institutions have ARIEL up and running and over 400 copies of the software have been sold.

IMPROVING ACCESS TO RLIN: Development has proceeded along several lines to improve access to RLIN. A Z39.50 server has already been tested at several institutions. Connecting to RLIN through the server requires a Z39.50 client at the other end. It permits access to the RLIN databases but allows the data to be presented through your own local interface.

Eureka, RLG's patron-oriented search service is in development. It is designed primarily for reference searching, as distinguished from technical processing, and can be incorporated as an option through an OPAC or through regular access methods. It has been designed to have sufficient guidance and online help that no printed documentation should be necessary. RLG has

identified five sites that will preview Eureka, and they are Columbia University, Dartmouth College, Emory University, Rutgers University, and the University of Pennsylvania. RLG staff made the selection after reviewing responses from over two dozen institutions that expressed their desire to serve as preview sites. The Eureka preview period will begin in January 1993, and will continue for six months.

NEW CHANNELS FOR COMMUNICATION: RLG's Library and Bibliographic Services Division announces two new channels of communication. Available shortly will be RLIN-L, a new listserv for RLIN users and RLG staff to communicate with one another on issues related to use of RLIN, including technical processing, record transfer and local systems, reference searching, and issues related to the RLIN database, including standards and database loads. Watch for announcements of its availability.

RLG's quarterly OPERATIONS UPDATE will be replaced in part by a shorter, bimonthly publication focused primarily on RLIN news. Current recipients of OPERATIONS UPDATE will receive the first issue of RLIN FOCUS in 1993.

EARLY PRINTED BOOKS: A new RLIN bibliographic file will contain records for European handprinted books, (roughly pre-1803), created by various European projects. Records will include materials from Sweden, Italy, Portugal, Germany, the Netherlands, France, Spain, and Belgium. This file will be a complement to the primarily English-language materials in RLIN's ESTC (Eighteenth-Century Short Title Catalogue) file.

For information about any of the above, contact the RLIN Information Center, 1-800-537-RLIN, email RL_RIC@RLG.BITNET or RL_RIC@RLG.STANFORD.EDU.

NEWS AND ANNOUNCEMENTS

Barbara Vaughan, Column Editor

NEW ELECTRONIC JOURNAL FOR AV LIBRARIANSHIP

MCJournal: The Journal of Academic Media Librarianship is being developed as an electronic publication whose scope will encompass all aspects of academic media librarianship. The Journal will be peer reviewed and issued irregularly.

To Subscribe: Subscriptions to MCJournal are available by sending the following command to either:

listserv@ubvm.bitnet

OR

listserv@ubvm.cc.buffalo.edu

sub mcjrnl (your first name) (your last name)

This command should be the first and only line in the body of the mail message, not the Subject line.

If you are interested in submitting a manuscript, sitting on the editorial board, or have suggestions, please contact:

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Possible manuscript ideas may include cataloging issues for various AV formats, automated booking systems, collection development, teaching effectiveness of AV materials, management issues, future of academic media centers. Possibilities for columns may include copyright, microcomputing, software reviews, listserv reviews, conference reports, new AV equipment.

BOOK REVIEWS
Frank T. Wheeler, Column Editor

SUBJECT ACCESS TO FILMS AND VIDEOS
by Sheila Intner and William E. Studwell
with the assistance of
Simone E. Blake and David P. Miller
A REVIEW

This work is an excellent purchase for those who catalog film or video collections. Sheila Intner states in the preface that, "The purpose of bringing this information together in one book is it helps the library cataloger charged with providing subject access to materials in the formats, as well as the student studying intellectual access to such collections. Bringing relevant subject descriptors and cross references together in a small, focused list enables catalogers and students to see the range of possibilities available for indexing." This book fulfills those objectives admirably.

While the majority of the book is an alphabetical listing of subject headings, several introductory chapters discuss other issues such as collection development, compatibility between LC headings and *Moving Image Materials: Genre Terms*, and an overview of subject access difficulties for visual media. Several informative bibliographies are provided on collection development and sources for subject access to films and videos.

The heart of the work is the list of subject headings for film and video culled from the LC headings. This is successful in its design to provide the cataloger with a more manageable list of subject terms. To test how the terms would stand up to actual use, I began cataloging a series of video tapes of a local political talk show. *Subject Access to Films and Videos* saved time and made my job a great deal easier.

Published in 1992 by: Soldier Creek Press, P.O. Box 734, 642 S. Hunt St., Lake Crystal, Minn. 56055-0734. ISBN 0-936996-60-9. (133 p.) \$25.00

--- Reviewed by Ted Ryan

Visual Arts Archivist, Atlanta Historical Society, Inc.

***CATALOGING UNPUBLISHED NONPRINT MATERIALS:
A MANUAL OF SUGGESTIONS, COMMENTS, AND EXAMPLES***
by Verna Urbanski, with Bao Chu Chang and Bernard L. Karon
A REVIEW

Additional rules relating to the cataloging of unpublished materials were added to *Anglo-American Cataloguing Rules*, 2nd edition, 1988 Revision (AACR2R) in response to requests from catalogers for more detailed guidance in this area. Verna Urbanski and her associates have provided further help by culling AACR2R for rules that pertain to the cataloging of unpublished nonprint materials and collating them in this work. The authors state that "this manual is not intended for material entering an archival or special collection" (p. v).

They have enhanced the bare rules by adding a clearly written and informative "discussion" to each rule selected for inclusion. Library of Congress Rule Interpretations

are noted if pertinent, and the part of the catalog record under discussion is exemplified in most instances.

Between five and nine full catalog records are found at the end of each chapter, except "General Provisions". There are examples of unpublished reel-to-reel sound tapes, sound cassettes, videocassettes, film reels, photographs, art originals, transparencies, slides, computer disks, remote access computer files, dioramas, realia, games, and kits.

The introduction includes "Things To Think About" where seven important questions are posed and discussed to help catalogers make decisions about what items should undergo the expense of cataloging, a topic frequently neglected in cataloging manuals.

This excellent work, highly recommended for purchase, concludes with a four-page bibliography and an index.

Now for the quibbles, albeit very small ones because I know how easily mistakes can be overlooked. The proofreading could be improved. For instance, page 30 has both "video tape" and "videotape"; in the first example on page 42 "module" should be capitalized; in the example on page 51 there is a period after "arts". However, what bothered me the most is the lack of uniformity in the indentions in the full records. It has been my experience that students and unsophisticated catalogers are puzzled by unexplained variations in practice. If the variations are intentional, this fact should be stated.

Published in 1992 by: Soldier Creek Press, P.O. Box 734, 642 S. Hunt St., Lake Crystal, Minn. 56055-0734. ISBN 0-936996-61-7. (144 p.) \$22.50

--- Reviewed by Jean Weihs

Principal Consultant, Technical Services Group

QUESTIONS AND ANSWERS

V. Urbanski, Column Editor

The questions below were asked and answered during the Question and Answer session at the OLAC business meeting held during the 1992 American Library Association annual conference in San Francisco. Remarks have been edited from a tape and from notes of those in attendance. Panelists for this session include: Ben Tucker (LC retired); Glenn Patton (OCLC); Ed Glazier (RLIN); Sheila Intner (Simmons SLIS); John Attig (Penn State U); Jean Weihs (Consultant). The moderator was Bobby Ferguson (Louisiana State Library). Remarks with the initials VU have been added "posthumously" to those actually made during the session.

QUESTION: I recently cataloged a videocassette that didn't have a title on the video itself nor its container. Looking at the guide, there was good title information on the cover of the guide and on its title page but the authors only appeared on the cover of the guide. In constructing the title and author statement for the record would you bracket the author statements when you transcribe the statement of responsibility? Do you go to the rules for books, or can you consider the entire guide to be your substitute chief source?

ANSWER: As I understand it, the chief source is where the title is. So, if the statement of responsibility is not on that page or that location where the title is, I guess it would have to be bracketed in the statement of responsibility area. ---Ben Tucker

Once you have selected the title page of the accompanying guide as your chief source of information then any information taken from outside the sources PRESCRIBED for the title and area of responsibility for that area of the catalog record needs to be bracketed (see 1.0A1). ---Sheila Intner

One aspect of this question is: Once you have selected the accompanying guide for your chief source, are you then cataloging under the rules for AACR2 chapter 2 to determine how and what you transcribe in the title and statement of responsibility area? The answer is no. Accompanying material such as a manual may not provide all the information that is required when describing a video. If you are cataloging a nonprint media, but using the accompanying printed material for the chief source of the title, you are still following the rules in chapter 7 to determine what goes in the descriptive areas. If information regarding the producer, directors, writers, is available only from the video itself, then in this case, that information should be bracketed when it appears in the area of responsibility. 7.0B1 statement specifying that "accompanying textual material" can be considered a chief source of information does not even indicate that only ONE textual material can be treated as a chief source. [Sidebar warning: Be cautious in treating the "authors" named on the title page or cover of the guide as important enough to go in the area of responsibility for the whole item. Check the film carefully to confirm that they are the authors of the entire item. The authors of accompanying guides may not be the authors of the entire production and may have been hired only to write the guide.] ---VU

QUESTION: I have been cataloging the census CD-ROMs. I don't have equipment available to mount and view the title screens so I have to go by the external information sources. The problem is there are so many different versions of the titles. Sometimes there is just a list of states or areas covered. Sometimes the logo or trademark of the producer of the CD gets involved and it is hard to tell if it is part of the title or just part of the visual saturation that manufacturers do. Type size doesn't often help. Sometimes all the lettering is the same size, but each line is a different color. How do you choose a title from all this?

ANSWER: You are asking about this because there are no rules for this situation. When there is no rule to cover a situation, we must depend on cataloger's judgment. Use your experience and try to think in terms of what the user might need. There are a lot of situations not covered by the rules. Everyone thinks AACR2R covers everything, but that

is not true. A lot is left up to the cumulative experience of cataloging. That is not an accident, but is quite deliberate. We chose to leave certain decisions to the cataloger. Choosing a title for nonprint material has always been hard given the caprice of the manufacturers and the lack of a standard source like the title page. A title screen is not the same thing as the title page. There are all sorts of things on a title screen that you would not expect on a title page. The title page has been evolving since the early sixteenth century, so when you work with media that haven't had the same evolution, you can't expect to be able to treat them in the same way. ---Ben Tucker

Are the choices very different, or very similar? If they are very similar (such as, Facts on file or Facts on file plus) what is chosen for the title doesn't matter very much. What is important is to provide access points by all the pertinent handles. It is probably best to treat the logo/emblem situation with an "at head of title" note. Then you could list all the states out treating each as a separate title in a work that has no collective title and trace each of these as a title. ---Sheila Intner

It seems to me that among possible titles, the contents list, particularly something like this which is clearly going to be a list of names of states, is not going to be a terribly informative one or one that users are likely to think of as the title of the item. That would make me a little more inclined to accept a trademark or logo as a potential title. ---John Attig

Remember to consider the information being conveyed by the entire record. Not everything has to be explained in one area like the title. You have many other areas of the bibliographic record which can help give a total picture of what the item contains. Whatever decision you make is going to be ok as long as you give the user a reasonable set of information overall. ---Sheila Intner

I think one thing that Sheila is trying to point out is that in a case like this, the title is there because it is required by the cataloging rules that you have a title. If you can't figure out the title, it is highly unlikely that the user is going to get at it from the title, but you have to have one to make a catalog record. Make the rest of your record as complete as possible so they can get at the contents of the item. ---Ed Glazier

QUESTION: Regarding interactive media (a collective groan goes up from the panelists at this point!!!), when I search a title on OCLC I can find records for the title in all different formats, media format, computer format, sound recordings format, because different people have purchased different parts of the item at different times. You can use these together or alone or in different combos. Some come with fiche, a CD-ROM, a laser disc, a floppy disk, adaptor plugs, etc. I like to treat these as a kit because I do multiple physical descriptions so I can describe each unit in great detail. Could you comment on the treatment of these?

ANSWER: The guidelines that the CC:DA task force has put forward allow multiple physical descriptions as one way to handle this. Your method is certainly a reasonable approach. It allows for full description of each part. Currently only the AMC and Visual

Materials formats allow for multiple physical descriptions. That will not be true after format integration. Then all materials will be able to carry multiple physical descriptions. The guidelines that the CC:DA task force has sent forward allows for a cataloger to choose to do multiple physical descriptions for the physical components in cases like this. ---Glenn Patton

Another aspect of what you were asking is how you catalog the various pieces of this thing. I don't think there is one right answer because unlike some things, the publisher didn't express a clear intent of issuing it only one way. Partly it depends on what you've got because that is "an item" that the publisher distributed. If they are marketed separately it is legitimate to describe them separately. ---John Attig

That is not a new problem. It happens all the time with scores and parts. You would do more of a disservice to the database if you push everyone to catalog the complete "thing" even if they don't have all the parts. ---Glenn Patton

Another very common example of this is accompanying material. It is particularly the case with computer files. Sometimes the item that you get without the accompanying materials does not even indicate that some copies have been issued with accompanying materials. ---John Attig

What bothers me about this is that you are looking at the same title in a resource database and seeing two different kinds of physical descriptions. It is going to be very confusing. We just have to be ready to accept this ambiguity for as long as we have to. It would be difficult to establish a uniform treatment for this. You just have to catalog what you have in your hand. ---Sheila Intner

QUESTION: I've got a teacher's manual, a student manual, a set of duplicating masters (paper), some handouts, and everything is in paper. It is a set of materials to be used in teaching segments of a course. Is that a kit?

ANSWER: Yes. It is multipart. It should be treated as a kit. ---Sheila Intner

The rest of the question and answer session from the annual conference will appear in the next issue of the *OLAC NEWSLETTER*.