

**OLAC NEWSLETTER**  
**Volume 7, Number 1**  
**March, 1987**

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**FEATURING:**

Conference Reports  
Questions & Answers

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## **FROM THE CHAIR**

**Richard J. Thaxter**

As I write this column one week after ALA Midwinter in Chicago I feel thankful for the (relatively) good weather we enjoyed there; since I returned home Washington has had over 2 feet of snow and temperatures below zero. At least next year ALA Midwinter will be held in what promises to be a more temperate climate--San Antonio. OLAC members were very much in evidence in Chicago working on numerous projects which you will be hearing more about in the months to come.

The Users Council of OCLC has appointed a liaison to OLAC--details are included elsewhere in the newsletter. This, I believe, is an important opportunity to make OLAC's voice heard by one of the governing bodies of OCLC. I hope that OLAC officers and members will take advantage of this line of communication which OCLC has opened to have greater influence on the network's policies. The timing of this event is also significant since the new online system is still under development at OCLC. Certainly there will be issues of great concern to all OCLC users (including audiovisual catalogers).

The OLAC Board agreed to begin holding independent meetings (in addition to the meeting in conjunction with ALA) every two years. The next meeting will be held in 1988 in a location yet to be determined. It is hoped that these meetings can be held in different areas of the country so that our 607 members will have the chance to attend without the expense and the hassle of traveling long distances. Vice-Chair/Chair-elect J. O. Wallace is the person to contact if you are interested in helping to plan the 1988 meeting. J. O. Wallace is also the program chairman for the OLAC program to be held on Tuesday, June 30, at ALA in San Francisco. The plans for the program which will focus on cataloging, processing, and using microcomputer software in different types of libraries are shaping up nicely.

Preliminary investigation is being done for a project to publish an OLAC membership directory. You may be asked in the near future to fill out a more complete membership form so that the directory can be completed. OLAC is enjoying a period of great prosperity and increasing

visibility and influence. We welcome your continuing involvement in charting the future course of OLAC so that it can better serve the needs of our members.

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## **FROM THE EDITOR**

### **Grace Agnew**

This issue features articles on OLAC's very successful second national conference at OCLC. The conference netted over \$1600.00 and was attended by 81 participants--46 of these OLAC members. This issue also offers a number of opportunities for OLAC members to become involved in the organization at both the regional and national level. The success of the national conference demonstrates that OLAC is a strong and growing organization which is successful in serving the needs of its constituency. I hope you will take advantage of some of the exciting opportunities for involvement in OLAC which are highlighted in this issue, including: the opportunity to serve as a discussant at OLAC's program at the ALA National Conference in San Francisco this June/July; the opportunity to serve as Vice Chair/Chair Elect, Treasurer, or as a member of the Cataloging Policy Committee (CAPC); or, the opportunity to help to plan and arrange OLAC's next national conference. J. O. Wallace is soliciting suggestions for location, program, and format for what we hope will become a biennial national conference. This is your chance to put in a plug for your home town as the next OLAC conference site!

The OLAC program at San Francisco will center on the theme, "Coping With Computer Files in the Library." Discussants are needed to lead small groups in discussing the issues surrounding processing, protecting and utilizing computer files in a library. Discussants need not be experts on computer files or MRDF cataloging but simply persons with an interest in the topic who are good at stimulating conversation and the give and take of ideas. More information on all of these opportunities are available in this issue of the newsletter.

Finally, let me continue to request articles and information for the *OLAC Newsletter*. We are particularly eager to receive articles on AV-related conferences and on innovative programs or problems you are experiencing cataloging AV at your library.

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## **FROM THE TREASURER**

### **Catherine Leonardi**

**Reporting period:**  
**October 6, 1986 through January 20, 1987**

**Account balance October 6, 1986**

**\$3,028.57**

<b>INCOME</b>	
Interest on regular account	48.73
Memberships (34 new; 234 renew)	3,237.25
Back issues	86.25
Conference registrations	1,030.54
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TOTAL INCOME	4,402.77
<b>TOTAL</b>	<b>\$7,431.34</b>
<b>EXPENSES</b>	
Conference expenses	
Motel for speakers	94.23
Motel fees paid with registration	176.35
Honorariums	200.00
Honorariums for planners	100.00
Other expenses	226.61
Bank charges	5.00
Renewal postcard printing	50.00
Renewal postcard postage (1st)	38.04
FL bulk mail permit	50.00
TX bulk mail permit	50.00
Editorial stipends	100.00
Newsletter v.6, no.4 printing	591.61
Newsletter v,6, no,4 mailing	78.04
TX bulk mail account	80.35
Secretary cassettes	20.34
Treasurer postage	12.57
ALA dinner at Chicago, '87	63.53
ALA Board stipends at Chicago, '87	300.00
Marbi stipend at Chicago, '87	100.00
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TOTAL EXPENSES	\$2,336.67
Account balance January 20, 1987	\$5,094.67
Texas bulk mail account	80.35
CD at 6.85% matures 5/87	5,000.00
<b>TOTAL OLAC ASSETS</b>	<b>\$10,175.02</b>
<b>CURRENT MEMBERSHIP:</b>	<b>615</b>

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**"COPING WITH COMPUTER FILES IN THE LIBRARY"**  
**OLAC's Program at the ALA National Conference**  
**San Francisco, June 30, 1987**

The OLAC program at the ALA National Conference promises to be both useful and entertaining. Be sure to watch for time, place and further details in the next issue of the newsletter and please plan to attend if you will be at ALA in San Francisco.

The theme of the program will be "Coping with Computer Files in the Library," and tentative plans include one or more noted speakers; a questions and answers panel; individual discussion groups; and case study reports from different types of libraries. The program planners are interested in soliciting discussion leaders for small groups. This is an interesting and pleasant way of getting involved with Online Audiovisual Catalogers, if you plan to attend the ALA National Conference. Discussants should be interested in the issues surrounding processing, protecting and utilizing computer files in libraries but need not be experts in the area. Discussants should be able to encourage participation in group conversations and be skillful in promoting the exchange of ideas. Some experience with processing computer files would be helpful.

If you would like to volunteer, send a letter indicating interest and qualifications to:

Sheila Smyth  
Associate Director  
Lorette Wilmot Library  
Nazareth College of Rochester  
P.O. Box 10996  
Rochester, N.Y. 14610-0996

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## **OLAC ELECTIONS A CHANCE TO GET INVOLVED**

OLAC is again calling for volunteers for two positions on the OLAC Executive Board. This is an excellent opportunity to participate in a dynamic library group! The 1987 ballot for Vice-Chair/Chair-Elect and Treasurer of Online Audiovisual Catalogers, Inc. will appear in the June, 1987 issue of the *OLAC Newsletter*. Those interested in running for office must apply by March 30, 1987.

The Vice-Chair/Chair-Elect is elected annually at the June meeting and serves a one-year term as Vice-Chair, immediately afterward assuming the post of Chair for one year. S/he performs all duties delegated by the Chair or the Executive Board and presides over official meetings when the Chair cannot preside. The Vice-Chair/Chair-Elect must attend all business meetings while holding office. When this is impossible, s/he must find a substitute and inform the Chair of the substitution at least two weeks before the meeting in question.

The Treasurer serves a two-year term, the election to be held in years alternating with those of the Secretary's election, i.e. the next Treasurer serves from fall, 1987 through summer, 1989. The Treasurer attends all business meetings and must meet the same attendance requirements as the Vice-Chair/Chair-Elect. The Treasurer receives and disburses all funds for the organization and

keeps accurate accounts of income and outgo. The Treasurer prepares quarterly financial reports for publication in the *OLAC Newsletter* and semi-annual reports for presentation at OLAC business meetings. Upon the vote of the OLAC Executive Board, the Treasurer has financial power-of-attorney to allow the Treasurer to invest, with good judgment, OLAC funds in federally guaranteed bank accounts, certificates of deposit, etc. As membership coordinator, the Treasurer maintains a file of current OLAC members; processes new memberships; and answers questions concerning memberships, fees and claims for back issues of the *OLAC Newsletter*. The Treasurer maintains runs of back issues for sale and, as organization archivist, maintains files of correspondence and other OLAC documentation. Membership information needs to be stored on an IBM-PC or compatible.

Members of the Executive Board receive a small stipend for attending business meetings at ALA national conferences. If you wish to volunteer, please submit a brief description of your qualifications and professional activities to be printed with the ballot. This description must be submitted by March 30, 1987. If someone nominates you, the Nominating Committee will call you to see if you are willing to serve and to get your brief resume and campaign statement.

Please send all information to:

Sheila Intner  
Assistant Professor  
Graduate School of Library and Information Science  
Simmons College  
300 The Fenway  
Boston, MA 02145

Remember, that deadline is **MARCH 20, 1987.**

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### **GET INVOLVED IN OLAC: CAPC VACANCIES OCCUR**

Three vacancies have occurred on the Cataloging Policy Committee of Online Audiovisual Catalogers. CAPC represents "the concerns of audiovisual catalogers in matters relating to the formation, interpretation and implementation of national and international cataloging standards and related matters." It is a standing committee of OLAC consisting of seven voting members and two ex-officio members. Members serve two year terms.

Qualified candidates will either currently catalog AV materials or have equivalent experience. Candidates should have three years of qualifying experience before appointment to CAPC. Candidates must be willing to commit time and funds as necessary to meet at midwinter and annual ALA conferences for the purpose of conducting CAPC business. Additionally, candidates should interact regularly with online cataloging systems or have a demonstrable knowledge of such systems.

Appointments are made by the Chair of OLAC following consultation and review of the applications by the Executive Board and the current chair of CAPC. If you are a member of OLAC and are interested in serving on CAPC, submit a recent resume and a cover letter which addresses the qualifications indicated above. Send applications to the OLAC Chair, Richard Thaxter, at the following address:

Richard Thaxter  
Head, Audiovisual Section  
Special Materials Cataloging Division  
Library of Congress  
Washington, D.C, 20540

Applications for these positions will be accepted through **May 1, 1987**.

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## OLAC NATIONAL CONFERENCES

The success of OLAC's second national conference has encouraged OLAC to begin planning for future conference, which the Executive Board hopes will be biennial and will occur in different regions of the country. Vice-Chair/Chair-Elect J. O. Wallace is soliciting suggestions for the next conference site, program suggestions and volunteers to assist with planning, local arrangements. The next conference is tentatively planned for fall, 1988 and will be a two-day workshop dealing with issues and concerns in AV cataloging and offering hands-on training in different aspects of AV cataloging.

If you are interested in planning for the next, or future, conferences, please write to J. O. Wallace at the following address:

J. O. Wallace  
P.O. Box 13042  
San Antonio, TX 78213

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## OLAC USERS COUNCIL LIAISON NAMED

The Users Council Executive Committee has appointed a Users Council delegate to act as a liaison with Online Audiovisual Catalogers, Inc. The liaison, Susan Besemer, will communicate with OLAC concerning issues and concerns relating to AV cataloging that should be brought before Users Council. OLAC is very pleased with this recognition of our concerns and interest in the activities of a major bibliographic utility. Nancy Olson has agreed to serve as a conduit to Susan Besemer, channeling information and concerns of OLAC members to our liaison. Susan Besemer and Nancy Olson may be reached at the following addresses:

Nancy Olson  
Memorial Library  
Mankato State University  
Mankato, MN 56055

Susan Besemer  
Associate Director,  
E.H. Butler Library  
State University College at Buffalo  
1300 Elmwood Avenue  
Buffalo, NY 14222

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## **OLAC AWARD by Nancy B. Olson**

I would like to thank all members of OLAC for the lovely award given me in New York. The plaque is most impressive.

As many of you know, I was not able to be in New York City to receive the award. My daughter was at the Mayo Clinic for treatment and surgery on her tailbone, and I was with her. (And she is, at last, free of pain.)

Dick Thaxter arranged to tape the program, and sent me the tape, containing the presentation and remarks by Dick, Ben Tucker, and Verna Urbanski. They were very gracious. [And is this nonprocessed sound recording a Festschrift on tape?]

In 1979, when I sent notices to some library journals, asking if anyone would be interested in forming an OCLC audiovisual user's group, I had no idea people would respond as they did, and that the organization formed would grow into the active one it is today. As an audiovisual cataloger working in isolation, I wanted to find others with whom I could share problems and questions, and discover answers. I'm very pleased it has all worked so well. And I've received much more help than I'll ever be able to return. Thank you again for this award.

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## **AV GLOSSARY by Nancy B. Olson**

I spend the month of September in the Office of Research at OCLC, finishing work on the AV glossary I began there as Visiting Scholar in 1982/83. As many of you recall, I was sidetracked



into work on developing rules for cataloging microcomputer software. Now those rules are completed, and revised chapter 9 is about to be published by ALA.

OCLC invited me to return to finish my original Visiting Scholar project. Drafts of the glossary were sent out for review at the end of September. Copies went to members of the RTSD AV Committee, and to others interested in this project. Later drafts were sent in December to those commenting on the first draft. Final copy will be turned over to OCLC in January for publication by the Office of Research.

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## **REPORTS FROM THE OLAC NATIONAL CONFERENCE OCLC, November 6-7, 1986**

As all those who attended already know, the OLAC National Conference was a very successful event, with challenging and thoughtful presentations and valuable assistance in cataloging difficult media. So much preparation went into the planning and the arrangements that for the participants, the conference seemed very smooth and relaxed, with none of the glitches and last minute preparation that are all too common with conferences.

Barbara Ritchie, the conference organizer, and Bo-Gay Tong, her able assistant, deserve to be commended and thanked for the outstanding job that they did. Their work will be an example and a goal to shoot for as OLAC plans future conferences. The newsletter staff is pleased to have a number of reports from the conference, for those of you couldn't attend and to refresh the memory of those who did. Conference editor, Bobby Ferguson, did a good job of arranging reports and selecting informed participants to provide reports. I am also pleased to include an excerpt from a letter by a conference participant which indicates just how well the conference was received and how much Barbara, Bo-Gay and OCLC are appreciated for their efforts. -- The Editor.

Dear Barbara:

Just a note to thank you and the OCLC staff for making the Online Audiovisual Cataloger Conference '88 special. Special in that not only were the arrangements handled with expertise and without a hitch, but special in that personal needs were also dealt with in the same caring and understanding manner.

Your facility is beautiful and the OCLC staff is a compliment to our profession . Accommodations were both excellent and reasonable. Too often we only hear when things go wrong. Not the case here!

Thank you again for your hospitality.

Sincerely,  
Bernard L. Karon  
Chief Science Cataloger  
University of Minnesota Library

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## **SHIRLEY LEWIS ON "TECHNOLOGY: THE TAIL OR THE DOG?" November 6, 1988**

Shirley Lewis, in her dynamic and provocative keynote address, "Technology: the Tail or the Dog?," touched on technology, decision-making and responsibility for one's actions. She discussed three books which had great influence on her own approach to management and decision-making: Waiter Kaufmann's *Without Guilt and Justice*, Heyer Friedman and Ray H. Rosenman's *Type A Behavior and Your Heart*, and Peter Wyden's *Day One*.

Making decisions about technology for our libraries is just like making decisions about anything else, except that it is somewhat more difficult to figure out the implications and consequences. Today's world has more options and choices, but also more uncertainties. The implications of technology are less obvious, the starting costs are high, and cost savings may or may not materialize. Because of these factors, library administrators will often hire consultants or form committees, instead of making individual decisions.

The introduction of new technology into libraries brings with it both a change of pace and a commitment to constant change. If adequate user training and sufficient adapting time are not built into the implementation phase of the technology, the user can end up feeling like (as one user put it), "the old dog's tail--always behind." Lewis reminded her audience that "technology itself is neutral--not the tail or the dog." Usually the reason that a library operation is not working is not because technology is lacking but because of a vagueness in defining goals and an avoidance of making decisions. Because decision-making means accepting responsibility for action, people often avoid it, making technology the scapegoat. According to Lewis, "decision-makers define both the dog and the tail. If the tail wags the dog, it is almost never because of the technology, although it is often cited as a reason or excuse."

Lewis outlined the steps in a decision-making process as follows: 1) define the need or hypothesis; 2) find a possible solution and ask questions (what speaks for it? what speaks against it? what are the alternatives? which alternative is best?, etc.)

In speaking of the pace of technology and its impact on decision-making, Lewis noted the risk of making stereotyped decisions ("doing what we did last time") because of urgency or lack of time. She advised taking the necessary time to make good decisions, or, as a teacher once advised her, "make haste slowly!"

In summary, Lewis stated that in decision-making, the least important knowledge we need is technical. If we begin making good decisions as catalogers, we will be ready for good decision-

making as managers and administrators. She closed by saying that "technology is sometimes the dog and sometimes the tail, but whichever it is, the decision-maker makes it that way."

Katha D. Massey  
Head, Cataloging Department  
University of Georgia Libraries

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## **DONALD BIDD ON FORMAT**

### **November 7, 1986**

At the Online Audiovisual Catalogers Conference '88 in Dublin, Ohio, Donald Bidd of the National Film Board of Canada and manager of FORMAT presented a slide talk on FORMAT, the computerized information system for Canadian-produced audiovisual materials.

Mr. Bidd defined FORMAT as a national bibliographic service for Canadian audiovisual materials. Its primary objective is to promote the use of Canadian film, video and other audiovisual materials through the services of an information system which collects, catalogs, indexes and gives access to comprehensive data on these materials. He outlined the three main activities which go into the production and dissemination of the FORMAT database. These activities include information gathering, information processing and access to information. Next, Mr. Bidd expanded on these activities.

Information gathering involves collecting bibliographic data through the voluntary collaboration of producers, distributors, government and cultural agencies. After the information is gathered from the producers or distributors and entered on a form to record detailed information on an audiovisual production, the second main phase of database development--information processing--is begun.

The primary activities of information processing are cataloging according to AACR2 standards; coding using the MARC format; indexing using PRECIS (PREserved Context Index System) and creating an online entry for the UTLAS bibliographic database. Subject indexing is the most important activity in providing access to audiovisual materials. Using the PRECIS system, the subject indexer must determine the "aboutness" of the audiovisual production and assign proper subject headings and codes. PRECIS is a string indexing system by which the subject of a document can be expressed through grammatically linked keywords. Specific features of PRECIS Index entries are coextensivity, specificity, string rotation and natural language. Users find the PRECIS Index provides the ability to search under very specific terms and find at the access point a summary or mini-resume that assists in selecting titles, which is a distinct advantage over the Library of Congress Subject Heading system. Users appreciate the up-to-date, familiar, readable terminology of the PRECIS Index. However, the PRECIS Index doesn't facilitate browsing in broad subject categories.

Access to information is provided by print catalogs, such as an especially noteworthy catalog for Canadian films, "Film Canadiana," microfiche catalogs, magnetic tape transfers and online

access. Using the features of the UTLAS bibliographic database enhances access to information by users in a cost-effective manner.

The development of the National Film Board's online catalog, with the emphasis on subject access, took place in the context of the MARC record. FORMAT's online catalog features Boolean search operators that allow searching on 18 different fields, truncation, user-friendly prompts and variable display formats of retrieved records.

In conclusion, Mr. Bidd presented a challenge to our profession that in the design of information systems, in the manipulation of our formats, both manual and computerized, we need to be as responsive and flexible as required by the users we serve.

Submitted by:

Allen Thunell  
Original Cataloger,  
MSU Libraries

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## **ONLINE AUDIOVISUAL CATALOGERS, MINUTES, BUSINESS MEETING November 7, 1986 OCLC, Dublin, Ohio**

The meeting came to order at 4:00 p.m. Chairman Dick Thaxter introduced Vicechair/Chair-elect J. O. Wallace, Secretary Susie Koch, Past Chair Katha Massey, and CAPC Chair Dorian Martyn.

Meetings at ALA-Midwinter will be as follows:

- Friday, January 16, 1-10 p.m. Cataloging Policy Committee
- Saturday, January 17, 8-10 p.m. Business Meeting, followed by the AV question-and-answer session
- Sunday, January 18, 8-10 p.m. Executive Board Meeting

The OLAC program in San Francisco will be on Tuesday, June 30, in the morning. The topic is "Cataloging and Processing Microcomputer Software." It will incorporate the new Chapter 9 rules as well as speakers on setting policy and handling software in the library. If anyone has suggestions for speakers, please contact Dick Thaxter.

A call for nominations for officers will be in the next newsletter. In addition, Sheila Intner is accepting nominations for the OLAC Award (until Nov. 15).

A big thanks was extended to Barbara Ritchie and Bo-Gay Tong for their hard work in arranging such a fine conference. The turn-out and quality of the programs were excellent. Thanks also to past chair Sheila Intner and Katha Massey, and board members and others who helped plan this event.

Meeting adjourned 4:20 p.m.

Respectfully submitted,  
Susie Koch

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## **CATALOGING POLICY COMMITTEE SPONSORS HEARING DURING MEETING AT DUBLIN**

CAPC held an early morning hearing on Friday, November 7th as part of the Dublin conference. Chair Dorian Martyn reviewed committee activities for the past year and indicated the current ongoing projects. Verna Urbanski reported briefly that Henriette Avram of LC has asked the utilities to do a cost/benefit analysis of either changing the formats to accommodate serial characteristics, or, changing the serials format to accommodate nonprint. MARBI reportedly is also looking into these matters. It is unclear at what point MARBI will be discussing this issue during its meetings. Even if the utilities can come up with a unified decision on the best of the two alternatives, LC may not be willing to go along with their views. Verna also indicated that volume 6, number 4 of the *OLAC NEWSLETTER* will include a full report on the survey she conducted in September to determine the extent to which NACO participants were submitting names associated with nonprint titles.

There were several specific questions from the floor. The chair asked that they be held for the Q&A session in the afternoon. Glenn Patton (OCLC) announced that with the new workforms will include a \$h in the 245 field. He indicated that with the system enhancements an individual institution will be able to format their own workforms suited to their needs and will be able to have temporarily created templates with basic information inserted for multiple titles with similar production, etc. information. One participant noted that it was confusing to try to catalog locally-produced material. It was agreed that this is an area where CAPC should provide guidance. The cumulated version of AACR2 (to be published in 1988) will provide a rule on cataloging locally-produced material in chapter 1 to be used with all the chapters. This will help, but CAPC could perform a useful service by compiling some additional guidelines and examples. This is a topic the committee will discuss at their January meeting in Chicago.

Reported by Verna Urbanski

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**AV, MRDF, ENHANCE AND QUALITY CONTROL AT OCLC**  
**Jay Weitz, Quality Control Librarian, OCLC**  
**November 6, 1986**

The Online Data Quality Control Section (ODQCS) is part of the Marketing and Users Services Division of OCLC. It consists of twelve people who do change requests on a daily basis. The number of change requests has been cut in half since its peak in 1980. Other jobs performed by ODQCS include maintenance of the Online Catalog and Name Address Directory and the Name Authority File. It serves as intermediary with the Library of Congress on the NAF. ODQCS deals with the Networks and directly with the user. It issues the Quarterly Quality Review and cataloging documentation including format books and technical bulletins. It has been actively involved in the creation of the New OCLC System, and has done extensive research into CD-rom cataloging.

ODQCS leads search and destroy missions which purge items such as US as personal name, name changes, type code changes, and corrections on large tape loads. It merges holdings on duplicate records. In September 1983, ODQCS began locking records, adding an 019 field with the OCLC control number of deleted or retained records.

The reasons for the delay in change requests include duplicate reporting which is open to everyone and the Enhance program which allows selected librarians to add correct data in specific fields and incorporate them into the records.

There have been three and a half rounds of Enhance since its beginning in June 1984, which includes over 70 libraries. Enhance libraries can enhance records with the codes I, K, L, J, 0, and 7, and in the formats for maps, books, sound recordings, audiovisual materials, and MRDF. 2,044 AV and MRDF records have been enhanced as of October 1986. The number may seem small because there is a low percentage of these items in the database. There has been an increase in the number of libraries applying for Enhance. The Online Musical Recording Analytic Consortium (OMRAC) adds analytics to sound recordings, and all three of its members can enhance. Fewer records need to be enhanced than was expected. Public libraries are needed to participate in Enhance.

The AV Format became available in November 1978. As of October 1986, 2.47% of the items in the online catalog were in the AV format.

Two-dimension non-projected materials, formerly type n, are being converted to type k, and are nearly completed. Persons finding records still in type n are asked to notify ODQCS.

Minimal levels K, 0, and 7 can be upgraded by full level cataloging institutions. 0 level records without another full record should be upgraded.

MRDF Format now has 11,000 records in the data base. The format is two years old and two editions of the documentation have been generated. A consolidated edition of AACR2 and MRDF has a proposed publication date of 1988. ISBDCF is in draft form

and is under review with a March 1987 deadline. Dewey libraries should be aware of the published 004 and 006 revisions. New revisions to Chapter 9 are due out in January 1987 and will provide for cataloging of items such as BRS which are not held by the cataloging library.

--- Sheila Smyth  
Associate Director  
Nazareth College of Rochester Library

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## **MULTIPLE VERSIONS WORKSHOP A REPORT OF A PRESENTATION BY RICHARD THAXTER**

In several different forums and with different casts of characters, starting with archival film catalogers and growing to encompass serials people, music people, microforms people and even monographic types, LC has been exploring the problems of multiple versions and cataloging. Even with many very good minds working on this problem, no ready solution which satisfies all parties has presented itself. As a working definition for this presentation, Thaxter confined himself to cases presented by the issuance of a single work in different physical formats, e.g., as Beta and VHS. The problem exists in all formats, but probably impacts more heavily on the audiovisual cataloger. As an obvious illustration--a book owned in both paperback and hardback or a videocassette in VHS and Beta--it is easy to see that the effect, on the user of getting the wrong item is probably minimal in the first case and critical in the second.

The problem in recent years has been creeping into more and more areas--especially with the advent of "digitization" and constant promises of electronic publications. We are now dealing with materials that at the touch of a button can be transformed into a new medium. A graphic displayed on your PC can be output as a slide for use in demonstrations, can be printed onto paper, or saved in digital form on a diskette. Perhaps the problem is not so much the variety of physical carriers we are presented with today, but the ease of mutability and transfer of the works they carry.

Cataloging rules and the MARC formats will never keep up with the pace of technology. AV catalogers will always have to invent solutions, to adapt rules for physical descriptions, to make decisions about handling multiple formats. What the cataloging rules and formats should do is to allow enough flexibility to deal with the situation in a variety of ways. And having chosen a course of action, the rules and the format should allow the information presented in the catalog record to be intelligible to the users of the catalog.

The cooperative cataloging program for audiovisual materials which LC has provided since 1952 has always been geared towards producing records not for use by LC, but records which would be useful for other libraries. LC's primary consideration in deciding

how many records to create for a given work in different physical forms has been the ultimate usefulness of the cataloging record by libraries.

One consistent policy in this area that LC's cooperative AV program has followed is to create separate records for separate media. If an item was available both as a slide set and a filmstrip, LC has made two separate records. The same can be said of motion pictures or videorecordings. Within one medium, however, LC has usually tried to make a single useful record. This single record concept has taken different approaches over the years, and they are summarized below.

1. Choose the "predominant" physical format and describe the variants in a notes or a "dashed-on" entry. For example, a motion picture in 16 mm. and 35 mm. was described in terms of the 16 mm. format since very few schools and libraries purchase 35 mm. films. A filmstrip which was sold with either LPs or cassettes as accompanying sound was originally described with the LP as the predominant medium. This has changed over the years and now that very few schools buy filmstrips with accompanying LPs, LC prefers to describe the cassette version. Some drawbacks to this approach are the shifting of technology towards newer formats and the fact that a "predominant" medium is not always apparent--e.g., for videorecordings.
2. Provide multiple physical descriptions for variant formats. This approach made it a simple matter for purchasers of 3x5 cards to erase the unneeded physical description. In an online catalog record used for copy cataloging, deleting the unneeded description would also be a fairly simple chore. However, these records created problems when used for real catalogs since accession numbers or other version-specific information needed to be related to one or the other physical description. The primary example of this was sound recordings that came both as LP and tape. In LC's manual catalogs of that era the issue number (or other) filing device was appended to the appropriate physical description.
3. The multiple physical descriptions were abandoned because of the inability to handle these problems in a MARC record. The old policy of choosing a predominant medium and describing other in a note was reinstated. One new wrinkle can be seen in the "generic" records LC created for videorecordings. It became clear in the late 70's that no one video format was going to predominate. Perhaps this is why AACR2 provided the option of a single record for videorecording in 7.5B1. LC decided to follow the option for providing a single record. The physical description gives only the details that are commonly shared by all physical forms, e.g., 1 videorecording : sd., col. The note mentions all of the available formats: "issued as Beta 1/2 in. or VHS 1/2 in. or Umatic 3/4 in." It is interesting to note that OCLC decided not too long ago that libraries encountering one of these generic records could input a new record specifically describing a single format. OCLC cited problems in libraries trying to identify specific holdings for interlibrary loan purposes as the rationale for this policy.

Reported and summarized by Verna Urbanski from presentation notes and a workshop handout provided by Richard Thaxter.



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## **UTILITIES IN THE YEAR 2000**

**November 7, 1986**

A panel discussion on the future of utilities, featuring Glenn Patton, OCLC, Richard Koprowski, RLG, and Elizabeth Black, UTLAS, was held on Friday, November 7, 1986.

Glenn Patton, OCLC, began the panel discussion. His opening remarks could equally well have been used by either of the other two panelists.

- In answering the question, "Where will we be in the year 2000," he remarked facetiously, "Into AACR3 on the mental institution." More seriously, he said that in these days of very rapidly changing technologies and the economic climate in the library world, it is hard to predict accurately just where anyone will be in the year 2000.
- Patton sees a growing awareness that automation is not the cure-all we thought it might be 15 years ago. There is increasing competition in the commercial sector and increasing levels of sophistication among users. Libraries are less likely to hire consultants, but prefer to do their own research and planning.
- Library roles are changing. The emphasis is moving from materials to services. There are increasing numbers of local options, and because they are local, traditional values of networking are ignored.
- Databases are no longer tied to mainframe computers. With the increase in local disk storage, local libraries feel less need for national / international databases.
- He feels that there is a place for national networks, but relationships with their users and with each other will change radically. They will need to be more alert to the changing needs of users. Patton thinks that the emphasis will change from the computerized card catalog to creating links between units of information, both within the database and with other databases. Better access, especially subject access, will be a feature. He envisions access to the actual content of the item, perhaps through abstracting, perhaps through electronic copying of texts. Utilities will take advantage of new technology and improved means of communication.
- Much of this is being implemented by the new online system, OCLC's systematic rebuilding of the system's hardware and software. Among other things, the new system will provide better subject searching, online documentation which can be called up as the user is working, and software packages which could be used with any locally purchased hardware.
- Patton looks forward to working with all of us during the next 15 years.

Richard Koprowski, RLG, began by remarking that utilities may not be around in the year 2000. Institutions which have come together for a specific purpose may discover that that purpose no longer exists, or that it has changed dramatically.

- RLG began as four homogeneous institutions and has grown to 70 varied institutions. He expects this growth to continue. He sees RLG as a network assisting cataloging, acquisitions, and interlibrary loan. Cooperative activities will become more important. Access to special databases will become a reality.
- All of this will be based on a system much like the current one, with a broader command structure. Free-text searching will be a possibility. Nonroman characters could be used. Displays will be amplified and customized. Workstations will become more sophisticated.
- Cooperation and links between databases will be commonplace. There may be a generic language translator, permitting communication between one local language and another. The system may become a network of networks, linking local systems together. Written documentation may be put online. Finally, the X factor, advances in computer technology, will influence what and how all this will be done.

Elizabeth Black, UTLAS, began by quoting the coding manual editor of an authority system, "The world will end when I finish."

- UTLAS began as the University of Toronto Library Automation System in the 60's. It added other libraries and grew. In 1985 it was purchased by International Thomson Organization and changed its corporate image to an international one. This transfer of ownership may dramatically change the direction in which the utility will move. For example, International Thomson has recently purchased the Gale Research Company and is planning to put Gale reference books online, using UTLAS as the delivery broker.
- Black sees two trends, increased localized control and autonomy and increased sharing and standardization. The system needs to become more flexible. There should be an ongoing process of interaction between vendor and user. She sees more local control, less local location.
- UTLAS is currently looking at subject specific retrieval, one format for all kinds of materials, separate authority records, and alternative delivery systems such as satellite delivery.

A brief question and answer period closed the session.

--- Sonja S. Scarseth

Aurora University

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## **2- AND 3-DIMENSIONAL MATERIALS**

The following guidelines for 2- and 3-dimensional materials may be helpful when users are trying to determine what fits where in the Audiovisual Materials Format. These guidelines for the two most recent type code additions are suggestive, but hardly exhaustive.

**Type k -- Two-Dimensional Non-Projected Graphics**

Type Material a --	Art Original (includes collages, drawings, paintings)
i -- posters, photographs, photoprints, engravings, lithographs,	Picture (includes art reproductions, radiographs, study prints, photonegatives, art prints, stereographs, etc.)
k -- only when neither for the being treated as instance, when cataloged Graphic Materials; and historical Library of Congress,	Graphic (generally, do not use; used AACR1 nor AACR2 serves as the basis description and the material is original or historical, for according to Elisabeth W. Betz's Rules for describing original items collections (Washington, D.C.: 1982))
l -- blueprints, architectural diagrams, etc.)	Technical Drawing (includes renderings, cross sections,
n -- tabular wall charts,	Chart (includes both graphic and flip charts, calendars, etc.)
o -- cards)	Flash Cards (includes activity
z -- (includes computer- masters, spirit garment patterns, etc.)	Other non-projected graphics produced graphics, duplication masters, transparency masters,

**Type r -- Three-Dimensional Artifacts and Realia**

Type material	d --	Diorama
simulations)	g --	Game (includes puzzles,
	p --	Microscope slides
	q --	Model (includes mock-ups)
occurring objects,	r --	Realia (includes naturally-
sculpture, toys,		machines, stitchery, clothing,
(pattern stencils,		puppets, rubber stamps, templates
shapes for flowcharts,		e.g. alphabets for lettering,
instruments, etc.)		etc.), jewelry, pottery, musical

--- Jay Weitz

From: OCLC's *Bits & Pieces*,  
no. 84, November 15, 1986, p. 9-10

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## SUBJECT ACCESS GUIDELINES FOR MRDF

The American Library Association recently issued *Guidelines on Subject Access to Microcomputer Software* (Chicago : ALA, 1986), drawn up by the Ad Hoc Subcommittee on Subject Access to Microcomputer Software of the Resources and Technical Services Division. Some OCLC users has requested guidance on the application of these *Guidelines* to records in the Online Union Catalog.

In general, OCLC can endorse most of the recommendations:

1. Making full use of the access provided in the *Guidelines for Using AACR2 Chapter 9 for Cataloging Microcomputer Software* (Chicago : ALA, 1984) and the MRDF format will be especially advantageous, as virtually all of this information will be accessible under the new OCLC Online System in the future.
2. Because the 753 field is not called for in AACR2, and so is a more-or-less free-text field, OCLC will not mandate the use of any particular format for it. However, using LCSH as a model for entries in the field seems a more reasonable standardization.
3. Most subject analysis and classification questions, being subjective, are for individual libraries to decide depending upon the needs of their users and the nature of their collections. "Mainstreaming" software seems like a forward-looking strategy which will serve users well.

4. Since make or model of machine, programming language, and operating system can be made accessible by other means in a local system, and will in the future be made accessible in the new OCLC Online System, assigning subject headings for these elements appears to be redundant.

OCLC users should be reminded, however, that the proposed subject heading form subdivision "Software" has not been endorsed in LCSH, and should not be input into the Online Union Catalog, though it is acceptable for local use. When and if it is sanctioned by the Library of Congress, its use will be encouraged.

A few minor points should also be made. Although a descriptive summary field (520) may include age level and degree of difficulty information, it is also appropriate to place user or intended audience information in a 521 note (see p. 5 of the 1986 *Guidelines*). Users should also note that OCLC's *Machine-Readable Data Files Format* is now in its 2nd edition (1986), superseding the 1984 edition mentioned in footnote 2 on p. 8.

Finally, it must be remembered that the complete revision of AACR2 Chapter 9 which is now in progress may substantially alter some of these practices.

--- Jay Weitz

From: OCLC's *Bits & Pieces*,  
no. 84, November 15, 1986, p. 8-9

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***A MANUAL OF AACR2 EXAMPLES FOR MICROCOMPUTER  
SOFTWARE***

**By Nancy B. Olson**

**CORRECTIONS**

**1 January 1987**

**Corrections for New Rules**

The following corrections update the examples in this manual to conform to the newly revised AACR2 Chapter 9 which will be published shortly by ALA.

For all examples, add GMD [computer file]

For all examples except 27, 42-43, 44b, 46 add the appropriate Area 3 Computer program Computer programs

For examples 27, 42-43, 44b, add Area 3 Computer data and programs

For all examples without a note giving source of title, add after the System requirements note Title from title screen.

### **Other Corrections**

example 2, 36, 39: reverse last two notes. example 11: Move copyright note after "also called" note. example 18, 40: reverse order of the two notes. example 21: Area 4 should include place of publication and name of published.

Seattle, Wash, : Aldus,  
Add added entry Aldus Corporation.

example 27: add to system requirements note ; printer, example 42: needs added entry Apple II. example 45: needs added entry IBM PC.

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## **BOOK REVIEW**

Berman, Sanford, editor. *CATALOGING SPECIAL MATERIALS : CRITIQUES AND INNOVATIONS*. Phoenix, Arizona : The Oryx Press, 1986. ISBN: 0-89774-246-X. \$32.50, paperbound. Index.

This is a valuable reader that belongs on your shelves. The price is high, but you will get more than a "good read" out of it. In contains much valuable material.

Editor Berman has amassed a total of nine chapters about the problems of cataloging different types of special materials, each by an expert author or authors. In addition, Mr. Berman compiled the book's 23 - page index, a valuable feature often neglected in multi-authored readers such as this.

More important than the index are the essays themselves. Three of the nine essays focus on special physical formats: films and video, by James R. Dwyer; microcomputer software, by Susan Nesbitt; and comic books, by Randall Scott. Two essays deal with publications variants: serials, by Mary Ellen Soper and government documents, by Ellen Gay Detlefsen. Two are concerned with subject specialties: fine arts, by R. Cecilia Knight and music (confined, however, to the problems of uniform titles), by Don C. Seibert and Charles M. Herrold, Jr. The other two essays treat two categories of material whose specialty lies in the fact that one is not for adults, i.e., children's materials, by Florence E. De Hart and Marylouise D. Meder, and the other is not in English, i.e., Spanish-language materials, by Vivian M. Pisano with Curtis Lavery.

OLAC members will be particularly interested in the chapters on film and video and microcomputer software. Dwyer's essay, entertainingly written, begins by

critiquing subject headings for film and video, but ends with a good analysis of descriptive cataloging problems.

Nesbitt states at the outset that she adapts current standards for cataloging microcomputer software to fit her perception of patron needs. This gives the reader fair warning, but does not help to explain how standard practices really work in order to enable catalogers who contribute records to a place outside their own institution (such as OCLC), and who are bound by bibliographic standards, to benefit from her advice.

Nesbitt has better advice to give about subject access, recommending the addition to catalog records of terms from Hennepin County Library's subject authority list and/or other timely tools.

Scott's article on comics and Knight's on fine arts both discuss standard practices, first. Then, those practices the authors believe must be adapted for extensive collections of these materials are explained in greater detail.

Scott spends most of his essay discussing subject access via LC classification and the adaptations to it and LCSH of Michigan State University. Knight treats both description and subject analysis, primarily for books and other printed materials.

Seibert and Herrold's chapter on music uniform titles is unusually thorough and detailed compared with the brief overview-style treatment of the topics in most of the other chapters. Though the historic background and explanations may be of less interest to today's cataloger than a simple "how-to-do-it," only by examining the developments over time can one come to any conclusions about the uniform title's efficacy for access.

Detlefsen examines three options for gaining access to government documents: (1) separation of both cataloging and shelving; (2) integration of cataloging but separation of the space allotted for the documents themselves; and (3) integration of both cataloging and shelving. She concludes that staff attitudes toward government documents play an essential part in whether these materials are well- or ill-used.

Problems of descriptive and subject access to serials are outlined and thoughtfully discussed by Soper, who believes that catalogers occasionally need a chuckle to relieve their frustrations.

Pisano and Lavery ask us to think about who uses catalog entries for Spanish-language materials, followed by a thorough review of the problems of cataloging these non-English materials. A brief bibliography of Spanish-language reference books at the end of the chapter is quite valuable.

In their chapter on cataloging children's materials, authors De Hart and Meder make an excellent case for examining the purpose of cataloging for children's materials. Their introductory section, giving background, history and an analysis of problems, is a model of its kind. They, like most of the other authors, cannot deny the advantages of standardization and the mainstreaming of these materials in library processing.

That remains the ultimate dilemma: how can we hang on to all the benefits of standardized cataloging while solving the problems of special materials in an ideal fashion? The answer, I fear, is forever beyond our reach, particularly since library administrators are incredibly reluctant to spend one additional penny beyond the barest minimum needed for cataloging and processing.

*CATALOGING SPECIAL MATERIALS* helps to define the problems for nine types of library materials. You will find it illuminating and interesting, if not a cure for what ails us.

SHEILA S. INTNER  
Assistant Professor  
Simmons College Graduate School  
of Library & Information Science

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## QUESTIONS AND ANSWERS

Verna Urbanski Editor

**QUESTION:** We have a set of five sound discs; three are 33 1/3 rpm, 7 in.; 2 are 45 rpm, 7 in. No one disc predominates; we want to catalog it as a set. Can we use Chapter 6? How do we do the physical description without making one of these "accompanying material"? Can we use OCLC sound recordings format? (We want to be able to search by /rec). OR, if we catalog it as a kit, must we use OCLC AV format? Can we use GMD "sound recording" in the AV format?

**ANSWER:** Catalog them as a set of sound recordings using Chapter 6 AACR2 and the sound recordings format. The different speed could be handled sensibly in one of two ways: 1) input the subfield b of the 300 as 33 1/3-45 rpm and add a physical description note similar to: Three discs play at 33 1/3 rpm and two at 45 rpm.; or, 2) use 33 1/3 rpm in the 300 and add a physical description note: Two discs play at 45 rpm. OLAC CAPC has sent a recommendation to CC:DA to cover sets of discs when a size difference exists (7-12 in.), I would say the same pattern of treatment is appropriate here. For example:

5 sound discs : analog, 33 1/3-45 rpm, stereo. ; 7 in.



This does not qualify as a kit. If it were to be done as a kit, (which would be incorrect treatment) you would use the Visual Materials format. You would not be able to use the GMD "sound recording" in the VM format. You can only use GMDs as they are appropriate to the format used.

--- V. Urbanski

**QUESTION:** I am often unsure as to which name to use in the subfield b of the 260 field. For example, "A Film Transform production" shows immediately after the title on a videocassette I am cataloging, with "Glass Films/Film Transform, c1982" at the end of the film. The Label on the container calls Film Transform a client and shows a recording date of 5/8/85, and has the name UCL Video with an address in Hollywood. Should UCL Video be considered the published of the title? Would I use 1985 for the date of publication in the 260?

**ANSWER:** I have been thinking about your question and how best to answer you in a truly helpful way without falling back on the old saw "cataloger's judgment." I suspect that UCL Video is a duplicating service and that 1985 is a date of no consequence. It is not usual to take producer name forms from a copyright statement. Sometimes it is necessary if there is virtually no other mention of a responsible party, but in this case there is. If I were cataloging your item, I would ignore the form of the name in the copyright statement. If there is evidence (was it shipped to you from them? Did you order it from a catalog issued by UCL Video?) that UCL Video is acting as a distributing agent, use them in the 260. Otherwise, use Film Transform with the date c1982.

Hollywood, CA : \$b [Distributed by] UCL Video, \$c c1982.

or

[S.l.] : \$b Film Transform, \$c c1982.

I would not use the term "publisher" to describe the function performed by UCL Video. If you use the second 260 form, a note could be added to the title cataloging similar to:

Duplicated 5/8/85 by UCL Video, Hollywood, CA.

This strategy would enable others wanting to use your online copy to know what you had, in case they too are in a quandary about what name forms to use. You also need to add a 710 21 tracing for the form of the producer's name. The OCLC NAF shows Film Transform/Glass Films (Firm) as the correct form of the name. I sometimes use information that I find in the NAF to help me decide what names to use during cataloging. Checking the NAF might have helped you in this situation as it shows that Glass Films/Film Transform is not an established name form.

--- V. Urbanski

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The questions and answers below are from a program held during the OLAC conference at OCLC in November. Richard Thaxter (LC and current Chair of OLAC), Glenn Patton

(OCLC liaison to OLAC) and Verna Urbanski Q&A Editor, *OLAC Newsletter*) let attendees fire away with AV cataloging questions. Thanks go to Sheila Smyth of Nazareth College for her helpful notes upon which this transcription of the proceedings is based.

**QUESTION:** A kit has multiple booklets, tapes and answer sheets. The form of the publisher's name varies between these. How do you determine which form is the correct one to use?

**ANSWER:** Transcription in the 260 doesn't make that much difference, it is deciding how to trace it that is complex. If LC has this problem, they would call the publisher. You can also check directories and check the container as the unifying element. If these methods don't apply, use the name form that is on the most predominant media in the kit.  
--- R. Thaxter

**QUESTION:** How do I work with a p date and a c date on sound recording labels?

**ANSWER:** The p date is the date of recording and should be used to indicate when a recording was made. A c date is the copyright date for printed matter, cover design, etc. and does not reflect the date of recording. Problems arise with compact discs and the reissuing of older recordings. These cause a large gap to exist between the date of recording and the date the compact disc version was copyrighted. Ella Fitzgerald recordings made in the 1950s and now being reissued as compact discs are a good example of this. When cataloging, use the copyright date to infer a date of publication and the older p date to know when the recording was actually made. For example:

... \$c [1985], p1955.

--- G. Patton

This also applies to reissues of old films which may bear a current copyright date applying to the label, etc., not the work itself which is known to have been made many years earlier. The current copyright date can only be used as a clue to a year of publication. Provide the known year of production in a note. For example:

video copy of an old movie says c1985 260 ... \$c [1985] 500 Made in 1958.

--- R. Thaxter

**QUESTION:** When giving accompanying material in the \$e of the 300, is it necessary to enumerate, e.g., can we say guide rather than 1 guide?

**ANSWER:** For now you can do either way. LC uses the numeral unless it sounds funny, e.g., + 1 teacher's materials. The Joint Steering Committee has decided that an smd should always be given preference over a general term and that extent of the item should be included. For example:

+ §e 1 v. (teacher's guide)

This format will be implemented across all chapters of AACR2.

--- R. Thaxter

This change has not been published yet and should not be used until it is.

--- G. Patton

**QUESTION:** Some compact discs have the original date for each of the various pieces listed, but don't have a date for the issuing of the compact disc itself. How do we find an appropriate date?

**ANSWER:** Use an inferred date based on what you can find out about the disc.

--- R. Thaxter

**QUESTION:** Does responsibility for intellectual content enter into the creation of the main entry for AV?

**ANSWER:** There are no special rules for entering AV, so you would apply the same rules as would be used for books.

--- G. Patton

**QUESTION:** Does the principal performer as main entry in sound recordings work for music video?

**ANSWER:** Performers are not really authors for most of the videos which are "stories." But there may be straightforward concert videos which qualify for entry under the performing group or an individual.

--- R. Thaxter

**QUESTION:** We have made cassette copies of sound discs because they aren't available in cassette form and we don't want to circulate the original disc. Can we catalog these on OCLC, creating a new record for our cassette version?

**ANSWER:** No. Do not input a new record since it is a local copy. Catalog the original format and add your homemade copy as a note. You can use an input stamp in the 049 to delineate the copies.

--- G. Patton

**QUESTION:**How do I catalog locally produced videos?

**ANSWER:**There were guidelines published in the *OLAC Newsletter*, v. 3, no. 2, regarding this which are still useful.

--- V. Urbanski

CAPC (Cataloging Policy Committee of OLAC) is going to be discussing this at the Midwinter meeting. The summer issue of *Cataloging Service Bulletin* included additions to AACR2 which the Joint Steering Committee has approved to help in handling locally produced materials. It would be helpful if members of OLAC could send examples of their problems with this type of material to the chair of CAPC, Dorian Martyn.  
--- R. Thaxter

MORE QUESTIONS FROM THIS SESSION WILL APPEAR IN THE NEXT ISSUE  
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### **Disk Drive Failure & Printer Problems**

have combined to make for a "unique"-looking issue of the *OLAC Newsletter*. I think that the dog came very close to biting his tail off over this small disaster. By the June issue I hope to have all my modern technology back into operating order.

Sincerely yours,  
Production Editor

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### **MEMBERSHIP APPLICATION FORM**

Membership in Online Audiovisual Catalogers is available for single or multiple years. The membership year is from January 1 through December 31. Membership includes a subscription to *OLAC Newsletter*. Membership rates are:

<b>single year - US - \$7.00 personal ; \$13.00</b>
<b>institutional</b>
<b>Non-US - \$9.00 personal ; \$15.00</b>
<b>institutional</b>
<b>two year - US - \$13.00 personal ; \$25.00</b>
<b>institutional</b>
<b>Non-US - \$17.00 personal ; \$29.00</b>
<b>institutional</b>
<b>three year - US - \$18.00 personal ; \$36.00</b>
<b>institutional</b>
<b>Non-US - \$24.00 personal ; \$42.00</b>
<b>institutional</b>

Payment in US funds only, please. Make check payable to ONLINE AUDIOVISUAL CATALOGERS and mail to:

Catherine Leonardi  
OLAC Treasurer  
3604 Suffolk  
Durham, NC 27707

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TO APPLY FOR MEMBERSHIP IN OLAC OR TO RENEW YOUR MEMBERSHIP  
XEROX THE FORM BELOW

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Circle the correct information:

I wish to ( renew my membership in // join ) OLAC

I am enclosing :	\$7	\$9	\$13	\$15	for 1987
	\$13	\$17	\$25	\$29	for 1987/1988
	\$18	\$24	\$36	\$42	for 1987/1988/1989

CHECK HERE IF YOU **DO NOT** WANT YOUR NAME ON A MAILING LIST  
WHICH IS SOLD TO AV RELATED ORGANIZATIONS \_\_\_\_

NAME:  
ADDRESS:

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**The *OLAC NEWSLETTER***

is a quarterly publication of Online Audiovisual Cataloger, Inc. appearing in March, June,  
September, and December.

Missing issues must be claimed no later than three months after the month of issue.  
Claiming deadlines are: June 30 (March issue); September 30 (June issue); December 31  
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Materials for publication in the *OLAC Newsletter* should be sent to the appropriate editor. Persons wishing to review books are invited to write to Anne Salter indicating their special areas of interest and qualifications. For AV cataloging questions, contact Verna Urbanski. Articles should be typed, double spaced, and consistent in length and style with other items published in the *Newsletter*. The submission deadline for the June issue is April 25, 1987.

For membership renewal and change of address contact:

