On-Line Audiovisual Catalogers NEWSLETTER
Volume 4, Number 1
March, 1984

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FROM THE CHAIR
Laurel Jizba

We had another busy meeting in January in Washington, D.C. Katha has again prepared excellent notes of the meeting. These appear elsewhere in the *Newsletter*. In fact, as usual, we did not get everything discussed within our two hour time slot and so the Board met for at least an hour afterwards. For several OLAC meetings now it has become evident that two hours is not enough time. For this reason, I am trying to arrange for a second OLAC meeting in June on Sunday, June 24, after the Saturday, June 23 meeting. I'll let you know whether I am successful and what the agenda will be in the June *Newsletter*.

Verna Urbanski has been appointed as the first Chair of the OLAC Cataloging Policy Committee. Six members and two ex-officio members has also been appointed. We are still looking for someone from a school of public library for the seventh position. Please write to me, including resume, if you are interested.

As of this writing, we have one candidate for the OLAC Secretary position, Antonia M. Snee, Texas A & M University and one candidate for Vice-Chair/Chair Elect, Katha Massey of the University of Georgia. The candidates' statements and the mail ballot (if necessary) will appear in the June *Newsletter*.

Plans are progressing for the MOUG/OLAC meeting in Dublin, Ohio, April 30-May 1. Publicity will be out in the next couple of weeks. We will be holding a regular OLAC business meeting in Dublin. I hope to meet many of our members there who work in Ohio and neighboring states.

To find out more about the OLAC membership, I have composed a short questionnaire for this issue of the *Newsletter.* Please take the time to fill it out and return it to me. Your effort will be greatly appreciated.

Mail *NEWSLETTER* contributions to:

VERNA URBANSKI, EDITOR
THOMAS G. CARPENTER LIBRARY
UNIVERSITY OF NORTH FLORIDA
P.O. Box 17605
JACKSONVILLE, FL 32245-7605

OLAC & MOUG PLAN A
JOINT MEETING

ON-LINE AUDIOVISUAL CATALOGERS and MUSIC OCLC USERS GROUP are having a joint meeting April 30-May 1, 1984. It will be held in Dublin, Ohio, utilizing the facilities of OCLC. If you have wanted to tour the new OCLC building, and would like to meet with other AV catalogers in workshops on topics of interest AND all for a modest cost -- THIS IS THE MEETING FOR YOU!!!!

Plans call for workshops and tours to include:

- NONBOOK SERIALS TAGGING
- LS2000 INTEGRATED LIBRARY SYSTEM DEMONSTRATIONS
- CATALOGING MICROCOMPUTER SOFTWARE WORKSHOPS
- CODING AND TAGGING FOR MICROCOMPUTER SOFTWARE

- CATALOGING, CODING, TAGGING OF TWO-DIMENSIONAL MATERIALS
- MUSIC RETROSPECTIVE CONVERSION PROJECTS
- PROBLEM SHARING SESSIONS
- AND MUCH MUCH MUCH MORE

Registration fees: Members $25.00 ($35.00 after April 1); Non-members $35.00 ($45.00 after April 1) Meeting space at OCLC is limited. Registrations will be processed as received. Registration will be capped at 135. No refunds for cancellations after April 15, 1984. If you are an OLAC or MOUG member, you will be receiving a packet concerning the meeting. If you know of someone who is not a member but would like to attend please share your packet with them (xerox the form) or contact me for another packet (Verna Urbanski, 904 646-2550)

MARBI APPROVES CHANGES
Verna Urbanski

During meetings held at Midwinter conference, MARBI (RTSD/LITA/RASD Representation in Machine Readable Form of Bibliographic Information Committee) gave final approval to changes in the MARC films format to allow for description of 2-dimensional graphic materials. AV catalogers' staunch supporters at OCLC, Glenn Patton and Randy Call, have been working behind the scenes since the first release of the format in 1976 for changes to be made. In the last two years many people have worked diligently to add appropriate fields and codes to accommodate these materials. It has been a constant struggle to measure the needs of special materials catalogers against the danger of an already complex format becoming more difficult to use.

The resulting format has been renamed "Visual Materials Format" to more clearly represent the diverse materials included in it. A copy of all the changes will be available as Update 11 to the MARC formats. Distribution dates of Update 11 cannot be accurately predicted at this time. Update 8, the most recent release, was originally scheduled for September of 1982. It was distributed in May of 1983 and is dated 4/15/83. Update 9, which will release the machine readable data file format, was to have been issued in December of 1982. It is now expected in April.

Once Update 11 is distributed the utilities will be able to issue their versions of the format to be used on appropriate systems. Then, and only then, can subscribers to the various systems begin inputting records for 2-dimensional graphic materials. As a footnote, meetings are now being organized to begin discussion of changes to the *Visual Materials Format* to accommodate 3-dimensional materials.

RULE REVISIONS NOTED

Music Cataloging Bulletin, v. 13, no. 12, December 1982 issue reported some of the progress being made by the Joint Steering Committee on the revision of AACR2. Ben Tucker of LC's Office of Descriptive Cataloging Policy notes in his report:

"The following three points relate to music and sound recordings. The new policy indicated by these points will begin to be applied by the Library of Congress at the time catalog records for music and musical sound recordings begin to be input in machine-readable form early in 1983.

> **21.23C.** The rule has been modified to avoid entry under principal performer in the absence of a collective title.

> **6.4F.** Examples were added to indicate that the copyright dates of sound recordings expressed with a "p" before the date should be transcribed as they appear, e.g., "pl982."

> **5.3.** Tentative agreement was reached on a new area 3 for chapter 5 as an option in which musical presentation statements such as "miniature score" could be recorded when they appear on music publications. The Library of Congress will apply this option."

--Editor

ON-LINE AUDIOVISUAL CATALOGERS, INC.
BUSINESS MEETING
January 7, 1984
SHERATON WASHINGTON HOTEL, WASHINGTON, DC

The Business meeting of On-Line Audiovisual Catalogers, Inc. was called to order by Chair Laurel Jizba at 8:10 pm. After introducing the current board members, Laurel gave a brief history and summary of the goals of OLAC for the benefit of new or potential members in the audience.

The minutes of the June 25, 1983, meeting were approved as published in the September 1983 OLAC *Newsletter*.

The treasurer, Catherine Leonardi, reported a balance of $4,847.28 with 474 current memberships as of the end of 1983.

Martha Yee, coordinator for OLAC's Dallas program, reported that the program entitled "Chapter 21, AACR2 and Choice of Access Points for Nonbook Materials, or, How Did We Get From There to Here?", is scheduled for Saturday, June 23, 1984, from 8-10 pm. She has received acceptances from two of the three proposed speakers: Michael Gorman and Jean Weihs. Peter Lewis indicated that he would be interested in participating if he attends ALA in Dallas, but his plans are still uncertain. Discussion will center on the changes in the rules for choice of entry and their structure in AACR2 which took place in response to the integration of rules for nonbook materials into the code. The group decided that OLAC would invite the speakers to dinner on the evening of the program meeting. Notices concerning the program will be placed in appropriate ALA division newsletters, in literature from the four utilities represented in OLAC by liaisons, in two issues of the OLAC *Newsletter* and in the preliminary and final programs for the Dallas conference.

As decided in the June 1983 meeting, a draft document written by Verna Urbanski concerning the formation and mission of an OLAC Cataloging Policy Committee (CAPC) was presented to the group for discussion. The wording of the purpose was changed to broaden the scope to include more than just cataloging rules: "The PURPOSE of the Cataloging Policy Committee of the On-Line Audiovisual Catalogers, Inc. (CAPC) is to represent the concerns of AV catalogers in matters relating to the formation, interpretation and implementation of national and international cataloging standards and related matters." In a lengthy discussion concerning membership on the committee, it was decided in the interest of time to try to get policy matters agreed upon during the meeting and leave the exact wording of the document to the Board. The following points were then decided on:

1. Policy and procedural matters should be separated in the document.
2. Membership:
   1. There shall be seven voting members.
   2. The OLAC representatives to ALA's MARBI and CC:DA committees shall be ex-officio members at least for a trial period of one year. At that point, the question of having these individuals serve as full voting members of CAPC can be re-evaluated if necessary.
   3. Members shall be chosen by the Executive Board. Volunteers will be requested, but choice of members will not be limited to those who do so.
   4. The Board shall try to balance the membership in terms of the types of libraries and different utilities represented by the individuals chosen to serve.
   5. In discussing term of office for CAPC members, it was decided that CAPC should be made a standing committee with members having regular two-year terms as already specified by OLAC's Constitution and Bylaws. Terms would begin at the end of the annual summer meeting; consecutive terms would not be limited. It was thought that staggered terms were important, and it was left to the Board to devise a method of implementing this.

3. The Qualifications for Membership section was amended to include the phrase "or have equivalent experience".
4. The paragraph concerning Removal for Cause is to be retained but moved to a separate procedures section of the document.
5. The Executive Board shall appoint the first Chair.
6. Meeting times are to be left to the discretion of CAPC members except that a minimum of two meetings a year held in conjunction with the two meetings of OLAC are expected.
7. A statement concerning CAPC's reporting mechanism to the Executive Board and method for having actions approved is to be added to the procedures part of the document.

The draft was sent back to the executive Board to have the final wording established.

During the preceding six-month period, a call for volunteers to serve on CAPC had been published in two issues of the *Newsletter.* They were asked to submit their credentials in writing to the Chair before the Midwinter meeting. The Board accepted six of those candidates as initial members of CAPC: Dorian E. Martyn, University of Miami; Patricia A. Moore, University of Illinois at Urbana-Champaign; Verna Urbanski, University of North Florida; Martha M. Yee, UCLA Motion Picture, Television and Radio Archives; Carmela DiDomenico, University of North Carolina at Chapel Hill; Erlene Rickerson, WLN. One seat remains vacant, Ex-officio members are: Christina McCawley (OLAC's representative to MARBI) and Nancy Olson (OLAC's liaison to CC:DA).

The next item of old business related to a wording problem resulting from the last election to amend the bylaws. An editorial change was agreed upon to clarify the length of the term of office for the Vice-Chair/Chair Elect position. Martha Yee, who brought the problem to the attention of the Board, agreed to work on the language of the rewording which will be presented as an editorial change at the Dallas meeting,

Christina McCawley, OLAC's representative to MARBI, reported on some of MARBI's current activities relating to AV materials. She expected MARBI to vote to approve the Visual Arts Format at its Monday meeting. This is the new name for the Films Format incorporating the changes to accommodate two-dimensional materials. (Visual Materials Format is the name finally approved. -- Editor)

Verna Urbanski, OLAC *Newsletter* editor, distributed copies of the publication schedule for 1984. She also requested members to send contributions (articles, comments, questions, etc.) for publication in the *Newsletter* so it can better serve as an information exchange for AV catalogers.

Under new business, Laurel called for nominations for the two offices which will come up for election in June 1984: Secretary and Vice-Chair/Chair-Elect. The two incumbents, Katha Massey and Sheila Intner, briefly described the duties of the positions emphasizing the time and travel commitments involved. No nominations were received from the floor. Mail nominations have already been requested and will be accepted through February 3,

1984, the deadline for the March issue of the *Newsletter*. Written statements required of each candidate, will be published in the June issue. In response to a question from the floor concerning the reason for OLAC's lack of a nominating committee, Laurel replied that OLAC started as a small, unstructured group and the Constitution and Bylaws do not call for one. Perhaps it is a matter which could be looked into for the next election. In the meantime, the Executive Board was authorized to serve as a nominating committee to draw up a slate for the upcoming election.

Catherine Leonardi proposed that an AV cataloging problems discussion forum be held at all meetings of OLAC. The consensus of those present was that it was a good idea providing a separate time slot from that reserved for the program/business meeting could be set. Although this would require a sizable additional time commitment, most persons present thought such a forum would meet a definite need. It was decided to try it in Dallas to see how it works; perhaps CAPC could coordinate it. In addition, the Secretary could write up the best questions and answers for publication in the *Newsletter*.

A progress report on the planned joint meeting of OLAC and MOUG scheduled for April 30-May 1, 1984, at OCLC was given by OLAC's program coordinator for the conference, Nancy Olson. A full two-day program with a variety of general sessions, small group workshop sessions, question and answer periods, tours, demonstrations, as will as separate business meetings of both OLAC and MOUG is planned. A wine and cheese reception in the Atrium will be sponsored by OCLC. The program planners have attempted to make this a low budget meeting. Registration is set at $25.00 for OLAC and MOUG members. Mark your calendar now!

Sheila Intner and Glenn Patton reported that the guidelines for cataloging microcomputer software were accepted by ALA's CC:DA today (Saturday, January 7) with many small changes. Substantive changes included: agreeing on a multifaceted approach in describing files and carriers in area 5; using a single format in describing the system on which the software is run in area 7; deciding that cataloging information can be taken from labels and documentation and not just internal frames; accepting a glossary; returning to "machine-readable data file" as the GMD. The question of who will publish the guidelines and how they will be distributed were to be discussed by the RTSD/CCS Board at its Sunday meeting. OLAC members expressed concern over possible protracted delays in publication and restriction of distribution of the guidelines.

The utility representatives who were present were asked to comment on their organization's planned response to the microcomputer software guidelines. Glenn Patton replied that OCLC plans to implement the guidelines when they and the MRDF Format are published. The final text of the MRDF Format has not been published yet. It is scheduled to appear as Update no. 9 to the *MARC Formats for Bibliographic Description*, but this will probably not come out before June. Ed Glazier said RLG would give the same report as that of OCLC except that RLG has no positive plans for implementation even when the MRDF Format is published; they have not yet begun to schedule this. RLG does have a Task Force on Machine-Readable Data Files which is seeking information about files of bibliographic records for MRDF which might be suitable for

loading into RLIN. So far, there has not been much pressure from RLG's membership about the need for implementation of the MRDF Format or the microcomputer software guidelines. In other news, Ed reported that RLG will implement the MARC Format for Archival and Manuscript Control which is scheduled to come out as Update no. 10 to *MFBD*. RLG received a grant from NEH to begin this implementation (probably the week of January 16) with Yale, Cornell, Stanford, and the Hoover Institution among the initial participants. Other RLG institutions will have the capability to use this format later in the spring.

Laurel announced that the OLAC *Newsletter* has been assigned an ISSN (0739-1153). In addition, The Executive Board has nominated the *Newsletter* for the H.W. Wilson Periodical Award.

Laurel and Sheila have been working on additional advertising for OLAC. Sheila announced that an ad is scheduled to appear in the January issue of American Libraries.

A discussion of the term of office for OLAC's liaisons to RTSD/CC:DA and RTSD/AV committees was tabled until the next meeting. The treasurer announced that she will accept 1984 dues anytime.

Having no further business the meeting adjourned at 10:15

Submitted
Katha Massey, Secretary

Persons attending the meeting were:

Martha Yee, UCLA Film, Television and Radio Archive; Val Vidmanis, Becker Junior College (MA); J.O. Wallace, San Antonio College; Dorothy McGarry, UCLA; Maredith Horan, NLM; Mary Ann Mercante, Missouri Library Network Corp.; Wendy White-Hensen, LC; Richard Thaxter, LC; Nancy B. Olson, Mankato State University; Glenn Patton, OCLC; Ed Glazier, RLG; Sara Shatford, Pierpont Morgan Library; Bo-Gay Tong, University of California at San Diego; Jackie Dooley, LC; Elisabeth Betz, LC; Ava Nell Harris, Texas A&M; Toni Snea, Texas A&M; Robert E. Boyer, Arlington Texas Public Library; Christina McCawley, West Chester University (PA); Verna Urbanski, University of North Florida; Sheila S. Intner, School of Library Service, Columbia University; Laurel Jizba, Indiana University; Catherine Leonardi, Duke University; Katha Massey, University of Georgia.

MICROCOMPUTER CATALOGING
GUIDELINES COMPLETED
V. Urbanski

CC:DA (Committee on Cataloging: Description and Access) approval of the revised draft of the guidelines for cataloging of microcomputer software has turned into a good gnus/bad gnus joke. The good gnus, is that CC:DA completed work on the revised draft during Midwinter meetings.\ The bad gnus is that RTSD will be publishing it in order to generate some income for their section. We must wait for the ALA presses to roll before the guidelines will be available for wide distribution. This *Newsletter* had high hopes of publishing the finished guidelines in this issue. It was pointed out during deliberations that CC:DA is a very expensive committee for RTSD and that publishing the guidelines for profit is one way to repay RTSD for its continuing support of CC:DA. While I can't argue with that, it is painful to have to delay even further the day when standardized cataloging guidelines are readily available for microcomputer software.

In an attempt to fill the gap between now and publication of the guidelines by RTSD, we are providing below some summaries of the changes which have been made to the two drafts of the guidelines and also the changes which need to be made to the text of Nancy Olson's manual on the cataloging of software (*A Manual of AACR2 Examples for Microcomputer Software and Video Games.* Soldier Creek Press, Box 863, Lake Crystal, MN 56055. $12.50) as a result of the revisions by CC:DA. This will enable people who have copies of either the preliminary draft (issued for the June LA ALA meeting) or the revised draft (issued in November) to update their documents. Owners of the Olson manual can likewise update that document. New orders will be accompanied by appropriate change lists. See also the summary of the CC:DA discussions held during LA ALA in *Newsletter* (P. 16-18). We are grateful to Nancy Olson for preparing these summaries of changes. Nancy has been working very hard for the past year as a member of the task force preparing the guidelines. For more complete information regarding her manual, see volume 3, number 4, P. 19.

January 14, 1984
Nancy B. Olson

Corrections to preliminary guidelines for cataloging microcomputer software (*A Report on Problems Already Encountered in Applying Chapter 9 to Microcomputer Software* by the CC:DA Task Force on Application of AACR2 (Chapter 9) to the Description of Microcomputer Software. Preliminary version submitted to CC:DA at its 1983 Los Angeles meeting); Correction based on January 1984 meeting at which CC:DA approved the guidelines. The preliminary guidelines were widely distributed through state library agencies, state departments of education, state library associations, bibliographic utilities, networks, etc., and were published in various newsletters and in *A MANUAL OF AACR2 EXAMPLES FOR MICROCOMPUTER SOFTWARE AND VIDEO GAMES* / by Nancy B. Olson.

Official text of the approved guidelines is to be published by ALA; date and price to be announced

NOTE: If nothing appears below concerning a preliminary guideline, the preliminary guideline was unchanged. If nothing below applies to a specific area not covered by the preliminary guidelines, Chapter 9 of AACR2 applies.

```
   p. 2 (1)     Scope: Guidelines apply to items produced commercially.
                 Locally produced material is to be cataloged by
Chapter 9.
```

Prescribed sources of information: The title and statement of responsibility should only list chief sources of information as prescribed sources.

General material designation (GMD): The decision to change the GMD to machine-readable file which was made by CC:DA in June 1983 has been reversed. The GMD remains machine-readable data file as in Chapter 9.

Area 5: The compromise was adopted by CC:DA in June 1983 and expanded in January 1984. Catalogers are directed to generally take information for this area from explicit statements in accompanying documentation. Not all information will be available for many items.

This area is constructed as shown in the following chart, which includes punctuation, examples, and explanations.

```
          EXPLANATIONS                          EXAMPLES

          number of files                       2
                                                ca. 1

          type of file                          program file
            plural or singular as               data file
            appropriate

          extent of data file                   (200 logical
records)

          programming language of a             (LOGO)
            program file if specifically
            identified

          name and model number of machine      (200 logical
records,
             on which it will run if there          Apple IIe)
             is a one-to-one correspondence     (LOGO, TRS-80)
             between file and machine           (IBM-PC)

          name of physical medium on or in      on 1 computer disk
             which the file is recorded (use    in 1 computer
cartridge
```

other terms as appropriate)	in 2 computer cassettes
may use more specific terms if information is readily available	in 3 computer tape cartridges in 1 computer chip cartridge
sound present when item is in use	: sd.
color display if color monitor is used	col.
sound and color	: sd., col.
color, no sound	: col.
size of disk	; 5 1/4 in. ; 8 in.
size of cassette - not specified unless other than standard (3 7/8 x 2 1/2 in.)	; 2 3/8 x 1 1/4 in.
size of cartridge - face measured to nearest 1/4 inch	; 3 3/4 in.
accompanying material	+ 3 guides + 1 program file + 1 data file (140 logical records) + 1 manual (49 p. : 28 cm.)

9.7B15 becomes two notes, "System requirements" and "Disk characteristics".

System requirements: give pertinent information about the equipment on which the software runs if the information is readily available; give information in the following order:

Introductory phrase	System requirements:
make and model of the computers) on which the software was designed to run, unless information given earlier in the record	Commodore 64
memory required	; 64 K
operating system	; DOS 3.3

```
        peripherals needed                                    ; printer
                                                              ; dual disk
drives, printer
                                                              ; color
monitor, DAC music card
```

If the file also runs on some other equipment, that information may be given informally in a quoted note following the above note.

Disk characteristics are given if the information is available, including whether disk is hard or floppy, single or double density, hard or soft sectored.

Corrections and additions to the **revised draft** of the Guidelines for cataloging microcomputer software. (This document prepared for the RTSD Nonbook Institute to be held at San Diego Feb. 24-26, 1984)

The guidelines were officially approved by CC:DA 7 January 1984. They will be sold by ALA; date and price to be announced.

For those who have the revised draft that was circulated in November (*Guidelines for the Descriptive Cataloging of Microcomputer Software* issued by Committee on Cataloging: Description and Access of the American Library Association. Rev. Draft.), the following changes apply:

```
  page 1, title          change "software" to "files"
  para. 1, line 3        insert at end of first sentence "and data
files."
  para. 2, line 3        change "software" to "files"
  para. 4, line 1        change "software" to "files", "falls" to
"fall"
  page 2                 no change
  page 3                 under Prescribed sources of information for
title
                          and statement of responsibility, delete all
except
                          first four words.  The rest is to be as in
Chapter
                          9 of AACR2.
  page 4                 change GMD here and throughout the draft to
                          machine-readable data file
                         in edition examples, make note under Rev. ver.
that
                          the abbreviation of "version" can only be
used if
                          it appears on the item.
  page 5                 insert at beginning of 9.5 explanation
"Generally
                          take information for this area from explicit
                          statements in accompanying documentation."
```

```
   para.3, line 2          change ", but" to "and"
        line 5-6           delete "but... file"
        line 6             change "extent" to "number"
                           delete "the"
                           change "file" to "files"
        line 7             insert at end of sentence "and record the
information
                            concerning user-created data files in a
note."
  page 6
  para. 1, line 1          insert after second word "extent of a data
file,
                            i.e,"
                            delete "in a data file"
  para 2, line 1           insert "readily" before "determined"
        line 1-2           delete 'give ... mark."
                           replace with "give the estimated number
preceded
                            by ca., without square brackets."
                           change example to "ca. 1 program file"
                              delete note
  para. 3, line 2          insert after on "or    in"
  example 1                change "statements"   to "records"
  example 2                change "on" to "in"
  example 3                change "statements"  to "records", "on" to
"in"
  page 7
  para. 1, first
  3 examples               change "on" to "in"
  para. 3, ex. 4           change "on" to "in"
  last sentence            delete "same version of the"
                           insert before "computer" "the same"
  page  8
  line  1                  delete "same version of the"
  para. 3                  sound is added to this paragraph
  line  1                  insert after "colors," "or to produce sound,"
  line  2                  insert after "col." "or sd."
  line  3                  insert after "color" "or sound"
  line  4                  insert after "space." "If the file is encoded
for
                            both color and sound, use col., sd."
                            NOTE:  This conflicts with chapter 7 & 8;
                            material was distributed just before the
vote.  I
                            hope it will be corrected to "sd., col."
before
                            the official publication.
  line 5                   insert after "color" "or the production of so
  example 2                change "on" to "in"
  example 3                change "on" to "in", add  "sd."
  para 4, line 5           (sentence about cassette) insert after "size"
                            ", unless it varies from the standard, which
is
                            3 7/8 x 2 1/2 inches.  For cassettes of a
non-
                            standard size, give length and height in
inches,
```

```
                                  correct to the nearest 1/8 inch."
  page 9
  examples 2,4,5              change "on" to "in"
  para. 1 (9.5D)
  example 1                   correct typo insert "+" before "1 data file
  example 2                   change "on" to "in"
  last 2 examples             correct typos insert plus signs as needed
  page 10
  para. 1, line 8             typo correct to "characteristics"
  example 4                   change last part to "2 pushbot7ton joysticks"
                              delete examples 8, 9
  example 10                  correct typo add plus sign for Apple II plus
  page 11,                    change heading in middle of page to
"Suggestions
                              for cataloging individual programs in a
collection"
  para. 3, line 1            insert after "collections," "if possible,"
  line 2-6 (on p.12)         delete all after "program" through "command."
                             Replace with "as given at the beginning of
the
                              program (i.e., first frames to be displayed,
                              the menu, program description, or program
state-
                              ments)"
  page 12                    correct GMD to machine-readable data file
  para. 2, line 3            change "on" to "in"
  page 13
  example 2                  change "on" to "in"
```

Corrections, changes and additions to *A Manual of AACR2 Examples for Microcomputer
Software and Video Games* / by Nancy B. Olson. -- Lake Crystal, MN. : Soldier Creek
Press, cl983.

The following changes to the text of the manual are based on the completed guidelines
which were approved in Washington.

p. 15 The GMD will be machine-readable data files.

p. 19 last two paragraphs
Object program has been dropped from chapter 9 (JSC September 1983. For
corrections to area 5 and 9.7B15 please see the corrections to the preliminary
guidelines above.

p. 29 21.29D The Canadians who have been cataloging microcomputer software
on UTLAS for some time, have requested field 753 be added to the MARC
format to provide access to the make and model number of the machine, and the
operating system. needed. I hope this proposal will be approved by MARBI, as it
will allow those of us using MARC to provide this access for our patrons.

Corrections and additions to examples in *A Manual of AACR2 Examples for Microcomputer Software and Video Games.*

    Page E1   Change machine-readable file to machine readable data

                                   file

    Example 1   [machine-readable data file]
                            1 program file (Apple 11) on 3 computer disks ; 5 1/4 in.

                            + 1 manual (27 p. ; 28 cm.), in binder.

    Example 2   [machine-readable data file]
                            2 program files (Apple II) on 2 computer disks

                            5 1/4 in. + 1 manual (49 P. ; 28 cm.), in binder.

    Example 3   [machine-readable data file]
                            2 program files (Apple II) on 1 computer disk

                            5 1/4 in. + 1 manual.

                            line 3 should be c1981 instead of c1982 since the

                            information should be taken from the title screen when it

                            is available; take the date out of the copyright note.

    Example 4   Lund, Charles
                            Computer math games. [Volume 6] [machine-readable data
    change as   file] / by Charles Lund.   -- Menlo Park, Calif.
    shown   Addison Wesley, c1982.
                            4 program files (Apple II) on I computer disk 5 1/4

                      in. + 1 teacher'. s guide.

                            System requirements: 32K ; DOS 3.3
                            (changes based on title screen as chief source)

    Example 5   [machine-readable data file]
                            1 program file (Apple II+) on 1 computer disk ; 5 1/4 in.

                            1 geography ....

                            System requirements: DOS 3.3/3.3P ; Applesoft.

    Example 6   [machine-readable data file]
                            delete statement of responsibility since it appears on

                          the chief source only in a copyright statement ; make a

note.
                    Producer, JMH Software of Minnesota.
(OR)
                    Producer and copyright: JMH Software of
Minnesota.
                    5 program files (Atari 400/800) on 1 computer
disk
                        5 1/4 in. + 1 teacher's guide.

                    System requirements: 16K ; Atari BASIC
cartridge.

    Example 7   System requirements: Atari 400/800 ; 16K RAM ;
Atari
                        410 program recorder, monitor.

    Example 8   [machine-readable data file]
                    8 program files (BASIC, Apple II) ; 5 1/4 in. +
1 manual.

                    System requirements: 48K ; DOS 3.2

    Example 9   [machine-readable data file]
                    4 program files (BASIC, Apple II) ; 5 1/4 in. +
1
                        instructor's guide.

                    System requirements: 48K ; DOS ; Applesoft
BASIC in ROM.

    Example 10   [machine-readable data file3
                    1 program file (Apple II) on 1 computer disk :
sd.
                        5 1/4 in. + 1 teacher's guide.

                    System requirements: 48K, DOS 3.2 or 3.3 ;
Applesoft
                        BASIC, Micro Music DAC card.

    Example 11   [machine-readable data file]
                     add other title information   :
context clues.
                    6 program files (BASIC, Apple II) on 1
computer disk
                        5 1/4 in. + 1 teacher's

                    System requirements: 48K ; DOS 3.3 ; Applesoft
Basic

    Example 12   no change

    Example 13   Chapter 13 of AACR2 explains methods of analysis.
                    Method I on page E30 of the manual uses 13.3 of
Chapter
                    13. Method II on page E31 of the manual follows
AACR2

1.7B21, 2.7B21 and an interpretation by the Library
of
                          Congress. 13.2, 13.4, and 13.5 describe other
methods
                          that may be used.

     page E30   [machine-readable data file]
                            17 program files (Apple II) on 2 computer disks
; 5 1/4
                          in. + 2 manuals (67, 48 p. ; 28 cm.). -- (MECC ;
6,37)

                          Some of these may have sound and color; if so we
would
                            so indicate.

     page E31   1 of 8 program files (Apple II) on 1 computer disk
...

   Example 14   [machine-readable data file]
                            ca. 1 program file (Apple II) on 1 computer
disk

                            System requirements: DOS 3.2 or 3.3 ;
Applesoft.

   Example 15   ca. 1 program file.

   Example 16   [machine-readable data file]
                            4 program files on 1 computer disk ...

                            System requirements: TRS-80 ; 32K   TRS DOS.
                            System requirements: Apple ; 48K   Applesoft
in ROM.

   Example 17   add edition statement. . -- Version 1.1. --

                            1 program on 1 computer disk : sd., col. ; 5
1/4 in.

     Example 18   27 program files (Atari 2600) in 1 computer chip
                          cartridge : sd., col. ; 3 1/4 in. + game program
                          instructions.

                          System requirements: Atari 2600 video computer
system
                           television or monitor, joystick controllers.

     Example 19   8 program files (Atari 2600) in 1 computer
cartridge
                           sd., col. ; 3 1/4 in. + game instructions.

                          System requirements: Atari 2600 ; monitor,
joystick
                           controllers.

     Example 20   4 program files (Intellivision) in 1 computer

```
                          cartridge
                          sd., col. ;           in. + 2 controllers ...

                          System requirements: Intellivision master
component
                          color TV, controllers.

     Example 21           3 program files (Odyssey2) in 1 computer cartridge
:
                          sd.,
                          col. ; 3 1/4 in. + official rules.

                          System requirements: Odyssey2 videogame system
                               television monitor.

     Example 22           no change

     Example 23           no change

     Example 24           [machine-readable data file]
                            program files (Apple) on computer disks   5 1/4
in.

                          System requirements: DOS 3.3 ; Applesoft.

     Example 25           2 v.  ill.   29 cm. + 16 program files.

                           v.   ill.   29 cm. +     program files.
```

QUESTIONS AND ANSWERS

Question: Regarding the cataloging of locally made videorecordings, I have a question about the coding for the fixed field dates for a video copy of a motion picture. Such a copy would really be a new manifestation of the work and therefore a "dat tp" of "s". Selection of date type "p" would refer to production and eventual release dates of the same manifestation and not the later release of the same content in another medium.

Answer: OCLC's guideline for how to handle the Fixed Field Dates for a video copy of a motion picture or another audiovisual medium, is based, I believe, on the view that the "release" date in this case would be the year when the item became available in the copied form. The production date would continue to be the date that the product in its original form was created. It is a hybrid of the original concept of what fits date type "p". Date type "s" may be more appropriately reserved for times when there is actually only one major date of concern.
--Verna Urbanski

We [OCLC] view the situation as one involving previously existing work. There is in this case a long-standing MARC coding practice which calls for the use of code "r" if the original and reissue (in this case, the copy) are in the same broad physical format and code "p" if the format changes. It seems important as well to provide, in coded form in Date type and Dates, for a way to indicate that the original item may be considerably older than the date of the copy might indicate.
--Glenn Patton

Question: How do we interpret different information from within the chief source? In this video for example, copyright dates are conflicting. Many times, to me, screen information seems more permanent and truthful than label information. Label information gets hand-typed and is subject to typos, yet both are considered chief source according to AACR2. (The example cited was for a videorecording which showed "cl978" in its credits and had "copyright 4.30.79" on the container.]

Answer: Be sure to read 7.0B carefully. A container that can be a chief source equal in importance to the film itself is limited in 7.0B to a container that is "an integral part of the piece (e.g., a cassette)". The container the **cassette** comes in does not fall into this category. If the conflict s between the tape and the cassette container use the information obtained by viewing the tape, unless other special considerations come into play.

If the conflict is between a labeled cassette and the tape itself, other decisions will affect the handling. A traditional approach would be to select the latest date, thereby assuming that some change has taken place which caused the title to be resubmitted for copyright.

There are two other approaches to this question and they hinge on how the items are cataloged at the institution. If an agency is cataloging **only** from the container and not viewing the film then the container date becomes the pertinent one. If the cataloger were to know of the existence of a different date that information could be provided in a note permanently attached to the on-line record. If, however, an agency catalogs by viewing the film and considering that information along with external information then the most important date is probably the date on the videorecording itself. If I were cataloging this and found this sort of conflict, I would probably use the date on the recording and make a note similar to: Copyright date on container 1978. This would let other on-line users know that they could use this record to produce from even if they wanted to use 1979 as their main date. In some instances you will be able to tell that the earlier date is inappropriate because it applies to a different distributor or releaser than the current

recording. In other words each case has to be weighed within general guidelines.
--Verna Urbanski

Question: Rule 7.5.B1 says to "add a trade name or other technical specification to the term for a videorecording if the use of the item is conditional upon this information and if it is only available in that particular form. Otherwise, give such data in the note area." My question has to do with "if it is only available in that particular form." What does this mean? Does the availability apply to a particular library, or does it apply to availability from the producer or distributor? In light of the recent decision by OCLC to accept separate records for each physical format of a videorecording, should the specification now become part of the physical description or should it be a note?

Answer: Rule 7.5B1 does not refer to local availability in a particular library. It does refer to variant forms available from a producer or distributor. Strictly speaking, 7.5B1 would require that an item be available in only one form and that its use be limited to one type of equipment before the trade name or technical specification could be added to he physical description. The reality of applying that rule is something quite different. The Library of Congress has decided to always put this information in a note. Catalogers "out in the bush" can rarely be sure of available formats. Many practicing librarians have told me they always put the trade name or technical specification in the physical description. There are also many who routinely delete LC "Issued also as" notes because they find their patrons actually expect the varying formats to be available in that local library.

If you follow rule 7.5B1, trade names will occur in the physical description on some cataloging and as a note on other cataloging. The only way to have it appear consistently in one place or the other is to decide your library will put the information one place regardless of conditions of use or available formats. OCLC's decision seems to me a side issue to the basic decision to follow 7.5B1 or not. However, I would say that many catalogers seem to believe that placing this information in the physical description makes the information conspicuous and readily available to patrons.
--Verna Urbanski

Question: We have a library in our processing center that owns a videorecording that is basically a preview tape for various programs. It includes 5-minute segments from each of 12 individual programs. We have never considered cataloging something like this for our library, but they do want it cataloged for their collection. Has anyone ever cataloged something like this? How? Do we follow Rule 1.1G2? or 1.1B7?

Answer: If people catalog fuzzy frogs, I see no reason that someone hasn't cataloged preview tapes! Following rule 1.1G2 seems like overkill to me. I would follow 1.1B7 with a brief contents note. Why does the library want it cataloged? If it is just so all their tapes will be cataloged, I would definitely go with 1.1B7.
--Verna Urbanski

LOOK OUT !!
A PROGRAM JUST FOR YOU IS COMING THIS WAY !

SUBJECT:

Chapter 21 in AACR2: How did the rules for choice of entry change between AACR1 and 2 in response to the inclusion of non-book materials in the group of materials to which they are to be applied?

SPEAKERS:

- Michael Gorman, co-editor of AACR2
- Jean Weihs, Chair of the Joint Steering Committee for Revision of AACR2

WHERE:

American Library Association Annual
Conference--DALLAS, TEXAS

WHEN:

June 23, 1984. From 8 - 10 pm.

The program is sponsored by On-Line Audiovisual Catalogers and RTSD Audiovisual Committee. We hope that this program will provide insight into the principles behind the rules for choice of entry in AACR2 which will enable AV catalogers to apply the rules more effectively.

CHECK THE PROGRAM UNDER "Meetings of other Groups" FOR EXACT LOCATION

SEE YOU THERE !! SEE YOU THERE !! SEE YOU THERE !!

FROM THE TREASURER
Catherine Leonardi

```
        Reporting period:
        October 15, 1983 through December 27, 1983

        Account balance October 15, 1983
$3,350.45

        Income

                New memberships
240.00
                Renewal memberships
1,781.45
                Interest paid on account
30.50
                                                                ---------
----
                Total income
$2,051.95

        TOTAL
$5,402.40

        Expenses

                Newsletter v. 3, no. 4
416.90
                stationery
77.16
                Renewal notices
44.09
                Bounced check
5.00
                NC intangibles tax
3.37
                Bank charges
8.60
                                                                --------
----
                Total expenses
$555.12

        ACCOUNT BALANCE December 27, 1983
$4,847.28

        CURRENT MEMBERSHIP     474
```

ATTENTION EXPERIENCED INDEXERS

Jackson Lethbridge (15 Woodsdale Park State College, PA 16801) writes: "I am engaged in the indexing of a catalogue of a collection of history and political science films and would like info on automatic indexing where the actual subject terms are included in an annotated entry under each title; the subjects have to be pulled out and the titles listed under them, each in alphabetical order. Any info from your members would be welcome."

Please contact Mr. Lethbridge if you have information which would help him out with this project.

NOTICE OF SUBMISSION DEADLINE

The next issue of the *Newsletter* will be the June 1984 issue, volume 4, number 2. Items for inclusion should be submitted no later than **April 27, 1984.** Early submissions are greatly appreciated by the Editor. Articles are welcome. If you have a question about the appropriateness of a topic, or some feedback on and idea for an article please contact the editor, Verna Urbanski.

OLAC MEMBERSHIP SURVEY
Laurel Jizba

As Chair of the On-Line Audiovisual Catalogers, I am well aware that OLAC is still a developing organization. I and others on the Board are quite interested in knowing the wishes of the membership as to the direction OLAC might take with regard to planning for future meetings and programs. In order to discover what you, the membership, envision for OLAC's future, please take a few minutes to answer the questions below. The OLAC Board and I will examine the results at the June meeting. I can assure you that your answers will be carefully read and considered and will be invaluable for future planning.

Please circle your response. Answers are ranked from 5 (very interested) to 1 (not very interested). Answer each question as many times as you like.

```
    A. I would be interested in attending        I am
I am
      future OLAC meetings at the same      very interested;        not
very interested;
```

time and place as these meetings: I would attend.   I would not attend.

```
        ------------------------------------------------------------------------
        AASL: Am. Assn. of School Libns.        5       4       3       2       1

        ACRL: Asso. of Coll. & Res. Libs.       5       4       3       2       1

        Art Libs. Soc. of North America         5       4       3       2       1

        ASIS: Am. Soc. for Info. Science        5       4       3       2       1

        Health Sci. OCLC Users Group            5       4       3       2       1

        Map On-line Users Group                 5       4       3       2       1

        Medical Library Assn.                   5       4       3       2       1

        MOUG: Music OCLC Users Group            5       4       3       2       1

        Online School Libs. Users Group         5       4       3       2       1

        Other ideas (please list)               5       4       3       2       1
```

B. I would be interested in attending
    future OLAC program on these topics:

    1. Cataloging and/or MARC coding for:

```
        3-D artifacts and realia                5       4       3       2       1

        Graphic materials                       5       4       3       2       1

        microcomputer software/MRDFs            5       4       3       2       1

        Motion pictures/videorecordings         5       4       3       2       1
```

    2. Emphasis on AV concerns for
       these types of libraries:

```
        Academic                                5       4       3       2       1

        Art                                     5       4       3       2       1

        Health Sciences                         5       4       3       2       1

        Public                                  5       4       3       2       1

        School                                  5       4       3       2       1

        Special (please  list)                  5       4       3       2       1

        other (please list)                     5       4       3       2       1
```

3. Emphasis on AV concerns
   within these system:

      OCLC system   5   4   3   2
1

      RLIN system   5   4   3   2
1

      UTLASsystem   5   4   3   2
1

      WIN system   5   4   3   2
1

4. General AV Q/A sessions   5   4   3   2
1

C. I would be interested in
   speakers from these
   AV collections:

      Academic   5   4   3   2
1

      Art   5   4   3   2
1

      Health Sciences   5   4   3   2
1

      Public   5   4   3   2
1

      Special (please   list)   5   4   3   2
1

      other (Please list)   5   4   3   2
1

D. What factors affect your ability to
   attend OLAC meetings/program?

                                          Main consideration   Not
relevant

      Lack of time needed to travel-too far 5   4   3   2
1

      Lack of funding   5   4   3   2
1

      Can not leave library duties   5   4   3   2
1

      Not interested   5   4   3   2
1

      Other (Please list)   5   4   3   2
1

E. Would you be willing to write for the OLAC newsletter?   YES
NO

F. Would you be willing to run for OIAC office?   YES
NO

    (Please give your name if your answers to
    E. and F. are YES).

```
    G. Do you think placing a periodic questionnaire of this
       type in the newsletter is a good way to stay in touch
       with the OLAC membership?                              YES
NO

    H. Other comments- Please write these on a separate sheet of paper.
```

Thank you for taking the time to respond. Please return the completed survey to:

Laurel Jizba
Chair, OLAC
Automated Processing Dept.
Indiana University Libraries
Bloomington, Indiana 47405

Last modified: December 1997