

On-Line Audiovisual Catalogers NEWSLETTER
Volume 4, Number 2
June, 1984

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FROM THE CHAIR LAUREL JIZBA

By the time you read this in the June issue of the *Newsletter*, the Joint MOUG/OLAC meeting will have passed and we will all be looking forward to the Dallas meeting. However, as I write this it is a cold, gray, rainy day in early April and I look forward to the warm, sunny days, of spring and the Columbus meeting. So I write to you from out of the past; don't early newsletter deadlines make wonderful time machines?

I can tell you that Katha Massey will be including her notes of the MOUG/OLAC meeting in this issue of the *Newsletter*, sliding them under the door of Verna's newsroom just before the presses start to roll; we'll all be reading the official Columbus meeting notes at the same time.

Also, I can already give you some final information on the upcoming OLAC Dallas events. First, in the regular OLAC time slot on Saturday, 8-10 p.m., June 23, OLAC will co-sponsor with RTSD-AV a program entitled *Chapter 21 AACR2 and Choice Of Access Points For Nonbook Materials. or, How Did We Get From There To Here?* Featured on the program are Michael Gorman and Jean Weihs, both of whom have greatly influenced AACR2. It will be held at the **Sheraton-Dallas Hotel**, Austin Room.

In addition to the Saturday program, our regular OLAC business meeting will be held on Sunday night, 8-10 pm, June 24 at the **Plaza of the Americas**, Governor's Room. On the agenda are the introduction of new officers for 1984-86, Katha Massey, Vice-Chair Chair-Elect and Antonia M. Snee, Secretary. Besides regular business, we will also host a show and tell / question and answer session on how to catalog various and sundry AV materials. Please bring any unusually interesting or troublesome AV examples with you to this meeting. (We can publish summaries of the discussion in a subsequent *Newsletter*.)

I want to thank all of you from Boston, Massachusetts to Eugene, Oregon who so readily responded to the OLAC membership survey. The board will go over the results at the business meeting on Sunday, June 24. A summary report will appear in the September *Newsletter*.

Last but not least, I would like to say that I have had a very interesting and rewarding two years as Chair of the OLAC Board, thanks to those who elected me as Vice-Chair/Chair-Elect in 1980. I especially would like to thank the 1982-84 OLAC Board: Verna Urbanski, Sheila Intner, Catherine Leonardi and Katha Massey for helping to make OLAC a smooth running organization. I would also like to thank Nancy Olson and Martha Yee for all the good work they have done in planning for the Columbus and Dallas programs respectively. Finally, I would urge that more OLAC members get involved in the organization by running for office or writing for the *Newsletter*... The more members invest time in OLAC the more effective an organization it will become for all of us interested in the future of AV cataloging.

ACCESS POINTS FOR NONBOOK MATERIALS -- PROGRAM

On-Line Audiovisual Catalogers and RTSD Audiovisual Committee will co-sponsor a program during the ALA annual conference. "Chapter 21, AACR2 and Choice of Access Points for Nonbook Materials -Or- How Did We Get from There to Here?" will examine the changes in the rules for choice of entry which took place in AACR2 as nonbook materials were integrated into the code.

Guest speakers include: Michael Gorman, Jean Weihs and Martha Yee. It promises to be a lively session. The three speakers are all well versed in the issues. Mr. Gorman is of course, the well known co-editor of AACR2. Ms. Weihs is author of one of the first cataloging manuals for the standardizing the treatment of AV materials and a hard working member of the Joint Steering Committee which oversees the revision, of AACR2. Martha Yee will undoubtedly share some of the observations present in her excellent article "Integration of Nonbook Materials in AACR2" (*Cataloging and Classification Quarterly*, Summer 1983, p. 1-18). In fact, persons planning to attend may find it helpful to read Ms. Yee's article before listening to the speakers.

The program will be Saturday, June 23, 1984, 8:00 to 10:00 pm. It will be held at the Sheraton-Dallas Hotel, Austin Room.

CATALOGING MATERIALS FOR THE BLIND

Are there OLAC members who are cataloging materials for the blind? If so, Nancy Olson would like to hear from you. Nancy is gathering information on the topic with an eye to possible changes which need to be made to AACR2 to accommodate this material. The Joint Steering Committee for Revision of AACR2 has already been reviewing some proposals made by the Canadian Cataloging Committee.

Contact Nancy for further information:

Nancy Olson
Memorial Library
Mankato State University
Mankato, MN 56001
Telephone: (507) 389-6201

DALLAS PROGRAM ON SPECIAL FORMAT STATISTICS ANNOUNCED

After years of work, the Revised ANSI Z39.7 standard has been approved and is ready for implementation by librarians seeking to standardize measurements within the burgeoning area of special formats. A program which is a joint effort of the LAMA Statistics for Non-print Media, LAMA Statistics for College and University Libraries, and the RTSD Audiovisual Committees, will be held on Monday, June 25 from 9:30 to 11:30 am during the American Library Association's Annual Meeting in Dallas, Texas.

Speakers will describe the Standard and the benefits of its implementation along with the problems they see and/or their recommendations for revision. The speakers represent an Art Library, School Media Center, University Microform Collection, Maps Library and Database Center. They will include Deanna Marcum, Program Officer, Council for Library Resources, who will address the use of statistics as a management tool and the importance of the standardization of statistics reporting. Other scheduled participants are Michael Nyerges and Hal Hall, Texas A&M University Library Microform Collection; Jim Coombs, Map Collection of Southwest Missouri University Library; Roland Hansen, School of the (Chicago) Art Institute; Karen K. Niemeyer, Carmel Clay (Indiana) Schools; and Sara Beth Allen of the Dallas Public Library Business and Technology Division.

The title of the program is "Access to Special Format Statistics: The New ANSI Z39.7 Standard and Problems of Implementation." Consult the Conference Program for location.

PRESERVATION OF AV AND MICROFORM MATERIALS -- A PROGRAM

A program titled "Sound and Light: The Conservation of Audiovisual and Microform Materials in Working Collections," will be presented Tuesday, June 26th 9:30 - 12:30, during ALA convention in Dallas. The program is jointly sponsored by RTSD Audiovisual Committee, RTSD Preservation of Library Materials Section and RTSD Reproduction of Library Materials Section. Speakers will focus on the care, handling, and general preservation of collections which are used daily. Topics and speakers include: Margaret Byrnes on microforms; Gerald Gibson on sound recordings and audio tapes; and, Chick Chickering on film, filmstrips and slide collections. Convention Center. West Ballroom C

NOTICE OF SUBMISSION DEADLINE

The next issue of the *Newsletter* will be the September 1984 issue, volume 4, number 3. Items for inclusion should be submitted no later than **July 27, 1984**. Early submissions are greatly appreciated by the Editor. If you have a question about the appropriateness of a topic, or some feedback on an idea for an article you are planning, please contact the Editor (904 646-2550) name and address elsewhere in this issue of the *Newsletter*.

MEETINGS AND PROGRAMS TO WATCH FOR AT ALA

SATURDAY, June 23rd

9:30 am - 12:30 PM

MARBI (RTSD / LITA / RASD Representation in Machine Readable Form of Bibliographic Information Committee).
Fairmont Hotel, Royal Room

2:00 PM - 4:00 PM

CC:DA (RTSD: Cataloging Committee Section : Description and Access). Convention Center, Room W108

8:00 PM - 10:00 PM

"Chapter 21, AACR2 and Choice of Access Points for Nonbook Materials, or, How Did We Get From There to Here?" Co-sponsored by On-line Audiovisual Catalogers and RTSD Audiovisual Committee. Sheraton-Dallas Hotel, Austin Room.

SUNDAY, June 24th

9:30 am - 12:30 PM

CC:DA Convention Center, Room W107
2:00 PM - 5:00 PM
MARBI Grenelefe Hotel, Empire Room

8:00 PM - 10:00 PM

On-Line Audiovisual Catalogers, Inc. business meeting and discussion session. Plaza of the Americas, Governor's Room.

MONDAY, June 25th

9:30 am - 11:30 am

"Access to Special Format Statistics: The New ANSI Z39.7 Standard and Problems of Implementation." Co-sponsored

by RTSD AV Committee, LAMA Statistics for Non-Print Media,
and LAMA Statistics for College and University Libraries.
See conference schedule for location.

9:30 am - 12:30 PM

CC:DA Hilton, Vista Room

2:00 PM - 4:00 PM

MARBI Convention Center, Room W109

TUESDAY, June 26th

8:00 am - 11:00 am

MARBI Adolphus Hotel, Dan Moody Room

9:30 am - 12:30 PM

"Sound and Light: The Conservation of Audiovisual and
Microform Materials in Working Collections." Co-sponsored
by RTSD AV Committee, RTSD PLMS, and RTSD RLMS. Convention
Center, West Ballroom C.

2:00 PM - 5:30 PM

RTSD Audiovisual Committee meeting. Convention Center,
Room W110.

OLAC OFFICER SLOTS FILLED

Because only one person volunteered to run for the office of Vice-Chair/Chair-Elect (1984-86) and one for the office of Secretary (1984-86), there will be no mail ballot election for new OLAC officers this year. Instead, the two who volunteered to run for office will be automatically appointed to their posts.

Two excellent candidates will be filling upcoming OLAC positions. At the close of the Dallas conference current Vice-Chair, Sheila Intner will move up to be chair and current secretary Katha Massey will see her term of office expire. Being a devoted fan of OLAC, Katha has put her name forward for the office of Vice-Chair/Chair elect. Likewise, OLAC member, Antonia M. Snee has offered her services as a candidate for secretary. Both of these candidates are well prepared for their responsibilities. While it may be regretted that more OLAC members did not offer to be candidates, the two new officers are top quality members and we thank them for their willingness to be involved in the ongoing activities of OLAC. Below we reprint brief statements regarding their qualifications and interests.

ANTONIA M. SNEE

(Secretary 1984-86), Sterling C. Evans Library,
Texas A & M University College Station, Texas.

I received my M.L.S. from the University of Rhode Island in December 1981 and joined the staff at Texas A & M University in March 1982. Until recently my primary responsibilities as a cataloger was to catalog audiovisual as well as microtext materials. With the hiring of new audiovisual cataloger my responsibilities have shifted to training her and now I am a back up audiovisual cataloger.

I became aware of OLAC after a another cataloger suggested I attend a meeting of a new group she had heard about. This group is composed of people involved with cataloging audiovisual materials who meet to share information and experiences. I attended the next meeting and knew that this was a group I wanted to become involved with. I believe that OLAC plays an important role in representing audiovisual catalogers to other committees and organizations. I am impressed with the commitment displayed by members of OLAC. I am interested in continuing to work with OLAC and am willing to commit the necessary time to carry out the duties of Secretary.

KATHA D. MASSEY

(Vice-Chair 1984-85, Chair 1985-86)
University of Georgia Libraries, Athens, GA

As one of the founding members of OLAC in 1980 and a cataloger with fifteen years experience in cataloging various types of nonprint media, I have an abiding interest in the theory and practice of audiovisual cataloging and a conviction that OLAC provides an essential forum for sharing information among catalogers separated by distance, rules, networks, and diversity of materials to be cataloged. Only such an organization can provide a focus for the establishment of national and international cataloging standards for audiovisual materials and insure the consideration of these materials in future cataloging developments. OLAC's membership is growing. It must continue to do so in order to encompass the widest possible base in terms of types of libraries and/or utilities represented and types of materials cataloged to show its wide-ranging support for audiovisual cataloging concerns. I am currently serving as Secretary of OLAC for the 1982-84 term which will expire in June. I would like to continue active involvement in OLAC as your Vice-Chair/Chair-Elect. I understand the time and travel commitments involved and pledge that I will do all that I can to meet them.

RTSD AUDIOVISUAL COMMITTEE MINUTES
Sheraton Washington, Washington, D.C., January 10, 1984

1. Called to order by Chair Sheila Intner at 4:15 pm.
2. Introduction of members and updating of membership list.
3. RTSD/AV Committee is co-sponsoring three programs in Dallas. The following reports on these programs were given:
 1. Martha Yee reported on the program to be co-sponsored with the On-Line Audiovisual Catalogers, Inc. (OLAC) and entitled "Chapter 21, AACR2 and Choice of Access Points for Nonbook Materials, or, How Did We Get From There to Here?" The program is scheduled for Saturday, June 23, 1984, from 8-10 pm. Two of three proposed speakers have accepted: Michael Gorman and Jean Weihs. Peter Lewis has indicated interest in participating if he attends ALA in Dallas, but his plans are still uncertain. OLAC will take the speakers to dinner the evening of the program meeting. Martha also outlined her planned publicity efforts for the program; other suggestions made by committee members were the list of AV meetings planned for Dallas to be compiled by the ACRL/AV Committee and possibly the Library of Congress Information Bulletin.
 2. Sheila Intner reported on the program to be co-sponsored with RTSD/PLMS entitled "Sound and Light: Preservation of Audiovisual and microform Materials in Working Collections." Margaret Byrnes will do a presentation on care of microforms; Gerald Gibson on sound recordings and audiotapes; and Chick Chickering on films, filmstrips and slides.

Date and time have not been set as yet.

3. Katha Massey reported on the program to be cosponsored with LAMA/SS Statistics for Nonprint Media and Statistics for College and University Libraries Committees entitled "Collecting Special Format Statistics: The New ANSI Z39.7 Standards and Problems of Implementation." The program is scheduled for Tuesday, June 26, 1984 from 9:30 am - 12:30 pm.

Deanna Marcum as keynote speaker will talk about the need for and management uses of statistics. Then five panelists will present case study information on using the new standard to collect special format material statistics: Hal Hall and Michael Nyerges, Texas A & M, for microforms; Sara Beth Allen, Dallas Public Library, for machine-readable files; Karen K. Niemeyer, Carmel Clay Schools, Indiana, for audiovisual and instructional materials; Jim Coomb, Southwest Missouri University, for cartographic materials; and Roland Hansen, School of the Art Institute, Chicago, for art slides.

Any publicity our committee could give the program would be appreciated.

RTSD/AV Committee was thanked for its co-sponsorship efforts by all the other organizations involved.

4. Nancy Olson gave a progress report on the AV glossary project for which RTSD/AV Committee is acting as editorial board. Unfortunately all the materials she had compiled were lost in the move from OCLC back to Mankato and she has had to begin again. She handed out a list of sources she is planning to use in gathering terms and asked that committee members send her citations of others which may be helpful-especially dictionaries for specialized formats.

Specific questions from Nancy:

- Should the glossary be in one alphabet or divided by type of material?
- Should we exclude certain things? Yes, British terms; specialized archival terminology; music and cartographic materials. Include microforms (perhaps selectively). Perhaps include a list of specialized sources for catalogers to go to for excluded materials. Also include an introductory scope note.

Nancy hopes to have a first draft to us before the Dallas meeting. Who will publish? She is not sure. OCLC planned to do it, and she will offer it to them first.

5. Nancy is also working on a new AV cataloging manual which is nearly done. She plans to divide the cataloging examples into groups of ten items and send them to committee members for review with a proposed turnaround time of approximately one week.

Other news about AV cataloging manuals: 1) Jean Weihs is working on a new edition of her book. 2) Doris Clack is doing a 5th edition of the AECT manual using directions and examples appropriate for school libraries. She hopes to finish in 2-3 months.

6. Richard Thaxter - LC Report

They are busy working on and meeting about the music online system. Expect to have it operational in a few weeks, but we will not begin to see any to have it operational in a few weeks, but we will not begin to see any records until April - will include printed and manuscript music, music and non-music sound recordings. LC has prepared MARC records for audiovisual materials for the past twelve years but not online -- use batch system. AV online is the next big project of its type for Processing Services -- part of this will include implementing the two-dimensional aspects of the Films Format. LC is considering creating minimal level cataloging for some archival film even before AV online is operational using the present batch system. Many archival institutions involved in this and have agreed to use AACR2. Plan to have an archival film manual like the one for graphic materials done at LC.

7. Glenn Patton gave a report on CC:DA action on the microcomputer software cataloging guidelines. CC:DA gave final approval to a workable, if not perfect, set of guidelines for cataloging microcomputer software. Will provide interim guidance to be tested by practical use before any real rule revision will be discussed. At MARBI meetings, minor revisions were made to the MRDF Format to allow coding of data as prescribed in the guidelines. These revisions will be included eventually in an update to MARC Formats for Bibliographic Data -- after that OCLC will implement.

The problem remaining is that the guidelines for microcomputer software cataloging may be copyrighted and published by RTSD. The intention had been to have them published in LC's *CSB* so the information could be distributed widely and immediately. Also the information could then be picked up by the utilities and distributed even more widely. Now it could be a long time before they are published, and distribution will probably be severely restricted.

8. Announcements
 0. New publication available:
Smiraglia, Richard P. *Cataloging Music*.
Solider Creek Press, 1983.
 1. New edition of *Nonprint Media in Academic Libraries* being done by ACRL/AV Committee. Draft has gone to Editorial Board and suggested changes made. Completed except for one chapter. Hope to have publication date by Dallas.
 2. RTSD/AV ad hoc committee on audiovisual materials CIP: Helen Cyr will work on this but needs someone else to help her.
 3. MARBI approved the addition of two-dimensional aspects to the Films Format -- will be issued in Update no. 11 to MFBD.
 4. Joint OLAC/MOUG meeting at OCLC, April 30-May 1, 1984.
Registration for members: \$25.00.
9. RTSD/AV Committee meeting in Dallas -- Sheila will try to schedule for Tuesday, June 26, 2-5 pm.
10. The meeting adjourned at 5:40 pm.

Submitted by
Katha D. Massey

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**RTSD-AV COMMITTEE H LDS MIDWINTER
CIP CATALOGING CLINIC
Sheila Intner**

The 1984 Midwinter Meeting, held 10 January in Washington, DC, included a cataloging clinic devoted to the subject of Cataloging-in-Publication for audiovisual/nonprint/nonbook materials. The clinic was conducted by Associate Professor JoAnn V. Rogers, of the College of Library Science, University of Kentucky. She introduced the panel of speakers, including Arlene Taylor, Assistant Professor in the Graduate Library School of the University of Chicago; Charles Simpson, head, cataloging department, University of Illinois, Chicago Circle; Alice Jacobs, National Library of Medicine; and Susan Vita, head of the CIP Division at the Library of Congress.

Taylor and Simpson reported some of their preliminary findings in a study of errors in CIP in a sample of books, which might have applicability to CIP records in other media as well. The researchers believe errors are most frequently encountered in the notes and subject headings.

Jacobs described the AV-CIP program already implemented at the National Library of Medicine beginning in 1979. Publishers were solicited to participate in it, primarily video producers/distributors, advice was given about appearance of the data, and a process designed so that turnaround was limited to about two weeks. From a high of 35 participants in 1981, activity has dropped to only three producers in 1983. NLM believes in the value of the program and would like the input and help of RTSD-AV and other interested groups to help promote CIP for audiovisual materials.

Vita explained that the position of the Library of Congress with regard to audiovisual materials was not to exclude them deliberately, but to respond to the expressed needs of the library community which, in the tenth year survey, did not note CIP for AV as a high priority. However, she felt this might have been a function of the respondents, who were acquisitions, cataloging and public service librarians, not media librarians. The Library needs a mandate of felt need, plus answers to the following questions:

1. Where would data appear on the media?
2. What is the potential magnitude of the job?
3. What kinds of materials are under consideration and what priorities would there be for them"
4. What kinds of problems can be anticipated:
 1. in handling?
 2. with producers?
 3. when are libraries tending to re-cataloging?
 4. are there differences in need for different types of libraries?

Vita suggested that RTSD-AV committee work to obtain a unified interdivisional group within ALA to promote CIP for audiovisual materials and obtain answers to her questions. If a unified demand could be organized, and answers could be determined, there is a good chance the Library of Congress would respond favorably to the request. Vita believes Congress would respond provided the group also investigated methods of funding such a program in addition to focusing the need for and priorities of such a program. She urged the committee try to work toward such a goal.

**ON-LINE AUDIOVISUAL CATALOGERS, INC.
BUSINESS MEETING
May 1, 1984
OCLC DUBLIN, OHIO**

The business meeting of On-Line Audiovisual Catalogers, Inc., held, in conjunction with the joint MOUG/OLAC meeting, was called to order by Chair Laurel Jizba at 8:40 am. Those Board members attending introduced themselves, and then the Chair asked the members of the audience to do likewise. For the benefit of new or potential members in the audience, Laurel went over briefly the history and purpose of OLAC. Both the Treasurer's reports and the minutes from the January 7, 1984, meeting were approved as published in the March 1984 issue of the *OLAC Newsletter*.

Under new business, Laurel introduced Mary Magrega, the UTLAS liaison to OLAC. As this was her first opportunity to attend an OLAC meeting, she went over the organization and purpose of UTLAS before describing some of the ways in which that body has given publicity and support to OLAC activities. These include publishing relationship with OLAC, the OLAC membership form, and announcements about upcoming OLAC meetings in the UTLAS newsletter as well as contributing an article on the bibliographic structure of UTLAS to be used in a future issue of the *OLAC Newsletter*. In speaking of UTLAS activities during the last couple of years and for the coming year, she mentioned: 1) a system conversion project to improve service and possibly lead to distributed processing; 2) an emphasis on the joint development of local systems (serials, acquisitions, circulation, online catalogs) in cooperation with Canadian computer specialists, CLSI, and Innovacq; and 3) a Database Enrichment Program in which conversion projects for special materials will be encouraged.

In his remarks to the group, Glenn Patton, OCLC liaison to OLAC, spoke about the plans underway at OCLC for implementation of the MRDF Format. Specifications for this implementation have been completed even though LC has not yet published the final version of the format. The next step will be to begin the coding process which involves formulating screen displays, devising workforms, establishing ways to integrate search results from this format with others, integrating the format into offline production routines such as catalog card production, etc. He anticipates that the format will be available in early fall. Another OCLC activity has been the implementation of changes to the old MARC Manuscripts Format to make it into the Archival and Manuscript Format. This change, also expected fall, will involve considerable conversion work on records already in the database under the old format.

Responding to questions or comments from the audience, Glenn touched on the following topics: 1) An Enhance authorization for audiovisual materials is possible, but none were issued in the first round because only a few institutions applied, and most of them lack sufficient volume in cataloging audiovisual materials to make the authorization worthwhile. He stated that the next round of issuing such authorizations would probably occur in about six months. 2) Some concern was expressed by those persons who from necessity have done a great deal of manual cataloging for MRDF (especially microcomputer software) while waiting for the MRDF format to be implemented. When the format does come up, inputting will be on a "first come, first served" basis which may result in those institutions not being the first to input a record and, therefore, incurring many FTU charges. One user asked if the MRDF Format documentation could be distributed a couple of weeks before actual implementation so these institutions could be prepared for massive inputting projects. Mr. Patton thought this would be possible; format documents are mailed directly to users so OCLC has more control over arrival dates. In addition, he pointed out that the MRDF Format will be very similar to the Audiovisual Format already in use, so preliminary work can be done following that format document. He pointed out that OCLC cannot mail such documentation too early because of lack of staff to work on it and changes to the format continuing to be made by LC up to the last minute before the final version is released. The cost of producing many multiple copies of format documentation prevents the mailing of such materials to many people as an answer to some institutions' internal routing problems. 3) In answer to a question about the change requests for audiovisual materials records, he called on Jay Weitz, who is in charge of quality assurance for both music and audiovisual materials. Mr. Weitz said that audiovisual change requests were welcome and that change requests for all materials received the same priority except for some serial format changes and type mat changes which are handled first. His section is now making changes within approximately seven days. 4) Does OCLC want notification of audiovisual duplicate records? Glenn replied that since the implementation of "merge holdings" in September 1983, OCLC has been processing a huge backlog of serial duplicate records. Although significant progress has been made, OCLC is not ready to receive notices about other kinds of duplicates. 5) OCLC will accept update information for LC Name Authority File records and forward it to LC. Richard Thaxter, head of Audiovisual Materials Cataloging at LC, stated that LC will examine the records, but it is unlikely that LC will change a heading to a more recent form unless either an item with that form of name is received

for addition to LC's collections or the heading is submitted by a NACO participant. 6) One member of the audience asked about the possibility of using an electronic mail system (something like the SAVE file) for sending to OCLC some types of change requests which do not require supporting evidence. This is being experimented with now at OCLC for internal use only. It is not at all clear that OCLC could handle the volume of work generated from such a SAVE file approach.

Laurel next called for a report from Nancy Olson, OLAC's liaison with with CC:DA. Nancy outlined the recent history of this relationship as follows. OLAC has had a liaison to CC:DA for approximately two years. During that time CC:DA undertook a study of all its liaison relationships (about sixty). As a result of the study, CC:DA came up with criteria to be met by organizations desiring to have liaison to be the committee. It then requested each such organization to justify its liaison relationship based on the criteria. About a week before this business meeting, Nancy received a letter stating that OLAC's liaison request had been denied because it did not meet two of the criteria: such a liaison did not broaden the type of library or type of material representation on CC:DA and there seemed to be an overlap of purpose and focus with all ALA group (RTSD Audiovisual Committee) which also sends a liaison to the committee. Although OLAC can still have person(s) present at CC:DA meetings as observers, they can not speak unless officially recognized by the CC:DA chair. In addition, observers do not receive the CC:DA mailings. Although there is a very close relationship between OLAC and the current RTSD Audiovisual Committee membership which insures our being kept aware of developments this lack of official status does somewhat diminish OLAC's ability to provide input on and monitor agenda items before CC:DA affecting audiovisual materials. The OLAC Board will draft a letter to CC:DA protesting the end of the liaison relationship. OLAC may again request a liaison to CC:DA at some time in the future.

Next on the agenda, Mary Beth Martin, Memphis State University Library, discussed a problem with classifying fiction motion pictures and videorecordings using LC's PN classification schedule. In her opinion, PN 1995.9 is a better number than PN 1997 for these materials because it provides for initial breakdown by subject. In telephone conversations with LC staff, however, they have instructed her not to use PN 1995.9. She distributed a questionnaire to those present in an effort to compile data about how these materials are classified by other institutions.

The newly formed OLAC Cataloging Policy Committee (CAPC) chaired by Verna Urbanski was discussed. Members of the committee were named in January 1984 and include (besides Verna): Dorian Martyn, Patricia Moore, Martha Yee, Carmela DiDomenico, Erlene Rickerson, Hugh Durbin (temporary), and, ex officio, Nancy Olson and Chris McCawley. CAPC will officially begin work at the June 1984 meeting in Dallas as an OLAC standing committee. In order to provide some sense of priorities for the committee, Laurel read a suggested list of possible topics on which the committee could begin work. A straw vote for first and second choices was taken. The following two topics clearly received the most votes: 1) Remaining aware of changes to the MARC formats as contemplated by MARBI; 2) Creating tools, manuals, bibliographies to aid audiovisual catalogers. This information will be passed on to CAPC members.

Laurel mentioned briefly the OLAC membership survey which was distributed in the last Newsletter. She has received approximately ninety responses so far and hopes to have a complete report for the Dallas meeting. One finding seems to be that OLAC members are in favor of having other joint meetings in the future either with MOUG or other groups. Laurel reminded OLAC members to fill out their survey forms and return them to her - it's not too late!

The following meetings were announced: 1) The OLAC program meeting will be Saturday, June 23, 1984, from 8-10 pm at the Sheraton Dallas Hotel, Austin Room. Entitled "Chapter 21: AACR2 and Choice of Access Points for Nonbook Materials; or, How Did We Get From There To Here?", the program will feature Michael Gorman and Jean Weihs, both whom have greatly influenced AACR2. The program is co-sponsored by RTSD Audiovisual Committee. 2) The OLAC business meeting will be Sunday, June 24, 1984, from 8-10 pm (location not known at this time). It will feature the introduction of new officers (Katha Massey, Vice-Chair/ Chair-Elect and Antonia (Toni) Snee, Secretary) and Sheila Intner, incoming Chair. Besides regular business, the meeting will feature a "show and tell" question and answer session on various audiovisual cataloging questions or concerns.

Under other new business, someone asked if OLAC could schedule meetings at ALA at a time other than 8-10 pm. Although the time could be changed if the membership so decides, reasons for the present time slot include the restrictions on meeting times for non-ALA-affiliated groups and the lack of program conflicts on Saturday from 8-10 pm. This question may be brought up again at a future time.

With no further business, the chair thanked all those present for coming, The meeting adjourned at 10:15 am.

Katha D. Massey
Secretary

Persons attending the meeting were: Mary Magrega, UTLAS; Mary Beth Martin, Memphis State University; Richard Thaxter, Library of Congress; Jay Weitz, OCLC; Glenn Patton, OCLC; Sue Amerhold, OCLC; Carmela DiDominico, University of North Carolina at Chapel Hill, Health Sciences Library; Christine Campbell, University of Richmond; Joyce Ogden, SUNY at Brockport; Debby Antill, Cuyahoga County Public Library; Pat Yuan, Wittenberg University; Edward G. Wolf, Indiana University of Pennsylvania; Edward J. Hall, Kent State University; Betty Cleaver, Edgar Dale Media Center - The Ohio State University; Shirley V. Morrison, Edgar Dale Media Center - The Ohio State University; John E. Lashbrook, Wright State University; Dennis Wendell, Iowa State University; Helen Hurley, University of Cincinnati, Medical Center Libraries; Sara Fuller, Paducah Community College; Nancy B. Olson, Mankato State University; Katha Massey, University of Georgia; Sheila Intner, School of Library Service, Columbia University; Nancy Whitt, University of Texas at Dallas; Laurel Jizba, Indiana University; Jeffrey L. Heard, State Library of Ohio.

CATALOGING COMPACT DIGITAL DISCS ON OCLC

Over the past several months, OCLC staff have received a few questions about the creation of bibliographic records for compact digital discs. As part of Release 2.0 Cataloging Maintenance, OCLC validated the changes included in Update No. 7 to *MARC Formats for Bibliographic Data*. Since those changes allow for clearer coding in field-007 for digital discs, we are now suggesting the following guidelines for the physical description of these discs (field 300), the one area in which the description differs from other sound recordings:

- Use the SMD (special material designator] "sound disc" and include the duration in accordance with Rule 6.5B2 and the LC rule interpretation for that rule (published in *CSB*, no. 13, P. 14).
- Give the speed as "500 rpm". Actually, the rotation speed varies from 200 to 500 rpm so that the scanning velocity remains constant. This is much the same as with videodiscs. The practice under both revised Chapter 12 and AACR2 has been to record the maximum speed of videodiscs. We suggest the extension of that practice for compact discs.
- Make the addition, as allowed by Rule 6.5C8, of the phrase "compact digital" to describe the recording characteristics. This is in accord with the LCRI for this rule (*CSB*, no. 8. p.112).
- Record the dimensions as "4 3/4 in."

The changes to field 007 are described in *Technical Bulletin 141*, "Changes to Bibliographic Formats: MARC Update No. 5, 6, and 7". The following coding should be used for compact discs:

\$a = s - Sound recording
\$b = d - sound disc
\$c = 0 - (see TB 141 - \$c should be blank on all records)
\$d = z - other speed
\$e = z - other kind of sound*
\$f = n - not applicable (item does not contain grooves)
\$g = z - other dimension
\$h = n - not applicable (item is not a tape)
\$i = n - not applicable (item is not a tape)
\$j = e - digital recording

* NOTE: Codes in \$e marked "digital" are used only for discs or tapes digitally recorded for analog reproduction (for example, the standard 12-inch disc which may have the phrase "digital recording" on its label or cover) not for compact discs that are digitally recorded for digital reproduction.

See OCLC #10006181 for a record cataloged according to these guidelines.

-- OCLC

Solinet Memorandum

1984-6/23-24

AACR2 HEADINGS IN RETROSPECTIVE COPY

Recently, users have asked for clarifications of OCLC policies about upgrading of headings in pre-AACR2 cataloging to AACR2 form. In addition to section 4 of *Bibliographic Input Standards*, users should read the section 4.2 of each of the format documents. For pre-AACR2 cataloging being transcribed into machine-readable form, the following policies apply:

- If the AACR2 or AACR2-compatible form is verifiable online, you must use that form. Subfield \$w is mandatory.
- If the AACR2 or AACR2-compatible form is not verifiable online, you may construct an AACR2 form. Subfield \$w is mandatory.
- If the AACR2 or AACR2-compatible form is not verifiable online, you may use the pre-AACR2 form, Do not use subfield \$w.

-- Glenn Patton

The Advance Line, 3/15/84

BRACKETS AROUND MAIN ENTRY

Q: In a number of records in the Maps format on the database, I have noticed that, even in some of those coded as "a" in the Desc: value in the fixed field, the 110 Corporate Main Entry is bracketed. Is this correct?

A: For records created according to AACR2, including those created according to the AACCCM manual, the corporate main entry (or any main entry field in the 1XX series) should not be put in brackets. This practice is not correct under AACR2, whether or not the name itself chosen for the main entry appears on the chief source or any other source of information used as the chief source.

For records created under AACR1, as well as under earlier cataloging rules, enclosure of main entry headings in brackets was called for under some circumstances. However,

partly because of the need for headings to be input in AACR2 form if such a form can be found in the Name-Authority file, or is created by the inputting institution, the use of brackets around main entry headings even for the input of retrospective copy originally created under those rules calling for it is under review at OCLC.

Users will be notified of this input change and complete instructions given at the time that any policy change in this regard is instituted.

-- Glenn Patton
The Advance Line, 3/15/84

QUESTIONS AND ANSWERS

QUESTION: How should I code "dat tp" for commercially produced video copies of previously released motion pictures? I am seeing a lot of member input on OCLC which codes these as "r" and I am sure that is not correct.

ANSWER: Commercially produced video copies of previously released motion pictures should not be coded "r". Notice that the last category under the "dat tp" "r" explanation in the OCLC AV format is for items which are to be treated "as a new work and not as a reissue or re-release" (p. AV FF: 7). The last unit in this category is apropos to your situation. It reads: "(7) A change in form, for example, a motion picture re-released as a videorecording." In other words if a motion picture is being released in a video form, it should be coded as a new work, not as a re-release.

In deciding when it is appropriate to assign code "r" the cataloger must look not only at the first paragraph of the "r" explanation in the OCLC AV format, but also the third. Even if a title has been previously available, it should not be coded "r" unless it also fits one of these four types: 1) The graphic representation, form, content, or subject content is essentially the same as the original issue or; 2) The change is from one film size to another (e.g., 35 m. to 16mm.), or; 3) The change is from one "Medium for Sound" to another, or; 4) The work has been issued as a single and also in a series without any changes other than those above. Category (1) is deceptive because it says if the "content" is "essentially the same as the original issue" it would be considered a reissue or re-release. Point in fact, however, (7) would overrule this category. If there is a change in FORM, it is considered a new work and not a reissue, even if the content is the same. It may even be that category (1) should say and rather than or: "The graphic representation, form, content, and subject content is essentially the same as the original issue..." It should be noted that the times when "r" is appropriate are really fairly limited.

Part of the confusion may also stem from misunderstanding what the second paragraph is doing. The second paragraph of the "r" explanation should not be used to decide whether

"r" is the appropriate code to apply. This paragraph defines terms and differentiates "re-release" as a type of "reissue" which happens only to motion pictures and videorecordings. If one does not carefully read the entire "r" definition, it would be simple to misinterpret the first sentence of the second paragraph to mean that "all types of audiovisual materials that have previously been issued should be coded "r". Appropriate codes for commercially produced video copies of previously released motion pictures will be: "s" if only one date is known; "p" if release date of video and production date of the original motion picture or current video are known and there is a difference of at least one year between those dates; "c" if current release and current or original copyright are known; and "q" if a digit is missing from the date.

OCLC users should note that OCLC's "reissue or "re-release" instructions come directly from the *Editing Guide for Audiovisual Media and Special Instructional Materials* (Library of Congress, 1976). The table of preference for Date types on p. FF: 8 is also useful in deciding which code is appropriate.

-- Verna Urbanski

QUESTION: In cataloging slide/cassette programs, Chapter 8 is our source, yet little guidance is given about the role of the cassette in the description. In 8.0B1, chief source, does the cassette fall in as other sources, in priority ranking, after that of accompanying materials? I fret about this since the cassette is really part of the "AV" item yet not given much weight. This all comes to a head when cataloging a program with no title on the graphic item, i.e., the slide, itself. Appropriate information is found then on both cassette and guide. Do you choose the guide over the cassette and add a general note "Title from guide"? If the titles are different on both, would you add a general note and make a title added entry for the one you didn't choose for the main entry.?

ANSWER: Yes, I would say that the cassette of a slide/cassette program would fall in the "other sources" section of the three categories listed under 8.0B1. When choosing between a guide and a cassette as a source, 8.0B1 would indicate that an "accompanying textual material" should be preferred. In real life, if the cassette information were conspicuously more complete or accurate, I would use the information on the cassette. As you know, it is a bit tricky to recommend using a cassette for information because the space available to record label information is so limited. The small amount of area available leads to all sorts of shortening, rearranging and abbreviating of title information. Historically, in groups of materials issued, together, the cassette would be most likely to have a manipulated title.

If the title not used for a main entry is sufficiently distinct and is likely to be used by patrons as a retrieval mechanism, then a general note "Title on cassette:" or "Title on guide:" and an added entry would be useful and appropriate. I don't make added entries for unused title forms just because they are there, however.

-- Verna Urbanski

QUESTION: What do you call a classics professor who takes the law into her own hands?

ANSWER: A Vergilante.
-- Verna Urbanski

QUESTION: The inconsistent use of spaces before punctuation marks in the notes area of bibliographic records is very confusing for student workers who input records and for clerical personnel who use bibliographic records as necessary. 1.0C paragraph 3, line 2 of AACR2 says "Precede each mark of prescribed punctuation by a space and follow it by a space..." It doesn't limit this to areas 1-6 as far as I can tell. The question of when is there, or isn't there a space also confuses me, a professional cataloger.

ANSWER: As I understand it, the question relates to whether or not and when a space precedes punctuation marks in notes. Here is a summary of the Library of Congress policy observed here since ISBD punctuation was added to our rules for bibliographic description (September 1974):

Since notes can include both normal punctuation and ISBD punctuation, the primary distinction to be made is between and ISBD mark and a normal mark. This is done by regarding the ISBD punctuation in the areas that precede the notes. Most of the ISBD marks are the same as normal marks, with the addition of a single space fore and aft. Thus,

1. When a colon is used in note, it has spaces on either side only when it divides a title from other title information, or separates a place from a publisher:

Based on: Noctures : a girl's own story.
Reprint. Originally published: New York : Scribner's, 1984.

2. When a semicolon is used in a note, it has a space on either side only when it separates statements of responsibility and multiple places of publication, and when it separates series from numbers:

First published as: The tale of a mouse / Judy Appel
drawings by J. Firmin.

etc.

3. The slash is used in a note with a space on either side only when it introduces a statement of responsibility (see previous example).

We have found this policy relatively easy to implement although I admit that one can see records in which the space has also crept in before the "normal" marks.

-- Ben R. Tucker, Chief
Office for Descriptive
Cataloging Policy, LC

CODING SCHEME FOR CERTAIN COUNTRIES

In the films format two-character codes were originally used for all countries. The three-character codes for the United States, Canada, the Soviet Union, and the United Kingdom, denoting state, province, or other subdivision, were not used for films until the implementation of AACR 2 in 1981. With the coming change in coding practice, the Library of Congress will be following the three-character code scheme, but will not attempt to code at the level of state, province, or other subdivision. The resulting codes for these four countries are: xxu for United States; xxc for Canada; xxr for the Soviet Union, and xxk for the United Kingdom.

LC FINE TUNES RI 7.7B6 V. Urbanski

Cataloging Service Bulletin, no. 22, Fall 1983, contains a revision of LC's rule interpretation for AACR2 rule 7.7B6 concerning statements of responsibility information which should be carried in notes. The revision "incorporates" corporate bodies in the rule interpretations and thereby increases the usefulness of this LCRI.

7.7B6. [Rev.] For audiovisual items generally list persons (other than producers, directors, and writers) or corporate bodies who have contributed to the artistic and technical production of a work in a credits note (see LCRI 7.1F1). Give the following persons or bodies in the order in which they are listed below. Preface each name or group of names with the appropriate term(s) of function.

- photographers; camera; cameraman/men; cinematographer
- animators
- artist(s); illustrators; graphics
- film editor(s); photo editor(s); editor(s)
- narrators; voice(s)
- music
- consultants; adviser(s)

Do not include the following persons or bodies performing these functions:

- assistants or associates
- production supervisors or coordinators
- project or executive editors
- technical advisers or consultants
- audio or sound engineers
- writers or discussion, program, or teacher's guides
- other persons or bodies making only a minor or purely technical contribution

Life is what happens to you while you're
busy making other plans.

-- John Lennon

OLAC BY-LAWS

As announced in the minutes of the January 7, 1984 Business Meeting (see *Newsletter* v. 4, no.1) OLAC member Martha Yee identified a problem in the wording of the last amendment to Articles V and VI of the by-laws (passed by mail vote in June, 1983 - see *Newsletter* v.3. no.3). The problem was that the wording as passed was ambiguous, unclear and would have lead to an unintended vacancy in the Vice-Chair/Chair-Elect position on the Board. By voice vote of the Board and OLAC members present, Martha was asked to work on the language of the wording as an editorial change rather than as an amendment.

The complete by-laws are reproduced here as they have not been published since their appearance in the first issue of the Newsletter, January, 1981. Martha's editorial change is present in this latest printing of the by-laws and it will also be presented in a hand-out at the Dallas meeting. I and the other members of the Executive Board urge that all members attending the Dallas meeting vote to approve the editorial change.

-- Laurel Jizba

BY-LAWS OF THE ON-LINE AUDIOVISUAL CATALOGERS

ARTICLE I. NAME

The name of this organization is the ON-LINE AUDIOVISUAL CATALOGERS.

ARTICLE II. NON-PROFIT STATUS

This organization is a non-profit association organized and operated exclusively for the purposes and objectives stated in Article III. No part of the net earnings shall inure to the benefit of any individual except that expense incurred and reasonable compensation for services of employees of the organization may be paid.

ARTICLE III. PURPOSES AND OBJECTIVES

- **Section 1.** To establish and maintain a group that can speak for catalogers of audiovisual materials.
- **Section 2.** To provide a means for exchange of information about the the cataloging of audiovisual materials.
- **Section 3.** To provide a means of continuing education for catalogers of audiovisual materials.
- **Section 4.** To provide a means of communication among catalogers of audiovisual materials.
- **Section 5.** To work toward common understanding of audiovisual cataloging practices and standards.
- **Section 6.** To provide a means of communication with the Library of Congress.
- **Section 7.** To maintain a voice at the bibliographic utilities that speaks for catalogers of audiovisual materials.

ARTICLE IV. MEMBERS

- **Section 1.** Membership is open to all individuals and institutions who are interested in the on-line cataloging of audiovisual materials.
- **Section 2.** Dues are set by the Board of Trustees (Executive Board).
- **Section 3.** Institutional members have one vote by a designated representative at business meetings.

ARTICLE V. OFFICERS

- **Section 1.** The officers of this organization are a Chair, a Vice Chair/Chair-Elect, an immediate Past-Chair, a Secretary, a Treasurer/Membership Coordinator, and a Newsletter Editor.
- **Section 2.** There shall be an election held annually, with a Vice-Chair/Chair-Elect elected each year, and a Secretary and a Treasurer each elected in alternate years and each serving two year terms. The Vice-Chair/Chair-Elect shall serve the first year after election as Vice-Chair/Chair-Elect, the second year as Chair, and the third year as immediate Past-Chair. The Newsletter Editor shall serve indefinitely. Elections shall be conducted by mail ballot at least two months prior to the annual meeting. All current officers must remain in office until their successors are elected. In the event of a vacancy, the remaining officers shall select a replacement for the remainder of the term.

ARTICLE VI. MEETINGS

- **Section 1.** An annual meeting will be held at which business will be transacted by the membership. When possible meetings will be in conjunction with such meetings as the American Library Association annual conference and midwinter meetings and the annual conference of the Association for Educational Communications and Technology.
- **Section 2.** Special meetings can be called by the Chair or the Executive Board. The purpose of the meetings shall be stated in the call.

- **Section 3.** Fifteen members shall constitute a quorum.

ARTICLE VII. BOARD OF TRUSTEES (Executive Board)

- **Section 1.** The officers constitute the Board of Trustees (Executive Board).
- **Section 2.** The Board of Trustees (Executive Board) has general authority to conduct the affairs of the organization between its business meetings. The Board shall take no action in conflict with action taken by the membership in general business meetings.
- **Section 3.** Regular meetings of the Board of Trustees (Executive Board) shall take place preceding the annual meetings. Special meetings can be called by the Chair. Decisions regarding affairs of the organization may be determined by a majority of the Board of Trustees (Executive Board) by mail ballot or by a conference call which is documented in the minutes of the next regular meeting.

ARTICLE VIII. COMMITTEES

- **Section 1.** Any standing committees shall be authorized by the Board of Trustees (Executive Board) with the charge of the committee stated in the authorization.
- **Section 2.** Members of standing or special committees shall be appointed by the Chair for not longer than two years.
- **Section 3.** Ad hoc committees may be appointed by the Chair for an indefinite term on authorization of the Board of Trustees (Executive Board) to accomplish specified tasks.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules in the current edition of *Robert's Rule of Order Newly Revised* which are not inconsistent with these by-laws and any special rules of order which may be adopted shall govern the organization.

ARTICLE X. AMENDMENTS

These by-laws can be amended in a mail ballot by two-thirds vote of those responding. Proposed amendments should be submitted in writing with signatures of at least three members or by action of the Board of Trustees (Executive Board).

ARTICLE XI. DISSOLUTION

Should future exigencies make the dissolution of this organization necessary, their properties and assets of the organization shall be disposed of by gift to the Resources and Technical Services Division of the American Library Association.

Orig. 1/81

Rev. 4/84

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