On-Line Audiovisual Catalogers NEWSLETTER
Volume 3, Number 1
March, 1983

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FROM THE EDITOR
Verna Urbanski

This is the first issue of the *Newsletter* to be printed and mailed from Florida as well as being written and assembled here. It has been a hectic period getting the non-profit mailing permit established, locating a printer and setting up a mailing label program on our Apple computer. If your address looks different it is because we manipulated the order, somewhat to create sort keys. At Midwinter the board of directors of OLAC voted to raise membership fees $2.00 for members not having a U.S. mailing address. Postage services outside the U. S. do not recognize U.S. bulk mail non-profit rates, so each *Newsletter* must go in an envelope at first class postage rates.

We have several items of interest in this issue. Note especially the reports front midwinter meetings in San Antonio and Nancy Olson's report on the progress being made toward help for those wanting to catalog microcomputer programs on-line. Glenn Patton has some cogent remarks to make on last issue's editorial.

I would like to encourage our members to submit articles for the *Newsletter.* There is so much that needs to be shared and said about cataloging AV. Mail contributions, questions, requests, and comments to VERNA URBANSKI, EDITOR, ON-LINE AUDIOVISUAL CATALOGERS *NEWSLETTER*, THOMAS G. CARPENTER LIBRARY, UNIVERSITY OF NORTH FLORIDA, P. O. BOX 17605 JACKSONVILLE, FLORIDA 32245-7605.

PUBLICATION OF EXAMPLES FOR
CATALOGING COMPUIER SOFTWARE DELAYED
V. Urbanski

In the December issue we announced the imminent publication of *A Manual of AACR2 Examples for Microcomputer Software and Video Games* by Soldier Creek Press of Lake Crystal, Minnesota. The author, Nancy Olson, reports that a press of other responsibilities has unfortunately delayed publication. Target date is now March or shortly thereafter.

NOTICE OF SUBMISSION DEADLINE

The next *Newsletter* will be the June issue, vol. 3, no. 2. Items should be submitted no later than **April 29, 1983.** Early submissions are greatly appreciated by the editor.

FROM THE CHAIR
Laurel Jizba

I am pleased to say that both of our amendments passed in the referendum. Thanks are due to those of you who mailed in your ballot. The final tally was nearly, but not quite, unanimous. Now the entire membership will be involved in election of officers, not just those who make it to OLAC meetings. We're also happy that Nancy and succeeding past chairs will be able to lend their expertise to the board for another year after their term of office.

During our Midwinter meeting, Nancy and Glenn Patton updated their work in progress. Thanks to them we'll be seeing more activity sooner than we might otherwise have, on implementation of a format for machine-readable data files. See Katha's minutes from our midwinter meeting for more details. Incidentally, San Antonio was a lovely city to meet in during January. The hospitality, river walk and weather were delightful.

As Chair of this group I am on the mailing list of the OCLC User's Council. Yesterday the package from them contained the OCLC annual report for 1981/1982. On page five of that report is a brief chart of the OCLC online union catalog statistics as of June 30, 1982, subdivided by type of record. I immediately sought the figure for audiovisual materials, which was 196,197. That figure represents the fourth largest group of records input into the database, after monographs, serials, and sound recordings (music scores, maps and manuscripts are next, in that order). The audiovisual figure is 2.699% of the total of the 7,266,852 records in the OLUC. The previous year it was 2.27% of the total, so the audiovisual share of the pie is growing. If we have any RLIN or WLN members who know the comparable figures for those systems, let us hear from you.

COMMENTS ON 007
V. Urbanski

The recent updates to the OCLC AV format caused me to request some clarifications from Glenn Patton at OCLC. I asked among other things for an expansion on the second paragraph of the 007 explanation. The format says:

"If several versions or variations of a work are cataloged separately, field 007 in each record describes that particular version or variation. However, if a version or variation is not cataloged separately, it may be described in a separate field 007 in a record for another version or variation of the same type of material (that is, the same 'Type mat' code would apply)."

I think you will find that Glenn's comments help make this application useful. ".... The second paragraph of p. 0:1 is partly a description of LC practice. If the bibliographic record describes, for example, a 16mm motion picture in the 300 field but also contains a note "Issued also as super 8mm", the LC record will contain 2 007 fields, one for 16mm, one for super 8mm, i.e., there are 2 versions described in the record which share the same "Type mat". If, however, the record is for a videocassette and contains the note "Issued also as motion picture", only one 007 (the one for the videocassette) is present since the two versions described in the record do not share the same "Type that". OCLC users have no obligation to follow this practice since it is our expectation that each version will be a separate record and will therefore contain only the 007 which matches the 300 field."

Glenn's letter also supplied some very useful comments about the 007 in general:

> "We make some use of the AV 007 in the extended matching portion of the programming which matches incoming LC records with member-input ones. There is a strong chance that we will use the Sound Recording 007 in the same way for that programming when LC begins to issue MARC records for sound recordings. The same use **could** be made of it in duplicate detection. Thus our emphasis on it.

> You might also keep in mind potential local uses. If an institution wanted to process its archive tapes to prepare printed lists of its collection separated by physical format, scanning the 007 would make that simple....

> The 007 for microfilms is a problem right now. Our documentation is very sketchy. The MARBI committee has approved the text of an expanded set of definitions and instructions for coding the field but that has not yet been published in *MARC Formats for Bibliographic Data.* When it is, we will revise those pages. In the meantime, we have kept the essential elements of the field to a minimum -- $a, the GMD; $b, the specific physical format; $d, is it positive or negative?; and $e, the dimensions. All are readily available from the piece."

In regards to my editorial comments of last issue Glenn had several salient points to make.
> "I wish we didn't have so much trouble getting several things across to OCLC users. First, is how strongly we are tied to national and international standards. We do not make the

formats. We implement them.... Secondly, the various format documents cannot, and indeed are not, intended to provide exhaustive and detailed treatment of the construction and tagging of MARC format records. There are very real time, space and budget limitations -- which often don't allow for timely updates .... -- and a necessity for concise, carefully considered prose which may not allow for individual guidance as to what is appropriate for libraries ranging from small public to large academic, from those still using cards to those who are fully online, etc.

The AV format is indeed complex. It is also arcane. From the standpoint of LC-centrism, it is widely acknowledged, even by MARBI and by the Library of Congress, that it is the worst of the lot. In addition, from a user and trainer viewpoint, its sometimes startling lack of parallelism with the other formats makes its use frustrating. OCLC has repeatedly suggested that a thorough review is in order. Thus far, that has not occurred ....

Two other specific points f rom the editorial need comment. I realize that I had told you more than a year that one can use code 'm' in 'Accomp mat' for any script material. Please consider that instruction still valid, and we will correct the format document. The 533 presents an interesting problem. My first inclination was to treat it as we did in Sound Recordings -- that is, mark it "Do not use". Sober reflection, the fact that the videorecordings issue was still up in the air (remember that these revisions pages were prepared in July and August) and being told by many people that microfiche reproductions of slides exist led me to recommend what appears on P. 5.18a. With the coming of two-dimensional materials, its use will expand."

RTSD AV MEETS IN
SAN ANTONIO
Katha Massey

The Midwinter meeting of the RTSD Audiovisual Committee was called to order by the chair, Sheila Intner on January 11, 1983, at 2 pm in Alamo Salon E of the Marriott Hotel, San Antonio, Texas. Before beginning with items on the agenda, members and observers introduced themselves. Katha Massey was appointed to take minutes of the meeting.

The first item of business was to discuss plans for the Los Angeles program. Martha Yee, program chair, reported that she had asked both Ben Tucker of LC and Glenn Patton of OCLC (or their representatives) to speak briefly during the committee's business meeting about editions, copies and reproductions of audiovisual materials. A draft of a publicity notice was distributed to all committee members for comment. She asked members to get comments to her as soon as possible so she can get the announcement in before the deadlines for forthcoming issues of *RTSD Newsletter, OLAC Newsletter,* etc.

Nancy Olson has a conflict with the time slot for the LA business meeting which is scheduled for Mon., June 27, 11:30-12:30. Since Nancy is needed at the meeting, Sheila will try to reschedule for Sunday, June 26, 11:30-12:30 or Tuesday, June 28, 11:30-12:30, in that order.

The Committee's program meeting in Los Angeles is set for Saturday, June 25, 9:30-11:30 am. Both OLAC and the ACRL Audiovisual Committee have agreed to co-sponsor the program. RTSD has granted a generous budget so that we should be able to provide audiovisual support for speakers if needed. The program is to be on film archival materials and their handling. Definite speakers at this date include: Eddie Richmond from the UCLA Film Archives and someone from the California Institute of the Arts Film Collection. Two other organizations in the area that do not collect films but do have collections of supporting documentation are the Academy of Motion Picture Arts and Sciences and the American Film Institute. Before proceeding any further with these two organizations, Sheila asked the group whether the program should be limited to film collections only. The consensus was that including collections of support materials would help to tie in the scholarly use of such materials and was, therefore, a good idea. Sheila will try to contact each of the organizations and make more definite plans. Marie Griffin mentioned as a possible speaker Nancy Allen of the University of Illinois (and a member of the ACRL Cinema Librarians Discussion Group) who catalogs film scripts using OCLC. Sheila also hopes to be able to make arrangements for interested persons to visit these collections; she will let us know more later.

At the Philadelphia meeting the RTSO Audiovisual Committee had agreed to review work on the A/V glossary planned by Nancy Olson. Nancy reported that she had planned for the glossary to be her main project at OCLC as Visiting Scholar. Although she had been sidetracked into problems with microcomputer software and video games, she is still planning to do the glossary and has been collecting data for it. In the next few weeks she will be circulating a list to committee members for comments. She also welcomes our suggestions. Sheila encouraged everyone to send their ideas to Nancy.

Nancy Olson also made a progress report on the cataloging of machine-readable materials and the implementation of the MARC format for MRDF. If all goes well, catalogers should be able to describe, tag, and input these materials fairly soon. In response to a question from a visitor, Glenn Patton said that he thinks that some 0-Level records do exist in the OCLC database which will create problems in the future for OCLC in transferring these records to the proper format because they will have to be done manually record by record. Ben Tucker added that a CC:DA Task Force to examine the handling of MRDF will be broadly based so that it can receive input and support from many groups. He mentioned that Sue Dodd's new book (*Cataloging Machine-Readable Data Files,* ALA, 1982) has a chapter on microcomputer software whicch provides a good introduction and some cataloging information. He warned that the Task Force report, especially in the physical description area, may not be in total agreement with Dodd's book. Nancy stated that with many state educational systems coming up with their own cataloging rules for these materials the need for standardization is obvious.

Since several of the speakers needed to leave early, the remainder of business was postponed at this point so that the program could begin. Dr. Carolyn Frost-Downes, U. of Michigan School of

Library Science, moderated a review of new A/V cataloging publications. Three new books were reviewed:

1. Joann Rogers' *Nonprint Cataloging for Multimedia Collections* (Libraries Unlimited, 1982), reviewed by (Ann Hartman) of Libraries Unlimited, assumes some basic cataloging knowledge on the part of the reader but contains many examples to help catalogers in making decisions. It contains, among other features, chapters on special nonprint formats, a chapter on access points, and an extensive bibliography. The book has been widely sold to school librarians.
2. Nancy Olson is working on a second edition of *Cataloging of Audiovisual Materials* to be published by the U. of Minnesota Scholarly Press. It will be about twice as big as the first edition and will contain examples of both cataloging records and the chief sources of information for those records. She will also include examples of OCLC worksheets for tagging. A chapter on A/V serials and one on microcomputers and video games will be added.
3. Carolyn O. Frost's *Cataloging Nonbook Materials* (Libraries Unlimited, 1983) is intended for both practitioners and students of cataloging. She has included a chapter on the development of bibliographic standards for cataloging nonbook materials, and a chapter that looks at concepts in relation to nonbook materials which aren't usually taken for granted with books (such as author, edition, etc.) Chapters with examples of cataloging for all of the nonprint chapters in *AACR2* except MRDF are included. In addition, she compares *AACR2* with Jean Weihs' manual and the old *AECT* manual. All *AACR2* rules, not just those in A/V chapters, are covered and discussion on alternative interpretations of some *AACR2* rules is provided. The book was edited by Arlene Taylor Dowell.

Other publications in development were also mentioned:

1. Jean Weihs is preparing a third edition of her cataloging manual primarily to incorporate rule interpretations as published in *CSB*.
2. Richard Smiraglia will publish in 1983 from Soldier Creek Press a manual on cataloging music materials (all types)

Continuing with the agenda items, Sheila brought up the question of committee liaisons with outside groups. The group's consensus was that we should continue to move in this direction. We will, of course, continue to have reciprocal liaisons with other ALA groups. Peggy Johnson, ACRL Audiovisual Committee liaison to our committee, said that their group discussed this question also. They estimate there are at least fifteen active groups in ALA now that are connected with A/V in some way - communication is a real problem. They would like to compile a list of these groups, a list of programs on A/V, and have a committee member try to attend the meetings of the other groups. Another possibility would be a program or pre-conference jointly-sponsored by all the groups.

Ms. Johnson made several announcements:

1. The ACRL Audiovisual Committee will co-sponsor a program in LA with ACRL/EBSS entitled "The Micros Are Here : Models for Public Use" on Monday, June 27, 9:30-12:00, which will present models of microcomputers in use in libraries.
2. They are also co-sponsoring a LITA/AVS program called "INTER-Action: Information Delivery in the 80's" on Sunday, June 26, 2-6 pm. The program will be expanded to an all-day pre-conference to be presented on Sept. 17 at the LITA conference in Baltimore.
3. The revised edition of Pearce Grove's *Nonprint Media for Academic Libraries* should appear in 1983.

As regards the Dallas conference in 1984, Sheila suggested that rather than plan our own program, our committee might co-sponsor a program on the preservation of nonprint media to be presented by RTSD/PLMS. We could spend our business meeting time editing Nancy's glossary. Marie Griffin moved that we co-sponsor the RTSD/PLMS program, and Martha Yee seconded it. The motion carried unanimously.

Martha Yee mentioned a proposal for an OLAC program in Dallas on the background of Chap. 21 of *AACR2* as it concerns audiovisual materials with Michael Gorman as possible speaker. Plans are not definite, but, if the programs develops, OLAC would like us as co-sponsor. Interest in the program was expressed by committee members.

Katha Massey described and requested co-sponsorship for a program being planned for Dallas by the LAMA/SS Statistics for Nonprint Media Committee on "Collecting of Special Format Statistics : the New ANSI Z.39.7" Representatives from different types of libraries will speak about their experiences collecting data on various nonprint collections using the new ANSI standard. Nancy Olson moved with a second by Martha Yee, that the RTSD Audiovisual Committee co-sponsor the program. The motion was carried unanimously.

With no further business, the meeting adjourned at 3:50 pm.

PROPOSED REWORDING OF TYPE OF RECORD --
MARC FORMAT
V. Urbanski

As many of you know MARBI is currently reviewing the films format to make changes so that the format can accommodate two- and three dimensional objects. As part of that review, Nancy Olson has submitted the following proposed additions for the "type of record" area of the fixed field. Nancy was hoping to include everything we catalog in one of the categories. As you review the expanded lists please take note of any material you catalog that did not get included. Please write Nancy with your suggestions and additions. Write: **Nancy Olson, Memorial Library, Mankato State University, Mankato, MN 56001.**

code "g" - Projected media include the principal audiovisual media, (i.e., motion pictures, filmstrips, slides, transparencies, and videorecordings). All of these are intended for projection. Material specifically designed for overhead projection would also be included here.

code "k" - Graphic materials include collages, computer graphics, drawings, paintings, tapestries, photonegatives, photoprints, pictures, prints, posters, technical drawings, photomechanical reproductions, and reproductions of any of the above, etc. When graphic materials are used as instructional aids, code "n" is used.

code "m" - Three-dimensional materials include sculptures and other three-dimensiona art works, exhibits, machines, toys, games, stitchery, puppets, models, clothing, naturally occurring specimens, artifacts, reproductions of any of the above, etc. When three-dimensional materials are used as instructional aids, code "n" is used. For example, puppets in a public library would be coded m; educational puppets would be coded "n". Note: Three-dimensional cartographic materials (relief models, globes, etc.) are not to be coded "m".

code "n" - Instructional materials include charts, dioramas, flash cards, microscope slides, educational models, realia used in education, duplicating masters, activity cards, educational toys and games, simulation games, study prints, spirit masters, transparency masters, etc., designed to be used for instructional purposes.

code "o" - Kits are identified separately because by definition they consist of a mixture of components from two or more categories of materials, no one of which is identifiable as the predominant constituent of the item, e.g., they may contain components that are projected materials, instructional materials, sound recordings, text material, etc., or they are single medium packages such is those called "lab kits" (footnote p. 20, AACR2).

ON-LINE AUDIOVISUAL CATALOGERS, INC.
BUSINESS MEETING
JANUARY 8, 1983

The business meeting of On-Line Audiovisual Catalogers, Inc. was called to order by Chair Laurel Jizba at 8:13 p.m. in the Marriott Hotel, San Antonio, Texas.

The first item of business was the counting of the ballots for the two proposed amendments to the bylaws. A total of 76 valid ballots was received. The results announced later in the meeting were: Amendment No. 1 passed by a vote of 75 to 1; Amendment No. 2 passed unanimously.

Under new business the group discussed the meeting day and time for OLAC during the ALA conferences. The meetings have usually been scheduled for Saturday night, 8-10 pm. It was agreed to continue with this time slot since it is relatively conflict-free and convenient for all.

Laurel asked for a volunteer to replace her as one of the OLAC liaisons to MARBI which meets quarterly. Two of the meetings are held in conjunction with the ALA Annual and Midwinter Conferences; the other meetings are held in Washington, D.C. Christina McCawley, West Chester State College, expressed interest in and was appointed to the post.

Next the group considered a proposal from Verna Urbanski, OLAC *Newsletter* editor, to purchase a program for producing mailing labels for the *Newsletter*. The proposal was contained in a letter to the Board since Verna was unable to attend the Midwinter meeting. The University of North Florida will develop software for producing the labels using an Apple microcomputer. Although the program will belong to UNF, the right to use it will be passed on to any new editor of the *Newsletter*. After discussion Sheila Intner moved and Catherine Leonardi seconded the motion to have OLAC purchase the program. The motion carried.

Acting on another suggestion from Verna, Laurel moved that the bylaws be amended to change the office of vice-chair/chair-elect to vice-chair only. Catherine Leonardi seconded the motion. In the discussion which followed, Laurel stated her support for the proposed amendment in order to shorten the length of time one must commit in filling the vice-chair/chair/post-chair positions. Nancy Olson pointed out that the change might not allow for the continuity required to initiate projects and follow through on them. In addition, it would be difficult for someone who lacked experience as vice-chair to serve effectively as chair. The motion was defeated. Dorothy McGarry then moved to amend the by-laws to change the term of office for both chair and vice-chair/chair-elect to one year and to stagger the two-year terms for secretary and treasurer. Martha Yee seconded. These changes would allow for continuity on the board while shortening the total time in office for a person elected as vice-chair/chair-elect. The motion passed. The proposed amendment will be brought to the membership for a vote.

Another discussion topic suggested by Verna concerned the effort and expense involved in providing complete volumes of the newsletter to members who join late in the year. She suggested that a notice be inserted in the *Newsletter* as follows: "Membership in On-Line Audiovisual Catalogers is based on the calendar year. Persons joining after June 30 will receive the September and December issues of the Newsletter and may purchase the current years' previous issues at a cost of $2.50 for each issue. Membership applications received after August 30 will be considered to apply to the upcoming calendar year. No *Newsletter* will be sent until the March issue of the next calendar year." Both Nancy Olson and Catherine Leonardi, who have been involved in sending out the back issues, stated that the activity had not caused major problems. Catherine is handling much of this at the present time and is applying the following guidelines: if a member joins before issue No. 3 of the *Newsletter* is mailed, he/she is considered a current-year member and is sent all issues for that year. If a member joins after issue No. 3 is mailed, the dues are applied to the next membership year but issue No. 4 of the current year's Newsletter is supplied anyway. In the future Verna will be handling the printing and bulk mailing of the newsletter and is in the process of obtaining the bulk mailing permit. A new and slightly more expensive printer will be doing the printing. Perhaps this is the reason Verna

suggested charging a flat rate of $2.50 per back issue. Catherine currently charges $1.25 for personal members and $2.50 for institutional members. After discussion, the Board decided for the present to continue Catherine's practice concerning the cutoff for current-year membership and the sending out of back issues as outlined above. The charge of $1.25 and $2.50 per year will also be continued. It was agreed that a notice about the availability and cost of back issues should be printed in the *Newsletter*.

Catherine asked how long to keep back issues. The Board agreed that the master copies of older issues should be preserved forever. Laurel suggested that at least ten copies of older issues be kept on hand. The need to preserve OLAC's records prompted the Board to agree to place a request in the *Newsletter* for someone with the appropriate skills, time, and space to serve as the organization's archivist.

The Board also decided to institute an additional $2.00 charge for foreign subscribers to cover the cost of postage and envelopes. The *Newsletter* must be placed in sealed envelopes for mailing to these members and cannot go at bulk rates. In order to alleviate problems with checks in foreign currency, Catherine will write a notice for the next *Newsletter* stating that foreign subscribers should convert their payment to U.S. dollars and send checks drawn on a U.S. Bank.

Laurel will work on a new membership form incorporating information about many of the topics discussed at this meeting. She will circulate a draft for comments from members of the Board.

Glenn Patton, Instructional Coordinator, OCLC Cataloging Services Dept., talked about the possiblity, which has been explored by OCLC and the Map Online Users Group, of having OCLC provide "train-the-trainers workshops" for the non-book formats. Many of the networks have enough to do in providing general training in the basic formats; often they do not have the time or the expertise to handle "odd" formats such as maps, manuscripts, audiovisual materials. Some of the networks have turned to users in their areas to provide this training. If OCLC were to help with training the people who conduct such workshops, it would provide OCLC with the opportunity to distribute uniformly accurate information on OCLC policies and system implications and provide the trainers with a common base of knowledge. Such workshops might be field regionally and/or attached to another meeting. OLAC members present expressed much interest in the proposal and thought that OCLC could provide a great service by pursuing the idea. Laurel will write a letter to Glenn Patton indicating interest on the part of OLAC.

The treasurer's report, copies of which were distributed to the Board by Catherine Leonardi, will be published in the next issue of the *Newsletter*.

Catherine raised several topics for discussion:

1. The Board decided that, when a member fails to pay renewal dues, the first issue of the *Newsletter* will be sent to the member but not the second.
2. The Board agreed that the treasurer should send out separate renewal notices for institutional members.
3. 1983 dues will be welcomed by the treasurer.

4. The treasurer asked why she should have received a renewal bill for the *MOUG Newsletter*. Nancy Olson explained that, since the chairs of all the OCLC users groups had agreed to exchange newsletters, she should not have received it. Laurel will contact the chairperson of each user group and confirm the exchange policy. She will send Catherine a list of names and addresses so we can send our newsletter to them as scheduled.

Nancy Olson gave a progress report on her work as Visiting Scholar at OCLC (see Dec.1982 *OLAC Newsletter*). She described her time there as fascinating because she has been able to "work on A/V problems and get paid for it without having to catalog a truck of stuff a day." Much of her time has been spent on a rapidly expanding A/V cataloging problem - microcomputer software and video games. In a meeting at OCLC Nancy, Glenn, Ben Tucker of LC, and Edward Swanson, voting member of CC:DA, looked at examples of these materials, Chapter 9 of *AACR2*, and pages of Sue Dodd's new manual on the cataloging of MRDF. After three days, they had worked out possibilities for making Chapter 9 work for the new materials. A suggestion was made to CC:DA at the Midwinter meeting that a Task Force be formed to investigate the problem and report at ALA in Los Angeles. If the Task Force recommendations are approved, they will be printed in *CSB*. This would be in lieu of waiting years for a possible revision of *AACR2* itself by the Joint Steering Committee. The statement in *CSB* will coincide with an *OCLC Technical Bulletin* on the topic. MARBI has approved the MRDF format, but it has not yet been published. LC announced at the MARBI meeting at Midwinter that it plans to publish the format - probably as a supplement to the *MARC Formats for Bibliographic Data* sometime in the spring. OCLC can then begin to implement the format, and, in fact, is already working on changes needed to do that - estimates for implementation are fall 1983.

The willingness of LC to publish general statements in *CSD* that do not affect LC practice but do greatly affect many other libraries across the country is seen as a positive step. The first example of this will be a statement in the next *CSB* providing guidelines on locally produced videorecordings and off-air tapings.

Nancy announced that she will be teaching a microcomputer software cataloging workshop, July 19-21, at Mankato State University, Mankato, Minnesota. Write her for more details!

Laurel expressed thanks on behalf of OLAC to both Nancy and Glenn for all the work they are doing for catalogers of audiovisual materials. She will write a letter from OLAC to Neal Kaske thanking OCLC for its support of Nancy as Visiting Scholar.

The last item of business was a request to co-sponsor the RTSD Audiovisual Committee program in Los Angeles. The Board agreed to the request and will ask Arno Kastner, OLAC liaison to the committee, to help the program committee if needed.

Having no further business, the meeting was adjourned at 10:45 p.m.

Katha D. Massey
Secretary

Persons attending the meeting were:

Laurel Jizba, Indiana University; Sheila Intner, Columbia University School of Library Service; Katha Massey, University of Georgia; Catherine Leonardi, Duke University; Nancy Olson, OCLC/Mankato State University; Glenn Patton, OCLC; Martha Yee, UCLA; Dorothy McGarry, UCLA; Christina McCawley; West Chester State College; Arno Kastner, New York University; J. O. Wallace, San Antonio College; Visvaldis Vidmanis, Becker Junior College; Metod M. Milac, Syracuse University Libraries; Guy Abbot, Syracuse University Libraries.

PROGRESS REPORT FROM OCLC'S VISITING SCHOLAR
Nancy Olson

When I applied to be Visiting Scholar at OCLC, cataloging of microcomputer software was not one of my projects. I knew cataloging for these items could not be input into OCLC, and I was aware of a growing collection of uncataloged Apple software in my own library, but I had other audiovisual cataloging projects I considered more important.

In the six months that elapsed between the time I prepared my original proposal, and the time I arrived at OCLC in October, a number of developments affected my work. I had begun discussing my primary concern, audiovisual cataloging policy, during ALA at Philadelphia with people from LC, OCLC, and the cataloging profession. These discussions continued, and by the time I arrived at OCLC, the matter was well on its way to resolution.

Most of the letters and phone calls I received from audiovisual catalogers during the months before I came to OCLC were about two problems:

1. AACR2 chapter 9 rules for cataloging machine-readable data files were not appropriate for cataloging microcomputer software, and
2. cataloging prepared using AACR2 chapter 9 could not be input into OCLC.

When I first met with groups of OCLC staff members, I found many people at OCLC had received requests about cataloging of microcomputer software and machine-readable data files. At a meeting October 14 with Glenn Patton, Marilyn Nasatir, and Carol Davis, it was agreed that I would look at the cataloging rules and prepare a position paper for OCLC on cataloging of microcomputer software, and prepare proposed AACR2 rule changes needed for this cataloging. A proposal for rules change would then be presented for the Midwinter meeting of CC:DA (ALA RTSD committee for cataloging: description and access).

I would also help provide Marilyn Nasatir, Bibliographic Maintenance, with evidence of the need for OCLC to implement the MARC format update which includes the changes for the machine-readable data file cataloging.

My second (of five) blocks of OCLC time began with a trip to the Library of Congress to discuss audiovisual cataloging problems, including problems of cataloging microcomputer software, with the head of the audiovisual cataloging section, Richard Thaxter.

Dick and I met with Ben R. Tucker, Chief, Office of Descriptive Cataloging Policy at LC. We discussed a number of topics, then focused on the software cataloging problem, and the difficulties of getting cataloging rules changed. We agreed that people need to be able to catalog microcomputer software soon, and that they wanted guidance. We had hoped Sue A. Dodd, University of North Carolina, could join us in these discussions, but she was ill.

Dick and I also met with Phyllis Bruns, Automation Planning Specialist at LC, about the changes to the MARC format for 2 and 3 dimensional materials. These changes, when implemented by OCLC, will allow AV catalogers to input cataloging for works of art and reproductions; all the materials which do not fit in the special instructional materials or projected media categories.

During meetings at OCLC November 4 we discussed implementation of the MARC format for machine-readable data files, problems with the rules, needs of users, etc. I offered to prepare a manual of cataloging examples, to be published as part of the Minnesota AACR2 Trainers series of manuals.

A log-on message November 8 invited OCLC users to call me about problems of cataloging machine-readable data files and microcomputer software. I asked each caller a list of questions, and prepared a daily summary of calls and chart of responses. These calls helped show OCLC that users need to have the MARC format for machine-readable data files implemented.

November 14-16 Ben Tucker and Edward Swanson (CC:DA member) came to OCLC, as guests of OCLC, to meet with Glenn Patton and me for further discussion of cataloging rules for microcomputer software. We had a number of documents to look at:

- pages from *Cataloging Machine-readable Data Files* by Sue A. Dodd (she was invited to attend but was unable to do so, and so sent materials from her book, which is being published by ALA);
- an alternative rule proposal, prepared by Edward Swanson; *Guidelines for processing and cataloging computer software*, by the Iowa Department of Public Instruction;
- *How to catalog computer programs*, from the Montgomery County (Maryland) Schools;
- *Cataloging computer software*, by Beverly Best, in CMC (Computers and the Media), Winter, 1982; and assorted examples from the OCLC data base.

We also had at least 30 packages of microcomputer software loaned to us by Hugh Durbin, media director of the Columbus Public Schools, and chair of the school user's group of OCLC.

We identified the following problem areas in chapter 9 of AACR2 when it is applied to microcomputer software and video games.

- chief source of information
- gmd

- edition statement
- physical description areas
- additional access points.

We came to agreement about each of these areas, then discussed what changes the MARC format would need. We discussed how to approach CC:DA and MARBI, timetables, and how OCLC might proceed.

Our proposals concerning the rules will go to a Task Force to be appointed by CC:DA. This task force should be able to report at Los Angeles. Their report, when adopted by CC:DA, will be published by OCLC in a technical bulletin and by LC in the *Cataloging Service Bulletin* and will become national policy. We are not proposing rules changes at this time, since the Joint Steering Committee (JSC) has announced it will not consider any such changes until the British, Canadians, and Australians have looked at the problems of cataloging machine-readable data files and microcomputer software. (NOTE: In San Antonio at Midwinter CC:DA (Committee on Cataloging : Description and Access), at this group's request, formed a Task Force to review the group's preliminary report.--Ed.)

We hope to get word out about what is being done in this area before too many people and/or groups spend much more time preparing their own guidelines.

I have been able to gather information and bring people together to work on this problem because OCLC funded me as Visiting Scholar. I feel that, without OCLC's support, the development of a national policy for the cataloging of microcomputer software would have taken several years, and a great deal of effort would have been wasted as people developed cataloging systems independently.

The letters I've received and the log-on message responses have helped convince OCLC to advance the implementation of the MARC MRDF format by several years. It is now planned for implementation late in 1983. LC has no plans to implement the MARC format for machine-readable data files, since it does not acquire these items for its own collections.

Further developments on visiting scholar projects include:

- **Cataloging policy and interpretation for audiovisual materials (or non-book materials not cataloged at LC.**

  There is not LC policy for OCLC to follow when LC does not catalog the materials in question. I have discussed this problem with Ben R. Tucker and with Dick Thaxter, Head, Audiovisual Cataloging, LC, and with several staff members at OCLC. A policy for OCLC users is being developed.

- **OCLC input of bibliographic records for materials not cataloged by LC.**

  There are no LC standards for OCLC to follow when LC does not input bibliographic records for certain types of materials. This question, and the above, are complicated by

LC's cataloging of certain materials according to their own internal policies which may well differ from those policies of OCLC institutions. This problem is also being discussed with LC and OCLC staff.

- **Cataloging and OCLC input for newly developed materials not specifically covered by AACR2 or any of the MARC formats.**

  AACR2 rule 0.1 states the general rules are the "basis for cataloging uncommonly collected materials of all kinds and library materials yet unknown." Cataloging of new materials, therefore, should be possible using the appropriate chapter(s) of AACR2 as guidelines. I am exploring, in discussions with OCLC staff members, LC staff, and others, the possibilities of reserving certain type-of-material codes in the films format for these new materials.

- **Prepare a glossary of AV terminology.**

  The RTSD AV committee is helping me identify terms to be included and will review the definitions. It is planned to limit the glossary to those terms needed for catalogers and acquisitions personnel, although this is being discussed at ALA Midwinter (San Antonio). The glossary will be published late in 1983.

DREXEL SCHOLARS REQUEST HELP

Dr. Jerry Saye of the Drexel University School of Library and Information Science contacted us recently to request help from audiovisual catalogers.

> I am writing to solicit assistance in a project which Sherry Valuchi and I have undertaken in the past two years. We are preparing for American Library Association publication an edited compilation of cataloging notes which will reflect documents cataloged under Chapters 2 through 12 of AACR2. Whenever possible we are using cataloging examples from the Library of Congress. There are, however, several types of materials which LC does not catalog or handles in very limited numbers. We are writing to ... request that any members who might have AACR2 cataloging with notes for microforms, kits, MRDF, art originals, charts, flash cards, pictures, technical drawings, dioramas, games, microcope slides, models, realia, or globes submit copies of this cataloging to us. If they wish, catalogers could just send us the OCLC control numbers for the items.

Dr. Saye's address is: **Dr. Jerry D. Saye Drexel University School of Library and Information Science, Philadelphia, PA 19104**

--Editor

QUALITY CATALOGING
V. Urbanski

What do you think of the quality of the member input AV cataloging you find on OCLC? I hear everything from "excellent" to "awful". The OLUC grows daily and it is easy to lose touch with what sort of "quality" is going with the "quantity". We'd like to hear from you on this. After all, you use the network databases every day. Who better to judge the cataloging they find? Write your editor and she will pass along your comments to the networks. (Address at end of From the Editor section.)

THE LIBRARY OF CONGRESS VIEW OF AUDIOVISUAL COPIES, EDITIONS, ETC.

Ben R. Tucker, Chief
Office for Descriptive
Cataloging Policy

The Library of Congress feels that the key to a proper understanding of what constitutes an audiovisual edition is a consideration of the basic intellectual/artistic content of the audiovisual manifestation. Thus we make separate records when there is any significant change in content (as is the case with longer or shorter versions, versions tailored to different audiences, etc.) We have found it necessary to go one step beyond this primary understanding, in order to provide separate records for each medium (e.g., the film and the videorecording of the same motion picture). We do not go further than this, however, so that we do not make records for each format within a medium, e.g., the Beta and the VHS forms of videocassettes. For the multiformat categories of audiovisual works, the data sheets that we catalog from usually give us the requisite information on these multiple formats. Our catalog records nonetheless give an account of the several formats, as we try to provide something adaptable by any library no matter which single format it acquires.

Such considerations do not derive from AACR2 rules. How many bibliographic records a library creates (i.e., deciding on one record and calling items covered by the one record "issues" or .. copies," or deciding on multiple records and calling the items covered separate "editions") is a matter of administrative policy, not cataloging rules. The administrative policy outlined above, according to which we create separate records for different media but not for different formats within a medium represents a delicate compromise between our ambition to produce records useful to others and our fiscal constraints, particularly in recent years.

RTSD AV PLANS A/V EDITIONS
WORKSHOP AT LA ALA

Martha Yee, member of RTSD AV, notified us recently of an AV cataloging information session and clinic on editions, copies and reproductions of AV works. The session will focus on identifying what's what and deciding how to handle items. Date for this marvelous meeting is Sunday, June 26, 1983, 11:30 am to 12:30 pm. Please check your conference program for the location of the RTSD AV Committee business meeting. The program will follow. This instructional session and AV clinic will feature Glenn Patton of OCLC and Richard Thaxter from LC who will discuss the policies of their institutions with regard to the object of an AV description, and entertain questions and discuss problems brought by the audience. Nancy Olson, author of *Cataloging of Audiovisual Materials*, will also be present. It would be helpful if members could bring specific examples, either the items themselves, or surrogates of the chief source of information.

--Editor

CHANGE OF ADDRESS

If your address changes please notify Catherine Leonardi, OLAC's treasurer. Write: **Catherine Leonardi, 3604 Suffolk, Durham, NC 27707**

TECHNICAL BULLETIN ON LOCALLY REPRODUCED
VIDEORECORDINGS COMING SOON
V. Urbanksi

OCLC and LC have come to an agreement on how to handle locally reproduced and off-air videorecordings. This information, when available, will replace that which we published in vol. 2, no. 1 of this *Newsletter.* OCLC's Glenn Patton comments:

> "Most recent information indicates that the Technical Bulletin on videorecordings will be published in February. Since we distribute them in bulk to the networks for redistribution, actual timing often depends on what other materials (newsletters, etc.) the network may need to distribute at the time. Thus, most users probably won't see it until some time in March."

AV catalogers owe Dick Thaxter of LC's Special Materials Cataloging Division and OCLC's Glenn Patton a note of thanks for their timely joint efforts to resolve some very troubling questions regarding the handling of this material.

OCLC COMPLETES LOADING OF LC-MARC AV RECORDS
Glenn Patton

On 1982 November 19, OCLC resumed the loading of Library of Congress MARC records for audiovisual materials. No records had been loaded since the AACR2 conversion in 1980 December. On November 19, records created from 1980 December through 1981 May were processed. The first group of records loaded represented pre-AACR2 cataloging including new cataloging from the end of 1980 and corrections to records already distributed. Records in AACR2 form were not released until 1981 September. Loading continued on the weekend of 1982 December 3-4 when records created from 1981 June through 1982 March were processed. On 1982 December 10-11, loading of the backlog was completed with processing of records created between 1982 April and 1982 November. The total number of records processed was 9399, of which approximately 20% were corrections to previously issued MARC records.

LC AV records (which are distributed monthly) will be loaded on a regular basis along with LC-MARC records for books (distributed weekly), maps (distributed monthly), name authorities (distributed weekly) and National Library of Medicine records for books (distributed weekly). Loading of newly distributed records is announced in log-on messages and in the weekly "Online Report of OCLC System Condition."

Loading of AV records was delayed because of the necessity of modifying DIRECTLOAD (the program which loads incoming LC-MARC records into the Online Union Catalog, compares those records with existing records and, where possible, merges LC-MARC records with existing records) so that it could be run with the AACR2 conversion software which compares incoming pre-AACR2 LC-MARC records with the Name Authority File. Those changes were further complicated by significant changes to the Fixed Field and 007 field which resulted in conversions to the Online Union Catalog in 1981 August. Pre-AACR2 records from LC had to undergo those conversions also. The corporate-wide effort to increase system stability allowed little staff time for preparing, testing and installing these changes, but the process is finally completed.

The timely completion of this project was hampered by two factors which strongly influenced the priority assigned to the activity. LC-MARC AV records are not heavily used for Cataloging Subsystem produces and updates by OCLC users. Of the 55,437 LC created records which were in the Online Union Catalog as of 1982 October 9, 29,499 or 53.2% have no holdings symbol (other than DLC) attached. Of those that have been used (25,938), 84% have 5 or fewer holdings symbols attached.

In addition, in spite of the request which appeared in the June 1982 OLAC *Newsletter* (and earlier mentions of the delay in loading), the file of letters requesting that LC-MARC records be loaded as soon as possible consists of 4 letters which resulted from the *Newsletter* article and one letter which resulted from a query to LC's Audiovisual Section.

RTSD ROADSHOWS ON AV
V. Urbanski

Nancy Olson has notified us that she is working with RTSD's Executive Director Bill Bunnel on tentative plans for a series of AACR2 non-print cataloging workshops to be sponsored by RTSD. Though planning is in its initial stages, Olson is hopeful that this fall or next spring will see these workshops take place. In addition to the AV chapters (7, 8, and 10), Olson wants to include 3 (cartographic materials), 4 (manuscripts), 5 (music), 6 (sound recordings) and 9 (machine-readable data files). This is terrifically exciting news! Let's hope it can all come to pass. AV catalogers once again owe Nancy Olson a vote of thanks for her initiative and creative thinking. Thanks from us all, Nancy.

WORKSHOPS ANNOUNCED

Georgia Library Association, Resources and Technical Services Division is sponsoring an audiovisual cataloging workshop April 28, 1983 in Atlanta. The workshop will focus on the descriptive cataloging of AV materials covered in Chapters 7, 8 and 10 of AACR2 as well as kits. The workshop will be conducted by Verna Urbanski. For a detailed brochure contact: **Richard Reeb, William Russell Pullen Library, Georgia State University, 100 Decatur St., SE Atlanta, GA 30303.**

Columbia University, School of Library Service is sponsoring a workshop seminar "Managing Media On-Line" May 21, 1983 in New York City. The seminar is for library and information managers and will focus on how to implement automated bibliographic access systems successfully. Speakers include: Michael Gonnan on automation; Nancy Olson on cataloging media; and Heike Kordish on managing change. Cost is $85.00. Registrations will be accepted until April 18, 1983. For a brochure or further information, contact: **Sheila Intner, School of Library Service, Columbia University, New York, NY 10027** or call **212-280-2294**.

Mankato State University, Mankato, Minnesota, Library Media Education Dept. is offering a workshop on cataloging of microcomputer software and video games, July 19-21, 1983. The course will be taught by Nancy Olson and will earn 2 graduate credits (quarter hour). For costs, housing information, etc., write **LME Dept. Mankato State University Mankato, MN 56001**

or call Mrs. Olson, **(507) 389-6201**. A basic workshop on using microcomputers will be offered the preceding week; also for 2 credits. Dormitory housing is available for these MSU workshops.

PREPARER OF PROCESSING MANUAL
REQUESTS HELP

Sam Thomas of the Fort Worth Public Library contacted Nancy Olson recently to ask for help in locating some samples of AV processing manuals. Mr. Thomas is currently preparing an AV processing manual for use in his agency and would welcome the opportunity to look at AV manuals prepared by others. If you have copies you're willing to share or ideas about AV processing manuals please contact **Sam Thomas** at the **Fort Worth Public Library (300 Taylor St. Fort Worth, TX 76102)**.

FROM THE TREASURER
Catherine Leonardi

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Reporting period:
October 13, 1982 through January 5, 1983

Account Balance 10-13-82                            $2,148.34

Income

    New memberships                                    185.00
    Renewal memberships                                520.59
    Miscellaneous                                       24.00
    Interest paid on account                            30.20
                                                   -----------
    Total Income                                       759.79

TOTAL                                              $2,908.13
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Expenses

    Newsletter vol. 2, no. 4                              214.28
    Postage                                                35.77
    Bank charges                                           22.65
    N.C. Tax                                                1.15
    Stationery                                             29.80
                                                      ----------
    Total Expenses                                        303.65

ACCOUNT BALANCE 1-5-83                                 $2,604.48

CURRENT MEMBERSHIP    415
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