

**ONLINE AUDIOVISUAL CATALOGERS (OLAC)  
CATALOGING POLICY COMMITTEE MINUTES  
ALA CONFERENCE, JUNE 22, 1990**

**Reported by Ellen Hines, Secretary**

The meeting was called to order at 8:00 PM by Sharon Almquist, CAPC Chair.

1. The [minutes of the January 5, 1990 CAPC meeting](#) were approved.
2. There were no additions or revisions to the agenda.
3. Sheila Smyth provided an update on planning for the October 17-19 OLAC Conference in Rochester. She stressed again the need to call the Holiday Inn South Rochester directly (716-475-1510) to get conference rates. Watch the newsletter for updates on the conference and on the tours planned for the evenings/weekend.
4. Sheila then discussed her work with Karen Driessen on the physical processing manual. They have completed the first preliminary draft of the section on compact disks. A publisher is being talked to and the draft will be sent to members of CAPC before Midwinter. Karen said that any samples of AV processing manuals would be appreciated and can be sent either to her or Sheila. They have already received about 6-8 manuals.
5. Verna Urbanski reported that the written text of the manual for locally produced materials has gone to the editor. She may still need assistance obtaining specific examples and intends to submit the entire document to the editor by September.
6. The draft of the proposed structure of the CAPC internship position was discussed at length. Minor revisions were made to the document and it will be put before the Board Sunday night (see minutes of Executive Board meeting, 6/24/90, for the final form).
7. Sharon Almquist, Sheila Smyth, John Attig, and Bruce Johnson led a discussion on the proposed definitions for game and toy (3JSC/AUS4). CAPC's recommendation was to add the following definition of the words "toy" and "game" to the glossary:

**Toy.** An object for children or others to play with imaginatively or from which to derive amusement rather than an object for practical use. It is often an imitation of some familiar object.

**Game.** An item or set of items designed for play by one or more participants according to prescribed or implicit rules and intended for recreation or instruction (see also activity card, kit, toy).

8. Katha Massey gave the SAC report concerning ALCTS 10-year old "Guidelines for the subject analysis of audiovisual materials." SAC decided these guidelines should be updated since they could serve as an important outline on how to handle AV subject analysis and act as a justification to administrators for subject analysis of AV. At SAC's Sunday meeting the issue will be discussed further.
9. Mary Konkel gave a presentation of the ALCTS:AV proposal to use field 538 (currently in use for computer software) for AV materials. This would include technical specifications about playback for videos, such as VHS and BETA. A 538 note would provide this very important information its own unique field, as opposed to the current

general 500 note. This could allow the 538 to be specified as the first note. John Attig noted that format integration will put the field in. Sharon Almquist was concerned about the field's use for laser disks (i.e., CAV, CLV format) since the 538 proposal addresses only videos thus far.

There was a brief discussion of interactive media, such as laser disks and computer software. Under current rules (see ["Questions and Answers" in OLAC Newsletter, v. 10, no. 2](#)), these items would be cataloged as kits. There was some concern over this and so Sharon Almquist and Alice Jacobs will explore alternative GMD's for interactive materials, such as "multimedia" -- the British equivalent of kit.

10. Glenn Patton gave a report on format integration that could be summed up in the phrase: "Not yet!" It will happen, but not before 1993. The major system vendors (NOTIS, etc.) are aware it is coming.
11. Activity cards and kits were discussed at length at Midwinter. The resulting document, dated 3/29/90, was sent to CC:DA.
12. Bruce Johnson reported on the CC:DA document on Publishers/Producers of audiovisual materials. A key concept is that production is not necessarily a publishing function (i.e., remove producer from Area 4) and suggested rule revisions try to match this concept. Further discussion will follow at CC:DA meetings over the weekend designed to help clarify the concept of creative responsibility for an item vs. simply the manufacturer of an item.
13. John Attig discussed the report of the Multiple Versions Task Force. The group was divided into two different sections, one looked at reproductions (primarily of microforms), and the second was made up mostly of representatives of user's groups (e.g., Music Library Association). So many problematic issues developed during the study that the Task Force decided to await input from groups that examined the equivalent versions of other types of material. (CAPC guest Jennifer Bowen (MLA) provided the meeting with some constructive input on how brainstorming with a group helps clarify issues.) John will try to get a preliminary document to OLAC prior to our Rochester Conference and a discussion of multiple versions will be added to the conference schedule. Any opinions on, and/or examples of, multiple formats for AV may be sent to Bruce Johnson, John Attig, or Sharon Almquist.
14. There was no new business and the meeting was adjourned at 10:10 PM.