

**ONLINE AUDIOVISUAL CATALOGERS (OLAC)
CAPC MINUTES
ALA MIDWINTER MEETING, JANUARY 11, 1991**

Reported by Ellen Hines, OLAC Secretary

The meeting was called to order at 8:00 PM by Bobby Ferguson, CAPC member. (Sharon Almquist, CAPC Chair, was unable to attend the meeting due to the bad weather which disrupted many O'Hare/Midway bound flights.)

The [minutes](#) of the June 22, 1990 CAPC meeting were approved after Katha Massey asked that point 8 be revised to indicate that a "SAC subcommittee" was working on the 'Guidelines for subject access to audiovisual materials'.

There was an addition to the agenda of a discussion of the progress of the SAC subcommittee working on the revision to the "Guidelines for subject access to audiovisual materials."

Sheila Smyth provided a review of the October OLAC Conference in Rochester. Over 160 people attended the conference (from 29 states) and we came in \$200 under budget. Sheila also mentioned some of the evaluation comments that were provided by conference attendees and discussed some suggestions for future conference topics.

Bobby thanked Sheila and her committee for their efforts which resulted in such an excellent conference.

Sheila Smyth and Karen Driessen then discussed their work on the AV physical processing manual. The contract with Greenwood Press has been signed and any royalties will go to OLAC (a "deadline" date of September, 1992 was established). The "tentative" title for the manual is "A library manager's guide to the physical processing of non-print materials."

Karen discussed the structure of the introduction, which include general criteria to be considered when making physical processing decisions (e.g., circulation policies, methods of storage, etc.). Within each chapter considerations specific to that type of media would also be covered. Each chapter will encompass packaging, labelling, barcoding, accompanying materials issues, etc.

Karen asked for additional ideas, thoughts, concerns, etc. Mary Konkel asked whether some sort of 'appendix' could be added that lists the libraries that actually use a particular set of procedures so that people could contact them if they wanted further information.

Karen and Sheila once again requested that any OLAC members who have physical processing manuals, or who handle unique audiovisual materials, contact them so that this input can be considered for addition to the manual.

Sheila Smyth gave the [ALCTS:AV report](#) (Sheila's report appears elsewhere in this issue.--Ed.) The major change since the last published report is that Joan Swanekamp (Eastman School of Music, University of Rochester, NY) is the new Chair of ALCTS:AV. She also reported that evaluations of the ALCTS:AV/OLAC cosponsored program on minimal level cataloging at ALA Chicago 1990 were positive.

Verna Urbanski updated us on her work on the manual for locally produced materials. Only two chapters remain (and may be complete by summer ALA) and the rest of the text is with the editor.

An update on format integration was given by Glenn Patton. The Library of Congress and the bibliographic services have agreed on a "selected list" of changes (mostly affecting tags, indicator values and subfields that have become obsolete) that will be implemented over the next six months. This list will be published as part of update 3 to the USMARC format. Glenn said there will not be a significant affect on the audiovisual format.

Verna Urbanski then gave us an overview of the CAPC discussion on multiple versions at the OLAC Conference. The audience in Rochester ended up taking a very conservative stance on the topic of multiple versions by starting out by treating only materials that they knew were reproductions (e.g., reproducing a 3/4 in. item in a 1/2 in. VHS format). People seemed to want to avoid the issue of addressing simultaneous release of formats (e.g., a videocassette and motion picture are released at the same time) because of the uncertainty about what actually constitutes content duplication. OLAC approved participating in the multiple version technique, but only on a very conservative basis (which is similar to what the Music Library Association has decided).

Verna then discussed CC:DA's Multiple Version Task Force meeting this afternoon. They are attempting to focus in on "reproductions", with the goal of establishing a set of guidelines that have a scope statement, definitions, and then implementing language that will tell us how to actually do the multiple version cataloging. The idea is to create "minimal" disruption to the cataloging rules. John Attig then gave us a brief review of the 2-levels of description approach (original and copy) being considered by the Task Force.

Katha Massey then talked about some concerns she, and some of her fellow subcommittee members, have with the revised "Guidelines for subject access to audiovisual materials". A "final" version is going to be submitted to SAC at Midwinter that they thought to be only a "draft" of the guidelines. Katha was under the impression that before a final version was submitted, a draft would be distributed for comments by interested parties. However, no such distribution occurred and she is very concerned about the language, grammar and completeness of the "final" version that is going to SAC. After discussion, CAPC voted unanimously to ask for further review of this "draft" document.

In Sharon Almquist's absence, Nancy Olson led a brief discussion of some of the issues involved in the cataloging of interactive media. There are currently five levels of interactive media (varying from Level 0 = video disks to Level IV = video disk +

computer = to create, modify and manipulate information). The cataloging problems arise when one tries to decide if the material is just a video disk or is it "mixed media" (when it is a video disk hooked to a computer). Conflicts also arise over what to call this type of media--"hypermedia", "multi-media", etc.? Further discussion of this topic was tabled until Sharon Almquist is present (see end of CAPC minutes for some post-meeting notes from Sharon.)

CAPC then discussed standardizing the notes related to CLV and CAV format, letterbox, and pan-and-scan. Nancy Olson said that she felt that the edition statement would be more appropriate for the "letterbox" information instead of the note field. These issues will be discussed further at a later time.

Old business

The Library of Congress has formally recommended that the data sheet program be ended and said that the library community has until April 1, 1991 to comment (to Henriette Avram) on this decision. Until then, work will continue on data sheets already received, but no new data sheets will be accepted. Among the concerns expressed by CAPC was the loss of LC involvement in audiovisual cataloging, the loss of a well established structure for information gathering, and the loss of a means of communication between catalogers and producers.

Sheila Intner wondered if CAPC is not expecting too much of a "backlogged" Library of Congress to continue this data sheet program for items not in its collection. The idea of OLAC taking up the data sheet program, in terms of finding another body to handle it, was discussed. After some discussion, it was decided to table this issue until the Saturday OLAC business meeting.

New business

John Attig recommended that we attend Sunday afternoon's SAC meeting where a number of position papers will be presented on the topic of subject subdivisions.

Katha Massey asked about a proposed joint CAPC/ALCTS:AV meeting. Joan Swanekamp (Chair, ALCTS:AV) said that she will try to arrange a date for this meeting at the ALA Conference in Atlanta.

The meeting was adjourned at 10:00 PM.