

**ONLINE AUDIOVISUAL CATALOGERS (OLAC)  
CATALOGING POLICY COMMITTEE (CAPC)  
ALA MIDWINTER MEETING  
LOS ANGELES, CALIFORNIA**

**FEBRUARY 4, 1994  
Minutes**

The meeting was called to order by CAPC Chair Richard Harwood at 8:01 p.m.

Members present: D. Boehr, P. Thompson (intern), S. Bailey, L. Ashley, B. McCafferty, N. Rodich-Hodges, V. Berringer.

Guests: several members of the Interactive Multimedia Task Force and 22 other guests were present.

1. Announcements:
  - o R. Harwood asked for any corrections to the CAPC members' address list circulating.
  - o An update by L. Ashley on the Music Library Association's document on cataloging music videos was added to the agenda under "Old Business."
  - o J. Attig (MARBI liaison) is unable to attend this meeting and lead the discussion of the various MARBI proposals.
2. The [minutes](#) of the June 25, 1993 meeting were approved as printed in the September 1993 issue of the *OLAC Newsletter*.
3. Old Business
  - a. L. Ashley reported that there had been no substantive action on the document "A Guide to the Bibliographic Control of Music Video Material" since CAPC discussed it. The MLA Bibliographic Control Committee will discuss the document at the upcoming MLA meeting in Kansas City in March. The Working Group has continued to refine the document, incorporating some of the suggestions received from individuals and groups. Formal responses received included ones from CAPC, the Association of Moving Image Archivists, and Jean Weihs. ALCTS AV is planning to discuss the document at their Sunday meeting.
  - b. R. Harwood distributed the latest version of the document "Rationale for Cataloging Nonbook Material," which had been charged to CAPC by the Executive Board, and will probably appear in the *OLAC Newsletter* when finalized. The Subcommittee responsible for its contents are: M. Konkel, J. LaGrange, N. Rodich-Hodges, and V. Berringer.

R. Harwood explained the document and asked for further comments from CAPC and guests. K. Driessen suggested CAPC choose either "nonbook" or "nonprint" materials and use that throughout the document. The consensus was for nonprint, and for materials rather than material. A major change was made to the second sentence of the document, from "Standardized cataloging of nonbook material is essential before collections can be fully integrated and made accessible using the

same retrieval techniques as are used for accessing print material" to "Standardized cataloging of nonprint materials is essential to make collections fully integrated and accessible through the same retrieval techniques as are used for print material."

The final sentence was changed to read "The standardized cataloging of nonprint materials will lead the way into the next century of learning innovation."

Other cosmetic changes were suggested to smooth out the document. R. Harwood will attempt to clarify the last questionable passages at Sunday's Executive Board Meeting and set a goal for completion of the project by the Miami Conference.

R. Harwood thanked the Committee members, only two of which are still serving on CAPC.

#### 4. New Business

##### . MARBI discussion

John Attig (MARBI liaison) was not present to represent OLAC CAPC's positions on MARBI. R. Harwood asked for a volunteer from CAPC to attend MARBI meetings for J. Attig. The MARBI agenda was reviewed for items of interest to CAPC. R. Harwood led the following discussions.

**Discussion Paper no. 74:** *Defining a New Subfield Code for Form Subdivisions.* Currently there are four categories of subject subdivisions: topical, form, chronological, geographical; and three subfield codes. The new \$v would be used to distinguish the form use of a subdivision from its general/topical (\$x) use, in the case of terms that can be used both ways. CAPC discussed and voted on the questions listed on p. 6-7 of Discussion Paper 74 ("Questions for Further Discussion"). Chair Harwood will summarize the results and send a written response to the MARBI Chair.

**Proposal no. 94-6:** *Addition of 007 (Physical Description Fixed Field) for Computer Files.* CAPC was in favor of adding this field to the USMARC format. Attachment A of the Proposal shows the breakdown of the character positions, with two options from which to choose. General CAPC consensus was in favor of Option 1. The question was asked whether the "f" code for "Remote" might not be an error, since "f" is previously used for tape cassette. A suggestion was made to add a "Not applicable" option (code "n") to the list as a default value.

**Proposal no. 94-7:** *Encoding of Atlases.* CAPC agrees that this proposal sounds very reasonable.

Field 658 for access to curriculum or course of study objectives (different from field 521--a note--because it is an access point with a controlled vocabulary). MARBI had adopted a proposal to create this field in New Orleans. CAPC had

been in favor of listing audience characteristics, such as "Videorecordings for the hearing impaired" in a separate field. Tonight's discussion was inconclusive. R. Harwood suggested appointing a small task force to look at this issue and work with J. Attig on it.

a. CC:DA discussion

1. Guidelines for Bibliographic Description of Interactive Multimedia

R. Harwood distributed copies of Discussion Paper no. 76 "Use of Interactive Multimedia Guidelines with USMARC" and introduced the four members of the CC:DA Interactive Multimedia Task Force present: Laurel Jizba, Jo Davidson, Eric Childress, and Nancy Davey and also acknowledged the CAPC members who had participated in the cataloging "test run." The final draft of the Guidelines for Bibliographic Description of Interactive Multimedia had been discussed in a Task Force meeting earlier that afternoon.

R. Harwood asked the question: Are the definitions in the Guidelines clear, simple, easy to understand? CAPC agreed that they are thorough, but may call for periodic review because terminology will undoubtedly change. There was some discussion on the use of the term "work" (see definition in footnote p. 8) rather than "item," the traditional cataloging term. L. Jizba gave an explanation for the origin of the term "work" in this context.

Further topics clarified by the Task Force members were the concept of user control (Point C.2.), combinations of separately issued works (Point C.7.), the form and content of the examples at the back of the Guidelines (particularly Example D), and the distinction between shared responsibility and mixed responsibility (in Appendix A). Using the word "shared" in the definition for "mixed responsibility" caused some confusion. Here CAPC made a suggestion for clearer wording: "If more than three persons or corporate bodies are responsible for the entire content of the interactive multimedia work, ..." CAPC unanimously agreed that with a few minor touchups, the Guidelines should be issued as soon as possible. R. Harwood thanked the Task Force members for their presentation and congratulated them on their excellent work.

2. Closed caption note discussion

D. Boehr suggested that though closed captioning is treated as a language note, e.g. "Closed captioned for the hearing impaired" or "Closed captioned for those learning English as a second language," it has many other uses, and a note often isn't enough. P. Thompson pointed out there are now audio-enhanced media for the visually impaired as well.

D. Boehr argued in favor of a shortened, more general note, such as just "Closed captioned" and asked whether this information should be available in another area in addition to the note. Closed captioned version could possibly be an edition statement. And does the subject heading treatment need reexamination as well? It was suggested that this issue be placed on the CAPC agenda for a future meeting.

CAPC agreed that D. Boehr initiate the process for a formal proposal to CC:DA for a rule change regarding closed captioning.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Heidi Hutchinson, OLAC Secretary