

**ONLINE AUDIOVISUAL CATALOGERS  
CATALOGING POLICY COMMITTEE (CAPC)  
ALA MIDWINTER MEETING  
NEW ORLEANS, LA  
January 9, 1998**

**Minutes**

The meeting was called to order by Diane Boehr, CAPC Chair, at 8.03 PM. All CAPC members were present: Diane Boehr (Chair), Ann Caldwell, Michael Esman, Marcia Evans, Catherine Gerhart, Marlyn Hackett, Meredith Horan, and John Attig. There were 21 guests.

**1. Introduction**

Members and guests introduced themselves.

**2. Approval of minutes**

The [minutes](#) of the meeting of June 27, 1997 were approved as published in the Sept. 1997 *OLAC Newsletter* with corrections to the spelling of the name of Paula Moehle on p. 15.

**3. Announcements**

Diane Boehr announced that the 2nd edition of *Cataloging Internet Resources*, edited by Nancy Olson, is now available in print and electronic versions from OCLC. It is very good and we want to thank Nancy Olson for working on it.

Meredith Horan announced that the National Library of Medicine has recently decided to catalog continuously updated remote access databases as serials as a test of the expanded definition of seriality which originated at the October JSC, Conference in Toronto.

**4. Old Business**

**1. OLAC NACO Funnel Project update**

Ann Caldwell, Coordinator of the Funnel Project, reported that since last July, the group has added 275 headings. The NACO statistics published by the Library of Congress for the 1997 fiscal year (Oct. 1, 1996 through Sept. 26, 1997) report that the funnel added or revised 1025 headings. At this point Ann is ready to possibly expand the group with members who have never participated in a NACO project, and also with people who are already NACO contributors through their institution. Ann was recently contacted by Ann Della Porta from the Library of Congress, who told her that the core record for AV materials was about to be posted and that this

was a chance for the funnel to become involved in BIBCO as well as NACO.

Since the funnel is a CAPC-sponsored activity, CAPC voted to approve an expansion of the project, subject to approval by the OLAC Board. Diane Boehr reminded the group that we still do not have a backup person for Ann as coordinator, and that if we expand the project, Ann will certainly need some assistance. Diane invited anyone present at the meeting who has had some NACO training to consider volunteering to be the backup person. Ann stressed that the duties of the backup would not be extensive--she mainly needs someone with whom to discuss problems or difficult headings. Also, this person would need to fill in for Ann should she become unable to revise headings for an extended time. Marcia Evans asked about the annotated bibliography that was mentioned at the last meeting, but no progress had yet been made on this project.

2. Review of the revised *Rationale for Cataloging Nonprint Collections*

Marcia Evans presented the second rewrite of the document and explained the changes made. CAPC members and audience participants made some additional changes, and the resulting version was considered to be essentially final after approval by the Board. It will be published in Nancy Olson's next book on cataloging audiovisual resources, posted on the OLAC web page, and printed in the next *OLAC Newsletter*. Diane will also investigate whether it can be posted on the Autocat and Emedia lists. Additional means of distribution will be discussed at the Board meeting and the Membership meeting. Diane thanked Marcia for all the work she did on this project.

3. Review of the status of core records and *AACR2 Chapter 7 Amendments* - Report from the Library of Congress

Kay Guiles from the Library of Congress (LC) was present to report the core records and other items of interest from LC. Mr. Guiles, from the Cataloging Policy and Support Office (CPSO) at LC, was invited to speak at CAPC because the regular LC liaison to CAPC could not attend ALA.

The chief of CPSO is Barbara Tillet, but for the next three years, she is acting as director for the project of choosing and implementing a new Integrated Library System (ILS). During this time the Assistant Chief will be the acting director for the office.

The core records for moving image materials and for graphics materials have been mounted on the web site of the Program for Cooperative Cataloging (PCC) and have been approved by the PCC Standards

Committee. The final step is to be approved by the PCC Policy Committee, which should be accomplished within the next few weeks.

Two changes to AACR2 have been approved: Rule 7.0B2 now includes the container as a chief source of information, and Rule 7.7B2 includes captioning or signing as part of the language note. These two rules are fully approved but may not be actually used until they are **published** in the next update to AACR2, and no one knows when this will be. Nancy Olson pointed out that the general material designation "toy" was approved in 1988 or 1989 but was not actually published until 1993 or 1994. Kay was asked whether LC could issue a rule interpretation allowing these changes so that we could use them sooner. He said he would inquire about this.

The status of the electronic version of AACR2 is that an electronic version does exist. Portions of it have been distributed to members of the JSC for approval. CPSO has received several chapters to review. Kay did not know the timetable for the process. He thought that the 1993 *Amendments* were included but not the amendments just passed.

LC is in the process of catching up with implementing changes to the authority formats that have already been approved by MARBI. They plan to be able to implement changes to the subjects (such as genre headings and form subdivisions) by the summer of 1998, after which they will make changes to names. They have, deferred the change in the first indicator for multiple surnames until some time after they have installed their new ILS.

Motivated by LC's active digitization program, CPSO has recently issued a set of *Draft Interim Guidelines for Cataloging Electronic Resources*. The emphasis of the guidelines is on materials that LC is digitizing from tangible collections of original materials. The guidelines do not address internet resources. They have adopted the conceptual framework used in the IFLA (International Federation of Library Associations) study: *Functional Requirements for Bibliographic Records: Final Report* (July 1997). This framework discusses bibliographic description in terms of four basic concepts, or levels of description: the work, the expression, the manifestation, and the item. Kay described these concepts briefly and explained how the *Guidelines* incorporate them. The *Guidelines* are available on the CPSO web site at URL: <http://lcweb.loc.gov/catdir/cpsol/>.

Norma Hendrickson was also present from LC, and reported the activities of the Computer Files Cataloging Team at LC. They receive about 240-250 titles a month to catalog. They began copy-cataloging in October of 1997.

LC has just issued *Guidelines for Distinguishing Cartographic Materials on Computer File Carriers from Other Materials on Computer File Carriers* (available at the same CPSO web site given above).

Norma said that LC is questioning whether they should continue the CIP program for computer files because they are not getting much response from publishers.

## 5. New Business

### 1. Report on the Toronto Conference

Martha Yee gave an informal report on the mechanics of how the Toronto Conference was conducted. There were two days of reacting to the comments on the papers that were posted on the listserv, and then there were 9 breakout sessions for 1+ hours on the following topics: principles of AACR2, remainder of the introduction to AACR2, case-based rules, terminology, seriality, main entry and work authority records, content vs. carrier, internationalization of AACR, and the revision process. The participants have been asked to allow all formal statements about the meeting to emanate from the Joint Steering Committee (JSC). They have issued an official summary report, which can be found at the web address: <http://www.nlc-bnc.ca/jsc/>.

Martha assured the group that even if she were free to divulge every word that was said at the conference, we still would have little knowledge of what actions the JSC would be taking, because they mostly listened to the participants and the discussions. Their official report does contain a list of "action items" or items that they feel are the most important or most easily addressed first. Other CAPC members pointed out that the method for changing the rules still remains the same and that anyone with good ideas on any of these issues should put them forth to CC:DA as proposals.

### 2. MARBI proposals and discussion papers (J. Attig)

John Attig reported on five of the proposals and discussion papers that are on MARBI's agenda at this conference.

Proposal 98-03 is the one that OLAC co-sponsored with the Music Library Association, and it deals with expanding the definition of field 028 so that it can be used for music-related material (such as books from music publishers) in addition to music scores and sound recordings. The proposed new definition is: "This field contains formatted publishers numbers used for sound recordings, video recordings, printed music, new material, and other music-related material." There was some concern among CAPC that the word "other" implied that the previous things in the sentence must be music-related also, and so would not include sound and

video recordings that are not music-related. John agreed to bring this up at the MARBI meeting.

The other items discussed were Proposal 98-6, and Discussion Papers 104, 105, and 106. Proposal 98-6 is for complexity in the 008 for identifying computer materials since the Leader 06 is for content. Discussion Paper 104 is for an 007 for Braille materials. Discussion Paper 105 concerns how to code for reading programs. Discussion Paper 106 has to do with coding in the fixed field for erroneous dates on the item. There were questions and some discussion about each one, but CAPC did not have any strong recommendations on any of the items for John to take to the MARBI meetings. John's complete [report](#) with an explanation of the documents and MARBI decisions can be found elsewhere in this issue.

### 3. Possible CAPC recommendations to MARBI

Richard Baumgarten asked about the possibility of establishing a 2nd indicator for the 246 field to indicate container title, because it is used so often for AV materials. John explained that there are no more numeric values left for this indicator, and the only possibility would be to start using alphabetic indicator values, but this would be more difficult to implement and would require a better reason than this. He suggested developing keyboard macros to input the necessary text using the subfield i.

Diane Boehr asked about the need for a "currency of information" note field similar to the 501 in the Community Information format to use when cataloging internet resources. This information is now coded in a general 500 note and seems at least as important or more so than some of the kinds of notes that now have their own separate tag. A separate tag would be helpful in determining some displays and in retrieving the information for currency checking. There was not much support among CAPC for pursuing the creation of a new note field, so the idea was dropped.

### 6. **The meeting was adjourned at 10:05 PM.**

Respectfully submitted,  
Pat Thompson  
OLAC Secretary