

**ONLINE AUDIOVISUAL CATALOGERS  
CATALOGING POLICY COMMITTEE (CAPC)  
ALA ANNUAL CONFERENCE  
Chicago, Illinois  
July 7, 2000**

**Minutes**

The meeting was called to order at 7:30 PM. by Cathy Gerhart, CAPC Chair. Members present included: Cathy Gerhart, Marcia Barrett, John Felbinger, Brad Eden, Sheryl Homer, Iris Wolley, John DeSantis, and Robert Freeborn (intern). Intern Shelley Zhang was unable to attend.

1. There were 23 guests. Members and guests introduced themselves.
2. Minutes of the CAPC meeting of January 14, 2000, were approved as published in the March 2000 newsletter.
3. Report from Co-Chair of CAPC Subcommittee on Authority Tools (I. Wolley)

Co-Chair Iris Wolley recognized members of the committee including Co-Chair David Prochazka, Robert Bratton, Ann Caldwell, and Robert Freeborn. The forty-eight sources submitted will be annotated by late September and the bibliography available online by late December. John Attig commented on the importance of having a simple method to contribute additions. By September, the committee will gain a good working knowledge on the method and time necessary for adding sources. Co-Chair Wolley described the importance of appointing a Webmaster who would maintain the list. The CAPC Chair will take the issue up with the Board.

4. Report from the Subcommittee on Source of Title Notes for Internet Resources (M. Barrett)

The Subcommittee Chair recognized members Richard Baumgarten, Rebecca Culberson, Alexa Newman, Louise Rees, Maxine Sherman, with John Attig and Sue Neumeister, as consultants. The term "menu" and "home page" gave people particular problems. "Title bar" was what some equated with title page. Many seemed comfortable with the term "caption." The most important point was that the subcommittee now needs to focus on why a given term is preferred among synonymous terms. A first draft, due in October/November, should be in a format trainers could use and include a shorter list of terms, clear definitions, and examples with illustrations. The subcommittee will include the rationale for their choice among similar terms for CAPC discussion.

5. NACO-AV Funnel Discussion and Report (A. Caldwell)

Mid-year statistics representing work from October 1 to March 31, 2000 showed creation of 2,142 new headings and modification of 381 headings. The NACO-AV Funnel is the

second most active of the twelve funnels, the most active being the music funnel. Leslie Dees, from Dekalb County School System, Georgia, and OLAC's only public school representative, retired June 30. Now it's time to recruit others from the public school sector. Lynne Jaffee moved from Jacksonville, Florida, to Atlanta, and is expected to boost the funnel in that region. Four people are currently under review, two will soon be independent. Fourteen people responded to a recent call for new training recruits and a few current members expressed interest in retraining. For a refresher class, students must provide their own texts. Coordinator preparation for NACO funnel training takes at least a month because the coordinator gets training materials from LC, establishes a MARC 21 symbol, and gets OCLC authorization. Training is scheduled in October at the OLAC Conference, where there will also be a MOUG/OLAC NACO Participants Meeting late Saturday afternoon.

6. To be Discussed at CC:DA in Chicago-Discussion of Report from the CC:DA Task Force on an Appendix of Major and Minor Changes (<http://archive.ala.org/alcts/organization/ccs/ccda/tf-appx1.html>) (J. Attig)

This report provides guidance on when differences are significant enough to do a new record, rather than modify an existing record or ignore the change altogether. The paper's focus is the Joint Steering Committee's review of AACR 0.24 with the goal of avoiding proliferation of records. John said that problems arise in Area 3, and the Task Force says nothing about Area 7 and Area 8. He explained that this information needs to be integrated into the rules and references need to get the cataloger to the appendix. One flaw in the paper is due to its authors relying on cataloger description rather than the facts behind it. The CAPC Chair pointed to a problem in E.3C under music presentation, where a difference in music presentation statement is mistakenly called a minor change. Another problem is in the publication/distribution area because it doesn't match current practice. John Felbinger said that guidelines were not helpful, only rules were significant. There was a short discussion on multiple versions and admission that libraries still take different approaches to the issue. Since the Task Force has disbanded and the August 15 deadline for comment is so near, CAPC will wait and make a response to the next draft to be prepared for ALA Midwinter.

7. To be Discussed at CC:DA in Chicago-Discussion of "Revising AACR to Seriality: Rule Revision Proposals" (on CC:DA Web site at address: (<http://www.nlc-bnc.ca/jsc/ch12.htm>) (J. Attig)

Jean Hirons was asked by the Joint Steering Committee to prepare some rule changes for Chapter 12. Continuing resources will include serials and integrating resources. Serials are cataloged from the first issue, while integrating resources are cataloged from the most recent issue. Some of these concepts are new territory and force the cataloging community to address how to deal with change. Jean used this opportunity to incorporate changes on how you catalog serials, primarily representing CONSER practice. There is also an attempt to harmonize the rules internationally

8. To be Discussed at CC:DA in Chicago-Revisions to Chapter 9 of AACR2 (J. Attig)

John Attig highlighted sections from his June 28 discussion paper to CC:DA (written with Matthew Beacom, Laurel Jizba, Mary Larsgaard, Ann Sandberg-Fox, and Adam Schiff) which includes issues of harmonization as well as:

- Area 3  
Eliminate area 3 from Chapter 9. A Task Force should address where this information should be placed. An alternative is to expand the nature and scope.
- Area 5  
Library of Congress agrees in part that the footnote to Area 5 (that says no physical description for remote access items) should be eliminated. Internet resources can have sound and color. The discussion paper asked for a more extensive review of the subject.
- Resource Identifiers  
Resource identifiers need to be part of the bibliographic description. Options include placement in the mode of access note; in a rule for standard numbers, in a new area of description, or in a rule for notes on important numbers.
- Mode of Access Notes  
Eliminate rule 9.3 and change the text of rules 9.7B1 and 9.7B8. Change file characteristics to type and extent of resource. Mode of access notes may not always be required, only if not obvious from description.

#### 9. MARBI (J. Attig)

John Attig reported on selected proposals and discussion papers that are on MARBI's agenda at the conference. (His complete report with an explanation of the documents and MARBI results can be found elsewhere in this issue)

#### 10. New Business

- a. Consensus favored a CAPC meeting at the Seattle Conference. Someone noted that an introduction to CAPC and an update on current activities would be useful especially for new OLAC members. If any important topics come up in Seattle, John Attig requested posting the discussion on the OLAC-List for the benefit of those unable to attend and who may need the information for ALA Midwinter.
- b. The Chair encouraged CAPC members and the membership to seek topics for discussion and new tasks for CAPC to pursue. These ideas should be forwarded to the new CAPC Chair. Suggestions include:
  - Indexing the 007.
  - Finding a solution to vendors who no longer support changes in type codes, leaving only keyword searching rather than 006 searching for locating media.
  - Greta DeGroat added uniform titles for videos and volunteered to draft an informal paper to initiate discussion. Ann Caldwell will forward a

document by Kay Guiles to Greta about Library of Congress policy on the subject.

- Many changes associated with the new rules will need clarification, discussion, and will offer an opportunity for continuing education opportunities. The Chair encouraged everyone to keep abreast of the changes and Ann Caldwell, Brad Eden, and John At tig, who are working closely with the rule revisions, agreed to serve as consultants.

The CAPC Chair thanked the committee for their efforts.

The meeting adjourned at 9:50 PM.

Respectfully submitted,

Meredith Horan  
OLAC Secretary