

**ONLINE AUDIOVISUAL CATALOGERS
CATALOGING POLICY COMMITTEE (CAPC)
OLAC CONFERENCE**

**Seattle, Washington
October 15, 2000**

Minutes

The meeting was called to order at 8:00 A.M. by Meredith Horan, CAPC Chair. Members present included: Meredith Horan, Sheryl Holmes, John Felbinger, and Robert Freeborn (intern). Members Greta DeGroat, John DeSantis, David Reynolds and Iris Wolley, and intern Shelley Zhang were unable to attend.

1. There were about 20 guests. Members and guests introduced themselves.
2. Approval of minutes of the CAPC meeting of July 7, 2000, was deferred until ALA Midwinter, since the September issue of the newsletter has not yet been published.
3. Introduction to CAPC (M. Horan)

Chair Meredith Horan gave an introduction to the CAPC mission and activities. CAPC was founded in 1984 with Verna Urbanski the first Chair. CAPC represents the concerns of AV catalogers in matters relating to the formation and interpretation of national and international cataloging standards and related matters. CAPC has seven voting members, interns, and liaisons to MARBI and CC:DA. It meets in conjunction with ALA Annual and Midwinter conferences, on Friday evening. Volunteers to serve as members and project ideas are welcome.

4. Subcommittee on Authority Tools (D. Proch~zka)

Subcommittee Co-Chair David Proch~zka reported that the bibliography will initially contain about 50 entries. It should be ready to present to CAPC for review by the end of this year. The bibliography will be an ongoing work, including both print and electronic resources, covering both AV-specific resources and music. It will exclude other subject-specific resources. Entries will be annotated to show what each resource is useful for. Each entry will include a standard way to cite the resource; Ann Caldwell will be putting these citations together. Copies of a written report by Co-Chair Iris Wolley are available on the OLAC web site.

5. Subcommittee on Source of Title Notes for Internet Resources (M. Horan for M. Barrett)

In about a month, CAPC members should expect to receive the report of this subcommittee for final comments, to make confirmation at ALA Midwinter.

6. NACO funnel training (M. Horan for A. Caldwell)

Meredith summarized Ann Caldwell's report that was presented at the Business meeting on Saturday. Ten people participated in NACO authority training on October 12. Meredith expressed appreciation for the work Ann does in the AV Funnel Project and doing the training each year. David Proch~zka assisted Ann on Funnel training for the first time this year; the training went very well.

7. Use of uniform titles for videos (M. Horan for G. DeGroat)

Greta DeGroat is working on a discussion paper to be presented at the CAPC meeting at ALA Midwinter. Work on this subject is also going on through the PCC Policy Committee, so some coordination will be needed. Meredith will ask Greta to have her report ready for CAPC discussion at ALA Midwinter.

8. Discussion of CAPC and future CAPC projects (M. Horan)

A suggestion was made from the floor to have volunteers with expertise willing to answer cataloging questions via the OLAC web site. The OLAC listserv is currently used for this function; other suggestions were to consult back issues of the OLAC Newsletter on the web site (especially N. Olson's column), have N. Olson's books brought up to date, create a primer for new people or write training guides. Another suggestion from the floor was to have a help line that people could call for cataloging help.

Meredith suggested ways to make CAPC more visible: Expand the information about CAPC on the web site, and/or create a CAPC brochure. Anyone interested in working with Meredith on publicity for CAPC should contact her.

Sheryl Holmes suggested that CAPC discussions would be more fruitful if agenda items and references to relevant sections of cataloging rules etc. were made available ahead of time for study. Meredith agreed to this, and offered to open discussions to others beyond the seven voting members of CAPC, although only the seven members could vote on issues.

Meredith suggested a project on DVD cataloging, producing a primer or guidebook, and asked for volunteers to work on it. Martha Yee mentioned that coding for DVDs has not been finalized, and the vocabulary is not stabilized yet. OLAC might influence current policy about DVD cataloging. Robert Freeborn and Martha Yee volunteered to share information on DVDs.

A thesaurus of MARC field 690 terms was suggested, to be used for hooks to holdings for Internet resources. Martha Yee said that this idea could be broadened to include other formats such as film, defining color processes, wide-screen processes, etc. We have never had good access to genre/form vocabularies. Such a thesaurus would probably be widely used. NLM~ MESH might be useful as a pattern for the structure of this thesaurus.

At this point Meredith dismissed the guests with thanks for their attendance, and asked a smaller group of interested people to remain and discuss the project proposals in further

depth.

Meredith suggested that the DVD primer should have two parts: definitions/terminology, and a procedures manual. Showing how to use multiple chapters of AACR2 would be useful. This could start out small, and be an ongoing resource on the Web. Meredith asked those with an interest in a DVD guide to send her whatever information they have; she will collect it and present it at ALA Midwinter. Then CAPC will decide if this is something they want to pursue or not.

Laurel Jizba discussed the importance of summary notes (520). Creating these is abstracting; old standards from LC are all the cataloging community has to work with. Meredith asked for submissions of information on summary guidelines or abstracting, to be collected and presented at ALA Midwinter.

The final project discussed was subject/genre terms for electronic resources: creating a structured vocabulary with physical genre terms subdivided by subject disciplines. These have no national standards. They could be placed in a 690 or other locally-defined field. This type of access is often requested by library users. Looking at LCSH and ISBD-ER would be a good starting point. This will be discussed further at Midwinter.

The meeting adjourned at 9:18 A.M.

Respectfully submitted,

Nancy Holcomb