

**ONLINE AUDIOVISUAL CATALOGERS
CATALOGING POLICY COMMITTEE (CAPC)
ALA MIDWINTER CONFERENCE
Washington, D.C.
January 12, 2001**

Minutes

The meeting was called to order at 7:30 PM. by Meredith Horan, CAPC Chair. Members present included: Meredith Horan, Greta de Groat, John DeSantis, John Felbinger, Sheryl Holmes, David Reynolds, Iris Wolley, and Robert Freeborn (intern). Ex officio members present included: Vicki Toy-Smith (CC:DA Audience Observer), John Attig (MARBI Liaison), and Ann Caldwell (NACO-AV Funnel Coordinator). Ex officio member David Prochazka (NACO-AV Assistant Coordinator) and intern Shelley Zhang were unable to attend.

1. There were about 30 guests. Members and guests introduced themselves.
2. Minutes of the CAPC meeting of July 7, 2000, were approved as published in the September 2000 *OLAC Newsletter*.
3. Subcommittee Reports
 - a. Subcommittee on Authority Tools (I. Wolley)

Co-Chair Iris Wolley reported that the *Bibliography of Authority Tools* is completed in rough draft on the OLAC Web Site, available to CAPC members only. It is annotated and indexed, and is 34 pages long when printed. She and Co-Chair David Prochazka are soliciting comments from CAPC members until the end of February, at which time the bibliography will be made available and advertised to OLAC and the AV cataloging community. CAPC will appoint an editor annually to maintain the bibliography; David Prochazka will serve as editor in 2001. People are invited to suggest additional titles to be included in the bibliography. Iris thanked CAPC for its support in compiling this tool, and thanked those who contributed to it.

- b. Subcommittee on Source of Title Notes for Internet Resources (M. Barrett)

Chair Marcia Barrett reported that the document *Source of Title Note for Internet Resources* is available in draft form on the following Web Site:
<http://www.bama.ua.edu/~mbarrett/sotn/>

It comprises three parts: Examples of Terms Used in the Source of Title Note, Recommended Usage of Terms, and Definitions of Terms. Marcia is asking for comments by the end of February, and will request comments on the OLAC List, specifically on the decisions on recommended usage presented in the document. John Attig noted that the section on Multiple Titles seems to be giving not what

terms to use in the source of title note, but rather what source to select. This needs to be clarified. John suggested that the language to be used in the note might be put in quotes. He further suggested that since the guidelines in the Multiple Titles section could be used in captioning a variant title note, the document could include examples of variants and show which one is the source of title, and which is the 246 \$i.

4. NACO-AV Funnel (A. Caldwell)

Ann Caldwell reported that at the Seattle Conference she conducted a training session for 10 people representing 8 institutions. Most have begun contributing records. For FY 2000 the AV Funnel Project contributed 4,131 records and modified 1,086 records.

5. MARBI (J. Attig)

John Attig reported on selected proposals and discussion papers that are on MARBI's agenda at this conference. With respect to Discussion Paper 1, CAPC approved the proposal to place all narrators in the 511 field. (His complete report with an explanation of the documents and [MARBI results](#) appears elsewhere in this issue.)

6. Reports/Discussions

a. Uniform titles in video cataloging (G. de Groat)

Greta de Groat introduced a discussion paper on uniform titles for video materials. The impetus for this was that she had discovered some anomalies in rules for uniform titles for moving pictures and television programs. The discussion paper spells out the problems, with a suggested solution for each. It includes comments by Martha Yee and Iris Wolley; Verna Urbanski has sent comments to the OLAC list. Copies may be requested from Meredith Horan.

Most of the suggested solutions involve changes to LC's rule interpretations. They may lead to changes in the rules themselves. Since the discussion could be lengthy it was moved to the end of the agenda ([see * on p. 11](#)).

b. Discussion of draft DVD primer (R. Freeborn)

Although there is an example in Chapter 9 to cover the computer aspects of DVD, most people think that DVD doesn't belong there, and they are cataloging DVDs by Chapter 7 rules. Since DVD is a carrier that can be used for various kinds of content, clarification is needed on how it is handled. Robert Freeborn will solicit input from others with an interest in DVD cataloging, to work on the primer.

c. Discussion of primer for writing abstracts (M. Horan)

Meredith mentioned that AV librarians write abstracts at times, and especially new people may not be aware of the techniques used. She cited an article by Laurel Jizba in the *Journal of Internet Cataloging*, v. 1(2)1997. Sheryl Holmes said that it is becoming clear that abstracts and summary notes are needed, especially for electronic data formats. Detailed guidelines on abstract writing are not available. This effort to collect information and define terms is just beginning. Laurel's article will be the starting point. The final product will be posted on the OLAC Web Site. Meredith called for interested people to join the committee on abstract writing that consists of Sheryl and herself.

d. Format/SMD Terms in 655 MARC21 (R. Bothmann)

A project was proposed to begin a list of terms to use in the 655 and to document their usage, starting with LCSH terms, then adding others. But some local systems do not index 655 fields. Someone noted that since it is impossible to keep up with all the new terms and formats that are appearing, her solution is to use a local note field. John Attig said that the 655 is one field for which we still are uncertain what the national standards are. LCSH terms that are used as genre terms are not yet supposed to be coded 655. People need to look for local solutions to this, because no solution will work everywhere. Descriptive terms, especially involving hardware, should be placed in appropriate note fields. No further action by CAPC is contemplated.

7. Joint Steering Committee fall meeting impressions (J. Attig)

John Attig described the components of the Joint Steering Committee (JSC) and its meeting schedule. JSC is an international body of representatives from national libraries and library associations in the Anglo-American world that have authority over the content of the Anglo-American Cataloging Rules. There are six members: two from the US (ALA and LC), two from Britain, and one each from Canada and Australia. It meets typically once a year, although lately it has been meeting twice a year. The group meets for two or three days and goes through various proposals it has received from its members. The JSC tries to work by consensus, although it doesn't require unanimity. The two American representatives are by far the most active.

In 1997, JSC sponsored the International Conference on the Principles and Future of AACR, held in Toronto. It had avoided large issues up to then, but decided to invite some discussion papers, invite a lot of experts, and start developing an agenda for looking at larger issues. Since then, JSC has become much more active and has even commissioned work from outside their constituent groups. It commissioned Delsey from the National Library of Canada to produce a data model on the logical structure of AACR, and has commissioned Jean Hirons to continue work she had already begun on seriality in AACR2. A working group is forming to look at the concept of expression based cataloging, i.e. not describing each physical manifestation but describing the expression at a somewhat higher level, and treating manifestations in a subordinate way. The working group will be testing whether this concept is valid.

The revision of Chapter 9 will go to the publisher next month, and the revision of Chapter 12 probably about six months later. The JSC is reviewing a new appendix that specifies what major changes in bibliographic resources require that a new record be created. Barbara Tillett at LC has drafted a statement of overarching principles for AACR2. JSC is also looking at the GMD question. It has agreed to look at the rule of three, with the first change probably making the rule optional.

A new revision of AACR probably won't come out for a while, but new chapters will be distributed in various ways, possibly pdf files that can be printed out to update print copies.

LC suggested eliminating area 3 from Chapter 9 and provided some specs for what to do with the information that would no longer be in area 3. ALA recommended that something be done as an interim solution so they can publish Chapter 9, and JSC accepted that recommendation, making minimal changes to the definitions with the idea that area 3 will be going away.

John Attig has been designing and revising the Web Site for the JSC with a view to improving communication.

8. New Business

- a. Final report PCC SCS Working Group on the PCC AV Core Task Group-tasks for CAPC (A. Caldwell)

Ann Caldwell reported, as the Chair of the PCC Standing Committee on Standards, on issues related to the 007 and 505, recommendations of a previous working group.

Pertaining to the 007, there were three parts to the recommendation: 1. The PCC should recommend that the US MARC national level record standard be modified to alter the status of the 007 physical description fixed field from optional to mandatory for audiovisual materials. 2. The PCC should recommend an overhaul to the US MARC 007 to expand the number of characteristics coded in the field (e.g. add broadcast standard), improve 007's potential for use as a mechanism to streamline the cataloging process (perhaps to generate 300 and 5XX fields from data present in the 007), and to make the 007 more amenable to use by OPAC software as a viable sort-by-format sorting field. 3. The PCC should encourage standard use of the 007 by local system vendors to improve OPAC searching and sorting capabilities.

The Standing Committee on Standards has recommended that a task group be appointed with representatives from major AV groups such as OLAC, AMIA, ALCTS MRC, MLA, etc., to review the 007 field for motion pictures and videorecordings in the national level record. Ann is presenting this to both OLAC and the ALCTS Media Resources Committee.

Pertaining to the 508 field, the task group said that the PCC should recommend that the status of US MARC 508, Creation/Production Credits, be changed from non-repeatable to repeatable. The SCS agreed with this, and wants to appoint a task group to prepare a MARBI proposal.

CAPC will be recruiting for members for both task groups, to begin early February. Ann Caldwell will draft charges for the two groups.

- b. CAPC contributions to continuing education on new AACR2 Chapter 9 (M. Horan)

Meredith Horan led a discussion of how CAPC might contribute to instruction on the changes to Chapter 9 that may be available later this spring. Becky Culbertson suggested doing a PowerPoint presentation. It could include examples, and be mounted on the OLAC Web Site. John Attig will check with CC:DA about appropriate ways of sharing this information. CAPC agreed that having such an instructional tool on Chapter 9 would be very helpful.

- c. Discussion of new tasks for CAPC (M. Horan)

Ann Caldwell announced that she had charged a group to develop a core record for maps, and that if it sends its draft core standard out for comment, CAPC would be an appropriate place to solicit comments. Ann will let CAPC know if this happens.

9. Announcements

Meredith Horan thanked John Felbinger and Sheryl Holmes for their participation in CAPC, and interns Robert Freeborn and Shelley Zhang for their contributions to CAPC.

* 6. Continuation of discussion of uniform titles for videos ([see p. 8](#)). Greta de Groat led a discussion of the first three sections of her paper.

Universe of Conflict and Qualifiers:

Solution was to reword the part of 25.5B for motion pictures and radio and television programs, to coincide with 25.5B on monographs which specifies that if you need to create a uniform title main entry for some other reason, you would apply the rule for qualifiers instead of the current configuration that says you only qualify it if it is an added entry or subject heading. Chapter 25 authorizes creating uniform titles under any circumstances that are mentioned in AACR2. What are BIBCO libraries supposed to do when they are to create authority records for all access points that are under authority control? A draft proposal may be done to reword this section of 25.5B.

References from other language titles:

There does not seem to be any NACO policy on how to establish a reference structure for a motion picture. From the examples in the names file, motion pictures are being treated like music, as non-textual items, and cross references from other language versions are

traced to the main heading only not main heading with a \$I English, for example. If this is indeed the practice, it should be stated explicitly somewhere. CAPC supported this recommendation.

Language in silent films:

Greta said that the pieces of dialog and descriptive things in silent films that are commonly called subtitles are now known in film literature as intertitles, so this is a different issue from the subtitle issue. If you have a silent film in which the intertitles have been completely translated into a different language from the one the film was originally issued in, the solution is to explicitly say 25.5C1 does not apply to silent films, or state that language qualifiers should not be added to silent films. If it were optional to use a uniform title, generally what should BIBCO libraries do? This issue seems to need more comments and discussion. Then perhaps suggest a possible rule interpretation, and put that out for discussion.

John Attig noted that most of these issues seem to suggest rule interpretations. He suggested writing up each suggestion and what the rationale will be, as a supplement to this paper, and present that for further discussion. Greta would like comments especially from people who do NACO work for AV materials, to have a sense of what their wishes are on these issues. Comments will be solicited via the OLAC list, with a closing date of the end of February. Then Greta will draft the supplement. John Attig suggested that Meredith check on whether CAPC itself can approve this and send it on to CPSO, or whether the Board or someone else needs to approve it.

10. Adjournment

The meeting adjourned at 9:35 PM.

Respectfully submitted,
Nancy Holcomb
OLAC Secretary

Recorded attendees: Meredith Horan, Greta de Groat, John Felbinger, John DeSantis, Sheryl Holmes, David Reynolds, Robert Freeborn, Iris Wolley, John Attig, Ann Caldwell, Vicki Toy-Smith, Nancy Holcomb, Jan Mayo, Kay Johnson, Ian Fairclough, Sophie Bogdanski, Nancy Lorimer, Jain Fletcher, Michael Esman, Paul DeAnna, Edward Leddy, Phyllis Levine, Evelyn Bain, Sueyoung Park, Gene Kinnaly, David Miller, Kevin Furniss, Steven Miller, Lynnette Fields, Maxine Sherman, Norma Hendrickson, Diane Boehr, Marilyn McCroskey, Sandy Roe, Marcia Barrett, Bobby Bothmann, Nancy Vamer, Lowell Ashley, Becky Culbertson, Laurel Jizba, Mary Konkel.