

**ONLINE AUDIOVISUAL CATALOGERS  
CATALOGING POLICY COMMITTEE (CAPC)  
ALA MIDWINTER CONFERENCE  
New Orleans, Louisiana  
January 18, 2002**

**Minutes**

The meeting was called to order at 7:30 P.M. by Meredith Horan, CAPC Chair. Members present included: Meredith Horan, Greta de Groat, Lynnette Fields, Robert Freeborn, Steven Miller, David Reynolds, Lisa Bodenheimer (intern) and Rebecca Lubas (intern). Ex officio member John Attig (MARBI Liaison) was present. Ex officio members Ann Caldwell (NACO-AV Funnel Coordinator), David Procházka (NACO-AV Assistant Coordinator) and member Iris Wolley were unable to attend.

1. There were 30 guests. Members of CAPC, OLAC Board members, and guests introduced themselves.
2. Minutes of the CAPC meetings of January 12, 2001, and June 15, 2001, were approved as published in the *OLAC Newsletter*.
3. Subcommittee/Task Force Reports
  - a. Subcommittee on Source of Title Notes for Internet Resources (M. Horan for I. Wolley)

This project investigated what parts of a Website are used for source of title notes, how they might be defined, and which ones might be considered prescribed sources. The projected outcome was to be a document including definitions of the various sources of titles available on Websites with examples.

Currently two documents are available. The first is a text document, Source of Title Note for Internet Resources submitted by Marcia Barrett, found at this URL: <http://www.olacinc.org/capc/stnir.html>. The second contains the text of the first one and graphics of the examples.

At its meeting on June 15, 2001, CAPC approved ongoing work to the document including editing existing text, adding further explanatory text and somehow combining the images with the text. To date, most of the edits to the text have been done. Images pose more complex problems and must be worked out with Sue Neumeister who will be updating the resource. A schedule was projected for completing the work by June 30, 2002.

- b. Authority Tools for Audiovisual Catalogers (M. Horan for D. Procházka)

David Procházka, current Editor of this tool, submitted a written report.

This document's title has been changed to *Authority Tools for Audiovisual and Music Catalogers*, the introduction has been rewritten, and the table of contents revamped. The section "Resources to be Included in Next Version" has been dropped, no longer being necessary. Fourteen works have been added to the existing list of 33, including corresponding indexing. The new version incorporating these changes will be released in February and announced on the AV listservs. David Procházka will continue as Editor in 2002.

c. Chapter 9 Task Force (J. Attig)

This task force comprised of John Attig (Chair), Steven Miller, Robert Freeborn, Rebecca Lubas, and Ann Caldwell, produced a PowerPoint presentation on the revisions to AACR2 Chapter 9 that has been found very useful worldwide. Many good comments have been received, from as far away as South Africa. This presentation is the focus of a meeting of the ALCTS CCS Copy Cataloging Discussion Group at ALA Midwinter.

d. Summary/Abstract Task Force (L. Bodenheimer)

A draft compilation of guidelines and examples with recommendations was sent to CAPC members recently. It states the value of using carefully chosen terms that are keyword searchable, and gathers together guidelines for various formats. The document still needs editing, and comments are solicited from CAPC between now and Annual. Send e-mail to Chair S. Holmes at [holmessz@glinda.colorado.edu](mailto:holmessz@glinda.colorado.edu) or [holmess@colorado.edu](mailto:holmess@colorado.edu). Task force members include Sheryl Holmes (Chair), Jeannette Ho, Rebecca Lubas, Lisa Bodenheimer, Sueyoung Park, and Virginia Rasbold, with assistance from Gene Kinnaly and Karen Plummer.

e. DVD Primer Task Force (R. Freeborn)

This group was formed just before ALA Annual in San Francisco, June 2001. Members are Francie Mrkich, Nancy Olson, Sueyoung Park, Scott Piepenburg, Verna Urbanski, and Robert Freeborn (Chair). They are developing a DVD primer. To date they have drafts of recommendations for Chapter 7 (Videorecordings) and Chapter 9 (Electronic Resources). They still need to create draft recommendations for Chapter 6 (Sound recordings) and update their list of reference sources. A final draft should be ready for CAPC consideration by ALA Annual in June, or at the latest the OLAC Conference in St. Paul in September.

f. Integrating Resources Task Force (S. Miller)

This is a new task force. Members are Kay Johnson, David Reynolds, and Steven Miller. The charge is to develop a PowerPoint presentation for integrating resources, similar to what was done for Chapter 9. Materials needed to proceed

are the revised AACR2 Chapter 12 and LCRIs, expected sometime this summer. This may be a joint activity with BIBCO.

g. Conventional Terminology Task Force (R. Freeborn)

Task force members to date are David Reynolds and Robert Freeborn. Its charge is to work singly or in tandem with the ALCTS Media Resources Committee on a revision of AACR2 7.5. The proposed revision was inspired by the inclusion of conventional terminology in the revised Chapter 9. This work is just beginning.

4. MARBI (J. Attig)

John Attig reported on proposals and discussion papers on MARBI's agenda at this conference, seeking CAPC's opinion on issues requiring action at MARBI. Proposal 2002-02 would add subfields containing URL links to fields 508 and 511. CAPC approved this. Proposal 2002-03 relates to dates in the Dublin Core metadata standard, making a place for them in the MARC 046 field. CAPC did not object to this. A proposal relating to maps, to allow the 034 to be of variable length since coordinates may now be recorded using decimals, has only technical implications. Discussion papers cover adding codes for additional formats (such as the various "flavors" of DVD) to the 007, updating terms for the 008 field (to address some inconsistencies in naming conventions that appeared with the changes in chapters 9 and 12), guidelines for using a previously approved set of characters to indicate a nonfiling zone anywhere in a record, some additions requested by the British as they consider abandoning UKMARC for MARC21, and description of moving image material in multiple manifestations by using holdings records (originated by AMIA). His complete report including MARBI results appears elsewhere in this issue.

5. NACO-AV Funnel (M. Horan for A. Caldwell)

For LC's fiscal year Oct. 2000-Sept. 2001, the funnel project contributed 2,411 new names, 7 new series, and changed 294 names. Presently there are 18 active members. Ann will be participating in a panel discussion with other leaders of successful funnels at the PCC Participants' Meeting during this conference, on Sunday evening. She plans to solicit new members soon, to be trained at the OLAC Conference in St. Paul in September. A session is also being planned at the St. Paul conference for current funnel participants, to include answering questions, solving problems, taking suggestions, etc.

6. Old Business: Uniform Titles in Video Cataloging (G. de Groat)

Based on her previous report, Greta wrote proposed Rule Interpretations and posted them on the OLAC Website and on AUTOCAT, generating considerable discussion. Her original proposal had come about from concerns as a BIBCO participant about PCC cataloging of videos, and BIBCO policy on uniform titles. OCLC is doing pre-release cataloging of many commercial videos, so their policy on uniform titles is also of interest.

BIBCO has recently specified what is required on PCC records with respect to uniform titles, as opposed to what is required by NACO members. Greta's proposals are now being discussed by LC. No action is needed on this until something formal is announced. [Subsequent to the meeting, Ann Caldwell reported that LC's Cataloging Policy and Support Office is working on a rule interpretation. The PCC's Standing Committee on Standards will review the RI before it is finalized.]

## 7. New Business: LCRI Proposals

LCRI 22.19: Currently AACR2R forbids a cataloger composed term for occupation in a subfield c to break a name conflict in the name authority file. LCRI 22.19 contains an exception for music only. Martha Yee requests a similar exception for people who work in motion pictures and television. Recommendations to CAPC: two approaches:

Approach 1. A rule change proposal itself (either a general change of practice for cataloging in all types of material, or a limited change of practice for just moving image materials, music, and sound recordings)

Approach 2. A request to LC for an LCRI similar to the one for music catalogers, allowing the same practice for moving image materials.

CAPC decided to set up a task force to address this issue. People interested in serving should contact Meredith Horan.

### CC:DA proposal

John Attig described a proposal to be discussed at CC:DA from the MRC Standards Subcommittee. Currently the rule for chief source of information in Chapter 7 lists two primary sources in this order: the item itself, e.g. the title frames, and then the container. If the information is not available from these sources, there is a further list of external sources. The proposal proposes that the chief source be the title frames on the item itself, specifically the main titles and the end titles, and then they list some things that are part of the item itself that are outside of the chief source (leader, captions, etc.); and then if the information is not available from that source, they have added internal sources other than the title frames and container as secondary substitute for chief source. The main focus is on the title frames.

The other part of the revision says that when out of necessity an item must be described without being viewed, do not use square brackets but indicate in a note that the item described has not been viewed.

Jane Johnson spoke in support of this proposal, saying that it should facilitate shared cataloging. After discussion, CAPC agreed that this proposal constitutes good practice and expressed support for it.

In the absence of a CC:DA audience observer, John Attig will submit a written report on CC:DA activities ([see elsewhere in this issue](#)).

8. New topics for discussion, new tasks for CAPC to pursue

Meredith Horan expressed frustration cataloging Web resources when the Web designers have not included adequate descriptive information, especially dates. She suggested a publication or primer to help teach them what we need to have available for descriptive cataloging. Anyone interested in working on this may contact Meredith.

9. Announcements

A collection of 15 articles on AV cataloging, many written by OLAC members, has been published as *Cataloging and Classification Quarterly*, vol. 31 nos. 2, 3/4. It will be published also in a few weeks as a monograph with title *The Audiovisual Cataloging Current*.

10. Adjournment

The meeting adjourned at 9:25 P.M.

Respectfully submitted,

Nancy Holcomb  
OLAC Secretary

Recorded attendees: Meredith Horan, Greta de Groat, David Reynolds, Robert Freeborn, John Attig, Nancy Holcomb, Kay Johnson, Sophie Bogdanski, Jain Fletcher, Michael Esman, Sueyoung Park, Gene Kinnaly, Kevin Furniss, Steven Miller, Lynnette Fields, Maxine Sherman, Norma Hendrickson, Diane Boehr, Sandy Roe, Robert Bothmann, Lowell Ashley, Laurel Jizba, Mary Konkel, Jay Weitz, Kelley McGrath, Rebecca Lubas, Lisa Bodenheimer, Shelby Harken, Jane D. Johnson, Bryan Baldus, Mary Haessig, Francie Mrkich, Pat Riva, Les Hawkins, Valerie Bross, Susan Leister, Jeannette Ho, Linda Behrend, Walt Walker.