

**ONLINE AUDIOVISUAL CATALOGERS  
CATALOGING POLICY COMMITTEE (CAPC)  
ALA ANNUAL MEETING  
Orlando, Florida  
Friday, June 25, 2004**

**Minutes**

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Iris Wolley, CAPC Chair, called the meeting to order at 7:40 p.m. *Members present:* Lisa Bodenheimer, Valerie Bross, Linda Seguin, Lynnette Fields, Susan Leister, and Sandy Roe. *Ex officio member present:* John Attig.

There were 33 attendees in total.

**1. Welcome and Introductions**

Iris welcomed guests and explained CAPC's purpose for newcomers. CAPC members and guests introduced themselves.

**2. Approval of Minutes**

The minutes of the [January 9, 2004 Mid-Winter CAPC meeting](#) were approved.

**3. Announcements (I. Wolley )**

New CAPC members and interns. This is Iris' last meeting as CAPC Chair. Lisa Bodenheimer will be the CAPC Chair for 2004-2005. Sandy Roe and Linda Seguin, who have been interns, will now be full CAPC members. Kelley McGrath is the new CAPC intern.

OLAC has been granted a representative position to CC:DA. Greta de Groat, whose term as a regular CAPC member has just ended, will be the OLAC CC:DA Representative. As such, Greta will be an Ex-Officio member of CAPC.

**4. Reports and Discussions**

a. *NACO-AV Funnel (I. Wolley for A. Caldwell)*

In the past six months, the OLAC Funnel Project has contributed 918 new names, 3 new series, and changed 103 names. Thanks to the contributing libraries and to David Procházka for his help in revising headings.

There will not be a NACO training session at the upcoming OLAC Conference. Instead, Ann will be experimenting with longer regional training institutes

incorporating more hands-on activities. If you are interested, please let Ann know:  
<[E\\_Caldwell@brown.edu](mailto:E_Caldwell@brown.edu)>

- b. *MARBI Liaison Report (J. Attig)*  
John discussed the MARBI agenda, especially *Proposal 2004-07*  
<<http://www.loc.gov/marc/marbi/2004/2004-07.html>>: Applying Field 752  
(Added Entry - Hierarchical Place Name) for Different Purposes in the *MARC 21*  
*Bibliographic Format*.

Please see the full [MARBI report](#) elsewhere in this issue.

- c. *CC:DA OLAC/CAPC Liaison Report (J. Attig)*

Please see the full [CC:DA report](#) elsewhere in this issue.

- d. *Subcommittee on Source of Title Note for Internet Resources (S. Miller)*  
<<http://www.olacinc.org/capc/stnir.html>>

Steven sent the following summary statement of the report to CAPC members:

"The Subcommittee on the Source of Title Note for Internet Resources (Susan Leister, Greta de Groat, Steve Miller) would like to get more feedback on our draft revised document. It is a work in progress, not yet complete, but illustrates enough to provide a basis for comments from CAPC and OLAC members before we proceed with adding more definitions and examples.

"After we incorporate feedback from CAPC, we will send the document to be posted on the OLAC CAPC Website and opened for general review by OLAC members. It was suggested that a copy of the draft be sent to Judy Kuhagen at the Library of Congress. She is chairing a committee to review and update the existing training documentation for integrating resources."

- e. *Added Entries for Non-Human Actors and Other Entities I. Wolley for G. de Groat)*

This paper was written by Greta de Groat, Lynnette Fields and Lisa Bodenheimer, in response to Nancy Olson's original proposal recommending that rule changes be proposed to CC:DA to allow the names of puppets, animals, animated characters, robots, and other non-human characters appearing primarily in motion pictures and television programs be traceable as added entries rather than subjects. Martha Yee was consulted as well. The paper recommends that all personal names--people, animals, imaginary character, etc.--be tagged as names. Names of characters, on the other hand, were not recommended as being appropriate for added entries. For example, puppets, robots with human voices and animated characters should remain as subjects. Animals are actual beings capable of limited authorial functions and the paper recommends that they should be added entries. However, there are difficulties in making this policy workable. That paper presents three options for this last recommendation. CAPC members discussed

the options. Before this paper is put on the CAPC Web page, it will be sent to Nancy Olson for her review. A suggestion to send a copy to SAC was made. There may be other communities that might want to review this as well. Follow-up will be undertaken by the subcommittee members.

- f. *OLAC/CAPC Task Force on Expert Panel (L. Bodenheimer/I. Wolley)*  
<<http://www.olacinc.org/capc/expert.html>>  
This report has been forwarded to the Executive Board, which will discuss it in context of the new Question and Answer column format. As far as CAPC is concerned, this project is completed. There will be no further CAPC work on it. It will be removed from prominence on the CAPC Web page once the work on the maintenance of the CAPC Web pages is begun.
- g. *OLAC/CAPC Task Force on FAQ/Best Practices (I. Wolley)*  
It was reported that Iris Wolley and Linda Seguin laid out the groundwork for this project. In the Fall, Cathy Gerhart will be chair of the subcommittee. Iris will not continue to work on this after Fall, so there will be a need for more CAPC members/interns to work on this with Cathy and Linda. There are still some questions about the definition of the FAQs and Best Practices, how maintenance will be handled and who will do it.
- h. *Maintenance for CAPC Resources (S. Roe)*  
This subcommittee is charged with identifying those CAPC resources that need ongoing maintenance, determining how often and who will update them, and examining the structure of the CAPC Web pages and making recommendations for reorganization (in collaboration with Sue Neumeister, OLAC Webmistress). During the discussion a desire was expressed for a clear life cycle and/or regular update of those CAPC resources for which this is appropriate, as currently exists for AV tools. Examine archiving issues. Consider separating official publications and training presentations from draft documents and subcommittee reports. Note that redesign of the overall OLAC Website is out of scope for this subcommittee. The subcommittee will bring its recommendations back to CAPC for discussion via e-mail, and is currently accepting CAPC volunteers.
- i. *Electronic Resources and Indicating Color and Illustrations (J. Attig )*  
John asked the attendees if there was interest in allowing for the option to describe illustrations in electronic resources in the Physical Description Area. Given that CC:DA is beginning work on a major revision of AACR, it could be some time before such a change can be incorporated. The interest expressed by the audience indicated support for the idea. John states that he will keep track of this option and that it not be considered a CAPC project unless he brings it back to the committee.
- j. *Authority Tools for Audio-Visual and Music Catalogers (I. Wolley for R. Bratton)*  
<<http://www.olacinc.org/capc/authtools.html>>  
There have been no major revisions to this document since Midwinter.

## 5. Adjournment

Iris thanked CAPC members for all their hard work during her terms as CAPC Chair.

The meeting adjourned at 9:25 p.m.

Respectfully submitted,

Rebecca Lubas  
OLAC Secretary

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Last updated: September 23, 2004