

**ONLINE AUDIOVISUAL CATALOGERS  
CATALOGING POLICY COMMITTEE (CAPC)  
OLAC CONFERENCE  
Montréal, Canada  
October 2, 2004**

**Minutes**

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CAPC Members present: Lisa Bodenheimer (Chair), Lynnette Fields, Sandy Roe, Linda Seguin, and Kelley McGrath. There were a total of 30 attendees (including CAPC members).

**1. Welcome and Introductions**

**2. Approval of Minutes**

The [minutes](#) from the CAPC meeting held on June 25, 2004 at the ALA Annual Conference in Orlando, Florida were approved.

**3. Announcements (L. Bodenheimer)**

CAPC is looking for two new members and one intern. Terms would start after June 2005. Members serve a two-year term; interns serve a one-year term. Requirements include 3 years of current audiovisual cataloging experience and experience using an integrated library system. Appointments will be made at the ALA Midwinter Conference in Boston. Resumes and letters of application should be given to Lisa Bodenheimer or Robert Freeborn.

Robert Bratton, who edits "Authority Tools for Audio-Visual Catalogers" <<http://www.olacinc.org/capc/authtools.html>> is looking for reviews of new tools. Lisa Bodenheimer has his contact information.

**4. Reports and Discussions**

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

Currently the Subcommittee is revising the document to update terminology and to give examples and rules. The Subcommittee sent out a call for comments to CAPC and to SCCTP in order to update training materials. Few comments were received, but those that came were generally favorable. The potential outcome of this effort will be a "best practices" document.

Some changes need to be made. Modifications for serials are needed. There also has to be clarification of when to use "caption" instead of "Web page" or "home

page".

After the Conference, the document will be posted to the OLAC List for further comment. The Subcommittee hopes to have the first draft of the document ready for ALA Annual in June 2005.

Discussion included ideas about other groups to which the document should be presented including being posted on Autocat and brought forward to the Electronic Resources Discussion Group at Midwinter; also, representatives of BIBCO and CONSER should be approached.

The Subcommittee also requested a volunteer from CAPC to become an additional member.

b. *Non-human actors (L. Bodenheimer for G. de Groat)*

This initiative is a response to a proposal by Nancy Olson to make an allowance for non-human characters to be name added entries instead of subject entries. The response, written by Greta de Groat, Lynnette Fields, and Lisa Bodenheimer suggests three possible options:

1. Have all the names of animals, imaginary or legendary characters and deities tagged 100 in the authority records, but formulated according to subject rules and residing in the subject file.
2. Have animal names governed by name rules (AACR2), able to be used as added entries when appropriate, but have imaginary names covered by subject rules, all to be tagged 100.
3. Have the names of individuals of all sorts governed by name rules (AACR2) and reside in the name authority file.

The response was sent to Nancy Olson for comment, but she has not yet responded. After Nancy Olson comments the response will be sent to the OLAC List for comment.

c. *FAQ/Best Practices (L. Seguin)*

Cathy Gerhart and Chris Fox joined this Task Force. Its goal is the creation of an online FAQ, with a schedule of ongoing maintenance, to be placed on the OLAC Website.

d. *CAPC Resource Maintenance Task Force (S. Roe)*

This Task Force determined that the following CAPC resources need ongoing maintenance: documents from any task force with an ongoing charge, any task force with an uncompleted charge, and any subcommittee with an ongoing component in their charge. It is recommended that maintenance in each of the

above cases is the responsibility of the Chair or Chairs of the Task Force or Subcommittee.

CAPC resources that have a maintenance trigger in place include: "About CAPC" (when the bylaws change), "Members" (after new members are appointed), and "Minutes" (when new minutes are ready to post).

Resources that do not need maintenance include Task Forces and Subcommittees that have completed their assignment, and publications that lack a training element.

CAPC resources that may need future maintenance and/or removal include superseded training presentations and training guides. Discussion included the suggestion that training materials should be archived because even superseded materials may have some documentary value. It was noted that after 2007, with the advent of AACR3, large amounts of the CAPC training materials may need to be archived. It was also noted that Sue Neumeister can tell how many hits a Web page has had, which may help determine whether it should be maintained or archived.

It was suggested that the CAPC Resource Maintenance Task Force become a standing committee to offer oversight of maintenance. There was also a request for volunteers to become members of this group.

e. *Additions to Personal Names Task Force (L. Bodenheimer for I. Wolley, G. de Groat)*

A proposal was sent to CPSO for expanding the instances in which the addition of a profession could be made to personal names, expanding the exceptions granted in LCRI 22.19. Barbara Tillett responded to the proposal, saying that it would not be appropriate to do so and further stated that the current exception for musicians is a historical quirk that is "an ill-conceived exception". It was suggested that the proposal and response be posted to the OLAC List to see if there is sufficient interest to pursue this rule change. CAPC will also contact ARLIS and the Music Library Association Cataloging Committee to see if there is interest in pursuing this issue further.

## 5. **New Business**

a. *Task Force on 041*

Kelley McGrath has suggested that a change be made to the way languages are coded in the 041 \$b. Currently, subtitles that are also in the subfield \$a as a spoken language are not also coded in the subfield \$b. A change could be made to the definition of subfield \$b that would allow for the coding of all subtitle

languages, which would make more sense for the coding of DVDs with multiple languages.

Jay Weitz suggested the preparation of a proposal for MARBI which would change the definition of 041 \$b. It was also stated that CAPC should go through the LC MARC office and have them propose the 041 definition change to MARBI instead of making the proposal directly to MARBI.

b. *New CAPC Website Draft*

<<http://www.olacinc.org/capc/newcapc.html>>

The new page was greeted positively. There was a suggestion that CAPC training materials have a link on the main OLAC page.

c. *Genre Headings*

This was a request for information from Greta de Groat, asking when the Library of Congress will implement genre headings. It is unclear when LC will begin to use genre headings, and when they do they are likely to start with cartographic headings and expand from there. There is no timeline in place for LC to begin this process.

## 6. **Adjournment**

Respectfully submitted,

Amy Weiss,  
OLAC Secretary

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