

**ONLINE AUDIOVISUAL CATALOGERS
CATALOGING POLICY COMMITTEE (CAPC) MEETING
OLAC CONFERENCE
Mesa, Arizona
Friday, October 27, 2006**

The meeting was called to order at 3:50 p.m. CAPC Members present: Jeannette Ho, Julia Dunlap, Paige Andrew, Carolyn Walden (CAPC intern).

There were 36 people in attendance. CAPC Chair, Kelley McGrath, could not be at the Conference, so Rebecca Lubas chaired the meeting.

1. Welcome and Introductions

There will be a call sent out for openings on CAPC before Midwinter.

2. Approval of Minutes

The minutes of the CAPC meeting at ALA Annual in New Orleans were published in the September 2006 *OLAC Newsletter*. Approval of the minutes will be held over until Midwinter since they just came out. They can be found at:
<<http://www.olacinc.org/newsletters/sept06/capc.html>>.

3. Announcements

Robert Freeborn presented John Attig's report on an instruction for regional encoding to be added to Chapter 3 of RDA. Among the relevant material John had included in his report was wording from the *DVD Primer*, examples from the Examples Group and some considerations in creating the instruction. JSC has agreed in principle to it. Jennifer Bowen added comments. She would like CAPC's recommendation for specific wording for the RDA instruction. CAPC members will discuss it via e-mail in the next few weeks, since they did not have time to read and discuss it before the meeting. CAPC intends to have it written prior to the Thanksgiving break. Rebecca Lubas will lead the discussion since Kelley McGrath is still on sabbatical. CAPC does not have to propose where the instruction will appear in RDA. The statement should be short and simple, but more examples can be added. Jennifer Bowen will let CAPC know if the deadline changes.

4. Reports and Discussions

a. *CC:DA (R. Lubas for G. de Groat)*

Following ALA Annual in New Orleans, CC:DA continued to review the draft Chapters 6 and 7 of RDA, submitting its official response in September 2006. Soon after ALA, CC:DA members were invited to comment on parts of Chapter 3 (essentially the SMD sections) which had not been included in the previous Chapter 3 draft. This was accompanied by a document entitled, "RDA/ONIX Framework for Resource Categorization", on which they were not invited to comment. Neither of these documents was released to the rest of the cataloging

community. Comments cited confusion about which categories were related to which FRBR entities (to expression? to manifestation?), whether sometimes arcane terms were intended to be displayed to users or to function as hidden coding, and continued problems with categorization of many types of digital materials. Concern was expressed about how it fit in with the rest of Chapter 3, and CC:DA requested a chance to comment on a combined and revised Chapter 3 before RDA is published.

Citing a growing crisis of confidence amongst many CC:DA members regarding the development of RDA, some members convened a conference call and produced a document suggesting that the JSC:

- Adopt a top-down approach to deal with overarching issues before tackling small technical issues;
- Revise the timeline to allow review of RDA as a whole before publication;
- Hire additional staff to assist with the editing;
- Not to use AACR2 as the sole source of ideas;
- Clarify decision-making and responsibility.

The JSC met in October. Jennifer Bowen said that JSC did address the concerns and that there will be time to review the chapters as well as time to review the entire thing. The next draft will emphasize Chapter 3 on carrier. The second draft will be the next to come out, and it will deal with the kind of material with which OLAC has interest. JSC would like a lot of feedback. There will be new terms for carrier, and CC:DA is hoping for many examples. JSC has gone over the comments on Chapter 3 and have incorporated as many as they could agree on during the October meeting.

In addition to RDA, CC:DA also reviewed the draft of the *Consolidated ISBD*. Members had difficulty ascertaining what the goal of the *Consolidated ISBD* is and, therefore, what type of comments from CC:DA was appropriate. If the goal is merely to consolidate the current ISBDs, CC:DA should provide only minor editorial comments. If the goal is to produce a robust cataloging code for the future, then CC:DA should point out that major revision and rethinking is needed.

b. *NACO/AV Funnel (R. Lubas for D. Procházka)*

In late June 2006, a discussion list was launched that is geared for members of the NACO/AV Funnel. The list currently has 24 members. All OLAC members are welcome to subscribe by going to: <<http://www.olacinc.org/naco-av/d-list.html>>.

The Carnegie Library of Pittsburgh has joined the Funnel, bringing the number of member institutions to 33. During the 6-month period from October 2005 to March 2006, Funnel members added 963 new name authority records and modified an additional 350 records.

- c. *Subcommittee on Maintenance for CAPC Resources (R. Lubas for D. Procházka)*
An Interim Report from the Subcommittee on Maintenance for CAPC Resources was submitted, in which these points were made.

The Subcommittee has tried to distill the key elements of its charge into three main areas:

- Identify those CAPC resources that need ongoing maintenance, determining how often they should be reviewed/updated, and putting a mechanism in place for same;
- Examine the structure of the CAPC Web pages and make recommendations for their reorganization (in collaboration with Sue Neumeister, OLAC Webmistress);
- Examine archiving issues.

In looking at the CAPC Website, the Subcommittee considers the following pages to be part of its purview: 1) Task Forces & Subcommittees, 2) Publications and 3) Training Presentations. Members have compiled a worksheet of everything on these three pages, to help guide the overall review.

The Subcommittee is currently developing a list of recommendations and questions for CAPC that will help it continue further with its work. The Subcommittee would also appreciate CAPC feedback on the following items:

- Would CAPC recommend appropriate intervals for reviewing a publication? There might be a single interval for all documents, or there might be different intervals based on content or purpose.
- How should the Subcommittee go about deciding what documents to archive and when?
- On the issue of methods for initiating a review, does CAPC think it would be a reasonable first approach to talk to the Chair of the Committee that generated the document under consideration? That person might be able to decide what level of revision might be necessary (e.g., none, minor, or major). The Chair could then recommend a plan of action. If the committee chair is not able to do this, then all committee members could be approached. If that does not work, then might it be appropriate for the Subcommittee or CAPC to broadcast a request for input from the OLAC membership?

- d. *OLAC/CAPC Task Forces on FAQ/Best Practices (C. Gerhart)*
The Task Force has also sent in a publication on the 655 genre heading and a draft of one on DVD formats.

- e. *AACR2/RDA Examples Groups (J. Weitz)*
In February 2005, all four JSC constituencies went through AACR2 Part 1. There were many false starts, but in April 2006, they issued a report. In November to December 2005, they had looked at the examples, checked for gaps and overlap and suggested new examples. In June 2006, a second group was formed with seven members from all four constituencies, chaired by Adam Schiff. The two groups have four members in common. They concentrated on RDA Chapters 6 and 7. They analyzed examples and suggested new ones. In September 2006, they issued a report in which they discussed the types of bibliographic relationships, and how current, accurate, and appropriate the examples are. They are now waiting for the reaction from JSC, and JSC is waiting for approval for a revised RDA development schedule to go forward. The members are Catherine Argus from Australia, Adam Schiff from the University of Washington, and Kathy Winzer from Stanford.
- f. *Non-Human Entities White Paper (P. Andrew)* In September, Kelley sent out the list of topics for people to work on. Paige is trying to work out what the outcome of the CAPC Task Force on Non-Human Entities means with respect to what the next steps would be towards creating a white paper. The group has been looking at two papers and talking to Greta de Groat. They are finding errors in their report and fixing them. They intend to deliver something more substantial at Midwinter.

5. New Business

- a. *DVD Guide Revision and Update Task Force (R. Lubas for K. Johnson)*
Charge: To update the *DVD Primer* available on the OLAC Website. The members of this Task Force are: Kelly Chambers (CAPC), Kay Johnson (CAPC; Task Force Chair), Nancy Lorimer, Lori Murphy, Anchalee (Joy) Panigabutra-Roberts, Lucinda Scanlon, Tiffany Wilson, Advisor: Jay Weitz

The Task Force began work on September 26, 2006 and came up with a schedule to revise the guide by October 2007, then send it to external reviewers. The completed document will be available by ALA Midwinter 2008.

The Task Force is requesting input throughout the process. Calls for updates will be posted on electronic distribution lists, the OLAC Website, the *OLAC Newsletter* and other forums as identified.

Please send suggestions for improvements, updates and/or changes to Kay Johnson <kjohnson497@radford.edu>.

- b. *Streaming Media Best Practices Task Force (J. Ho)*
The members of the Task Force are: Jeannette Ho (CAPC, Chair), Julia Dunlap (CAPC), Cindy Badilla-Melendez, Karen A. Plummer, Mark Sandford, Stacie Traill with Jay Weitz as the advisor. The Task Force hopes to have a document on

the cataloging of streaming audio and video available on the OLAC Website in a year.

- c. *Video Language Coding Best Practices Task Force (R. Lubas for K. McGrath)*
The Task Force to develop best practices for coding language information for videos, especially DVDs, has formed, and is beginning to look at the issues involved. Members of the Task Force are: Kelley McGrath (chair), Cindy Badilla-Melendez, Susan Leister (CAPC), Katia Strieck, Carolyn Walden (CAPC).

Rebecca pointed out that it is not necessary to be a member of CAPC to be a member of a CAPC Task Force.

6. **Adjournment**

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,
Katherine Rankin
OLAC Secretary

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