

**ONLINE AUDIOVISIAL CATALOGERS  
CATALOGING POLICY COMMITTEE (CAPC) MEETING  
ALA MIDWINTER  
Seattle, Washington  
Friday, January 19, 2007**

**Minutes**

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The meeting was called to order at 7:30 p.m. *CAPC Members* present: Kelley McGrath, Paige Andrew, Jeanette Ho, Lisa Robinson, Kelly Chambers (intern), Carolyn Walden (intern). *Ex officio members* present: Greta de Groat, John Attig.

There were 30 members in attendance.

**1. Welcome and Introductions**

**2. Approval of Minutes**

Minutes from [ALA Annual in New Orleans](#) in June 2006 and the [OLAC Conference in Mesa](#) in October 2006 were approved with a minor correction to the latter to split section 4c into two sections.

**3. Announcements**

There were no announcements.

**4. Reports**

a. *MARBI report (J. Attig)*

[Proposal 2007-01](#) is to redefine Subfield \$b and define Subfield \$j for captions and subtitles. There have been no comments on this proposal and it seems likely to pass. There was an earlier discussion about making \$b invalid and creating two new subfields, one for summaries and one for captions and subtitles but this option was rejected in favor of redefining \$b.

[Proposal 2007-03](#) is to add \$5 to 533 and 538 for use with digital preservation materials. It would show if more than one institution has digitized a given resource, and there may be technical details which are different. Some feel this information would be better placed in holdings fields and there will be discussion over where this information should reside.

[Discussion Paper No. 2007-DP02](#) is about the use of the 520 field for content of a resource. This started out being a way to warn people who use talking books of content people might object to if someone were listening to it in a public place. It

is felt that the 520 is a better place to put it than the 521. OLAC would like the source of the rating to be shown and would support an indicator that would show that this is a content warning rather than a summary, but the note does not have to be in standard terminology. Also, not sure if it should have a print constant. It makes more sense to have the MPAA rating and the reasons for it together in one field as opposed to being in separate fields.

RDA. There probably will not be a substantive discussion on RDA until ALA Annual. They will look at the "[Framework for Resource Categorization](#)", which will be used to divide resources into categories based on both carrier and content. The first element is the equivalent of the GMD and has to do with the basic character of the resource. Other elements have to do with the storage format and tools need to play or view the material. Chapter 3 will probably come out for review in March. There are over 55 pages of tables.

b. *CC:DA Report (G. de Groat)*

CC:DA reviewed the revised FRBR definition of expression and asked for clarification in the language describing performances as expressions. They submitted comments on RDA Chapters 6 and 7 and submitted their concerns about the size and direction of RDA. The response from the Joint Steering Committee did not satisfy the concerns of many in CC:DA. Other countries' groups do not seem to share our anxieties. RDA is supposed to be rolled out in early 2009. Chapters 6 and 7 will be out sometime this summer and part B will come out in late December. It is hoped that the revised Chapter 3 will be out in March. OLAC should look at them when they come out. There is much dissatisfaction with the attempt to simplify the current rules. They are trying to work it out and are really talking about what used to be the chief source of information and are focusing on the source of the title. There will be an RDA Forum the day following this session in which various people will report on what is going on.

c. *NACO/AV Funnel (K. McGrath for A. Caldwell and D. Procházka)*

During the period October 2005 to September 2006, Funnel members added 1,894 new name authority records and modified an additional 629 records. Members also added 7 new series authority records and modified 4 existing series records.

In personnel news, Martha Yee, UCLA Film & Television Archive, after a hiatus, has begun contributing headings again. Richard Leigh, formerly the NACO coordinator at BWI Books, has moved to the University of Maryland, College Park, and has begun contributing headings.

Inquiries were received from two people who are interested in joining the Project. Ann Caldwell will discuss NACO training with the OLAC Executive Board during their meeting, and then follow up with the interested parties.

d. *Form/Genre Headings (K. McGrath for D. Reser)*

Moving images. CPSO continues to work with cataloging staff in the Moving Image Section of the Motion Picture, Broadcast & Recorded Sound division to analyze the genre/form terms for moving image materials. Although it was hoped that draft proposals would be ready for review prior to ALA Midwinter, it turns out that more time will be needed to reach this step.

Music. Work on implementing genre/forms terms for LCSH terms in the discipline of music has been postponed to allow for the completion of a new edition of Class M (Music and Books on Music). CPSO will resume work on the project later this year.

e. *Subcommittee on Maintenance for CAPC Resources (K. McGrath for D. Procházka)*

CAPC has been having a discussion via e-mail on some questions from this Subcommittee about procedures and policies for reviewing and archiving CAPC documents. The schedule for maintenance should depend on the document. Where formats change more quickly, the resources should probably be reviewed every two to four years. Other documents such as the one on how to write a summary note will need to be reviewed less often. When a Task Force or Subcommittee submits a final document, it should recommend a maintenance schedule. For the documents that are on the Web page now, this Subcommittee will consult with the Committee that created the document to determine the need for revision. When the Chair or Committee that created a document is unable or unwilling to assess the need for review, the Subcommittee may either turn to the OLAC List or ask CAPC to designate a person or group to assess the need for revision. The question of how to handle training materials for updates to AACR was left unresolved. RDA may also affect the need for revision. Official CAPC documents should be archived on the Website when they are out of date. Archived documents should be clearly marked as such and should be publicly accessible. The Committee felt this would be useful for historical purposes. Internal documents and working drafts should go to the OLAC Archives if it is deemed important to keep them. Richard Leigh has volunteered for a vacant position on this Subcommittee.

f. *OLAC/CAPC Task Force on FAQ/Best Practices*

This group has completed its charge. It presented its final recommendations at Midwinter last year and has since submitted example drafts of an FAQ and a best practices document. Now CAPC will have to work on implementing these recommendations.

g. *Non-Human Entities White Paper (P. Andrew)*

Paige has not had time to work on it but will have it done by the time of Annual.

h. *DVD Guide Revision and Update Task Force (K. McGrath for K. Johnson)*

The Task Force has been on a hiatus since the OLAC Membership Meeting. Exceptions to the hiatus include divvying up the revision work into two subgroups. Meanwhile, a lack of a central electronic working repository has been an issue. Sue Neumeister, OLAC Web and List Manager, is looking into setting up a wiki for the task force and Kay Johnson has been gathering data to either go in this wiki or on a website. Kay expects the committee to gather full steam after the ALA Midwinter meeting. The Task Force will continue to accept input from the OLAC membership about the guide throughout the duration of the updating project.

i. *Streaming Media Best Practices Task Force (J. Ho)*

There will be separate sections in the document for both audio and video. There will also be a section on how to tell if something is streaming. The Task Force is devising examples and hopes to have a preliminary draft done by ALA Annual.

j. *Video Language Coding Best Practices Task Force (K. McGrath)*

The Task Force has begun compiling a list of various types of language situations that occur in video cataloging and discussing how they would be coded under current rules. It will then attempt to identify any problem areas. The Task Force is also discussing what exactly it is that catalogers are trying to accomplish with video language coding and what types of language information users are most likely to want.

## 5. **New Business**

a. *Cataloging of "[Playaways](#)" (K. McGrath)*

In light of recent discussions about cataloging "Playaways" on the OLAC List, CAPC has decided to work, in conjunction with the MLA Descriptive Cataloging Subcommittee, on developing best practices for cataloging them. Kelly Chambers brought examples of "Playaways", which are integrated devices with pre-recorded audio content, for the Committee to examine. The main area of contention during the discussion was whether the GMD should be electronic resource or sound recording. Other areas to be examined include the SMD, recording of the dimensions, and the 007.

## 6. **Adjournment**

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,  
Katherine Rankin  
Secretary

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Last updated: June 6, 2007