

**ONLINE AUDIOVISIAL CATALOGERS  
CATALOGING POLICY COMMITTEE (CAPC) MEETING  
ALA ANNUAL CONFERENCE  
Washington, D.C.  
Friday, June 22, 2007**

**Minutes**

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The meeting was called to order at 7:30 pm. *Members present:* Kelley McGrath (Chair), Paige Andrew, Jeannette Ho, Kay Johnson, Susan Leister, Carolyn Walden (intern). *Ex officio members present:* Greta de Groat.

There were 43 people in attendance.

**1. Welcome and Introductions**

Kelley welcomed Heidi Frank as a new member of CAPC and thanked Susan Leister for her service on CAPC. She also congratulated John Attig on his new appointment as the ALA Representative to the JSC and thanked him for his excellent service as OLAC's Liaison to MARBI.

**2. Approval of Minutes**

The minutes of the CAPC meeting held on January 10, 2007, at the ALA MidWinter Meeting in Seattle Washington, were approved as published in the [March 2007 OLAC Newsletter](#).

**3. Announcements**

Kelley McGrath was asked by the Board to act as MARBI Liaison for this ALA session only; the Board is actively seeking a replacement for John Attig.

**4. Reports**

a. *Genre/Form Headings (J. Young and A. Cristán)*

Janis Young from LC came to CAPC to talk about the genre/form heading authority records that LC is going to produce. She discussed the general objectives of the genre/form heading project, the background of the project, the form of headings, the application of the headings, and the timeline. A draft of the instruction sheet for the creation and application of these headings for motion pictures, television programs, and videos is available at <http://www.loc.gov/catdir/cpsd/genre.html>. The list of these genre/form headings will be in a separate section of ClassWeb and in LCSH. The authority records will

be distributed in the same manner as other subject heading authority records. For the time being, two LC catalogers will be making these authority records, but once it becomes established, SACO libraries will be able to submit proposal forms to CPSO. They will appear on the LC Authority page in August, and at that point, should start appearing on the weekly subject headings lists. September 3rd would be the earliest date for the release of these records. LC is not planning on subdividing the headings geographically. There is no provision for language in the headings. After her talk, there was a lively discussion of various issues related to genre/form headings for moving images, such as whether or not it is desirable to specify the original release format or somehow incorporate country of production or original language. The draft of the instructions is open for public comment. LC has about 60 records ready to be released, but they are not certain how quickly the release will take place.

Most of the headings can be used either for fiction or non-fiction. LC was thinking about not creating a scope note for the heading, "Documentaries", but may reconsider this option. Video art and live performances are some examples of non-fiction films or videos that are not documentaries. LC is considering using terms with the word "films" for both films and videos. Comments can be sent to Janis at <[jayo@lc.gov](mailto:jayo@lc.gov)>.

b. *MARBI report (K. McGrath)*

[Proposal No. 2007-04: Use of Field 520 for Content Advice Statements](#) A proposal for warning users about potentially offensive content; directed in particular to visually-impaired users, who may not wish to listen to certain materials in public places or around children. This field would include the agency that supplied the content advice. There would be an indicator to separate it from the other 520s. There would also be a subfield for the agency that asserted that this advice was needed.

[Proposal No. 2007-05: Definition of 022 Subfields for Linking ISSN \(ISSN-L\)](#) A proposed method for linking different versions of a serial.

[Proposal No. 2007-06: Changes for the German and Austrian Conversion to MARC 21](#)

[Discussion Paper No. 2007-DP05: Data Elements Needed to Ascertain Copyright Facts](#) A discussion of copyright-related information, particularly for digital objects, to help users draw reasonable conclusions about how a resource may be used.

[Discussion Paper No. 2007-DP06: Representing Dewey Decimal Classification \(DDC\)](#) OCLC currently maintains the Dewey Decimal Classification in a proprietary format. The paper discusses ways to put it into a more standard MARC format for wider use in the library world. It also includes changes to support more complex retrieval based on elements of Dewey numbers.

Please see the full MARBI report elsewhere in this issue.

c. *CC:DA Report and RDA Task Force (G. de Groat)*

CC:DA is reviewing Chapter 3 of RDA, which has to do with physical-technical description. A half-dozen people from OLAC have commented on this chapter. More elements have been added for digital and video resources. Media type has been causing some confusion. Most abbreviations, such as “col.”, are being eliminated. However, “mono” and “stereo” are being retained because they are no longer considered abbreviations. Abbreviations for units of measure are also being retained. ALA would like to use the spellings most familiar to its users and not to have to use British spellings, such as “colour”. A push for simplification may be useful, but information is still needed for catalog records. A lot of brainstorming is taking place. Chapters 6 and 7 came out the same week as ALA, so there will only be a very preliminary discussion of them at ALA. The comment period on those chapters will be through August 12th. Chapter 6 is on access points and is organized according to FRBR. Chapter 7 is on relationships. Both of them are on the JSC public site. Responding to concerns that RDA is too library-centric, members of the JSC attended a meeting on data modeling held at the British Library, where it was agreed that RDA and the Dublin Core Metadata Initiative should work together to build on the existing work of both communities.

Please see the full CC:DA report elsewhere in this issue.

d. *NACO A/V Funnel Report (K. McGrath for A. Caldwell and D. Procházka)*

The NACO A/V Project continues to be active. The mid-year statistics showed that the Project contributed 928 new names and modified 220 headings. The Project’s listserv, while not overwhelmingly active, serves an informational purpose; hearty thanks are due to David Procházka for hosting it. Contributors who are independent are being encouraged to take LC’s series authority training in order to be able to contribute series headings.

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

This Spring members of this Subcommittee worked with CAPC to develop a working document of operating procedures. The document is available on the OLAC Website under: CAPC / Task Forces & Subcommittees / Maintenance for CAPC, as “SMCR General Operating Procedures”. Finalizing this document allowed the Subcommittee to proceed with its work. As of now, the resources on the CAPC list have been analyzed and the Subcommittee has determined which of them are the oldest, i.e., those in most need of review for currency.

The Subcommittee has adopted the acronym “SMCR” for its name, which they pronounce as “SMaCkeR”.

f. *Playaways Best Practices Task Force (K. McGrath)*

Heidi Frank will chair this group. The new deadline for the best practices document is the end of August. The Task Force will complete an examination of how Playaways fit into the current RDA framework by late Fall.

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

Paige thanked Greta and Kelley for their help. He used the original suggestion from Nancy Olson and the various documents produced by the original Task Force to create an informational paper on this issue that will be sent to LC and posted on the OLAC Website.

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

After some trial-and-error, the Task Force has settled on Google documents as an effective platform for collaboration. Currently, one group is looking at DVD videos and one is looking at DVD-ROMs.

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

The charge for this Task Force is to create a best practices document for cataloging streaming media. The document will contain guidelines and examples for both streaming video and audio. It will also provide definitions and examples of different types of media on the Internet to help catalogers recognize when a resource is streaming vs. non-streaming, and will include a list of reference sources.

The draft is nearly complete. The main sections containing guidelines and examples for streaming video and audio are finished. The introduction and bibliography/list of resources still need more work.

The draft has been forwarded to CAPC members for feedback on the guidelines and examples. The Task Force should have the entire draft finished by August. It will be sent out for review one more time before it is made public on the OLAC Website, which should be in October. Please send comments on the draft to Jeannette.

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

This Task Force expects to have something for CAPC to review this summer, possibly as early as July.

## 5. **New Business**

There was no new business.

## 6. **Adjournment**

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

Respectfully submitted,  
Katherine Rankin  
OLAC Secretary

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### **Post-ALA CAPC Membership Update Kelley McGrath**

Kay Johnson has had to resign from CAPC due to the demands of her new job. I would like to thank Kay for her work chairing the DVD Guide Update Task Force and for investigating options for collaborative work spaces for the Task Force.

I would also like to congratulate Carolyn Walden, who has accepted the position vacated by Kay and will take over the chair of the DVD Guide Update Task Force.

Finally, I would like to welcome Bill Anderson to CAPC. Bill has been working on our Playaways Best Practices Task Force and has accepted the intern position vacated by Carolyn.

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Last updated: October 7, 2007