Catalogers Need Reference Sources Too!

By Rhonda A. Marr, Technical Services Manager, Portage County District Library

Catalogers need reference sources to do their jobs well. Sometimes it's hard to predict just what we'll need, what we'll only use occasionally, and what we can do without. This is especially true in smaller libraries, where there are no other technical services people to bounce ideas off of and a very small budget for resources.

I've compiled a list of some of the basic tools, including the necessary ordering information. Be sure to check the listed vendor websites for more information. Here's my take on what's hot and what's not for catalogers this season.

One of my favorite cataloging tools is the *USMARC Format for Bibliographical Data*. It's a two-volume set that lists all of the tags and tells you what indicators and subfields can be used. It also includes information on punctuation, spacing, and display constants. There are lots of examples, which are very helpful.

I do not recommend the *USMARC Concise Formats*, because it doesn't include those very examples and has not been updated for a long time. The *USMARC Format for Community Information* will be useful only if you are compiling a community information database, one that lists the social services, community organizations, and/or local businesses for your area.

If you have full authority control on your library catalog and need to edit authority records, then the *USMARC Format for Authority Data* is the place to turn. This binder is just as useful as the *USMARC Bibliographical Data*. If you do no work on full authority records you won't need to purchase this volume.

Needless to say, anyone who is assigning LCSH subject headings needs to have a fairly current set of the *Library of Congress Subject Headings*, but this expensive set comes out every year. You'll need to balance the cost of the time you spend looking up new headings against the cost of the set, and determine how often you need to get it. The problem with not getting it every year is that it's the new headings that will be missing, and these are the hardest to verify. You can augment your set by searching lists of new headings at LC's website (http://www.loc.gov).

If you need to establish a subject heading for a river or national monument, the *Subject Cataloging Manual* tells you how. However, this four-volume set may be more than a smaller library needs. The amount of original records you are creating will determine whether or not you need this set.

The *Free Floating Subdivisions* list is one of the most useful Library of Congress publications, listing all the subheadings and telling you when and where you can use them. It's also relatively inexpensive.

The Library of Congress also publishes cataloging training manuals, which are based on the training LC gives its catalogers. To stay on the cutting edge of the cataloging world, subscribe to *USMARC Format: Proposed Changes*. This publication will keep you current on what the USMARC Advisory Committee and MARBI are up to, and what changes might be coming our way.

You can also purchase many of these tools in a CD-ROM format. The *Cataloger's Desktop* includes many of the manuals, subject headings, and code lists. I've only met one person who uses this, and she felt it was pretty clunky saying, "It's sometimes easier to use the manuals; you can open two at the same time!"

This fall look for a new *Anglo-American Cataloging Rules (AACR2)* consolidated for 1998. I'm not sure what all the changes will be, but there may be new GMDs and some discussion of electronic items (webpages, serials, etc.). You can also get AACR2R on CD-ROM now.

The *Dewey Decimal Classification (DDC)* is up to the 21st edition. This edition includes major revisions to the animal numbers, as well as some other sections, so if you haven't purchased it yet, you might want to do so soon. Of course there's a CD-ROM version available. I saw a demonstration of it and was very unimpressed. I haven't met anyone yet who likes the CD-ROM version, so stick to the books for now. Another item you might want to skip is the *DDC: A Practical Guide*. I have it but never use it, because it's not very practical. Libraries with fewer than 20,000 titles should consider using *Abridged Dewey Decimal Classification and Relative Index*. Edition 13 of this one-volume title was issued last year and is current to DDC21.

The *Sears List of Subject Headings* is an absolute must for anyone cataloging using Sears subject headings.

If the thought of cataloging audiovisual materials gives you nightmares, you'll want to purchase *Cataloging of Audiovisual Materials and Other Special Materials*. Nancy B. Olson is the AV cataloging guru. She takes you through a variety of formats

(cassettes, videos, CD-ROMS, etc.), shows you pictures of the items, tells you how to decide exactly what the title is, and then gives you the resulting full MARC records to look at. Not only are there lots of examples, but they are items you might see in your own library's collection.

There are lots of other materials available for catalogers, but the core collection recommended here would get anyone started. Each library's situation and needs are unique. Hopefully I've given you the tools you need to decide what's right for you.

Basic Reference Tools for Catalogers

From the Library of Congress, Cataloging Distribution Service, Customer Services Section/Dept. W, Washington, DC 20541-4912. 800-255-3666 Fax: 202-707-1334 http://www.loc.gov/cds

USMARC Format for Bibliographical Data: Including Guidelines for Content Designation (loose-leaf, 2 v.) 1994 ISBN: 0-8444-0809-3
    Main volume .... $ 60.00
        Update #1 (1995) .... $ 21.00
        Update #2 (1996) .... $ 21.00
        Update #3 (1997) .... $ 21.00
USMARC Concise Formats (loose-leaf, 1 v.) 1991 ISBN: 0-8444-0615-5
    Main volume (updates 1&2) .... $ 28.00
        Update #3 (1993) .... $ 22.00
USMARC Format for Community Information (loose-leaf, 1 v.) 1993
ISBN: 0-8444-0779-8
    Main volume .... $ 41.00
        Update #1 .... $ 22.00
USMARC Format for Authority Data (loose-leaf, 1 v.) 1993 ISBN: 0-8444-0802-6
    Main volume .... $ 53.00
        Update #1 (1995) .... $ 21.00
        Update #2 (1997) .... $ 21.00
Subject Cataloging Manual: Subject Headings (loose-leaf, 4 v.), 5th ed., 1996
    Main set .... $ 120.00
        1997 updates (2) .... $ 40.00
        1998 updates (2) .... $ 40.00

Library of Congress Subject Headings (LCSH) 20th ed., 1997 (paperback, 4 v.) ISSN: 1086-9263
Published annually $200.00
Free floating subdivisions, 9th ed., 1997 (paperback, 1 v.) ISSN: 1052-1445 Published annually $25.00
Cataloger's Desktop CD-ROM Single-user: .... $ 870.00
Includes: LC rule interpretations, Subject cataloging manuals, Subject headings, USMARC formats, and USMARC code lists.

From the American Library Association, Order Fulfillment, 155 N. Wacker Dr., Chicago, IL 60606, 800-545-2433, ext. 7 Fax: 312-836-9958 http://www.ala.org/market/books/technical.html

Anglo-American Cataloguing Rules (AACR2R), 2nd ed., 1988 revision, consolidated 1998
ISBN: 0-8389-3485-4 (pbk.) $60.00
AACR2 with 1988 Revisions and 1993 Amendments, Electronic version 1.0 - CD-ROM Single user .... $ 250.00

From OCLC Forest Press, 85 Watervliet Ave., Albany, NY 12206-2082, 518-489-8549 Fax: 518-489-7804 http://www.oclc.org/oclc/fp

Dewey Decimal Classification (DDC), 21st ed. ISBN: 0-910608-50-4 (set - 4 v.) .... $ 325.00
Abridged DDC, 13th ed. ISBN: 0-190608-59-8 (1 v.) .... $ 90.00
DDC: a practical guide by Lois Mai Chan, John P. Coraromi, Joan S. Mitchell, Mohinder P. Satija
ISBN: 0-901608-55-5 (1 v.) .... $ 40.00
Dewey for Windows - CD-ROM
Single user: .... $ 400.00
Annual replacement .... $ 150.00

From H.W. Wilson, 950 University Ave., Bronx, NY 10452-4224 800-367-6770 Fax: 800-590-1617 http://www.hwwilson.com/searslst.htm

Sears List of Subject Headings, 16th ed., 1997 ISBN: 0-8242-0920-6 (1 v.) .... $ 54.00

From Minnesota Scholarly Press, P.O. Box 224, Mankato, MN, 56001 507-387-4964

Cataloging of Audiovisual Materials and Other Special Materials: A Manual Based on AACR2 by Nancy B. Olson. Edited by Sheila S. Intner and Edward Swanson. 1998 4th ed. ISBN: 0-9334-7453-9 (1 v.) .... $ 75.00

Mark Your Calendars!
Music Cataloging Workshop

An overview of scores and music sound recordings cataloging for non-musicians
Sponsored by Technical Services Division

Presenter:
Georgianne Wiersch, Catalog Department Manager, Cuyahoga County Public Library

Dates and Locations:
- Findlay-Hancock County Public Library, September 23
- Cuyahoga County Public Library, September 25
- Wilmington Public Library of Clinton County, October 9

Watch your OLC mail for complete registration information later this summer.

Walter – More Than Just a Pretty Name

Have you ever needed access to a forum of experts to answer preservation questions? Subscribing to WALTER may be your answer.

WALTER is an unmoderated listserv provided by the State Library of Ohio for the Ohio Preservation Council and others interested in preservation in Ohio. Its purpose is to provide those charged with preserving materials in Ohio's libraries and archives a forum for the discussion of problems and concerns. It's a great place to look for information on preservation issues, announcements of workshops, conferences and meetings, and job opportunities.

To subscribe to WALTER address your email to: majordomo@winslo.ohio.gov. In the main body write: subscribe walter your-email-address. You will be asked to respond to a confirmation message, but easy to follow directions for doing so are provided.

Book Repair Tools for Hard-Working Collections

By Yvette Donahue, Book Preparation Division Manager, Dayton and Montgomery County Public Library

When it's time to make repairs to books or magazines, a good place to start is with the right tools. Having the right tools makes the job easier, and produces results that last.

To repair torn pages use invisible frosted tape like Scotch magic transparent tape. It will not shrink, bleed, or discolor with age. To reinforce magazine spines use a glossy tape such as Scotch attaching/reinforcing tape.

Pages that have come loose can be tipped in by dipping a brush into a glue bottle and applying a thin line of glue along the edge. Reinsert the glued edge into the book, close it, and let it dry. Acid-free glue works well, since it will not become brittle with age. This glue is also used for loose signatures and loose hinges. Rubber cement is not advised for repairing because it becomes brittle and turns brown after a few years.

Using hinge tape can strengthen hinges that are frayed but intact. If one hinge is detached from the book then use single-stitched binder tape, available in self-adhesive from Brodart or gummed backing from Gaylord and Demco. When both hinges are broken use double-stitched binder tape. Remember that the width of the book to be refastened must fit between the stitches in this tape. For example, 1-inch wide double-stitched binder tape is used to repair books that are 1 inch thick.

For repairing book spines, corners, and caps use colored cloth tape available in release backing under the names Book-aid cloth tape (Brodart), Bookcraft tape (Gaylord), and Fastape with liner (Demco). For faster and easier repair of corners and caps all three catalogs have pre-cut book repair wings.

You'll also need the following tools to do your work: scissors, knives, glue brushes, bone folder (smoothes down tape), ruler, and weights (bricks wrapped in paper and tape will do).

There are library supply companies that can provide everything you need, just call them and request a catalog. The three biggest include Demco 800-356-1200, Brodart 800-233-8959, and Gaylord 800-448-6160. Book repair manuals with illustrations and step-by-step instructions are also available from all three companies.

Keeping basic tools on hand for simple repairs makes good sense. There's a lot you can do yourself, if you have the right tools.

Robert T. Warwick & Kenneth Carlborg.
Using OCLC under Prism: A How-to-do-it Manual.
Neal-Schuman Publishers. 1997. 225 p.
ISBN: 1-55570-179-5 $45.00

This new title has many of the features of Neal-Schuman's earlier *Using OCLC: A How-to-do-it Manual,* and covers the changes and enhancements that OCLC introduced with Prism. Experienced catalogers wrote it. In fact, Robert T. Warwick (Rutgers University Library) co-wrote the last edition.

The book's authors assume that the reader has no prior experience using Prism and give an overview of OCLC. It has extensive coverage on Prism's indexes and search mechanisms, including information on how to maximize the accuracy of your searches. There's a chart in Appendix 1 that links the search mechanisms with the fields being indexed. There is also extensive information on the new keyword search features. There's lots of information on moving around the screen; adding, deleting, and modifying fields, including cut, copy, and paste. Both bibliographic and authority records contained in either the OCLC Online Union Catalog or the OCLC Authority File are covered.

Do not expect to use this book as a training tool for new para-professional catalogers. While it is long on examples and sample OCLC screens, it only contains 5 sets of exercises. Experienced catalogers, however, could teach themselves to use Prism with this text. If you're looking to maximize your efficiency using Prism then this book will also be most helpful.

Easier Access To The GSAFD

By Margaret Maurer, Taylor Memorial Public Library

Those of us attempting to implement form/genre access to items in our collections have felt more than a little frustrated of late. While the Library of Congress has created the 655 field and has sanctioned the use of the *Guidelines on Subject Access to Individual Works of Fiction, Drama, etc.,* in subfield 2, copies of the list have been hard to come by since its publication in the early nineties. This, of course, is aside from the frustrations that stem from cramming terms from two different thesauri into one subject heading list, as most of our software vendors have not implemented a parate search option for form/genre terms. Happily, recent developments have at least facilitated access to the list.

First, the British Library has decided to post a copy of the GSAFD headings for fiction (not drama, etc.) items on their website at: http://www.bl.uk/services/bsds/nbs/marc/

655list2.html. The list is separated into form headings and genre headings, and the source of each heading (GSAFD, LC, and British Library) is specified. Many of these headings include helpful scope notes. While this is not the official OCLC/LC list, it is a good working copy.

The British Library has also decided to post their fiction indexing policy to the web: http://www.bl.uk/services/bsds/nbs/marc/655polc.html. This document provides guidance on assigning access for form, genre, character, place, and subject. While derived from the GSAFD, some elements in it reflect a British Library policy perspective.

But the really good news is that ALA publishing has accepted the proposal to publish a revised list. ALA's SAC Subcommittee plans to submit the manuscript to ALA this June. The Library of Congress is also phasing in a long-term plan to create authority records for these headings.

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It's Election Time at OLC!

Take a few minutes when your OLC ballot arrives to vote for Technical Services Division candidates. These fine folks deserve your support, and your vote!

Running for Assistant Coordinator:

❏ JEANNE POOLE, Assistant Manager Technical Services / Cataloger, Toledo Lucas County Public Library: I think the Technical Services Division should serve a twofold role. Its primary role should be to provide technical services staff with ongoing training that will enable them to do their jobs better and more efficiently. We need to increase knowledge and understanding of individual position responsibilities within a technical services environment, and help technical services staff see how those responsibilities dovetail into their department's overall mission. The Division's second role should be to help public services staff and administrative staff understand the complexity of the work performed in technical services departments, the need for that work, and the role that work pays in enabling public services staff to serve patrons well.

Running for Action Council: (vote for 2)

❏ JANE A. MYERS, Librarian, Southern Ohio College and Cataloger, Westlake Porter Public Library: I think the Technical Services Division should work to better communications between the Technical Services departments in our libraries and the rest of the staff. Many of our OLC workshops contribute to this goal. However, I would also like to see programs at workshops that would further our own professional development and skills.

❏ BONNIE DOEPKER, Cataloging Division Manager, Dayton & Montgomery County Public Library: I think the Technical Services Division should support technical services staff in Ohio, champion technical services issues in Ohio, and celebrate technical services accomplishments in Ohio.

❏ LAURA E. CASEY, Assistant Director/Head of Technical Services, McKinley Memorial Library: I think the Technical Services Division should establish a listserv for Technical Services librarians and staff in Ohio that is similar in objective to Autocat and other national lists that are larger in size. We could exchange information and inquiries about cataloging, automation, processing outsourcing and staff issues, just to name a few.

❏ JENNIFER BULL, Cataloger, Ashland Public Library: I think the Technical Services Division should offer timely and informative continuing education opportunities, communicate the role of technical services staff to others, and build a network of peer communication.

Running for Secretary:

❏ PATRICK STEELE, Order Department Manager, Cuyahoga County Public Library: I think the Technical Services Division should provide programming to address the current needs of the members as well as provide a forum for discussion and exchange of information for these members.

❏ MARGARET MAURER, Catalog Department Head, Taylor Memorial Public Library: I think the Technical Services Division should foster excellence within technical services departments throughout the State. We can only do this by listening to the ongoing needs of our division members, and then acting on them.

Share Your News

Are you finishing up a special project that other technical services people might be interested in? Have you taken training in an area that made a big difference in your daily work? Did your library initiate a new service that impacts on Technical Services? Have you given a speech that you think would be of interest to your fellow readers? Share you news with TechKNOW readers by writing an article for a future issue. We'll offer you a chance to be heard by your peers, a complimentary copy of the issue your article appears in, and a friendly thank-you letter. Contact Margaret Maurer for more information.