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## WHAT IS THE NACO OHIO FUNNEL?

By Louisa J. Kreider

Authority and Quality Control Coordinator  
Cleveland Public Library

The NACO Ohio Funnel. It is an odd-sounding name that may conjure up images of tornado-chasers or greasy carnival confections. In actuality, it is a newly formed consortium of Ohio libraries that contribute name authority records to the national authority file (NAF). Member libraries do not contribute authority records directly to the NAF; instead, each library's contributions are "funneled" through the project coordinator.

NACO is the Library of Congress' Name Authority Cooperative Program. At present NACO membership is comprised of nearly two hundred individual libraries and funnel projects, with members as widespread as Brazil and South Africa. NACO is the vehicle whereby member libraries contribute name headings to the NAF. These headings include personal names, corporate and conference names, geographic names, and uniform titles. Excluded from NACO are uniform titles for music, series titles, and subject headings; contribution of these types of headings requires additional, separate training.

Funnel projects are most attractive to small libraries that cannot invest the time and resources in standard NACO membership. Full institutional membership in NACO requires five full days of training, and while no minimum number of contributions per year is mandated, member libraries are encouraged to contribute as many records as they can in order to maintain their knowledge of AACR2, LCRIs, and NACO practices. Such a commitment is often beyond the means of a small library with a cataloging staff of only one or two persons. Funnel projects serve as a means of bringing small libraries into the NACO community by removing the barrier of full membership requirements. Training for funnel participants is usually scaled down to a one- to three-day session, and the content is tailored to reflect the types of headings that member libraries are likely to establish. For example, a public library with a large video collection may want to spend more time learning how to formulate corporate names as opposed to other types of names.

Smaller libraries may be skeptical of joining NACO because of cost or slowed workflow, and consequently, decreased output. No fee is assessed for NACO membership at either the institutional or the funnel level. The only expenses entailed are the time invested in the training and traveling expenses. Initially, workflow usually does slow down to some degree, as it takes time to become familiar with NACO practices, and new members inevitably discover that they did not know the cataloging rules as well as they thought they did. But with experience, members find that the small amount of time required to establish an authority record is justified by its service to the library catalog, and the quality of cataloging improves as members gain a heightened knowledge of the rules. Possibly the greatest benefit of NACO participation to smaller libraries is the opportunity to contribute headings of local significance to the NAF, headings which likely would not be

of local significance to the NAF, headings which likely would not be contributed by any other NACO member.

The first training session for the NACO Ohio Funnel took place in April 2001 at the Cleveland Public Library. Representatives from Denison University, the Hudson Library and Historical Society, and the Lorain Public Library attended two days of NACO training. The first day focused on the NACO program and the structure of authority records, while the second day covered the rules in chapters 22-26 of AACR2 and corresponding LCRIs for establishing personal name, corporate name, geographic name, and uniform title headings.

The NACO Ohio Funnel encourages libraries of any size to join. Membership in a bibliographic utility such as OCLC is not required. Training can be held at any time that is agreeable to new participants, with the only limitation being a minimum of three participants per session. Training can take place in Cleveland, or it can go on the road. The goal is to make funnel participation as convenient as possible for potential new members.

For additional information about funnel projects, visit the Program for Cooperative Cataloging web site, [www.loc.gov/catdir/pcc](http://www.loc.gov/catdir/pcc), and click on the NACO button. To find out how to join the NACO Ohio Funnel, contact the project coordinator: Louisa J. Kreider, Authority and Quality Control Coordinator, Cleveland Public Library, 17133 Lake Shore Boulevard, Cleveland, OH 44110, telephone 216-623-2885, FAX 216-623-6980, e-mail [Louisa.Kreider@cpl.org](mailto:Louisa.Kreider@cpl.org).



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## PLANNING FOR PLASTIC IN ACQUISITIONS

By Patrick Steele  
Order Department Manager  
Cuyahoga County Public Library

We all use credit cards in our everyday lives. It makes life much easier. We don't need to carry around a lot of cash or a bulky checkbook. We can order items directly from stores or websites and have them shipped immediately without having to send a check or other form of payment. For these reasons it makes sense to use a credit card in a library setting for purchasing material. After all, shouldn't we be acquiring materials in the fastest, most cost effective way? That was my initial thought when I approached the subject with the finance director at my library and we started looking at all the issues involved in using a credit card for purchasing library materials.

One of the first things to be address was how the card would be used. In most library settings it is not efficient to replace current purchasing practices with a credit card for all materials. Save the card for purchases where you cannot easily use a purchase order such as a local retail shop or an online vendor where you might need to make a fast purchase or there would be no other option for payment.

One of the most valuable ways you can use a credit card in a library setting is for prepaid or paid-in-advance orders. Using the credit card saves the long, costly, and time-consuming process of generating a check and sending it off, sometimes blindly, to the supplier and waiting (and hoping) that the order will be filled. By contacting the supplier and using the credit card for payment, you can place the order in a fraction of time required to generate a prepaid check. In addition, you have the protection of the credit card company if you are billed for an item that is not received. You are not responsible for the payment of the item until it is actually received. If an item appears on the statement that has not yet been received, the credit card company can follow up or assist you in the follow up to ensure that the items are delivered or the charges withdrawn.

Based on the anticipated usage, your organization will need to set a credit limit on the maximum amount you can accrue during a billing cycle. If you are unsure then set it small. A five hundred to one thousand dollar limit may be enough to get you started and also give you peace of mind regarding abuse or fraud during the start-up phase. You can usually increase the amount later. Usually you can increase the credit limit with a telephone call to the bank or credit card company. We found we needed to triple the limit on our card within the first two years. In addition, we receive a call from the credit card company if we make an unusually large purchase or if we create a large amount of activity on our credit card. We normally only use the credit card three to four times a month. We usually can expect a phone call from the credit card company verifying our purchases if we make several transactions several days in a row, or if the dollar amount on any given transaction is unusually high. We appreciate that call.

For security reasons you will need to decide who holds the credit card and who will be authorized to use it. We decided to keep the cards in the safe in the financial office. The department manager and one supervisor in the acquisitions department are authorized to use it. These two people know the type of card (MasterCard, Visa, etc.), the name on the card, the card number, and the expiration date. The credit card number is often printed on packing slips/invoices as well as on the credit card statement so that number is easily available. The exact name on the credit card, the type of card, and the expiration date are the keys to making a successful purchase. This information all needs to be kept confidential.

Once you actually start placing orders using the credit card, you will want to leave a trail back to each transaction in order to reconcile the monthly statement. It is a good idea to issue a purchase order as soon as you complete the transaction with the vendor. Depending on your system, you may choose to issue the purchase order directly to the supplier making it easy to match the line item on the statement later. If the name on the purchase order needs to match the payment, you may choose to issue the purchase order to the credit card company noting the name of the actual vendor somewhere on the purchase order for your own information later. Keep all this documentation in a file together. It makes statement reconciliation much easier when you can find everything filed together.

In planning to use a credit card in a library setting, you need to look at usage, security, time saved, and benefits. Credit cards probably are not suitable for every purchase. However they can make difficult purchases much easier. By doing so, it makes the acquisitions department look good too.

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## **Sheila S. Intner and Joan Weihs. Standard Cataloging for School and Public Libraries, 3rd edition. Libraries Unlimited, 2001. 346 p. 1-56308-781-2. \$45.00**

You expect a book written by a pair of Margaret Mann Citation winners to be well grounded in cataloging theory and practice. This book is. But what's really lovely about *Standard Cataloging for School and Public Libraries* is how easily it reads; it is extremely accessible. Designed as an introductory text for practicing librarians, it uses clear yet precise prose to fully explain the principles and standards underlying cataloging, classification and indexing.

There are lots of examples and exercises, most of which could typically be added to public libraries or media centers, including plenty of audiovisual materials, multimedia, and children's materials.

AACR2, ISBD, main entry, subject access, classification and MARC21 are all discussed with an eye to their problematic bits. History and context are provided for these discussions, which can be most useful when trying to understand why something is done the way it is. There are also sections on bibliographic utilities, shared networks, OPAC displays, policy writing and, interestingly enough, managing the cataloging department. There is a particularly useful list of "Ten Hints for Good Cataloging Management." Some information on Canadian cataloging policies and practices is also included.

Sadly, in an otherwise extremely wonderful book, none of the examples are in MARC21 format but printed, as they would have been on catalog cards. This sticks out as the anomaly that it is. Don't let this deter you from purchasing Intner and Weihs' newest edition of a true cataloging classic. This really is a very useful book.



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## BOOK AND ELECTRONIC RESOURCE REVIEWERS WELCOME

Have you read a good book, seen a new web site or found a useful journal (print or electronic)? Spread the word by sending your thoughts to TechKNOW. We're also interested in what you have to say about training, serials, AV processing, inventory, vendor relationships, cataloging rule changes, or anything else remotely related to technical services work.

We'll offer you a chance to be heard by your peers, an opportunity to be published on the web, and a friendly thank you letter. Contact Margaret Maurer for more information.

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## ANNUAL CONFERENCE PICKS FROM YOUR TS DIVISION

The 2001 OLC Annual Conference in Toledo runs from October 3rd through 5th. While enjoying the rest of the conference, be sure to check out these programs.

**AV Policy, Processing, Marketing and Repair:** A panel discussion providing a wealth of useful information on all aspects of AV in Libraries. Features Janie Kovacs, Geauga County Public Library, Nancy Janney, Toledo-Lucas County Public Library and Cheryl Goss, Toledo-Lucas County Public Library.

**Simplify your workplace:** Rethink, redesign, refresh your workflow and processes: Take a look at an innovative redesign process. Features Louise Sevoid and Georgianne Balcas Doyle from Cuyahoga County Public Library.

**Understanding OCLC PromptCat:** Profiling for PromptCat can be complex, using terminology that's hard to understand. Features Margaret Maurer, Kent State University Libraries and Media Services

**Using the Web in Acquisitions:** Discover vendor and other websites that revolutionize acquisitions. Features Debra Shaw from the Columbus Metropolitan Library and Linda Roberts from Worthington Public Library.

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## YOU COULD BE HERE

Annual Meeting of the Technical Services Division

Thursday, October 4th  
8:45 a.m. to 9:30 a.m.

OLC Annual Conference in Toledo

Your Primary Chance to Take Part in and  
Influence Your Division's Future

**PLEASE COME AND JOIN US**

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## WINNING TEAM TAKES OFFICE IN JANUARY

TS Division members have once again elected a winning slate of officers. Congratulations go out to all the candidates, and heartfelt thanks. You took a chance by deciding to run for office, and then your excellence made our choices most difficult at election time!

Here's how to contact your representatives come January:

**COORDINATOR: Jennifer Bull**, Supervisor / Head Cataloger, Ashland Public Library, 224 Claremont Avenue, Ashland, OH 44805-3093, 419.289.8188 x19, [bullje@oplin.lib.oh.us](mailto:bullje@oplin.lib.oh.us).

**ASSISTANT COORDINATOR: Joanne Gilliam**, Cataloger, Cleveland Public Library, 17133 Lake Shore Boulevard, Cleveland, OH 44110-4006, 216.623.2885, [cat10@library.cpl.org](mailto:cat10@library.cpl.org).

**PAST COORDINATOR: Marihelen Hatcher**, Manager, Order Department, Columbus Metropolitan Library, 96 Grant St., Columbus, OH 43215-4781, 614.645.2800, [mhatcher@cml.lib.oh.us](mailto:mhatcher@cml.lib.oh.us).

**SECRETARY: Louisa J. Kreider**, Authority and Quality Control Coordinator, Cleveland, Public Library, 17133 Lake Shore Boulevard, Cleveland, OH 44110-4006, 216.623.2885, [louisa.kreider@cpl.org](mailto:louisa.kreider@cpl.org).

**ACTION COUNCIL: Frances Acar**, Cataloger, Cleveland Public Library, 234 Lowell, Kent, OH 44240, 330.673.6514, [frances@kentinfoworks.com](mailto:frances@kentinfoworks.com).

**ACTION COUNCIL: Georgianne Balcas Doyle**, Catalog Department Manager, Cuyahoga County Public Library, 2111 Snow Road, Parma, OH 44134, 440.749.9374, [gdoyle@cuyahoga.lib.oh.us](mailto:gdoyle@cuyahoga.lib.oh.us).

**ACTION COUNCIL: Laura E. Casey**, Assistant Director / Head of Computer and Technical Services, McKinley Memorial Public Library, 40 North Main Street, Niles, OH, 44446, 330.652.1704, [caseyla@oplin.lib.oh.us](mailto:caseyla@oplin.lib.oh.us).

**ACTION COUNCIL: Roger Miller**, Manager Catalog Department, Public Library of Cincinnati and Hamilton County, 800 Vine St., Cincinnati, OH 45202-2071, 513.665.3305, [rogermiller@plch.lib.oh.us](mailto:rogermiller@plch.lib.oh.us).

**NEWSLETTER EDITOR: Margaret Maurer**, Cataloging Manager, KSU Libraries and Media Services, 370 Library, P.O. Box 5190, Kent, OH 44242-0001, 330.672.1702, [mmaurer@lms.kent.edu](mailto:mmaurer@lms.kent.edu).

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## CHECK IT OUT!

### DVD DEMYSTIFIED: HOME OF THE DVD FAQ

<http://www.dvddemystified.com/dvdfaq.html>

Everything you ever dreamed of asking about DVDs is at this absolutely enormous website. As of January 2001 this FAQ contained 443,727 bytes of information including 54,506 words and 1,030 links to other sites. Happily the information is updated regularly, and it has a reputation for accuracy.

Jim Taylor, the FAQ owner, has a long history in library technical and multimedia work, principally at Brigham Young University, and in private industry, most notably at Microsoft. He has published and presented extensively on DVDs. His DVD Demystified was published in 2000 by McGraw-Hill.

Jim says that the reason he keeps the FAQ in one long document is that it can then be searched using your browser's "find" command, but he also provides links to other, less robust sites.

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## Check it out!

### BOOKMARKS: TYPOGRAPHICAL ERRORS IN DATABASES

<http://faculty.quinnipiac.edu/libraries/tballard/typoscomplete.html>

If you are the person responsible for quality control in your catalog then I suggest you bookmark this site. It is dedicated to the problem of typographical errors in catalogs, providing lists of keyword search terms that will help locate common errors in your database.

The list was originally created in 1991 by Terry Ballard, Automation Librarian at Quinnipiac University. It includes separate sections of words that have a High, Moderate and Low probability of misspellings. The list is in alphabetical order, and color coding indicates the year a word was added to the list. You can view the list online, or print it as a PDF.

The site also includes information on Libtypos-L, a discussion list for librarians interested in this topic. It offers a link to a new page called More Typographical Errors in Library Databases. Created by Phalbe Henriksen, the Library Director of the Bradford County Public Library in Florida, it lists words that are commonly spelled correctly but used incorrectly in context, such as "Untied States."

Terry is also starting to do research on terms to search periodically to catch probable filing indicator errors. Hopefully we'll see information on this soon.

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## LibraryProcessing List evolves, moves

Library\_processing is the newest evolution of the LibraryProcessing List. Created not that long ago by Lisa de Carbonel at U.C. Berkeley, the list is dedicated to the discussion of materials processing in libraries. List members discuss labeling, book repair, sources for supplies, etc.

To subscribe to the list send a message to [majordomo@listlink.berkeley.edu](mailto:majordomo@listlink.berkeley.edu) containing the message "subscribe library\_processing". Please note: if you are currently receiving LibraryProcessing email then your subscription has already been transferred and there is no need for you to resubscribe.

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## CATALOGING CALCULATOR

<http://ucs.orst.edu/~banerjek/cutter.html>

Kyle Banerjee got tired of looking up information in various tables one day, decided there had to be a better way, and the Cataloging Calculator was born.

This is a website for the cataloger in all of us. Decide what kind of information you need, type in a search term and out pops the correct coding. You can search for LC main entry cutters, geographic cutters, geographic area codes, country codes, language codes, and AACR2 abbreviations. For example, click on "geographic area codes", type Greece and the correct geographic code for Greece is displayed. You can keyword search for MARC variable field numbers and coding. You can even click on OCLC Fixed Field elements and access lists of codes -- all from the same compact screen. Designed primarily to aid Kyle's workflow, it is updated regularly.



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