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Helping Library Collections Last Longer

By Miriam Kahn, MLS

Much of what we do in libraries decreases the lifespan of the books and audiovisual materials we house and hope to keep 'forever.' We handle them, stamp them, shelve them, circulate them, get them back in book drops that murder books, fix them with products that decrease their lives, and then put them out for more people to borrow them. Our patrons may treat the books even more poorly when they throw them in the car, drop them in book drops, eat and drink while reading, and photocopy pages. With all this abuse, it's a wonder that books make it to the shelf or out the door more than once. What can be done to help books last longer? This article describes some simple practices that will increase the lifespan of your collections.

When the books arrive from the publisher or book jobber, look at them carefully and make certain the bindings are intact. Open the covers of the books slowly making certain not to break the binding. If the bindings are not intact, ask for replacements. Unfortunately for many libraries, books have to be repaired before they even get into the hands of the public.

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Opening the covers of the books may be more difficult with paper bound books where the pages and covers are attached with ineffective adhesives. Some libraries reinforce the covers of paper bound books using adhesive covers. The two part covers are the easiest to handle. Always purchase archival quality adhesive covers so they don't damage the books. Regular book jackets should be made from Mylar. Both products can be found in archival library supply catalogs. (Gaylord

www.gaylord.com and University Products www.universityproducts.com have the largest variety of archival quality products in their catalogs, and archival quality adhesive book covers can be purchased from Kapco (www.kapcolibrary.com)

If you have to hold the book open while cataloging it, then use a book weight rather than folding back the binding.

Shelving books is an important factor in extending the lives of books.

Shelving books is an important factor in extending the lives of books. The books should be loaded on the book trucks so that spines are perpendicular to the shelves. Use bookends where necessary. Teach your shelving staff to load the book trucks so they don't tip over when moved. When shelving books, you don't want the bookends to be so tight that your patrons cannot get the books off the shelf without ripping the covers. Again books should be shelved upright. If the books are too tall, either

shelve them on their spines (technical processing should put the call number on the front of those books) or put them in a separate area for oversized volumes.

Oversized books require heavier bookends if you plan to store them upright. If your library wants to store these books flat, then you need to do two things; make certain the shelves are wide enough to support the entire book, and don't stack the books more than three high with the largest at the bottom of the stack.

There should be a good number of stepstools around the library so that patrons can reach books on the top shelves and sit when trying to see the books on the bottom shelves. If you don't provide stepstools, then patrons will either climb the stacks or they will grab books by the bottom of the binding causing damage to the spine.

The Circulation desk is an essential location for detecting damage to books that are returned. Staff should do a spot check of volumes and place damaged items in a location for the technical services or collections maintenance staff to treat.

Circulation staff should also be careful when stacking books for shipment to other departments or branches. Books are easy to damage during shipment, especially if they are not stored flat in shipping containers. Fragile books should be wrapped and protected from inadvertent damage.

Audiovisual materials should be stored in their containers in an upright manner. Use the larger cases for CDs and DVDs. This will help protect the discs from damage during transport. Your staff should inspect items for damage when they are returned and know how to clean the tapes and discs.

Book drops, a necessary evil, are the number one killer of books and audiovisual materials. Just the action of dropping books can cause them to fall open and damage their spines and pages. Book drops should have bottoms that depress with weight or should be lined with some type of cushioning. All audiovisual materials can be damaged and broken by the force of dropping them through book drops. Some libraries have separate drops for AV and books. Patrons should be encouraged to bring all items inside or to make certain the containers are securely closed to prevent items from spilling out and being smashed.

Book drops, a necessary evil, are the number one killer of books and audiovisual materials.

Now that the books are safely on the shelves, we need to help them last longer within the building. Temperature and relative humidity affect the lifespan of books. The ideals for temperature are 68-72 degrees Fahrenheit +/- 2 degrees and relative humidity between 35% and 55% with a low of 30% and a high of 65%. The more the temperature and relative humidity fluctuate, the shorter the lifespan of the collections. There are few libraries that manage to keep the environment in the ideal range. What we want are stable environments, day in and day out, throughout the year.

Special collections, archives and rare book storage areas should be kept as cool as possible, with the reading rooms at a livable temperature. If the storage areas are very cool, then make certain that items have time to acclimate before allowing patrons to use them.

When damaged books are identified by the circulation staff, those items should be transferred to the technical services or collections maintenance department. Make repair, bind, replace, reformat and discard decisions as the books are brought to the department. Arrange the books by type of repair. This will make the process of getting them back into circulation more efficient. Perform like repairs at the same time using good quality products and appropriate techniques. If your staff doesn't know how to perform a particular repair, consider having that item rebound or recased at the bindery. Valuable items should be repaired by qualified conservators or placed in phase-boxes for safe long-term storage in your special collections area.

The most important aspect of increasing the lifespan of your collections is to think about how the books are stored and handled at each stage of the process from box to shelf to patron and back again. Train your staff to handle the books so they don't drop them or distort the bindings. Encourage patrons to take care of the books so that library budgets stretch to include new purchases instead repairing the damage. Encourage preservation awareness

among all your staff. The more they are conscious of how they handle and treat books, the longer they will last.

Preservation studies tell us that books don't last forever unless they are stored in a cool dark room and no one ever reads or handles the collections. But that isn't real life. In real life, books are handled, used and abused. Our job is to help them last longer in our institutions. Establish routines for processing, handling and circulating books with an eye toward preservation. Then your books and other collections will circulate a 'few more times.'

Miriam Kahn, MLS - MBK Consulting - provides workshops, training and consultation in preservation and disaster response for libraries, archives and other cultural institutions in the Midwest. Her workshops on book repair for circulating collections are routinely taught at OHIONET and through the School of Library and Information Science at Kent State University. Ms Kahn can be reached at mbkcons@netexp.net and her workshops are listed at www.mbkcons.com

Coordinator's Corner -

I am sure that most of you have heard the saying, "A journey of a thousand miles must begin with a single step." I held to that motto when I undertook the Coordinator's position at the beginning of this year. My steps have taken me through the successful chapter conferences of 2003, to the rewarding Mohican workshop, to the publication of our third cataloging poster, to the institution of a Division listserv, and finally to the door of the upcoming Annual Conference. This year for me has held some of the best of times professionally and some of the worst of times personally. Through it all, I've gotten by "with a little help from my friends."

Let me encourage the members of OLC's Technical Services Division to support one another as we all work toward the same goals of premier service to our libraries and their patrons. We make material accessible and available. Strive to demand the respect to which technical services people are entitled. Our role is often unseen and definitely unsung.

Become involved in OLC because everyone has something they can contribute. It might be a new slant on an old topic, or a fresh smile on a new face. New faces, and they don't have to be young faces, bring life to old and often tired institutions. Many lights illuminate one's path in life.

With thanks to all the "lights" in my life, I will exit stage left.

**-- Joanne Gilliam
Coordinator**

Required Reading for TS Librarians

Thomas Mann, the author of *The Oxford Guide to Library Research* and a reference librarian in the main reading room of the Library of Congress for 22 years, has written a wonderful article on the enduring relevance of the LCSH in the October 2003 issue of *American Libraries*. Titled *Why LC Subject Headings are More Important than ever*, the article discusses the usefulness of subject precoordination in library catalogs. He points out that most library catalogs have a subject browse feature meaning the searcher needs to only know what the subject heading begins with to find it in a browse list. He also points out the syndetic structure is valuable for researchers because the cross references guide searchers to headings they would never have thought of on their own. This article is a well written and important. Consider sharing it with others at your library.

Acquiring AV Materials for Libraries: Would You Like a MARC Record with That?

By Bonnie Doepker, Assistant Director for Technical Services, Dayton Metro Library

Although acquiring audio visual (AV) materials for our library collections is more complicated than acquiring books, having the right vendor(s) makes the acquisition task easier. In addition to the traditional factors we consider when choosing any vendor (fulfillment rates, discounts offered, return policies, and timely shipments), today there are new realities and new factors to consider. The trend in many technical services departments is maintaining operations with less staff and/or decreasing "order to shelf" time by streamlining technical services processes. It is no coincidence that the trend for our materials vendors is toward "value added" service. The public library/vendor relationship is evolving into a partnership. AV vendors are following the lead of book vendors in offering a variety of services with their products. In fact, increasingly, book vendors are also AV vendors. This summer two large AV vendors merged with two large book vendors. Follett Media Distribution merged with Book Wholesalers Inc. (BWI) and Professional Media Services with Baker & Taylor.

What value added services are important to us? Two tasks that staff acquiring AV materials often find difficult are collection development and the verification of bibliographic information. With verification we either want to avoid unwanted duplicates or ensure the duplication of replacement titles. Many vendors now offer comprehensive online catalogs of sound and/or video materials that help with these tasks. The online catalogs may include summaries and reviews of audiovisual materials in addition to standard promotional information. Some include visuals of the container art. It is still

difficult to find online catalogs that include accurate music number or manufacturer's number information.

Timeliness is an important consideration for popular audiovisual materials. Some vendors now offer a variety of standing order plans for popular audiovisual materials. Audio versions of some best selling book titles can be automatically shipped as soon as they are available. If you want more control over selections, vendors may provide timely lists or library specific catalogs based on the library's collection development profile.

Would you like the vendor to help ease a staff shortage or streamline your workflow? Most vendors now offer a variety of outsourcing options. There are free MARC-based order records for downloading into your online catalog. (Saving the staff time required to manually input order records.) Many vendors also offer full MARC records for all titles purchased. The decision points are the quality of the records and the cost.

You may be interested in processing options. What does the vendor charge to remove shrink-wrap from DVD or audio CD cases? What does it cost to re-package videos or to supply spine or container labels and a MARC record? If you can think of a way for the vendor to help with your workflow, chances are a vendor somewhere can supply the help -- for a price.

Here is a selected listing of AV Vendors, their web location and information regarding service options.

Vendor Name	Website	Notes
Baker & Taylor Audiovisual Services	www.btol.com	Many AV titles available on Title Source II database. Perhaps most comprehensive resource for AV. Subscription required.
Book Wholesalers, Inc. (BWI)	www.bwibooks.com	AV titles available on Titletales database. Registration required, but no charge. "Sights and Sounds" monthly catalog available online.
Brilliance Audio	www.brillianceaudio.com	Audio book publisher with direct sales. Browse a variety of categories/genres, or search the database free.

Crimson Multimedia	www.crimsoninc.com	PDF catalogs available for downloading. CD-Rom's and audio books on cassette or Cd only.
Ingram Library Services	www.ingramlibrary.com	"Video Lists to the Side" available on ipage. (Free to customers.) Audio books also available.
Midwest Tape	www.midwesttapes.com	Video and dvd titles only. No charge to search database. Customized processing available.
Music Library Service Co.	www.mlscmusic.com	Free monthly new release lists. Archives of previous lists available. No reviews.
Recorded Books, LLC	www.recordedbooks.com	Audio books only. Database can be searched free, no registration. Audio clips available online.

Thanks to Marilyn Whaley, Dayton Metro Library, for help in preparing this list.

Understanding MARC Authority Records. Library of Congress Network Development and MARC Standards Office, 2003. 0-8444-1082-9, \$5.00. [Packs of 25 at \$60.00. Boxes of 100 at \$100.]

The Library of Congress has published *Understanding MARC Authority Records*, a companion publication to its popular *Understanding MARC Bibliographic*. It is intended as an introduction to the MARC 21 authority format, and as such is a very useful document.

Someone starting with no knowledge of the MARC 21 format could read this publication and attain an introductory understanding of the data structures that MARC 21 authority records are comprised of. That someone could be a librarian, or it could also be someone working for a library vendor who has no working knowledge of library data at all.

For example, the authors point out that unlike bibliographic records, "authority records do not represent materials in a library's collection." They also do a good job of explaining the unique role that authority records play in a library catalog by "organizing the catalog to assist users in finding resources." Authority record functionality is dependent not only on data

quality, but also the automation system's abilities to fully exploit the data in the record, something else that the authors explain. All of this might seem obvious to the experienced librarian, but not to the novice.

The section on authority control is intentionally minimal. The authors do not attempt to explain the principles and practices of authority control in any detail. However, MARC terminology and data structures are defined and explained carefully, and example records are provided. There is a summary of commonly used fields with field-by-field information on indicator and subfield values. The leader and 008 field values are also listed. The publication is rounded out by a selected bibliography and a review quiz that comes complete with answers.

The publication is currently only available in paper. Order information can be obtained from the Library of Congress website at http://www.loc.gov/marc/marc21_uma_ann_1st.html

Cataloger's Rap

By Jennifer Bull

Me and my MARC, we got a great thing goin'
tappin' at the keys to keep the work a flow-in
groovin' at the sound of the keyboard motion
catalog-a-way to set the time a-sailin'

(break it down)

sailin' - wailin' hummin' bib-liog-raphy
flippin' through the pages makin' flippy-flippy sounds
decipherin' the intricate 'n measure all around
centimeters, illustrators, subfields in the tags ; ooh yeah

(break it down)

me and MARC, we got it, got it, got it, yeah
fillin' in the subfields and the indicators, too
describin' all the necessary, figurin' the "who"
L-O-C 'n D-D-C and G-S-A-F-D --
we're kee-yin' -- su-ffi-ciently

(break it down, ya'all ; oh, yeah)

Jennifer Bull is Supervisor / Head Cataloger at Ashland Public Library

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. Many thanks also to Action Council officers whose term of office has expired. The TS division could not have accomplished what we did without the work of Jennifer Bull, Laura Casey, Louisa Kreider, and Roger Miller. Here's how to contact your representatives come January:

COORDINATOR: Bonnie Doepker, Assistant Director for Technical Services, Dayton Metro Library, 215 E. Third St., Dayton, OH 45402, 937.227.9546, doepker@daytonmetrolibrary.org.

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OLAC Guide to Cataloging DVDs Using AACR2r Chapters 7 and 9

<http://ublib.buffalo.edu/libraries/units/cts/olac/capc/dvd/dvdprimer0.html>

This guide for cataloging DVDs and DVD-ROMs is a very useful resource for audiovisual catalogers struggling with these difficult formats. Created by the DVD Cataloging Task Force, Cataloging Policy Committee, Online Audiovisual Catalogers, Inc. (OLAC), it provides expert yet practical information for the descriptive cataloging of DVDs and DVD-ROMs.

The guide is edited by Robert Freeborn, Music/AV Cataloging Librarian at the Pennsylvania State University. His introduction includes helpful background information on DVD history and technology. The section on cataloging DVD Videos was written by Nancy Olson and is up to her usual standard. The section on cataloging DVD-ROMs covers commercially available non-cartographic electronic resources issued on DVD-ROM format. It was written by Francie Mrkich and Sueyoung Park-Primiano, both from New York University Libraries.

The guide loosely follows AACR's format, which makes it very accessible to catalogers. It also includes a highly descriptive table of contents, a list of additional resources and some sample records of each type in the OCLC-MARC format.

Now where did I put that ... ?

By Jane Myers, Cataloger, Westlake Porter Public Library

Feeling overwhelmed with memos about local practices? It's hard to keep track of all those materials in all those formats. What did we decide to do with DVDs? How are we handling large print? Did we decide not to use that pesky subject heading? How does that information get coded? And where *did* I put that documentation?

The *Library of Congress Rule Interpretations* and other "how-to" books that cover many formats often organize their instructions around the outline of AACR2, or around the numeric order of the tags in MARC. It's easy to find the right LCRI because you just look up the alpha-numeric heading in the LCRI pages that corresponds to the section of AACR2 you are reading. If you have a MARC question, you look up the number of the tag in the OCLC Bibliographic Formats and Standards.

With this in mind I decided to do the same with my own pile of notes, making them easier to find quickly. For notes about local Dewey practice, I keep a

file on my computer, called "Dewey documentation." I typed in the outline of Dewey, like this:

- 100 Philosophy and psychology
- 110 Metaphysics
- 120 Epistemology
- 130 Paranormal phenomena
- 140 Specific philosophical schools
- 150 Psychology
- 160 Logic
- 170 Ethics
- 180 Ancient, medieval, Oriental philosophy
- 190 Modern Western philosophy

I type any notes, questions, or comments relating to local practice for any part of Dewey into the outline. It's easy to use color or varying typefaces to help separate the official Dewey from your notes. These local notes can be added to the web version of Dewey, but it won't show them to you in an overview like this, and if your Internet connection goes down, you still have these notes. I use both depending on where I am and what I am doing.

I put notes about MARC tagging in tag order, based on a list of fields that we have decided should be required, or in some cases, not used. This is also a good place to track information on how specific fields are indexed or displayed.

Another list tracks subject heading decisions, in (you guessed it!) alphabetical order by subject heading. Here's where you can make a note of children's subject headings that you have decided to keep or delete, for instance.

Notes about various formats can be written in AACR2 order, or they can be in MARC tag order, whichever you prefer. Ours tend to be in MARC order, but I've tried both ways. I once had a chart that listed which rule in AACR2 was appropriate for each tag.

I have one basic page that shows changes or additions that we make to all incoming records, and one illustrating each special format.

Taking advantage of the arrangement used in the published documentation on call numbers and coding, etc., makes it easy to see where to insert new notes in your electronic document, as well as making them easy to find again. This information could also be the basis of a handout for public services staff in your library.

**Paige G. Andrew. *Cataloging Sheet Maps: The Basics*.
Haworth Information Press, 2003. 240 p. Soft: 0-
7890-1483-1, \$24.95. Hard: 0-7890-1482-3, \$29.95.**

Many public library catalogers rarely, if ever, catalog sheet maps, and when called upon to do so, have no knowledge of the specifics of this demanding format. The scale recordings, in particular, seem intimidating to someone unused to the work.

That's why this book is important. If you already know how to catalog monographs, it is possible by working through this book, to understand enough about the basics of map cataloging to produce a credible record. *Cataloging Sheet Maps* does this by focusing on the fields that are unique to map cataloging, and by providing practical advice on the application and interpretation of the rules for cataloging maps.

The book features an extensive section on describing maps. The discussion there on main entry for maps is especially good. The section on mathematical data specific to maps (scale, projection, coordinates) is just detailed enough to be truly useful. There is also information on subject analysis for maps. A chapter on cataloging historical maps may prove useful for local history cataloging.

Paige Andrew is a national leader in map cataloging, and his experience shines throughout the book. He is faculty Maps Cataloger at the Pennsylvania State University Libraries at University Park and Editor of the *Journal of Map & Geography Libraries*. Recently he served as Chair of the Library of Congress Program for Cooperative Cataloging's (PCC) Cartographic Materials Core Record Task Group. This is a truly useful map cataloging book, which I am happy to recommend.

Ohio Library Continuing Education Automated Statewide Calendar System: <http://www.ceohio.org>

Trying to locate continuing education or training is often confusing, time consuming and difficult. Limiting that search to a topic, a specified geographic area, or within a limited timeframe only adds to the struggle. The old way of doing this involved hopping from web site to web site to determine everything that is available, compiling notes along the way. The task got a little easier in September with the unveiling of the Ohio Library Continuing Education Automated Statewide Calendar System.

The Cleveland Metropolitan Library System (CMLS), the Greater Cincinnati Library Consortium (GCLC), the MOLO Regional Library System, the NOLA Regional Library System, the NORWELD Regional Library System, the Ohio Library Council, the Ohio Valley Area Libraries (OVAL), the SOLO Regional Library System and the State Library of Ohio have joined forces to provide this statewide calendar. Continuing education opportunities from all of these organizations are available via the calendar, which will be updated daily.

The calendar can be accessed by location, course content, date or as hot topics. A search by content provides access under headings such as management, technical services and technology. A list of related websites is also provided.