



Techknow

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Coordinator's Welcome

Technical Services Division, Ohio Library Council
by Patrick Steele

Welcome to the premier issue of **TECHKNOW**, a new way for the Technical Services Division to communicate with their membership. We hope that this newsletter keeps you abreast of what is happening in the Division as well as providing useful information in the field of librarianship and technical services.

We are always searching for new ideas for programs and speakers to meet the needs of our membership. This spring we are sponsoring program topics at various conferences throughout the state including; "Ergonomic Issues for Computer Workers," and "If You Want Your Library to Last..."

At the annual conference in Dayton, September 6-8, we will be sponsoring "New Technology for Technical Services," and "Automation Tales and Nightmares: A Talk Table." If you have a chance to attend any of these presentations, please share your feelings, both good and bad, with any of the Action Council members. We welcome your input for planning future programs.

The Action Council officers for this year are:

Patrick Steele, Coordinator
Nancy Currie, Assistant Coordinator
Carol Plymton, Secretary

Action Council General Members:

Marianne Monger
Ann Moore
Georgia Pribanic

I hope that you enjoy **TECHKNOW**. Congratulations and thank you to Georgia Pribanic and Margaret Mauer for their time and effort in making it a reality!



*Congratulations
to Nancy Currie
on her new
position*

Nancy J. Currie has accepted the position of Library Director at the MacKenzie Memorial Public Library in Madison starting March 1st. She was formerly at Burton Public Library. Her knowledge, energy and enthusiasm will be assets!

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PromptCat - A Valued Added Service

by Georgia Pribanic

OCLC and a number of participating book vendors are offering a new service beginning April to streamline cataloging activities. This innovative option called PromptCat will automatically supply cataloging records to the participating library and add their holding symbol to the Online Union Catalog record for a fee.

Four vendors have officially agreed to collaborate in phase one with OCLC. However, it is anticipated that additional vendors will sign on. Currently, non-serial titles available from Academic Book Center, Baker & Taylor Books, Blackwell North America, Inc., and Yankee Book Peddler are eligible for this program. As approval or firm order titles are sent to a library by these vendors, a file called a manifest is electronically forwarded to OCLC which lists the various materials shipped. OCLC will next transfer cataloging records in one of four possible formats: cards, tapes, electronic data exchange or to the PromptCat file on Prism. This file is comparable to the Cataloging Save File. Records can be retrieved in a number of ways including title and ISBN.

On the technical side, the EDI (electronic data interchange) standard of X12 will be used by OCLC and its partners. As the usage of EDI spreads, information sharing will be enhanced.

Share your thoughts & experience!

Cataloging CD-ROMS by Tim Dunn, Cataloging Supervisor, Geauga County P.L.

Last summer the Geauga County Public Library established a popular CD-ROM collection. The new format caused some pratfalls early on, but cataloging them, surprisingly, was not all that painful. Warnings about the banana peels we slid on may help you to avoid some unnecessary bruises.

The first question was: "where do we start?" CD-ROMS seemed intimidating. We decided to forget the format and catalog them as if they were books. Patrons and public services staff would have to find them and that meant Dewey numbers, subject headings, and all the other attributes of a full MARC record. (Did somebody just say "no-brainer"?)

Sometimes searching OCLC was frustrating. There was the occasional package/disc title dilemma. But, the real pitfalls we had to watch for were: IBM vs. Macintosh and, for example, staring at version 2 and finding only version 1.1 About 50% of our titles eventually were found on OCLC — hopefully the hit rate will improve as the popularity of CD-ROMS grows.

Of course, the disc title is prescribed for the 245 field. We added 740s for these variations: front of the package, side of the package, jewel box, and accompanying booklet. Overkill? Maybe. But memories and keywords can combine for some interesting searches.

The 245's general material designation (Sh) reads as "format" on our Dynix screens and is searchable. Originally, we used "[computer file]" but, except for depository discs, that seemed inadequate. We chose the more accurate "[interactive

multimedia]". Watch out for the period and slash in this subfield — nitpickers may want to relocate the punctuation (we did).

The format of the physical description already was laid out on OCLC: 1 laser optical computer disc :Sb sd., col. ;Sc 4 3/4 in. + Se 1 booklet. (No need for Sb for the government document discs we've gotten to date.)

Nearly every package has a description of hardware and additional software needed — usually seen as "system requirements" on OCLC (usually a 538). Keep this information! Change the "538" to "500" if necessary, but keep it. If your records lack this information, add it. And, be alert to typos and other errors on the MARC record— check it against the package. It's better for the patron to read this on a PAC



rather than check out an unusable disc.

As for subject headings, we added "Databases" and "Software" (e.g. "Dinosaurs — Databases"). Are these adequate for the patron? Cataloging has had no feedback thus far. Would something like "CD-ROMS" be more friendly? We might try it.

Finally, we chose collection codes for our Dynix system. "CDR" reads as "CD ROM AREA" and "CDRR" as "CR ROM IN LIBRARY USE" on the bib. and holdings summary screen.

We learned a lot by trial and error (took a few Advils, too). Hopefully, our experience will help you sidestep a few errant peels, or at least take the spills a little more gracefully.



WATCH FOR:

- OCLC's next value-added service called PROMPTSEND which will provide online ordering options.
- Development and funding of OPLIN. \$4.8 million has been included in Governor Voinovich's budget request for fiscal years 1996 and 1997. However, until this is finalized, nothing is certain although OLC is feeling hopeful.
- Continued development of and interest in wireless technology for connectivity. Save on those phone bills.
- Follow through on suggestions from enclosed membership survey. Please participate!
- More library automation vendors supporting the MARC Community Information Format. This would facilitate sharing of data among library systems on community resources and help when libraries migrate to another automation vendor.

EDITOR INFORMATION:

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MEMBERSHIP SURVEY- TELL US WHERE TO GO!

Techknow is your newsletter. We want to make it reflect your needs as a cataloger and/or technical services person. This survey is designed to help us do just that. Please answer the questions and return the completed form to Margaret Maurer, Taylor Memorial Public Library, 2015 3rd Street, Cuyahoga Falls, Ohio 44221
Thank you!

1. Are you working in a manual or an automated environment? If automated, what online system do you have?

2. Where do you get your cataloging records?:

- Dial-access utility (i.e. OCLC)
- Library Network (i.e. Clevenet)
- CD-ROM utility (i.e. Bibliofile)
- Internet
- Other??

3. Are you interested in articles on MARC cataloging developments and applications? If yes, please be specific.

4. Would you read articles on automation applications for your library? If yes, again be specific.

5. Are you interested in information of the physical processing of books?

6. Would you like information on ordering AV items and dealing with AV vendors?

7. Do you have an interest in physically processing AV items?

8. Do you have an interest in tracking serials?

9. Are you responsible for book and/or av acquisitions? Any specific topics of interest?

10. Would new product reviews help you? If yes, please be specific about which types.

11. Would introductions to new or little known vendors be helpful? If yes, any specific companies that you could suggest? Please provide address and contact person if possible.

12. Do you care about workflow considerations for technical services departments? If yes, specific topics?

13. I would be willing to write an article on the following topic:

Name:

Telephone Number:



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