

# TechKnow!

A quarterly newsletter of bright ideas  
for the Technical Services Division



## Practical Format Integration: The 246 Field Defined

Robert Wenz, Library Services Manager, OHIONET  
and Larry Trover, OCLC Services Coordinator, OHIONET

Format integration, the consistent definition of all USMARC fields across all types of materials, has been under discussion since 1978 and was first approved in 1983. Plans for implementation have been developing since the detailed content designation was published in 1988, with revised editions in 1992 and 1995.

In January 1995 LC and the major bibliographic utilities launched an important phase of format integration: standardizing the use of variable length fields (fields 010 - 8xx) in the USMARC bibliographic format. Some variable field elements were made obsolete, and those remaining were made valid for all material types.

Prior to January the different formats had different rules for tagging and coding variable fields. This led to the following problems:

- Multi-type items were ill served. When we chose to catalog a sound recording serial as either a sound recording or a serial we lost the use of some specialized fields for bringing out either the "serialness" or the "sound recordingness" of the item.

- On-line systems had to have different sets of rules for each format for field validation, indexing and display.

- Manuals for MARC tagging were more complicated, and it was more difficult to cross-train catalogers of different materials than it needed to be.

(Continued on page 5)



## Vote for the Candidate of Your Choice!

Ohio Library Council elections are being held now. Ballots were mailed to you in early July that include your chance to vote for Technical Services Division officers. This cycle we'll elect an Assistant Coordinator, a Secretary, and two members of our Action Council. Anyone interested in running for office next year (1996) should contact Nancy J. Currie. Get your 1995 votes in to the OLC office by July 30!

Summer 1995  
Volume 1, Issue 2

### CANDIDATES FOR OFFICE

#### Coordinator:

Georgia Pribanic, Technical  
Services Coordinator, Stark  
County District Library

#### Secretary:

Fred Gaieck, Librarian, Ohio  
Reformatory for Women  
BA St. Louis University  
MLS University of Wisconsin-  
Madison

#### Action Council [vote for 2]

Richard Brhel, Cataloger,  
Clara Fritzsche Library, Notre  
Dame College of Ohio  
BA Baldwin Wallace College  
MLIS Kent State University

Amy Deuble, Automation  
Project Manager, Portage  
Library Consortium

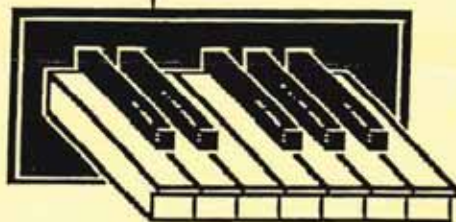
Cassandra Gotham, Technical  
Services Librarian, Bellevue  
Public Library

Jane Myers, Librarian,  
Southern Ohio College  
BA Ohio Wesleyan, MLIS  
Kent State University

## NONPRINT CATALOGING -- PRINT RESOURCES TO DO

Although it sounds extremely obvious, nonprint cataloging really is different from print cataloging. "It hits on a little bit of everything," according to Brenda Callahan, Manager of Technical Processes at Stark County District Library. Nonprint items often need to be cataloged originally, and they vary greatly.

To help Catalogers in the field cope, Brenda Callahan prepared this bibliography of cataloging tools for nonprint items. These titles are used to guide all nonprint cataloging at SCDL. Brenda feels that some are more valuable than others, and she suggests that before you purchase anything else to help you catalog nonprint items, get a copy of the Anglo American Cataloging Rules (AACR2). "This is the basic rule book, and it is absolutely essential."



\* Olson, Nancy B. Cataloging of audiovisual materials: a manual using AACR2. 3rd ed. Mankato, Minn.: Minnesota Scholarly Press, 1992. (0-933474-48-2)

\* Olson, Nancy B. Audiovisual material glossary. Dublin, Ohio: OCLC, 1988. (1-55653-026-9)

Nonprint cataloging for multimedia collections: a guide based on AACR2. 2nd ed. Littleton, Colorado: Libraries Unlimited, Inc., 1987.

\* Intner, Sheila S., and William E. Studwell. Subject access to films and videos. Lake Crystal, Minn.: Soldier Creek Press, 1992. (0-936996-60-9)

\* Olson, Nancy B. Cataloging motion pictures and videorecordings. Lake Crystal, Minn.: Soldier Creek press, 1991. (0-936996-38-2)

\* Olson, Nancy B. Cataloging microcomputer software: a manual to accompany AACR2 Chapter 9, computer files. Englewood, Colorado: Libraries Unlimited, 1988. (0-87287-513-X)

Olson, Nancy B. and Edward Swanson, ed. Complete cataloging reference set: collected manuals of the Minnesota AACR2 trainers. 2 vols. DeKalb, Ill.: Minnesota Scholarly Press,

The next best source to purchase is Nancy B. Olson's Cataloging of audiovisual materials: a manual using AACR2 (1992). Using this book you can catalog puppets, toys, art prints, games, models, and even human skulls (I am not making this up). It covers everything from compact discs to rocks. Olson provides good examples, has lots of illustrations, recites the rules and gives interpretations.

The only thing not covered in this book is MARC tagging. You can supplement with Olson's Cataloging of audiovisual materials : a manual based on AACR2, Supplement : Coding & Tagging for OCLC (1985). (Hopefully a new edition of this is coming out soon.)

If you are spending a lot of time cataloging nonprint items, consider joining the Music OCLC Users Group (MOUG), the Music Library Association, or the On-line Audiovisual Catalogers (OLAC). Brenda commented that OLAC's newsletter has an excellent question and answer section, and they sponsor bi-annual conferences. Other organizations exist to help you, and there are also listservs on the internet to subscribe to.

## THE JOB RIGHT!

1988.

Smiraglia, Richard P. Cataloging Music: a manual for use with AACR2. Lake Crystal, Minn.: Soldier Creek Press, 1986.

Urbanski, Verna. Cataloging unpublished nonprint materials: a manual of suggestions, comments and examples. Lake Crystal, Minn.: Soldier Creek Press, 1992.

\* Weitz, Jay. Music coding and tagging: MARC content designation for scores and sound recordings. Lake Crystal, Minn.: Soldier Creek Press, 1990. (0-936996-36-6)

Also useful are the following:

Music Section, Special Materials Cataloging Division, Library of Congress. "Music cataloging decisions." Music Cataloging Bulletin (1992).

Music cataloging bulletin, a monthly publication of the Music Library Association, Canton, Mass.

Music OCLC Users Group (MOUG) Newsletter. Louisville, KY.

OLAC newsletter. Published by the On-Line Audiovisual Catalogers. Contact Johanne Lagrange, OLAC Treasurer, Health Sciences Library, Columbia University, 701 W. 168th St., N.Y., N.Y., 10032. (\$10 / year personal, \$16 / year institutional)

[\* Marked titles were verified in Books in Print Plus]



## Tell us Where to Go!

Last issue we attached a survey to TechKnow! asking Technical Services Division members to Tell us Where to Go! I want to thank everyone who took the time to send their ideas to us.

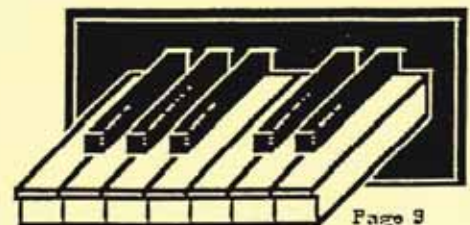
If you haven't had time to respond please take a few moments to do so. This publication will serve your needs the best. if we know what they are.

You can still mail your surveys to: Margaret Maurer, Taylor Memorial Public Library, Cuyahoga Falls, Ohio, 44221. You can also fax them to the library at: 216-928-6508. Thanks!

September 6 - 8 is the Ohio Library Council Annual Conference at the Dayton Convention Center, Dayton, Ohio. Programs and workshops are scheduled by this division and others. Vendors' wares are on display, and there are tours, banquets, and parties. If you haven't already received information on the conference, contact the OLC office.

## Train the Trainer

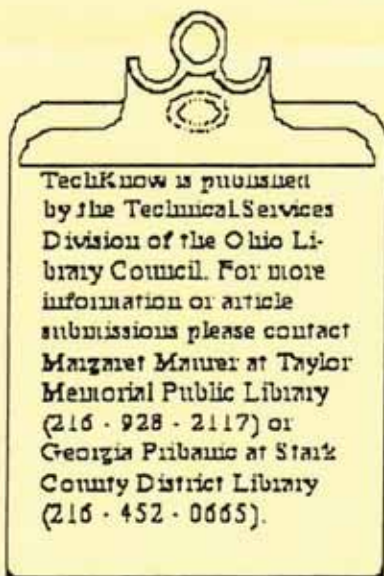
The Cleveland Metropolitan Library System (CAMLS) will be sponsoring a workshop called "Train the Trainer" on October 10 - 11, 1995. Gail and Ray Metz will facilitate at the workshop which will be held at the Headquarters building for the Cuyahoga County Public Library. CAMLS will begin taking registrations late in July by telephone (215 - 921 - 3900). If your library is not a member of CAMLS you may still attend, but you may be asked to pay a non-member fee.



## New OCLIS Listserv

The Ohio Council for Library and Information Services (OCLIS), has initiated a new listserv for all librarians in Ohio. You are invited to subscribe to and use the OCLIS listserv. To subscribe, send an e-mail message to: listproc@ohionet.org. Leave the subject line blank. In the body of the message say: subscribe OCLIS your-first-name your-last-name [Note: use your real name]

If you have any questions about the OCLIS Listserv, or are interested in getting connected to the internet through OHIONET, contact Mary Conroy, head listserv moderator at: mconroy@ohionet.org or at OHIONET (800 - 686 - 8975) ext 16.



*The editors of TechKnow would like to apologize to Sheila A. Boren. Last issue we neglected to include her in a list of the Technical Services Division Action Council members.*

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## DOS TIPS and TACTICS

by Georgia Pribanic, Manager, Technical Services, Stark County District Library

**UNDELETE:** Once you've accidentally deleted a file, the horror of that situation is not easily forgotten and certainly one you want to avoid in the future. With DOS 6 an undelete function will allow you to recover the needed files. To setup this important protection, pull down the FILE MENU and choose the UNDELETE command. From there, pull down the UNDELETE OPTIONS menu and select CONFIGURE DELETE PROTECTION. Choose the DELETE SENTRY option and select ok. This lifesaver function works by establishing a directory named SENTRY on the C drive. When a file is deleted it is really moved to the SENTRY directory.

Most of the configure options can be accepted as noted except for the text box titled LIMIT DISK SPACE FOR DELETED FILES TO. The suggested value of 20% is too high and should be changed to a more reasonable 5%. However, remember that if this number is low, the fewer the files that Delete Sentry will be able to protect.

**DEFRAG:** As we work with our files on the hard drive, DOS breaks them into smaller pieces and scatters them anywhere it can find available space. Thus data for one file can be split among numerous locations on the same drive which can slow down the response time. Use the DEFRAG program about twice a month. This will improve the hard drive performance. Be assured, though, that the contents of the file isn't changed, only its location.

## Ohio Continuing Education Calendar On-Line

by Dee Cummings, Reference Assistant, Taylor Memorial Public Library

Would you like to know more about medical resources on the Internet, copyright law in the age of technology, or descriptive cataloging of books? You can find out about continuing education opportunities on these topics and more by browsing the Ohio Continuing Education Calendar Online.

A recent perusal of the calendar revealed a list of 65 entries spanning the time period from the present through July 1997. Each entry lists the conference or workshop title, sponsoring organization, time and location where it will be held. Some entries include fee and registration information. A separate Ohio Continuing Education Providers list is available if you wish to know more.

The calendar can be searched for particular words and will skip to the first entry that contains the search string. Searches are case sensitive and since most entries consist of titles and names it is most productive to begin your search term with a capital letter.

Access to the calendar is available through the OHIONET Connection by telnetting to ohionet.org. Non-embers may login as "visitor" using the password "visitor", and will find the calendar as a menu item listed under Ohio Library Organizations.

## Practical Format Integration: The 246 Field Defined

[Continued from page 1]

The new format integration rules are being used for new cataloging, however LC and the utilities still have decades of records tagged the old way. Some of the old forms can be automatically converted, but conversions requiring intellectual decisions cannot be done by machine. You may be seeing some of the old forms on the older records for quite a while.

The most important thing to know about the recent changes is that they do not affect the underlying cataloging rules - AACR2 and the Library of Congress rule interpretations are unaffected.

The second most important thing to know concerns changes to the use of fields 740 and 246. Catalogers now use field 740 title added entries and the field 500 notes explaining them, much less often. Use field 740 for only two kinds of titles:

Uncontrolled analytical title added entries for works contained within the items being cataloged, and

Uncontrolled added entries for titles of related works.

Variant titles that formerly went into field 740 now go into field 246 (serials catalogers have been using this field for years). For field 246 the indicators are very important, for they determine whether or not a note and added entry are automatically generated, as well as the text of any explanation added to the note. These examples may help:

### Example 1

245 10 \$a Power of-- QuarkXPress / \$c David Browne.  
246 14 \$a Power of-- QuarkXPress for the Mac.

In field 246 above, indicator one's value "1" is used to automatically generate both a title added entry and a note. Indicator two's value "4" means this is a cover title. The note generated by this field will read:

Cover title: Power of-- QuarkXPress for the Mac.

### Example 2

245 10 \$a Peterson's tennis camps & clinics.  
246 3 \$a Peterson's tennis camps and clinics.  
246 30 \$a Tennis camps & clinics.

In Example 2 indicator one's value "3" will automatically generate a title added entry but no note (notes justifying these particular added entries are not necessary). Indicator two is blank when the variant title merely uses an alternate form of a word in the actual title. Indicator two is "0" when the variant title is a portion of the actual title.

[Continued on page 6]

## 246 FIELD

### FIRST INDICATOR

Governs whether or not note fields and title added entries are generated

- 0 No title added entry but does generate a note
- 1 Generates title added entry and a note
- 2 Generates no title added entry and no note
- 3 Generates title added entry but no note

### SECOND INDICATOR

Specifies the type or the source of the varying titles and determines the text of any explanation added to the note (the display constant)

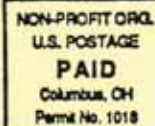
- b No information provided [no explanation is necessary or you want to provide a display constant using subfield \$i]
- 0 Portion of title. No display constant is generated
- 1 Parallel title. No display constant is generated
- 2 Distinctive title. Display constant is generated
- 3 Other title. Display constant is generated [LC is not currently using this]
- 4 Cover title. Display constant is generated
- 5 Added title page title. Display constant is generated
- 6 Caption title. Display constant is generated
- 7 Running title. Display constant is generated
- 8 Spine title. Display constant is generated

NOTE: Please check with your software vendor or catalog card provider to ensure that you are taking full advantage of these new capabilities.



## TechKnow!

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## 246 Field Defined

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### Example 3

245 10 \$a Geologic map of the Lehman Caves quadrangle, White Pine County, Nevada.  
246 1 \$i Title from margin of envelope: \$aGeology, Lehman Caves Quad., Nevada. \*

In Example 3 since field 246 has no indicators two value defined for titles from envelope margins, indicator two is left blank and an explanatory phrase is generated in a brand new subfield: \$i. The note automatically generated will read:

Title from margin of envelope: Geology, Lehman Caves quad., Nevada.

The title added entry that will be generated is:

Geology, Lehman Caves quad., Nevada.

The third most important thing to be aware of is that 5xx notes fields previously valid for only certain types of materials are not valid for all material types. These include:

- 508 Creation/Production credits note
- 511 Participant or performer note
- 538 System details note
- 546 Language note

LC's Cataloging Service Bulletin, no. 68 includes a brief guide to format integration changes as they affect the cataloging of books. LC has also prepared the first of a series of documents entitled CPSO Format Integration Update, to answer questions on format integration. Both documents are available on LC MARVEL via the internet. Telnet to [marvel.loc.gov](http://marvel.loc.gov) and login as: marvel. Select Libraries and Publishers (Technical Services), Cataloging at the Library of Congress: Programs & Services, Library of Congress Cataloging Policy and Practice.

For a comprehensive list of all data elements affected by format integration, consult Format integration and its effect on the USMARC bibliographic format (1995 edition). This is available from LC's Cataloging Distribution Service.

For more perspectives on format integration and the yet-to-come 006 linking fields, Larry Trover of OHIONET and Linda Gabel of OCLC will be presenting a program on MARC Format Integration from 11:00 am to 12:00 noon on Thursday, September 7, in Dayton at the OLC Annual Conference.