

*A Quarterly Newsletter of Bright Ideas
for the Technical Services Division*

TechKNOW

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Serials Cataloging and Format Integration: Gaining the Freedom to Be Accurate

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Cataloger, University of Akron*

With format integration underway, serials catalogers will have more bibliographic fields and subfields to accurately describe multifformat serials such as videotape serials, sound recording serials, map serials and computer file serials. In addition, serials with accompanying material will now have specific bibliographic fields for the accompanying item in any format. Changes to the 246 Varying Title field have occurred, offering catalogers more flexibility with free text varying titles.

Format Integration Phase I has brought about many changes to the USMARC Bibliographic record as some of the familiar fields were made obsolete and other new fields were added. Several of the key changes for serials are mentioned here.

Field 001 Linking Library of Congress Control Number, field 211, Acronym or Shortened Title, field 212 Variant Access Title, field 214 Augmented Title, field 265 Source for Acquisition/Subscription Address, field 315 Frequency and field 570 Editor Note have all been made obsolete.

Some of the new fields available for serials include field 037 Source of Acquisition, field 041 Language Code and field 546 Language Note.

In the 246 Varying Form of Title field, subfield "i" and subfield "5" are now valid. This is particularly useful for serials since free text phrases such as "title on container," "at head of title" or "commonly known as" may now be used in subfield "i" to list the varying titles which don't exactly fall into the eight 2nd indicator categories of field 246.

Field 505 Formatted Contents Note, field 508 Creation/Production Credits Note, field 511 Participant or Performer Note and field 520 Summary Note are now valid for serials. As far as computer serials go, field 256 Computer File Characteristics, field 538 System Details Note, field 753 System Details Access to Computer Files and field 856 Electronic Location and Access are now available.

This spring Format Integration Phase II is occurring, and this will be particularly beneficial for media and multifformat serials such as videotapes, sound cassettes, computer files, and for map serials.

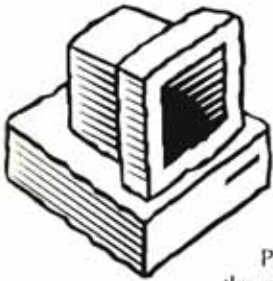
Leader 06 Type of Record will add a new code of "p" for mixed materials and code "l" for manuscript language materials.

The fixed field display elements will change somewhat as some of the elements will be shifted to an 006 Fixed-Length Data Elements - Additional Material Characteristics field and an 008 Fixed-Length Data Elements field. OCLC will accommodate the 008 field into the Fixed Field Elements Display. For media serials field 006 can be used to describe the serial nature of the item and field 008, or the Fixed Field Elements Display, can be used to describe the physical carrier of the serial, such as the audiotape or the videotape. Catalogers of serials with accompanying CD-ROMs or tapes can use field 006 to describe the accompanying material and field 008 or the Fixed Field Elements Display to reflect the primary serial. Several 006 fields may be used if necessary.

Both field 006, 008 and the Fixed Field Elements Display may be used for books, serials, maps, music, visual materials, computer files, archival and manuscript items. Field 007 Physical Description Fixed Field will encompass computer files, maps, globes, projected graphics, microforms, non-projected graphics, motion pictures, sound recordings and video recordings. ●

For Your Information

TechKnowl is published by the Technical Services Division of the Ohio Library Council and is received by individual members of the Division. For more information, or to submit articles, please contact Margaret Maurer at Taylor Memorial Public Library in Cuyahoga Falls, Ohio [330-928-2117] at home [330-628-0313] or via the internet [aa686@freenet.akron.oh.us].



Windows95 for Beginners

Bill Whiting
Warren-Trumbull County Public Library

OPLIN will connect all the Public Libraries in Ohio some time in the next year or so, and we will begin searching each other's catalogs using Windows95 based software. For those of us with little or no experience using Windows95 it could become a frustrating experience. Here's some basic directional information for Windows95.

On the front screen for Windows95, the large blank area is the desktop. This can be customized by adding shortcuts to favorite programs, documents, and printers, and by changing the look to suit your current mood and needs.

At the bottom of the screen is the taskbar. It contains the START button. Clicking on the START button reveals a menu with access to other functions. Click on FIND to find files. Click on SETTINGS to change Windows parameters. To load PROGRAMS click on that button. For assistance from on-line help click on the HELP button. SHUTDOWN ends your current session.

When you start a Windows session the only thing on

the taskbar is the START button. During a session, whenever a program, document, or window is opened, a button representing it appears on the taskbar. This button can be used to quickly switch between current tasks.

The cursor can be moved by moving the mouse, or by using MouseKeys (moving the cursor with the number pad). Most people who are uncomfortable with the mouse start out using MouseKeys and slowly begin to use the mouse without realizing it. Look in the help menu under "Mouse, accessibility properties" to find out how to run MouseKeys.

It's very confusing for "MouseNovices" to know when to click, how to click and where. Stepping in and out of all the various menus in Windows could become confusing, unless you keep a few simple pieces of information in mind.

Use a SINGLE CLICK for most tasks. This means quickly pressing and releasing one of the buttons on the front of the mouse. A DOUBLE CLICK is used to activate an icon. To double click quickly press and release one of the buttons on the front of the mouse twice in rapid succession. Single clicking on an icon moves it around on the desktop.

Always follow directions whether to right or left click. Use the button on the left side of the mouse (LEFT CLICK) for most single function tasks. This either opens a folder or runs a program. RIGHT CLICKING usually opens a menu of choices that will vary depending on what is clicked on.

To end the session click on SHUTDOWN and wait for Windows to tell you that it is safe to turn off the computer. ●

One-Stop Jobbing for Inspirational Materials

by Nancy Currie, Director
MacKenzie Memorial Public Library

Recently I began ordering hard-to-find inspirational materials from Dennis Smithers of Inspirational Book Distributors (IBD). He offers a local source for materials from all major publishers in the inspirational market.

They specialize in Christian fiction and nonfiction for adults, young adults and children, and are developing lines of inspirational audio and videotapes. Dennis points out a growing demand for YA inspirational fiction which they are trying to fill. IDB carries books on cooking, crafts, sports and history. Standing orders are available for most lines of Christian fiction. They also offer discounts on volume ordered.

Dennis likes to visit libraries to set up their first order. Orders can be placed by mail, phone or fax, and standing orders are available for most lines of Christian fiction.

My experiences with IDB have been positive. Dennis is helpful, deliveries are prompt and the invoices have been accurate.

Contact the store and ask for Dennis, Ellen or Paul to set up an account or arrange an order. They are located at 5107 Monroe St.,

Toledo, Ohio, 43623. Call them at 1-800-541-1133 To send a fax use 1-419-885-3930. ●

NOTSL Sponsors World Wide Web Training

Amey L. Park
Serials Librarian, Kent State University

Northern Ohio Technical Services Librarians (NOTSL) invites you to attend its semi-annual conference: Weaving the Web: Designing World Wide Web Pages for Technical Services. The conference will be held at Kent State University on June 7 from 9am until 3pm. Registration is \$20 for NOTSL members and \$25 for nonmembers. Contact Diane Winans at (330) 643-9013 or dwinans@delphi.com for a registration form.

NOTSL is an organization made up of librarians and staff members who work in technical services in public, academic, special, and school libraries in northern Ohio. NOTSL sponsors two programs related to technical services issues each year, one in October and one in June.

They also sponsor annual NOTSL Scholarship(s) for persons working in Technical Services. While the 1996 deadline for submitting an application for the NOTSL Scholarship was April 1, keep the NOTSL scholarship in mind for 1997. Contact Timothy Robson at (216) 368-3508 or at tdr@po.cwru.edu for additional information about the 1997 scholarship. Look for more detailed information on this scholarship in the fall issue of TechKnow!.

If you're interested in joining NOTSL please contact Diane Winans at (330) 643-9103 or dwinans@delphi.com. Dues are \$10 per year. ●



Format Integration Fixed Fields - Example 006 Fields

Books

	Type of 006 code:
	[books]
t	[manuscript language]
01-04	Illustrations
05	Target audience
06	Form of item
07-10	Nature of Contents
11	Government publication
12	Conference publication
13	Festschrift
14	Index
15	Undefined
16	Fiction
17	Biography

Serials

00	Type of 006 code
s	[Serial control]
01	Frequency
02	Regularity
03	ISDS center
04	Type of serial
05	Form of original item
06	Form of item
07	Nature of entire work
08-10	Nature of contents
11	Government publication
12	Conference publication
3-15	Undefined
16	Original alphabet or script of title
17	Successive / latest entry publication

Visual Materials

00	Type of 006 code
g	Projected medium
k	Two-dimensional nonprojectable graphic
o	Kit
r	Three-dimensional artifact or naturally occurring item
01-03	Running time for motion pictures and videorecordings
04	Undefined
05	Target audience
06-10	Accompanying matter
11	Government publication
12-15	Undefined
16	Type of material
17	Technique

Archival and Manuscripts Control

00	Type of 006 code
p	Mixed material
01-05	Undefined
06	Form of item
07-17	Undefined

Maps

00	Type of 006 code
e	Printed map
f	Manuscript map
01-04	Relief
05-06	Projection
07	Prime meridian
08	Cartographic material type

09-10	Undefined
11	Government publication
12-13	Undefined
14	Index
15	Undefined
16-17	Special format characteristics

Music

00	Type of 006 code
c	Printed music
d	Manuscript music
i	Nonmusical sound recordings
j	Musical sound recordings
01-02	Form of composition
03	Format of music
04	Undefined
05	Target audience
06	Form of item
07-12	Accompanying matter
13-14	Literary text for sound recordings
15-17	Undefined

Computer Files

00	Type of 006 code
m	Computer file
01	Frequency
02	Regularity
03-04	Undefined
05	Target audience
06-08	Undefined
09	Type of computer file
10	Undefined
11	Government publication
12-17	Undefined

LIBSUP-L Provides Forum for Para-Professionals

Margaret Maurer
Taylor Memorial Public Library

Library support staff and technical services librarians who are looking to the internet for practical advice and a forum for new ideas can subscribe to LIBSUB-L. Recent lurkings on this listserv revealed a lively discussion of library assistant certification programs, job postings, advice on processing issues, and product information.

Most of the members of this list appear to be very dedicated to their work in libraries. Although unmoderated, the list seems less "chatty" than some lists can be. However, the volume is high, so you might consider getting the list in digest form.

Subscribe to this listserv by sending a message to libsup-l@u.washington.edu. Leave the subject line blank. The body of the message should contain: `subscribe libsup-l <Your Name>` where `<Your Name>` is of course your actual name, not your e-mail address. ●

Format Integration Caveat

Even though your library is receiving records from a bibliographic vendor that contain format integration changes, don't assume your system is set to receive and fully integrate them. Before these records can function fully someone must adjust the display and indexing options for the system. Your software vendor must also be making efforts to accommodate features such as multiple 006 fields. Remember that while new records will be coming in that follow the new format, there will still be lots of records that were created prior to format integration.

Discussing these issues with reference staff members and on-site automation people could help re-configure the displays and indexing to the library's best advantage. This has the added benefit of educating non-catalogers regarding the changes. Your software vendor's technical support staff might also help clarify indexing options.

Libraries using marc records to produce catalog card sets should still implement the new rule changes, especially if they are counting on using these records for some future retrospective conversion project. This is also the time to review catalog card profile options. ●



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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 our readers? Share your 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.

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Or at home at 1365 Martin Road, Mogadore, Ohio
44260 (330-628-0313), or via the internet
(aa686@freenet.akron.oh.us). ●

A Call For Nominations

*by Nancy Currie, Director
MacKenzie Memorial Public Library*

The Technical Services Division will have 5 offices open in this year's OLC elections. We are looking for a Coordinator, an Assistant Coordinator, a Secretary and two Action Council members.

Working for a division is an interesting way to learn more about OLC, have an impact on technical services practices, and have fun meeting with your colleagues.

If you are interested in running for a position, contact Patrick Steele at Euclid Public Library (216-261-5300) or Nancy Currie at MacKenzie Memorial Public Library (216-428-2189) by April 26. Go for it! ●

Spring Conference Winners

Watch for offerings from the Technical Services Division at all of the OLC Chapter Conferences. Check for the following programs at your local Chapter Conference:

- Circulating software
- Inventory - The How and Why
- Marc Records for the Non-Cataloger

If you would like to see more Technical Services programs at your Chapter Conference, be sure to complete the conference evaluation and say so. ●