

A Quarterly Newsletter of Bright Ideas
for the Technical Services Division

TechKNOW



Volume 2, Issue 2

Cataloging Internet Resources: Yes, You Can!

by Maxine Sherman
Cataloger, Cuyahoga County Public Library

During May, I had the pleasure of attending a workshop entitled "Cataloging Internet Resources," sponsored by the CAPCON Library Network in Washington, D.C. Greta deGroat of the Washington Library Network and Steve Shadle of the University of Washington libraries ably presented the full-day workshop. They gave us both general and specific information, allowing us to go back to our libraries and catalog Internet sites, integrating them into our home catalogs for ease of patron access.

The morning session covered the theory and specifics of cataloging Internet resources using the Computer Files Format. We also discussed why we should catalog these resources. In the afternoon session, we had a chance to conduct an on-line search for an Internet site, and prepare a catalog record for the site.

Various types of materials can be found on the Internet, including text documents, serials, pictures, sound files, data files, computer programs, motion pictures, and interactive multimedia. Text documents include ASCII text, formatted text (Postscript and Adobe Acrobat files), and hypertext documents. Serials include journals, newsletters, and zines.

Internet materials have special characteristics that must be considered in order to catalog them adequately. The access method or address can change without notice, the whole site could be deleted, the file format, content, and presentation may be changed, again without notice.

Just deciding what is an "item" can be difficult. The item may exist in more than one file and may have links to other items. There may be varying ways to access the material: ftp, gophers, and/or World Wide Web textual and graphical browsers. Each version has different file characteristics and may actually look different. All these versions are combined into one bibliographic record with multiple 856 field, one for each different file format.

Another peculiarity of Internet resources is the difficulty in deciding whether to catalog the resource as a serial or a monograph. Format Integration II allows us to catalog electronic (remote access) serials in the Computer Files Format using the 006 field to code for the serial aspects. A serial may have unique designations such as numbering or dates, comes out in distinct issues, and often has a way to subscribe or to receive notification of new issues. We should treat the following as monographs: databases, listservs, online services, web sites, home pages, and gophers. Since many of these items do change continuously, they should be thought of

as "electronic looseleaves" or open-entry monographs, rather than serials.

The main object of cataloging Internet resources is to describe accurately the item and indicate how it may be accessed. To fulfill the above directive, specific fields in the MARC record are used to describe various aspects of the resource.

The 256 field (file characteristics) is currently a required area for computer files, but it is under review by the ISBD Computer Files Working Group. CONSER has made an interim decision not to use the 256 field for serials and it is not a required field under the rules for interactive multimedia (also under review). The suggestion is to use the 856 field to record the files size and the details of the various available formats of the item.

In the interest of simplification, all Internet resources will be considered as published. Therefore, the 260 is used for publishing information as usual. Items that are continuously updated, with previous data replaced and no longer available, should have open dates.

The 270 field may be used to give the contact address (address, phone number, fax, email address) for questions and comments about the file. It is not to be used for the address for accessing the file.

Since there is no physical item being cataloged, there should be no 300 field. Information such as the presence of photographs, sound, or video should be included in a note. The 856 field identifies the electronic location of the field and its method of access.

There is much more to cataloging Internet resources than I have been able to discuss here. Hopefully, we will have workshops here in Ohio for all of us who would like to catalog these important additions to the bibliographic arena. ●

FYI

TechKnow! 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@acorn.net].

Vote for the Division Candidate of Your Choice

Ohio Library Council elections will be held during July, and some pretty wonderful people have volunteered to run for office in the Technical Services Division. Make your vote count when your ballot arrives from OLC.

Holding office in your division is a great way to make friends and influence people. Division officers help plan chapter and annual conference programs, plan and produce workshops on special topics, and create publications of interest to division members. Anyone interested in running for office next year should contact Nancy Currie at MacKenzie Memorial Public Library, 216-428-2189.

Running for Action Council this year are:

Jody Bates, Assistant Director and Coordinator of Technology, Way Public Library, Perrysburg. Jody has an Associate Degree in Library Technology from Miami University, Oxford, and is currently working on a B.S. in Management Information Systems.

"I think the Technical Services Division is in a unique position to educate and inform small and medium sized libraries about the transitions they face with the implementation of OPLIN, and to encourage sharing of information in technical services departments throughout the state as we are linked through OPLIN."

JoAnn Heyman, Head, Technical Services, Wood County District Library, Bowling Green. JoAnn has an Associate Degree in Library Technology from the University of Toledo.

"I think the Technical Services Division should address how OPLIN could impact technical services. Access to better and faster ordering and cataloging might be one of the ways that OPLIN will be a great benefit to technical services departments."

Cherie Madarash-Hill, Serials Cataloger and Assistant Professor, University of Akron Bierce Library. Cherie has her MLS from Vanderbilt University.

"I think the Technical Services Division should work toward a shared partnership with academic libraries in acquiring knowledge of recent cataloging standards, online systems, acquisitions, and technical processing procedures."

Jane Myers, Librarian, Southern Ohio College, Akron Branch, and Audiovisual Cataloger, Porter Public Library, Westlake. Jane has her MLS from Kent State University.

"I think the Technical Services Division should have two goals. One is to promote a kind of outreach to other kinds of libraries so they will understand what we do and how it can help them, as well as how they can help us. The other goal is to encourage activities that would enable us to have access to ongoing education and training."

Running for Secretary this year is:

Fred Gaieck, Librarian, Ohio Reformatory for Women, Marysville. Fred has his MLS from University of Wisconsin-Madison.

"I think the Technical Services Division should aggressively consider our role in the library. Political and technological changes have dramatically changed the role of the cataloger."

Running for Assistant Coordinator is:

Gary Branson, Adult Services Coordinator, London Public Library. Gary has a B.S. in Accounting and begins his MLS program at Kent State University this fall. He has been the technical services person at London for two and one-half years and is still responsible for this area. ●

Better, Faster, More at CCPL's Catalog Department

by Georgianne Balcas Wiersch, Catalog Department Manager, Cuyahoga County Public Library

Cuyahoga County Public Library (CCPL) is a large county system which serves 47 communities in the Cleveland area. The system consists of 28 branches and an administration building which houses all centralized administrative and technical services.

Like most libraries' technical services departments, we are expected to perform "better, faster, more" without additional resources. We are constantly changing to keep up with both patron demand and developing technologies.

The catalog Department has seven professional catalogers and 12.1 FTE clerical staff. Professional catalogers handle all original cataloging, as well as OCLC-member copy print materials and all AV materials requiring full cataloging. All other materials are cataloged by the clerical staff. In 1985 this totalled nearly 40,000 new titles requiring bibliographic records and about 300,000 new copies.

Materials cataloged by high-level clerical staff include LC-copy books, popular music AV, paperback fiction, and auto repair

manuals. LC-copy books are checked for obvious errors, the call number is verified, a cutter is added, physical description is provided when necessary and the completed record's access points are verified against our on-line authority file. Several other types of materials are handled solely by clerical staff as well.

Many years ago, the decision was made to process popular music AV materials and paperback fiction titles as quickly as possible, since providing current materials for our patrons is a top priority.

These materials are given a "simplified cataloging" record. A basic bibliographic record is created directly on our local system. This prevents the materials from being requested for ILL and allows us to spend very little time or effort on cataloging materials that are not meant to last.

The MARC record consists only of author, title, date of publication, and a generic classification of POP for music or PBK for paperback fiction. If available, a music number is entered in the 028 field for sound recordings. The individual copies of the title are linked to the MARC record and the materials are sent to the branch with only minimal processing.

At CCPL we will continue to strive to provide a high quality catalog and more materials to our patrons in a timely manner. ●

Bibliofile's ITS for Windows: Some Preliminary Observations

by Cindy Wenger,
Assistant Director/Cataloger, Reed Memorial Library

ITS for Windows is Bibliofile's new windows-based cataloging work station software, designed to be used in conjunction with their CD-ROM databases. At Reed Memorial, we haven't yet explored all the options and functions of ITS, so some of the questions and quibbles regarding the software may have some answers that we haven't yet run across. We are running ITS on a 486DX stand-alone PC with 8MB of RAM and a Pioneer DRM602-X CD-ROM changer. This PC was supplied by Bibliofile.

Bibliofile definitely expects familiarity with Windows 3.1 and the use of a mouse, so make sure that you have at least a nodding acquaintance with both. Many of the mouse functions can be replicated with key strokes, but this can be awkward, especially since the key strokes may not perform the same function that they did in the old Bibliofile. I was very happy to find that F9 is still used to save records; that was such a conditioned reflex!

While there are some definite improvements, there also seem to be some definite setbacks. The documentation is weak. The manual is about one-fifth the size of the previous one, and I don't find online help as useful as having an actual manual. Since online help is the wave of the future, I guess I will have to get used to it.

We no longer can have fields automatically added to every record. Bibliofile's replacement, the "step-saving" macro, seems incredibly cumbersome. To be fair, I haven't tried the macros yet, but it seems to me that if I have to type a pre-set key sequence every time I want to add a set field to a record I might as well add it manually.

Some of my other grumbles stem from the fact that Bibliofile assumes that the PC's hard drive is the system's database. We save our records to an export file instead of the active file on the hard drive, and then load them into our local system. Editing a saved record in the export file creates a second record, instead of overlaying the existing record as was done previously. It is also impossible to delete a record from the export file so multiple records for the same item can be created.

Once a record is retrieved, copy cataloging is much the same with the addition of the mouse. The ability to cut and paste from one field to another is very useful. Original cataloging doesn't feel quite as user friendly, partially because there's no access to some fields, such as the 005. Using an existing record as a template, or using Bibliofile's templates can cause duplicate 005s that can't be edited or deleted. Accessing blank templates is a multi-step operation. I also found inserting diacritics cumbersome.

On the plus side, search techniques have been expanded and simplified. Instead of having to use different codes to distinguish between search types, you merely click on the type of search you want. There are also more search options. It is now possible to search by LC or Dewey classification and subject. Searches also can be limited by format, place, pagination, or date. Truncated ISBN searches can be performed to pull up specific publishers. You can set up local search structures.

Another new feature is the Cataloger's Reference Shelf which contains the USMARC formats and code lists for those who don't have them in hard copy.

Overall, I'm reasonably content with ITS for Windows. Most of the problems can be worked around or avoided and may be eliminated in future updates. Windows based products are becoming the standard, so it pays to become familiar with products like ITS for Windows. Keep that in mind when evaluating your cataloging services. ●

Here it Comes: Dewey 21

Hope you've reclassified your 780s, because DDC21 is on its way, bringing more needed revisions. This July, OCLC Forest Press will publish *Dewey Decimal Classification and Relative Index, Edition 21*. The Library of Congress' Decimal Classification Division staff expect to begin assignment of DDC21 numbers shortly after the publication of the new edition.

DDC21 will include three major revisions: 350-354 Public Administration (a complete revision); 370 Education; and 560-590 Life sciences. Only two parts of 560-590 Life sciences are completely revised: 570 Biology in general and 589 Dicotyledons.

Other notable revisions include 296 Judaism; 297 Islam; 368 Insurance; and Table 2 area numbers: —47 for the former Soviet Union and —499 for Bulgaria. Option B for the 340 Law numbers will no longer be assigned by the LC Decimal Classification Division.

Terminology throughout the classification has been updated to achieve currency, ensure sensitivity, and reflect international topics. Many new topics have gained literary warrant since the publication of DDC20 and are now mentioned in the Classification. Examples include rap music, virtual reality, in-line skating, and snowboarding.

Contact OCLC Forest Press for ordering information by calling 800-848-5876, by using their toll free fax number, 888-DEWEY21, or by visiting the OCLC web site, <http://www.oclc.org> and selecting Forest Press.

Dewey Decimal Classification: A Practical Guide, by Lois Mai Chan, et al., is also being updated and the second edition will be published this summer (0-810808-55-5). Work is also underway on Abridged Edition 13, scheduled to be published in summer 1997. ●

Less Damaging Techniques for Book Repairs are Emphasized

OHIONET is sponsoring two workshops during August teaching basic book repair. Both workshops feature Miriam Kahn, a preservation consultant, both should be attended by staff responsible for repairing general circulating collections, and both also emphasize methods for repairing books with less damaging techniques.

"Preservation Issues and Practices: Basic Care and Handling" focuses on basic issues and should be attended by staff working in small and medium sized libraries. Techniques for the care of non-print collections will be covered briefly. This workshop will take place at OHIONET on August 8. Cost is \$50 for OHIONET members and \$95 for non-members. Register by July 23 by calling 800-686-8975.

The "Hands-On Book Repair" workshop is aimed at staff responsible for preservation in public and small academic libraries. Attendees will learn about the structure of the book, what books should be sent to the bindery and what books can be repaired at the library. Specific repairs to be taught will include repairing torn pages, tipping-in loose pages, hinge tightening, reattaching broken hinges, and simple spine repair. Each attendee will receive a supply kit and a list of supplies. This workshop will take place on August 22 at OHIONET. Register by July 22 by calling 800-686-8975. Registration is \$105 for OHIONET member and \$150 for non-members. ●



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Ohio Library Council
35 E. Gay Street, Suite 305
Columbus, Ohio 43215

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Cataloging is a Core Competency

Ellen Zyroff has written an eloquent plea for keeping cataloging as a core competency for librarianship in the May 1996 issue of *American Libraries*, saying: "Without a cataloging repertoire, we run the risk of approaching subject questions as naively as the clients we are trying to serve." Zyroff, principal librarian for San Diego County Library, expanded on this topic at a 1995 ALA Annual Conference program titled, "Is There Still a Need for On-site Catalogers?"

Take a few minutes to read "Cataloging is the Prime Number" the next time you feel unappreciated as a cataloger. It's nice to have someone blowing their horn about catalogers, instead of trying to find ways to eliminate us! ●

CAMLS Sponsors Consensus Building Workshop

Ever watch a meeting disintegrate into constant interruptions, squabbling, and side-choosing? Consensus decision making is a proven method for making meetings a collaborative productive effort, and CAMLS is sponsoring a workshop to teach participants these practical techniques. Lead by Marti Peden, a popular speaker in human resources and staff development, the workshop will focus on interactive methods. Join Marti on August 15 from 9:00 a.m. to 12:00 noon at the CCPL Administration Building in Parma. Registration is free to all CAMLS Committee Chairs and secretaries; \$45 for CAMLS libraries; and \$90 for non-CAMLS libraries. Contact CAMLS at 216-921-3900 by August 6 to register. ●

Authority Control is Michigan Program Topic

The Michigan Library Consortium (MLC) will sponsor a program on authority control on July 30 at the Library of Michigan which will feature Jennifer Younger from Ohio State University, a well-known speaker on the topic. Younger will speak on access issues and how authority control has changed as library automation has changed.

Authority control is one of the most time consuming, costly and labor-intensive aspects of cataloging, yet it is also one of the most important functions in ensuring the integrity of any catalog.

Other speakers to be featured include Rebecca Dean from OCLC, Thomas Zantow from Saginaw Valley State University, and Barbara Kriigel from the University of Michigan.

Cost is \$50 for MLC or OHIONET members and \$100 for non-members. To request a paper registration form call May Anne Cooley at MLC at 800-530-9019. To request an electronic registration form, send an email message to register@mlc.lib.mi.us or visit MLC's home page at <http://www.mlc.lib.mi.us>. ●

Erratum

An error was printed in the format integration article in the last issue of *TechKnow!* The third paragraph on the front page should start with "Field 011 Linking Library of Congress Control Number..." not "Field 001." We are sorry about any inconvenience our error may have caused you. ●



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, LC cataloging rule changes, or anything else remotely related to technical services work.

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.

Contact Margaret Maurer at work, Taylor Memorial Public Library, 2015 Third St., Cuyahoga Falls, OH 44221 (330) 928-2117; at home, 1385 Martin Road, Mogadore, OH 44260 (330) 628-0313; via email aa686@acorn.net. ●