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

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# TechKNOW



Volume 3, Issue 1

## Cataloging Computer Files

*by Maxine Sherman, Cataloger  
Cuyahoga County Public Library*

When the computer technology advanced to include **interactivity** between the programs and the user, and sound and video invaded the computer field, some catalogers felt the need for separate rules to cover this technology. The Interactive Multimedia Guidelines Review Task Force, chaired by Laurel Jizba, studied this media, and released *Guidelines for Bibliographic Description of Interactive Multimedia* (American Library Association, 1994).

Ms. Jizba and Ann M. Sandberg-Fox have been teaching courses based on these guidelines at various conferences. The information contained in this article is from the *Guidelines* and the preconference given by the two at the American Library Association Annual Conference, July 23, 1995 in Chicago, as well as the result of our experiences cataloging computer CD-ROMS (mostly interactive multimedia) since 1995. Some of these "guidelines" have come into question, in particular the gmd **interactive multimedia**. As of now, many libraries, including Cuyahoga County Public Library, have adopted these guidelines and are using them until we hear, officially, otherwise. Cataloging rules for computer files come from Chapter 9 of the *Anglo-American Cataloging Rules*, 2nd ed., 1988 revision.

**Interactive multimedia** is a form of computer file. The definition, according to the Guidelines, says it is media residing in one or more physical carriers such as videodiscs, computer discs, computer optical disks, computer audio disks, etc., or on computer networks. It must exhibit both of the following characteristics:

1. User controlled, non-linear navigation using computer technology; **and**
2. The combination of **two or more** media, such as audio, text, graphics, images, animation, and video, that the user manipulates to control the order and/or nature of the presentation.

It is fairly easy to figure out what is meant by two or more media. If the item includes any two - or more - of the listed elements it meets the multimedia portion of the definition. Nonlinearity is a little harder to grasp. Nonlinear navigation allows the user to wander through the content of the work at will and to retrieve any desired information

freely or randomly. It can, but is not required to in the definition of nonlinearity, allow the user to actively explore and shape the content of the work.

The **chief source** of information for computer files is the title screen. If no title screen exists, other formally presented internal evidence, such as main menus, etc., can be used. If no internal source is available, or cannot be accessed because you do not have a computer on which to play the item, use (1) the physical carrier or its labels, (2) the documentation which is issued by the publisher, creator, etc., or (3) information printed on the container issued by the publisher, distributor, etc.

The **chief source** of information for interactive multimedia is the **entire work**. Prefer the source with the fullest information.

**Fixed field:** The **Type code** in the fixed field is **m** for all computer files. Under **File** you will probably use **m** (combination) for computer files, and **i** for interactive multimedia.

**General information:** Use title main entry unless one person has the responsibility for the whole work, that is, wrote, programmed, designed, filmed (if video clips are present) and produced it. Trace the people in the statement of responsibility, in the 511, and the publishing company or companies, including the distributor.

**245 Field:** Use the gmd [**computer file**] or [**interactive multimedia**] as applicable. There may or may not be a statement of responsibility. Never make one up. The person(s) should be of bibliographic significance for the work as a whole, such as programmers, writers, editors and compilers. Do not use sponsors, consultants, or graphic designers for accompanying materials. When in doubt, if the name appears in the chief source, transcribe it. If it doesn't, don't. **Always** give the source of the edition statement (250 field) in a note.

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**FYI**

*TechKnow is published by the Technical Services Division of Ohio Library Council and is received by individual members of the Division. For more information, or to submit articles please contact Margaret Maurer, Taylor Memorial Public Library in Cuyahoga Falls, Ohio (330) 928-2117; at home at 1365 Martin Road, Mogadore, Ohio 44260 (330) 628-0313; or via the Internet aa686@acorn.net.*



# Ordering CD-ROM Materials for a Circulating Collection: One Library's Experiences

by Joanne Gilmore, Director, Technical Services Department, CML, as reported by Mariheien Hatcher, Manager, Order Division, CML

The Columbus Metropolitan Library (CML) started its circulating CD-ROM collection in early 1996. A staff committee was formed to determine the parameters for the collection and to give Technical Services recommendations for handling these materials. The committee also selected the titles to be purchased for all locations for the opening collection. In the process of developing the guidelines for the collection, the committee contacted over 20 public libraries by phone, e-mail and over the Internet for the perils, pitfalls and pleasures associated with these materials.

Working with CD-ROM materials is frequently cumbersome and awkward; it can be frustrating to figure out problems. We have similar types of problems with book materials, but much less frequently on the whole. This might be because the book has been around for some time and book vendors have resolved most of these issues. We are still working through that process with CD-ROM.

**PRICING:** Because the area is relatively new, we have found little similarity in the pricing or discounts received from the various vendors we used.

**CATALOGS:** Titles included in a vendor's catalog were not always available when we were actually ready to order. This happened most frequently with small publishers.

**PLATFORMS:** The platform for a title can change. In one instance, the first time an order was placed the title was available in two forms, MAC and PC. The next time an order was placed a combined platform (hybrid) for MAC and PC was all that was available. The staff got confused about whether or not the hybrid platform was acceptable. When the platform has changed the new platform is usually the only platform available, so it should be accepted.

**SHIPMENTS:** We ordered multiple copies of many titles for both MAC and PC and frequently received a double shipment of a title because the platform had changed before we received the item. Since we had placed orders for a MAC version and orders for a PC version, the vendor filled both purchase orders and sent 20 copies of the same title. Giving the vendor guidelines for this type of situation is helpful in avoiding problems.

**FORMATS:** We have had instances where we thought we were ordering a CD-ROM but received a floppy disk. The documentation in the catalogs was not specific about this. Since we do not circulate floppies we could not add these to the collection.

**ACCOMPANYING MATERIALS:** There have been 3-D glasses, microphones, newspapers, workbooks, and all kinds of materials accompanying the CD-ROM titles. Some of these materials we included with the package for circulation until they disappeared, but other items we decided that we would not circulate. If the part was integral to the effectiveness of the product we attempted to return the title.

**RETURNS:** When we tried to return titles we ran into more roadblocks than we normally encounter in other areas of the collection. Again, because of the relative newness of this type of material in libraries, vendors are uncomfortable with what they should accept as returns. However when we discovered that the product contained items we did not

want to circulate and explained this to the vendor, there was even more resistance. Some vendors refuse to accept any returns once the wrapping had been removed.

**PACKAGING:** In some cases it was very difficult to tell whether what we received was what we requested. The packaging usually tells the system requirements but occasionally it is not obvious. The staff who receive these materials have to become familiar with various places to look for this information as well as different names for the same or similar platforms, e.g. Windows, MPC, MOST.

The companies which we have been using over the past year with the most success include Library Video Company (P.O. Box 1110, Department K-10, Bala Cynwood, PA 19004) and Crimson Multimedia (207 S. Villa, Suite 215, Villa Park, IL 60181). A third vendor that we intend to order from in the future has received accolades from other library systems: Fastrack Computer Products (Department A2, 130 Burrer Drive, Sunbury, OH 43074).

Our customers in the Columbus area appreciate the access to this new format. Therefore we will continue to work through its difficulties in ordering and receiving, just as we work through the difficulties associated with other formats. ●

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## Contributing Time to OLC - Just Plain Savvy

This spring the Technical Services Division will elect an Incoming Coordinator and a new Action Council member. Participating in OLC brings many benefits. Working within OLC makes it possible to meet many wonderful people and learn from them. It provides the opportunity to foster the things we care about professionally. It's also a wonderful excuse to attend annual conference!

In the winter issue of TechKnow there will be a call for nominees to run for these two offices. Think about running for one of them this year. Help us decide the directions the Division will pursue in the years to come.

The most savvy thing we could all do would be to run for Chapter Action Council positions. These Action Councils control what will be presented at the spring programs, and what some of the other local activities will be. To see more technical services programs at your regional meetings, and more representation for technical services concerns throughout OLC, call your local Outgoing Chapter Coordinator and volunteer to run for an office. Let's increase the presence of Technical Services librarians within OLC across the state! ●

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## Many Thanks, Nancy and Amy

On January 1 Amy Deuble became our Division Coordinator, replacing Nancy Currie. Amy is the Automation Coordinator for the Portage County Consortium. She graciously volunteered to become Coordinator this year, even though she was originally elected as a member of the Division's Action Council. Amy can be reached at Reed Memorial Library in Ravenna by calling 330-296-6144, or via e-mail at adeuble@ohionet.org.

Many thanks to Nancy Currie, for all her service to the Division. Nancy actually worked an extra year as Coordinator, filling in when someone else moved out of state. She now becomes our Outgoing Coordinator and her experienced voice will be very helpful throughout this year. ●



**256 Field:** This is a required field for computer files but is not generally used for interactive multimedia. Today's programs on floppy disks and CD-ROMS usually contain both computer data and programs, so if you use the 256 field use:

**256 Computer data and programs.**

**260 Field:** This field is basically handled normally, but use the latest date no matter where you find it. It doesn't matter whether the date is for the software, documentation, video, sound, script, or even a generic picture on the box. An example of this last, is the illustration copyright on the box of Compton's NewMedia M.O.S.T. interactive multimedia products.

**300 Field:** Use the specific material designation for the material on hand. For CD-ROMS, CD-Is, etc., use: 1 computer optical disc. For magnetic "floppy" disks and diskettes use: 1 computer disk. For videodiscs use: 1 videodisc. NOTE: use **disc** for computer optical technology such as CD-ROMS and videodiscs. Use **disk** for computer magnetic storage technology such as 5 1/4 " and 3 1/2" floppy disks. If there are multiple physical carriers, i.e. both optical discs and floppy disks, you can either make one 300 note for all the carriers, or you can make a separate note (300 field) for each distinct item:

300 1 computer optical disc, 3 computer disks (3 1/2 in.) : \$b sd., col. + \$e 1 instruction manual.

Or 300 1 computer optical disc : \$b sd., col. ; \$c4 3/4 in.

300 3 computer disks ; \$c3 1/2 in.

300 1 instruction manual (30 p.) : \$b ill. ; \$c 24 cm.

**538 Field:** This is always the first note and begins with the words **System requirements:**. Give the following characteristics in the order in which they are listed:

1. Make and model of the computer or videodisc player
2. Amount of computer memory required (RAM)
3. Name of operating system (DOS, Windows, OS/2, System 7)
4. Software requirements, including the programming language
5. Type and characteristics of any required or recommended peripherals in the following order: monitor, mouse/joystick, drives (floppy, hard, CD-ROM), modem, sound card (also called a sound board), speakers/headphones.

At CCPL we don't change the order on the copy. Separate each characteristic with a semicolon. If there are recommendations for higher levels of requirements, place them within parentheses, immediately after the corresponding minimum requirements.

Some items are usable on different hardware or system software platforms or environments. In other words, they will run on an IBM and a Macintosh, or both DOS and DOS/Windows. If this is the case you can create separate 538 notes for each environment, or combine all the information into one note. At CCPL we find that it is much clearer to have one note per hardware system or operating system. We do not change to multiple notes on copy, if we

find only one, and if the information contained in the note is correct. Below is an example of a single-environment systems requirements note:

538 System requirements: IBM-compatible PC with 80486 microprocessor or higher; at least 8 MB RAM (12 MB preferred); Windows 3.1 or higher; SVGA monitor; mouse; hard drive with 40 MB free space; 2X CD-ROM drive; sound board; speakers or headphones.

**500 Field:** Always give the source of the title proper in this next note. If the edition statement is from the same place you can combine source notes here:

500 Title from title screen

or 500 Title and ed. Statement from title screen.

**511 Field:** Use for the names of featured players, performers, narrators, or presenters who appear in audio and/or video clips in the interactive multimedia work. Use only if this is a significant and substantial part of the work.

**500 Field:** The source of the edition statement goes next if not combined with the title source note.

500 Ed. Statement from title screen.

**516 Field:** Optional type of computer file or data note. For our purposes this note is redundant.

The next 500 notes are, in order: Publication, distribution, etc.; Physical description (e.g., a 500 note "Music plays as pure audio on regular CD player"); Accompanying material (e.g., a 500 note "Accompanied by print version"); Series notes; and 546 Language note, if applicable.

**520 Field:** This is a required note, and we add it, if not present on copy. It answers the **what is it?** question. It gives the nature of the visual, audio and other media, and is worded as specifically as possible. It describes the "embedded media" such as 20 slides, 30 video clips, etc. This information can be taken from the container, and/or the accompanying material.

**505 Field:** List the individually named parts of an interactive work, if bibliographically significant and of reasonable number.

**600/610/611/651 Fields:** Assign subject headings as appropriate to the item in hand. Use the same subject headings you would use if the material was a book or recording, and add one of the following free-floating subdivisions to the headings chosen:

- Software
- Interactive multimedia
- Databases

Use Interactive multimedia if that is what the item is. If it is not, then my preference is to use **software** but Laurel Jizba and Ann Sandberg-Fox prefer **databases**.

I have just touched the bare bones of cataloging computer software. Please feel free to call me at CCPL if you have any questions. Ms. Jizba and Ms. Sandberg-Fox give excellent workshops in cataloging this media if you would like to pursue it further. ●





## TechKNOW

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# R-E-S-P-E-C-T

## Found out what it means to me!

*by Fred Gateck, Librarian, Ohio Reformatory for Women*

The Technical Services Division will be rocking and rolling its way into 1997 with some very good programming. You can anticipate programs at annual conference from the Division on lots of topics, everything from basic mending to cataloging the Internet. (Try to avoid having anyone step on your blue suede shoes while attending the 1997 annual conference in Cleveland. The theme for annual conference will be: Rocking our way into our patrons' lives.)

The Division also offered six programs to the various Chapters for consideration for spring conferences. Some of

the Chapters picked up more programs than others. We will also be putting together a workshop on the 21st edition of the DDC (more on that later).

Ohio Legislative Day is March 18 and we will be creating a display booth featuring lots of photographs demonstrating cataloging services, and promoting the value of our work.

Members of the Technical Services Division Action Council decided they wanted to tie all this activity together with a theme: **To increase our sense of pride in our work as technical services staff members, and to promote the intrinsic value of technical services functions to our customers, patrons and colleagues.**

Objectives for this year include increasing political activity by technical services staff members in other aspects of OLC, increasing local division activities and establishing an award program to honor technical services workers. ●

### **1997 TECHNICAL SERVICES DIVISION GOALS AND OBJECTIVES**

**Goal:** The purpose of this division is to foster communication, cooperation and the sharing of information among the membership in order to keep members informed and educated about materials, technology and processes which may improve the technical services product, and to educate technical services managers and library administrators as to the value of this product.

**Objectives:** In support of the goals and objectives

of the Ohio Library Council long range plan we will:

1. Plan programs for annual and chapter conferences which will help technical services personnel incorporate changing technology and networking opportunities into their work.
2. Address changing technology and standards in three to four editions of TechKnow annually.
3. Promote and encourage more active involvement by membership.
4. Plan a workshop addressing changes in cataloging standards.