



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

# TechKNOW



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### MARCit Software: A Good Start

MARCit is a tool for cataloging the Internet, but it certainly is not (as it bills itself) "The tool for cataloging the Internet in MARC format." It does some things very well, but it finally functions as little more than a facilitated workflow.

It does, however, work quite smoothly. With MARCIt running in the background, the cataloger uses a web browser to bring up the WWW site to be cataloged, and clicks on the MARCIt icon. MARCIt pulls information from the website and then presents the cataloger with a partially filled out template. The cataloger edits the information in the template, saves it to batch and then exports it to the catalog, where it emerges as a fully tagged MARC record.

There are certain things that MARCIt does very well. It automatically creates an 008, 007 and any needed 856 fields. For the somewhat dyslexic among us who have difficulty transcribing a URL, it handles this very well. Certain default tags are also added to the record. But the only information about the site being cataloged that is pulled directly from the WWW site is the URL and the title. The cataloger must then fill in the remaining information, although MARCIt does make use of windows cut-and-paste functionality.

The title and the URL are actually pulled from the website's HTML tagging. Unfortunately the title on the screen is the title catalogers are required to use, and this sometimes differs from the title stored in the source code. Punctuation is not automatically included, although it can be added to the template. MARCIt's Web page states that it is current to the July 1997 updates to the USMARC formats. Unfortunately MARBI has made several significant changes since then.

While it is easy to use, might it not be just as fast to create a work form or template on an automation system and use cut-and-paste to fill it in? Using a template would be the lesser option if MARCIt pulled more information from the bibliographic record. This probably won't happen until we have truly standard metadata.

Nichols Advanced Technologies, Inc sells MARCIt. Librarians who are interested in trying it out can get a demonstration version of the software by visiting their site at <<http://www.marcit.com>>.

### NOTSL Scholarship Deadline Looms

The Northern Ohio Technical Services Librarians (NOTSL) will present their 1999-2000 Scholarship Awards at the NOTSL meeting in June. Awards of up to \$500 will be presented to applicants who wish to attend events or training related to Technical Services in the July 1999 to June 2000 time period. If you are interested in applying for a NOTSL scholarship contact Onadell Bly at NEOUCOM by calling 330-325-6616 or at <[bly@neoucom.edu](mailto:bly@neoucom.edu)>.

### Bookmarks: Music Cataloging and the WWW

Music cataloging involves extremely specialized skills, and catalogers who have no musical background, nor specialized training, can get into trouble quickly. Fortunately help is no further than a click away on the www.

The first stop on this issue's web tour includes two sites maintained by professional associations for music catalogers. These sites can be very useful. The Music Library Association (MLA) site <<http://www.musiclibraryassoc.org/contents.htm>> has lots of information on MLA activities and opportunities, and links to other resources, including MLA-L, their listserv. Another professional organization, The Music OCLC Users Group (MOUG), has a site at <<http://hartford.edu/lir/moug/moug2.htm>> which includes a page full of other WWW resources for music catalogers.

A less well known site, and one well worth a visit, is offered by the Irving S. Gilmore Music Library at Yale <<http://www.library.yale.edu/cataloging/music/musical.htm>>. This site lists the names of musical keys, instrument names and voices in English and several foreign languages, the proper capitalization of terms like key or opus in the MARC, and the parts of the mass—along with other information.

Music catalogers will probably also want to bookmark this issue's final tour stop. Vianne Sha from the University of Missouri-Columbia has put together a list of musical subject subdivisions that could now be coded as "v". Go to <[http://www.missouri.edu/~mulvsha/lcshform/Form\\_Subdivisions\\_List.htm](http://www.missouri.edu/~mulvsha/lcshform/Form_Subdivisions_List.htm)> to check out this useful site.

### 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, 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 the address on the front page.

### 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 Kent State University Libraries and Media Services at (330) 672-3022 x 57; at home (330) 628-0313; or via the Internet at [mmaurer@lms.kent.edu](mailto:mmaurer@lms.kent.edu).

## You Won't Want to Miss OVGTSL

We've all seen how our work in technical services has changed in the last five to ten years. Automation, the Internet and the pace of change itself have re-invented our work.

In response to this the Ohio Valley Group of Technical Service Librarians (OVGTSL) has dedicated their 1999 conference to discovering what "Library Technical Services Is ..." in these "nanosecond nineties." Papers will be presented on the nature of the changes being experienced by technical services librarians, new programs and projects being offered by technical services departments, and how some of us are "planning for and preparing for continuing change."

OVGTSL has served librarians in Ohio, Indiana, and Kentucky since 1924 and their annual conferences rotate between these three states. Cedarville College is hosting this year's conference at the Springfield Inn in Springfield, Ohio on May 20-21. For more information go to the web at <http://www.wku.edu/Library/ovgtsl/Home.html>, or contact Rebecca L. Lubas at Ball State University <00rlubas@bsu.edu> (765-285-5722) or Jan Bosma at Cedarville College (937-766-2337) <bosmaj@cedar.cedarville.edu>

## Calling All Candidates!

OLC is seeking candidates for local chapter offices. Technical services librarians can best serve our concerns by running for chapter offices, because chapter action councils bring OLC benefits directly to our back doors. To run for an OLC chapter office contact:

**Central Chapter:** Phoebe F. Phillips,  
Newark Public Library

**North Chapter:** Mary Crehore,  
Grafton-Midview Public Library

**Northeast Chapter:** Linda L. Rome,  
Geauga County Public Library

**Northwest Chapter:** S. Gayle  
Hazelbaker, Swanton Public  
Library

**Southeast Chapter:** Kristi Eblin, Meigs  
County District Public Library

**Southwest Chapter:** David E. Slivken,  
Dayton & Montgomery County  
Public Library

Your friendly Technical Services Division is also looking for candidates to run for Assistant Coordinator, Secretary and Action Council.

The Assistant Coordinator position represents a three year commitment because the successful candidate will serve as Assistant Coordinator, Coordinator and then Past Coordinator. The Secretary position is for one year. Action Council members are in office for two years, but new member terms overlap with existing Action Council member terms to provide continuity.

To take advantage of this chance to run for office in the Technical Services Division, contact Georgianne Wiersch at Cuyahoga County Public Library at 800-749-5560 or at <gwiersch@cuyahoga.lib.oh.us>.

## Form/Genre Access – Useful URLs

Adam Schiff's Training Materials

<http://staffweb.lib.washington.edu/catdiv/tools/catdocs/formsubd.htm>

ALCTS/CCS/SAC Subcommittee on Form Headings/Subdivision Implementation

<http://www.pitt.edu/~agtaylor/ala/implem.htm>

ALCTS/CCS/SAC Subcommittee on Form Headings/Subdivision Followup

<http://www.pitt.edu/~agtaylor/ala/followup.htm>

Arlene Taylor's SAC Subcommittee documentation and historical information

<http://www.pitt.edu/~agtaylor/ala/alac.htm>

Authority data elements implementation (CPSO)

<http://lcweb.loc.gov/catdir/cpso/authimp.html>

Educational forum: LCSH and subfield v - SAC subcommittee on form headings/subdivisions implementation

<http://www.pitt.edu/~agtaylor/ala/edforum.htm>

Kathleen Wells' Thesaurus of Library of Congress Form Terms - Alphabetic Access

<http://www.lib.usm.edu/~techserv/cat/formsubv.htm>

MARBI Proposal (December 1994)

<http://lcweb.loc.gov/marc/marbi/1995/95-02.html>

Subdivision authority records (18X) (CPSO)

<http://lcweb.loc.gov/catdir/cpso/subdauth.html>

Subject Authority Data Elements and Form/Genre Implementation (CPSO)

<http://lcweb.loc.gov/catdir/cpso/formgenre.html>

Vianne Sha's LCSH Form Subdivision Chart

[http://www.missouri.edu/~mulysha/lcshforms/Form\\_Subdivisions\\_List.htm](http://www.missouri.edu/~mulysha/lcshforms/Form_Subdivisions_List.htm)

USMARC Concise Authority: Heading Linking Entry Fields (7xx)

<http://lcweb.loc.gov/marc/authority/ecadlink.html>

## What in the Heck is Subfield \$v?

*By Margaret Maurer, Cataloging Manager, Kent State University*

For years catalogers have wished they had a place to put information about the form of an item. We've always had to make do mixing this aspect of subject access in with the topical information in subfield x. The good news is that the long process begun in the early 1990s is finally ending and form and genre access is being implemented. But if you're like most of us, you're really not prepared to implement it. Many people don't know what subfield \$v is, don't understand how to use it, and aren't aware that the parameters for using the 655 field have changed. We face difficult decisions regarding access to these newly coded headings. Most of all, catalogers don't realize how big this change really is.

### What is Subfield \$v?

Subfield \$v is the new subfield created for the 6xx (subject) fields in the bibliographic record. Its broad purpose is to pull form and genre data out of subfield \$x, the spot we're now supposed to use only for topical subdivisions. This will represent a significant aspect of our subject access. Subject search strings that include common terms like "periodicals" and "statistics" could be coded "v" at least part of the time.

It will be used to express the physical character of the item being cataloged by subdividing the search string by terms such as videocassettes, or periodicals. The particular type of data (e.g., bibliographies, statistics) could be stored in \$v. It will also be used to express the arrangement of information (indexes, diaries), the style, technique, purpose or intended audience (drama, cartoons), or a combination of the above.

The designated purposes of this new field include facilitating compression of online displays in OPACs, allowing for greater precision in searching, reducing the number of authority records required, and providing more effective machine manipulation for database maintenance and validation.

Sample free-floating subdivisions that could be coded as \$v include: abbreviations, abstracts, archives, atlases, bibliography, case studies, chronology, congresses, conversation and phrase books, cross-cultural studies, databases, dictionaries, directories, drama, drawings, encyclopedias, guidebooks, handbooks, manuals, etc., indexes, interviews, maps, newspapers, periodicals, pictorial works, poetry, prayers, quotations, maxims, etc., reviews, statistics, studies and exercises, terminology, textbooks.

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## Roadshow Schedule – Technical Services Division '99

Don't miss these exciting programs at your local OLC Chapter Conferences.

*"Acquisition of Audio Visual Materials,"* Rebecca Locke-Gagnon, Toledo-Lucas County Public Library, Carol Dunn, Findlay-Hancock County Public Library

*"Authority Control in Practice"* – Sharon Rienerth, Cuyahoga County Public Library, Bonnie Doepker, Dayton and Montgomery County Public Library

*"Creating Hot Links to the Internet via Your Catalog: 856 MARC Field,"* Margaret Maurer, Kent State University

*"Dealing with Backlogs,"* Tom Adamich, Tuscarawas County Public Library

*"Keeping Current with Listservs, Ejournals and Electronic Newsletters,"* Margaret Maurer, Kent State University

*"Physical Processing of Library Materials – Do's and Don'ts,"* Pat Dobrovic and Elsie Conde, Cuyahoga County Public Library

*"Square Pegs – Processing Strategies for Materials that Just Don't Fit,"* Jody Bates, Way Public Library

*SURVIVING A RENOVATION* – Marian Benjamin (Mansfield-Richland County Public Library) Pat Steele (Cuyahoga County Public Library).

*"Training Paraprofessional Technical Services Staff,"* Carol Bradsher, Columbus Metropolitan Library

*"What the Heck Is Subfield V?"* Margaret Maurer, Kent State University

Many thanks to everyone who agreed to present workshops for the Technical Services division at Spring Conferences. We appreciate your hard work, and salute your efforts!

## LC Debuts Understanding MARC

The Library of Congress web page has a new link to Understanding MARC Bibliographic: Machine-Readable Cataloging <<http://www.loc.gov/marc/lumb>>. The Follett Software Company originally put this publication together as a paper booklet to explain MARC records to the uninitiated. LC has updated it periodically and now has converted it to HTML.

Understanding MARC is a gentle, easy to understand introduction to the MARC format. Both form and function are examined during a discussion that evolves out of a description of card catalog practices and the basic cataloging principles in AACR2 (emphasis on basic). The actual tags themselves are covered in detail, there's a nice glossary and some sample records in a variety of formats, including AV. While it doesn't include everything, it is technically current.

Don't expect this resource to replace your USMARC manuals. On the other hand it is accurate and free, if you don't count the cost of printing out 45 pages of text. If you're looking for a brief manual that gives a basic overview, then this will do the job.

## Fundamentals: 246 vs. 740 – What Goes Where?

By Rhonda A. Marr, Technical Services Manager, Portage County District Library

Since format integration, the 246 field has taken over many of the functions the 740 field used to serve. The 246 field is now used for all varying forms of the title, which should be recorded if they differ substantially from the 245 and help to identify the item. All of those cover and spine titles that differ from the title on the title page should now be in the 246 field instead of the 740. Other titles that should now be in the 246 include:

- Portions of titles (e.g., 245 Peterson's guide to colleges; 246 Guide to colleges)
- Parallel titles (title in another language)
- Distinctive titles (a special title that appears on an individual issue of a serial)
- Added title page titles
- Caption titles (a title that is printed at the head of the first page of text)
- Running titles (a title that is printed on the top or bottom margin of each page of a publication)
- Other titles (a catch-all for any varying title which doesn't fit into the other categories).

The use of the 246 field also eliminates the need for many 500 field notes. Previously 740 fields required a 500 field explaining the varying title. For example:

245 Guide to colleges.  
500 Cover title: Peterson's guide to colleges.  
740 Peterson's guide to colleges.

Now the second indicator provides this information. Also subfield \$i can be used to display text which explains the varying title when none of the indicators is adequate. Subfield \$i comes before subfield \$a. For example:

\$iAt head of title:\$aWalt Disney's Cinderella  
Make sure your automated system can display subfield \$i correctly before you use it.

The 740 field is used for analytical titles and uncontrolled related titles. Analytical titles are used to give access to individual works (short stories, plays, songs, etc.) contained within a larger work that has its own title. For example, a book titled *The Short Stories of Edgar Allan Poe* could contain "The Tell-tale Heart," "The Black Cat," and "The Fall of the House of Usher." So your record would have:

245 10 The short stories of Edgar Allan Poe.  
740 42 The tell-tale heart.  
740 42 The black cat.  
740 42 The fall of the house of Usher.

Analytical titles should also be listed in a 505 note. Using the 740 field ensures that a title search will pull up those individual works as some automated systems don't index the 505 field when performing title searches. This requires the user to perform another search to access the note fields. Chapter titles should NOT be given 740s as they are not individual works and are not meant to stand alone.

Uncontrolled related titles are titles that would be entered under a name/title heading; e.g., if the previous edition of a work was published under a different title.

## 246 Field

**1st indicator - controls whether a note and/or added entry are generated**

- 0 Note, no title added entry
- 1 Note, title added entry
- 2 No note, no title added entry
- 3 No note, title added entry

**2nd indicator - indicates the type of title**

- B(blank) No information provided
- 0 Portion of title
- 1 Parallel title
- 2 Distinctive title
- 3 Other title
- 4 Cover title
- 5 Added title page title
- 6 Caption title
- 7 Running title
- 8 Spine title

**Subfields**

- \$a Title proper
- \$b Remainder of title
- \$f Designation of volume and issue number and/or date of work
- \$g Miscellaneous information
- \$h Medium
- \$i Display text
- \$n Number of part/section of work
- \$p Name of part/section of work
- \$5 Institution to which field applies
- \$6 Linkage

## 740 Field

**1st indicator - Nonfiling characters**

- 0-9 Number of nonfiling characters present

**2nd indicator - Type of added entry**

- B(blank) No information provided
- 2 Analytical entry

**Subfields**

- \$a Uncontrolled related/analytical title
- \$h Medium
- \$n Number of part/section of work
- \$p Name of part/section of work
- \$5 Institution to which field applies
- \$6 Linkage



## TechKNOW

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### *How Do We Know What To Code As \$v?*

Put free-floating subdivisions that relate to the form of the item in subfield \$v. Free-floating subdivisions that describe what the item is about belong in subfield \$x. Generally subfield \$v will be the last subfield in the search string, but this will not always be the case.

There are print and on-line resources that can be tapped to guide the novice in these new tasks. Guidelines on form subdivisions and the application of subfield code \$v in bibliographic records are included in the secibd 1998 Update to the Subject Cataloging Manual: Subject Headings issued in the autumn of 1998. Free-Floating Subdivisions: An Alphabetical Index (LC Cataloging Policy and Support Office, 10th edition, 1998) has a diamond in front of every subdivision that could be coded as \$v. A list of useful URLs for on-line thesauri and training aids has also been included with this article.

The trickiest bit about coding subfield \$v is that most form subdivisions will also function as topical subdivisions, and catalogers will need to be consistent about how they use the terms. For example "Indians of North America \$vFolklore" is used to code collections of the folklore of North American Indians but "Indians of North America \$xFolklore" is used to code discussions about the folklore of North American Indians.

### *What is the 655 Field?*

LC is also expanding the application of the 655 field to realms outside of rare book cataloging and fiction access. The 655 field is now used to express the form of an item, or its genre, independent of its topical content. If the form of the item is its defining characteristic (e.g., atlases, almanacs) then a 655 field could be added to the bibliographic record. Previously this information was stored in a 650 field. The 655 field is also being used extensively for genre fiction access.

If items whose genre is detective and mystery stories are presented separately from items about Detective and mystery stories it will greatly benefit our users. Furthermore, coding genre separately will allow us to pull up lists of genre terms subdivided by place and period.

### *Implementation*

The Library of Congress and OCLC are already coding records the new way. There was an educational forum on form subdivision Implementation at ALA Midwinter, 1999 that was quite informative (the URL is in the list). Finally, OCLC Authority Control services implemented form subdivisions beginning March 1999. Your library should begin receiving records shortly coded the new way.

### *We Need To Decide How To Index and Display \$v and 655*

The argument can be made that we should take advantage of the relatively small number of records currently with 655 and \$v

on our systems and make indexing decisions now. There are several options.

We could create a separate index for form/genre and report the 655s and \$v to it. While this was clearly MARBI's intent in creating the new data elements, this index won't contain a lot of data in this index, at least at first. One option might be setting it up now and displaying it later, depending on what your local automation system will let you do. Catalogers will need to discuss this with their public services staff.

Another option would be to index temporarily the 655s and \$v as subjects. According to OCLC Technical Bulletin #228 form and genre terms will be searchable by subject in the OLUC. If we do not index 655/\$v for subject we could reduce access to commonly used headings associated with new materials. Remember that re-indexing can cost quite a bit of money. Decisions you now think of as temporary have the potential to turn into permanent ones based on the economic realities of running a library.

What kinds of public display options does your software vendor provide? If you index \$v for subject, there will be instances when identical headings will appear next to each other—one subdivided for form and the other for what it is about. In recent weeks the members of the AUTOCAT listserv have been suggesting using different fonts or colors to differentiate form headings from topical ones, but none of these solutions is practical so long as there are text-based terminals in use in libraries.

But the biggest headache of all isn't what we plan on doing with the newly coded records; it's what we'll decide to do with the data stored on our systems with older indexing practices. There are plenty of records on our systems with 655s in them that are currently being indexed either as subjects or for keyword access.

There are also lots and lots and lots of records out there with form and genre information stored in \$x. No one has come forward with a nationally available method to machine process large parts of this retrospective conversion primarily because the same terms can be used simultaneously to describe the form of the item being cataloged and its topic. For many items you would need to have the item in hand to determine whether the free-floating subdivision is functioning as a subject descriptor or a form/genre term.

This is a problem that should be solved at the national level. At the education forum held at this year's ALA Midwinter Conference, ALCTS recommended not attempting any retrospective conversion processing of form and genre terms stored in \$x saying that "we can't hit a moving target".

Remember that there can also be two separate authority records once \$v is implemented, because there will be authority records for the topic subdivided by both \$v and \$x.

\$aAutomobiles\$vPeriodicals and  
\$aAutomobiles\$xPeriodicals

Because of all this, each library needs to plan carefully before beginning to utilize form/genre access. Both public and technical services staff need to participate in these discussions. Take the time to read some of the informational resources pointed out in this article. In the long run, you'll be glad you did.