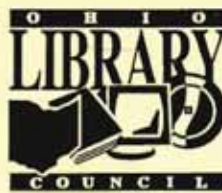


A Quarterly Newsletter of Bright Ideas
for the Technical Services Division

TechKNOW



Volume 7, Issue 1 — March, 2001

LCCN – IT'S BEEN CHANGED!

The structure of the Library of Congress Control Number (LCCN) has been changed. This will change how LCCNs are entered, searched and displayed in bibliographic databases as well as in our local automation systems. This change has also caused OCLC to change searches for International Standard Serial Numbers (ISSN).

The old LCCN structure differs from the new LCCN structure in the number of positions allocated for prefixes, in the number of positions used to represent the year and in the loss of the "trailing blank" at the end of the serial portion of the number. The differences between the two numbers can be illustrated as:

Old Structure: pppyysssss# Example: ###95156543#

New Structure: pppyysssss Example: ##2001084800

Where p = An alphabetic prefix
y = Year
s = The 6 digit serial number, and
= A supplemental blank, also known as the trailing blank in the old format

Beginning in December, 2000 OCLC and the Library of Congress implemented the new numbering system. They have both announced that they have no plans to go back and retrospectively convert the old numbers to the new format. In fact, cat-

alogers entering LCCNs in the old format, where the year is represented by 2 digits, should use the old data format. When entering new format LCCNs, where the year is represented by 4 digits, use the new data format. Remember that the key here is when LC cataloged the item, not when it was published.

This means there will be old numbers and new numbers in our bibliographic utilities, and in our catalogs for some time to come. It also means that when the 010 field includes a canceled/invalid LCCN it may contain LCCNs in both the old and new structures. Continue to enter both flavors of LCCNs in all places in the MARC Bibliographic and Authority formats.

When entering a number which does not include an alphabetic prefix remember that empty spaces should be entered in its place. We must all be very careful to put the correct number of leading spaces in both styles of numbers. This example is entirely feasible:

010 ## \$a ##20010000010 \$z ###99000045#

Although OCLC and LC have both already implemented these changes, it usually takes a while for records reflecting big changes to be generally available. In the mean time, begin to catalog according to the new rules. Check how your automation system handles these numbers in your OPAC. Will it index them properly? How will it display them? Non OCLC libraries should ask their bibliographic utility what they are doing to handle these changes.

For more information go to the LC Cataloging Policy and Support Office, <http://lcweb.loc.gov/catdir/cpsol/lccn.html> or check out OCLC's Technical Bulletin number 241 - <http://oclc.org/oclc/tb/tb241>.

Managing Technical Services Workshop

Featuring
Debra Wilcox Johnson

Explore the role of the Technical Services Department Manager
Learn how to tell the story of Technical Services to your peers and supervisors
Get help dealing with difficult personnel issues

Friday, March 30th 2001
Cuyahoga County Public Library Headquarters Building, Parma, Ohio

\$95.00

For registration or information contact OLC at olc@olc.org 614-221-9057
Registrations must be received by March 16, 2001

Sponsored by the Technical Services Division of the Ohio Library Council

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 330.672.1702, at home at 330.628.0313, or via the internet at mmaurer@lms.kent.edu or sky@en.com.

IMO: PCC Core Records Cause Another Sea Change

By Margaret Maurer, Cataloging Manager, Kent State University Libraries and Media Services

Past practice at Kent State has been to accept only DLC copy from the Library of Congress without examination by a professional cataloger. Carefully trained technicians quickly verify DLC copy with the piece in hand. Recently, we made the decision to accept core level records from DLC without professional examination, however, copy from other sources has always been examined by a professional cataloger.

Then we began accepting full level records from OCLC PromptCat which were created by PCC Core Program participants. Within the PromptCat process these records are treated as if

they are created by LC. When searching OCLC's brief entry list, these titles also have the "D" designation at the end of the line, even though DLC does not appear in the 040 field in the full bibliographic record.

The Catalog Interest Group here at Kent met to discuss this and decided to accept without professional review any PCC participant full level records when copy cataloging. This opened up a whole pool of potential records for which we previously did not make full use. Although we recognize that core level records produced at a DDC library might not have an LC classification number, and would need further work, we are also considering accepting PCC participant core level records without professional review.

This is a another sea change. I have been trying to find a cost effective way to make greater use of OCLC member cataloging without increasing Acquisitions' work during pre-order searching. It costs us less to copy catalog items in house than it does to outsource them, (provided we don't fiddle with the records too much). Because these PCC participant records were created by carefully trained and mentored librarians and, because they conform to PCC Core program standards, we know they are of a guaranteed quality. Therefore, Acquisitions staff don't need to examine them too closely. All PCC participant records, even those done to the core standard, also have full authority verification performed on all their headings. We acquire quality cataloging at a lower cost and simultaneously expand the pool of available records, giving us the opportunity to maximize our cost savings. We are, of course, reviewing all records created by non-PCC participants.

This is a bonanza for OCLC Libraries. Libraries that are receiving only DLC records via other bibliographic utilities could ask them if PCC participant records could be included in the records to which they have access.

Figuring out how to recognize all the different flavors of records that are now available can be tricky. I've included a chart to help sort out the differences.

| Record Type | 040 Field | 042 Field | Encoding Level Leader Position 17 (LC) Elvl (OCLC) | Cataloging Source Code Position 39 in 008 (LC) SRCE (OCLC) | CALL # | OCLC Brief Entry List |
|---|-------------------------|-----------------------|--|--|------------------------|-----------------------|
| Full DLC | DLC | May have pcc, may not | Blank | Blank | 050 2nd Indicator is 0 | DLC |
| PCC Participant Full Level Record | Cataloging Library Code | pcc | Blank | c | 050 2nd Indicator is 4 | DLC |
| DLC PCC Core Record | DLC | pcc | 4 | Blank | 050 2nd Indicator is 0 | DLC |
| PCC Participant Core Record | Cataloging Library Code | pcc | 4 | c | 050 2nd Indicator is 4 | DLC |
| Non-PCC Library's Full Record | Cataloging Library Code | | Blank (LC) l (OCLC) | d | 090 | |
| Record Done to Core Standard by Non-PCC Library | Cataloging Library Code | | 4 (LC) k (OCLC) | d | 090 | |

For OCLC "c" or "blank" in the Cataloging Source Code will cause DLC to display. This now can indicate LC & PCC Core participants.

OVGTSL: The Evolution of Technical Services

The Ohio Valley Group of Technical Services Librarians (OVGTSL) meeting will focus this year on the evolution of technical services "From Alexandria to virtual: problems to solutions." The meeting is scheduled for May 16-18 in Lexington, Kentucky. OVGTSL invites all interested persons, including librarians, para-professionals, pre-professionals [students], and others to attend. Complete conference information will soon be posted at <http://www.uky.edu/Libraries/ovgtsl.html>.

Web Candy: AACR2 Abbreviations for Place of Publication

The Internet Library for Librarians site features a nifty chart listing US State names together with their AACR2R abbreviations and their postal codes. The chart can be found at http://www.itcompany.com/inforetriever/cat_260a.htm. Mighty handy whether you're mailing a letter or filling out a 260 field!

Cataloging Internet Resources Web Course

The OCLC Institute is now offering web-based cataloging training. *Cataloging Internet Resources using MARC21 and AACR2* covers current cataloging rules and MARC fields for description and access, including the 856 field. Participants learn how to catalog using standard cataloging practices in WorldCat, not following the CORC project's Dublin Core standards.

Cataloging Internet Resources starts with a general introduction that highlights the differences between book cataloging and internet resource cataloging. Twenty-eight individual lessons follow on different aspects of cataloging these unique resources. Each lesson concludes with voluntary reviews and tests and includes lots of colorful example screens. The product is easy to follow and provides lots of context for decision making. There is a brief bibliography of helpful resources and an extensive glossary of terms used when cataloging internet resources.

Example resources include web sites, maps, computer software, numeric data, computer-oriented multi-media, bulletin boards, ftp sites, discussion lists and bibliographic databases. Currently the lessons include little serials information, but this will be added shortly.

There are no course prerequisites, although knowledge of MARC and AACR2R standards is a must. Subscribers do not have to be OCLC members, nor members of any other specific organization to take the course. There are no technology requirements beyond access via a web browser to the internet, and an email account. You can access the course at your convenience, working through the modules at your own pace, although once purchased, access is only good for one year.

Costs for participation vary depending on group purchase discounts and OCLC membership. There are attractive introductory prices being offered. Currently a single member license costs only \$59.00.

Go to <http://www.oclc.org/institute/oll/index.htm> for more information, or to order, or contact Amy Lytle at OCLC at 800.848.5878, lytlea@oclc.org.

Coordinator's Corner

Welcome to a new year of *TechKNOW* and technical services! As the new Coordinator of the Technical Services Division, I am looking forward to an exciting year working with the division's Action Council and with you on technical services issues.

In addition to offering a selection of programs at Chapter and Annual Conferences, the division's Action Council plans to work with other library groups in the state to offer programs and workshops focused on technical services issues. To facilitate this, a survey was mailed to OLC member libraries and to the Regional Library Organizations in January. The survey requested information on what types of workshops technical services staff wish to attend. We hope that the survey responses will assist the participating groups in offering more workshops and presentations that are of interest to a large number of technical services staff.

In 2000, we created a MARC book poster that was mailed to all division members. We received many favorable comments about its usefulness. This year, we plan to create a MARC video/DVD poster and if time allows, a sound recordings poster. Also in 2000, a technical services brochure was created by the Action Council, explaining the nature and content of technical services work. This was also sent to every division member. If you did not receive a copy or would like additional copies of either the MARC poster or the technical services brochure, please contact the OLC office (email: olc@olc.org or phone: 614-221-9057). Both pieces are great educational tools for library staff!

This year the division is very excited to sponsor with OLC the workshop, *Managing Technical Services*, presented by Debra Wilcox Johnson. This one-day workshop will focus on many issues that face technical services managers: creating a positive workplace, managing resources and making the case for technical services. Dr. Johnson is a partner in Johnson & Johnson Consulting, which specializes in library management and training. She is known for her practical approach to library work. We encourage you to take the time to attend what promises to be a very useful workshop.

Finally, remember that the Technical Services Division has a web forum on the OLC website (http://www.oclc.org/list_forums.asp) and that Kent State University hosts a technical services discussion list called TSLIBRARIANS (to subscribe send a message to listserv@listserv.kent.edu containing "subscribe tslibrarians"). These are useful resources when you have a question, want to share information or in the case of the OLC web forum, want to communicate ideas or suggestions to the division Action Council. Please take advantage of these web resources. It is a great way to communicate with your colleagues.

I look forward to hearing from you or seeing you at an upcoming program.

Marihelen Hatcher, Columbus Metropolitan Library

TS Division Road Show Schedule

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

- **If it ain't there, it ain't there** — Jeanne Poole & Cindy Vanderbrink, Toledo-Lucas County Public Library
- **Creating procedure manuals** — Georgianne Balcas Wiersch, Cuyahoga County Public Library & Jennifer Bull, Ashland Public Library
- **Can we talk? Process redesign** — Jeanne Poole, Toledo-Lucas County Public Library OR Georgianne Balcas Wiersch, Cuyahoga County Public Library
- **Basic book repair** — Bobbie Patridge, Toledo-Lucas County Public Library
- **Creating the web page** — Hannah Lammie, Toledo-Lucas County Public Library
- **Locating hard to find and out of print materials** — Debbie Shaw, Columbus Metropolitan Library
- **Marketing technical services** — Jennifer Bull, Ashland Public Library

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

MARC21 Web Tutorial

Ann Branton and Aiping Chen-Gaffey of the University of Southern Mississippi have created a web-based MARC21 tutorial. Based on "Understanding MARC Bibliographic" (<http://www.loc.gov/marc/umb>), *MARC 21 Tutorial* provides a good general introduction to MARC terminology, structure and content. It can be found at <http://www.lib.usm.edu/~techserv/MARC21Tutorial/marcfr.htm>.



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Ingrid Hsieh-Yee.

*Organizing
Audiovisual
and Elec-
tronic*

*Resources for Access: A
Cataloging Guide.*

**Libraries Unlimited, 2000. 285 p.
1-56308-629-8 \$40.00**



Ingrid Hsieh-Yee clearly knows her stuff, and this is an excellent textbook on cataloging electronic media. If you are looking for the context in which to make tricky cataloging decisions, this is a good book to use.

Yee covers sound recordings, videorecordings, computer files, interactive multimedia and internet resources. She provides a good explanation of the pitfalls and problems inherent in each format, providing the history and projecting a bit into future usage. Throughout the book she clarifies confusing concepts and offers sound advice.

There are lists of representative MARC tags, and specifics on description, subject analysis, classification and arrangement for each format. There are current example records in OCLC MARC, and every example includes an extensive list of discussion points. There is also much information on other useful resources as each format has its list of major tools and suggested readings. At the back of the book is a bibliography and author/title and subject indexes.

It is, however, this very richness of context that may be a problem for some libraries. Sometimes the sense that cataloging is a step-by-step process gets lost in the midst of it all. Libraries who are looking for a simple, practical handbook will be disappointed by this book, which may have a bit more theory than they want. Others will appreciate the array of information contained in it.

We're Looking For a Few Good Candidates!

by Jeanne Poole, Assistant Manager Technical Services: Toledo-Lucas County Public Library

Each Spring, OLC's Chapters and Divisions are charged with identifying a slate of candidates for their office. This year the TS Division Action Council is looking for candidates to run for Incoming Coordinator, Secretary, and two at-large Action Council positions.

Members of the TS Division Action Council have an opportunity to share their knowledge, experience and expertise with their peers throughout the state. They develop programs for the Chapter Conferences, the annual meeting, and special workshops, and help create and publish materials that will be of invaluable aid to their colleagues. In short, membership in this group means that four lucky people will be able to make a positive impact on library service and continuing education in Ohio.

The TS Division Action Council meets three times a year. Attendance is requested at a summer planning meeting, at OLC's Leadership Conference in the fall and at the Division Business meeting at OLC's Annual Conference. An individual's commitment beyond that is strictly by choice and interest in Council generated projects. The Incoming Coordinator, however, has a larger commitment of time as they are learning how to manage the group and its projects and are preparing for the time they will serve as Coordinator. Incoming Coordinators make a 3-year commitment, Secretaries are re-elected each year and Action Council members serve for two years.

This year we are especially interested in broadening the Council's membership to include candidates from medium and small libraries and from libraries in northwestern, central, and southern Ohio. We also want to draw upon staff in all areas of Technical Services. We are hoping to attract people who are energetic, enthusiastic about their work, willing to share, and who have a sense of how exciting and challenging Technical Services work is and can be. To be eligible to run for office, a candidate must be a member in good standing of OLC.

If you are interested in serving on the Council or know of someone who would be an asset to the group please contact either:

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