## CATALOGING OF AUDIOVISUAL MATERIALS AND OTHER SPECIAL MATERIALS

## CONTENTS

Dedication v Preface vii Acknowledgments ix Editors' Foreword xi Contents xiii Chapter 1. Introduction 1 Why Catalog Audiovisual Material and Other Special Materials? 2 Rationale for Cataloging Nonprint Collections 4 Decisions to be Made Before Cataloging 5 Cost of Audiovisual Material 5 Considerations 5 Terminology 5 Questions to be Asked 6 Use 6 Shelving 6 Packaging 7 Processing 7 Cataloging 7 Classification 8 Subject Access 9 The Catalog 9 Theft-detection Systems 10 Selection 10 Preservation 10 Weeding 11 New Types of Media 11 Cataloging in the Future 11 Chapter 2. Cataloging Audiovisual Materials and Other Special Materials 13 Materials Needed for Cataloging 13 Description 14 Areas of the Bibliographic Record 14 Punctuation of the Bibliographic Record 15 Levels of Detail in the Description 15 Unpublished Material 18 What is it? 18 Dominant Medium 19 Sources of Information 19 Chief Source of Information 19 Prescribed Sources of Information 20 Area 1. Title and Statement of Responsibility Area 20 Title Proper 20 Information Preceding the Title 20 Incomplete Titles 23 Dependent Titles 23 General Material Designation 24

Parallel Titles 24 Other Title Information 25 Statement of Responsibility 25 Name in Copyright Statement 26 Area 2. Edition Area 26 Area 3. Material (or Type of Publication) Specific Details Area 27 Area 4. Publication, Distribution, etc., Area 28 Place of Publication 28 Name of Publisher, Distributor, etc. 28 Date of Publication, Distribution, etc. 28 Area 5. Physical Description Area 29 Extent of Item 29 Other Physical Details 30 Dimensions 30 Container 30 Accompanying material 30 Area 6. Series Area 31 Area 7. Notes Area 31 Punctuation in Notes 32 Explanation of Notes 32 Area 8. Standard Number and Terms of Availability Area 37 Inconsistencies in the Rules 37 Access 38 Main entry 38 Personal Main Entry 38 Corporate Main Entry 38 Title Main Entry 39 The Concept of Authorship 39 Adaptations 40 Added Entries 40 Uniform Title 43 No GMD in Added Entries 44 Form of Access 44 Subject Access 44 Locally-devised Subject Headings 46 Subject and Genre Headings 46 Purpose of Subject Headings 46 Order of Subject Headings 48 ALA Guidelines 48 Genre Access 48 Access to Characters 49 Access to Settings 49 Topical Access 49 Classification 50 Library of Congress Classification 50 Work Numbers 50 Library of Congress Guidelines for Subject Cataloging of Visual Materials 52 "In" Analytics and Other Methods of Analysis 55 Sets of Materials 55 Some advice 56 Card format 57 Processing 57

Format Integration 60

Dates 61

Access to Title Through Fields 246 and/or 740

MARC Field 246 Varying Form of Title 61

MARC Field 740 Added Entry — Uncontrolled Related/Analytical Title 62

Fixed Fields 006, 007, and 008 62

MARC Field 006 Fixed-Length Data Elements — Additional Material Characteristics 62

MARC field 007 Physical Description Fixed Field 63

MARC Fields 020, 024, 028, 037 for Numbers 63

Notes 64

Edit an Existing Record or Create a New Record? 65

Local Systems and Adapting Your Cataloging To Their Needs 66

OCLC User Groups 67

Internet Access and Lists 67

List or Listsery? 68

## Chapter 4. Cartographic Materials 69

Special Rules for Cataloging Cartographic Materials 69

Chief Source of Information 69

Title and Statement of Responsibility Area 69

Mathematical Data Area 69

Statement of Scale 69

Example of Calculations 70

Statement of Projection 70

Statement of Coordinates 70

Physical Description Area 70

Extent of Item 70

Other Physical Details 71

Dimensions 71

Notes Area 71

### Examples

- 1. Geologic Map of the Vicinity of the Outlet ... 75
- 2. Mankato Area Satellite Image 78
- 3. Ohio Covered Bridges 80
- 4. The National Road 82
- 5. Capitol Hill and the Mall 85
  - 6. New Mexico in 3-D 88
  - 7. Minnesota Outdoor Atlas 90
  - 8. Replogle Stereo Relief Globe 92
  - 9. Global Pursuit 94
  - 10. Minneapolis/St. Paul Scene 96

#### Chapter 5. Sound Recordings 99

Special Rules for Cataloging Sound Recordings 99

Chief Source of Information 99

Title and Statement of Responsibility Area 99

Publication, Distribution, etc., Area 100

Physical Description Area 100

Extent of Item 100

Playing Time 100

Other Physical Details 101

Dimensions 101

Notes Area 101

Cataloging Conference Proceedings 105

Main Entry for Sound Recordings 105 Preservation 106 Examples 11. Children's Living French 108 12. A Cow on the Line 110 13. A Tale of Two Cities 112 14. Men are from Mars 114 15. The Library of Congress Presents Historic ... 116 16. Wynton Marsalis 120 17. Great Scenes from Macbeth 123 Chapter 6. Videorecordings 127 Special Rules for Cataloging Motion Pictures and Videorecordings 127 Chief Source of Information 127 Title and Statement of Responsibility Area 128 Title Proper 128 Statement of Responsibility 129 Edition Area 131 Publication, Distribution, Etc., Area 131 Place of Publication 131 Publisher/Distributor 131 Dates 131 Dates in Fixed Fields 132 Physical Description Area 132 Extent of Item 132 Playing Time 132 Playing Time for Videodiscs 132 Other Physical Details 133 Series Area 133 Notes Area 133 Main Entry 140 Genre Access 140 Examples 18. A Star is Born 141 19. The Sound of Music 145 20. Singin' in the Rain 148 21. Cathedral 151 22. Frosty the Snowman 154 Damon Runyon's Sorrowful Jones 156 24. Ciao, Italia 159 25a. Honey, I Shrunk the Kids 161 25b. Tummy Trouble 164 26. News Images 166 27. Henry Ford Museum & Greenfield Village 168 28. Out of the Closet 171 29. Power, Politics & Current Issues in Rehabilitation 172 30. The Age of Steam 173 DVD, Digital Video Discs 174

Chapter 7. Graphic Materials 175

Special Rules for Cataloging Graphic Materials 175 Chief Source of Information 175

Title and Statement of Responsibility Area 175

Publication, Distribution, Etc., Area 176

Physical Description Area 176

Extent of Item 176

Other Physical Details 177

Dimensions 177

Accompanying Material 177

Notes Area 177

#### Examples

- 31. Selecting Leisure Activities 183
- 32. Make the Case With Surveillance 184
- 33. Women Who Dare 186
- 34. Composition of the Earth 188
- 35. Environmental Values Action Cards 190
- 36. Mexico, Crafts and Industries 192
- 37. The Black Cat 194
  - 38. Common Loon 196
  - 39. Common Loons 198

## Chapter 8, Part 1. Computer Files 201

Special Rules for Cataloging Computer Files 201

Watch for Further Developments 201

Chief Source of Information 201

Title and Statement of Responsibility Area 202

Edition Area 202

File Characteristics Area 202

Designation 202

Number of Records, Statements, etc. 202

Publication, Distribution, Etc., Area 203

Physical Description Area 203

Extent of Item 203

Other Physical Details 203

Dimensions 203

Notes Area 204

Access Points 207

Processing Material for Circulation 208

Copyright Restrictions 209

Enhanced CDs 209

#### Examples

- 40. Reader Rabbit 210
- 41. The Oregon Trail 212
- 42a. The Manhole (1988 ed.) 214
- 42b. The Manhole (1994 ed.) 216
- 43. Adobe PageMaker 218
- 44. Ely, MN and Two Harbors, MN 222

#### Chapter 8, Part 2. Internet Resources 225

Special Rules for Cataloging Internet Resources 225

Chief Source of Information 225

Title and Statement of Responsibility Area 225

General Material Designation 225

Edition Area 226

File Characteristics Area 226

Publication, Distribution, Etc., Area 227

Physical Description Area 227

Series Area 227

Notes Area 227 Electronic Location and Access 229 Main Entry for Internet Resources 229 Examples 45. Cataloging Internet Resources 230 46. Mankato State University Library Home Page 232 48. Autocat 236 Chapter 8, Part 3. Interactive Multimedia 237 Special Rules for Cataloging Interactive Multimedia 237 Chief Source of Information 237 Title and Statement of Responsibility 238 Edition Area 238 Publication, Distribution, Etc., Area 238 Physical Description Area 239 Notes Area 239 Examples 49. Ludwig van Beethoven Symphony no. 9 241 50. London 246 51. The Family Doctor 249 52. Civil War 250 53. The New Family Bible 252 Chapter 9. Three-Dimensional Artefacts and Realia 255 Special Rules for Cataloging Three-Dimensional Artefacts and Realia 255 Chief Source of Information 255 Title and Statement of Responsibility Area 255 Publication, Distribution, Etc., Area 256 Naturally Occurring Objects 256 Manufactured Objects 256 Hand-made Items 256 "Artefacts not intended primarily for communication" 256 Physical Description Area 257 Extent of Item 257 Other Physical Details 257 Dimensions 257 Accompanying Material 257 Notes Area 257 Examples 54. Minnesota Trivia 261 55. Monopoly 262 56. Speedy Andrew's Repair Shop 264 57. Geode 266 58. Golden Adventure Kit of Rocks and Minerals 267 59. Frog Hand Puppet 268 60. Cannon Ball 270

## Chapter 10. Microforms 273

61. Cow Pull Toy 271 62. Nativity Set 272

Special Rules for Cataloging Microforms 273
Chief Source of Information 273
Title and Statement of Responsibility Area 273
Publication, Distribution, Etc., Area 273

Physical Description Area 274

Extent of Item 274

Other Physical Details 274

Dimensions 274

Accompanying Material 274

LC Rule Interpretation for Cataloging Microform Reproductions of Books and Documents 274 Notes Area 275

Examples

- 63. Pottery Techniques of Native North America 280
- 64. Water, Water, Everywhere 282

#### Chapter 11. Serials (Other Than Print) 285

Special Rules for Cataloging Audiovisual Serials 285

Chief Source of Information 285

Title and Statement of Responsibility Area 285

Numeric and/or Alphabetic, Chronological, or Other Designation Area 286

Publication, Distribution, Etc., Area 286

Physical Description Area 286

Notes Area 286

Examples

- 65. News Program 290
- 66. Audiology (Sound Recording) 292
- 67. Audiology (Paper) 293
- 68. NOAA Weather Charts. Chart Series C, Tropical ... 294
- 69. NOAA Weather Charts 298
- 70. LC Cataloging Newsline 300

#### Chapter 12. Kits 303

What is a kit? 303

Chief Source of Information 303

Physical Description Area 303

Notes Area 304

Kit Problems 307

Examples

- 71. The Immigrant Experience 309
- 73. Step by Step Two 314
- 74. Speedy Andrews' Repair Shop 316

How Would You Catalog This Item? 126, 98, 200, 254, 279, 284, 308, 318

Index to Examples 319

Index 321

# Index

access points, 38-50; form of, 44 accession numbers, 9 accompanying material, 30-31; graphic materials, 177; microforms, 274; three-dimensional materials, 257 accompanying material notes, 34; cartographic materials, 73; computer files, 206; graphic materials, 180; kits, 306; microforms, 277; serials, 288; sound recordings, 103; three-dimensional materials, 259; videorecordings, 138 adaptations, 40 added entries, 40-43 AECT, see Association for Education Technology and Communications Allan, David A., 5 Anglo-American Cataloguing Rules, 2d ed., 1, 8, 14-19; inconsistencies in, 37-38; Chapter 1, 19-38; Chapter 3, 69-98; Chapter 6, 99-126; Chapter 7, 127-74; Chapter 8, 175-200; Chapter 9, 201-24; Chapter 10, 255-72; Chapter 11, 273-84; Chapter 12, 285-302; Chapter 13, 55 analytics, added entries, 41-43; "in", 55-57, 82-84 artefacts not intended primarily for communication, 256 Ashley, Lowell E., 140 Association for Education Technology and Communications, 8, 9; see also National Education Association, Division of Audiovisual Instruction at-head-of-title information, 26 audience notes, 35; cartographic materials, 73; computer files, 206; graphic materials, 180; kits, 306; microforms, 277; serials, 288; sound recordings, 103; three-dimensional materials, 259; videorecordings, 138 audiovisual, as term, 5-6 audiovisual materials, cataloging, 7-8, 13-58; classification, 8-9; considerations on cataloging, 5-12; cost of, 5; deciding on type of material, 18-19; dominant medium, 19; packaging, 7; preservation, 10; processing, 7; repackaging, 7; selection, 10; shelving, 6-7; subject access, 9; terminology, 5-6; use of, 6; why catalog, 2-4 authorship, 39-40 Autocat, 68, 134 Barnett, Mike, v Beckman, Margaret M., 8 Berman, Sanford, 13, 48 bibliographic description, 14-38; areas of, 14; chief source of information, 19; levels of detail in, 15-18; prescribed sources of information, 20; punctuation of, 15; sources of information, 19-20 Blake, Simone E., 48 book numbers, 50-51 Byrum, John, 225 Canadian Library Association, 8 card format, 57 Carnegie Commission on Higher Education, 2 Carrison, Dale, v cartographic material, 69-98; specific material designations, 70 - 71cast notes, videorecordings, 135-36 cataloger's judgement, 1 catalogers' tools, 13-14, 69, 99, 127, 175, 201, 225, 237 cataloging, future of, 11-12 catalogs, 9 Chan, Lois Mai, 45 Chang, Bao Chu, 18 character names, access to, 49 chief source of information, 19; cartographic materials, 69; computer files, 201; graphic materials, 175; interactive multimedia, 237-38; Internet resources, 225; kits, 303; microforms, 273; serials, 285; sound recordings, 99, three-dimensional materials, 255; videorecordings, 127

Clack, Doris Hargrett, 8, 13 Clarkson, Sara, 28-29 classification, 8-9, 50-55; local schemes, 9 closed captioning, 134-35 color coding, 9 combined notes relating to the original, 37 compact discs, deterioration of, 106 computer data and/or programs, 202 computer files, 201-24; processing, 208 computer software, subject headings, 208; uniform titles for, conference proceedings, 105 container, 30 contents notes, 36; cartographic materials, 74; computer files, 206; graphic materials, 180; kits, 307; microforms, 278; serials, 289; sound recordings, 104; three-dimensional materials, 259; videorecordings, 139 coordinates, 70 copy being described notes, 36-37; cartographic materials, 74; computer files, 206; graphic materials, 180; kits, 307; microforms, 278; serials, 289; sound recordings, 104; three-dimensional materials, 259; videorecordings, 139 copyright dates, 28-29; for recorded sound, 100 copyright restrictions, on software, 209 copyright statements, names from, 26 corporate main entry, 38-39 creation/production credits notes, 34 credits notes, 38; graphic materials, 179; videorecordings, 135, 136 current frequency notes, serials, 287 Cutter number table, 50-51 dates, 61; copyright, 28-29; multiple, 28-29; of publication, distribution, etc., 28-29; videorecordings, 131-32 DAVI, see National Education Association, Division of Audiovisual Instruction delimiter, 59 dependent titles, 23-24 Descriptive Terms for Graphic Materials, 48 Descriptive Video Service, 134-35 Dewey decimal classification, 9 Digital Video Discs, 174 dimensions, 30; cartographic materials, 71; computer files, 203-4; graphic materials, 176; microforms, 274; sound recordings, 101; three-dimensional materials, 257 dissertations notes, 35; cartographic materials, 73; computer files, 206; graphic materials, 180; kits, 306; microforms, 277; sound recordings, 103; videorecordings, 138 distributor, name of, 28; videorecordings, 131 documentation of a computer file notes, 34, 206 Dolby sound, videorecordings, 137 dominant medium, 19 donor, source, etc., and previous owners, graphic materials, Drabenstott, Karen Markey, 45 Dreissen, Karen, 7, 57 DVD, 174 edition and history notes, 34; cartographic materials, 73; computer files, 206; graphic materials, 179-80; kits, 305; microforms, 276; sound recordings, 103; three-dimensional materials, 258; videorecordings, 136-37 edition area, 26-27; concept of edition, 26; computer files, 202; interactive multimedia, 238; Internet resources, 226; videorecordings, 131 electronic lists, 67-68 electronic location and access, Internet resources, 229 electronic resources, 201-54; as general material designation,

225-26

local systems, 66

machine-readable cataloging, see MARC format Madison, Olivia M. A., 105 Maillet, Lucienne, 45 main entry, 38-40; Internet resources, 229; sound recordings, 105; videorecordings, 140 manufactured objects, 256 manufacturers' numbers, 63-64 MARBI Committee, 59 MARC format, 59-68; by field number: 006, 60, 62-63 007, 62, 63 020, 36, 37, 63 022, 36, 37 024, 63 028, 36, 63-64, sound recordings, 104 037, 36, 64 100, 38 110, 38-39 130, 39 245, 20-26, 39; cartographic materials, 69; computer files, 202; graphic materials, 175-76; interactive multimedia, 238; Internet resources, 225; microforms, 273; serials, 285; sound recordings, 99-100; threedimensional materials, 255; videorecordings, 128-31

246: 33, 33-34, 60, 61-62; cartographic materials, 72; computer files, 205; graphic materials, 178; interactive multimedia, 238; Internet resources, 225; kits, 305; microforms, 276; serials, 287; sound recordings, 102; three-dimensional materials, 258; videorecordings, 135

250, 26-27; computer files, 202; interactive multimedia, 238; Internet resources, 226; videorecordings, 131

254, 27

255, 27, 69-70

256, 28; computer files, 202; Internet resources, 226-27

260, 28; computer files, 203; graphic materials, 176; interactive multimedia, 238; Internet resources, 227; microforms, 273; sound recordings, 100; threedimensional materials, 256; videorecordings, 131-32

300, 29-31; cartographic materials, 70-71; computer files, 203-4; graphic materials, 176-77; interactive multimedia, 239; Internet resources, 227; kits, 303-4; microforms, 174; serials, 286; sound recordings, 100-1; three-dimensional materials, 257; videorecordings, 132-33

310, 33, 287

321, 287

362, 28, 286

4XX, 31; Internet resources, 227; videorecordings, 133
5XX, 31-37, 64-65; cartographic materials, 71-74; computer files, 204-7, graphic materials, 177-82; interactive multimedia, 239-40; Internet resources, 227-28; kits, 304-7; microforms, 275-78; serials, 286-89; sound recordings, 101-4; three-dimensional materials, 257-60; videorecordings, 133-39

500, 32, 33, 33-34, 35, 36, 37; cartographic materials, 72, 73, 75; computer files, 204, 205, 206; graphic materials, 178, 179, 180, 181; interactive multimedia, 239; Internet resources, 228; kits, 305, 306; microforms, 276, 277; serials, 287, 288; sound recordings, 102, 103, 104; three-dimensional

materials, 257, 258, 259; videorecordings, 134, 135, 136, 137, 138, 139

501, 37; cartographic materials, 74; computer files, 207; graphic materials, 181; kits, 307; microforms, 278; serials, 289; sound recordings, 104; three-dimensional materials, 260; videorecordings, 139

502, 35: cartographic materials, 73; computer files, 206; graphic materials, 180; kits, 306; microforms, 277; sound recordings, 103; videorecordings, 138

504, 36; graphic materials, 181; serials, 289

505, 36; cartographic materials, 74; computer files, 207; graphic materials, 181; kits, 307; microforms, 278; serials, 289; sound recordings, 104; three-dimensional materials, 259; videorecordings, 139

506, 36-37; graphic materials, 181; kits, 307; microforms, 278; sound recordings, 104; three-dimensional materials, 259; videorecordings, 139

508, 34; graphic materials, 178-79; sound recordings, 102; videorecordings, 135-36

510, 35, 306

511, 34; sound recordings, 102; videorecordings, 135-36

515, 34, 288

516, 32; computer files, 204, 206; interactive multimedia, 239; Internet resources, 228

518, 103

520, 35-36; computer files, 207; graphic materials, 181; interactive multimedia, 239-40; kits, 306; microforms, 278; sound recordings, 104; three-dimensional materials, 259; videorecordings, 139

521, 35; cartographic materials, 73; computer files, 206; graphic materials, 180; kits, 306; microforms, 277; serials, 288; sound recordings, 103; three-dimensional materials, 259; videorecordings, 138

522, 34

524, 35, 306

525, cartographic materials, 73; serials, 288

530, 35; cartographic materials, 74; computer files, 207; graphic materials, 181; kits, 306; microforms, 278; serials, 288; sound recordings, 103; videorecordings,

534, 37; graphic materials, 182; microforms, 278

535, 35

536, 34

538, 33, 34; computer files, 204-5, 205, 206, 209, interactive multimedia, 239; Internet resources, 228; sound recordings, 103; videorecordings, 137-38

546, 33; cartographic materials, 72, computer files, 205; graphic materials, 178; kits, 305; microforms, 276; serials, 287; sound recordings, 102; videorecordings, 134-35

550, 34, 287

555, 289

556, 34; computer files, 206

561, graphic materials, 179

565, 34

567, 34

580, 34, 288

583, 36-37

590, 36-37; cartographic materials, 74; computer files, 207; graphic materials, 181; kits, 307; microforms, 278; serials, 289; sound recordings, 104; threedimensional materials, 259; videorecordings, 139

655, 49

7XX, 40-43

740, 61-62; Internet resources, 225

753, 207-8

78X, 288

856, 228, 229

material (or type of publication) specific details area, 27-28; cartographic materials, 69-70; computer files, 202; serials, 286

material specific details notes, 34; cartographic materials, 73; computer files, 206; serials, 288

mathematical and other cartographic data notes, 73 mathematical data area, 69-70

media, as term, 6; new types, 11

media codes, 9

medium of performance notes, sound recordings, 102

microform reader note, 277

microform reproductions, Library of Congress rule interpretation relating to, 274-75

microforms, 273-84

Miller, David P., 48

MLA-L, 68

mode of access notes, 33; computer files, 205; Internet resources, 228

motion pictures, 127; classification, 54, 55; resolving conflicts, 43-44; subject headings for, 52-54, 55

Moving Image Materials: Genre Terms, 48

National Education Association, Division of Audiovisual Instruction, 8; Task Force on Computerized Cataloging and Booking of Educational Media, 9; see also Association for Education Technology and Communications

naturally occurring objects, 256 nature, scope, or artistic form notes, 32; cartographic materials, 72; computer files, 204; graphic materials, 178; interactive multimedia, 239; Internet resources, 228; kits, 305; microforms, 276; sound recordings, 102; three-dimen-

sional materials, 257; videorecordings, 134

nonbook, as term, 5, 6

nonprint, as term, 5, 6

notes, MARC fields, 64-65; order of, 227; punctuation in, 32,

notes area, 31-37; cartographic materials, 71-74; computer files, 204-7; graphic materials, 177-82; interactive multimedia, 239; Internet resources, 227-28; kits, 304-7; microforms, 275-78; serials, 286-89; sound recordings, 101-4; three-dimensional materials, 257-60; videorecordings, 133-39

numbering and chronological designation notes, 34, 288

numbers, 63-64

numbers borne by the item notes, 36; cartographic materials, 74; computer files, 206; graphic materials, 180; kits, 307; microforms, 278; serials, 289; sound recordings, 104; three-dimensional materials, 259; videorecordings, 139

numeric and/or alphabetic, chronological, or other designation area, 286

OCLC-MARC, 59; see also MARC format OCLC Online Computer Library Center, user groups, 67 Olderr, Steven, 48

Olson, Nancy B., 6, 127, 201, 225

Online Audiovisual Catalogers, "Rationale for Cataloging Nonprint Collections", 3-4

original, notes relating to, graphic materials, 182; microforms, 278

other formats available notes, 35; cartographic materials, 74; computer files, 206; graphic materials, 180; kits, 306; microforms, 278; serials, 288; sound recordings, 103-4; videorecordings, 139

other physical details, 30; cartographic materials, 71; computer

files, 203; graphic materials, 177; microforms, 274; sound recordings, 101; three-dimensional materials, 257; videorecordings, 133 other title information, 25-26 other title information notes, 33-34; cartographic materials, 72; computer files, 205; graphic materials, 178; kits, 305; microforms, 276; serials, 287; sound recordings, 102; three-dimensional materials, 258; videorecordings, 135 PALS(Project for Automated Library Systems), v parallel titles, 25 parallel titles notes, 33-34; cartographic materials, 72; computer files, 205; graphic materials, 178; kits, 305; microforms, 276; serials, 287; sound recordings, 102; three-dimensional materials, 258; videorecordings, 135 Parker, Elisabeth W. Betz, 48, 175 participants notes, 34 Patton, Glenn, 134, 229 performers notes, 34, 102; punctuation of, 34 personal main entry, 38 physical description area, 29-31; cartographic materials, 70-71; computer files, 203-4; graphic materials, 176-77; interactive multimedia, 239; Internet resources, 227; kits, 303-4; microforms, 274; serials, 286; sound recordings, 100-1; three-dimensional materials, 257; videorecordings, 132-33 physical description notes, 34; cartographic materials, 73; computer files, 206; graphic materials, 180; kits, 306; microforms, 277; serials, 288; serials, 103; threedimensional materials, 258; videorecordings, 137-38 place of publication, 28; videorecordings, 131 playing time, sound recordings, 100-1; videodiscs, 132-33; videorecordings, 132-33 poster, as general material designation, 176 preferred citation notes, 35 prescribed sources of information, 20 preservation, of sound recordings, 106 processing, of audiovisual materials, 57-58; of computer files, projection, 70 publishers' numbers notes, sound recordings, 104 publication, definition of, 28 publication, distribution, etc., area, 28-29; graphic materials, 176; interactive multimedia, 238; Internet resources, 227; microforms, 273; serials, 286; sound recordings, 100; three-dimensional materials, 256; videorecordings, 131publication, distribution, etc., notes, 34; cartographic materials, 73; computer files, 206; graphic materials, 180; kits, 306; microforms, 277; serials, 288; sound recordings, 103; three-dimensional materials, 258; videorecordings, 137 publisher, name of, 28; videorecordings, 131 Quinley, William J., 15 radio programs, resolving conflicts, 43 recorded sound, copyright of, 100 reduction ratio notes, microforms, 277 reference to published descriptions notes, 35; kits, 306 relationships with other titles notes, serials, 288 restrictions on use notes, 36-37; cartographic materials, 74; computer files, 206; graphic materials, 180; kits, 307; microforms, 278; serials, 289; sound recordings, 104; three-dimensional materials, 159; videorecordings, 139 Richmond, Phyllis, 50 Rogers, JoAnn V., 8 Sandberg-Fox, Ann, 225 scale, 69-70; calculating, 70 Scherdin, Mary Jane, 3 school librarians, 8 Sears list of subject headings, 9 second audio program, 134 serials (nonprint), 285-302 series area, 31; Internet resources, 227

series notes, 35; cartographic materials, 73; computer files,

206; graphic materials, 180; kits, 306; microforms, 177; serials, 288; sound recordings, 103; three-dimensional materials, 259; videorecordings, 138 settings, access to, 49 Sicherman, Al, 26 Smiraglia, Richard P., 99 Smyth, Sheila A., 7, 57 sound recordings, 99-126; main entry for, 105; preservation of, 106; specific material designations, 100 source of title proper notes, 33; cartographic materials, 72; computer files, 205; graphic materials, 178; interactive multimedia, 239; Internet resources, 228; kits, 305; microforms, 276; serials, 287; sound recordings, 102; three-dimensional materials, 258; videorecordings, 135 special materials, as term, 6 special rules, cartographic materials, 69; graphic materials, 175; interactive multimedia, 237; microforms, 273; serials, 285; sound recordings, 99; three-dimensional materials, 255; videorecordings, 127 specific material designations, cartogrpahic materials, 70-71; graphic materials, 176; sound records, 100 stacks, open vs. closed, 6 standard number and terms of availability area, 37 Standards for College Libraries, 2 Standards for Community, Junior, and Technical College Learning Resource Programs, 2 statement of responsibility, 25-26; videorecordings, 129-37 statement of responsibility notes, 34; cartographic materials, 72; computer files, 205; graphic materials, 178-79; kits, 305; microforms, 276; serials, 287; sound recordings, 102; three-dimensional materials, 258; videorecordings, stereo sound, 37; videorecordings, 137, 138 Stibbe, Hugo L. P., 69 Studwell, William E., 46, 48 subfields, 59 subject access, 44-46 Subject Access to Films and Videos, 48 subject headings, form subdivisions: order of, 48; locally devised, 46; purpose of, 46-47 summary notes, 35-36, 37; computer files, 206; graphic materials, 180; interactive multimedia, 239-40; kits, 306-7; microforms, 278; sound recordings, 104; threedimensional materials, 259; videorecordings, 139 supplements notes, 34; kits, 306 system requirements notes, 33; computer files, 204-5; interactive multimedia, 239; Internet resources, 228 tag, 59 target audience, 52 television programs, resolving conflicts, 43 Thaxter, Richard, 28, 41, 129-30, 131, 136, 179 theft-detection systems, 10 Thesaurus for Graphic Materials, 48 three-dimensional artefacts and realia, 255-72; processing, 261, 266, 267, 269, 270 Tillin, Alma M., 2, 15 title, information preceding, 20-23; variant forms of, 61-62 title added entries, 61-62 title and statement of responsibility area, 20-26; cartographic materials, 69; computer files, 202; graphic materials, 175-76; interactive multimedia, 238; Internet resources, 225; microforms, 273; serials, 285; sound recordings, 99-100; three-dimensional materials, 255; videorecordings, 128 title main entry, 39; capitalization of, 20 title proper, 20; videorecordings, 128-29 topics, access to, 49-50 translation notes, 33 Truett, Carol, 8 Tucker, Ben R., 22, 23, 25, 28-29, 32, 43, 136, 256

uniform resource locator, 229

Universal Product Code, 63

uniform titles, 43-44

unpublished materials, 18
Urbanski, Verna, 18, 23, 28, 179
USMARC, 59; see also MARC format
variable fields, 59
variations in title notes, 33; cartographic materials, 72;
computer files, 205; graphic materials, 178; kits, 305;
microforms, 276; serials, 287; sound recordings, 102;
three-dimensional materials, 258; videorecordings, 135
videocassettes, processing, 144
videodiscs, playing time, 132-33
videorecording system note, 138
videorecordings, 127-74; genre access, 140; main entry form, 140
weeding library collections, 11
Weihs, Jean, 5, 6, 7, 38, 47
Wellisch, Hans, 44
White-Henson, Wendy, 127
"with" notes, 37; cartographic materials, 74; computer files, 206; graphic materials, 180; kits, 307; microforms, 278;

serials, 289; sound recordings, 104; three-dimensional

materials, 260; videorecordings, 139 Yee, Martha, 12, 39, 48 Zinkham, Helena, 48