WHY DO WE BOTHER WITH SUBJECT HEADINGS?

Alva Stone
Florida State University
atstone@lawson.law.fsu.edu

Why do we bother with subject headings?
During the past three years I have been helping out at the Reference/Information Desk, sometimes as much as ten hours a week. Working directly with our patrons to help fulfill their information needs has opened my eyes to the whole of library service. I mean, cataloging, classification, and processing are very important services, actually they are fundamental for access to the materials which the library owns. But these days our patrons are accessing much information and many materials which the library does not own -- through interlibrary loan, via the Internet, and on full-text online databases. Hence, the library's collection, and subsequently its library catalog, may be losing its status as the supreme source of information. We should take seriously, therefore, the hints that more catalogers should get involved in cataloging Internet resources, the contents of CD-ROM titles, and works accessible through online databases.

But apart from this, my experience on the Reference Desk has reinforced for me a fact which I have always intuitively known was true, no matter how much I'd wanted to resist, yes, even deny it. Administrators are correct when they pay more attention to public services and emphasize the reference librarians' role in library service.

(Cont. on page 16)
1995-1996
OFFICERS
COMMITTEE CHAIRS

*****

OBS-SIS
Chair:
Anne Myers
Boston University
Vice-Chair/Chair-Elect:
Sally Wambold
University of Richmond
Secretary/Treasurer:
Cynthia May
University of Wisconsin
Members-at-Large:
Kathy Faust
Northwestern School of Law
Vianne Tang Sha
University of Missouri
Education Committee:
Sally Wambold
University of Richmond
Local System Committee:
Georgia Briscoe
University of Colorado
Nominations Committee:
Arturo Torres
Gonzaga University
OCLC Committee:
Karin den Bleyker
Mississippi College
RLIN Committee:
Heather Hawkins
University of San Francisco

*****

TS-SIS
Chair:
Michael Petit
Georgetown University
Vice-Chair/Chair-Elect:
James Mumm
Marquette University
Secretary/Treasurer:
Virginia Bryant
George Washington University

Members-at-Large:
Judy Lauer
New York State Supreme Court
Susan Goldner
Univ. of Arkansas at Little Rock/
Pulaski County Law Library

Acquisitions Committee:
Brian Quigley
University of Texas-Austin

Awards Committee:
Richard Amsiung
St. Louis University

Cataloging & Classification Committee:
Carol Shapiro
Fordham University

Education Committee:
Joan Howland
University of Minnesota

Exchange of Duplicates Committee:
Pelice Lowell
University of Miami

Preservation Committee:
Curt Conklin
Brigham Young University

Serials Committee:
Paula Tejeda
St. Thomas University

*****

TSLL EDITORIAL POLICY

Technical Services Law Librarian is an official publication of the Technical Services Special Interest Section and the Online Bibliographic Services Special Interest Section of the American Association of Law Libraries. It will carry reports or summaries of the convention meetings and other programs of the OBS-SIS and TS-SIS, act as the vehicle of communication for the SIS committee activities, and carry current awareness and short implementation reports. Prospective authors are urged to contact the Editor for style information.

Statements and opinions of the authors are theirs alone and do not necessarily reflect those of the AALL, the TS-SIS, OBS-SIS, or the TSLL Editorial Board.

Subscriptions: Provided as a benefit of membership to Sections members. Non-member subscriptions:
Domestic - $10.00; Foreign - $12.00. Contact the TSLL Business Manager (address on back cover) or the American Association of Law Libraries.

ISSUEs are published quarterly in March, June, September, and December.

ISSN 0195-4857
EDITOR'S NOTE

In this issue: Alva Stone presents some very thoughtful and timely ideas for all of us to consider, if we are to survive in the business. And make no mistake, we are all engaged in business, the information business. Just as in corporate and industrial America, the bottom line is money, for both staff and services.

Have you noticed that most of the articles in TSLL and in other technical services literature deal with computers, software applications, automation systems, or online databases? I wonder if this focus on technology works to our advantage, helping us to work better and be happy with what we do. I don't if it does, but I bring to your attention an article by Herb White in the January 1996 issue of Library Journal (pp 59-60). It certainly stirred me up. See what it does for you.

*****

ONLINE BIBLIOGRAPHIC SERVICES SPECIAL INTEREST SECTION

OBS SIS MESSAGE FROM THE CHAIR

Anne Myers
Boston University
amyers@bu.edu

I know that by the time you read this, spring will be upon us (hopefully) with warmer weather, green grass, flowers to plant, and birds singing sweetly. As I write, though, many of us are still digging out of the Blizzard of '96 and have sore muscles in odd places from all the shoveling. On the several snow days we've already had, I spent some time shoveling, some time watching the snow, some time listening to weather reports -- and a LOT of time as one of the millions of telecommuters who have suddenly been discovered by the media. Given my trusty computer, modem, and access to the Internet, I can actually do a lot of my job from home, using the many "online bibliographic services" that we all take for granted at the office -- something to ponder when we hear it described on TV as the newest fad and realize many of us have been doing it for years!

I'm delighted to announce the slate of officers for our spring election. Arturo Torres, Chair of the Nominations Committee, and the other members of the Committee, Jack Bissett and Rhonda Lawrence, have done a wonderful job. Candidates for Vice-Chair/Chair-Elect are Jacqueline Paul (Widner Law School) and Caitlin Robinson (University of Iowa). Candidates for Member-at-Large are B.J. Segel (Pepperdine) and Paula Tejeda (St. Thomas). The slate will be formally presented to members in the mailing that also includes the annual membership survey, which you should already have by the time you get this issue of TSLL. Additional nominations are welcome from any OBS member. They should be sent to our Secretary-Treasurer, Cindy May. Ballots will be out shortly.

Speaking of the survey, I urge all of you to take the time to fill it out when it hits your mailbox. It really does provide our incoming OBS Chair, Sally Wambold, with a lot of information about who you are, what your want from the Section, especially regarding programs, and who is willing to help. Please take a few minutes to complete the survey and return it to Sally to help her year off to a good start.

Right now you should be reading in LJ and elsewhere the summary reports of the meetings that took place at ALA Midwinter. I hope you'll read them with an eye to ideas for program topics that would interest you at AALL meetings. I find this to be a wonderfully rich source for ideas. And naturally, as you find them, I hope you'll
pass them along to the rest of us in the survey or in online discussions. Just because you suggest a topic doesn’t mean you’ll be asked to co-ordinate or moderate a program -- but, it’s an enormous help to know what things interest our members and to identify people who might be willing to work with others to present a program at AALL. Good grief, we’re already talking about programs for Baltimore in 1997 and we haven’t even gotten to Indianapolis yet! It never hurts to start early, though, and the ALA meeting reports are full of good ideas.

*****

TECHNICAL SERVICES 
SPECIAL INTEREST SECTION

SERIALS & CATALOGING & ACQUISITIONS
EXCHANGE OF DUPLICATES & PRESERVATION

TECHNICAL SERVICES SIS
MESSAGE FROM THE CHAIR

Michael Petit
Georgetown University
petitm@law.georgetown.edu

It is now 1996 and my year as Chair of the SIS is already half over. There is a lot of work to do from now until the Annual Meeting in Indianapolis. The programs sponsored by the TS-SIS are being finalized. I trust that everyone received their preliminary program mailing that listed all of this year’s programs. If anyone has ideas for programs for 1997, I would encourage them to contact the chair of the appropriate committee.

Jim Mumm, the Vice-Chair of the Section, has completed the annual membership survey and is busy compiling the results. I would like to personally thank him for a job well done. I would also like to thank the 122 members who took the time to complete and return the questionnaire. This represents only 22% of the surveys which were mailed out. I was hoping for a greater response, but this is about the same amount we receive every year. I will join with past Chairs of the SIS in emphasizing the importance of the membership survey because many of the Section’s activities are based upon its results.

Speaking of surveys, please watch your mail for a questionnaire that the TS-SIS Serials Committee, Subcommittee on Statistics has been working on for the past two years. This questionnaire has been designed to gather information on the ways that law libraries are keeping and reporting statistics on serials titles and serials subscriptions in the ABA Annual Questionnaire. The results of the survey will be discussed in a program at the 1996 AALL Annual Meeting in Indianapolis entitled “Who’s Counting, Who Cares: Delivering the Message With Statistics.” I strongly encourage all Technical Services Librarians to respond to this important survey.

*****

ACQUISITIONS

Jean Eisenhauer
Washington & Lee University Law Library
jmeawlu@wlu.edu

It was announced on ACQNET October 6, 1995 that YBP and Everetts have formed a “strategic alliance to supply English language scholarly materials and collection management services to academic and research markets worldwide.” Wolters Kluwer, a Dutch publisher based in Amsterdam, has purchased CCH for $1.9 billion. According to Wolters Kluwer’s chairman Cor Brakel, CCH is the "very friendly, very big fish" the company has been trying to catch for a number of years. In addition, Wolters Kluwer owns Aspen Publishers, Panel Publishers, and Aspen Law & Business (Prentice-Hall Law & Business) in the United States. The company also publishes medical, educational and scientific publications. Its
principal operations are in the United States and eight European countries including Spain, Italy, Germany, and France. Wolters Kluwer was rumored to be one the companies interested in purchasing West Publishing.

According to *Mergers and Acquisitions Report*, vol. 9 no. 2 (January 8, 1996), Reed Elsevier, Times Mirror Co., and Thomson Corporation are also interested in purchasing West.

The *Library Resource List*, courtesy of the Wisconsin Division of Libraries, is a compilation of links to resources of interest to librarians. It has six areas--selected reference resources, new net sites and search engines, government resources, library cites, libraries, the Internet and the NIL (National Information Infrastructure), and professional information. The address is:

http://www.state.wi.us/agencies/dpi/www/lib_res.html

Having recently worked on the library's materials budget for FY1996/97, I noticed that some Matthew Bender annual costs had remained about the same and in some cases had actually decreased. I expect that that may change, however, after reading a news item in the December 11, 1995 *Publishers Weekly* (p. 14). It seems that Times Mirror, Bender's parent company, is not pleased that Bender's earnings and sales have declined in the past three years. So, Times Mirror hired Katherine Downing from Lawyers Coop to "straighten out Bender." Downing said Bender's financial slide has not been the result of structural problems in the legal market, but rather has been self-inflicted. According to Downing, Bender was "giving away" its CD-ROM products, had no new products in the pipeline, had slashed its sales force, closed its direct response channel, engaged in 'amateurish' market programs, and had no information available online. Ms. Downing hopes that, by her efforts, Bender will begin growing again in 1997.

Thomson Legal Publishing has purchased Shepard's McGraw-Hill's topical and other non-citation legal information products. According to the January 1, 1996 issue of *BP Report*, Thomson "will integrate Shepard's products into its existing U.S. legal publishing operations." Speculation on my part would indicate that some will go to Clark Boardman Callaghan and some to Warren, Gorham & Lamont.

In order to read about one acquisitions librarian's experiences and occupation, check out the Interview with Connie Kelley, Acquisitions Librarian at the University of Virginia in *Against the Grain*, February 1996 (p. 42). She has some food for thought about finances, print materials, electronic materials, and licensing. And, besides that, she's an interesting person.

A new section, "Legal Issues" began in the February 1996 issue of *Against the Grain*. It will primarily cover copyright and intellectual property law and is edited by Anne Jennings of Sinkler & Boyd and Jack Montgomery from the University of Missouri, Columbia.

The lead article in the February issue of *Against the Grain* (vol. 8 no. 1, p. 1) is Michael Gorman's paper "Dreams, Madness, & Reality: the Complicated World of Human Recorded Communication" presented at the Charleston Conference, November 4, 1995. Mr. Gorman comments on the dream, madness, and reality of several aspects of libraries. As he says, "... it is possible to analyze the present state and future possibilities for libraries and librarians by looking ... at our dreams, our current all-digital-future madness, and the reality that both circumscribes the dreams and throws cold water on the madness." Under the heading "Library Collections", the dream is of libraries that "would have physical, accessible collections and would give access to remote electronic resources." The madness is the "all-digital madness" where "no library would own anything and
all documents would be available in electronic form at the touch of a button." The reality is "that libraries will continue to acquire, organize, and make accessible the collections that our patrons want and need." Whether or not you agree with Mr. Gorman, the dreams, madnesses, and realities he discusses are something to think about.

*****

AUTOMATION

Mary Chapman
New York University Law Library
chapmanm@unix.asb.com

FastCat and Acquisitions Lists for the Web

Homegrown Productivity Tools

Are your staff using Windows for their word processing and spreadsheets, but stuck with old non-Windows programs for copy cataloging support, spine labels and bindery slips? Do they have to move from machine to machine to get their work done? Would you like to produce attractive acquisitions lists in-house with a Windows program, either in a word processing format or HTML-coded for mounting on the Web? Are you writing your own Windows software for technical processing functions and want to see what other trailblazers are doing? If you answered "yes" to any of these questions, then read on. The University of Nevada, Las Vegas, may have something for you.

As technical services staff move from dumb terminals to PCS running Windows and OPACs become available on the Web, many of us have an increasing need for productivity tools that take advantage of Windows' power and ease of use. Some local systems vendors may be behind the curve on meeting staff needs as they focus on providing Windows-based interfaces and Web pacs for the public. Other library software vendors may not see a profitable market for small add-on tools and concentrate instead on developing other products.

Librarians with programming skills can turn this gap into an opportunity to develop software in a real-world setting. The University of Nevada, Las Vegas (UNLV), is one institution that has adopted this approach. Some nifty productivity tools have been developed there that law librarians should check out. Another piece of good news is that UNLV software is free! And you can download it yourself over the Internet, load it on your PC, and test drive it.

Lamont Downs, head of the LC Copy Cataloging and Database Maintenance Unit at UNLV, wrote the copyrighted programs and the documentation. Richard Amrhein, head of Technical Services at UNLV gave a presentation of the software at the ALA Midwinter Meeting in San Antonio. Two programs have been written so far as part of an ongoing effort to increase productivity. FastCat is a cataloging and physical processing program. The second program (as yet unnamed) sorts lists and outputs them in either word processing or HTML formats for mounting on the library's Web site. This program is in the final testing stage and should be available soon. Both are Microsoft Windows programs written in Microsoft Visual Basic. FastCat was designed for use with Innovative Interfaces InnoPac and OCLC, but could be adapted for use with another local system or utility. The list sorting program is being developed for use with InnoPac.

FastCat

FastCat was developed to assist catalogers in maximizing efficient use of their local system. It was intended to reduce cataloging time and automate routine processing. (1) FastCat interfaces with both...
the local system and OCLC. Two records can be viewed simultaneously, both from the local system or a local system and OCLC record. A toolbar is provided with choices such as labels, bindery, clipboard, save/load. Data in the MARC records can be used to generate spine labels, author/title labels for in-house pamphlet binding, bindery slips, and other output. Labels and bindery slip in single or multiple copies can be sent directly to a printer through Windows drivers or saved to floppy and printed later. There is a print preview feature. Multiple label formats overcome the limited possibilities of InnoPac's label options. Authority control can be made easier with FastCat because headings can be checked on both InnoPac and OCLC's LC authority file at the same time. Records found can be downloaded to the local system in the same session. Statistics of activity during each session are automatically generated. Future enhancements include interfacing with LC Cataloger's Desktop and Classification Plus CDS. Although FastCat was designed for OCLC and InnoPac, it should be adaptable to other environments. UNLV has been pleased with the success of FastCat in improving productivity. Rick Amrhein reported an increase in LC copy cataloging and a higher increase for member copy. Staff time freed by productivity increases is transferred to other activities.

- **Limitations:** The software has some limitations that may be overcome in future enhancements. UNLV found it very difficult to interface FastCat with OCLC PASSPORT because of Windows/DOS conflicts. PASSPORT for Windows may eliminate this problem. They had to run OCLC over a direct communication line while InnoPac ran on an ethernet connection. OCLC's gateway software would solve some of these problems but is expensive. The local catalog must also run in Windows under a Windows program such as Terminal. A Kermit program (DOS) running under Windows, which is commonly used with InnoPac, would be a problem.

- **Requirements:** A minimum 386DXISA-compatible PC with 4 megs of memory, or better yet, a 486SX at 25MHz; disk space of 800K to 1.4MB; Microsoft Windows 3.1 or higher; video resolution of 1024x768 (a 17" monitor is strongly recommended in order to view all four windows comfortably); TrueType Arial font. An ethernet connection to the local catalog is recommended, but a telephone connection will function although with long waits.

- **Documentation:** FastCat's 24 pages of documentation are a plus, especially considering that this is freeware. The five chapters include an overview, system requirements, installation instruction, configuration instructions for the various options, a chapter on label printing and another on troubleshooting.

**Sorting and HTML List Support**

For some law libraries that want software to efficiently generate an in-house acquisitions lists, UNLV's new sorting program may be the answer. The sort program has been developed primarily for in-house acquisitions lists to be posted on the UNLV library Web site. A Microsoft Windows program, it uses an InnoPac MARC list file as input, and separates the list file into discrete citation files according to criteria you specify. For example, one could create a list of new titles cataloged during the past month and use this program to create a separate file for categories such as books, serials, computer files, and locations. The list creator can use the various location codes, call number ranges, subject codes, fund codes, and locally defined codes as sorting criteria. There is an option to add HTML coding as the program sorts, so that the resulting files are full HTML files ready for posting on the Web. If printed output is wanted, such as for certain faculty members, a WordPerfect file can also be generated.

- **Requirements:** A 386DX PC or better, at least 4 MB of memory, and 1 MB of hard
disk space are required. Additional space is required for the input and output files created for the lists themselves.

Limitations: The sorting program does not alphabetize or reorder the files created; they will be output to the various output files specified in the order they occur in the source list. Only InnoPac MARC format files can be used for input.

Documentation: A readme.doc file is provided along with the program files.

Getting the Software

FastCat can be downloaded via anonymous ftp as zip files and saved to a 1.4 MB floppy. If you have access to a Netscape or other Web browser, this is a simple process. Readers should be aware that UNLV restricts anonymous ftp to off-hours; I got my file on a Saturday.

URL: ftp://nevada.edu/pub/liaison

FILENAMES:
  fcat134.zip  fcatdocs.zip

The sort program should be posted to the same site soon with an easily identifiable filename. Since this is freeware, there is no tech support for those who choose to use these programs.

I would like to hear from anyone who tests either of these programs, especially if someone adapts FastCat to another OPAC or utility. Homegrown tools like these are not only useful in themselves, but they can stimulate thinking and experimentation with creating other applications. If anyone has a program they would like to write about to share with others, please let me know!

Notes

Notes: Thanks to Lamont Downs for his help in preparing this article.

the pleadings back together with the cases and would like to hear from you if you have any suggestions for handling them.

Please contact Jolande at:
goldberg@mail.loc.gov

\- LC is planning to provide both JZ/JX and KZ/JX class numbers for the parallel sections on its records. Individual libraries will be able to make a policy decision to classify their materials in one or the other class schedule.

\- KKZ: Yugoslavia and the former Yugoslav Republics: LC issued a memo in January concerning the six constituent republics. LC's decisions concerning Yugoslavia, which are listed in CSB no.60/spring 1993, are still valid. The US government still recognizes only the following three republics as nations: Bosnia and Hercegovina (n81-035836), Croatia (n81-035140), and Slovenia (n81-035365). The remaining three, Macedonia (Republic) (n61-038515), Montenegro (n61-032743), and Serbia (n85-195919), continue to be treated provisionally as independent nations without recognition by the US government. Because of the provisional jurisdictional character of these three political entities and the political uncertainties in the region, it was decided not to redesign KKZ at this time.

\- EC/EU: Look for the new scope notes for the European Community or Union that were published in LC Classification -- Additions and Changes list 259. Watch for further developments concerning the European Community/Union!

\- KTL500-9499: South Africa: Look for the revision of the schedule for South Africa and its provinces that was published in LC Classification weekly list, no. 51, Dec. 20, 1995. The revision will also appear in the next issue of LC Classification -- Additions and Changes.

\- Class J: The new edition of Class J has been published and is available from Cataloging Distribution Service. Note that the new edition has JX in brackets with a statement that LC is no longer using JX. However, LC will continue to use JX until the new schedules are ready -- hopefully this summer.

\- Lots of changes to the law schedules: be on the lookout for revisions in LC Classification -- Additions and Changes and check the new filings for the Dershem schedules!

---

INTERNET

Pam Perry
Boston University Law Library
paperry@acs.bu.edu

Have you seen those cryptic little lines of letters, numbers, and symbols that seem to be popping up everywhere? They're in print ads, in television commercials, and even in magazine and newspaper stories. Has something like

http://www.spe.sony.com/Pictures/SonyMas/sense.html

mysteriously appeared at the end of a movie preview at your local theater? (I'll reveal the secret at the end of this column!)

It's not industry jargon -- it's the address of a site on the World Wide Web, the latest place to get your word out, whether it be personal, educational, commercial, or recreational.

The World Wide Web (usually written as WWW, or referred to as "the Web") is a network of documents stored on computers all over the world. Information is not limited to the textual form, but can be images, photographs, movies, sounds, or combinations of any or all of these. A document can also be interactive, with
options for searching within it, setting commands to control its use, and/or giving feedback.

Though available over the Internet, the Web requires more sophisticated computer equipment than is needed to do e-mail or read newsgroups. You'll need a 486 computer (although a very fast 386 may do in a pinch), at least a 14,400 baud modem (again, the faster the better -- this is the minimum), and a SLIP/PPP connection. The better and faster the equipment, the lower the frustration level. Files on the Web can consist of hundreds of thousands of bytes, and can take forever to load if you don't have the right technology. Many Internet providers can supply access to the Web and will help you set up the connection. Contact your company for specifics.

One travels across the Web by means of a browser, such as Mosaic or Netscape. My comments are based on using Netscape, as that is the only "web client" I've used. Your Internet provider may include one of these or many other browsers with its service, or provide one of its own, such as Netcruiser on Netcom. There is also Lynx, a DOS-based browser for those who are not yet running Windows (and there are still some of us left!)

Information on the Web is presented in the form of "pages," which can be one screen or many screens. Documents are written in "HTML" (Hypertext Markup Language), which is simply plain text with codes added to tell the browser how to display it, and imbedded addresses that connect you to related sites and documents. A scroll bar allows you to move through the document. If it's very long, there may be an index on the first screen with highlighted section names -- click on one and you're in the desired section.

Documents are accessed by means of URLs, or "uniform resource locators" (the cryptic messages referred to above). In fact they are just addresses, telling the web client where to look for a document. A URL has three sections -- the protocol (http, ftp, gopher), the name of the server and port where the document resides, and the pathname (file name, or directory and filename) of the specific document. In the URL at the beginning of this column, "http:" is the protocol, "www.spe.sony.com" is the server, and the rest is the pathname. The protocol is always followed by a colon and double forward slashes, and all other elements are separated by a single forward slash. The protocol is not case-sensitive, but be careful when typing in the rest of a URL, as capitalization is crucial.

The first thing you see when you connect to a Website is the home page, or base document. From here, links will take you off to other parts of that document or to other related sites. Links show up as colored/highlighted/underlined words or phrases imbedded in a document, and they change colors as you use them; you can trace your browsing history by following the changed links.

The location field at the top of the screen shows the address of the current page, while the status/progress bar across the bottom shows the URL of each link as you pass over it with the mouse arrow. During connection to a location, this line will show the percentage of connection accomplished and indicates when a document is done. You move around in a document by use of scroll bars, just as in any other windows environment.

Now that you know the basics of getting around on the Web, what will you find there? In one word: everything! There have been very few instances when I have looked for a topic without finding something, and usually I find a lot. Okay, so my favorite opera singer doesn't have a homepage ... yet. But I can scan the worldwide opera schedule to see when and where he's appearing. There are personal pages, business information, academic,
professional, and recreational resources, and some downright weird stuff. How do you begin looking for something on the Web? You can go to it directly if you have the URL, but if you don’t know the address, there are two ways. One is to use a word or phrase search; the other is to browse by way of a directory. Netscape includes a directory called Excite, which includes a search function and a list of over a dozen broad categories of topic areas. There is also a list of other available directories, including specialized listings such as the Environmental Organization WebDirectory, World Wide Arts Resources, and Yahoo, the original guide to the Web. The broad subject areas are a good place to start; browsing will give you a sense of what’s available and how topics are categorized.

Searching Web sites is an option available through several different services. Again, with Netscape there is a button to click on for searches, and there you’ll find a list of available "search engines."; some common names are InfoSeek, Webcrawler, and Lycos. Try several of these, as results vary according to subject area. For example, when searching for that above-mentioned opera singer, Infoseek gave me a much larger result than the other engines.

Infoseek search results are listed in order of score according to how many times the search terms appear in a document. You can set parameters to determine where you want to search (Web sites, Newsgroups, FAQs, etc.) and put a limit on the number of documents returned.

Once you get a few documents that satisfy your query, the possibilities are endless. I’ve found many useful Websites and documents by just "pointing and clicking" on highlighted terms and following an impromptu thread. It’s like flipping through a thesaurus till you get exactly the right word, or, in this case, the perfect document. And once you find that perfect

site, you’ll want to keep track of it for future use.

Netscape, and other browsers, provide you with an address book to in which to store the URLs of the sites you visit often. This file is called "Bookmarks," and on Netscape it’s a pull-down menu with "add" and "view" options. While you’re at a site, simply click on "add" in the menu, and your file will be updated. To return to a site, choose "view" and double click on the site name. Within "Bookmarks" there are menus for sorting and arranging your addresses alphabetically or hierarchically.

What’s great about finding things on the Web is that you don’t even have to know where a document is for it to be useful. I’m reminded of the line from the film "The Adventure of Buckaroo Banzai" that goes, "No matter where you go, there you are." In truth, you never really have to know where any documents resides -- you can make a bookmark, write down the address, or retrace your steps through the links you’ve chosen. The Hypertext links make this procedure transparent, and all you have to be concerned with is the content.

The World Wide Web has made travel on the Internet painless and enjoyable; it’s a fascinating resource that brings out unlimited creativity. Using the Web is seductive; lots of pretty colors and pictures abound. But remember the old adage, "Never judge a book (or Website) by its cover." It’s still the content that counts. What the Web provides is a just a more varied way of presenting information in electronic form.

And now, the mystery revealed! The URL in the first paragraph is the Website for the film "Sense and Sensibility." The title says it all about dealing with the World Wide Web. Be sensible about learning the tools, but don’t be afraid to follow your instincts when searching out an answer.
I'll list a few of the basic URLs to get you started, but I'm sure that in no time you'll be making your own wonderful discoveries on the World Wide Web. Next column, I'll explore some specific sites that are useful in everyday technical services work.

See you in Cyberspace!

*****

Directories

- Amazing Environmental Organization WebDirectory:
  http://www.webdirectory.com

- Excite:

  ▶ Magellan:
  http://www.mckinley.com/ (reviews of Web, FTP, Gopher sites and Usenet groups)

  ▶ Point:
  http://www.pointcom.com (rated and reviewed Web sites)

  ▶ World Wide Arts Resources:
  http://www.concourse.com/www/default.html

  ▶ Yahoo:
  http://www.yahoo.com/ (the original Web directory)

Search Engines

- Alta Vista:
  http://altavista.digital.com (Digital's index to the Web and Usenet groups)

- Infoseek:
  http://guide.infoseek.com/

- Lycos:
  http://206.101.96.100

- Who Where?
  http://www.whowhere.com (Online white pages of people and organizations)

  *****

PRESERVATION

Patricia Denham
University of Cincinnati Law Library
Pat.Denham@Law.UC.Edu

I just finished reading a book review which described a good memoir as a journey story that is empowering to both writer and reader, and I realized that that is what I endeavor to do with this column: to empower my readers in library preservation. I hope to convey the information you need to do the work that needs to be done to save your collections for the future, and, at the same time, to give you the confidence to be able to do it.

Granted, the work of preservation is so vast that it is never-ending, and limited only by insufficient budgets, both financial and time, but that shouldn't discourage you from doing what you can. It is vital, if your collections are not composed entirely of throw-away volumes and supplements, that you make a commitment to preserve them for current and future users.

I understand that preservation is only one of the entries on your job description, or maybe it isn't on your job description at all (or maybe you don't even have a job description, but that belongs in another column or newsletter). Anyway, I know that preservation is usually at the bottom of your to-do basket. Just try to move it up a notch. At least you have some awareness of the basic problems or you wouldn't be reading this column. That's a start. Do you also read the preservation columns in other newsletters that come across your desk? I'm aware of a column in the monthly College & Research Libraries News as well as occasional articles in Library Journal, the ALCTS Newsletter, and the Archival Products newsletter. (I still bemoan the demise of Wilson Library Bulletin with Sally Buchanan's monthly column). When you see articles about preservation, make a point to read them. You might be surprised by how much is
published on the subject in the library literature.

If you, like me, tend to put things off, make an appointment with yourself for next week or next month to make some priorities about preserving your own collection. If you feel you don't have the expertise (or clout) yourself, enlist a colleague or two and form a "committee." But make this a committee that really accomplishes something, rather than just talking the problem to death. Don't be discouraged because there are not funds for another staff member or student worker. There are quite a few positive things that can be done without adding people or throwing a lot of nonexistent money around.

For starters, examine how you currently bind serials. Do you use a Library Binding Institute bindery? Purchase Guide to the Library Binding Institute Standard for Library Binding (ALÁ, 1990) and Library Binding Institute Standard for Library Binding (LBI, 1986), if you don't have them. Use them together to better understand different types of binding. Your binder can be an ally in your quest to "fix" your books. They have many services, from recasing books with intact textblocks, to constructing custom-made boxes. Of course, their services come at a price. Only you can decide if it is reasonable for a specific title or if the work can be done more cost effectively in-house (by trained staff, of course). If you aren't satisfied with your binder, contact other libraries in your region for recommendations, if it is feasible for you to change.

Speaking of book repair, I think it's important, if you're going to do it, to set aside an area that is used only for that. Keep all the supplies and materials there. You need a good-sized table to do most treatments. It shouldn't be cluttered with other work. Even if book repair is done only once a week, ideally, it should be done on a surface that is totally devoted to that one mission. Believe me, it will get cluttered enough with the brushes, needles, thread, jars of wheat paste, etc. that are the conservator's (or quasi-conservator's) tools.

Don't neglect a look at the conditions under which your materials are housed. High temperatures and humidity and direct sunlight subtract years from the maximum time available to them. Consistently shelving books properly can also preserve them. Although easy to dismiss as a preservation tool, shelving is very important. Covers of paper-backed books are easily torn and bent and textblocks separate from the cloth covers when bookends are not used properly on every shelf. Shelvers need to be trained to straighten leaning books and to use bookends where needed.

Contact local or regional organizations for any training or education that may be needed for your staff. Call your state library, state universities, and regional library networks, such as SOLINET. If they can't help you directly, they should be able to direct you to other sources who can.

Well, I don't know about you, but I feel empowered. I might just see about tackling some of those broken books that our circulation staff have brought to their "book doctor."

*****

RESEARCH AND PUBLICATIONS

Ellen McGrath
University at Buffalo Law Library
emcgrath@ubvm.cc.buffalo.edu

Brian Striman
University of Nebraska-Lincoln
brian@unlib.unl.edu

Ellen McGrath and I will be co-editing this column now. We will try to alternate, but if one of us can't whip up a column for any given issue, the other will. Ellen does a
wonderful job keeping us all updated on new developments and providing us with ideas for research and publications. I hope I can do the same. Contact either of us for comments and questions. It’s valuable to go back and look at previous issues. I’m amazed at the goodies in previous columns.

As a follow-up to the Research Roundtable report given by Lynn Robinson in the September 1995 TSLL (p. 12-13), there was discussion about creating a joint OBS/TS research grant committee. Ellen and I will put the finishing touches on a letter which will be sent to the Chairs of both OBS and TS SISs before mid-April, 1996. This letter will provide Anne and Michael with information about the proposal for creating the joint OBS/TS research grant committee. The letter will be accompanied by a sample application form and will have guidelines for the committee and guidelines for the potential candidates. We are hoping to finalize all the necessary documents and want to be sure that the Chairs are comfortable with the proposal so that so that the creation of the new committee can be voted on in Indianapolis. It will be very important that you look for details about the grant proposal information in the June 1996 TSLL!! You can then contact Ellen or Brian with questions, or contact your SIS Chair with your input and comments.

By now you know about the Little, Brown and Company’s $50,000 grant to help support the research agenda of the AALL Research Agenda Committee. The deadline for submission of applications this year was February 9, 1996, so you don’t have a chance this year. But, anyone reading this column right now, could go back to previous TSLL issues and pick out topics to start ideas flowing for research which may be eligible to receive funding necessary to support your work for next year. The Little, Brown grant monies and the AALL Research Agenda Committee will be looking at anyone’s application, so don’t think tech services topics aren’t going to be looked at. I don’t know what the focus topic is for next year’s grants.

Before looking at more publishing opportunities, I want to note just a few articles that been recently published. I get this info by looking through issues of the publication titled Legal Information Management Index. The most recently received issue available at this writing is November/December 1995. Each issue indexes some very well known newsletters and periodicals like AALL’s own Automatome, CRIV Sheet, LLJ, PLL, TSLL, RSSL and others that probably sound familiar, such as Serials Review, Technical Services Quarterly, Cataloging and Classification Quarterly, and Trends in Law Library Management. There are a lot of good things being published folks! Just spending ten minutes breezing through the keyword index I found currently published articles on preservation, outsourcing copy cataloging, criteria for selecting CD-ROM products, motivating student employees, disaster planning, document delivery, system migration to Horizon, and tech services resources on the world wide web. Not bad for one issue. This is a publication well worth remembering for ideas for research and publishing.

I want to highlight some of our colleagues’ more recent work:

- Georgia Briscoe’s LLJ article “Why Not a Shared Database for Legal Serial Patterns?”
- Gail M. Daly’s LLJ article “Bibliographic Access to Legal Research Reconsidered.”
- Rita Millican’s and Susan Morrison’s LLJ article “Decapitalization of Discards in a Law Library.”
- Maria Okonska’s LLJ article “Legal Aspects of Passive Smoking: an Annotated Bibliography.”
- Sara Galligan’s LLJ article “County Law Library Cataloging by the Minnesota State Law Library: a Ten Year Review.”
There are more of course; I chose these authors and LLJ because the past four issues are just behind my PC. Besides, I want to make you aware that LLJ routinely publishes articles in the realm of technical services law librarianship.

As usual, there are many publication opportunities out there. The following is a synopsis of what I've been compiling over the past couple of months:

- "OCLC Systems & Services," call for papers-- articles between 1,000-4,000 words. Send submission ideas to: John D. Lewis, 706 Elizabeth Dr., Blacksburg, VA 24060-2808.
- "NOTIS User's Group Special Interest Group," call for papers, presenters and moderators for the NUGM Annual Meeting in Chicago, September 19-21, 1996. Contact: Dr. Brad Eden via e-mail at beden@life.jsc.nasa.gov
- Jim Cole, new editor of The Serials Librarian which is published by Haworth can be contacted for article submission requirements at: Jim Cole, 204 Parks Library, Iowa State University, Ames, IA 50011-2140.
- Minnesota Scholarly Press publishes and distributes titles of interest to the library cataloger. Contact Sharon Olson via e-mail at abb@ic.mankato.mn.us
- "Library and Information Science Research" call for papers focuses on the research process in library and information science. Send inquiries to Candy Schwartz via e-mail at: cswartz@vmsvax.simmons.edu
- More on this publication later.
- A brand new journal has appeared, Journal of Internet Cataloging. Co-editors are Ruth C. Carter and Roger Brisson. Send inquiries to either editor in care of: Haworth Press, Inc., 10 Alice St., Binghamton, NY 13904-1580. Or if you can, somehow figure out how to contact them via e-mail or directly (Ms. Carter is at University of Pittsburgh Libraries and Mr. Brisson is at The Pennsylvania State University Libraries).

- Neal-Schuman Publishers, Inc. publishes all kinds of topics in librarianship. In their newest 1995 catalog they offer sections on acquisitions, cataloging and classification, the Internet, management and planning, and technology and automation. You can order their catalog to see for yourself (many ALA members get the catalogs automatically) or call (212-925-8650) or fax them (800-584-2414).

That's it for now.

*****

SUBJECT HEADINGS (Cont. from page 1)

This is not to say that Catalog Librarians are less professional than their counterparts "out front" -- heavens, no! But when Ellen Waite, writing in the Nov. 1, 1995 issue of Library Journal, talks about all of the time, money, and professional expertise spent on trying to achieve perfection in our catalog records when in reality our users, faculty, and college administrators only see or focus on the person-to-person services we provide, she has a point worth considering. Couldn't we make do with slightly less perfection in the OPAC if it means that some valuable resources (human and otherwise) might be shifted to areas of great visibility? (Ellen Waite's article, entitled "Reinvent Catalogers!" actually deals with the issue of outsourcing, which I do not hesitate to say is an activity I do not endorse, at least not on a wholesale level.)

If you are still with me, perhaps you are wondering what on earth any of this has to do with subject headings (the customary subject of my TSLL column). Well, I was getting around to that. Do you remember the "cataloging simplification" movement of the early 1990s? Whatever became of that idea? Well, let's see ... in the area of subject analysis, the Library of Congress (LC) polled the library world on the question
of discontinuing the assignment of "alternative" classification numbers. The library world panicked. LC decided not to change its practice. American Catalogers have struggled since 1984 with the LCSH system. Use of the multi-volume red books, Library of Congress Subject Headings, is not enough anymore. To apply or assign LCSH strings correctly, we must also study and find our way around the numerous instruction sheets in LC's two volume Subject Cataloging Manual: Subject Headings. (To be fair, it should be mentioned that large academic and research libraries have been clamoring for such a manual; it was not LC's idea to impose its detailed policies and practices on the world.)

A major difficulty with using the LCSH system revolves around subject subdivisions. Why is that? Well, there are numerous ways in which they can be authorized, and hence, verified. Some of them are established behind a main heading on their own authority records; some are free-floating generally; some can be applied willy-nilly only under certain pattern headings, while others may be used under names of places, or names of corporate bodies, or classes of persons, etc. And so partly as a result of these increasing complexities, LC organized an Airlie House conference in 1991, culminating in the published proceedings The Future of Subdivisions in the Library of Congress Subject Heading System (LC Cataloging Distribution Service, 1992). As a follow up to some of the recommendations that came out of this conference, LC has made more than a few changes to subdivision practices. For example, the pattern heading subdivision lists for American Indians has been merged with that for ethnic groups. Extensive information on other changes has been presented in consecutive issues of LC's Cataloging Service Bulletin, beginning with no. 56, Spring 1992. But the principal types of changes have been:

- In order to standardize the order in which subdivisions may be strung together, many more topical subdivisions are now allowed to be subdivided geographically, e.g., BUILDINGS--UNITED STATES--ENERGY CONSERVATION should now be BUILDINGS--ENERGY CONSERVATION--UNITED STATES.
- Elimination of overly-fine distinctions between the same or similar concepts as applied to different disciplines, e.g., TERMS AND PHRASES was changed to the more commonly used --TERMINOLOGY.
- Elimination of exceptional practices, e.g., UNITED STATES--DIPLOMATIC AND CONSULAR SERVICE is now DIPLOMATIC AND CONSULAR SERVICE, AMERICAN.
- Subdivisions replaced by phrase headings, especially when these represent common usage, e.g., BANKS AND BANKING--BRANCH BANKS has become just plain BRANCH BANKS.
- Cancellations of subdivisions no longer needed on free-floating lists, e.g., BIOGRAPHY--CAREERS and BIOGRAPHY--YOUTH have each been replaced by just plain --BIOGRAPHY.

Ironically, at the same time these efforts at simplification were taking place, LC was asking ALA (i.e., the ALCTS Subject Analysis Committee and later MARBI) for its advice and guidance on an Airlie House recommendation that rather than simplify the cataloging process, would add new complexity and one or more extra steps to our practices. This was the suggestion that it might be worthwhile, from the point of view of catalog users and systems designers, who desire improved OPAC displays and modes of access, for form subdivisions to be coded differently that topical subdivisions. (Currently both are carried in $x subfields). Quite recently a new subfield code for subject heading form subdivisions, $v, was indeed approved for USMARC formats. It was felt that subject headings which represent "form" can be accommodated by the existing 655 field. Of course, it is not known when or even if LC will implement the new subfield $v for form subdivisions or begin applying the 655 tag to form headings which they now place in 650 fields. (And you know the ropes,
don't you? We still don't know how many catalogers it takes to change a light bulb because they, the catalogers, are waiting to see how LC does it.)

Although progress is clearly being made, then, on fine tuning and streamlining some subject cataloging practices, the changes outlined above do not go far enough. We still have to consult the four volumes of LCSH (or its microform or online equivalent) and two huge binders containing Subject Cataloging Manual: Subject Headings (or the version on the CD tool "Cataloger's Desktop." Think about this, too: No amount of networking and cross-referencing between class numbers and subject headings -- here I'm thinking of the forthcoming LC "Classification Plus" CD-ROM product -- will make up for the fact that we still have to apply subject analysis two separate times. Twice, repeated, redundant, inefficient, wasteful, and probably excessive when you consider how little it seems to help our clients (aka "patrons"). I am talking about the fact that we must examine, analyze, and select class numbers from highly detailed classification schedules and then we must also construct the most precise, specific subject heading(s) for the work, often looking up headings and rules in three different parts of the LCSH system. And so, I return to my original question: Why do we bother with subject headings?

Just consider all of the complaints we have heard about subject headings. LCSH strings are often too long for users to comprehend. Terminology has been, or is, sexist, racist, otherwise offensive, or just plain out of date. Inconsistencies between the use of inverted headings and "direct order" phrases seem to create an inordinate amount of confusion. The words used by catalog users almost always differ from the entry term used by catalogers and worse still, they frequently do not match the limited number of "see" or "search under" references which do show up in the catalog. Users of OPACs now have keyword and Boolean search capabilities to help compensate for these deficiencies. With all of these factors staring us in the face, aren't we fighting a losing battle when we continue to attempt to use the subject heading approach for subject access in the catalog? I mean, does its cost justify its benefits, or not?

What's the alternative? Well, just think what physicians recommend when they can't figure out what's wrong with a patient, or when every treatment has been tried, but the problem persists. Major Surgery! In fact, let's just remove the offending organ altogether! Yes, I am saying we can do without subject headings. There are already enough subject-rich pieces of data in the bibliographic record which can be used to provide adequate access by subject. They include:

- **Classification number(s).** Subject terms or subject descriptors are already present in the captions within the classification schedules, and subsequently, within the new MARC classification records, and more of these can be added. Links from such terms/descriptors can be made in the OPAC so that, when a user inputs a subject search, e.g., su=AIDS law, those words would match on particular class numbers (e.g., KF3803.A54 and KF3470, etc.) and records having those class numbers would immediately be displayed to the searcher.

- **Title/Subtitle.** Subject-rich data is prevalent in the title/subtitle elements of works. It is a small minority of works that have a title which is not descriptive of its contents. Often the indication of a work's substance and scope is also conveyed by the name of its series title, if it is published in a series, and/or by the contents note (505 field), which is very often included in keyword indexes.

- **Abstract.** For those small proportion of works with a misleading or non-descriptive title, the cataloger should compose a
succinct, but precise, abstract for the 520 field, which words shall also be indexed as keyword and as subject words. (Whether on not there should be a list of controlled vocabulary for formulating these abstract would be a matter for discussion.)

- **Geographic Area Code.** Data already in the Geographic Area Code field (043) can be used to index the records for place specifications, rather than relying upon $z$ information or 651 data that currently appears in the subject headings. (The 043 will likely need expansion to include city and county levels, which are not now indicated).

- **Time Period of Content.** Likewise, this existing field (045), can be used to express chronological periods, when the subject limits itself to a particular time of man, earth, or the universe. Programs can be written to globally "flip" current subject heading $y$ data into suitable 045 fields.

Some kinds of subjects fields will still be needed. Personal name (600), corporate name (610), conference name (611), and uniform title (630) headings should be kept, but these are established on name authority records and do not present the syntax and semantic difficulties that one finds with topical subject strings. Also, we would probably want to put form data in 655 (genre heading) fields, rather than in $x$ or $a$ subfields where it currently may appear, because the number and variety of forms that are represented by special fixed-field codes are likely not adequate to meet users' needs.

Experimental, "third generation" OPACS are already combining these subject-rich elements (class numbers, title/subtitle, abstract or summary, contents notes, codes for "place" and "time period" data, and subject heading words) to process the OPAC user's subject search. Usually it is done in such a way that the retrieval results are ranked in order of relevance to the search terms, i.e., words that match on a class number caption, title words, and geographic-focus code might appear high on the list of "hits," whereas a match on just one title word might appear only near the end of retrieval results.

What I am suggesting is that we eliminate topical subject headings and topical subject subdivisions for the list of indexable subject-rich data. It has become too difficult to train catalogers to use the LCSH system correctly and consistently. Our users and reference staff have difficulty navigating and interpreting the subject headings. And frankly, it is about time that we acknowledge and take advantage of the power and flexibility of this new form for the library catalog -- OPACs should not simply import old cataloging procedures into cyberspace. Rather, we ought to be reinventing our rules and practices to suit the new environment and an increasingly computer sophisticated clientele.

Why do we bother with subject headings?

*****

**OBS OCLC COMMITTEE**

Karin den Bleyker
Mississippi College Law Library

Did you know that the OCLC Online Union Catalog (OLUC) will be 25 years old this year? Does anyone remember the first training documents? I can remember a particularly difficult routine to restore an end-of-message marker. After three attempts to follow the instructions, I hit rf and never used those early instructions again! When I look at OCLC's current news, I am amazed at how quickly we got from the "fishbowl" dumb terminal to access via the World Wide Web. 63 million OCLC interlibrary loan requests -- who would have thought!!

Cataloging in Publication (CIP) will get accelerated upgrading through a new OCLC program. The Academic Book Center in
Portland, OR is the first book vendor to participate.

PromptCat service now includes vendors such as Ambassador Book Service, Puvill Libros, and Majors Scientific Books, Inc. Agreements have also been reached with Baker & Taylor Books and Brodart Books and Services.

Has anyone purchased Passport for Windows? The extras seem rather tempting: Winsock compatibility for Internet access, new OCLC Macro Records and new OCLC Macro Language, which allows users to automate OCLC tasks with even greater sophistication. The only drawback, as with most OCLC products, is that Macintosh users are again left in the gray area of "it may work, but we haven’t tested it -- it should run on a Macintosh with Soft Windows." We’ll see.

OCLC is now providing a list of all Enhance Libraries. Will Caine recommends the following in the Fall 1995 issue of SOLINET Information Update: Send an e-mail message to OCLC at listproc@oclc.org. The subject line of the message should be left blank. The message should consist of one line:

get doc/enhance master.enhance list

This did not work for me. I used the SOLINET web site:

http://www.solinet.net
to get the information. I must say law libraries are rather few and far between. Maybe we can change that in the future.

A brief reminder concerning the second phase of format integration. Workshops have begun through the regional affiliates. Major changes include:

▷ 006 Field: Repeatable 006 fields to code secondary aspects of a cataloged item can be added to existing records by using loc and rep commands.

▷ AMC format: This format will be eliminated. Archival control will be indicated in a new Fixed Field element "Ctrl" and old records will be converted to appropriate formats.

▷ New record types: Type T, Manuscript Language Material, will be cataloged on a Books wf. Type P, Mixed Materials, will have its own format, details of which have not yet been released. Audiovisual Materials are now Visual Materials. For details, see USMARC Update changes, when available.

▷ List of search qualifiers: mix will be created for Mixed Materials; amc will be eliminated; com will replace mrf for computer files; vis replaces med. Brief entry and group displays will reflect the changed labels, i.e. MRDF will be Computer Files.

▷ There are also a few changes in OCLC displays. The Fixed Field mnemonics, for example, will all be four characters long. The exceptions are Dates and S/L.

Reminder: Fiction and Biography are now two separate elements.

One word on OCLC’s Database Scans for Quality Control. Some catalogers may have noticed that local systems have not made changes to accommodate OCLC’s effort. I still get error messages from our local system for second indicator values of fields 700, 710, 711, and 730.

Before closing, a brief advertisement. Please plan to attend the OCLC meeting at AALL. By popular request, we will have a Tech Services person from OCLC, who will talk about quality control and what else they do to assure a clean database. Also, we have to elect a new Committee Chair to serve for the next two years. Send your nominations or make them on the floor at the meeting. Time and place will be announced as soon as it is available.

*****
LOCAL SYSTEMS

Suzanne Devlin
Dechert Price & Rhoads
devlin@shrays.hslc.org

The Marriage of Catalog and Serial Records-
Is It a Good One?

For over five years, having an online catalog and an online serials check-in file at our Firm meant having two separate databases. They co-existed fine and even if there was overlap of data and data discrepancies, these were marginal concerns. However, when our automation system was sold to another library vendor, these concerns became part of a larger management issue for us. We had to decide whether to continue using the old software or convert both the catalog and serials databases into a single integrated database with new software. The decision was made to migrate both modules to the new software. We knew there would be advantages to integration, e.g., seeing the latest check-in record for a title in the OPAC, but in order to accomplish this we had to gain a clearer understanding of the data needs of a cataloger versus a serials manager. We established the following steps to accomplish the integration:

► Step One: Identify all serial titles in the catalog database. This may sound simple -- just retrieve all records that have the serial record type code in MARC. However, we found that many records coded as "monograph" were actually treated as serials in our library, for a variety of reasons. Comparing the title field in the catalog and serials databases is another approach that works for the majority of the titles, but be aware that some spot checking will be necessary both before and after the databases are merged.

► Step Two: Place titles selected as serial items under serials control. In other words, establish a prediction pattern/calendar for these titles. If you are thinking, "Didn’t you have that with the other software?" you are correct. However as of this date, this type of data is not standardized across software vendors. Now you understand why you often hear people complaining about the lack of prediction pattern serial records. We had to re-setup each serial record for many check-in fields and this takes TIME. I suggest you make a list of mini-goals to accomplish this; otherwise the task is extremely overwhelming and frustrating.

► Step Three: Use the new software with some records under serials control. Be aware that the old software should also be operational for a given trial period. The cleaning up of records in the new software and the ability to refer to treatment of those records in the old software is critical in the beginning. Eventually, check-in records with the old software should be closed and the new software should run well in terms of daily use. The time required to "tweak" the database will vary. We consider ourselves fairly simple in our use of fields, standardization of wording, and codes and yet it has taken us about one year to clean the serials database, which contains about 1200 records.

► Step Four: Document your database decisions down to the last detail, if you can. Review your work and make plans to enhance the database. After you have spent so much time pouring your data into an existing template, step back and look at the new software features. Ask yourself if you are using some or all of them. Make changes to your current serials setup if there is some information you can gain that you did not have with the old software.

In conclusion, at our Firm we are still in the process of completing Step Four. The key to success is good communication between the cataloger and the serials manager. If the relationship was cooperative prior to migration, the integration will be mutually beneficial. That is not to say there won't be some aches and pains, but using a uniform
work product for both functions is a more efficient use of time and money.

*****

REPORT
AALL REPRESENTATIVE
ALA ALCTS/CCS
SUBJECT ANALYSIS COMMITTEE

Jean M. Pajerek
Cornell University
jmp8@cornell.edu

The ALA ALCTS/CCS Subject Analysis Committee (SAC) met twice during the ALA Midwinter conference in San Antonio in January 1996. A number of issues that emerged at previous SAC meetings were re-addressed in San Antonio.

Pursuant to a motion passed at the 1995 annual meeting in Chicago, the Chair of SAC, Mary Charles Lasater (Vanderbilt University), faxed a letter to 50 vendors of online services. The letter, dated Dec. 27, 1995, invites vendors to "share with us your expertise on the display of subject term links." Specifically, vendors are urged to allow for the display of broader subject term links in their online catalogs. Such a capability might direct an OPAC user from a specific heading, such as "Shoes," to a more general heading, such as "Footwear" by means of a "see also" reference. At the time of the meeting in San Antonio, one vendor response had been received.

There have been discussions within SAC during the past year concerning the possible formation of a Library of Congress Classification editorial policy committee, similar in function to the one that exists for Dewey Classification. In November of 1995, the Chair of SAC sent a letter to Beacher Wiggins, Acting Director for Cataloging at the Library of Congress, urging LC to "develop in 1996 a formal mechanism for ongoing, structured communication with 'outside' users of the Library of Congress Classification" regarding its revisions and new developments." Mr. Wiggins' response, dated Dec. 13, 1995, states that it is unlikely that LC would or could fund such a committee given the current budget climate. The letter goes on to say that "the volume of classification proposals for items being cataloged within the Library of Congress ... [has] led [LC] to strive for faster response to proposals for additions and changes." The creation of an LCC editorial policy committee was viewed by LC as adding another layer of bureaucracy and review to this process.

Last June, the Cooperative Cataloging Council's Subject Authority File Task Group referred to SAC two recommendations from the Task Group's report for further discussion and study. The two recommendations are: "Investigate ways of recording the history of heading changes in authority records" and "Identify changes to authority records for main headings and subdivisions needed to accommodate coding that will allow automatic validation of heading-subdivision combinations."

This Subcommittee is in the early stages of its work and hopes to present a preliminary report to SAC at Midwinter in 1997.

Several other new and recently constituted SAC subcommittees also met in San Antonio. The SAC Subcommittee on Subject Access to Computer Files discussed at some length Patrick Bernard's survey on form subdivisions for computer files. The results of this survey were recently posted to several lists, including EMEDIA, AUTOCAT, and INTERCAT. The Subcommittee favors consistency in the application of form subdivisions to subject headings for monographs and serials. Subcommittee members observed that input from public services librarians and the public itself might prove useful in answering some of the questions posed on the survey, but that
some of the questions would have to be reworded to make them more intelligible to non-catalogers.

The SAC Subcommittee on Subject Relationships/Reference Structures is charged with investigating the kinds of relationships that exist between subjects; how these relationships are or could be recorded in authorities and classification formats; and options for how these relationships should be presented to users of online and print catalogs, indexes, lists, etc. The Subcommittee hopes to have a preliminary report of its findings ready for the ALA Annual meeting this July.

The SAC Subcommittee on Form Headings/Subdivisions Implementation was established to address issues surrounding the use of form subdivisions and form headings, now that the use of explicitly coded form data (subfield v and the 655 field) in bibliographic databases has been approved by MARBI. The Subcommittee's charge states, in part, that it "should serve to coordinate interested parties including thesauri and subject heading list publishers ..., bibliographic utilities, local system vendors, authority control vendors, OPAC researchers, and other ALA committees including MARBI and the ALCTS Catalog Form and Function Committee. The Subcommittee also acknowledges the importance of contacting other professional associations to determine what kinds of efforts may already be underway in terms of form/genre implementation." SAC will seek approval from the Cataloging and Classification Section for the Subcommittee to conduct a survey of vendors concerning implementation of form headings and subdivisions.

SAC will co-sponsor (with the Authority Control in the Online Environment Interest Group) a program at the ALA annual meeting in New York called "Subject Authorities in the 90s." A four-speaker panel will explore issues such as the display of subject subdivisions in OPACS, reference structures in OPACS, and database maintenance.

Lynn El-Hoshy of the Library of Congress updated the Committee on various developments at LC:

► The 19th edition of the printed LCSH should be available this summer. It will be issued in soft covers, and will contain more than 222,000 headings, including 8,902 new headings. The eighth edition of LC's Free-floating Subdivisions: an Alphabetical Index will be available in a few weeks. More than 70 additional free-floating subdivisions have been authorized for geographic subdivision.

► In response to a survey conducted in the fall of 1994, LC has made a number of improvements to the Subject Cataloging Manual: Subject Headings. LC continues to work on improving the manual, and hopes to add more discussion of basic principles and to provide better cross-referencing of related memos.

► LC will not begin to use subfield v (form) until application and systems issues have been resolved. Users of the USMARC Bibliographic Format will find examples of subfield v in the next update, but as yet LC has no timeline in place for the implementation of subfield v.

► All of the LC classification schedules have been converted to machine-readable form except for parts of K. Schedules E, F, J, L, T, and Z have just become available. Although JX is to be replaced by JZ and KZ, LC continues to classify titles in JX because JZ and KZ are still in draft form. A draft of the proposed ZA subclass for online information resources was circulated for comment recently; 30 libraries responded. The draft is under review by LC's public services librarians.

► The first quarterly issue of Classification Plus, LC's CD-ROM product that combines
the LC classification schedules and LCSH, is now available. It includes schedules E, F, H, J, L, R, T, and Z.

*****

REPORT
AALL REPRESENTATIVE TO MARBI

Phyllis Post
Capital University
ppost@capital.edu

I attended my first MARBI meeting at ALA Midwinter this past January and we jumped straight into that never-ending issue, multiple versions. Proposal 95-6 dealt with the linking code for reproduction information in the USMARC format. (For a refresher on this particular issue, I refer you to Diane Hillmann's "MARC Remarks" column in the September 1994 issue of TSLL.) MARBI's decision on this issue is rather ambiguous, and I find it hard to believe that we will not have to revisit this somewhere down the road. But for now, here is where multiple versions stand: communicate only one version at a time. For a reproduction, copy the original record and add the following fields:

- A microform 007 pertaining to the microform.
- Change the 008/23 to indicate the form of microform being cataloged.
- A $h (medium) subfield to the 245 field.
- The 533 describing the reproduction. In addition use of the $8 subfield is optional in field 533.
- The 776 to link to the record for the original, with the $8 subfield added.

By approving the use of the $8 subfield (field link and sequence number), catalogers actually have the option of describing more than one version in a single record. Bibliographic utilities can accept these records and they can be used by others. But LC has made it clear that despite these possibilities, they will continue to follow the model of one version/one record. MARBI approved this policy, but left the door open for catalogers and local systems to go their own way with this. So you can see why I don't think that we're done with this issue yet!

After the above proposal, the other proposals that were passed were passed with much less discussion and much more unanimity.

Proposal 96-4 passed. This Proposal defines field 774 as Constituent Unit Entry, removes the restriction in field 773 that the record must be coded as a component part or subunit, and clarifies the relationship between fields 772 and 773 with that restriction removed. This proposal was particularly important to maps catalogers.

Proposal 96-2, which defines field 720 as a Generic Author Field in the Bibliographic, Authority, Classification, and Community Information Formats, also passed. Field 720 is a repeatable field for names (non-subject) that are not necessarily formulated according to cataloging rules or contained in an authority file or list. The names may be personal, corporate or meeting. This proposal is a result of the growing need to communicate records in MARC format that are not created according to a strict cataloging code (e.g., acquisition records, NLM MEDLINE records, electronic resources). It is not clear yet how this field will be indexed by the utilities or in your local systems.

Proposal 96-3, which makes obsolete value 2 (multiple surname) in the first indicator (type of personal name entry element) of the X00 (personal name) fields, passed. In addition, value 1 (single surname) would be redefined as "surname", to include both single and multiple surnames. This proposal was one of a series of steps being taken to align USMARC and UKMARC. OCLC will be working with LC and LSP to globally update the LC Authority File before
this change is implemented. You can expect this to take six months to a year to happen.

Proposals 95-4, 96-5, and 96-6, all relating to the Community Information Format (CIF), were passed. Proposal 95-4 merges the 27X fields into the 270 field, which is now repeatable. It has the more generic title of "Address" and defines values for the 1st indicator to define type of address (e.g., primary, mailing). Proposal 96-5 is an enhancement to the 007 field and now defines a new character position to indicate handicapped parking information. And finally, Proposal 96-6 defines field 856 (Electronic Location and Access) in CIF exactly as it is defined in the USMARC Format for Bibliographic Data.

Only one Proposal was defeated, Proposal 96-1, which involves changes to field 856. Because of the uncertainty surrounding future protocols for access to electronic resources, it was deemed unwise to implement the suggested changes at this point.

In addition to the above Proposals, four Discussion Papers were presented. DP 91 presented options for flagging USMARC authority records that have been created or modified by machine. This paper was sent back to its author, the Cooperative Cataloging Council, Series Authority Record Task Group for more clarification. DP 92 looked at coding MARC records for computer files in Leader/06 (type of record). This issue is intertwined with the availability of field 006 after format integration and with the way Leader/06 is currently being used (e.g., filtering, file sorting). DP 93 was concerned with changes to USMARC proposed by CAN/MARC users in preparation for MARC format alignment. It also contains a summary of the status of the UKMARC alignment discussions. Format alignment promises to occupy a good portion of MARBI's time for several years to come. This DP is a good example of the kinds of issues that will have to be dealt with in order to align all of the MARC formats. I'd encourage you to read this particular DP. And finally, DP 94 looked at proposed changes to FTP file label specifications for electronic files of USMARC records.

DPs 93 and 94 are brand new. LC is particularly anxious for feedback on these issues within the next few months. Revisions to these DPs or actual Proposals may be ready for MARBI by its July meeting if there is sufficient response from the library community.

I enjoyed attending my first set of MARBI meetings. Discussion was lively, and it was fascinating to learn who the "players" are. An upcoming report on the work of the Character Set Task Force on MARC to UNICODE mapping, as well as further discussions on MARC alignment, promise to make the July meetings just as interesting. For further detail on any of the Proposals or Discussion Papers outlined above, please feel free to contact me (phone: 614-446-8836, ext. 248; e-mail: ppost@capital.edu).