MEETINGS

NORTHERN REGION SPRING WORK SHOP

QUALITY CONTROL ** DATABASES ** STANDARDS:

ISSUES FOR LIBRARIES IN AN ON-LINE ENVIRONMENT

What are the benefits and limitations in accepting bibliographic standards imposed by national groups, utilities or networks? What is the impact on bibliographic databases and on-line catalogs if standards are not maintained? What are a utility's or network's responsibilities in setting standards and maintaining the quality of the database? What role does consistent staff training have in promoting quality control? What is the role of standards in interlibrary loan and reference service? The CLA Technical Services Chapter and the Northern California Technical Processes Group invite you to attend a jointly sponsored full day program on this topic to be held April 27, 1984 at the College of San Mateo Theatre.

SPEAKERS

Keynote Speaker  Norman Stevens  -University Librarian, University of Connecticut Library

Ed Glazier  -Bibliographic Quality Assurance Specialist, RLG, Inc.

Lois Kershner  -Project Director, Peninsula Libraries Automated Network

Anne Lipow  -Education Officer, University of California, Berkeley Library

Kathryn Page  -Reference Coordinator and Acting System Coordinator, BALIS

Morning refreshments and a catered box lunch will be provided. Registration fee: $13.50. Registration forms are available from Judy Moomaw, Shields Library, U.C., Davis, Davis, CA 95616, (916) 752-2600 or Sandra Vella, Shields Library, U.C., Davis, Davis, CA 95616, (916) 752-0597. Registration closes April 20, 1984.
Southern California Section of the CLA Technical Services Chapter will sponsor a half-day program in April.

**TOPIC:** Preservation, Mending and Binding of Library Materials; Handling of damaged library materials.

**PLACE:** Los Angeles County Public Library Headquarters, 7400 E. Imperial Highway, Downey, CA 90241

**DATE:** Thursday, April 12, 1984, in the morning.

**SPEAKERS:**
- Gino Patreilla, former instructor at Los Angeles Trade Tech. and Brodart trainer
- Sharon Pugsley, Archivist at University of California, Irvine
- Ed Martinez, Covina Public Library
- Other speaker(s) to be determined.

A workshop announcement with complete details will be mailed to southern section members and southern section libraries in mid-March. For any information about the workshop contact Tom Johnson at the Riverside City and County Public Library, (714) 787-7210.

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**LET YOURSELF KNOW**

The Broadway musical **Cats** is based upon T.S. Eliot's Old Possum's Book of Practical Cats
ACQUISITIONS DISCUSSION GROUP
(The Second Meeting)
Marilyn Oberg-Discussion Leader

WHEN: Friday, May 4, 1984
10:00 am. - 3:30 pm.

WHERE: California State University, Hayward
Library (a map will be sent when you register)

LUNCH: CSUH Faculty Club
A sumptuous Buffet (including desserts, beverages) $5.00
(with wine 5.75)

Attendance is limited; so send in your registration form
and check for lunch early.

AGENDA
Approval Programs
Automated Acquisitions Systems
Is There a Future for Acquisitions Librarians?

REGISTRATION FORM
CLA Technical Services Chapter Acquisitions Discussion Group
May 4, 1984 10 am. - 3:30 pm. CSU, Hayward

Name: ____________________________________________

Library: _________________________________________

Address: _________________________________________

Telephone: _______________________________________

Send your check made out to "CLA Technical Services Chapter" to
Marilyn Oberg, CSU Hayward, Library, Hayward, CA 94542
(415) 881-3626
Free Workshop, Friday, May 18, 1984
Stockton-San Joaquin County Public Library
605 North El Dorado Street, Stockton
Stewart-Hazleton Room

9:30 - 10 a.m. Coffee and donuts
10 - Noon Demonstrations of SuperCalc, WordStar, Dbase II, and other CP/M-80/86 programs on DEC Rainbows and Osbornes. Carl Cousineau, Stockton-San Joaquin County Public Library, will lead the demonstrations.

Noon - 1:30 p.m. Break for lunch (List of restaurants will be provided.)
1:30 - 3 p.m. Discussion - Bring your microcomputer problems and questions.

If you don't have a microcomputer or don't know what questions to ask - be welcome! You'll know more when you leave than when you came!

Directions to Stockton-San Joaquin County Library:

From I-5 North, take Downtown exits off of I-5. Turn left on El Dorado Street (one-way going north). Go up about 3 blocks to Park Street, which is the one-way street going west just north of the library. Turn left on Park. Go around the block that the library and YMCA are on. Turn left on Center Street and enter Civic parking lot just across Center Street from the library and YMCA.

From I-5 South, take Oak Street exit. Turn left at bottom of exit and go under bridge, then turn right on Oak Street under freeway bridge. Park in Civic parking lot about 10 blocks down at corner of Oak and Center Streets across from library (left side of Oak Street).

From Highway 99 take Fremont Street exit. Go west on Fremont. Turn left at Airport Way. Turn left again on Park Street (one-way going west). Turn left on Center Street and park in Civic parking lot across from library and YMCA.

If entering the library before 10 a.m., use the loading-dock entrance, which is located on the YMCA side of the library. The meeting room is on the lower level.

For further information on the program or directions, contact Elizabeth Dickinson, Technical Services Coordinator, Stockton-San Joaquin County Public Library, (209) 944-8380.

CLA TECH SERVICES CHAP MICROCOMPUTER DISCUSSION GROUP.
Free Workshop, Friday, May 18, 1984, Stockton-San Joaquin County Public Library
605 North El Dorado St., Stockton, CA 95204
Your Library:

Name:

Mailing Address:

City, State, Zip:

All welcome, member or not, registered or not. It will help planning if you
MAIL THIS REGISTRATION FORM to Joseph E. Ryus, Catalog Dept., 212 Library, Univ.
of Calif., Berkeley, CA 94720
or TELEPHONE HIM at (415) 642-2329.
NEWS FROM THE PRESIDENT

The Chapter is beginning another program-filled year, 195 members strong as of December 1983. This is the largest membership we have had thus far!

Many thanks to our Program Planning Committees for their work on the Spring programs:

Southern Region
Margaret Farber, University of California, Irvine
Rita Jones, Covina Public Library
Janice Shawl, Chapman College
Tom Johnson, Riverside City & County Library, Chair

Northern Region
Susan Firestein, Yolo County Public Library
Sheila Lai, California State University, Sacramento
Priscilla Peters, California State College, Stanislaus
Sandra Vella, University of California, Davis, Chair

Our Discussion Groups (cataloging, acquisitions and microcomputers) have started 1984 off with enthusiasm. The Cataloging Discussion Group (Northern Region), chaired by Margaret Capron, has planned several meetings thus far with the aid of local coordinators. February 9th was the date of the first meeting held at the Stockton-San Joaquin Library with the aid of our local coordinator Pat Thomas. Nancy Musser was the local coordinator of the Cataloging Discussion Group meeting at San Francisco Public Library on March 7th. Future Cataloging Discussion Group meetings are planned this Fall in San Jose (Celia Bakke, local coordinator) and in Santa Cruz (Susan Elgin, local coordinator). Our Microcomputer Discussion Group (Northern Region) leader, Joe Ryus, has scheduled a program May 18th at Stockton-San Joaquin Library and our new Acquisitions Discussion Group (Northern Region) leader, Marilyn Oberg, is planning a meeting in Hayward on May the 4th.

The Southern Region is currently appointing discussion group leaders (contact Tom Johnson, Riverside City & County Library, for information). If you would like to act as local coordinator for a discussion group get-together in Southern California, contact Tom. My thanks to the discussion group leaders and local coordinators for their enthusiastic support of Chapter activities.

Names of people willing to act as contacts in our Automated Systems Information Network are still needed, so please consider volunteering your knowledge and experience. Many thanks to those who have sent in their names as contacts.

I hope that 1984 Chapter activities provide you with an opportunity to make new friends and broaden your professional knowledge.

Sandra Vella

National Library Week!

APRIL 8-14
President
Sandra Vella
Catalog Dept.
Shields Library
University of California,
Davis
Davis, CA 95616
(916) 752-0597
ATSS: 477-0597

Home: 5000 Olive Oak Way
Carmichael, CA 95608
(916) 489-4452

Vice President
Thomas Johnson
Riverside City-County Pub. Lib.
3851 Seventh St.
P.O. Box 468
Riverside, CA 92502
(714) 787-7210

Home: 2900 Madison Ave., B-37
Fullerton, CA 92631
(714) 528-0647

Secretary
Rita Jones
Covina Pub. Lib.
234 N. Second Ave.
Covina, CA 91723
(213) 967-3936

Home: 1155 G West Badillo
Covina, CA 91722
(213) 967-3267

Treasurer
Sheila Lai
Catalog Dept.
Room 600, Library
California State University,
Sacramento
2000 Jed Smith Drive
Sacramento, CA 95819
(916) 454-6201
ATSS: 433-6201

Home: 9630 Allegheny Drive
Sacramento, CA 95827
(916) 363-5509

Newsletter Editor
Martha Knopka
Reference Services
Solano County Library
1150 Kentucky Street
Fairfield, CA 94533
(707) 429-6631
REPORTS

LOCAL

CENTRAL VALLEY DISCUSSION GROUP (CATALOGING)

THE MAJOR ITEM OF THE MEETING WAS A PRESENTATION BY PAT THOMAS OF THE DATA RESEARCH ASSOCIATES (DAR) INTERGRATED AUTOMATED LIBRARY SYSTEM WHICH HAS BEEN PURCHASED BY AND INSTALLED AT THE STOCKTON-SAN JOAQUIN CO. PUBLIC LIBRARY. SOME HIGHLIGHTS:

- DELINQUENT PATRON FILE LOADED FIRST. PATRON FILE CURRENTLY BEING SEARCHED PRIOR TO CHECKOUT. CIRCULATION SYSTEM NOT FULLY IMPLEMENTED YET.

- COM BACKUP WHEN SYSTEM IS DOWN.

- MANUAL SHELF LIST WILL CONTINUE TO BE MAINTAINED TO ALLOW BROWSING OF COLLECTION BY CALL NUMBER. THIS IS ESSENTIAL FOR CATALOGING STAFF.

- TECHNICAL SERVICES IS NOT RESPONSIBLE FOR CIRCULATION MODULE OR FUNCTIONS.

THE GROUP WAS ABLE TO SEE THE SYSTEM IN ACTION—THE BIBLIOGRAPHIC FUNCTIONS USED BY TECHNICAL SERVICES STAFF.

ADDITIONALLY THE GROUP DISCUSSED THESE TOPICS.

1. ACCEPTING BIBLIOGRAPHIC RECORDS FROM A BIBLIOGRAPHIC UTILITY. ALL LIBRARIES ACCEPTED LIBRARY OF CONGRESS (LC COPY) FOR BIBLIOGRAPHIC CONTENT, ADDED ENTRIES AND CHOICE OF MAIN ENTRY (100 MARC FIELD).

   CLASS NUMBER AND SERIES NOTES WERE CHECKED ON ALL RECORDS AGAINST LOCAL AUTHORITY FILES BY THE MAJORITY OF THE 10 LIBRARIES REPRESENTED AT MEETING.

   MAJORITY OF THE LIBRARIES HAD A LIST OF LIBRARIES, OTHER THAN LC, WHICH ARE AUTOMATICALLY ACCEPTED. THE SAME FOR LIBRARIES WHICH ARE AUTOMATICALLY CHECKED OR COMPARED TO THE LOCAL BIBLIOGRAPHIC STANDARDS.

   A FEW OF THE LIBRARIES DID NOT HAVE DIRECT ACCESS TO A BIBLIOGRAPHIC UTILITY FOR CATALOGING.

2. ASIAN PROJECT. AN LSCA FUNDED PROJECT WHICH PURCHASES, CATALOGS IN ROMANIZED FORM AND INPUTS BIBLIOGRAPHIC RECORDS INTO RLIN. STOCKTON INPUTS RECORDS OF THE BOOKS OBTAINED THROUGH PROJECT INTO OCLC. THE MATERIALS PURCHASED OR OBTAINED THROUGH PROJECT BY STOCKTON HAS BEEN GREATLY APPRECIATED BY THE STAFF AND LIBRARY USERS.

3. CATALOGING MICROCOMPUTER SOFTWARE. PAT THOMAS REPORTED THAT THE GUIDELINES FOR CATALOGING MICROCOMPUTER SOFTWARE USING CHAPTER 9 OF AACR2 WERE FINALIZED AT MIDWINTER. A COPY OF THE GUIDELINES WILL BE AVAILABLE FROM ALA. SEE AMERICAN LIBRARIES, FEBRUARY 1984, P. 102 FOR MORE INFORMATION. IN CONJUNCTION WITH THIS TOPIC THE GROUP GENERALLY DISCUSSED THE TREATMENT AND CATALOGING OF REALIA, VIDEO TAPES, MOTION PICTURES—BOTH 8 AND 16MM AT THE LOCAL LEVEL AND BY THE BIBLIOGRAPHIC UTILITIES AT THE PRESENT NO LIBRARY REPRESENTED CATALOGED OR CIRCULATED MICROCOMPUTER SOFTWARE THOUGH A COUPLE OF THE LIBRARIES REPORTED THE POSSIBLITY OF DOING SO.

4. IMPACT OF EMPLOYEES HAVING THE RIGHT TO ORGANIZE AND BARGAIN. THIS WAS OF MOST INTEREST TO STATE EMPLOYEES WHO HAD JUST RECENTLY GAINED THIS RIGHT. AS A WHOLE THE GROUP REPORTED POSITIVE AND NEGATIVE EXPERIENCES. THE IMPORTANT POINTS MADE WERE THE RELATIONSHIP BETWEEN MANAGEMENT AND EMPLOYEES REGARDLESS OF NEGOTIATIONS AND THE POSITION EACH SIDE TOOK DURING NEGOTIATIONS OR ATTEMPTING TO SETTLE DIFFERENCES.
OCLC MEETING

OCLC’s Glenn Patton held workshops on the AV, Sound Recordings, and Scores Formats in late January at San Jose Public Library. He made a number of points on things to come in the Sound Recordings and AV Formats:

**AV**

A Machine Readable Data Files Format is expected out this summer. It will be a "preliminary guideline" which users can test before its incorporation into AACR2. (Incidentally, new revisions to AACR2 should be published this spring.)

We will see increased use of ISBN's (020) in the AV Format.

Nancy Olson's CATALOGING AUDIOVISUAL MATERIALS, 2nd ed. will soon be published. It is much enlarged and revised and will include photos and examples.

The 043 Field (Geographical Area), although recently upgraded, will soon be downgraded!

**SR**

The 028 Field (Publisher's Number) will hopefully be indexed by summer. Mr. Patton strongly suggested that we input this field in retroconversion projects as well as for new cataloging. It can be used for searching and acquisition purposes in the same way the LCCN is now used for books. The 262 #c and #d subfields (comparable AACR1 subfields) will never be indexed, in Mr. Patton's estimation.

The positioning of the GMD (#h) in the 245 Field (Title) may eventually be standardized to always follow the title proper (#a) rather than moving around the 245 in accordance with the edition of the cataloging rules used and with the number of authors and titles involved.

Beginning in April in-analytics will be done in the Sound Recordings Format. This will affect the qualifier in searching.

Subfield 4 (Relator/Performer) is now valid for Fields 100 and 110 and may soon be valid for Field 111.

Mr. Patton also issued two warnings:

First, make sure you are following the 007 Subfield (Physical Description) redefinitions that were announced in Technical Bulletin 141. For example, #c has been deleted.

Second, he strongly cautioned libraries to think long and hard about the extensive labor required to input the Fields 033 (Capture Data and Place), 043 (Geographic Area), 044 (Country of Producer), 045 (Chronological), 047 (Composition Form), 048 (Number of Instruments/Voices), and 052 (Geographic Classification) versus their potential usefulness. He feels that with free text searching becoming increasingly possible and with storage getting cheaper that these fields have a very limited use. ALL ARE OPTIONAL in the Bibliographic Input Standards.

DIANE JOHNSON
CLA- BUSINESS MEETING

1984 OFFICERS WERE ANNOUNCED. SEE PAGE 6 OF THIS ISSUE FOR LIST. MEMBERSHIP INCREASED 14%. ANNUAL EVENTS OF THE CHAPTER WERE SUMMARIZED.

WORK SHOP IN THE NORTH ON AUTOMATION AND THE TRADITIONAL LIBRARY ORGANIZATION AT HAYWARD.

WORKSHOP IN THE SOUTH ON MICROCOMPUTERS AND TECHNICAL SERVICES AT THE GLENDORA LIBRARY.

WORK SHOP IN THE SOUTH AND NORTH ON AUTOMATED ACQUISITION SYSTEMS.

DISCUSSIONS GROUPS FORMED AND MET IN THE NORTH: CATALOGING GROUP OF THE CENTRAL VALLEY, MICROCOMPUTER AND ACQUISITIONS.

SOUTHERN CATALOGING DISCUSSION GROUP MEET SEVERAL TIMES UNDER THE LEADERSHIP OF DOROTHY MC GARRY.

SANDRA VELLA, PRESIDENT, SPOKE ON THE NEED FOR LOCAL COORDINATORS FOR DISCUSSION GROUPS WHO WOULD WORK WITH DISCUSSION GROUP LEADERS TO ARRANGE LOCAL MEETING SITES AND HANDLE OTHER LOCAL ARRANGEMENTS. MAILING OF ANNOUNCEMENTS OF THE MEETINGS AND THE PAYMENT FOR REFRESHMENTS ARE HANDLED BY TSC.

SANDRA ALSO ANNOUNCED A PROJECT TO COMPILE A LIST OF CONTACT PEOPLE WHO ARE WILLING TO SHARE KNOWLEDGE ABOUT SPECIFIC SYSTEMS. (SEE THIS ISSUE FOR THE INFORMATION NETWORK SHARING FORM).

FULL MINUTES ARE AVAILABLE FROM RITA JONES, SECRETARY.

Announcing

TAPES TAPES TAPES TAPES TAPES TAPES TAPES

Two of the Chapter's programs are currently available on tape:

Maximizing Productivity, Reducing Backlogs: It can be done! (1983 annual program)

Catching Up With Technology: Automation and the Traditional Library Organization (Spring 1983 program, with Michael Gorman)

If you would like to borrow these tapes write to Sandra Vella, Catalog Dept., Shields Library, University of California, Davis, Davis, CA 95616
"Maximizing productivity, reducing backlogs: It can be done!" was the optimistic title of the Technical Services Chapter's program at the 1983 CLA convention. Sizable backlogs of uncataloged material is a common library problem. At the same time, however, patrons expect current material to be available. Ways of coping with this dilemma were presented by speakers from both public and academic libraries.

Eleanor Crary, Deputy County Librarian for Technical Services at Alameda County Library spoke about how Alameda was able to increase their production by 51%. This was accomplished through examining their present cataloging procedures carefully, then qualifying for special project funds to hire temporary personnel, and utilizing limited cataloging records for a browsing collection. She emphasized the importance of involving staff in planning, giving staff the opportunity to learn new skills, and acknowledging their contributions. With success in minimising their backlog, Alameda found it necessary to add less than one full time position permanently.

Stanford University's backlog of 120,000 monographs was increasing by 8-10,000 volumes per year. To stop this growing backlog and to process the retrospective collection, the Catalog Department was completely reorganized and the work flow of processing monographs was thoroughly examined. Tamara Frost, Chief, Catalog Department, Green Library, Stanford, discussed these processes in detail. Some of the changes made involved more thorough precataloging searching, maximising use of available cataloging copy, utilizing original cataloging skills effectively, and minimal level cataloging for certain categories of material. Stanford's reorganization went into effect September 1, 1983.
Serials were not neglected as Judy Moomaw, Head of Serials at UC Davis, discussed how their serial backlog was reduced by 7% while the number of titles received increased by 65%. The conditions conducive to change at Davis were the introduction of automation, department reorganization, and utilizing support staff to process shared cataloging records. By utilizing available cataloging copy the main goal was to create an effective means of retrieval rather than the perfect catalog record. Greater job satisfaction has accompanied the increased productivity at Davis.

At UCLA many of the above mentioned means of increasing productivity such as examining work flow, department reorganization, and greater use of available cataloging copy were re-examined but not found useful as means for stopping backlog growth. Minimal level cataloging, however, has proved to be an effective method for increasing productivity. George Gibbs, Chief of Cataloging at UCLA's University Research Library, explained how low priority material is selected and processed. Ordinarily, no subject heading or LC call number is assigned, but AACR2 form is followed. Keyword searching is available for these records through ORION.

Liz Dickinson, Coordinator of Technical Services, Stockton-San Joaquin County Library, discussed how her library overcame the effects of Proposition 13 cutbacks in staff which led to creation of a 10-12,000 volume backlog by 1979. Automation, staff involvement, simplification of procedures were key elements. She also provided an overview of the afternoon's program which showed that with creative management, simplification of procedures, and staff involvement in setting goals (a little extra money doesn't hurt either), it is possible to surmount the all too common and significant problems of backlogs and productivity.

A tape of the program is available from Sandra Vella, Catalog Dept., Shields Library, University of California, Davis, Davis, CA 95615; (916) 752-0597.

ANNE FRANK, U.C., IRVINE
Approximately 30 people gathered on December 5th at the CLA Tech Services Chapter Acquisitions Discussion Group to hear four presentations on automated acquisitions systems. Marian O’Dell began the session with an in-depth look at the GEAC acquisitions module which has just been installed at Pasadena Public. The Library has been using the GEAC circulation system since July 1981, and shares the system with Glendale Public. The two libraries are the first public libraries to use the acquisitions module which was initially designed for academic libraries. Several features were described, such as claiming and fund accounting and the large vendor file with its extensive capacity for free text. Of particular note among the many system capabilities was the link being developed with two vendors (Baker & Taylor and Faxon) for direct transmission of orders. One problem noted was that the terminals installed were not yet fully compatible for both acquisitions and circulation functions.

Linda Mullins gave a similarly detailed presentation on the use of the VTLS (Virginia Tech Library System) software at the Hewitt-Packard Corporate Library. The software has been up for about one year, and is designed to support on-line integrated functions such as circulation, an on-line catalog, and acquisitions functions within the next year. The system is mini-computer based; it incorporates the full MARC record, the full ALA character set, and full MARC name authority control. The list of expected acquisitions features was quite detailed; the system was described as being flexible and parameter-driven. Different levels of order review are available, as are different log-on capabilities. The cataloger’s default record, for example, is the full MARC record, while the Manager’s log-on would provide other detailed information. An interface with OCLC already exists; interfaces with other bibliographic utilities and with vendors is being assessed.

Both of these speakers described an existing strong and satisfactory relationship with their vendor as an important factor in the expansion of automation into the acquisitions area.

Klaus Musmann entertained the audience next with his frank and forthright description of the use of the RLIN acquisitions subsystem at the LA County Law Library. He posed several advantages such as efficient access, excellent handling of monographic series and sets and annotating of "negative" selections into the notes field of a record against the cost of the system, the more sophisticated knowledge of the cataloging subsystem needed to create acquisitions records not already in the database, and certain limitations on changing data in the record. Because of the nature of the collection at the Law Library (which includes many foreign government documents), over 40% of the acquisitions records had to be created locally. Some problems also existed with the fiscal subsystem.

Finally, Sandy Weaver from Innovative Interfaces spoke from the vendor’s perspective about INNOVACQ, their automated acquisitions system. For the vendor, interfacing capabilities, flexibility and ease of use were important considerations in the development of the system. Fiscal control and accountability for auditing purposes was also considered as crucial. The system runs at 9600 baud and another CPU is added for every two additional terminals added to the basic system in order to maintain system efficiency and stability. INNOVACQ is about to be installed at Cal State LA as the 14th installation. Several current users in the audience spoke enthusiastically about their use of the system.

KAREN MOKRZYCKI, U.C., SANTA CRUZ
Bill Petru, Hewlett-Packard Corporation, and Florence Payne, Mountain View Public Library, were invited to describe and comment on the Virginia Tech Library System (VTLS), an integrated automated system, which is operational in their respective libraries.

Mr. Petru initially stated that the Hewlett-Packard Library in Palo Alto provides centralized cataloging for fourteen HP libraries, utilizing AACR2 and MARC standards. This library subscribed to RLIN for several years with the ultimate goal of installing a public online catalog. The library chose to implement a rolling conversion in conjunction with inventory rather than a mass retrospective conversion. The conversion entailed handling and evaluating each item, weeding the collection, verifying holdings, and editing records if necessary. The VTLS System provides not only bibliographic information but also 'availability of holdings' online. As the HP file represents fourteen libraries, the system indicates the number of copies, location, and circulation information. The card catalog was closed on July 1, 1983.

One of the most appreciated features of the system is the global correction capability. This feature allows for correcting or updating bibliographic information in multiple records with minimal effort, e.g., the modernization of the subject heading 'Electronic calculating-machines' to 'Computers' by inputting a single entry.

Although authority control has just recently become available for the cataloging function, there is an authority file which is an integral part of the online public catalog and which facilitates searching. The system alerts the user of an invalid subject search key, provides the valid subject heading, and automatically retrieves the appropriate bibliographic records.

Bill Petru described another notable feature of the VTLS System, the capability of transmitting records directly from OCLC to the local database. This capability has not yet been established for RLIN records which must be added by tapeload. The VTLS System also provides easy editing capability.

Next Florence Payne began her presentation with the comment that the Mountain View Public Library wanted an integrated system for cataloging and circulation control and that the Virginia Tech Library System was chosen as
meeting the needs of this library. Over 85,000 machine readable records from the library's RLIN file were processed by VTLS and bar code labels were generated. The Mountain View system became operational in October 1983. At that time over 90 percent of the circulating collection was entered in the system. The rest of the items are being converted on-the-fly. The library inputs brief records directly into VTLS. Florence noted that it will be necessary to schedule a second conversion to upgrade these records to complete bibliographic information.

The Mountain View Public Library also utilizes OCLC and directly transfers records from the OCLC database. The global feature is greatly appreciated, especially in regard to AACR2 entry changes. Mountain View has established brief records and holdings information for serials. The system is not being used for online serials check-in but as a circulation control for the current issues.

The VTLS System uses Hewlett-Packard hardware. At Mountain View a microcomputer is used on the bookmobile for daily transactions. This information is then 'dumped' into the main system. A microcomputer also serves as back-up for the circulation function.

In response to a question from the audience, Bill Petru stated that optically the VTLS System is capable of handling 500,000 records, but the number of terminals and the number of transactions must be considered when estimating the capacity of the database.

Both Bill Petru and Florence Payne expressed satisfaction with the system, citing the features and capabilities and also the minimal 'down time.'

Pat Thomas of the Stockton-San Joaquin County Public Library provided a preview of ALA Midwinter. She is Chair of ALA RTSD Committee on Cataloging: Description and Access (CC:DA). This ALA committee is the watchdog of AACR2 and is responsible for input to the Joint Steering Committee. CC:DA has established several task forces: a task force on the glossary of AACR2, a task force looking at uniform titles in music, a task force discussing ISBDs, and the Task Force on Microcomputer Software Cataloging to prepare guidelines for the cataloging of microcomputer software, i.e., the application of Chapter 9: Machine-Readable Data Files. There is concern with the role of the GMD (General Material Designation). Should the GMD describe the item, i.e., floppy disk,
cassette, etc., or the content of the file. The outcome will be published in

Subscriptions are available to the documentation of the CC:DA. Cost is
$50.00/year for an individual or library. The subscriber will also receive
reports from the Joint Steering Committee.

Also note that RTSD is sponsoring roadshows on the cataloging of non-book
materials. Write the Division for a schedule.

Discussion and questions ensued on several topics.

What is the role of LC rule interpretations for individual libraries?
Although these are LC interpretations, the utilities require that inputting
libraries conform to these interpretations as well as to AACR2.

When do libraries create brief records?
UC, Berkeley has established criteria for brief records. One type of material
which receives brief cataloging is Polish belles lettres. No subject headings
are assigned.

UC, Davis creates brief records for analytics which are not represented in the
database. Notes and subject headings are not supplied. Brief cataloging
has also been prepared for some large collections of rare books and other
materials for which access is needed but for which cataloguers do not have
time to provide full cataloging.

The meeting concluded at 12:00.

CELIA BAKKE, SAN JOSE STATE
MICROCOMPUTER DISCUSSION GROUP AT THE OAKLAND CONVENTION

The Chapter's Microcomputer Discussion Group, chaired by Joe Ryus, drew a
crowd of about 70 people at the CLA Convention December 5, 1983 to discuss the
pros and cons of microcomputers and their applications in libraries.

Liz Gibson, Systems and Automation Consultant, California State Library,
presented a general introduction to the topic of micros. She emphasized that
micros were best suited for small applications that are not overly complex and
that require little sorting. She stressed, "Start small and don't expect too
much too soon."

Ms. Gibson recommended starting with "off-the-shelf" programs, rather
than to write your own, even if you have a computer-knowledgeable person on
your staff. Do some low-level investment to see what works for you and where
you can best spend your energies. She indicated that there are a lot of programs
being written for typical library applications now, mostly by library "hackers."
She also said that there are a number of library vendors selling low-end systems
designed for small libraries. If you're a small library, look carefully at these
packages. They might be a good place to start. If you're a large library, take a
look at the commercial packages from the standpoint of whether they can perform
part of the total work you need to get done. She cautioned us to be wary of a
strong sales pitch from the micro salesperson and, as in dealing with any salesperson,
to be skeptical.

Library uses of micros include the following areas:

LIBRARY MANAGEMENT
Micros were originally designed, and certainly excel, in these general
business-type applications. There are many good commercial "off-the-shelf"
programs available and one does not need any prior data processing experience.

Applications include:
Word processing: for applications such as form letters, reports, drafts, etc.;
using programs such as Wordstar, Easy Writer, SCRIPSIT, Perfect Writer,
SELECT, Volkswriter, etc.

Data Base Management: for applications such as personnel files, training
files, small index files, mailing lists, grants management, etc.; using
programs such as DBASE II, DB Master, Profile Plus, Perfect Filer, etc.

"Electronic Spreadsheets": for applications such as budget projections,
accounting, inventory, statistical analysis, etc.; using programs such as
Visicalc, Perfect Calc, Supercalc, Multiplan, etc.

TECHNICAL SERVICES
Micros can be used in serials control, acquisitions, accounting (book funds
control), catalog cards, labels, bookform catalogs, and work tracking functions.

PUBLIC SERVICES
Ms. Gibson indicated not as much has been done in this area, but that some
applications are already operational and many others just need a little push
from Public Service staff. Possible operations include circulation systems
(small or limited), bibliography production, reference requests (downloading
of data or formatting of replies to questions or even indexing answers for possible future reuse.

PUBLIC USE

Libraries can provide a microcomputer literacy service and/or a service of use of micros in the library for private citizen needs, similar to the use of typewriters in libraries. These two different services would require different skills and support by library staff.

Ms. Gibson explained that public libraries interested in microcomputer literacy training should participate in or follow the Adult Microcomputer Literacy Training Project, sponsored by the California State Library using federal Library Services and Construction Act funds.

In discussing microcomputer equipment Ms. Gibson explained that the two most popular brands in libraries are currently Apple II or IIe and Radio Shack Model III. Each has many commercial programs or library "hacker" software available on the market. The Apple has slightly more commercial library programs than the Radio Shack model.

The IBM P.C. is beginning to take over the library market. The major bibliographic utilities (i.e. OCLC, RLIN and WLN) are all moving to a non-standard version of it as their basic input terminal. Don't buy any micro just because it's the latest on the market or it's fashionable. This also applies to the new Apple Macintosh or IBM P.C. Jr., according to Ms. Gibson. These latter two are new, have few, if any, library programs and require a period of time to have their programs fully debugged. Ms. Gibson says you must assess your library's needs and the level of risk you can take, just to keep up with the latest thing.

Our second speaker, George Newton, Head of the Catalog Dept., Sacramento Public Library, described some successful uses of the TRS-80. The TRS-80 with a daisy wheel printer is being used by Sacramento Public to generate spine and book labels quite efficiently.

Additionally, Mr. Newton has developed a program that allows the TRS-80 to collect a wide array of statistical information on a monthly and annual basis for Sacramento Public Library. He is presently collecting statistics on the number of titles ordered, new titles sent to cataloging, new titles received, TRS-80 label statistics, Com catalog change requests, individual cataloger's statistics, as well as a variety of Agile statistics. As a result of his statistical study, Mr. Newton and the catalogers in his Department have come to a mutual agreement on the required number of titles that should be cataloged per hour. If you would like copies of Mr. Newton's statistical forms write to Sandra Vella, Catalog Dept., Shields Library, University of California, Davis, Davis, CA 95616.

SANDRA VELLA, U.C., DAVIS
Council of Regional Groups

The Technical Services Chapter is a member of the ALA Resources and Technical Services Division Council of Regional Groups, an organization which provides a forum for information exchange between various state and regional technical processes groups. CRG holds its meetings at ALA Midwinter and Annual Conference.

At the Washington, D.C. Midwinter meeting in January, besides sharing ideas about programs and speakers, CRG:
- Appointed a subcommittee to examine group member and CRG bylaws. The subcommittee will try to develop a model set of bylaws for members.
- Learned that as a result of recruitment efforts in the past year four new regional groups have joined CRG. (There are now 38.)
- Decided to gather information for a speakers' bureau.
- Decided to update a brochure giving details about CRG and/or to provide a packet of materials for incoming chairpersons of regional groups which will acquaint new officers with CRG.
- Heard Bill Drewett from the RTSD office give details on the regional preservation of materials workshops.
- Heard Pat Luthin, Chairperson of the District of Columbia Library Association, Technical Services Interest Group, highlight DCLA activities.
- Tourd several sections of the Library of Congress Processing Services and saw a demonstration of LC's TOSCA system.

In Dallas we will have a mini-workshop as part of our regular meeting on effective group leadership. We have also arranged to have a guided tour of the Dallas Public Library automated system operation.

Elizabeth Dickinson
Technical Services Coordinator
ALA/RTSD/CRG Vice Chairperson
CLA/TSC MEMBERSHIP INTEREST FORM

THE CLA/TSC EXECUTIVE BOARD NEEDS TO KNOW YOUR INTERESTS AND IDEAS IN ORDER TO PLAN RELEVANT PROGRAMS DURING THE COMING YEAR. WE ALSO WOULD LIKE TO GET MORE MEMBERS INVOLVED IN THE PROGRAM PLANNING ITSELF AND ENCOURAGE YOU TO INDICATE BELOW YOUR WILLINGNESS TO SERVE ON CHAPTER COMMITTEES.

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SUGGESTIONS FOR PROGRAM SPEAKERS:

ARE YOU WILLING TO SERVE ON A PROGRAM COMMITTEE? YES NO

WOULD YOU BE INTERESTED IN RUNNING FOR A CLA/TSC OFFICE? YES NO OFFICE

ARE YOU INTERESTED IN SERVING ON THE CLA/TSC NOMINATING COMMITTEE? YES NO

OTHER COMMENTS AND SUGGESTIONS FOR THE CHAPTER:

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THANK YOU
TO AID CLA/TSC MEMBERS WHO ARE INVESTIGATING VARIOUS AUTOMATED SYSTEMS PRIOR TO IMPLEMENTATION, THE CHAPTER WOULD LIKE TO COMPILE A LIST OF CONTACT PEOPLE HAVING AUTOMATED SYSTEMS, E.G., CIRCULATION, ACQUISITIONS, CATALOGING, AND WHO WOULD BE WILLING TO ANSWER INQUIRIES ABOUT THEIR SYSTEMS, E.G., OPERATIONS, TRAINING REQUIREMENTS, COSTS. THIS INFORMATION WILL BE MADE AVAILABLE TO ALL TECHNICAL SERVICES CHAPTER MEMBERS THROUGH THE NOVEMBER ISSUE OF TECH NOTES.

IF YOU ARE WILLING TO PARTICIPATE AND SHARE YOUR KNOWLEDGE, RETURN THE FOLLOWING FORM TO SANDRA VELLA, SHIELDS LIBRARY, UNIVERSITY OF CALIFORNIA, DAVIS, DAVIS, CA 95616.

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