CALIFORNIA LIBRARY ASSOCIATION
TECHNICAL SERVICES CHAPTER

presents

BASIC IN-HOUSE BOOK MENDING TECHNIQUES WORKSHOP

Featuring: practical instruction and demonstration of a variety of in-house book mending techniques as practiced in a public library, a medium sized university library and a public research library. Different methods of mending the same item will be shown.

INSTRUCTORS/DemonSTRATORS:

Diane Blakely  Head of Mending Section, Palo Alto City Library and professional fine binder, "Blakely Bindery."

Wendy Jones  Supervisor of the Mending Section, Conservation and Preservation Dept., University of California, Davis.

Teré Silva  Preservation Officer and supervisor of the Book and Document Preservation Unit.

DATE: Thursday, October 4, 1984
PLACE: West Auditorium, Oakland Public Library, 125-14th St., Oakland
TIME: 9:00--9:30 Registration, with refreshments
9:30--12:00 Demonstrations
12:00--1:15 Lunch. Bring your own bag lunch or use local restaurants.
1:15--3:30 Demonstrations

REGISTRATION FEE: $15.00, payable to the CLA Technical Services Chapter by September 25, 1984
LIMITED ENROLLMENT, RESPOND AS SOON AS POSSIBLE

REGISTRATION FORM

NAME______________________ POSITION_____________________
LIBRARY____________________ PHONE NUMBER____________________
ADDRESS____________________

Registration: $15.00 payable to CLA Technical Services Chapter. Deadline: September 25, 1984. LIMITED ENROLLMENT

Send to: Sandra Vella, President, CLA/TSC
Catalog Dept.
Shields Library
U.C., Davis
Davis, CA 95616 phone: (916) 752-0597

Your cancelled check will serve as your receipt.
CLA TECHNICAL SERVICES CHAPTER
CATALOGING DISCUSSION GROUP

Discussion Leaders
Celia Bakke
Marilyn McDonald

WHEN:  Wednesday, October 10, 1984
1:00 p.m. - 4:00 p.m.

WHERE:  Library, Room 8
Foothill College
12345 El Monte Road
Los Altos Hills, CA  94022

Parking permits and information will be available
at booth, Lot D (See map)

AGENDA:
Retrospective Conversion - Marilyn McDonald, Foothill
College Library

X  Automation of Technical Services Statistics - David
Thompson, Green Library, Stanford University

Please send registration form to:
Celia Bakke  (408) 277-3385
Clark Library
San Jose State University  PLEASE RESPOND BY OCTOBER 3
One Washington Square
San Jose, CA  95192-0028

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REGISTRATION FORM
CLA Technical Services Chapter Cataloging Discussion Group
October 10, 1984  1:00 p.m. - 4:00 p.m.

NAME:

LIBRARY:

ADDRESS:

TELEPHONE:

ADDITIONAL TOPICS FOR DISCUSSION

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CLA TECHNICAL SERVICES CHAPTER
CENTRAL VALLEY CATALOGING DISCUSSION GROUP

WHEN: Thursday, September 13, 1984, 1:30-4:30 P.M.

WHERE: University of California at Davis, Shields Library, Conference Room. Refreshments will be served.

AGENDA

MELVYL (University of California on-line union catalog) update and display.

UCD Law Library RETROCON report.

Other topics

Space is limited so send registration early to Margaret Capron, Catalog Dept., University of California, Davis, 95616 or call (916) 752-0597.

NAME ____________________

ADDRESS ____________________

Subjects I'd like to discuss ____________________
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NAME ____________________________

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Subjects I’d like to discuss ____________________________
FALL PROGRAM PLANS FOR THE SOUTH

The Program Committee in the South is planning for the Cataloging Discussion Group and The Acquisitions Discussion Group to meet in October. Topics for the discussion groups have yet to be finalized. Program announcements will be sent to southern region members and libraries in September. Any questions about the Southern Region discussion groups should be addressed to:

Tom Johnson
Head of Technical Services
Riverside City & County Public Library
P.O. Box 468
Riverside, Ca. 92502
(714) 787-7210

SUMMER REPORTS

NORTHERN REGION SEMINAR ON DATABASE QUALITY CONTROL: A REPORT

The CLA Technical Services Chapter and the Northern California Technical Processes Group continued their efforts to broaden the dialogue between academic and public librarians with their Spring 1984 conference, "Quality Control / Databases / Standards: Issues for Libraries in an On-line Environment." Speakers from both communities discussed common problems met in applying national bibliographic standards to the diverse needs of cataloging, reference, database management, and personnel administration.

University of Connecticut Librarian Norman Stevens provided the keynote with a call for more pragmatic evaluation and flexible application of standards. Citing the virtual neglect of users' perspectives in current standards literature, Stevens argued against the use of MARC formats and ISBD merely as means to perfection. Such perfectionism works against the more desirable goals of standardized technology: efficiency, economy, and service. Moreover, perfectionism encourages a standardization of other traditional library goals that lend themselves less well to standards: compatibility (prone to competitiveness), productivity (often an intangible in library functions), and quality, which Stevens defined as a "rising above standards." His summation advised librarians not to accept or reject standards offhandedly, nor to sacrifice important qualitative concerns in favor of "trivial pursuit."
SPRING PROGRAM IN THE SOUTH

The Southern California Region of the CLA/Technical Services Chapter held its Spring Program on April 21 at the Los Angeles County Public Library System Headquarters. The topic of the program was "Preserving, Repairing and Binding of Library Materials". Speakers for the program were:

Lilly Loo, Los Angeles County Public Library
Ed Martinez, Covina Public Library
Gino Patrella, formerly of Los Angeles Trade Tech and Brodart Trainer
Tony Whitham, University of California Book Bindery
Sharon Pugsley, University of California, Irvine

Lilly described the handling of damaged materials as a result of flooding at the Norwalk Branch of L.A. County.

Two hundred boxes of books (7,539) were packed and sent to be freeze-dried until cleanup of the building could be completed. After the books were returned (in three batches) each book was handled by the staff to determine if it could be salvaged.

Specific steps in handling the books for packing were described:

1. Remove the jacket.
2. Put the books in a well-ventilated area.
3. Put the spine downward on booktrucks so that pages will not be pulled away from the spine.
4. Separate books by their degree of wetness so that very wet books do not get packed with less wet or only barely damp books.
5. It is important to have a clear understanding of how to pack the books from the transporting/storing company. The company should have an expert at the site or provide written instructions.
6. Protective clothing should be provided for handling the books when they are returned (smocks, gloves, etc.).
7. Have plenty of trucks for sorting.
8. Be prepared to cope with patrons and with offers of help.
9. Turn the experience into an opportunity to evaluate, discard, and build the collection.

Lilly recommended advance preparation for libraries for disasters such as this:

1. Check roof drainage. (A suggestion from the audience: to also check ground drainage around the building).
2. Insurance coverage is recommended.
3. If the library has a chronic drainage problem have plastic sheets available to protect the books. Flashlights and packing boxes would also be needed. Keep these supplies all in one place so they are readily available.
4. Communication with administration is important so they will be prepared to respond to the public and to the governing body.

5. Sensitivity/awareness training for the staff to deal with the media and with patrons in the library is recommended.

6. Keep a detailed and accurate count of books packed, and staff hours, for insurance reports.

Ed Martinez told about the effects of water damage to the Kauai Community College Library when Hurricane Iwa caused flooding of the library in 1982. Much of the 32,500 volume collection was water damaged.

Matson trucks were used for freezing boxes of stored, damp books, and the campus autobody shop was at first used in an attempt to dry them. Ed's slide presentation graphically depicted the flood conditions in the library and the heroic efforts of the staff in attempting to dry the books. Each book had to be wiped with a solution of lysol and clorox to halt the mold and mildew. Their efforts paid off with a loss of only 325 books.

Gino Patrella offered some mending tips:

1. Use only book-mending tape, (not masking, duct, electrical, or vinyl).

2. When tipping-in, waxed paper is not necessary if a fine line of glue is laid carefully.

3. Loose signatures can be tipped-in or first sewed, then tipped-in.

4. Folded corners of pages can be gently dampened and dried between waxed paper.

5. Do not put glue in the spine. Gino demonstrated how a folded tube of paper may be inserted to protect the spine from the glue.

6. To prevent tape from showing fingerprints, keep a small knife especially for lifting the tape from the dispenser.

7. If tape falls accidentally in the wrong place on a page, leave it rather than trying to lift it, and start again with a new piece of tape.

8. Gino recommends for mending pages the "release-backing" type of tape that is pressure sensitive.

A book repair demonstration training project for staff may be set up by writing to Harvey Ehrlich at Brodart in the City of Industry. The project would take a minimum of two hours.

Tony Whitham spoke about the role that the book binder has played in the last 30 to 40 years. While automatic hydraulic presses have allowed for handling a greater volume, there are still many hand operations. He said that problems are outracing efforts of binders to solve them. Increase in cost of materials, labor, and overhead have necessitated a reevaluation of the technology and methods of operation. Tony feels that automation and improved business practices must be used to keep costs down in order to pass on savings to the customer. Binderies must be cost effective to compete.

Tony offered some suggestions for libraries:

1. Establish a close rapport with your binder.
2. Those who make decisions about binding should be trained.

3. Some common mistakes:
   - Requesting unsuitable binding
   - Special containers requested when a simple slip case is desired
   - Expensive binding is requested (such as leather) when that is not intended.

4. Problems are ongoing because of large turnover of staff trained to make binding decisions.

Sharon Pugsley, Archivist at the University of California, Irvine, presented a slide tape show prepared under an internship program at Yale University: "The Care and Handling of Books".

Summary: The industrial revolution that turned book making from a craft into an industry brought a decline in quality. Ways to slow down deterioration of books include environmental control; heat, light and moisture affect not only the paper but the binding and glue as well. But another factor in preserving materials in good condition is the attitude of each staff member, and concern with the physical book.

In the library, shortage of staff and space cause problems. Overloading booktrucks, careless application of stamps, packets of cards inserted during cataloging, paperclips and rubber bands left to rust or decompose, poor stacking or shelving that damage or distort the shape of books--these are some of the things to avoid.

Good book handling is passed on from the staff to patrons in such things as plastic covers for rainy days, banning food and beverages in the library, concern about bookdrops, etc.

Sharon said that another slide tape film about simple repairs, including pamphlets and samples is available from:

Conservation Dept.
Yale University Library
New Haven, Conn. 06520

Available from the California State Archives is: Information Center for Archives and Records Management. Write to:

California State Archives
1020 "O" Street, Rm. 130
Sacramento, Ca. 95814 or call: (916) 445-0748

Sharon offered additional advice about handling water damage:

- If more than 500 books are involved, freeze them. Something must be done within 48 hours.
- Every 6 months to one year, update your list of three freezer companies. You need to have alternatives. Keep the list and their numbers current.
- Have a library emergency team, with names and phone numbers of members listed for each to carry in their wallets. If an emergency situation arises, you have to move fast.

Rita Jones, Covina Public Library
Secretary of CLA/TSC
Three discussion groups (Cataloging, Acquisitions and Microcomputers) held meet-
ings in Northern California between March and May 1984.

The Cataloging Discussion Group held its first Bay Area meeting on March 7th at
San Francisco Public Library, Civic Center, under the direction of Nancy Musser,
the local coordinator.

The first topic discussed was retrospective conversion, especially as it relates
to the smaller libraries. While many of the larger sized libraries have already
made decisions on retrospective conversion, many of the smaller libraries are pre-
sently evaluating their options in this area. It was reported by one of the
group that Sharon Farmer, from CLASS, is hoping to sponsor a workshop on retro-
spective conversion vendors in the Fall. Many of the discussion group members
were currently using OCLC or REMARC for conversion. The use of Virginia Tech Li-

brary System for conversion was mentioned as most interesting and well worth
investigating. Susan Epstein's article in a recent Library Journal pointed out
another available option; that is, farming out retrospective conversion to com-
panies that would do it for a fee. When questioned, many of the libraries repre-
sented at the meeting indicated that some type of weeding or inventory check was
done prior to the start of their retrospective conversion project. A study of the
various retrospective conversion vendors, with indications of their strengths and
limitations, is needed and would be a valuable tool for libraries.

A request was made at the meeting to list journals that have been found to be es-
pecially informative on library automation in one of the future Tech Notes issues.
A new publication, Library Hi Tech News, vol 1, no. 1, 1984 - was mentioned as a
good tool for new technology information. Some other journals mentioned included:
Access, Small computers in libraries, Library technology newsletter, etc. Anne
Montgomery has agreed to work on this project.

Performance evaluations and cataloging quantity standards were also discussed ex-
tensively. San Francisco Public is just beginning a program of yearly performance
evaluations, in addition to its Civil Service test requirements. Of the libraries
represented at the meeting, only a few (San Jose State, U.C. Davis, S.F. State)
had formal yearly performance reviews. There was a great deal of variation on how
technical service librarians were reviewed by the various institutions represented
at the meeting. Some libraries wanted to come to a mutual agreement with the
cataloger on the number of books to be done per year; other libraries had only
general minimums and took into consideration the total work load and responsibi-

lies of the librarian within a given year.

Series authority control varied widely among the represented libraries. Some li-

braries had a series authority file and reviewed all series titles against it, while at the opposite end of the spectrum, other libraries accepted the series
on the MARC record, had little series authority control and did not bump possible
series conflicts from the catalog for review and collocation. Many of the li-

brarians present believed more, not less, authority work was necessary.

The Acquisitions Discussion Group met May 4th at California State University,
Hayward Library with 30 people present at a meeting organized by Marilyn Oberg.

The pros and cons of approval plans were discussed at length. The benefits in-

volved include:
1) savings and book discounts (14-15%);
2) letting the distributor, with the use of your approval plan, make the first sort through the new books. This is especially helpful in subject areas that have much material to review;
3) providing a form of insurance that you will get the material you want, since publishing runs are smaller now;
4) receiving better service when dealing with one vendor, rather than many individual dealers, especially in foreign countries; and
5) limiting the number of people necessary in book selection, thereby saving money and simplifying the process.

Some negative aspects include:
1) receiving too many unwanted items or missing the items you really desire if your approval plan is improperly written, and;
2) the smaller your book budget, the more difficult to use approval plans.

Approval plans need to be constantly monitored and re-structured to best meet your needs. They will not replace the acquisition librarian. A fear of possible future decentralization of acquisition functions was expressed by one member at the meeting, but it was generally felt that a centralized monitoring and management section would always be necessary. Are acquisition librarians professionals? Acquisition librarians have been viewed as less professional than other types although the fact that they manage accounting and business functions does not make them any less a professional. They must know the book trade, they must relate to the faculty, have knowledge of bibliographic records, and management techniques.

Steve Silverstein from Innovative Interfaces, Inc. described the Innovacq automated acquisitions systems new approval plan link with Blackwell/North America. Since March 5, 1984 California State University, Long Beach and BNA have been using automated communications to process approval plan material. A similar contract with Baker and Taylor is currently being negotiated.

The Blackwell/North America computer sends a minimal MARC record to Calif. State Long Beach for books that Blackwell is sending for a specific shipment. Innovacq will check this list against its order file, indicating duplicates as encountered. After books are received and reviewed, Innovacq will process the items accepted by the library. Transmission of information between computers is from dealer to library (one-way only) at this time. BNA pays the phone cost.

Twenty-five attendees enjoyed discussion and hands-on demonstrations at the Chapter's Microcomputer Discussion Group meeting, May 18th at the Stockton-San Joaquin County Public Library under the guidance of Liz Dickinson and Carl Cousineau. The purpose of the meeting was to learn about three software packages: SuperCalc, WordStar and DBase II.

SuperCalc, an electronic spreadsheet (ledger), allows one to keep statistics and accounting records. Advantages to using it include the fact that new columns and new information can be added quickly and easily, corrections can be made with ease and information can be manipulated for calculating. Once the form has been set up according to your specific needs, it is a quick and simple matter to fill in the figures. It is very user friendly. The disadvantage, according to Ann Pentecost, Acquisitions librarian currently using the software and demonstrator, is that it entails re-thinking your accounting structure.

Liz Dickinson described WordStar, a wordprocessing system, which she found could be learned without a great deal of study. She cautioned against the building of large files. She recommended no more than 20 pages to any one file, or risk losing pages.
DBase II, a database manager, was described by Colleen Foster. The advantage of this software is that it will index for you when you have determined the index terms. It allows you to set up and maintain files, as well as sort those files.

Carl Cousineau, provided a general introduction to micro software, as well as providing guidelines on how to begin using these software packages in your library. New trends in the industry include the development of integrated software packages (spreadsheets, data managers and wordprocessors in one software package), more sophisticated operating systems and graphics. Mr. Cousineau believes that the development of the means to download information from a mainframe to a micro will be of help to libraries. This will allow libraries to select information for their specific needs from major databases.

The afternoon portion of this meeting was devoted to demonstrations and participant hands-on experience.

Sandra Vella
U.C. Davis

GETTING TOGETHER

ANNE MONTGOMERY would like anyone to report journals that have been especially informative on library automation to her for sharing with CLA TSC members. Please send information to:

Anne Montgomery
Technical Services
San Mateo Public Library
55 W. 3rd Avenue
San Mateo, CA 94402

AUTOMATION
The following is a report of the Novembcr Materials Institute held at the Sheraton Mountain Island hotel in San Diego, California on February 24-26, 1976, in the American Library Association. It was not only about the collection, but also about the people who make them. The participating institutions included 120 people from all over the country, and the sessions were conducted by the Library School of the University of California, Los Angeles.

Management of nook materials: The role of management in the collection of nook materials, as well as a look at the library's role in the collection and management of nook materials, was the focus of the report. The report discussed the role of librarians in the collection and management of nook materials, and the need for clear, concise, and consistent collection policies. It also addressed the need for librarians to be aware of the various media groups, including their various storage forms, to identify producers, manufacturers, and distributors, to learn the bibliographic information for selection, and to manage the budget.

It is the Acquisitions Dept. in a library that should have the most efficient search for ordering data. However, it is up to the system librarian to know the current data for the distribution of new materials. It is up to the library to ensure that new materials are included in the catalog, e.g., cassette, microform, data. There is a lack of adequate acquisition time in the subject bibliographies, which is not surprising as the focus is on the library's role in the collection and management of nook materials.

Durbin said that the term “nook,” “horizons,” “audience,” and “media” are used to lump all types of media into one category. He does not agree with these, as each type of media has different needs. Durbin proposed a list of questions nook librarians should ask themselves: "Where do we go from there?" This was followed by a discussion about the role of the librarian in the collection and management of nook materials. It was agreed that the librarian should be involved in the selection process, as well as in the evaluation and analysis of the materials. It was also agreed that the librarian should be involved in the budgeting process, as well as in the allocation of resources. The report concluded with a call for more training and support for librarians in order to be more effective in the collection and management of nook materials.
Classification systems should be used for all materials. Classification serves as both a locational and retrieval device for organizing library resources. It is not a substitute for the subject index. In fact, the subject index is a valuable tool in the cataloging process. It is not intended to replace the subject index but to complement it. The subject index is used to find materials on a specific topic, while classification is used to find materials within a particular subject area.

The topic of networking of non-book materials has received scant attention in the library literature. Bishoff did a survey as far back as 1972 and found only six articles on the topic. The strong advantage of the network is the ability to share resources between libraries. The network allows libraries to share information and resources with each other, which can be beneficial for both the libraries and the patrons. However, the lack of attention given to this topic may be due to the difficulty of implementing a network.

The cooperation and networking are the main differences between non-book materials and books. Books and non-book materials are both used in the library, but they serve different purposes. Books are used for reference and instruction, while non-book materials are used for entertainment and information. Books are often organized by subject, while non-book materials may be organized by type, such as audio, video, or electronic resources.

Marc Tagging for Non-book materials -- Sheila Inner

Marc tagging is a method of organizing and managing non-book materials. It is used to create a database of non-book materials, which can then be searched and retrieved. Marc tagging is particularly useful for materials that are difficult to classify, such as audio and video recordings. Marc tagging can also be used to create a catalog of non-book materials, which can be used for research and instruction.

Another advantage of Marc tagging is that it allows for the creation of a database of non-book materials, which can be searched and retrieved. This can be particularly useful for libraries that have a large collection of non-book materials. Marc tagging can also be used to create a catalog of non-book materials, which can be used for research and instruction.

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A bookish community of the future...
CATALOGING OF SOUND AND MUSIC -- Richard P. Eberlorge (Music Cataloger, University of Illinois at Urbana-Champaign)

Richard Eberlorge began this workshop by giving a succinct overview of the history of standardized bibliographic control for printed music and sound recordings. Of particular interest was the history of the MARC format for music, initially written by musicologists, and implemented by ISAD-G in 1978 and RIN in 1979. The congress of critical libraries of the large format, was completed in January of this year, with the distribution of the first tape in late April, consisting of musical scores and music and non-music sound recordings. It was provided from the Library of Congress's DCLC (Instructional Coordinator) in Chicago, that DCLC has been recording music MARC tapes, but due to recording problems, they have not as yet been loaded onto the database.

Eberlorge summarized the major rule revisions and LC's rule interpretations for Chapters 5 and 6 of MARC. He also reviewed the rules for uniform titles and choice of access points as they apply to music and sound recordings. He concluded with a hands-on cataloging session, using selected examples of scores and sound recordings.


CURRENT AND FUTURE NEEDS OF THE CATALOG -- Leigh Estabrook, Associate Professor, School of Information Studies, Syracuse University

Leigh Estabrook's remarks concluded the 2 1/2 day Institute. She maintained that library patrons and library staff often had differing needs when using the catalog. For the patron, one of the primary needs is that of completeness of the item and the information needed for use. For instance, an owner of an IBM personal computer needs to know software compatible with the computer's operating system. For the library staff member, a different need is that of uniqueness—that is, identifying a specific item so that it cannot be mistaken for another. Library staff are concerned with bibliographic control and with the identification of the unique item. Catalogers should be concerned with both needs, and must recognize the constant tension between the two that surface when cataloging rules and policies are addressed.

Regarding subject access, one of the issues for nonbook materials is that users need to know for what purpose or use an item can be used. For instance, a stuffed animal in the form of Garfield the Cat could be classified in more than one place in the Dewey classification schedules (e.g., 742.0.9 for toys and models or 620.8 for cats). The cataloger needs to consider now the objects will be used by its borrowers before deciding upon the more appropriate class.

SUBMITTED BY

REBECCA HAYNE
UNIV. OF CALIF., SAN DIEGO

MICROCOMPUTER DISCUSSION GROUP

The next meeting of the Microcomputer Discussion Group will be held on Friday, September 28, 1984. The place is not yet set. Anyone wishing to receive an announcement should send name, mailing address, and telephone number to Joseph E. Ryus, Catalog Department, 212 Doc Library, University of California, Berkeley, CA 94720. The program will include informal discussions and at least one talk. The talk will be by John Ober of the U.C. School of Library and Information Sciences on the organization and content of courses for library staff on the use of IBM PC microcomputers which the U.C. Library, Berkeley, has installed in many departments and branches.

Joseph E. Ryus (415) 642-2329