DOCUMENT RESUME

ED 077 212 EM 011 104

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TITLE Basic Guidelines for the Bibliographic and Physical Control of Nonprint Media.
INSTITUTION Eastern New Mexico Univ., Portales. Library.
PUB DATE Jun 73
NOTE 8p.

EDRS PRICE MF-$0.65 HC-$3.29
DESCRIPTORS *Audiovisual Aids; *Catalcging; *Classification; *Codification; Guidelines; Information Retrieval; Information Storage; *Instructional Media; *Library Guides; Library Standards; Library Technical Processes

ABSTRACT

A task force of librarians and audiovisual specialists was assembled to resolve differences among the several existing guidelines available for the cataloging of nonprint media and to establish a media code suitable for both manual and automated systems. The guidelines which it issued deal with procedures, terminology and codes, and set forth a series of recommendations relating to: 1) bibliographic records; 2) cataloging; 3) classification; 4) subject headings; and 5) media designations (general and specific physical form designations). Also included in the report are a media code and a short bibliography of standard reference works which deal with cataloging and processing of nonprint media. (PB)

ED 077212

BASIC GUIDELINES FOR THE BIBLIOGRAPHIC AND PHYSICAL CONTROL OF NONPRINT MEDIA

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June 1973

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NONPRINT MEDIA GUIDELINES

A task force of librarians and audiovisual specialists assembled on November 10, 1972 to resolve the differences among several guidelines currently available for the cataloging of nonprint materials, and to establish a media code suitable for both manual and automated systems. Two formal meetings of the Task Force were made possible by funds from the Baker and Taylor Company. However, the resulting recommendations of this Task Force are not tailored to the activities or procedures of any single library or processing center. Rather, they are in the judgment of the composite Task Force membership, recommendations for the basic procedures, terminology and codes essential to the organization of all nonprint media. While the Task Force questions the feasibility or desirability of complete standardization of all aspects of nonprint media bibliographic control they do strongly recommend the widespread adoption of the basic elements given in this report.

Members of the Task Force were chosen by the Chairman who has been concerned with the standardization of basic procedures, terms, and codes for many years. Each person represents his own extensive experience in the practice, administration, and utilization of nonprint media. They are leaders in their professional organizations and most have published writings in the field. Although some members of the Task Force have differing views on many aspects of these guidelines, they all agree to the urgent need for them and that these are the few basic guidelines for which universal acceptance is needed.

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NONPRINT MEDIA CATALOGING, CLASSIFICATION, AND DESIGNATION

Recommended Standards

1. Bibliographic Records

Bibliographic information for both print and nonprint media should always be made compatible, and wherever possible, integrated into one card catalog, book catalog, automated listing or microform record. Data should allow for a single or divided (two or more ways) catalog of bibliographic information.

2. Cataloging

The basic principles of cataloging as set forth in the Anglo-American Cataloging Rules are the adopted standard. The rules for main and added entries in Parts I and II are applicable to nonprint materials. The essential elements of information and their usual sequence are, if appropriate: author, title, medium designation, producer-distributor, date, physical description. Additional information is given in the body of the card or in notes as prescribed in the Anglo-American Cataloging Rules. All data should be compatible for manual and automated systems.

Two or more interdependent media are cataloged by the dominant media, with the less significant media listed in the physical description or in a note, e.g., a filmstrip and tape recording which explains the pictures of the filmstrip is cataloged as a filmstrip; a tape recording and a filmstrip which visually illustrates the sound is cataloged as an audiorecord.

A package of two or more media, all significant and related but not necessarily interdependent, is cataloged as a kit. Bibliographic information for kits should be sufficient to enable each part to be treated as an analytic entry, or as a separate integral unit with its own main entry.

3. Classification

A classification scheme best suited to the full integration of the subject content of print and nonprint media is recommended. The Library of Congress and Dewey Decimal classification schemes (unabridged and abridged) have proven useful for the organization of both. All formats of media should be classified by the same scheme. If segregated collections of specific media are maintained a simple sequential order for storage may be preferred.

4. Subject Headings

It is recommended that the same list of subject headings be utilized for all formats of media. If either the Library of Congress or Sears List is favored for one medium it should be utilized for the others. This is particularly important to the integration of bibliographic records.

5. Media Designations

Media designations are used to distinguish one type of physical format from another near the beginning of the bibliographic and classification data. The bibliographic record designation is located after the title and placed in brackets or parenthesis for visible records while the designation of media to accompany the classification number is placed above it for visual clarity. They should always be given in full (spelled out) unless it is absolutely necessary to use a code symbol. Media designations, spelled out or in code symbol form, are either general designations for basic formats or specific designations for the more exact identification of media formats. These are used to inform the potential user of equipment needed, if any, to view or hear the contents and as a location device if an integrated catalog is used and/or the media material can not be interfiled.

A. General Physical Form Designation

The general or primary medium designation, in singular form, is always given in parentheses or brackets following the full title. Its purpose is to notify the user briefly and immediately of the general type of material listed. Users interested in the type of material designated will be prepared to read further for more detail. Those not interested in this general type of material may pass on to the next listing.

The use of general designators may also prevent the proliferation of media designations, a hazzard associated with the use of specific designators. In either case, however, use of a standard list of terms and codes is recommended. It is anticipated that the general designations listed will be hospitable to future media.

B. Specific Physical Form Designation

The secondary medium designation is given in the physical description or in a note. Its purpose is to further refine a specific function of the primary medium and to indicate the type of equipment required to use the material.

6. Media Codes (symbols)

A. Call Number Media Designations

Media designations in the call number are to be avoided whenever possible. However, should media be stored in separate areas, specific media designations in the call number may be needed for location purposes. The degree of specificity is determined by the media distinctions needed for location, shelving, and filing. In highly integrated collections general media designations are usually sufficient.

In manual systems the medium designation, spelled out in full and without abbreviation whenever possible, may be needed in the call number for ease of recognition. However, codes are at times desired for brevity. If so, the recommended designations are attached. These should be followed for either a manual or an automated system.

B. Automated Systems

Automated procedures usually require the codification of data. Therefore, it is recommended that codes for media designation in automated records be the same as those for media designations in manual systems. These include both the general or primary designations and the specific or secondary designations for the physical forms of media. The same designations should be used, if needed, in the call number, following the title, in circulation records, on identification slips, or in automated records.

Color codes are not recommended for use in designating specific forms of media. This practice is discouraged for all processing and is particularly impractical in automated systems.

7. Basic references needed for the organization of nonprint media

These volumes are recommended as essential in the cataloging and processing of nonprint media. Although the authors of these publications are not in complete agreement they nevertheless form a basic reference collection of guides and information tools. The guidelines given above are only a few basic ones and should be considered supplemental to the books listed here.

A. Association for Educational Communications and Technology. The Information Science Committee. Standards for Cataloging Nonprint Materials. Washington, D. C.: The Association, 1972. (William J. Quinly, Committee Chairman.)

B. Anglo-American Cataloging Rules. North American Text. Chicago: American Library Assn., 1967.

C. Dewey, Melvil. Dewey Decimal Classification and Relative Index. 18th ed. 1971.

D. Dewey, Melvil. Abridged Dewey Decimal Classification and Relative Index. 10th ed. 1971.

E. Grove, Pearce S. and Clement, Evelyn G. Bibliographic Control of Nonprint Media. Chicago: American Library Association, 1972.

F. Hicks, Warren B. and Tillin, Alma M. Developing Multi-Media Libraries. New York: Bowker, 1970.

G. The Library Association (England). Media Cataloguing Rules Committee, "A Forthcoming Manual on Media Cataloguing Rules" (anticipated publication date Fall 1973). Peter Lewis, Committee Chairman.

H. U. S. Library of Congress. Subject Cataloging Division. Classification. (parts of this multi-volume set were published and are revised at different times).

I. U. S. Library of Congress. Subject Headings. 7th edition. Washington, D. C.: Library of Congress, 1966.

J. Weihs, Jean Riddle, Lewis, Shirley, and Macdonald, Janet. Nonbook Materials; The Organization of Integrated Collections. 1st edition. Ottawa: Canadian Library Association, 1973.

K. Westby, Barbara M. (ed.) Sears List of Subject Headings. 10th edition. New York: H. W. Wilson Co. 1972.

MEDIA DESIGNATIONS AND CODES

The following general and specific media designations for the physical forms of media are recommended as standard terminology:

General Descriptor	Specific Descriptor	Code
I. AUDIORECORD		AA
	a. Audiobox	AB
	b. Audiocard	AS
	c. Audiocartridge	AR
	d. Audiocassette	AC
	e. Audiodisc	AD
	f. Audioroll	AO
	g. Audiotape	AT
	h. Audiowire	AW
II. CHART		CA
	a. Flip chart	CF
	b. Graph	CG
	c. Flannel board	CL
	d. Wall chart	CW
	e. Relief chart	CR
III. DATA FILE		DA
	a. Digital cassette	DC
	b. Digital disc	DD
	c. Digital tape	DT
	d. Punched card	DB
	e. Punched paper tape	DP
IV. DIORAMA		OA
V. FILMSTRIP		FA
	a. Filmslip	FL
VI. FLASH CARD		HA
VII. GAME		GA
VIII. GLOBE		BA
XIX. KIT		KA
	a. Exhibit	KE
X. MAP		LA
	a. Relief map	LR
	b. Wall map	LW

General Descriptor	Specific Descriptor	Code
XI. MICROFORM		NA
	a. Aperture card	NC
	b. Microchip	NP
	c. Microfiche	NH
	d. Microfilm	NF
	e. Microjacket	NJ
	f. Micro-opaque	NO
	g. Microprint	NT
	h. Microstrip	NS
	i. Ultrafiche	NU
XII. MODEL		EA
	a. Figure	EF
	b. Mock up	EM
	c. Puppet	EP
	d. Art reproduction	ER
XIII. MOTION PICTURE		MA
	a. Kinescope	MK
	b. Motion picture cartridge	MR
	c. Motion picture cassette	MC
	d. Motion picture loop	ML
XIV. PICTURE		PA
	a. Art original	PO
	b. Art print	PB
	c. Photograph	PP
	d. Picture	PI
	e. Post card	PC
	f. Poster	PT
	g. Study print	PS
XV. REALIA		RA
	a. Specimen	RS
	b. Art original (3D)	RO
XVI. SLIDE		SA
	a. Film slide	SL
	b. Microscope slide	SM
	c. Stereoscope slide	SS
XVII. TRANSPARENCY		TA
XVIII. VIDEORECORDING		VA
	a. Electronic video	VE
	b. Laser disc	VB
	c. Videocartridge	VR
	d. Videocassette	VC
	e. Videocube	VQ
	f. Videodisc	VD
	g. Videotape	VT