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ABSTRACT

Three colleges in the state of Washington--Gonzaga College (Crosby Library), Whitworth College, and Eastern Washington University--received grants from the Fred Meyer Charitable Trust and the Library Services and Construction Act to facilitate coordinated collection development in the areas of education and business/economics, so that their collected resources would meet established standards. The major technical barriers to collection coordination and cooperation among the three institutions were the lack of a single, shared database, and Crosby Library's low number of machine-readable bibliographic records. These barriers, coupled with the expected increase in interlibrary loan transactions, made a LaserCat workstation (i.e, a CD-ROM driven program that assists with retrospective conversion of materials, verification of bibliographic information, interlibrary loan, and holdings verification) an essential tool in a collaborative collection development process. As a result of the increase in shared services and resources made available cost effectively through LaserCat, the three institutions have increased their buying power by avoiding duplication of acquisitions. The appendixes that make up the major part of the report provide: (1) an orientation to LaserCat; (2) a description of LaserCat procedures; (3) a checklist for shelf list drawers; (4) an approval plan profile questionnaire; (5, 6) articles about CD-ROM and LaserCat; (7) a list of Crosby Library's resources; (8) answers to questions about LaserCat; (9) an illustration of the CD-ROM's main search screen; and (10) an excerpt from Crosby Library's instruction manual. (SD)

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Coordinated Collection Development

Via CD-ROM

A Pilot Project

Granted by LSCA Title III Funds To:

Crosby Library, Gonzaga University

Final Narrative Report

by

Elaine Peterson

and

Mary M. Carr

IR052932

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Coordinated Collection Development

Via CD-ROM

A Pilot Project

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Crosby Library, Gonzaga University

Final Narrative Report

Summary of Grant Project:

Crosby Library, Gonzaga University's proposal sought funding in the amount of $6,000.00 for the purpose of establishing a pilot project for coordinated collection development facilitated by the installation and use of LaserCat. The project sought to enhance and expand the holdings in Education and Business/Economics available to patrons of Inland Empire libraries.

Brief Restatement of the Situation To Be Addressed:

Crosby Library's collection was not able to meet the Criteria for Adequacy as these standards relate to the subject areas of Education and Business/Economics. The Fred Meyer Charitable Trust granted $133,000.00 to Gonzaga University, Whitworth College, and Eastern Washington University to facilitate coordinated collection development in these areas, so that their collective resources might more closely approximate these criteria.

The two major technical barriers to collection coordination and cooperation amongst the three institutions are: 1) the lack of a single, shared database, and 2) Crosby Library's low number of machine-readable bibliographic

records. These barriers, coupled with the expected increase in ILL transactions, made a LaserCat workstation an essential tool for a collaborative collection development project between the three libraries.

Brief Restatement of the Project Objectives:

The overall objective was to implement a pilot collection coordination project for the areas of Education and Business/Economics between Gonzaga University, Whitworth College and Eastern Washington University by March 31, 1988, by adding complete holdings in the named areas to the WLN database and by establishing cooperative acquisitions procedures, using LaserCat as an indispensable tool.

Brief Restatement of the Planned Activities:

1.) Gonzaga University completed retrospective conversion of over 7,000 records in the targeted areas of Education and Business/Economics. This number is well over twice the number of titles which had been projected in the grant proposal.

2.) Baseline interlibrary statistics were compiled for the two subject areas.

3.) The Steering Committee made up of representatives from the three institutions established procedures and protocols for coordinated acquisitions according to the agreed upon areas of emphases. Procedures included the effective use of LaserCat in pre-order searching, both for verification of bibliographic information and for determination of holdings for the participating institutions. Timely processing, access, and delivery of newly acquired materials were also addressed.

4.) The Steering Committee members developed and published

documentation, as was appropriate for the use of personnel within their individual institutions.

5.) The Steering Committee met to address specific areas of concern pertaining to coordination strategies, such as budgetary commitments, interlibrary loan patterns, and the continuation of local area availability of titles through a last copy agreement.

Narrative of Project and Accomplishments:

LaserCat is an essential component of the overall collection coordination project. Recon of materials, verification of bibliographic information, and holdings verification are done on LaserCat. Because of the considerable cost of inquiry on the online Western Library Network (WLN) terminals and the constant use of them for other purposes, these functions would have been difficult, if not impossible, without the LaserCat workstation within the Technical Services Department. As the project continues and retrospective purchasing begins, LaserCat's usefulness for checking institutional holdings will become even more important. Gonzaga University and Whitworth College will be able to check each others' holdings via LaserCat. Since the first year concentrated on purchase of new materials, this aspect of checking for holdings was not as crucial.

Immediately upon receipt of the grant funds, the computer equipment (two CD-ROM drives, computer, monitor, and printer) was ordered and a LaserCat subscription was entered with WLN. Simultaneously, training materials procedures for recon on LaserCat were developed. (See Appendices 1 and 2.) Retrospective conversion of the targeted areas began in March. Training and use of LaserCat went very smoothly. The only problem encountered was the constant swapping of LaserCat CD-discs #1 and #3 because of the necessity of

viewing complete (MARC) records. In addition to taking time, CDs became scratched and fingerprinted, thus interfering with their effectiveness. Therefore, Crosby Library soon purchased a third CD drive from its own operating budget.

By the end of the second quarter, September 1987, retrospective conversion was completed. A total of 7,243 holdings were added to WLN in the areas of Education and Business/Economics. (See Appendix 3.)

The Steering Committee for the three institutions which had been formed for the Fred Meyer Project--Mary Carr (Gonzaga University), Bill Barr (Eastern Washington University), and Virgil Dedas (Whitworth College)--met to discuss cooperation. It was decided that the first year of the grant would focus on new materials. It was further agreed that a vendor approval plan for all three institutions would best address the problem of duplication, at the same time alerting selectors to appropriate materials within the agreed upon areas of emphases. (See Appendix 4.) LaserCat was not useful in detecting duplication of new materials because of its quarterly publication. A letter was sent out to vendors inviting bids for slip approval plans.

The Steering Committee also decided on the periodical subscriptions for each institution. The main problem encountered was dividing up periodical titles between institutions, since there were certain titles which more than a single library wished to hold. Resolution came with give and take, drawing on the spirit of cooperation already established in previous cooperative projects. By the end of the summer, members of the Steering Committee had selected new periodical titles for all three institutions. Each institution used its vendor of choice for periodical subscriptions. A firm order vendor (Academic Book Center) was chosen for monographic purchases, and profiles for the three institutions were completed. The slip approval form program was initiated soon thereafter.

The Steering Committee has yet to completely address and resolve the issue of last copy agreement.

Comparison of Objectives to Accomplishments:

The overall objective was accomplished. Gonzaga University completed retrospective conversion of all materials in the areas of Education and Business/Economics. Cooperative acquisition procedures were established between the three institutions using LaserCat. To date over 300 unique monographic titles have been purchased by Crosby Library (254 titles in Business/Economics and 51 in Education). These titles, in addition to the normal purchases in those areas, were verified on LaserCat before ordering, and were, of course, all part of the coordinated approval plan between Gonzaga, Whitworth, and Eastern.

The members of the Steering Committee selected new periodical subscriptions for all three institutions. The titles chosen were ones which were indexed in standard subject indexes, but not held by any of the three schools. In all, 115 journal subscriptions were entered. For Crosby Library, there was a net gain of 38 journals (24 in Education and 14 in Business/Economics). Most began, retrospectively, with January 1987, the beginning of a new volume year.

Description of Evaluation Technique:

The library's evaluation techniques were to be threefold. The first entailed the increase in buying power of the participating institutions through cooperative acquisitions. Secondly, the project was to measure the increased effectiveness of resource sharing by using ILL statistics kept by subject area. Finally, the project results were to be published in area newsletters. In addition, we were to attend the annual Fred Meyer conference to share our

experience.

Summary of Evaluation Results:

There is no doubt that each of the participating institutions increased its buying power. Pre-order searching on LaserCat coupled with a cooperative approval plan between participants has eliminated much potential duplication. As previously mentioned, to date a total of 305 additional, unique titles were purchased by Gonzaga University in the subject areas of Business/Economics and Education. Since duplication has been avoided, these are titles not held by Whitworth College or Eastern Washington University.

The ILL statistics can be summed up in one word: encouraging. One objective stated that resource sharing in the grant areas should double in the first year. Yet since the approval plan was not fully implemented until late Summer 1987, and materials consequently began to arrive later than anticipated, holdings did not appear until the December 1987 and March 1988 LaserCat issues. The statistical sampling of ILL statistics for our subject areas of Business/Economics and Education was done during the first three weeks in June 1987 and then again in the first three weeks of February 1988. These samplings indicate that a 57% increase in transactions has already occurred. Yet because of the delay in receipt of materials, it is too early to assess total resource sharing implications.

The project has already been publicized on the Gonzaga campus and in the Inland Empire. (See Appendix 5.) In addition, the particular use of LaserCat as a recon tool has been addressed in the article "CD-ROM in Cataloging" which appeared in the July 1987 issue of Alki[1]. The article also points out the ease of set up and use of LaserCat, the cost savings, and the possibilities of using LaserCat as an OPAC. (See Appendix 6.)

Finally, at the March 1988 meeting of the Fred Meyer Trust in Portland, Oregon, Mary Carr and Doris Banks (Whitworth College) reported on the progress of the Fred Meyer grant and spoke to the unique program of cooperation achieved using LaserCat and an approval plan for cooperative acquisitions. Conference participants asked questions concerning the project and were anxious to learn more about these particular aspects.

Continuation of Project:

The project has continued in a number of very important areas. Most notably, the Fred Meyer grant continues for another two years. The cooperative approval plan, in tandem with the use of LaserCat, will continue for at least the next two years, if not longer, with Gonzaga University now paying the cost of the LaserCat subscription out of its general automation budget.

Secondly, Crosby Library recognizes that its LaserCat workstation in the Technical Services Department has become indispensable. We are committed to a continuation of retrospective conversion, coordinated acquisitions, and verification of bibliographic information for both ordering and ILL functions. Also, as mentioned previously, a third Hitachi drive was purchased by Gonzaga University to ease the retrieval of complete (MARC) records for use in Cataloging and Acquisitions.

Indeed, retrospective conversion of materials in other subject areas is underway. Technology, medicine, language and literature, music, bibliography and library science, and mathematics/computer science have all been completed. Holdings being added to WLN have dramatically risen with no increase in staff. For one month, March 1988, for example, holdings added by Crosby Library (WaSpG and WaSpStM) exceeded 5,500! Before LaserCat it was normal for holdings to be added at a rate of 9,000-12,000 per year.

The Steering Committee of the three institutions continues to meet, and in particular is coordinating acquisitions in the area of technology. Library and Information Resources for the Northwest (LIRN) assessments have been completed in this area, and a coordinated collection development grant for Technology materials has been submitted.

As a condition of the Fred Meyer grant, all periodical subscriptions cooperatively agreed upon will continue to be purchased by each institution beyond the three year grant period. For Gonzaga this means a continuing commitment to 24 Education journals and 14 Business/Economic periodicals.

Finally, having LaserCat at Crosby Library has generated such enthusiasm that four LaserCat stations have been added to the Public Catalog area. Because of the wide acceptance of LaserCat by the library staff and the enthusiasm of patrons, the card catalog is now closed and LaserCat is being used as an OPAC. Many general interest publications about CD-ROM and instructional aids have been developed for patrons. (See Appendices 7-10.) This was a distant bi-product which was hoped for when LaserCat was introduced to Crosby Library, but it has far exceeded expectations. Because of the success with LaserCat, a great deal of interest from other libraries in the area (e.g., Whitman College) and from our campus extension programs has been generated.

Fiscal Accountability:

The LSCA Project Financial Statement appears as the final page of this report.

[1] Peterson, Elaine, "CD-ROM in Cataloging," Alki : The Journal of the Washington Library Association (July 1987).

LSCA PROJECT FINANCIAL STATEMENT
WASHINGTON STATE LIBRARY

Grant # 87-03-106

Library Crosby Library, Gonzaga University

Submitted by Mary M. Carr

Date April 29, 1988

INSTRUCTIONS: At end of first six months of project, submit report of expenditures. List expenditures by B.A.R.S. code. Repeat at end of project. Submit within 30 calendar days of end of reporting period to:
LSCA Administrator
Washington State Library AJ-11
Olympia WA 98504-0111

IN-KIND EXPENDITURES

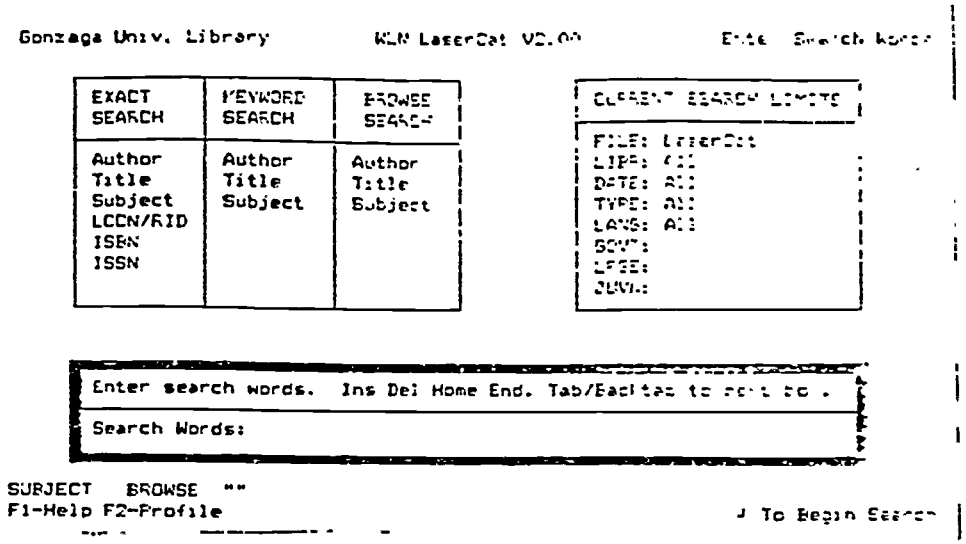
B.A.R.S. Code Classification of Expenditures	Budgeted	First Half, from _____ to _____	Second Half, from _____ to _____	Total for Project
572.22.50 (LaserCat Subscription)	$ 765.00			$ 816.00
572.22.64 (Equipment)	$5,235.00			$5,184.00
Total Expended This Half				
Total Expended To Date				$6,000.00
Unexpended Balance	1			-0-

Washington State Library Form
LIB 41-24a (rev. 1/87)

Appendix 1

USING LASERCAT (Getting to know the keyboard)

1. Hit ESCAPE key before starting search. A screen similar to this will appear:



2. The screen is divided into 3 windows. The first window allows you to choose between 12 different types of searches. The second window allows you to limit the search in various ways. The third window allows you to type in your search.

USE the TAB key to move between windows.

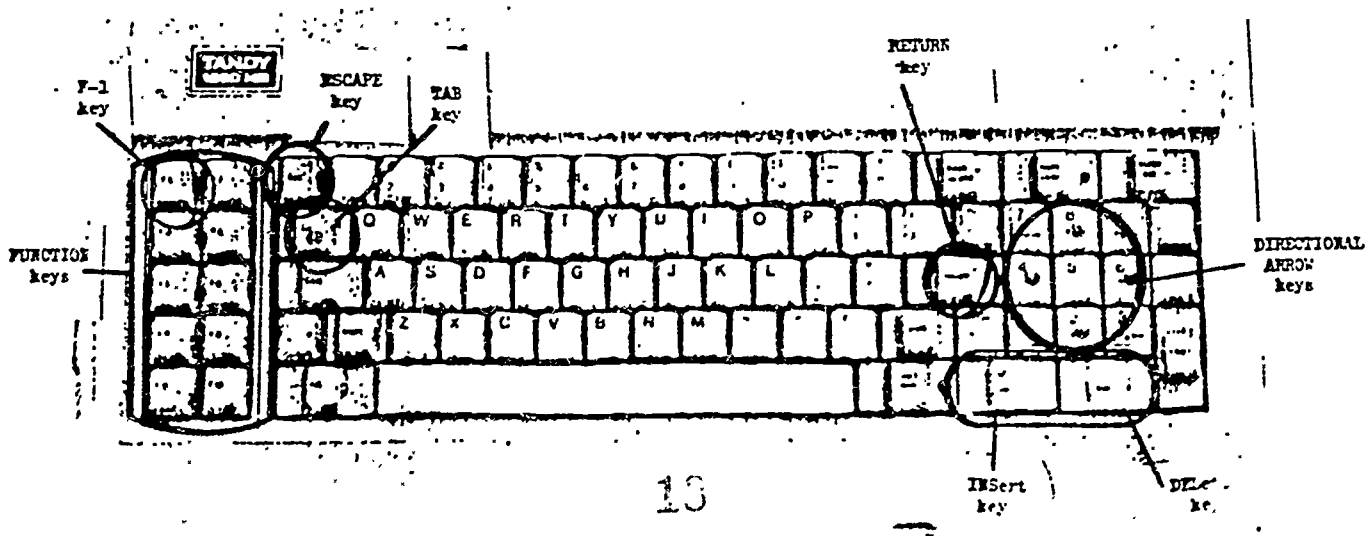
3. Within a window, use the DIRECTIONAL ARROW keys ↔ to refine your search.

4. The FUNCTION keys (F-keys) are used later in the search process. F-1 can be pushed at any time for help.

5. The RETURN key is pushed once the search strategy is set and the search words are typed in.

6. The INSert and DELete keys can be used when you make a mistake and need to retype your search in the third window.

7. For further assistance, consult the LASERCAT users' manual which explains in detail the system and the search options. Also ask for assistance at the reference desk.



LASERCAT PROCEDURES

Rev. 10/87

1. Remove the next drawer from the shelflist, leaving rod and cards in the drawer. Except for a few special drawers (L's, H's and BF's), we will do LaserCat shelflist drawers in numerical order.

2. For a work session at LaserCat you will need:

a) A shelflist drawer.
b) A "WLN" rubber stamp and stamp pad.
c) A pencil and a red pen ; paperclips.
d) Our "LaserCat notebook" for writing down RIDs.
e) Our Bib. Standards and the LaserCat Manual. These will become very familiar to you and will quickly become Reference tools for difficult decisions.

3. Search only those cards which are not already stamped "WLN." Search LaserCat for a record which matches our BIB. INPUT STANDARDS. Since we do not pay for each search, you can experiment somewhat as to what is the best/most efficient search. Often keyword title searching is the best search, but browse and exact RID searches are proving very useful. Debbie has discovered that a boolian search of 2 RIDs will bring them both up at once. Experiment, and refer to the section on Searching in the LASERCAT MANUAL.

4. If no match is found, paper clip the card. Go on to the next card.

5. When a match is found, write the RID in the LaserCat notebook along with the Call number we have on our card. Then, stamp the shelflist card with the "WLN" stamp, and write the RID on the bottom right of shelflist card. Remove the paperclip from the card.

6. Make a printout for the LaserCat Box and do not do any of Step 5 if:

a) You locate duplicate records.
b) You locate a serial record.
c) You are unable to determine if it is a match even after examining our Bib. Standards.

Mark these printouts clearly with a red pen, e.g., "Duplicate - not added" or "Serial record - not added." Be certain to write our shelflist call number on printout.

7. It is alright to match and apply Step 5 (writing in Notebook, stamping shelflist, etc.) if Access Points do not match our sheflist card, or if the record in WLN is an r level record. These problems will be dealt with later.

8. At the end of the session, leave printouts in the box with the LaserCat Notebook on the top. Take shelflist drawer back and mark with a flag that says "LaserCat to here."

9.If you have finished an entire drawer, count the remaining paperclips

(those which indicate items not found in LaserCat and not stamped WLN) and give total to Elaine. Leave paperclips. Mark the inside back of the drawer with a white label indicating "LaserCat" so that everyone knows that it is done.

10.If you are feeling ambitious, energetic, and have time:

a) Remove any printouts for copy cataloging and fill out a worksheet for an original record for our book. These will go through the normal channels of Setwork 1 cataloging. Remember that to do Setwork 1, AACR2 cataloging you need to have book in hand. Only retrieve from the stacks as many books as you intend to work on.

b) Take out any printouts which appeared to be a match, but were questionable. See if a second look will resolve the problem. If uncertain, ask a Catalog librarian for assistance.

Appendix 3

SHELF LIST DRAWERS

		Laser Cat	NUC	LC copy	orig. [illegible]
1.	A-AC11, M3 List 12				
2.	AC11, M3 List 16-29				
3.	AC11, M3 List 30-28				
4.	AC12-B73				
5.	B74-B769	✓		✓	KW
6.	B770-B999	✓		✓	KW
7.	B1000-B2520	✓			KW
8.	B2521-B[illegible]	✓			
9.	BD1-BF129	✓			
10.	BF130-BF499	✓			
11.	BF500-BF799	✓			
12.	BF800-B[illegible]	✓			
13.	BL1-BL999				
14.	BL1000-BM524				
15.	BM525-BR99				
16.	BR100-BR399				
17.	BR400-BS444				
18.	BS445-BS1199				
19.	BS1200-BS2546				
20.	BS2547-BT49				
21.	BT50-BT375				
22.	BT376-BT799				
23.	BT800-BV999				
24.	BV1000-BV9999				
25.	BX1-BX1374				
26.	BX1375-BX1751				
27.	BX1752-BX2049				
28.	BX2050-BX2351				
29.	BX2352-BX4299				
30.	BX4300-BX4704				
31.	BX4705-BX4799				
32.	BX4800-BX9999				
33.	CB1-CS				
34.	CT1-D20				
35.	D21-D443				
36.	D444-D799				
37.	D800-DA24				
38.	DA25-DA139				
39.	DA140-DA484				
40.	DA485-DA664				
41.	DA665-DA999				
42.	DB1-DC199				
43.	DC200-DD224				
44.	DD225-DF				
45.	DG				
46.	DH-DL				
47.	DP1-DS119				
48.	DS120-DS549				
49.	DS550-DS849				
50.	DS850-DT899				
51.	DT900-E77				
52.	E78-E99				

		Laser Cat	NUC search	LC copy input	orig. [illegible]
53.	E100-E175				
54.	E176-E184				
55.	E185-E302				
56.	E303-E479				
57.	E480-E746				
58.	E747-E999				
59.	F1-F499				
60.	F500-F789				
61.	F790-F897				
62.	F898-F1084				
63.	F1085-F2279				
64.	F2280-G224				
65.	G225-GN9				
66.	GN10-GT				
67.	GV				
68.	H1-HB31	✓	✓	✓	✓
69.	HB32-HB599	✓	✓	✓	✓
70.	HB600-HC105	✓	✓	✓	✓
71.	HC106-HC249	✓	✓	✓	✓
72.	HC250-HD49	✓	✓	✓	✓
73.	HD50-HD2699	✓	✓	✓	✓
74.	HD2700-HD6199	✓	✓	✓	✓
75.	HD6200-HD7999	✓	✓	✓	✓
76.	HD8000-HD9520	✓	✓	✓	✓
77.	HD9521-HE2770	✓	✓	✓	
78.	HE2771-HF5385	✓	✓	✓	
79.	HF5386-HF5549	✓	✓	✓	
80.	HF5550-HG999	✓		✓	
81.	HG1000-HG9999	✓	✓	✓	
82.	HJ1-HM130	✓	✓		
83.	HM131-HN57	✓			
84.	HN58-HQ729	✓			
85.	HQ730-HQ1399	✓			
86.	HQ1400-HV899	✓			
87.	HV900-HV9999	✓			
88.	HX	✓			
89.	J1-JC330				
90.	JC331-JK154				
91.	JK155-JL				
92.	JN-JX299				
93.	JX300-JX9999				
94.	K-KF1199				
95.	KF1200-KJM				
96.	L-LA	✓	✓	✓	✓
97.	LB1-LB1049	✓	✓	✓	✓
98.	LB1050-LB2299	✓	✓	✓	✓
99.	LB2300-LB2823	✓	✓	✓	✓
100.	LB2824-LC499	✓	✓	✓	✓
101.	LC500-LD	✓	✓	✓	✓
102.	LF-ML149	✓	✓	✓	✓
103.	ML150-MT49	✓			

Appendix L

APPROVAL PLAN PROFILE QUESTIONNAIRE

CUSTOMER CODE _____

LIBRARY NAME Crosby Library, Gonzaga Univ[illegible]

CONTACT PERSON Mary M. Carr

TITLE Head of Technical Services

PHONE # 509-328-4220 ext. 3137

SEND ANNOUNCEMENT FORMS TO: same as above

BILLING ADDRESS: Crosby Library, Gonzaga University
E. 502 Boone Ave.
Spokane, WA 99258

SHIPPING ADDRESS: same as above

NUMBER OF INVOICE COPIES NEEDED 3

OTHER:

ON-ORDER LIST TO: Mary M. Carr # OF COPIES: 1

MGT. REPORTS TO: same # OF COPIES: 1

DISCOUNT: 12%

SALES REPRESENTATIVE Dana Levesque

DATE May 21, 1987

APPROVAL PLAN PROFILE QUESTIONNAIRE: EDUCATION

NON-SUBJECT PARAMETERS

	BOOKS	FORMS	NOTHING
Type Of Book/Format			
1. Anthology			
2. Atlas			
✓3. Bibliography		x	
✓4. Encyclopedic work		x	
5. Handbook		x	
✓6. Index		x	
7. Popular treatment:			
Computer book (model specific)			
Computer book (general)			
Cookbook			
How-to book			
Other			
8. Programmed text			
9. Spiral/ring/loose leaf			
10. Textbook:			
Undergraduate level			
Graduate/research level			
11. Workbook/lab manual			
✓12. Reprints		x	
13. Clinical Treatments			
14. Other			
Serials			
1. Advances — Vol. one			
Subsequent volumes:	By standing order only		
2. Annuals — Vol. one			
Subsequent volumes:	By standing order only		
3. Conferences/Proceedings — Vol. one			
Subsequent volumes:			
Series (numbered) — Vol. one			
Subsequent volumes:			
Sets — Vol. one			
Subsequent volumes:			

LIMITATIONS AND SPECIAL INSTRUCTIONS

Advance announcement forms:
Number of copies needed? 1
Organized by *title* or (LC Class) (circle one)

Beginning imprint year to be covered: 1987

Notify the library before shipping any volume exceeding $_____

Backrun:

APPROVAL PLAN PROFILE QUESTIONNAIRE

LC CLASSIFICATION INSTRUCTIONS

1. Please type or print LC classifications to be *included* in the appropriate columns as to books or forms.
2. LC classifications can be specific *up to and inclusive of* the first decimal point. Examples:

(Q-QB), inclusive
(QC)
(QD 23. - QD 26.)
(QE-QR), inclusive

BOOKS	FORMS ONLY
	HD 1-88 HD 2321-9999 HF 5549, 5801-6191 HG

LC CLASSIFICATION INSTRUCTIONS

1. Please type or print LC classifications to be *included* in the appropriate columns as to books or forms.
2. LC classifications can be specific *up to and inclusive of* the first decimal point. Examples:

(Q-QB), inclusive
(QC)
(QD 23. - QD 26.)
(QE-QR), inclusive

BOOKS	FORMS ONLY
	LB 1603-3640

APPROVAL PLAN PROFILE QUESTIONNAIRE

PUBLISHER INSTRUCTIONS (Check one below)

- x 1. All University Presses.
- x 2. All Non-University Presses.
- ____ 3. Selected Presses (please write below or attach list).

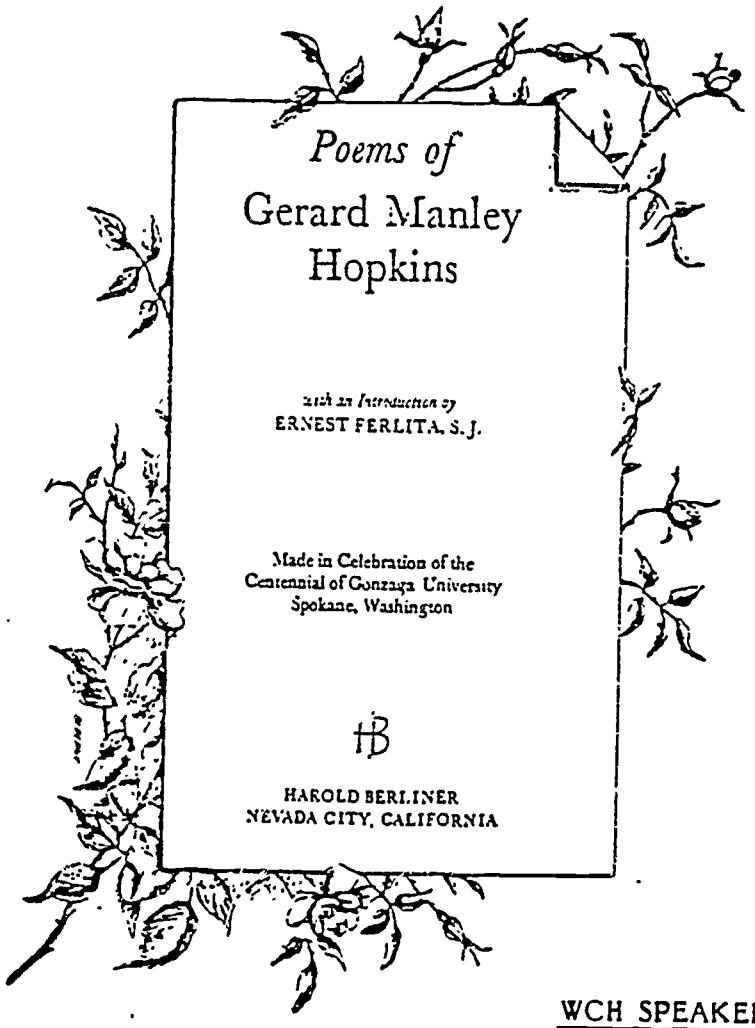
Please invoice separately.

Would like to order via WLN on-line system, noting approval plan in the order information field. Please let me (M. Carr) know if this is not workable. Thanks.

Appendix 5 see page 2

Crosby News & Notes

Vol. 11 No. 4 April 1987

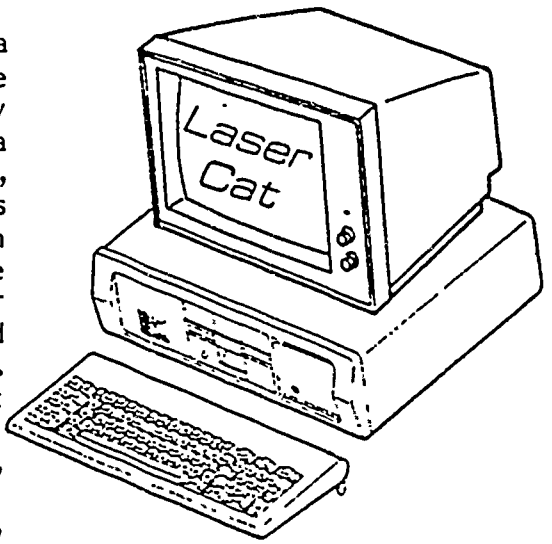


As part of its centennial observance, Gonzaga University has published a special commemorative volume of selected poems of Gerard Manley Hopkins. The limited edition of 750 numbered copies was printed by Mr. Harold Berliner of Nevada City, California, using Baskerville types, and is bound in royal blue cloth with an embossed commemorative dust cover. The volume features an introduction to the poems by Fr. Ernest Ferlita, S.J., which outlines the history and importance of Crosby Library's Hopkins Collection. Copies of this special commemorative edition of Poems of Gerard Manley Hopkins are now available at the University Bookstore and may also be ordered from Crosby Library's Administrative Office at $30.00 each.

WCH SPEAKER NAMED

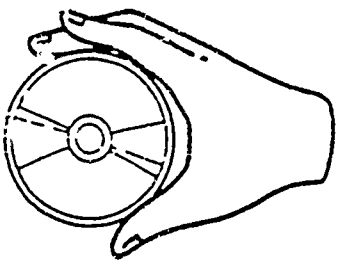
Carol Burroughs has been selected by the Washington Commission for the Humanities to participate in its speakers series "The Inquiring Mind: A Forum in the Humanities." She will be sponsored by the Commission in presenting lectures to groups in the State of Washington. Carol has done research on various aspects of women and the American west, and will be giving three different slide-illustrated lectures for "The Inquiring Mind." They are as follows:" Wives, Mothers and Daughters: Women on the Oregon Trail," "Calico Homesteaders, Missionaries, School Marms and Soiled Doves: Women and the West," and "Pioneer Sisters: Catholic Nuns as Community Builders on the Northwest Frontier." She joins Professors Robert Carriker of the History Department and Fran Polek of English as Gonzaga University faculty members selected for this program. All three of her programs are the results of projects that have been supported by grants from the Gonzaga Research Council.

CD-ROM



CD-ROM technology has arrived! Due to an idea conceived by Mary Carr with the assistance of Elaine Peterson and Debbie Wynn, the Washington State Library gave Crosby Library a $6,000 grant to purchase a computer terminal, hard disk, 2 compact disk (CD) drives, a printer, and an additional subscription to WLN's LaserCat. LaserCat contains approximately 2 million records stored on 3 small silver compact disks. These records represent all the items held by WLN member libraries and an additonal 5 years of current items held by the Library of Congress but not held in the Northwest. LaserCat will be updated quarterly to cc itain the most current information possible.

Already up and running in Technical Services, LaserCat on CD-ROM is being used to identify and verify title, author, and publisher information by Acquisitions, and also is being used by Cataloging to match bibliographic records on WLN against what we have in Crosby Library in order to add our holdings to the WLN database. Someday, all of Crosby's library holdings will be reflected online. By using LaserCat, we avoid paying some of the online search costs incurred on WLN.



Public Services recognizes CD-ROM potential as well. LaserCat can be used by Interlibrary Loan to identify who has what on the WLN system. The records include much of the same type of information that is in the card catalog. A user can browse by author, title, or subject, or can combine these searches. Off-campus programs could benefit from LaserCat, in effect, allowing anyone partial access to items in WLN member libraries (over 100 libraries in the West). In addition, the hardware already in place could be used with other materials such as Dissertation Abstracts, Books in Print, ERIC, etc. now appearing in CD-ROM format.

MARGINALIA FOR PHILOSOPHERS & THEOLOGIANS

Notice in the Union College (N.Y.) 'Concordiensis': "The Philosophy Forum will meet this Thursday at 4:30 in the Humanities Lounge. All interested individuals are invited to attend. Topics to be discussed: Life, The Universe, and Everything."

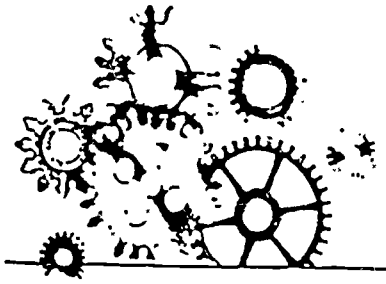
Program note for the annual meeting in April of the Midwest region of the College Theology Society of the American Academy of Religion: "2:00-4:00 THE ACADEMIC STUDY OF RELIGION . . . Three tapes of 40-45 minutes each on 1) literal and metaphorical truth in the Bible; 2) religious ethics and war; and 3) God will be available for viewing during the Annual Meeting."

From a letter received by a librarian from the Encyclopedia of World Biography: "The 3-volume Supplement will contain the following features: ... 3. Orbits of those who died since the original publication." Determined by methods too occult to divulge?

Deep Thought, for example, has a general purpose extract system which allows you to pull out, say, all records which have a material type of "VHS videotape" and place the data in a file. But it's up to you to change the program around enough to place the data in exactly the way that dBase or Rbase likes; and also up to you to get the stuff off the mini and into a local PC file. Some of this manipulation isn't easy. The problem is internal, right in the middle of the zeros and ones. It's not just a matter of getting the spacing right.

But remember that we're not talking just about PC downloads. We're talking about a complete and uniform file structure which is independent of all the variations of machinery and software. We don't think a relational database model which fits this criterion will be adapted by all circ vendors any time soon. There's too much inertia and too many proprietary feelings about internal structures to allow this to happen easily. But the MARC format itself is not seen as proprietary; and if the marketplace demanded an internal format that was also compatible, it could happen.

What is guaranteed is that if this does not happen, in a few years you will outgrow your system. Either your own organization will have grown past the limits of your computer and all its potential upgrades, or you never had a big enough system in the first place, even though you insisted it was at the time. Or maybe your vendor has decided to seek greener pastures, or simply disappeared altogether. Then you'll wish the structure of your data was compatible with a standard. Instead, you get to go back to the beginning and start all over again.



ON THE JOB

CD-ROM IN CATALOGING

BY ELAINE PETERSON

Eileen Bell-Garrison is column editor and can be contacted at Crosby Library, Gonzaga University.

It was the impending arrival of CD-ROM in our Cataloging Department that prompted several new developments. At the end of February, the Western Library Network (WLN) released its first version of "LaserCat"—approximately 2 million records from the WLN database on three CD-ROM disks. Although LaserCat did not arrive until February, our preparation began in January since one of our primary reasons for purchasing a LaserCat subscription was to finish our retrospective conversion (recon). Although we have been entering all of our new titles in machine-readable form via WLN for nearly a decade, and have been doing recon work, the majority of our catalog records are not in machine-readable form. Given budgetary considerations, without CD-ROM we would need to continue doing recon work slowly (since we could not afford the extra search costs). Thus we would not be able to stop ordering cards since the majority of our collection was not converted. To exit this catch-22 situation, we placed our hopes in CD-ROM.

CURRENT AND WRITTEN GUIDELINES

The most important gain in our planning for CD-ROM was a review of our recon procedures. What began as a necessary redoing of procedures from the "old recon" of searching directly online or using the WLN Wylbur batch process, turned out to be an important step for us. A review of the literature and other libraries' guidelines proved enlightening—more from what was not there. Apart from the fact that no one was using CD-ROM technology for recon, manuals concentrated on procedure. That is, in-house recon usually emphasizes step-by-step directions, not instruction in what constitutes a match between your shelflist card or book, and what is on the screen.

What I found in the Technical Services' literature is very similar to what one reads in the area of Public Services' Bibliographic Instruction. Much has been written on how to begin and conduct a B.I. program—what can be accomplished through instruction on tours/in the classroom on how to use a library's resources, e.g., indexes, card catalog, or databases. Very little has been written on instructing patrons in what constitutes evidence based on the information retrieved in our libraries.[1] It is one thing to teach patrons which index to use and how to use an index. It is quite another matter to develop in them the idea that what they find is enough to constitute sufficient proof for the research they are doing, or what to do with conflicting bits of information. I see cataloging manuals operating in much the same way. Most explain how to catalog or classify a book, how to structure the workflow, or how to operate the computer terminal, but I have found none that attempts to get at what constitutes enough evidence to indicate that the representation on your terminal screen is indeed a match with the item you have in hand.

The most telling quote I found was from the 1984 proceedings of a CRL meeting on retrospective conversion "Projects with exclusively or primarily local goals are always less expensive. It's always easier to compromise if you're only arguing with yourself." We all must make choices as individuals at the terminal whether we have guidelines or not. Also interesting was Robert H. Burger's com-

:le in which he lists the components of cataloging: "There are cataloging rules, lists of subject headings, classification schedules, and *local guidelines*."[3] Note emphasis on "local guidelines."

Networks like WLN or OCLC can at best only list guidelines for when a new bibliographic record is required. What goes on at the individual library is really up to the local guidelines. In my conversations with colleagues in cataloging I discovered that in the "real world" some interesting things were going on. Many libraries have no written guidelines whatsoever for what constitutes a match when searching the database. I wondered how many items were deemed unusable or wrongly accepted because of this lack of clarity. Other librarians revealed to me their local standards. I was surprised and pleased to see that the same libraries which were absolutely rigorous in their inputting of original cataloging records according to LC and AACR2, were also able to recognize that we live in an online environment—a shared database. The question comes down to: what is the minimum a record must have in order to accept it as a match and share it in the database? Some librarians answered that there are always parts of the record, like size or illustrations, which they routinely ignore, or parts which they qualify: for example, plus or minus one year being acceptable for imprint. It is not enough to say that if everything matches between the shelflist card and the screen, it's OK and if it doesn't, don't use it. The problems of interconnected bits of information and the need for guidelines in interpreting that information are very real and necessary.

In establishing what was essential in our local guidelines, I first emphasized that none of the access points (call number, main/added entries, subject headings, form of series, or uniform title) mattered when determining a match. A record might be perfect in its bibliographic description but have a pre-AACR2 main entry or lack subject headings. These can be fixed at any time and have nothing to do with the ...tive portion of the record

When writing down our guidelines, we began to train ourselves in the idea of a "bibliographic entity." That is, there is an item out there (book, filmstrip, record, etc.), but all that one sees on the computer monitor is the representation of it. What basically constitutes the bibliographic description is everything between the 245 (TIL) and the end of the 500s (Notes). How much can these differ before you begin to suspect and then finally decide that what you have is a different entity? Our guidelines are written field by field, but probably would have been better written in the form of a flowchart—if "yes," then this, if "no," then check here, etc.—for many of the guidelines for each field consist of giving the cataloger branching and interrelated directions.

I also tried to emphasize the user in making a final decision. If you say that what matches online matches our item, except for "X," what would a patron (either someone in your own library or an Interlibrary Loan borrower) say when the book was retrieved? We decided, for example, to ignore size differences when all else matched for many reasons, not the least being because it really would not make a difference to any patron we could imagine.

Whether or not you have current written guidelines can make a great deal of difference not only in recon, but in the processing of new materials. Whether or not you inform your staff will not prevent them from making those choices on their own. I have found that usually uninformed people in cataloging do not even realize what they are missing, and those that are trained must constantly stop and ponder problems like printing versus edition, or form of author's name. We owe it to those in cataloging and in our library to be as clear as possible in our local guidelines. Our manual also includes examples, definitions, and overall goals for the project.

ARRIVAL OF CD-ROM AND HARDWARE

Setting up a CD-ROM addition to one of our terminals proved to be the simplest setup of equipment we had experienced to date. We are running LaserCat on a Tandy 1200 HD with extra memory (512K) and using three Hitachi disk drives. We have had no machine-related problems because we are using an IBM clone. Some staff spent about twenty minutes with me learning the basics of LaserCat searching, while others preferred to experiment with it and learn on their own. The best thing that CD-ROM has going for it is that there is no connect time that one is paying for. In the case of WLN, with twenty cents per search, we normally could not allow people to waste a lot of time learning at a terminal.

STATISTICS

We kept statistics during the first month of using CD-ROM. Since other departments besides Cataloging (ILL, Acquisitions' Pre-Order Searching, and Reference) were also using LaserCat, we found that we were saving approximately fifteen dollars per day using LaserCat instead of searching directly on WLN terminals. This was without requiring anyone to use LaserCat instead of their usual terminal, and with people just beginning to get used to the different types of searching capabilities. I know that as people get used to using LaserCat whenever they can, our WLN terminal savings will be even greater. In addition, we kept track of those searches which we could not have afforded to do on WLN, but were able to do on CD-ROM. We came up with a savings of twenty-three dollars per day. With the money saved we are able to add additional holdings to the database, which we previously could not have afforded to do and pay for our subscription to LaserCat.

We began recon in the areas of Psychology, Education, and Business/Economics since these are currently of greatest importance to us. Our "hit rate" on LaserCat has ranged from 54% to 88% depending on the area of the shelflist, and depending on how recently it was since we completed our initial recon (Wylbur).

Other benefits we have derived from this project because of the searching capabilities of CD-ROM in-

clude identifying authority conflicts and "r" level (recon) records for correction and upgrading online, printing out of related copy for original input of our item, and pulling out LC cards from the shelflist which are not in LaserCat for input as Setwork 2 records in WLN.

CD-ROM AS AN INTERIM STEP BEFORE GOING ONLINE

If our recon project continues as it is currently going, we hope to finish our initial pass through the shelflist in about eighteen months. At that point the question will be what LaserCat can do for us then. Currently we catalog online, but maintain a Public Card Catalog and COM for our serials. If we can enter the majority of our holdings online, we hope to be able to substitute a number of CD-ROM players and LaserCat subscriptions for our catalog cards. This proposal is not yet final, but at this point it appears feasible to plan to use CD-ROM as an interim step between having a paper catalog and going online with an integrated system. The way to go for our library (and I suspect others who are not yet ready for online) appears to be CD-ROM. I believe that the savings from cards and WLN searches will pay for LaserCat. The saving of staff time in filing cards and maintaining the Public Catalog cannot be a budgetary consideration in our library, but this saving would also be considerable if one could apply that saved money as well.

I would be happy to share any of the guidelines I have written, or my proposal for using CD-ROM in tandem with a frozen card catalog with anyone interested.

REFERENCES

1. One positive exception being Jon Lindgren, "The Idea of Evidence in Bibliographic Inquiry," *Theories of Bibliographic Education: Designs for Teaching*, ed. Cerise Oberman (New York: R.R. Bowker, 1983), 27-36.
2. Dorothy Gregor and Katina Strauch, eds., *Cooperative Conversion: Report of a Meeting Sponsored by the Council on Library Resources, July 16-18, 1984* (Washington, D.C.: Bibliographic Service Development Program, Council on Library Resources, 1984), 14.
3. Robert H. Burger, "Data Definition and the Decline of Cataloging Quality," *Library Journal* 108 (Oct. [illegible]), [illegible]

MOUNT ST. HELENS FIVE YEARS LATER

Proceedings of a Symposium at Eastern Washington University May 16-18, 1985

This second volume of 47 papers from the Eastern Washington University interdisciplinary symposium on Mount St. Helens chronicles the continuing recovery of the natural environment, the ongoing monitoring of the volcano, and a wide range of human responses and adjustments to the catastrophic eruption of May 18, 1980.

Papers cover a broad spectrum of fields with participants from university research programs, private industry, and government agencies.

In addition to an overview of the status of the volcano 1980-1985:

"Mount St. Helens and the Science of Volcanology"
By Donald W. Peterson
David A. Johnston Cascades Volcano Observatory

Topics Include:

The Physical Environment: Seismicity, Hydrology, Lahars, Gas Emissions, Soils, Climate, History of Cascade Volcanism.

The Biosphere: Plant Succession, Revegetation Trials, Ecosystem Recovery, Water and Nutrient Relations, Fish and Game, Amphibians, Small Mammals, Arthropods.

Cultural Response: Disaster Planning, Emergency Broadcasting, Legal Liability, Hazards Monitoring and Management, Mental and Physical Health Effects, Mount St. Helens National Volcanic Monument.

Mount St. Helens: Five Years Later
1986, 448 pp, 8½" x 11" ISBN 0-910055-02-2
Eastern Washington University Press, Cheney, WA
Sarah S.A.C. Keller, Editor
$27.95*

Books may be ordered from
Eastern Washington University, The Bookstore, MS-190, Cheney, Washington 99004

*Plus $2.00 postage and handling. Washington residents please add 7.8% sales tax. Please send check or money order (U.S. funds) payable to Eastern Washington University or Visa Master Card (card holder's name, card number, phone, expiration date—month and year).

Crosby Library - Gonzaga University

QUICK LISTS FOR FACULTY

A Bibliographic Series on Crosby Library Resources of Special Interest to Faculty

CD-ROM

Number Four October 1987

Introductions to CD-ROM:

"Compact-disc players : here's what you need to know about the next generation in sound." Consumer Reports (June 1985): 324-329.
PER TX335.A1C6
Review of CD sound systems. Includes a general discussion of the way in which compact audio discs work and answers to basic questions.

Elmer-DeWitt, Philip. "From Mozart to Megabytes." Time (16 March 1987): 71.
PER AP2.T37
Update on what's available on CD, e.g., the Oxford English Dictionary or the Academic American Encyclopedia or Roget's Thesaurus.

Dessell, Steve. "Buzzwords and facts about optical disks." WLN PC Consultant 2 (Oct 1985): 8-10.
Available at the Reference Desk.
General discussion and a glossary of terms and definitions.

Koepp, Stephen. "And Now, the Age of Light." Time (6 Oct 1986): 56-57.
PER AP2.T37
Billions are at stake in the race to develop optics technology. Posits that optics will be to the 21st century what electronics was in the 20th.

Mason, Robert M. "Woodstock in Seattle? CD-ROM & CD-I." Library Journal (15 May 1986): 50-51.
PER Z671.L7
Not just a report of the 1st International CD Conference, but a glimpse of what awaits those in the arts and humanities in the world of CD.

Rogers, Michael. "A Library on a Disc: CDs Go Beyond Music." Newsweek (21 April 1986): 73.
PER AP2.N6772
Concise, emphasizes books.

Technical Descriptions of How CDs Work:

Free, John. "The Laser-disc Revolution." Popular Science (May 1985): 66-68, 107-110.

PER AP2.P8
How they work, a la Popular Science.

Laub, Leonard. "The Evolution of Mass Storage." Byte (May 1986): 161-172.
PER QA76.5.B9 (microfiche)
An overview of the technology's beginnings, current status, and potential development in the realm of microcomputers.

Shuford, Richard S. "CD-ROMs and Their Kin." Byte (November 1985): 137-146.
PER QA76.5.B9 (microfiche)
Review of developments in optical storage.

Zoellick, Bill. "CD-ROM Software Development." Byte (May 1986): 177-187.
PER QA76.5.B9 (microfiche)
Cautions against "magnetic-disk think."

Laser Technology in the Publishing World and Libraries:

Desmarais, Norman. "Laser Libraries." Byte (May 1986): 235-246.
PER QA76.5.B9 (microfiche)
Publishers are now providing information on optical disks; discussion of full-text publishing on CD.

Kuhlman, James R. "Data Power to the People." American Libraries (November 1986): 757-778.
PER Z673.A5B82
CD-ROM gives statistical research power to everyone, not just those at research universities.

Miller, David C. "Running With CD-ROM, Can Libraries Keep Up With the Magical, Mega-Disk?" American Libraries (November 1986): 754-756.
PER Z673.A5B82
Title is descriptive.

Van Arsdale, William O. "The Rush To Optical Discs." Library Journal (1 October 1986): 53-55.
PER Z671.L7
Proposal to avoid the errors made with past technological innovations.

Roose, Tina. "The New Papyrus: CD-ROM in Your Library?" Library Journal (1 September 1986): 166-167.
PER Z671.L7
Even if not a 'new papyrus' explains why it is revolutionary.

E. Peterson

ANSWERS TO QUESTIONS ABOUT LASERCAT

Apart from how to use LaserCat, you are likely to be asked questions about CD-ROM itself. What follows are answers you can give to the most frequently asked questions about LaserCat.

1. What is LaserCat?

LaserCat is the most useful portion of the WLN computer database put on CD-ROM optical disks. By "most useful portion" is meant over 2 million titles of books, serials (journals/magazines), films, music scores, music sound recordings/cassettes, maps, and computer software held by WLN libraries as well as the Library of Congress cataloging for the past year.

2. Can I use this CD-ROM to play my CD music disks?

No. Our CD-ROM is an optical ROM and therefore cannot be used for audio playing, nor can it be recorded over. CD-ROM stands for Compact-Disc Read-Only-Memory.

3. What is WLN?

WLN stands for the Western Library Network. It has 357 member libraries of all kinds (academic, public, school, state, and corporate/private) located in Washington, Oregon, Idaho, Montana, Alaska, Arizona, and British Columbia. The Library of Congress, National Library of Medicine, National Library of Agriculture, the U.S. Government Printing Office, and the National Library of Canada also contribute records. The total database in the main WLN computer holds over 4 million records, and is growing by about 50,000 more each month!

4. Where is the main computer?

The main computer is housed and maintained in the Washington State University Computer Center in Puliman, Wash. The programmers and WLN staff are affiliated with the State offices and located in Olympia, Wash. The main computer is an AMDAHL 470/V8 with 16 megabytes and sixteen channels. Our computer library work in Crosby Library (Cataloging, Acquisitions and Inter-Library Loan) is done through the main computer.

5. Are all of our library's books in the database and visible on LaserCat?

No. Of our approximately 210,000 titles in Crosby and St. Michael's, we have only entered 81,000 titles as of September 1987. However, all recent cataloging (books received since 1979) are in the database. Therefore, for older materials (before 1979), patrons should also check the card catalog. We have entered thousands of pre-1979 titles, but the majority can only be found through using the card catalog.

6. What about other libraries' books?

Most libraries have not yet been able to enter all their titles, but most have entered new books. For example, Whitworth College has entered into the database all of their books but not all of their music or journals; Washington State University has entered 495,000 titles, but actually owns over a million titles.

7. Can I tell what books we have ordered but aren't here?

No. LaserCat will show only what has actually been received, cataloged, and put on the shelves. For on-order information check with a reference librarian.

8. If LaserCat is CD-ROM how does it know what's in the main computer?

Four times a year (September, December, March, June) we receive new CD-ROM disks which replace and update LaserCat. Therefore, if a new book is received and "put into the main computer" in October it will not appear in LaserCat until the December issue. For very new books which are not in LaserCat please consult a reference librarian who will check the main WLN terminal for up-to-date information.

9. Can I break LaserCat?

Computer equipment, as you probably know, is sensitive to extreme heat and cold, but in general is pretty durable. Precaution should be taken to not jar the CD drives. The information in LaserCat is "read only" and therefore one can not change what's in LaserCat.

10. Is LaserCat expensive?

Several subscriptions to LaserCat are cheaper than printing catalog cards. In addition, you will see that unlike the card catalog LaserCat does not require one to know the complete author, title, or subject of a book in order to find it--so in this way it is also better than the card catalog.

11. Can I download a few titles from LaserCat onto my own disk?

Yes, but you will need to have a properly formatted diskette and compatible equipment. Also, LaserCat is copyrighted. Please check with a reference librarian for further information on this.

12. What should I do if LaserCat "freezes" on me or gives me a strange system message like "too much heap space"?

Consult a reference librarian. Normally you will have to "warm boot" the computer to reload LaserCat. If a DOS (Disk Operating System) command is displayed, C> ,type in the word lcat and hit the return key.

13. What computer language is it written in?

WLN is written in PL/1 with many revisions/updates and Assembler. There is currently discussion about rewriting parts of it into a fourth generation computer language.

14. How does the laser work?

The laser beam in the Hitachi disk drives scans the CD disks, which look like plastic 45 records. The beam reads a sampling off the disk to find out where it is. From that sample reading it goes to the place in the disk(s) where the specific book information is stored and retrieves it.

15. Can I read more about CDs in libraries?

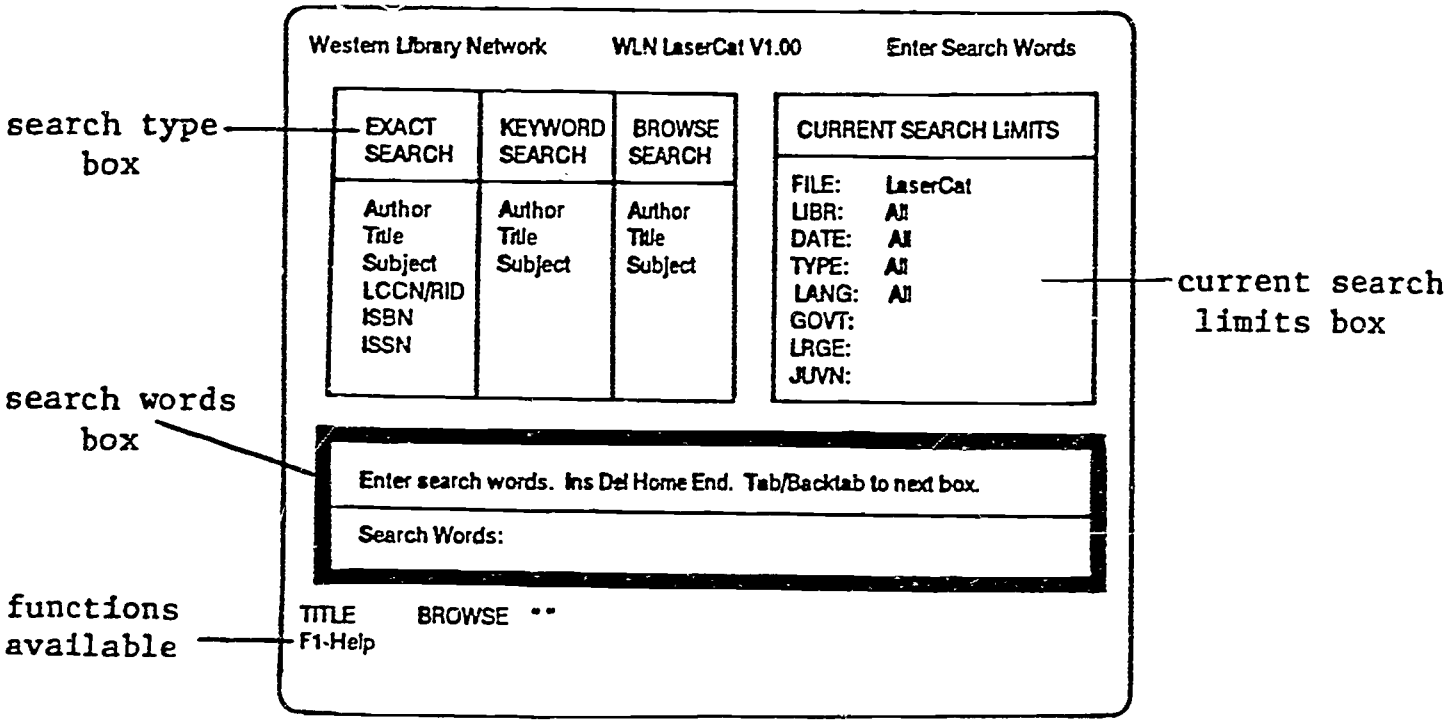
A library Quicklist is being prepared, but a good place to start would be Michael Rogers, A library on disc: CDs go beyond music. Newsweek 21 April 1986: p. 73. or John Free, The Laser-disc revolution. Popular Science (May 1985) 226:66-68, 107-110. Crosby Library has both of these journals.

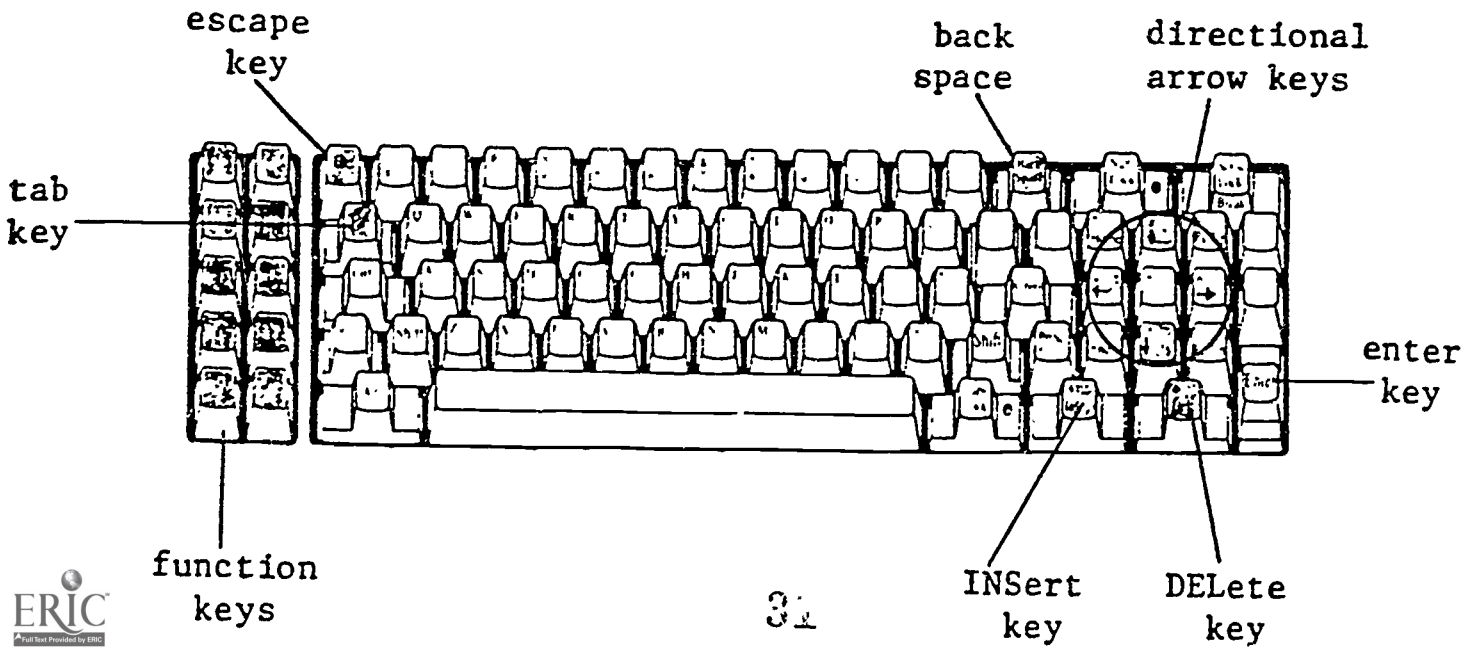
ep: TEN:1

LaserCat CD-ROM Database

LaserCat contains over 2 million titles of books, serials(journals, magazines), films, music scores, music sound recordings/cassettes, maps and computer software owned by the 357 member libraries of the Western Library Network (WLN).

MAIN SEARCH SCREEN





CLIP
CROSBY LIBRARY INSTRUCTION PROGRAM

GONZAGA
UNIVERSITY

NAME_____

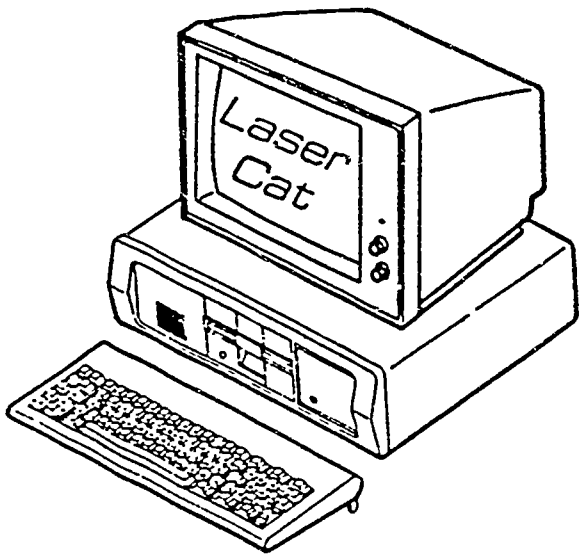
INSTRUCTOR _____

CLASS TIME _____

ASSIGNMENT DUE_____

ERIC

The next area on your right contains our card catalog and LASERCAT terminals. Starting in September of 1987 we have not added new cards to the card catalog. Currently 50% of what Crosby Library owns is entered into the LaserCat terminal. Until we have entered the older materials not yet on LaserCat, it is necessary to use both the card catalog and LaserCat to find out if we have a copy of a book. Attached handouts on the Card Catalog and LaserCat will explain each of these access points for library materials.



The Clip Number near the LaserCat terminal is:

a)24 b)17 c)8 d)14 e)2

Straight ahead of you is a large wooden bookcase labeled ATLASES. Many of our geographical reference books are kept here because of their large size.

The Clip Number on the Atlas Case is:

a)6 b)14 c)2 d)11 e)9

Make a left turn at the Atlas Case and proceed through the door on the East Wall - there is a red arrow above the doorway. Walk through the doorway and immediately turn left. To your left along the wall are the Washington Documents - publications from the State of Washington. These documents are arranged alphabetically with call numbers like these:

Wash. Docs. A24 A1	Wash. Docs. E3 A85	Wash. Docs. P75 A86	Wash. Docs. U75 A25

Choose any document and list:

TITLE: _____

CALL NUMBER: _____