

Preserving an Endangered Resource: Library Clipping Files

By Ann Olszewski, Preservation Librarian, Cleveland Public Library

Many public and special libraries hold clipping files compiled over the years to provide answers to reference questions. Nothing I learned in library school prepared me to understand this genre of library service material. As a new librarian the banks of filing cabinets filled with expanding envelopes seemed old fashioned, outdated, and clumsy to manage. Thirty years later, after working with archival collections, and pursuing my own historic research, I have come to appreciate these resources as an important and unique source of local information. I am working to organize and preserve them so that librarians will retain them and make them available for researchers of the future.

Why do libraries create clipping files?

Librarians have created this format to provide easy access to local or other frequently requested information not issued in book form, including newspaper clippings, pamphlets, leaflets, multi-page articles from magazines or other types of serial publications, photographs, small paper artifacts (exhibition catalogs, publicity material, concert programs, post cards), letters, manuscripts or other unique unpublished documents.

Why do patrons like clipping files?

Clipping files provide access to nuggets of published and unpublished information, from unindexed serial publications, and from marginal documents not cataloged individually. Researchers can find historic resources too local or too limited in scope to have been treated in book length works before. With the passage of enough time, historians and genealogists gain interest in the events of earlier generations. Now those books and serious

articles about the people, places, and organizations of former days, will be written.

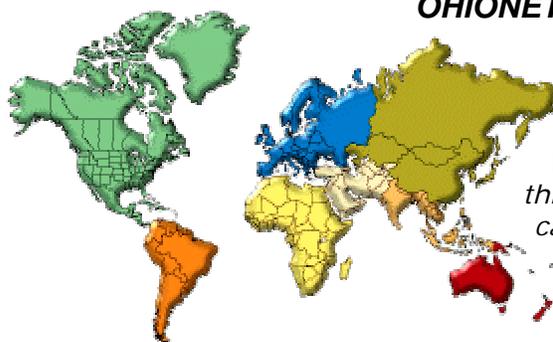
Original clippings and articles preserve the visual quality of images better than newspapers on microfilm. The detail and resolution of a grayscale photograph or sepia toned photogravure illustration from the Sunday newspaper are seriously compromised in bitonal, commercial microfilm. When the newspapers are microfilmed, any color and shades of gray are collapsed into just two colors, black and white. Therefore the images preserved in a clipping file might become valuable illustrations for that book or article of the future. In the study of local art, the original clippings are a gold mine, because it is hard to get any sense of an artwork from a microfilmed illustration. For biographies and genealogies, clipping files provide good images of the subject or family member.

Why some librarians have problems with clipping files

Clipping files are physically complex, and their management requires staff effort. With the diversity of size and format, items frequently have to be folded to fit into a standard folder. Small clippings can fall out, Users may remove articles and the loss may not be noticed. Folded materials start to tear at the folds. Filing cabinets are expensive and take up valuable floor space. I have worked under librarians who thought that filing cabinets made the reading room look cluttered, and that patrons only needed articles located through standard periodical indexes. Some librarians believe, quite incorrectly, that all newspaper clippings will self-destruct and cannot be preserved at all. Many early newspapers were printed on fine paper. I am

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OHIONET Map Cataloging Basics Workshop



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currently processing an old collection of late 19th century baseball articles from the *New York Clipper* that are still strong and supple because they were printed on paper made from cotton rags. Any newspaper can be preserved, if the appropriate protection or conservation treatment is provided.

Guidelines for physical preservation of clipping file material

The general principle is to provide chemical and physical support for the contents of the files. Items should be stored in a stable environment in acid free, archival folders. Loose, unmounted clippings can be placed in clear mylar folders to provide support in storage as well as protection during use. Patrons need handle only the mylar folder, and can read or copy the articles without tearing or damaging them. I have seen 75-year old newspaper clippings pasted onto kraft paper that are stable and still well adhered. The clippings are actually stronger because the starch paste has "sized" the paper, and the kraft paper has provided physical support. Protection from light (which reacts with lignin in wood pulp paper to make it turn yellow) and protection from high humidity (which can trigger mold growth) are always critical in the preservation of paper objects.

Because files may have important oversized articles and full page newspaper sheets, I sometimes decide to store an important file in a folio size clamshell box instead of a file drawer, so that these larger items can be unfolded. All contents of the file are placed in acid free folders made to the size of the storage box. The boxes can be ordered from a bindery, such as the Heckman Bindery Conservation Department, or they can be purchased premade from an archival products supplier. Inexpensive flat storage boxes are manufactured from archival corrugated board or from archival fiberboard, as well as from cloth covered binders board. An inexpensive acid free folder can be made from archival endpapers sold by Library Binding Supply (LBS). Although the documents in a file may be different sizes, it is important that all folders are uniform and the same size as the box, to prevent shifting and moving around. Small items can be placed in an archival paper envelope inside the folder for extra protection. Good sources for archival supplies are Gaylord Archival, Metal Edge, University Products, and Light Impressions (A simple Google search will find these catalogs on the Web).

Some librarians think of replacing the original clippings with acid-free copies. I can endorse making copies as a surrogate for a securely stored original, but not to discard the original. There will always be some future need to recopy, scan, photograph or see the original artifact, and the best copy is always made from the original. No matter how good the copy, viewing the original document gives a profound sensory connection to the past.

Organization and intellectual access

Clipping file material will be better preserved, with security and access improved as well, if larger files are organized and arranged with care. When there are diverse formats in the file, I generally separate them and put each type in a separate folder, such as one folder for pamphlets, one for photographs, and one or more for clippings. This provides an acid free barrier to prevent acid migration from the more acidic items. Within each folder, I arrange the items in chronological order, and note the folder contents on the outside in pencil. It is best not to write in ink, because it might bleed through to the documents inside. Press apply labels are also not recommended because the plastic adhesive can migrate through the folder as well. If there are too many clippings in the particular subject for one folder, I sort them and separate them by decade. When the contents are complex or of high interest, an inventory of the contents can be typed and laid into the box. The inventory can be as simple as just a list of the folder headings. It shows the patron what to expect in the box, and provides a guide to the librarian for maintaining the correct order and preventing loss.

Access to the subjects of the clipping file can be added to the online catalog, alerting remote patrons to the existence of the material. The Ingalls Library at the Cleveland Museum of Art has created a simple bibliographic record for each of its clipping files, thus a catalog search for an artist brings up a record for that specific clipping file. At the Cleveland Public Library, there are two recent cases when patrons requested files they identified through a name search in the catalog almost immediately after the material was cataloged. At the end of this article there are two sample records from the Cleveland Public Library (created by Amy Dawson, who excels at original cataloging of challenging materials). The first example is one record for a collection of 24 clippings files, with added entries for each individual name or subject. The second is a record for a single clipping file. My own preference as a researcher would be to see an individual record for each artist, (like the Ingalls Library practice) because I think it is easier to interpret the shorter, simpler catalog record. The decision to treat the 24 files as a single collection was made on the basis of time economy.

Don't underestimate the importance of a clipping

There is a good chance that a newspaper clipping about a special event or local person is the only physical copy remaining in the world. It might not have been printed in the edition that was microfilmed, or might have been missing or damaged in the individual copy that was microfilmed. Please treat the clipping with respect, and future patrons will appreciate your efforts.

Consider the case of the "lost" Bix Biederbecke review. A patron requested a copy from Cleveland Public Library of the December 12, 1927 *Cleveland Press* article on Bix Biederbecke's appearance in Cleveland with the Paul Whiteman Orchestra that day. This article is referenced in two biographies of

Bix Biederbecke, as Bix's first "review" as a musician. When the general reference staff couldn't find it on the *Cleveland Press* microfilm, the history librarian, Michael Ruffing, did another check of the film. He couldn't find the article because, apparently, page 32 of the issue was *accidentally skipped* when Bell and Howell made the microfilm of the *Cleveland Press* decades ago. This is what Michael wrote back to the patron:

"The article would have been on the right-hand page (an even-numbered page). When I got to the issue, to my dismay I discovered that pages 31 and 32 of the paper were skipped. The pages were present when the newspaper was microfilmed (as pages 29/30 and 33/34 are on the microfilm and page 31 would have been on the reverse of page 30, and page 32 would have been on the reverse of page 33). In the intervening years, other Ohio libraries discarded their paper copies of the 1927 *Press* and replaced it with the same Bell & Howell microfilm, which was originally filmed from Cleveland Public Library's collection by Bell & Howell Microphoto, and is now owned and distributed by UMI/Proquest. Only the Ohio Historical Society has original volumes of the original newspapers, but it does not have the year 1927."

Guest editorial: Testimony from a clipping file connoisseur

Mary Sayre Haverstock, Affiliate Scholar, Oberlin College, and her assistants spent 15 years researching and compiling Artists in Ohio, 1787-1900: A Biographical Dictionary (Kent State University Press, 2000). Clipping files were a key resource in the rediscovery of more than ten thousand previously "anonymous" artists and photographers.

Interest in 19th century American art has traditionally focused on the great cities east of the Appalachians – Boston, Philadelphia, and New York – and only in recent years have scholars begun to rediscover the early artists of the American heartland. Because there were few permanent art schools or museums in the Midwest until the 1870s, these pioneers were usually self-taught and many were known only to their neighbors during their lifetimes. To unearth their identities and origins, researchers must rely heavily on census records, city directories and courthouse documents, as well as widely scattered archival materials and family genealogies.

But by far the most valuable information, in my experience, reposes in the clipping files patiently amassed over the decades by dedicated librarians, curators, and volunteers. In Ohio, such collections are to be found everywhere, from the anchor libraries and museums in the big "Three C" cities, down to the most inconspicuous village historical societies. Some institutions collect the clippings themselves and others have indexed the newspapers instead. Both are equally delightful to the visiting researcher, who believes (at least I do) that one good obituary makes any journey worthwhile.

If I could be Librarian of the World, in addition to doubling all Library funding across the board, I would see to it that these frail, tattered remnants of our past (which have taken a bad beating during the recent genealogy mania) are properly preserved for the benefit of future scholars.

Example OPAC display from Cleveland Public Library catalog of a record for a clipping file

Title :	[Fire at Lakeview School, Collinwood, Ohio, March 4, 1908].
Publisher :	[1933-1998]
Description :	19 items in archival portfolio : ill. ; 53 cm.
Notes :	Title supplied by cataloger.
	Clipping file compiled by the Collinwood Branch of the Cleveland Public Library.
	Collection includes newspaper clippings from the Plain dealer, the Cleveland news, the Cleveland press, the Sun press, and the Scoop regarding the Lakeview Elementary School fire.
	Finding aid laid-in which includes information on related articles located in the History Department newspaper clipping files on microfiche.
	CPL Collection Development B802N
	In preservation case (53 cm.).
DBCN :	AJX-2440
Subject	Lakeview Elementary School (Collinwood, Ohio)--Fire, 1908.
Heading(s) :	Lakeview Elementary School (Collinwood, Ohio) Fires--Ohio--Cleveland--History. Collinwood (Cleveland, Ohio)--History.

Example MARC display from Cleveland Public Library catalog of a record for a group of clipping files cataloged on one record

02941ctc	2200589Ka	4500
001	AJV-1038	
003	OCoLC	
005	20030319101831.0	
008	030313i19201972xx	a 000 0 eng d
010	\$o	51851755
040	\$a	CLE \$c CLE
090	\$a	N6535.C6 \$b C58 1920
245	00	\$a [Cleveland artists clipping files from the Cleveland Public Library Fine Arts Department].
260	\$c	1920-1972.
300	\$a	ca. 600 items in 22 archival portfolios : \$b ill. ; \$c 48 x 37 x 4 cm.
500	\$a	Title supplied by cataloger.
500	\$a	Collection consists of material such as local newspaper articles, local periodical articles, national newspaper articles, exhibit announcements and catalogs, photographs and image reproductions.
500	\$a	Materials include information and reproductions of the work of Cleveland artists, architects and art societies, and information about Cleveland murals and municipal art.

Continued on page 7

500		\$a Articles on Cleveland murals include information about artists Ivor Johns, Paul Riba, Earl Neff, Cora Holden, William Grauer and Glen Shaw.
505	0	\$a Adomeit, George -- Bachofen, Max Albin -- Biehle, August Jr. -- Blazey, Lawrence -- Blazys, Alexander -- Brown, Elmer -- Burchfield, Charles -- Carter, Clarence -- Coltman, Ora -- Eastman, William Joseph -- Gaertner, Carl -- Holden, Cora -- Keller, Henry -- Mack, Clarence -- Oviatt, Arthur N. -- Sommer, William -- Cleveland Print Makers -- Cleveland Society of Artists -- Kokoon Arts Club -- Print Club of Cleveland -- Cleveland--murals -- Cleveland--municipal art collection.
583		\$a CPL Collection Development \$b B802N
650	0	\$a Art, American \$z Ohio \$z Cleveland.
650	0	\$a Artists \$z Ohio \$z Cleveland.
650	0	\$a Art \$z Ohio \$z Cleveland \$x Societies, etc.
650	0	\$a Mural painting and decoration, American \$z Ohio \$z Cleveland.
650	0	\$a Architects \$z Ohio \$z Cleveland.
600	10	\$a Adomeit, George.
600	10	\$a Bachofen, Max Albin.
600	10	\$a Biehle, August F., \$d 1885-1979.
600	10	\$a Blazey, Lawrence.
600	10	\$a Blazys, Alexander.
600	10	\$a Brown, Elmer.
600	10	\$a Burchfield, Charles Ephraim, \$d 1893-1967.
600	10	\$a Carter, Clarence Holbrook, \$d 1904.
600	10	\$a Coltman, Ora.
600	10	\$a Eastman, William Joseph, \$d 1887-1950.
600	10	\$a Gaertner, Carl, \$d 1898-1952.
600	10	\$a Holden, Cora.
600	10	\$a Keller, Henry G., \$d 1869-1949.
600	10	\$a Mack, Clarence, \$d 1888-1982.
600	10	\$a Oviatt, Arthur.
600	10	\$a Sommer, William, \$d 1867-1949.
610	20	\$a Cleveland Print Makers.
610	20	\$a Cleveland Society of Artists.
610	20	\$a Kokoon Arts Club (Cleveland, Ohio)
610	20	\$a Print Club of Cleveland.
710	2	\$a Cleveland Print Makers.
710	2	\$a Cleveland Society of Artists.
710	2	\$a Kokoon Arts Club (Cleveland, Ohio)
710	2	\$a Print Club of Cleveland.
710	2	\$a Cleveland Public Library. \$b Fine Arts Dept.
994		\$a EO \$b CLE

TechKNOW is published on the Internet by the Technical Services Division of the Ohio Library Council. For more information, or to submit articles, please contact Margaret Maurer at Kent State University Libraries and Media Services at 330.672.1702, at home at 330.628.0313, or via e-mail at mmaurer@lms.kent.edu.

Coordinator's Corner --

I am writing this on May 7, 2004 exactly one year after the blockbuster Technical Services workshop affectionately known as Mohican. (As in "When is the next Mohican?") If you were there I don't have to explain further. The evaluation forms carried comments such as "This is one of the best library events I have attended in my 32 library years." Or, "This was absolutely the best conference I have ever attended in 20 years of librarianship..."

Entitled *Technical Services 2003: Inspiration, Example, Synthesis*, the Mohican workshop was a two-day retreat for Technical Services staff in any type of library that focused on Technical Services topics. Janet Swan Hill was the keynote speaker and conference facilitator. The conference also included presentations by Tschera Connell (The Ohio State University), Diane Mayo, Margaret Danziger, and many others. It was presented by the Ohio Library Council and its Technical Services Division and co-sponsored by OPLIN.

We want to do it all again next year. This summer the Technical Services Division Action Council will begin planning the next Mohican, to be held in 2005. Where to begin? We need your help. Technical Services encompasses a broad area of knowledge and experience. Should we focus our attention on one area of Technical Services, or on several areas? What topics will be relevant to your needs in 2005? We would like to have your ideas and your suggestions for a central theme, program topics, speakers, locations, etc.

Please send your ideas and suggestions to me via e-mail (doepker@daytonmetrolibrary.org) with the phrase "The Next Mohican" in the subject line. I will gather your ideas and suggestions for discussion at our summer planning meeting. Thank you, in advance, for your help.

***-- Bonnie Doepker, Assistant Director for
Technical Services, Dayton Metro Library***

Kent State University's School of Library and Information Science will be surveying libraries this summer to measure the projected need for graduate-degreed catalogers in the next five years. The Library School is surveying for planning purposes but the research may also be published by OLC.

The Ohio Library Council and the OLC Technical Services Division have both endorsed this important research. If you are surveyed this summer, please help with this research by responding promptly. Thank you.

Establishing an LCSH Subject Heading

By Jane Myers, Cataloger, Westlake Porter Public Library

In researching a medical diagnosis recently, I discovered that there is no appropriate Library of Congress (LCSH) subject heading that I could use for cancer of unknown primary origin. There is one in MESH, the medical subject list. Since somewhere in the neighborhood of 5% of all cancer patients receive this diagnosis, I felt that it would be a helpful heading to have established.

I went to Amazon.com and found a book on the subject, so I knew a heading would be needed as soon as a library purchased the book. I wrote to the Cataloging Policy and Support Office of the Library of Congress and received a very helpful reply from Lynn El-Hoshy, Senior Cataloging Policy Specialist. She wrote:

Subject headings are proposed and established in LCSH when they are needed for use in current cataloging. That usually means that a monograph or serial has been published that is primarily about a specific topic, and no heading yet exists, or can be constructed on a free-floating basis, that adequately represents the topic. To trigger a new subject heading proposal here at LC, the monograph or serial also has to be acquired and/or cataloged by LC, although catalogers at cooperating libraries can now make subject heading proposals for headings they need in their cataloging through the Subject Authority Cooperative Program (SACO). LC catalogs current medical titles in the CIP program, but does not generally collect materials in the field of clinical medicine because that is the responsibility of the National Library of Medicine.

That being said, there is no reason why a heading for the topic could not be created for LCSH. In fact, I searched LC's catalog and found a book from 1987 that could use that heading. After carrying out authority research on the topic, I prepared a proposal record for a new subject heading Cancer of unknown primary origin. You could view the in-process proposal record in LC's Web authority service at <http://authorities.loc.gov>. The proposal will appear on Weekly List 04/09 and be considered by the subject heading editorial meeting to be held on March 3rd. After the new heading is approved by the editorial meeting, its subject authority record will be distributed as sh2004003310.

Non-catalogers are not impressed by this process (Trust me!). But I felt a real sense of accomplishment at seeing the new heading appear in the authority file. Libraries all over the world will be able to use this heading in their collections, and other reference sources that use LCSH, like Infotrac, will also be able to use the heading to allow searchers to quickly find information on this type of cancer without having to use a keyword search and weeding out the false hits.

If you are interested in proposing a new heading, the Subject Authority Cooperative Program (SACO) provides a way for catalogers to submit subject headings to the Library of Congress. Participants may submit proposals using either the LCSH proposal form on the PCC homepage or by using a paper form available from the Library of Congress. The Web address for the SACO program is <http://lcweb.loc.gov/catdir/pcc/saco.html>.

Check it out!

Library of Congress' Recommendations for Modes of Cataloging for Electronic Resources

<http://lcweb.loc.gov/catdir/stratplan/goal4wg2report.pdf>

The Library of Congress (LC) has created a strategic plan for cataloging electronic resources. A working group including representatives from acquisitions, cataloging and public services at LC have prepared *Recommendations for Modes of Cataloging for Electronic Resources* as part of the overall strategic planning process.

The document identifies materials to be treated and recommends three basic modes of bibliographic control: Web Guides, Metadata Object Description Schema (MODS) records (<http://www.loc.gov/standards/mods/>) and MARC/AACR records. MODS was chosen over Dublin Core records because of their increased interoperability with MARC/AACR records and because of their greater complexity. For items being described by non-MARC/AACR records the group recommended that LC provide indirect access through the catalog via MARC/AACR records to the more complete resource descriptions. They specifically recommended full level MARC/AACR cataloging to represent resources of high research value in their automated catalog. But they also recommended that LC:

...devise a new level of cataloging within the MARC/AACR context for a subset of digital content that de-emphasizes certain descriptive cataloging fields and emphasizes subject / content-oriented fields. This new level would increase the chances for users to find the record through subject and keyword searching, and thus access the resource.

There is a lot more information on this timely topic in this document. Check it out!

TSLIBRARIANS@LISTSERV.KENT.EDU

The TSLIBRARIANS discussion list was created for technical services librarians and aims to provide a place to learn about local training opportunities, jobs, and scheduled workshops. This is also a place to ask questions and discuss technical services issues. Staff from all kinds of

libraries listen-in on the list and comment, so the list also serves to connect different kinds of technical services librarians throughout the state. It's a really good place to go for advice on cataloging questions, processing issues, acquisitions concerns, etc., as well as professional networking.

The traffic on the list is generally very low, which is attractive to busy professionals. In fact the traffic is so low that many of those with the old OPLIN e-mail addresses may not yet realize that they are no longer subscribed from TSLIBRARIANS.

To subscribe, or to re-subscribe, send a message to listserv@listservkent.edu containing the following:

Subscribe tslibrarians <your name>

<your name> is of course where you put your name, without brackets.

Editing Sensational 520 Fields

*By Amey Park, Database Maintenance Librarian
Kent State University Libraries and Media Services*

Sharp-eyed Kent State University Libraries' Special Collections Cataloger Kate Medicus recently noticed an unusual 520 summary note that appeared to be more of an advertisement from the publisher as opposed to a non-biased summary of the item. The 520 field for Patricia Daniels Cornwell's *Portrait of a Killer* (OCLC #50518608, ISBN 2002031802) read, in part,

In this new work of nonfiction, Cornwell turns her trademark skills for meticulous research and scientific expertise on one of the most chilling cases of serial murder in the history of crime—the slayings of Jack the Ripper that terrorized 1880s London. With the masterful intuition into the criminal mind that has informed her novels, Cornwell digs deeper into the case than any detective before her--and reveals the true identity of this elusive madman. . . ."

Kate brought this concern to our local Catalog Interest Group for discussion. It was decided that we would survey AUTOCAT members, asking if they had seen this kind of note before, if they thought this was a legitimate use of the 520 field, and if they systematically found and removed these notes. Several catalogers responded, all of whom disapproved of these biased notes.

Through this survey we discovered that the Online Audiovisual Catalogers (OLAC) Cataloging Policy Committee has also written a report about composing summary and abstract notes (<http://ublib.buffalo.edu/libraries/units/cts/olac/capc/summnotes.html>) The first two guidelines are:

1. Rewrite the description from the container or accompanying fact sheets in an objective style.
2. Remove promotional and emotional language.

Kent's Catalog Interest Group discussed this and ultimately recommended editing these notes as they are discovered, following the above guidelines. In addition, Kate came up with an interesting additional tool for locating them. An annual search will be conducted on Kent's online catalog for 520 fields with possibly promotional words or word fragments that typically appear in more sensational summaries. Words that will be searched for include: *brilliant, amazing, masterful, bestseller, astonish, sensation, stunning, awesome, incredible, groundbreaking, and marvelous*. In a recent search on Kent's more than two million record database, 173 records with those words were found, 30 of which were determined to be sensational and were edited.

Summary notes can be a great tool for marketing our collection to our patrons and following the OLAC guidelines to create these notes will make them even better.



Kahn, Miriam B. *Protecting Your Library's Digital Sources: The Essential Guide to Planning and Preservation*. American Library Association, 2004. 104 p. 0-8389-0873-X, \$40.00.

Motivated by the desire to provide remote access to valuable and unique materials, libraries are digitizing historic materials, building institutional repositories, linking to research databases, creating genealogical databases and mounting Web sites. Today even small libraries have increasingly larger digital collections to maintain, preserve, and carry into the future. Yet until now, little has been written on digital preservation from this perspective. *Protecting Your Library's Digital Sources* addresses this from the perspective of

the small library, but has applications and advice that hold true for larger and wealthier institutions as well.

The author, Miriam Kahn, is an expert in preservation and disaster prevention and response. She brings that depth of experience to this work. Kahn first addresses the prevention of data loss, whether caused by equipment failure or broader disasters, including information on the restoration of hardware and software. The second section provides the information needed to make decisions that will increase the longevity of

digital materials, documents, images and databases. Digital preservation options such as copying, migrating, reformatting and converting are explained and discussed. There is a good section on planning and budgeting for the future. The book also includes a bibliography, an index and information about organizations involved in digital preservation.

A real plus in this book are the case studies and checklists that the author provides. The checklists "...do not constitute a plan in and of themselves, but are the building blocks for one." Some of the lists can be used to create a digital disaster response plan. Another large group of checklists are dedicated to help organize data about local equipment, software and data. The remaining checklists "... include decision-making criteria for long-term retention of electronic resources."

The preservation of digital materials will become even more important as we move into the future, and more of our sources and resources are digital. Planning in advance for digital disasters can help mitigate their effects. This book gives you the tools to help libraries manage their digital futures in a concise, easy to digest format that you don't have to be an automation expert to understand.

Making Informed Choices: TS Division Candidates

OLC Technical Services Division elections will take place in July, and once again an excellent group of candidates has volunteered to serve the division. Here's the opportunity to learn what's important to each and every one of them – before the ballot arrives from OLC.

Running for Incoming Coordinator:

Fred Gaeck,
Librarian 2
Ohio Reformatory
for Women

I think the Technical Service Division should promote cataloging and other related aspects of technical services as a viable component of librarianship. This can be done by continuing education workshops outside of the conferences and working with Kent State to encourage prospective librarians to become catalogers. The Technical Services Division should also promote itself to other library workers who wish to become involved in our line of work by partnering with other divisions in providing workshops and other educational opportunities. I also believe that there are dedicated technical service workers that should be recognized by the library community (such as OLC librarian of the year), and the division should appropriately promote these outstanding folks for the awards.

Roger M. Miller,
Catalog Department Manager
Public Library of Cincinnati and
Hamilton County

I think the Technical Services Division should continue to lead the Ohio public library community in its commitment to providing meaningful opportunities for continuing education and professional

development. Our Division has enjoyed great success over the past few years, notably in the terrific two-day conference at Mohican State Park last summer, which attracted a wide audience from both academic and public libraries and from several states. We will feature an entire track of exciting Technical Services programs at our annual conference in Cincinnati this fall. As a member of the Technical Services Action Council over the past three years, I have truly enjoyed working to serve the technical services staff of this state, and as Assistant Coordinator I believe that I can continue to provide assistance and leadership as we move ahead.

Running for Action Council:

Tom Adamich,
President
Visiting Librarian
Service

I think the Technical Services Division should celebrate the strong role cataloging, acquisitions, collection development, and processing play in providing excellent service to Ohio's citizens. Professionally, we are in an exciting time where current and future initiatives -- increases in electronic re-sources purchasing creating the need for continuing and integrating resources cataloging, Functional Requirements for Bibliographic Records (FRBR) research, using acquisition modules in automated library systems, etc. -- will allow us to continue to play an important role in Ohio library operations.

David Allen, Coordinator
Cataloging and Acquisitions
Cuyahoga Falls Library
(formerly Taylor Memorial)

I think the Technical Services Division should reach out to other parts of the field on behalf of Technical Services people, and help both sides learn from each other. Reference and Children's Librarians need to know how we can help them do their jobs better, and we need to know how to serve them better.

Kathy Hughes,
Cataloger
State Library of Ohio

I think the Technical Services Division should support the continuing education efforts of all Technical Services personnel. Also, additional one page guides like "Cataloging DVDs and Videos" should be developed and distributed widely.

Maxine Sherman,
Cataloger
Cuyahoga County
Public Library

I think the Technical Services Division should continue to provide training and educational opportunities for all its members and to reinforce, to librarians in general, the importance of a strong and viable catalog to the Library. There should be a strong communication between the public services staff and the catalogers, and other technical services staff. We should support the requiring of cataloging, and other technical services courses at the MLS level to continue to ensure that there will be access to our wealth of knowledge by people who know not only how to find materials, but also how to organize this knowledge to facilitate retrieval.

Recommended Reading for Technical Services Librarians: *Transcending Widgets: The Nature of Technical Services*

Janet Swan Hill has written an excellent examination of how technical services librarians really are different from other types of librarians, and how this is a good thing. *Transcending Widgets: The Nature of Technical Services*, which replicates Janet's keynote address from last year's Mohican Conference, appears in the Winter 2003 issue of *Library Collections, Acquisitions & Technical Services* (v. 27, no. 4, p. 377-391). This is definitely recommended reading for technical services librarians.

In the article she specifically suggests that technical services librarians work to:

- ◆ Understand why we are here, and that we need to let others know.
- ◆ Understand and respond to the library as a whole.
- ◆ End our isolation.
- ◆ Stop speaking in dialects.
- ◆ Become alert to possible ignorance.
- ◆ Stop letting slights and misunderstandings go unchallenged. Don't denigrate technical services people, even in jest.
- ◆ Be aware of the professional aspects of technical services work, and do not connive in its deprofessionalization.
- ◆ Get involved in the field outside of ALCTS or this division.

She concludes that it is our actions that will build a future that includes what we do. "We have a great deal to contribute. Now what we have to do is believe it, act on it and live it, and others will be persuaded."

Check it out!

LibraryProcessing Discussion list is re-born as LIBPROC-LIST

Technical Services professionals seeking a list to discuss non-cataloging library processing issues once again have a discussion list. In response to a subscriber question, Douglas Winship recently surveyed AUTOCAT subscribers about finding such a list. Upon discovering that Lisa de Carbonel's discussion list was discontinued last October, Douglas volunteered to start LIBPROC-LIST as a sublist of the AUTOCAT Library cataloging and authorities discussion list. LIBPROC-LIST is a place to discuss physical processing of all library materials.



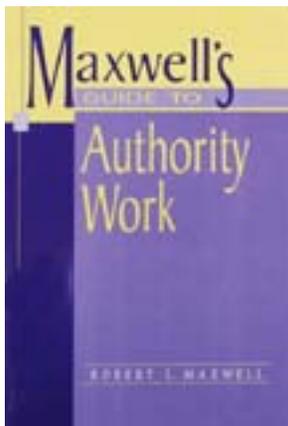
What is meant by *sublist* and how is this sublist related to AUTOCAT?
According to Douglas:

- ◆ Items which initially appear on AUTOCAT, and are appropriate to LIBPROC-LIST, will be echoed on LIBPROC-LIST.
- ◆ Items which initially appear on AUTOCAT, and are not appropriate to LIBPROC-LIST, will not be echoed on LIBPROC-LIST.
- ◆ Items which initially appear on LIBPROC-LIST, and are appropriate to AUTOCAT, will be echoed on AUTOCAT.
- ◆ On the rare occasion when an item appears on the LIBPROC-LIST and is not appropriate to AUTOCAT, it will not be echoed on AUTOCAT.

This arrangement will benefit both lists, according to Douglas:

"Folks on AUTOCAT won't notice the difference since the 'tech' stuff is posted there anyway and the 'tech' folks will benefit from responses from a much larger subscriber base. There is no reason for AUTOCAT subscribers who are happy with AUTOCAT, to subscribe to LIBPROC-LIST. But if AUTOCAT is too much, and they want only post-cataloging stuff, they may like LIBPROC-LIST, where they will have the benefit of the larger subscriber base without the cataloging discussion / arguments."

To subscribe to LIBPROC-LIST, send the e-mail message: *SUB LIBPROC-LIST* <Given-name Surname> [Where your name replaces the bracketed information] to Listserv@listserv.buffalo.edu. Check it out!



Maxwell, Robert L. *Maxwell's Guide to Authority Work*. American Library Association, 2002. 275 p. 0-8389-0822-5, \$49.00 (ALA members \$44.10)

Authority work is often an underestimated and underappreciated branch of librarianship. Authority work is what connects works by authors, subjects, genres, series and uniform titles – it is the basis of the modern library catalog. Libraries that get this, and put their money into maintaining their authority work, are the ones that provide over-the-top public service, whether their customers are in the library or logged in remotely.

Librarians will find *Maxwell's Guide to Authority Work* an indispensable tool for actually doing the work of authority control, for understanding how the work fits into our other technical services processes, and for making the case for authority control work to non-cataloging librarians and administrators.

The text is well-organized and easy to read, given the complexity of the topic. Maxwell is an expert with much practical experience, and this shines throughout the work. After an introduction that would be easily understood by non-catalogers and provides compelling reasons for doing authority work, Maxwell narrows his scope to discuss the standards framework. Following this is a good discussion of basic authority procedures and authority record contents. He then proceeds to discuss the specifics of the authority control of names, uniform titles, series, thesaurus building, subjects and genre/form terms. He finishes the book with a chapter on cooperative authority control work including sources for records and the Program for Cooperative Cataloging (PCC).

There is not much emphasis on automated authority control processing or on machine-assisted authority control processing. Many libraries are now using this method, and it would have been helpful to have the various automated processes that are available described in more detail than is provided. Since the details of semi-automated authority control vary from automation system to automation system a more detailed view would have been difficult and perhaps this is the reason it was not attempted.

I highly recommend that libraries of all sizes purchase this well-written text.

TechKNOW is published on the Internet by the Technical Services Division of the Ohio Library Council. For more information, or to submit articles, please contact Margaret Maurer at Kent State University Libraries and Media Services at 330.672.1702, at home at 330.628.0313, or via e-mail at mmaurer@lms.kent.edu.