

## ANNOUNCEMENTS

### **OCLC Bibliographic Formats and Standards Will Be Shipped in Late June**

Distribution of Bibliographic Formats and Standards, 3d. ed., printed copy, will begin late June 2002. The new edition ships without a binder (unless you ordered a binder as an additional item). Concise Input Standards, a separate document that summarizes the input standards, will not be shipped with Bib Formats. It will be available later and must be ordered separately. Bib Formats will be available on the OCLC web site in PDF format by June 12. The HTML version on the OCLC Website will be available in July.

<http://www.oclc.org/oclc/bib/about.htm>

[Lois Yoakam, OCLC, NETLIST-L Electronic Discussion List, May 30, 2002]

### **MINITEX and the OCLC Members Council**

We would like to congratulate Joan Roca, Dean of Library Services at Minnesota State University, Mankato, who recently was re-elected MINITEX Delegate to the OCLC Members Council and Pamela Drayson, Director of Libraries at North Dakota State University who will serve as an Alternate. They join Mike Kathman, Director of Libraries and Media at College of St. Benedict/St. John's University, and Bruce Willms, Head of Technical Services at Ramsey County Library (Alternate) in representing MINITEX/OCLC members on this important committee.

We also extend our sincere appreciation to John Christenson, of the Traverse des Sioux Library System, who will be ending his term as Alternate in June and enjoying a well-deserved retirement.

The Members Council meets three times a year and is an integral part of the OCLC governance structure. Delegates elect Trustees, participate in determining OCLC strategies and policies, and are involved with specific issues such as pricing structure. Delegates report back to MINITEX membership at MINITEX/OCLC Users Group meetings and via reports posted to the MINITEX News electronic list and on the MINITEX Bibliographic and Technical Services Web page.

The MINITEX network has become known for sending highly experienced delegates to the OCLC Members Council – delegates who demonstrate awareness and understanding of current developments in the library profession and in the region. For more information about the OCLC Members Council, please visit their Web page at:

<http://www.oclc.org/oclc/uc/>

[Carla Dewey Urban, MINITEX Bibliographic and Technical Services]

### **Heads Up — Change in OCLC Documentation Distribution Policy**

As a result of input received from member libraries and networks about the pros and cons of electronic vs. printed documentation, OCLC is changing the distribution policy for documentation, effective July 1, 2002. OCLC encourages libraries to use electronic copies available from the OCLC web site whenever possible.

#### *Printed user guides and technical bulletins*

Currently, OCLC automatically sends printed copies of new editions, revisions, and technical bulletins to those who already have them. **Beginning July 1**, that policy will change. Before publication, we will send a Documentation Update Notice to current holders of specific titles announcing the availability of both the printed and web versions. One no-charge copy of new editions will continue to be available to those who need a printed copy from OCLC. If you need any printed copies, you **MUST** order them. OCLC will bill for additional copies that are purchased. The printed technical bulletins can be ordered as a series rather than as individual documents.

#### *Reference cards*

We will continue to distribute reference cards to all users of the related services.

#### *FirstSearch documentation*

We will no longer distribute printed copies of the *FirstSearch Databases* notebook and *Managing FirstSearch*. These will continue to be available from the OCLC web site, and libraries can print them in whole or in part. We will expand the information on the database web pages and make them easier to print and customize. We will continue to distribute printed copies of the *FirstSearch Databases* list.

#### *First items affected by change*

The first items to be affected by the policy change are the *Participating Institutions by Institution Name* and the *Participating Institution by Symbol* supplement list and the technical bulletin series. In late May, OCLC is mailing a Documentation Update Notice to users for these publications. Please watch for the notice. You must order these publications if you want printed copies.

We will make several changes to the way we present documentation on the OCLC web site to make it more useful and accessible. We will also provide a new listserv (docupdate-l) to notify users who subscribe of newly available documentation revisions.

If you have other suggestions for improving documentation or questions about these distribution changes, contact OCLC ([oclc@oclc.org](mailto:oclc@oclc.org)) or MINITEX Bibliographic and Technical Services (800-462-5348, 612-624-4002, [mino@othello.minitex.umn.edu](mailto:mino@othello.minitex.umn.edu))

[Debbie Hysell, OCLC, *Bits and Pieces*, May 2002; edited]

### ***MARC 21 Concise Formats, 2001 Edition Available***

The 2001 edition of the *MARC 21 Concise Formats* is available from the Library of Congress. In a single publication, the *MARC 21 Concise Formats* provides a quick reference guide to the content designators defined in each MARC format. It provides a concise description of each field, each character position of the fixed-length data element fields, and of the defined indicators in the variable data fields. Descriptions of subfield codes and coded values are given only when their names may not be sufficiently descriptive. Examples are included for each field.

This new publication supersedes the 2000 edition of the *MARC 21 Concise Formats*. It includes changes from the 2001 update and is current with the full editions of all five MARC 21 formats.

Major changes in this edition include the addition of a Leader/07 code for integrating resources in the bibliographic format and the addition of subfield \$c (ISO code) in field 043 (Geographic area code) of the bibliographic, authority, and community information formats. There have also been numerous editorial changes made to the publication.

*MARC 21 Concise Formats* (ISBN 0-8444-1054-3) text is available with the binder and tabs for \$50 (North America) and \$60 (outside North America). The text, not including the binder and tabs, is also available for \$40 (North America) and \$50 (outside North America).

Ordering information is available from:

Library of Congress  
Cataloging Distribution Service  
Customer Services Section  
Washington, DC 20541-4912  
<http://www.loc.gov/cds>  
TEL: 1-202-707-6100  
FAX: 1-202-707-1334  
EMAIL: [cdsinfo@loc.gov](mailto:cdsinfo@loc.gov)

The MARC 21 Concise Formats are also available online at:

[www.loc.gov/marc/concise/](http://www.loc.gov/marc/concise/)

[MARC Electronic Discussion List, March 6, 2002]

## GENERAL

### **OCLC Telecommunications Information Service Available**

The OCLC Telecommunications Information Service (TIS) is available at:

<http://www.oclc.org/oclc/telecom/tis/index.htm>

TIS provides regional networks and OCLC member institutions with access to information about telecommunications facilities usage. Such information is useful for management and planning needs. All data used for reporting is updated monthly.

TIS can help you determine what OCLC services you are accessing, for example, Passport, CatME, CORC, Internet access, Dedicated TCP/IP. This information can be very useful in planning for migration to the new OCLC cataloging service.

[Bill Carney, OCLC, *Bits and Pieces*, May 2002]

## COLLECTIONS AND TECHNICAL SERVICES

### **CORC and CatExpress Changes**

On June 30, 2002, the new OCLC cataloging service will be introduced. The new service will incorporate all current CORC and CatExpress functionality, as well as expanded capabilities that enable users to catalog all formats.

**CORC as a separate product name will cease to exist on June 30, 2002.**

CORC users will continue to have access to all the features to which they have become accustomed to, such as automated metadata extraction, Dublin Core, Pathfinders, and linked authorities.

The current CatExpress tab within the CORC interface will be renamed **Express** on June 30. The CatExpress subscription program for non-members continues. OCLC members may still choose to use the Express interface option. The current CatExpress functionality will be enhanced with an export option for record delivery, for both CatExpress subscription program participants and for full members using the Express interface.

On June 30, 2002, CORC and CatExpress users may use their current authorizations and passwords to access the same services as they do now. Users will be redirected automatically from the current service URLs to the new URL beginning June 30.

The new OCLC cataloging service will be enhanced with new features quarterly, although minor fixes may be installed more frequently.

[Alane Wilson, OCLC, *Bits and Pieces*, May 2002; edited]

### **MARC Code List Changes**

The following changes will be implemented on June 6, 2002. The changes are based on announcements issued by the Library of Congress in April.

MARC Category Code Source Code (Field 072, ‡2)  
bicssc - BIC standard subject categories

MARC Classification Source Codes (Field 084, ‡2)  
clc - Zhongguo tu shu guan fen lei  
fakktb - Kokuritsu Kokkai Thoshokan bunruihyo

MARC Term, Name, Title Sources (Field 600-651, ‡2)  
bet - British education thesaurus  
bicssc - BIC standard subject categories  
ccte - Carto-Canadiana thesaurus, English  
cctf - Carto-Canadiana thesaurus, francais

[Rich Greene, OCLC, *Bits and Pieces*, May 2002]

## **New Languages for OCLC Language Sets**

Language Sets will add Indic Language Sets in June 2002. Libraries will be able to select from 6 different languages in the Indic group: Hindi, Bengali, Gujarati, Panjabi, Urdu and Tamil.

Indic Sets will follow the established format of the Language Sets and be offered as ready-for-the-shelf collections of books for adults and children. The fixed price includes the materials, selection and acquisition costs, full MARC cataloging, the setting of holdings in WorldCat and delivery of bibliographic records. As always, shipping is free.

New sets will be offered every other month (i.e., February, April, June, August, October, December).

OCLC will accept orders in June 2002. The initial set will be shipped in October.

For more information about Language Sets, and to order, please contact the MINITEX Bibliographic and Technical Services Unit (800-462-5348, 612-624-4002).

[Lydia Kegler, OCLC, *Bits and Pieces*, May 2002]

## **Cataloging Backlogs Disappear with the OCLC PromptCat service**

The OCLC PromptCat service helps your library copy catalog more materials, place them on the shelves faster, and decrease backlogs. With PromptCat, MARC records from WorldCat arrive at the same time that you receive materials from vendors.

The list of PromptCat Vendors continues to grow and now stands at 13. Blackwell's Book Services (including UK titles) is the newest addition.

For more information about the OCLC PromptCat service got to:

[www.oclc.org/oclc/menu/prompt.html](http://www.oclc.org/oclc/menu/prompt.html)

You may also contact Robin Buser, OCLC PromptCat library liaison (1-800-848-5878, ext. 5213; [buserr@oclc.org](mailto:buserr@oclc.org)) or the MINITEX Bibliographic and Technical Services unit (800-462-5348, 612-624-4002).

[Beth Fogler, OCLC, *Bits and Pieces*, May 2002]

## RESOURCE SHARING

### IFM Reports Enhanced

OCLC has enhanced the IFM reports! As a result of user requests, OCLC has made the following change to the IFM Monthly detailed report.

Beginning with the May IFM reports, a transaction count has been added to both the electronic text and spreadsheet report formats. In each Borrowing & Lending report, in addition to the "[Symbol] Monthly Total" for fees, OCLC has added a "Monthly Count" that totals the number of transactions with that institution. In addition, there is a "Grand Total Count" under the "Grand Total All Institutions" to show the total number of Borrowing or Lending transactions represented by the total fees.

For the Spreadsheet version, this enhancement added a new final column with the heading "Transaction Count."

We hope you find this a useful enhancement to your IFM Monthly detailed report. This is a no-charge electronic report. If you aren't signed up to receive it, contact the MINITEX Bibliographic and Technical Services unit (800-462-5348, 612-624-4002, [mino@othello.minitex.umn.edu](mailto:mino@othello.minitex.umn.edu)), or refer to Chapter 19 of the OCLC Interlibrary Loan Service User Guide for instructions.

<http://www.oclc.org/oclc/ill/guide/index.htm>

[Judith Carter, OCLC, NETLIST-L Electronic Discussion Group, May 29, 2002; edited]

### Referral Capability in the OCLC ILL Web Interface

In response to user requests and feedback, OCLC has added referral capability to the web interface to the OCLC Interlibrary Loan (ILL) service for groups to refer ILL requests.

The addition of the referral capability to the ILL web interface allows libraries that perform ILL request forwarding outside their group to perform those activities using the ILL web interface.

The ILL record display screens for Pending and In-Process records have changed for libraries with referral authorizations only. If the user is authorized for the referral command, a new button, REFERRAL, will be added to the displays to allow the user to start the referral process.

If the user clicks the REFERRAL button, a new display of the record is shown. This display allows the user to enter a new Lender String and, optionally, add a Referral Note. The OCLC ILL system

inserts the symbol of the Referring library and, then, the referral note text (if any). The user can, then, click the UPDATE button, continue the referral process, and replace the ILL record into the ILL database. Or, the user can click the DISPLAY button and go back to the original record display, thereby canceling the Referral process.

#### *Benefits*

- Allows libraries that perform ILL request forwarding outside their group to carry out those activities using the ILL web interface.
- Helps libraries prepare for move away from Passport interface to ILL service.

#### *Documentation*

These enhancements will be documented in the online help of the web interface as well as the online documentation for the OCLC ILL service.

*Technical Bulletin 245* will be revised shortly after the addition of the referral capability to reflect these new enhancements.

[Cathy Kellum, OCLC, *Bits and Pieces*, May 2002]

## REFERENCE SERVICES

### ***World Book Encyclopedia to Be Discontinued on FirstSearch***

Per-search access to the *World Book Encyclopedia* on the OCLC FirstSearch service will be discontinued effective June 19, 2002. Effective immediately, no new subscriptions will be accepted. Current subscriptions to the *World Book Encyclopedia* will be honored for their full terms. The *World Book Encyclopedia* will be removed from FirstSearch on April 1, 2003, when all current subscriptions have expired.

For several years, encyclopedia content has been available through two databases on FirstSearch: the *World Book Encyclopedia* and the World Almanacs database, which includes encyclopedia content in the *World Almanac*.

#### *Knowledge Source*

The *World Almanac Knowledge Source* is based on the popular *Funk & Wagnalls New Encyclopedia* and contains articles on a wide array of topics, from science and medicine to country profiles, from articles on current social issues to biographies of important historical figures. The *World Almanac Knowledge Source* also provides links to appropriate entries from the other sources in the World Almanacs database including: *World Almanac and Book of Facts*, *World Almanac of US Politics*, *World Almanac for Kids* and the *World Almanac of the U.S.A.*



Please contact Karen Docherty at MINITEX(612-624-4002, 800-462-5348, [kdochert@tc.umn.edu](mailto:kdochert@tc.umn.edu)) or OCLC User Support (1-800-848-5800, [support@oclc.org](mailto:support@oclc.org)) with questions.

[Ishwar Laxminarayan, OCLC, *Bits and Pieces*, May 2002; edited]

### **FirstSearch Service Now Features Chinese (Traditional) Interface**

Users of the OCLC FirstSearch service may now search the contents of the more than 70 FirstSearch databases using a new Chinese (Traditional) interface. The FirstSearch administrative module is also available in the Chinese (Traditional) language. OCLC plans to install additional interfaces in other Asian languages, such as Chinese (Simplified) and Korean in the months ahead. Translations of online Help will follow changes to the interface. To optimally view the Chinese (Traditional) interface, users need to have Microsoft Internet Explorer version 5 or above or Netscape version 6 or above loaded on their computers. The administrative module requires the use of a Chinese operating system to correctly display error messages and all components of the administrative interface.

[Douglas Li, OCLC, *Bits and Pieces*, May 2002; edited]

### **OCLC WorldCat Database Provides More Searching Options**

#### *LC and Dewey Decimal Classification Hotlinks*

To provide more comprehensive searching, the WorldCat and NetFirst databases on FirstSearch now include hotlinks to the Library of Congress classification number and the Dewey Decimal Classification number. Librarians and users of FirstSearch may click these links to launch searches by classification number in order to find material on similar subjects as the current record.

#### *Uniform Title and Author Hotlinks*

OCLC has implemented a "More Like This" search feature in WorldCat on FirstSearch. Librarians and users of WorldCat on FirstSearch will now be able to search the uniform title and author through a "More Like This" link in the detailed record of an item found in WorldCat. This will display a list of WorldCat records for additional versions of the same title, from which users can select the most appropriate version for their needs.

[Tam Dalrymple, OCLC, *Bits and Pieces*, May 2002]

## **New Statistics Password Option for FirstSearch**

Libraries may now establish separate passwords for access to their FirstSearch administrative module and their online usage statistics for the OCLC FirstSearch service. This will allow FirstSearch administrators to maintain control over administrative module changes while providing more widespread access among library staff to usage statistics that are used to determine future purchases and library instruction needs.

A single password now provides access to both the FirstSearch administrative module and the online usage statistics. Using the System Settings area of the administrative module, library staff may now set a separate password for use with the statistics resource. A new statistics password will be in effect on the day following its entry in the administrative module.

[Christa Starck, OCLC, *Bits and Pieces*, May 2002; edited]

## **Call for Volunteers: FirstSearch NCIP Enhancements**

OCLC is preparing to implement parts of NISO's National Circulation Interchange Protocol (NCIP), currently a draft standard for trial use, in OCLC FirstSearch. We are exploring patron authentication in FirstSearch using circulation system patron files to authenticate and authorize individuals to access the service. OCLC also is exploring "place holds" functionality in FirstSearch so that reservations on items in the local system can be made through the FirstSearch interface.

OCLC would like to assemble a team of FirstSearch users who can act as advisors to us as we develop these projects. If you are willing to assist OCLC in its work on the FirstSearch NCIP implementations, please contact Dana Dietz ([dietzd@oclc.org](mailto:dietzd@oclc.org)) to volunteer. Please feel free to share this call for volunteers with librarians in your regions.

[Tam Dalrymple, OCLC, *Bits and Pieces*, May 2002; edited]

## **Discounts for New Subscribers**

Beginning with May 2002, OCLC will offer discounts for new subscriptions to the database and journal featured in the OCLC FirstSearch Featured Database/Featured Publisher of the Month promotion.

The discount for the Featured Database will vary, but will be at least 5%. OCLC will announce the amount of the discount at the beginning of each month via FirstSearch-L. We will also offer \$5.00

off the OCLC FirstSearch Electronic Collections Online access fee for the Featured Publisher's journal.

To receive the discount, libraries must subscribe by the fifth business day of the month following the one in which the database or journal is featured. Subscriptions must start on the first of the month following the one in which the database or journal is featured.

[Tam Dalrymple, OCLC, *Bits and Pieces*, May 2002]

### **Electronic Collections Online Expands Journals**

Forty-four new journals from 19 publishers were added to Electronic Collections Online in April, bringing the total number of journals online to 4,939. Journals from the new publishers including Berkeley Electronic Press, Gordon and Breach, and Martin Dunitz are among those now available. Details about Electronic Collections Online journals are available at:

<http://www2.oclc.org/oclc/fseco/index.asp>

[Christa Starck, OCLC, *Bits and Pieces*, May 2002]

### **Books in Print Database Expands**

The Books in Print (BooksInPrint) database on the OCLC FirstSearch service has been reloaded to provide expanded content and enhanced indexing. Books in Print now contains over 4 million records of bibliographic information for in-print, out-of-print, and forthcoming books, audios and videos, with optional reviews. Records now include expanded publisher and distributor information. Books in Print with reviews includes over 680,000 full-text book reviews from sources including *Choice*, *Kirkus*, *Library Journal*, *Publishers Weekly* and *School Library Journal*.

[Christa Starck, OCLC, *Bits and Pieces*, May 2002]

### **Updated Per-article Use Active Publisher and Journal List**

This list is now available on the Electronic Collections Online web site. The link for this spreadsheet is located under the heading "Journals available through per-article purchase" on the page describing the Electronic Collections Online per-article use purchase option at:

<http://www.oclc.org/firstsearch/documentation/pap.htm#CHDJAGE>

This direct link to the updated spreadsheet is located at:

[http://www.oclc.org/firstsearch/documentation/activepubjnl\\_20020501.xls](http://www.oclc.org/firstsearch/documentation/activepubjnl_20020501.xls)

[Christa Starck, OCLC, *Bits and Pieces*, May 2002]

### **WorldCat Enhancements Planned for Z39.50 Users of FirstSearch**

Z39.50 users of the WorldCat database on the OCLC FirstSearch service will benefit from some recently-added enhancements.

In May, OCLC added two new indexes planned and change one existing restrictor. The test environment that includes these modifications is now available at the host [fsz3950test.oclc.org](http://fsz3950test.oclc.org) (port 210) to help you prepare for these changes.

#### *Restrictor Change*

More values will be added to the Number of Libraries Holding Group restrictor. When these changes are implemented, the previous searched values (0–14) will stop working and the new values (10–31) will become active.

#### *New Indexes*

The two new indexes added to WorldCat are Material type (use 1031, structure 1 & 2) and Musical Composition (use 5847, structure 2). A full listing of the values of the two indexes are provided in the online documentation.

Updated database specifications are now available here:

<http://www.oclc.org/firstsearch/documentation/z3950/worldcat.htm>

Please contact Karen Docherty at the MINITEX office (612-624-4002, 800-462-5348, [kdochert@tc.umn.edu](mailto:kdochert@tc.umn.edu)) or OCLC User and Network Support (1-800-848-5800 or [support@oclc.org](mailto:support@oclc.org)) with questions about the OCLC FirstSearch service.

[Dawn Hendricks, OCLC, *Bits and Pieces*, May 2002; edited]



A tiny bit of news from ConCats (Contract Cataloging)

## **Miniature** Books in the Sherlock Holmes Collection at the University of Minnesota

**"To a great mind, nothing is little," remarked Holmes, sententiously.  
from A Study in Scarlet**

If you had two shoeboxes full of books to catalog, how many do you think you would have? Unless you are Shaquille O'Neal, it would not be an unmanageable number. Recently, Contract Cataloging received two such boxes full of Sherlock Holmes related books to be cataloged for the University of Minnesota Sherlock Holmes collection.

(For information about the Sherlock Holmes collection, see:  
<http://special.lib.umn.edu/rare/holmes.html>)

These 2 boxes (actually special archival boxes) contained 90 acid-free envelopes, each containing a tiny book. They range in size from the easily readable 9 cm. to the very tiny 2.5 cm. and smaller which require magnification for most people to read them.

### A short history of miniature books

Miniature books have a quite interesting history, according to Judy Alberta, U of M cataloger. She quoted Louis W. Bondy's article in the *A.B. Bookman's Yearbook*, pt. 2, (Newark: Antiquarian Bookman, 1965) p. B4:

A true miniature book must be conceived as a whole on a tiny scale, printed in small type, bound in a binding tooled with delicacy in proportion to its size. All its features must be reduced in such a way as to produce a balanced and aesthetically pleasing entity.

Most interesting are the reasons for the development of miniature books. They are convenient to transport in one's pocket, so were easily carried during religious ceremonies. They were also carried and concealed by persecuted Jews. They inspired a publishing rivalry by being a showcase for type casting, cutting, printing, and binding, which encouraged publishing of smaller and smaller items. And since they are difficult to read, they were used to smuggle anti-Nazi propaganda into Germany during World War II and also to conceal erotic material!

Judy also quoted Arthur Guiterman from the *Saturday Evening Post*, (from Henderson, *News-letter of the LXIVMOS*, no. 9, p. 2), who, when asked why he collected them said: “They ruin the eyes of the censor looking for something to suppress.” Their tiny print actually did discourage the censorship of their contents.

*ConCats will catalog them as part of our work on the Sherlock Holmes project*

Since the ConCats customize cataloging records to meet the customers’ needs, we are following the practice of the U of M rare book collections, in which a book is considered “Mini” if it is less than 8 cm. high and “Small” if it is 8-15 cm. high. Mini or Small will print above the classification number.

Some Cataloging tips for miniature books:

- Edward Swanson, the ConCats manager, mentioned that AACR2 addresses the issue of size in rule 2.5D1:

If the item measures less than 10 centimeters, give the height in millimeters.  
(such as 90 mm. for 9 cm.)

- For LC subject headings, one can use:

650 \_0 Miniature books ±v Specimens.

[Note the ±v rather than ±x since “Specimens” is listed in LC's *Free-Floating Subdivisions: an Alphabetical Index* but has a diamond next to the entry, indicating it is used as a form subdivision. A topical subdivision can also be a form subdivision if the item itself is in that format. See the link below for more details:]

<http://infoshare1.princeton.edu/katmandu/subj/formsubd.html>

- LC mentions in the authority record:

Here are entered actual specimens of books 10 cm. or less in both height and width.  
Works *on* such books are entered under

650 \_0 Miniature books.

So, look closely (they are small!) for the appearance of many miniature books on MNCAT, and think of the fun that we have had in cataloging them!

[Sue Landgraff, MINITEX ConCats, Cataloger]