FROM THE CHAIR

I concluded my previous "From the Chair" column (Newsletter No. 35, May 1988) by posing a number of questions related to the place and time of the next MOUG Annual Meeting and its possible coordination with MIA in Cleveland. Everything now seems to be in place and so you should mark your calendar: MOUG will meet on March 19 and 20, 1989 at Stouffer's Hotel in Cleveland; our meetings will take place immediately after those of MIA. Our Continuing Education Coordinator, Laura Snyder (Oberlin College), has enlisted the assistance of the following persons to form a Program Committee for this meeting: Keiko Cho (University of Houston), Karen Little (University of Virginia), and Patrick Maxfield (New England Conservatory). You can look forward to further details later. I also had mentioned in my previous column the possibility of an optional bus tour to visit OCLC in Dublin, Ohio, a short two and a half hour drive from Cleveland (in good weather)! Chiefly due to climactic and budgetary uncertainties, it was decided to forego this option. Incidentally, for those who are growing weary of midwinter meetings in the snow country (recent MOUG meetings have been held in Milwaukee, Minneapolis, and now Cleveland), you'll be heartened to learn that MOUG will meet in Tucson in 1990!
Election time is almost upon us again. According to the MOUG Bylaws, we need to elect someone to serve as Vice-Chair/Chair Elect, with the term to commence at the conclusion of the Cleveland meeting. The successful candidate would serve one year as Vice-Chair, followed by two years as Chair and one additional year as Past Chair. I have appointed Richard Burbank (University of Illinois) to serve as Chair of our Nominations Committee. He has selected Candice Feldt (our Treasurer, Tufts University) and Kenneth Pristash (New England Conservatory) to assist in his duties.

As I write these words, Tim Robson (Past Chair, Case Western Reserve University) and Linda Barnhart (Secretary/Newsletter Editor, University of California, San Diego) are in New Orleans attending ALA. In an effort to extend the visibility of MOUG and to attract new members, a MOUG exhibit has been arranged at ALA for the first time. This venture has been an experiment, one not without a hefty price tag, and it will be very interesting to hear reports from Tim and Linda upon their return. Watch this space for future developments!

Work continues on the NACO-Music Project (NMP). Ralph Papakhian (Indiana University) spent the week of May 16, 1988 at the Library of Congress in order to receive training for submitting name and name-title authority records to the LC Name Authority File. Richard Hunter and Dean Strohmeyer served as his reviewers. According to Ralph, everyone associated with the project has made significant progress on implementing the NMP. "All parties have been most cooperative and enthusiastic. Given this kind of individual and institutional support I am confident that the NACO-Music Project will be successful and that it will make a major contribution to cooperative music cataloging over the long term." Special thanks must go to OCLC, since it approved a contribution of $400.00 toward the cost of training Ralph and Joan Swankemp at the Library of Congress.

-- Don Hixon
University of California, Irvine

THE BEST OF MOUG

The 2nd, completely revised edition of The Best of MOUG is now available. It contains authority lists, current to March 1, 1988, for J. S. Bach, Handel, Haydn, Mozart, Schubert, and Vivaldi (the instrumental works). It is a great bargain at only $5.00, but all orders must be prepaid, and the checks made out to the Music OCLC Users Group. An order form is included with this Newsletter. To order your copy, contact:

Ann McCollough
Sibley Music Library
Eastman School of Music
26 Gibbs Street
Rochester, NY 14604
MUSIC OCLC USERS GROUP

MISSION STATEMENT

The mission of the Music OCLC Users Group (MOUG) is to identify and provide an official means of communication and assistance for those users of the products and services of the Online Computer Library Center, Inc. (OCLC) concerned with music materials in any area of library service, in pursuit of quality music coverage in these products and services.
MUSIC OCLC USERS GROUP
SECOND QUARTER 1988
April 1 - June 30
FINANCIAL REPORT

Balance in checking account at end of 1st quarter 1988  $7,787.61

INCOME

Memberships (1988) $800.00
Interest $88.81
Back Issues $28.00

Total 2nd Quarter Income $916.81

EXPENSES

Annual Meeting Telephone $19.07
Annual Meeting Miscellaneous $100.00
Postage $25.30
Printing $433.50
NACO Music $462.29

Total 2nd Quarter Expenses $1,040.16

Balance in checking accounts at end of 2nd quarter 1988 $7,664.26

MUSIC OCLC USERS GROUP
1988 ANNUAL MEETING
MINNEAPOLIS

INCOME

Registration $2,220.00

EXPENSES

Telephone/Telecommunications $389.95
Board Travel $1,448.45
Board Expenses $363.36
Hotel Cash Bar $75.00
AV Equipment $236.49
Duplicating $88.50
Miscellaneous $170.65

Total Expenses $2,772.40

NET LOSS $(552.40)
FROM THE EDITOR

This issue of the MOUG Newsletter continues the coverage of the Annual Meeting held in Minneapolis on February 8-9, 1988. I would like to thank the many contributors to this issue for their thoughtful and timely work. In addition, you will find enclosed a copy of the new MOUG brochure, which was available for the first time at MOUG's booth at the American Library Association Conference in New Orleans in July. Members who would like additional copies of the brochure to distribute are urged to contact Tim Robson, Past Chair, whose address is listed elsewhere in this Newsletter. Also in this issue you will find the regular columns from Joan Schuitema and Jay Weitz of OCLC, information from Mary Marshall on Search CD450, and an order form for the 2nd edition of The Best of MOUG. It has recently come to my attention that a number of copies of Newsletter No. 35 were missing page 21; this has been reprinted and included at the back of this issue.

The Executive Board is planning its summer meeting for Saturday, August 27 in Columbus, Ohio. Any agenda items or topics for discussion from the membership should be forwarded immediately to Don Hixon so that they can be included.

As always, the Editor welcomes any suggestions, articles, and ideas for articles for the MOUG Newsletter. Please let me know how this Newsletter can better serve your needs.

-- Linda Barnhart
University of California, San Diego

NEWS FROM OCLC

Work continues on the New Online System. While this has been a period of great activity, it has not been visible to users. There has been a series of software installations in preparation for the New Online System as well as the reimplementation of existing processes to enable them to work with the New Online System.

The distribution component of LSP continues to operate smoothly. The number of authority records (new and changed) added per day varies between 1500-4500. The contribution component of LSP became operational in early March. Since that time, about 650 records have been contributed. There are 400 additional records awaiting LC review. Indiana University was the first OCLC NACO library to contribute records. OCLC as a NACO participant, (see OCLC Technical Bulletin 182) was the next institution to contribute records via the link. LC's Serials Records Division began using the system during the second week of May, and the University of Illinois Slavic and East European Library has just been trained. LC decides the order that institutions are brought online.

Seven OCLC libraries will be participating in the field test of CAT CD450 which is scheduled to begin July 1. The field test will last for three months and will also include a hit rate study. OCLC is now accepting orders for CAT CD450 (see following article). OCLC staff have begun studying the potential for music and AV subsets of the Online Union Catalog to be issued on CD-ROM for use with CAT CD450. Be sure to let OCLC know if you would like to see such a product.
developed. Comments should be sent to the attention of Ms. Lizbeth Bishoff at OCLC.

An Interlibrary Loan Computer-based Training (CBT) software package is now available. The CBT simulates the OCLC Online System, giving users hands-on, practical experience in a training environment.

Work also continues to progress on OCLC’s New System Reference Service (NSRS). Development of NSRS parallels that of the New Online System and will provide users with improved and expanded access in search-only mode to the Online Union Catalog. Searching capabilities will include Boolean operators, browseable indexes, keyword searching, and range searching. While reference librarians will be the primary users of NSRS, librarians in other areas will benefit as well. NSRS is scheduled for release in early 1989. Additional information should be available at AIA in New Orleans.

— Joan Schuitema
OCILC

OCILC NOW ACCEPTING ORDERS FOR CAT CD450

Libraries ready to purchase a compact disk cataloging system will be glad to hear that OCLC is now accepting orders for CAT CD450, its new microcomputer-based compact disk cataloging system.

CAT CD450 combines databases from the Online Union Catalog on CD-ROM with immediate access to the OCLC Online System and its more than 18 million bibliographic records.

By ordering now, libraries can purchase CAT CD450 at a special introductory price, effective until October 1, 1988.

The CAT CD450 system offers libraries looking for an alternative to online cataloging the advantage of local processing combined with immediate access to the Online System. It’s this advantage that assures OCLC members a continuing high rate of record retrieval, coupled with a reduction in telecommunications charges.

The CAT CD450 system consists of a Recent Books Cataloging Collection (2 CDs with 1.2 million records), and Older Books and Most-Used Nonbook (including musical scores and sound recordings) Cataloging Collection (2 CDs with 1.2 million records), and an Authorities Collection (3 CDs with the complete file of LC Name and Subject Authority records). All subscriptions include system software, written documentation, and Computer-based Training (CBT) courseware. Several purchase options are available.

CAT CD450 requires an M300, M300XT, or M310 Workstation and at least one compact disk drive. All M3xx Workstations need at least a 20MB hard-disk drive, 640K RAM, and a power supply upgrade. Upgrade packages are available from OCLC. One to four Hitachi CD drives are supported by the CAT CD450 system.

To order the CAT CD450 system and necessary hardware, and to qualify for the ten percent discount on the first year’s subscription, libraries should contact their Network Office or OCLC. Libraries will be billed for hardware and software when the orders are received by OCLC. Hardware will be shipped immediately, with software
to follow when available later this fall.

-- Excerpted from OCLC Newsletter, May/June 1988

SEARCH CD450 UPDATE

A demonstration diskette is available for PC/DOS compatible microcomputers. The diskette demonstrates the OCLC Search CD450 software Version 2.01. The disk will run on any microcomputer with either a monochrome or color monitor. The diskette simulates the user interface, sample searches, and provides other product information. There are three diskettes, one for each area currently available: agriculture, education, and science and technology.

A new catalog of Search CD450 products is also available and includes a listing of upcoming databases. These include an encyclopedia database of twentieth century U.S. literature including the full text from Twayne’s United States Author Series, published by Twayne Publishers, a division of G.K. Hall & Co. The first general reference title will be published jointly with Pierian Press featuring the Consumer’s Index to Product Evaluations and Information Sources, the Media Review Digest, and the Book of Days. The third group features Earth Sciences materials and will be produced in cooperation with the United States Geological Survey.

While little progress has been made since February on a music database on Search CD450, the topic remains on the future database list.

Contact the Electronic Publishing & Information Delivery Division (EPIDD) at OCLC to obtain a copy of the new catalog or for additional information.

-- Mary E. Marshall
OCLC/EPIDD

MORE NEWS FROM OCLC

The fourth round of the Enhance Program concluded this Spring with the selection of twenty new Enhance libraries, representing thirty applications in the Books, Machine-Readable Data Files, Scores, and Sound Recordings formats. A total of seventy-eight applications were received and evaluated during the fourth round. With the new additions and a handful of withdrawals, the total number of Enhance libraries is now eighty-five.

In the 1986/1987 fiscal year, 87,671 records were replaced by Enhance libraries. This fiscal year through May 1988 (the latest figures available at this writing) has seen 70,486 replaces, up slightly from the previous year. When all the new Enhance libraries are fully up and running, we can expect totals to rise proportionally.

By the time you read this, the libraries that had been participating in the Enhance Project prior to this latest round will have received certificates of recognition for their contributions to Online Union Catalog quality. A brief ceremony was scheduled at the American Library Association convention in New Orleans on July 11, 1988.

In years past, I have tried to give approximate statistics on the number of sound recording and score records enhanced. Always emphasized
was the fact that these statistics included a large number of non-music enhances because separate format statistics cannot be derived for libraries that have authorizations in more than one format. With this new round, a full dozen of the music Enhance libraries also have authorizations for non-music formats. Couple this with the many minimal-level upgrades that Enhance libraries do outside of their Enhance authorizations (and which therefore are not caught by the Enhance statistics), it is clear that the "Music Records Enhanced" numbers I have been presenting are increasingly inaccurate. As a result, I have decided to cease giving these misleading numbers. Suffice it to say that music format enhances are a disproportionate percentage of all Enhance activity, probably around 20%.

For the record, following is the complete list of Enhance institutions in the Sound Recordings and Scores formats. Libraries added in the fourth round are marked with a pound sign (#); libraries that have Enhance authorizations in other formats are distinguished by an asterisk (*).

**ENHANCE INSTITUTIONS FOR MUSIC FORMATS**

**SOUND RECORDINGS**

- Bowling Green State University (BGU)
- Carnegie Library of Pittsburgh (CPL) # *
- Indiana University (IUL/IUG) *
- Kansas City, Kansas, Public Library (KCK)
- Minneapolis Public Library (MPI)
- New England Conservatory (ENG) *
- Oberlin College (OBE) *
- Public Library of Charlotte–Mecklenberg County (NPC)
- University of Maryland, College Park (UMC) # *
- University of Oregon (ORU) # *
- University of Richmond (VRU) *
- University of Texas at Austin (UTA) *
- University of Wisconsin–Madison (GZM) *
- University of Wisconsin–Milwaukee (GZN) *

**SCORES**

- Carnegie Library of Pittsburgh (CPL) *
- Detroit Public Library (EYP) #
- Eastman School of Music (RES/RER)
- Florida State University (FSA) *
- Indiana University (IUL/IUG) *
- New England Conservatory (ENG) *
- Oberlin College (OBE) *
- University of California, San Diego (CUS) # *
- University of Illinois at Urbana–Champaign (UIU) *
- University of Louisville, School of Music (KLM)
- University of Oregon (ORU) # *
- University of Texas at Austin (UTA) *
- University of Wisconsin–Madison (GZM) *
- University of Wisconsin–Milwaukee (GZN) *
- University of Wyoming (WYU) # *

At this writing, the monitoring process for the new fourth-round libraries is in progress; I would expect them all to be up to speed by the fall.

As long as we’re talking about database quality, let me say a few words about the reporting of duplicates. Many libraries have inundated me with duplicate reports, so much so that I have a backlog larger than I would like. Remember that if there is some question about whether records are duplicates, or
if some discrepancy is apparent, please include proof from the item. The proof will either convince me one way or the other or will be forwarded to the inputting library for their perusal. Also, please remember that when you receive a question or a request for further information concerning a change request or duplicate report, we appreciate quick answers when possible.

Finally, to those of you curious about the status of OCLC's CAT CD450 compact disc cataloging product, demonstrated at the Music Library Association meeting in Minneapolis in February, be informed that it is in field test as you read these words.

-- Jay Weitz
OCLC/ODQCS

REPORT OF THE ANNUAL MEETING OF THE MUSIC OCLC USER GROUP, FEBRUARY 8-9, 1988, MINNEAPOLIS, MINNESOTA

PLENARY SESSION I: WRITING MANUALS FOR ONLINE SYSTEMS

After welcoming remarks from Program Chair Dean Corwin, the first plenary session began Monday evening, February 8 with Donna Webb (Minnesota State University System-Project for Automated Library Systems), who presented a paper entitled "Writing Usable Users Manuals." This paper was published in full in the previous issue of this Newsletter. [It has recently come to my attention that a number of copies of issue No. 35 were missing the final page of Ms. Webb's paper (p. 21); this page is reprinted and appended to this issue.—Ed.]

Following Ms. Webb, Karl Van Ausdal (Appalachian State University) discussed the preparation of his library's user manual, focusing on who wrote it, why that group was chosen, what the writing process entailed, and principles that guided the development of the manual. He suggested that a committee be assigned the task of writing, for two reasons. First, there is often no one on the staff with the expertise to write a manual. More importantly, writing documentation is an excellent way to learn the details of searching an online catalog. A committee offers this opportunity to a greater number of people.

He also recommended that the committee be comprised primarily of public service librarians, observing that before this stage, this group often has only minor involvement in automation, and that communication with patrons is a strong motivational factor for their learning what the online catalog can or cannot do. Further, using these people later for training other staff disseminates knowledge about the system more widely.

For librarians who will serve on such a committee, Van Ausdal offered the following maxims: (1) remember that your goal is to serve the patron; (2) read widely, and generally, especially about online catalogs and databases; (3) re-read Strunk and White's The Elements of Style—it is particularly relevant for designing patron help screens and documentation; (4) observe your patrons as they use the card catalog; (5) observe yourself as you use the online catalog; and (6) study carefully any written materials about your system, as well as for other systems. The IDEX
Clearinghouse, for example, has many sample manuals, and a kit for preparing online catalog manuals.

The process of writing the manual at A.S.U. was a set of variations on a textbook case of problem-solving. The initial brainstorming of what should be communicated to patrons resulted in an outline and table of contents for the manual. Pairs of committee members then developed drafts of individual sections, which were critiqued and revised by the rest of the group. A draft version of the manual was tested by staff members who were not on the committee. Adjustments to the final version will be made after a period of using it with the public.

As far as the style of the manual is concerned, some general principles he suggested were: (1) lean toward plain English rather than library or computer jargon; (2) be consistent in the format of the descriptions of each search; (3) use typography and graphic design to make it easier to pick out key information; and finally, (5) try to strike a balance between serving the needs of novice and experienced users.

In assessing what he thought might have been done differently at A.S.U., Van Ausdal suggested that the committee might have met for two hours once a week, rather than one; that avoidable new projects be postponed; and that a test terminal be placed at the reference desk early in the process, to give public service librarians more opportunity to practice and learn the system.

Following Mr. Van Ausdal’s presentation, Dean Corwin read a paper prepared by Donna Mendro (Dallas Public Library), who could not attend the conference, entitled "Public Terminal Manuals for Online Catalogs." The talk included many visual examples from the aids used in the Dallas Public Library. Mr. Corwin suggested that questions be directed later to Ms. Mendro.

A question-and-answer session followed.

Q: What happens when the system changes? How do you find where the corresponding changes in the documentation need to be made?
A: Suggestions from Ms. Webb included using your already well-prepared index, and re-reading the manual. Patrons and staff will also bring specific items to your attention.

Q: Is it helpful to keep your documentation on a word processor?
A: Yes!! Not only is it an aid in writing, many software packages support text searching for a specific term, allowing you to find relevant sections in the manual.

Q: Would you expect to provide updates to documentation even if the system does not change?
A: Yes—because the clientele changes.

Q: What can we expect of vendors in the area of documentation? Can we put pressure on vendors via contracts to provide better guides, etc.?
A: This might be an unreasonable expectation; one cannot expect the vendor to address local database issues, nor to know the intended audience.

-- Karl Van Ausdal
Appalachian State University
Q: What is the minimum time required to get out the first draft of a manual?
A: There is no easy way to calculate this—it is based upon how fast you can learn the system, whether you can devote a full-time effort to writing, your other obligations, and how good a writer you are. Karl Van Ausdal offered that it took A.S.U. from October to June to prepare its training manual. Tim Robson recommended that one person write the manual, and that a committee or a good editor revise it.

Finally, Van Ausdal gave the address of LOEX for those persons wanting further information:

Library Orientation—
Information Exchange
LOEX Clearinghouse
Eastern Michigan
University Library
Ypsilanti, Michigan
48197

-- Linda Barnhart
University of California, San Diego

PLENARY SESSION II: NEWS AND UPDATES

The regular News and Update Session was held Tuesday morning, February 9. Joan Schuitema began with news from OCLC. The salient points from her presentation were printed in the previous issue of this Newsletter.

Jay Weitz then spoke on news from the Online Data Quality Control Section (ODQCS) at OCLC. Again, his remarks were printed in Newsletter No. 35.

Catherine Garland followed with news from LC. She described the past year as a time for "consolidating the advances of previous years." She described the Music Section's minimal-level cataloging program, which began with a testing phase last September. There are three options at LC for bibliographic control: (1) copyright records; (2) minimal-level records, and (3) full-level records. Minimal-level cataloging is really somewhat of a misnomer; less-than-full-level is probably a more accurate term. There is full transcription of the title page, a full call number, one subject heading (and sometimes more), and a few notes, one of which is "Minimal level cataloging." The key is that there is minimal authority work. Full authority checking is done, but they don't create the authority records. These minimal-level records (encoding level 7) are presently being distributed to the utilities. [Subsequently the records were loaded on to OCLC and are currently available. For further information on LC's minimal-level music cataloging program, see the Music Cataloging Bulletin, vol. 19, no. 1 (January 1988), and vol. 19, no. 7 (July 1988) -- Ed.]

Regarding the MMMR (Music, Books on Music, and Sound Recordings), Ms. Garland announced that LC management is reconsidering its decision to publish the catalog only in microfiche format. A marketing survey about this issue will be forthcoming. Finally, Ms. Garland said that Jeffrey Heynan had been appointed Chief of the Special Materials Cataloging Division at LC.

-- Linda Barnhart
University of California, San Diego

BUSINESS MEETING
Minutes of the Business Meeting were published in the previous issue of this Newsletter. What follows is a detailed report that was given at the meeting on OIAC activities.

REPORT OF THE OIAC MEETINGS, JANUARY 1988, SAN ANTONIO, TEXAS

Online Audiovisual Catalogers, Inc. and the RISD-AV Committee will jointly sponsor an open forum with AV producers and distributors at the New Orleans meeting in July. The topic of discussion will be the need for consistent bibliographic information on media and its constituents. [This program was subsequently cancelled.—Ed.] OLAC’s third national conference will be held at the Pacifica Hotel & Conference Center in Los Angeles on November 2-4, 1988. The conference theme is "Decision-Making for AV Catalogers." The program will include keynote speakers, panel discussions, workshops, problem-solving sessions, demonstrations, and tours. Scheduled events include cataloging of unpublished AV materials, microcomputer software, and videorecordings; a special presentation by the UCIA Film, Radio and TV Archives; and tours of the Academy of Motion Picture Arts and Sciences, the Getty Center for the History of Arts and Humanities, the Los Angeles County Public Library Asian Pacific and Chicano Resource Centers, and selected non-book collections at UCIA. The Cataloging Policy Committee has evaluated the responses from the survey on parenthetical qualifiers and has concluded that the problems encountered in retrieval are basically system specific and that no further action by the Committee is warranted at this point. Verna Urbanski is working on a cataloging manual for locally-produced AV materials, and she and Sheila Smyth are jointly preparing guidelines for the physical preparation of AV materials for the shelf.

-- Lowell Ashley
Virginia Tech

PLENARY SESSION III: THE MARC MUSIC FORMATS—ORIGINAL CONCEPT, CURRENT ISSUES, FUTURE DIRECTIONS

Catherine Garland moderated this panel discussion, held early Tuesday afternoon, which included Garrett Bowles (University of California, San Diego), Donald Seibert (Syracuse University), Jay Weitz (OCLC), Joan Schuitema (OCLC), and Richard Griscom (Northwestern University).

The session included enlightening and often humorous reminiscences by Bowles and Seibert on the beginnings of the MARC music format. Catalogers were directed to Seibert’s The MARC Music Format: From Inception to Publication (Philadelphia: MLA, 1982; MLA Technical Reports No. 13) for further detail. Weitz and Schuitema commented upon OCLC’s implementation of the format. Finally, Richard Griscom, MLA Representative to MARBI, gave an indication of the future directions of the MARC formats based on the deliberations of that committee. [A detailed update of MARBI activities as they relate to music is forthcoming in the next issue of the Newsletter.—Ed.] One of the topics of strong current interest is format integration. For background information on the format integration proposals that affect music, see the Music Cataloging Bulletin, vol. 18, no. 12 (December 1987), p. 5-8. The session concluded with a thought-provoking question-and-answer period.
SMALL GROUP SESSIONS

Small group sessions were held late Tuesday afternoon on a wide variety of topics: Problem-sharing, Retrospective Conversion, Use of the M300 Workstation for Cataloging, CD-ROM Demonstrations, Music IS/2000 Interest Group, Quality Control in the Online Union Catalog, Music Reference Use of OCLC, Use of Support Staff in Music Cataloging on OCLC, and the Enhance participants working session. Not all of these sessions will be reported on in the Newsletter, however a report by Michael Fling on "Music Reference Use of OCLC" was printed in Newsletter No. 35, and selected reports follow.

RETROSPECTIVE CONVERSION DISCUSSION GROUPS

The Retrospective Conversion Discussion Groups covered a wide range of issues. Discussion centered primarily on basic matters of in-house versus contracted projects, staffing, and use of Microcon for music materials.

In-house retrocon projects have the advantages of greater control by the library's cataloging staff and more flexibility in the resolution of problems and the treatment of special materials. Projects contracted out to OCLC or other outside vendors have the advantages of minimal involvement of the cataloging staff and, consequently, less disruption of the normal operation of the cataloging department. Carefully-written documentation of the procedures involved is important in either case, but especially so for contracted projects, where the local librarians have no direct contact with the terminal operators.

Staffing is a major consideration for an in-house music retrocon project. There was general agreement in the discussion groups that a person with a strong background in music but no library experience would be preferable as a terminal operator to a person with library experience but little or no musical knowledge. The ability of the library to hire qualified people to work on music retrocon will vary greatly from one situation to another, depending not only on demographics but also on institution-imposed factors such as rate of pay, hours, etc.

The use of Microcon for scores and recordings received mixed reviews from those present. Most who had used Microcon felt that it was of limited usefulness since it was frequently impossible to formulate a search key which would retrieve only one record from the database.

-- Dean Corwin
Trenton State College

IS/2000 MUSIC INTEREST GROUP

At the MOUG annual meeting in Minneapolis, February 8-9, one of the scheduled small group sessions was the IS/2000 music interest group. Tim Gmeiner, Belmont College, Nashville, TN, was the group's convener. Those attending found there was a great deal to discuss—our meeting was a real hit—and plans were made for a second meeting later in the week. That meeting was equally informative—additional IS2K users attended—and we exchanged addresses and telephone numbers so that we might stay in touch with one another. It was an interest of the group that we seek official recognition with MOUG as
well as through the LS/2000 Division of OCLC as a group of users available to assist each other in the use of the system and also to communicate with the IS2K Division at OCLC. Communication has been sent to the MOUG Board and to the OCLC Liaison to MOUG regarding recognition for the group, and we very much expect the word to be positive. Anyone interested in further details of the LS/2000 Music Interest Group is invited to contact

Tim Gmeiner  
Belmont College Library  
Nashville, TN 37212-3757  
(615) 385-6782

or

Pam Juengling  
University of Massachusetts  
Music Library FAC 149  
Amherst, MA 01003  
(413) 545-2870

-- Pam Juengling  
University of Massachusetts, Amherst

ENHANCE SESSION

Librarians from institutions with Music Score and Sound Recording Enhance authorizations met informally to discuss issues associated with Enhance work. Ralph Papakhian of Indiana University moderated the discussion.

The participants discussed protocols, work flows, staffing, and statistics. A major concern voiced by most participants was the amount of extra time required to enhance a bibliographic record. There seemed to be a consensus, though, that despite the extra time involved, Enhance was a worthwhile project and the extra time was justified.

Two additional concerns were discussed at length: what constitutes a match, and changing another library’s call number. Most of those present felt that the LC guidelines for a match fell short for determining a match for music scores. The problems of music editions and printings was discussed at length. Several libraries noted that it was not uncommon to have several editions of scores in hand which all appeared to match one rather incomplete bibliographic record. The problem of separate bibliographic records for scores, parts, and scores with parts was also discussed. There seemed to be agreement that decisions to input new records in these cases should be based on how the publication was originally issued. There was agreement between all the libraries and OCLC (represented by Jay Weitz) that it was best to leave the guidelines as they are, since they currently provide some flexibility. With regard to call numbers, the Group agreed that it was acceptable to change another library’s call number only when the one present was obviously incorrect.

-- Joan Swanekamp  
Eastman School of Music

NACO-MUSIC MEETING

The NACO-Music project continues to move forward. Ralph Papakhian (Indiana University) and Joan Swanekamp (Eastman School of Music, University of Rochester) met with the MOUG Board to discuss future plans and specifically a proposal to the Library of Congress prepared by Tim Robson, MOUG Chair.
Tim Robson disclosed that the MOUG Board had agreed to help support the project financially by contributing funds for training at the Library of Congress. The one-year pilot project will involve Indiana University Music Library, the Sibley Music Library of the Eastman School of Music, OCLC, and the Library of Congress. Ralph Papakhian will coordinate the project and Joan Swanekamp and Ralph Papakhian will each receive training at the Library of Congress. At the close of the pilot project, NACO-Music will be evaluated by all participants, and a decision will be made whether to continue the project with two contributors, to expand the project to include other participating libraries, to modify the project in some way, or to terminate the project.

-- Joan Swanekamp
    Eastman School of Music
changes should be made in the text.

Once the rewrite is complete and the manual is in final form, the material must be reviewed and edited again. Make sure that all needed changes were made. Confirm that all figures and tables are in the correct place and numbered correctly, that the pages are numbered and assembled in the correct order, and that all the pages are there. Here I speak from sad experience, after all our care and checking our last manual went out with the final index page missing. So, check again. Now, hopefully, everything is perfect, right? You’re ready for printing and distribution.

Writing a good usable manual is a big job but it need not be overwhelming. Simply take it one step at a time. Get to know your system. Define your audience and remember who they are and focus on them. Plan the organization and structure of your manual carefully including setting standards. Be consistent in your format, in your approach, and in your terminology. Be brief, don’t overwhelm the reader with information that is not necessary to the task at hand—learning to use the system. Remember, your aim is to teach the users what they need to know about the system, not show them how much you know. And, most important of all, edit, edit, edit.

SUGGESTED RESOURCES


Donna R. Webb
MSUS/PALS

RETROSPECTIVE CONVERSION

Those MOUG members planning to attend the American Library Association Conference this summer in New Orleans might be interested in the LITA/RTSD program to be held on Sunday, July 10, 1988 from 9:30 a.m.-12:30 p.m. entitled "Retrospective Conversion of Non-Book Materials." Speakers include Ruth Tucker ("Music retrospective conversion at UC Berkeley"), Verna Urbanski ("Considerations in the retrospective conversion of audio-visual materials"), and James Mouw and Anne Weller ("Alternative sources of serial records"). Check the ALA program for location and further details.
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