

CATALOGING POLICY AND SUPPORT OFFICE
ANNUAL REPORT
FY 2000
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INTRODUCTION

The Cataloging Policy and Support Office provides leadership in the creation and implementation of cataloging policy within the Library of Congress and in the national and international library communities. CPSO supports the effectiveness of the cataloging staff at the Library of Congress by providing guidance, advice on cataloging policy, and maintenance of bibliographic, authority, and classification records. Through cooperative endeavors with agencies and organizations outside the Library of Congress, CPSO develops and supports national and international standards for the structure and content of bibliographic, authority, and classification records. CPSO represents the Library in various international and national policy bodies and professional organizations, collaborating in the creation of cataloging standards and the maintenance of standards in the field of library practice to which libraries adhere, and reporting to colleagues and sister organizations and institutions on Library of Congress cataloging activities. CPSO represents LC in the following organizations: the Joint Steering Committee for Revision of AACR, the International Federation of Library Associations, the American Library Association's Association for Library Collections & Technical Services, the Program for Cooperative Cataloging, the Advisory Committee on LC Law Classification of the American

Association of Law Libraries, the Annual Indexing Orientation for Medical Subject Headings, the Joint Advisory Committee for ISO Standard 639 (language codes), the Music Library Association, the Pinyin Task Group, and the United States Board on Geographic Names.

CPSO staff also serve as consultants to organizations and for publications, notably this year, for the new edition of the cataloging manual *Archival and Moving Image Materials: A Cataloging Manual, 2nd ed.*; The American Theological Library Association for coordination between its thesaurus and LCSH; BIBCO Operations Committee; *CONSER Editing Guide*; CONSER Operations Committee; *Descriptive Cataloging of Rare Materials* (ALA RBMS); the draft of *Descriptive Cataloging of Rare Serials* (ALA RBMS Bibliographic Standards Committee); Dewey Decimal Classification (data processing/computer science, law, and international law schedules); ISBD(S) Review Group, *MARC 21 Code List for Languages*; FAQ on subject heading proposals and annotated subject heading proposal forms for the SACO Web site; FAQ on series for the BIBCO Web site; and various projects undertaken by OCLC.

Within the Library, CPSO staff sit on various directorate- and Library Services-wide committees: Catalogers' Reference Collection Steering Committee (chair); the Workflow and Documentation Issues Group; Cataloging Technicians Advisory Committee, Coordinating Committee on Collection Inventory Management LC MARC Review Group; MARC Implementation Group, Multilingual Task Force (automation of language and scripts), Music Cataloging Advisory Group (chair)

Preserving Digital Content (a "Digital Futures" group), Subject Cataloging Working Group, Working Group to Evaluate First Level Searching. In addition to the provision of *ad hoc* assistance, CPSO also provides in-house consultants for projects. This year such projects included: holdings and item records for books with accompanying sound recordings (SMCD MSR teams and MBRS Recorded Sound Section), cataloging and shelflisting procedures and processing of "bound with" materials (SMCD Rare Book Team), processing incunabula (RBSCD and SMCD Rare Book Team), conversion of pre-ILS JACKPHY atlases from the Books format to the Cartographic format (G&M, CDS, RCCD), and the future of LCSH products (CDS).

CPSO is the principal LC unit handling error reports and answering questions from within and outside the Library about Library of Congress policies and practices related to descriptive and subject cataloging, LC classification, and MARC content designation. In this fiscal year the CPSO acting chief, team leaders, and policy specialists handled 17,996 error reports (14,579 internal 3,417 external) and dealt with 8,965 items of policy and practice correspondence (3,528 internal, 5,437 external). These transactions included 6,322 messages received via the CPSO email account (average, 119 per week). CPSO also responded to 1,411 phone inquiries (1,254 internal, 157 external) and had 797 visitors (775 internal, 22 external).

PROGRAM FOR COOPERATIVE CATALOGING

(See also **Teaching and Presentations**)

CPSO's most visible presence in the PCC is as instructors for courses and workshops, some of which have been developed and taught solely by CPSO staff. Instruction included the three-day NACO series institutes (three occasions, for a total of 86 attendees), two-three-3 hour SACO workshops (four offered in conjunction with ALA meetings to nearly 150 attendees), and BIBCO's Training the Trainer. At the annual conference of the American Association of Law Libraries, CPSO staff gave a presentation explaining SACO and encouraging attendees to join SACO. CPSO staff also participate in the governance of the PCC and drafted some of the FAQs for the PCC Home Page.

LC ILS

CPSO staff have participated prominently in activities surrounding the LC ILS from the inception, and continue to devote a significant portion of their time to it.

Documentation. CPSO produced a remarkable quantity of new and updated documentation for all levels of cataloging staff to support use of the LC ILS. In addition to writing documentation, they often also printed, sorted, and distributed it.

"Bibliographic Workflow Training Documents" (new documents and revisions issued in January and April)

"Cataloging Tip of the Day" (via ILS Listserv, then posted on the CPSO Home Page, regularly during the early months of the ILS, then

tapering off to occasional)

"Descriptive Cataloging Manual"

Z1 (revisions)

Z1 Appendix for LC Staff (revisions)

"Subject Cataloging Manual: Shelflisting (ILS version)"

(revisions)

"all-points" reminders, as needed

Teams, Committees, Projects, etc.

barcodes for authority records

data migration

Data Policy Group

"Data Cops" subteam investigating MARC record validation

Data Dictionaries subteam

end-stage processing of materials

holdings and item records

ILS Reference Collection Team

review of certain training materials not written in CPSO

shelflist compare

shelflist conversion

shelflisting

workflow

processing problem "returns from BCCD" books

Teaching, Presentations, and User Support.

data conversion of Civil War map records

demonstrations of the system

ILS Help Desk (participant)

ILS Skillbuilder workshops (selected)

Macros class

"pin & link"

series of meetings by division with Cataloging Directorate technicians:

shelflisting, shelflist compare procedures, end-stage processing
of materials

"Shelflist Compare: Added Volumes"

shelflist conversion

DESCRIPTIVE CATALOGING

Joint Steering Committee for Revision of AACR (JSC)

The Library's official representative to JSC is the chief of CPSO. CPSO specialists assist in the preparation for JSC meetings by maintaining the file of official documents supporting agenda items, soliciting opinions from cataloging staff that provide the background for the development of LC's official response to specific documents and positions, and, in the specialists' meetings, regularly discussing issues before JSC. JSC meetings recently began to occur more frequently, so that the amount of time CPSO staff:

spent on JSC issues increased in comparison to recent years. Some of the specific JSC activities undertaken in CPSO over the past year include:

Representing LC

Preparation for JSC meetings

Harmonization of ISBD(ER) and AACR2

Revision of AACR2 to incorporate electronic serials, unnumbered series,
and looseleafs and other integrating resources

British terms of honour

Conferences

AACR2

In addition to JSC activities, CPSO bears all or some of the responsibility for many descriptive cataloging matters. During the past year these included

Implementation of the "1998 Revision" of AACR2 in November 1999 and

"Amendments 1999" to AACR2 in September 2000.

Cataloging of magnetic optical discs (chap. 6)

Preparation of Library of Congress Rule Interpretations listed in

Appendix I: Publications.

IFLA

The participation of CPSO's chief in descriptive cataloging activities within

IFLA is influential, wide, and visible. Following is a list of IFLA units in which these activities took place:

Division IV

Coordinators Board

Open Forum

Standing Committee, Section on Cataloguing (chair)

Programme

8 [all] Working Groups, in particular

Form and Structure of Corporate Headings

Guidelines for Authority and Reference Entries

Workshop on Metadata

Universal Bibliographic Control and International MARC Core

Programme

Working Group on Functional Requirements and Numbering of

Authority Records

SUBJECT CATALOGING

Subject Heading Editorial Team (SHED). The team adapted quickly to the new ILS System implemented in August of 1999. Many procedures were changed as a result of the ILS resulting in a period during which the team members exercised patience and determination. Processing of proposed changes to existing subject headings which are now keyed in

the LC local file was an enhancement gained with the ILS. This completely new activity posed some challenges to SHED staff. However, after a few weekly lists had been produced using the ILS the team adapted fully.

In addition to its regular responsibilities of creating weekly lists, the team also engaged in two major projects during the year. SHED continued creating new subdivision records tagged 18X using data supplied Northwestern University and adapted by Lynn El-Hoshy. To date over 2,300 subdivision records have been created. The second project is to add field 781 to existing subject authority records for geographic entities. Of the over 50,000 records tagged 151 SHED has reached the letter H resulting in over 15,000 records enhanced with 781 fields.

Subject Headings

Pinyin Conversion. July 5, 2000, LC declared pinyin "Day One" for subject headings. With this weekly subjects tentative list, LC began to establish new subject headings containing Chinese language terms romanized according to the pinyin system and to revise existing subject headings containing Chinese terms romanized according to Wade-Giles or other romanization schedules to pinyin forms. Existing subject headings were changed in time for the October 2000, adoption of pinyin as the standard romanization scheme for Chinese terms in

name headings and the bibliographic description of Chinese-language materials LCC classification schedule revisions in DS, Chinese local history, and PL, individual Chinese literary authors and works, were also made.

Subfield \$v. Work continued on two long-term projects that are part of the implementation in February 1999 of subfield \$v for form subdivision in LCSH: 1) recoding from \$x to \$v of more than half of the 2,100 subject authority records that need to be changed; 2) using new 18X fields, creating subdivision authority records for close to half of the more than 3,100 free-floating subdivisions.

ILS Clean-Up: "Offensive headings." With the merging of the MUMS and former PREMARC file into the LC ILS database, millions of PREMARC bibliographic records containing obsolete headings became easily available in the OPAC. Their presence prompted reconsideration of the previous policy that virtually prohibited upgrading PREMARC records. One of the first tasks is compilation of a list of subject headings now regarded as offensive so that the authority records and bibliographic access points can be changed as special projects.

Other projects. Headings for the fine and decorative arts and for Serbo-Croatian materials were revised after extensive consultation and review within and outside the Library. In response to requests from outside the Library, headings for Gypsies and massacres in Armenian history were reviewed, with no change for the time being.

Classification

Classification Editorial Team. (See also **Publications**) 3,064 new class numbers were approved and 358 numbers were changed. Team leader Lawrence Buzard edited and created records for the new KBR/KBU. He distributed loose-leaf copies of each new and updated schedule to LC catalogers. The number of new and revised schedules to appear within this fiscal year exceeded any previous year, an accomplishment to which newly-written law schedules contributed substantially. (See also **LCC Law Schedules**)

LCC Online. The conversion of the classification schedules to online format is now virtually complete, with only BR-BX, D-DK, and G remaining to be done. So as to disseminate new online editions as soon as possible, they are now being added to the next-to-be-published quarterly edition of Catalogers Desktop, with print publication following according to its own schedule.

LCC Law Schedules. There was significant progress in the development of the religious law schedules, with particular emphasis on Canon law, Islamic law, and Jewish law. In general, the development of the law schedules in recent years has included active and continuous participation not only by stakeholders inside the Library--for example, the Law Library of Congress, cataloging teams in the Cataloging directorate, and reference staff in the African and Middle Eastern Division--but also by the law library community in

the United States and internationally. This year was no exception. Collaboration was most intense with the American Association of Law Library's Advisory Committee on LC Law Classification, the University of California, Berkeley; New York University, Harvard University, and the Biblioteca generale "Pio IX" of the Pontificia Università lateranense at the Vatican.

The law classification specialist traveled widely to give presentations in the U.S. and abroad to demonstrate the use of the law schedules on the World Wide Web, where they were posted in draft form at an address made known to selected U.S. libraries, and to give instruction in using the schedules for cataloging and reference. She also lectured on the historical and theoretical background on which the structure of the individual schedules is based and on the interrelationship between the vocabulary in the schedules and LCSH. Outreach in these ways demonstrably influenced some law libraries to reclassify their collections according to LCC, to consider doing so, or to classify them for the first time. Widespread familiarity with the development of the law schedules has also prompted the Dewey Decimal Classification administration to undertake a revision of the structure and vocabulary of the DDC international and religious law schedules so as to conform more closely to LCC.

TEACHING AND PRESENTATIONS

(See also **LCC Law Schedules; LC ILS; PCC**)

Outreach represents a critical feature of CPSO's mandate. Various outreach

activities are mentioned elsewhere in this report under headings for specific categories of CPSO's varied operations. Below are additional activities that don't fall under any of those rubrics.

Courses and Workshops

Catholic Library Association

Workshop on the basic principles and elements of LCSH, SACO, and headings for religion cataloging.

TPAIO

Minaret 2.2.

Subject Cataloging Special Features Workshops (10 courses)

WordPerfect 8.0

Papers, Panels, etc.

Association of Jewish Libraries.

Development of KBM, Jewish Law

Appearance in a subject headings video created by the Hebraica team (theatrical debut)

FLICC

annual Institute for Federal Library Technicians
Reference Forum and institute, "Reference Skills for the 21st
Century": "Bibliographic Control of Electronic Resources"

HLCD

Attendance at a division meeting to answer questions about
CPSO policies and practices

LC

Post-ALA briefings for LC staff (participant)

Volunteer

For several years CPSO has had a regular part-time volunteer to upgrade CIP records after receipt by LC of the published books. 1,369 records for published CIPs were upgraded.

PREMARC/QCFM Team

The PREMARC/QCFM Team performed a wide variety of work assignments. Once past initial Voyager training, practice using the system, and system problems, the team had a successful year in which things fell into place and, in some cases production exceeded similar work performed in MUMS. Overall, the team created 150 bibliographic records and changed 39,000.

"Gap" period. As a result of the prohibition on cataloging input/update just prior to implementation of the ILS in August 1999, work on four bibliographic record cleanup projects of over 5,000 changes each had to be postponed to this fiscal year: Chinese language headings, music subject subdivisions, misidentified custodial information in 050 fields (requiring changes also of holdings records), and Romanian language records misidentified as "Spanish" that had incorrect language and place of publication codes.

Arrearage reduction. The team continued its participation in arrearage reduction activities, which this year included six projects:

- Searching over 5,200 recommendations to determine if the Library already had the item in its collections (Acquisitions Directorate)
- Solving conflicts between affixed labels and online record call numbers (Loan Division)
- Deleting duplicate holdings and item records (Rare Book and Special Collections Division)
- Continued participation in the "pin & link" project (Collections Management Division)
- Assisting with the SERLOC/SERIAL/PREMARc Duplicate Project (Serial Record Division)
- Help with pilot testing in conjunction with the Shelflist Inventory Control Contract

Quality control. Ongoing activities included:

- Resolving OCLC conflict reports

- Resolving bibliographic file maintenance errors
- Resolving errors generated from records failing to pass conversion
(CDS Rejects)
- Handling RLIN duplicate authority record reports
- Handling heading and field-change error reports from inside and
outside the Library
- Correcting error reports from overseas offices

Other

Beyond the Subject Headings Editorial and PREMARC/QCFM Teams, authority and bibliographic file maintenance are performed by other CPSO staff members in the course of their regular work. Policy specialists in particular corrected thousands of name, series, and subject authority records (the last-mentioned via proposals) and bibliographic records, typically prompted by queries received via the CPSO email account, actions of the Foreign Names Committee of the United States Board on Geographic Names, and by OCLC error reports. Some of the larger projects included:

- Changing Chinese geographic name authority records from Wade-Giles to pinyin romanization system
- Changing "Macao" to "Macau"
- Correcting PREMARC records with incorrectly-tagged main entries for "United States" (more than 10,000 entries)
- Correcting bibliographic, holdings, and item records that now show

Hebraic material to be in the general collections (25,000 bibliographic records identified so far; 38,000 holdings and item records)

- Changing subject headings with incorrect forms and tags (e.g., "Jews in [place]," many of which were tagged 610)
- Shelflisting, clean-up of holdings/item records, and end-stage processing of 241 "pipeline serials" in support of Production-Only Month in September and 120 "pipeline serials" handled earlier in the year.

Visitors

Visitors come to CPSO for introductions to the office, to meet with staff members in collaborative projects, and for orientation or instruction. Visitors this year came from OCLC, the University of Leipzig, the British Library, the University of Toronto, Indiana University Libraries, Southeast Missouri State University, the European High Court in Luxembourg, Biblioteca generale "Pio IX" of the Pontificia Università lateranense, Biblioteca apostolica vaticana, the Vatican library school, and from libraries in Egypt.

Staff Honors

Who's Who in America, 55th edition (forthcoming, 2001): Jolande Goldberg
LC award from Philip Melzer, team leader, Korean/Chinese Team, for work

in changing conventional Chinese place names to the BGN-approved pinyin form:
Robert Hiatt.

LC Meritorious service awards in recognition of contributions towards
the initial implementation of the LC ILS: Claudia Coleman, Lynn El-Hoshy,
Jolande Goldberg, Ronald Goudreau, Kay Guiles, Robert Hiatt, Roland Hill,
Diane Humes, Judith Kuhagen, Geraldine Ostrove, Mary Kay Pietris, David Reser
James B. Tyler, Milicent Wewerka, and Thompson Yee

LC Length-of-Service Awards: Bonnie Briscoe, Harold Brooks, Daniel
Hines, Diane Humes, Carolyn Giles, James Tyler, Milicent Wewerka.

Personnel

Aaron Kuperman, RCCD: detail, 3 weeks (March-April)

Meredith Shedd-Driskell: special assignment

Erica Thomas: temporary summer intern and assistant to Nana
Hickenbottom, technical resources person for the sheet shelflist conversion
contract, 120 days

Mary Yarnall, Loan Division reference specialist: detail, NTE 90 days,
to problem-solve returns from BCCD

Frances Ceasar, Card Filer, separated and retired February 2000

John Roland Hill, PreMARC/Quality Control Specialist, retired
on December 31, 1999

APPENDIX I: Publications

Print and Electronic

Cataloging Service Bulletin. quarterly

no. 86, Fall 1999

no. 87, Winter 2000

no. 88, Spring 2000

no. 89, Summer 2000

Descriptive Cataloging Manual

B18 Books with Accompanying Computer Files

B20 Books and Scores with Accompanying Sound Recordings

D8 Cataloging in Publication Procedures

Z1 Names and Series Authority Records

Z1 Appendix for LC Staff

Z1 Appendix for Canadian Headings

update pages issued October, April

Free-Floating Subdivisions; an Alphabetical index. 12th ed. annual

LC Cataloging Newslines

v.7, no.12, transmitted Oct. 28

v.7, no.13, transmitted Nov. 29

v.7, no.14, transmitted Dec. 14

v.8, no.1, transmitted Jan. 11

v.8, no.2, transmitted March 1

v.8, no.3, transmitted March 6

v.8, no.4, transmitted June 9

v.8, no.5, transmitted June 27

v.8, no.6, transmitted June 27

v.8, no.7, transmitted June 27

v. 8, no.8, transmitted Sept. 18

v. 8, no.9, transmitted Sept. 18

“LC Classification; Weekly Lists” (Tentative; Approved)

“LC Subject Headings; Weekly Lists” (Tentative; Approved)

Library of Congress Classification

B-BJ (2000)

BR-BX (2000)

KDZ (2000)

KG-KH (2000)

KJ-KKZ (2000)

PJ-PK (2000) (first edition with an index)

PT (2000) (combines the current PT (Part 1) and PT (Part 2); first edition with an index)

R (1999)

T (1999)

Additions and Changes, List 276 (Oct.-Dec.)

Additions and Changes, List 277 (Jan.-March)

Additions and Changes, List 278 (Apr.-June)

Additions and Changes, List 279 (July-Sept.)
Library of Congress Rule Interpretations
1999, Update Number 2-4 (December)
2000, Update Number 1-2 (May)
Library of Congress Subject Headings. 23rd ed. annual
Subject Cataloging Manual: Subject Headings
2000 Update No. 1 (Feb.)
2000 Update No. 2 (Aug.)

CPSO Home Pages

CPSO maintains public and staff home pages. Listed below in chronological order of posting are items concerning cataloging documentation written by CPSO staff; omitted are documents posted by CPSO but prepared by CDS or ND/MSO.

“Library of Congress Control Number (LCCN)--Restructuring to Accommodate Century Change”
“Democratic Republic of the Congo”
“Hong Kong (China)”
“Macau (China : Special Administrative Region)”
“AACR2 Rule Revision Proposal regarding 0.24”
“Draft LCRI 6.5B1 Extent of Item (Including Specific Material Designation)”
“Draft LCRI 24.7B Conferences, Congresses, Meetings, etc. - Additions”
LCC canon law schedules (drafts)
“LC ILS and NACO Requirements for Reporting of Bibliographic File Maintenance”
“List of LC Classification Schedules That Are Authorized for Use Online”
“Subject Cataloging Manual: Shelisting (ILS Supplement)”
“Authority Data Elements Implementation”
”Subdivision Authority Records (18X)”
“Uniqueness of Call Numbers Assigned by the Library of Congress”
“Revisions in Cataloging of Art Materials - Comments Invited”
“Library of Congress Classification Outline”
“Library of Congress Implementation of ‘Amendments 1999’ to AACR2”

Appendix II: STATISTICS

The following chart reports cataloging policy and practice queries received in CPSO and answered by the acting chief, team leaders, and policy specialists. “Internal” refers to queries from Library of Congress staff. “External” refers to queries from the United States and beyond.

Month	Error Reports	Correspon- dence	Telephone Inquiries	Visitors	CPSO Email Account
October	2,265 <i>internal: 2,032</i> <i>external: 233</i>	1,017 <i>internal: 477</i> <i>external: 540</i>	171 <i>internal: 158</i> <i>external: 13</i>	93 <i>internal: 92</i> <i>external: 1</i>	548
November	990 <i>internal: 644</i> <i>external: 346</i>	670 <i>internal: 290</i> <i>external: 380</i>	124 <i>internal: 109</i> <i>external: 15</i>	74 <i>internal: 72</i> <i>external: 2</i>	454
December	1,393 <i>internal: 867</i> <i>external: 526</i>	778 <i>internal: 368</i> <i>external: 410</i>	111 <i>internal: 90</i> <i>external: 21</i>	71 <i>internal: 69</i> <i>external: 2</i>	499
January	2,097 <i>internal: 1,920</i> <i>external: 177</i>	644 <i>internal: 214</i> <i>external: 430</i>	74 <i>internal: 64</i> <i>external: 10</i>	40 <i>internal: 39</i> <i>external: 1</i>	522
February	1,847 <i>internal: 1,675*</i> <i>external: 172</i>	782 <i>internal: 328</i> <i>external: 454</i>	142 <i>internal: 117</i> <i>external: 25</i>	81 <i>internal: all</i>	428
March	1,980 <i>internal: 1,797</i> <i>external: 183</i>	975 <i>internal: 409</i> <i>external: 566</i>	145 <i>internal: 135</i> <i>external: 10</i>	85 <i>internal: 81</i> <i>external: 4</i>	663

*Mostly authority record corrections.

April	1,400 <i>internal:</i> 1,171 <i>external:</i> 229	633 <i>internal:</i> 198 <i>external:</i> 435	123 <i>internal:</i> 112 <i>external:</i> 11	43 <i>internal:</i> all	505
May	1,049 <i>internal:</i> 811 <i>external:</i> 238	680 <i>internal:</i> 239 <i>external:</i> 441	79 <i>internal:</i> 72 <i>external:</i> 7	55 <i>internal:</i> 54 <i>external:</i> 1	508
June	1,237 <i>internal:</i> 923 <i>external:</i> 314	780 <i>internal:</i> 317 <i>external:</i> 463	140 <i>internal:</i> 123 <i>external:</i> 17	64 <i>internal:</i> 57 <i>external:</i> 7	587
July	969 <i>internal:</i> 761 <i>external:</i> 555	532 <i>internal:</i> 163 <i>external:</i> 369	75 <i>internal:</i> 74 <i>external:</i> 1	67 <i>internal:</i> all	465
August	982 <i>internal:</i> 761 <i>external:</i> 221	652 <i>internal:</i> 176 <i>external:</i> 476	78 <i>internal:</i> 68 <i>external:</i> 10	51 <i>internal:</i> 47 <i>external:</i> 4	502
September	1,787 <i>internal:</i> 1,564 <i>external:</i> 223	822 <i>internal:</i> 349 <i>external:</i> 473	149 <i>internal:</i> 131 <i>external:</i> 18	73 <i>internal:</i> all	641
TOTAL	17,996 <i>intern. :</i> 14,579 <i>external:</i> 223	8,965 <i>internal:</i> 3,528 <i>external:</i> 5,437	1,411 <i>internal:</i> 1,254 <i>external:</i> 157	797 <i>internal:</i> 775 <i>external:</i> 22	6,322** avg.: 119/week

** Since fiscal year 1995, the first complete fiscal year after opening the account, receipts have increased by 200 percent from 2,108 in fiscal year 1995.

APPENDIX III: Training

COTR (Contract Officer Technical Representative) (3 days)
Yee

Crystal Reports (report-writing software; 2 days)
Hiatt

De-duping SERLOC and PREMARC records.security system
PREMARC/QCFM staff

Downloading and Saving Files from the Internet: Comprehensive
Ostrove

ILS compulsory training

ILS optional training

Introduction to PowerPoint
El-Hoshy
Goldberg

MARC for non-catalogers
Pietris

OPAC skill builder workshop
PREMARC/QCFM staff

Shelflist Compare I
Ostrove

Shelflist Compare 2
Pietris

Subject Authority Proposals
Pietris

Web OPAC
Pietris

Windows 95
PREMARC/QCFM Team

WordPerfect 8
CLED team members