Bibliographic Standards Committee Manuscripts Working Group
Minutes
ALA Midwinter
Friday, January 11, 2008, 1:30-5:30pm
Marriott Philadelphia, Room 501

Attendance: Margaret Nichols (chair), Diane Ducharme (SAA rep), Liz O'Keefe, Heather Wolfe, Jennifer Nelson, Kate Moriarty

Visitors: Alison Bridger (recorder), Andrew T. Sulavik, Bill Landis, Amey Hutchins, Kathleen Burlingame, Stephanie Fell, Ellen Cordes, Randy Brandt (BSC Chair), Claire-Lise Bénaud, Deborah J. Leslie, Jane F. Carpenter, Elizabeth A. Robinson, Nadia Seiler

1. Introductions included working group members as well as visitors to first group meeting

2. Appointment of recorder: A. Bridger

3. Review of charge: M. Nichols

4. Discussion of where our manuscript rules will fit in relation to existing standards: AACR2, APPM, DACS, AMREMM, etc.

>**a. What existing cataloging standard comes closest to covering the description of individual manuscripts?**

>**b. How should our set of manuscript item cataloging rules relate to DACS, AMREMM, APPM, ISAD(G), or other standards? How should it relate to AACR2?**

>**c. How should our set of rules relate to RDA?**

>**d. Should our rules focus only on discrete manuscripts that are not part of a larger collection? Or should they also include manuscripts that are part of a larger collection, but that are significant enough to single out for description in a separate catalog record?**

>**e. Do we need to include chapters on choice of access points and on formulating headings?**

- How will new standard fit into the other rules:
>>AACR2
>>AMREMM
>>DCRM-B
>>DACS
>>APPM
>>RDA
>>RAD, chapter 13

J. Nelson- What type of materials are we talking about?
>What about codices post AMREMM?

L. O'Keefe-Morgan uses APPM for single items not AMREMM
>Single letters, codices, bound, see AMREMM as the least suitable as it concentrates on too much description

B. Landis- list standards like they are parallel

        Bibliographic identity vs. archival nature

        In the end the decision will need to be made by each individual institution

        <mark>ISADG/RAD chap. 13</mark>

M. Nichols- parameters are for post 1600; bumps out AMREMM

B. Landis- things you can capture in DACS that you can't from other standards

D. Ducharme-Some single items have odd little title pages (i.e. a person's diary "My travels through Europe" by Susan Smith (recorders example based on one used in meeting)) While other single items have none at all.

B. Landis- Scrapbooks may not have any bibliographic entity at all

D. Leslie- <mark>put into DCRM-B format pre-cataloging section</mark>

-May have an individual item that is in a larger archival collection that wants more individual description

-Group of letters may not really be a single item but are not part of an archives

M. Nichols- include items within a collection as well as discrete items

R. Brandt- Two options for the group

        1. Undertake a revision of AMREMM into a DCRM module

        2. Move forward and cover materials after AMREMM

M. Nichols- the standards that are popping up

        APPM

        DCRM

        RAD chap. 13 <mark>(based on ISBD?)</mark>

        How is this going to fit into RDA?

Q to B. Landis- why does it cover discrete items which also includes printed items?

        A. Canadians wanted a 1 stop shopping to deal with everything; in the United States there is not and does not want one institution to cover, update, upkeep of such a document. Canada's Library and Archives are one institution that has a program to support such a document.

M. Nichols- Should the standard have a chapter on access points? No

B. Landis- in DACS M. Fox Chapter <mark>(p. xvii-xxi)</mark> does not give rules but points you towards the rules to follow

D. Leslie- put in an appendix to give advice but not give rules like in DCRM-B <mark>(appendix F)</mark>

5. Method of proceeding

        a. Sharing members' existing in-house rules for cataloging individual manuscripts

        b. Developing draft text

        c. Appointment of a "keeper of the text" for version control

d. Technology: listserv, wiki?

M. Nichols- in house rules for cataloging

R. Brandt-Serials editors took several drafts of the DCRM-B and DCRM-S to merge with the two documents to see how they matched up and where they were different

- start with manuscript using the draft of DCRM-B or DCRM-S and replace appropriate sections
- use as a skeleton to cut and paste
- need a keeper of the text for version control
  - ***J. Nelson volunteers to be keeper of the text to be kept at UCB (with help from R. Brandt)***
- -Listserv / wiki / DCRML

  - o DCRML-too large of a group to use for communications but a good place for announcements and input. May want to reach other groups as well during the process.
    R. Brandt – will set a listserv at the University of California, Berkeley, will visitors to the meeting be included on listserv?

  - o Graphics group is using a wiki

H. Wolfe- use of wiki, everyone (in group) can make changes it keeps a history by date and person

B. Landis- during conference calls you can update the document as you are working and when you are further along.

J. Nelson- how does a wiki keep track of changes? Can you see previous versions?

H. Wolfe- you can choose the version that you want to view
  J. Nelson- can see about setting up wiki at UCB OR H. Wolfe to have it hosted at Folger Shakespeare Library

-Wiki can input a word document into a wiki and also link out to another document
  Dump document into wiki and then split into chapters

Q-Is there a machine readable version of APPM- No
  L. O'Keefe to input pertinent parts (about 20 p. that could fit into new standard)

-Talk with Jane Gillis to see how the process goes from start to finish.

B. Landis-work on the stuff you can agree on first, and then work on the points that are more difficult later. Then there is at least a common understanding of the elements.

-What will and will not be covered:

- DCRMB-M[usic] will cover printed and mss music; [DCRMB-Cartographic] will cover printed as well as mss. With in [DCRMB-MSS] have it point towards the other standards for rules that relate to those types of materials.

- MSS that have been digitized; facsimiles; microfilm; other types of copies will be included in standard. Catalogers will just have to add the appropriate fields for reproductions.

6. Timeline

Try for really rough draft by Annual

Timeline between Mid-winter and Annual-put in the building blocks/ingredients then work on refinement.

7. When, how, and whom to consult

Lynn Holzkom [one of the editors of DACS]
Kate Bowers
SAA Description section
ALA/RBMS Bib standards
British group working on standards

Have as many people in the later stages to review
Museum communities- they see these materials very differently
        CCO (Cataloging Cultural Objects) - cover medieval mss but do not deal with the textual.

8. Any other matters to settle before starting work?

H. Wolfe-where did the date 1600 come from?

- 1500 is the cut off for incunabula; 1600 is cut off for modern. Do not necessarily want to use cut off dates, but more by types of mss

-The real decision of a cut off between AMREMM and [DCRMB -MSS] will have to be made institution by institution.

-Will be companion standard to AMREMM which cuts off at 1600, so this new standard to pick up where that standard ends.

-Within the introduction a description between the different types of mss documents created during these periods, as well as leaving in the possibility of crossing over standards when the other meets the needs of the materials and the institution.

R. Brandt-Found that working on DCRM-S that a lot more work was done working together in the same room at conferences (Monday afternoon and all day Tuesday) but also outside of ALA have editorial meetings in person. Trying to get work done through emails not as productive.

B. Landis-Other options outside of editorial meetings: conference calls, especially while working on a wiki

-In house rules: Get other institutions in-house rules on cataloging single item mss. Folger have work in progress for Mellon Grant; Beinecke Library; Morgan Library

-Word the standard so that there are options to use other standards when needed: i.e. other DCRM's, DACS, AMREMM

Action Items:

R. Brandt: create listserv for group at UCB
J. Nelson: keeper of the text at UCB
H. Wolfe OR J. Nelson: create wiki
L. O'Keefe: type up pertinent portions of APPM