HIGHLIGHT OF MINUTES

Information Science and Automation Division
Board of Directors Meeting

1973 Midwinter Meeting
Washington, D. C.

Monday, January 29, 1973

The meeting was called to order by President Ralph Shoffner at 8:10 a.m. The following were present: BOARD—Ralph M. Shoffner (Chairman), Richard S. Angell, Don S. Culbertson (ISAD Executive Secretary), Paul J. Fasana, Donald P. Hammer, Susan K. Martin, and Berniece Coulter, Secretary, ISAD. COMMITTEE CHAIRMAN—Stephen R. Salmon. GUESTS— Charles Stevens and David Weisbrod.

REPORT OF NATIONAL COMMISSION ON LIBRARY AND IN-FORMATION SCIENCE. Mr. Charles Stevens, Executive Director of the National Commission on Library and Information Science, discussed the Commission's priorities and objectives for planning library and information services for the nation. The Commission has identified six areas of activity in which to conduct investigations in relation to its charge which is to study ". . . Library and information services adequate to meet the needs of the people of the United States." These six areas are: (1) understanding information needs of the users; (2) adequacies and deficiencies of current library and information services; (3) patterns of organization; (4) legal and financial restrictions on libraries; (5) technology in library and information systems; and (6) human resources.

REPORT TO ALA PLANNING COMMITTEE. The report to the ALA Planning Committee on ISAD's long range plans was deferred until after the ISAD Objectives Committee report is received in June.

OBJECTIVES COMMITTEE INTERIM REPORT. Mr. Stephen Salmon, chairman, provided an interim report of the committee. The committee will recommend that the Division continue to exist and will list its proposed objectives, which may differ from the original objectives. At the request of Louise Giles, chairman of the Information Technology Discussion Group, special attention will be given to that group's interests in formulating the statement of objectives.

MEMBERSHIP SURVEY COMMITTEE. Mr. Shoffner relayed Ms. Pope's report that the membership survey will cost $700.00, which is not available in the current budget. Mr. Culbertson said that the cost could be decreased by surveying a sample of 1,000 members. The decision was to

request the full amount for the survey, to be performed in the coming fiscal year.

ASIDIC REPRESENTATIVE. Mr. Peter T. Watson, through correspondence with Mr. Shoffner, reported that ASIDIC is interested in liaison with ALA, and was concerned with the possibility of accomplishing this through ISAD. Mr. Culbertson reported that ASIDIC could become an affiliate of ALA for a $40.00 fee, but that ISAD could recommend a formal liaison, especially if ISAD and ASIDIC had similar interests.

> MOTION. It was moved by Paul Fasana that this matter of ASIDIC liaison with ALA be passed on to the Executive Director, Mr. Robert Wedgeworth, and that the President of ISAD write and inform him of such. SECONDED by Richard Angell. CARRIED.

POLICY STATEMENT ON PRIVACY OF DATA PROCESSING RECORDS. Mr. Culbertson had been approached about ISAD's making a statement on broad issues of data processing, including privacy. A need has been made known by the ALA Washington Office for having such a statement on which to base their stand in certain hearings. Mr. Hammer felt it very appropriate that the Association (ALA) take a position on it. Mr. Weisbrod mentioned that ISAD could be involved because of the vulnerability of machine-readable files due to the large quantity of data processed.

> MOTION. It was moved by Paul Fasana that the ISAD Board recommend to the ALA Council that it (ALA) develop some policy expressing its membership's attitude toward the privacy of machine-readable data. SECONDED by Donald Hammer. CARRIED.

JOLA EDITOR. Mr. Shoffner reported, concerning the appointment of an editor, that two contacts were outstanding and he would report to the Board on Wednesday. Mr. Culbertson has been serving as temporary editor.

Mr. Fasana noted that the schedule for 1972 was for four issues, but only one had appeared. He asked what plans there were to catch up or cancel. Mr. Culbertson said that legally ISAD could not cancel any issues, and that a statement had been written for the "Memo to Members" section of *American Libraries.* He also mentioned the previous board action to have *JOLA Technical Communications* become a part of the 1973 volume.

Wednesday, January 31, 1973

Mr. Shoffner called the meeting to order at 10:00 a.m. Those present were: BOARD—Ralph M. Shoffner (Chairman), Richard S. Angell, Don S. Culbertson (ISAD Executive Secretary), Paul J. Fasana, Donald P. Hammer, Susan K. Martin, and Berniece Coulter, Secretary, ISAD. COMMITTEE CHAIRMEN—Brigitte Kenney, Ronald Miller, and Velma Veneziano. GUEST—Peter Watson.

CONFERENCE PLANNING COMMITTEE REPORT. Mrs. Susan

Martin, chairman, reported that the 1972 seminar on telecommunications had been successful, and the April seminar with the National Microfilm Association in Detroit was proceeding as scheduled. The seminar on the national libraries, originally scheduled for January, and the seminar on networks which was to be in March had both been postponed until the next fiscal year.

Planning of the Las Vegas preconference program is continuing smoothly; the institute is to be concerned with a review of the state-of-the-art of library automation. It will update the ISAD preconference institute of 1967.

ISAD/LED EDUCATION COMMITTEE REPORT. A written report was submitted. (See Exhibit 1.)

RTSD/ISAD/RASD REPRESENTATION IN MACHINE-READABLE FORM OF BIBLIOGRAPHIC INFORMATION COMMITTEE REPORT. Chairman Velma Veneziano reported that as a result of a *JOLA Technical Communications* announcement that the committee meeting was open and that there would be discussion of the controversial International Standard Bibliographic Description (ISBD), 200–300 persons attended the committee meeting.

The committee felt that changes such as ISBD in the MARC records by the Library of Congress should take into account the users of the MARC distribution service. Committee action on the ISBD was delayed until the ISBD for Serials proposal was further along. It was stated that the ISBD for serials should be as consistent as possible with the ISBD for monographs.

The committee suggested that each division publish these standards in its journal.

> MOTION. It was moved by Paul Fasana that the ISAD Board suggest to the JOLA Editorial Board that discussion drafts of standards be published in the *Journal of Library Automation*. SECONDED by Donald Hammer. CARRIED.

Mrs. Veneziano pointed out that a resolution was passed concerning the formation of an ad hoc task force for a period of two years. The task force would work with emerging standards relating to character sets: Greek and Cyrillic alphabets; mathematical and logical symbols; and control characters relating to communications. Three persons were suggested for the task force: Charles Payne of the University of Chicago, David Weisbrod of Yale, and Michael Malinconico of the New York Public Library in addition to Lucia Rather and Henriette Avram of the Library of Congress. The task force would report back to the Board through the committee.

> MOTION. It was moved by Paul Fasana that ISAD consider the creation of a task force to work with emerging standards relating to character sets and the insertion of a fund request in the ISAD budget for $1,060 ($700 for 2 trips for 3 persons and $360 per diem for 3 persons for 2 days for each of 2 trips). SECONDED by Donald Hammer. CARRIED.

The committee wished to go on record that since RTSD had recently formed a Committee on Computer Filing that computer filing rules was a function of the Interdivisional Committee on Representation in Machine-Readable Form of Bibliographic Information.

The subject of library codes was discussed. Bowker was assigning numeric codes to libraries, book publishers, and book dealers. The committee is concerned about standards and does not wish to see the creation of systems of incompatible codes.

TELECOMMUNICATIONS COMMITTEE REPORT. Brigitte Kenney, chairman, submitted a written 18-month report of the committee (Exhibit 2).

Miss Kenney announced that she was resigning as chairman of the committee and that no present member was available to assume the chairmanship. Mr. Hammer, as President-Elect, was charged with appointing the next chairman.

The function statement of the Telecommunications Committee has been grouped into four areas: (1) communication to members; (2) training; (3) legislative matters; and (4) research.

She pointed out that both *JOLA Technical Communications* and *American Libraries* had said in writing that they would accept articles on telecommunications, particularly cable TV, and had accepted none. Also, she had attempted for a year and a half to assemble an information packet at ALA Headquarters, but did not know the status of the project.

Headquarters had requested guidelines on cable policy from the committee; she stated that they had not succeeded in completing this task. No guidelines had been provided. After ISAD and ALA sources did not respond to a request to publish a cable newsletter, the American Society for Information Science was approached. The ASIS Council approved this the previous Friday and she had obtained seed money from the Markle Foundation.

Miss Kenney referred to the resolution introduced that afternoon in Council that an ad hoc ALA committee be established to address itself exclusively to cable matters and be representative of all units of ALA, and that it take on very specific tasks with clearly delineated time limits.

She further stated that she had not felt that ISAD had given adequate support to the ISAD Telecommunications Committee's activities, and thought that the Board would have to decide if this was an appropriate committee for ISAD. If so, was the function statement too broad? Should it be narrowed to just data transfer? Miss Kenney also suggested that the committee be expanded in size to include more people involved in telecommunications.

In the discussion which followed it was indicated that it could take from two to three years to set up a committee in ALA as an interdivisional committee. It was decided that a committee chairman should be found and that

the Board could then work with the chairman in the definition of the tasks to be performed.

PUBLISHING OF MINUTES. It was decided that the Board of Directors express to the Editorial Board their desire that the minutes of Board meetings be published in the journal.

SEMINAR AND INSTITUTE TOPICS COMMITTEE REPORT. Ronald Miller, chairman, enumerated the following points of the committee's meeting: that (1) a long range plan for seminar programs be written to cover the period from July 1974 through June 1978; (2) part of the money from the institutes be budgeted to support a professional staff person at ALA Headquarters to handle the burden of the work; (3) policy be established concerning commercial groups using ISAD programs for a marketing channel, particularly products of use to libraries; (4) institutes or seminars be regionalized in the U.S. and Canada; and (5) liaison efforts be utilized (a) within the network of ALA, (b) through subcontractors, and (c) through continuing education programs of library schools or other institutes of higher education. In the discussion by the Board it was agreed that a written document, both specific and general, be put before the ISAD membership concerning future seminar and institute topics in order to obtain reactions.

JOLA EDITOR APPOINTED

MOTION. It was moved by Donald Hammer that the Board approve the appointment of Susan K. Martin as editor of the *Journal of Library Automation.* SECONDED by Paul Fasana. CARRIED.

TRIBUTE TO DON CULBERTSON. "The Board commended Don S. Culbertson for long, energetic and useful service to ISAD."

EXHIBIT 1
January 23, 1973

ISAD/LED Education Committee Report

The ISAD/LED Education Committee met Sunday, January 28, at 9:30 a.m. in the Garden Restaurant of the Shoreham Hotel. Present were members James Liesener, Robert Kemper, Gerald Jahoda, Edward Heiliger, and (ex officio) Ralph Shoffner. Absent were Ann Painter and Duane Johnson.

Discussion focused on DISC (Developmental Information Science Curriculum), what has been achieved by the DISC contingent working under the aegis of ASIS, and how ISAD/LED could contribute to achieving the DISC objective of producing transferable "modules" or packaged programs for information science teaching. It was decided that to reach this objective what would be required were:

(1) An overall structure or frame of reference which could be used to coordinate modules developed by interested and dedicated individuals.

(2) Specifications for module construction.

Re 2—It was decided to await the completion of modules currently being developed by Charles Davis and David Buttz and to examine these (at Las Vegas) as providing guidelines for module specifications.

Re 1—It was suggested by Ralph Shoffner that a frame of reference might be achieved, with some dispatch, by drawing up a list of about 20 questions in the area of information science, which library schools might expect their graduating students to answer, each question being answerable in no more than an hour. The idea was that modules might be designed around these questions. Also, it was seen that these questions might serve a useful purpose in organizing information science teaching in light of professional program evaluation and accreditation. The suggestion of "questions" was enthusiastically received and the following day Gerald Jahoda, Edward Heiliger and Charles Davis drew up a "sample" list of questions and outlined the following procedure:

(1) The sample list of questions is sent to ISAD/LED Education Committee members as well as to ASIS SIG/EIS and ASIS Education Committee members for recommendations in the way of additions, deletions and word revisions. By February 15, 1973.

(2) The questions are revised and edited by an ad hoc committee consisting of interested members of the three committees involved. By March 30, 1973.

(3) The revised list of questions is sent to accredited library schools in the U.S. and Canada for additions, deletions and word revisions. By April 15.

(4) ISAD/LED Education Committee members together with invited members from the ASIS Committees involved revise the question list at Las Vegas.

(5) Designating potential module constructors for each of the questions on the final question list. Formulation of module specifications at Las Vegas.

Immediately after Las Vegas the designated module constructors will be solicited. They will be sent a "question" together with module specification.

This is where we are January 29, 1973.

Respectfully submitted,
Elaine Svenonius

EXHIBIT 2

TELECOMMUNICATIONS COMMITTEE
Annual Report 1972/73

1. Communications:

a. *Cable Newsletter:* After exhausting every possible avenue within ALA (*AMLIBS, Jola Technical Communications, Headquarters Clearinghouse, Information Packet*) the chairman received the mandate considered necessary to go ahead with plans for an effective communications medium. The mandate came in the form of a unanimous resolution from the 104 attendees at the Cable Institute, held in September, to produce such a newsletter.

ISAD Board approval/endorsement was obtained, and the chairman approached ASIS which will publish the newsletter. Start-up money was obtained from the Markle Foundation for the first promotional issue, which will receive widest distribution. Based on response to the initial mailing, the newsletter will continue on a subscription basis, provided 750 subscriptions are obtained. The chairman and two other people will volunteer their time as coeditors.

b. The chairman has been operating a **clearinghouse on cable information** out of her office, which has become incredibly time-consuming. It is impossible for one person to do all that is needed; innumerable letters have been written and phone conversations held with people and groups wanting advice on dozens of issues connected with cable. It is hoped that the newsletter, the Proceedings of the Cable Institute, and a soon-to-be-established Task Force within SRRT on Cable will lessen the almost impossible load.

c. Specific letters were written in response to requests from the **Rocky Mountain**

Federation (justification of library use of the ATS-F satellite), **Senator Mike Gravel** (introduced several bills on telecommunications, wanted to know what libraries could do with this medium), and a presentation will be made to the **National Commission** hearings in New York.

d. A librarian-representative was located, suggested, and subsequently appointed to the **FCC Federal-State-Local Advisory Committee** on Cable. (A first for librarians!)

e. **Liaison** was maintained with nonlibrary groups: **Publicable,** of which the chairman is a member, the **MITRE Symposium on Cable,** to which the chairman was invited, and, as a result of that meeting, the **Aspen Workshop on Cable** in Palo Alto, which the chairman attended by invitation from Douglass Cater, together with eight other people, to decide on the direction this activity should take. At all three meetings the chairman attempted to represent the library viewpoint on cable.

f. A **Las Vegas** program was to be planned, together with ACRL and the AV Committee. Plans did not materialize, and the committee is being approached by the soon-to-be-established SRRT Task Force on Cable to **cosponsor a program on cable at Las Vegas.**

2. Training:

1. **Institute on Cable Television for Librarians:** Held September 17–20, 1972, and attended by over 100 librarians from thirty-four states, representing public and state libraries primarily, this was directed by the chairman, and funded by USOE. Russell Shank and Frank Norwood, consultants to the TC Committee presented major talks. The entire Institute was videotaped and the tapes are available. Proceedings will be issued in March as a double issue of the *Drexel Library Quarterly.* The Institute was designed to provide a format and material (including videotaped presentations) to allow others to do their own institutes.

2. **Telecommunications Seminar:** Conducted by Russell Shank, consultant to the TC Committee, it presented an overview over various aspects of telecommunications. Held in Washington September 25–26, 1972, it, too, was attended by almost 100 librarians from all types of libraries. The chairman and Frank Norwood, consultant, participated in the presentation of papers.

3. Legislative Matters:

The committee expressed its concern to the **ALA Legislation Committee** about the lack of sufficient personnel to keep abreast of legislative and regulatory matters affecting telecommunications. The chairman of the Legislation Committee responded by stating that the ALA Washington Office had been trying to do their best, in the absence of funding for additional personnel, and would continue to do so. The committee attempts to follow legislative and regulatory developments in the telecommunications area, and works closely with the Washington Office in this activity, providing persons to testify, and supplying two of the four members of the Subcommittee on Copyright (Shank and Kenney).

The committee participated actively in the **revision of the *ALA Policy Booklet,*** concerning itself with matters pertaining to networks and telecommunications. All recommendations were incorporated in the final draft of this document.

4. Research:

The **telecommunications requirements** study, long ago proposed, is dormant. Shank and Kenney are actively working on putting together a proposal to respond to a call for proposals from NSF in the area of **telecommunications policy research.** The committee will discuss the proposal during the Midwinter Meeting, 1973.

Respectfully submitted,
Brigitte Kenney