**Name of Section/Roundtable:** Visual Materials Cataloging and Access Roundtable

**Date:** August 13, 2014, 5:15 to 7:15 pm

**Officers:**

* Wendy Pflug(Chair) 8/16/2013-8/13/2014
* Cathy Martyniak (Vice-Chair/Chair-Elect) 8/16/2013-8/13/2014
* Geoffrey Huth (Council Liaison) 8/11/2012-8/15/2015

**Report from annual meeting:**

*Number of attendees:* 40

*Election results:* Shannon Erb is Vice-Chair/Chair-Elect

*Summary of meeting activities:*

The meeting was called to order at 5:15 PM on Wednesday, August 13, 2014, by Wendy Pflug.

The first half of the meeting focused on VMCAR business, namely reporting on the activities of the past year and a brainstorming session to determine the future directions of the roundtable. Wendy gave a report on the activities of the roundtable 2013-2014. The main accomplishment was the creation and execution of a SAA pre-conference workshop titled “Cataloging the Universe of Visual Materials: From Prints and Photographs to Digital Images.” This workshop was held on Tuesday, August 12 and taught by Miriam Meislik, Mary Alice Harper, Kate Bowers, James, Eason, and Robert Burton. Cathy Martyniak and Wendy Pflug worked as project managers to develop the course and acted as moderators during the workshop. The workshop was successful, with 35 registrants. Attendees of the workshop were led through a crash course of cataloging visual materials; everything from reading an image, to identifying prints processed to breaking down metadata standards. As incoming Chair, Cathy Martyniak led the meeting through a brainstorming exercise to identify the topics and issues that are most important to VMCAR members. The brainstorming session asked participants to identify how VMCAR can be a resource to its members. The session produced the following ideas:

* What level are archivists/librarians cataloging visual materials? How to best negotiate item level cataloging versus collection level cataloging of visual materials
* How to address mixed collections that contain visual materials with documents/manuscripts and other material; How are others creating arrangement and description for these types of collections
* Item level access to visual materials in online finding aids
* Transferring metadata from a propriety system to an open source system

The second half of the meeting featured a live demonstration and instruction of the newly revised Description of Cataloging Rare Materials (Graphics) DCRM (G) presented by Robert Burton (Photographer Cataloger at the Weissman Preservation Center, Harvard University), James Eason (Principle Archivist and Catalogers for the Bancroft Library Pictorial Collection, UC Berkley) and Mary Mundy (Cataloging Specialist, Prints and Photographs Division, Library of Congress). James Eason began the presentation by explaining the DCRM (G) are guidelines and instructions for the descriptive cataloging of graphic materials that receive special treatment within a repository. The goal of the standards in DCRM (G) is to make records easier to understand by a wide range of users. It supersedes Graphic Materials by including instructions for the cataloging of born digital materials, graphic materials with formal title pages, illustrations within books and serials. Other forms of graphic material are covered in more depth with examples (such as architectural drawings, posters, comic strips). One of the biggest differences between DCRM (G) and its predecessor is the emphasis on everyday language. For example, “publisher not identified” replaces the Latin abbreviation “s.n.” Also emphasis is on explicit physical description. Catalogers choose physical description from a closed list of basic types of materials to ensure records can be understood by non-specialists. Expert vocabulary is used in the “other physical details” note. James referred us to a free downloadable PDF of the publication found on the Rare Books and Manuscript Section web site: <http://rbms.info/dcrm/dcrmg/>

Mary Mundy began by giving step-by-step instructions for cataloging a single item, a postcard, using standards from DCRM (G). Attendees followed along with a cataloging worksheet as Mary walked us through the steps. Robert Burton provided instruction on using DCRM (G) to catalog a collection-level record. Attendees broke into groups to catalog a collection using basic information provided by Robert. The groups then came together to discuss correct information for each field. James, Robert, and Mary made time available at the end of their presentation to offer practical suggestions and answers questions from roundtable members.

At the close of the meeting, Wendy Pflug handled the Chair position of VMCAR to Cathy Martyniak. Cathy thanked everyone for their suggestions and plans to revitalize the email listerv as place for discussion of cataloging issues related to visual materials and a resource for those working with visual material collections. The meeting was adjoined a little after 7:00 pm.

Respectfully Submitted,

Wendy Pflug, August 20, 2014