

# CCM Module 30

## Direct Access Electronic Serials

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## Introduction

The term "direct access electronic serials" refers to serially-issued resources that are stored and accessed directly on physical media such as CD-ROMs, DVD-ROMs, or computer discs. This module will discuss the cataloging of direct access electronic serials and areas where the cataloging differs from that of other types of continuing resources.

## References

Webster's New World computer dictionary. Indianapolis, Ind.: Wiley, 2003. (WNWCD)

## Glossary

CD-ROM	Acronym for Compact Disc Read-Only Memory, a read-only optical storage technology that uses compact discs. CD-ROMs can store up to 700MB of data in the most commonly used format. CD-ROM technology was originally used for encyclopedias, dictionaries, and software libraries, but now these discs often are used in multimedia applications and for software distribution. To access the data on a CD-ROM, one needs a CD-ROM drive. (WNWCD)
DVD-ROM	A digital optical disc storage format that offers higher storage capacity than compact discs while having the same dimensions. (The letters "DVD" have no official meaning, but are based on the unofficial term "digital videodisk" used when the format was first invented; the phrase "digital versatile disc" has gained wider acceptance.) Discs may be single-sided or double-sided, with each side having either one or two layers of data. Capacities range from 4.7 GB to 17.08 GB. To access the data on a DVD-ROM, one needs a DVD-ROM drive. (Wikipedia)
USB	Abbreviation for Universal Serial Bus. An interface standard that enables computer peripherals, such as keyboards, mice, printers, digital cameras, backup storage devices, and Ethernet ports, to be connected to a USB-compatible computer by means of an inexpensive cable. (WNWCD)
USB flash drive	A <a href="#">data storage device</a> that includes <a href="#">flash memory</a> with an integrated <a href="#">Universal Serial Bus</a> (USB) interface. (Wikipedia)
platform	A type of computer system defined by the type of hardware and operating system used. (WNWCD)
direct access	A mode of access that relies on discrete, physical carriers such as CD-ROMs or USB drives.

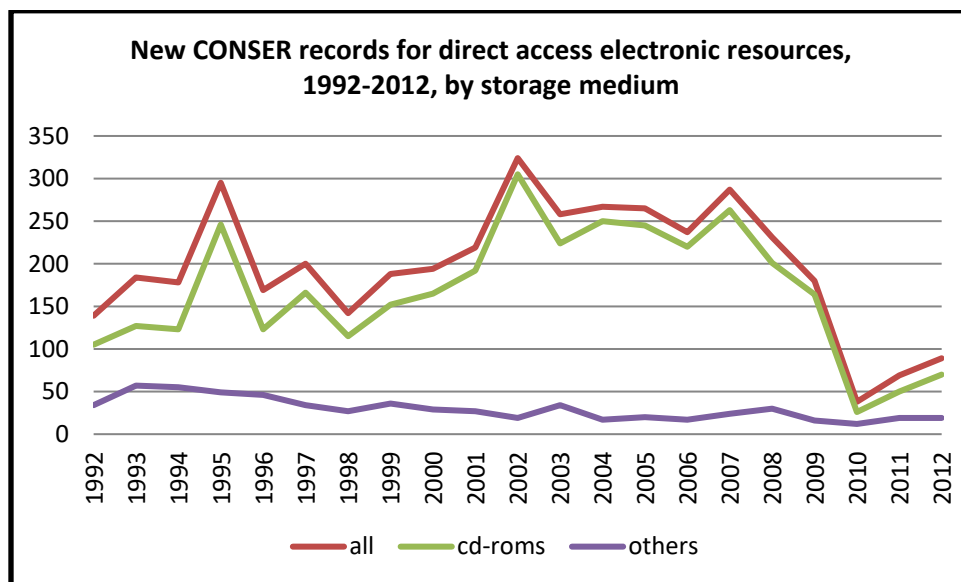
### 1. What is "direct access"?

The term "electronic continuing resource" refers to a resource issued with no predetermined end, in digital format, to be accessed either directly (such as on a CD-ROM), or remotely (via the Internet). This module covers the subset of electronic continuing resources called "direct access", whose mode of storage and access is via portable and duplicable physical carriers such as CD-ROMs, DVD-ROMs, or USB flash drives.

Some direct access electronic continuing resources represent cumulations of previously-issued material, with the intention that only the latest iteration be retained. These types of resources blur the distinction between a serial and an integrating resource. In these cases, however, CONSER practice is to treat the resource as a serial (see LC-PCC PS to 0.0, under "Situations requiring further consideration.")

Direct access electronic serials are somewhat less prevalent today than in the past. A scan of the CONSER database shows that contributions of new records for these resources have fallen from their peak of 324 in 2002, to 89 in 2012. This is likely associated with the decline of the CD-ROM (by far the most common storage medium for direct access electronic serials) as a method of publishing and

distribution. It may be surmised that because of the greater availability of the Internet, many resources previously issued as "direct access" have migrated online, and so are treated as remote access electronic continuing resources (see CCM 31). Nonetheless, a small number of resources reflecting a variety of content continues to be issued on physical carriers, including journals and periodicals, compilations of journals (or "mega-CDs"), reproductions of historical journals and newspapers, conference proceedings, annual reports, and catalogs.



Like all continuing resources, direct access electronic serials often have complex relationships with other manifestations and expressions of the same or similar content. Yet they also represent an interesting challenge to the cataloger because of their hybrid nature: they share characteristics with remote access electronic continuing resources as well as print serials. Like remote access electronic continuing resources, their content is electronic, which raises the complexities associated with describing digital resources. Yet, these serials are distributed to users as discrete physical pieces. This can pose its own set of problems. For example, the specific physical carrier types (or storage media) that most direct access electronic serials are issued on do not fully correspond to the RDA carrier type vocabulary. Both CD-ROMs and DVD-ROMs fall under the RDA Carrier Type term "computer disc," whereas newer forms of storage, such as the USB flash drive, do not appear in the Carrier Type list.

Accurate and useful descriptions of direct access electronic serials are therefore synthetic in nature, striving to reflect all aspects of the resource.

## 2. MARC record formats

RDA treats a direct-access serial as a specific manifestation of a work/expression (see RDA 3.2-3). In the MARC environment, this means that these resources are described on a manifestation-specific record that is usually coded as a Textual resource (MARC fixed field LDR/06: a), issued serially (LDR/08: s), in the

form of a direct electronic resource (MARC fixed field 008/23: q). For further details on fixed field construction, see the CONSER Editing Guide.

**Historical note:** Choice of MARC format has differed over the years. In earlier periods direct access electronic serials were variously coded as continuing resources (that is, the LDR/06 "type of record" byte set to "a" for language material), or as computer programs (that with, with the LDR/06 "type of record" byte set to "m" for "computer program" and the 007). Between 1997 and 1998, CONSER enacted a uniform practice of coding electronic continuing resources as "a" for "language material", and including a continuing resources 008 field and an electronic resource 006 field; CONSER records coded as "computer programs" have been retroactively converted to this standard. The code list for MARC fixed-field 008/23, "form of item", was updated in 2010 to distinguish between online (008/23 "o") and direct-access (008/23 "q") electronic resources.

### **3. Sources of information**

#### **3.1 Deciding which issue to use**

The basis of description for any serial is the first or earliest issue, which is usually determined by identifying the issue with the lowest numeric designation, as described in *CCM* 3.1. According to RDA 2.1.2, the source of description should be associated with the first or earliest issue as opposed to a source associated with the whole serial or a range of issues. The cumulative nature of some electronic serials may mean that the "earliest" issue is no longer available at the time of cataloging. For example, if the publisher begins publishing with a current issue and then issues regular cumulations until a disc is full (which could take several years), it may be unclear whether the first published issue is in hand if earlier discs were not part of the subscription or were returned to the publisher (in accord with the restrictions in the licensing agreement).

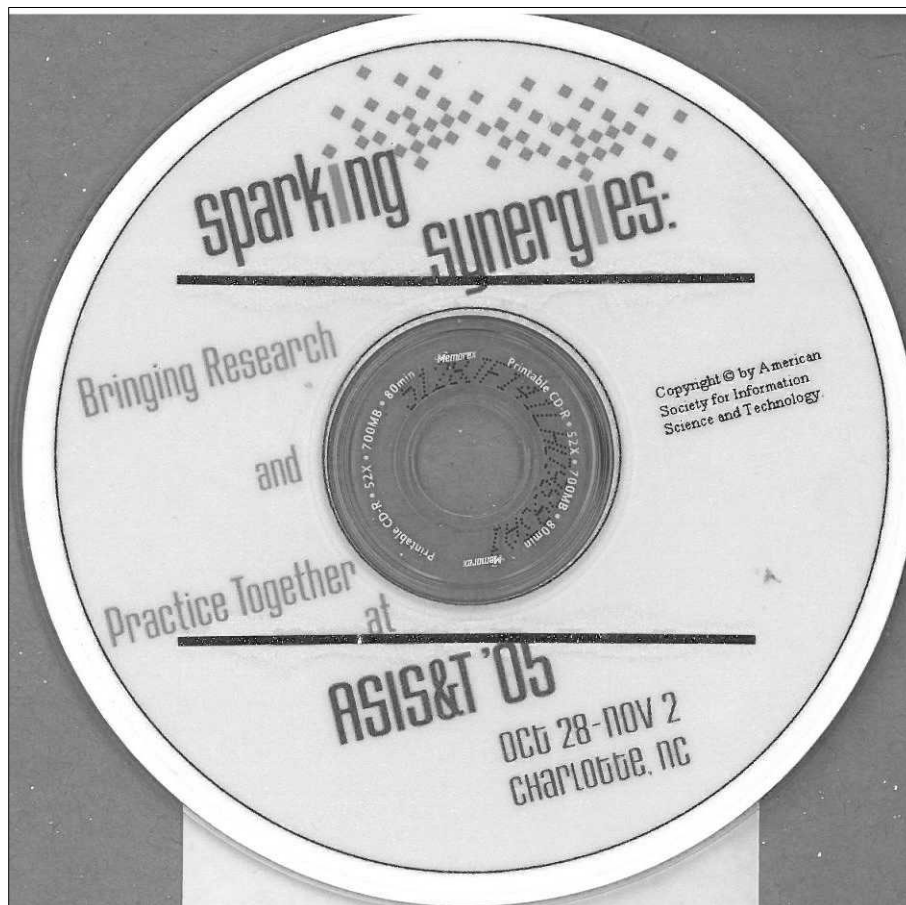
Sometimes a retrospective disc is issued covering previous content, and CONSER catalogers will use this to retrospectively redescribe the serial; for further instructions, see *CCM* 30.9. Pilot or demo discs are also sometimes issued for electronic serials, just as sample or preliminary issues appear for print serials. As described in *CCM* 3.1.2, do not base the description on such introductory issues. Instead, describe the publication from the first "real" issue and provide a note mentioning the pilot or demo issue.

#### **3.2 Determining the preferred source of information**

In general, for preferred source of information, catalogers should look for an eye readable label on the physical carrier (see LC's decision in the LC PCC PS to the alternative to RDA 2.2.2.2). RDA instructs the cataloger to treat the "storage medium" (such as a disc) as well as its "housing" (case or sleeve, for example) as part of the resource itself (RDA 2.2.2.1). The housing, etc., must have been issued with the resource itself; do not treat housing made subsequent to issuance as an integral part of the resource (though it may, in the end, act as a source of information if no other prescribed sources are available, per 2.2.4).

If no information is present on the carrier or its housing, look to content contained within the resource for sources of information, in order of preference: an image of a title page, an image of a cover or jacket, an image of a caption, masthead, or colophon. When no information is available on the carrier, or its housing, or in the content itself, the cataloger must look to other sources of information, as outlined in RDA 2.2.4.: accompanying material that is not considered part of the resource per RDA 2.2.2.1, containers not originally issued with the resource, or other published descriptions of the resource, including reference works. When information relating to title, edition, numbering, publication (etc.), or series statements is included in a description, without being present on the source of information, it should be enclosed in square brackets to indicate it has been supplied by the cataloger.

Catalogers of direct access electronic serials may encounter situations in which the electronic content rather than the carrier labeling or housing has a fuller or more stable title and provides better identification of the serial. In these cases the cataloger may select the electronic title page as the source of information, and provide an additional access point for the title as it appears on the carrier, or explain the discrepancy with a note.



*Disc label*



*Electronic title page*

```
245 10 $a Proceedings of the ... ASIS&T annual meeting.  
500 ## $a Each volume also has a distinctive title.  
588 ## $a Description based on 68th (2005); title from electronic  
title page.
```

### **3.3 Basis of description and source of title**

CONSER Core requires that all records include "description based on" and "latest issue consulted" notes. These should be recorded in MARC field 588:

```
588 ## $a Description based on: 2003/2009; title from disc label.  
588 ## $a Latest issue consulted: 2003/2009.
```

Following CONSER practice, when constructing these notes, transcribe captions as they appear on the preferred source of information (e.g.: "volume" versus "v."), but follow RDA guidelines for recording numbers (RDA 1.8) and dates (RDA 1.9). For more information see *CCM 8*.

588 ## \$a Latest issue consulted: 1988/1998.

588 ## \$a Latest issue consulted: Año 2008.

588 ## \$a Description based on 22nd edition, ©2004; title from disc label.

588 ## \$a Description based on version 1.7 (April 1999); title from disc jacket.

588 ## \$a Latest issue consulted: Disc no. 25 (July/Sept. 1999).

## 4. Authorized access points

The guidelines for assigning authorized access points to direct access serials are the same as for continuing resources in other formats; see *CCM 4* (Main and Added Entries). Some conditions particular to direct access resources are worth pointing out.

### 4.1 Publishers and issuing bodies

Many electronic resources are issued by a commercial publisher who may have nothing to do with the original print version. The commercial publisher is creating the publication in a new format, perhaps with some changes, such as enhanced searching capabilities. Add an authorized access point for a commercial publisher only if it played a significant role in the creation of the work or expression, such as a situation in which the search interface is an integral and significant aspect of the resource, or the publisher played a role in compiling the work.

245 00 \$a Statistics of the inland coasting trade consignments of India.

264 #1 \$a Kolkata : \$b Directorate General of Commercial Intelligence & Statistics, Ministry of Commerce & Industry, Government of India

710 1# \$a India. \$b Directorate General of Commercial Intelligence and Statistics, \$e issuing body.

245 00 \$a 1.5 million doctors, dentists & pharmacies phone book.

264 #1 \$a Omaha, NE : \$b CD USA

710 2# #a CD USA (Firm), \$e issuing body.

Entities may be associated with the resource at the work level, expression level, or manifestation level. The guidelines most often applicable are *RDA 19.2.1.1.1* (Corporate bodies considered to be creators), and *RDA 19.3* (Other person, family, or corporate body associated with a work).

111 2# \$a International Council of Business Schools and Programs.

245 10 \$a Annual conference proceedings.

110 2# \$a Church of God (Anderson, Ind.)

245 10 \$a Yearbook of the Church of God. \$p United States and



Canada.

```
110 2# $a World Meteorological Association. $b Regional Association  
    III (South America)  
245 10 $a Abridged final report with resolutions / $c Regional  
    Association III (South America)
```

A body does not need to appear in a statement of responsibility or imprint to be identified as a creator or contributor. If a corporate body is associated with the intellectual content of the resource, an authorized access point for that body may be added to the record. A note relating to the issuing body (MARC field 550) may be used to explain and justify the presence of the authorized access point. For instance, PsycLIT is published by SilverPlatter but the American Psychological Association publishes the print version of the resource and is responsible for its intellectual content. A copyright statement names both the publisher and the APA, but there is no other mention of the APA on sources of information associated with the resource.

```
550 ## $a Issued by the American Psychological Association.  
710 2# $a American Psychological Association, $e issuing body.  
    On piece: ©1990 American Psychological Association
```

Use RDA relator terms (as found in RDA appendix J) to record the nature of the relationship between the corporate body represented by the authorized access point (1xx or 7xx) and the resource (RDA 18). Typical relationships between corporate bodies and resources include, "Issuing body", "Sponsoring body", and (for conferences) "Host institution."

## 4.2 Works and expressions

Electronic resources can present challenges to the cataloger in regard to determining work relationships between different formats of what appears to be the same content. Some of the situations CONSER catalogers have encountered include:

- A title may be published in both print and electronic serial formats, perhaps with some content differences:

```
245 00 $a Books in print.  
    Serial issued in print.
```

```
245 00 $a Books in print plus.  
    Serial issued on CD-ROM.
```

- More than one publisher may offer the same title in the same electronic resource format:

```
245 00 $a ERIC.  
    Serial issued on CD-ROM by various publishers including DIALOG  
    Information Services, Knight-Ridder Information Inc., SilverPlatter, and
```

EBSCO.

- Some titles are available online as well as in direct access electronic serial format.

245 00 \$a PsycINFO.  
*Remote access electronic continuing resource.*

245 00 \$a PsycLIT.  
*Direct access electronic serial.*

In cases like these the cataloger will have to determine whether the electronic resource being described is another *manifestation of the same expression* issued in another format(s), a *manifestation of a different expression*, a *related work*, or a *stand-alone work* unrelated to any other work.

Use the following general guidelines when determining the authorized access point for the work/expression.

- 1. Title of the electronic resource is the same as that belonging to another, unrelated work.** Add a qualifier to the preferred title.

130 0# \$a Broadcast news (Camden, N.J.)  
245 00 \$a Broadcast news.  
264 #1 \$a Camden, N.J. : \$b RCA Victor Company, \$d 1931-  
*Print serial.*

130 0# \$a Broadcast news (Woodbridge, Conn.)  
245 00 \$a Broadcast news.  
264 #1 \$a Woodbridge, CT : \$b Research Publications  
International, \$c 1993-  
*Different serial issued on CD-ROM.*

- 2. Print resource and its electronic counterpart have the same title.** Assign the same authorized access point to each. These are two related manifestations of the same continuing work.

245 00 \$a Biography and geneology master index.  
264 #1 \$a Detroit, Mich. : \$b Gale Research Co.  
*Print serial.*

245 00 \$a Biography and geneology master index.  
264 #1 \$a Detroit : \$b Gale Research, Inc., \$c 1993-  
*Same serial on CD-ROM.*

- 3. Electronic resource published in various editions:** An edition or version statement may serve as an indication that there are separate, related expressions of the same resource. In these cases, add a title access point with a parenthetical addition, typically the name of the edition or version (see RDA 6.30). (For further discussion of edition statements see

"Edition designations" below.)

```
130 0# $a Consumer reports on CD-ROM (Advanced
      edition)
245 10 $a Consumer reports on CD-ROM.
250 ## $a Advanced ed.

130 0# $a Consumer reports on CD-ROM (Beginner's
      edition)
245 10 $a Consumer reports on CD-ROM.
250 ## $a Beginner's ed.
```

4. **Resource issued in one format (print, CD-ROM, etc.) changes to another format while retaining the same title.** While this requires a new *description* (RDA 1.6.2.2), this is not considered to be a new *work* (RDA 6.1.3.2 specifies that a new work arises only from a change in responsibility or title proper; a change in media carrier is not an indicator of a new work). Assign the same authorized access point to both the old and new formats.

```
245 00 $a Index translationum.
362 1# $a Ceased with v. 39 in 1989.
      Earlier part issued in print.

245 00 $a Index translationum.
362 1# $a Began with 1994?
588 ## $a Description based on 1994; title from disc
      label.
      Subsequent part issued on CD-ROM.
```

5. **Electronic resource issued for specific platforms or devices.** Direct access electronic serials are typically issued on formats that can be run by multiple platforms. When a serial is issued for a specific platform, or designed to run only with a specific application or device, it may or may not be a situation where separate contents are being issued at the expression level. In most cases for direct access serials, the differences in platforms represent manifestation differences.

```
245 10 $a Street atlas USA.
500 ## $a Windows version.

245 10 $a Florida's profile of delinquency cases &
      youth referred.
500 ## $a MS-Office 97 version.

130 0# $a News and observer (Kindle edition)
245 10 $a New and observer.
250 ## $a Kin
      le
      ed.
```

In situations like 2 and 5 above, where different *expressions* or *manifestations* of the same *work* require separate records (see *CCM16*) but the same *access points*, the cataloger may need to make use of other elements of the description, such as edition designations, notes, and relationships (see below) to facilitate identification of the particular version of the resource.

## 6. Title statement

### 6.1 Title proper

Determine the title proper based on the information found on the preferred source of information, typically the disc label or housing (see above, *CCM 30.3.2.*).

```
245 00 $a Review of business and technology research.
588 ## $a Description based on v. 1, no. 1 (2008); title from disc
      label.
```

```
245 00 $a SWS annual meeting abstract book.
588 ## $a Description based on 2013; title from USB flash drive
      label.
```

```
245 02 $a A trip through evil, a taste of evil.
588 ## $a Description based on surrogate of first issue; title from
      disc label.
```

### 6.2 Common and section titles

There are some electronic resources that have a common title given to several separately-issued parts, with a more specific section title for each part (see *CCM 6.2.*) Record the section title as part of the title statement, and also provide alternate title access if it considered useful. See *CCM 7.2.11.c.* for further details on section titles.

```
245 00 $a Best's insurance reports. $p L/H, US & Canada
246 30 $a L/H, US & Canada
246 3# $a Life/health, US & Canada
246 3# $a Life/health, United States & Canada
```

### 6.3 Statement(s) of responsibility

Following guidelines in RDA 2.4, transcribe the statement of responsibility if it appears prominently on the preferred source of information and is considered useful in identifying the resource. CONSER RDA Core Elements specifies that statement of responsibility is not required, but it is an option for catalogers.<sup>1</sup> One reason to be circumspect when recording a statement of responsibility is that it may not be present, or present in a stable form, on all issues of the serial. For more information on statement(s) of responsibility see *CCMx*.

---

<sup>1</sup> Note also the exception to RDA 2.4.1.4 for serials: "Record a statement of responsibility identifying an editor of a serial only if the name of the editor is considered an important means of identifying the serial."

```

110 2# $a World Meteorological Association.
245 10 $a Manual on codes / $c World Meteorological Association.

```

## 6.4 Variant titles

Access points for title variations play an important role in facilitating the discovery of direct-access serials, just as they do with resources issued in other formats. Use variant title access points (MARC field 246) to provide access to titles found on the resource but not chosen as the title proper.

The CONSER RDA Core Elements Document encourages the use of 246 to record parallel titles, subtitles (if considered useful for discovery), and acronyms or initialisms of the title proper. With the exception of parallel titles (indicators 11), generally set the first indicator to 1, and leave the second indicator blank. A note may be added in \$i to indicate the location of the variant title(s) on the piece, as well as the range of issues in which the variant title appears.

```

245 00 $a Statistics of the inland coasting trade consignments of
      India.
246 11 $a Bhārata ke antardeśīya taṭīya vyāpāra pareshaṇom kī
      sāṅkhyikī

245 00 $a Defense Logistics Agency publishing system.
246 1# $a DLAPS

245 00 $a EstiMate plus.
246 1# $i Title on disc jacket: $a Mitchell EstiMate plus

```

Some types of variant titles for direct access electronic serials include:

**Title on title or index screen:** A title presented on a title screen that differs from the title on the package or housing. When the preferred source of information is the physical label or housing, titles that appear on sources in the electronic content should be recorded as variants. Typically such sources are referred to in the 246 \$i as "title screen" or "index screen".

```

246 1# $i Title on title screen: $a AMBA Conference proceedings

```

**Running title.** A title that is repeated at the head or foot of each screen, or at the header/footer of page images, of the resource, should be recorded as a variant.

```

246 1# $i Running title, <July 1974-December 1995>: $a MGA on CD-
      ROM

```

**Title from accompanying material.** A title appearing on accompanying material, typically a user manual or instruction booklet, should be recorded as a variant if it differs from the title proper of the resource.

```

245 10 $a Time almanac.
246 1# $i Title on user's guide: $a Time magazine compact almanac

```

This is by no means an exhaustive list of possible places where variant titles can appear. In general, record any titles that differ significantly from the title proper, and use 246 \$i to describe as succinctly as possible where in the content or carrier the title appears.

```
246 1# $i Title on container spine: $a Cape almanac
246 1# $i Title on introduction screen: $a ABI/Inform research on
      disc
246 1# $i Title on German contents screen: $a Jahresbericht der
      Europäisches Investitionsbank
246 1# $i Installation screen title: $a SRM abstracts
246 1# $i Title on PDF cover: $a Airline 500 world review & tests
246 1# $i Title on welcome screen of even-numbered volumes: $a
      Advances in cryogenic engineering materials
```

## 7. Other core elements

### 7.1 Numeric and chronological designations of issue

If known, record numeric and chronological designations pertaining to the first or earliest issue of a serial in a dates of publication/sequential designation note (MARC field 362 1#). Transcribe all captions (e.g., volume, issue, etc.) as they appear on the piece; record numerals and dates according to the guidelines in RDA 1.8. Always record the basis of description ("description based on") and latest issue consulted in MARC fields 588.

```
362 1# $a Began with volume 25, issue 1/3 (January/March 2013).
588 ## $a Description based on volume 25, issue 1/3 (January/March
      2013); title from disc label.
588 ## $a Latest issue consulted: Volume 25, issue 1/3
      (January/March 2013).
```

A CONSER cataloger may reformulate or "back up" the numeric and chronological designations note of an existing record based on subsequently issued cumulations. Use a general note (MARC field 500) to indicate any discrepancies in publication date(s) caused by cumulative and/or retrospective issues (see CCM 10.6.3). Explain retrospective issues in a numbering peculiarities note (MARC field 515), if considered useful (see CCM 30.14.3).

## 7.2 Edition designations

Edition designations may appear on direct access serials, using either the word "edition" (or its non-English equivalent) or another similar term. "Version" is a common word that may be an indication of a new or different edition (see RDA 2.5.2.1.) When recording an edition designation, transcribe it as it appears on the source of information. If it is a numbered edition, record the enumeration as it appears; do not substitute arabic for roman numerals. Although RDA allows edition statements to be taken from sources outside of the resource itself (and marked with square brackets) in practice this is rarely done for continuing resources.

It is not always the case that the word "edition" or "version" should be recorded as a designation of edition when it applied to a direct access electronic serial. There are several different situations in which the word "edition" or its equivalent plays a different role in the context of the serial as a whole.

1. **Named edition or version.** Sometimes a named edition or version is an indication that the resource is a different serial *work* or *expression*. In such a case, record it as an edition designation (MARC 250).

```
250 00 $a Canadian ed.
```

```
250 ## $a Library/teacher edition.
```

```
250 ## $a Professional version.
```

2. **Numbered editions or versions.** A numbered edition may indicate a new expression of the resource. More often, however, it indicates a new *issue* of the same resource, in which case, it should be recorded as a dates of publication/sequential designation note (MARC field 362). It may be necessary to examine several issues of the same resource to determine whether the designation of edition remains stable or changes with each newly-issued part.

```
250 ## $a Version 2.0.
```

```
362 1# $a Began with 3rd release (June 1990).
```

*"Version" used as an edition designation for a new work; "version 2.0" appears on each new issue.*

```
362 1# $a Began with 55th edition (1999).
```

```
362 1# $a Began with version 1 (fall 2002).
```

*"Edition" and "version" used as issue-level designations; each new issue has a different enumeration.*

3. **Platform-specific edition or version.** Sometimes the words "edition" or "version" are used to indicate that the digital content is designed for a particular computing platform. The terms edition and version may or may not signal a difference in content at the work or expression level. In cases where a designation of edition or version indicates separate contents, the statement is recorded in the 250 field. In these cases the designation of edition may also be used as a parenthetical addition to distinguish two related resources.

If the difference in platforms does not indicate a difference in content, treat the relationship at the manifestation level. Record the version statement in a note.

If multiple versions are issued together, record platform-specific designations in a note, typically, a system requirements note (MARC 538.)

```
130 0# $a Antique map price record (IBM version)
245 00 $a Antique map price record.
250 ## $a IBM version.
```

```
130 0# $a Antique map price record (Macintosh version)
245 00 $a Antique map price record.
250 ## $a Macintosh version.
```

*Two platform-specific versions of the resource, issued separately.*

```
538 ## $a System requirements for PC Windows: ...
538 ## $a System requirements for Macintosh ...
```

*On piece: PC Windows and Macintosh versions.*

*Single resource issued, compatible with two platforms.*

## 7.3 Publication, distribution, and manufacture statements

### 7.3.1 Place of publication and publisher

Place of publication and publisher are required core RDA elements. In MARC they are recorded in field 264:#1, subfields \$a and \$b. The preferred source of information for publication statements is the label or housing of the earliest issued or available part; if these sources are not available use sources within the electronic content. If no information is available on the carrier or within the electronic content, it should be supplied from outside reference sources, or noted as not identified. When supplying information, do not abbreviate names of publishers or jurisdictions and enclose each element in square brackets.

### 7.3.2 Dates of publication

Dates of publication are also core RDA elements. However, the CORE RDA Core specifies that these should only be recorded if the earliest or latest issue of the serial are available for inspection. Copyright dates are not generally recorded as dates of publication; however a copyright date may be used to identify the particular issue upon which a description is based. For a more in-depth discussion of statements of publication, etc., see *CCM 10*.

```
264 #1 $a Boston : $b SilverPlatter
```

```
264 #1 $a [Willowbrook, Illinois] : $b Vibration Institute, $c
2012-
```

```
264 #1 $a [Place of publication not identified] : $b [Publisher
```



not identified]

264 #1 \$a College Park, MD : \$b National Information Services Corporation, \$c 1989-

264 #2 \$a Wenatchee, Wash. : \$b Distributed by Cascade Marketing International

### 7.3.3 Manufacture and distribution

Under RDA separate statements of manufacture and distribution may be recorded; in MARC these are recorded in field 264, second indicators 2 (for distribution) and 3 (for manufacture). Recording manufacture and distribution information is not required under the CONSER/RDA Core. When the place of publication and/or publisher cannot be identified on sources of information, information relating to distribution and manufacture may be used. For more details on this see CCM 10.

## 7.4 Physical description

### 7.4.1 Extent

For current direct access electronic serials, record the storage medium. RDA 3.4.1.3. directs catalogers to record a term from RDA's list of carrier types (see RDA 3.3.1.3.); LC-PCC PS allows CONSER catalogers to follow the alternative to this rule and use "a term in common usage:

300 ## \$a CD-ROMs

300 ## \$a DVD-ROMs

300 ## \$a USB flash drives

The cataloger may elect not to follow this alternative when a direct-access resource is issued successively on different storage media. According to CONSER practice (see LC PCC PS 1.6.2.2) a change in storage medium (from CD-ROM to DVD-ROM, for example) does not require the creation of a new record, so the use of a single term in common usage is misleading. There are two options for dealing with this situation. One is to use the more generic RDA carrier type term:

300 ## \$a computer discs

Another option is to include a term in common usage for each type of carrier that the resource has been issued on:

300 ## \$a CD-ROMs and DVD-ROMs

These situations may warrant a note explaining the sequence of storage media that constitute the resource.

```
300 ## $a computer discs
500 ## $a Volumes for 1999-2004 issued on CD-ROMs; volumes for
      2005-<2013> issued on DVD-ROMs.

300 ## $a CD-ROMs and DVD-ROMs
500 ## $a Discs for 10th- edition are DVD-ROMs.

300 ## $a DVD-ROMs and USB flash drives
500 ## $a 1-9 issued on DVD-ROMs; 10- issued on USB flash drives.
```

When only a single or scattered issues appear in a different storage medium, the term in common usage may be preserved for the 300 \$a and the exception described in a note:

```
300 ## $a DVD-ROMs
500 ## $a Volume 15 (2011) issued on USB flash drive.
```

If a resource has ceased and the number of discrete parts issued is known, record the number of units (MARC field 300 \$a).

```
300 ## $a 23 CD-ROMs

300 ## $a 2 CD-ROMs and 3 DVD-ROMs
```

### 7.4.2 Other physical details

The "other details" area of the description (MARC 300 \$b) can be used to record details about the content, such as sound (RDA 7.18), illustrative content (RDA 7.15), or color content (RDA 7.17). Recording these details is not part of the [CONSER RDA Core].

```
300 ## $a CD-ROMs : $b illustrations
300 ## $a DVD-ROMs : $b color
300 ## $a CD-ROMs : $b sound, color
```

### 7.4.3 Dimensions

Record the dimensions (height, width, or diameter) of the resource in 300 \$c. For CD-ROMs and DVD-ROMs, CONSER practice is to record dimensions in inches (see RDA 3.5.1.3, first exception, and the LC PCC PS), rounding up to the nearest quarter-inch, expressed as the abbreviation "in." (see RDA B.5.1. and B.7.) For other storage media, record in whole centimeters and use the symbol "cm".

```
300 ## $a DVD-ROMs ; $c 4 3/4 in.
300 ## $a USB flash drives ; $c 6 x 2 cm
```

#### 7.4.4 Accompanying material

Some direct access electronic serials are issued with accompanying material such as user's guides or other technical documentation. Describing accompanying materials is not a requirement according to the CONSER RDA Core. If accompanying material is not consistently issued as part of a serial but still considered important for identification and access, it can be recorded in a note.

```
300 ## $a CD-ROMs ; $c 4 3/4 in. + $e quick reference cards
300 ## $a CD-ROMs ; $c 4 3/4 in. + $e user's guides
300 ## $a CD-ROMs ; $c 4 3.4 in. + $e quickstart guides
      (illustrations ; 29 cm)
500 ## $a Discs for <2003-> accompanied by user's guides.
```

#### 7.5 Content, media, and carrier type categorizations

RDA provides a controlled vocabulary of terms that categorize material according to their content, their media, and their carrier. Direct access electronic serials typically are categorized as textual material (MARC 336 \$a text), issued on a computer media (MARC 337 \$a computer). The most common carriers for direct access electronic serials are CD- and DVD-ROMs; these both fall under the RDA carrier categorization "computer disc".

```
300 ## $a CD-ROMs ; $c 4 3/4 in.
336 ## $a text $2 rdacontent
337 ## $a computer $2 rdamedia
338 ## $a computer disc $2 rdacarrier
```

Other forms of portable digital storage may not have specific carrier type categorizations. In these cases, use the carrier type "other":

```
300 ## $a USB flash drives
336 ## $a text $2 rdacontent
337 ## $a computer $2 rdamedia
338 ## $a other $2 rdacarrier
```

#### 7.6 Series statements

Electronic resources may be issued in a series as described in *CCM 12*. Transcribe the series statement as it appears on the preferred source of information (RDA 2.12.1) in MARC field 490. Omit series

numbering unless a single number applies to the resource as a whole. If access is being provided to the series, the series access point can be added in MARC field 830.

```
490 1# $a ASM journals on CD
830 #0 $a ASM journals on CD (Series)
```

Series-like words or phrases may appear above the title or elsewhere on direct access electronic serials. These words or phrases are often trademarked names that identify a particular publisher's products or search and retrieval software, and should not be treated as series. The presence of this "series-like note" may be recorded in a general note (MARC 500) to help identify the resource; if the series-like phrase is considered useful for providing access it can be recorded as an alternate title (MARC 246).

```
500 ## $a At head of title, <1989->: Wilsondisc.
500 ## $a At head of title: LexisNexis.
246 1# $i At head of title: $a ISTFA ... on CD-ROM
246 1# $i At head of title, -1998: $a Thomas regional electronic
      network directory
246 1# $i At head of title, 1999-2001: $a Thomas regional on CD-ROM
```

## 8. Other information and notes

### 8.1 System requirements

The system requirements note (MARC field 538) describes hardware and software not included with the subscription that are necessary to access the content of a direct access electronic serial.

This note may certainly prove helpful to users, but it is optional under the CONSER RDA Core. Catalogers should keep in mind that system requirements information can quickly become outdated, and should therefore consider omitting specific data such as versions of software or memory requirements. If a note is given, at a minimum provide the make and model of the computer and the operating system. There is no predetermined order of information that can be recorded in this note.

The types of information that may be given in this field, per RDA 3.20.1.3, are:

- Platform and/or operating system on which the content is designed to be run.
- Amount of memory (RAM) required to run the resource.
- Additional software, not included with the resource, that is required to run the resource.
- Any peripheral hardware required to run the resource.

```
538 ## $a System requirements: Macintosh computer.
538 ## $a System requirements: PC-compatible computer, Windows XP
```

or later operating system.

- 538 ## \$a System requirements: IBM PC, XT, AT, PS/2, or fully compatible; 640K RAM; MS-DOS; CD-ROM player.
- 538 ## \$a System requirements for Windows: Windows Vista/SP-2 or later operating system, CD-ROM drive, Adobe Acrobat version 8.1 or later.
- 538 ## \$a System requirements for Macintosh: OS X operating system, CD-ROM drive, Adobe Acrobat version 8.1 or later.

## 8.2 Numbering peculiarities

Numbering peculiarities notes (MARC 515) are as applicable for electronic resources as for print publications. General principles for these notes apply as described in *CCM 8* and *13*.

The numbering peculiarities note may prove particularly helpful when describing direct access electronic serials that consist of re-issues or compilations of other materials.

- 515 ## \$a Issues are cumulative.
- 515 ## \$a Each issue is cumulative from January 1984 to the current month.
- 515 ## \$a Numbering corresponds to numbering on print volumes.
- 515 ## \$a Preceded by a demo disc covering 1987-1998.
- 515 ## \$a Issues not published in chronological order; fiscal years 1972, 1973, and 1974 published in 1996 cumulation.
- 515 ## \$a Volumes for January 2001- called also Version 2001.1-

## 8.3 Summary note

If the scope of an electronic publication is not clear from the title statement, a description of it may be provided in a general summary note (MARC 520). Summaries are not part of the CONSER RDA Core and their use is wholly optional.

- 520 ## \$a Citations with abstracts to worldwide literature in engineering and technology, excluding patents.

## 8.4 Language and script

If the language of the resource is not clear from the rest of the description (principally the title) it can be recorded in a language note (MARC 546). Similarly, if a resource contains multiple languages and it is not clear from the remainder of the description, it may be recorded in a note as described in *CCM 13.6*.

## 8.5 Accompanying material

If material accompanies some parts of a direct access electronic serial, its presence and characteristics may be recorded in a general note (MARC 500). See also, CCM 30.7.4.4 on recording accompanying material as part of the physical description of the resource.

```
500  ##  $a Volume 1 accompanied by a user's guide.
```

## 8.5 Other versions of the resource

Other available versions of the resource (for example, a print version) may be recorded in an additional physical form note (MARC 530). Typically these other versions will be recorded as an "other version" relationship (MARC 776), for which, see "Relationships" below. However, the additional physical form note may be used to record relationships to other versions when those relationships are complex.

```
530  ##  $a CD-ROM version of: ARRL handbook for the radio
      amateur; and its later title, ARRL handbook for
      radio communication.
```

```
530  ##  $a Also issued on microfiche, videocassette, and
      print formats.
```

## 8.5 Digital file characteristics (Obsolete)

The digital file characteristics note (MARC 516) may appear in legacy records but is no longer used by CONSER catalogers. This note (MARC 516) was used to record information on the digital format in which the data on a given physical carrier was encoded. Catalogers are not required to remove these notes when working with pre-RDA copy, but they should no longer enter them. If considered necessary to identify a resource, this information may be recorded in a general note (MARC 500).

```
516  ##  $a ASCII character set.
```

```
516  ##  $a PDF format.
```

## 9. Relationships

Electronic continuing resources have the same types of vertical and horizontal relationships as other continuing resources, and require the appropriate links as described in CCM 14. This section of the chapter focuses on relationships to other versions of the work, as this is one of the most common relationships that direct access electronic serials exhibit.

### 9.1 Relationships to other versions of the resource (Horizontal relationships)

Many direct access electronic serials are also available in other formats, such as in print or online. Use the additional physical format link (MARC 776) to provide reference to other versions of the resource, regardless of whether the title matches the title on other versions.

245 00 \$a Books in print plus.  
776 08 \$i Print version: \$t Books in print \$x 0068-0214 \$w (DLC) 74643574 \$w (OCoLC)1641212

245 00 \$a Facilities maintenance & repair cost data.  
776 08 \$i Print version: \$t Means facilities maintenance & repair cost data \$x 1074-0953 \$w (DLC) 94660713 \$w (OCoLC)29593140  
776 08 \$i Online version: \$t Facilities maintenance & repair \$x 2167-4140 \$w (DLC) 2012201849 \$w (OCoLC)789282372

111 2# \$a SID International Symposium.  
245 10 \$a Digest of technical papers / \$c Society for Information Display International Symposium.  
776 08 \$i Print version: \$a SID International Symposium. \$t Digest of technical papers \$x 0097-966X \$w (DLC) 75642555 \$w (OCoLC)1799368  
776 08 \$i Also issued on USB drive: \$a SID International Symposium. \$t Digest of technical papers \$x 215-6738 \$w (DLC) 2010201760 \$w (OCoLC)608032897

However, relationships between a direct access electronic version and other versions of the same content may not be so simple. It is not uncommon for a direct access version to either replicate a part of a print (or other) version, or to replicate content issued in another format under successive titles. In these cases, best practice is to record relationships with multiple linking fields, and succinctly explain the relationships in an other version note (MARC 530).

245 00 \$a Accessible archives Pennsylvania gazetteer.  
530 ## \$a CD-ROM version of: Universal instructor in all arts and sciences, and Pennsylvania gazette; Pennsylvania gazette (Philadelphia, Pa. : 1729); Pennsylvania gazette and weekly advertiser; and: Pennsylvania gazette (Philadelphia, Pa. : 1782).  
776 08 \$i Print version: \$t Print version: \$t Universal instructor in all arts and sciences, and Pennsylvania gazette \$w (DLC)sn 84026369 \$w (OCoLC)10405968  
776 08 \$i Print version: \$t Pennsylvania gazette (Philadelphia, Pa. : 1729) \$w (DLC)sn 84026371 \$w (OCoLC)10405992  
776 08 \$i Print version: \$t Pennsylvania gazette and weekly advertiser \$w (DLC)sn 84026368 \$w (OCoLC)10405959  
776 08 \$i Print version: \$t Pennsylvania gazette (Philadelphia, Pa. : 1782) \$w (DLC)sn 84026370 \$w (OCoLC)10405977

## 9.2 Sequential (Vertical) versus other format relationships

Certainly, it is often the case that a direct access electronic serial represents a change in format, and that the work is no longer being issued in other formats (typically, this is a change from "print" to "direct access electronic".) If this is the case the relationship may be recorded as a vertical one (that is, with earlier and subsequent title links, MARC 780 and 785). However it is not always clear to the cataloger whether the appearance of a resource in direct access electronic format means that other versions have

ceased. If the cataloger cannot ascertain the status of the work in an earlier format, recording the relationship with the other physical format link (MARC 776) is preferable.

```
110 2# $a DFCC Bank.
245 10 $a Annual report.
362 1# $a Began with 2009/2010.
780 00 $a DFCC Bank. $t Annual report $w (DLC) 00234584 $w
      (OCoLC)43430803
```

*Print version of the Annual report ceased with 2008/2009 issue.*

```
111 2# $a International Symposium on Acoustical Imaging.
245 00 $a Acoustical imaging.
362 18 $a Began with vol. 28, ©2006.
776 08 $i Print version: $a International Symposium on Acoustical
      Imaging. $t Acoustical imaging $x 0270-5117 $w (DLC)
      82641704 $w (OCoLC)8264158
```

*Cessation of print version unknown or uncertain.*

### 9.3 Other relationships

Direct access electronic serials may have numerous, sometimes unclear relationships to other resources. For example, some electronic resources represent the combined contents of two or more unrelated print titles. Others present statistical data that also appears in print publication that include the data, but also have additional information. When in doubt use other relationship links (MARC 787) and explain the relationship to the user with a linking entry complexity note (MARC 580).

```
245 00 $a SciTech reference plus.
580 ## $a Contains equivalent information issued in print publications:
      American men & women of science, Books in print, Corporate
      technology directory, Directory of American research and
      technology, and Ulrich's international periodicals directory.
787 1# $t American men & women of science $x 0000-1287 $w (DLC)
      89645423 $w (OCoLC)19407934
787 1# $t Books in print $x 0068-0214 $w (DLC) 74643574 $w
      (OCoLC)1641212
787 1# $t Corporate technology directory $x 0887-1930 $w (DLC)
      86642570 $w (OCoLC)13133812
787 1# $t Directory of American research and technology $x 0886-
      0076 $w (DLC) 86640963 $w (OCoLC)12789089
787 1# $t Ulrich's international periodicals directory $x 0000-0175
      $w (DLC)sc 77000350 $w (OCoLC)2521849

245 10 $a Energy statistics / $c International Energy Agency.
787 08 $i Data also included in print publication: $t Energy
      statistics of OECD countries $w (DLC) 90641582 $w
      (OCoLC)21892511
```

## 10. Subject headings



### 10.7.1 Library of Congress Subject Headings

Provide the appropriate subject headings, following the general principles used for describing print publications, as described in Module 15. Use appropriate form subdivisions according to SCM H1580.5 (Electronic Serials) and H1520 (Databases). Note that the use of form subdivision "Databases" is restricted to continuing resources which fit the definition given in H1520. When using the subdivision "Databases", do not further subdivide by "Periodicals," when both are used as form subdivisions.

```
245 00 $a World trade database..
650 #0 $a International trade $v Statistics $v Databases.

245 00 $a Biography and geneology master index.
651 #0 $a United States $x Biography $v Indexes.
650 #0 $a Biography $v Indexes.
651 #0 $a Geneology $z United States $v Indexes.

110 1# $a Canada. $b Office of the Auditor General.
245 10 $a Annual reports / $c Office of the Auditor General of
      Canada.
650 #0 $a Finance, public $z Canada $v Periodicals.
610 #0 $a Canada. $b Office of the Auditor General $v Periodicals.
```

### 10.7.2 MeSH headings.

MeSH headings may also be applied according to NLM guidelines. Note that form subdivisions: CD-ROM, software, and electronic journals are no longer being used for *MeSH*, though they may still appear in older records within the utilities.

### 10.7.3 Form/genre headings

Though they may appear on legacy records, do not add form/genre headings referring to the specific media or carrier of the resource.

```
655 #0 $a CD-ROMs
      Obsolete; do not apply.
```

## 11. Changes that require a new record

A change from one media type to another (e.g., the print publication is discontinued and followed by an electronic format version) requires the creation of a separate successive entry record (see also *CCM* 30.5). Likewise, a change from a direct access electronic serial to a remote access electronic serial calls for the creation of a new description (RDA 1.6.2.2). However, per the LC-PCC Policy Statement for RDA 1.6.2.2, a change from one storage medium to another (such as a change from CD-ROM to DVD-ROM, or from DVD-ROM to USB drive) does not require a new record. Instead, the change should be explained in a note (see *CCM* 30.7.4.1 above).