

Cataloging for the 21st Century □ Course 1

Rules and Tools for Cataloging Internet Resources

Instructor Manual

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For
The Library of Congress
And the
Association for Library Collections & Technical Services
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FOREWORD

In November 2000, the Library of Congress sponsored the *Bicentennial Conference on Bibliographic Control for the New Millennium* to bring together authorities in the cataloging and metadata communities to discuss outstanding issues involving improved discovery and access to Web resources. One of the resulting recommendations from that conference was the provision of appropriate training and continuing education to improve bibliographic control of selected Web resources, specifically by 1) identifying and enhancing core competences among library catalogers; 2) devising and conducting training to enhance practitioners' mind set and values, problem-solving, operations, management, and information technology skills; and 3) promoting the understanding, use, and refinement of metadata standards for describing and managing electronic and digital resources. In August 2001, ALA's Association for Library Collections and Technical Services (ALCTS) was appointed as the lead organization to plan and implement this recommendation.

To address the *Bicentennial Conference* recommendation on continuing education, a Continuing Education Task Force convened by ALCTS proposed a series of courses in the summer of 2003 designed to prepare the cataloging community to provide improved bibliographic control of Web resources. In the fall of 2003, the ALCTS Continuing Education Implementation Group (ALCTS/CEIG) was charged to develop and make available this course series, which the task force had named *Cataloging for the 21st Century*. ALCTS/CEIG is working with course developers to create the five-course series over approximately two years (2004 through 2006) and the Library of Congress' Cataloger's Learning Workshop (CLW) is making the course content available to the cataloging community.

The model for the development of and presentation of the *Cataloging for the 21st Century* course content was the *Serials Cataloging Cooperative Training Program*, which provides standardized training materials and skilled professionals to deliver training to continuing resource catalogers in the field. This model relies on library associations, networks, and institutions to sponsor the workshops and use the materials developed. The educational components of the program are designed to be basic, affordable, authoritative, and effective. The *Cataloging for the 21st Century* program will be evaluated on an ongoing basis to ensure cooperation among sponsoring agencies, ease of administration, adequate funding, and attainment of educational objectives.

The Library of Congress and ALCTS endorsed the *Cataloging for the 21st Century* training model and agreed to joint ownership of the content, with CLW serving as publisher and distributor of course materials. Each of the five courses will address a specific continuing education need within the cataloging community:

- Rules and Tools for Cataloging Internet Resources
- Metadata Standards and Applications
- Principles of Controlled Vocabulary and Thesaurus Design
- Metadata and Digital Library Development
- Digital Project Planning and Management Basics

The objectives of the *Cataloging for the 21st Century* series are:

- To equip catalogers to deal with new types of resources and to recognize their unique characteristics
- To equip catalogers to evaluate competing approaches to and standards for providing access to resources
- To equip catalogers to think creatively and work collaboratively with others inside and outside their home institutions
- To ensure that catalogers have a broad enough understanding of the current environment to be able to make their local efforts compatible and interoperable with other efforts
- To prepare catalogers to be comfortable with ambiguity and being less than perfect
- To enable practicing catalogers to put themselves into the emerging digital information environment and to continue to play a significant role in shaping library services

To achieve these objectives, the ALCTS Continuing Education Implementation Group has selected course developers who are known for both their subject expertise and their skills in creating continuing education workshop materials. ALCTS/CEIG is grateful to them for the knowledge, creativity, and diligence they have brought to this course series. It is the sincere hope of the ALCTS/CEIG that the *Cataloging for the 21st Century* series will indeed address the continuing education needs identified by the *Bicentennial Conference on Bibliographic Control for the New Millennium*.

PRINTING AND ASSEMBLY OF THE MANUALS

Trainee Manuals:

Option 1: Three-ring binders: strongly recommended so that students can remove and re-insert examples and exercises, which will be needed for use during the workshop without frustrating flipping back and forth.

Include the entire PDF Trainee Manual in order:

1. Title page with table of contents and other preliminaries
2. Session content slides, Examples, and Exercises, in order by session number.
3. MARC Coding Guide for Exercises.
4. Appendices: Bibliography and Glossary
5. Exercise Answers

Note: the Trainee Manual does not include the “Instructor Introduction” document and the “Supplement: Some Suggestions for Review and Conclusion” slides.

Option 2: Spiral binding, or other “fixed” binding:

Print and bind in the following parts of the Trainee Manual order:

1. Session content slides
2. Appendices: Bibliography and Glossary
3. Exercise Answers: suppl-answers, in numbered order

Keep in separate packet for use during the workshop:

1. Examples [Note: session 6 has no examples]
2. Exercises [Note: session 7 has no exercises]
3. MARC Coding Guide for Exercises

Note: the Trainee Manual does not include the “Instructor Introduction” document and the “Supplement: Some Suggestions for Review and Conclusion” slides.

Instructor Manuals:

- Print the Instructor Manual using one or the other of the options above.
- Note that the Instructor Manuals include (1) the “Instructor Introduction” document, (2) Notes for many of the PowerPoint slides, and (3) the “Supplement: Some Suggestions for Review and Conclusion” slides.

INSTRUCTOR INTRODUCTION

This course contains a great deal of content to present over the course of two days. The audience is likely to span a wide range of familiarity with cataloging monographs, serials, print, and electronic resources. This makes pacing the course inherently challenging.

Course Goals

The goal of the course is to introduce participants to primary concepts and categories that carry across electronic resource cataloging and managing e-resources in online catalogs, and to get a general overview of the specifics of the cataloging details. It is not intended to cover all aspects of cataloging in tremendous detail, to thoroughly teach how to do original cataloging, to present unusual or especially challenging cases, or to teach or enforce PCC-level cataloging. It is oriented towards helping participants to recognize record elements that should be present according to current national standards and how to edit records for copy cataloging and local catalog management, but it does not give detailed directions or practice in doing original cataloging. It provides a useful starting point, and also directs participants towards the tools they should use for original cataloging (see the Bibliography).

Audience

The primary target audience is librarians from medium and smaller libraries rather than from the large national research libraries where catalogers are more likely to have already been exposed to these concepts, to have had more substantial practice cataloging and managing e-resources, greater internal and external training opportunities already available to them, and some of whom may have been involved in national-level cataloging efforts and the latest rule developments.

Course Content

- **Session 0** is an initial introduction to the course, including the course goals, outline, and the context of this course as the first in the series of “Cataloging for the 21st Century” courses which are the outcome of Action Item 5.3 (Continuing Education) of the LC Action Plan for Bibliographic Control of Web Resources.

- **Sessions 1-7** contain the substance of the course content.

Most sessions consist of three components:

- **Content slides** (PowerPoint)
- **Record Examples** (Word document)
- **Exercises and MARC Coding Guide** (Word document; and 1 PowerPoint file for session 1 only)

Sessions 1-6: Cover the basic concepts and categories which run throughout the course and issues which confront catalogers and managers of Internet resources in online catalogs today.

Sessions 7: Contains content and examples but no exercises; it may include discussion.

Supplement for Instructors: A set of optional PowerPoint slides that instructors may choose to use, in whole or in part, as background for themselves or for use with the class, especially for wrapping up at the end of Day 2.

- **Bibliography**: contains citations to background documents for the CEIG courses, core resources and cataloging tools, and some additional citations that form a general background for course content
- **Glossary**: terms used in the course materials or relevant to the topics covered.

- **Exercise Answers:** included with the proviso that not all fields and elements need be exactly the same in either content or wording because there is often more than one ‘correct answer.’

Printed Materials

- Participants should ideally receive copies of the content slides assembled in order in a booklet or manual, along with the bibliography, glossary, and exercise answers (see Printing Instructions and Table of Contents).
- Ideally, both instructors and participants will have the Examples, Exercises, and MARC Coding Guide available to easily pull out of their binders or else in separate packets.
- The Examples sheets may be used for reference throughout each session, along with the slides, if desired.
- The Exercises will be most useful if participants can pull them out and look at them along with the slide handouts and record examples at the same time. The same goes for the MARC Coding Guide.

Session Exercises – some suggestions for instructors

- It is strongly suggested that instructors budget plenty of time for the exercises, even if it means going through the content slides at a pace that is faster than all participants may be comfortable with, and to try to avoid getting bogged down in cataloging minutiae in a course that is designed to give a broad overview. It may be helpful to remind participants periodically that you will come back to elements and concepts while doing the exercises and discussion at the end of the session.
- It is also suggested that the instructor invite participants to work on the exercises individually or in small groups of 2-3. If it seems feasible, the instructor might also try to include at least one person with more experience in each group. For example, a person with at least some electronic resource cataloging experience in each group for all of the session exercises, and a person with at least some serials cataloging experience in each group for Session 3 and 4 exercises.
- In terms of timing, it often works well to combine exercises with break and lunch times. Complete the session content, then give an extended break for students to stretch, get food & drink, converse, then come back and complete the exercises by an assigned time. Then reconvene and go over the exercises together.
- The MARC Coding Guide may serve as a helpful reference tool for participants while they work on the exercises.

Course Recorder

- Some instructors might wish to ask for a volunteer, perhaps someone more experienced in the course content, to act as “recorder,” to assume responsibility for keeping a written list of unresolved questions for follow-up after course, e.g., those that the instructor(s) are not able to answer or resolve during the 2-day workshop, as well as errors or typos in the course materials (inevitable despite everyone’s best efforts). Or if there are two instructors, each may serve this role while the other is presenting.

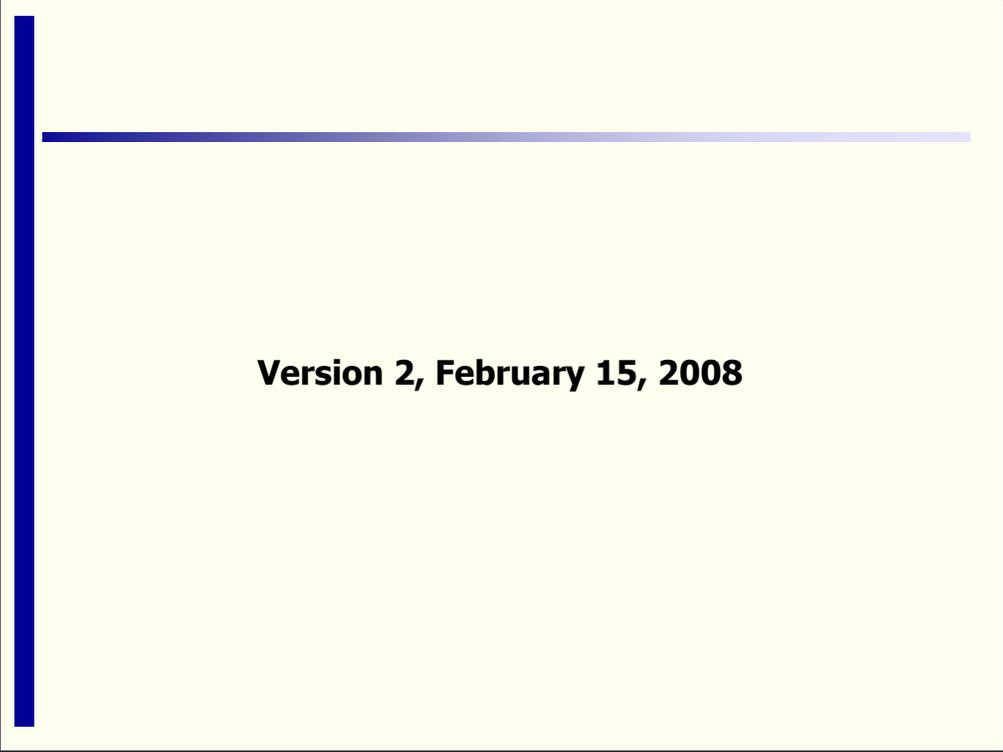
Course Schedule

- The amount of time it takes to cover session content, examples, and exercises will vary depending times allotted for starting and ending, breaks, and lunches, and depending on individual instructors and participants, the number of questions and answers, etc.
- Instructors will need to be flexible about timings and adapt as needed to the flow of material covered over the two days. For example, some exercises may need to be done together as a group rather than separately in order to catch up on time.
- There should be a morning and afternoon break each day, as well as a lunch break (usually 60 or 90 minutes).
- Exercises may often be conveniently combined with break times.
- Below is a rough general outline that may also be used as the basis for a schedule for announcing the course and for including in printed course materials:

Day 1	Day 2
Introduction, logistics, Session 0	Session 4 content continued
Session 1 content	Session 4 exercises
Session 1 exercises	Session 5 content
Session 2 content	Lunch ; Session 5 exercises
Lunch ; Session 2 exercises	Session 6 content
Session 3 content	Session 6 exercises
Session 3 exercises	Session 7 content
Session 4 content	Conclusion

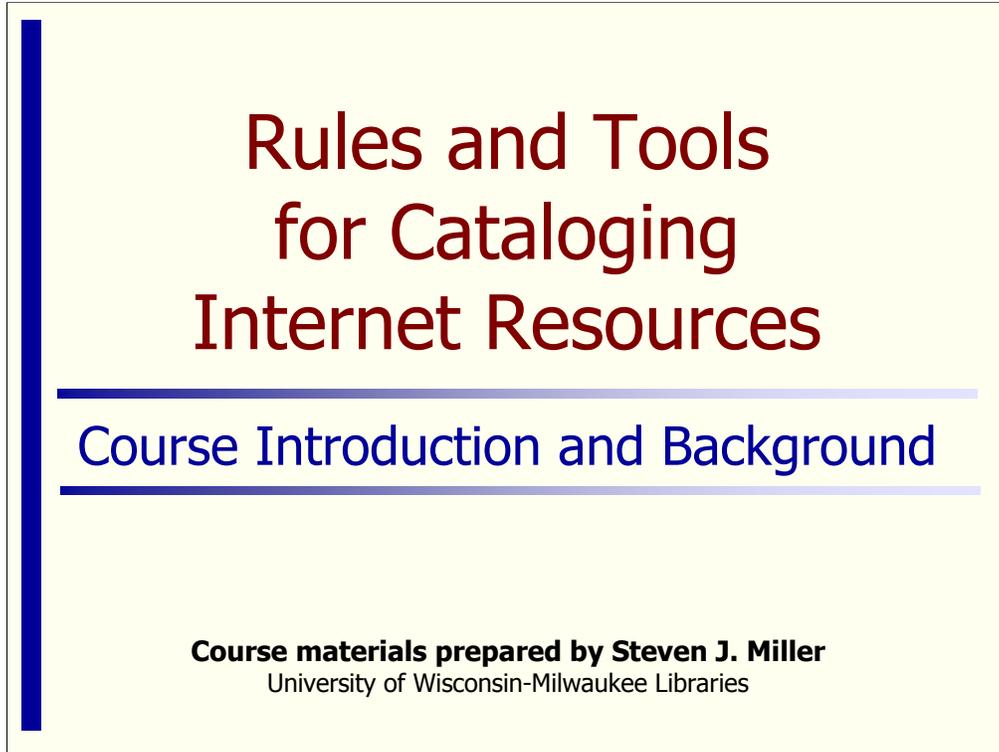
A possible schedule:

Day 1	Day 2
8:00 – 8:30 a.m.: Registration and Continental breakfast	8:00 – 8:30 a.m.: Continental breakfast
8:30 a.m.: Course begins	8:30 a.m.: Day 2 begins
10:15 - 10:30 a.m.: Morning break	10:15 - 10:30 a.m.: Morning break
Noon - 1:30 p.m.: Lunch (on own)	Noon - 1:00 p.m.: Lunch (on own)
3:00 - 3:15 p.m.: Afternoon break	3:00 - 3:15 p.m.: Afternoon break
5:00 p.m.: End of Day 1	4:30 p.m.: Course ends



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Rules and Tools for Cataloging Internet Resources

Course Introduction and Background

Course materials prepared by Steven J. Miller
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Suggested activities for getting started, before beginning slide content:

- Introduce instructors.
- Ask each participant to introduce him/herself, his/her institution and position, and also, if they wish, say a little about their background and interest in this course.
- Go over with participants the contents of their manuals.
- Point out the table of contents, and the presence of the examples, exercises, bibliography, glossary, and exercise answers.
- Discuss the planned timing for the two days, for sessions, breaks, lunch, doing exercises, etc.

Cataloging for the 21st Century

Background for this course:

- The first of five courses developed as part of:
 - Bibliographic Control of Web Resources: A Library of Congress Action Plan
 - Action Item 5.3: Continuing Education (CE)
 - Continuing Education Implementation Group (CEIG)
- See course Bibliography for citations

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Cataloging for the 21st Century: The five CE course components

1. MARC/AACR2 cataloging of electronic resources
2. Overview of basic concepts of 21st century bibliographic control, including specific metadata standards and applications
3. Thesaurus design principles, building a controlled vocabulary, and examination of selected controlled vocabularies
4. Digital library design, with a project-based component
5. Philosophy and approach to asset management for the 21st century, including evaluation skills

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Instructors' note:

Some participants may wonder how RDA will impact what they learn in this workshop. Instructors may want to point out that:

- RDA is supposed to be "backward compatible" with past/existing rules
- It is not expected that the definition of the "bibliographic world" will be any different in RDA than as we know it in AACR2
- The basic principles in this workshop should work with both AACR2 and RDA.

Cataloging for the 21st Century: CE Course Series Objectives

- To equip catalogers to deal with new types of resources and to recognize their unique characteristics
- To equip catalogers to evaluate competing approaches to and standards for providing access to resources
- To equip catalogers to think creatively and work collaboratively with others inside and outside their home institutions
- To ensure that catalogers have a broad enough understanding of the current environment to be able to make their local efforts compatible and interoperable with other efforts
- To prepare catalogers to be comfortable with ambiguity and being less than perfect
- To enable practicing catalogers to put themselves into the emerging digital information environment and to continue to play a significant role in shaping library services

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Goals for this course

1. Understand this course as the first in a series of five courses for Cataloging in the 21st Century and see AACR/MARC and library catalogs within a larger context of diverse metadata standards and databases
2. Understand fundamental concepts and categories for cataloging online resources and why they are important
3. Be able to identify the level of description, primary content, type of issuance, and important bibliographic relationships of online resources
4. Be able to apply basic AACR2 rules, MARC coding, and change conventions to original and copy cataloging of online resources
5. Develop a basis for exercising individual judgment for making cataloging decisions

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These are some general overall goals for the 2-day workshop as a whole and what participants should take with them.

Recommended Activity: Are there other general goals that participants have? What are they here for? What do they want to take with them? What do they want to get out of this 2-day workshop? Instructors may write student goals on a flip-chart and revisit them at the conclusion of the workshop at the end of Day 2.

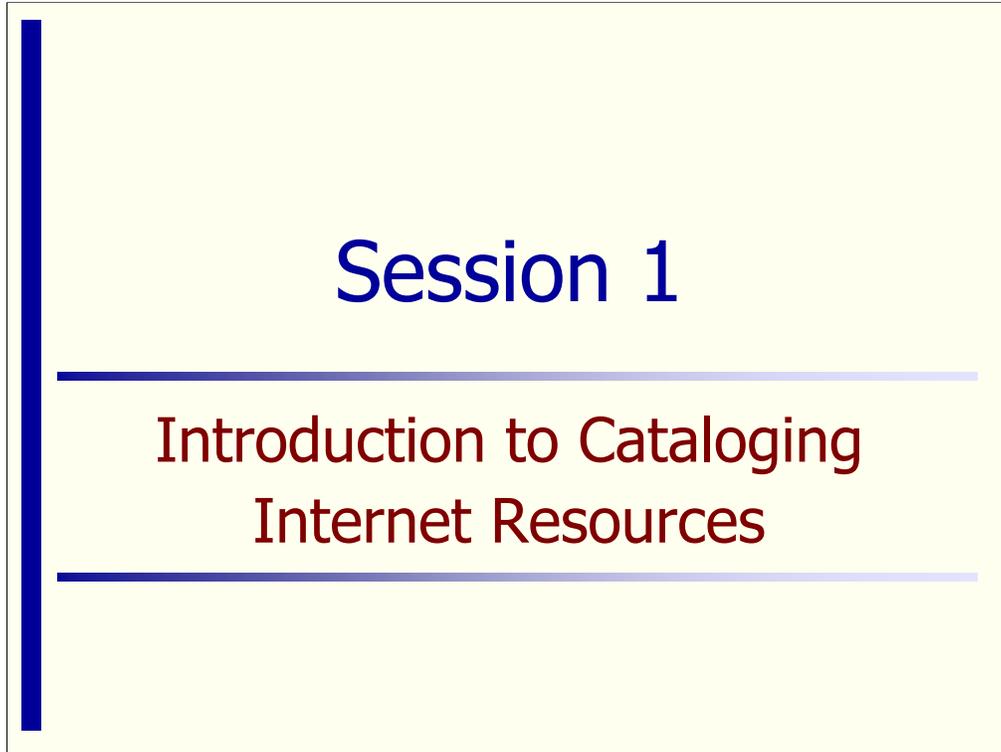
Outline of this course

- Session 1. Introduction to Cataloging Internet Resources
- Session 2. Cataloging Online Monographs
- Session 3. Cataloging Online Serials
- Session 4. Online Versions, Multiple Content Providers, and Linking Relationships
- Session 5. Cataloging Online Integrating Resources
- Session 6. Updating Online Integrating Resource Records for Changes
- Session 7. Machine-Assisted Generation of Cataloging

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The course consists of 7 sessions to be covered over two days.

- Sessions 1-6 include exercises and will hopefully also involve some class activity and discussion.
- Session 7 has no exercises but may include class discussion and experience sharing.

A title slide for Session 1. It features a light yellow background with a dark blue vertical bar on the left side. The text "Session 1" is centered in a large, dark blue font. Below it, the text "Introduction to Cataloging Internet Resources" is centered in a dark red font, flanked by two horizontal dark blue lines.

Session 1

Introduction to Cataloging Internet Resources

Optional Warm Up Activity

- Ask the class what they know about cataloging online resources. How many have some level of familiarity or experience with it?
- Ask how many are monographs catalogers? Serials catalogers? How many catalog both?
- How many catalog or have cataloged online monographs? Online serials? Updating Web sites and online updating databases?
- [Instructors may want to summarize responses on a flip chart or white board.]

Instructors are encouraged to review LCRI 1.0 prior to giving this session.

Goals of Session 1

1. Get an overview of the basic definitions, concepts, and categories needed for cataloging online resources
2. Understand the importance of bringing out all aspects of an online resource, including its content, carrier, type of issuance, and bibliographic relationships

2

Activity: Participants' Goals:

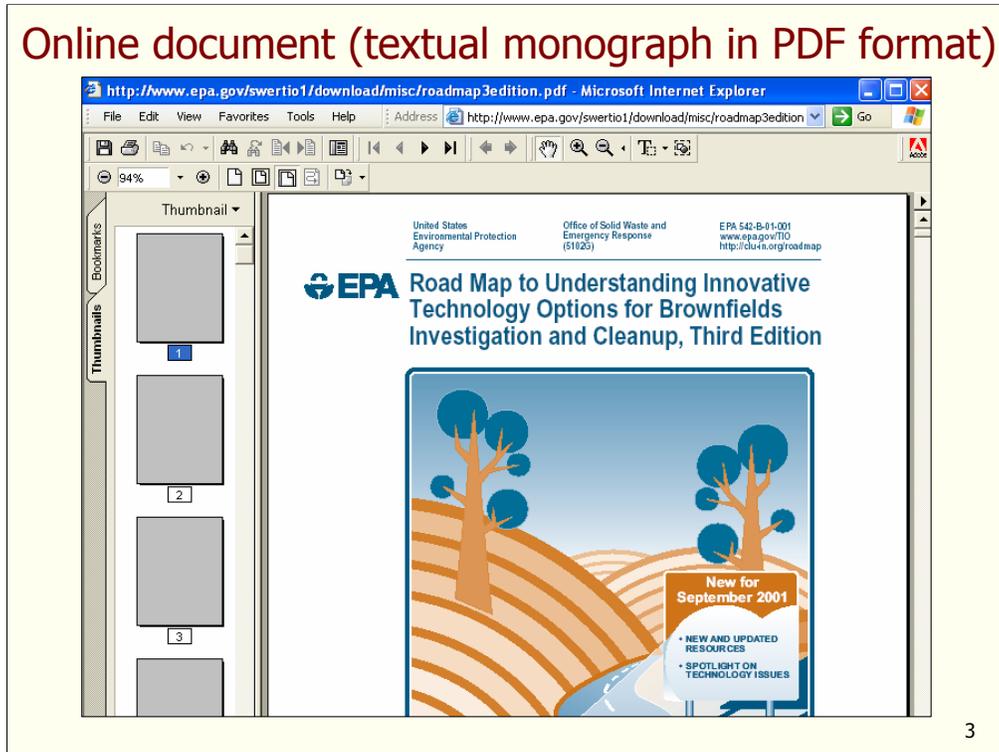
- Instructors might ask the participants if they have any additional or more specific goals or areas they especially want to learn about in this session. These may be listed on a flip chart or whiteboard.

One way to structure the flow of this session:

1. Look together quickly at the record examples and point out some highlights of what in the records is different from print resources, but don't spend much time on this because it will all get covered in future sessions. It may be helpful for participants to see some sample resources and MARC records as a preview of what they'll be learning about.
2. Go through the most important concepts, categories, and definitions needed for cataloging online resources—fundamentals for the rest of the course. This session is meant to introduce them, and they'll be revisited repeatedly throughout the two days. For those completely new to the concepts, this may be a bit like immersion in a foreign language. This is normal and to be expected; it may seem to be going by too fast for them, but they shouldn't worry. The instructor may need to work to not get bogged down in detailed explanations of all these concepts, which might be better saved for the other sessions, especially the conclusion of the course at the end of Day 2, if participants still don't "get" the concepts by then or have lingering questions.
3. Exercises and discussions will cover these same concepts and categories by looking at surrogate screen prints of online resources. The bulk of learning and discussion takes place through these activities.

Suggestion:

- For anything raised by participants that you can't cover now but expect to cover later, write it on a flip chart or whiteboard. Revisit this in future sessions and be sure to come back to the list in Session 8 in order to see if the participant's questions and concerns have been adequately answered.



See the **three Session 1 Record Examples** that go with each of the following three slides with screenshots.

- Note the similarities and differences between the types of print resource records with which participants are probably already familiar.

Instructors may wish to vary how they deal with the record examples. The examples may be detached from the participants' booklets and used at any time instructors feel is most useful: at the beginning of a lesson, at the end, or during.

Online document (textual serial in HTML)

JSTOR: Journal of the History of Ideas: Vol. 1, No. 1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help ; Address <http://www.jstor.org/browse/00225037/dnr90417?config=jstor&frame=noframe&userID=81595> Go

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Journal of the History of Ideas, Vol. 1, No. 1, Jan., 1940

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[Reflections on the History of Ideas](#), pp. 3-23
Arthur O. Lovejoy
Stable URL:
<http://links.jstor.org/sici?sici=0022-5037%28194001%291%3A1%3C%3AROTHO%3E2.0.CO%3B2-3>
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Online updating database (textual integrating resource)

The screenshot shows the EPA Enforcement and Compliance History Online (ECHO) website. The browser window title is "EPA Enforcement and Compliance History Online - Microsoft Internet Explorer" and the address bar shows "http://www.epa.gov/echo/". The page header includes the U.S. Environmental Protection Agency logo and the text "U.S. Environmental Protection Agency Enforcement & Compliance History Online (ECHO)". A navigation menu on the left lists various search options: ECHO Home, All Data Search, Air Data Search, Water Data Search, Hazardous Waste Data Search, EPA Enforcement Cases Search, EPA Enforcement SEP Search, and Multiple ID Search. The main content area features a "Welcome" message and a "Compliance Searches" section with a "Quick Search" form. The "Quick Search" form includes a text input field for ZIP or city/state, a "Go" button, and radio buttons for "Large Facilities" and "All Facilities". A "First Time Users" link is also present.

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Primary concepts and categories

1. Direct vs. remote access electronic resources
2. Multiple characteristics of electronic resources
3. Level selected for description ("granularity")
4. Content vs. carrier and multiple versions
5. Type of issuance: monograph, serial, or integrating
6. Cataloging change conventions: when to create a new record

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These five concepts are foundational for cataloging electronic resources. It cannot be stressed enough how important they are to understand. They concern:

- how catalogers must first approach electronic resources for original cataloging,
- what is being cataloged,
- which MARC record type is used,
- how the records are coded,
- when new records are required and when not, and
- details of how the resources are described and what kinds of access points are created for them.

The next several slides will give an overview of these, and most will be explored in more detail in other sessions.

AACR2 chapter 9

- Electronic resources
- Applies to all resources that are encoded for manipulation by a computerized device
 - Covers two main categories:
 - Direct access resources
 - Remote access resources

[Old, pre-2001 name of chapter: "Computer files"]

Electronic resources

AACR2 glossary definition:

- Material (data and/or program(s)) encoded for manipulation by a computerized device.
- This material may require use of a peripheral directly connected to a computerized device (e.g., CD-ROM drive) or a connection to a computer network (e.g., the Internet)

Data and programs

- Electronic resources consist of:
 - Data
 - information representing numbers, text, graphics, images, maps, moving images, music, sounds, etc.
 - Programs
 - instructions, etc., that process the data for use
 - Combinations of data and programs

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Background note for instructors:

- This distinction used to be recorded in the 256 field (Area 3 for electronic resources).
- It is still a useful distinction to make, especially in terms of identifying primary content and whether or not the Electronic resources/Computer files Type of record should be used, since the presence of active computer programs as a significant part of the primary content indicates that Type of record code “m” may be the better choice for a resource.

Direct vs. remote access

Electronic resources can be treated in one of two ways for cataloging purposes:

1. **Direct access: local, tangible**

- A tangible, physical carrier can be handled or described
- Must be inserted into a computerized device or attached peripheral
- Examples: **CD-ROMs, DVD-ROMs, diskettes**

2. **Remote access: networked, intangible**

- No tangible, physical carrier can be handled or described
- Must use an input-output device (e.g., terminal):
 - connected to a computer system (e.g., network) or
 - that uses resources stored in a hard disk or other storage device
- Examples: **Web sites, online databases, online documents, etc.**

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Note well:

- This course deals only with remote access electronic resources, usually called simply “online” resources for the sake of brevity.

AACR2 rule 0.24

- Bring out **all aspects** of the resource being described, including:
 - Content
 - Carrier
 - Type of publication
 - Bibliographic relationships
 - Published or unpublished

Pre-2001: stated that cardinal principle for description:
primacy given to the physical form of the item

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This rule is significant because it sums up some of the most important aspects that need to be brought out in bibliographic description and MARC coding of online resources that have multiple characteristics.

Multiple characteristics

- Electronic resources often include components with characteristics found in multiple classes of materials
- Cataloging description is therefore often based on multiple AACR chapters
 - Always use **chapter 9**
 - Also **chapters 2-8** when applicable for primary content
 - Also **chapter 12** when continuing (serial or integrating)
 - *Example:* an online integrating cartographic database: requires use of chapters 3, 9, and 12
- MARC coding also needed for multiple aspects: primary content, electronic aspects, continuing aspects, etc.

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The resources themselves have multiple characteristics by which users will want and need to search, find, identify, select, obtain, collocate, and navigate.

In order to accomplish this:

- The description and access points need to reflect these multiple characteristics.
- The MARC coding needs likewise to reflect them.

First decisions when cataloging

Affects type of MARC record, rules for descriptive cataloging, when to create a new record, etc.

- What level of granularity are you cataloging?
- What is the primary content at that level?
- Language, image, sound, video, cartographic, other?
- Which MARC Record Type will you use?
- Is the content static or continuing?
- Is it a monograph, a serial, or an integrating resource?
- If continuing: which issue or iteration are you viewing?

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The concepts and categories covered in this first session are crucial for cataloging online resources—especially original cataloging, but also for editing copy.

Level of description ("granularity")

- Is the resource part of a larger resource?
- Does it contain other resources within it?
 - Analogy: Russian nesting dolls: one small doll nested inside of another larger doll, which is inside yet another, and so on, to multiple levels of larger and smaller dolls inside of one another
- Which level of the multi-layered resource are you selecting for description / cataloging?
- Keep your description consistent for the selected level (e.g., title, dates, URL)

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Optional Activity/Discussion:

- Ask participants if they can think of parallel in the world of cataloging printed materials. [Example: rough analogy: series of printed books: create records for individual volumes in the series vs. a single record for the series as a whole.]

Note:

- Bibliographic resources can be multilayered: they can be composed of a whole and many separate sub-parts. Most Web sites are perfect examples of multilayered resources, with sub-levels nested within higher levels and containing single-file resources as the “bottom” level. The “top level” of a Web site is usually indicated by the root or domain level of the URI (Uniform Resource Indicator – on the current Web, normally the URL: Uniform Resource Locator).

Examples: level of description

- Online image collection: choose which level to catalog:
 - Create records for each image in the collection (item level)
 - Create a single record for the whole database (collection level)
 - Or both
- Web site: select level for cataloging
 - Create one record for Web site as a whole
 - Create separate records for all or selected sub-pages within the site
 - Large Web sites may have smaller sites within sites within sites, each consisting of many pages

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Notes:

• Any of these levels can be selected for description. In other words, you can catalog a resource at any level you choose, that is, create a bibliographic record to describe that level. You can create a record for a Web site as a whole, any of its sub-levels, or any of its bottom levels resources. It is common for online digital collections to create a record for the collection as a whole as well as individual records for each resource within the collection.

• This is important for two reasons: (1) you must select the level of description before you start creating an original record or searching for an existing record that might match it, and (2) the body of the description must remain consistent in describing the resource at that level. That is, the title, publication information, URL, etc., must match the resource at that level and not mix up different levels. A record describing a resource at a particular level might mention or refer to resources at other levels, higher or lower. Other levels might be referred to in notes, and even provide access to them via additional 856 fields, this is ok as long as you make clear the nature of the relationship. The more common situation would be when cataloging, say, an individual image within a larger online collection, to make reference to the title of the collection and perhaps also include the URL for the collection-level Web page.

Multi-level updating Web site

http:// lcweb.loc.gov /catdir /pcc /

Level 1 = domain level

Level 2

Level 3 = level selected for description

Additional sub-levels nested within

Maintain consistency of description for this level

Warning: Animated Slide!

Here is an example of how the URL usually provides a key to the level of a Web site that you are viewing and describing. In this case there can be bibliographic records for the entire Library of Congress Web site, for the Cataloging Directorate Web site nested within that, and for the Program for Cooperative Cataloging Web site nested within that. The PCC Web site level has yet future Web sites nested within it, or linked to from it.

Remember: the body of the bibliographic record should always correspond to the bibliographic data elements present at that level of the resource being cataloged, and not inadvertently for a higher or lower level.

Terminology for Web sites

- **Web page**
 - A single page of Web content
- **Web site**
 - A collection of pages under one URL domain name or sub-domain name
 - May consist of multiple nested levels
- **Home page**
 - The first, entry page to a Web site

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These terms are not defined as such in AACR2, and we all see them used in a variety of inconsistent ways, but the definitions given on this slide are fairly common in glossaries and dictionaries of Web terminology and are helpful for making distinctions between levels of granularity within Web sites, and for naming the first, introductory, entry highest-domain-level page as the “home page”.

Content vs. carrier

➤ Primary intellectual or artistic content

- Language
- Sound
- Map
- Still image
- Moving image
- Computer program

➤ Carrier of that content

- printed paper
- microform
- photograph
- CD-ROM
- audio CD
- video DVD
- online HTML page
- online PDF file
- online MP3 file

18

This is a crucial distinction that began to come to the fore as electronic resources, especially on the Internet, became more prevalent in the late 1990s.

This distinction is important for cataloging for several reasons. One is that AACR2 Part 1 is divided into chapters based on physical format, and another is that MARC bibliographic records also come in different configurations based on “format” or “type of record.” An original cataloger must select one MARC Type of Record code, which governs the elements that appear in the 008 field (OCLC “fixed field”).

Another major reason is that it gets into the whole issue of multiple versions of the same resources and how to treat that situation in a bibliographic database such as OCLC’s WorldCat or a local online catalog database.

Record examples:

- Notice that most records have Type of Record code “a” for language material.

MARC Type of record coding

Leader/06: code for primary type of content, not electronic carrier:

- Online text: type "a" (language material)
- Online map: type "e" (cartographic)
- Online musical sound recording: type "j"
- Online interactive multimedia encyclopedia: type "m" (computer file)
 - Type "m" restricted to: computer software (programs, games, fonts), numeric data, computer-oriented multimedia, online systems or services

19

Note especially the restricted scope of Type of Record code "m." Only a few resources in electronic / online format are now cataloged with type "m."

Multiple versions [1]

- The same intellectual or artistic content can be carried in different formats (carriers)
- Examples:
 - Same document available in print, HTML, & PDF formats
 - Same journal issue available in print, microfilm, microfiche, CD-ROM, and online HTML versions
 - Same sound recording available on vinyl record, audio cassette, audio CD, online MP3 file

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This is one of the greatest challenges facing the cataloging world today for some of the reasons given on the next slide and its notes.

Multiple versions [2]

Challenges for cataloging:

- Create multiple records for each format/version of the same resource?
- Or a single bibliographic record, noting the multiple versions/formats?
- How to manage records for different formats of same resource in a catalog database?
- How to connect/link them to one another?
- How to make the relationships clear to users?
 - In search results, index screens, record displays

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Current AACR/MARC rules call for a new, separate record to be created for each physical or electronic manifestation (version, format, carrier). But this can clutter a bibliographic database with multiple records for what is really the same content, and make the situation confusing to our end users. How can we best deal with these situations to avoid duplication of information—when most of the information in the bibliographic record will be identical for the various versions—and to present both the similarities and the differences to end users in a meaningful, efficient way? Session 4 will explore this issue.

Bibliographic relationships

Taken broadly may include:

- Equivalence relationships
 - Different formats of same intellectual content, e.g., print, HTML, PDF
- Successive relationships
 - Preceding or succeeding title or publication
- Hierarchical relationships
 - Higher or lower level of granularity
 - Web site that contains a document or sub-site
 - Image contained within online collection
- Others

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Optional Activity/Discussion:

- Can participants think of other types of relationships among resources?

There is almost no end to the types of relationships that resources may have with one another, and this is worthwhile to bring out, because they are often inherent in a catalog, and in online catalogs often take the form of active hyperlinks to indexes. For example: subject relationships (resource about the same topic, person, place, or thing), author relationships (resource created or otherwise affected by the same person or corporate body), etc.

Type of issuance

- How resource content is published/issued in time
- Two broad umbrella categories:
 - Finite
 - issued in one part or a finite number of parts
 - Continuing
 - issued over time with no predetermined conclusion
 - includes both serials and integrating resources
- Three types of issuance:
 - Monograph (single or multi-part)
 - Serial
 - Integrating

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Another major overarching aspect of electronic resources is the way in which they are published or issued in time. Quite apart from their intellectual or artistic content and physical or electronic carrier, how is that content published? Is it static content that is issued once in a single finite publication (whether in print, audio or video recording, online, etc.)? Or is it issued over time? And if issued over time, is it issued in monographic parts that have a predetermined conclusion (multipart monographs), is it issued serially in discrete parts that have no predetermined conclusion / are intended to continue indefinitely (serials), or is it issued in a single part that gets periodically or continuously updated such that new content is integrated into the whole and the old content is not retained in discrete parts (as with updating Web sites and databases)?

The type of issuance also very much determines how a resource is cataloged in terms of its bibliographic description, which AACR chapters are used, and what MARC coding is used.

Monograph

➤ Definition

A bibliographic resource that is complete in **one part** or intended to be completed in a **finite** number of parts.

➤ Multipart Item

A monograph complete, or intended to be completed, in a **finite number of separate parts**. The separate parts may or may not be numbered.

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Definitions taken from the Glossary of AACR2, 2002 Revision.

Continuing Resource

➤ Definition

A bibliographic resource that has **no predetermined conclusion.**

This is an umbrella concept that is used to group serials and integrating resources. It provides a collective term for serials and integrating resources.

25

The key is “no predetermined conclusion.”

Serial

➤ Definition

A continuing resource that is **issued in a succession of discrete parts, usually** bearing numbering, that has **no predetermined conclusion.**

Examples include: **journals, electronic journals, newsletters, annual reports, newspapers, monographic series**

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The key here is “discrete parts”—serial issues are parts that remain accessible and are themselves unchanged, while the serial title as a whole has new parts (issues) continually added. The discrete parts of a serial may be issues, but in online serials they may be separate articles not organized around issues.

Integrating resource

➤ Definition

A bibliographic resource that is added to or changed by means of **updates that do not remain discrete and are integrated into the whole**. An integrating resource may be finite or continuing.

Examples include: **updating Web sites, updating databases, updating loose-leafs**

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The key here is that updates do not remain discrete; old content is continually replaced with new content, and that which is replaced is no longer accessible:

- Discarded loose-leaf pages
- Past iterations of a Web site

This leaves, in effect, only one current “part” (iteration) with past iterations no longer existing as “discrete parts.”

[This is quite aside from the possibility that an individual institution or organization may decide to locally archive past iterations of a printed loose-leaf or an online Web site or database.]

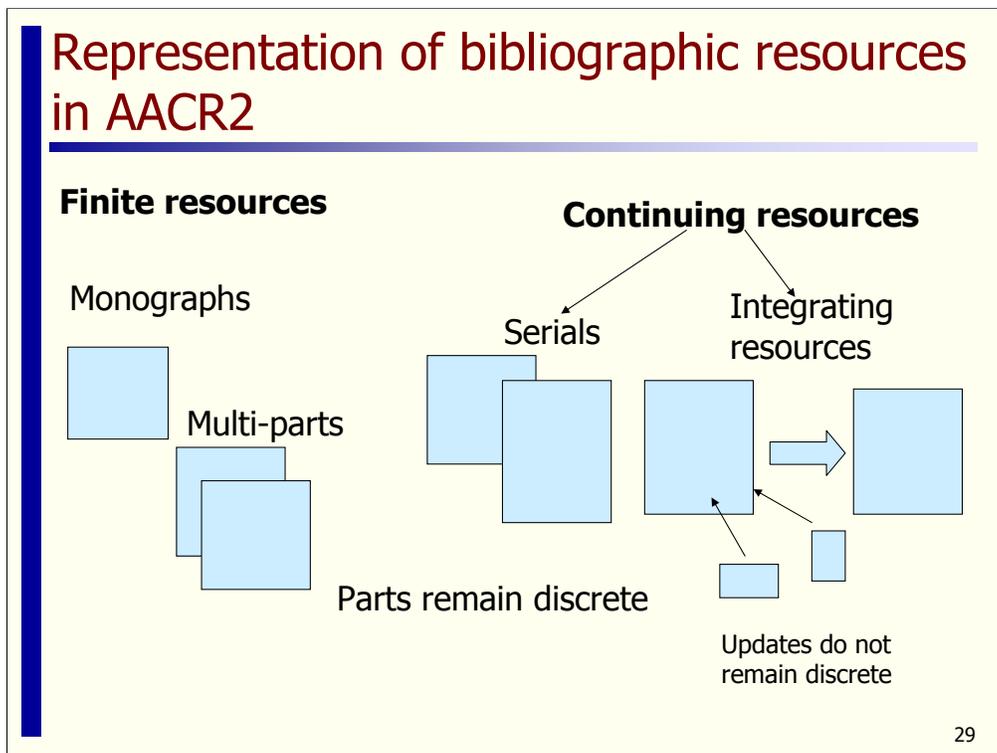
Iteration

➤ Definition

An instance of an integrating resource, either as first published or after it has been updated.

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We may contrast an “iteration” of an integrating resource—which does not remain discrete—with an “issue” of a serial, which remains discrete and usually bears numbering.



This slide depicts how these types of resources are represented in AACR2.

For electronic resources, the electronic aspects are still covered by the rules in chapter 9, while the continuing aspects are now covered by the rules in chapter 12. Catalogers of electronic integrating resources will need use both chapters for description.

Differences in cataloging

- **Basis of the description:**
 - Serials: First or earliest available issue
 - IR: Latest (current) iteration
- **Cataloging change conventions:**
 - Serials: **Successive entry** (a new record each time there is a major change)
 - IR: **Integrating entry** (the same record is used and updated for most changes)

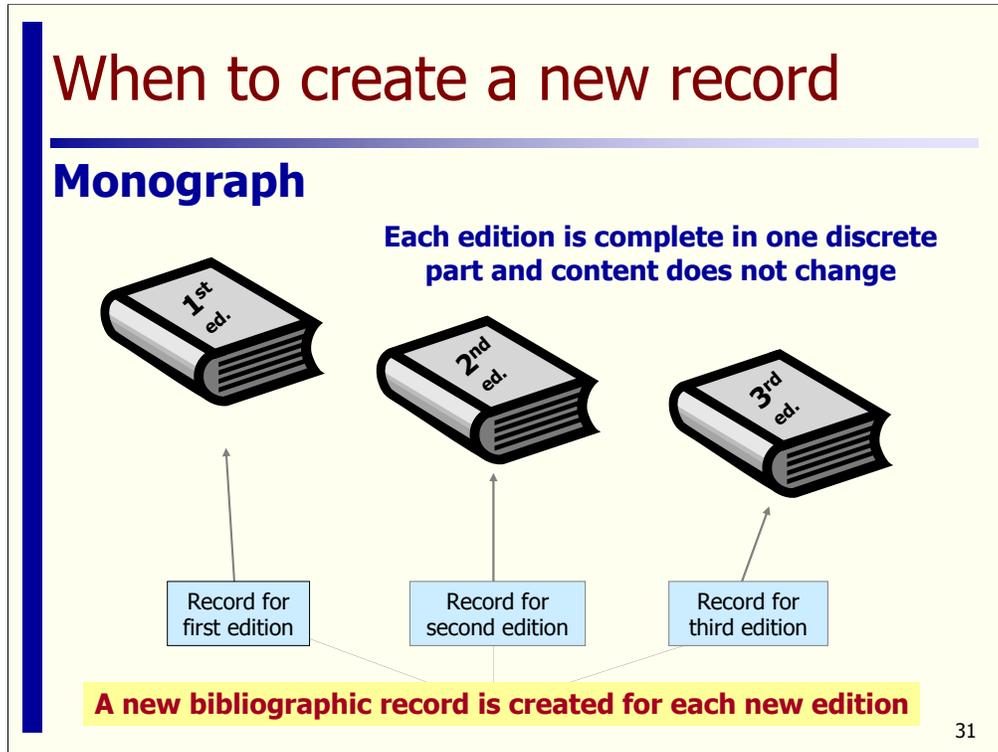
30

The bibliographic description / catalog record for a serial is based on the first or earliest issue available.

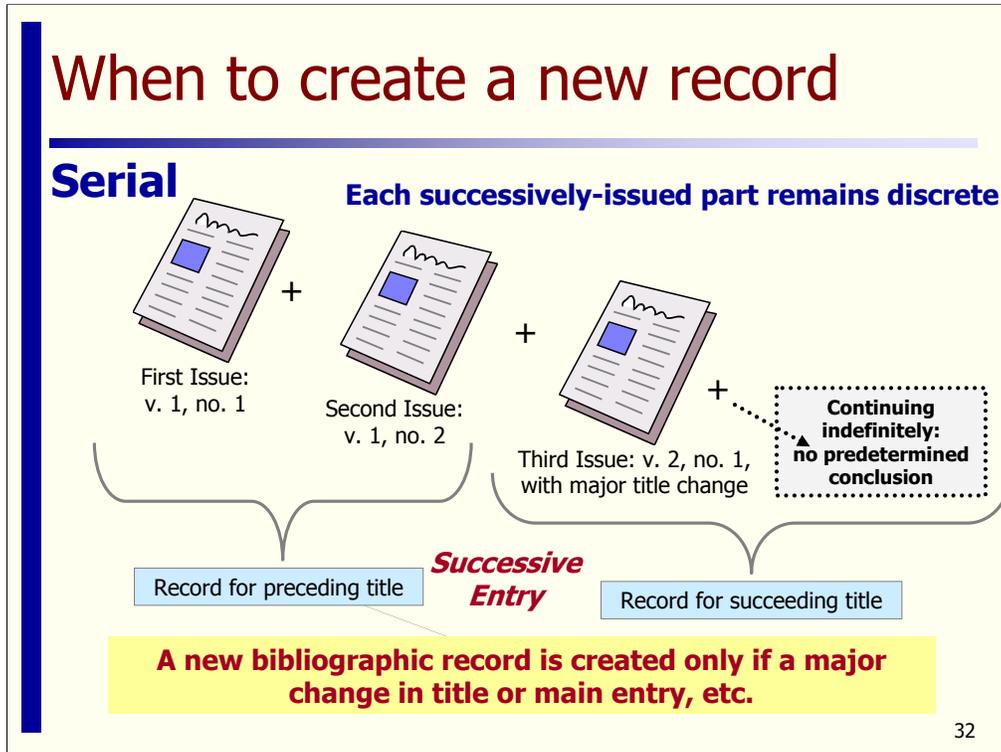
- Serials are cataloged according to the successive entry convention: a new record is created each time there is a major change.

In contrast, the bibliographic description / catalog record for an integrating resource is based on the latest iteration available.

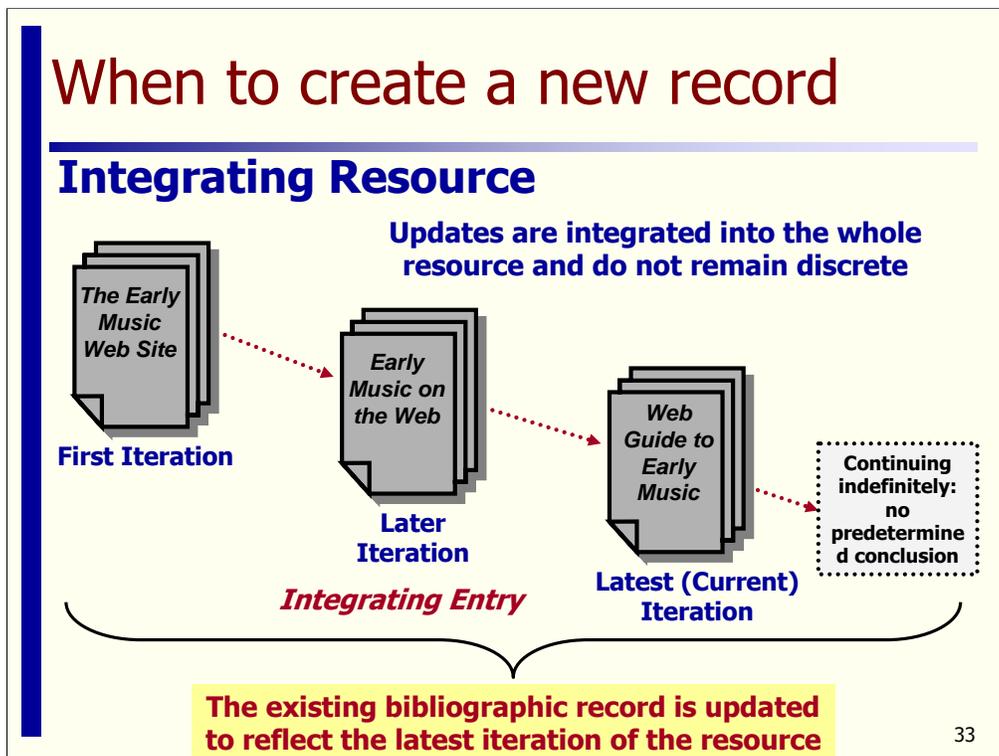
- The same record is used and updated for most changes to the resource. Only in a relatively few instances is a new record created [as will be covered later in this workshop].



With monographs, each edition is complete in one discrete part and content does not change; a new bibliographic record is created for each new edition.



With serials, each successively-issued part remains discrete; a new bibliographic record is created only if a major change in title, entry, etc.



With integrating resources, updates are integrated into the whole resource and do not remain discrete; the one existing bibliographic record is updated to reflect the latest iteration of the resource.

Exercises and discussion

- For each online resource represented by surrogate screen print, determine:
 - A) Level of description
 - B) Primary content and MARC Leader/06
 - C) Type of issuance and MARC Leader/07
 - D) If continuing: which issue or iteration?
 - E) Are there multiple versions or formats?
 - F) Bibliographic relationships
(in general; and those represented in a MARC record)

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Exercises: use a combination of (1) the PowerPoint slides that contain screenshots and (2) the Word document sheets that have places to circle or write in characteristics of each of the 12 resources.

- Depending on timing, you may choose to have students work independently or in small groups or to go through the exercises together as a class.
- Suggested best practice is to give students the option of working either independently or in small groups of 2-3 people. Then come back to the large group and share the results and discuss.
- Depending on timing, the exercises might be done after, or in conjunction with, the morning break—resuming the group after the break to go over the exercises.

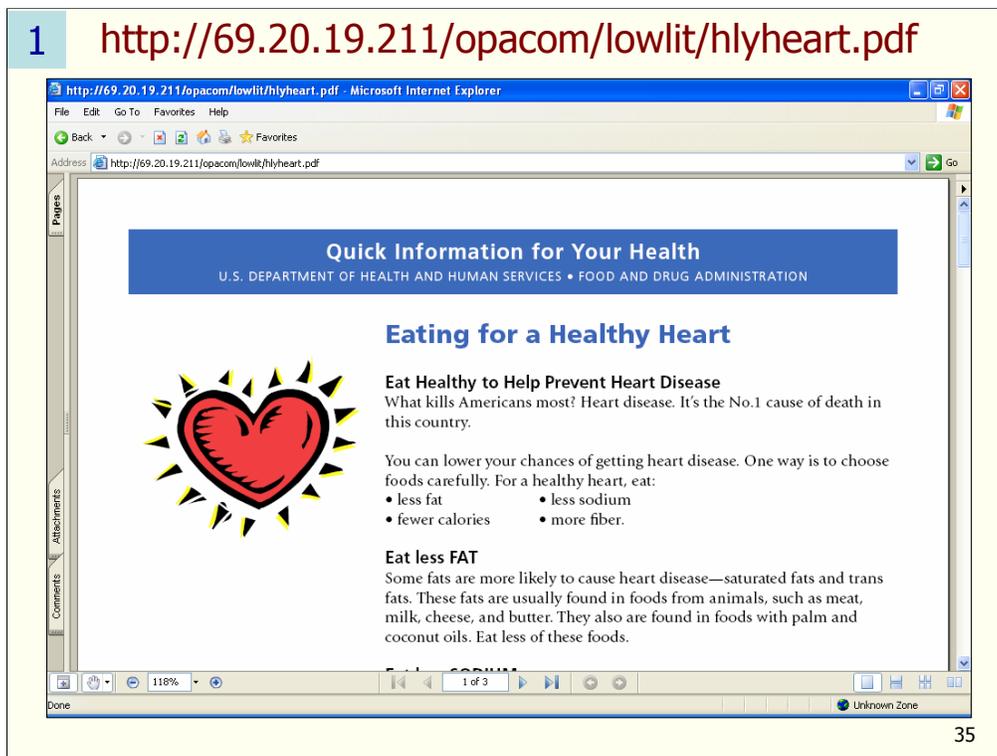
Give directions accordingly to participants.

- If working individually or in small groups, they should jot down brief general notes of their answers on the blank sheet following the exercise instructions, and/or other blank sheets if needed.

“For each resource, as best as you are able based on the surrogate provided, determine the following characteristics:”

Important notes for instructors to make clear to participants:

- The purpose of this exercise is to get a general feel for the concepts and characteristics of online resources covered in Session 1, especially for those course participants for whom any of these may be new. The purpose is not to arrive at a complete, definitive list for cataloging each of the resources.
- Because you are working from single, static surrogate screen prints of only part of a single Web page, you will not be able to investigate the resource as you would in real life, and you may not be able to determine all of the aspects listed below for every resource. That is to be expected. In those cases, just make some quick notes on what would require further exploration to determine, and what kinds of things you would look for in order to make that determination.
- Also review beforehand the notes about what they are to determine about each resource, as given in the table on the Exercises page.



These slides contain the surrogate screenshots for Session 1 Exercises as well as suggested answers in the instructor notes.

- **These** slides should be printed two to a page and may be used by participants to complete the Session 1 exercises.
- **Instructors** may use these slides as an aid to going over and discussing the exercises with the group.

Resource 1

- Level of description: **single** PDF document selected for description; contained within larger Web site
- Primary content / Leader/06: **a – language material**
- Type of issuance / Leader/07: **m – monograph**
- Not continuing
- Other versions: **print and HTML**
- Bibliographic relationships: **2 other versions (equivalence); part of larger Web site (hierarchical)**—the other versions would usually be noted in a bibliographic record, but most often not the larger Web site of which it is a part.

Note: bold font indicates some of the more important aspects to bring out when discussing with participants

2 <http://www.nationalatlas.gov/>

Resource 2

The main thing to note about this resource is that the primary content is **cartographic**.

- A. Level of description: Web site with many other resources nested within it; this is the **domain level** (see URI, the slashes)
- B. Primary content / Leader/06: **e – cartographic material**
- C. Type of issuance / Leader/07: almost certainly integrating: note “**Map Maker**.” But it could be an unchanging database of static maps. It would need further exploration to tell whether content is actually static or dynamic, thus whether m – monograph or i – integrating
- D. If continuing > highly unlikely we are viewing either the first or last iteration (nothing indicates it has ceased); would also require further exploration.
- E. Other versions: none indicated; if integrating, could there be a print equivalent? CD-ROM?
- F. Bibliographic relationships: no primary relationships evident from this home page screen print

3 <http://www.expedia.com/>

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Resource 3

- A. Level of description: the top / **domain level of the Web site**
- B. Primary content / Leader/06: **m – electronic resource / computer file** – this is probably best regarded as an online service; it is highly interactive, with computer programs operating as an integral part of the whole resource
- C. Type of issuance / Leader/07: **i – integrating** – Web site is continuously updated; in fact, content is dynamically interactive and changes for every user!
- D. If continuing > **iteration** – clearly neither the first nor the last (final) iteration; it is actively ongoing
- E. Other versions: none
- F. Bibliographic relationships: **sub-sites** within the larger site could be selected for description, although this would be unusual

4 <http://its.unc.edu/tl/infobits/>

The screenshot shows a Microsoft Internet Explorer browser window displaying the UNC Chapel Hill Information Technology Services website. The address bar shows the URL <http://its.unc.edu/tl/infobits/>. The website header includes the UNC logo and a search bar. Below the header is a navigation menu with tabs for Home, About ITS, Getting Started, Services, Support and Training, News, and Events & Projects. The main content area is titled "TL Infobits" and features a word cloud of keywords including academic, access, association, book, college, communication, computer, course, current, design, digital, e-learning, education, educause, electronic, environment, faculty, free, future, games, google, higher, information, institute, internet, issue, journal, learning, libraries, online, open, papers, public, published, report, research, resources, review, scholarly, science, social, software, and techno. A "Back Issues" list on the right shows years from 2008 down to 1999. A callout box at the bottom of the page contains the following text:

Infobits began publication in 1993 by the UNC-Chapel Hill Institute for Academic Technology (IAT) and was titled *IAT Infobits*. With the July 1998 issue, the title changed to *CIT Infobits*, reflecting the change in sponsorship from the IAT to the UNC-Chapel Hill Center for Instructional Technology (CIT). In 2006, the title was changed to *TL Infobits* to reflect its sponsorship by the UNC-Chapel Hill ITS Teaching and Learning division.

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Resource 4

- A. Level of description: **whole online journal level**; has multiple issues and articles nested within, but we do not normally catalog / create separate bibliographic records for serial issues or articles in the AACR environment
- B. Primary content / Leader/06: **a – language material**
- C. Type of issuance / Leader/07: **s – serial** – separately numbered issues continuing to exist in discrete parts
- D. If continuing **issues** – what is shown here indicates most recent issue is in 2008; would take exploration to see if first issue in 1993 was available for viewing
- E. Other versions: **unclear** from home page; could have print version or could be “born digital” with no print equivalent
- F. Bibliographic relationships: see under “A” above; unclear here whether or not this journal has a print counterpart

5 <http://www.npwrc.usgs.gov/resource/distr/lepid/bflyusa/bflyusa.htm>

USGS
science for a changing world
Northern Prairie Wildlife Research Center

Butterflies of North America
(United States and northern Mexico, Canada planned)
Coordinated and Edited by
Paul A. Opler, Ray E. Stanford, and Harry Pavulaan

- ◆ [Introduction](#)
- ◆ [Photo Thumbnails](#)
- ◆ [Checklists](#)
- ◆ [Distribution Maps](#)
- ◆ [Other Butterfly Information](#)
- ◆ [Submitting New County Records](#)
- ◆ [Identify a Specimen](#)
- ◆ [State Coordinators](#)
- ◆ [Acknowledgments](#)
- ◆ [References](#)
- ◆ [Citing this Resource](#)
- ◆ [For Further Information](#)

Introduction
A description of this resource and the information it contains

Resource 5

- Level of description: the Web site at this level is both part of a larger Web site and also contains many other sub-sites and files within it (notice the slashes in the URL)
- Primary content / Leader/06: **a – language material** – most likely a textual Web site or database
- Type of issuance / Leader/07: **i – integrating** – an updating Web site or possibly database
- If continuing – **iteration**: as with the vast majority of integrating resources, almost certainly neither first nor last
- Other versions: none evident
- Bibliographic relationships: larger Web site that contains it, including any higher levels if multiple; likewise for sub-sites and sub-documents, images, etc., nested within, but these are not all, if any, normally brought out in a bibliographic record, but much of that is up to the individual cataloger



Resource 6

- A. Level of description: a **sub-site of the Resource 5**: this Web site on Butterflies of Montana can, and in fact does, have its own bibliographic record created for it, as does its parent Web site, Butterflies of North America
- B. Primary content / Leader/06: a – language material
- C. Type of issuance / Leader/07: i – integrating
- D. If continuing iteration – middle
- E. Other versions:
- F. Bibliographic relationships: **See “A” above**; a cataloger might chose to note that this is part of a larger collection and/or provide a link to that collection, although the title transcription and URI will probably make this evident enough without further noting it

7 <http://www.forbes.com/2002/07/25/accountingtracker.html>

Forbes.com: The Corporate Scandal Sheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address <http://www.forbes.com/2002/07/25/accountingtracker.html> Go

Accounting
The Corporate Scandal Sheet
 Penelope Patsuris, 08.26.02, 5:30 PM ET

NEW YORK - With the avalanche of corporate accounting scandals that have rocked the markets recently, it's getting hard to keep track of them all--but our Corporate Scandal Sheet does the job. Here we'll follow accounting imbroglios only--avoiding insider-trading allegations like those plaguing ImClone, since chronicling every corporate transgression would be impractical--and our timeline starts with the Enron debacle.

Company	When Scandal Went Public	Allegations	Investigating Agencies	Latest Developments	Company Comment
		Founding		Three Pines family	
news - people)		overstated results by inflating capital expenses and hiding debt.	federal grand juries	the entire Rigas family for \$1 billion for breach of fiduciary duties, among other things.	for comment.

Editor's Note: The Corporate Scandal Sheet ceased being updated as of September 2002.

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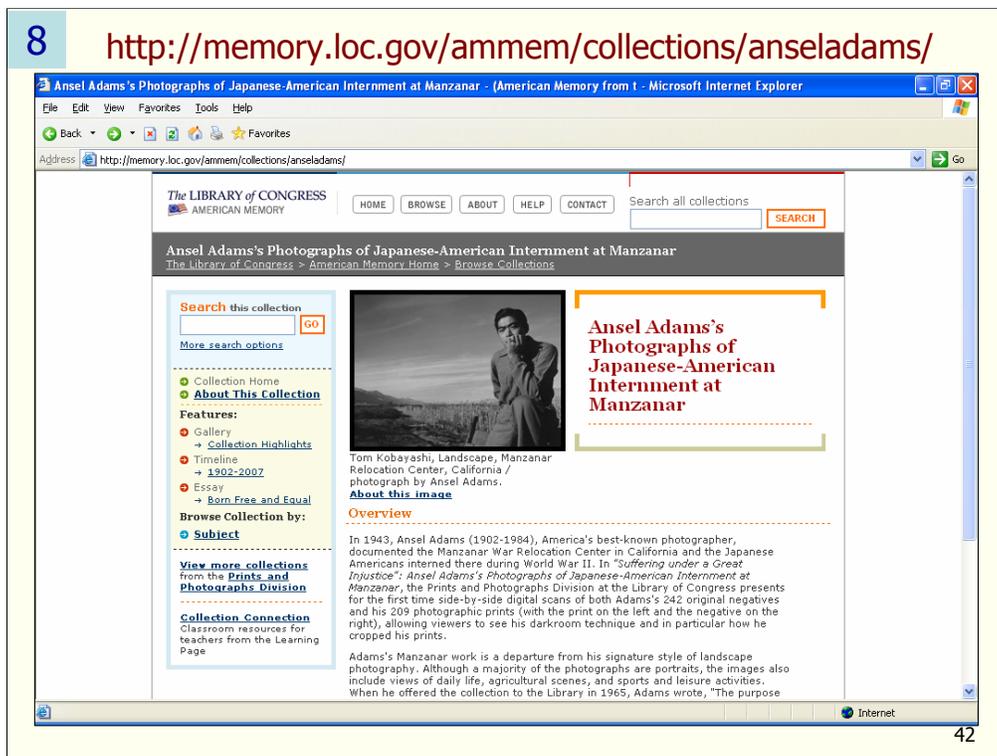
Mail Address:

Sign Me Up!
 FAQ Privacy Policy

WIRELESS

Resource 7

- A. Level of description: an individual page within a larger site
- B. Primary content / Leader/06: a – language material
- C. Type of issuance / Leader/07: **i – integrating** – although it has ceased being updated, it is still an integrating resource with content that changed over time and was integrated into the whole resource
- D. If continuing – **iteration – last – the note indicates that this is the final iteration of this resource!**
- E. Other versions: unclear
- F. Bibliographic relationships: part of Forbes Web site and possibly other levels as well, but these would not normally be specifically noted in a MARC record, nor linked to



Resource 8

- Level of description: a collection of images; the level selected here is the collection level for this particular collection, which is a part of the larger Library of Congress American Memory online collection of many types of resources (text, image, map, sound, etc.)
- Primary content / Leader/06: **k – non-moving image material** – may not be clear from this screenshot, but it is a digital collection of images; has accompanying text, but primary content is the images
- Type of issuance / Leader/07: **unclear whether m – monograph or i – integrating**; was it published complete with all content in place, was it added to in a finite number of parts, like a multipart item, was it actively updated for a time and then completed, is it still being actively updated? The cataloger would investigate by viewing some further information about the collection, such as in the "About this Collection" link from this page. It may still be unclear based on available information. You make your best judgment. What is the best default supposition for an online collection such as this? How much does it really matter?
- If continuing, the iteration is not evident from this screen print. It could be an integrating resource that has ceased. If not evident, the cataloger does not need to agonize, just describe an "open" integrating resource until evidence proves otherwise.
- Other versions: print versions of the original photographs, but no equivalence version of the online collection taken as a whole
- Bibliographic relationships: most important to note are the **hierarchical relationships between the item-level images and the collection-level Web site** that contains them. But in a collection-level bibliographic record, one does not normally note the titles and URLs, for example, of each of the images contained within

9 http://memory.loc.gov/cgi-bin/query/D?manz:2:./temp/~ammem_CAmI::

Back to Results list Previous Item | Next Item

Ansel Adams's Photographs of Japanese-American Internment at Manzanar
Click on picture for larger image, full item, or more versions
[\[Rights and Reproductions\]](#)

Item Title
People leaving Buddhist church, winter, Manzanar Relocation Center, California / photograph by Ansel Adams.

Adams, Ansel, 1902-1984, photographer.

Created/Published
[1943]

Summary
People walking through relocation center in snow past hand made wood fence.

Notes
Title transcribed from Ansel Adams' caption on verso of print.
Original neg. no.: LC-A35-6-M-33.
Gift; Ansel Adams; 1965-1968.
Forms part of: Manzanar War Relocation Center photographs.

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Resource 9

- A. Level of description: one individual image within the collection in Resource 8 [note URL; this is a "real-life" example; few libraries are creating AACR/MARC records for these item-level images; instead, many using Dublin Core and/or other simpler metadata schemes better suited to this purpose, usually in separate database]
- B. Primary content / Leader/06: **k – non-moving image material**
- C. Type of issuance / Leader/07: **m – monograph** – single static image; not subject to updating
- D. Not continuing
- E. Other versions: digitalized version of single unique unpublished print photograph; the original photograph might be cataloged, but it is highly unlikely
- F. Bibliographic relationships: many, but the only or most likely one to be brought out in a MARC record might be the relationship to the larger collection level resource

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FOR DOUBLE SIDED COPY*

Session 1 Record Examples

1. Online document (textual monograph)

- Body of record (AACR areas 1-6; MARC 2XX, 3XX, 4XX) describes online document.
- Notes and added entries (AACR area 7; MARC 5XX, 7XX) note existence of related print version.

MARC Record	What to Notice:
<p>Books 008/Fixed Field Type: a ELvl: I Srce: d Audn: Ctrl: Lang: eng BLvl: m Form: s Conf: 0 Biog: Mrec: Ctry: dcu Cont: GPub: f LitF: 0 Indx: 0 Desc: a Ills: Fest: 0 DtSt: s Dates: 2001,</p>	<p>§ Type of record = "a" – language material = primary type of content § Bibliographic level = "m" – monograph § Form of item = "s" – electronic § Type of date = "s" – single</p>
<p>006 field for Electronic Resources [Computer Files] [T006: m] Audn: File: d GPub: f</p>	<p>§ 006 – additional coding for electronic/computer aspect (carrier) § Type of e-resource = "d" – document</p>
<p>007 c #b r #d c #e n 040 GPO †c GPO †d YPM †d GPO 043 n-us--- 074 0431-R †z 0431-I-01 074 0431-R (online) †z 0431-I-01 (online) 086 0_ EP 1.2:B 81/2/2001 †z EP 1.104:B 81 086 0_ EP 1.2:B 81/2/2001 †z EP 1.104:B 81/CD 088 EPA 542-B-01-001 245 00 Road map to understanding innovative technology options for brownfields investigation and cleanup #h [electronic resource]. 250 3rd ed. 260 Washington, DC : †b U.S. Environmental Protection Agency, Office of Solid Waste and Emergency Response, Technology Innovation Office, †c [2001]. [No 300] 538 System requirements: Adobe Acrobat Reader. 538 Mode of access: World Wide Web. 500 Title from PDF title page (viewed on Jan. 10, 2007). 530 Distributed to depository libraries in paper (1 v. (various pagings) : ill. ; 28 cm.). 500 "EPA 542-B-01-001." 650 _0 Hazardous waste site remediation †x Technological innovations †z United States. 650 _0 Environmental risk assessment †z United States. 650 _0 Hazardous waste sites †x Law and legislation †z United States. 650 _0 Brownfields †z United States. 710 1_ United States. †b Environmental Protection Agency. †b Technology Innovation Office. 776 1_ †t Road map to understanding innovative technology options for brownfields investigation and cleanup †b 3rd ed. †h 1 v. (various pagings) †w (OCoLC)48394164 856 40 †u http://www.epa.gov/swertio1/download/misc/roadmap3edition.pdf</p>	<p>§ 007 – coding for details of electronic aspects § GMD (general material designation) – "electronic resource" in brackets in Title and statement of responsibility area (245) § Single date of publication (260c) – static content. § No physical description (300) – for remote access e-resources. § System requirements note (538) – because special software needed for this remote access resource. § Mode of access note (538) – required in all records for remote access e-resources § Source of title note (500) – required in records for all e-resources (direct and remote), <i>combined with</i>: § Date viewed note (500) – required for all remote access resources. § Electronic location and access (856) – URI for the PDF document in subfield †u – Indicator 1 = "4" – method of access is HTTP – Indicator 2 = "0" – body of record describes online resource itself <i>Optional:</i> § 530 note and related 776 linking entry – notes existence of print version and links to OCLC record for it.</p>

2. Online journal (textual serial)

MARC Record	What to Notice:
<p>Serials 008/Fixed Field Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng BLvl: s Form: s Conf: 0 Freq: q Mrec: Ctry: mdu S/L: 0 Orig: s EntW: Regl: r ISSN: Alph: Desc: a SrTp: p Cont: o DtSt: c Dates: 1940,9999</p>	<p>§ Type of record = "a" – language material = primary type of content § Bibliographic level = "s" – serial § 008 elements for continuing resources – Frequency, Regularity, etc. § Form of item = "s" – electronic § Form of original item = "s" – electronic § Entry convention = "0" – successive entry § Type of continuing resource = "p" – periodical § Publication status = "c" – current § Dates = beginning & ending dates; "9999" indicates ongoing indefinitely</p>
<p>006 field for Electronic Resources [Computer Files] [T006: m] Audn: File: d GPub:</p>	<p>§ 006 – additional coding for electronic/computer aspect (carrier) § Type of e-resource = "d" – document</p>
<p>007 c #b r #d c #e n #f u 010 sn99-23370 040 EYM #c EYM #d OCLCQ 022 0022-5037 042 lcd 050 14 B1 245 00 Journal of the history of ideas #h [electronic resource]. 246 13 JHI 260 New York, N.Y. : #b Journal of the History of Ideas, #c 1940- 310 Quarterly 362 1 Print began with: Vol. 1, no. 1 (Jan. 1940)- 500 Publisher: Johns Hopkins University Press, 1993- 500 Place of publication varies: New York, N.Y., 1940-1968; Philadelphia, Pa., 1969-1992; Baltimore, Md., 1993- 500 Title from title screen (JSTOR, viewed Mar. 3, 2005). 500 Latest issue consulted: Vol. 56, no. 4 (JSTOR, viewed Oct. 2, 2007). 530 Also issued in print. 538 Mode of access: World Wide Web. 650 _0 Philosophy #v Periodicals. 776 1_ #t Journal of the history of ideas #x 0022-5037 #w (DLC) 42051802 #w (OCoLC)1591903 856 40 #u http://www.jstor.org/journals/00225037.html</p>	<p>§ 007 – coding for details of electronic aspects § Uniform title (130) – to distinguish online version from print version with same title § GMD – "electronic resource" after 245 ‡a § Beginning date of publication (260c) – open date for continuing content § No physical description (300) – for remote access e-resources. § Frequency note (310) – frequency of issue publication; Freq & Regl must match § Numbering (362 1) – issue numbering § Source of title note (500) – required for all e-resources § Last issue consulted note (500) – used when more than one issue consulted § Mode of access note (538) – required in all records for remote access e-resources § Electronic location and access (856) – URI for the journal homepage in subfield ‡u § 530 note and related 776 linking entry – notes existence of print version and links to OCLC record for it. § 500 notes – on change in publisher and place of publication</p>

3. Online updating database (textual integrating resource)

MARC Record	What to Notice:
Integrating Resources 008/Fixed Field Type: a ELvl: I Srce: d GPub: f Ctrl: Lang: eng BLvl: i Form: s Conf: 0 Freq: MRec: Ctry: dcu S/L: 2 Orig: s EntW: Regl: x Alph: Desc: a SrTp: d Cont: DtSt: c Dates: 2002,9999	§ Type of record = "a" – language material = primary type of content § Bibliographic level = "i" – integrating resource § Form of item = "s" – electronic § Type of date = "c" – currently published § Date 1 = beginning date (began online) § Date 2 = ending date: "9999" indicates continuing indefinitely
006 field for Electronic Resources [Computer Files] [T006: m] Audn: File: d GPub: f	§ 006 – additional coding for electronic aspect (carrier) § Type of e-resource = "d" – document
007 c #b r #d c #e n 090 TD194.7 245 00 Enforcement & compliance history online #h [electronic resource] : #b (ECHO). 246 3_ Enforcement and compliance history online 246 30 ECHO 246 1_ #i Title from HTML source: #a EPA enforcement and compliance history online 260 Washington, D.C. : #b U.S. Environmental Protection Agency, #c [2002]- 310 Updated irregularly 538 Mode of access: World Wide Web. 500 Title from home page (viewed on Oct. 16, 2007). 520 Provides EPA database searchable by city or zip code for all or large facilities to determine whether compliance inspections have been conducted by EPA, state or local governments, whether violations were detected, and whether enforcement actions were taken and penalties assessed for all data, air, water, hazardous waste, or by multiple ID list of facilities. Searches can be refined to include facility characteristics (including SIC number), geographic location (including EPA region and Indian land), inspection/enforcement history, compliance information, demographic profile, and media. Results provide facility name and address, operating status, inspection history and enforcement and compliance summary data, two-year compliance status by quarter, formal enforcement actions, and detailed demographic profile of surrounding three-mile area. 650 _0 Environmental auditing #z United States #v Databases. 650 _0 Air #x Pollution #z United States #v Databases. 650 _0 Water #x Pollution #z United States #v Databases. 650 _0 Hazardous wastes #z United States #v Databases. 653 City #a Zip code #a Indian tribe 710 1_ United States. #b Environmental Protection Agency. 856 40 #u http://www.epa.gov/echo/index.html #z connect to Enforcement & compliance history online (ECHO)	§ 007 – coding for details of electronic aspects § GMD – "electronic resource" after title proper in subfield #a § Variant title (246) – subfield #i gives note because no display constant from other indicator § Beginning date of publication – hyphen (& no period) indicates open, ongoing, continuing content; matches "9999" in 008; date is in brackets because based on explicit statement of starting date but not on first iteration § No physical description (300) – for remote access e-resources § Frequency of updates note (310) – required for integrating resources when known § Mode of access note (538) – required for all remote access e-resources § Source of title note + Date viewed note (500) – required for all remote e-resources. § Summary/description note (520) – commonly used and very valuable for integrating e-resources. § Electronic location and access (856) – URI for the database in subfield #u – Indicator 1 = "4" – HTTP – Indicator 2 = "blank" – resource itself

Session 1 Exercise and Discussion

Important Notes:

- The purpose of this exercise is to get a general feel for the concepts and characteristics of the online resources covered in Session 1, especially for those course participants for whom these may be new. The purpose is not to arrive at a complete, definitive list for cataloging each of the resources.
- Because you are working from single, static surrogate screen prints of only part of a single Web page, you will not be able to investigate the resource as you would in real life, and you may not be able to determine all of the aspects listed below for every resource. That is to be expected. In those cases, just make some quick mental or written notes on what would require further exploration to determine, and what kinds of things you would look for in order to make that determination.

Instructions:

- Work individually or in small groups, or discuss together as a class, and/or jot down brief general notes of your answers on the following sheet, as directed by your instructor.
- For each resource, as best as you are able based on the surrogate provided, determine the following characteristics:

<p>A. Level of description – Is the resource part of a larger bibliographic resource and/or does it contain smaller bibliographic resources within itself? Is it an individual item or a collection of items or both at the same time? A bibliographic resource is anything that can be described in a bibliographic record.</p> <ul style="list-style-type: none"> • Note that Web resources often consist of multiple, nested levels, many of which could be selected for description. The point is to keep the bibliographic record, including such elements as title, dates, URL, type of record and bibliographic level, consistent with the level selected for description (in an individual MARC bibliographic record) .
<p>B. Primary content and MARC Leader/06 – select the Type of Record code from this list of selected codes that best represents the primary intellectual or artistic content of the resource:</p> <ul style="list-style-type: none"> a – language material e – cartographic material k – non-moving image material m – electronic resource / computer file material (review definition from session slide) other?
<p>C. Type of issuance and MARC Leader/07 – select the Bibliographic Level code from this list that best presents the type of issuance of the resource:</p> <ul style="list-style-type: none"> m – monograph s – serial i – integrating (use “i” for integrating resources even if not yet implemented)
<p>D. If continuing: which issue or iteration? Based on the single screen print, are you able to determine whether or not you are viewing, or have access to view, the first or last issue or iteration? Or do you have something in between, or is it unknown? What more might you investigate to make a determination, if not clear from the screen print provided?</p>
<p>E. Are there multiple versions or formats? Is there any indication of print, PDF, HTML, or other format version of identical intellectual/artistic content of the resource?</p>
<p>F. Bibliographic relationships – In general, what relationships does this resource appear to bear other resources? This may include other versions/formats, hierarchical / part-whole relationships, temporal / preceding and succeeding title relationships, etc.</p> <ul style="list-style-type: none"> • Think broadly and creatively, but keep in mind that only a very few such relationships are normally indicated in a MARC record using notes and/or linking entries. If time permits, and without getting bogged down, you might quickly note which such relationships are commonly indicated in a MARC record.

Notes for your Answers to Session 1 Exercise **(use front and back if needed)**

Slide 1

1 <http://69.20.19.211/opacom/lowlit/hlyheart.pdf>

35

Slide 2

2 <http://www.nationalatlas.gov/>

36

Slide 3

3 <http://www.expedia.com/>

37

Slide 4

4 <http://its.unc.edu/tl/infobits/>

38

Slide 5

5 <http://www.npwrc.usgs.gov/resource/distr/lepid/bflyusa/bflyusa.htm>

USGS
science for a changing world
Northern Prairie Wildlife Research Center

Home | Site Map | Resources | Feedback | Disclaimer | Copyright

Butterflies of North America

(United States and northern Mexico, Canada planned)

Coordinated and Edited by
Paul A. Opler, Ray E. Stanford, and Harry Pavulaan

- ◆ Introduction
- ◆ Photo Thumbnails
- ◆ Checklists
- ◆ Distribution Maps
- ◆ Other Butterfly Information
- ◆ Submitting New County Records
- ◆ Identify a Specimen
- ◆ State Coordinators
- ◆ Acknowledgments
- ◆ References
- ◆ Citing this Resource
- ◆ For Further Information

Introduction
A description of this resource and the information it contains

Slide 6

6 <http://www.npwrc.usgs.gov/resource/distr/lepid/bflyusa/mt/toc.htm>

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Northern Prairie Wildlife Research Center

Home | Site Map | Resources | Feedback | Disclaimer | Copyright

Butterflies of North America

Butterflies of Montana

Denotes entries with color photo(s)
 Denotes entries containing textual species accounts

Families

- [Swallowtails \(Family Papilionidae\)](#)
- [Whites and Sulphurs \(Family Pieridae\)](#)
- [Gossamer-wing Butterflies \(Family Lycaenidae\)](#)
- [Metalmarks \(Family Riodinidae\)](#)
- [Brush-footed Butterflies \(Family Nymphalidae\)](#)
- [Skippers \(Family Hesperidae\)](#)

[Return](#) to Butterflies of North America main page

Swallowtails (Family Papilionidae)

Slide 7

7 <http://www.forbes.com/2002/07/25/accountingtracker.html>

Forbes.com: The Corporate Scandal Sheet - Microsoft Internet Explorer

Accounting
The Corporate Scandal Sheet
 Penelope Patsuris, 08.26.02, 5:30 PM ET

NEW YORK - With the avalanche of corporate accounting scandals that have rocked the markets recently, it's getting hard to keep track of them all—but our Corporate Scandal Sheet does the job. Here we'll follow accounting imbroglis only—avoiding insider-trading allegations like those plaguing ImClone, since chronicling every corporate transgression would be impractical—and our timeline starts with the Enron debacle.

Company	When Scandal Went Public	Allegations	Investigating Agencies	Latest Developments	Company Comment
Adelphia Communications (otc: ADELA - news - people)	April 2002	Founding Rigas family collected \$3.1 billion in off-balance-sheet loans backed by Adelphia; overstated results by inflating capital expenses and hiding debt.	SEC; Pennsylvania and New York federal grand juries	Three Rigas family members and two other ex-executives have been arrested for fraud. The company is suing the entire Rigas family for \$1 billion for breach of fiduciary duties, among other things.	Did not return repeated calls for comment.

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- Corporate America

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WIRELESS

Slide 8

8 <http://memory.loc.gov/ammem/collections/anseladams/>

Ansel Adams's Photographs of Japanese-American Internment at Manzanar - (American Memory from 1 - Microsoft Internet Explorer

The LIBRARY OF CONGRESS
 AMERICAN MEMORY

HOME BROWSE ABOUT HELP CONTACT Search all collections

Ansel Adams's Photographs of Japanese-American Internment at Manzanar
 The Library of Congress > American Memory Home > Browse Collections

Search this collection
[More search options](#)

Collection Home
About This Collection

Features:

- Gallery → [Collection Highlights](#)
- Timeline → [1942-1947](#)
- Essay → [Born Free and Equal](#)

Browse Collection by:
 ● [Subject](#)

[View more collections from the Prints and Photographs Division](#)

[Collection Connection](#)
 Classroom resources for teachers from the Learning Page



Tom Kobayashi, Landscape, Manzanar Relocation Center, California / photograph by Ansel Adams.
[About this image](#)

Ansel Adams's Photographs of Japanese-American Internment at Manzanar

Overview

In 1943, Ansel Adams (1902-1984), America's best-known photographer, documented the Manzanar War Relocation Center in California and the Japanese Americans interned there during World War II. In *"Suffering under a Great Injustice": Ansel Adams's Photographs of Japanese-American Internment at Manzanar*, the Prints and Photographs Division at the Library of Congress presents for the first time side-by-side digital scans of both Adams's 242 original negatives and his 209 photographic prints (with the print on the left and the negative on the right), allowing viewers to see his darkroom technique and in particular how he cropped his prints.

Adams's Manzanar work is a departure from his signature style of landscape photography. Although a majority of the photographs are portraits, the images also include views of daily life, agricultural scenes, and sports and leisure activities. When he offered the collection to the Library in 1965, Adams wrote, "The purpose

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Slide 9

9 http://memory.loc.gov/cgi-bin/query/D?manz:2:./temp/~ammem_CAMI::

American Memory from the Library of Congress - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Favorites

Address: http://memory.loc.gov/cgi-bin/query/D?manz:2:./temp/~ammem_CAMI:: Go

[Back to Results list](#) [Previous Item](#) [Next Item](#)

[Ansel Adams's Photographs of Japanese-American Internment at Manzanar](#)
Click on picture for larger image, full item, or more versions
[\[Rights and Reproductions\]](#)



Item Title
People leaving **Buddhist church**, winter, Manzanar Relocation Center, California / photograph by Ansel Adams.

Adams, Ansel, 1902-1984, photographer.

Created/Published
[1943]

Summary
People walking through relocation center in snow past hand made wood fence.

Notes
Title transcribed from Ansel Adams' caption on verso of print.
Original neg. no.: LC-A35-6-M-33.
Gift, Ansel Adams; 1965-1968.
Forms part of: Manzanar War Relocation Center photographs.

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MARC Coding Guide for Exercises

For Use with Course Examples and Exercises, and for General Reference

Commonly Used Electronic Resources Tags

Following is a selected list of MARC tags that are frequently used in electronic resource records. Consult the *MARC 21 Format for Bibliographic Data* and *OCLC Bibliographic Formats and Standards* for a complete list and instructions on their use.

Leader/008	Fixed field display found in workforms on OCLC or local systems
006	Additional Material Characteristics (e.g., code for electronic and/or continuing aspects)
007	Physical description fixed field
010	LC control number
020	ISBN
022	ISSN
050/090	LC classification number
082/092	Dewey classification number
100/110/111	Main entry—personal name / corporate body / conference name
130	Main entry—uniform title
222	Key title (assigned in conjunction with ISSN)
245	Title and statement of responsibility
246	Varying form of title (used both for current title variants and for title information other than title proper for former titles, e.g., former parallel title, subtitle, variant title, etc.)
247	Former title proper
250	Edition statement
256	Type and extent of electronic resource (no longer used; but found in older records)
260	Publishing statement (may now be repeated in the case of successive publishers)
300	Physical description (may now optionally be used for remote access electronic resources)
310/321	Current and former frequency
362 1	Publication date note used when date information is not recorded in area 4 (260 \$c)
440/490	Series statement (field 440 is no longer used; but found in older records)
538	Mode of access (formerly required; now used only if resource is accessed other than through the World Wide Web)
538	System details note (used only for unusual system requirements)
500	General note (source of title, item described, all notes with no specific 5XX tag)
516	Type of electronic resource (generally not used; but found in older records)
530	Additional physical form available (prefer 776 \$i)
546	Language note
550	Issuing bodies note
580	Linking entry complexity note
6XX	Subject headings
700	Added entry—Personal name
710	Added entry—Corporate body name
730	Added entry—Uniform title
740	Added entry—Uncontrolled related/analytical title
76X-78X	Linking entry fields (prefer using \$i for note rather than 530 or 580 when possible)
8XX	Series added entries
856	Electronic location and access

MARC 21 Codes for Integrating Resources:*Library of Congress Implementation:*

Leader 07: bibliographic level	Integrating resources (both finite and continuing) should be coded "I" (integrating resource)
022/222	ISSNs and key-titles can be given in records for integrating resources (12.8B1, 12.8C1).
247/547	These fields for earlier titles proper may be used in records for integrating resources (LCRI 12.7B4.1, 12.7B4.2, LCRI 12.7B4.2).
310/321	These fields are also applicable to frequency notes for updates to integrating resources (12.7B1, LCRI 12.7B1).
362 1	This field is also applicable to notes for beginning and/or ending publication dates for integrating resources [and multipart items] (1.4F8, 12.7B11.1).
550	This field is also applicable to issuing body notes for integrating resources (12.7B7.1, 12.7B7.2).
588	This field applies to the Source of description note (e.g., Description based on print version record).
580, 760-787	These fields are also applicable to reciprocal relationships involving integrating resources (12.7B8, LCRI 12.7B8, LCRI 21.28B1).

--revised version of original message from LC CPSO Web site (current as of 4/20/10):
<http://lcweb.loc.gov/catdir/cpso/aacr2002.html>

Leader/06: Type of Record

a	Language material	j	Musical sound recording
c	Notated music	k	Two-dimensional nonprojectable graphic [still image]
d	Manuscript notated music	m	Computer file
e	Cartographic material	o	Kit
f	Manuscript cartographic material	p	Mixed material
g	Projected medium [moving image]	r	Three-dimensional artifact or naturally occurring object
i	Nonmusical sound recording	t	Manuscript language material

008 Control Field – All Materials**Type of Date/Publication Status (008/06)**

s	Single date	Use with BLvl code "m"
m	Multiple dates	
c	Continuing resource currently published	Use with BLvl code "s" and "i"
d	Continuing resource ceased publication	
u	Continuing resource status unknown	

006 / 008 Control Field for Electronic Resources / Computer Files**Form of material (006/00)****T006:**

m	Computer file/Electronic resource
---	-----------------------------------

Code "m" is used to identify field 006 as containing coded data elements relating to an electronic resource.

Audn: Target audience (008/22 006/05)

(Electronic resources, Music, Visual)

#	Unknown or not specified
a	Preschool
b	Primary
c	Elementary and junior high
d	Secondary (senior high)
e	Adult
f	Specialized
g	General
j	Juvenile

File: Type of computer file (008/26 006/09)

a	Numeric data
b	Computer program
c	Representational
d	Document
e	Bibliographic data
f	Font
g	Game
i	Interactive multimedia
j	Online system or service
h	Sound
m	Combination
u	Unknown
z	Other

GPub: Government publication (008/28 006/11)

(Electronic resource, Map, Serial, Visual)

#	Not a government publication
a	Autonomous or semi-autonomous component
c	Multilocal
f	Federal/national
i	International intergovernmental
l	Local
m	Multistate
o	Government publication--level undetermined
s	State, provincial, territorial, dependent, etc.
u	Unknown if item is government publication
z	Other

006/008 Control Field for Continuing Resources / Serials

Continuing resources 006 Character Positions

00	Form of material = s (Serial)
01	Frequency
02	Regularity
03	ISSN center
04	Type of continuing resource
05	Form of original item
06	Form of item
07	Nature of entire work
08-10	Nature of contents
11	Government publication
12	Conference publication
13-15	Undefined [blank]
16	Original alphabet or script of title
17	Entry convention

Form of material (006/00)**T006:**

s	Continuing resource (formerly Serial)
----------	---------------------------------------

Freq: Frequency (008/18 006/01)

blank	No determinable frequency (irregular)
a	Annual
b	Bimonthly (every two months)
c	Semiweekly (twice a week)
d	Daily
e	Biweekly (every two weeks)
f	Semiannual (twice a year)
g	Biennial (every two years)
h	Triennial (every three years)
i	Three times a week
j	Three times a month
k	Continuously updated
m	Monthly
q	Quarterly
s	Semimonthly (twice a month)
t	Three times a year
u	Unknown
w	Weekly
z	Other frequencies

Regl: Regularity (008/19 006/02)

r	Regular
n	Normalized irregular
x	Completely irregular
u	Unknown

SrTp: Type of Continuing Resource (008/21 006/04)

blank	None of the following
d	Updating database
l	Updating loose-leaf
m	Monographic series
n	Newspaper
p	Periodical
w	Updating Web site

Form: Form of item (008/23 006/06)

Orig: Form of original (008/22 006/05)

- Records for textual and other non-computer file electronic integrating resources are identified by a code indicating that the item is in electronic form.
- Code all records for electronic resources [that are not Type “m”] as Form of item “o” or “q”. “s” is valid if the cataloger doesn’t need to distinguish between Direct electronic access or Remote electronic access
- Make a determination about Form of original item based on the particular resource being cataloged.

Form of item

s	Electronic (broad)
o	Electronic remote access
q	Electronic direct access

Form of original item

s,o,q	Electronic
-------	------------

EntW: Nature of entire work (008/24 006/07)

Cont: Nature of contents (008/25-27 006/08-10)

EntW contains a one-character code that indicates the nature of a resource if it consists entirely of a certain type of material. If more than one code is applicable, this position contains a blank and up to three codes may be recorded in Nature of contents (006/08-10) to indicate that a resource contains certain types of materials. If fewer than three codes are assigned, the codes are left justified and each unused position contains a blank.

blank	No specified nature of entire work
a	Abstracts/summaries
b	Bibliographies
c	Catalogs
d	Dictionaries
e	Encyclopedias
f	Handbooks
g	Legal articles
h	Biography
i	Indexes
k	Discographies
l	Legislation
m	Theses
n	Surveys of literature in a subject area
o	Reviews
p	Programmed texts
q	Filmographies
r	Directories
s	Statistics
t	Technical reports
v	Legal cases and case notes

w	Law reports and digests
z	Treaties

Alph: Original alphabet or script of title (008/33 006/16)

Indicates the original alphabet or script of the language of the title. Based on the key title (field 222) for serials. Based on the title proper in field 245 for integrating resources without a key title.

#	No alphabet or script given/no key title
a	Basic roman - Includes no diacritics or special characters
b	Extended roman - Includes diacritics and special characters
c	Cyrillic
d	Japanese
e	Chinese
f	Arabic
g	Greek
h	Hebrew
i	Thai
j	Devanagari
k	Korean
l	Tamil
u	Unknown
z	Other - Includes instances of a title that incorporates words from more than one alphabet or script

S/L: Entry convention (006/17 008/34)

[Formerly named "Successive/latest entry"]

0	Successive entry
1	Latest entry
2	Integrating entry

007 – Physical description fixed field (Electronic resource)

[Some institutions choose to code only subfields \$a and \$b / positions 0 and 1]

Commonly used subfields:	Optional (used primarily for archival control)
\$a Category of material	\$g Image bit depth
\$b Specific material designation	\$h File formats
\$d Color	\$i Quality assurance target(s)
\$e Dimensions	\$j Antecedent/Source
\$f Sound	\$k Level of compression
	\$l Reformatting quality

\$a Category of material

c	Electronic resource (Computer file)
----------	--

Code "c" is used for all electronic resources (i.e., both programs, data files, etc.), which usually consist of digitized machine-readable data, program code, etc., intended to be accessed, processed, or executed by a computer.

\$b Specific material designation (SMD)

r	Remote
----------	---------------

\$d Color

a	One color
c	Multicolored
g	Gray scale
m	Mixed
n	Not applicable
u	Unknown
z	Other

Use code "m" for Web pages and sites with mixtures of text and images in B&W, gray scale, and color. Use "c" for colored images (digitized color photos, etc.). Use gray scale for black-and-white PDF and ASCII text documents, etc.

\$e Dimensions

n	Not applicable
----------	-----------------------

\$f Sound

blank	No sound (silent)
a	Sound
u	Unknown

Use code "a" if the online resource includes digitally encoded sound. Use blank if it does not. Use "u" if unknown or not feasible to explore entire Web site or database for possible presence of sound files.

Selected Linking Entry Fields: Indicators and Subfields

First indicator for all linking fields:

- 0 Display note** (when display constant is sufficient or when using \$i to generate a note; \$i not used in 780/785 fields)
- 1 Do not display note** (only when 580 note field is used)

Second indicator:

Tag	Link	Second Indicator
775	Other edition entry	– Other edition available
		8 No display constant generated
776	Additional physical form entry	– Available in another form
		8 No display constant generated
780	Preceding entry	0 Continues
		1 Continues in part
		2 Supersedes
		3 Supersedes in part
		4 Formed by the union of ... and ... *
		5 Absorbed

		6 Absorbed in part 7 Separated from
785	Succeeding entry	0 Continued by 1 Continued in part by 2 Superseded by 3 Superseded in part by 4 Absorbed by 5 Absorbed in part by 6 Split into ... and ... * 7 Merged with ... to form ... * 8 Changed back to

* Requires 580 note

Subfields

Catalog entry needed in 7XX linking field:	Enter in 7XX subfields:	Taken from fields in related record:
Title proper, and if needed, edition	\$t	245
	\$t \$b	245/250
Main entry name heading/title proper, and if needed, edition	\$a \$t	1XX/245
	\$a \$t \$b	1XX/245/250
Main entry name heading/uniform title	\$a \$s	1XX/240
Main entry name heading/uniform title/title proper (legal, translations)	\$a \$s \$t	1XX/240/245
Main entry uniform title	\$t	130
Main entry uniform title/title proper (translations and other language editions)	\$t	130/245

856 Electronic location and access

First indicator–Access method

#	No information provided
0	Email
1	FTP
2	Remote login (Telnet)
3	Dial-up
4	HTTP
7	Source specified in subfield \$2

Second indicator–Relationship

#	No information provided
0	Resource
1	Version of resource
2	Related resource
8	No display constant generated

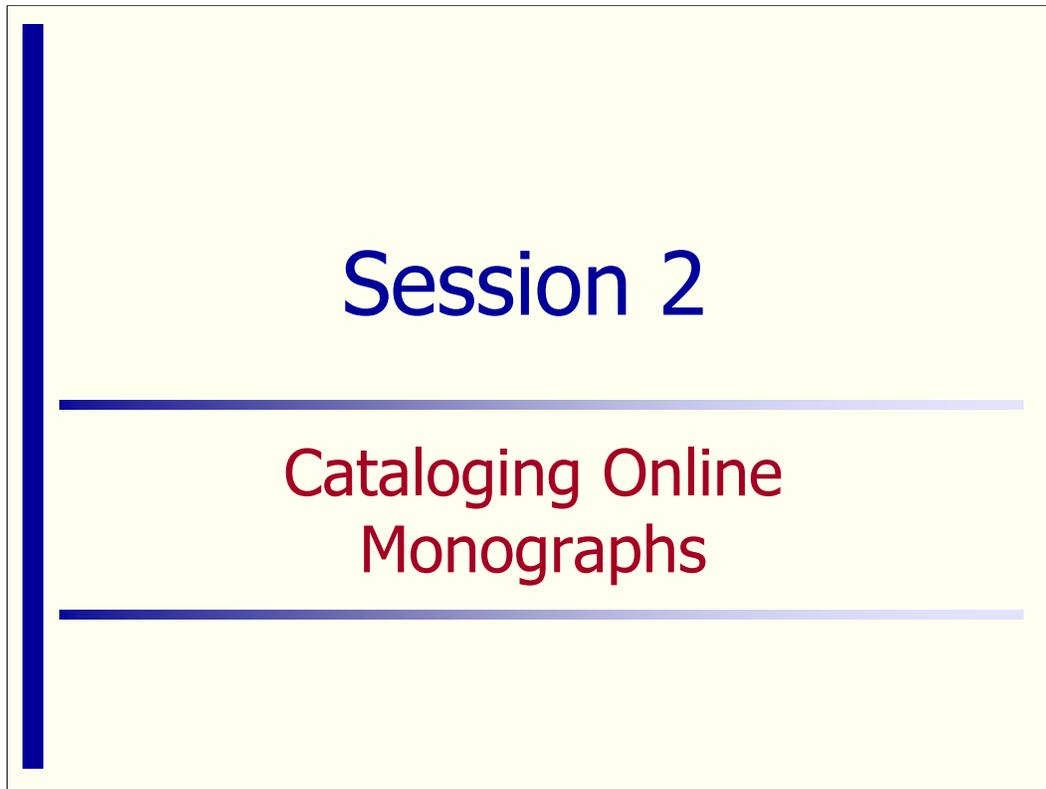
Diacritics and special characters in URLs:

Substituting hexadecimal notation for diacritics and special characters in Uniform Resource Identifiers. When recording a URI in subfield u, replace the following diacritics and special characters with their hexadecimal notation equivalents (i.e., the hexadecimal value for the diacritic and special character preceded by the percent (%) sign):

Character	Enter
Space	%20
Spacing circumflex (^)	%5E
Spacing underscore (_)	%5F
Spacing grave (`)	%60
Vertical bar ()	%7C
Spacing tilde (~)	%7E
Spacing hyphen	%2D

Subfields

a	Host name
b	Access number
c	Compression information
d	Path
f	Electronic name
g	Uniform Resource Name [obsolete]
h	Processor of request
i	Instruction
j	BPS
k	Password
l	Logon
m	Contact for access assistance
n	Name of location of host in subfield \$a
o	Operating system
p	Port
q	Electronic format type
r	Settings
s	File size
t	Terminal emulation
u	Uniform Resource Identifier
v	Hours access method available
w	Record control number
y	Link text
x	Nonpublic note
z	Public note
2	Source of access
3	Materials specified

A title slide for Session 2. The background is light yellow. On the left side, there is a thick vertical blue bar. The text "Session 2" is centered in a large, bold, blue font. Below it, the text "Cataloging Online Monographs" is centered in a bold, red font. Two horizontal blue lines are positioned above and below the red text, and a third horizontal blue line is positioned below the red text.

Optional Warm Up Activity

- Ask participants about their experience with cataloging online monographs, and especially important issues they can think of or that they've encountered in practice.

Goals of Session 2

1. Get an overview of the MARC coding and AACR2 bibliographic data elements that make online monographs different from print monographs
2. Understand the new Provider-Neutral E-Monograph model & how it relates to previous practice.
3. Learn to identify the various sources of description for online monographs.

2

Instructor Warning: animated slide

Activity: Participants' Goals:

- Instructors might ask the participants if they have any additional or more specific goals or areas they especially want to learn about in this session.
- These may be listed on a flip chart or whiteboard.

Online monograph examples

- Online PDF document
- Online e-book (electronic reproduction)
- Note: complete records for each included in Session 2 Record Examples
 - May look at complete records now or at end of this session.
 - Optional: Look for similarities and differences between records for online and print monographic texts

3

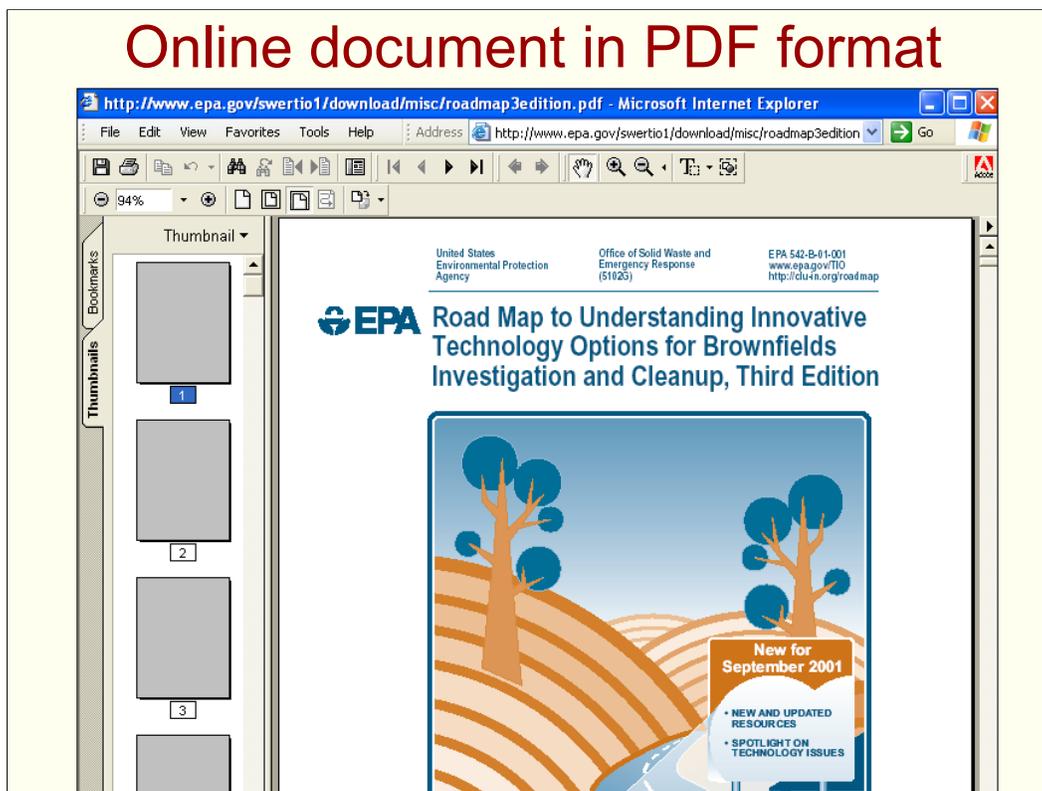
Record Examples:

Instructors may wish to use the record examples at this point in the session, at the end of the session, refer to them during the session, or just leave them as reference materials for participants.

The record examples do illustrate most of the points covered in the session rather than their being reproduced on additional slides.

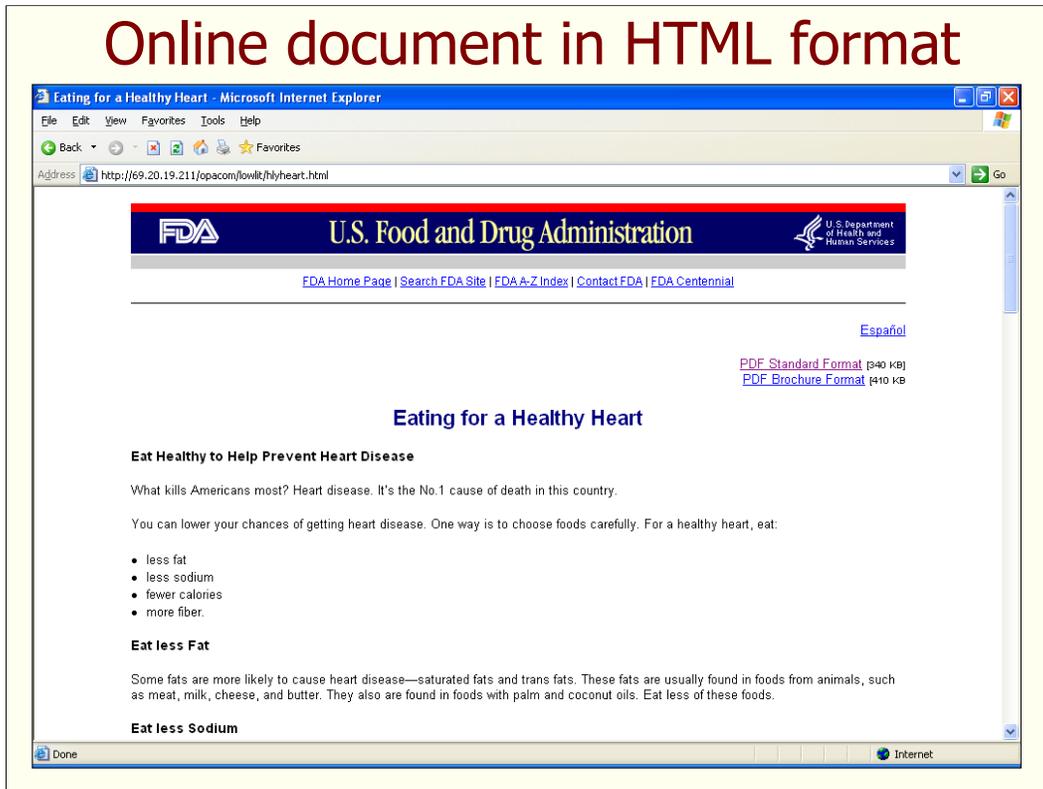
Please note: The slides include a screenshot of an HTML document, but since the cataloging is almost entirely the same as for a PDF document, that has not been included in the Word document examples.

Also please note that the netLibrary e-book record is included, not as an example of library original cataloging, but of one very common type of record that many libraries receive as part of batch record files for e-books. Many libraries choose to edit these for their local catalogs, often through use of a global updating process.



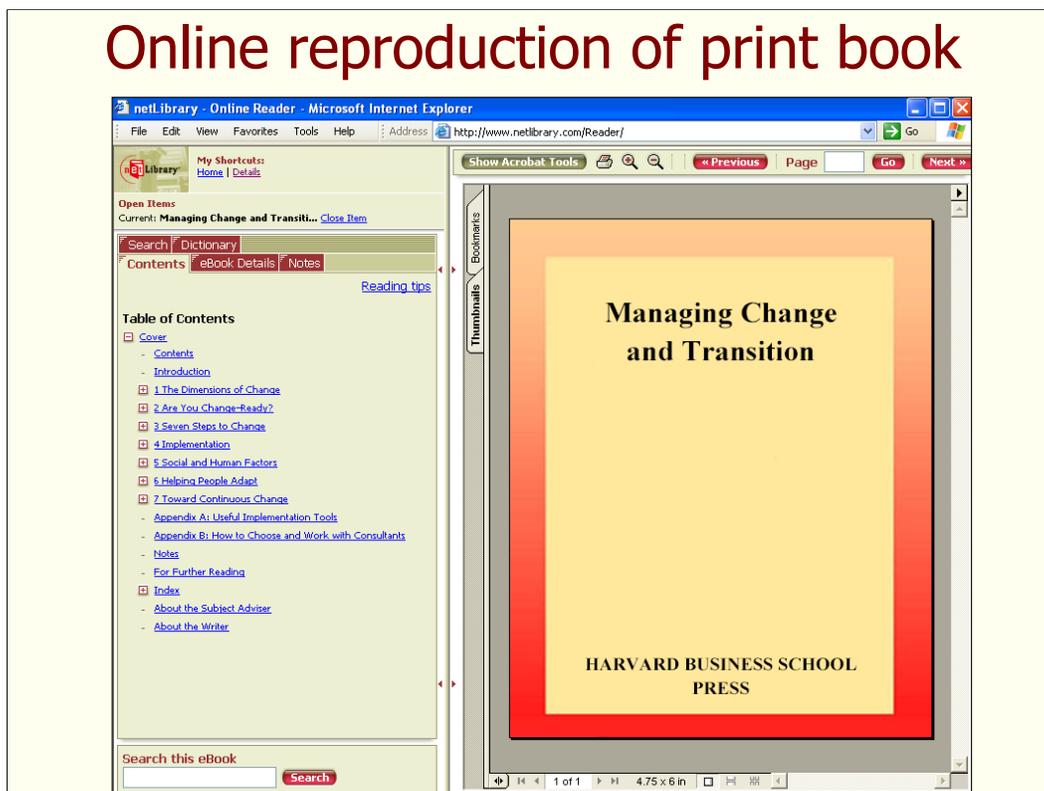
This is a PDF version of a print document. In cases like these, where the print and online documents are issued and made public by the same publisher at more or less the same time, usually in the same year and month, they are normally considered to be "simultaneous publications." The PDF is neither considered to be a "reproduction" of the print or vice versa. This is the case with a large number of government documents today. To elaborate--according to the new monographic Provider-Neutral policy (August 1, 2009), no distinction is made between the cataloging of digital reproductions and digital resources issued simultaneously in other formats. All digital monographs—reproductions, simultaneously issued manifestations, or born digital resources—are to be cataloged according to the same guidelines.

Online document in HTML format



The MARC record for this is not included in the Examples pages for the reason stated in the instructor notes earlier. It is included here simply to illustrate that there are also many monographic textual resources on the Web in HTML format.

Online reproduction of print book



In contrast to online monographs that are either "born digital" or are simultaneously published along with print counterparts, there are also many electronic books that are digitized versions of books previously published in print. In these cases, the print book was published and distributed by its original publisher. Later, an e-book company acquired the rights to digitally reproduce the book and make it available online. To repeat--according to the new monographic Provider-Neutral policy (August 1, 2009), no distinction is made between the cataloging of digital reproductions and digital resources issued simultaneously in other formats. All digital monographs—reproductions, simultaneously issued manifestations, or born digital resources—are to be cataloged according to the same guidelines.

MARC leader and control field coding (006, 007, 008)

- Type of Record: Leader/06
- Bibliographic level: Leader/07
- Form of item: 008/23
- Type of date, Dates: 008/06-14
- Electronic resources 006
- Electronic resources 007

7

These are the fields and elements of special importance for cataloging online monographs.

Type of record: Leader/06

Code for primary type of content, not electronic carrier:

- Online text: type "a" (language material)
- Other formats: maps: "e", sound recordings "I" & "j", images "k", videos "g", music scores "c"
- Computer file format: type "m"
 - Type "m" restricted to: computer software (programs, games, fonts), numeric data, computer-oriented multimedia or (online interactive multimedia of more than one online format where no one format is predominant)

8

Once again, the Type of Record code is selected based on the primary content of the resource, not its electronic carrier/format. An e-book or e-document is still textual/language material.

Bibliographic level: Leader/07

- Code "m" – monograph
- This lesson deals only with online resources published monographically
- Content is finite, fixed, static; issued in one part or a finite number of parts

Form of item: 008/23 used in conjunction with Leader 06 "a"

- Code "s" for 008/23 for Leader 06 "a" (textual materials)
 - Note: In January 2010, MARBI approved a change so that the old code "s" will split into two new codes: "o" for remote (online) access and "q" for direct access. The code "s" will not be made obsolete; however PCC policy will be to use the new codes.
 - At the same time, MARBI approved the addition of 008/23 for records with Leader 06 of "m" (Computer file)

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Note: this is the same element that is coded for resources in microfilm, microfiche, etc.

As of the May 2010 MARC Update #11 in OCLC the computer file format will contain 008/23 (either "o" for online or "q" for direct access. --in additional to textual materials.

Type of date, Dates: 008/06-14

For online monographs:

- Type of date: most often "s" single date
- Date 1: the date the resource was published
in its original format
- Date 2: usually blank

11

This is noteworthy primarily because it contrasts sharply with continuing resources—both serials and integrating resources—which have a range of dates because they continue over time.

*NEW: date of original publication instead of date published on the Internet

Electronic resources 006

Provides additional material characteristics coding

- Needed in online resource records whenever Type of Record code is other than "m"
- Mandatory in OCLC records
- Important for searching, indexing, and display of the resource as electronic in addition to primary type
- First byte (Type) is mandatory; additional bytes (e.g. File, GPub) are optional.

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It is important to convey the reason why the 006 field and other control field codes are needed. In most online library catalogs and MARC-based online bibliographic databases, including OCLC WorldCat, they directly affect searching, search limits, indexing, and display labels for resource types.

Manuscript 006

Provides additional material characteristics coding

- 006 Type "t" used for online theses & dissertations that in their print form would be considered manuscripts.
- Per AACR2 9.4B2, all online resources are considered published. Therefore, Types (Leader/06) "t", "d," and "f" cannot be used in the Leader in electronic resource records. Instead these characteristics can be brought out in the 006 field

13

New slide.

Note: As with previous slide, first byte mandatory, additional bytes optional
Important for searching, indexing, and display of the resource as a manuscript

Electronic resources 007

Provides detailed physical description coding

Mandatory:

- 00 – Category of material: “c”
- 01 – Specific material designation: “r”

Optional:

- 03 – Color (often “m” – mixed)
- 04 – Dimensions: “n” – Not applicable
- 05 – Sound

14

Use of this MARC 21 element is strongly encouraged by LC and OCLC. Many catalogs and databases also use 007 codes for searching, search limits, indexing, and display labels.

MARC control field coding example

Books 008/Fixed Field

Type: a ELvl: I Srce: d Audn: Ctrl: Lang: eng
 BLvl: m Form: s Conf: 0 Biog: MRec: Ctry: dcu
 Cont: GPub: f LitF: 0 Indx: 0
 Desc: a Ills: Fest: 0 DtSt: s Dates: 2001,

006 field for Electronic Resources [Computer Files]

[T006: m] Audn: File: d GPub: f

007 field for Electronic Resources [Computer Files]

007 c #b r #d m #e n

15

This is the resource represented in the first example in the Session 2 Record Examples. The record will be shown in three separate pieces in these slides.

What to Notice:

§ **Type of record** = "a" – language material = primary type of content

§ **Bibliographic level** = "m" – monograph

§ **Form of item** = "s" – electronic

§ **Type of date** = "s" – single

§ **006** = additional coding for electronic/computer aspect (carrier)

§ **Type of e-resource** = "d" – document

§ **007** = coding for details of electronic aspects

MARC control field coding example (cont.) – online thesis

Books 008/Fixed Field

Type: a ELvl: I Srce: d Audn: Ctrl: Lang: eng
 BLvl: m Form: s Conf: 0 Biog: MRec: Ctry: dcu
 Cont: GPub: f LitF: 0 Indx: 0
 Desc: a Ills: Fest: 0 DtSt: s Dates: 2001,

Additional 006 field for “online” [Manuscript thesis]

[T006: t]

006 field for Electronic Resources [Computer Files]

[T006: m] Audn: File: d GPub: f

007 field for Electronic Resources [Computer Files]

007 c #b r #d m #e n

16

This is the resource represented in the first example in the Session 2 Record Examples. The record will be shown in three separate pieces in these slides.

What to Notice:

§ **Type of record** = "a" – language material = primary type of content

§ **Bibliographic level** = "m" – monograph

§ **Form of item** = "s" – electronic

§ **Type of date** = "s" – single

§ **006** = additional 006 to bring out the fact that if it were physical, it would be coded as a “manuscript”

§ **006** = additional coding for electronic/computer aspect (carrier)

§ **Type of e-resource** = "d" – document

§ **007** = coding for details of electronic aspects

Bibliographic description of online monographs

- Always use AACR2 chapter 9, in conjunction with the Provider-Neutral E-Monograph MARC Record Guide
- Also use AACR2 ch. 1-8 if applicable
 - Online text: 9 and 2
 - Online map: 9 and 3
 - Online sound file: 9 and 6
 - etc.

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If instructions in AACR2 ch.9 are in conflict with the Provider-Neutral E-Monograph MARC Record Guide, prefer the P-N Guide. The PCC Standards Committee will be working with various Task Groups to extend the Provider-Neutral E-Monograph MARC Record Guide to more formats than just books in Summer 2010.

Title and statement of responsibility (Area 1; MARC 245)

- **Title proper**
 - Transcribe in \$a, \$n, \$p from chosen chief source
 - Always give source in a note (500)
- **General material designation (GMD)**
 - \$h [electronic resource]
- **Parallel and other title information**
 - Transcribe in \$b if appearing in chief source
- **Statements of responsibility**
 - Transcribe in \$c if appearing with the title in the chief source

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This is a summary slide to introduce Area 1 for online monographs.

The only thing different from print monographs per se is the GMD—which is used in all records for electronic resources regardless of primary type of content or type of issuance or other chapters used in conjunction with AACR2 Chapter 9. It is used for online books, online serials, online images, online maps, etc.

Chief source of information (9.0)

- Chief source = the entire resource itself, or the **record** for print or other format original

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Chief source is a change in perspective for catalogers accustomed to cataloging print monographs.

Concept of using record as chief source is not in AACR2 9 but has been used by serials catalogers for years.

Source of title (9.0)

- Source of title:
 - Any formally-presented evidence
 - Prefer the source that provides the most complete information
 - Also include Web site and viewed on date information, e.g.:
 - Title from PDF title page (IEEE Xplore, viewed Mar. 1, 2010)

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Examples of formal evidence:

- Title screen
- Main menu
- Table of contents
- HTML header on Web page or home page
 - Content of <title> ... </title> tag in HTML source code
- PDF title page
 - Or other source equivalent to print counterpart
- Caption on Web page or home page
- Home page
- File header (including "subject" lines)
- Encoded metadata, e.g., HTML/XML meta tags TEI headers

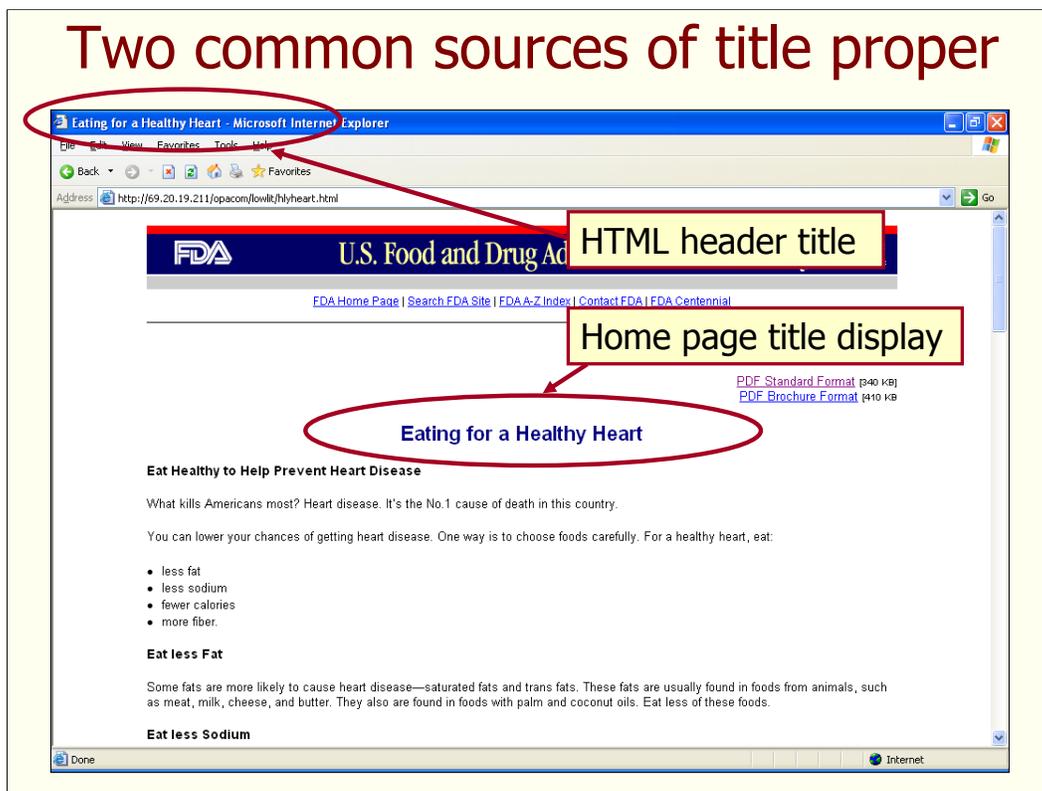
21

Source of title proper for online monographs

Common sources:

- PDF title page
 - Or other source equivalent to print counterpart
- Caption on Web page or home page
 - html text or graphical image
- HTML header on Web page or home page
 - Content of <title> ... </title> tag in html source code

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Some catalogers use the term "caption" to describe a title as displayed on a Web page or home page of a Web site.

The title that displays in the Web browser's title bar is automatically generated by the browser from the HTML header title meta tag. E.g.: `<title>Eating for a Healthy Heart</title>`

Source of title note vs. Description based on ... note

- One of these two notes is required.
- If a good quality bibliographic record for the original format resource exists, you may use this record as the chief source. In this case, you will use a "Description based on <print/other format> version record" note.
- If the resource is born digital, or if there is no good quality original format bibliographic record, then you would use the e-resource itself as the chief source. In this case, you will use a "Source of title" note.

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If there is a print or other format record is available, you have a choice of using a "Description Based On" note or a "Source of Title" note. Use one or the other, but not both.

Source of title proper note (9.7B3; MARC 500)

- Source of title note is combined with viewed on source and date.
- Examples:
 - Title from home page (ACM Digital Library, viewed on Oct. 15, 2008)
 - Title from HTML header (IEEE Xplore, viewed April 7, 2005)
 - Title from PDF title page (Publisher's Web site, viewed on June 13, 2004)
- Further guidance: OLAC CAPC online document "Source of Title Note for Internet Resources" (3rd ed. 2005)
<http://www.olacinc.org/drupal/?q=node/20>

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Note: there is no prescribed wording for source of title. In other words either “viewed” or “viewed on” is acceptable wording.

The OLAC CAPC document “Source of Title Note for Internet Resources” (see Bibliography) is often cited and may provide additional assistance.

Use as first note. Do not use if DBO note is present.

Prefer field 588 for this information, once it has been implemented by OCLC.

Description based on note (DBO) (MARC 500)

- Use when the description is based on the print or other format version bibliographic record.
- Examples:
 - Description based on print version record.
 - Description based on CD-ROM version record.
 - Etc.
- Usually used in conjunction with 776 field for other version.

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Unlike the Source of title note, DBO note does not require a viewed on date
This will often be used when creating or converting records in large groups.

Note: DBO information will be moved to 588 field once this field has been implemented by OCLC

Do not use with Source of title note.

Variations in title: notes and added entries (9.7B4 & 21.30J; MARC 246)

- Variants especially common in online resources
- MARC 246 13 is acceptable
- Record title variations from different providers
- Example:
 - 246 13 Oil spill cleanup **OR**
 - 246 1_ \$i Title in HTML header: \$a Oil spill cleanup

 - 246 1_ \$i Available from some providers with title: \$a

 - 245 10 Thumbelina = \$b Tommelise *with*
 - 246 31 Tommelise

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The Provider-Neutral guidelines call for the “Available from some providers with title” phrase; another option would be to use 246 13. The latter is now accepted practice in the BIBCO Standard Record guidelines

Edition (Area 2; MARC 250)

- Transcribe a statement that indicates differences from other editions of the resource, or to a named re-issue of a resource
- In case of doubt: take words such as *edition*, *issue*, *version*, *release*, *level*, *update* or equivalents as indicating an edition statement
- Do not treat incorporations of minor changes as a new edition
 - E.g., corrections of misspellings, rearrangement of contents, changes in output format, display medium or physical characteristics

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Online documents may well have edition statements.

Edition (Area 2; MARC 250) Cont.

- Record only edition statements originating from the original publisher/society; ignore statements that pertain to specific provider versions.
- Example: Do NOT use statements such as "MyLibrary edition"

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From the P-N Guide

Area 3 for electronic resources

Type and extent of resource -- MARC 256 field

- No longer used in new records for e-resources
- **Eliminated** from AACR2 chapter 9 in 2004 update
- Older records may still have it
- Examples:
 - 256 Electronic data
 - 256 Electronic data and program(s)
 - 256 Electronic data (1 file : 400 records, 1.5 megabytes)
 - 256 Electronic programs (1 file : 125 statements)

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Notes: in Dec. 2002, LCRI 9.3B1 directed LC catalogers to no longer use Area 3 for original cataloging of electronic resources, but to accept it on copy; many other libraries chose to do the same.

The area was deleted from AACR2 chapter 9 with the 2004 update.

Do not add this field.

Publication, distribution, etc. (Area 4; MARC 260)

- Consider all remote access electronic resources to be published
- Common sources for place and name of publisher, distributor, etc.:
 - PDF title page and verso
 - Bottom of Web page or home page
 - Linked publisher page
 - Bibliographic record for print or other format version

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All resources on the Internet are de facto "made public" and "distributed" online. This especially has implications for electronic theses & dissertations, because in print form they are considered unpublished and therefore have no 260 \$a or \$b. For online dissertations, many institutions will use the name and location of the university in 260 \$a and \$b, or they may use [S.l. : s.n.]

Publication, distribution, etc. (Area 4; MARC 260)

- Record first named publication information that applies to all known instances of the online resource. If the e-resource being cataloged is an online reproduction of a print monograph, usually the publisher/distributor information will come from the original print/other format source record.

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P-N Guide

Dates of publication (9.4F & 1.4F; MARC 260 \$c)

- Most online monographs will have a single date of publication.
- Common sources for date of publication for online monographs:
 - Date on PDF title page, verso, colophon, etc.
 - Publication date or copyright on Web page or home page (often at bottom)
 - Statement of date of publication on linked publisher or other page
 - Bibliographic record for print or other format version

33

Once again, the single date of publication correlates with static content and contrasts with the multiple range of dates for continuing resources.

Multiple 260 fields may be used in the case of digital reproductions of multipart monographs that have had different publishers for some of the parts.

Physical description (Area 5; MARC 300)

- Prior to 2004 update: not used for online (remote access) electronic resources
- 2004 update of AACR2 9.5 includes optional rule to allow use of physical description for remote access resources
- 2009 Provider-Neutral Guide includes mandatory rule to use “1 online resource” preceding any statement of extent in parentheses. Illustration statement will follow if applicable.

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Physical description (Area 5; MARC 300)

➤ Examples:

- 300 1 online resource
- 300 1 online resource (29 p.) : \$b ill.

Series (Area 6; MARC 4XX, 8XX, etc.)

Series statement and Series access points:

- 440 is no longer used.
- Use 490 1_ in combination with 8XX

Record series if it applies to all known instances of the online resource.

Provider series that are not applicable to all e-versions should NOT be included in the provider-neutral e-monograph record, except for records for DLF Registry of Digital Masters and other digital preservation projects.

36

Series (Area 6; MARC 490 1_)

The following series statements should be included in 490 1_:

- The series of the **print** version (original format) should be represented for digitized version of print monographs
- The **online** series should be represented for born-digital e-monographs with no known print counterpart.
- For born-digital e-monograph issued simultaneously with a print version:
 - If the series is the **same** for both versions, that series should be represented in the record.
 - If the online version is issued as part of a series different than the print version, the **online** series should be represented

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Series (Area 6; MARC 490 1_)

ISSN in the 490 1_ field:

- When the **print version** is being used as the basis of description, use whatever ISSN appears on the print or other format original piece.
- When the **online version** is being used as the basis of description and only one ISSN appears in the resource being described, record that ISSN.
- When the online version is being used as the basis of description and both print and electronic ISSNs appear in the resource being described, record the e-ISSN.
- If no ISSN appears on the online resource, do not supply one.

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Series (Area 6; MARC 8XX)

The following series access points should be included in 8XX:

- If series exists in print and online, use the authorized print form of the heading.
- If series exists only online, use the authorized form of the online series.
- Do not use for package/provider series (DLF excepted).
- Do not use the qualifier (Online) in series access points.

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Series (Area 6; MARC 8XX)

ISSN in the 8XX fields:

- Add the \$x containing ISSN at the end of 8XX
- Use the print ISSN rather than the online ISSN for series that exist in print as well as online.

40

Note that in the 490 1_, one would record the e-ISSN when series is issued both in print and online, but in 8XX one would only record the p-ISSN. As of this date (March 2010) the decision has been made to add the \$x at the end of the 8XX records. However, OCLC still needs to incorporate it in its validation tables.

Notes (Area 7; MARC 5XX, etc.)

- Required note--A or B:
 - A. Source of title proper (500) *or*
 - B. If the record is not based on the resource, but is based on *another* record that describes another manifestation of the work, you can use this phrase in a 500 note: Description based on print version record
- Important if applicable:
 - System requirements (538)
 - Other formats (530)—Prefer 776 \$i
 - Summary / description (520)

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One of these two notes will always be used in all records for online monographs, online serials, and online integrating resources.

Nature and scope, system requirements, and mode of access note (9.7B1; MARC 538) [1]

➤ System requirements:

- Used for remote access resources only if special software, hardware, etc. needed to access resource
- Place after DBO or Source of Title note
- Must begin with "System requirements:"
- Example:
 - 538 \$a System requirements: SAS or SPSS statistical software.

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Nature and scope, system requirements, and mode of access note (9.7B1; MARC 538) [2]

- Mode of access:
 - Use for remote access resources **only** if they are accessed other than through the World Wide Web
 - If used, must begin with "Mode of access:"
 - Example:
 - 538 Mode of access: Internet via ftp.

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There is no prescribed wording for the note other than that it must begin with the phrase: "Mode of access."

The most common and perfectly fine form of the note is "World Wide Web." for anything on the Web.

Source of title proper note– YES!

- If description is based on the resource then a Source of title note is required. It contains the location in the resource, where the resource is located, and when the resource was viewed.
 - 500 Title from PDF of title page (IEEE Xplore, viewed Mar. 4, 2010).

Source of title proper note—NO!

- If the description is based on the bibliographic record of another manifestation of the resource you are cataloging you should use this 500 note:
 - Description based on print version record
...or microfilm version record, etc.

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Other formats note (9.7B16; MARC 530)

- Generally prefer to use 776 \$. If this is not practical, use the 530 field to refer to other formats in which the resource has been issued
- Examples:
 - 530 \$a Also available in print.
 - 530 \$a Also issued on CD-ROM.

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Summary note (9.7B17; MARC 520)

- A brief objective summary of the purpose and content of the resource if the rest of the description does not provide enough information
- Abstracts are often cut from the resource and pasted in the summary note as field 520 3_
- Used more for online integrating resources such as complex Web sites and databases

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Bibliographic description example

```

006      m      d
007      c $b r

245 00 Road map to understanding innovative technology
options for brownfields investigation and cleanup #h
[electronic resource].
250      3rd ed.
260      Washington, DC : #b U.S. Environmental Protection
Agency, Office of Solid Waste and Emergency Response,
Technology Innovation Office, #c [2001].
300      1 online resource (25 p.) : $b ill., maps
500      Title from PDF title page (EPA Web site, viewed on
Jan. 10, 2002).
500      "EPA 542-B-01-001."
710 1_ United States. #b Environmental Protection Agency. #b
Technology Innovation Office.

776 08 $i Print version: $t Road map...

```

48

The second portion of the complete record for the first example in Session 1 Record Examples.

What to Notice:

§ **GMD** (general material designation) "electronic resource" in brackets in Title and statement of responsibility area (245)

§ **Single date of publication (260c)** – static content. *In contrast to continuing resources!*

§ **Physical description (300)** for remote access e-resources always starts with 1 online resource

§ **System requirements note (538)** not necessary (especially for Adobe)

§ **Mode of access note (538)** No longer supplied, since access is via World Wide Web.

§ **Source of title note (500)** required in records for all e-resources (direct and remote), *combined with:*

§ **Date viewed note (500)** required for all remote access resources.

Standard Numbers (Area 8)

➤ ISBN

- Use only e-ISBNs in 020 \$a
- Put print ISBNs in 020 \$z and 776 \$z
- If you are not sure if a ISBN is for print or electronic, put in 020 \$z

➤ LCCN

- LCCNs are not used for electronic; LCCN for print goes in 776 \$w (DLC)

776 Additional Form Entry

- Use 776 08 \$i Print version:
 - (preferred over 530 note)
- Hint: Use "Insert from Cited Record" in OCLC
 - Paste OCLC# of original in 776 field
 - Edit->Insert from Cited Record
 - Automatically populates; just need to add \$i
 - 778 08 #i Print version: #t Brave new words. #d Oxford ; New York : Oxford University Press, c2007 #z 9780195305678 #w (DLC) 2006037280 #w (OCoLC)76074298

50

Main and added entries (Chapter 21; MARC 1XX, 7XX)

- Personal and corporate body name headings selected based on chapter 21 rules
- Match forms authorized in LC Name Authority File or constructed according to rules in AACR2 chapters 22-24
- Uniform titles may also apply (130, 240, 7XX \$t, etc.)
- *Do not use 710/730 fields for package or provider names in OCLC master records*

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856 1st indicator: Access method

- 0 = E-mail
- 1 = FTP
- 2 = Remote login (Telnet)
- 3 = Dial-up
- 4 = HTTP
 - *Used for most Web resources*
- 7 = Method specified in \$2
 - *Used in records for Web resources before 1997*

52

First Indicator:

- The vast majority of Web sites and databases cataloged will have first indicator **4** since their primary address will be on the World Wide Web.
- It is possible that some resources may include FTP addresses for downloading files or database records, etc., but the majority will have basic HTTP addresses.
- 1st indicator value "4" for HTTP was established in 1997, and records cataloged before that time and not subsequently updated will have **1st indicator "7" with http specified in \$2** [as was any other access method not specified by another indicator].

856 2nd indicator: Relationship

Relationship of URI in the 856 to the resource described in the body of the bibliographic record

- Can be used to generate a display constant in catalogs
- Blank = No information provided
- 0 = Resource
 - URI is the location of the resource described in body of record
- 1 = Version of resource
 - URI is location of version in another format of resource described in record; include table of contents link here.
- 2 = Related resource
 - URI is location of different resource related to resource described in body of record, e.g., online finding aid
- 8 = No display constant generated

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Second indicator:

- Second indicator value "0" is used when the body of the record describes an online resource itself.
- Value "1" is used more often in records for print resources that have an electronic version available online. A common example is when a book has a table of contents available online.
- Value "2" is used for example in records for printed resources that have a related resource available online.
 - This value may be used in online resource records if there is a related online resource which the cataloger thinks is important to note and provide access to, but this is relatively rare in records for updating Web sites and databases.
 - Value "1" is used for an online table of contents because the TOC is a portion of the resource.

Electronic location and access (MARC 856 field) – locate resource

- Most commonly used subfields:
 - Subfield \$u = uniform resource identifier (URI)
 - suffices for most Web resources; do not add institution-specific URLs to OCLC master records
 - Subfield \$z = public note – think local!
 - do not add institution-specific notes in OCLC master records
 - Subfield \$3 = materials specified note
- May serve as active hyperlink from catalog to the online resource in Web-based catalogs

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The content of the MARC 856 field, "electronic location and access," does not yet appear in AACR2. It is nevertheless perhaps the most important access point for an online resource!

- In Web-based catalogs it is the URL in subfield \$u of the 856 field that serves as a 'hotlink' directly to the resource itself on the Internet.
- A resource may have more than one electronic address and/or access method and so have more than one 856 field in the record.

- Because of maintenance issues, we discourage the use of package names in the Subfield \$3– exceptions may be made when the domain name in the URL does not give a clear picture of the source. Do not remove from OCLC master records.

Subject access (subject headings and classification; MARC 6XX, 05X-09X)

- Analyze intellectual content of online resources in same way as print and other tangible resources
- Subject headings:
 - there are no LCSH form subdivisions to indicate that a monographic resource is electronic or online
- Classification:
 - Optional but “strongly encouraged”
 - is more than a call number for shelf location
 - provides access and collocation by subject discipline
 - class portion (\$a) alone may suffice without cutter (\$b)

55

Example of subject access points and 856 electronic location and access field

```

245 00 Road map to understanding innovative technology
options for brownfields investigation and cleanup #h
[electronic resource].
250     3rd ed.
260     Washington, DC : #b U.S. Environmental Protection
Agency, Office of Solid Waste and Emergency Response,
Technology Innovation Office, #c [2001]
650 _0 Hazardous waste site remediation #x Technological
innovations #z United States.
650 _0 Environmental risk assessment #z United States.
650 _0 Hazardous waste sites #x Law and legislation #z
United States.
650 _0 Brownfields #z United States.
856 40 #u http://www.epa.gov/swertio1/download/misc/
roadmap3edition.pdf

```

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The third portion of the record given in its complete form as Session 2 Record Example 1. Instructors may wish after going over this slide to view the whole record in the Examples.

What to Notice:

§ **Subject analysis and headings** as usual, no form subdivision to indicate that the document is in electronic format.

§ **Electronic location and access (856)** = URI for the PDF document in subfield \$u

- **Indicator 1** = "4" – method of access is HTTP
- **Indicator 2** = "0" – body of record describes online resource itself

Reproduction cataloging

- LCRI 1.11A for electronic reproductions is no longer valid.
- 533 reproduction note: No longer used in records for online resources.

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Exercises and discussion

- **Exercise 2.1:** edit record for print version of monographic document to make an original record for the online PDF version
- **Exercise 2.2:** fill in the missing elements to make the record describe an electronic reproduction of the print book

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Instructors, please note well for all exercises: there is often more than one valid "answer" for the exercises, especially when it comes to selection of title proper, source of title, transcription of title and statement of responsibility, wording of notes such as source of title proper, mode of access, dates of publication for serial and integrating resources, and so on. The solutions given in the Exercise Answers in the participants' manuals reflect only one of several possibilities in some cases.

Session 2 Exercise Answers**Exercise 2.1: edit this record to make an original for the online PDF version**

Write in new fields in lower section; cross out and write in elsewhere in record as needed.

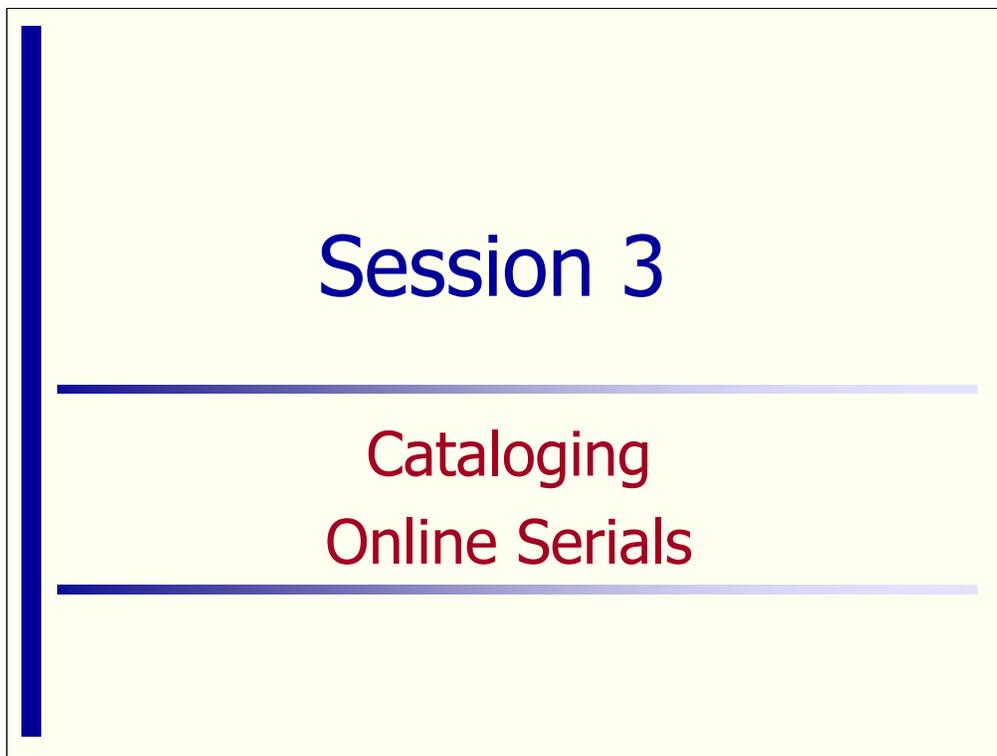
OCLC 35241861					
Type: a	ELvl: I	Srce: d	Audn:	Ctrl:	Lang: eng
BLvl: m	Form: o	Conf: 0	Biog:	Mrec:	Ctry: mdu
Cont	GPub: f	LitF: 0	Indx: 0		
Desc: a	Ills: a	Fest: 0	DtSt: s	Dates: 2000,	
086	0_	HE 20.4002:H 34/3			
245	00	Eating for a healthy heart #h [electronic resource] .			
260		Rockville, MD (5600 Fishers Lane, Rockville 20857) : #b U.S. Food and Drug Administration, #c [2000] .			
300		1 online resource (11 p.) : #b col. ill.			
490	1_	Publication ; #v no. (FDA) 00-2302			
500		Title from PDF of title page (FDA Web site, viewed Mar. 31, 2008).			
650	_0	Low-cholesterol diet #v Recipes.			
650	_0	Heart #x Diseases #x Diet therapy #v Recipes.			
650	_0	Heart #x Diseases #x Prevention.			
710	1_	United States. #b Food and Drug Administration.			
830	_0	HHS publication ; #v no. (FDA) 00-2302 .			
856	40	#u http://69.20.19.211/opacom/lowlit/hlyheart.pdf			
006		[T006: m] Audn: File: d GPub: f			
007		c #b r #d m #e n			

Exercise 2.2: fill in the missing elements to make this record an online version of the print version record

Type: a	ELvl: I	Srce: d	Audn:	Ctrl:	Lang: eng
BLvl: m	Form: o	Conf: 0	Biog: b	Mrec:	Ctry: nyu
Cont	GPub:	LitF: 0	Indx: 1		
Desc: a	Ills: a	Fest: 0	DtSt: s	Dates: 2004,	
006		[T006: m]	Audn:	File: d	GPub:
007		c ‡ b r			
020		0195180674			
043		n-us---			
050	4	GV1785.A38 ‡b D44 2004eb			
082	04	792.8/028/092 ‡2 22			
100	1_	DeFrantz, Thomas.			
245	10	Dancing revelations ‡h [electronic resource] : ‡b Alvin Ailey's embodiment of African American culture / ‡c Thomas F. DeFrantz.			
260		New York : ‡b Oxford University Press, ‡c c 2004.			
300		1 online resource (xvii, 300 p.) : ‡b ill.			
504		Includes bibliographical references and index.			
588		Description based on print version record.			
600	10	Ailey, Alvin.			
650	_0	Dancers ‡z United States ‡v Biography.			
650	_0	Choreographers ‡z United States ‡v Biography.			
610	20	Alvin Ailey American Dance Theater.			
650	_0	African American dance.			
776	08	‡i Print version: ‡a DeFrantz, Thomas. ‡t Dancing revelations. ‡d Oxford ; New York : Oxford University Press, 2004 ‡z 0195154193 (a ‡w (DLC) 2002156670 ‡w (OCoLC)51304161**			
856	40	‡3 NetLibrary ‡u http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=92713			

** The „Insert from cited record” technique in OCLC Connexion is a quick way to place the whole citation in the 776 field.

*THIS PAGE INTENTIONALLY LEFT BLANK
FOR DOUBLE SIDED COPY*

The slide features a light yellow background with a dark blue vertical bar on the left side. The text "Session 3" is centered at the top in a large, dark blue font. Below it, the words "Cataloging" and "Online Serials" are centered in a dark red font, separated by two horizontal dark blue lines.

Session 3

Cataloging Online Serials

Optional Warm Up Activity

Ask participants about their experience with cataloging online serials, and especially important issues they can think of or that they've encountered in practice.

Instructor Reference

In order to better prepare for this session, the instructor may want to review the following document:

- CONSER Cataloging Manual Module 31, available online in PDF format at:
<http://www.loc.gov/acq/conser/Module31.pdf>

The CONSER standard record implemented by CONSER libraries in June 2007, introduced changes in practice that make coding traditionally supplied in serial records optional. This has had an impact on records for electronic serials. Information about the CONSER standard record is available from the CONSER Web pages: <http://www.loc.gov/acq/conser/>. Some of the record examples throughout the session show practices that pre-date the CONSER standard record; for example, use of the uniform title to distinguish identical titles and use of a formatted 362 0 to record numbering.

Though optional under the standard, these elements are not removed or converted when working with existing records.

Goals of Session 3

1. Understand the special challenges entailed in cataloging online serials because their content is continuing in time
2. Get an overview of the MARC coding and AACR2 bibliographic data elements and that make online serials different from print serials

2

Instructor Warning: animated slide

Activity: Participants' Goals:

- Instructors might ask the participants if they have any additional or more specific goals or areas they especially want to learn about in this session.
- These may be listed on a flip chart or whiteboard.

Review: Type of issuance

- How resource content is published/issued in time
- Two broad umbrella categories:
 - **Finite**
 - issued in one part or a finite number of parts
 - **Continuing**
 - issued over time with no predetermined conclusion
 - includes both serials and integrating resources
- Three types of issuance:
 - **Monograph** (single or multi-part)
 - **Serial**
 - **Integrating**

3

Review from Session 1.

Review: Definitions

- Continuing resource
 - A bibliographic resource that has **no predetermined conclusion**.
 - [Includes both serials and integrating resources.]
- Serial
 - A continuing resource that is **issued in a succession of discrete parts**, usually bearing numbering, that has no predetermined conclusion.
 - Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series.

4

Review from Session 1.

The key to the definition of a "continuing resource" is "no predetermined conclusion."

The key to the definition of a "serial" is "discrete parts" – serial issues are parts that remain accessible and are themselves unchanged, while the serial title as a whole has new parts (issues) continually added. The discrete parts of a serial may be issues, but in online serials they may be separate articles not organized around issues.

Types of online serials

- **"Born digital"** – serials originally published online
 - Some of these may later appear in cumulated print format
- **Online versions of print serial titles**
 - Simultaneous editions, reproductions, republications of print titles
 - Issued by original print publisher, a contracted third party, or as part of a digital library project
- **Titles that are part of a database of aggregated titles**
 - May vary in completeness of reproduction & coverage of issues
 - May be the most predominant type of e-serial that libraries purchase and need to control

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Types of electronic serials selected and cataloged by libraries include (but are not limited to!):

1. Scholarly online serials which provide a means of self-publishing and access to preprint manuscripts.
 - Often "born digital" originally appearing on the Web, sometimes later issued in print (related versions such as print are secondary to the online version.)
 - These may not contain traditional volume and issue numbering—sometimes the only designation available is the numbering on individual articles.
2. Digitized versions of serials
3. Scholarly titles included in aggregator databases or indexes
4. Popular or commercial magazines

Online serial examples

- Look for similarities and differences between records for online and print serials
 - Born digital serial that continues a print serial
 - Born digital serial with title change

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Record Examples:

- Instructors may wish to coordinate the following slides with the Session 3 Record Examples, or may wish to look at them at a later point after covering the slides. Instructors might wish to ask participants what is familiar and unfamiliar to them. For those familiar with cataloging print serials, which elements are the same and which are different for online serials that they can spot in these particular examples? The points in the sidebar on the examples point out the highlights of "what to look for." This session will cover most of those points.
- Other elements of the record examples that are important for serials and online serials cataloging that are not highlighted for Session 3 will be covered in Session 4.

The two records in the Session 3 Examples, along with two others, will be used for examples in Session 4.



This sample e-serial is an electronic only publication that continues the print serial: Green library journal, which ceased in 1993.

This screenshot illustrates what a home page for an online journal can look like. Online serials may be organized as multiple Web pages linked to a home page and one or more table of contents pages: for current issues, back issues, etc.

They often also include search software to allow for keyword and fielded searching of article content, titles, authors, etc.

What are significant pieces of bibliographic information can you glean from looking at this home page?

Back issues: Archives page

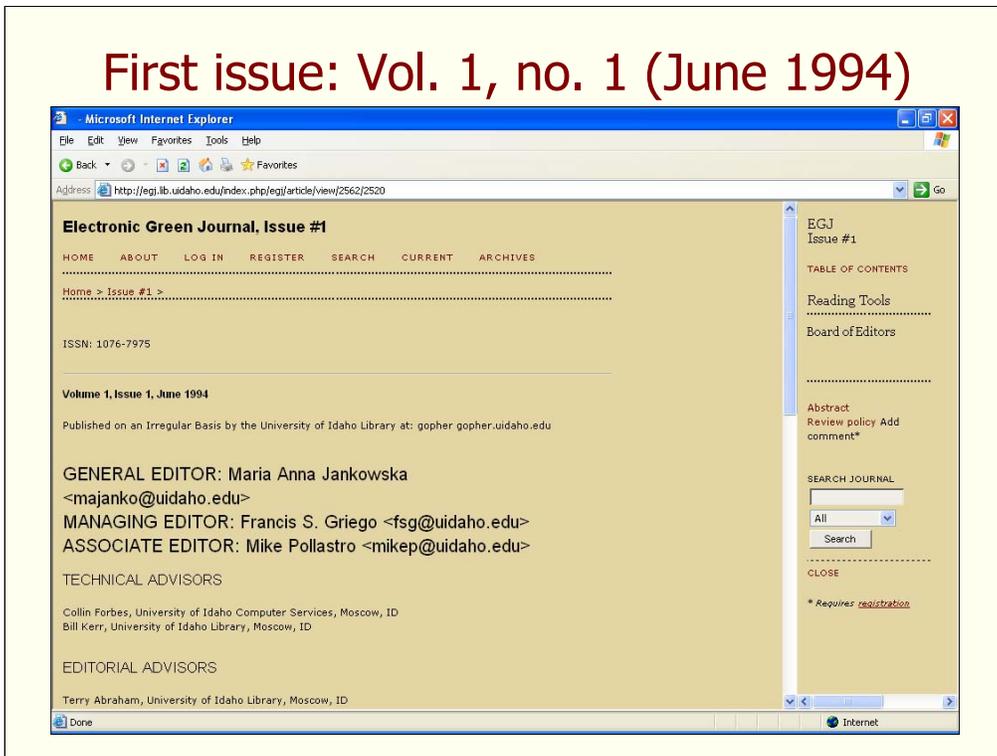
The screenshot shows a web browser window titled "Archives - Microsoft Internet Explorer" with the address bar displaying "http://egi.lib.uidaho.edu/index.php/egj/issue/archive". The page content includes a navigation menu with links for HOME, ABOUT, LOG IN, REGISTER, SEARCH, CURRENT, ARCHIVES, and OPEN JOURNAL SYSTEMS. Below the menu, the page is titled "Archives" and lists issues by year:

Year	Issue
2007	Issue #25
2006	Issue #24
	Issue #23
2005	Issue #22
1995	Issue #4
	Issue #3
1994	Issue #2
	Issue #1

At the bottom of the page, it states "1 - 25 of 25 Items" and "Electronic Green Journal - [Statistics](#) published by the University of Idaho Library - ©1994-2007". A yellow box labeled "bottom of screen" is positioned over the bottom right corner of the page content.

Issue coverage is essential to serials cataloging. What issues are available online? How are they numbered or designated? Is the first issue available? What is the earliest available issue?

First issue: Vol. 1, no. 1 (June 1994)



In this case, Volume 1, Issue 1 is available online.

Born digital online serial: Home page

The screenshot shows the home page of the UNC-Chapel Hill Information Technology Services website. The browser window title is "UNC-Chapel Hill | Information Technology Services - Microsoft Internet Explorer". The address bar shows "http://its.unc.edu/tl/infobits/". The page features a navigation menu with links: Home, About ITS, Getting Started, Services, Support and Training, News, and Events & Projects. Below the navigation menu is a search bar labeled "Search ITS:" with a "Go" button. The main content area is titled "Teaching and Learning" and features a word cloud with terms like "information", "journal", "learning", "libraries", "online", "report", "research", "technology", "university", "web", "education", "digital", "e-learning", "communication", "computer", "college", "book", "association", "access", "academic", "open", "pa", "social", "software", "source", "state", "virtua", "web". To the right of the word cloud is a "Back Issues" section with a list of years from 1996 to 2008. A text box provides historical information about the journal's name changes and sponsorship.

TL Infobits

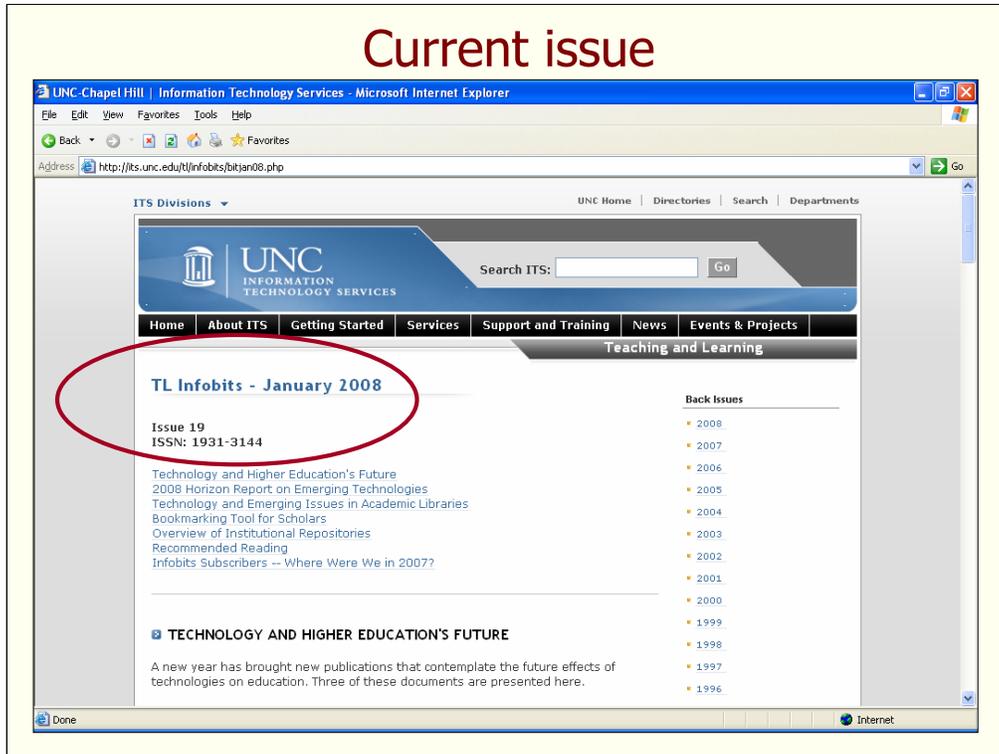
academic access association book college communication computer
 course current design digital e-learning education
 educause electronic environment faculty free future games google
 higher information institute internet
 issue journal learning libraries
 online open pa
 report research res
 social software source state S
 technologyuniversity virtua web

Back Issues

- 2008
- 2007
- 2006
- 2005
- 2004
- 2003
- 2002
- 1996

Infobits began publication in 1993 by the UNC-Chapel Hill Institute for Academic Technology (IAT) and was titled *IAT Infobits*. With the July 1998 issue, the title changed to *CIT Infobits*, reflecting the change in sponsorship from the IAT to the UNC-Chapel Hill Center for Instructional Technology (CIT). In 2006, the title was changed to *TL Infobits* to reflect its sponsorship by the UNC-Chapel Hill ITS Teaching and Learning division.

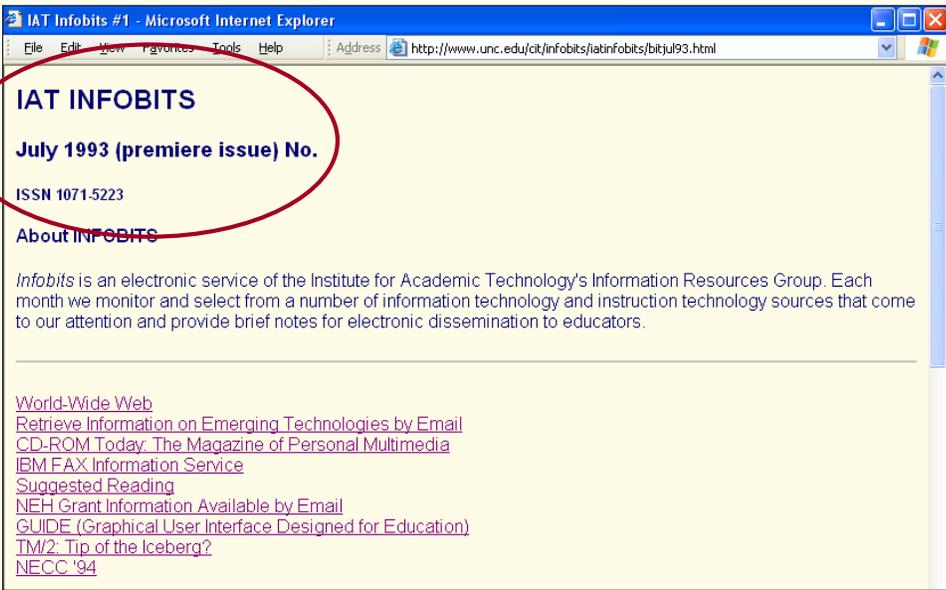
This is another born digital online serial with a different style of home page. What are significant pieces of bibliographic information can you glean from looking at this home page?



WARNING: animated slide

The current issue, with its designation, and the ISSN for "TL Infobits"

First issue (with different title & ISSN)



IAT INFOBITS
July 1993 (premiere issue) No.
ISSN 1071-5223

About INFOBITS

Infobits is an electronic service of the Institute for Academic Technology's Information Resources Group. Each month we monitor and select from a number of information technology and instruction technology sources that come to our attention and provide brief notes for electronic dissemination to educators.

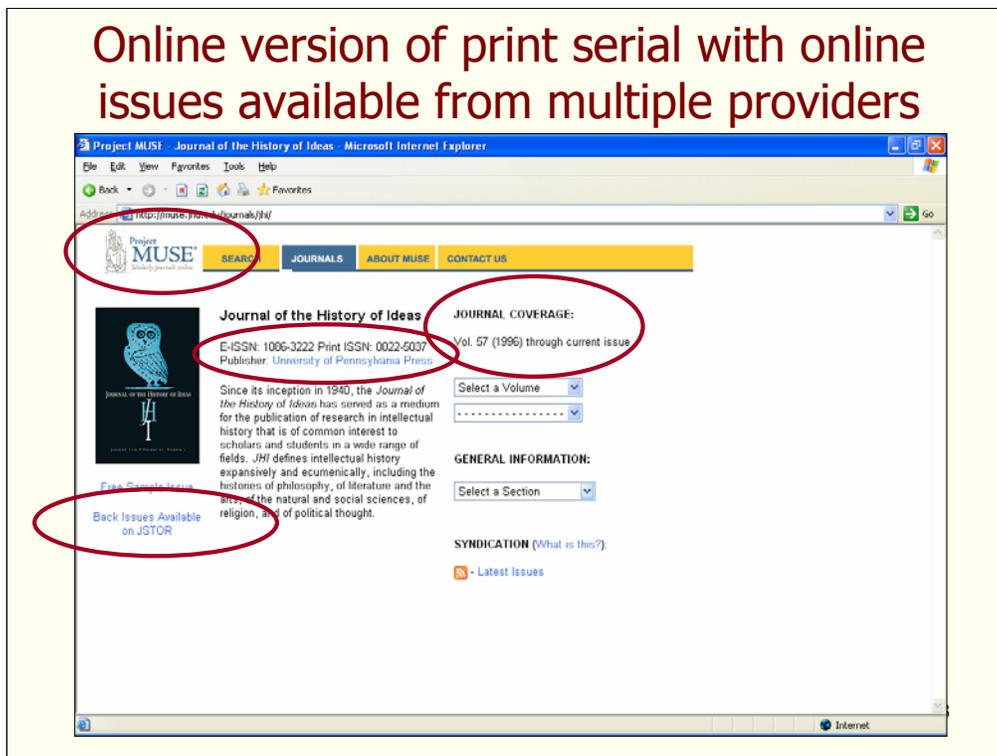
[World-Wide Web](#)
[Retrieve Information on Emerging Technologies by Email](#)
[CD-ROM Today: The Magazine of Personal Multimedia](#)
[IBM FAX Information Service](#)
[Suggested Reading](#)
[NEH Grant Information Available by Email](#)
[GUIDE \(Graphical User Interface Designed for Education\)](#)
[TM/2: Tip of the Iceberg?](#)
[NECC '94](#)

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WARNING: animated slide

The earliest available issue within this serial Web site is the first issue of the serial, but at that point it had a different title: IAT Infobits, with a different ISSN. **Note: There was an intervening title change to CIT Infobits from 1998-2006.**

Online version of print serial with online issues available from multiple providers



WARNING: animated slide

This example is included here as an introduction to online serials, although the issues related to online versions of print serials with content available from multiple providers will be dealt with in Session 4.

The Journal of the History of Ideas was long available in print. It was subsequently also offered in an online version. Later, back issues were digitized and also made available.

Project Muse is one of the major current online serial content providers or "aggregators" for current issues of serials.

Online version of print serial with online issues available from multiple providers

The screenshot shows a Microsoft Internet Explorer browser window displaying the JSTOR website for the *Journal of the History of Ideas*. The address bar shows the URL: <http://www.jstor.org/journals/00225037.html>. The page features the JSTOR logo (circled in red), the journal title, and the following information:

- JSTOR Coverage:** Vols. 1 - 65, 1940-2004
- Links out to Recent Content:** Vols. 66 - 67 (Issue 1), 2005-2006 (circled in red)
- JSTOR Collection:** [Arts & Sciences I](#)
- Please read JSTOR's [Terms and Conditions of Use](#) before you begin.
- [Search This Journal](#) | [Browse This Journal](#)

Additional text on the page includes:

Recent content available: JSTOR has partnered with [Project MUSE®](#) to include links to the full text of recent articles in *Journal of the History of Ideas*. Access to Project MUSE® may not be provided at your institution, although there may be [alternative resources available](#).

Journal Information for *Journal of the History of Ideas*

Publisher: [University of Pennsylvania Press](#)

[Moving Wall:](#) 3

Since its inception in 1940, the *Journal of the History of Ideas (JHI)* has served as a medium for the publication of research in intellectual history that is of common interest to scholars and students in a wide range of fields. It is committed to encouraging diversity in regional coverage, chronological range, and methodological approaches. *JHI* defines intellectual history expansively and ecumenically, including the histories of

WARNING: animated slide

JSTOR is a major aggregator that provides access to digitized back issues of many serials. JSTOR and Project Muse have partnered to offer back issue and current issue access to large numbers of serials.

MARC Leader and Control Field Coding (006, 007, 008)

- Type of Record: Leader/06
- Bibliographic level: Leader/07
- Form of item: 008/23
- Form of original item: 008/22
- Type of date, Dates: 008/06-14
- Electronic resources 006
- Electronic resources 007

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These are the fields and elements of special importance for cataloging online resources regardless of type of issuance.

Type of record: Leader/06

Code for primary type of content, not electronic carrier:

- Online textual serial: type "a" (language material)
- Online spoken word sound recording serial: type "i"
- Online computer-manipulable numerical census data serial: type "m" (e-resource/computer file)

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Once again, the Type of Record code is selected based on the primacy content of the resource, not its electronic carrier/format. The vast majority of serially-issued online resources are textual.

Type of record = "a" language material

- Presence of search software does not mean Type "m"



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Bibliographic level: Leader/07

- Code "**s**" – serial
- This lesson deals only with online resources published serially
- Content is issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion

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Continuing resources 008 elements

- Frequency
- Regularity
- Type of continuing resource
(formerly: Type of serial)
- ISSN center
- Form of original item
- Form of item
- Nature of entire work
- Nature of contents
- Government publication
- Conference publication
- Original alphabet or script of title
- Entry convention
(formerly: Successive/latest entry)

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This slide lists the Continuing Resources 006/008 elements

- Reminder: formerly called Serials 006/008 in MARC 21; now applies to both serials and integrating resources.

- Frequency, Regularity, Conference are not required for the CONSER standard record. Form of original item is only coded for original microform under the standard

Form of item ; Form of original item: 008/22-23

Code for electronic carrier:

- Code "s" – electronic
- The current CONSER practice for coding records for textual electronic serials is:
 - 008/23 (Form of item): **s**
 - 008/22 (Form of original): **s**
- Note: the Form of item element is not present in the 008 for Type of record code "m" (Computer file)

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Instructors: see also the following slide in conjunction with this slide

•Code "s" for "electronic" in the serial 008 was implemented in spring 2000 for "form of item" (008/23) and "form of original item" (008/22).

•Used in the same way that codes for microfilm and microfiche are currently used in those 008 bytes. OCLC added the new code "s" to the 008/23 on existing records in spring 2000.

•CONSER has generally not treated online serials electronic reproductions because of the difficulty of determining what the original form is. It's possible the original form was print or electronic; or it may be that both formats are issued simultaneously as different format editions. There are, however probably cases where it can be determined that an online version is an electronic reproduction.

•Prior to the implementation of the CONSER standard record the default practice for CONSER was to code 008/22 form of original "s," the CONSER standard has made coding this byte other than the default code [blank] optional except for microforms. The intent from the CONSER standard record guidelines is not to attempt to code this field, therefore a fill character could be used when it is available in OCLC for this byte.

•AACR2 1.11 and the accompanying LCRI discuss two possible approaches to cataloging reproductions of print publications. LCRI 1.11 specifically addresses non-microform reproductions and in practice allows the use of a print record clone for descriptive elements and the addition of notes to describe details of the electronic reproduction. An example of this use for a digitized serial will be provided in session 4.

Electronic reproduction vs. simultaneous publication

- No clear-cut distinction for how to treat online versions of print publications; but general CONSER practice for online serials is as follows:
- Most commercially-published online versions of print serials treated as **simultaneous publications**
 - Even when print issues digitized at later time by different commercial vendor/aggregator
 - Print could cease publication and online would no longer be "reproduction"
- Locally-digitized copies of print serials may be treated as **electronic reproductions**

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Type of continuing resource ; Entry convention: 008/21 & 34

- Type of continuing resource: codes for serials:
 - **m** – Monographic series
 - **n** – Newspaper
 - **p** – Periodical
 - **blank** – None of the others
- Entry convention: codes for serials:
 - **0** – Successive entry
 - **1** – Latest entry

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The cataloging convention used for dealing with **changes** in bibliographic data elements in continuing resources.

- Almost all serials cataloged according to AACR2 use the Successive entry convention.
- Serials cataloged prior to AACR2 used the Latest entry convention.
- Integrating resources, starting with the implementation of AACR2 2002 Revision, use the Integrating Entry convention.
- A very few serials also now use the Integrating entry convention: as in cases where the issues are organized on a Web site and the title changes such that the former title proper is no longer present on the site, but access to the former title should be given (in MARC 247 field)
- Note also that Latest entry cataloging hasn't been done by national agencies for over 20 years and that very, very few libraries currently follow the practice. Catalogers will be unlikely to find latest entry cataloging copy for e-serials unless they are working with an older title that has been digitized.

The MARC 21 definitions of the Entry convention codes are:

- **0** - Successive entry: A new bibliographic record is created each time a title changes or a corporate body used as a main entry or uniform title qualifier changes. The earlier or later title or author/title is recorded in a linking 780/785 field in each record.
- **1** - Latest entry: The item is cataloged under its most recent title or issuing body (pre-AACR cataloging rules). All former titles and/or issuing bodies are given in notes (fields 247, 547, and 550).
- **2** - Integrated entry: A record is cataloged under its latest (most recent) title and/or responsible person or corporate body. It is used for integrating resources and electronic serials that do not retain their earlier titles.
- **|** - No attempt to code

Frequency ; Regularity: 008/18-19

Frequency codes:

Examples of selected codes:

- **blank** - No determinable frequency (irregular)
- **d** - Daily
- **m** - Monthly
- **q** - Quarterly
- **u** - Unknown
- **w** - Weekly

Regularity codes:

- **r** - Regular
- **n** - Normalized irregular
- **x** - Completely irregular
- **u** - Unknown

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Under the CONSER standard record guidelines, it is no longer required to code these elements, though keeping current frequency up to date in the 310 is required. The default character for these fields is the fill character.

The Frequency element contains numerous codes for different frequencies. *Only a few are given on this slide for space reasons.*

Type of date/Publication status and Dates: 008/06-14

- Type of date/publication status:
 - "c" – Continuing resource **currently published**
 - "d" – Continuing resource **ceased publication**
 - "u" – Continuing resource **status unknown**
- Date 1: beginning date of coverage
 - i.e., year of the earliest issue as reflected in the **362**
- Date 2: ending date of coverage
 - For currently ongoing serials, code **"9999"** is used

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Note the contrast between single-item monographic resources and continuing resources. Both serials and integrating resources have a range of dates because they continue over time. For serials Dates 1 and 2 reflect the beginning and ending dates of issue coverage, as reflected in the 362 field, as opposed to dates of publication.

Electronic resources 006 and 007

- 006 field added to code for electronic resources / computer file fixed field data elements.
 - At least two of these are commonly used:
 - 006/00 Form of material: m
 - 006/09 Type of computer file: d
- 007 Physical description fixed field
 - Allows coding for detailed characteristics
 - Category of material "c", SMD, color, sound, etc.

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The 006 field representing elements for computer file material is added to the continuing resource record. The form of material code "m" in this 006 fixed length field identifies the item as a computer file. Other codes in this group of fixed fields include target audience and type of computer file.

The type of computer file defined in the 006 includes codes that identify the type as: numeric data, computer program, document, bibliographic data, online system or service. For textual e-serials Type of computer file is often coded "d" for document: "...when a file that is textual contains mostly alphabetic information"– CEG (CONSER Editing Guide) definition of code "d"

The 007 field is used to provide more details about the computer file. These include: category of material "c" computer file; SMD specific material designation, for online serials the smd would be coded "r" remote; color and sound can also be coded. Subfields "g" through "l" are optional and not routinely used for online serials.

Leader and control fields for Electronic Green Journal

Type: a	ELvl:	Srce: d	GPub: s	Ctrl:	Lang: eng
BLvl: s	Form: s	Conf:	Freq: 	MRec:	Ctry: idu
S/L: 0	Orig: s	EntW:	Regl: 	Alph: a	
Desc: a	SrTp: p	Cont:	DtSt: c	Dates: 1994,9999	
006 ER:	Audn:	File: d	GPub: s		
007	c #b r #d m #e n				

Building a record for Electronic green journal as it would appear in OCLC: What do we have so far? [Some of the fixed field elements have already been coded in this example. Bibliographic level "s" serial for example.]

The continuing resource 008 field is used to catalog this serial:

Type of record code "a" (language material)

Form of item code "s"

Frequency/Regularity and conference have been coded with a fill character, the default code in OCLC after implementation of the CONSER standard record

The 006 field has been added and it is coded minimally with form of material "m" computer file and type of computer file "d" for document (mostly textual material)

The 007 field has been coded category of material "c" computer file, smd "r" remote; subfield d Color has been coded "c" multicolored; subfield e dimensions "n" for not applicable; and subfield f sound has been coded "u" for unknown (probably used as a default coding by many catalogers)

[The instructor can note the differences and similarities between records for the print version and the online version. Since the serial is mainly language material, the type of record code is "a" this is true for both the print and the online versions].

Note: The elements ISSN and Alph are assigned by the National Serials Data Program and are here shown as they appear in a copy environment for a record already created and modified by national agencies.

Bibliographic description of online serials

- Always use AACR2 chapters 9 & 12
- Also use chapters 3-8 if applicable
 - Online cartographic serial: 3, 9, & 12
 - Online videorecording serial: 7, 9, & 12
 - etc.

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Examples:

- Online cartographic serial: an annually published atlas that is made available online
- Online videorecording serial: a weekly television show which is digitized

Basis of the description (12.0B1)

- Base the description of a serial on the **first issue or part** or, lacking this, on the **earliest available issue or part**
 - Generally prefer first or earliest issue/part over source associated with whole serial or with range of issues/parts
- First or earliest issue for:
 - Title and statement of responsibility
 - Edition
 - Beginning numbering (last issue for ending designation)
 - Publication (last issue for ending date)
- All issues or parts for:
 - Series
 - Notes
 - Standard number and availability

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•Digitized versions of long published print titles are typically made available beginning with more recent issues or a recent span of issues rather than the first issue- so in these cases the basis of description is of necessity the earliest issue available online.

•Information for notes and series may come from any source. The ending date of publication and the ending designation is recorded from the last issue.

Chief source of information (12.0B1)

For online serials, follow 9.0B:

- The chief source of information is the resource itself
- Take the title proper from formally presented evidence
- If the title information presented in these sources varies in degree of fullness, prefer the source that provides the most complete title information

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For electronic serials:

- 12.0B2 refers us back to 9.0B1 for electronic integrating resources.
- 9.0B1 states that we are free to select the appropriate chief source from anywhere within the entire resource itself, but preferring a source that provides the most complete information.
 - So the source of title proper should be the most complete formal presentation of title.

Common sources of title in online serials

- Table of contents page of the first or earliest issue
- Page associated with an individual issue: captions, cover image titles in graphic and PDF format serials
- Contents page of all volumes, or of individual issues
- Journal home page
- Menu bar or screen used for navigation and to access contents
- Presentation of other bibliographic information: mastheads, "about" pages, journal information pages
- Internal source such as HTML source code header title

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•It is preferable to cite a more specific source than to use the general term "title screen" if possible. This is important when later evaluating the serial to determine if the the title proper has has changed.

•When presented with so many sources of title, prefer a source presenting a full form of the title associated with the first or earliest issue.

•Some of the common sources of information:

–journal home pages

–table of contents screens that list available volumes, or contents for a specific issue.

– navigational menu screens

–source code (for title found in a title bar display: this is an OLAC recommendation for terms citing source of title:

<http://ublib.buffalo.edu/libraries/units/cts/olac/capc/stnir.html>) This citation is listed in Appendix F, Bibliography

–titles presented in conjunction with the issue as with graphic "cover" images, or caption titles as with a pdf newsletter format.

Title and statement of responsibility (Area 1; MARC 245)

- Title proper
 - Transcribe in \$a, \$n, \$p from chosen chief source
 - Always give source in a note (500)
 - Always include date viewed for description in a note (500)
- General material designation (GMD)
 - \$h [electronic resource]
- Parallel and other title information:
 - Transcribe parallel title in \$b if in chief source
 - Transcribe other title information only if falling into one of the categories specified in 12.1E1
- Statements of responsibility:
 - Transcribe in \$c if prominent in chief source

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Note use of the GMD electronic resource

Parallel and other title information per CONSER standard record:

It is not required to record parallel titles in 245 \$b, the title can be given in 246 11 instead
Transcribe other title information falls in one of the categories specified in 12.1E1 and for which a title variant is needed can be recorded in a 246 13 without recording it in 245 \$b

Statements of responsibility per CONSER standard record

Not required to transcribe in 245 \$c if prominent in chief source, the person or body can be recorded in 7XX field if an authority record is being created.

Other title information is recorded in the same manner as with print serials according to the provisions of AACR2 12.1E1, usually in limited situations

[Provisions of the LCRI have been incorporated into the revised chapter 12, with some modifications. In general these provisions limit the situations in which other title information is added for serials and in other cases allow the cataloger to decide whether to transcribe in the 245, a note or not at all]

Transcription of title proper (12.1B1-7)

- Correct obvious **typographic errors** and give title as it appears in a note (12.1B1)
- When title appears in full and in the form of an **acronym or initialism**, choose the full form (12.1B2)
- If doubt whether **corporate body name** or abbreviation is part of title, take as such only if consistently so presented in various locations (12.1B4)
- If resource is a part of another resource and bears both the **common title** and its own **section title**, give both in that order, separated by a period (12.1B4); include enumeration or alphabetic designation if preceding section title (12.1B5)
- If title includes **date, name, number, etc., that varies** from issue to issue, omit it and replace by mark of omission, unless at beginning (12.1B7)

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This is a condensation of what are probably the most significant rules for **transcribing** title information integrating resources; it does not include all the rules nor the full text of the rules stated here.

Source of title proper note (9.7B3, 12.7B3; MARC 500)

- Required for all electronic resources; frequently combined with Item described note
- Include the **name of the provider** if serial available from multiple providers
- Include the **file format** for serials available in multiple formats
- *Examples:*
 - 500 Title from home page (publisher's website, viewed Mar. 22, 2003).
 - 500 Title from caption (IDEAL, viewed May 20, 2003).
 - 500 Description based on: Vol. 5, no. 1 (Jan. 1995); title from contents (OCLC FirstSearch, viewed June 10, 2003).

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Note: there is no prescribed wording for source of title.

For titles that appear in multiple aggregator databases, include the package name and file format (if there are multiple formats available in the package)

Citing the aggregator when its distributed in several databases and the file format if there are multiple formats, will aid other catalogers in deciding whether titles that differ on other packages are simply variants or real title changes.

The Online Audiovisual Catalogers Cataloging Policy Committee has compiled useful suggestions for wording title source notes for a variety of Web resources:
<http://ublib.buffalo.edu/libraries/units/cts/olac/capc/stnir.html> This citation is in the course Bibliography.

Variant forms of title (1.7B4, 12.7B4, 9.7B4, 21.30J2; MARC 246)

- Make **notes** on titles borne by the item other than the title proper (12.7B4.1, 9.7B4)
- Make notes on **titles by which the resource is commonly known** if considered to be important (1.7B4, 12.7B4.1)
- If considered important for access, make an **added entry** for any version of the title that is significantly different from the title proper (21.30J2 & LCRI)
- Reminder: in MARC record **246 field** can serve as both note and added title entry.

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- It is quite common for Web resources to bear different titles and different variations of a title. With Web resources catalogers should be generous with the use of 246 title variants.
- One thing new in 2002 for non-serial resources is that we can also include the title by which a resource is commonly known, even when it does not appear in/on the resource itself.
- Note: LCRI 21.30J offers detailed guidance on giving variant titles.

Variant titles examples

```
245 00 Emerging infectious diseases #h [electronic
resource].
```

```
246 13 EID
```

```
245 00 Journal of extension #h [electronic
resource].
```

```
246 1 #i Also known as: #a JOE
```

```
245 00 Effector online #h [electronic resource].
```

```
246 1 #i File name: #a EFFON
```

```
245 00 Word virtual #h [electronic resource].
```

```
246 1 #i Title in HTML header: #a WordVirtual.com
```

```
245 00 Python journal #h [electronic resource].
```

```
246 1 #i Title on home page appears as: #a Welcome
to python journal
```

```
500 Title from home page (viewed Apr. 13, 1998).
```

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Variant titles on this screen include those that would be given according to LCRI 21.30J, access to the initialism for example, a title by which the serial is commonly known and a variant found in the browser title bar.

Note on the first example: EID was other title information, which under the CONSER standard record is no longer being recorded in the 245 \$b. The information is recorded directly in a 246 with the coding 246 13.

Last example: variant title access for words omitted from title proper per 1.1B1

Other title information (LCRI 12.1E1a)

- Not required to record in 245 \$b, but supply if needed to clarify title. Always record acronym or initialism.
 - Acronym or initialism of the title appears in the chief source with full form of title:
 - Twin cities \$h [electronic resource].
 - **246 13 TC**
 - Name of responsible person or body or publisher, etc. is integral part of other title information:
 - 245 00 641.1 \$h [electronic resource].
 - 246 13 **Newsletter of AAL in Scotland**
 - Title proper consists only of name of corporate body, conference, etc.: supply brief addition to explain title:
 - Hawaii Institute of Physics \$h [electronic resource] : **\$b [report]**.

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Per LCRIs that support the CONSER standard record, LCRI 12.1D, LCRI 12.1E, LCRI 12.1F requirements for recording parallel titles, other title information and statements of responsibilities in the 245 title and statement of responsibility area have changed. It is no longer required to record these elements in the 245 they can be coded in the 246 field:

- Other title information: 246 13
- Parallel titles: 246 11
- Any variant title that requires a note: 246 1[blank]

All other variant titles, including those with specific 246 2nd indicator codes (e.g. cover title, running title, spine title, etc.) can be coded 246 13 as well as other variants given according to LCRI 21.30J.

This slide is showing only examples of other title information.

(Please note that the title of this resource is is **641.1**).

Edition (Area 2; MARC 250)

- 12.2B: Transcribe an edition statement in area 2 (250) if it belongs to one of the types below:
 - Local edition statement
 - Special interest edition statement
 - Special format or physical presentation statement
 - Language editions statement
 - Reprint or reissue statement for the serial as a whole
- 12.2B2: Give statements indicating regular revision or frequent updating as frequency in the note area; give statements indicating numbering in the numbering

37

Editions examples

- A serial published in various electronic editions (see CCM 31.11):

```
130 0    Academics in the news (National ed.)
245 10   Academics in the news #h [electronic
resource].
250      National ed.
```

```
130 0    Academics in the news (International ed.)
245 10   Academics in the news #h [electronic
resource].
250      International ed.
```

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Examples of the edition statement used as a qualifier.

Do not consider different document formats (e.g. PDF, HTML, etc.) to constitute editions. Also, do not consider a version statement that reflects an upgrade of an existing file to be an edition statement.

Note: Distinguishing uniform titles are no longer required under CONSER standard record (CSR). The uniform titles in this slide were part of the record before the CSR was implemented and wouldn't be removed from existing records.

Not serial editions

- Do not consider different document formats (e.g., PDF, HTML, etc.) to constitute editions.
- Do not consider a version statement that reflects an upgrade of an existing file to be an edition statement.

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Numbering (Area 3 in chapter 12; MARC 362, 500)

- If cataloging from the first (or last) issue, record the designation of the first (or last) issue, in formatted 362 1 field

```
245 00 Electronic green journal #h [electronic resource].
362 1 Began with: Vol. 1, issue 1 (June 1994).
500 Description based on first issue; title from contents (publishers website, viewed June 10, 2003).
```

40

As with other serials the first and last issue designations of an online serial are recorded in a 362 field.

The CONSER standard record does not require recording numbering a formatted 362 0 field. Numbering from the first or last issues if known are recorded in an unformatted 3621 and a description based on note is always given. A DBO is always given because the cataloger may know the beginning or last issue and can add it in the 362 1. However the cataloger may not actually have the first or last issue as the basis of description. The DBO is always given even if the first or last issue is in hand so that it is clear which issue was the basis of description. The DBO can be simplified when the first or last issue is in hand as the note in the slide demonstrates.

Note existing records that were created under the earlier practice of using 362 0 can be closed off or modified under the earlier style. For example an existing record showing a 362 0 Vol. 1 issue 1 (June 2006)- can be closed off as: 362 0 Vol. 1 issue 1 (June 2006)-v. 2, no. 1 (winter 2007).

Since many online serials are digitized versions of a print publication, the designation of the first available online issue is not always volume one, number one. Online versions often begin with fairly recent issues, or issues published within a certain time period, for example, issues published within the last five years and onward. In these cases, a description based on note is used to cite the earliest available issue. An unformatted 362 is used to show the first issue digitized but not available to the cataloger (see next slide).

Numbering: Description based on note (12.3A1, 12.7B23; MARC 500)

- If the first/last issue is not available, or if the online version does not begin with the first issue, provide the first or last issue if known in a 362 1 and give a designation in a "description based on" note

500 Description based on: Summer 2003; title
from journal home page (viewed July 22, 2003).

41

This example describes CONSER standard record practice for using the 362 1 if the first or last issue is known. If not known, only a description based on note is given.

Numbering: Latest issue consulted note

- Give a latest issue consulted note if more than one issue has been consulted; cite provider if different from one in source of title note

500 Description based on: Vol. 43, no. 1 (1994); title from journal home page (Emerald, viewed July 28, 2003).

500 Latest issue consulted: Vol. 52, no. 9 (2003) (FirstSearch, viewed Oct. 28, 2003).

42

The note "362 1 Print began with ..." will be used as the basis for date 1 in the fixed-field rather than having thousands of records for online serials with "19uu" or "uuuu." There will still be cases where "362 1 Began with ..." will be applicable in cataloging online serials as well as "362 0 Vol. 1, no. 1 ..." both as in cataloging any serial, but the inclusion of the word "Print" would clearly identify the source of the information as a related print version title without necessarily making an incorrect statement about the beginning of the online serial.

Type and extent of resource (Area 3 in chapter 9; MARC 256)

- Do not use
- Area 3 eliminated from chapter 9 with 2004 update to AACR2
- This accords with long-standing CONSER practice of not using this area for electronic serials

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Publication, distribution, etc. (Area 4; MARC 260)

- Take place and publisher information from anywhere on an electronic serial but prefer the title source.
- Under CONSER standard record guidelines, it is not required to supply the publication date in the subfield \$c of field 260 even if the first or last issue is in hand.

```
245 00 Electronic green journal #h [electronic  
resource].  
260 [Moscow, Idaho] : #b University of Idaho  
Library
```

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The prescribed source for publication data is the whole resource. Bracket information that needs to be supplied.

The place of publication sometimes needs to be bracketed on an e-serial if it is not given on the resource.

Series statement and added entries (Area 6; MARC 4XX, 8XX, etc.)

- Electronic serials may sometimes be issued in a series and these statements should be transcribed and given added entries as with other serial formats according to:
 - AACR2 1.6A-J / LCRIs General rules
 - 12.1B4, 12.6B1 / LCRIs Serial rules that apply to series
 - 21.2C / LCRI Title changes
 - 21.30L / LCRI Added entry for series
- Series statements are very rare in online serials
 - Should be limited to cases that look like traditional monographic series

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Electronic green journal does not contain a series statement, but some online serials may have a series statement.

Phrases that include or refer to a particular e-serial package are sometimes confusing. Some of these may be established as corporate names, some may have series authority records associated with them. Phrases associated with the Emerald package (at various times presented as "Emerald", "Emerald fulltext" "Emerald library" and "Emerald intelligence + fulltext") are examples of phrases that catalogers have identified as series or series-like phrases. JSTOR is an example of a word or phrase established as a corporate body, it's established as JSTOR (Organization).

For the aggregator-neutral record, names of e-serials packages, whether established as a corporate name or a series title (such as "Emerald Library") would **not** be included in the record for a particular serial.

Notes

(Area 7; MARC 5XX, 3XX, 7XX, etc.)

Most common for online serials:

- Frequency (310)
- Source of title proper and Item described (500)
- Mode of access (538)
- Other formats (530)
- Latest issue consulted (500)
- Beginning and/or ending dates of publication (362 1)
 - when not from first/last issue
- Numbering peculiarities (515)

Less common:

- Restrictions on access (506)
- Type of electronic resource or data (516)
- System requirements (538)

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Note that in CONSER records, notes are given in MARC tag number order rather than in AACR2 area 7 rule order.

Frequency note (12.7B1; MARC 310)

- The same for online serials as for serials in other formats
- Record the current frequency in the 310 field
- Code 008 Frequency and Regularity to match
- Record former frequencies in the 321 field

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NOTE: CONSER Standard Record – keep 310s current and change **past** frequency in fixed field with either the new frequency or use fill characters when working with existing records. CONSER thought it a good idea to retain past frequencies with 321s—don't delete existing 321s to say "Frequency varies."

Source of title proper and item described notes (12.7B3, 12.7B23)

- Required for all remote access resources; often combined into a single note
- For serials available from multiple providers, include the provider version used for description
- For serials available in multiple formats, include the format used for description

```
500 Title from table of contents (publisher's version, viewed June 22, 2003).
```

```
500 Title from PDF title page (JSTOR, viewed May 29, 2003).
```

48

The source of title is a required note and includes a citation of the date the source was consulted for cataloging. For the aggregator-neutral record, the source of title also contains the name of the aggregator (second example in the slide) on which the description was based as well as the file format, if there are multiple formats.

Mode of access and System requirements notes (9.7B1; MARC 538)

- **Mode of access** (mandatory note for remote resources)

538 Mode of access: All issues available via the World Wide Web; issues 1-8 also available via Internet ftp; tables of contents available via Internet email subscription.

- **System requirements:**
 - Use only for unusual special software or hardware requirements (e.g., Adobe Acrobat reader)
 - Only give requirements that apply to all versions

49

Use the 538 to specify any special software required to access or view the serial. Avoid mentioning the need for "Internet connection and World Wide Web browser"- restrict to more specific or rare hardware/software requirements. For the aggregator-neutral record, give only requirements that would relate to all versions

CONSER standard record for mode of access note requires it only if the mode of access is other or in addition to World Wide Web- so if a resource is only available on the World Wide Web, it is not necessary to give the mode of access note.

Note: the details of the second mode of access note can also be presented as subfield \$3 or \$z in separate 856s.

Note also that CONSER practice is to input of notes in numeric tag order.

Other formats note (12.7B16)

- Used to note the existence of one or more versions in different physical formats.
- In citing a version for which a separate record has been created, prefer using 776 linking entry field with \$i to note to the record for the other version.

```
245 00 Emerging infectious diseases #h
[electronic resource] : #b EID.
776 08 #i Also issued in print: #t Emerging
infectious diseases #w (DLC)sn 95007041 #w
(OCOLC)31848353
```

50

The 530 can be used to note the existence of other format versions.

Coding option: The note could also be generated from subfield code "i" in the linking field 776:

```
776 08 $i Also issued in print: $t Emerging infectious diseases $w (DLC)sn
95007041 $w (OCOLC)31848353
```

(Second indicator 8 allows text in the \$i to be displayed as a note.)

Other notes

- 506 Restrictions on access note
 - CONSER has agreed to generally not use this note for the national record.
 - GPO will use it to specify information about resources classified as confidential.
 - Subfield \$z of the 856 field is recommended for giving information about access restrictions, when needed
- 515 Numbering peculiarities

515 Successive articles are uniquely identified by a manuscript number and date.

51

506 has been used to show restrictions on access. There are exceptions, but for the most part CONSER has agreed not to use it for the national level record. When given on the OCLC record, information of this type can be given in the \$z of the 856 field.

515 This example shows a use of the numbering peculiarities note-- not too uncommon for e- serials. The 515 could be used with electronic serials the way it is with other format serials to note other types of numbering peculiarities.

Other notes, continued

- 516 Type of computer file or data
 - CONSER has decided to cease using this note, unless unusual information about file formats needs to be noted.
 - Avoid recording terms such as: Text (electronic journal) which are too vague to be meaningful
- 520 Summary (AACR2 12.7B18)
 - A brief summary is useful if the information doesn't appear elsewhere in the record.
- 546 Language and script

546 In English, French, German, Russian, and Turkish.

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516 Generally avoid use of this note. For the aggregator neutral records, file formats often vary among the aggregations.

520 A summary might be useful and/or required by institutional policy. Note Records created with OCLC's Connexion cataloging tools often have extensive summary statements. Many institutions find this type of note helpful and Connexion software makes it easy to generate the note in an automated fashion

546 Language notes can be given to specify multiple languages found on a serial and to clarify the language if this is not clear from the rest of the description.

Standard number (Area 8): ISSN for online serials

- Current policy is separate ISSN for paper and online serials
- Publishers might be:
 - Printing multiple ISSN, one labeled "print ISSN" and the other labeled "online ISSN"
 - Printing a single ISSN not labeled as print or online
- These may or may not be the correct ISSN

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The centers of the ISSN Network assign separate ISSN to serials in different physical formats. The paper and online versions of a serial would receive separate ISSN.

Sometimes the publisher prints both the ISSN for the print and online on issues of the e-serial or in related pages on the serial's Web site. This is particularly true of aggregator databases that include digitized versions of print titles

It is sometimes difficult to determine if the publisher is printing the correct ISSN. If the publisher is unaware of the need for a separate ISSN they may be printing the ISSN of the paper version. They will sometimes print other incorrect ISSN, such as those of other related publications, or ISSN with typos.

022: ISSN

- Search for authenticated ISSN records to identify which ISSN are being printed
- If multiple ISSN are labeled:
 - add the online ISSN to subfield "a"
 - add the print ISSN to subfield "y"
- If it is known that an ISSN is incorrect, record the ISSN in subfield "y" of the 022
- Otherwise record a single ISSN you find in subfield "a" of the 022
 - Note \$z is for a cancelled ISSN (used only by ISSN Center)

54

For search purposes, it would be helpful to record the ISSN the publisher is printing on the serial.

It may be possible to determine which ISSN are being printed by searching the utility for authenticated U.S. and Canadian ISSN records. The cataloger may be able to identify the ISSN for the print version on an authenticated ISSN record (042 nsdp or isds/c).

If the cataloger has access to ISSN Online (for information see <http://www.issn.org>) the ISSN can be checked in the international database of registered ISSN. This database contains ISSN registered by all ISSN centers.

If the ISSN have been labeled by the publisher "Print ISSN" and "Online ISSN"

add the online ISSN to subfield "a"

add the print ISSN to subfield "y"

Subfield a=Correct ISSN, Subfield y = Incorrect ISSN

Note: \$z=Canceled ISSN. To input this, you'd need to verify that a particular ISSN was indeed canceled by the ISSN network (e.g. by checking ISSN Online or with the responsible ISSN Center). Therefore the advice is: don't use \$z to record invalid ISSN.

If it is known that the publisher is printing an incorrect ISSN e.g. the ISSN of the print only, place the ISSN in subfield y of the 022. Subfield y can be repeated if necessary.

Otherwise a single ISSN found on issues of the e-serial that doesn't have a print version may be correct, perhaps assigned by an ISSN center other than the US Center or ISSN Canada. These can be placed in subfield a of the 022

Electronic location and access: MARC 856 field

- Record the URL for the online serial in subfield \$u of the 856 field.

```
856 40 #u http://muse.jhu.edu/journals/poet/
```

- First indicator = access method; "4" = HTTP
- Second indicator = relationship; "0" indicates that the URL is for the item cataloged
- Most commonly used subfields:
 - \$u = uniform resource identifier (URI)
 - \$z = public note
 - \$3 = materials specified note

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•Field 856 identifies the electronic location of the item from which it is available as well as the information needed to access the item by the method identified by the first indicator value (email, HTTP, FTP, telnet, dial-up), or by subfield \$2 (gopher, etc.).

•See 856 indicator and subfield codes in Appendix B. First indicator is Access method (e.g. 4=HTTP), Second indicator is Relationship: 0=the resource, 1=version of resource, 2 related resource

The 856 is used:

- To cite the location of the serial cataloged: Use second indicator "0."
- CONSER practice, use of 856 on the print record.

Multiple locations: which and how many 856 fields?

- Institutional policies or the nature of the resource may require the recording of:
 - Institution specific URLs in the local database
 - Additional pages related to the serial (e.g., "How to subscribe for paid access page")
 - Mirror sites
 - Multiple access methods

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How many and which 856's are appropriate? Depends on:

- The number of URLs available to the cataloger at the time of cataloging
 - Local policies regarding the provision of 856 fields
 - OCLC or other utility record field limits
-
- A URL with wide availability is helpful to other institutions if available on the utility record- while institutional specific addresses can be recorded at the local level
 - Additional pages at a resource such as an opening screen which provides information on how to obtain paid access to the resource and/or table of contents may be more useful on the utility record than an institutional log on prompt.
 - Certain mirror sites may be preferable because of the location of the cataloging institution. Recording of multiple mirror sites might be helpful, but maybe not within the scope of a particular institutions cataloging policy
 - Multiple access methods of a given serial (email, Web, etc.) can be recorded in multiple 856s
 - Some institutions record a PURL (Persistent Uniform Resource Locator, developed by OCLC) as well as the original URL

856 fields for Electronic Green Journal

```
856 40 #u http://egj.lib.uidaho.edu/index.html

856 10 #u ftp://www.lib.uidaho.edu/pub/egj #1
anonymous #z Each issue is a separate file

856 00 #3 E-mail subscription to receive
announcements and tables of contents of new issues #u
mailto:majordomo@uidaho.edu #f EGJ #i subscribe
egjtoc [your email address]
```

57

All access methods were recorded in separate 856 fields.

The first indicator identifies the access method: email, ftp and http. The second indicator identifies the relationship between the 856 in the record and the resource. "0" in each case means that the 856 is for the serial cataloged in the record.

Note use of subfield 3 in the 856 for email subscription to announcements of the availability of new issues and table of contents. The second indicator is coded 0 because the 856 provides access to a part of the resource described in the record (to the table of contents of new issues). The email address has been given entirely in subfield "u" as a "mailto" url but could have been parsed into separate subfields.

Note use of subfield z in the "ftp" url

Note that individual 856s may not be necessary when the information is easily found on the resource itself

Main and added entries (chapter 21; MARC 1XX, 7XX)

- Make decisions about corporate body main and added entry in the same way as for serials in other formats following AACR2 Chapter 21 and relevant LCRIs

```
710 2 University of Idaho. #b Library.
```

58

Make added entries for persons or corporate bodies associated with the work if named prominently and/or they have responsibility for the intellectual content of the work. If a name doesn't appear prominently or at all on the serial a note should be given to justify the added entry.

Subject analysis

- Generally, treat e-serials like any other serial
- Library of Congress Subject Headings (LCSH)
 - --Databases, --Software, --Blogs and, --Electronic discussion groups are the only electronic form subdivisions
 - --Electronic journals is a topical subdivision
 - Use print subdivisions (--Periodicals, --Directories)
- Medical Subject Headings (MeSH)
 - --Electronic Journals was used as a form subdivision from 1999-2001
- Classification
 - Not required, but is useful in some local systems

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–LCSH – the instruction for electronic serials is Subject Cataloging Manual: Subject Headings H1580.5

Note there are several subject headings or subdivisions that describe electronic resources (Computer network resources, Electronic journals, E-zines, Electronic newspapers). None of these are form subdivisions.

--Electronic journals can be used as a **topical** subdivision, so works **about** electronic journals can be assigned that topical subdivision. From LSCH:

"Electronic journals (May Subd Geog) Here are entered works on periodicals that are published and distributed electronically."

--The term Databases is only assigned to things that really are databases: "A collection of logically interrelated data stored together in one or more computerized files, usually created and managed by a database management system."

If a bibliographic genre is indicated (--Directories, --Index, --Bibliography) use that rather than --Databases

–MeSH – There are no significant differences, MeSH used the publication type "electronic journal" as a form subdivision from 1999 to June 2001 when it discontinued the practice. There are still records on the utilities with this form subdivision. NLM explanation of this available from: <http://www.nlm.nih.gov/mesh/catpractices2002.html>

–Classification – Generally used by libraries that either take advantage of class browsing in their catalogs or somehow use classification to collocate e-resources. Some libraries academic libraries use classification to create subject-based web resource pages. Generally catalogers do not follow main entry cuttering convention for class numbers, some libraries will cutter using a generic phrase like "Internet" or "Web"

–[**Class Discussion:** how many classify e-journals locally and why?]

Additional elements

- To be covered in Session 4:
 - 7XX Linking entries for related resources
 - 530 and 776 for online and print versions
 - Aggregator neutral record for online content from multiple providers
 - "Single record" approach to multiple versions

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Exercise and discussion

- **Exercise:** fill in the missing MARC codes and AACR2 bibliographic data for this online serial

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Instructors, please note well for all exercises: there is often more than one valid "answer" for the exercises, especially when it comes to selection of title proper, source of title, transcription of title and statement of responsibility, wording of notes such as source of title proper, mode of access, dates of publication for serial and integrating resources, and so on. The solutions given in the Exercise Answers in the participants' manuals reflect only one of several possibilities in some cases.

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Session 3 Record Examples

1. Born-digital online journal

- Electronic Green Journal; continues preceding print serial with title Green library journal, ceased in 1993

MARC Record	What to Notice:
<p>Type: a ELvl: Srce: d GPub: s Ctrl: Lang: eng BLvl: s Form: s Conf: 0 Freq: f MRec: Ctry: idu S/L: 0 Orig: s EntW: Regl: r Alph: a Desc: a SrTp: p Cont: DtSt: c Dates: 1994,9999</p>	<p>§ Type of record = "a" – language material § Bibliographic level = "s" – serial § 008 elements for continuing resources § Form of item & Orig. item = "s" – electronic § Entry convention (S/L) = "0" – successive entry § Type of continuing resource = "p" – periodical § Frequency = "f" – semiannual (see 310) § Publication status = "c" – current § Dates = beginning & ending dates; "9999" indicates ongoing indefinitely</p>
<p>006 field for Electronic Resources [Computer Files] [T006: m] Audn: File: d GPub:</p>	<p>§ 006 – coding for electronic /computer aspect § Type of e-resource = "d" – document</p>
<p>007 c #b r #d c #e n #f u 010 sn 94003866 022 0_ 1076-7975 #2 1 042 nsdp #a lcd 050 14 GE30 082 10 025 #2 12 210 0_ Electron. green j. 222 _0 Electronic green journal 245 00 Electronic green journal #h [electronic resource]. 246 1_ #i List name: #a EGJ 260 [Moscow, Idaho] : #b University of Idaho Library, #c [1994]- 310 Two issues a year 362 1_ Began with: Vol. 1, issue 1 (June 1994) = Issue 1. 500 Description based on: Vol. 1, issue 1 (June 1994) = Issue 1; title from table of contents (publisher's version, viewed June 22, 2003). 520 A professional refereed publication devoted to disseminating information concerning sources on international environmental topics including: assessment, conservation, development, and treatment. 538 Mode of access: All issues available via the World Wide Web; issues 1-8 also available via Internet ftp; announcements and tables of contents available via Internet email subscription. 650 _0 Environmental sciences #x Information services #v Periodicals. 610 24 University of Idaho. Library. 710 2_ University of Idaho. #b Library. 780 00 #t Green Library journal (Berkeley, Calif. : 1992) #x 1059-0838 #w (DLC) 93642484 #w (OCoLC)24563935 856 40 #u http://egj.lib.uidaho.edu/index.html 856 10 #u ftp://www.lib.uidaho.edu/pub/egj #l anonymous #z Each article is a separate file 856 02 #3 E-mail subscription to receive announcements and tables of contents of new issues #u mailto:majordomo@uidaho.edu #f EGJ #i subscribe egjtoc [your email address]</p>	<p>§ 007 – coding for details of electronic aspects § GMD "electronic resource" – after 245 #a § Variant title (246) – includes " list name" § Beginning date of publication (260c) – open date for continuing content § No physical description (300) – for remote access e-resources. § Frequency note (310) – frequency of issue publication; Freq & Regl must match § Numbering (362 1) – numbering from 1st issue § Notes – in MARC tag number order in CONSER records § Source of title + Item described note (500) § Mode of access note (538) – Includes three modes § 780 linking entry for preceding title – will be covered in Session 4 § Three electronic location and access (856) fields – (1) first indicator "0" for HTTP; URI for journal homepage in subfield #u; (2) first indicator "1" for FTP; (3) first indicator blank for email; includes subfields for subscription info</p>

2. Born-digital online serial

- Born-digital online serial; continues preceding title CIT Infobits, which was preceded by another earlier title, IAT Infobits, all born-digital; issues under all three titles are available through the current online serial Web site.

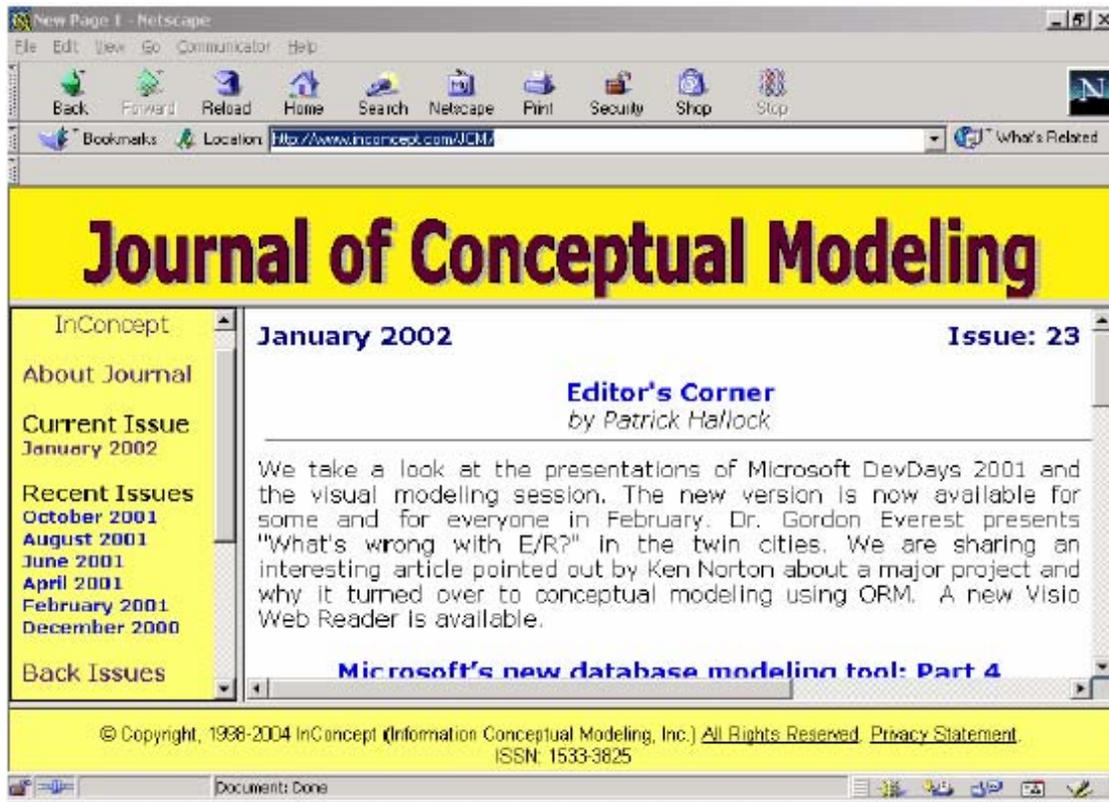
MARC Record [OCLC 70237121]	What to Notice:
Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng BLvl: s Form: s Conf: 0 Freq: m MRec: Ctry: ncu S/L: 0 Orig: s EntW: Regl: r Alph: a Desc: a SrTp: p Cont: DtSt: c Dates: 2006,9999	[same as above, except for different Frequency]
[T006: m] Audn: File: d GPub:	[same as above]
007 c #b r #d c #e n #f u 010 2006214019 022 0_ 1931-3144 #2 1 245 00 TL infobits #h [electronic resource]. 246 13 Teaching and learning infobits 260 Chapel Hill, N.C. : #b University of North Carolina at Chapel Hill, Teaching and Learning, #c 2006- 310 Monthly 362 1_ Began with issue 1 (July 2006). 500 Description based on first issue; title from title banner (viewed Aug. 9, 2006). 500 Web site includes all issues with the journal's earlier titles. 538 Mode of access: World Wide Web. 780 00 #t CIT infobits #x 1521-9275 #w (DLC)sn 98004828 #w (OCoLC)39912113 856 40 #u http://its.unc.edu/tl/infobits	<p>§ No 530 note and because this is born digital, online only, with no print counterpart</p> <p>§ 780 linking entry for preceding title – links record for current title to record for previous title under rules for successive entry cataloging</p> <p>§ 500 note stating that all issues under all titles are accessed at this Web site</p>

Session 3 Exercise

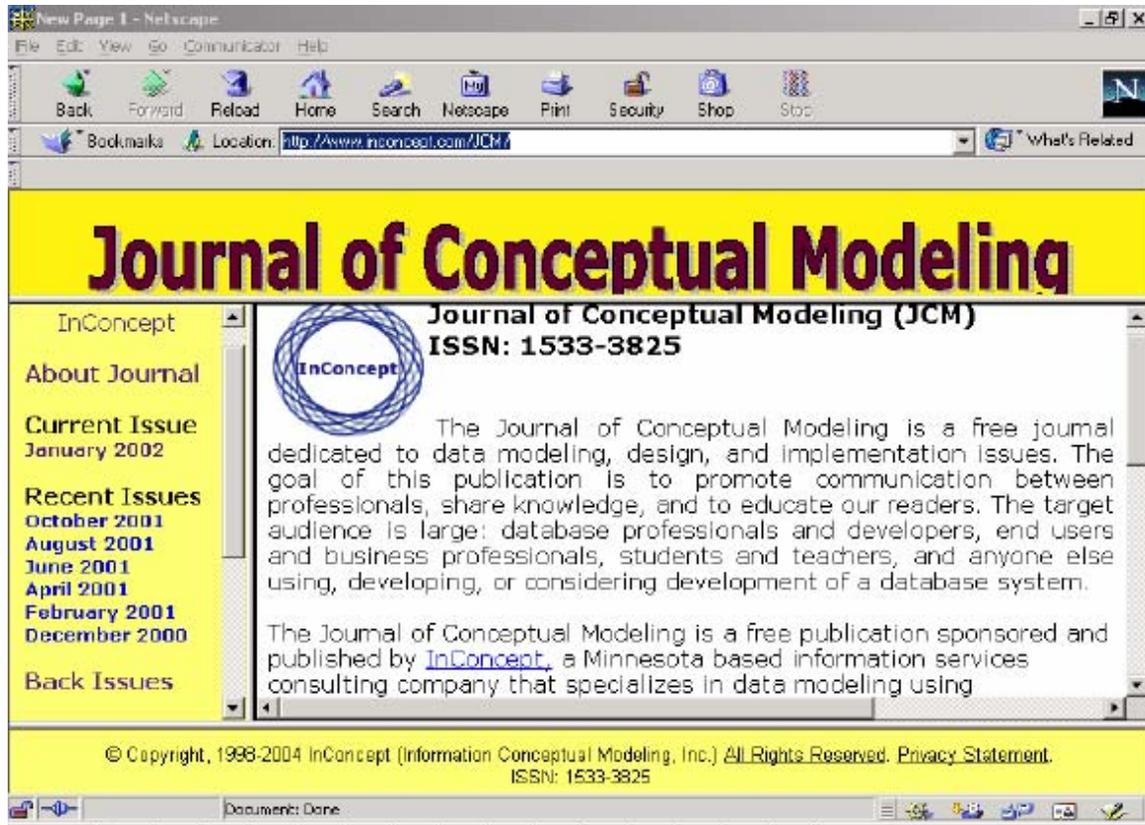
Use the surrogates below to fill in the missing MARC codes and AACR bibliographic data elements for this online serial. There is no print version for this title; it is " born-digital," online only.

Type: ___	ELvl: _____	Srce: d	GPub: _____	Ctrl: _____	Lang: eng
BLvl: ___	Form: ___	Conf: 0	Freq: q	MRec: _____	Ctry: mnu
S/L: ___	Orig: ___	EntW: _____	Regl: x	Alph: a	
Desc: a	SrTp: p	Cont: _____	DtSt: ___	Dates: _____, _____	
006 m [electronic resources / computer files]					
Audn: File: ___ GPub: _____					
007		c †b r †d m †e n			
022					
245	___				
246	___				
260		[Minneapolis, Minn.] : †b InConcept			
310		Five no. a year			
362	___				
500		Title from			
538		Mode of access:			
650	_0	Database design †v Periodicals.			
650	_0	Database management †v Periodicals.			
856	___	†u			

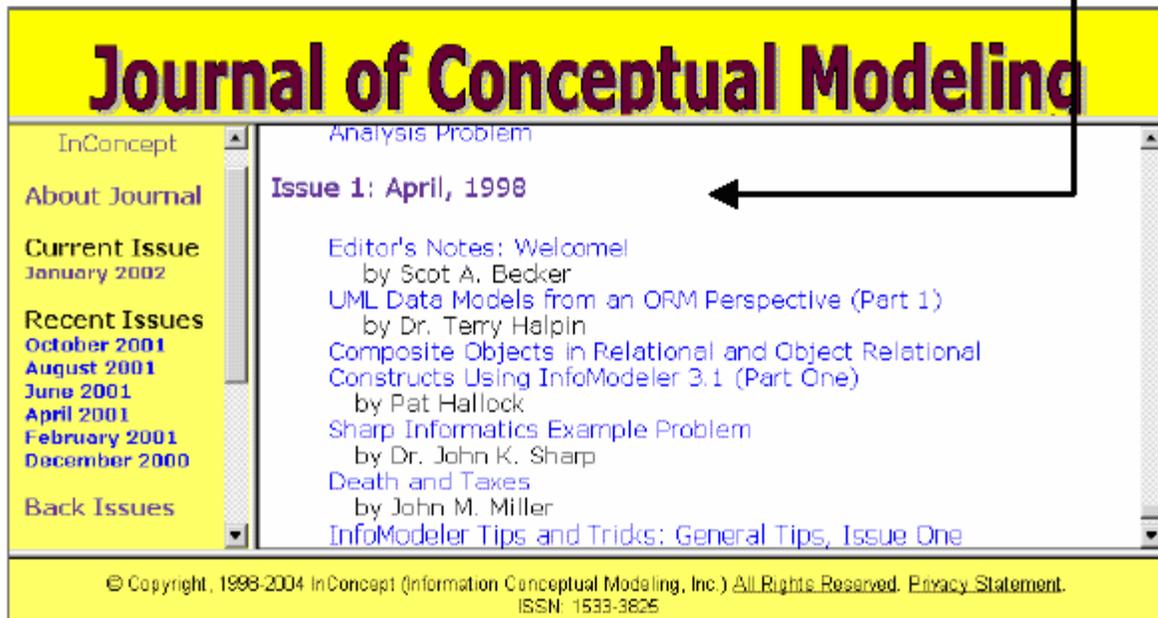
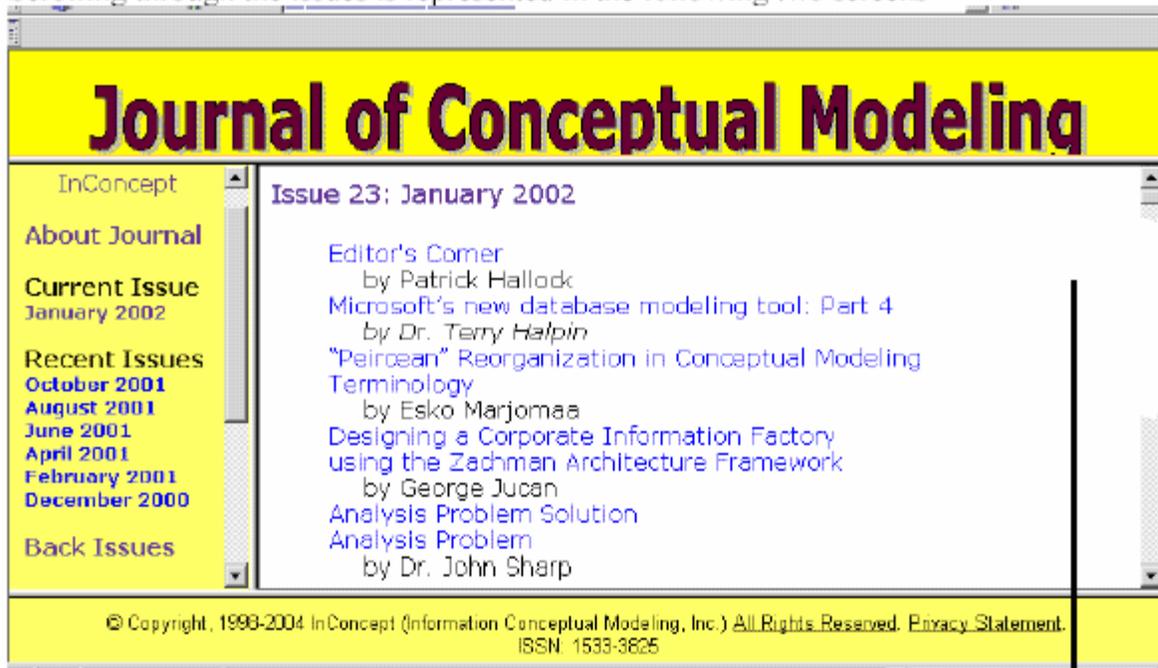
The publication uses a frames structure so the title remains in a frame at the top at all times. The contents are available in a frame on the left side of the screen. The URL <http://www.inconcept.com/JCM/> leads to the following screen:



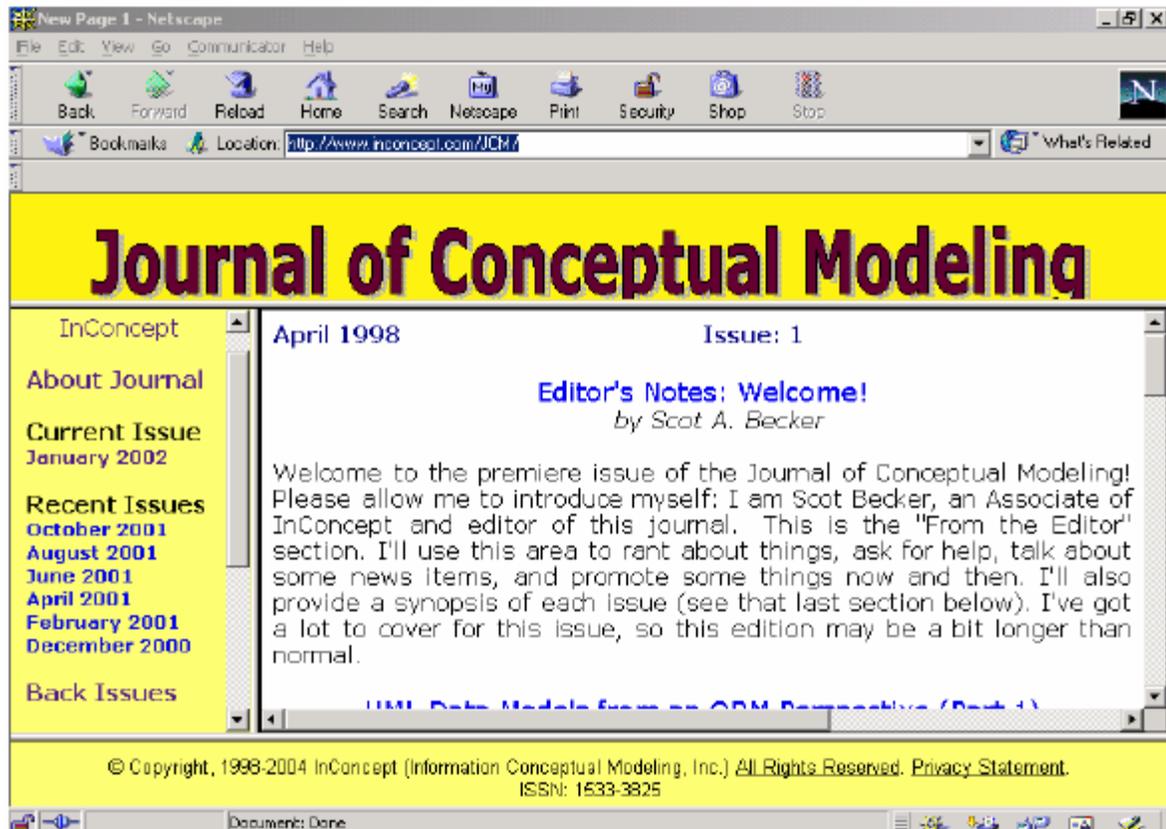
Clicking on the “**About Journal**” button shows the following information within the frames:



Clicking on the “**Back issues**” button allows the user to scroll through to find the earliest issue, starting from the most recent at the top of the scroll to the first issue at the bottom. Scrolling through the issues is represented in the following two screens



Clicking on the issue number and date leads to the first issue:



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Session 4

Online Versions, Multiple Content Providers, and Linking Relationships

Optional Warm Up Activity

- Ask participants about their experience dealing with multiple content providers of online serials, linking relationships, and online versions of print serials and other non-serial resources, and/or especially important issues they can think of or that they've encountered in practice.

Instructor Reference

In order to better prepare for this session, the instructor may want to review the following document:

- CONSER Cataloging Manual Module 31, available online in PDF format at: <http://www.loc.gov/acq/conser/Module31.pdf>

Goals of Session 4

1. Understand the issues involved with multiple providers of online serials and the basics of the CONSER aggregator-neutral record
2. Get an introduction to MARC linking entries for bibliographic relationships, especially:
 - Equivalence: formats/versions (530 & 776)
 - Sequential: preceding and succeeding titles (780 & 785)
3. Understand the CONSER cataloging and non-cataloging approaches of creating separate and single records for online serials

2

Instructor Warning: animated slide

Activity: Participants' Goals:

- Instructors might ask the participants if they have any additional or more specific goals or areas they especially want to learn about in this session.
- These may be listed on a flip chart or whiteboard.

Explanation of Session 4

- Continue and expand on basics of online serials cataloging
- Three related topics; order of coverage somewhat arbitrary
 - All deal with bibliographic relationships in some way; often same content available in multiple versions and/or by multiple providers
- 1. Multiple providers of serial content
- 2. Linking entries for bibliographic relationships
- 3. Multiple versions: single vs. separate records
 - Formal CONSER guidelines for serials
 - Similar approach for monographs, but no formal guidelines

3

Explanation for instructors: This slide may help explain to both instructors and participants that Session 4 is, in part, a continuation of Session 3 for online serials and, in part, a collection of somewhat miscellaneous additional topics that are crucial for online serials cataloging, and to some extent, for other types of online resources as well, both monographs and integrating resources.

Session 4 continues with basic serials cataloging topics such as linking entries, and also expands on some of the more complex aspects of online serials cataloging, such as the aggregator-neutral record, the use of uniform titles, and CONSER single vs. separate record approaches (noncataloging and cataloging approaches, respectively).

The content has been divided this way because there is a lot to absorb, especially for those without any serials cataloging background, and **Session 3** focuses on the basic elements and aspects of cataloging online serials that are more or less universal to all serials, i.e., found in all records, using born-digital online serials as the primary examples. **Session 4** continues with the more common "real-world" of multiple versions and providers for online serial content.

Linking entries are covered here because of time limits in Session 3, and because they relate well to the themes that tie these four topics together: all four all deal with different resources or different versions of the same content, or resources that are **related** to one another in various ways. They illustrate different ways in which those **relationships** are accounted for in catalog records. The four topics are somewhat miscellaneous and the order in which they are covered is in some sense arbitrary. Instructors may wish to rearrange them in a different order if felt to be more helpful.

Record Examples

- Online version of print serial --with content available from multiple providers
 - Aggregator neutral record; cataloging approach
- Born digital serials (two examples)
 - Linking relationships: continues print serial; title change
- Single record for providing access to online version: non-cataloging approach
 - Online serial
 - Online document (monograph)

Topic 1

Multiple Providers of Serial Content

Multiple providers of online serial

- Create multiple records, one for each provider?
- Or a single record for the online version of the serial that can represent the same content from all providers?
- CONSER "aggregator neutral" record takes the latter approach
- Raises another question for cataloging: **which version will be used as the basis of description** to represent all versions of the serial in an aggregator-neutral record?
- See CCM 31.3.3.

6

Multiple providers: Which version should be used for the description?

- CONSER guidelines: base the description on:
 - The original publisher Web site if full text of the serial is available there and you have access to it
 - A host site (such as Ingenta or HighWire) or an archival site such as JSTOR. If the first issue is available at an archive site, prefer it to a publisher site
 - Sources you have access to:
 - Records for the print
 - Article based aggregations and databases (e.g., ProQuest) etc. that do not maintain issue integrity
- Original catalogers will likely have access to only one version & should not go out of way to find other versions

7

CONSER guidelines for choosing between sites for a serial available in multiple e-serial packages. The guidelines are offered as a list of possibilities and is aimed at selecting a source that is as close to what was originally published in digital form as possible. It's important to remember that there is a distinction between packages that offer full issues of a serial and packages that are article-oriented. It's expected that catalogers will use judgment in selecting an appropriate source and of course, **an individual's access to particular packages will be a factor in what the cataloger can select.** The CONSER list of sources is given more as advice for an order of preference rather than as a strict list:

- Publisher's site when it contains the full text
- Host or archiving site. Prefer this site over the publisher's site when it contains the first issue and publisher's site does not.
- Record for the print.
- Other aggregations, including serial packages and databases.

Multiple providers: Variant titles

- When it is known that another aggregation or provider presents the same serial with a different title, a variant title can be given:

```
246 1 #i Issues from some providers have title:  
#a ESR journal
```

Multiple providers: Source of title proper and Item described notes

- For serials available from multiple providers, cite the provider version used as the basis of description as a part of the source of title note.
 - Also cite provider in latest issue consulted note if different from source of title note.
- For serials available in multiple formats, include the format used for description

```
500 Title from table of contents (publisher's Web site, viewed June 22, 2003).
```

```
500 Title from PDF title screen (JSTOR, viewed May 29, 2003).
```

9

The source of title is a required note and includes a citation of the date the source was consulted for cataloging. For the aggregator-neutral record, the source of title also contains the name of the aggregator (second example in the slide) on which the description was based as well as the file format, if there are multiple formats.

Use the 538 to specify any special software required to access or view the serial. Avoid mentioning the need for "Internet connection and World Wide Web browser"—restrict to more specific or rare hardware/software requirements. For the aggregator-neutral record, give only requirements that relate to all versions.

For Electronic green journal we can use two of the notes seen on this slide, the first "title from" note and the "mode of access" note.

CONSER practice is to input of notes in numeric tag order. Many of the notes on the following slides can be used as a formula or template for providing information.

Multiple providers: Numbering

- For online versions of print serials available in multiple packages, providers may vary in range of issues they offer
- The beginning date of the print version may be given in an unformatted 362 1 field to justify 008 beginning date
 - Note: "Coverage as of" notes no longer used (CCM 31.9; LCRI 12.7B10)

```
008 Dates: 1969,9999
245 00 Biological journal of the Linnean Society
#h [electronic resource].
362 1 Print began with: v. 1, no. 1 (Apr. 1969).
500 Description based on: Vol. 54, no. 2 (Feb.
1995); title from contents page (Synergy, viewed May 30,
2003).
```

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The note "362 1 Print began with ..." will be used as the basis for date 1 in the fixed-field rather than having thousands of records for online serials with "19uu" or "uuuu." There will still be cases where "362 1 Began with ..." will be applicable in cataloging online serials as well as "362 0 Vol. 1, no. 1 ..." both as in cataloging any serial, but the inclusion of the word "Print" would clearly identify the source of the information as a related print version title without necessarily making an incorrect statement about the beginning of the online serial.

Multiple providers: Frequency

- For titles that appear in multiple aggregations:
 - Record a frequency that applies to all versions of the e-serial

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For titles that appear in multiple aggregations, the aggregator neutral record should record a frequency that applies to all versions of the e-serial. Generally, record the frequency as found on the e-serial.

Multiple providers: Added entries

- Don't make added entries (710/730) for aggregators or digitizers of serials distributed in multiple databases

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Aggregator-neutral records: This is a guideline from CONSER's policy on aggregator-neutral records. In the past, names of aggregators have sometimes been given as name added entries (710) or as title added entries (730) or as series titles (440/830). For the aggregator-neutral record, don't give added entries for the different packages that might carry the title.

Multiple providers: 856 fields

- For serials contained in multiple packages, URLs from the different packages can be given in the aggregator-neutral record
- If the contents of a serial are split among multiple providers (e.g., early issues maintained by one aggregator, the later issues by another):
 - Give the appropriate URL for each package
 - Explain holdings of each in \$3 of the 856 field

13

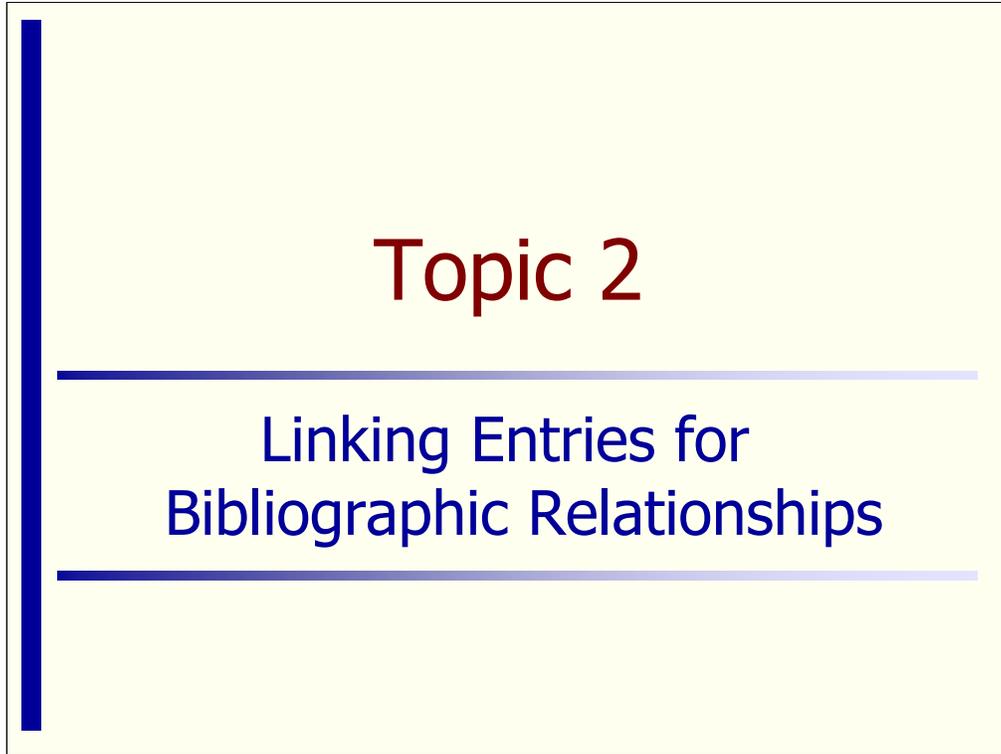
856 fields for Journal of the History of Ideas: aggregator neutral record

856 40 #3 Current issues via Project Muse: #u
<http://muse.jhu.edu/journals/jhi/>

856 40 #z View and search back issues via JSTOR: #u
<http://www.jstor.org/journals/00225037.html>

856 40 #u <http://firstsearch.oclc.org> #z Address for accessing the journal using authorization number and password through OCLC FirstSearch Electronic Collections Online. Subscription to online journal required for access to abstracts and full text

856 40 #u <http://firstsearch.oclc.org/journal=0022-5037;screen=info;ECOIP> #z Address for accessing the journal from an authorized IP address through OCLC FirstSearch Electronic Collections Online. Subscription to online journal required for access to abstracts and full text



Topic 2

Linking Entries for Bibliographic Relationships

Important Reminder: linking entries apply to integrating resources as well as to serials. They are covered here in Session 4, and will only be referred to in Session 5.

Bibliographic relationships and linking entries

- Linking entries: MARC fields 76X-78X
- Link related records in a catalog database
- Equivalence relationships:
 - formats/versions (530 & 776)
- Sequential relationships:
 - preceding and succeeding titles (780 & 785)

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MARC 21 linking fields

➤ Linking fields

- 765 Original language entry
- 767 Translation entry
- 775 Other edition entry
- 776 Additional physical form entry
- 780 Preceding entry
- 785 Succeeding entry
- 787 Nonspecific relationship entry

➤ Note fields

- 530 Additional physical form available note
- 580 Linking entry complexity note
 - used when appropriate note cannot be generated using linking field alone

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In case this is raised by participants: you might note that most serial-monograph-IR links created at this time will likely appear as MARC fields 775, 776, 780, and 785. However, it is conceivable that some other linking fields, such as 765, 767, or 787, could also be appropriate under some circumstances.

- 530 and 580 fields are used in combination with a non-displaying linking field whenever an appropriate note cannot be generated using a linking field alone

 Extract from MARC 21 Concise Format for Bibliographic Data: RECORD LINKS AND NOTES (see full document for complete info.)

•Linking Entry Fields (fields 760-787)

These fields carry descriptive data concerning the related item, the control number for the record of the related item, or both. Minimal content designation is provided for the data concerning the related item that is used in the linking entry fields. For data operations requiring fuller content designation, such as indexing and sorting, subfield \$w (the record control number for the related item) allows the system to follow that link to the related record to obtain fully content-designated data. Moreover, the coded data in control subfield \$7 allows some types of indexing without reference to the actual related record. The value used in the first indicator position of a linking entry field determines whether a note is to be generated from the field.

•Linking Entry Complexity Note (field 580)

The Linking Entry Fields are designed to support generation of a note concerning the related item in a display of the record for the target item. When the relationship is too complex to be expressed using a display constant and the data from the linking entry field or the linked record, the note is recorded in the Linking Entry Complexity Note field. When used, this field appears in addition to any relevant 760-787 linking entry field, and no note is generated from the linking entry field.

•Linked-Record Requirement (Leader/19)

This data element indicates whether sufficient information is present in the linking entry field to support generation of an eye-readable note that identifies the related item or whether only a related record number is recorded. If only a record number appears, the system will need to obtain the appropriate information from the related record to construct a standard display.

The following subfields or subfield combinations are considered sufficient for display purposes:

- Subfield \$a + \$t (Main entry heading + Title)
- Subfield \$a + \$s (Main entry heading + Uniform title)
- Subfield \$a (Main entry heading)
- Subfield \$t (Title)
- Subfield \$s (Uniform title)
- Subfield \$u (Standard Technical Report Number)
- Subfield \$r (Report number)

•Added Entries (fields 700-730)

When a cataloging code calls for an added entry for a title used in a linking field, the added entry is recorded in the appropriate 700-730 field. Linking fields are not intended take the place of added entries. Likewise, an added entry in field 700-730 does not take the place of a linking field, as it cannot cause a note to be generated or carry a record link.

Linking fields

- Provide linking notes as needed:
 - 775, 776, 770, 772, 780, 785, 787
- 530 note and field 776, used to link other physical formats.
- Other relationships can be identified as needed
 - Editions (775)
 - Supplements (770, 772)
 - Preceding/Succeeding titles (780, 785)
 - Non-specific relationships (787)

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•Online serials have the same types of chronological and horizontal relationships to other serial titles that print serials do and require the appropriate links.

•Provide the appropriate linking fields (and related notes, if necessary) for earlier/later titles, supplements, and other related works. The 776 field “Additional physical form entry” should be used to link to records for items available in other physical forms.

•Use a 530 note and field 776, as appropriate, to link a computer file serial to its other physical form.

Note: For records created at the CONSER core record standard, not all linking fields are required.

What linking fields do and don't do

1. Links generate notes

- In an online record: 780 00 \$t Performance practice review \$w ... generates the note:
`Continues: Performance practice review.`

2. Links connect related records in a database

3. Links are not intended to provide added entries

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Heads up for trainers: technically, linking fields do not provide added entries, but many libraries are choosing to index these in their local systems, in which case they do serve as searchable added entries. If time allows, instructors might ask participants what their local systems do with linking fields.

Recall that AACR2 chapter 21 deals with added entries but does not deal with linking entries.

See also for reference: CONSER Cataloging Manual 14.1.3.

Linking fields: Indicators

➤ First indicator

- 0 Display note (usually)
- 1 Do not display note (only when 580 used)

➤ Second indicator

- Varies depending on field, used to determine display constant in OPAC
- 776 0_Available in another form:
- 787 0_Related item:

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"Blank" 2nd indicator shown for other physical form or related item.

Components of linking entry fields

1. **Catalog entry: \$a, \$b, \$t, \$s**
 - Enter the catalog entry from the MARC 130 and/or 1XX, 240, and 245 fields of the related record into the \$a, \$t, and occasionally \$b and \$s of the linking field in the record being edited
2. **Standard numbers: \$x, \$z**
 - Whenever it is available on a related record, include the **ISSN** in \$x and/or the **ISBN** in \$z in the link
3. **Control numbers: \$w**
 - Include a \$w for the **LC** and/or **NLC** record number, if one exists
 - Include also a \$w for a utility (e.g., OCLC) record number if cataloging in one of the utilities and/or if there is no LC or NLC record number
 - See LCRI 12.7B8 for more information and exceptions

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Catalogers should also use the catalog entry in 580 or 530 note fields when needed.

"NLC record number" = National Library of Canada control number, see CONSER Editing Guide, 010 for further information.

See also for reference: CONSER Cataloging Manual 14.1.4.

780/785 linking entry fields

Record for the earlier title:

```
245 00 IAT infobits #h [electronic resource].
362 1 Began with: July 1993; ceased with: no. 60 (June
1998).
785 00 #t CIT infobits #x 1521-9275 #w (DLC)sn 98004828
#w (OCoLC)39912113
```

Record for the later title:

```
245 00 CIT infobits #h [electronic resource].
362 1 Began with: No. 1 (July 1998).
780 00 #t IAT infobits #x 1071-5223 #w (DLC)sn 93004265
#w (OCoLC)28692328
```

reciprocal links



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Animated slide: arrow and "reciprocal links" text

This example shows 780 and 785 fields and other selected fields from a straightforward title change situation.

Other formats note (12.7B16; MARC 776 \$i)

- Note the existence of one or more versions in different physical formats.
- The note can be given in 776 \$i along with the link.

```
245 00 Emerging infectious diseases
#h [electronic resource] : #b EID.
776 08 #i Also issued in print: #t Emerging infectious
diseases #w (DLC)sn95007041 #w (OCoLC)31848353
```

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The 530 can be used to note the existence of other format versions.

Coding option: The note could also be generated from subfield code "i" in the linking field 776:

```
776 08 $i Also issued in print: $t Emerging infectious diseases $w
(DLC)sn 95007041 $w (OCoLC)31848353
```

(Second indicator 8 allows text in the \$i to be displayed as a note.)

Reciprocal 776 links: Related versions

Record for the print version:

```
245 00 Banks in insurance report.  
530    Also issued online.  
776 1  #t Banks in insurance report #x 1530-9991  
#w (OCoLC)44602754
```

Record for the online version:

```
245 00 Banks in insurance report #h [electronic resource].  
776 08 #i Also issued in print: #t Banks in insurance  
report #x 8756-6079 #w (OCoLC)14239346
```



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Animated slide: arrow

The 776 field is one of the most frequently used linking note fields.

The example on the slide shows the 776 fields and accompanying 530 fields as they would appear on the records for the online and the print records.

Note: in the example given, the titles of the print and the online serial are essentially the same. If the online version title differs, a 730 title added entry or 7XX author/title added entry could be used as well.

776 links, continued

Titles of online and print version differ – use of 730

Record for the print version:

```
245 00 Directory of graduate research.
730 0 DGRweb.
776 08 #i Also issued online: #t DGRweb #w (DLC)sn
99034838 #w (OCoLC)42752026
```

Record for the online version:

```
245 00 DGRweb #h [electronic resource].
730 0 Directory of graduate research.
776 08 #i Also available in print: #t Directory of graduate
research #w (DLC)sn 79003432 #w (OCoLC)5229212
```

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Animated slide: arrow

If the titles of the online and print versions differ, a 730 title added entry or 7XX author/title added entry could be used on both records.

This example also illustrates use of the subfield "i" in the linking field to generate the additional physical format note.

Electronic green journal: Links

Both a title change and a change of format

Record for the online version:

```
245 00 Electronic green journal #h [electronic resource].  
780 00 #t Green library journal (Berkeley, Calif. : 1992)  
#x 1059-0838 #w (OCoLC)24563935
```

Record for the print version:

```
130 0 Green library journal (Berkeley, Calif. : 1992)  
245 10 Green library journal.  
785 00 #t Electronic green journal #x 1076-7975  
#w (OCoLC)30613816
```

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Animated slide: arrow

Our example is a case where the serial changed title and format. The relationship between the paper and the online versions is expressed by the 780 and 785 fields.

Topic 3

Multiple Versions: Single vs. Separate Records

Important Note: the multiple versions issue affects monographs as well as serials, and virtually all formats of material: language, image, sound, cartographic, etc. The topic is dealt with in Session 4 of this course, and the focus is on serials, because this is arguably where librarians first and most prominently have faced this issue, and it is especially complex because it is folded in with issues of multiple content providers, different issue coverage, etc.

Multiple formats: Options for providing access

- CONSER Cataloging approach:
 - Create separate records for print and online versions
 - Following AACR2 and MARC rules
- CONSER Non-cataloging approach:
 - Single record for multiple versions
 - Use print record to also note existence of, and provide access to, online version
 - Local option for individual libraries; sanctioned by CONSER

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CONSER single record approach

- Libraries may note information about the electronic version on the record for the print publication rather than separately cataloging the electronic version
- This is not a multiple versions record
- Generally, libraries only use for titles they hold in print, but can also be used if library doesn't hold the print version

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–Single record approach only describes the print serial with some online information "noted" to enhance access.

Optional discussion questions:

- For those who are cataloging e-serials, how many are creating separate records and how many are using a single record?
- Why did you choose one policy over the other?
- Have you gotten user feedback one way or the other on your policy?

California Digital Library is an example of a library that always uses the print record whether or not they hold the print version. CDL does quite a bit of customization (e.g., e-specific entries) and the addition of this information is heading towards a multiple version record

Single record approach – Advantages

- Patron/public service staff convenience
- Generally cheaper to catalog
- More timely access
- Fewer bibliographic records to maintain

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•**Patron convenience** – Patrons and public services staff do not like looking at multiple records. Also, depending on the local catalog, print and online may not file next to each other, particularly if there are many monographs with the same title filed between them, e.g., Blood [a serial], Blood [twelve monographs by that name], and Blood (Online).

•**Cheaper**

•Cheaper to edit existing record rather than create separate record, both in amount of work and expertise needed (technician/student vs. cataloger). This is especially true if there's no copy for the e-serial.

•Even when cloning, the single record as a basis for the separate record may be very time-consuming and involve lots of decision-making, such as upgrading to AACR2r, or determining which notes, added entries, and linking fields apply to the electronic version if it covers only a portion of the time span of the paper.

•A library that includes federal government documents in its catalog will want to incorporate GPO single records rather than creating original separate records and keeping up their maintenance.

•Single record approach becoming de facto practice in the cataloging of commercially published serials, more work to edit print record to not include access information.

•**Timeliness** – Again, much less work needs to be done so more timely access provided.

•**Maintenance** – Changes to the title (e.g., frequency, issuing body) only maintained in one record.

Single record approach – Disadvantages

- Difficult to search for electronic versions because of loss of electronic descriptive information and MARC coding
- If records sets are available, may be cheaper to load separate records
- Resource sharing issues

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Limiting – Cues like uniform title qualifier (*Online*) and gmd [*electronic resource*] not on print records. Many users now asking "Is that available online?"

Record sets – There will most likely still be some expense involved in editing/customizing a record set. Also, maintenance may be simpler as it could involve deleting old set and loading new set rather than editing existing records. More on this in aggregator database discussion.

Resource sharing – What does your license allow you to do? Do you attach holdings in OCLC if you don't own the print and are restricted in how you can provide access to online (e.g., only in-library use, no ILL, no document delivery)? If you have a separate record for the online version, these restrictions can be noted in that record.

Single record approach – Factors

Single record approach works well when

- Online version contains enough original content that it can act as a surrogate or substitute for the original
- Online version only contains selections (e.g., TOC, abstracts) and thus not worth cataloging separately

Separate records should be used when

- There are significant differences between print and online content
- Library wants separate records for identification purposes or other local considerations

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Mention that the URL for the CONSER Working Group's report is in the bibliography.

Additional factors

- Record set availability
- Collection development issues
- Staffing levels and expertise
- Local workflows and practices
- Your OPAC
- Vendor-supplied services
- User needs

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Record sets – Is a record set available for a particular package? Is the record structure such that you can match them up and overlay with existing records, or are you limited to treating them as separate records? How does maintenance happen?

Collection development – What do you catalog? Packages? Any online version also available in print (incl. Bulletin, Newsletters)? Original e-serials? All GPO titles? State or local government serials? Serials issued by your own institution (incl. Titles identified by archives or special collections units)? This will affect and to some degree determine your staffing and resource needs.

Staff – Lots of student and/or support staff help and no catalogers available might lead you to using the single record approach. Good systems support might allow you to more easily work with record sets.

Existing workflows – Do you already catalog microform versions separately or on single record? Do new workflows need to be created to handle single record process?

OPAC – Does your OPAC provide hotlinks? How does it display 856 information? What do index displays look like?

Vendor-supplied services – Some vendors are now providing URL maintenance and access troubleshooting. How do they provide maintenance information? In the form of a complete record (separate records) or as a report that needs to be manipulated (e.g., cut & paste)?

User needs – Patron preferences for single/separate record tied to OPAC displays. Additionally, does e-version info. (packages, access restrictions) that isn't available in the single record approach need to be added?

CONSER single record approach – MARC tagging

Add to the record for the print version:

- 530 – Note availability of online version
- 740 – Title added entry (or 7XX author/title added entry) when the title of the online version differs
- 856 – Online version location (usually URL)
- 776 \$t \$x – If a separate ISSN has been assigned to the online version
- 007 – Computer file characteristics (*optional*)

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530 – Usually general note "Also issued online" but can include important or unusual information about the online version: "Also issued online; access restricted to institutions with a print subscription."

740 – 1st indicator is always 0 (zero); 2nd indicator will be blank as this is not an analytic entry. 740 is used instead of 246 as the online version title is not an alternative title for the print version, but is the title for the online version. Remind participants that the single record approach is still describing the print version.

856 – 2nd indicator will always be 1 indicating this URL is online version of version described in catalog record.

776 – 776 would be used in any case if online version is already separately cataloged. If online version not cataloged separately already, only add if online version ISSN is known (to provide access to this ISSN).

007 – Stress **optional**. Many catalogers are uncomfortable with adding depending on local limiting features...may need to delete locally (along with 856).

NOTE: Do not change **008/22** ("form of original item") and **008/23** ("form of item") values. These are coded for the original print.

NOTE: Do not add computer file 006. 007 is the extent that we give coded computer file info. in single record approach.

CONSER single record approach - Example

```
Type: a   ELvl: I   Srce: d   GPub:      Ctrl:      Lang: eng
BLvl: s   Form:      Conf: 0   Freq: q   MRec:      Ctry: cau
S/L: 0   Orig:      EntW:      Regl: r   Alph: a
Desc: a   SrTp: p   Cont:      DtSt: c   Dates: 19uu,9999
```

```
007      c #b r #d c #e n #f u {optional}
245 00 ARC news / #c Environmental Systems Research
Institute.
260      Redlands, Calif. : #b Environmental Systems Research
Institute
300      v. : #b ill. ; #c 43 cm.
310      Quarterly
500      Description based on: summer/fall 1987; title from
caption.
530      Also issued online.
710 2 Environmental Systems Research Institute (Redlands,
Calif.)
856 41 #3 Selected articles from recent issues #u
http://www.esri.com/news/arcnews/arcnews.html
```

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This example is one for which the online version is not a complete substitute (partial full-text) for the print original. Cataloger decided to treat on single record as online version not worth separate cataloging.

Note: Emphasize 007 is optional and should only be added if it's of obvious clear benefit to library's local system.

Note: This example does not have 740 (online version doesn't have different title) or 776 (online version doesn't have separate ISSN assigned or separately cataloged)

Note: Do not change Form, Orig or add 006.

Note: The note information "*Selected articles from recent issues*" could be given in a 530 note instead of/in addition to 856 \$3. Many libraries use 856 \$3 locally to indicate coverage.

Single record approach is generally as simple as adding two fields: 530 and 856

Electronic location and access

- CONSER practice: An 856 can be placed on a record for a print serial when there is an online version, regardless of whether the online version is separately cataloged or not.
- Use second indicator "1."

```
856 41 #u http://muse.jhu.edu/journals/poet/
```

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- Field 856 identifies the electronic location of the item from which it is available as well as the information needed to access the item by the method identified by the first indicator value (email, HTTP, FTP, telnet, dial-up), or by subfield \$2 (gopher, etc.).

- See 856 indicator and subfield codes in Appendix B. First indicator is Access method (e.g., 4=HTTP), Second indicator is Relationship: 0=the resource, 1=version of resource, 2=related resource

The 856 is used:

- To cite the location of the serial cataloged: Use second indicator "0."
- CONSER practice, use of 856 on the print record.

Electronic location and access

- The 856 can be used to cite the location of partial contents of the resource cataloged, such as summaries, abstracts, or tables of contents.
- Second indicator "1" and \$3 are used to show this:

```
856 41 $3 Abstracts and index $u http://...
```

- For related resources that do not represent the serial cataloged, its online version, or a part of the serial.
- Use second indicator "2."

```
856 42 $z Publisher's home page: $u http://...
```

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Cite the location of partial contents or related information:

- Subfield \$3 may be used to identify the part that is online.
 - Use second indicator "1" whenever the URL points to any part of the electronic version.
 - This includes Web sites which give access to some parts of the print material, even if it's repackaged in a substantial way. For example, a Web site which gives only the table of contents of a journal or only abstracts would still be indicator 1 because the site's content is essentially a version of the printed material
-
- The 856 is also used for related resources that do not represent the serial cataloged, its online version, or a part of the serial. A related resource is any URL which points to content entirely different from the publication itself. Common examples would be an organizational home page or publisher's Web site. If an organizational home page contained the tables of contents of several titles, this would be a related Web site. Use second indicator "2."

Exercises and discussion

- **Exercise 4.1A:** edit existing record for print version of serial to provide access to online version --using CONSER single record guidelines
- **Exercise 4.1B:** edit existing record for print version to create original record for online version
- **Exercise 4.2:** fill in the missing elements to make an "aggregator neutral" record for online serial

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Instructors, please note well for all exercises: there is often more than one valid "answer" for the exercises, especially when it comes to selection of title proper, source of title, transcription of title and statement of responsibility, wording of notes such as source of title proper, mode of access, dates of publication for serial and integrating resources, and so on. The solutions given in the Exercise Answers in the participants' manuals reflect only one of several possibilities in some cases.

Session 4 Record Examples

(Examples of Online Versions of Print Serials, Linking Fields, Aggregator-Neutral record for Multiple Content Providers, and Single record for Access to Multiple Versions)

1. Online version of print serial with online issues available from multiple providers

- Separate records created for online and print versions
- Record for online is “aggregator-neutral,” applies to online content available from all providers

MARC Record	What to Notice:
Serials 008/Fixed Field Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng BLvl: s Form: s Conf: 0 Freq: q MRec: Ctry: mdu S/L: 0 Orig: s EntW: Regl: r Alph: a Desc: a SrTp: p Cont: o DtSt: c Dates: 1940,9999	§ Dates – beginning & ending dates; "9999" indicates ongoing indefinitely
006 field for Electronic Resources [Computer Files] [T006: m] Audn: File: d GPub	
007 c #b r #d c #e n #f u 010 sn 95006657 022 0_ 1086-3222 #y 0022-5037 #2 1 050 14 B1 #b .J75 082 10 105 #2 12 210 0_ J. hist. ideas #b (Online) 222 _0 Journal of the history of ideas #b (Online) 245 00 Journal of the history of ideas #h [electronic resource]. 246 13 JHI 260 Baltimore, MD : #b Journal of the History of Ideas, Inc. 310 Quarterly 362 1_ Print began with: Vol. 1, no. 1 (Jan. 1940)- 500 Description based on: 57.1 (Jan. 1996); title from table of contents (Project Muse, viewed Nov. 3, 2006). 500 Latest issue consulted: 64:4 (Oct. 2003) (Project Muse, viewed Nov. 3, 2006). 530 Online version of the print title: Journal of the history of ideas. 538 Mode of access: World Wide Web. 650 _0 Philosophy #v Periodicals. 776 1_ #t Journal of the history of ideas #x 0022-5037 #w (DLC) 42051802 #w (OCoLC)1591903 856 40 #3 Current issues via Project Muse: #u http://muse.jhu.edu/journals/jhi/ 856 40 #z View and search back issues via JSTOR: #u http://www.jstor.org/journals/00225037.html 856 40 #u http://firstsearch.oclc.org #z Address for accessing the journal using authorization number and password through OCLC FirstSearch Electronic Collections Online. Subscription to online journal required for access to abstracts and full text 856 40 #u http://firstsearch.oclc.org/journal=0022-5037;screen=info;ECOIP #z Address for accessing the journal from an authorized IP address through OCLC FirstSearch Electronic Collections Online. Subscription to online journal required for access to abstracts and full text	§ 007 – coding for details of electronic aspects § GMD "electronic resource" – after 245 ‡a § Beginning date of publication (260c) – open date for continuing content § No physical description (300) – for remote access e-resources. § Numbering (362 1) – issue numbering, not from 1 st online issue § Description based on note + Source of title note (500) § Last issue consulted note (500) – used when more than one issue consulted § Mode of access note (538) § Electronic location and access (856) – URI for the journal homepage in subfield ‡u § 530 note and related 776 linking entry – notes existence of print version and links to OCLC record for it

2. Non-cataloging approach

- **Single record** for the print used to provide access to both print and online versions/formats
- Body of record describes print serial (AACR areas 1-6; MARC 2XX, 3XX, 4XX)
- Notes existence of, and provides access to, the online version (AACR area 7; MARC 5XX, 856)
- The online version(s) is/are not cataloged but only noted and pointed to

MARC Record	What to Notice:
<p>Serials 008/Fixed Field</p> <p>Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng BLvl: s Form: _ Conf: 0 Freq: q MRec: Ctry: mdu S/L: 0 Orig: EntW: Regl: r Alph: a Desc: a SrTp: p Cont: o DtSt: c Dates: 1940,9999</p> <p><i>No 006</i> <i>No 007</i></p>	<p>§ No coding for electronic aspects since the record is describing / cataloging the printed journal, not the electronic version</p>
<p>010 42-51802 022 0022-5037 #2 1 050 00 B1 #b .J75 210 0_ J. hist. ideas 222 _0 Journal of the history of ideas 245 00 Journal of the history of ideas. 246 13 JHI 260 Baltimore, Md. [etc.] #b Johns Hopkins University Press [etc.] 300 v. #c 27 cm. 310 Quarterly 362 0_ v. 1- Jan. 1940- 500 "An international quarterly devoted to intellectual history." 530 Scanned images of back issues also available to subscribers via JSTOR, current issues available via Project Muse. 530 Also available via World Wide Web; OCLC FirstSearch Electronic Collections Online; subscription required for access to abstracts and full text. 530 Also available on microfilm and microfiche. 650 _0 Philosophy #v Periodicals. 776 1_ #t Journal of the history of ideas #x 1086-3222 #w (DLC)sn 95006657 #w (OCoLC)33892692 856 41 #3 Current issues via Project Muse: #u http://muse.jhu.edu/journals/jhi/ 856 41 #z View and search back issues via JSTOR: #u http://www.jstor.org/journals/00225037.html 856 41 #u http://firstsearch.oclc.org #z Address for accessing the journal using authorization number and password through OCLC FirstSearch Electronic Collections Online. Subscription to online journal required for access to abstracts and full text 856 41 #u http://firstsearch.oclc.org/journal=0022-5037;screen=info;ECOIP #z Address for accessing the journal from an authorized IP address through OCLC FirstSearch Electronic Collections Online. Subscription to online journal required for access to abstracts and full text</p>	<p>§ No GMD in 245</p> <p>§ Physical description – for the print journal</p> <p>§ Other formats available notes (530) – notes existence of online versions</p> <p>§ 856 #u – provides access to online versions via the URIs – Indicator 2 = "1" – version of resource described in body of record</p>

3. Print monographic document with identical online version

- The record describes the print, but also notes the existence of, and provides access to, the online version
- Body of record describes printed book (AACR areas 1-6; MARC 2XX, 3XX, 4XX)
- Note and URI notes existence of, and provides access to, the online version (AACR area 7; MARC 5XX, 856)

MARC Record	What to Notice:
Type: a ELvl: I Srce: d Audn: Ctrl: Lang: eng BLvl: m Form: _ Conf: 0 Biog: MRec: Ctry: dcu Cont: b GPub: f LitF: 0 Indx: 0 Desc: a Ills: Fest: 0 DtSt: s Dates: 2001, No 006 No 007	§ No coding for electronic aspects since record is describing/cataloging the printed document, not the electronic version
010 2001-337860 050 00 QH541.5.C7 †b O44 2001 082 00 577.7/89278 †2 21 086 0_ C 55.402:OI 5/3 245 00 Oil spills in coral reefs : †b planning & response considerations / †c [edited by Rebecca Z. Hoff ; contributing authors, Gary Shigenaka ... et al.]. 260 [Washington, D.C.] : †b U.S. Department of Commerce, National Oceanic and Atmospheric Administration, National Ocean Service, Office of Response and Restoration, †c [2001] 300 78 p. : †b col. ill. ; †c 22 cm. 500 Cover title. 530 Also available on the Internet. 504 Includes bibliographical references. 650 _0 Coral reef ecology. 650 _0 Oil spills †x Environmental aspects. 700 1_ Hoff, Rebecca Z. 700 1_ Shigenaka, Gary. 710 1_ United States. †b National Ocean Service. †b Office of Response and Restoration. 856 41 †u http://purl.access.gpo.gov/GPO/LPS17948	§ No GMD in 245 § Physical description – for the book § Other formats available note (530) – notes existence of online version § 856 †u provides access to online version via the URI – Indicator 2 = “1” – version of resource described in body of record <i>[Could include 776 to link to record for online version, if separate record exists]</i>

Note: *There are no formal guidelines from a national agency for this approach to online versions of print monographs, as there are for serials from CONSER, but many libraries do this in practice, and the basic concept parallels that of the formal CONSER single-record, non-cataloging approach.*

4. Born-digital online journal

- Continues preceding print serial with title Green library journal, ceased in 1993

MARC Record [OCLC 30613816]	What to Notice:
Type: a ELvl: Srce: d GPub: s Ctrl: Lang: eng BLvl: s Form: s Conf: 0 Freq: f MRec: Ctry: idu S/L: 0 Orig: s EntW: Regl: r Alph: a Desc: a SrTp: p Cont: DtSt: c Dates: 1994,9999	
006 field for Electronic Resources [Computer Files] [T006: m] Audn: File: d GPub:	
007 c #b r #d c #e n #f u 010 sn 94003866 022 0_ 1076-7975 #2 1 245 00 Electronic green journal #h [electronic resource]. 246 1_ #i List name: #a EGJ 260 [Moscow, Idaho] : #b University of Idaho Library, #c 1994- 310 Two issues a year 362 1_ Began with: Vol. 1, issue 1 (June 1994). 500 Description based on: Vol. 1, issue 1 (June 1994); title from table of contents (publisher's version, viewed June 22, 2003). 538 Mode of access: All issues available via the World Wide Web; issues 1-8 also available via Internet ftp; announcements and tables of contents available via Internet email subscription. 650 _0 Environmental sciences #x Information services #v Periodicals. 710 2_ University of Idaho. #b Library. 780 00 #t Green Library journal (Berkeley, Calif. : 1992) #x 1059-0838 #w (DLC) 93642484 #w (OCoLC)24563935 856 40 #u http://egj.lib.uidaho.edu/index.html 856 10 #u ftp://www.lib.uidaho.edu/pub/egj #l anonymous #z Each article is a separate file 856 02 #3 E-mail subscription to receive announcements and tables of contents of new issues #u mailto:majordomo@uidaho.edu #f EGJ #i subscribe egjtoc [your email address]	<p>§ 010 – LCCN</p> <p>§ 022 – ISSN</p> <p>§ Beginning date of publication (260c) – open date for continuing content</p> <p>§ Numbering (362 1) – numbering from 1st issue</p> <p>§ No 530 note – because this is born digital, online only, with no print counterpart</p> <p>§ 780 linking entry for preceding title – links record for current title to record for previous title under rules for successive entry cataloging</p>

Linked record for preceding print journal:

MARC Record [OCLC 24563935]	What to Notice:
Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng BLvl: s Form: Conf: 0 Freq: a MRec: Ctry: cau S/L: 0 Orig: EntW: Regl: r Alph: a Desc: a SrTp: p Cont: DtSt: d Dates: 1992,1993	<p>§ Publication status code changed from "c" to "d"</p> <p>§ Ending date added when run of serial with that title ceased</p>
010 93642484 #z sn 91003701 022 0_ 1059-0838 #z 0899-9481 #2 1 130 0_ Green Library journal (Berkeley, Calif. : 1992) 245 10 Green Library journal : #b environmental topics in the information world. 260 Berkeley, CA : #b The Library 300 2 v. ; #c 23 cm. 310 Annual 362 0_ Vol. 1, no. 1 (Jan. 1992)-v. 2, no. 1 (winter 1993). 650 _0 Environmental sciences #x Information services #v Periodicals. 780 00 #t Green Library journal #x 1059-0838 #w (DLC)sn 88002318 #w (OCoLC)18276952 785 00 #t Electronic green journal #x 1076-7975 #w (DLC)sn 94003866	<p>§ 010 – LCCN</p> <p>§ 022 – ISSN</p> <p>§ 245 – preceding title</p> <p>§ 300 – number of physical volumes added for ceased serials</p> <p>§ 362 – ending numbering added;</p> <p>§ 785 – linking entry to succeeding title; includes succeeding title in #t, succeeding ISSN in #x, and LC and OCLC record numbers in separate #w's – note reciprocal OCLC record numbers in each record link to the other record in OCLC</p> <p>§ Note also: 780 preceding title: this print serial had a previous title change</p>

5. Born-digital online serial

- Continues preceding title CIT Infobits, which was preceded by yet another earlier title, IAT Infobits, all born-digital; all issues under all three titles are available through the current online serial Web site

MARC Record [OCLC 70237121]	What to Notice:
Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng BLvl: s Form: s Conf: 0 Freq: m MRec: Ctry: ncu S/L: 0 Orig: s EntW: Regl: r Alph: a Desc: a SrTp: p Cont: DtSt: c Dates: 2006,9999	[same as above, except for different Frequency]
[T006: m] Audn: File: d GPub:	[same as above]
007 c #b r #d c #e n #f u 010 2006214019 022 0_ 1931-3144 #2 1 245 00 TL infobits #h [electronic resource]. 246 13 Teaching and learning infobits 260 Chapel Hill, N.C. : #b University of North Carolina at Chapel Hill, Teaching and Learning, #c 2006- 310 Monthly 362 1_ Began with issue 1 (July 2006). 500 Description based on first issue; title from title banner (viewed Aug. 9, 2006). 500 Web site includes all issues with the journal's earlier titles. 538 Mode of access: World Wide Web. 780 00 #t CIT infobits #x 1521-9275 #w (DLC)sn 98004828 #w (OCoLC)39912113 856 40 #u http://its.unc.edu/tl/infobits	§ No 530 note and because this is born digital, online only, with no print counterpart § 780 linking entry for preceding title – links record for current title to record for previous title under rules for successive entry cataloging § 500 note stating that all issues under all titles are accessed at this Web site

Linked record for preceding title, now ceased:

MARC Record [OCLC 39912113]	What to Notice:
Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng BLvl: s Form: s Conf: 0 Freq: m MRec: Ctry: ncu S/L 0 Orig: s EntW: Regl: r Alph: a Desc: a SrTp: p Cont: DtSt: d Dates: 1998,2006	§ Publication status code changed from "c" to "d" § Ending date added when run of serial with that title ceased
[T006: m] Audn: File: d GPub:	
007 c #b r #d m #e n #f u 010 sn 98004828 022 0_ 1521-9275 #2 1 245 00 CIT infobits #h [electronic resource]. 246 3_ Center for Instruction Technology infobits 260 [Chapel Hill, N.C.] : #b University of North Carolina at Chapel Hill, Academic & Technology Networks, Center for Instructional Technology, #c 1998-2006. 310 Monthly 362 0_ No. 1 (July 1998)-no. 96 (June 2006). 500 Title from title screen. 538 Mode of access: Electronic mail and World Wide Web. For email subscription, send to: listserv@unc.edu, the message: SUBSCRIBE INFOBITS [first name last name]. 780 00 #t IAT infobits #x 1071-5223 #w (DLC)sn 93004265 #w (OCoLC)28692328 785 00 #t TL infobits #x 1931-3144 #w (DLC)2006214019 #w (OCoLC) 70237121 856 0_ unc.edu #f INFOBITS #h listserv #i subscribe #z Email subscription 856 4_ #u http://www.unc.edu/cit/infobits/infobits.html	§ 245 – preceding title § 260 ‡c – ending date added; dates now "closed" § 362 – ending numbering added; numbering for preceding title "closed" § 780 linking entry for preceding title – links record for current title to record for previous title under rules for successive entry cataloging § 785 – linking entry to succeeding title; includes succeeding title in ‡t, succeeding ISSN in ‡x, and LC and OCLC record numbers in separate ‡w's – note reciprocal OCLC record numbers in each record link to the other record in OCLC § Two electronic location and access (856) fields – (1) first indicator blank for email; includes subfields for subscription info.; (2) first indicator "0" for HTTP; URI for journal homepage in subfield ‡u

Session 4 Exercises

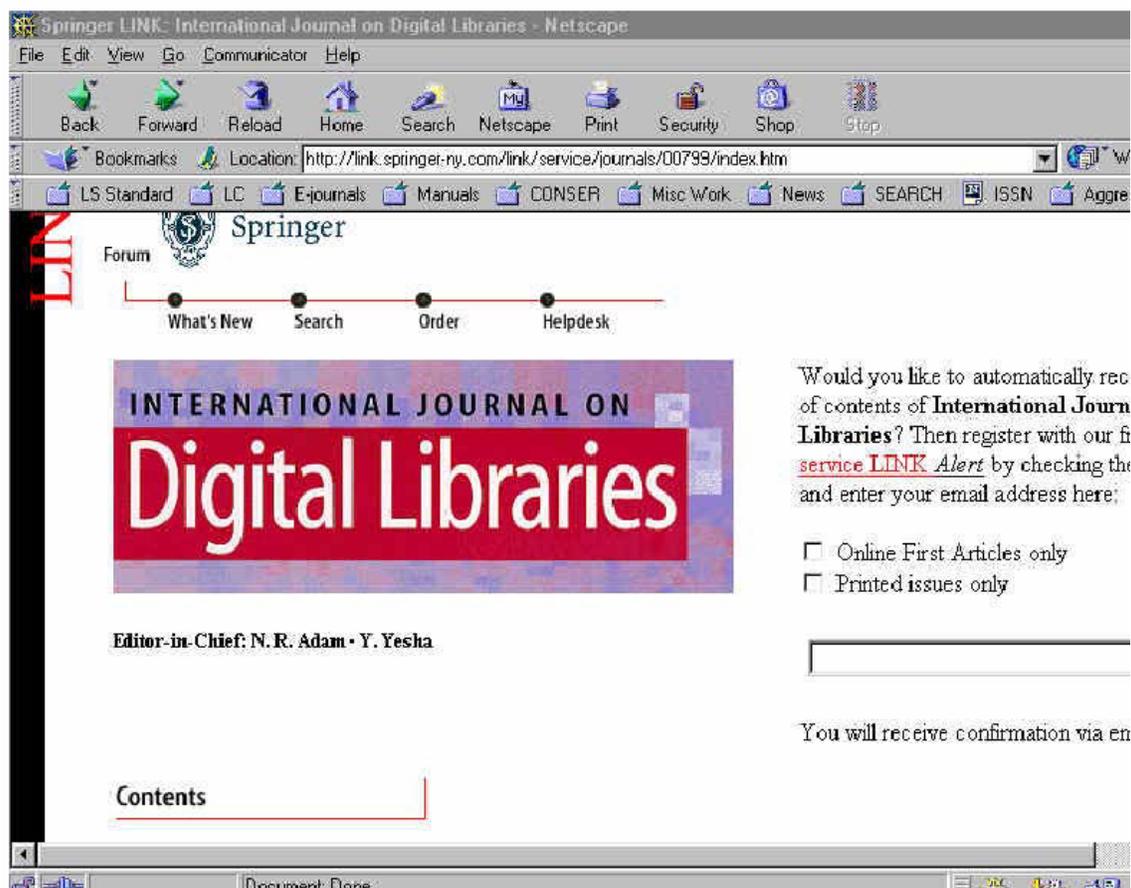
Exercise 4.1:

Use the surrogates screen prints below to:

- Add elements to the record for the print version to provide access to the online version using the CONSER “single record” guidelines.
- Edit existing the record for the print version to create an original record for the online version.

Fill in the needed elements in the records that follow the screen prints.

Journal home page, click on “Contents” button to see available issues



Select earliest available issue from this contents screen.

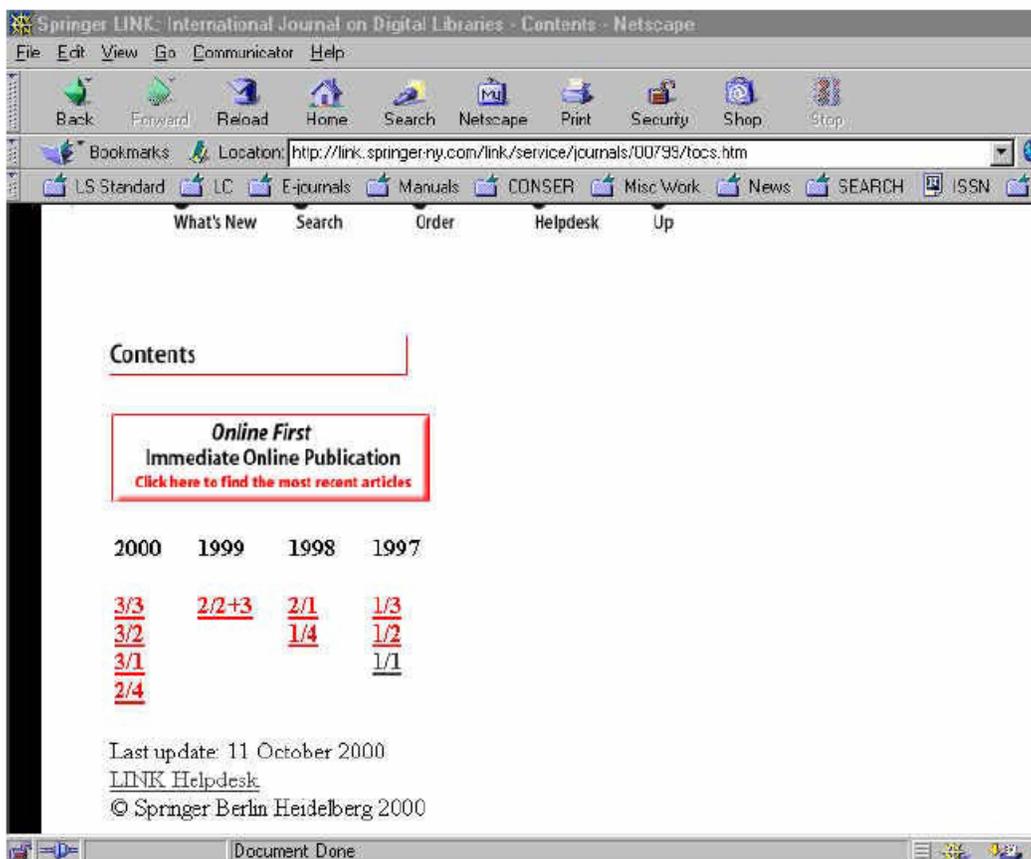
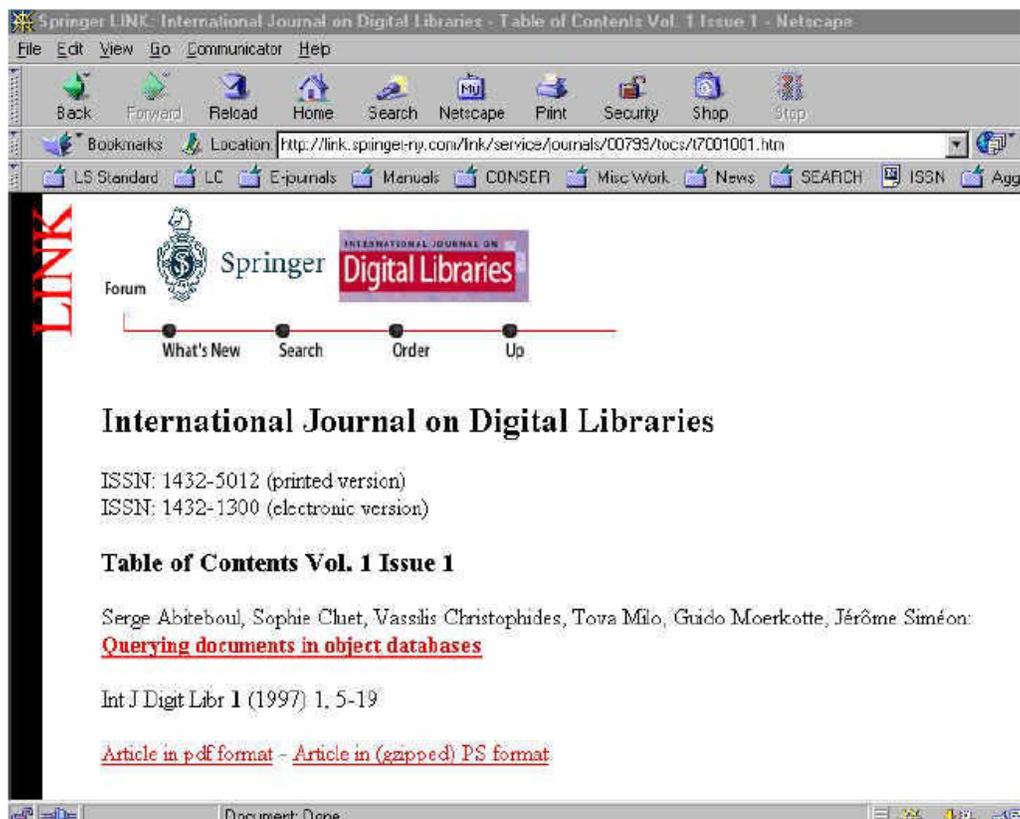


Table of contents vol. 1, issue 1. Clicking on the link for the article title below: *Querying documents in object databases*, leads to an abstract formatted in HTML. The full article is available only in PDF and gzipped PostScript file formats. The full articles are available only to subscribers.



Exercise 4.1A: Add elements to the record for the print version to provide access to the online version using the CONSER “single record” guidelines. Write in elements for three new fields in the blank boxes at the bottom of the record below.

Existing Record for Print Version:

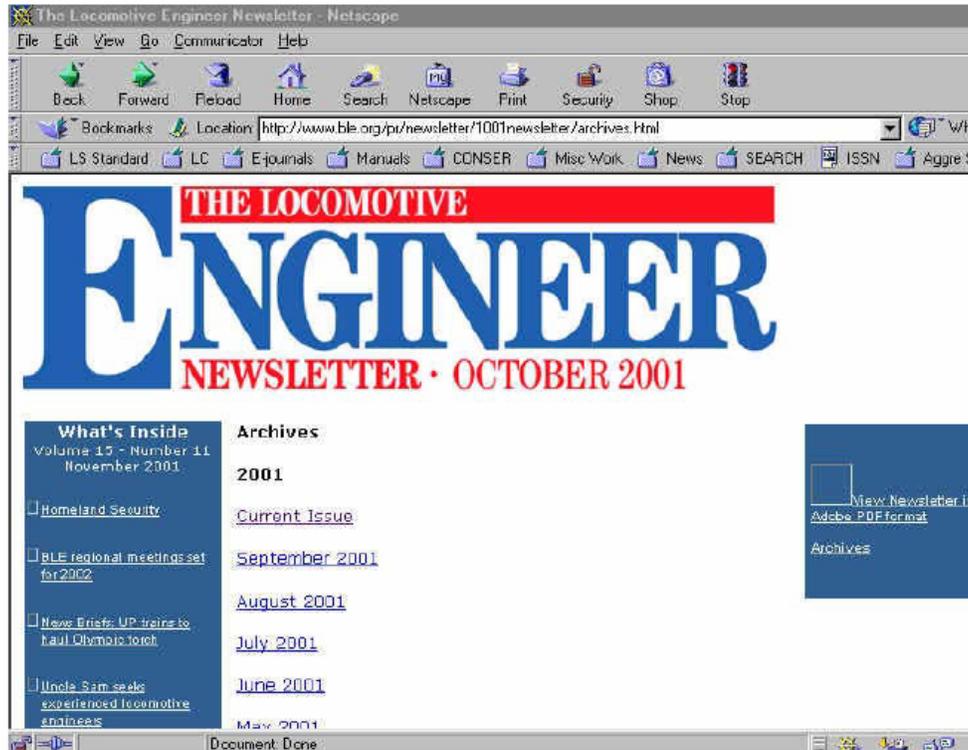
OCLC: 37716090		
Type: a ELvl: Srce: GPub: Ctrl: Lang: eng BLvl: s Form: Conf: 0 Freq: MRec: Ctry: gw S/L: 0 Orig: EntW: Regl: x Alph: Desc: a SrTp: p Cont: DtSt: c Dates: 1997,9999		
022		1432-5012 †2 1
030		IJDIFR
050	00	ZA4080 †b .I58
245	00	International journal on digital libraries.
246	30	Digital libraries
260		Berlin ; †a New York : †b Springer, †c 1997-
300		v. : †b ill. ; †c 28 cm.
310		Irregular
362	0_	Vol. 1, no. 1 (Apr. 1997)-
500		Title from cover.
650	_0	Digital libraries †v Periodicals.
650	_0	Information storage and retrieval systems †v Periodicals.

Exercise 4.1B: Edit the existing record for the print version to create an original record for the online version; fill in the missing codes and elements in the record below.

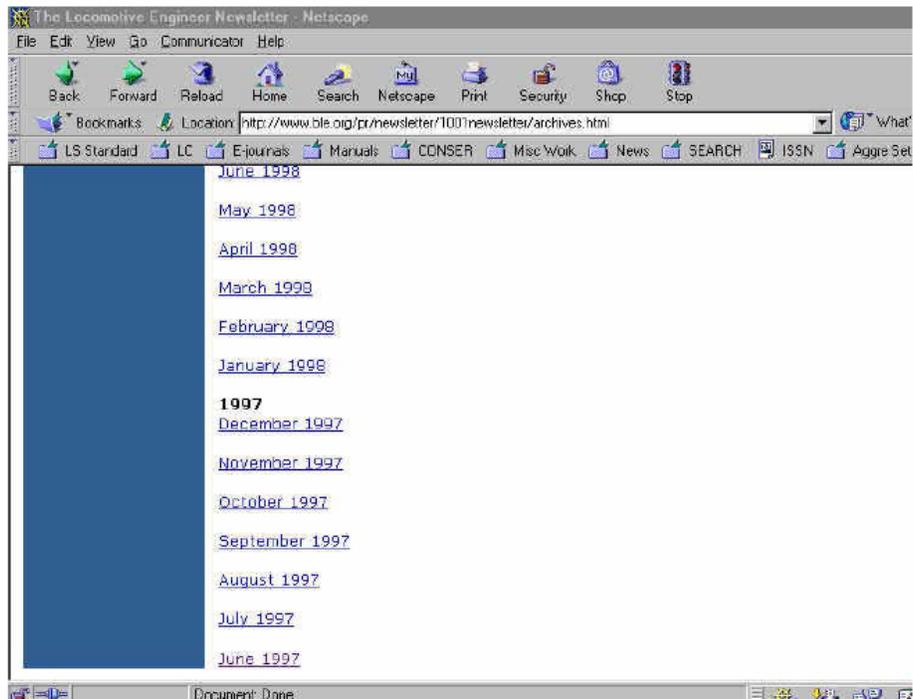
Type: a	ELvl:	Srce:	GPub:	Ctrl:	Lang: eng
BLvl: s	Form: ___	Conf: 0	Freq:	MRec:	Ctry: gw
S/L: 0	Orig: ___	EntW:	Regl: x	Alph:	
Desc: a	SrTp: p	Cont:	DtSt: c	Dates: 1997,9999	
006 m [electronic resources / computer files]					
Audn:	File: ___	GPub:			
007		___ \$b ___	\$d m \$e n		
022			\$y		
050	00	ZA4080	\$b .I58		
245	00	International journal on digital libraries			
246	30	Digital libraries			
260		Berlin ; \$a New York : \$b Springer, \$c 1997-			
300		v. : \$b ill. ; \$c 28 cm.			
310		Irregular			
362	1_				
500		Description based on: _____ ; title from _____ (_____ , viewed _____).			
500		Latest issue consulted:			
530					
538		Mode of access:			
650	_0	Digital libraries \$v Periodicals.			
650	_0	Information storage and retrieval systems \$v Periodicals.			
776	08	\$i			
856	___	\$	http://link.springerly.com/link/service/journals/00799/index.htm		

Exercise 4.2: Fill in the missing MARC codes and AACR bibliographic data elements to make an “aggregator neutral” record for this online serial.

The Locomotive engineer newsletter is an online version of a printed serial. URL: <http://www.ble.org/pr/newsletter/1001newsletter/archives.html> leads to an Archive page showing all available issues. Most of the 2001 issues, but not all, are available in both HTML and PDF format. Some of the 2001 issues have broken links to the PDF versions, making them unavailable in PDF format. All other issues are HTML only.



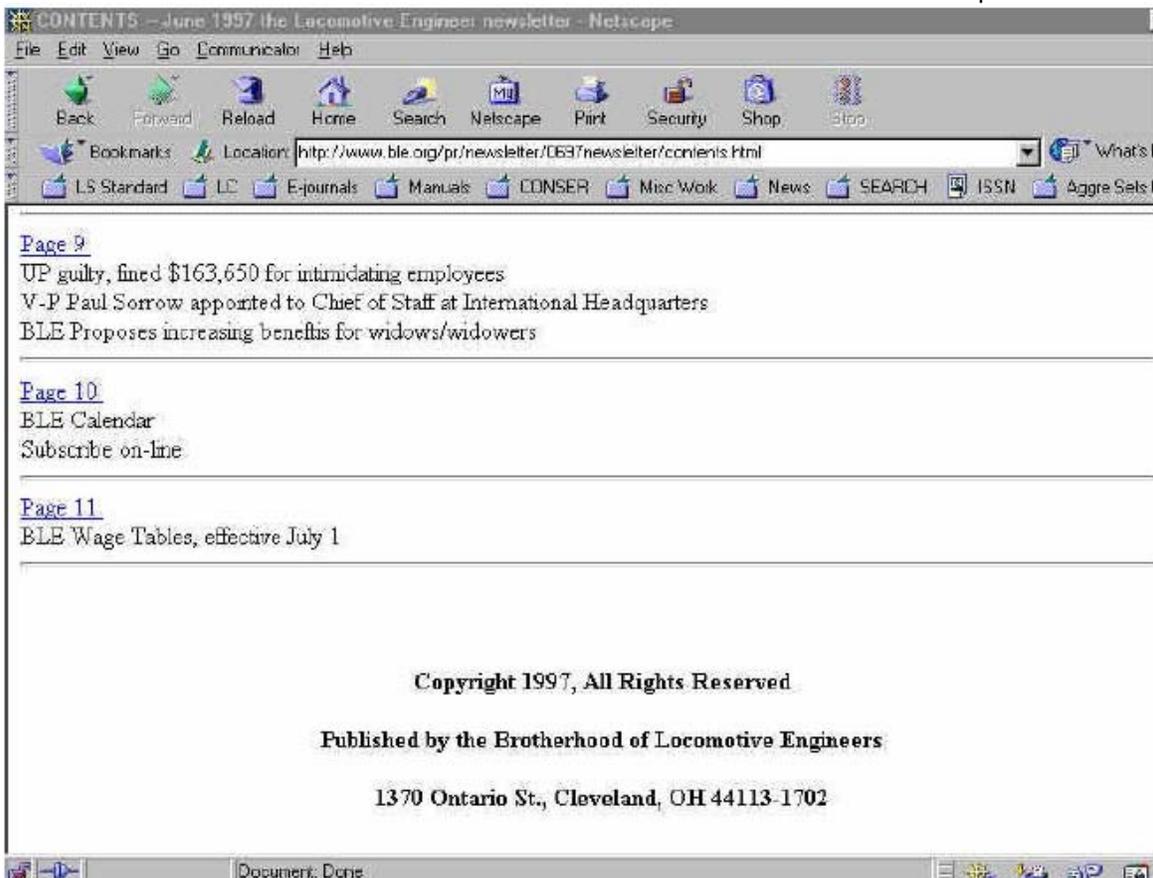
Scrolling down, the earliest available issue of the online version is found on the archive page.



The table of contents of the earliest available online issue is displayed below:

The screenshot shows a Netscape browser window with the following elements:

- Title Bar:** CONTENTS -- June 1997 the Locomotive Engineer newsletter - Netscape
- Menu Bar:** File Edit View Go Communicator Help
- Toolbar:** Back, Forward, Reload, Home, Search, Netscape, Print, Security, Shop, Stop
- Address Bar:** Location: http://www.ble.org/pi/newsletter/0697newsletter/contents.html
- Bookmarks Bar:** LS Standard, LC, E-journals, Manuals, CONSER, Misc Work, News, SEARCH, ISSN, Aggre Sets, Cl
- Main Content Area:**
 - Logo:** THE LOCOMOTIVE ENGINEER NEWSLETTER with a circular emblem on the right.
 - Section Header:** CONTENTS
 - Text:** Volume 11, Number 6 -- June 1997
 - Table of Contents:**
 - [Page 1](#)
BLE mobilizes on CSXT and initiates safety strike
Impartial AFL-CIO judge okays BLE accepting trainmen members
Next focus is division feedback
 - [Page 2](#)
NMB mails ballots for Wisconsin Central vote
 - [Page 3](#)
- Status Bar:** Document: Done

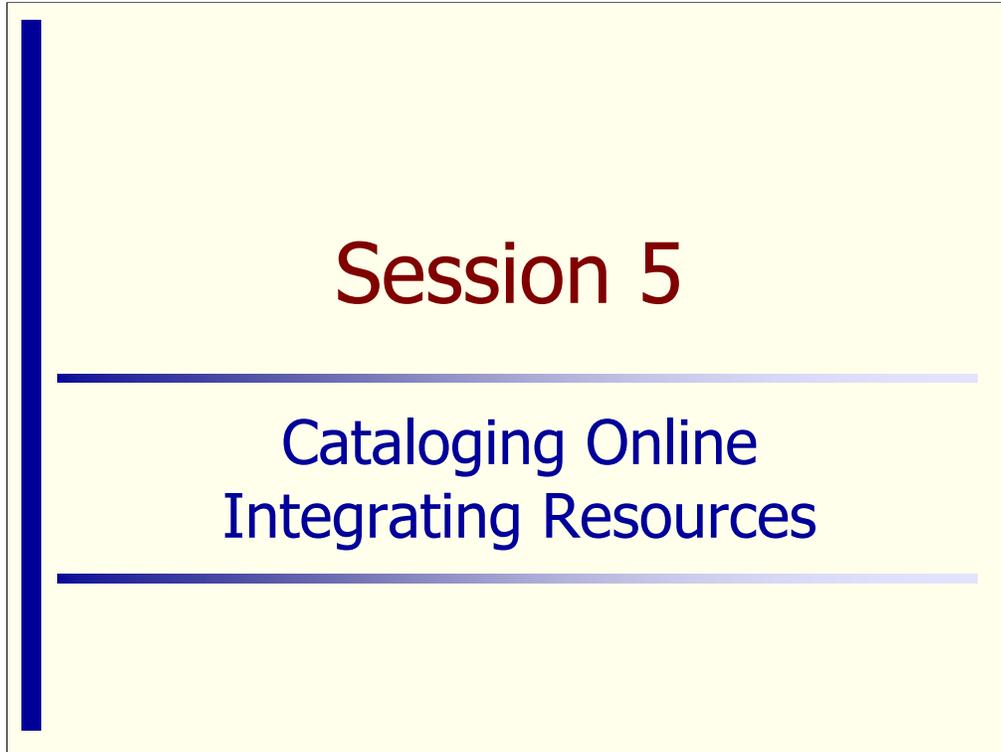


Existing record for the print version:

OCLC: 17933232	
Type: a	ELvl: 7 Srce: d GPub: Ctrl: Lang: eng
BLvl: s	Form: Conf: 0 Freq: m MRec: Ctry: ohu
S/L: 0	Orig: EntW: Regl: r Alph: a
Desc: a	SrTp: p Cont: DtSt: c Dates: 1987,9999
022	0_ 0898-8625 #y 0024-5747 #2 1
042	nsdp
210	0_ Locomot. Eng. Newsl.
222	_4 The Locomotive engineer newsletter
245	04 The Locomotive engineer newsletter.
246	13 Locomotive engineer
260	Cleveland, OH : #b Brotherhood of Locomotive Engineers,
300	v.
310	Monthly
362	1_ Began in 1987.
500	Description based on: Vol. 2, no. 4 (Apr. 1988); title from caption.
710	2_ Brotherhood of Locomotive Engineers (U.S.)
780	01 #t Locomotive engineer #w (DLC)sn 7801600

Aggregator-neutral record for the online version:

Type: a		Elvl:	Srce: d	Gpub:	Ctrl:	Lang: eng
BLvl: s		Form: s	Conf: 0	Freq: m	Mrec:	Ctry: ohu
S/L: 0		Orig: s	EntW:	Regl: r	Alph:	
Desc: a		SrTp: p	Cont:	DtSt: c	Dates: 1987,9999	
006 m [electronic resources / computer files]						
Audn: File: d Gpub:						
007		c †b r †d c †e n †f u				
245	04	The locomotive engineer newsletter †h [electronic resource].				
260		Cleveland, OH : †b Brotherhood of Locomotive Engineers				
310		Monthly				
362	1_					
500		Description based on: ; title from (, viewed).				
500		Latest issue consulted: (viewed).				
538		Mode of access: World Wide Web.				
650	0_	Railroads †x Employees †x Labor unions †v Periodicals.				
650	0_	Locomotive engineers †v Periodicals.				
710	2_	Brotherhood of Locomotive Engineers (U.S.)				
776	08_	†i Also available in print: †t Locomotive engineer newsletter †x _____ †w (DLC)sn 88001378 †w (OCoLC)_____				
856	40	†u http://www.ble.org/pr/newsletter/1001newsletter/archives.html				

A title slide for Session 5. It features a light yellow background with a dark blue vertical bar on the left side. The text "Session 5" is centered in a large, dark red font. Below it, the text "Cataloging Online Integrating Resources" is centered in a dark blue font, flanked by two horizontal dark blue lines.

Session 5

Cataloging Online Integrating Resources

Optional Warm Up Activity

- Ask participants about their experience with cataloging updating Web sites and updating online databases. Who has done this? What especially important issues can they think of or have they encountered in practice?

Goals of Session 5

1. Present an overview of the MARC coding and AACR2 bibliographic data elements that make records for online integrating resources different from both online monographs and online serials
2. Understand how to apply new MARC coding practice for integrating resources
3. Understand the differences in MARC coding when Leader/06 Type of record is "m" and when it is not

2

Instructor Warning: animated slide

Activity: Participants' Goals:

- You might ask the participants if they have any additional or more specific goals or areas they especially want to learn about in this session.
- As before, these may be recorded on a flip chart or whiteboard.

Review: Type of issuance

How is a resource's content published/issued over time?

- Two broad umbrella categories:
 - **Finite**
 - issued in one part or a finite number of parts
 - **Continuing**
 - issued over time with no predetermined conclusion
 - includes both serials and integrating resources
- Three types of issuance:
 - **Monograph** (single or multi-part)
 - **Serial**
 - **Integrating**

3

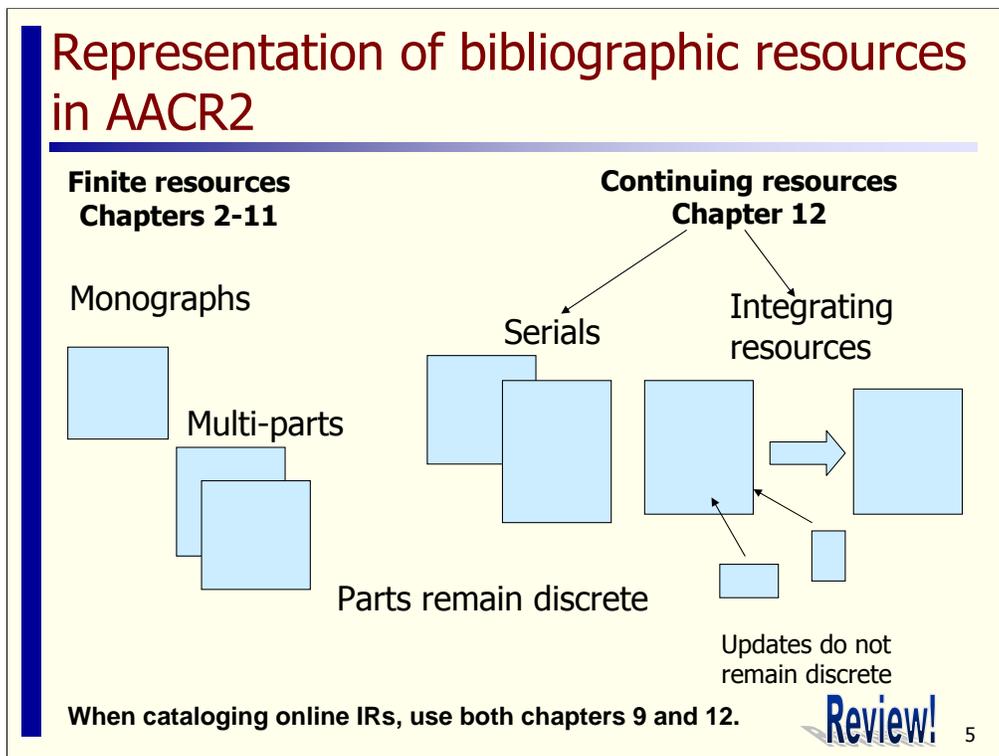
Review from yesterday

Review: Integrating resource

- Integrating resource: A bibliographic resource that is added to or changed by means of **updates that do not remain discrete and are integrated into the whole.** May be finite or continuing. Includes updating Web sites, updating databases, updating loose-leafs.
- Iteration: **An instance of an integrating resource,** either as first published or after it has been updated.

4

Review from yesterday



Review from yesterday

Note addition of note at bottom about always using both chapters 9 and 12 when cataloging online integrating resources; other chapters may be needed in addition; e.g., an online integrating cartographic Web site or image database.

Review: Differences in cataloging

➤ **Basis of the description:**

- Serials: First or earliest available issue
- IR: Latest (current) iteration

➤ **Cataloging change conventions:**

- Serials: **Successive entry**
[a new record each time there is a major change]
- IR: **Integrating entry**
[the same record is used and updated for most changes]

Review!

6

Review from yesterday

Online IR Examples

- Online updating database
- Online updating Web site
- Online service (Leader/06 *Type of record = m*)

Note: complete records for each included in Session 5 record examples

- May look at complete records now or at end of this session.
- Optional: look for similarities and differences between records for online integrating, monographic, and serial resources

7

Record Examples

The three MARC record examples for Session 5 may be used at this point or later, as the individual instructor wishes, to help to get an overview of different aspects of cataloging integrating resources before exploring the specific elements one by one. Which elements are familiar and which unfamiliar to participants? Which are similar to online serials and monographs and which different?

•It may be noted that the treatment of online integrating resources shares much in common with serials, since they are both Continuing resources and covered by rules in chapter 12 in addition to chapter 9 of AACR2, and are tagged with many of the same MARC fields tags and fixed elements, in contrast to monographic resources. Yet there are also ways in which integrating resources and serials are treated quite differently.

The screenshot shows the EPA Enforcement and Compliance History Online (ECHO) website. The browser window title is "EPA Enforcement and Compliance History Online - Microsoft Internet Explorer" and the address bar shows "http://www.epa.gov/echo/". The page header includes the EPA logo and the text "U.S. Environmental Protection Agency Enforcement & Compliance History Online (ECHO)". A navigation menu on the left lists various search categories such as "All Data Search", "Air Data Search", "Water Data Search", "Hazardous Waste Data Search", "EPA Enforcement Cases Search", "EPA Enforcement SEP Search", and "Multiple ID Search". The main content area features a "Welcome" message and a "Compliance Searches" section with a list of search options: "All Data", "Air Data", "Water Data", "Hazardous Waste Data", "EPA Cases | SEPs", and "Multiple ID Search". A "Quick Search" section includes a text input field for ZIP or city/state, a "Go" button, and radio buttons for "Large Facilities" and "All Facilities". A "First Time Users" link is also present. A yellow callout box with a black border is overlaid on the page, containing the text "Online updating database (textual content)".



Program for Cooperative Cataloging - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address <http://lcweb.loc.gov/catdir/pcc/> Go

PROGRAM FOR Cooperative Cataloging

For information on the components of the Program for Cooperative Cataloging (PCC), click on the name below:

BIBCO **CONSER** **NACO** **SACO**

About the PCC

- Información sobre el [PCC en Español](#)
- Informações sobre o [PCC em Português](#)

For more information, contact the [Cooperative Cataloging Team](#) at the Library of Congress

- PCC [Calendar](#) (updated July 2002)

**Online Web site
(textual content)**

PCC Organization

- PCC [Policy Committee](#), [Steering Committee](#), and [Advisors](#)
- PCC Standing Committees (members, reports, etc.):
 - Standing Committee on [Automation](#)
 - Standing Committee on [Standards](#)
 - Standing Committee on [Training](#)
- PCC Liaisons list
 - [BIBCO](#) institutions
 - [NACO](#) institutions
 - [CONSER](#) institutions

The screenshot shows the Expedia.com website in a Microsoft Internet Explorer browser window. The address bar displays <http://www.expedia.com/Default.asp?CCheck=1>. The website header includes the Expedia logo and a promotional banner for a "Hotel sale: Stay 3 nights, save 25%". A navigation menu at the top lists categories: home, flights, hotels, cars, vacation packages, cruises, deals, destinations & interests, maps, and corporate travel. Below the menu are links for Site Map, My Trips, My Profile, and Customer Support.

The main content area is divided into several sections:

- Welcome to Expedia:** Includes links for Sign in, Sign up, Sign out, and Expedia international sites.
- TRAVELER ALERTS:** Lists news items such as "Thanksgiving weekend travel survival guide", "Air New Zealand strike could cancel flights", "Ongoing strikes slow Italian travel", "Series of strikes to hit", and "UK public transportation".
- BUILD YOUR OWN TRIP:** A central search form with the following options:
 - Flight only (selected)
 - Hotel only
 - Car only
 - Flight + Hotel
 - Flight + Hotel + Car
 - Hotel + Car
 A call to action says "Book together and save!". The form includes fields for "Departing from:" (Milwaukee, WI (MKE-General Mitchel)), "Depart:" (12/20/02), "Going to:", and "Return:". It also has dropdowns for "Anytime" and "Search" buttons. Below the form, it shows "Adults: (age 19-64)", "Seniors: (65+)", and "Children: (0-18)" with a "0" in the children dropdown.
- TODAY'S DEALS:** Lists offers like "Mexico hotels from \$36", "Dallas hotels from \$35", "Maui package: Save \$100", "Ski deals from \$128", and "Hotel deals from \$19".
- DESTINATION DEALS:** Lists "Hawaii", "San Francisco", "Las Vegas", "New York", "Orlando", and "More...".
- TOP SPONSORS:** Lists "Free Airport Parking", "Buy Travelers Cheques", and "MGM Mirage - Las Vegas".

A blue banner at the bottom of the page reads "BOOK NOW AND SAVE".

Online service Web site
(Type of Record: m)

First steps in original cataloging for IRs

1. Determine the **aspect of the resource** that your bibliographic record will represent (level of description or "granularity")
2. Determine the **type of issuance** of that aspect
3. Determine the **primary content** of that aspect
4. Determine **which iteration** you are viewing

11

These steps are largely also a review from yesterday, with the specification of watching for which **iteration** is being viewed for cataloging.

Review: Type of record (Leader/06)

- The same as for online monographs and serials, select code for **primary content** of resource -- **not** for electronic carrier
 - **a** – Language / textual content
Includes primarily textual Web sites & databases, disregarding incidental images, search software, etc.
 - **m** – Computer file content
Restricted to computer software, computer-manipulable numeric data, computer-oriented multimedia, online systems or services
 - **e** – Cartographic content
 - **k** – Still images ("two-dimensional nonprojectable graphic")
 - **g** – Moving images ("projected medium")
 - **j** – Musical sound recordings

12

Review from yesterday

Bibliographic level (Leader/07)

m – Monograph

s – Serial

i – **Integrating**

All updating Web sites, and updating databases are **integrating**

Be careful: records for integrating resources with Type = a (Language material) will have a Continuing resource 008. However, records for integrating resources with Type = m (Computer file) or Type = e (Cartographic material) will have a corresponding Computer file or Maps 008.

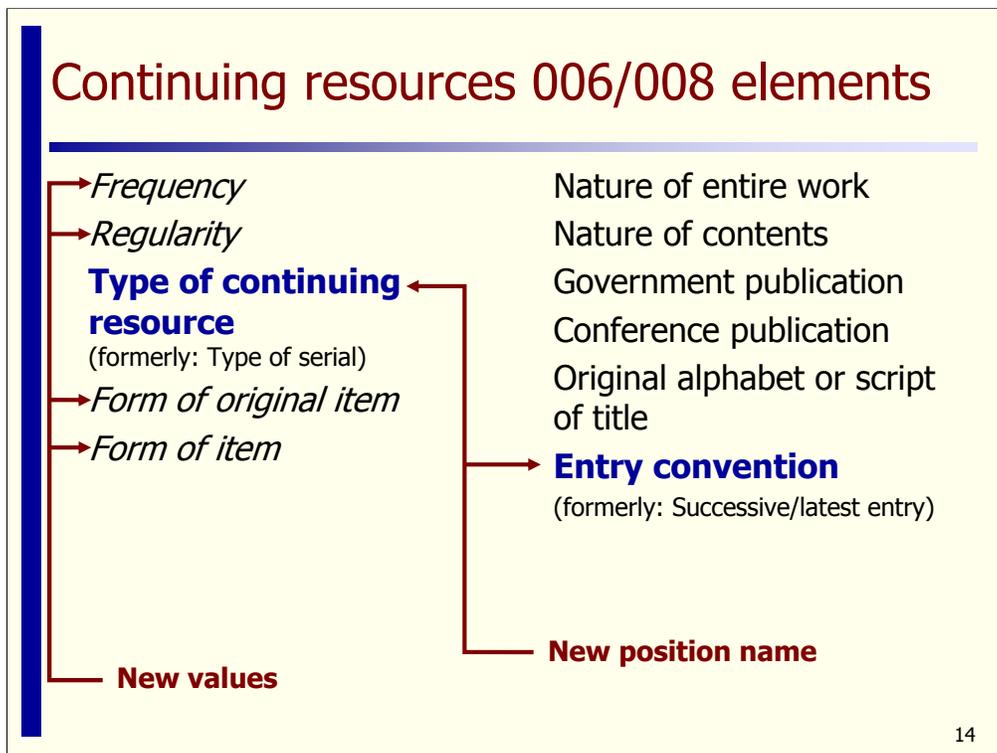


13

For textual integrating resources, we now use Continuing Resources 008 instead of the Books 008 ["format" and workform in OCLC]. **For further information on implementation:**

• **OCLC *Bibliographic Formats and Standards* 3.11 Guidelines for Integrating Resources**

<http://www.oclc.org/bibformats/en/specialcataloging/default.shtm>



- This slide lists the remaining Continuing Resources 006/008 elements
 - Reminder: formerly called Serials 006/008 in MARC 21; applies to both serials and integrating resources.
 - They will be used in either the 006 or 008.
- We want to look especially at **Frequency, Regularity, Type of continuing resource, Form of item** and **original item**, and **Entry convention**.
- See “**MARC Code Guide for Exercises**” for a complete list of all fixed-length elements unique to Continuing resources, with lists of all possible codes/values.

Frequency and Regularity

Frequency*

blank – No determinable frequency (irregular)

d – Daily

k – **Continuously updated**
(more frequently than daily)

m – Monthly

q – Quarterly

u – Unknown

w – Weekly

** Examples of selected Frequency codes*

Regularity

r – Regular

n – Normalized irregular

x – Completely irregular

u – Unknown

15

These two Continuing resources elements are always used together and in conjunction with the 310 frequency note in the body of the bibliographic record.

•The Frequency element contains numerous codes for different frequencies. *Only a few are given on this slide for space reasons! See “MARC Code Guide for Exercises” for a complete list of codes.*

•The "Frequency" element is used for frequency of issues for serials and for frequency of updates for integrating resources.

Heads up for instructors:

•In case participants raise this issue or notice the difference, instructors will want to know ahead of time that the definition of MARC 21 Frequency code "k" uses the term "**Continuously** updated" while the examples in AACR2 use the term "**Continually** updated." Either variant is acceptable in the 310 since no specific wording is prescribed by AACR2 (AACR examples are illustrative, not prescriptive).

•The term "continuously" accords with the established MARC standard (Frequency code wording) and the examples in AACR are not prescriptive as to wording.

•But it may be argued that "continuously" implies the notion of constantly, without interruption, while "continually" implies the notion of periodically, with great frequency, in which case "continually" is likely to more technically correct for most updating Web resources to which this frequency statement is relevant. Some online services may, however, actually be "continuously" updated in the narrower sense of this term.

•But until one term is used consistently in AACR and MARC 21, or one term is given preference in LCRIs or other guidelines, there is no official basis for preferring one term over the other. This workshop may not be the best time or place to get caught up in arguing about these semantics, since there is so much material to go through and workshop participants will not be able to resolve the issue in any definitive way.

Type of continuing resource

- New codes for integrating resources:
 - d** – Updating database
 - w** – Updating Web site
 - l** – Updating loose-leaf
- Codes for serials:
 - m** – Monographic series
 - n** – Newspaper
 - p** – Periodical
 - blank** – None of the others

16

Three new values for integrating resources have been added to the four existing serials values.

- When cataloging online integrating resources, the cataloger simply needs to select either code "d" or "w" for this element.

Entry convention

- Codes for serials:
 - 0** – Successive entry
 - 1** – Latest entry
- Code for integrating resources:
 - 2 – Integrating entry**
 - Record is cataloged under its latest (most recent) title and/or responsible person or body.
 - A new record is made only when there is a major change, or it is determined that there is a new work, or for mergers and splits.

17

The cataloging convention used for dealing with **changes** in bibliographic data elements in continuing resources.

- Serials cataloged according to AACR2 use the Successive entry convention.
- Serials cataloged prior to AACR2 used the Latest entry convention.
- Integrating resources, starting with the implementation of AACR2 2002 Revision, use the Integrating Entry convention. The definition on this slide is taken directly from the MARC 21 Format for Bibliographic Data.
 - Note that Integrating entry is basically the same convention as Latest entry, but the name distinguishes this AACR2 cataloging convention used for integrating resources from the pre-AACR2 cataloging convention used for serials.
- Note also that this element was called "Integrated entry" with the first MARC 21 documentation and may still be called by that name in printed MARC 21 documentation and in OCLC and other documentation. For example, some documentation on Cataloger's Desktop uses the term "integrated entry" whereas the MARC 21 format uses the term "integrating entry."

Additional information for instructors for optional sharing or in case someone asks:

The definitions of the Entry convention codes for serials are:

- 0** - Successive entry: New bibliographic record created with major change in title proper, or when corporate body main entry or corporate body uniform title qualifier changes.
- 1** - Latest entry: Item is cataloged under its most recent title or issuing body (pre-AACR cataloging rules).

Example 1:
Leader/control fields for updating database

Type: a	ELvl: I	Srce: d	GPub: f	Ctrl:	Lang: eng
BLvl: i	Form: s	Conf: 0	Freq:	MRec:	Ctry: dcu
S/L: 2	Orig: s	EntW:	Regl: x	Alph:	
Desc: a	SrTp: d	Cont:	DtSt: c	Dates: 2002,9999	
006 ER:	Audn:	File: d	GPub: f		
007	c	†b	r	†d	m
					†e
					n

This is the first of four examples of leader and control field coding for integrating resources.

What to point out in Example 1:

- **Type of Record** is "a" because the database consists primarily of textual, document-like content. Bibliographic Level is "i"
- **006 for Electronic Resources** (abbreviated as ER on slide for space reasons) has been added; File = type of computer file: coded "d" for "document".
- The dates are multiple dates; the beginning and ending dates of the resource; since this resource is currently ongoing (not ceased), Date 2 is represented by the code "9999"
- Form of item is "s" for "electronic" in the 008
- **007 for Electronic Resources (Computer files)** has also been included.

Explanations on format of records used in examples:

- There is no convenient established way to illustrate the 006 fields since they display in OCLC as character strings which are not human eye friendly! Therefore these examples in the workshop use the OCLC mnemonic tags that appear when adding the 006 in OCLC CatME or Connexion.
- Most often they will follow the pattern they take in Connexion, but not always: where they do not exactly look the same but have been included as they are largely for space reasons.

The Library of Congress >> Cataloging

The LIBRARY OF CONGRESS **BIBCO CONSER NACO SACO**

Program for Cooperative Cataloging

Type: a	ELvl: I	Srce: d	GPub: f	Ctrl:	Lang: eng
BLvl: i	Form: s	Conf: 0	Freq:	MRec:	Ctry: dcu
S/L: 2	Orig: s	EntW:	Regl: x	Alph:	
Desc: a	SrTp: w	Cont:	DtSt: c	Dates: 199u,9999	

006 ER: Audn: **File: d** GPub: f
007 ER c #b r #d m #e n

Example 2:
Leader/Control fields for updating Web site

PCC Organization

- Información sobre el [PCC en Español](#)
- Informações sobre o [PCC em Português](#)
- PCC [Policy Committee](#), [Steering Committee](#), and [Advisors](#)
- PCC Standing Committees (members, reports, etc.):
 - Standing Committee on [Automation](#)
 - Standing Committee on [Standards](#)
 - Standing Committee on [Training](#)

For more information, contact the [Cooperative Cataloging Team](#) at the Library of Congress

What to point out in Example 2:

- **Type of Record** is "a" because the Web site consists primarily of textual, document-like content. Bibliographic Level is "i".
- **008 for Continuing Resources** is used; Type of Continuing Resource (SrTp) is coded "w" for "updating Web site"; Entry Convention (S/L) is "2" for Integrating Entry.
- **006 for Electronic Resources** (abbreviated as ER on slide for space reasons) has been added; File = type of computer file: coded "d" for "document".
- **007 for Electronic Resources (Computer files)** has also been included.

The screenshot shows the Expedia.com website in a Microsoft Internet Explorer browser window. The address bar displays "http://www.expedia.com/Default.asp?CCheck=1". The website header includes the Expedia.com logo and a navigation menu with buttons for "home", "flights", "hotels", "cars", "vacation packages", "cruises", "deals", "destinations & interests", "maps", and "corporate travel". A "Hotel sale: Stay 3 nights, save 25%" banner is visible. Below the navigation menu, there are links for "Site Map", "My Trips", "My Profile", and "Customer Support".

A yellow box highlights the following metadata fields:

```
Type: m   ELvl: I   Srce: d   Audn:   Ctrl:   Lang: eng
BLvl: i   File: j   GPub:   MRec:   Ctry: wau
Desc: a                               DtSt: c   Dates: 199u,9999
006 CR: Freq: k   Regl: r   SrTp: w   Orig: s   Form: s   EntW:
Cont:   GPub:   Conf: 0   Alph:   S/L: 2
007 ER   c #b r #d m #e n [Physical description - CF/ER]
```

Below the metadata, there are search filters for "Departing from:" (Milwaukee, WI (MKE-General Mitchel)) and "Depart:" (12/20/02). A yellow callout box labeled "Example 3:" contains the text: "Leader/control fields for an updating online service Web site".

This is an example of an **online service** that falls into one of the categories for Type of record code "m" – primarily Computer file/Electronic resource material.

What to point out in Example 3:

- **Type = "m"** (computer file content -- resource includes significant computer programs in addition to data)
- **File (Type of computer file) = j** for Online system or service
- **No 006 for Electronic resources/Computer files** is added because these codes are already present in the 008.
- 006 for Continuing resources is added and SrTp is again "w".
- 007 for ER is present.

nationalatlas.gov™
where we are

[Text Mode](#)

Atlas Maps Introduction

About the Atlas Work on a new National Atlas of the United States® began in 1997. This Atlas updates a large bound collection of paper maps that was published in 1970.

Atlas Partners Like its predecessor, this edition promotes greater national geographic awareness. It delivers easy to use, map-like views of America's natural and sociocultural landscapes. Unlike the previous Atlas, this version is largely digital.

Atlas News

Atlas FAQ

Atlas Feedback The new National Atlas includes products and services designed to stimulate and adults to visualize and understand complex relationships between environmental, regional, and demographic, economic, social, political, and historical dimensions of American life.

Click Here to Make Maps

This is an example of an online integrating resource that has primarily **cartographic** content.

What to point out in Example 4:

- Type = "e"** (map/atlas/cartographic content), along with BLvl i = Maps 008 / fixed fields.
- 006s for ER and CR** added; SrTp = w for updating Web site.
- Two 007s:** one for ER, the other for Maps (cartographic resources)

Basis of description for IRs (AACR2 12.0B1b)

Area	Basis of description
1. Title/statement of responsibility	Current (latest) iteration
2. Edition	Current (latest) iteration
4. Publication, distribution, etc. (except dates)	Current (latest) iteration
4F. Dates	First and/or last iteration
5. Physical description	Not used for remote access e-resources
6. Series	Current (latest) iteration
7. Notes	All iterations (and any other source)
8. Standard numbers/terms of availability	All iterations (and any other source)

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We turn now to AACR2 2002 and bibliographic description.

This slide depicts the basis of description for integrating resources: this is new with revised AACR chapter 12 in 2002.

- All areas of description are based on the current iteration of the resource, except for dates of publication, notes, and standard numbers.
- Within chapter 12, most rules have separate sections that apply to (A) serials and (B) integrating resources.
- Each area of description for integrating resources also has rules for both (1) how to record the information in the area and (2) how to deal with changes to information in that area in later iterations of a resource.

•Important note: "**last**" iteration in the rule for the basis of description for Dates of publication means the **final iteration of a resource that has ceased being updated** (a "dead" publication); it does **not** mean the "**latest**" iteration of a resource that is still being actively updated (a "current" publication).

•Important Reminder: **this session is dealing only with the rules for original cataloging; Session 6 will cover the rules for how to deal with changes in later iterations.**

Chief source of information (AACR2 12.0B2b)

For online integrating resources, follow 9.0B:

- The chief source of information is **the resource itself**
- Take the title proper from **formally presented evidence**
- If the title information presented in these sources varies in degree of fullness, **prefer the source that provides the most complete title information**

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For online electronic integrating resources:

- 12.0B2 refers us back to 9.0B1 for electronic integrating resources.
- 9.0B1 states that we are free to select the appropriate chief source from anywhere within the entire resource itself, but preferring a source that provides the most complete information.
 - So, the source of title proper should be the most complete formal presentation of title.

Title and statement of responsibility (Area 1; MARC 245)

- **Title proper:**
 - Transcribe in \$a, \$n, and \$p from chosen chief source
 - Always give source in a note (500)
- **General material designation (GMD):**
 - \$h [electronic resource]
- **Parallel title:**
 - Transcribe in \$b if appearing in chief source
- **Other title information:**
 - Transcribe in \$b if in chief source and considered important
 - or if falling into one of the categories specified in 12.1E1
- **Statements of responsibility:**
 - Transcribe in \$c if appearing prominently in chief source
 - Not as common for Web sites & databases as for monographs

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Common sources of title in online IRs

- **Formal title display on home page screen**
 - May be HTML text, graphic (image file), or both
 - May appear in more than one form
- **HTML header title**
 - Displayed in browser title bar (also by *View* → *Source*)
- **Sources of "formally presented" titles include:**
 - Title screen
 - Main menus
 - Program statements
 - Home page
 - Initial display of information
 - The file header including "Subject:" lines
 - Encoded metadata (e.g., TEI headers, HTML/XML meta tags)

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The first two listed on the slide are the two most common places in which to find the title of a Web site or online database, but they are not exhaustive.

The 2001 amendments to AACR included examples with the terms "home page" and "HTML header". Although examples in AACR are not prescriptive, these may still offer guidance in how to word notes.

Transcription of title proper (1.1B1 and 12.1B1-4)

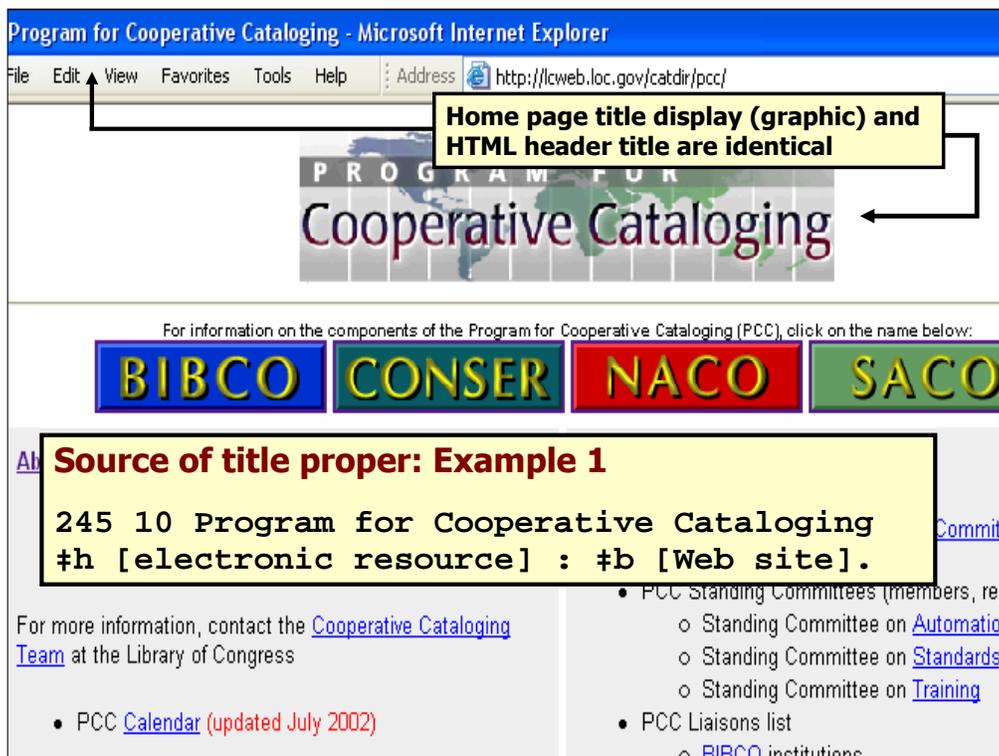
- Do not transcribe **introductory words** not intended to be part of the title, such as "Welcome to"; instead give the title with these words in a note (1.1B1)
- Correct obvious **typographic errors** and give title as it appears in a note (12.1B1)
- When title appears in full and in the form of an **acronym or initialism**, choose the full form (12.1B2)
 - e.g., *Program for Cooperative Cataloging* instead of *PCC*
- If resource is a part of another resource and bears both the **common title** and its own **section title**, give both in that order, separated by a period (12.1B4)
 - Will not often apply to online resources: see LCRI 12.1B4

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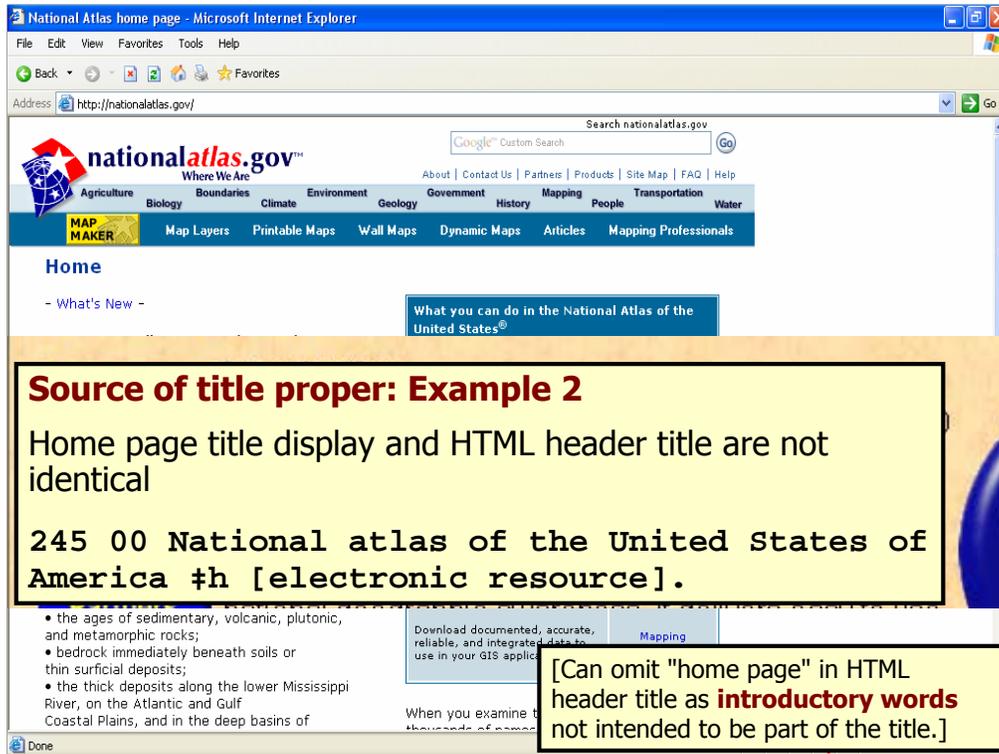
This is a condensation of what are probably the most significant rules that will be new for **transcribing** title information integrating resources; it does not include all the rules nor the full text of the rules stated here.

•1.1B1 is especially noteworthy for IR in addressing online resources that begin with "Welcome to."

•LCRI 12.1B4 for updating remote electronic resources states that "what appears at first to be a common title may instead be a statement of responsibility, the name of the parent electronic resource, or another component of the resource. If in doubt, do not consider it to be a common title."



- This slide depicts the two most common sources for title information for Web resources.
- In this instance the main formal "title display" at the top of the home page screen is a graphic file rather than HTML text.
 - One reason this may be significant is that search engines, robots, spiders, etc. can only read text, not the content of image files.
 - They can read the content of the HTML source coded title, and in fact most search engines weigh this heavily in retrieving search results and in indexing the resource.
- In this instance the title display on the home page and in the HTML header are identical.
- The title proper is transcribed into the MARC 245 field and the GMD [electronic resource] is always added in subfield \$h immediately after the title proper.
- Note that for all electronic resources, the **GMD "electronic resource"** is always added in square brackets immediately after the title proper --in subfields \$a (plus \$n and/or \$p if applicable).
- Instructors may wish to note that rule 1.1E6 allows a cataloger to add a brief addition as other title information if the cataloger thinks the title proper needs explanation; the examples there are titles proper that are names of a person and of a conference. That rule may have been used more frequently in the past for records for serials than for monographs. It applies, however, to all resources; use cataloger's judgment.



Shows an instance in which the title on the home page screen is different from the title in the HTML header display.

Transcription of other title information [1] (12.1E1)

- Transcribe only if considered to be important
- Do not transcribe if it consists only of words relating to the currency of the contents
- If not transcribed in Area 1, give it in a note

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•A departure from previous practice for cataloging Web sites and databases under rules for monographs is that chapter 12 gives catalogers the option of choosing **NOT** to transcribe other title information for integrating resources if not considered to be important; and we are directed to not transcribe it when it consists only of words relating to the currency of the contents.

•This has long been a practice with serials cataloging, and it is a valuable application to integrating resources since other title information is often subject to greater change than titles proper.

•A good instance of how the rules now take into account the continuing, changing nature of updating resources.

•We do still always transcribe parallel titles and statements of responsibility that appear in the chief source, however, regardless of whether "considered important" or not.

Transcription of other title information [2] (12.1E1)

New for IRs in 2004: always transcribe or supply other title information if it falls within one of three following specified categories [see also next slide]:

1. An **acronym or initialism** of the title appears in the chief source along with the full form of title:

```
245 00 #a Review of environmental educational  
developments #h [electronic resource] : #b REED.
```

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These rules formerly applied only to serials. With the 2004 revision, the distinction between serials and integrating resources was eliminated, making these rules apply equally to both. The change may affect especially other title information for institutional Web sites where the title proper consists only of the name of the corporate body.

Transcription of other title information [3] (12.1E1)

2. A statement of responsibility or the name of a publisher, etc. is an integral part of the other title information:

```
245 04 †a The greenwood tree †h [electronic  
resource] : †b newsletter of the Somerset  
Family History Society.
```

3. The title proper consists solely of the name of a corporate body, conference, etc. -- supply a brief addition to explain the title proper:

```
245 10 †a Program for Cooperative Cataloging  
†h [electronic resource] : †b [Web site].
```

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These rules formerly applied only to serials. With the 2004 revision, the distinction between serials and integrating resources was eliminated, making these rules apply equally to both. The change may affect especially other title information for institutional Web sites where the title proper consists only of the name of the corporate body.

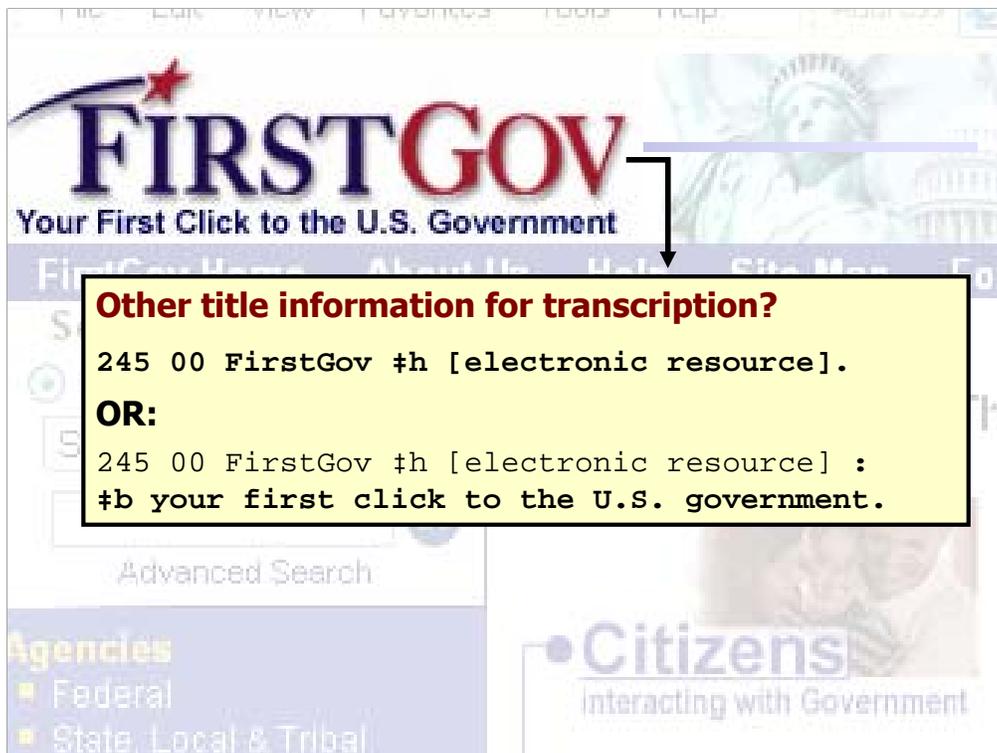
The screenshot shows a Microsoft Internet Explorer browser window displaying the Program for Cooperative Cataloging (PCC) website. The address bar shows the URL <http://lcweb.loc.gov/catdir/pcc/>. The main heading is "PROGRAM FOR Cooperative Cataloging". Below the heading, there are links to various PCC components: BIRCO, CONSER, NACO, and SACO. A callout box with a yellow background and black border contains the following text:

Other title information:
 Brief explanation added by cataloger when title proper consists only of name of corporate body

**245 10 Program for Cooperative Cataloging
 #h [electronic resource] : #b [Web site].**

The background of the screenshot also shows a "Steering Committee" section with links to "Automation", "Standards", and "Training", and a "PCC Liaisons list" section with a link to "BIRCO institutions".

Well-known examples.



Here is an example of a case in which a cataloger might choose to not transcribe other title information. We often find this sort of thing in online integrating resources, where the wording is not quite the same as a fixed subtitle on the title page of a book. If not transcribed, it could be given in a note if judged important enough.

Participants' thoughts?

[The workshop creator's preference is to neither transcribe nor give in a note]

If given as a note, it may be given in field 246 with first indicator 0:

246 0_ \$i Subtitle: \$a Your first click to the U.S. government

- This presents an opportunity to review with participants that fact that data elements that are defined as notes in AACR2 are often tagged in various MARC fields other than 5XX fields. Some fields such as 246 may serve two functions: as notes and as added entries, or as one or the other, depending on the indicator value.

- *Reference information from MARC 21 Format for Bibliographic Data:*

- 246 first indicator - Note/added entry controller

- A value that indicates whether an added entry for the title is to be generated.

- 0 - Note, no added entry
 - 1 - Note, added entry
 - 2 - No note, no title added entry
 - 3 - No note, added entry

Variant forms of title (1.7B4, 12.7B4.1, 9.7B4, 21.30J2)

- Make **notes** on titles borne by the item other than the title proper (12.7B4.1, 9.7B4)
- Make notes on **titles by which the resource is commonly known** if considered to be important (1.7B4, 12.7B4.1)
- If considered important for access, make an **added entry** for any version of the title that is significantly different from the title proper (21.30J2 & LCRI)
- Reminder: in MARC record **246 field** can serve as both note and added title entry.

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- It is quite common for Web resources to bear different titles and different variations of a title. With Web resources catalogers should be generous with the use of 246 title variants.
- One thing that changed in 2002 for non-serial resources is that we can now also include the title by which a resource is commonly known, even when it does not appear in/on the resource itself.
- Note:** LCRI 21.30J offers detailed guidance on giving variant titles.

Title variants: Example 2

```

245 00 #a OLAC Web site #h [electronic resource].
246 3_ #a Online Audiovisual Catalogers Web site
246 1_ #i Title from home page: #a OLAC : #b Online
Audiovisual Catalogers : the Internet and AV media
catalogers network
500 __ #a Title from HTML header (viewed on March 23,
2004).

```

[Membership Form](#)

Title variants: Example 3

245 10 Program for Cooperative Cataloging
 #h [electronic resource] : #b [Web site].
 246 1_ #i Commonly known as: #a PCC

- [Informações sobre o PCC em Português](#)
- [Advisors](#)
- [PCC Standing Committees \(mer\)](#)
 - [Standing Committee on A](#)
 - [Standing Committee on S](#)
 - [Standing Committee on I](#)
- [PCC Calendar \(updated July 2002\)](#)
- [PCC Liaisons list](#)

For more information, contact the [Cooperative Cataloging Team](#) at the Library of Congress

Edition (Area 2; MARC 250)

- 12.2B: Transcribe an edition statement **if considered to be important**
- 12.2B2: **Do not transcribe statements indicating regular revision or frequent updating as edition statements**
 - Instead give as frequency information in the note area (see also 12.7B1).

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•Most updating Web sites will not have edition statements; some updating databases may have edition or version or release statements. Many loose-leaf resources have edition statements.

•Catalogers are given discretion in whether or not to transcribe edition statements, and are directed not to transcribe as an edition statement information that indicates regular revision or frequent updating.

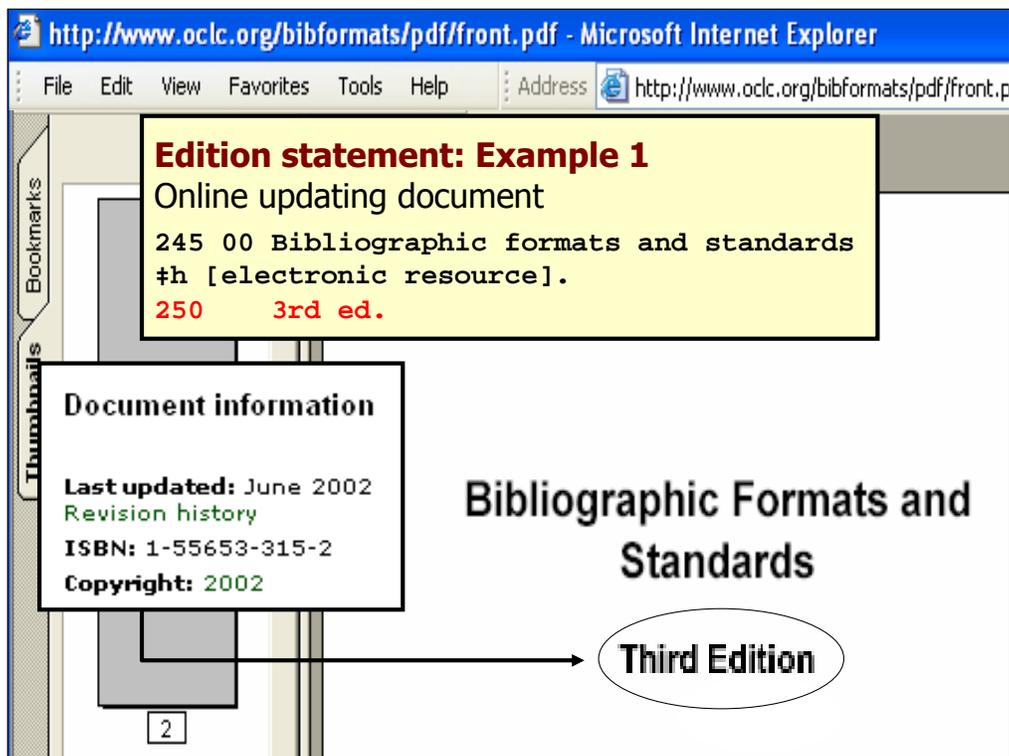
Instructors might wish to note the change in the following from chapter 9 with the publication of revised chapter 12:

•Added in 2001 amendments:

- **9.2B1.** Sentence added: For frequently updated remote access electronic resources, see 9.2B8.
- New rule **9.2B8:** If a remote access electronic resource is frequently updated, omit the edition statement and give the information in a note (see 9.7B7)

•Changed in 2002 Amendments:

- **Rule 9.2B8 is deleted and is now covered by rule 12.2B2.** (The sentence added to 9.2B1 referring to 9.2B8 was also deleted.)



An online updating document that bears an edition statement. In this case, the entire resource was re-issued with new content that coincided with the new edition.

These are cases in which an edition statement should be transcribed (in 250) because it is not likely to change frequently.

**Edition statement: Example 2
(online updating database)**

245 00 USDA national nutrient database for standard reference #h [electronic resource].
500 Title from home page; description based on release 15, viewed on January 15, 2003. **[No edition statement]**

USDA National Nutrient Database for Standard Reference
Release 15 ← **Homepage**

This page provides access to Release 15 of the USDA National Nutrient Database for Standard Reference. You can either view the data here or download the data files and do... **From FAQ page**

Note: Release numbers change as new versions are released.

This is a good example of an updating database with a release statement that changes with every new iteration. Rather than making frequent changes to the bibliographic record, it makes much more sense to take into account the changing content and not transcribe this information as an edition statement. It could, however, be given in a note, especially in an Item described (Description based on or Date viewed) note: e.g.:

500 Title from home page; description based on release 15, viewed on January 15, 2003.

Numbering (Area 3 in chapter 12; MARC 362)

- 12.3A1b: **This area is not generally applicable to integrating resources**
- Numbering is given for serials because they have discrete parts that normally require numbering to distinguish them from each other

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Remember that Area 3 is used only for some types of resource and has different content for different types / chapters.

- For chapter 12, Area 3 is Numbering.**

- Because this area is so important for serials cataloging, and because it is the next area covered in AACR chapter 12, this slide is included at this point in the workshop.

- AACR specifically states that this area is not generally applicable to integrating resources.**

- Instructors will want to review the use of MARC field 362, in case questions arise at this point in the training:

- 362 with first indicator 0 (zero) is a formatted designation used for serials numbering, but is not used for integrating resources

- 362 with first indicator 1 is an unformatted note that may be used for giving date information for integrating resources when first/last iterations are not available; this is used for integrating resources, and will be covered later in this session in conjunction with dates of publication.

- With 1st indicator 0 the field functions as the formal Numbering area (Area 3) and its content must follow careful rules for formatting the numbering designation. This is used only for serials cataloging.

- With 1st indicator 1, however, the field functions as an informal note, and in this capacity it is used for integrating resources when the publication date information is not given in the publication area (Area 4) (260 \$c).

Type and extent of resource (Area 3 in chapter 9; MARC 256)

- No longer used as of 2004 update to AACR2

Publication, distribution, etc. (Area 4; MARC 260)

- 9.4B2: "Consider all remote access electronic resources to be published"
- Common sources for place and name of publisher, distributor, etc.:
 - Bottom of home page
 - "About" page (a common hyperlink from home page)
 - Publisher information page (link from home page)
 - Domain name in URL may provide clues or corroboration for publisher
 - Generally prefer a corporate body name as publisher

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•The **"publisher"** of a remote-access electronic resource is the person or body responsible for making the resource (Web site, database) available on the Internet.

•The **URL domain name** often provides an invaluable guide to the cataloger in selecting the body responsible for publishing the resource on the net, but cannot in and of itself be used as a source for publisher. It can often provide some clues as to who the publisher may be, and/or confirm a selection. [But some organizations, such as universities, sometimes offer space on their servers to unrelated organizations and individuals, which are the publishers and not the university. In those cases the presence of a tilde in the URL usually indicates a personal or separate organizational section on a university's server.]

•General notes on selection/transcription of place and publisher continued on next slide →

File Edit View Favorites Tools Help Address: http://www.nal.usda.gov/fnic/foodcomp/Data/sr15/sr15.html

USDA **NUTRIENT DATA LABORATORY** **ARS** Agricultural Research Service

For other inquiries you can reach us by:

- E-Mail: ndlinfo@rbhnrc.usda.gov
- Regular Mail:
 - Nutrient Data Laboratory
 - Agricultural Research Service
 - Beltsville Human Nutrition Research Center
 - 10300 Baltimore Avenue
 - Building 005, Room 107, BARC-West
 - Beltsville, MD 20705-2350

Linked information page

Publisher place and name: Example 1

260 Beltsville, MD : #b USDA Nutrient Data Laboratory, Agricultural Research Service

In this example, the linked contact information page is a "sub-page" [http://www.nal.usda.gov/fnic/foodcomp/contact.html] nested within the Web site being cataloged [http://www.nal.usda.gov/fnic/foodcomp/] and is therefore part of the resource being described; for that reason the place of publication can be transcribed without brackets. The publisher name in this example is taken from the home page, but it could also be taken from the linked contact information page.

→ General notes, continued from previous page:

- In general it is preferable to select a corporate body over an individual person as "publisher." An individual person is more likely to be the creator or author of the intellectual content and a corporate body to be the publisher.
 - But there are cases where an individual rather than an institution bears primary responsibility for publishing the resource, especially in cases where the domain name is a general Internet Service Provider in which an individual has their personal Web site. This may also be the case when a Web site or database resides within the personal e-space of someone on a university campus. The tilde in the URL is often a sign that the address is within an individual person's Web space.
- A practical question for consideration: how much time should a cataloger take to hunt for publisher and especially for the place that the publisher is located? Rarely will place of publication be found on the home page.
 - Strongly recommended: going to at least one or two other pages, especially an "about" page or clicking on the publisher name when it is a hyperlink

Publisher place and name: Example 2

260 [St. Paul, MN] : #b University of Minnesota

For information contact:

Center for Biodegradation Research and Informatics
240 Gortner Lab
University of Minnesota
St. Paul, MN 55108

ph: 612-625-3785
fax: 612-625-1700
e-mail: wackett@biosci.cbs.umn.edu

[College of Biological Sciences] [Program in Health Informatics]

July 11, 2002 BBDMaster@umn.edu

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<http://umbbd.ahc.umn.edu/index.html>

Last modified: Thursday, April 4, 2000 [Carol Gross](#)
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•This is an example of a fairly common situation: the name of the publisher is found at the bottom of the home page, but not the place.

- Clicking on the name of the Center for Biodegradation Research and Informatics takes you to a Web page outside of the resource being cataloged (different URI domain name) that includes the location of the Center and the University.
- Because this information appears in a resource outside of the one being cataloged, it is entered in brackets.
- You may know that the University of Minnesota is located in St. Paul, but this information would still need to be entered in brackets if not found within the resource itself.
- One could also debate whether the publisher should be the Center name, followed by the University name, of which it is a part. Contrast the copyright statement on the home page with the domain name in the URL.

Instructors may want to give a general reminder for all Web resource cataloging: always pay attention to where clicking has taken you and whether you are still within the resource and the level of granularity you have selected for description in your bib record.

Dates of publication (9.4F and 1.4F; MARC 260 \$c)

- Online integrating resources have a range of dates: the beginning and ending dates of the resource
 - Ongoing resources have an "open" date
 - Resources that have ceased being updated have a closing date added
 - Dates are recorded either in 260 or 362 1
 - 008 Dates 1 and 2 are coded to correspond to 260 \$c, or 362 1 (dates of beginning and end of resource)

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Recording dates of publication (1.4 F8)

➤ Main rule:

- **If viewing the first (or last) iteration**, give the beginning (or ending) date in area 4 (260\$c)
- **If not viewing the first/last iteration**, do not give the date in this area; instead, give date information in a note if it can be readily ascertained (tagged in MARC 362 1 field)

➤ Optional rule:

- Supply the date(s) in area 4 if they can be readily ascertained
- **LCRI 1.4F8**: apply this option on a case-by-case basis when the resource includes an explicit statement

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This concept is new and different enough for updating Web site and database cataloging that it bears going over carefully to be sure that people get it:

- **The main rule** in AACR2 about dates for integrating resources stresses whether or not the cataloger has the **first and/or last iteration** of the resource available for viewing at the time of cataloging.

- This rule coheres closely with serials cataloging practice, in which transcription of publication dates is based on having the first and/or last issue of the serial available at the time of cataloging. (Rule 1.4F8 also applies to multipart and serials.)

- **The optional rule**, however, allows the cataloger to supply the dates if readily ascertainable --whether or not the first and/or last iteration is available.

- **LC and PCC** have decided to apply the option of supplying these dates when the first/last part or iteration is not available for multipart items and integrating resources on a case-by-case basis **when the resource includes an explicit statement**. We can take this to mean when it states unambiguously that the resource began publication, was first created, or first made available online, on a particular date.

- Because of the differences between the main AACR2 rule, the optional AACR2 rule, and the LC rule interpretation, all possible variants cannot possibly be covered in this course. Therefore the guidelines and examples on the following slides show how to catalog if choosing to follow LCRI 1.4F8. For those who do not follow this LCRI, they may choose to follow either the main rule or the optional rule in AACR2, or possibly other local interpretations of the rules, which will in some cases give them different results for different date situations than those illustrated in the next few slides.

Sources for date information

- Common types of date information in updating Web sites and databases:
 - No date information given anywhere
 - Range of copyright dates at bottom of home page (2nd date is usually the current year)
 - Single copyright date at bottom of home page (usually the current year)
 - Explicit statement of when resource began (e.g., on home page or "about" page or publisher page)

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Program for Cooperative Cataloging - Microsoft Internet Explorer
 File Edit View Favorites Tools Help : Address http://lcweb.loc.gov/catdir/pcc/ Go

PROGRAM FOR
Cooperative Cataloging

Dates of publication: Example 1
 You know that you are not viewing the first iteration.
 There is no information anywhere within the Web site
 about its beginning date.

008 DtSt: c Dates: 199u,9999
 260 Washington, DC : #b Library of Congress
 362 1_ Began in 1990s.

Notes: The beginning date is approximate; the ending
 date indefinite. No terminal punctuation for field 260.

About t
 • In
 • In
 For more
 Team at the Library of Congress
 • Standing Committee on Standards
 • Standing Committee on Training
 • PCC Liaisons list
 • BIBCO institutions
 • NACO institutions
 • PCC Calendar (updated July 2002)

What to point out:

- Imagine you are originally cataloging this Web site today. You know you are not viewing the first iteration. You can find no statement about when the Web site began on the Internet, either on the home page or an about page or a couple of other places you check.
- You therefore omit recording any publication date information from Area 4 (260 \$c), also omitting any ending punctuation. (Omitting the comma is a new stylistic practice also for Serials catalogers, who used to end the field in these cases with a comma after the publisher name.)
 - You know in this case that the Web site started sometime during the 1990s. There is no prescribed way to word such a note. There are several possible variants. Other options include, but are not limited to:
 - Began in 1990s?
 - Began publication between 1990 and 2003.
 - Is date information as vague as this useful? Many say yes, if not in 2003, then in 2023 or 2053, etc.
- The 008 dates are done the same as they were in the past; in this case the beginning date code is based on the 362 1 note.

Dates of publication: Example 2

This is **not** publication information!

You know that you are not viewing the first iteration. Bottom of home page has: © **2002** which indicates current year; not beginning date of resource!

July 11, 2002 BBDMaster@mail.ahc.umn.edu

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All rights reserved.

<http://umbbd.ahc.umn.edu/index.html>

reactions and biodegradation pathways prima
[UK mirror] [UK Stats] [KEGG mirror] [!]
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[Useful Internet Resources] [Acknowledgeme

- [What's New?](#) Last updated July 11, 2002.

What to point out:

- The situation is identical to the preceding slide, except that there is a date present on the home page. But this is **the copyright date of the current year** and cannot be taken as the date the database was first made available on the Internet! This is terribly important for catalogers to understand, especially some folks from monographic cataloging backgrounds who have the irresistible urge to transcribe any single copyright date they see ☺

- As with the previous example, the cataloger has several possible options with giving or not giving a publication date note. This slide presents one valid option: not giving a note at all, in which case Date 1 could be coded "uuuu". The next slide presents two other possible options among many.

- Also we here have a **statement of last update**. This also tells us nothing about the beginning date of the resource. It does, however, tell us the date of the iteration we are currently viewing and would look like this:
500 Description based on home page last updated July 11, 2002, viewed on January 15, 2003.

Dates of publication: Example 2 [2]

➤ **Option 1:**

```
008 DtSt: c Dates: uuuu,9999
260 [St. Paul, MN] : ‡b University of Minnesota
[No 362 1_ note given]
```

➤ **Option 2:**

```
008 DtSt: c Dates: 199u,9999
260 [St. Paul, MN] : ‡b University of Minnesota
362 1_ Began in 1990s?
```

No ending punctuation

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As with the previous example, the cataloger has several possible options with giving or not giving a publication date note. This slide presents one valid option: not giving a note at all, in which case Date 1 could be coded "uuuu". The next slide presents two other possible options among many.

Dates of publication: Example 2 [3]

➤ Option 3:

```
008 DtSt: c Dates: 199u,9999
260 [St. Paul, MN] : #b University of Minnesota
362 1_ Began between 1990 and 1992.
```

No ending
punctuation

- There are other possible ways to word the note --if you consider that it offers useful information to catalogers and/or other catalog users in the future. If not, do not give a note.
- Might a researcher in the year 2045, for example, find such information to be of some value?

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•In this case you know the database had to start sometime before 2002 and you can't pin down the beginning date beyond the 1990s in general, even though the Web did not begin as early as 1990. [But beware equating the Web with the Internet!]

•The slide depicts two ways that this information might be given, if it is thought that future catalog users (which includes other catalogers!) might some day find even this kind of vague information useful.

•We might imagine a researcher in, say, the year 2030, or 2045, or later, who would find this general date information meaningful: to know that the database was first published on the Internet sometime between 1990 and 2002.

Dates of publication: Example 3

008 DtSt: c Dates: 1994,9999
 362 1_ Began in 1994? OR 362 1_ Began ca. 1994.

- You know that you are not viewing the first iteration
- Bottom of home page has: © 1994-2002
- **First date** can be taken as probable beginning date of resource, but it is not an "explicit statement"
- **Second date** = current year; not ending date of resource!

Copyright © 1994-2002 W3C® (MIT, INRIA, Keio), All Rights Reserved. Trademarks and software licensing rules apply. These are in accordance with our public and Member privacy statements.

What to point out:

Here is an example of a case where there is a range of copyright dates and we can take the first date in a range as probably indicating the starting date of the resource, as long as we are reasonably sure that it applies to the content of the entire Web site being cataloged. But this is not an "explicit statement" that the resource did in fact begin in 1994.

- Catalogers must assess each situation of a range of copyright dates on a case-by-case basis to determine if the range applies to the entire resource being cataloged and if the first date in the range can reasonably be taken to be the beginning date of the resource.
- Although there are no firm guidelines for this, best practice may be to treat this as a "probable" date and indicate that in some way in the note, as with a question mark.
- Remember here that we are not viewing and cataloging from the "first iteration" of the Web site." So, if following the main AACR rule, and if applying the LCRI, we do not record this date in the publication area (260 \$c) but in a note (362 1) instead.

•For libraries that decide to follow the AACR2 option and not the LCRI, they can record the date in the publication area (260 \$c), like this:

260 [Cambridge, Mass.] : \$b World Wide Web Consortium, \$c [1994?]-

Dates of publication: Example 4

```
008      DtSt: c      Dates: 1995,9999
245 04 The EMBL reptile database $h [electronic
resource].
260      Heidelberg [Germany] : $b EMBL, $c [1995]-
```

www.reptile-database.org

Created: 10 Nov 1995 / Last changed or updated: 10 Dec 2002

- You know you are not viewing first iteration
- Home page has **explicit statement** "Created 10 Nov 1995"
- Following LCRI 1.4F8, date given in 260 \$c is in brackets because not from 1st iteration

What to point out:

In this case you once again know that you are not viewing the first iteration, but you do have an explicit statement about when the database was created. Following the LCRI, you can consider this case where you can apply the option to record the date in Area 4 (260 \$c), even though it is not from the first iteration, but you must give it in brackets for that reason.

Physical description (Area 5; MARC 300)

- Prior to 2004 update: not used for online (remote access) electronic resources
- 2004 update of AACR2 9.5 includes optional rule to allow use of physical description for remote access resources

Example*: 300 \$a Web site

**From AACR2 9.5B3, with MARC coding added.*

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Series

(Area 6; MARC 4XX, 8XX)

- Record series statements present on the current iteration of the resource
- Use MARC 440, 490, and 8XX as usual
- Not very common in online integrating resources

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Notes

(Area 7; MARC 5XX, 3XX, 7XX, etc.)

- Mandatory for online integrating resources:
 - **Mode of access** (538)
 - **Source of title proper** and **Item described** (500)
- Required if applicable:
 - **Dates of publication** (362 1) -- if not from first/last iteration and no explicit statement
 - **Frequency of updates** (310) -- if known
 - **System requirements** (538)
 - **Other formats** (530)
- Optional, but usually valuable
 - **Summary** / description (520)

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Frequency note (12.7B1; MARC 310)

- Note the frequency of updates to an integrating resource **unless**:
 - Frequency is apparent from content of the title and statement of responsibility area
 - Frequency of updates is unknown
- LCRI 12.7B1 (LC/PCC practice): **Always** give a note for known frequency of updates, even if already apparent from the rest of the description

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The frequency note is the first note in chapter 12 for continuing resources.

- This note is new for integrating resources with the publication of revised chapter 12 in 2002. (Another element not just for serials any more!)
- Reminder: the codes in the 008 Frequency and Regularity elements are based on the content of this note (tagged in the 310 field).
- Some online databases have known, explicitly-stated frequency of updates, but many do not, and the vast majority of Web sites do not.
- Many Web sites, however, may be known to be updated very frequently (more often or usually more often than once a day), such as most news and weather sites, or completely irregularly, as many organizational Web sites such as the BIBCO and CONSER sites.
- If time: Can participants think of examples of regularly and irregularly updated Web sites and databases? When is the frequency of updates known and when unknown?

**Frequency and regularity:
Example 1**



Update Schedule

The database is updated every 3 months (in March, June, September, and December). Depending on submissions from contributors, the amount of updated material may differ. The date of the latest update is given on the [Home Page](#) headline or on the [News Page](#).

You know that this database is regularly updated every three months.

```
245 04 The EMBL reptile database th [electronic
resource].
310 Updated quarterly
008 Freq: q Regl: r
```

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This is one of the relatively unusual examples in which a database has a statement of regular updating.

Possible discussion questions, if time:

- If there are any serials catalogers present, what is the practice of serials cataloging and statements of frequency in catalog records?
 - Is a statement in the resource transcribed and taken at face value?
 - Is a comparison made with actual frequency of recent of updates at the time of check-in and the establishment and adjustment of publication patterns and claiming of issues?
- Should the cataloger of an integrating resource take a statement like this at face value?
 - How might they check to see if updates really are made quarterly?
 - How close would they need to be to quarterly, if not right on the nose, for the statement to remain basically accurate and helpful to users? [Could say "Updated four times a year."]

**Frequency and regularity:
Example 2**

You know that this database is updated on a monthly basis but regularly skips certain months

Published monthly, September to May, by
P.O. Box 0226, Cincinnati, Ohio 45201

245 00 Nestor :h [electronic resource] : #b
bibliography of Aegean prehistory and related
areas.
310 Updated monthly (except June-Aug.)
008 Freq: m Regl: n

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An example of "normalized irregular" updating.

Frequency and regularity: Example 3

➤ Weather.com Web site

[<http://www.weather.com/>]

- You know that this Web site is updated on a very frequent basis

310 Continuously updated

008 Freq: k Regl: r

- [Regl code "k" = continuously updated; defined as "more frequently than daily"]

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Instructor note: MARC 21 has "Continuously updated" while AACR2 uses "Continually" in 12.7B1 example. But AACR2 examples are not prescriptive. In this example the former term has been chosen for the sake of consistency with MARC 21 and CONSER documentation.

Code "k" is defined in MARC 21 as "more frequently than daily."

If you *know* a resource is updated completely irregularly, code it as such; for example, the CONSER or PCC Web sites.

There has been some discussion about whether to code the regularity of continuously updated as x or r. But regularity code "x" can only be used when Freq. equals code blank, or when used to express numbers per year. Therefore "r" is the best choice. [This guidance comes from Judy Kuhagen of CPSO and Jean Hirons of CONSER, Jan. 2003.]

Frequency and regularity: Example 4

➤ CONSER Web site

[<http://www.loc.gov/acq/conser/>]

- You know that this Web site is updated irregularly (no regular pattern)

310 Updated irregularly

008 Freq: _ Regl: x

Frequency and regularity: Example 5

➤ **Global invasive species database**

[<http://www.issg.org/>]

- You know that this database is updated but have no information about how often or if according to a regular or irregular pattern

[No 310 present]

008 Freq: u Regl: u

Former frequency note (MARC 321)

- **008 Freq: q Regl: r**
- 245 00 Drug interaction handbook #h [electronic resource] / #c editors, Kenneth A. Scott ; Julie B. Olin.
- 260 Denver : #b MedFacts, #c c1996-
- **310 Updated quarterly, #b July 2001-**
- **321 Updated semiannually, #b Jan. 1996-June 2001**

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Former frequency is tagged in field 321. This is actually more likely to arise for IRs in the future when the updating frequency is different from that already stated in an existing record.

Bibliographic history and relationships notes (12.7B8; MARC 5XX, 76X-78X)

- Make notes on the **bibliographic history** and on the **important relationships** between the resource being described and the **immediately preceding, immediately succeeding, or simultaneously issued resources**.
- These include:

Continuations	Absorptions	Splits
Mergers	Supplements	Translations
Simultaneous editions		
- LC/PCC practice: give **reciprocal linking notes**
Use MARC **76X-78X** linking entry fields and **580** linking entry complexity note when appropriate

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- These kinds of bibliographic history and relationships and their MARC tagging have been worked out in detail for serials over time.
- LC/PCC practice is to apply Rule 12.7B8 to both serials and integrating resources, using the same MARC tags.
- This will be very new to those who in the past cataloged exclusively monographic resources.
- See LCRI 12.7B8 for some further guidance.
- Because the use of linking entries is fairly complex and will require many slides, it will be deferred to the end of Session 2b, rather than interrupt this section on AACR2 chapter 12 notes, followed by AACR2 access points.

"The relationship between one integrating resource and another integrating resource, or between an integrating resource and a serial, or between an integrating resource and a monograph, is generally expressed by reciprocal linking notes on both records rather than by a related-work added entry for the earlier resource on the record for the later resource (12.7B8, LCRI 12.7B8, LCRI 21.28B1)" --quoted from CPSO Web site "Library of Congress Implementation of the 2002 Edition of AACR2 – Significant Changes"

Reciprocal links between records

Relationships are generally expressed by **reciprocal linking notes on both records**, rather than by a related-work added entry for the earlier resource on the record for the later resource:

Integrating resource	↔	Integrating resource
Integrating resource	↔	Serial
Integrating resource	↔	Monograph
Monograph	• NO! •	Monograph

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The basic rule is that links should be added to each record for a title in a linking relationship, with a limited number of specified exceptions.

- This "principal of reciprocity" may provide impetus for new cooperative effort between catalogers of serials, integrating resources, and monographs; CONSER and BIBCO, etc.

"The relationship between one integrating resource and another integrating resource, or between an integrating resource and a serial, or between an integrating resource and a monograph, is generally expressed by reciprocal linking notes on both records rather than by a related-work added entry for the earlier resource on the record for the later resource (12.7B8, LCRI 12.7B8, LCRI 21.28B1)"

--quoted from CPSO Web site "Library of Congress Implementation of the 2002 Edition of AACR2 – Significant Changes, viewed January 6, 2003.

- Don't imagine relationships; in case of doubt, don't include
- When a relationship is known, but the "flavor" is not; don't guess, use 787

See also for reference: CONSER Cataloging Manual 14.1.5

Linking records: Example 1

Database: online version is IR; CD-ROM version is serial

Record for online database:

```
008      Type: a      BLvl: i      SrTp: d      S/L: 2
245 00 Environmental knowledgebase #h [electronic
resource].
776 08  #i Also available in a CD-ROM version as: #t
Environmental periodicals bibliography (CD-ROM) #x
1053-1440 #w (DLC)sn 90003252  #w (OCoLC)22461337
```

Record for CD-ROM serial:

```
008      Type: a      BLvl: s
130 0   Environmental periodicals bibliography (CD-
ROM)
245 00 Environmental periodicals bibliography #h
[electronic resource].
776 08  #i Beginning 1998 available also as an online
database: #t Environmental knowledgebase #w
(OCoLC)41106254
```

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Linking records: Example 2 [1]

Web site related to earlier print serial title

Record for Web site:

```
008      Type: a      BLvl:i      SrTp: w      S/L: 2
245 00 Performance practice encyclopedia #h
[electronic resource] / #c editor, Roland Jackson.
538      Mode of access: World Wide Web.
580      A continuation of the print journal:
Performance practice review.
780 10 #t Performance practice review #x 1044-1638
#w (DLC)___89645461_ #w (OCoLC)18712767
856 40 #u http://www.performancepractice.com/
```

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Linking records: Example 2 [2]

Web site related to earlier print serial title

Record for print serial:

```
008      Type: a      BLvl: s
245 00  Performance practice review.
300      10 v. : #b ill. ; #c 23 cm.
362 0   Vol. 1, no. 1, 2 (spring, fall 1988)-v. 10, no.
2 (fall 1997).
580      Continued by an online database called:
Performance practice encyclopedia.
785 10 #t Performance practice encyclopedia #w
(OCOLC)40223351
```

Access Points: Main and added entries

- Determine name and uniform title entries based on AACR2 chapter 21
 - Persons and bodies that bear responsibility for the intellectual or artistic content of the resource
 - Uniform titles for resources dealing with works of literature, music, etc.
- Enter in MARC 1XX and 7XX fields
 - In full-level records, 7XX entries must be explained ("justified") by being given in the descriptive part of the record (MARC 2XX-5XX)

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- This workshop does not go into the rules for determining main and added entries since the rules are the same for updating loose-leafs and updating online resources as for other resources.
- See LCRI 25.5B for guidance on constructing uniform titles to resolve title conflicts for integrating resources.

Corporate body main entry: Example

110 2 Program for Cooperative Cataloging.

245 10 Program for Cooperative Cataloging \$h [electronic resource] : \$b [Web site].



This slide is intended to contrast with the following slide.

- Both are examples of institutional or organizational Web sites.
- In this case the name of the organization is given as main entry since the Web site as a whole "emanates" from the PCC and falls within the scope of rule **21.1B2a**: "...of an administrative nature dealing with the corporate body itself ... or its offices, staff, and/or membership (e.g., directories) ..."

Title main entry: Example

245 00 Smithsonian Institution \$h
 [electronic resource] : \$b [Web site].
 710 2 Smithsonian Institution.

•In this case, although the Web site as a whole "emanates" from the Institution, the predominant content of the site goes well beyond the scope of the categories given in rule 21.1B2a ("...of an administrative nature dealing with the corporate body itself ... or its offices, staff, and/or membership (e.g., directories) ...")

856 Examples: Use of \$u, \$3, and \$z

```
245 10 Program for Cooperative Cataloging #h  
[electronic resource].
```

```
856 40 #u http://lcweb.loc.gov/catdir/pcc/
```

```
245 00 Charta #h [electronic resource] : #b scegli  
charta e il biglietto tuo.
```

```
546 In Italian; includes English version.
```

```
856 40 #u http://www.charta.it/
```

```
856 40 #3 English version #u http://www.charta.it/  
english/index.php
```

```
245 00 OCLC firstsearch #h [electronic resource].
```

```
856 40 #u http://www.ref.oclc.org:2000 #z Requires  
authorization and password
```

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- Out of the numerous possible subfield codes available in the 856, the vast majority of Web resources will need to use only subfield \$u for the URL (Uniform Resource Locator).
- Two other commonly used subfields:
 - **\$3** : Specifies the part of the item to which the 856 applies, e.g., an online table of contents
 - **\$z** : Public Note: a note pertaining to the electronic location of the source identified in the field that is in a form adequate for public display.

Exercises and discussion

- **Exercise 5.1:** fill in the missing MARC codes and AACR2 bibliographic data for this online updating database
- **Exercise 5.2:** fill in the missing MARC codes and AACR2 bibliographic data for this updating Web site

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Instructors, please note well for all exercises: there is often more than one valid "answer" for the exercises, especially when it comes to selection of title proper, source of title, transcription of title and statement of responsibility, wording of notes such as source of title proper, mode of access, dates of publication for serial and integrating resources, and so on. The solutions given in the Exercise Answers in the participants' manuals reflect only one of several possibilities in some cases.

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Session 5 Record Examples

1. Online updating database (primarily textual content)

MARC Record	What to Notice:
<p>Continuing Resources 008/Fixed Field Type: a ELvl: I Srce: d GPub: f Ctrl: Lang: eng BLvl: i Form: s Conf: 0 Freq: MRec: Ctry: dcu S/L: 2 Orig: s EntW: Regl: x Alph: Desc: a SrTp: d Cont: DtSt: c Dates: 2002,9999</p>	<p>§ Type of record = "a" – language material = primary type of content § Bibliographic level = "i" – integrating § Form of item = "s" – electronic § Type of date = "c" – currently published – continuing content § Entry convention = "2" – integrating entry § Type of continuing resource = "d" – updating database § Date 1 = beginning date (began online) § Date 2 = ending date: "9999" indicates ongoing / continuing indefinitely</p>
<p>006 field for Electronic Resources [Computer Files] [T006: m] Audn: File: d GPub: f</p>	<p>§ 006 = additional coding for electronic aspect (carrier) § Type of e-resource = "d" – document</p>
<p>007 c #b r #d c #e n 090 TD194.7 245 00 Enforcement & compliance history online #h [electronic resource] : #b (ECHO). 246 3_ Enforcement and compliance history online 246 30 ECHO 246 1_ #i Title in HTML header: #a EPA enforcement and compliance history online 260 Washington, D.C. : #b U.S. Environmental Protection Agency, #c [2002]- 310 Updated irregularly 538 Mode of access: World Wide Web. 500 Title from home page (viewed on Oct. 16, 2003). 520 Provides EPA database searchable by city or zip code for all or large facilities to determine whether compliance inspections have been conducted by EPA, state or local governments, whether violations were detected, and whether enforcement actions were taken and penalties assessed for all data, air, water, hazardous waste, or by multiple ID list of facilities. Searches can be refined to include facility characteristics (including SIC number), geographic location (including EPA region and Indian land), inspection/enforcement history, compliance information, demographic profile, and media. Results provide facility name and address, operating status, inspection history and enforcement and compliance summary data, two-year compliance status by quarter, formal enforcement actions, and detailed demographic profile of surrounding three-mile area. 650 _0 Environmental auditing #z United States #v Databases. 650 _0 Air #x Pollution #z United States #v Databases. 650 _0 Water #x Pollution #z United States #v Databases. 650 _0 Hazardous wastes #z United States #v Databases. 653 City #a Zip code #a Indian tribe 710 1_ United States. #b Environmental Protection Agency. 740 0_ Data for local communities (Oregon) 856 40 #u http://www.epa.gov/echo/index.html #z connect to Enforcement & compliance history online (ECHO)</p>	<p>§ 007 = coding for details of electronic aspects § GMD "electronic resource" after title proper in subfield #a § Variant title (246) – subfield #i gives note because no display constant from other indicator § Beginning date of publication – hyphen (& no period) indicates open, ongoing, continuing content; matches "9999" in 008; date is in brackets because based on explicit statement of starting date but not on first iteration § No physical description (300) – for remote access e-resources § Frequency of updates note (310) – required for integrating resources when known § Mode of access note (538) – required for all remote access e-resources § Source of title note + Date viewed note (500) required for all remote e-resources. § Summary/description note (520) – commonly used and very valuable for integrating e-resources. § Electronic location and access (856) = URI for the database in subfield #u – Indicator 1 = "4" – HTTP – Indicator 2 = "0" – resource itself</p>

2. Updating Web site (primarily textual content)

MARC Record	What to Notice:
<p>Continuing Resources 008/Fixed Field Type: a ELvl: I Srce: d GPub: f Ctrl: Lang: eng BLvl: i Form: s Conf: Freq: MRec: Ctry: dcu S/L: 2 Orig: s EntW Regl: x Alph: Desc: a SrTp: w Cont: DtSt: c Dates: 199u,9999</p>	<p>§ Type of record = "a" – language material = primary type of content § Bibliographic level = "i" – integrating § Form of item = "s" – electronic § Type of date = "c" – currently published – continuing content § Entry convention = "2" – integrating entry § Type of continuing resource = "w" – updating Web site § Date 1 = beginning date (began online) § Date 2 = ending date – "9999" indicates ongoing / continuing indefinitely</p>
<p>006 field for Electronic Resources [Computer Files] [T006: m] Audn: File: d GPub: f</p>	<p>§ 006 = additional coding for electronic aspect § Type of e-resource = "d" – document</p>
<p>007 c #b r #d m #e n 041 0_ eng #a spa 090 Z693.3.C66 #b P76 110 2_ Program for Cooperative Cataloging. 245 10 Program for Cooperative Cataloging #h [electronic resource] : #b [Web site]. 246 1 #i Commonly known as: #a PCC 260 [Washington, D.C.] : #b Library of Congress 310 Updated irregularly. 362 1_ Began in 1990s. 538 Mode of access: World Wide Web. 546 Chiefly English, but some information also available in Spanish. 500 Title from home page (viewed on Dec. 2, 2002). 520 Contains information about the Program for Cooperative Cataloging, including its governance, organization, strategic plans, online statistics, and archived reports from various PCC groups and meetings. Features links to the home pages of the PCC's component programs: BIBCO, CONSER, NACO, and SACO. 610 20 Program for Cooperative Cataloging. 650 _0 Cataloging, Cooperative. 710 2_ Library of Congress. 856 40 #u http://lcweb.loc.gov/catdir/pcc/</p>	<p>§ 007 = coding for electronic aspects § GMD "electronic resource" § Other title information (245 #b) – cataloger addition in brackets to explain title proper when it consists only of name of corporate body § Variant title (246) – "commonly known as" subfield #i gives note because no display constant from other indicator § Beginning date of publication: probable starting range given in 362 1_, not in 260 #c – because no explicit statement of starting date (362 1_ is a note) § No physical description (300) § Frequency of updates note (310) – required when known § Mode of access note (538) § Source of title note + Date viewed note (500) § Summary/description note (520) – common and valuable for online IRs § Electronic location and access (856) = URI for the database in subfield #u – Indicator 1 = "4" – HTTP – Indicator 2 = "0" – resource itself</p>

3. Online Service (electronic/computer resource content)

MARC Record	What to Notice:
<p>Electronic Resources/Computer Files 008/Fixed Field Type: m ELvl: I Srce: d Audn: Ctrl: Lang: eng BLvl: i File: j GPub: MRec: Ctry: wau Desc: a DtSt: c Dates: 199u,9999</p>	<p>§ Type of record = "m" – electronic resource = primary type of content § Bibliographic level = "i" § 008 elements for electronic resources § No Form of item code needed § Type of electronic resource = "j" – online system or service § Type of date = "c" – currently published</p>
<p>006 field for Continuing Resources [Serials] [T006: s] Freq: k Regl: r ISSN SrTp: w Orig: Form: s EntW: Cont GPub: Conf: 0 Alph: S/L: 2</p>	<p>§ 006 = coding for continuing aspects § Frequency = "k" – continuously updated § Regularity = "r" – regular § Type of cont. res. = "w" – Web site § Entry convention = "2" – integrating</p>
<p><i>No 006 for electronic resources [computer files]</i></p>	<p>§ No additional coding needed since Leader & 008 / FF are already for electronic</p>
<p>007 c #b r #d m #e n 090 G154 #b .E86 245 00 Expedia.com #h [electronic resource]. 246 1_ #i Title in HTML header: #a Expedia travel 260 [S.l.] : #b Expedia.com 362 1_ Began in 1990s. 310 Updated continuously. 538 Mode of access: World Wide Web. 500 Title from home page (viewed on May 31, 2000). 520 Online travel service allows the user to locate desirable prices offered by agents for flights, car rentals, hotels, vacation and cruise packages. 650 _0 Travel. 650 _0 Travel costs. 856 40 #u http://www.expedia.com</p>	<p>§ 007 = for electronic aspects § GMD "electronic resource" § Beginning date of publication: probable starting range given in 362 1_, not in 260 #c – because no explicit statement of starting date § Frequency of updates note (310) – updated continuously § Mode of access note (538) § Source of title note + Date viewed note (500) § Summary/description note (520) § Electronic location and access (856)</p>

Session 5 Exercises

Fill in the missing MARC codes and AACR bibliographic data for the resource based on the surrogate screen prints. Not all highlighted fields will necessarily apply; fill in only those that do.

Exercise 5.1

Type: ___	ELvl: I	Srce: d	GPub: f	Ctrl:	Lang: eng
BLvl: ___	Form: ___	Conf: 0	Freq:	MRec:	Ctry: dcu
S/L: ___	Orig: ___	EntW:	Regl: x	Alph:	
Desc: a	SrTp: ___	Cont:	DtSt: ___	Dates: _____, _____	
<i>006 m [electronic resources / computer files]</i>					
Audn:	File: ___	GPub:			
007		c †b r †d m †e n			
090		QH431			
245	___				
246	___				
260		Toronto : †b Hospital for Sick Children ; †a Baltimore : †b Johns Hopkins University School of Medicine			
310					
362	1_				
538		Mode of access:			
500		Title from			
520		The GDB stores and curates data generated worldwide by those researchers engaged in the mapping effort of the Human Genome Project (HGP). Database can be searched by keyword, name or accession number, gene name or symbol, query forms, and map location. A link also facilitates the insertion or editing of data. Reports, statistics, and documentation for developers are available via additional links.			
610	20	Human Genome Project.			
650	_0	Human gene mapping †v Databases.			
650	_0	Human genome †v Databases.			
710	2_	Human Genome Project.			
710	2_	Hospital for Sick Children.			
710	2_	Johns Hopkins University. †b School of Medicine.			
856	___	†u			

Exercise 5.2

Type: ___ ELvl: I Srce: d Audn: Ctrl: Lang: eng		
BLvl: ___ File: ___ GPub: MRec: Ctry: wau		
Desc: a DtSt: ___ Dates: ____, ___		
006 s [continuing resources]		
Freq: ___ Regl: ___ ISSN: SrTp: ___ Orig: ___		
Form: ___ EntW: Cont: GPub: Conf: 0 Alph: S/L: ___		
007		c #b r #d m #e n
090		QC875.U7
245	___	
246	___	
246	___	
260		Silver Spring, MD : #b National Oceanic and Atmospheric Administration, National Weather Service
310		
362	1_	
538		Mode of access:
500		Title from
520		Presents information on the National Weather Service, which monitors extreme weather conditions such as hurricanes, tornadoes, and floods. Includes information on current weather observations and forecasts, and interactive map of current watches, warnings, statements, and advisories, and various other types of weather and climate information.
610	10	United States. #b National Weather Service.
650	_0	Weather.
650	_0	Meteorological services #z United States.
		Weather forecasting #z United States.
650	_0	Meteorology #v Observations.
650	_0	Climatology #v Observations.
710	1_	United States. #b National Weather Service.
856	___	#u

Please note well: decisions about, and selection of, source of title proper, title and statement of responsibility area (245 field), dates of publication and frequency (260, 310, 362), and exact wording of notes, **will differ** among catalogers. The answers given in the course materials reflect only one of several valid alternatives! A few such alternatives are given in notes on the answers pages.

Exercise 5.1

Database home page:

The screenshot shows a Microsoft Internet Explorer browser window displaying the homepage of The Genome Database. The browser's address bar shows the URL <http://gdbwww.gdb.org/>. The page title is "The Genome Database - Microsoft Internet Explorer".

The main content of the page includes the title "The Genome Database" with the subtitle "An international collaboration in support of the Human Genome Project." Below this is the GDB logo, consisting of three blue circles containing the letters G, D, and B.

Text on the page states: "Hosted by The Hospital for Sick Children, Toronto, Ontario CANADA and available at [mirror sites worldwide](#)".

A "What's New (3 June, 2002):" section lists updates: "- [Server Upgrade, 8 May](#)" and "- [e-PCR Tools and Database Upgraded, 20 April](#)".

A link for "Normal Operations" is provided. Below it is a "Simple Search" section with a search form. The form has two columns: "Search" and "by".

Search	<input checked="" type="radio"/> Genomic Segments <input type="radio"/> All Biological Data <input type="radio"/> People <input type="radio"/> Citations	by	<input checked="" type="radio"/> Name/GDB ID <input type="radio"/> Keyword <input type="radio"/> DNA Sequence ID	<input type="text"/>	<input type="button" value="Submit"/>	<input type="button" value="Reset"/>
---------------	---	-----------	--	----------------------	---------------------------------------	--------------------------------------

Note: When doing Name/ID searches, adding * to the end of your search text may improve your results.
Also, precede a GDB Accession ID with either "GDB:", "REG:", or "CIT:".

Other Search Options

[Edit](#) [Help](#) [Site Map](#) [About GDB](#) [Reports](#) [Resources](#) [HUGO Chromosomes](#) [CF Mutations](#) [Prefs](#)

For help, contact help@gdb.org or 1-410-641-0443. For best viewing, use Netscape 3.0 and higher

The browser status bar at the bottom shows "Done" and "Internet".

“About GDB” link → “About GDB” page:



The screenshot shows a Microsoft Internet Explorer browser window displaying the "About GDB" page. The address bar shows the URL <http://gdbwww.gdb.org/gdb/aboutGDB.html>. The page features a navigation menu with buttons for SimpleSearch, Search Options, Edit, Help, Site Map, Reports, and Prefs. Below the menu is the GDB logo (G, D, B) and the text "Central Node". The main content area is titled "About the Genome Database" and "GDB - The Database". It lists several links: Mission Statement, What you will find in the Genome Database, Web Statistics, Guidelines for Citing the Genome Database, Right to Use, Disclaimer, and Funding. Below these are sections for "The People Who Make it Work" (Staff, Home pages), "Contact Information" (Main Node (CANADA), Remote Nodes/Mirror Sites, HUGO Editors), and "Traveling to GDB" (Map, Local Hotel Information). A "Mission Statement" section follows, providing a detailed description of the Genome Database's role in the Human Genome Project.

About the Genome Database
GDB - The Database

- [Mission Statement](#)
- [What you will find in the Genome Database](#)
- [Web Statistics](#)
- [Guidelines for Citing the Genome Database](#)
- [Right to Use](#)
- [Disclaimer](#)
- [Funding](#)

The People Who Make it Work
Staff

- [Home pages](#)

Contact Information

- [Main Node \(CANADA\)](#)
- [Remote Nodes/Mirror Sites](#)
- [HUGO Editors](#)

Traveling to GDB

- [Map](#)
- [Local Hotel Information](#)

Mission Statement

Established at Johns Hopkins University in Baltimore, Maryland, USA in 1990, the Genome Database (GDB) is the official central repository for genomic mapping data resulting from the Human Genome Initiative. In the Spring of 1999, the Bioinformatics Supercomputing Centre (BiSC) at The Hospital for Sick Children in Toronto, Ontario, Canada, assumed the management of GDB. The Human Genome Initiative is a worldwide research effort to analyze the structure of human DNA and determine the location and sequence of the estimated 100,000 human genes. In support of this project, GDB stores and curates data generated worldwide by those researchers engaged in the mapping effort of the Human Genome Project (HGP).

Scroll to bottom of “About GDB” page:

“Contact Information” link →

Central Node

The Genome Database
The Hospital for Sick Children
555 University Avenue
Toronto, Ontario
M5G 1X8
Canada

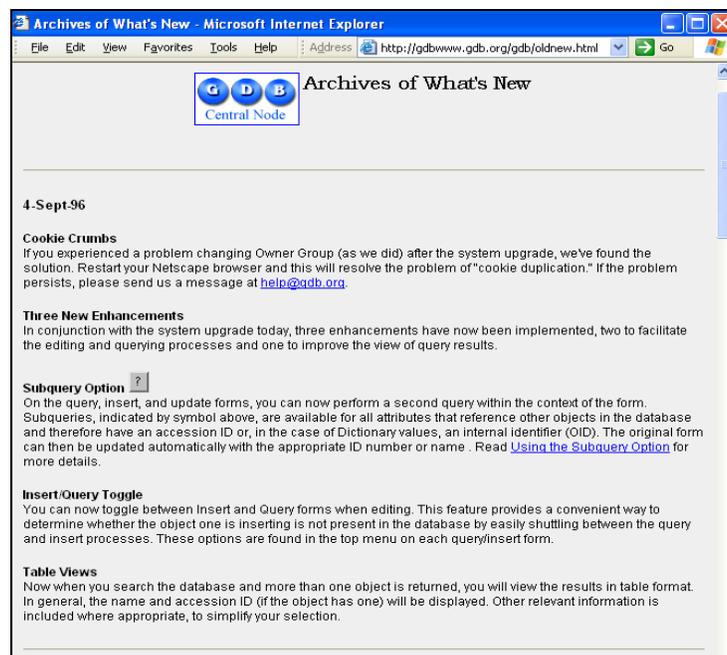
Phone: +1 410-614-0443
E-mail: gdb@sickkids.on.ca

[Bioinformatics Supercomputing Centre](#)

The Genome Database, Curation
The Johns Hopkins University School of Medicine
2024 E. Monument Street, Suite 1-200
Baltimore, MD 21287-0007
USA

Phone: +1 410.955.9705
Fax: +1 410.814.0434

“Archives of What’s New” link: earliest entry →



Archives of What's New

4-Sept-96

Cookie Crumbs
If you experienced a problem changing Owner Group (as we did) after the system upgrade, we've found the solution. Restart your Netscape browser and this will resolve the problem of "cookie duplication." If the problem persists, please send us a message at help@gdb.org.

Three New Enhancements
In conjunction with the system upgrade today, three enhancements have now been implemented, two to facilitate the editing and querying processes and one to improve the view of query results.

Subquery Option
On the query, insert, and update forms, you can now perform a second query within the context of the form. Subqueries, indicated by symbol above, are available for all attributes that reference other objects in the database and therefore have an accession ID or, in the case of Dictionary values, an internal Identifier (OID). The original form can then be updated automatically with the appropriate ID number or name. Read [Using the Subquery Option](#) for more details.

Insert/Query Toggle
You can now toggle between Insert and Query forms when editing. This feature provides a convenient way to determine whether the object one is inserting is not present in the database by easily shuttling between the query and insert processes. These options are found in the top menu on each query/insert form.

Table Views
Now when you search the database and more than one object is returned, you will view the results in table format. In general, the name and accession ID (if the object has one) will be displayed. Other relevant information is included where appropriate, to simplify your selection.

Sample database entry:

Gene Element NOS1 Exon 28 - Microsoft Internet Explorer
 http://www.gdb.org/gdb-bin/genera/

Gene Element NOS1 Exon 28
 Central Node

View Maps of Region
 View... Add... Edit...

Names:

Name	Name Status	Authority
NOS1 Exon 28	Primary	Marsden, Philip A.

Nucleic Acid Sequence Links:
[U17325](#)

Gene:
[NOS1](#)

Element Type:
 Exon

Element Number:
 28

Citations:
[Hall, AV J Biol Chem 269:33082-90 1994](#)

Owner:
[Marsden, Philip A.](#)

Accession ID:
 GDB:1381581

Status:
 Active

This **GeneElement** has no information for the following fields:
Cytogenetic Localization, Other Localizations, Localizations of Related Probes, Related Genes, Related Amplimers, Related Clones, Related ESTs, Other Related Markers, Distance Data, Polymorphisms, Phenotype Links, Homology Links, Sequencing Status, Maps Of, Annotations, Comment, External Links, Replaced By

Exercise 5.2:

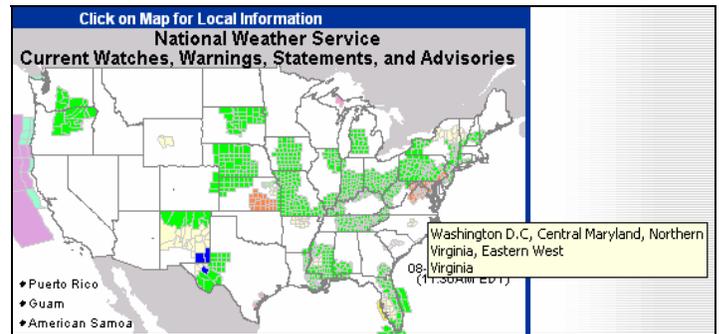
Web site home page:

The screenshot shows the NOAA National Weather Service website in Microsoft Internet Explorer. The browser's address bar displays <http://www.nws.noaa.gov/>. The website header includes the NOAA logo and the text "National Oceanic and Atmospheric Administration's National Weather Service". A navigation bar contains links for "Site Map", "News", "Organization", and a search box. Below the navigation bar, there is a "Local forecast by 'City, St'" section with a search input field. The main content area features a news article titled "...New NOAA Weather Radio Transmitter in Idaho Increases Coverage Area..." with a sub-headline: "Residents and visitors in southeast central Idaho now have immediate access to weather information thanks to a new NOAA Weather Radio-All Hazards transmitter, recently installed at Mt. Baldy near Salmon, Idaho. Details...". Below the article is a weather map of the United States, titled "Warnings By State" and "Click Below To Zoom In." The map is dated "Created: 02/09/08 at 18:05 UTC". A legend below the map lists various weather warnings and advisories, including:

- Blizzard Warning (orange)
- Winter Storm Warning (pink)
- High Wind Warning (yellow)
- Snow And Blowing Snow Advisory (light blue)
- Winter Weather Advisory (purple)
- Wind Advisory (tan)
- Winter Storm Watch (dark blue)
- High Wind Watch (brown)

Additional information for cataloging: An “about” page within the Web site contains an explicit statement that the site began in **1995**.

Hold cursor over an area of the map to get info:



Click to select:

*THIS PAGE INTENTIONALLY LEFT BLANK
FOR DOUBLE SIDED COPY*

Session 6

Updating Online Integrating Resource Records for Changes

Optional Warm Up Activity

- What kinds of changes can you think of that take place in Web sites, online databases, and updating loose-leafs? Which areas in a bibliographic record could be affected by changes in an online resource?

Instructor Reference

- AACR Chapter 12 and the corresponding LCRIs: those rules that specifically address **changes** in integrating resources.

Goals of Session 6

1. Learn how to update existing records for online integrating resources when data elements have changed
2. Understand how to apply AACR2 chapter 12 rules and MARC coding for integrating entry cataloging

2

Object:

- The object of this session is to give an overview of how to update existing bibliographic records when a cataloger discovers that a bibliographic data element of the resource has changed in an later iteration of a resource after the original record was created or since the last time the bibliographic record was updated.
- This will come up for catalogers in practice when copy cataloging or if one's institution has policies and procedures for doing regular record maintenance for integrating resources.
- This lesson covers the rules in chapter 12 that deal with changes in integrating resources.

Important note for instructors: The examples in this session use records as if originally created according to the new rules. This is in order to better illustrate the new rules for updating records without getting sidetracked into other issues of modifying records created under previous cataloging rules.

Activity: Participants' Goals:

- You might ask the participants if they have any additional or more specific goals or areas they especially want to learn about in this session.
- You may record these on a flip chart or whiteboard.

Integrating entry cataloging

Changes can occur in any of the areas of description, or in access points:

- Title proper
- Parallel or other title information
- Statement of responsibility
- Edition
- Type and extent of resource
- Places of publication or publisher names
- Series
- Standard number
- Notes (frequency, responsibility, summary)
- Choice of main and added entries
- Choice of subject headings
- Electronic location and address (URI / URL)

3

This is a list of areas of a bib record that can change based on changes within the same integrating resource.

•If you did the warm-up exercise, this list should overlap for the most part with what participants listed.

You might note, especially if this is raised by participants at any time during the workshop, that **the concept of major vs. minor changes for integrating resources is not in AACR2 or in the LCRI** as it is for serials.

Another issue that may be raised:

•When might a cataloger use the **Internet Archive** [<http://www.archive.org/>] to gain information about previous iterations of a resource?

- What is the authority behind the Internet Archive?
- What is its coverage?
- Does it document the first iteration of all resources it archives?
- Every change?

•In any event, it is a source of information external to the resource being cataloged.

Note also LCRI 1.4F8: "Do not investigate beyond the resource to find such a date."

Integrating entry cataloging

- The existing bibliographic record is changed to describe the current iteration of the resource
- Data elements of **previous iterations** are recorded in notes if required or if considered important
- **A new bibliographic record** is created only for certain changes in edition, mergers, splits, or when there is a new work; changes in physical medium still under consideration
 - Will be covered later in this session

4

This is the key to what makes the cataloging of integrating resources especially different from the cataloging of either monographs or current serials cataloging (using successive entry convention).

•Terminology:

- In pre-AARC2 serials cataloging this convention was called "Latest entry".
 - The term "Integrating entry" is new and distinguishes this practice as applying to non-serial resources cataloged according to AACR2.
 - As with "Latest entry", the term "Integrating entry" does not appear in AACR2, but it does appear in the MARC 21 Format for Bibliographic Data.
 - Remind attendees that they will often encounter the terms "integrated entry" and "integrating entry" used interchangeably when consulting documentation.
- Bibliographic records for integrating resources will require ongoing **maintenance**. How exactly this will happen remains to be developed, and will likely be different for different institutions. Individual institutions will need to develop policies for when maintenance will occur. [Possible discussion question: how do you think your institution will deal with updating bib records for changes in integrating resources?]

Note: The term "integrated entry" was sometimes incorrectly used in MARC 21 and other documentation. The MARC 21 Concise Format online has amended this to "integrating entry." OCLC Bibliographic Formats and Standards and the full printed version of MARC 21 Format for Bibliographic Data still have "Integrated entry."

Review: Basis of the description for IRs

	Area	Basis of Description
1	Title and statement of responsibility	Current iteration
2	Edition	Current iteration
3	Type & extent of resource	Current iteration
4	Place and publisher	Current iteration
	Dates	First and/or last iteration
5	Physical description	Current iteration
6	Series	Current iteration
7	Notes	All iterations (& any source)
8	Standard numbers	All iterations (& any source)

5

This slide reviews the basis of the description for integrating resources. Based on revised rule 12.0B1b.

- Remember that each area of description for integrating resources in chapter 12 has rules for both (1) how to record the information in the area and (2) how to deal with changes to information in that area in later iterations of a resource. This session deals just with the latter: the rules that apply to how to deal with changes in later iterations of an integrating resource.

- All areas of description are based on the current iteration of the resource, except for dates of publication, notes, and standard numbers. This means that the bibliographic record must be changed or updated to reflect the current iteration of a resource.

Notes for changes in description

- Make notes on information no longer present in current iteration, or that appeared in a different form in previous iterations, if considered to be important.
- If the changes have been numerous, make a general statement.
- Rules are given for each area, for example:
 - 12.7B5.2b: Change in parallel title.
 - 12.7B6.2b: Change in other title information.
 - 12.7B7.2b: Change in statements of responsibility.
 - 12.7B9.2b: Change in edition information.
 - 12.7B11.2b: Change in place of publication or publisher.

6

This slide just shows that the revised chapter 12 provides rules for each area and sub-area of description that specifically address how to deal with changes in the content of that area or sub-area.

If the changes have been numerous, catalogers are instructed to make a general statement.

Identification of iterations in notes (LCRI 12.7A2)

- When a data element changes (LC/PCC practice):
 - Give **exact information** about the timing of the change if that information is readily available
 - If exact information is **not** readily available, **use information already in the record** to locate in time the presence of the earlier data element
 - Give that information in angle brackets
 - For electronic IR, use the date from the previously entered "viewed on" information

7

This is LC/PCC practice. If the cataloger does have the exact date of a change, this exact date is used.

For non-electronic IR: use information from a "Description based on:" note
[Examples of how to do this for non-exact information using angle brackets are coming up.]

Change in title proper (12.1B8 and 21.2C1)

- If changes appear in title proper in later iteration:
 - Do not create a new record
 - Change the title and statement of responsibility area (245 \$a \$n \$p) to reflect the current iteration
 - And, in most cases, give the earlier title proper in a note
 - LCRI: Identify which prior iteration had this form of the title proper
 - If considered necessary for access, make an added entry for the title proper of an earlier iteration
 - Use MARC 247 and/or 547 fields for this
 - See section on notes ahead (12.7B42) for examples

8

•The rule actually states that the earlier form of the title proper should be given "in general". This contrasts with the rule for changes in all other areas of description, which direct us to give earlier forms in a note only "if considered important."

•The rule here does not say "always" so as to give us some wiggle room in cases of very minor changes in wording that are not likely to affect access, such as a small change in the 12th word of a 14-word title or such cases.

•The slides on notes will give examples of how to record changes in title proper using fields 247 and 547, which will be new to most non-serials catalogers.

•See also LCRI 21.30J.

•The main new piece of information here is that rule 21.30J does specifically address making added title entries for former titles proper in addition to notes.

•In the MARC record field 247 is used to make both notes and added title entries.

•Like the 245 and 246 fields, the 247 field does double-duty as both description and searchable access point.

Change in title proper note (12.7B4.2)

- Make notes on earlier titles proper, using the following MARC tagging:
 - 247: Former title proper**
 - Use to generate title added entry in addition to note
 - Use for title proper only.
 - 547: Former title proper complexity note**
 - Use for more complex situations and/or when a title added entry is not needed
 - LCRI 12.7B4.2: Give a separate 547 "Title history" note in addition to the 247 field only if the situation requires more explanation than can be given in the 247 field.

9

This slide deals with the rules specifically for making notes and the two MARC tags used for these notes.

The 247 field was formerly used in Latest Entry serial cataloging and will be new to many catalogers.

The 547 field has to be used for more complex situations because the 247 field lacks subfield \$i.

Example: Change in title proper [1]

What you discover when copy cataloging:
Title appearing on current iteration of home page [viewed on Jan. 15, 2008] differs from title recorded in existing record for the Web site

Existing record created in March 2000:
245 00 Database of biocatalysis and biodegradation information \$h [electronic resource].
500 Title from home page (viewed on Mar. 4, 2000).

10

Scenario for participants:

- Your institution has selected this Web site for cataloging.
- You search for copy and find an existing record that matches in almost every way, including the URL, but has a different title in the 245 field of the bib record.
- The date in the Item described note tells you that this was the title that appeared on the home page when the resource was originally cataloged on March 4, 2000.
- You must update the record to reflect the title of the current iteration of the Web site, which you are viewing on January 15, 2008.

Note: When an electronic resource's 245 title changes, a cataloger looks anew at the resource and decides "afresh" what the source of title will be for that iteration.

Example: Change in title proper [2]

Steps to modify the existing record:

1. Change the title in the 245 to match the current iteration.
2. Move the former title to a 247 note/added entry field.
3. Move the former date viewed to subfield \$f of the 247 field.
4. Change the date viewed in the 500 note to current date (iteration).

```
245 00 Database of biocatalysis and biodegradation
information $h [electronic resource].
500 Title from home page (viewed on Mar. 4, 2000).
```

Record updated in January 2008:

```
245 00 University of Minnesota
biocatalysis/biodegradation database $h [electronic
resource].
247 10 Database of biocatalysis and biodegradation
information $f <Mar. 4, 2000>
500 Title from home page (viewed on Jan. 15, 2008).
```

ANIMATED SLIDE

Steps to follow to update the record for the current iteration:

- Move the former title proper to a 247 former title proper field, which serves as both a note and a searchable added entry.
- Move the date the record was originally viewed for cataloging to the subfield \$f of the 247 field.
 - This shows that the former title appeared as such when viewed for description on that date.
- Record the current title proper in the 245 field.
- Change the date viewed for description in the Item described note to the current date you are viewing the resource and updating the description.
- The resource is now searchable by both current and former title, and the description reflects the current iteration of the resource.
- Another cataloger coming to this record should key into the three fields depicted in this slide to read the title history of the resource as recorded by catalogers during two different iterations in its life cycle.

Note: this slide shows only the title proper change for this iteration; there may be other changes as well in the complete resource and the resulting complete updated bibliographic record.

Change in title proper and links

- **If** you change a title proper in a bibliographic record,
- **And** that record has a reciprocal linking note for bibliographic history or relationships (76X-78X)
- **Then** you must also change the linking field on the other record!

12

An important reminder

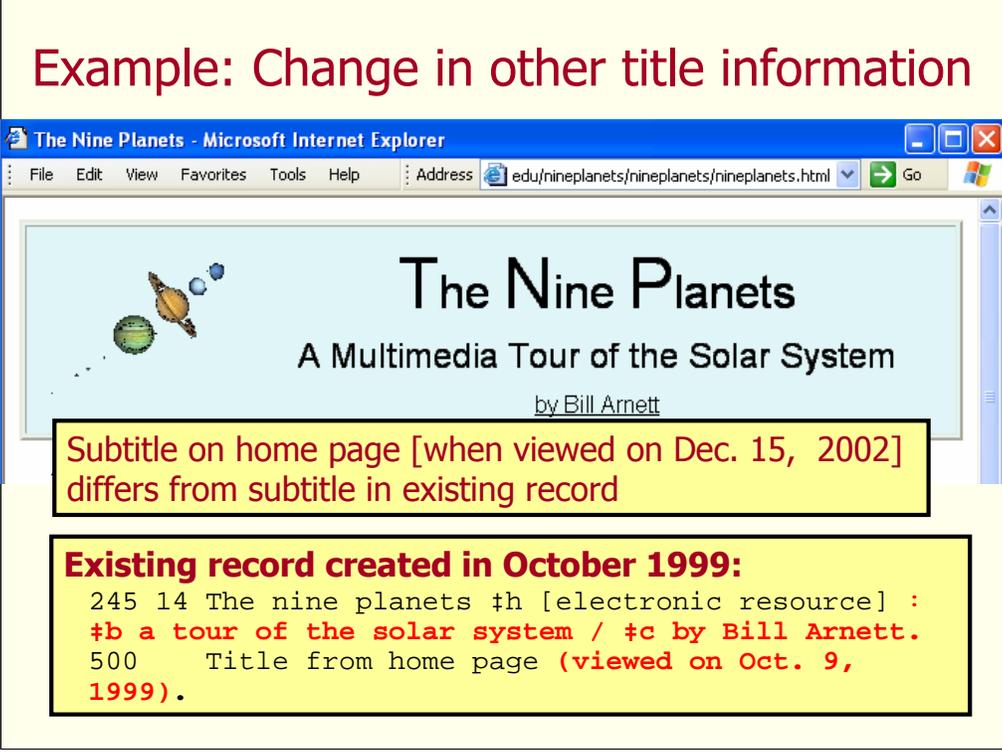
Changes to parallel title/other title information (12.1D-E)

- **Change the title and statement of responsibility area** (245 \$b) to reflect the current iteration.
- Make a note of the earlier form **only if considered important.**
 - Record former other title information in field 246 and explain the situation in subfield \$i.
 - Use field 247 and 547 only for former title proper info.

13

- The rules allow more flexibility in recording other title information that is certain to change and is not integral to identifying the resource.
- Changes in parallel titles and other title information may be accounted for notes. These can be tagged in fields 500 or 246.
 - They are not, however, entered into field 247. Only former titles proper go into the 247; and only former titles proper complex notes go into the 547.
 - In cases where former parallel title or former other title information is considered important for access, field 246 will need to be used with \$i note to explain the entry. See LCRIs 12.7B5.2 and 12.7B6.2.
 - Remember that field 246 can serve as either a note, as an added entry, or as both at the same time, depending on the first indicator value (Note/added entry controller):
 - 0 - Note, no added entry
 - 1 - Note, added entry
 - 2 - No note, no title added entry
 - 3 - No note, added entry
- See also LCRI 12.7B4 and 21.30J.

Example: Change in other title information



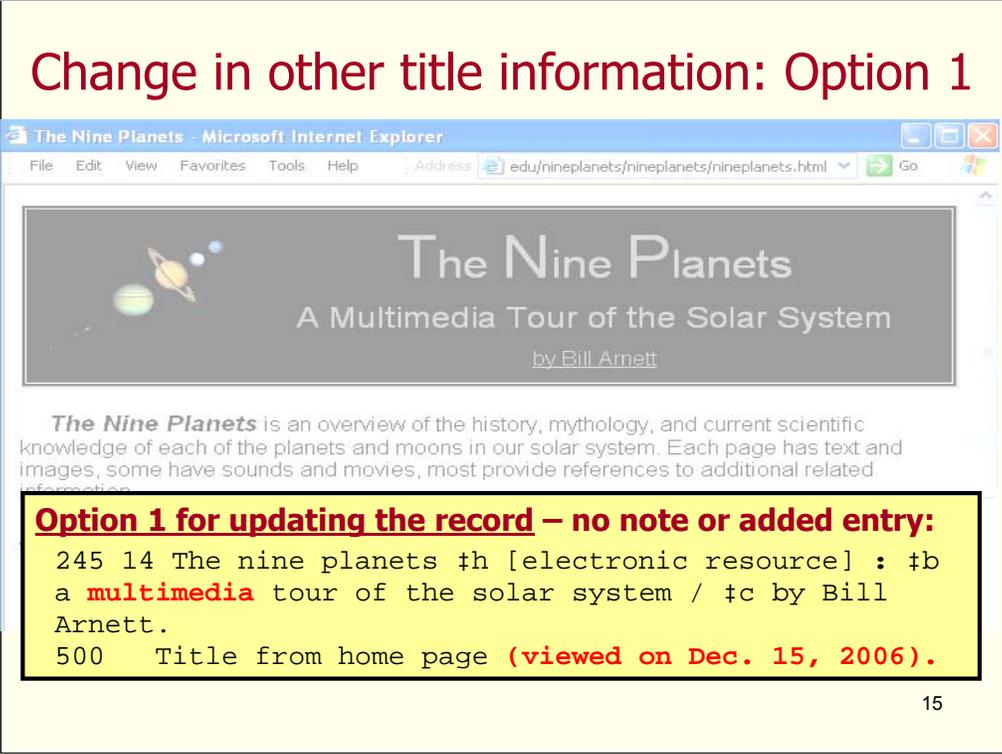
The Nine Planets
A Multimedia Tour of the Solar System
by [Bill Arnett](#)

Subtitle on home page [when viewed on Dec. 15, 2002]
differs from subtitle in existing record

Existing record created in October 1999:
245 14 The nine planets \$h [electronic resource] :
#b a tour of the solar system / #c by Bill Arnett.
500 Title from home page (viewed on Oct. 9,
1999).

- Resource viewed on December 15, 2002.
- Existing record created on October 9, 1999: the subtitle was slightly different, it did not include the word "multimedia", which was added sometime after 10/9/99.

Change in other title information: Option 1



Option 1 for updating the record – no note or added entry:

```
245 14 The nine planets $h [electronic resource] : $b
a multimedia tour of the solar system / $c by Bill
Arnett.
500 Title from home page (viewed on Dec. 15, 2006).
```

15

The cataloger had at least three options in how to handle this change, illustrated on this and the following two slides.

- Was the change in subtitle important enough to note? If so it would be recorded in a 500 note or in a 246 with first indicator 0, but not in a 247 or 547.
- This slide depicts the option of choosing to **not** mention the relatively former subtitle in the bib record.

The issue of whether or not to record subtitle information was discussed in Session 2A on original cataloging, but it may resurface again here.

- There is a definite difference in how culture differs between serial and monograph catalogers: serial catalogers are used to asking how valuable it is to record subtitle information because it could change and the record may have to be maintained over time. Monograph catalogers are used to transcribing subtitles as they appear because the information is fixed and will not change. Integrating resources may lie somewhere in between, with more necessity for individual cataloger judgment.

Change in other title information: Option 2



The Nine Planets
A Multimedia Tour of the Solar System
by Bill Arnett

Option 2 for updating the record – note but no added entry:

245 14 The nine planets \$h [electronic resource] : \$b a **multimedia** tour of the solar system / \$c by Bill Arnett.
246 0_ \$i **Former subtitle: \$a Tour of the solar system \$f <Oct. 9, 1999>.**

OR

Note may be encoded in either 246 0 or 500

500 **Former subtitle: A tour of the solar system <Oct. 9, 1999>.**

16

•This slide depicts the option of choosing to make a note about the former subtitle, but not an added entry.

•**Note well:** two options for making the note are depicted in the example: you would use one or the other **but not both!**

•Remember that field 246 can serve as either a note, as an added entry, or as both at the same time, depending on the first indicator value (Note/added entry controller):

- 0 - Note, no added entry
- 1 - Note, added entry
- 2 - No note, no title added entry
- 3 - No note, added entry

•Another option might be to word the 500 note like this:

500 Subtitle varies.

Change in other title information: Option 3



The Nine Planets is an overview of the history, mythology, and current scientific

Option 3 for updating the record – note and added title entry:

245 14 The nine planets #h [electronic resource] : #b a **multimedia** tour of the solar system / #c by Bill Arnett.

246 1_ #i **Former subtitle: #a Tour of the solar system #f <Oct. 9, 1999>**

500 Title from home page (viewed on Dec. 15, 2006).

17

- This slide depicts the option of choosing to making an added entry for the former subtitle. It is entered in a 246 field with first indicator 1, which generates an added entry in addition to a note. The explanatory phrase is given in \$i. Remember that field 247 is used only for former titles proper.

In this case the former subtitle might not actually warrant such an entry; but this illustrates how it might be entered in cases where the former subtitle was considered important for identification and access for the resource.

Example: Just for fun!!

Ads by Google

The ~~Nine~~ Planets

A Multimedia Tour of the Solar System:
one star, eight planets, and more

Now what?

[viewed Feb. 9, 2008]

overview
other obje
sounds al

specific knowledge of the
text and [NASA's](#)
additional related

can be seen with a small [telescope](#) or [binoculars](#) or large [observatories](#)
much useful information. But the possibility of getting close with
craft has revolutionized planetary science. Very little of this [would have](#)
at the [space program](#).

Ad
Ni
S
Ni
S
S
sh
P
A
Li
Bl
w



This is actually how the Web page looks now.

Suggested possible solution

245 14 The nine planets \$h [electronic resource] : \$b
a multimedia tour of the solar system : one star,
eight planets, and more / \$c by Bill Arnett.

246 1_ \$i Former subtitle: \$a Tour of the solar system
\$f Oct. 9, 1999>

246 1 \$i Title in HTML header: \$a Nine planets solar
system tour

246 3 8 planets

246 3 Eight planets

500 Title from home page (viewed on Feb. 9, 2008).

**500 In title on home page "nine" is crossed out
and overwritten by the number "8."**

Changes in statement of responsibility (12.1F5, 12.7B7.2)

- **Change the title and statement of responsibility area** (245 \$c)
- Make a note of the earlier form **only if considered important.**
 - Record former statements of responsibility in field 500 if person or field 550 if corporate body

20

Changes in edition information (12.2F1b)

- If edition information is added, deleted, or changed in a later iteration, **and this change does not require a new description:**
 - **Change the edition area** to reflect the current iteration.
 - Make a note if the change is considered to be important.
- **When does a change in edition in an online IR require a new description?**
 - See 12.2F1 and LCRI 21.3B [next slide] for guidelines

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- This is the one area in which a change in information might in some cases require a new bibliographic record / description.
- See the next slide for LC's interpretation of what kinds of changes require a new description.
- On the whole this should be quite rare for most Web sites and online databases.

Changes in edition information (LCRI 21.3B)

- **For updating online (remote access electronic) resources,** make a new description only if the resource described in the existing record continues to exist as a resource separate from the new resource to be cataloged.

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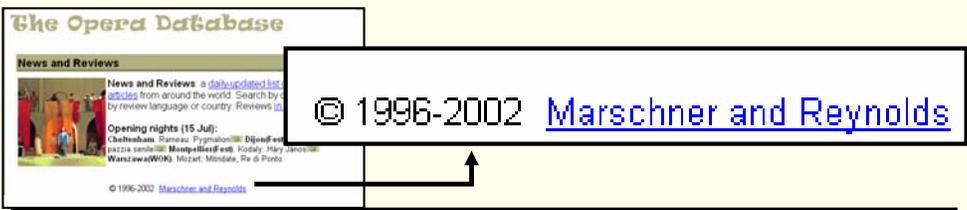
See LCRI 21.3B for guidelines on when to make a new record because edition information has changed or because a new base volume has been received.

Change in place or name of publisher (12.4C2; 12.4D2)

- If the place and/or name of the publisher, distributor, etc. changes in a later iteration:
 - **Change the publication, distribution, etc., area** to reflect the current iteration
 - Give the earlier place and/or name in a 500 note **if considered important.**
 - Also change **MARC 008 Place of publication code** to match place of current publisher!

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Example: Change in publisher [1]



The screenshot shows the 'The Opera Database' website. A box highlights the copyright notice: © 1996-2002 Marschner and Reynolds. An arrow points from this box to a text box below.

Publisher name on home page (and place of publication on linked page) differ from data recorded in existing record.

Existing record created in May 1997:

```

008   Ctry: vau
245 04 The opera database $h [electronic resource].
260   Richmond, VA : $b Kramer and Reynolds, $c
1996-
500   Title from home page (viewed on May 22, 1997).

```

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Scenario for participants:

- Your institution has selected this Web site for cataloging.
- You search for copy and find an existing record that matches in almost every way, including the URL, but has a different publisher name and place of publication in the 260 field of the bib record.
- The date in the Item described note tells you that this was the publisher that appeared in the resource when it was originally cataloged on May 22, 1997.
- You must update the record to reflect the place and publisher of the current iteration of the Web site, which you are viewing on December 15, 2002.

Example: Change in publisher [2]

Steps to modify the existing record:

1. Change publication data in 260 \$a and \$b.
2. Change Place of publication code in 008.
3. Make note on previous publication information (if considered important), with as much date information as available.
4. Change date viewed in note to current date.



© 1996-2002 [Marschner and Reynolds](#)

Record updated in December 2002:

```
008    Ctry: mdu
245 04 The opera database $h [electronic resource].
260    Baltimore, Md. : $b Marschner and Reynolds, $c
1996-
500    Title from home page (viewed on Dec. 15, 2002).
500    Formerly published by Kramer and Reynolds,
Richmond, VA, 1996-<May 22, 1997>.
```

You change the publisher area in the 260 field and make a note of the former publisher in a 500 note, with the range of dates for which it applied. In this case you are working with existing bibliographic information that recorded Kramer and Reynolds as the publisher starting in 1996, but viewing it in December, 2002, you do not know exactly when the publisher name changed, so you use the viewed on date in angle brackets.

Always change the viewed-on date in the record when making changes that describe the current iteration.

Change in series statement (12.6B2)

- If a series is added, deleted, or changed in a later iteration:
 - Change the series area to reflect the current iteration.
 - MARC 4XX and/or 8XX.
 - Make a note if the change is considered important.
 - Retain former series entries in 8XX if traced, justified by 500 note explaining the change in series.
 - **LCRI 21.30L: Integrating Resource in One or More Series**
 - LC practice: Also provide an 8XX series added entry for any traced series included in a note. (Series not present on the latest iteration will be given in the note area instead of in the series area — cf. AACR2 12.6B2 and 12.7B14.2b.)

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Instructor background:

LCRI 21.30L. SERIES.

Integrating Resource in One or More Series

LC practice: Also provide an 8XX series added entry for any traced series included in a note. (Series not present on the latest iteration will be given in the note area instead of in the series area — cf. AACR2 12.6B2 and 12.7B14.2b.)

existing record:

260 ## \$a Chicago : \$b CJ Press, \$c 1983-

440 #0 \$a Real estate professional series

same record updated later:

260 ## \$a Chicago : \$b CJ Press, \$c 1983-

no 4XX field

500 ## \$a Series title, 1983-1995: Real estate professional series

500 ## \$a Description based on: release 23, published in Jan. 1996.

830 #0 \$a Real estate professional series.

existing record:

260 ## \$a Denver : \$b Smith Pub. Co.

440 #0 \$a Research in library acquisitions

500 ## \$a Description based on: update 2, published in 1991.

same record updated later:

260 ## \$a Denver : \$b Smith Pub. Co.

490 1# \$a Library acquisitions

500 ## \$a Series title <1991 >: Research in library acquisitions

500 ## \$a Description based on: update 9, published in 2000.

830 #0 \$a Research in library acquisitions.

830 #0 \$a Library acquisitions (Denver, Colo.)

Example: Change in series statement

➤ Existing record:

```
260      Denver : $b Smith Pub. Co.  
440 0    Research in library acquisitions  
500      Title from title screen (viewed on Oct. 3,  
1991).
```

➤ Same record updated:

```
260      Denver : $b Smith Pub. Co.  
490 1    Library acquisitions  
500      Series title <Oct. 3, 1991>: Research in  
library acquisitions.  
500      Title from home page (viewed on Dec. 15,  
2002).  
830 0    Research in library acquisitions.  
830 0    Library acquisitions (Denver, Colo.)
```

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Example: Change in frequency of updates [1]



Update Schedule

The database is updated every 3 months (in March, June, September, and December). Depending on submissions from contributors, the amount of updated material may differ. The date of the latest update is given on the

What you discover when copy cataloging:

Frequency of updates stated on 'Introduction' page [viewed on Feb. 1, 2008] differs from frequency recorded in existing record for the database

Existing record created in February 1998:

```

Freq: f   Regl: r
245 04 The EMBL reptile database th [electronic
resource].
310      Updated semiannually
500      Title from home page (viewed on Feb. 8, 1998).
  
```

Example: Change in frequency of updates [2]



Steps to modify the existing record:

1. Change the frequency in the 310 note to match the current iteration, add the current date viewed in angle brackets in subfield \$b.
2. Change the 006 Frequency code to the current frequency.
3. Move the former frequency to a 321 note field.
4. Move the former date viewed to subfield \$b of 321 field.
5. Change the date viewed in the 500 note to current date (current iteration).

Record updated in December 2006:

```

Freq: q    Regl: r
245 04 The EMBL reptile database $h [electronic resource].
310    Updated quarterly, #b <Dec. 15, 2006>
321    Updated semiannually, #b <Feb. 8, 1998>
500     Title from home page (viewed on Feb. 1, 2008).
  
```

This slide depicts the use of both current and former frequency notes (MARC 310 and 321 fields)

Since no exact date information about the change in frequency is available, use the viewed on date in the 310 and 321 notes.

Changes to access points

- For changes in name and uniform title entries:
 - Make changes to reflect latest iteration.
 - Retain entries for past iterations, if considered important for access.
 - Choice of main entry could change; apply Chapter 21 to current iteration.

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[Examples coming up in next several slides]

Change in main entry

- Change **1XX** entry for person or body currently responsible for the resource.
- Make note for earlier responsible person in **500** or body in **550** note, if considered important.
 - Required to justify 7XX entry if present in full level records
 - Include dates to identify iteration.
- Add name for earlier person or body in **7XX** if considered important for access.

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These three iterations illustrate changes that need to be made in title, issuing body, and corporate body main entry.

Record update 1: first title change

```
110 2 Association of American Economics.  
245 10 Membership directory of the Association of  
American Economics †h [electronic resource].  
500 Title from HTML header (viewed on June 16,  
1998).
```

```
110 2 Association of American Economics.  
245 10 Association of American Economics online  
directory of members †h [electronic resource].  
→ 247 10 Membership directory of the Association of  
American Economics †f <June 16, 1998>  
500 Title from HTML header (viewed on Aug. 30,  
2000).
```

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This and the following slide present portions of the resulting MARC record for the three iterations shown on the previous slide, illustrating changes in title, issuing body, and corporate body main entry.

Record update 2: second title change and main entry change

```
110 2 American Economic Association.
245 10 American Economic Association online directory
of members #h [electronic resource].
247 10 Membership directory of the Association of
American Economics #f <June 16, 1998>
247 10 Association of American Economics online
directory of members #f <Aug. 30, 2000>
500 Title from HTML header (viewed on Jan. 15,
2007).
550 Issued by Association of American Economics
<June 16, 1998-Aug. 30, 2000>.
710 2 Association of American Economics.
```

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Give the 247 former titles proper in chronological order from earliest to latest (LCRI).

Note especially here the use of field **550** for former issuing body; this field was formerly used for cataloging serials only.

Note that the 710 in this hypothetical example corresponds to an existing authority record for the former name of the corporate body, linked to the authority record for the new/current name. Therefore both the 100 and 710 are valid entries, matching existing authority records, and access is given in this record to both forms of the corporate body name, because both were associated with the one integrating resource over its life history.

Changes in subject headings

- Original headings should be broad enough to encompass changing subject content.
- If significant additions, deletions, or other changes in subject content considered important:
 - Add new subject headings for current iteration and/or delete headings no longer applicable to the resource.

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When resource is completed

- When you know that updating has ceased, close off the record:
 - Record ending date, if known:
 - In 260 \$c if cataloging from last iteration
 - In 362 1 if not cataloging from last iteration
 - Change 008 Date 2 from "9999" to ending date
 - Change 008 DtSt to "d"

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Closing record for completed resource

Existing record:

```
008    DtSt: c    Dates: 1997,9999
260    Denver : #b Smith Pub. Co., #c 1997-
500    Title from title screen (viewed on Oct. 3, 1997).
```

Same record updated based on viewing last iteration:

```
008    DtSt: d    Dates: 1997,2003
260    Denver : #b Smith Pub. Co., #c 1997-2003.
500    Title from home page (viewed on Jan. 15, 2003).
```

Same record updated without viewing last iteration: (rare situation; 362 1 wording is one of several possibilities)

```
008    DtSt: d    Dates: 1997,2003
260    Denver : #b Smith Pub. Co., #c 1997-
362 1  Updating ceased in 2003?
500    Title from home page (viewed on Jan. 15, 2003).
```

When viewing a Web site or database that one knows as ceased, a cataloger can normally assume they are viewing the final iteration. It is presumably rare that one would know that updates have ceased and one is not viewing the final iteration. But the slide gives the example to show how it would theoretically be done in such a case.

The 362 1 note given in the third example is only one of several possible ways to word the note.

- Instructors note: there might be some discussion as to how best to word this note; e.g., another option:

362 1_ Ceased being updated in 2003?

Exercises and discussion

- Exercises 6.1 and 6.2: fill in the missing bibliographic data for two title changes
- Exercise 6.3: fill in the missing bibliographic data for a change in statement of responsibility and name entries
- Exercise 6.4: fill in the missing bibliographic data for the final iteration of an updating Web site

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Instructors, please note well for all exercises: there is often more than one valid "answer" for the exercises, especially when it comes to selection of title proper, source of title, transcription of title and statement of responsibility, wording of notes such as source of title proper, mode of access, dates of publication for serial and integrating resources, and so on. The solutions given in the Exercise Answers in the participants' manuals reflect only one of several possibilities in some cases.

Session 6 Supplement: Integrating Resources in the Real World

Copy Cataloging, Record Modification, and Record Maintenance

Instructors may wish to use these slides in whole or in part, as time permits, to discuss some of the complicated situations that we catalogers are facing when cataloging electronic IRs in the 'real world.'

- The world of existing bibliographic records does not consist of "pure," pristine records created according to the new rules for integrating resources (implemented in late 2002). Many issues remain unresolved at the national level, and many require local policy decisions.

Searching for existing records for IRs

- How to search?
 - Are title, publisher, responsible persons or bodies, and/or URI the same in the existing record as in the iteration of the resource you are viewing
 - Helpful: OCLC Connexion Resource Catalog allows searching by "URL words" and "URL phrases"
- Search results will reflect past cataloging practice – for example, consider iterations vs. editions:
 - What are now considered iterations of an IR may have previously been treated as separate editions of a monograph
 - There may be multiple records for different 'editions' or 'releases' of an integrating resource that today would be cataloged on one record.

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• Besides searching multiple ways in the bibliographic utility, a cataloger on an online resource will want to search, in multiple ways if needed, via Internet search engines to find the resource itself, and will compare the resource as it now appears with what exists ON any potential matching existing bibliographic records.

Records created before Dec. 1, 2002

- **Many cataloged as monographs, not as IRs!**
- Records do not reflect new rules or MARC tagging, for example:
 - No 006 coding for IR present
 - Former title proper in 500 or 246, not 247
 - Edition statement in 250 that would no longer be recorded as such
 - Publication dates in 260 \$c when not from first iteration, e.g., [199-?]-
 - Frequency of updates note in 500, not 310, or no frequency note at all
 - Bibliographic relationships noted in 5XX fields; no links

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This is what we have found since we began implementing the new rules.

Records created before Dec. 2002 were mainly cataloged as monographs, not as IRs, per this slide.

Many IRs cataloged between Dec. 2002 and full implementation of bibliographic level 'I' in OCLC were cataloged according to agreed upon interim practices, using the monograph bib level, but including CR 006 with IR values. It's likely OCLC will be able to readily identify these for automated conversion, timeline? Uncertain, but OCLC staff recognize that this would make life easier for everyone if it could be done sooner rather than later.

We will need to ask ourselves: which of these elements should we edit / modify in existing records and which not? Which are crucial? Which important? Which optional? Which trivial? --See the next slide.

Modifying existing records

- How much in a record should be changed?
 - When is it critical to make changes?
 - When is it important to make changes?
 - When is it unimportant to make changes?
- How to deal with mixed practice?
 - Cataloging done according to various versions of AACR and LCRI
 - Valid at the time; data still accurate
- When to report needed changes to OCLC?
 - If no authorization to edit master record
 - When multiple records could be collapsed under new rules
- How have serials and loose-leaf catalogers approached these issues?

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If you have authorization to modify master records, do so.

If not, follow local policies about making this change in your local system.

If you have authorization to modify master records, do so. If not, follow local policies about making this change in your local system.

Report any record that needs converting to OCLC.

When you have later iteration (LC copy cataloging practice)

- Update the description and add access points to reflect the current iteration as needed
- Accept the 260 \$c in the existing record
- Add notes and access points if different information on other library's earlier iteration is important
- Add or update the "Description based on" note to reflect the current iteration
- Update 008 and update/add CR 006 as needed

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If LC's iteration is later, follow the steps on this slide.

- Accepting the 260 subfield \$c in the other library's record is a change in LC practice.

Instructors may want to explain that if a language resource is coded Type of record "a" then the cataloger can update the 008 if needed. If an IR is mainly a computer file and fits the definition of Type of record "m" it will probably already have a CF 006; however, some of the continuing resource elements in the CR 006 may need updating based on the latest iteration.

When to make a new record

- Very rarely! That's the point of integrating entry.
- General principle: make a new record when there is a new resource/work rather than another iteration of the same resource/work
- That is, when there is:
 - A new integrating resource
 - A merger of other resources (12.7B8b)
 - A split of an integrating resource into other resources (12.7B8c)
 - Original URI is still active but original resource is no longer available (Rev. LCRI 21.3B)

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LCRI 21.3B: Make new record:

Updating remote access electronic resources:

Only if resource continues to exist as resource separate from new resource to be cataloged

E-resource no longer at original URI

Possible cases:

- Original URI no longer active, but original resource still available at different URI
- Original URI still active, but original resource no longer available (i.e., not a different iteration of the original resource)

See new **LCRI 9.7B** for remote access electronic resources that are no longer available

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Original URI no longer active

- Use an Internet search engine to determine if the resource described in the record is now available at a different URI
- If found, update 856 \$u in existing record
- If not found, LC practice:
 - Indicate in a note that the resource isn't findable (and the date you searched)
 - Include the reason, if known
 - Move the 856 \$u to 856 \$z
 - Suppress the bibliographic record

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Different resource at old URI

- Treat the existing bibliographic record as on previous slides, depending on whether no longer available or available at a different URI
- Create a new record for the new resource if selected for cataloging

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Ongoing maintenance questions

➤ **How to track changes?**

After cataloging is complete, how do you know when bibliographic elements in an online integrating resource have changed?

- Serials and updating loose-leafs need to be checked in and new issues / iterations examined; changes can be spotted at that time; not so for remote access electronic resources
- There are automated notification services for changes in URLs, but no way to automatically detect, for example, a change in title

➤ **Who will do it?**

- Who will have authorization to update records (e.g. OCLC master records) for changes?
- Will there be cooperative programs for record maintenance for IRs?

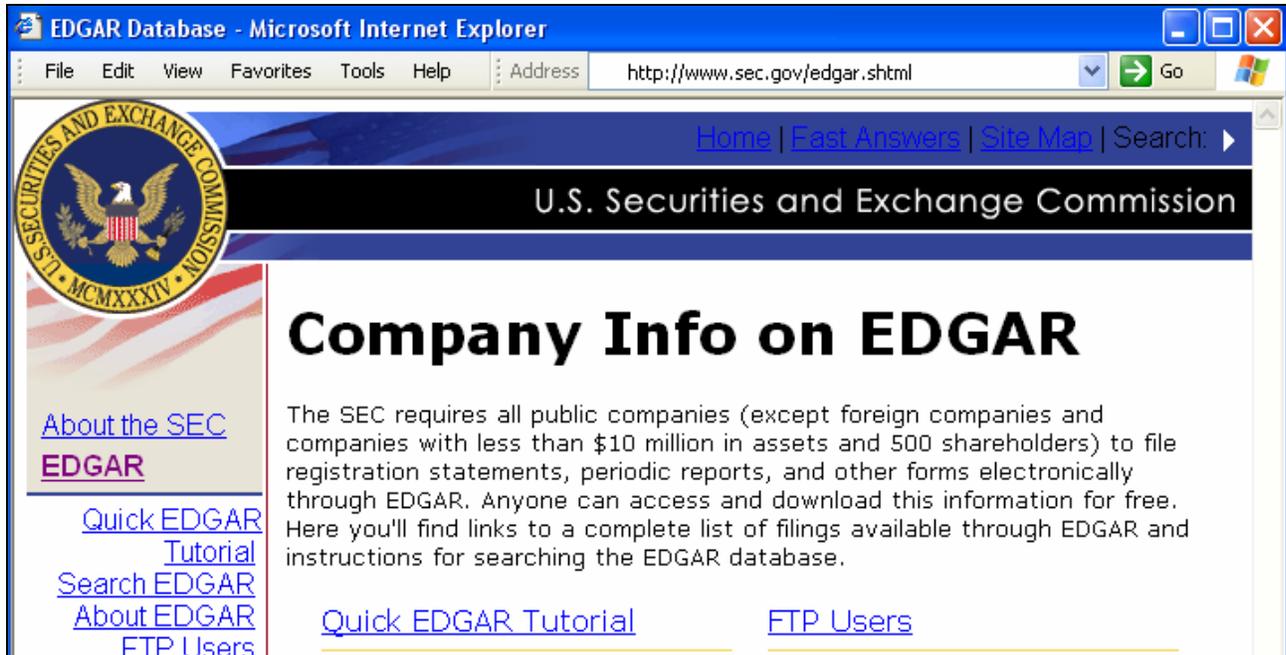
48

Note: In answer to the question, “who will do it?”, CONSER and BIBCO catalogers can now share maintenance of IRs for authenticated records in OCLC.

Session 6 Exercises

Exercise 6.1. Change in title proper

6.1A. Resource as it appears when you view it on May 19, 2007:



6.1B. Existing record has:

245	00	EDGAR database of corporate information th [electronic resource].
500		Title from title screen (viewed Feb. 21, 2000).

6.1C. Update the record for the title change:

245	00	
246	—	
247	10	
500		Title from (viewed on).

Exercise 6.2. Second change in title proper

6.2A. Resource as it appears when you view it on February 4, 2008:



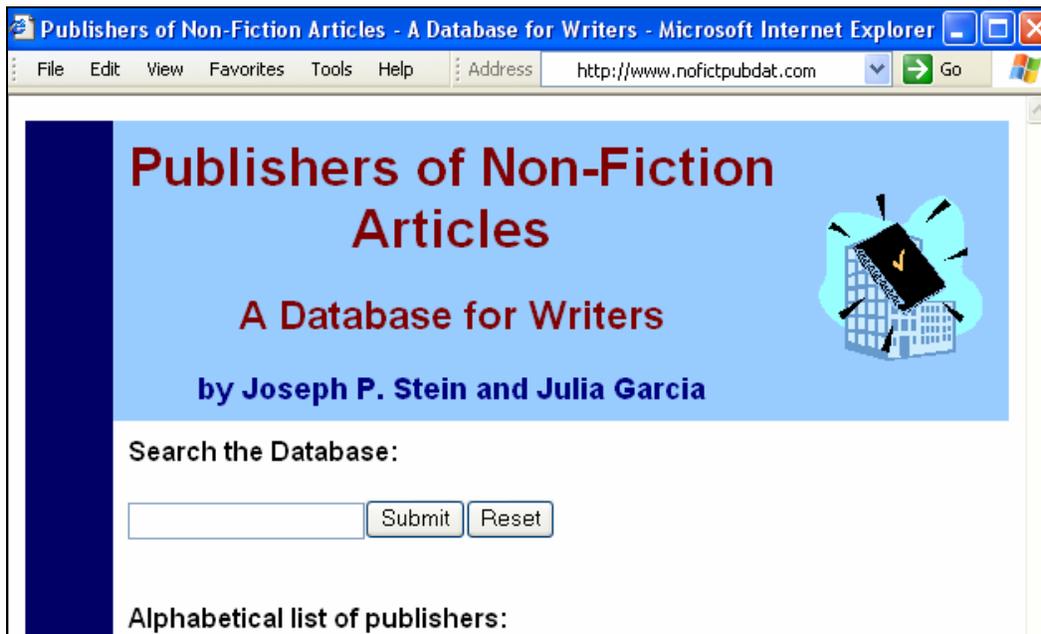
6.2B. Existing record has your data from 6.1C above.

6.2C. Update the record for the second title change:

245	00	
246	—	
246	—	
246	—	
247	10	
247	10	
500		Title from (viewed on).

Exercise 6.3. Change in statement of responsibility and main and added entries

6.3A. Resource as it appears when you view it on January 15, 2008:



6.3B. Existing record has:

100	1_	Morton, Susan E., †d 1955-
245	10	Publishers of non-fiction articles †h [electronic resource] : †b a database for writers / †c by Susan E. Morton and Joseph P. Stein.
500		Title from home page (viewed on Jan. 22, 2001).
700	1_	Stein, Joseph P., †d 1953-

6.3C. Update the record for the changes:

Note: your check of the LCNAF yields the following authorized forms:

- Stein, Joseph P., †d 1953-
- Morton, Susan E., †d 1955-
- Garcia, Julia M., †d 1961-

100	1_	
245	10	
500		Title from (viewed on).
500		
700	1_	
700	1_	

Exercise 6.4. Final iteration of updating Web site**6.4A. Existing record:**

Type: a	ELvl: I	Srce: d	GPub: f	Ctrl:	Lang: eng
BLvl: i	Form: s	Conf: 0	Freq: a	MRec:	Ctry: miu
S/L: 2	Orig:	EntW:	Regl: r	Alph: a	
Desc: a	SrTp: w	Cont:	DtSt: c	Dates: 1989,9999	

<i>006 m [electronic resources / computer files]</i>	
Audn:	File: d GPub: f

245 00	Guidelines for typewriting doctoral dissertations #h [electronic resource].
260	Ann Arbor, MI. : #b University of Michigan Press, #c [1989]-
310	Updated annually, #b 1997-
321	Updated semiannually, #b 1989-1996.
500	Title from home page (viewed on Jan. 22, 2001).

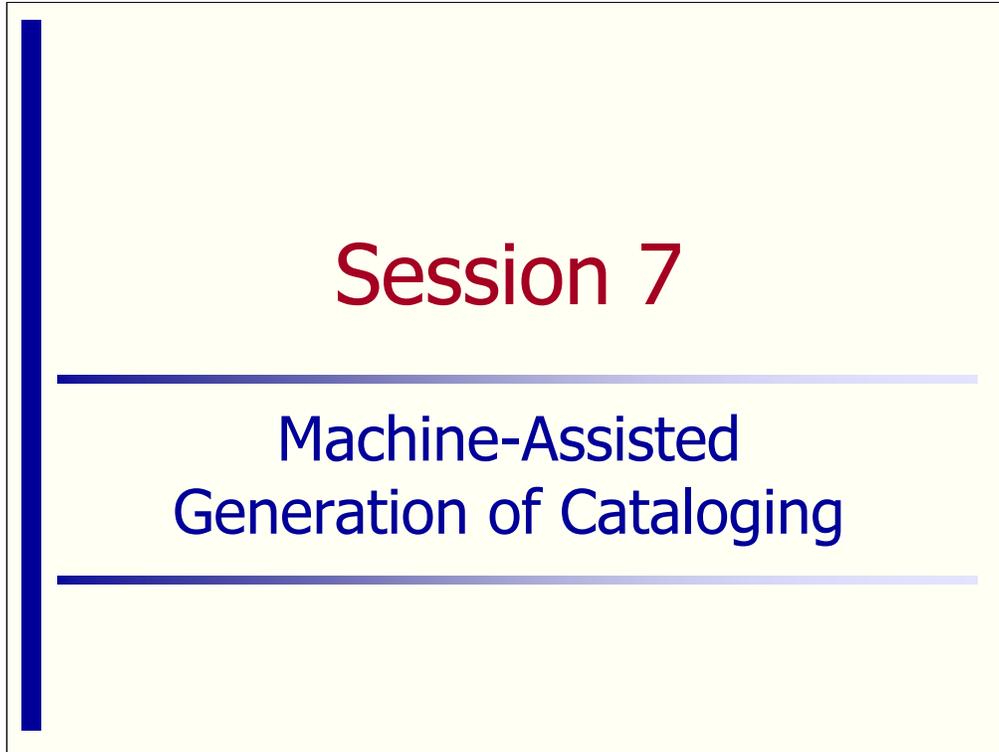
INFORMATION: The Web site contains an explicit statement that as of May 2007 the site is not longer being updated. It will remain accessible on the Web, but no further changes will be made to it.

Same record updated:

Type: a	ELvl: I	Srce: d	GPub: f	Ctrl:	Lang: eng
BLvl: i	Form: s	Conf: 0	Freq: ___	MRec:	Ctry: miu
S/L: 2	Orig: ___	EntW:	Regl: ___	Indx:	
Desc: a	SrTp: w	Cont:	DtSt: ___	Dates: _____, _____	

<i>006 m [electronic resources / computer files]</i>	
Audn:	File: d GPub: f

245	00	Guidelines for typewriting doctoral dissertations #h [electronic resource].
260		Ann Arbor, MI. : #b University of Michigan Press,
310		
321		Updated semiannually, #b 1989-1996
362	__	
500		Title from home page (viewed on _____).

A title slide for Session 7. The slide has a light yellow background. On the left side, there is a thick vertical blue bar. The text "Session 7" is centered in a large, bold, red font. Below it, the text "Machine-Assisted Generation of Cataloging" is centered in a bold, blue font, flanked by two horizontal blue lines.

Session 7

Machine-Assisted Generation of Cataloging

Important note for instructors: This session is intended to present an overview of some general types of machine-assisted generation of cataloging – mostly as a general awareness tool for catalogers for whom this is new. A few examples from actual institutions are used to help illustrate the points. The purpose of the slides and examples is as much to engender sharing and discussion among participants as to present new information. This session has no exercises.

Catalog data (metadata encoded in MARC) may come from a variety of sources:

- Batches of MARC records from a vendor, a consortium, or utility
 - E.g., files of records for electronic books
- Non-MARC metadata derived from various sources and mapped into MARC format
 - E.g., metadata supplied by authors of electronic dissertations
 - E.g., vendor-supplied lists or files of data for a set of resources

Bibliographic data (i.e., metadata) is machine-generated, edited, and/or manipulated in batch mode

- May use locally-written programming scripts
- May use batch MARC editing tools such as MarcEdit, MARCMaker & MARCBreaker, etc.

MARC data may be mapped into MARCXML for better machine manipulation and interoperability.

Goals of Session 7

- Get an overview of some common types of machine-assisted generation of cataloging for:
 - **Managing record sets:** customizing, batch loading and manipulating
 - **Harvesting, mapping, and reusing cataloging data** in different databases and systems
- Share experiences and discuss the value and challenges of machine-assisted cataloging

2

Possible warm up activity:

- Ask participants about their experience with machine-assisted cataloging, working in batch mode to manage record sets, and harvesting and reusing cataloging data (metadata). Or, do this after going through the slides and/or during.

Participants' Goals:

- You might ask the participants if they have any additional or more specific goals or areas they especially want to learn about in this session and to record these on a flip chart or whiteboard.

Instructor References:

- Instructors might wish to look at a couple of articles cited in the bibliography as general background to some of the examples and content of this session:
 - Kurth, Martin, David Ruddy, and Nathan Rupp. "Repurposing MARC Metadata: Using Digital Project Experience to Develop a Metadata Management Design." *Library Hi Tech* 22:2 (Feb. 2004): 153-165.
 - Surratt, Brian E., and Dustin Hill. "ETD2MARC: A Semiautomated Workflow for Cataloging Electronic Theses and Dissertations." *Library Collections, Acquisitions, & Technical Services* 28:2 (2004): 205-223.

Machine-assisted generation of cataloging

- Change from card to computer-based catalogs
- MARC format is machine-encoded metadata
- MARC data may be generated, manipulated, and re-used by computers
- Sets of MARC records may be managed in batch mode
 - Not only as individual records created and edited manually by catalogers
- Increasingly common, especially for electronic resources

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Sources of cataloging data

- Catalog data (metadata encoded in MARC) may come from a variety of sources, including:
 - Batches of MARC records from a vendor, utility, or consortium, e.g., files of MARC records for e-books
 - Non-MARC metadata derived from various sources and mapped into MARC format, e.g.:
 - Metadata supplied by authors of electronic dissertations
 - Vendor-supplied lists or files of data for sets of resources, such as e-journals in aggregator packages

Batch processing of cataloging data

- Bibliographic data (metadata) may be machine-generated, edited, and/or manipulated in batch mode
 - May use locally-written programming scripts
 - May use batch MARC editing tools such as MarcEdit, MARCMaker and MARCBreaker, etc.
- MARC data may be mapped into MARCXML for better machine manipulation and interoperability

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Managing record sets

- Acquire, customize, and load record sets from external sources
- Code record sets for identification and batch manipulation in the local catalog and for mapping and re-use for different purposes
- Work with records in batch/bulk mode rather than one-by-one

6

Batch import of records

- Machine-assisted record loading into local catalog
 - Avoid manually importing each record one-by-one
- Set up bulk import/replace profile
 - Specify duplicate detection matching, call number extraction, creation of holdings and item records, etc.
- Automatically create holdings records
 - With location code, call number, and other local data for each record

7

Batch editing of records

- Customize the whole file of MARC records prior to bulk loading
- For example:
 - Delete all subfield \$3 and \$z notes from 856 field in all records in the file
 - Delete all non-LC subject heading fields
 - Add local location and call number information
 - Add 8XX or 9XX local fields with codes for batch record management

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Customize the whole file of MARC records prior to bulk loading

- More advanced kind of machine-assisted cataloging
- Avoids having to work with each record individually

May be done by local programmers if you have them or by technical services staff using MarcEdit, MARCMaker, or other software

Example: NetLibrary e-book record from batch file

```

Leader [01709cam 2200373La 45'0]
006 [m u ]
007 [cr cn-]
008 [911219s1993 nyua sb s001 0 eng d]
245 00 #a Ethnic identity #h [electronic resource] : #b
formation and transmission among Hispanics and other minorities
/ #c edited by Martha E. Bernal and George P. Knight.
260 #a Albany : #b State University of New York Press, #c
c1993.
300 #a viii, 311 p. : #b ill. ; #c 24 cm.
533 #a Electronic reproduction. #b Boulder, Colo. : #c
NetLibrary, #d 1999. #n Available via the World Wide Web. #n
Available in multiple electronic file formats. #n Access may be
limited to NetLibrary affiliated libraries.
856 4 #3 Bibliographic record display #u http://www.netlibrary.
com/urlapi.asp?action=summary&v=1&bookid=7557 #z An electronic
book accessible through the World Wide Web; click for
information
994 #a9 2 #b LWI

```

Use computer to strip out all \$3 and \$z subfields from all records in file

9

Example: E-book record after batch editing (UW-Milwaukee)

Bibliographic record edited: \$3 and \$z stripped out of 856 field

```
245 00 #a Ethnic identity #h [electronic resource] : #b
formation and transmission among Hispanics and other minorities
/ #c edited by Martha E. Bernal and George P. Knight.
```

```
856 4 #u http://www.netlibrary.com/urlapi.asp?action=summary
&v=1&bookid=7557
```

Holdings record added

```
Leader [00317nx 22000854 4500]
```

```
007 [cr]
```

```
008 [0309220u 0 0001uueng0000000]
```

```
852 8 #b netlib #h e-book #x Purchased by UW System #z
Licensed Resource: Access restricted to computers on campus and
to off-campus users with valid UWM ID numbers.
```

Coding record sets for machine manipulation

- Use 8XX or 9XX fields to code all records as part of a set
- Local "series" codes for titles associated with a particular project, publisher, provider, or aggregator
- Allows machine manipulation of records in batches
- Also allows keyword searching on coded terms

11

Example: Cornell University Libraries

- Use MARC 899 field for monographic record sets
- 899 codes consist of unique character strings, e.g.:
 - **BioOne** – for BioOne database resources
 - **mathbk** – for locally digitized math books
 - **NYDigit** – for New York Digital Resources
- Documentation:
<http://lts.library.cornell.edu/lts/pp/ere/96e-catappb.cfm#899>

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Documentation:

<http://lts.library.cornell.edu/lts/pp/ere/96e-catappb.cfm#899>

- Includes a table that lists the 899 codes currently in use
- Can use the 899 codes to pull up example records from Cornell's catalog (<http://catalog.library.cornell.edu/>) by keyword search

Note: CUL's policies state that Proposals for new 899 codes for electronic resources must be submitted to CUL's Editor of the Cataloging Procedures for Networked Electronic Resources.

Example: MARC record from Books24x7, modified locally (Cornell)

```
000 01529cam 2200385 a 450
006 m d
007 cr zn|
008 040120s2004 enka sb 001 0 eng d
245 00 |a Location and personalisation |h [electronic resource] : |b
delivering online and mobility services / |c edited by Daniel Ralph and
Stephen Searby.
260 __ |a London : |b Institution of Electrical Engineers, |c c2004 |e
(Norwood, Mass. : |f Books24x7.com [generator])
500 __ |a Title from title screen.
530 __ |a Available also in a print ed.
538 __ |a Mode of access: Internet via World Wide Web.
550 __ |a Digitized and made available by: Books24x7.com.
856 40 |u http://encompass.library.cornell.edu/cgi-
bin/checkIP.cgi?access=gateway_
standard%26url=http://www.books24x7.com/marc.asp?isbn=0863413382 |z
Connect to full text
899 __ |a books24x7
906 __ |a qs
700 1_ |a Searby, Stephen. |4 edt
948 0_ |a 20040427 |b i |d batch |e cts
948 1_ |a 20040427 |b s |d batch |e cts |f e
948 3_ |a 20040427 |h books24x7 |i 2004-03-31-remainders5.mrc
```

13

Example: Wright-American Fiction e-monograph record set (Cornell)

```

000 01439cam 22003493a 450
006 m d
007 cr|bn_---uuuuu
008 020110s1875 xxu s 000 1 eng d
100 1_ |a Benedict, Frank Lee, |d 1834-1910.
245 10 |a St. Simon's Niece |h [electronic resource].
260 __ |a New York : |b Harper & Brothers, |c 1875.
300 __ |a 189 p. ;
490 1_ |a Wright American fiction 1851-1875
500 __ |a Title from Wright American Fiction (1851-1875) title URL list.
530 __ |a Available also in a microform edition.
538 __ |a Mode of access: World Wide Web.
538 __ |a System requirements: Adobe Acrobat reader.
776 1_ |a St. Simon's Niece. |w (OCoLC)10484736
830 _0 |a Wright American fiction 1851-1875 (Online).
856 40 |u http://www.lettrs.indiana.edu/cgi/t/text/text-
id?C-wright2/idno-Wright2-0264 |2 http
899 _0 |a WAF1851
948 _0 |a 20020404 |b i |d batch |e cts |f e
948 1_ |a 20020404 |b s |d batch |e cts |f e
948 2_ |a 20031027 |b m |d batch |e cts
948 3_ |a 20020404 |h WAF1851 |i wrighttitles20020225.txt
995 __ |a NoEx

```

14

Harvesting, mapping, and reusing cataloging data

MARC-encoded metadata

- Harvesting and mapping from other data formats into MARC
- Mapping from MARC into other data formats
 - Allows re-using MARC cataloging data for different purposes (catalog, Web gateway, other databases, etc.)

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Example: Cornell

- Records for e-journals in aggregator databases
- Manipulation and mapping reuse using 899 codes
- Get source data for e-journal records in aggregators from SerialsSolutions
- Take SerialsSolutions tab-delimited file of e-journal data and convert it into abbreviated-level MARC records using MARCMaker and series of local scripts
- Catalogers don't need to know how to build the scripts to do the conversion, but do work on mappings into (and out of) MARC

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Example: Abbreviated-level MARC serial record **derived from non-MARC Serials Solutions data** (Cornell)

```
000 00930nas 22002773a 450
006 m d
007 cr unn
008 031211c20039999xx uu p s | a0und d
130 0_ |a Biomagnetic research and technology (Online : Directory of
Open Access Journals)
245 10 |a Biomagnetic research and technology |h [electronic
resource].
260 __ |a [S.l. : |b s.n.]
362 0_ |a 2003-
500 __ |a Title from Serials Solutions list.
538 __ |a Mode of access: World Wide Web.
856 40 |u http://www.biomagres.com/home/ |z Connect to full text.
899 __ |a DOAJ
948 0_ |a 20031211 |b i |d batch |e cts
948 1_ |a 20031211 |b s |d batch |e cts |f j
948 3_ |a 20031211 |h DOAJ |i tbltrack
985 __ |t Biomagnetic research and technology
```

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Example: MARC record **built from non-MARC data** (Cornell)

```

000 01439cam 22003493a 450
006 m d
007 cr|bn_---uuuuu
008 020110s1875 xxu s 000 1 eng d
100 1_ |a Benedict, Frank Lee, |d 1834-1910.
245 10 |a St. Simon's Niece |h [electronic resource].
260 __ |a New York : |b Harper & Brothers, |c 1875.
300 __ |a 189 p. ;
490 1_ |a Wright American fiction 1851-1875
500 __ |a Title from Wright American Fiction (1851-1875) title URL list.
530 __ |a Available also in a microform edition.
538 __ |a Mode of access: World Wide Web.
538 __ |a System requirements: Adobe Acrobat reader.
776 1_ |a St. Simon's Niece. |w (OCoLC)10484736
830 _0 |a Wright American fiction 1851-1875 (Online).
856 40 |u http://www.lettrs.indiana.edu/cgi/t/text/text-idx?c=wright2;idno=Wright2-0264 |2 http
899 _0 |a WAF1851
948 0_ |a 20020404 |b i |d batch |e cts |f e
948 1_ |a 20020404 |b s |d batch |e cts |f e
948 2_ |a 20031027 |b m |d batch |e cts
948 3_ |a 20020404 |h WAF1851 |i wrighttitles20020225.txt
995 __ |a NoEx

```

18

Machine-generated cataloging for electronic theses and dissertations

- Texas A&M University: a semiautomated workflow for cataloging electronic theses and dissertations (ETDs) – "born digital" documents
- E-thesis authors submit metadata to an institutional ETD database using an online form
- A Perl script is used to query the metadata in the database and create a MARC record for each ETD
- The MARC records are imported into the OCLC WorldCat database using Connexion, proofread, updated, and exported to the local catalog

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See article: "ETD2MARC: A semiautomated workflow for cataloging electronic theses and dissertations" by Brian E. Surratt and Dustin Hill, in *Library Collections, Acquisitions, and Technical Services*, Volume 28, Issue 2, Summer 2004, Pages 205-223.

Texas A&M's process: Students create and submit electronic theses and dissertations (ETDs) ; Library accepts in electronic form and represents in online catalog ; Rather than catalog manually, wrote a perl script which queries ETD metadata and produces MARC records

The ETD system: Allows graduate students to submit their ETDs, including relevant metadata, using a web-based form ; Each thesis/dissertation contains a textual portion in the Adobe PDF format and may contain additional computer files ; The Thesis Office at Texas A&M maintains the system

Workflow: When the thesis office release the ETDs to the public, MARC records are created for each ETD and sent to the library ; A library staff person saves the MARC records to OCLC (using Connexion), reviews each one for correctness, verifies the author's name in the authority file, and saves the record to WorldCat

The Perl script (ETD2MARC): The library coordinated with the Thesis Office to write a perl script that reads the metadata and creates MARC records for each ETD ; The script uses a perl module titled MARC::Record, which is designated to output MARC records ; The script does three things: it queries each ETD to extract the metadata, it creates a MARC record with the metadata in the appropriate fields, and then sends the MARC records to the library

Cataloging decisions: The minimum requirement was to create core level records with OCLC encoding level "K" ; They committed to contributing these records to OCLC ; Texas A&M does not classify theses/dissertations or add LC subject headings, but they do verify name authorities

Benefits: Increased efficiency reduces personnel and time need to catalog ETDs ; MARC records include a URL to the full text of the ETDs ; Workflow allows record to be contributed to WorldCat, & consequently harvested by OCLC's XTCat, an experimental thesis & dissertation database

Limitations: Process is limited by the quality of the metadata input by students ; Formatting of some fields, especially the 245, is a challenge ; Process is limited to descriptive metadata only, and cannot accommodate classification, subject analysis, and name authority validation ; Some ETDs contain character sets not supported by utilities' character sets (particularly a problem with mathematical equations) ; Process assumes a degree of uniformity among the resources ; According to AACR2, an item described note must be included stating "the date on which the resource was viewed for description." In their case, the MARC record is created without the resource being viewed. The process questions the definition and nature of cataloging.

Future research and applications: Texas A&M will continue to improve the perl script to fix current problems and transcribe additional metadata to the MARC records ; Will conduct further research to determine if there are, indeed, savings in terms of human resources and time to catalog ; This approach may be applicable to other digital collections for which MARC records are desired. We may adapt this process for digital image collections

The script reveals the unavoidable degree of human interaction that is required to cataloging using AACR2 and MARC. A question for future research might be "Are the actions that must be performed by humans in the cataloging process worth the cost when evaluated in terms of improved retrievability?"

Example: Online form for author-submitted metadata for e-theses (Texas A&M)

The screenshot shows a web browser window displaying the "ETD SUBMITTAL PROCESS" form from the Texas A&M University Theses Office. The form is titled "Welcome to the ETD Submittal Process at Texas A&M University" and "This site will take you through the steps of submitting your manuscript". It is divided into three main sections: Personal Data, Degree Data, and Manuscript Data. The Personal Data section includes fields for Projected Graduation (Semester: Fall, Year: 2003), First Name, Middle Name, Last Name, Birthday (YYYY-MM-DD), and Email Address, with a "Publish my email address" checkbox (Yes/No). The Degree Data section includes Defense Date (YYYY-MM-DD), Degree (DEN), Type of Document (Thesis), Major Subject (ACCT), and Department (ACCT). The Manuscript Data section includes a "Title" field with a note: "Capitalize only the first word and proper words in the title".

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See article: "ETD2MARC: A semiautomated workflow for cataloging electronic theses and dissertations" by Brian E. Surratt and Dustin Hill, in *Library Collections, Acquisitions, and Technical Services*, Volume 28, Issue 2, Summer 2004, Pages 205-223.

Example: Final record (Texas A&M)

```

000 03064nam 2200349Ka 45          [Leader/17: Encoding level: K]
006 m f d
007 cr -n-----
008 040224s2003 xx sb 000 0 eng c
100 1_ |a Qiu, Zhiquan Frank, |d 1972-
245 10 |a Advance the DNA computing |h [electronic resource] / |c
by Zhiquan Frank Qiu.
260 __ |c 2003.
500 __ |a "Major Subject: Computer Engineering"
500 __ |a Title from author supplied metadata.
502 __ |a Thesis (Ph. D.)--Texas A&M University, 2003.
516 __ |a Text (Dissertation).
538 __ |a Mode of access: World Wide Web.
653 __ |a DNA Computing
653 __ |a Parallel Computing
653 __ |a Molecular Computing
653 __ |a Divide and Conquer
856 40 |u http://etd.tamu.edu/metaview.php?DAID=etd-tamu-2003B-
2003051922-Qiu

```

Full record includes 520 field:
author-created abstract

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OCLC Connexion

- Harvesting data from Web pages
- Mapping between MARC and DC

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Record creation: harvest metadata from URL

Extract Metadata

Resource types supported for extraction are HTM, HTML, MP3, PDF, DOC

Extract data from URL

Generate Dewey numbers

Apply default constant data

Extract data from local file

Generate Dewey numbers

Apply default constant data

Quick Tip
In the text box, type the URL for the web page from which you want to create multiple records. You must enter the prefix **http://**.

Quick Tip
Enter content for each field in a blank workform or begin with content extracted from the web page if you are cataloging an electronic resource (extracting).

Multiple Records

Extract data from pages linked to this URL

Create records for up to 100 URLs starting at link #

Redirected Link Options

Example of harvested metadata

Bibliographic Workform: National Museum of Australia Home MARC Help

OCLC NEW		Continuing Resources		Rec.Stat	n	Entered	20080209	Replaced	20080209150332.341
Type	a	ELvl	K	Srcce	d	GPub	<input type="checkbox"/>	Ctrl	<input type="checkbox"/>
BLvl	i	Form	s	Conf	0	Freq	u	MRec	<input type="checkbox"/>
S/L	2	Orig	<input type="checkbox"/>	EntW	<input type="checkbox"/>	Regl	u	Alph	<input type="checkbox"/>
Desc	a	SrTp	tw	Cont	<input type="checkbox"/>	DtSt	c	Dates	2008, 9999
Lang	eng	Ctry	xx						

```

>007 c $b r $d u $e n
>040 RUG $c RUG
>024 8 http://nma.gov.au/
>041 0 eng $a eng
>046 $j 2008-02-04T09:47
>090 $b
>049 RUGM
>245 00 National Museum of Australia Home $h [electronic resource]
>246 00 National Museum of Australia - NMA Homepage QUICK
>260 $b National Museum of Australia $c 2008-
>540 $u /copyright
>520 8 National Museum of Australia Home
>500 Title from caption (viewed on Feb. 9, 2008).
>538 Mode of access: World Wide Web.
>653 'National Museum' $a 'Museum of Australia'
>653 National Museum of Australia Home
>720 National Museum of Australia 2 $4 cre
>887 noarchive $2 googlebot..
>887 english $2 cleancontent.ngramj.language.
>887 text/html; charset=UTF-8 $2 content-type..
>887 en $2 html.lang.
>887 $2 verify-v1.4wktmlceshmkwylqqtgyb8irejjzd3m/yhlzhzszw8ra.
>887 30 days $2 revisit-after..
>887 index,follow $2 robots..
>856 40 $u http://www.nma.gov.au/index.html $q text/html; charset=UTF-8
    
```

Example: MARC record in Connexion

Visual Materials	Rec Stat	n	Entered	20040625	Replaced	20040625				
Type	k	ELvl	I	Src	d	Audn	---	Ctrl		Lang
BLvl	m	Form	s	GPub		Time		MRec		Ctry
Desc	a	TMat	k	Tech	n	DtSt	q	Dates	19uu,200u	nyu
007										
007										
040										
100	1									
245	04									
500										
500										
520	0									
533										
535	1									
538										
610	20									
650	0									
650	0									
650	0									
650	0									
651	0									
650	7									
650	7									
650	7									
650	7									
650	4									
710	2									
752										
773	0									
856	40									

Example: MARC data mapped to Dublin Core

Title	(The) Interior of the Pantheon
Identifier.URI	http://digitalibrary.syr.edu/birdfa/T0000131.jpg
Type.AACR2-gmd	[electronic resource].
Contributor.nameCorporate	Syracuse University. • Library. • Fine Arts Dept. • Digital Image Collections.
Coverage	
Creator.namePersonal.MEntry	Panini, Gian Paolo. • 1691 or 2-1765.
Date.issued.MARC21-Date	19uu-200u
Description.note	Digital image of color photograph taken from Art across time (1998), p. 230, fig. 8.32 by Fine Arts Dept., Syracuse University Library.
Description.note	Part of the Samuel H. Kress Collection of the National Gallery of Art (U.S.)
Description.subject	"The interior of the dome, once painted blue and gold to resemble the vault of heaven, is pierced by 30-foot-side oculus, or 'eye,' that invites light and air." -- Fiero, Gloria K. The humanistic tradition. 4th ed. New York : McGraw Hill, 2002. v. 1. p. 149.
Description.versionDetails.MARC21-533	Electronic reproduction. • Syracuse, N.Y. : • Syracuse University Computing and Media Services, • 2004. • jpg, 76 x 96 pixels.
Format.IMT	
Language.ISO639-2	N/A
Publisher	
Relation.requires	Available via World Wide Web.
Rights	
Source.URI	
Subject.nameCorporate.LCSH	Pantheon (Rome, Italy).
Subject.topical.LCSH	Domes • Italy • Rome.
Subject.topical.LCSH	Neoclassicism (Art) • Italy • Rome.
Subject.topical.LCSH	Painting, Roman.
Subject.geographic.LCSH	Rome (Italy) • Buildings, structures, etc.
Subject.topical.AAT	Oil
Subject.topical.AAT	Neoclassical
Subject.topical.AAT	Neoclassical
Subject.topical.AAT	Italian

Re-use of MARC cataloging data

- Mapping MARC data into other formats
 - E.g., Dublin Core in XML; MARCXML
- For use in other databases, Web pages, search interfaces, etc.
 - E.g., for e-journals and databases

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Examples from Cornell

- Mapping out of the catalog for various projects
- For DC-based projects, created local MARC-to-DC crosswalk, building on LC's crosswalk
- For their **Find E-Journals** Web list of e-journals, they use the 899 codes and other parameters to extract MARC data from catalog and map it into a simple, expanded DC element set
- For their **Find Databases** service, they use a web-based tool that converts MARC records to MARCXML and then another local flavor of DC
(See example of MARCXML record coming up)

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Cornell's MARC-to-DC crosswalk:

http://metadata-wg.mannlib.cornell.edu/forum/2002-09-20/CUL_MARC_to_DC_Crosswalk.htm

Example: Cornell's e-Journals list, machine-derived from MARC catalog data

The screenshot shows the Cornell University Library's e-Journals page. At the top, there is a navigation menu with tabs for 'Articles', 'Databases', 'e-Journals', and 'Images'. Below this is a search bar labeled 'Find it!' with the text 'Search for electronic journals'. A search form is provided with a 'Title' dropdown menu, a text input field, and a 'GO' button. A 'More Search Options' link is also present. Below the search form, there is a 'Browse for e-Journals' section with a note: 'More precise browsing is available by typing in the first few letters or words of a title above.' This is followed by a character grid for browsing: '0-@ | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z'. At the bottom of the page, there is a section titled 'Rights and Restrictions' which includes three sub-sections: 'Typical Permitted Uses', 'Typical Restrictions', and 'Specific Terms of Use'. The browser's address bar shows 'http://jems.library.cornell.edu/'.

Typical Permitted Uses Authorized Users may display, download, print, and copy a reasonable portion (generally one or two articles or one book chapter) of the Licensed Electronic Resource.

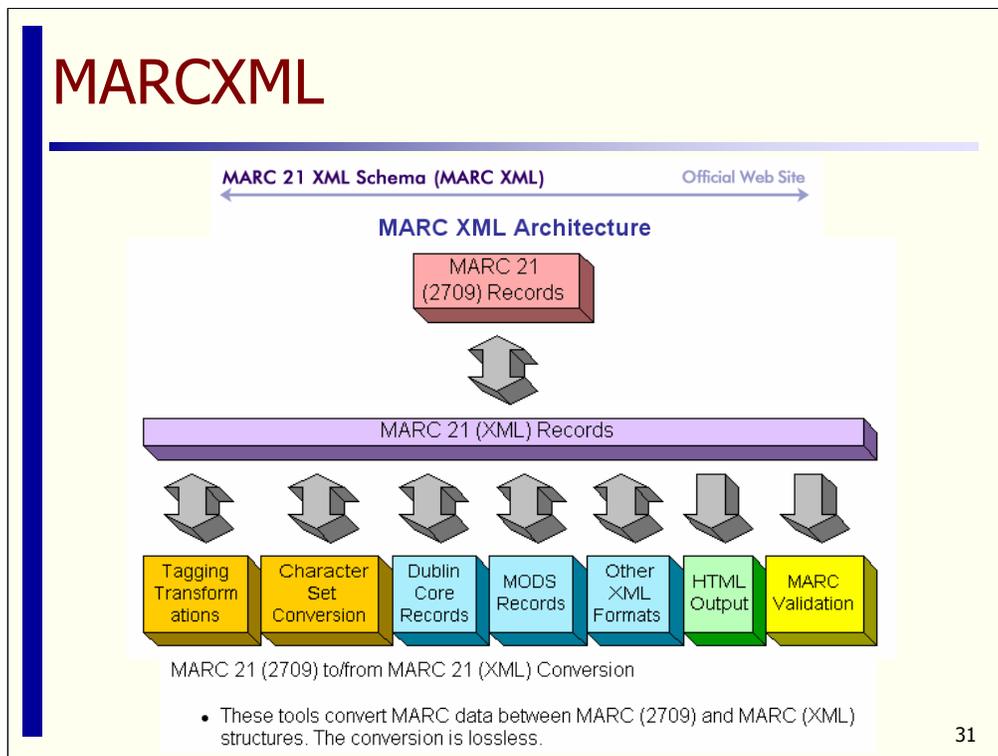
Typical Restrictions Authorized Users are not permitted to modify or create a derivative work from the Licensed Resource; remove, obscure, or modify any copyright or other notices; or use the Licensed Resource for commercial purposes. Systematic downloading, distributing, or retaining substantial portions of information or using software such as scripts, agents, or robots, to retrieve information is generally prohibited.

Specific Terms of Use Consult individual titles

MARCXML

- Benefits of using MARCXML
- Lossless way to manipulate MARC metadata extracted from catalogs
- See the MARCXML site:
<http://www.loc.gov/standards/marcxml/>

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From: <http://www.loc.gov/standards/marcxml/marcxml-architecture.html>

MARC XML Architecture

- The Library of Congress' Network Development and MARC Standards Office has developed a framework for working with MARC data in an XML environment. This framework is flexible and extensible to allow users to work with MARC data in ways specific to their needs. The framework contains many components such as schemas, stylesheets, and software tools developed and maintained by the Library of Congress.

MARC 21 (2709) to/from MARC 21 (XML) Conversion

- These tools convert MARC data between MARC (2709) and MARC (XML) structures. The conversion is lossless.

MARC XML Bus

- The core piece of the MARC XML framework is the simple and flexible MARC XML schema that can carry MARC data and provides a common format for writing MARC XML Consumers

MARC XML Consumers

- MARC XML records may be used in "native" MARC XML form. Otherwise, the consumers of MARC XML records tend to fall into three categories: transformation, presentation, and analysis.
- Transformation is the conversion between MARC XML and other metadata formats.
- Presentation is the display and/or mark up of MARC data into some readable form.
- Analysis is the processing of MARC data to produce analytical output such as validation.

MARCXML example [1]

```
<?xml version="1.0" encoding="UTF-8" ?>
- <collection
  xmlns="http://www.loc.gov/MARC21/slim">
- <record>
  <leader>01529cam 2200385 a 4500</leader>
  <controlfield tag="006">m d</controlfield>
  <controlfield tag="007">cr zn|</controlfield>
  <controlfield tag="008">040120s2004 enka sb 001
  0 eng d</controlfield>
- <datafield tag="050" ind1="1" ind2="4">
  <subfield code="a">TK5103.2</subfield>
  <subfield code="b">.L63 2004</subfield>
  </datafield>
```

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MARCXML example [2]

```
<datafield tag="245" ind1="0" ind2="0">
  <subfield code="a">Location and
  personalisation</subfield>
  <subfield code="h">[electronic resource]
  :</subfield>
  <subfield code="b">delivering online and
  mobility services /</subfield>
  <subfield code="c">edited by Daniel Ralph and
  Stephen Searby.</subfield>
</datafield>
```

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MARCXML example [3]

```
<datafield tag="650" ind1="" ind2="0">
  <subfield code="a">Application software</subfield>
  <subfield code="x">Development.</subfield>
</datafield>
- <datafield tag="700" ind1="1" ind2="">
  <subfield code="a">Ralph, Daniel.</subfield>
  <subfield code="4">edt</subfield>
</datafield>
- <datafield tag="856" ind1="4" ind2="0">
  <subfield
  code="u">http://encompass.library.cornell.edu/cgi-
  bin/checkIP.cgi?access=gateway_standard%26url=http://ww
  w.books24x7.com/marc.asp?isbn=0863413382</subfield>
- </record>
</collection>
```

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Discussion

Some possible discussion questions:

- What are participants' institutions currently doing with machine-assisted generation of cataloging?
- What is the value of machine-assisted generation of cataloging?
- What are the challenges of implementing such procedures in various types and sizes of libraries?
- How does machine-assisted generation of cataloging fit into the broader context of today's online information environment, digital libraries, and multiple metadata schemes?

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Some suggestions for further discussion, if needed, and if time.

Course Conclusion

Final review and wrap-up

Remaining questions or issues?

- Identify questions and issues to discuss at this time.
 - Are there any that were put on hold from previous sessions?
 - Are there any new questions participants wish to raise at this time?
 - Are there any new topics or issues to be addressed or clarified at this time?
- Resolve questions and issues
 - Which can be resolved or clarified here and now by the instructor or sharing among participants?
 - Are there any that could be resolved by consulting further documentation or persons outside of this course?
 - Are there any that constitute larger issues for the cataloging community that cannot be resolved as part of this course?

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This is an opportunity for instructors to wrap up the 2-day course

- to go back to any topics put on hold from other sessions—and perhaps recorded on flip charts or white board—and
- to invite participants to raise lingering questions that remain for them from throughout the two-day course, or to raise new questions that occur to them at this time.

Or, rather than questions per se, there may be issues or topics that they would like to discuss.

It is also a good opportunity to get input and share insights from all of the participants.

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Example 1A. NetLibrary e-book record in batch file [selected fields only]

```

Leader [01709cam 2200373La 45'0]
006 [m u ]
007 [cr cn-]
008 [911219s1993 nyua sb s001 0 eng d]
245 00 #a Ethnic identity #h [electronic resource] : #b formation and transmission
among Hispanics and other minorities / #c edited by Martha E. Bernal and George P.
Knight.
260 #a Albany : #b State University of New York Press, #c c1993.
300 #a viii, 311 p. : #b ill. ; #c 24 cm.
533 #a Electronic reproduction. #b Boulder, Colo. : #c NetLibrary, #d 1999. #n
Available via the World Wide Web. #n Available in multiple electronic file
formats. #n Access may be limited to NetLibrary affiliated libraries.
856 4 #3 Bibliographic record display #u
http://www.netlibrary.com/urlapi.asp?action=summary&v=1&bookid=7557 #z An
electronic book accessible through the World Wide Web; click for information
994 #a9 2 #b LWI

```

Example 1B. Local customized batch file editing (University of Wisconsin—Milwaukee Libraries)

- Bibliographic record: #3 and #z stripped out of 856 field
- MARC holdings record added with local 852 field data

```

B1 = = = = =
Leader [01709cam 2200373La 45'0]
006 [m u ]
007 [cr cn-]
008 [911219s1993 nyua sb s001 0 eng d]
245 00 #a Ethnic identity #h [electronic resource] : #b formation and transmission
among Hispanics and other minorities / #c edited by Martha E. Bernal and George P.
Knight.
260 #a Albany : #b State University of New York Press, #c c1993.
300 #a viii, 311 p. : #b ill. ; #c 24 cm.
533 #a Electronic reproduction. #b Boulder, Colo. : #c NetLibrary, #d 1999. #n
Available via the World Wide Web. #n Available in multiple electronic file
formats. #n Access may be limited to NetLibrary affiliated libraries.
856 4 #u http://www.netlibrary.com/urlapi.asp?action=summary&v=1&bookid=7557
994 #a9 2 #b LWI

H1.1- - - - -
Leader [00317nx 22000854 4500]
007 [cr]
008 [0309220u 0 0001uueng0000000]
852 8 #b netlib #h e-book #x Purchased by UW System #z Licensed Resource: Access
restricted to computers on campus and to off-campus users with valid UWM ID
numbers.

```

Example 2. Monographic MARC record supplied by Books24x7 and locally modified (Cornell University Libraries)

```

000 01529cam 2200385 a 450 [Leader/17: Encoding level: blank]
001 5060586
005 20040519132015.0
006 m d
007 cr zn|
008 040120s2004 enka sb 001 0 eng d
020 __ |z 0863413382
040 __ |a CtWfDGI |b eng |c CtWfDGI |d NIC
050 14 |a TK5103.2 |b .L63 2004
082 04 |a 384.6/4 |2 21
245 00 |a Location and personalisation |h [electronic resource] : |b delivering
online and mobility services / |c edited by Daniel Ralph and Stephen Searby.
256 __ |a Computer document.
260 __ |a London : |b Institution of Electrical Engineers, |c c2004 |e (Norwood,
Mass. : |f Books24x7.com [generator])
500 __ |a Title from title screen.
504 __ |a Includes bibliographical references and index.
516 __ |a Text.
530 __ |a Available also in a print ed.
538 __ |a Mode of access: Internet via World Wide Web.
550 __ |a Digitized and made available by: Books 24x7.com.
650 _0 |a Mobile communication systems.
650 _0 |a Internet telephony.
650 _0 |a Consumer profiling.
650 _0 |a Application software |x Development.
700 1_ |a Ralph, Daniel. |4 edt
856 40 |u http://encompass.library.cornell.edu/cgi-
bin/checkIP.cgi?access=gateway_standard%26url=http://www.books24x7.com/marc.asp?isbn=0863413382 |z Connect to full text
899 __ |a books24x7
906 __ |a gs
700 1_ |a Searby, Stephen. |4 edt
948 0_ |a 20040427 |b i |d batch |e cts
948 1_ |a 20040427 |b s |d batch |e cts |f e
948 3_ |a 20040427 |h books24x7 |i 2004-03-31-remainders5.mrc

```

Example 3. Monographic record built from non-MARC data (Cornell University Libraries)

```

000 01439cam 22003493a 450 [Leader/17: Encoding level: 3]
001 4230387
005 20031027185628.0
006 m d
007 cr|bn_---uuuuu
008 020110s1875 xxu s 000 1 eng d
040 __ |a NIC |c NIC
100 1_ |a Benedict, Frank Lee, |d 1834-1910.
245 10 |a St. Simon's Niece |h [electronic resource].
260 __ |a New York : |b Harper & Brothers, |c 1875.
300 __ |a 189 p. ;
490 1_ |a Wright American fiction 1851-1875

```

```

500 ___ |a Title from Wright American Fiction (1851-1875) title URL list.
530 ___ |a Available also in a microform edition.
538 ___ |a Mode of access: World Wide Web.
538 ___ |a System requirements: Internet connectivity, World Wide Web browser and
Adobe Acrobat reader.
550 ___ |a A product of the Committee on Institutional Cooperation (CIC), and
hosted by the Indiana University Digital Library Program.
710 2_ |a Committee on Institutional Cooperation.
710 2_ |a Indiana University. |b Digital Library Program.
776 1_ |a St. Simon's Niece. |w (OCoLC)10484736
830 _0 |a Wright American fiction 1851-1875 (Online).
856 40 |u http://www.letrs.indiana.edu/cgi/t/text/text-idx?c=wright2;idno=Wright2-
0264 |2 http
899 _0 |a WAF1851
948 0_ |a 20020404 |b i |d batch |e cts |f e
948 1_ |a 20020404 |b s |d batch |e cts |f e
948 2_ |a 20031027 |b m |d batch |e cts
948 3_ |a 20020404 |h WAF1851 |i wrighttitles20020225.txt
995 ___ |a NoEx

```

Example 4. Abbreviated-level serial record from SerialsSolutions data (Cornell University Libraries)

```

000 00930nas 22002773a 450 [Leader/17: Encoding level: 3]
001 4941864
005 200312111115301.0
006 m d
007 cr unn
008 031211c20039999xx uu p s | a0und d
040 ___ |a NIC |c NIC
130 0_ |a Biomagnetic research and technology (Online : Directory of Open Access
Journals)
245 10 |a Biomagnetic research and technology |h [electronic resource].
260 ___ |a [S.l. : |b s.n.]
362 0_ |a 2003-
500 ___ |a Title from Serials Solutions list.
538 ___ |a System requirements: Internet connectivity and World Wide Web browser.
538 ___ |a Mode of access: World Wide Web.
856 40 |u http://www.biomagres.com/home/ |z Connect to full text.
899 ___ |a DOAJ
906 ___ |a wo
948 0_ |a 20031211 |b i |d batch |e cts
948 1_ |a 20031211 |b s |d batch |e cts |f j
948 3_ |a 20031211 |h DOAJ |i tbltrack
985 ___ |t Biomagnetic research and technology
995 ___ |a NoEx

```

Example 5. E-Dissertation record (Texas A&M)

```

000 03064nam 2200349Ka 45 [Leader/17: Encoding level: K]
001 2236441
005 20040225143520.0
006 m f d
007 cr -n-----
008 040224s2003 xx sb 000 0 eng c
035 __ |a (OCoLC)ocm54471970
040 __ |a TXA |c TXA
035 __ |a (TxCM)etd-tamu-2003B-2003051922-Qiu
099 __ |a 2003 |a Dissertation |a .Q27
049 __ |a TXAM
100 1_ |a Qiu, Zhiquan Frank, |d 1972-
245 10 |a Advance the DNA computing |h [electronic resource] / |c by Zhiquan Frank
Qiu.
260 __ |c 2003.
500 __ |a "Major Subject: Computer Engineering"
500 __ |a Title from author supplied metadata.
502 __ |a Thesis (Ph. D.)--Texas A&M University, 2003.
504 __ |a Includes bibliographical references.
516 __ |a Text (Dissertation).
520 3_ |a It has been previously shown that DNA computing can solve those problems
currently intractable on even the fastest electronic computers. The algorithm
design for DNA computing, however, is not straightforward. A strong background in
both the DNA molecule and computer engineering are required to develop efficient
DNA computing algorithms. After Adleman solved the Hamilton Path Problem using a
combinatorial molecular method, many other hard computational problems were
investigated with the proposed DNA computer. The existing models from which a few
DNA computing algorithms have been developed are not sufficiently powerful and
robust, however, to attract potential users. This thesis has described research
performed to build a new DNA computing model based on various new algorithms
developed to solve the 3-Coloring problem. These new algorithms are presented as
vehicles for demonstrating the advantages of the new model, and they can be
expanded to solve other NP-complete problems. These new algorithms can
significantly speed up computation and therefore achieve a consistently better
time performance. With the given resource, these algorithms can also solve
problems of a much greater size, especially as compared to existing DNA
computation algorithms. The error rate can also be greatly reduced by applying
these new algorithms. Furthermore, they have the advantage of dynamic updating, so
an answer can be changed based on modifications made to the initial condition.
This new model makes use of the huge possible memory by generating a "lookup
table" during the implementation of the algorithms. If the initial condition
changes, the answer changes accordingly. In addition, the new model has the
advantage of decoding all the strands in the final pool both quickly and
efficiently. The advantages provided by the new model make DNA computing an
efficient and attractive means of solving computationally intense problems.
538 __ |a Mode of access: World Wide Web.
650 _4 |a Major Computer Engineering.
653 __ |a DNA Computing
653 __ |a Parallel Computing
653 __ |a Molecular Computing
653 __ |a Divide and Conquer
856 40 |u http://etd.tamu.edu/metaview.php?DAID=etd-tamu-2003B-2003051922-Qiu
994 __ |a C0 |b TXA

```

Example 6A. MARC record in Connexion

Visual Materials	Rec Stat	n	Entered	20040625	Replaced	20040625	Lang	N/A
Type	k	ELvl	I	Src	d	Audn	Ctrl	
BLvl	m	Form	s	GPub		Time	MRec	
Desc	a	IMat	k	Tech	n	DtSt	Dates	nyu
007							19uu,200u	
007								
040								
100	1							
245	04							
300								
300								
320	0							
533								
535	1							
538								
610	20							
650	0							
650	0							
650	0							
651	0							
650	7							
650	7							
650	7							
650	7							
650	7							
650	4							
710	2							
752								
773	0							
856	40							

Example 6B. MARC data mapped to Dublin Core

Title	{The } Interior of the Pantheon
Identifier.URI	http://digitallibrary.syr.edu/birdfa/T0000131.jpg
Type.AACR2-gmd	[electronic resource].
Contributor.nameCorporate	Syracuse University. • Library. • Fine Arts Dept. • Digital Image Collections.
Coverage	
Creator.namePersonal.MEntry	Panini, Gian Paolo, • 1691 or 2-1765.
Date.issued.MARC21-Date	19uu-200u
Description.note	Digital image of color photograph taken from Art across time (1998), p. 230, fig. 8.32 by Fine Arts Dept., Syracuse University Library.
Description.note	Part of the Samuel H. Kress Collection of the National Gallery of Art (U.S.)
Description.subject	"The interior of the dome, once painted blue and gold to resemble the vault of heaven, is pierced by 30-foot-side oculus, or 'eye,' that invites light and air." -- Fiero, Gloria K. The humanistic tradition. 4th ed. New York : McGraw Hill, 2002. v. 1. p. 149.
Description.versionDetails.MARC21-533	Electronic reproduction. • Syracuse, N.Y. : • Syracuse University Computing and Media Services, • 2004. • jpg, 76 x 96 pixels.
Format.IMT	
Language.ISO639-2	N/A
Publisher	
Relation.requires	Available via World Wide Web.
Rights	
Source.URI	
Subject.nameCorporate.LCSH	Pantheon (Rome, Italy).
Subject.topical.LCSH	Domes • Italy • Rome.
Subject.topical.LCSH	Neoclassicism (Art) • Italy • Rome.
Subject.topical.LCSH	Painting, Roman.
Subject.geographic.LCSH	Rome (Italy) • Buildings, structures, etc.
Subject.topical.AAT	Oil
Subject.topical.AAT	Neoclassical
Subject.topical.AAT	Neoclassical
Subject.topical.AAT	Italian

Example 7. MARC-XML Example

```

<?xml version="1.0" encoding="UTF-8" ?>
- <collection xmlns="http://www.loc.gov/MARC21/slim">
  - <record>
    <leader>01529cam 2200385 a 4500</leader>
    <controlfield tag="001">5060586</controlfield>
    <controlfield tag="005">20040519132015.0</controlfield>
    <controlfield tag="006">m d</controlfield>
    <controlfield tag="007">cr zn|</controlfield>
    <controlfield tag="008">040120s2004 enka sb 001 0 eng d</controlfield>
  - <datafield tag="020" ind1="" ind2="">
    <subfield code="z">0863413382</subfield>
  </datafield>
  - <datafield tag="040" ind1="" ind2="">
    <subfield code="a">CtWfDGI</subfield>
    <subfield code="b">eng</subfield>
    <subfield code="c">CtWfDGI</subfield>
    <subfield code="d">NIC</subfield>
  </datafield>
  - <datafield tag="050" ind1="1" ind2="4">
    <subfield code="a">TK5103.2</subfield>
    <subfield code="b">.L63 2004</subfield>
  </datafield>
  - <datafield tag="082" ind1="0" ind2="4">
    <subfield code="a">384.6/4</subfield>
    <subfield code="2">21</subfield>
  </datafield>
  - <datafield tag="245" ind1="0" ind2="0">
    <subfield code="a">Location and personalisation</subfield>
    <subfield code="h">[electronic resource] :</subfield>
    <subfield code="b">delivering online and mobility services /</subfield>
    <subfield code="c">edited by Daniel Ralph and Stephen Searby.</subfield>
  </datafield>
  - <datafield tag="256" ind1="" ind2="">
    <subfield code="a">Computer document.</subfield>
  </datafield>
  - <datafield tag="260" ind1="" ind2="">
    <subfield code="a">London :</subfield>
    <subfield code="b">Institution of Electrical Engineers,</subfield>
    <subfield code="c">c2004</subfield>
    <subfield code="e">(Norwood, Mass. :</subfield>
    <subfield code="f">Books24x7.com [generator])</subfield>
  </datafield>
  - <datafield tag="500" ind1="" ind2="">
    <subfield code="a">Title from title screen.</subfield>
  </datafield>
  - <datafield tag="504" ind1="" ind2="">
    <subfield code="a">Includes bibliographical references and index.</subfield>
  </datafield>
  - <datafield tag="516" ind1="" ind2="">
    <subfield code="a">Text.</subfield>
  </datafield>
  - <datafield tag="530" ind1="" ind2="">
    <subfield code="a">Available also in a print ed.</subfield>
  </datafield>
  - <datafield tag="538" ind1="" ind2="">
    <subfield code="a">Mode of access: Internet via World Wide Web.</subfield>

```

```

</datafield>
- <datafield tag="550" ind1="" ind2="">
  <subfield code="a">Digitized and made available by: Books 24x7.com.</subfield>
</datafield>
- <datafield tag="650" ind1="" ind2="0">
  <subfield code="a">Mobile communication systems.</subfield>
</datafield>
- <datafield tag="650" ind1="" ind2="0">
  <subfield code="a">Internet telephony.</subfield>
</datafield>
- <datafield tag="650" ind1="" ind2="0">
  <subfield code="a">Consumer profiling.</subfield>
</datafield>
- <datafield tag="650" ind1="" ind2="0">
  <subfield code="a">Application software</subfield>
  <subfield code="x">Development.</subfield>
</datafield>
- <datafield tag="700" ind1="1" ind2="">
  <subfield code="a">Ralph, Daniel.</subfield>
  <subfield code="4">edt</subfield>
</datafield>
- <datafield tag="856" ind1="4" ind2="0">
  <subfield code="u">http://encompass.library.cornell.edu/cgi-
    bin/checkIP.cgi?access=gateway_standard%26url=http://www.books24x7.com
    /marc.asp?isbn=0863413382</subfield>
  <subfield code="z">Connect to full text</subfield>
</datafield>
- <datafield tag="899" ind1="" ind2="">
  <subfield code="a">books24x7</subfield>
</datafield>
- <datafield tag="906" ind1="" ind2="">
  <subfield code="a">gs</subfield>
</datafield>
- <datafield tag="700" ind1="1" ind2="">
  <subfield code="a">Searby, Stephen.</subfield>
  <subfield code="4">edt</subfield>
</datafield>
- <datafield tag="948" ind1="0" ind2="">
  <subfield code="a">20040427</subfield>
  <subfield code="b">i</subfield>
  <subfield code="d">batch</subfield>
  <subfield code="e">cts</subfield>
</datafield>
- <datafield tag="948" ind1="1" ind2="">
  <subfield code="a">20040427</subfield>
  <subfield code="b">s</subfield>
  <subfield code="d">batch</subfield>
  <subfield code="e">cts</subfield>
  <subfield code="f">e</subfield>
</datafield>
- <datafield tag="948" ind1="3" ind2="">
  <subfield code="a">20040427</subfield>
  <subfield code="h">books24x7</subfield>
  <subfield code="i">2004-03-31-remainders5.mrc</subfield>
</datafield>
</record>
</collection>

```

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FOR DOUBLE SIDED COPY*

Selected Bibliography

Rules and Tools for Cataloging Internet Resources

Cataloging for the 21st Century:

1. **Cataloging for the 21st Century: A Proposal for Continuing Education for Cataloging Professionals.** A Response to Action Item 5.3 of the "Bibliographic Control of Web Resources: A Library of Congress Action Plan."
 - a. **Web site:**
<https://scholarsbank.uoregon.edu/dspace/bitstream/1794/986/5/CETFpublic.pdf>
 - b. **Final Report:**
https://scholarsbank.uoregon.edu/dspace/bitstream/1794/986/1/CETF_Final_Report.pdf
2. **Bibliographic Control of Web Resources: A Library of Congress Action Plan:**
<http://www.loc.gov/catdir/bibcontrol/actionplan.html>
3. **Bicentennial Conference on Bibliographic Control for the New Millennium (2001):**
<http://www.loc.gov/catdir/bibcontrol/>
4. **Cataloging for the 21st Century Web site:** <http://www.loc.gov/catworkshop/cat21/>

Primary Cataloging Sources and Supporting Documents for Online Cataloging:

1. **Anglo-American Cataloguing Rules**, Second Edition, 2002 Revision (AACR2). Ottawa: Canadian Library Association; Chicago: American Library Association: <http://www.aacr2.org/>
2. **Bibliographic Formats and Standards.** Dublin, Ohio: OCLC:
<http://www.oclc.org/bibformats/en/default.shtm>
3. **Cataloging Electronic Resources: OCLC-MARC Coding Guidelines:**
<http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/default.htm>
4. **Provider-Neutral E-Monograph MARC Record Guide**
<http://www.loc.gov/catdir/pcc/bibco/PN-Guide.pdf>
5. **Best Practices for Cataloging Streaming Media**
http://www.olacinc.org/drupal/capc_files/streamingmedia.pdf
6. **Guide to Cataloging SlotMusic** http://www.olacinc.org/drupal/capc_files/SlotMusic.pdf
7. **CONSER Cataloging Manual: Module 31: Remote Access Electronic Serials (Online Serials):** <http://www.loc.gov/acq/conser/Module31.pdf>
8. **Government Printing Office Cataloging Guidelines.** Washington, D.C.: Cataloging Branch, Library Programs Service, US GPO. 4th ed. (2002):
http://www.access.gpo.gov/su_docs/fdlp/cip/gpocatgu.pdf
9. **Guidelines for the Use of Field 856.** Library of Congress:
<http://www.loc.gov/marc/856guide.html>
10. **Integrating Resources: A Cataloging Manual.** (Appendix A to the BIBCO Participants' Manual and Module 35 of the CONSER Cataloging Manual)
<http://www.loc.gov/catdir/pcc/bibco.irman.pdf>
11. **ISBD(ER): International Standard Bibliographic Description for Electronic Resources:**
<http://www.ifla.org/VII/s13/pubs/isbd.htm>

12. **RDA Toolkit information (JSC)** <http://www.rdatoolkit.org/>
13. **Library of Congress Guidelines for Coding Electronic Resources in Leader/06:**
<http://lcweb.loc.gov/marc/ldr06guide.html>
14. **Library of Congress Rule Interpretations (LCRI).** Washington, D.C.: Cataloging Distribution Service, Library of Congress.
 - See especially LCRI 1.0: <http://www.loc.gov/catdir/cps0/1-0rev3.pdf>
15. **Library of Congress, BIBCO Web site:** <http://www.loc.gov/catdir/pcc/bibco/bibco.html>
16. **Library of Congress, Cataloging and Acquisitions Web site:** <http://www.loc.gov/aba/>
17. **Library of Congress, CONSER Web site:** <http://www.loc.gov/acq/conser/>
18. **MARC 21 Format for Bibliographic Data.** Washington, D.C.: Cataloging Distribution Service, Library of Congress. Concise Format available online at:
<http://lcweb.loc.gov/marc/bibliographic/ecbdhome.html>
19. **Source of Title Note for Internet Resources.** Online Audiovisual Catalogers, Cataloging Policy Committee: <http://www.olacinc.org/drupal/?q=node/20>

Selected Background Articles, Books, and Journals:

1. Beacom, Matthew. "**Crossing a Digital Divide: AACR2 and Unaddressed Problems of Networked Resources.**" Paper presented at the Library of Congress Bicentennial Conference on Bibliographic Control for the New Millennium, November 15-17, 2000.
http://lcweb.loc.gov/catdir/bibcontrol/beacom_paper.html
2. Hsieh-Yee, Ingrid. **Organizing Audiovisual and Electronic Resources for Access : a Cataloging Guide.** Second edition. Libraries Unlimited, 2006.
3. **Journal of Library Metadata.** New York, NY: Haworth Press.
4. Kurth, Martin, David Ruddy, and Nathan Rupp. "**Repurposing MARC Metadata: Using Digital Project Experience to Develop A Metadata Management Design.**" *Library Hi Tech* 22:2 (Feb. 2004): 153-165.
5. Library of Congress Study of the North American MARC Records Marketplace
http://www.loc.gov/bibliographic-future/news/MARC_Record_Marketplace_2009-10
6. Surratt, Brian E., and Dustin Hill. "**ETD2MARC: A Semiautomated Workflow for Cataloging Electronic Theses and Dissertations.**" *Library Collections, Acquisitions, & Technical Services* 28:2 (2004): 205-223.
7. Svenonius, Elaine. **The Intellectual Foundation of Information Organization.** MIT Press, 2000.
8. University of California Libraries, Bibliographic Services Task Force Final Report, Dec. 2005
<http://libraries.universityofcalifornia.edu/sopag/BSTF/Final.pdf>
9. Taylor, Arlene G. Taylor. **The Organization of Information.** Second edition. Libraries Unlimited, 2003.

Glossary

Rules and Tools for Cataloging Internet Resources

Definitions are taken from the following sources, referenced by the terms in parentheses:

- Anglo-American Cataloging Rules (AACR)
- CONSER Cataloging Manual (CCM)
- Dublin Core Metadata Glossary: <http://library.csun.edu/mwoodley/dublincoreglossary.html> (DCMG)
- Krol, Ed. Adapted by Bruce Klopfenstein. *The Whole Internet User's Guide & Catalog*. Academic ed. Belmont, Calif. : Integra Media Group, c1996. (Krol)
- MARC 21 Format for Bibliographic Data (MARC 21)
- NetLingo Dictionary of Internet Words: A Glossary of Online Jargon with Definitions of Terminology & Acronyms. NetLingo, Inc., c1994-2008. <http://www.netlingo.com> (NetLingo)

Definitions of terms relevant to this course

Anonymous FTP (File Transfer Protocol): allows retrieval of electronic resources from a remote site without requiring a user ID or password. (CCM)

ASCII: American Standard Code for Information Interchange. A standard character-to-number encoding scheme used widely in the computing industry. The term "ASCII" is also used to refer to electronic files that consist only of plain text. (CCM)

Bibliographic resource: An expression or manifestation of a work or an item that forms the basis for bibliographic description. A bibliographic resource may be tangible or intangible. (AACR)

Browsers: Software programs for reading hypertext documents. Browsers are mounted locally either on site for terminal mode or on the user's PC. Netscape, Internet Explorer, and Lynx are examples of hypertext browsers used to view World Wide Web documents. Netscape and Internet Explorer are graphical browsers, Windows- or Mac-based; Lynx is a text-only terminal mode browser. They all allow a user to read and follow hypertext links specified in a document. They vary in their ability to handle graphic or sound files. (CCM)

Client: A software application that works on your behalf to extract a service from a server somewhere on the network. (Krol)

Computer file. See Electronic resource.

Continuing resource: A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources. (AACR)

Database: A collection of logically interrelated data stored together in one or more computerized files, usually created and managed by a database management system. (MARC 21)

Dial-up: A computer-to-computer connection made by using a terminal emulator, a modem and connecting via a telephone line; or a computer port that accepts dial-up connections. Computer bulletin boards are usually accessed through dial-up connections. (CCM)

Direct access (electronic resources): The use of electronic resources via carriers (e.g., discs/disks, cassettes, cartridges) designed to be inserted into a computerized device or its auxiliary equipment. (AACR)

Domain name: The address or URL of a particular Web site, it is the text name corresponding to the numeric IP address of a computer on the Internet. For example: www.netlingo.com is the domain name for the numeric IP address "66.201.69.207." [Top-level domains include: .net, .org, .gov, .edu, .com, etc.] (NetLingo)

Dublin Core: The Dublin Core is a 15-element metadata element set intended to facilitate discovery of electronic resources. The Dublin Core has been in development since 1995 through a series of focused invitational workshops that gather experts from the library world, the networking and digital library research communities, and a variety of content specialties. (DCMG)

Edition (electronic resources): All copies embodying essentially the same content and issued by the same entity. (AACR)

E-journal (electronic journal): An electronic publication, similar to an e-zine or zine. An e-journal, however, is typically found in academic circles and is a regularly published journal either published solely in electronic form or made available in electronic form. (NetLingo)

Electronic mailing list: Internet software that automatically processes commands in an email forum environment. It provides for automatic mailing of electronic serial issues to subscribers and handles messages sent to and from discussion lists. (CCM)

Electronic resource: Material (data and/or program(s)) encoded for manipulation by a computerized device. This material may require the use of a peripheral directly connected to a computerized device (e.g., CD-ROM drive) or a connection to a computer network (e.g., the Internet). (AACR)

Email (electronic mail): A system whereby a computer user can exchange messages with other computer users (or groups of users) via a communications network utilizing a standardized protocol. Many electronic journals are available via electronic mail subscriptions, either through an electronic mailing list or by direct email from the distributor of the serial. (CCM)

ETD: Electronic theses and dissertations.

File (electronic resources): A basic unit in which electronic resources are organized and stored. Electronic resources can contain one or more files. See also Electronic resource. (AACR)

FTP (File Transfer Protocol): A protocol that defines how to transfer files from one computer to another; also the access method used to move files from a remote location to a local site for use. To retrieve issues, the user initiates an FTP session by logging into a remote host computer, changing to the desired directory, and retrieving the files. (CCM)

Gateway: A computer system that transfers data between normally incompatible applications or networks. It reformats the data so that it is acceptable for the new network (or application) before passing it on. (CCM)

Gopher: A menu-driven, subject-based system for exploring Internet resources. Gophers provide links to remote locations where electronic resources or services are available without the user having to know the exact Internet address of these locations. (CCM)

Granularity: The level of detail at which an information object or resource is viewed or described.

Home page: The first page or front page of a Web site. It serves as the starting point for navigation (not be confused with a buffer page, doorway page, or splash page). (NetLingo)

The hypertext document that serves as the “preface” for a service or publication mounted on the World Wide Web. It is normally an introductory screen that provides general information about the institution maintaining the site, or a publication or group of publications available. Hypertext links are included to access specific documents or files archived at the site. (CCM)

Host computer: A computer, also called a node, that directly provides service to a user. (CCM)

Host name: The address of the host computer on which a remote-access electronic resource resides. (CCM)

HTML (Hypertext Markup Language): A subset of Standard Generalized Markup Language (SGML). The language in which World Wide Web documents are written. (CCM)

HTML header: Refers to the HEAD element of HTML source code specifications. The HEAD element contains information about the current document, such as the TITLE element and keywords that may be useful to search engines, and other data that is not considered document content. The TITLE element can be displayed separately from the document in the browser title bar. (CCM)

HTML source: The underlying source code for an HTML document. It includes HTML elements such as the HEAD, BODY, and other coding which gives information about the document and/or determines how a document is displayed in a browser. (CCM)

Hypertext Transfer Protocol (http): Method of presenting information in which selected words or other document elements, when chosen, execute automatic links to related documents or files. The linked documents on the World Wide Web may contain graphics, sound, or even moving images. (CCM)

Integrating resource: A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing. Examples of integrating resources include updating loose-leafs and updating Web sites. (AACR)

Internet: The world-wide “network of networks” that are connected to each other, using the IP protocol and other similar protocols. The Internet provides file transfer, remote login, electronic mail, news, and other services. (Krol)

IP (Internet Protocol): The most important of the protocols on which the Internet is based. It allows a packet to traverse multiple networks on the way to its final destination. Often, this is used in conjunction with TCP (Transmission Control Protocol), as in TCP/IP. (Krol)

IP address: The Internet Protocol or numeric address of a computer connected to the Internet. It consists of four numbers separated by periods. (CCM)

Iteration: An instance of an integrating resource, either as first published or after it has been updated. (AACR)

Key-title: The unique name assigned to a bibliographic resource by centres of the ISSN Network. (AACR)

MARC: Machine Readable Cataloging. A data format that provides the mechanism by which computers exchange, use, and interpret bibliographic information; its data elements make up the foundation of most library catalogs used today. MARC became USMARC in the 1980s and MARC 21 in the late 1990s. See: <http://www.loc.gov/marc/faq.html#definition>

MARC XML: A simple XML schema which contains MARC data. This base schema output can be used where full MARC records are needed or act as a "bus" to enable MARC data records to go through further transformations such as to Dublin Core and/or processes such as validation. See: <http://www.loc.gov/standards/marcxml/>

Metadata: In general, "data about data;" functionally, "structured data about data." Information about an information resource. In the case of Dublin Core, information that expresses the intellectual content, intellectual property and/or instantiation characteristics of an information resource. (DCMG)

Modem: A piece of equipment that connects a computer to a data transmission line (typically a telephone line of some sort). (Krol)

Monograph: A bibliographic resource that is complete in one part or intended to be completed within a finite number of parts. (AACR)

Navigational tools: These include various tools such as gopher, WAIS, WWW, Archie, Veronica and Jughead, which make information on the Internet easier to locate and use. (CCM)

ONIX: International standard that allows publishers to share product information. It is governed by EDItEUR. There is a mapping to MARC 21 at <http://www.loc.gov/marc/onix2marc.html>

PDF: Portable Document Format. The file format of documents viewed and created by the Adobe Acrobat Reader, Acrobat Capture, Adobe Distiller, Adobe Exchange, and the Adobe Acrobat Amber Plug-in for Netscape Navigator. This file format was developed in hopes to standardize formatting of documents that are used on the Internet. (NetLingo)

Port: 1. A number that identifies a particular Internet application. When your computer sends a packet to another computer, the packet includes information about the protocol it is using and the application it is trying to communicate with. The port number identifies the application. 2. A physical input/output channel, as in a PC's "serial port." (CCM)

Protocol: A mutually-determined set of formats and procedures governing the exchange of information between different kinds of computers. (CCM)

Remote access (electronic resources): The use of electronic resources via computer networks. (AACR)

SGML (Standard Generalized Markup Language): A standard that provides a uniform way of formatting textual documents so that they can be read by different document processing tools. (CCM)

Serial: A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series. (AACR)

Server: Software that allows a computer to offer a service to another computer. Other computers contact the server program by means of matching client software. Also, the computer on which the server software runs is often called the "server." (CCM)

Splash page: A "first" or "front" page that you often see on some Web sites, usually containing a "click-through" logo or message, or a fancy Flash presentation, announcing that you have arrived. The main content and navigation on the site lie "behind" this page. (NetLingo)

TCP (Transmission Control Protocol): One of the protocols on which the Internet is based (a connection-oriented reliable protocol). Often used in combination with IP (Internet Protocol) as in TCP/IP. (Krol)

Telnet: The Internet protocol for remote terminal connection service. Telnet allows a user at one site to log in and interact with a system at another site just as if the user's terminal were connected directly to the remote computer. (CCM)

Title bar: The colored bar at the top of each window that displays the program and file names. (NetLingo)

Title screen (electronic resources): In the case of an electronic resource, a display of data that includes the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication. (AACR)

Top-level domain (a.k.a. TLD): In the Domain Name System (DNS) hierarchy, it is the highest level under the root. In a domain name, it is that portion that appears furthest to the right; for example, the "com" in www.netlingo.com. Two letter domains, such as .uk, .de and .jp (for example), are called "country code top-level domains" (ccTLDs) and correspond to a country, territory, or other geographic location. [Other top-level domains include: .com, .edu, .gov, .net, .org, country codes.] (NetLingo)

URI: Uniform Resource Identifier. Provides a standard syntax for locating files using existing Internet protocols as in a Uniform Resource Locator (URL) or by resolution of a Uniform Resource Name (URN) (CCM)

URL: Uniform Resource Locator. Location information of an electronic resource expressed in a standardized format, which allows for electronic resources to be sent and received automatically. The World Wide Web uses the URL as the basis of linking to other files and documents around the Internet. A URL can be identified by a protocol such as "http." (CCM)

URN: Uniform Resource Name. A URI that has an institutional commitment to persistence, availability, etc. A particular scheme, identified by the initial string "urn:", that is intended to serve as a persistent, location-independent, resource identifier. (CCM)

Usenet News: Separate from the Internet but available with many Internet accounts, it's a worldwide set of over 12,000 bulletin boards, called "newsgroups." Software called a "newsreader" is used to read and post. (CCM)

Userid: Sometimes called "user name," userid is short for "user identification." This precedes the @ sign in an email address. (CCM)

WAIS (Wide Area Information Servers): A very powerful means of providing indexing of databases or selected collections of full-text documents across the Internet in addition to its search capabilities. WAIS databases include documents, images, sounds, and other types of data. (CCM)

World Wide Web (WWW): A hypertext-based system for locating and accessing Internet resources which presents materials to the user in the form of interlinked documents (which can include text, images, and digitized sound). (CCM)

Web page: There are many uses for this term, with subtle differences in meaning. The most technically correct usage is for a single HTML file that contains text and images, is part of a Web site, and has an individual file name assigned to it. When viewed by a Web browser, this file could actually be several screen dimensions long (appearing as more than "a page"). ... Large Web sites are said to have hundreds of pages of information. In this usage, "page" refers to the actual hundreds of separate documents varying in length, each with a different topic or subject. ... (NetLingo)

Web site: A place on the World Wide Web that's comprised of files organized into a hierarchy. Each file or document contains text or graphics that appear as digital information on a computer screen. A site can contain a combination of graphics, text, audio, video, and other dynamic or static materials. ... As is the case with many Net terms, "Web site" is often used interchangeably with other words, such as homepage and Web page. For example, you may hear someone refer to their "homepage" when in fact they are talking about an entire Web site. (NetLingo)

XML: eXtensible Markup Language. A programming language/specification developed by the W3C. XML is a pared-down version of SGML, designed especially for Web documents. It enables Web authors and Web developers to create their own customized tags to provide functionality not available with HTML. ... XML provides a powerful set of tools for developing a new generation of Web applications, including tools like database exchange, distribution of processing to clients, multiple views of data, intelligent agents, management of document collections, and so on. (NetLingo)

Session 1 Exercise Answers

Note: the “answers” suggested here are sketchy and not intended to be exhaustive.

Resource 1

- A. Level of description: single pdf document selected for description; contained within larger Web site
 - B. Primary content / Leader/06: a – language material
 - C. Type of issuance / Leader/07: m – monograph
 - D. Not continuing
 - E. Other versions: print and HTML
 - F. Bibliographic relationships: 2 other versions (equivalence); part of larger Web site (hierarchical) –the other versions would usually be noted in a bibliographic record, but most often not the larger Web site of which it is a part.
-

Resource 2

The primary thing about this resource is to note that the primary content is cartographic.

- A. Level of description: Web site with many other resources nested within it; this is the domain level (see URI, the slashes)
 - B. Primary content / Leader/06: e –cartographic material
 - C. Type of issuance / Leader/07: almost certainly integrating: note “Map Maker.” But it could be an unchanging database of static maps. It would need further exploration to tell whether content is actually static or dynamic, thus whether m – monograph or i – integrating
 - D. If continuing > highly unlikely we are viewing either the first or last iteration (nothing indicates it has ceased); would also require further exploration.
 - E. Other versions: none indicated; if integrating, could there be a print equivalent? CD-ROM?
 - F. Bibliographic relationships: no primary relationships evident from this home page screen print
-

Resource 3

- A. Level of description: the top / domain level of the Web site
 - B. Primary content / Leader/06: m – electronic resource / computer file – this is probably best regarded as an online service; it is highly interactive, with computer programs operating as an integral part of the whole resource
 - C. Type of issuance / Leader/07: i – integrating – Web site is continuously updated; in fact, content is dynamically interactive and changes for every user!
 - D. If continuing > iteration – clearly neither the first nor the last (final) iteration; it is actively ongoing
 - E. Other versions: none
 - F. Bibliographic relationships: sub-sites within the larger site could be selected for description, although this would be unusual.
-

Resource 4

- A. Level of description: whole online journal level; has multiple issues and articles nested within, but we do not normally catalog / create separate bibliographic records for serial issues or articles in the AACR environment
- B. Primary content / Leader/06: a – language material

- C. Type of issuance / Leader/07: s – serial – separately numbered issues continuing to exist in discrete parts
 - D. If continuing issues – what is shown here indicates most recent issue is in 2008; would take exploration to see if first issue in 1993 was available for viewing
 - E. Other versions: unclear from home page; could have print version or could be “born digital” with no print equivalent
 - F. Bibliographic relationships: see under “A” above; unclear here whether or not this journal has a print counterpart
-

Resource 5

- A. Level of description: the Web site at this level is both part of a larger Web site and also contains many other sub-sites and files within it (notice the slashes in the URL)
 - B. Primary content / Leader/06: a – language material – most likely a textual Web site or database
 - C. Type of issuance / Leader/07: i – integrating – an updating Web site or possibly database
 - D. If continuing – iteration: as with the vast majority of integrating resources, almost certainly neither first nor last
 - E. Other versions: none evident
 - F. Bibliographic relationships: larger Web site that contains it, including any higher levels if multiple; likewise for sub-sites and sub-documents, images, etc., nested within, but these are not all, if any, normally brought out in a bibliographic record, but much of that is up to the individual cataloger
-

Resource 6

- A. Level of description: a sub-site of the Resource 5: this Web site on Butterflies of Montana can, and in fact does, have its own bibliographic record created for it, as does its parent Web site, Butterflies of North America
 - B. Primary content / Leader/06: a – language material
 - C. Type of issuance / Leader/07: i – integrating
 - D. If continuing iteration – middle
 - E. Other versions:
 - F. Bibliographic relationships: See “A” above; a cataloger might chose to note that this is part of a larger collection and/or provide a link to that collection, although the title transcription and URI will probably make this evident enough without further noting it
-

Resource 7

- A. Level of description: an individual page within a larger site
 - B. Primary content / Leader/06: a – language material
 - C. Type of issuance / Leader/07: i – integrating – although it has ceased being updated, it is still an integrating resource with content that changed over time and was integrated into the whole resource
 - D. If continuing – iteration – last – the note indicates that this is the final iteration of this resource!
 - E. Other versions: unclear
 - F. Bibliographic relationships: part of Forbes Web site and possibly other levels as well, but these would not normally be specifically noted in a MARC record, nor linked to
-

Resource 8

- A. Level of description: a collection of images; the level selected here is the collection level for this particular collection, which is a part of the larger Library of Congress American Memory online collection of many types of resources (text, image, map, sound, etc.)
 - B. Primary content / Leader/06: k – non-moving image material – may not be clear from this screen shot, but it is a digital collection of images; has accompanying text, but primary content is the images
 - C. Type of issuance / Leader/07: unclear whether m – monograph or i – integrating; was it published complete with all content in place, was it added to in a finite number of parts, like a multipart item, was it actively updated for a time and then completed, is it still being actively updated? The cataloger would investigate by viewing some further information about the collection, such as in the “About this Collection” link from this page It may still be unclear based on available information. You make your best judgment. What is the best default supposition for an online collection such as this? How much does it really matter?
 - D. If continuing, the iteration is not evident from this screen print. It could be an integrating resource that has ceased. If not evident, the cataloger does not need to agonize, just describe an “open” integrating resource until evidence proves otherwise.
 - E. Other versions: print versions of the original photographs, but no equivalence version of the online collection taken as a whole
 - F. Bibliographic relationships: most important to note are the hierarchical relationships between the item-level images and the collection-level Web site that contains them. But in all collection-level bibliographic record, one does not normally note the titles and URLs, for example, of each of the images contained within
-

Resource 9

- A. Level of description: one individual image within the collection in Resource 8 [note URL; this is a “real-life” example; few libraries are creating AACR/MARC records for these item-level images; instead, many using Dublin Core and/or other simpler metadata schemes better suited to this purpose, usually in separate database]
- B. Primary content / Leader/06: k – non-moving image material
- C. Type of issuance / Leader/07: m – monograph – single static image; not subject to updating
- D. Not continuing
- E. Other versions: digitalized version of single unique unpublished print photograph; the original photograph might be cataloged, but it is highly unlikely
- F. Bibliographic relationships: many, but the only or most likely one to be brought out in a MARC record might be the relationship to the larger collection level resource

Session 2 Exercise Answers**Exercise 2.1: edit this record to make an original for the online PDF version**

Write in new fields in lower section; cross out and write in elsewhere in record as needed.

OCLC 35241861		
Type: a	ELvl: I	Srce: d
BLvl: m	Form: o	Conf: 0
Cont	GPub: f	LitF: 0
Desc: a	Ills: a	Fest: 0
Audn:	Ctrl:	Lang: eng
Biog:	Mrec:	Ctry: mdu
Indx: 0	DtSt: s	Dates: 2000,
086	0_	HE 20.4002:H 34/3
245	00	Eating for a healthy heart #h [electronic resource].
260		Rockville, MD (5600 Fishers Lane, Rockville 20857) : #b U.S. Food and Drug Administration, #c [2000].
300		1 online resource (11 p.) : #b col. ill.
490	1_	Publication ; #v no. (FDA) 00-2302
500		Title from PDF of title page (FDA Web site, viewed Mar. 31, 2008).
650	_0	Low-cholesterol diet #v Recipes.
650	_0	Heart #x Diseases #x Diet therapy #v Recipes.
650	_0	Heart #x Diseases #x Prevention.
710	1_	United States. #b Food and Drug Administration.
830	_0	HHS publication ; #v no. (FDA) 00-2302.
856	40	#u http://69.20.19.211/opacom/lowlit/hlyheart.pdf
006		[T006: m] Audn: File: d GPub: f
007		c #b r #d m #e n

Exercise 2.2: fill in the missing elements to make this record an online version of the print version record

Type: a	ELvl: I	Srce: d	Audn:	Ctrl:	Lang: eng
BLvl: m	Form: o	Conf: 0	Biog: b	Mrec:	Ctry: nyu
Cont	GPub:	LitF: 0	Indx: 1		
Desc: a	Ills: a	Fest: 0	DtSt: s	Dates: 2004,	
006		[T006: m]	Audn:	File: d	GPub:
007		c † b r			
020		0195180674			
043		n-us---			
050	4	GV1785.A38 †b D44 2004eb			
082	04	792.8/028/092 †2 22			
100	1_	DeFrantz, Thomas.			
245	10	Dancing revelations †h [electronic resource] : †b Alvin Ailey's embodiment of African American culture / †c Thomas F. DeFrantz.			
260		New York : †b Oxford University Press, †c c 2004.			
300		1 online resource (xvii, 300 p.) : †b ill.			
504		Includes bibliographical references and index.			
588		Description based on print version record.			
600	10	Ailey, Alvin.			
650	_0	Dancers †z United States †v Biography.			
650	_0	Choreographers †z United States †v Biography.			
610	20	Alvin Ailey American Dance Theater.			
650	_0	African American dance.			
776	08	†i Print version: †a DeFrantz, Thomas. †t Dancing revelations. †d Oxford ; New York : Oxford University Press, 2004 †z 0195154193 (a †w (DLC) 2002156670 †w (OCoLC)51304161**			
856	40	†3 NetLibrary †u http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=92713			

** The „Insert from cited record” technique in OCLC Connexion is a quick way to place the whole citation in the 776 field.

Session 3 Exercise Answer

Type: a		ELvl:	Srce: d	GPub:	Ctrl:	Lang: eng
BLvl: s		Form: s	Conf: 0	Freq: q	MRec:	Ctry: mnu
S/L: 0		Orig: s	EntW:	Regl: x	ISSN: 1	Alph: a
Desc: a		SrTp: p	Cont:	DtSt: c	Dates: 1998,9999	
006 m [electronic resources / computer files]						
Audn:		File: d	GPub:			
007		c †b r †d m †e n				
022		1533-3825				
245	00	Journal of conceptual modeling †h [electronic resource].				
246	1_	†i Title on the "about journal" page: †a JCM				
260		[Minneapolis, Minn.] : †b InConcept, †c c1998-				
310		Five no. a year				
362	1_	Began with: Issue 1 (Apr. 1998).				
500		Title from journal home page (publisher's website, viewed [current date]).				
538		Mode of access: World Wide Web.				
650	_0	Database design †v Periodicals.				
650	_0	Database management †v Periodicals.				
856	40	†u http://www.inconcept.com/JCM/				

Alternative content for source of title / description based on note:

500		Title from journal home page (publisher's version, viewed [current date]).
-----	--	--

Explanation: This will be covered in Session 4, so some participants may or may not have included in this Session 3 exercise the name of the provider version used as the basis for the description. Technically CONSER institutions are supposed to always be adding this information with the idea that any serial could potentially be available from multiple providers. In reality though, if there's only one URL on the record, it's pretty obvious which version was the basis for cataloging, so many CONSER catalogers are only adding the information for the online version of print and not adding it for the born digital.

Session 4 Exercise Answers

Exercise 4.1A:

Record for print version edited to also note and provide access to online version, following CONSER "single record" guidelines:

OCLC: 37716090		
Type: a	ELvl:	Srce: GPub: Ctrl: Lang: eng
BLvl: s	Form:	Conf: 0 Freq: MRec: Ctry: gw
S/L: 0	Orig:	EntW: Regl: x ISSN: Alph:
Desc: a	SrTp: p	Cont: DtSt: c Dates: 1997,9999
022		1432-5012
030		IJDIFR
050	00	ZA4080 #b .I58
245	10	International journal on digital libraries.
246	30	Digital libraries
260		Berlin ; #a New York : #b Springer, #c 1997-
300		v. : #b ill. ; #c 28 cm.
310		Irregular
362	0_	Vol. 1, no. 1 (Apr. 1997)-
500		Title from cover.
650	_0	Digital libraries #v Periodicals.
650	_0	Information storage and retrieval systems #v Periodicals.
530		Also issued online.
776	1_	#t International journal on digital libraries (Online) #x 1432-1300 #w (OCoLC)43076435
856	41	#u http://link.springer.com/link/service/journals/00799/index.htm

Exercise 4.1B:

Original record for online version, derived from existing record for print version:

Type: a	ELvl:	Srce:	GPub:	Ctrl:	Lang: eng
BLvl: s	Form: s	Conf: 0	Freq:	MRec:	Ctry: gw
S/L: 0	Orig: s	EntW:	Regl: x	ISSN:	Alph:
Desc: a	SrTp: p	Cont:	DtSt: c	Dates: 1997,9999	
006 m [electronic resources / computer files]					
Audn:	File: d	GPub:			
007		c #b r #d m #e n			
022		1432-1300 #y 1432-5012			
050	00	ZA4080 #b .I58			
245	10	International journal on digital libraries #h [electronic resource].			
246	30	Digital libraries			
260		Berlin ; #a New York : #b Springer, #c 1997-			
300		v. : #b ill. ; #c 28 cm.			
310		Irregular			
362	1_	Began with: Vol. 1, issue 1.			
500		Description based on: Title from HTML table of contents (publisher's version, viewed [current date]).			
500		Latest issue consulted: Vol. 3, issue 3 (2001) (viewed [current date]).			
538		Mode of access: World Wide Web.			
650	_0	Digital libraries #v Periodicals.			
650	_0	Information storage and retrieval systems #v Periodicals.			
776	08	#i Also available in print: #t International journal on digital libraries #x 1432-5012 #w(OCoLC)37716090			
856	40	#u http://link.springer.com/link/service/journals/00799/index.htm			

N.B.: exact wording of 500, 530, and 538 notes is not prescribed and may vary among individual catalogers; version viewed for description in source of title note may be included or not; current CONSER practice is to include it; the answer above uses “publisher’s version” as an example.

Exercise 4.2:

CONSER aggregator-neutral record for the online version:

Type: a	ELvl:	Srce: d	GPub:	Ctrl:	Lang: eng
BLvl: s	Form: s	Conf: 0	Freq: m	MRec:	Ctry: ohu
S/L: 0	Orig: s	EntW:	Regl: r	ISSN:	Alph:
Desc: a	SrTp: p	Cont:	DtSt: c	Dates: 1987,9999	
006 m [electronic resources / computer files]					
Audn:	File: d	GPub:			
007		c †b r †d c †e n †f u			
245	04	The locomotive engineer newsletter #h [electronic resource].			
260	__	Cleveland, OH : †b Brotherhood of Locomotive Engineers			
310	__	Monthly			
362	1_	Print began in 1987.			
500		Description based on: Vol. 11, no. 6 (June 1997); title from caption (publisher's version, viewed [current date]).			
500		Latest issue consulted: Vol. 15, no. 11 (Nov. 2001)(viewed [current date]).			
650	0_	Railroads †x Employees †x Labor unions †v Periodicals.			
650	0_	Locomotive engineers †v Periodicals.			
710	2_	Brotherhood of Locomotive Engineers (U.S.)			
776	08	†i Also available in print: †t Locomotive engineer newsletter †x 0898-8625 †w (DLC)sn 88001378 †w (OCoLC)17933232			
856	40	†u http://www.ble.org/pr/newsletter/1001newsletter/archives.html			

N.B.: exact wording of 500 and 530 notes is not prescribed and may vary among individual catalogers; version viewed for description in source of title note may be included or not; current CONSER practice is to include it; the answer above uses “publisher’s version” as an example, and uses “caption” as the name for the source of title.

Note also that the record for the print would normally also include a note, linking entry, and URI for the online version:

Type: a ELvl: 7 Srce: d GPub: Ctrl: Lang: eng
BLvl: s Form: Conf: 0 Freq: m MRec: Ctry: ohu
S/L: 0 Orig: EntW: Regl: r ISSN: 1 Alph: a
Desc: a SrTp: p Cont: DtSt: c Dates: 1987,9999

022 0# 0898-8625 †y 00245747
042 ## nsdp
210 0# Locomot. eng. newsl.
222 4# The Locomotive engineer newsletter
245 04 The Locomotive engineer newsletter.
246 13 Locomotive engineer
260 ## Cleveland, OH : †b Brotherhood of Locomotive Engineers
300 ## v.
310 ## Monthly
362 1# Began in 1987.
500 ## Description based on: Vol. 2, no. 4 (Apr. 1988); title from caption.
530 ## Also issued online.
710 2# Brotherhood of Locomotive Engineers (U.S.)
776 1# †t Locomotive engineer newsletter †w (OCoLC)48591851 †w (DLC) 2001263049
780 00 †t Locomotive engineer †w (DLC)sn 7801600
856 41 †u <http://www.ble.org/pr/newsletter/1001newsletter/archives.html>

Session 5 Exercise Answers

Exercise 5.1: Record for the Genome Database

Type: a	ELvl: I	Srce: d	Audn:	Ctrl:	Lang: eng
BLvl: i	Form: s	Conf: 0	Biog:	MRec:	Ctry: onc
	Cont:	GPub:	LitF: 0	Indx: 0	
Desc: a	Ills:	Fest: 0	DtSt: c	Dates: 1996,9999	
<i>006 m [electronic resources / computer files]</i>					
Audn:	File: d	GPub:			
<i>006 s [continuing resources]</i>					
Freq: u	Regl: u	ISSN:	SrTp: d	Orig: s	
Form: s	EntW:	Cont:	GPub:	Conf: 0	Alph: a S/L: 2
007	c #b r #d m #e n				
090	QH431				
245 04	The genome database #h [electronic resource] : #b an international collaboration in support of the Human Genome Project.				
246 3_	GDB				
260	Toronto : #b Hospital for Sick Children ; #a Baltimore : #b Johns Hopkins University School of Medicine				
362 1	Began in 1996? ← [one of many possible alternatives]				
538	Mode of access: World Wide Web.				
500	Title from home page (viewed on [current date]).				
520	The GDB stores and curates data generated worldwide by those researchers engaged in the mapping effort of the Human Genome Project (HGP). Database can be searched by keyword, name or accession number, gene name or symbol, query forms, and map location. A link also facilitates the insertion or editing of data. Reports, statistics, and documentation for developers are available via additional links.				
610 20	Human Genome Project.				
650 _0	Human gene mapping #v Databases.				
650 _0	Human genome #v Databases.				
710 2_	Human Genome Project.				
710 2_	Hospital for Sick Children.				
710 2_	Johns Hopkins University. #b School of Medicine.				
856 40	#u http://www.gdb.org/				

N.B.: Selection of title and wording of source of title proper note and how to deal with dates of publication may vary among catalogers

- For example, the 362 1 note in the 'answer' given above is only one of several possible date alternatives, and it is based on the assumption that the earliest "What's new" entry justifies 1996 as an approximate, probable beginning date, but not all catalogers may agree with this. This may be a good source of discussion. Some other alternatives could be:
 - 362 1 Began ca. 1996.
 - 362 1 Began in 1990s.
 - 362 1 Began between 1990 and 2004.
 - Dates: 199u,9999
- Possible 245 alternatives could include:
 - 245 04 The genome database #h [electronic resource] : #b GDB.
 - "An international collaboration in support of the Human Genome Project" could be given in a note.
- Possible Leader & 008 (fixed field) values:
 - Type: m File: m

Exercise 5.2: Record for National Weather Service

Type: m	ELvl: I	Srce: d	Audn:	Ctrl:	Lang: eng
BLvl: i	File: j	GPub: f		MRec:	Ctry: dcu
Desc: a			DtSt: c	Dates: 1995,9999	
<i>006 for Continuing resources</i>					
Freq: k	Regl: r	ISSN:	SrTp: w	Orig:	
Form: s	EntW:	Cont:	GPub: f	Conf: 0	Alph: a S/L: 2
007 c #b r #d m #e n					
090 QC875.U7					
245 00 National Oceanic and Atmospheric Administration's National Weather Service #h [electronic resource] : #b [Web site].					
246 30 National Weather Service					
246 1_ #i Title in HTML header: #a NOAA's National Weather Service					
260 Silver Spring, MD : #b National Oceanic and Atmospheric Administration, National Weather Service, #c [1995]-					
310 Continuously updated					
538 Mode of access: World Wide Web.					
500 Title from home page (viewed on [current date]).					
520 Presents information on the National Weather Service, which monitors extreme weather conditions such as hurricanes, tornadoes, and floods. Includes information on current weather observations and forecasts, and interactive map of current watches, warnings, statements, and advisories, and various other types of weather and climate information.					
610 10 United States. #b National Weather Service.					
650 _0 Weather.					
650 _0 Meteorological services #z United States.					
650 _0 Weather forecasting #z United States.					
650 _0 Meteorology #v Observations.					
650 _0 Climatology #v Observations.					
710 1_ United States. #b National Weather Service.					
856 40 #u http://www.nws.noaa.gov/					

Session 6 Exercises

Exercise 6.1. Change in title proper

6.1B. Existing record has:

245	00	EDGAR database of corporate information #h [electronic resource].
500		Title from title screen (viewed Feb. 21, 2000).

6.1C. Update the record for the title change:

245	00	EDGAR database #h [electronic resource].
246	1_	#i Title on home page: #a Company info on EDGAR
247	10	EDGAR database of corporate information #f <Feb. 21, 2000>
500		Title from home page (viewed on May 19, 2007).

OR, equally valid alternative:

245	00	Company info on EDGAR #h [electronic resource].
246	1_	#i Title in HTML header: #a EDGAR database
247	10	EDGAR database of corporate information #f <Feb. 21, 2000>
500		Title from home page (viewed on May 19, 2007).

Exercise 6.2. Second change in title proper

6.2B. Existing record has your data from 6.1C above (two legitimate possibilities).

6.2C. Record updated for the second title change (new 247 will differ depending on choice above):

245	00	SEC filings & forms (EDGAR) #h [electronic resource] / #c U.S. Securities and Exchange Commission.
246	3_	SEC filings and forms
246	3_	Securities and Exchange Commission filings and forms
246	1_	#i Former title on home page: #a Company info on EDGAR #f <May 19, 2007>
247	10	EDGAR database #f <May 19, 2007>
247	10	EDGAR database of corporate information #f <Feb. 21, 2000>
500		Title from home page (viewed on Feb. 4, 2008).

OR:

246	1_	#i Former title in HTML header: #a EDGAR database #f <May 19, 2007>
247	10	Company info on EDGAR #f <May 19, 2007>
246	3_	EDGAR database of corporate information #f <Feb. 21, 2000>

Exercise 6.3. Change in statement of responsibility and main and added entries

6.3B. Existing record has:

100	1_	Morton, Susan E., #d 1955-
245	10	Publishers of non-fiction articles #h [electronic resource] : #b a database for writers / #c by Susan E. Morton and Joseph P. Stein.
500		Title from home page (viewed on Jan. 22, 2001).
700	1_	Stein, Joseph P., #d 1953-

6.3C. Record updated for the changes:

100	1_	Stein, Joseph P., #d 1953-
245	10	Publishers of non-fiction articles #h [electronic resource] : #b a database for writers / #c by Joseph P. Stein and Julia Garcia.
500		Title from home page (viewed on Jan. 15, 2008).
500		Co-authored by Susan E. Morton and Joseph P. Stein, when viewed on Jan. 22, 2001.
700	1_	Garcia, Julia M., #d 1961-
700	1_	Morton, Susan E., #d 1955-

Exercise 6.4. Final iteration of updating Web site

6.4A. Same record updated:

Type: a	ELvl: I	Srce: d	GPub: f	Ctrl:	Lang: eng
BLvl: i	Form: s	Conf: 0	Freq: a	MRec:	Ctry: miu
S/L: 2	Orig: s	EntW:	Regl: r	Indx:	
Desc: a	SrTp: w	Cont:	DtSt: d	Dates: 1989,2007	

006 m [electronic resources / computer files]
Audn: File: d GPub: f

245	00	Guidelines for typewriting doctoral dissertations #h [electronic resource].
-----	----	---

260		Ann Arbor, MI. : ‡b University of Michigan Press, ‡c [1989]-2007.
310		Updated annually, ‡b 1997-2007
321		Updated semiannually, ‡b 1989-1996
500		Title from home page (viewed on <i>[current date]</i>).

Evaluation Form

Rules and Tools for Cataloging Internet Resources

Your evaluation of this workshop is very important to the future development of this course and other similar courses. Your honest, candid answers to the following questions will assist us in providing quality programs.

Please rate the following aspects of today's workshop by checking the box that best reflects your evaluation:

1. The overall content of the workshop:

	5	4	3	2	1	
a. was extremely valuable						was of little value
b. provided enough detail						was too general
c. was current & relevant						was outdated
d. was cohesive & logical						was fragmented/difficult to follow
e. was appropriate to my needs						was not at all appropriate
f. met its stated objectives						did not meet objectives

2. Presenter:

	5	4	3	2	1	
a. was knowledgeable						was unsure of the material
b. had good presentation skills						had poor presentation skills
c. encouraged participation						discouraged participation
d. addressed my level of understanding						did not consider my level
e. answered questions directly						did not answer questions
f. was prepared						was not prepared
g. understood the audience dynamics						ignored audience dynamics

3. Presenter:

	5	4	3	2	1	
a. was knowledgeable						was unsure of the material
b. had good presentation skills						had poor presentation skills
c. encouraged participation						discouraged participation
d. addressed my level of understanding						did not consider my level
e. answered questions directly						did not answer questions
f. was prepared						was not prepared
g. understood the audience dynamics						ignored audience dynamics

4. The handouts:

	5	4	3	2	1	
a. are excellent						are poor
b. followed course content						are disjointed/out of sequence
c. are valuable for future reference						are of no value

5. The PowerPoint slides:

- a. were clear and easy to read
- b. were well organized
- c. illustrated concepts clearly
- d. covered an appropriate amount of information
- e. were visually effective
- f. were enhanced by and supported the presenter's remarks

5	4	3	2	1

- were hard to read
- were poorly organized
- were confusing
- contained too much or not enough information
- were not effective
- were poorly related to the presenter's remarks

Please give the following information about yourself:

- 6. Your level of knowledge in the subject of this workshop before today: expert 5 4 3 2 1 novice
- 7. Your level of experience in the subject of this workshop before today: very experienced 5 4 3 2 1 beginner
- 8. Other comments:

Comments on specific sessions:

THANK YOU!