



INTEGRATING RESOURCES CATALOGING WORKSHOP

TRAINEE MANUAL

2010 Revision

The original version of this workshop was prepared by

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With additional loose-leaf material by

Rhonda K. Lawrence

(UCLA Law Library)

**New editions and revisions are prepared by various contributors under
the auspices of the Cooperative Online Serials Program (CONSER)**

Library of Congress

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SCCTP Integrating Resources Cataloging Workshop

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Foreword

The Integrating Resources Cataloging Workshop is the fifth SCCTP workshop to be produced in five years! It was developed to complement the serials-based SCCTP workshops by covering the other half of continuing resources—loose-leafs and updating electronic resources, such as databases and Web sites. New rules for these resources have now been incorporated into Chapter 12 of AACR2 and there is a growing demand for training. Steve Miller has distinguished himself as an expert in the field of electronic resources cataloging, and with help from Rhonda Lawrence and others who catalog loose-leafs, has produced a truly excellent workshop.

Many people made this course possible. We want to thank Manuel Urrizola and the Southern California Library Association for sponsoring the test session for the first draft of the materials. Special thanks go to Valerie Bross and Rhonda Lawrence for teaching the test session and providing excellent feedback and corrections. Once the course materials were in final draft, two train-the-trainer sessions were held. PALINET sponsored the first session in Philadelphia, taught by Steve Miller. The University of Washington hosted the second session, taught by Adam Schiff. Many thanks to Ann Yurcaba and Steve Shadle for all of their efforts and to Steve and Adam for teaching the sessions.

The course material has gone through many rounds of corrections by a stalwart group of revisers, that consisted of Adam Schiff, Judy Kuhagen, Dave Reser, and Louise Rees. Without their knowledge and careful eyes, the material would be far less exact.

This course is designed to be taught by trained SCCTP trainers. As with all SCCTP course materials, they may also be used for self-study or informal in-house training. Comments on the materials are always welcome.

To learn more about SCCTP, visit the Web site at:
<http://www.loc.gov/acq/conser/scctp/scctp-home.html>

Ana Cristan, BIBCO Coordinator
Jean Hirons, CONSER Coordinator
Library of Congress

April 2003

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Preface to the 2010 Revision

The first edition of the *SCCTP Integrating Resources Cataloging Workshop* became available in 2003 after revisions to AACR2 were made in 2002 to introduce new concepts and definitions, and provide instruction on how to catalog electronic resources that are neither serials nor monographs (a new type of bibliographic issuance). The course has been revised several times for minor changes since then. However, this revised edition includes a number of important changes and guidelines for Provider Neutral Record, CONSER Standard Record, and the repeatable 260 field that were implemented in recent years. Examples, graphics, and exercises have been revised and added as well. Also, the slides have been standardized according to the *Guidelines for SCCTP Workshop PowerPoint Slide Design*, a format suitable for online instruction.

The revised edition is based on the 2003 version of the course material as well as the integrating resources cataloging workshop given by SCCTP trainers at UCLA in 2009. It follows the same structure as the original course material containing 7 sessions with the last two as optional. The course can be selectively taught in one day, but can also be taught in two days for greater depth of the subject or for inclusion of optional sessions. Moreover, this edition aims at simplifying the material for catalogers new to cataloging integrating resources. Changes made from the previous edition include the following:

Session 1:

The background information has been trimmed; new slides have been added to reinforce concepts and rules, and exercises have been integrated into the slides.

Session 2:

This newly created session on Tools and Decisions differs from the earlier Session 2 entitled Original Cataloging of Integrating Resources. It covers the tools commonly used for cataloging integrating resources, primarily the PCC guidance in *Integrating Resources: A Cataloging Manual*, 2010 Revision, <http://www.loc.gov/catdir/pcc/bibco/irman.pdf>. The session focuses on three major areas, including provider neutral record policy, language versions policy, and options to apply to CONSER Standard Record. Exercises are supplied at the end, allowing flexibility for participants to come up with their own examples.

Session 3:

This is the revised previous Session 2 Original Cataloging of Integrating Resources. It provides an overview of cataloging integrating resources with a focus primarily on electronic IR (updating Web sites and databases). The session is split into two parts (3a and 3b) due to its long length. New examples are provided to illustrate CONSER Standard Record practice. Exercises are incorporated where needed for reinforcement throughout the session.

Session 4:

Unlike the earlier Session 4, this revised session focuses mainly on finding and understanding catalog records for integrating resources. Instructions on record modification and maintenance are moved from here to Session 5. The session ends with additional exercises.

Session 5:

The original Session 5 Case Studies is replaced by this new session titled Modifying Records for Integrating Resources. It provides real cataloging examples for participants to practice updating existing IR records. New LC/PCC guidelines for the MARC 21 repeatable 260 field are incorporated here, too.

Session 6:

The session is updated with additional information on loose-leaf services although most of the content remains the same. Sample records of updating loose-leaves are also provided. Additionally, many of the slides are reformatted to conform to the standard design.

Session 7:

The main change to this session is the formatting plus additional pages to reduce text on some of the slides.

This revision was completed to meet the demand for an online course for cataloging integrating resources. It is hoped that this edition continues the strengths of the SCCTP courses: the most accurate and authoritative content, the availability of exercises, a significant use of examples, up-to-date guidelines, an emphasis on practical approaches, and the use of a wide variety of resources.

The Project Manager of the Review Group expresses gratitude to all the members who have contributed to the revision through their reviews or suggestions. As always, thanks to Les Hawkins and Hien Nguyen for their guidance and support throughout the revision work. Finally, we ask trainers as well as participants who may observe omissions or inaccuracies to communicate these findings to the email address conser@loc.gov for corrections.

Jian Wang
2010 Revision Project Manager
June 2010

Integrating Resources Cataloging Workshop



Instructors

Place/Date

1-1

Welcome

- Introductions
- Logistics
- Overview of Schedule

1-2

Goals for the IR Workshop

1. Understand the concept of integrating resources
2. Identify participants, distinguish them from serials and monographs
3. Apply AACR2 rules for original description of IRs
4. Code MARC records for IRs
5. Update existing records for changes to IRs

1-3

Goals for the IR Workshop

6. PCC policies and practices related to integrating resources
 - Understand Provider Neutral Record for e-IRs
 - CONSER Standard Record for IRs
 - LC/PCC guidelines for repeatable 260 field (implemented on 9/1/09)

1-4

Outline of the Workshop

- Session 1: Introduction to IRs
- Session 2: Tools & decisions
- Session 3: Original cataloging of IRs
- Session 4: Working with cataloging copy
- Session 5: Modifying records for IRs

1-5

Outline of the Workshop

Optional Sessions:

- Session 6: Issues in cataloging loose-leaf IRs
- Session 7: Selecting electronic IRs and options for access

1-6

Session 1

Introduction to Integrating Resources

1-7

Goals of Session 1

1. Review background on the development of integrating resources
2. Define & identify IRs
3. Understand how IRs relate to monographs & serials
4. Know when to catalog a resource as an integrating resource

1-8

Background

- Major factors to revise international standards (AACR, ISSN, ISBD) beginning in 1997
 - New types of electronic resources emerged
 - Need new serials and loose-leafs codes
 - Desire to harmonize internationally to promote record usage

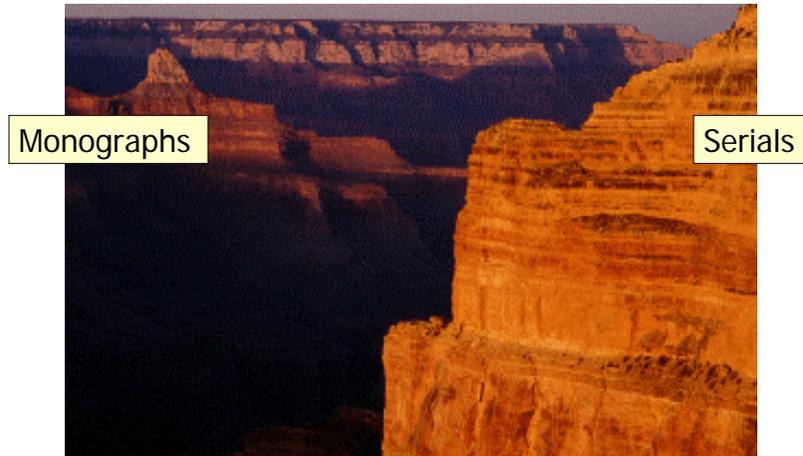
1-9

Background

- Efforts to revise AACR2 from 1998-2001
- A complete revision of AACR2 Chapter 12 and other changes in 2002
- Most MARC changes have been implemented
- LCRIs revised & BIBCO/CONSER documentation available online

1-10

Former Bibliographic Landscape



1-11

The Need for New Concepts

- Not included in AACR2 before:
Updating resources (Web sites, databases, and loose-leafs)
- Now called *Integrating Resources*

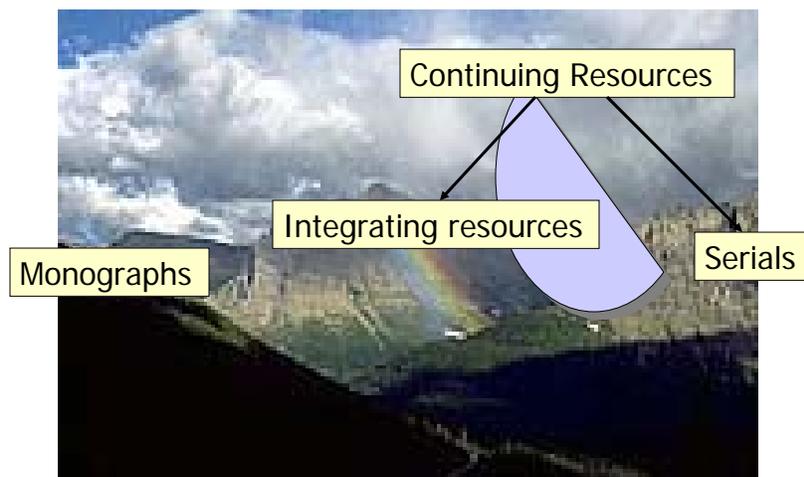
1-12

The Need for New Concepts

- Integrating resources differ from serials in how they are issued, which require separate cataloging rules
- IRs exhibit a high degree of *seriality*, and need to be closely aligned with serials

1-13

The New Bibliographic Landscape



1-14

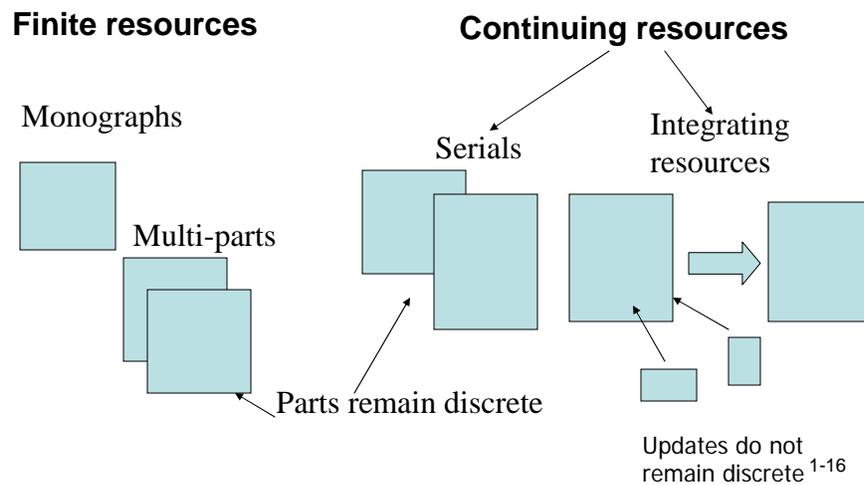
The Need for New Concepts

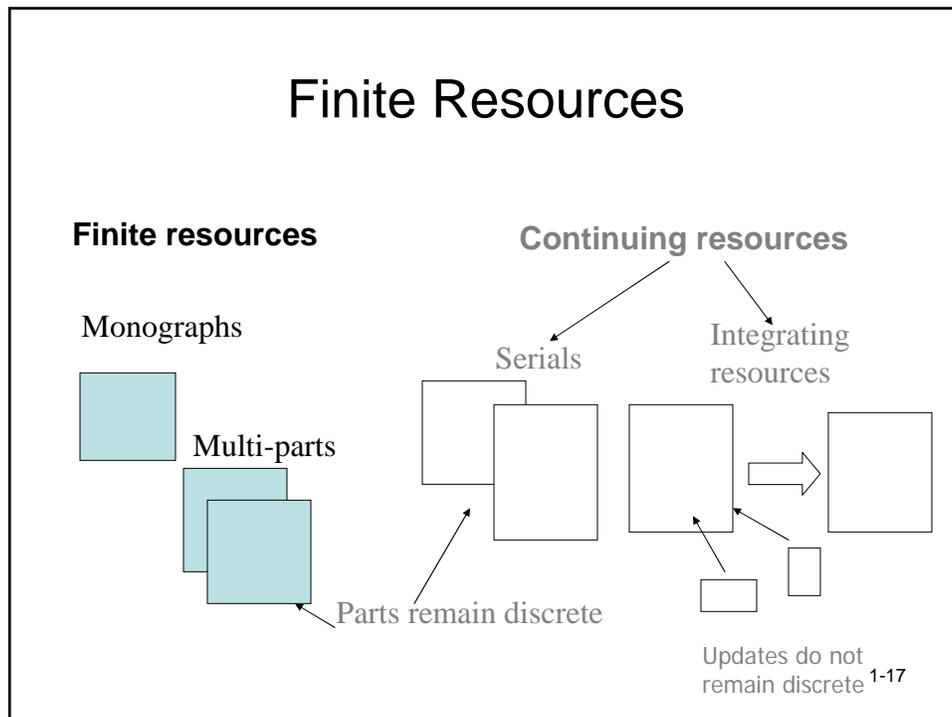
Continuing Resources (for both serials & IRs)

- have no predetermined conclusion
- the title of Chapter 12 AACR2
- new name for the serials fixed field in MARC records used for both serials and IRs
- the scope of ISSN

1-15

Representation of Bibliographic Resources in AACR2





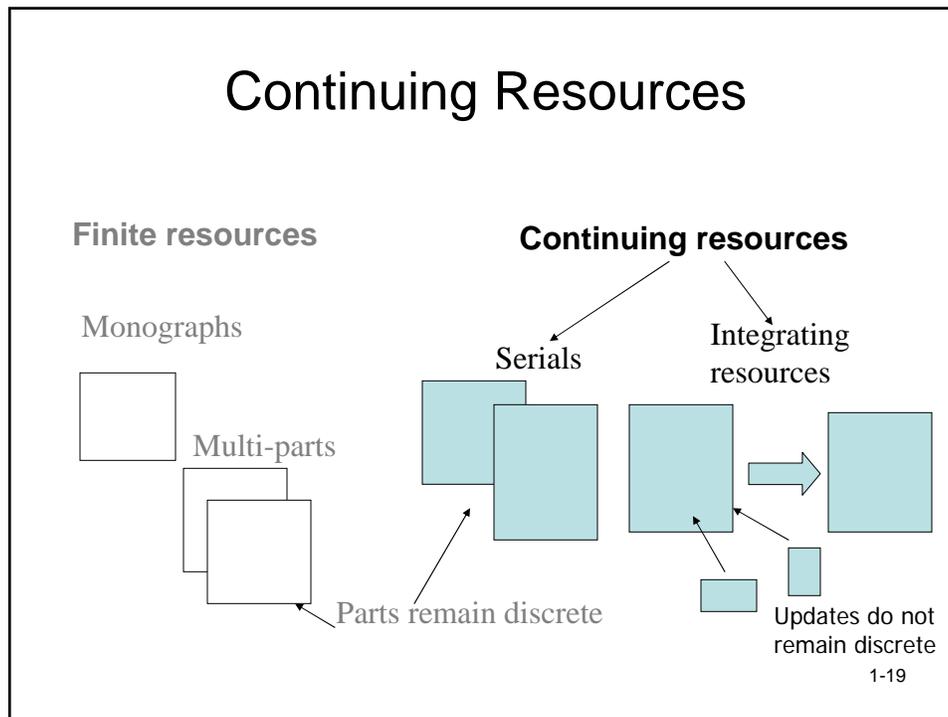
Monograph

- 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.

1-18



Continuing Resource

- Definition

A bibliographic resource that has
no predetermined conclusion.
- Umbrella concept to group serials and IRs
- Provides a collective term
- Title for AACR2 Chapter 12

1-20

Serial

- Definition

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

1-21

Serial

- Definition

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

Examples:

journals, electronic journals, newsletters,
annual reports, newspapers, monographic series

1-22

Integrating Resource

Definition

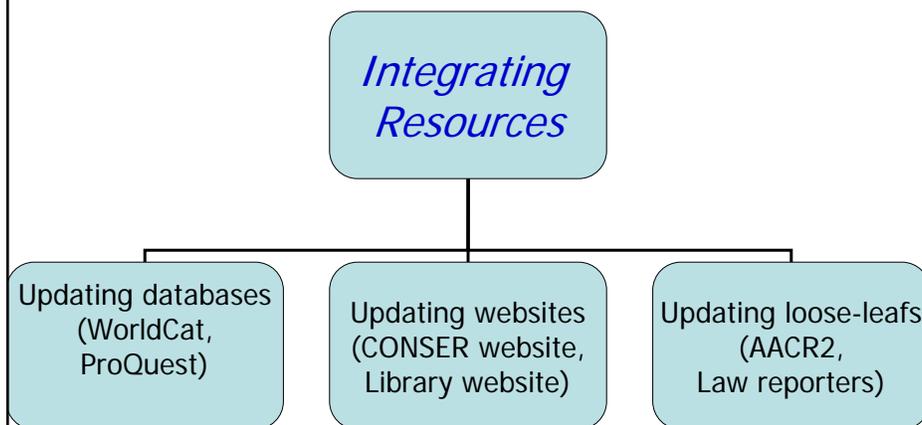
A bibliographic resource that is

- **added to or changed by means of updates**
- [that] do not remain discrete and
- [that] are integrated into the whole

Can be finite updating or continuing indefinitely.

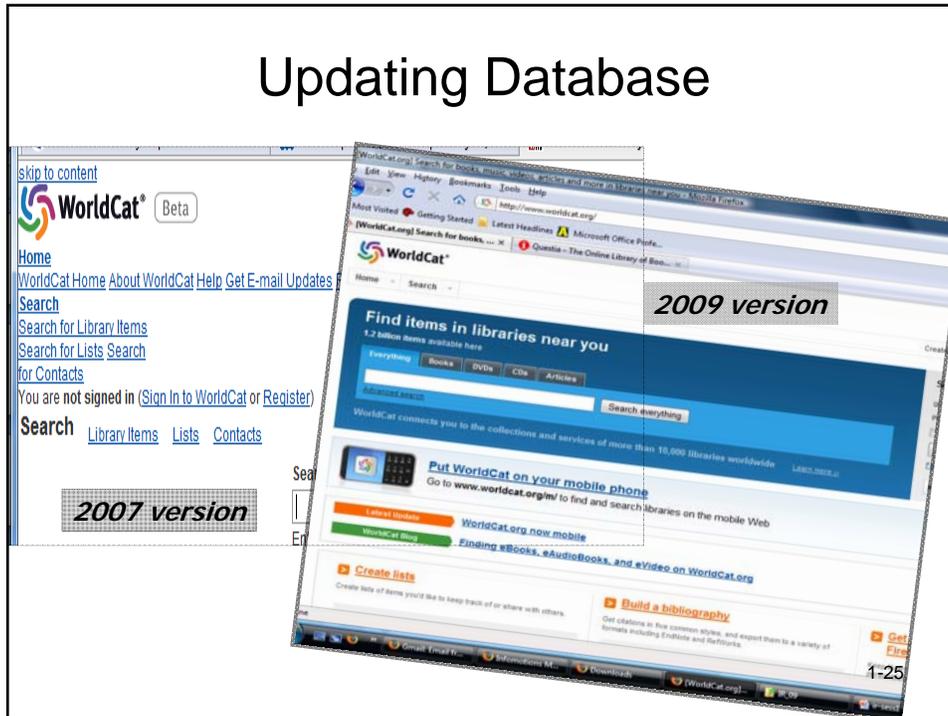
1-23

Three Major Types of IRs

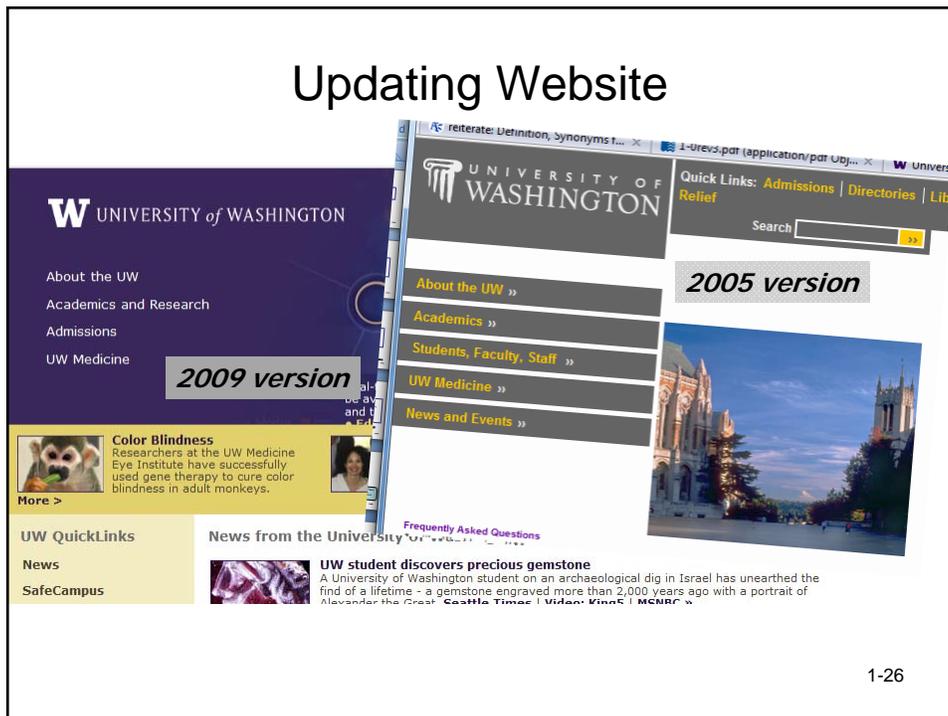


1-24

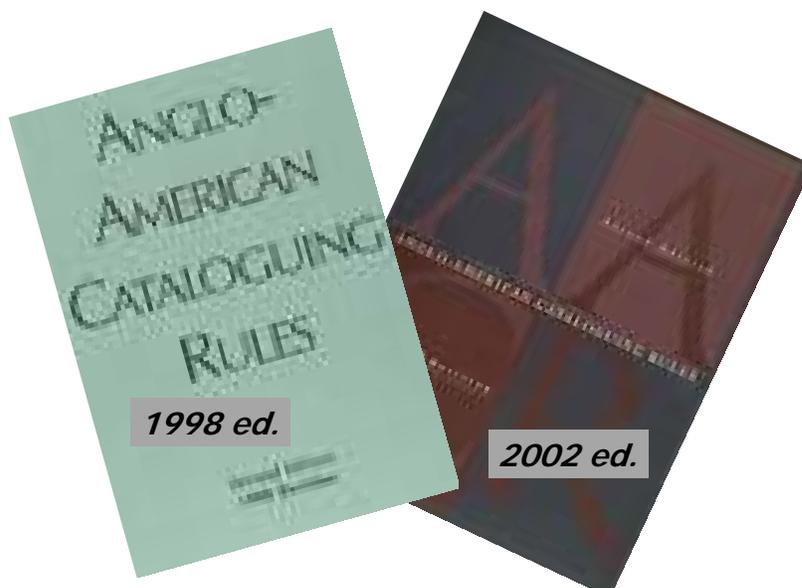
Updating Database



Updating Website



Updating Loose-leaf

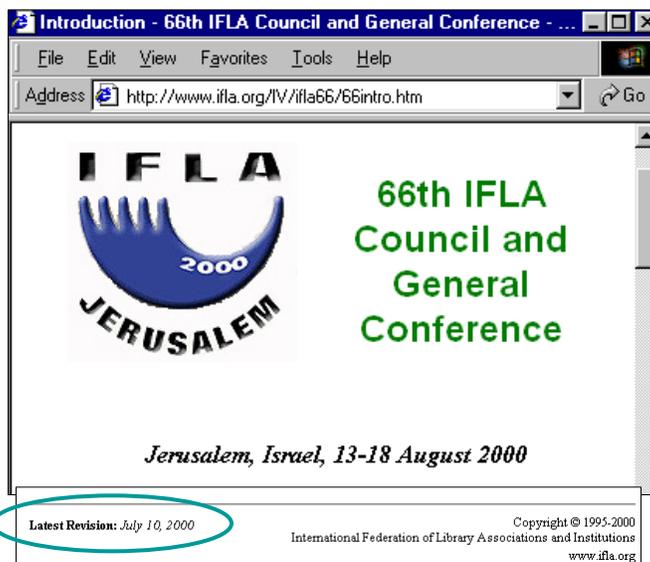


Integrating Resources May Be Continuing or Finite

- Some IRs are finite in scope
 - Examples: ALA 2008 Midwinter Web site (has a predetermined conclusion)
- See Chapter 12 in AACR2 for guidance:
 - Both are cataloged the same
 - The distinctions not useful to patrons

1-28

Finite Updating Web Site



1-29

Integrating Resources vs. Serials

- The primary difference:
 - Serials issued in **discrete parts**
 - Integrating resources issued with **updates that do not remain discrete**

1-30

Integrating Resources vs. Monographs

- The primary differences: Monographs
 - Single item: fixed, **static**
 - Multipart: issued in **discrete parts**

1-31

Resource May Be Mono or Serial

Online monographic document

A screenshot of a web browser displaying a USGS page. The page title is "Factors Related to Well Yield in the Fractured-Bedrock Aquifer of New Hampshire". It is identified as "U.S. Geological Survey Professional Paper 1660" and lists authors: Richard Bridge Moore, Gregory E. Schwarz, Stewart F. Clark, Jr., Gregory J. Walsh, and James R. Degan. A link is provided for the PDF report.

A screenshot of the "Online Journal of Distance Learning Administration" website. The page features a "Current Issue" section with the article "The Promise and the Pathway: Marketing Higher Education to Ad..." by David S. Stein, Constance E. Wanstreet, Charles T. Saunders, Jr., and Michelle L. Lutz. A small photo of the authors is visible.

Online journal

1-32

Exercises

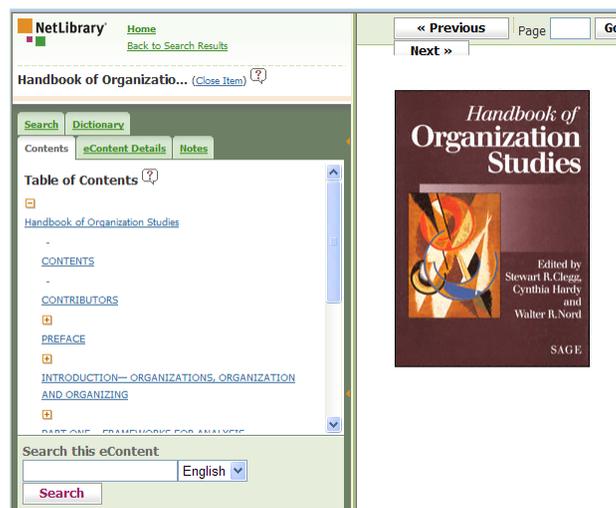
For each of the resources in the next several slides, answer the following questions:

1. Is this a monograph, a serial, or an integrating resource?
2. Why or why not?

1-33

Resource A

<http://www.netlibrary.com/>



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Resource B

<http://www.ala.org/ala/eventsandconferencesb/annual/2008a/home.cfm>



GENERAL INFORMATION | REGISTRATION | TRAVEL & HOTELS | CONTACT US
PROGRAMS & SESSIONS | SPECIAL EVENTS | VISIT THE EXHIBITS | EVENT PLANNER

2008 annual conference

ALA Home
Annual 2008 Home
FAQ
First Timers
Annual Wiki
Accessibility
Exhibitors Info
Cognotes
Download Logos
Press
Empowerment

The 2008 Annual Conference will be held in Anaheim, CA, from June 26- July 2, 2008.

Unfortunately the James Frey Auditorium Speaker Session had been cancelled. Harper Collins Publishers and ALA regret any inconvenience this causes.

Committee and business meetings take place June 28-July 1, 2008, and Council Meetings run to July 2. Education programs take place primarily

1-35

Resource C

<http://www.jbc.org/>



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JBC Papers in Press Free!
(683 articles) last updated: Nov 24, 2008 3:18 PM.

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RECENT EDITORIALS:
Two Important Changes for Authors of ASBMB Publications: JBC, MCP and JLR

Journal Status

Previous Editorials

PAPERS OF THE WEEK
Updated Nov 21, 2008

REFLECTIONS
Updated Oct 17, 2008

CLASSIC ARTICLES
Updated Sep 12, 2008

MINIREVIEWS

ASBMB
The American Society for Biochemistry and Molecular Biology publishes the Journal of

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Resource D

<http://www.astro.ucla.edu/~wright/sats.html>

Satellites visible over Los Angeles

Artificial satellites orbiting the Earth are visible 1-2 hours after sunset and 1-2 hours before sunrise, while the ground is dark but the satellite is in sunlight because of its high altitude. This page lists predicted visibility times for some large and bright satellites of astronomical interest. These are easily visible even from the city of LA! The satellite will look like a moving star.

If you don't live in LA, the predictions on this page will not be useful for you, but the German Aerospace Center has a great [satellite prediction page](#). Be sure to look at the Iridium flares! [Here's](#) a bright one over UCLA.

All times and dates Pacific Standard Time or Pacific Daylight Time.

Satellites with thrusters are sometimes [way behind schedule](#), but these times are usually good to better than a minute.

Click on an entry to see a stargate with the satellite track. Planets and the Moon are in red, the satellite track is in blue.

[Explanation of the table](#)

GLAST

time	az	maxel	az'	maxel	Range	Sunel	@sat	@sat'	DM	Age
6/23/ 8 4:18:58	174.4	-0.4	23.8	1161.3	-14.9	2.8	0.052	-0.5	1	
6/24/ 8 4:12:39	177.1	-0.4	24.9	1126.0	-15.9	1.6	0.049	-0.7	2	
6/25/ 8 4: 6:38	172.6	-0.4	25.0	1122.0	-16.9	1.0	0.046	-0.6	3	
6/26/ 8 4: 0:54	162.3	-0.4	22.9	1186.0	-17.8	1.0	0.044	-0.4	4	
6/27/ 8 3:55:18	152.6	-0.3	18.7	1340.3	-18.6	1.0	0.042	0.0	5	
7/ 5/ 8 21:52: 8	200.1	-0.3	21.3	1234.5	-18.0	1.0	-0.044	-0.2	14	

1-37

Resource E

<http://dublincore.org/documents/usageguide/>

Dublin Core® Metadata Initiative

Home > Documents > Usageguide >

Enter keyword

Using Dublin Core

Creator: Diane Hillmann

Date Issued: 2005-11-07

Identifier: <http://dublincore.org/documents/2005/11/07/usageguide/>

Replaces: <http://dublincore.org/documents/2005/08/15/usageguide/>

Is Replaced By: Not applicable

Latest Version: <http://dublincore.org/documents/usageguide/>

Translations: <http://dublincore.org/resources/translations/>

Status of Document: DCMI Recommended Resource

Description of Document: This document is intended as an entry point for users of Dublin Core. For non-specialists, it will assist them in creating simple descriptive records for information resources (for example, electronic documents). Specialists may find the document a useful point of reference to the documentation of Dublin Core, as it changes and grows.

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Resource F

<http://dublincore.org/resources/faq/>

The screenshot shows the Dublin Core Metadata Initiative website. At the top, there is a navigation menu with links for 'ABOUT THE INITIATIVE', 'DCMI NEWS', 'DOCUMENTS', 'TOOLS AND SOFTWARE', 'GROUPS', and 'PROJECTS'. Below the menu is a search bar with the text 'Enter keyword' and a 'Search' button. The main content area is titled 'DCMI Frequently Asked Questions (FAQ)' and contains a numbered list of 19 questions related to metadata, such as 'What is metadata?', 'Where is the metadata on the Dublin Core website?', and 'How do I begin implementing the Dublin Core Metadata Element Set?'. The list ends with 'How do I participate in discussions about the Dublin Core?'.

1-39

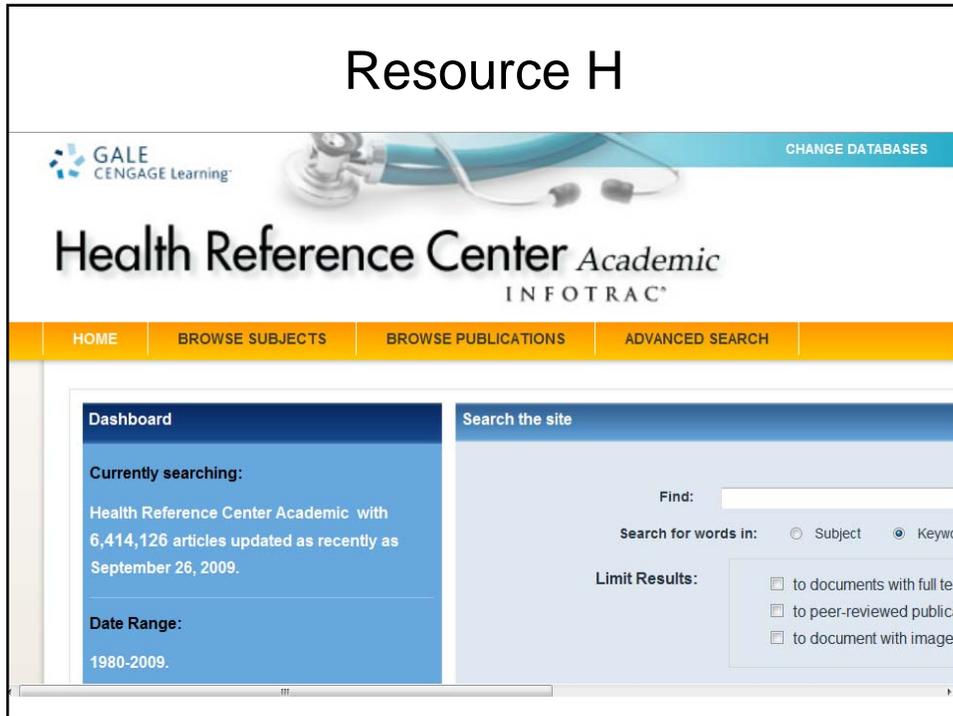
Resource G

<http://www.loc.gov/catdir/pcc/>

The screenshot shows the Library of Congress Program for Cooperative Cataloging (PCC) website. The header includes 'The LIBRARY of CONGRESS' and logos for 'BIBCO CONSER NACO SACO'. The main heading is 'Program for Cooperative Cataloging'. Below this, there is a search bar and a 'GO' button. The page is divided into two main sections. The left section, titled 'Programs of the PCC:', lists 'BIBCO - NACO - SACO - CONSER' and 'About the PCC'. It includes links to 'PCC Mission Statement, 2005', 'PCC Calendar (updated October 6, 2008)', 'PCC Organization & Governance', 'PCC 2010 - Planning for the Future', 'Archived documents and reports from various PCC groups and meetings, etc.', 'Statistics for the PCC for BIBCO, CONSER, and NACO', and 'Vendor Resources'. The right section, titled 'PCC News & Events', includes a download link for 'Adobe Acrobat Reader' and a list of recent news items such as 'SACO At-Large Meeting Summary, ALA Annual, Anaheim, CA 2008', 'FY07 Annual Report of the Program for Cooperative Cataloging', 'PCC Agenda, Washington, DC 2007', 'SCA Annual Report, 2007', 'SCS Annual Report, 2007', 'SCT Annual Report, 2007', 'PCC Participants Meeting Summary, ALA Annual, Washington, DC 2007', 'PCC Ad Hoc Series Review Task Force', and 'SACO Participants Manual, 2nd edition'.

1-40

Resource H



CHANGE DATABASES

GALE
CENGAGE Learning

Health Reference Center *Academic* INFOTRAC

HOME BROWSE SUBJECTS BROWSE PUBLICATIONS ADVANCED SEARCH

Dashboard

Currently searching:
Health Reference Center Academic with
6,414,126 articles updated as recently as
September 26, 2009.

Date Range:
1980-2009.

Search the site

Find:

Search for words in: Subject Keyword

Limit Results:

- to documents with full text
- to peer-reviewed publications
- to document with images

Iteration

Definition

An instance of an integrating resource

- either as first published
- or after it has been updated

Differences in Cataloging

▪ **Serials**

- First or earliest available issue
- Successive entry (a new record is created)

1-43

Differences in Cataloging

Serials

- First or earliest available issue
- Successive entry (**a new record is created**)

Integrating Resources

- Latest iteration
- Integrating entry (**same record is updated**)

1-44

Before Cataloging...

Will the e-resource be issued/updated on a continuing basis?

No = Mono

If no, catalog as a monograph.

- may be complete in one part;
- or a finite number of parts;
- or may have been corrected.

1-45

Before Cataloging...

Will the e-resource be issued/updated on a continuing basis?

Yes = Serial or IR

Catalog as a serial if added as discrete issues;

Catalog as an integrating resource if updated into a whole.

1-46

Before Cataloging...

Is the resource a direct access e-resource?

If **Yes**, then it **cannot** be an IR

- CD-ROMs \neq IRs
- Ongoing CD-ROMs $=$ SERIALS,
even when cumulative

1-47

Before Cataloging...

Is the resource issued in loose-leaf format?

If **Yes**, cataloged as

- a serial;
- an integrating resource;
- or a monograph depending on
the Type of Issuance.

1-48

Before Cataloging...

If the resource is remote, can you access any earlier issues or updates?

If **yes**, treat as a **serial**,
or as a multipart monograph.

1-49

Before Cataloging...

If the resource is remote, can you access any earlier issues or updates?

If **no**, consider to be **integrating**

1-50

Summary

- Many e-resources and loose-leafs are *IRs*, -- not monographs
- Direct access resources (e.g., CD-ROMs) issued in successive parts are serials
- LCRI 1.0 provides guidance

1-51

Session 2

Tools and Decisions



Session 2

1. What tools are available to help you catalog IR's?
2. What decisions need to be made?

Primary Tools

Integrating Resources: a cataloging manual

<http://www.loc.gov/catdir/pcc/bibco/irman.pdf>

Based on:

- AACR2, 2nd ed. (esp. Chapters 1, 9 & 12)
- And corresponding Library of Congress Rule Interpretations (LCRIs)

2-3

Other Tools

- CONSER Standard Record Documentation
<http://www.loc.gov/catdir/cpsoc/conser.html>
- MARC 21 Format for Bibliographic Data (Cataloger's Desktop,
<http://www.loc.gov/marc/bibliographic/ecbd/home.html>)

2-4

Other Tools

- OCLC (Including Bibliographic formats and Standards)

<http://www.loc.gov/marc/bibliographic/ecbd/home.html>

- Internet Archive

<http://www.archive.org/web/web.php>

2-5

Other Tools cont.

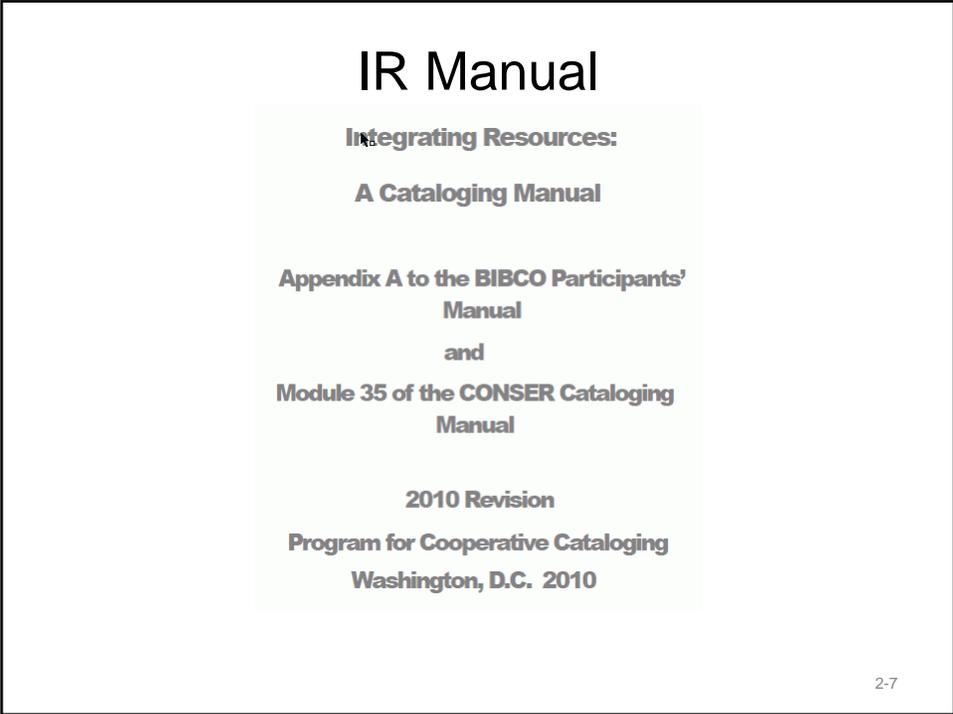
- OLAC CAPC Source of Title Note for Internet Resources

<http://www.olacinc.org/drupal/?q=node/20>

- LC/PCC guidelines for *MARC 21 repeatable 260 field*

<http://www.loc.gov/catdir/cpso/260field.pdf>

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IR Manual: Objectives

- Define “integrating resource”
- Instruct IR bibliographic record creation
- Instruct updating bibliographic record
- Distinguish the difference between cataloging an IR and a monograph or a serial
- Inform special considerations in IRs cataloging

2-13

IR Manual: What's New?

Essentially four major areas:

1. Provider neutral policy (IR.2)
2. Better explanation of language versions policy (IR.4.2.1)
3. Option to apply CONSER standard record
4. Use of the repeatable 260 field (IR.7.3)

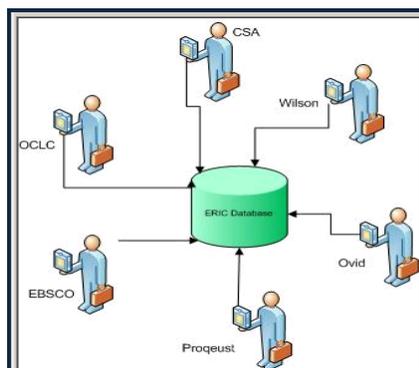
2-14

Provider Neutral Record (IR.2.1 Scope)

“...the online version contains information applicable to all versions being distributed by all electronic service providers.”

2-15

Provider Neutral Record



2-16

Quiz 1 – what is the provider neutral record?



The provider neutral record is ...

- A. A serial record
- B. A monograph record
- C. A bib record for an electronic resource provided simultaneously by multiple vendors

2-17

Provider Neutral Record (IR.2.2)

- Highlighted features:
 - Applicable to all provider versions
 - Added entries only for original producer/society (e.g., for ERIC: ERIC Clearinghouse on Information & Technology)

2-18

Provider Neutral Record (IR.2.2)

- Highlighted features:
 - Note indicating provider version cataloging is based on:
500 Title from home page (*ERIC Clearinghouse on Information & Technology, viewed Dec. 9, 2007*).
- New** 588 Source of Description Notes

2-19

Provider Neutral Record (IR.2.2)

- Highlighted features:
 - Guidelines on consolidation of duplicates
 - Types of resources
 - Example of Agricola IR

2-20

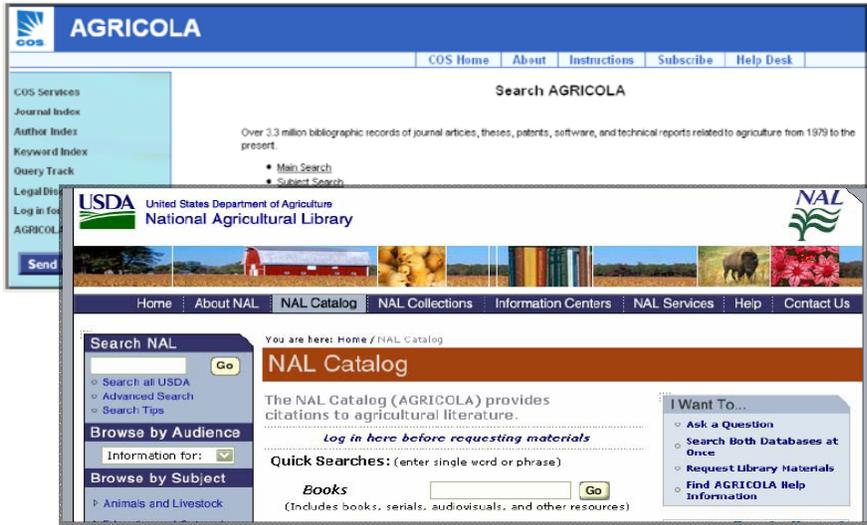
384	AGRICOLA [electronic resource]. Electronic data. [Baltimore, Md. ?] : Community of Science, c1988. [ELECTRONIC] OCLC: 40615430, Holdings: 5
395	Tacitus, Publius Cornelius. Agricola / Kirjoittanut Cornelius Tacitus ; suomentanut K. J. Hiden. Helsinki : Kirja kerrallaan, 2004. 51, [4] s. ; 19 cm. OCLC: 56353296, Holdings: 1
396	Tacitus, Cornelius. Agricola / Cornelius Tacitus. Für die Schule hrsg. und erkl. von Alfons Städele. Lehrerb. 2. Aufl. Bamberg : Bayer. Verl.-Anst., 1997. 71 S. OCLC: 75805095, Holdings: 2
397	Agricola [electronic resource] Electronic data. [Beltsville, Md.] : National Agricultural Library ; [Norwood, Mass.] : SilverPlatter International NV, c1997. [COMPUTER FILES] OCLC: 38450980, Holdings: 2
398	Agricola (Online : Ovid Technologies, Inc.) AGRICOLA [electronic resource] New York, N.Y. : Ovid Technologies, Inc., 1996. [ELECTRONIC] OCLC: 68182259, Holdings: 2
399	Agricola [electronic resource]. Dublin, OH : OCLC, Inc. ; Beltsville, Md. : National Agricultural Library [COMPUTER FILES] OCLC: 53069081, Holdings: 5
400	AGRICOLA [electronic resource]. 2000. [ELECTRONIC] OCLC: 45502458, Holdings: 1
401	AGRICOLA [electronic resource]. [Dublin, Ohio] : OCLC [ELECTRONIC] DLC OCLC: 54852789, Holdings: 2
402	Agricola [electronic resource]. [S.l. : s.n.] ; Beltsville, MD. : National Agricultural Library (NAL) [Host]. [ca. 1999-...] Text. [COMPUTER FILES] OCLC: 67720351, Holdings: 1
403	AGRICOLA [electronic resource] / National Agricultural Library. Computer database. Beltsville, Md. : National Agricultural Library, 2000. [ELECTRONIC] OCLC: 63548804, Holdings: 1
404	Tacitus, Cornelius. Agricola / Tacitus ; text, introduction and commentary by R.M. Ogilvie and I.A. Richmond. Oxford : Oxbow, 2002. 380 p. : ill. ; 22 cm. UKM OCLC: 49351522, Holdings: 5
405	Tacitus, Cornelius. Agricola ; translated by M. Hutton, rev. by R.M. Ogilvie. Germania ; translated by M. Hutton, rev. by E.H. Warrington. Dialogus ; translated by W. Peterson, rev. by M. Winterbottom. [Rev. ed.]. Cambridge, Mass. : Harvard University Press, 1992. c1970. xv, 367 p. maps 17 cm. OCLC: 36091301, Held, Holdings: 25
406	AGRICOLA [electronic resource]. Electronic data. Ipswich, MA : EBSCO Pub. [INTEGRATING RESOURCE] [ELECTRONIC] OCLC: 51941339, Holdings: 29
407	Tacitus, Cornelius. Agrinola. Italian & Latin Agrinola / Cornelius Tacitus ; introduzione, testo critico, traduzione e commento a cura di Paolo Soverini. Alessandria : Edizioni dell'Orso, c2004. 341 p. ; 24 cm. DLC OCLC: 78001057, Holdings: 12

2-21

Consolidated record

245	0	0	AGRICOLA #h [electronic resource] / #c National Agricultural Library.
246	1	3	Agricultural online access
246	1		#i Also known as: #a NAL catalog
260			Beltsville, Md. : #b National Agricultural Library
382	1		Began in the 1990s?
500			Title from main search screen (Community of Science, viewed Aug. 22, 2007).
500			Many provider versions offer additional content.
520			Provides citations to agricultural literature primarily from the catalog of the National Agriculture Library century.
650	0		Agriculture #v Indexes.
610	2	0	National Agricultural Library (U.S.) #v Catalogs.
710	2		National Agricultural Library (U.S.)
776	0	8	#i Also available on CD-ROM #t AGRICOLA (CD-ROM)
856	4	0	#u http://agricola.nal.usda.gov/
856	4	0	#u http://purl.access.gpo.gov/GPO/LPS1292
856	4	0	#u http://agricola.cos.com/
856	4	0	#u http://search.epnet.com/login.asp?profile=web&defaultdb=agr
856	4	0	#u http://www.csa.com/htbin/dbmg.cgi?username=dart72&access=dart7272&cat=agricola

2-22



The screenshot displays the AGRICOLA website interface. At the top, there is a blue header with the AGRICOLA logo and navigation links: COS Home, About, Instructions, Subscribe, and Help Desk. Below the header, a search bar is labeled "Search AGRICOLA" with a description: "Over 3.3 million bibliographic records of journal articles, theses, patents, software, and technical reports related to agriculture from 1979 to the present." Search options include "Main Search" and "Subject Search".

The main content area features the USDA logo and the text "United States Department of Agriculture National Agricultural Library". Below this is a navigation menu with links: Home, About NAL, NAL Catalog, NAL Collections, Information Centers, NAL Services, Help, and Contact Us. A "Search NAL" section includes a search box with a "Go" button and options for "Search: all USDA", "Advanced Search", and "Search Tips". There are also sections for "Browse by Audience" and "Browse by Subject" with a dropdown menu for "Information for:". A "Quick Searches" section is titled "Books" and includes a search box and a "Go" button, with a note: "(Includes books, serials, audiovisuals, and other resources)".

On the right side, there is a "I Want To..." section with links: "Ask a Question", "Search Both Databases at Once", "Request Library Materials", and "Find AGRICOLA Help Information".

The page number "2-23" is located in the bottom right corner of the screenshot area.

Online IR in Multiple Languages (IR.4.2.1)

Separate records preferred if:

- *full content available in another language;*
- *separate ISSNs assigned*
- *have edition statements (e.g., CNN en Español; CNN Türk.com)*

Quiz 2 – True or False?



- A. The provider neutral record is applicable to all provider versions.
- B. The record contains information about all providers.
- C. Added entries are given only to the original producer/society that created the resource.
- D. For source of title, also add the provider version used for description.

2-25

Language Versions: Example



2-26

Option to Apply CONSER Standard Record

- Simplify MARC coding
- Emphasize access
- Limited use of uniform titles
- Easy transcription of numbering

2-27

CSR - Fixed Field, 006/007

The screenshot shows a library catalog record for OCLC 310982232. The record is a Continuing Resource with the following fields:

Type	a	ELvl		Srce		GPub		Ctrl		Lang	eng
BLvl	i	Form	s	Conf		Freq		MRec		Ctry	dcu
SL	2	Orig		EntW		Regl		Alph			
Desc	a	SrTp	w	Cont		DtSt	c	Dates	2009	,	9999

At the bottom, the fixed fields 006 and 007 are shown:

006				m
007				c #b r

2-28

CSR - 362 Examples

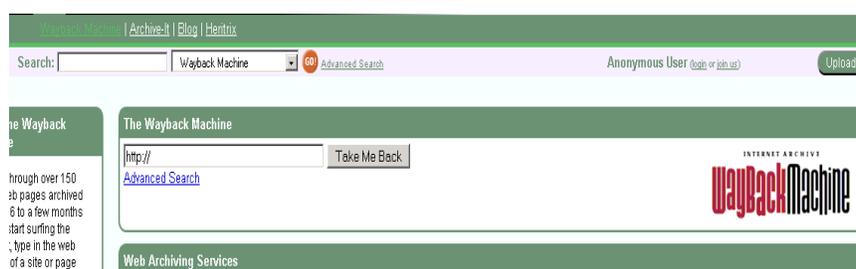
362 1_ \$a Began in 1990.

362 1_ \$a Ceased in 1992.

362 1_ \$a Began in 1990; ceased in 1992.

2-29

Internet Archive



<http://www.archive.org/web/web.php>

- See previous iterations of a Web resource
- Clue for publication date information

2-30

Searching Example (www.itergateway.org)

Search Results for Jan 01, 1996 - Sep 29, 2009

1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
0 pages	3 pages	9 pages	12 pages	20 pages	46 pages	26 pages	21 pages	13 pages	0 pages				
					Apr 06, 2001 * Oct 30, 2001 * Nov 27, 2001	May 30, 2002 * Jun 04, 2002 Jul 18, 2002 Aug 02, 2002 Aug 03, 2002 Sep 27, 2002 * Sep 29, 2002 Nov 23, 2002 Dec 09, 2002	Feb 05, 2003 Feb 10, 2003 Mar 17, 2003 Mar 23, 2003 Apr 07, 2003 Apr 19, 2003 May 01, 2003 Jun 25, 2003 Sep 29, 2003 Oct 12, 2003 Nov 22, 2003 Dec 27, 2003 *	Jan 30, 2004 * Feb 07, 2004 Feb 08, 2004 May 22, 2004 * Jun 14, 2004 Jun 15, 2004 Jun 19, 2004 Jul 04, 2004 Jul 14, 2004 Jul 26, 2004 Nov 22, 2003 * Aug 20, 2004 Sep 04, 2004 Sep 07, 2004	Jan 05, 2005 * Jan 12, 2005 * Jan 24, 2005 Jan 30, 2005 * Jan 31, 2005 Feb 05, 2005 * Feb 10, 2005 Feb 12, 2005 Feb 18, 2005 Feb 20, 2005 Feb 26, 2005 * Mar 05, 2005 * Mar 05, 2005 * Mar 06, 2005 Mar 15, 2005 Mar 26, 2005 *	Jan 04, 2006 * Jan 06, 2006 Jan 19, 2006 Jan 25, 2006 Feb 01, 2006 * Feb 02, 2006 Feb 03, 2006 Feb 06, 2006 * Feb 19, 2006 Feb 20, 2006 Apr 06, 2006 * Apr 24, 2006 Apr 25, 2006 Apr 27, 2006	Jan 08, 2007 * Jan 12, 2007 Jan 22, 2007 Jan 28, 2007 Feb 08, 2007 Feb 09, 2007 * Mar 14, 2007 Jun 09, 2007 * Jun 26, 2007 * Aug 13, 2007 Sep 13, 2007 Sep 15, 2007 Sep 29, 2007 * Oct 05, 2007 * Oct 07, 2007	Jan 11, 2008 * Jan 11, 2008 * Feb 12, 2008 * Feb 20, 2008 * Mar 16, 2008 * Apr 15, 2008 Jun 18, 2008 Jul 05, 2008 Jul 07, 2008 Jul 12, 2008 Jul 14, 2008 Jul 16, 2008 Aug 02, 2008	

2-31

Internet Archive: Web Example

<http://www.debbiesbook.com>

Welcome to DEBBIES BOOK™ Online!
The Source Book for Props, Set Dressing, and Wardrobe.

ayout of sources and individuals that supply the entertainment industry. It lists sources in almo:
ie table of contents. From Animal Costumes to Weather Vanes, you will find categories like Alz
and Pirate's Chests. With each new edition of the book, categories are consolidated or addc
available.

[E-Mail Debbie](#) [What's New](#)

- [Browse DEBBIES BOOK Online](#)
- How to [use DEBBIES BOOK Online](#)
- [About DEBBIES BOOK](#)
- How to [get listed in DEBBIES BOOK](#)
- How to [buy a paper copy of DEBBIES BOOK](#)
- Get a [Discount on DEBBIES BOOK!](#)
- [Other related sites](#) on the Internet.

This website was last updated on 0.11.1999

2-32

Internet Archive: Web Example

DB Debbies Book
Resources for Professionals in Entertainment Industries

- Film & Television
- Themed Environments
- Theatre
- Advertising
- Special Events
- Visual Merchandising

Home

ABOUT DEBBIES BOOK | BROWSE DATABASE | HOW TO BUY A PAPER COPY OF DEBBIES BOOK | E-MAIL DEBBIE | DEBBIES LINKS | WHAT'S NEW?

HOW TO USE the online version of Debbies Book:

- 1 Click on the "BROWSE DATABASE" navigation tab!
- 2 On the "Categories" page, click the first letter of the item you're looking for!
- 3 Pick the category from the resulting list to see companies that have your item!

WELCOME TO DEBBIES BOOK ONLINE!

Our new web site seems to be working as it should. If you notice anything unusual, please notify us by e of Debbies Book, and includes a few updates from that as well.

2-33

Continuing Resources Rec.stat n Entered 20100328 Replaced 20100328

Type a ELvl Sice d GPub Ctrl Lang
BLvl s Form Conf Freq MRec Ctry
S/L 0 Orig EntW Repl Alph
Desc SrTp Cont DTSt c Dates , 9999

010
040 ORZ #b #c ORZ
022
041 #h #b
050 #b
090 #b
049 ORZA
1
2
245 #h #b #c
246
260 #b #c

create your own record

2-34

Internet Archive: OCLC Example

Continuing Resources		Rec stat	c	Entered	20080825	Re
Type	a	ELvl	Srcce	c	GPub	Ctrl
BLvl	i	Form	s	Conf	■	Freq
S/L	2	Orig	■	EntW	Regl	■
Desc	a	SrTp	w	Cont	DtSt	c
					Dates	1997

006	m
007	c #b r
010	2008222794
040	CLU #c CLU #d CLU
022	#y 1089-5132
042	pcc

2-35

Internet Archive: OCLC Example

245	0	0	Debbies book #h [electronic resource]
246	1		#i Subtitle, <2008->: #a Resources for professionals in entertainment industries
246	1	3	DB
246	1	3	Welcome to Debbies book online
247	1	0	Debbies book online #f <1998>-July 25, 2002
260			Pasadena, Calif. : #b Debbies Book
362	1		Began in 1997.
500			Title from home page (viewed Aug. 20, 2008).
520			Directory of sources and individuals that supply the entertainment industry.
650	0		Mass media #z California #z Los Angeles Region #x Equipment and supplies #v Directories .
650	0		Stage props #z California #z Los Angeles Region #v Directories .

2-36

First Steps in Original Cataloging

1. What **aspect/part of the resource** are you cataloging ?

The screenshot shows the NLM website with a navigation menu on the left and a main content area. A red arrow points from the 'List of NLM Databases' link to the PubMed logo, which is circled in red. The PubMed logo is labeled 'PubMed® Biomedical journal literature from MEDLINE/PubMed'.

2-37

First Steps in Original Cataloging

2. What is the **type of issuance** of that aspect?

The screenshot shows a cataloging record for PubMed. The 'S/L' field is circled in red, showing the value '2'. The record includes fields for Type, ELvl, Srce, GPub, Ctrl, Lang, BLvl, Form, Conf, Freq, MRec, Ctry, S/L, Orig, EntW, Regl, Alph, Desc, SrTp, Cont, DTst, and Dates.

S/L Entry Convention:

- 0 -- successive entry cataloging
- 1 -- latest entry cataloging
- 2 -- integrated entry cataloging

2-38

First Steps in Original Cataloging

3. What is the **primary content of the resource?**

The screenshot shows the ARROW Discovery Service homepage. It includes a navigation menu with 'home', 'advanced search', 'alerts', 'statistics', and 'log cloud'. A list of universities is provided, such as Australian National University (2014) and Bond University (2140). A search bar is present with the text 'Search for:' and a list of search terms including 'analysis', 'art', 'artificial', 'aspects', 'based', 'cardiology', 'cardiovascular', 'care', 'chemical', 'child', 'classified', 'communications', 'counseling', 'cultural', 'curriculum', 'expression', 'gender', 'heart', 'higher', 'indigenous', and 'industrial'. A 'Live Search' button is also visible.

2-39

First Steps in Original Cataloging

4. Which **iteration** do you have?

The screenshot shows a web browser window with the address bar containing 'http://www.ifla.org/IV/ifla66/66intro.htm'. The main content area displays the IFLA logo, which includes the text 'IFLA 2000 JERUSALEM'. To the right of the logo, the text '66th IFLA Council and General Conference' is displayed in green. Below this, the text 'Jerusalem, Israel, 13-18 August 2000' is shown, with the date '13-18 August 2000' circled in red.

2-40

First Steps in Original Cataloging

5. Is the resource distributed by various providers?



First Steps in Original Cataloging

6. Has this resource changed over time?



First Steps in Original Cataloging

7. Is this related to other resources?

The screenshot shows the Legifrance website interface. At the top, there is a navigation bar with 'CODES AND TEXTS' (English) and 'CÓDIGOS Y TEXTOS' (Spanish). Below this, a list of legal codes is displayed in two columns. The left column lists codes in English, and the right column lists the same codes in Spanish. The codes include Civil Code, Commercial Code, Law on Subcontracting, Penal Code, Code of Criminal Procedure, Intellectual Property Code, Consumer Code, and various other codes. Each code is accompanied by a small icon of the French flag and the Legifrance logo.

2-43

Example of resource in simultaneous language editions

Record for English edition

245 00 \$a [Code of criminal procedure](#) \$h [electronic resource].

250 __ \$a English ed.

775 0_ \$t Code de procédure civile \$b French ed. \$w(OCOLC) 505796627

Record for French edition

245 00 \$a [Code de procédure civile](#) \$h [electronic resource].

250 __ \$a French ed.

775 0_ \$t Code of criminal procedure \$b English ed. \$w(OCOLC) 505790564

2-44

First Steps in Original Cataloging

Are you ready to catalog this resource?



2-45

Exercise – Q & A

[Subscriptions](#) [Newsletter](#) [Site Demo](#) [Librarians](#) [Help/FAQs](#) [About](#) [Contributors](#) [Consulting Editors](#) [Contact](#)

[Home](#) [Biographies](#) [News](#) [Study Center](#) [Image Galleries](#) [Multimedia](#) [My AccessScience](#)

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- Agriculture, Forestry & Soils
- Anthropology & Archaeology
- Astronomy & Space Science
- Biological & Biomedical Science
- Chemistry
- Computing & Information Technology
- Earth Science
- Engineering & Materials
- Environmental Science
- Food Science & Technology
- General Science & Technology
- Mathematics
- Medicine
- Military Science
- Navigation
- Paleontology
- Physics
- Psychiatry & Psychology
- Veterinary Medicine

BROWSE A-Z: [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](#)

IMAGE OF THE WEEK
 We have **more than 2000** biographies of well-known scientists.

IMAGE GALLERIES

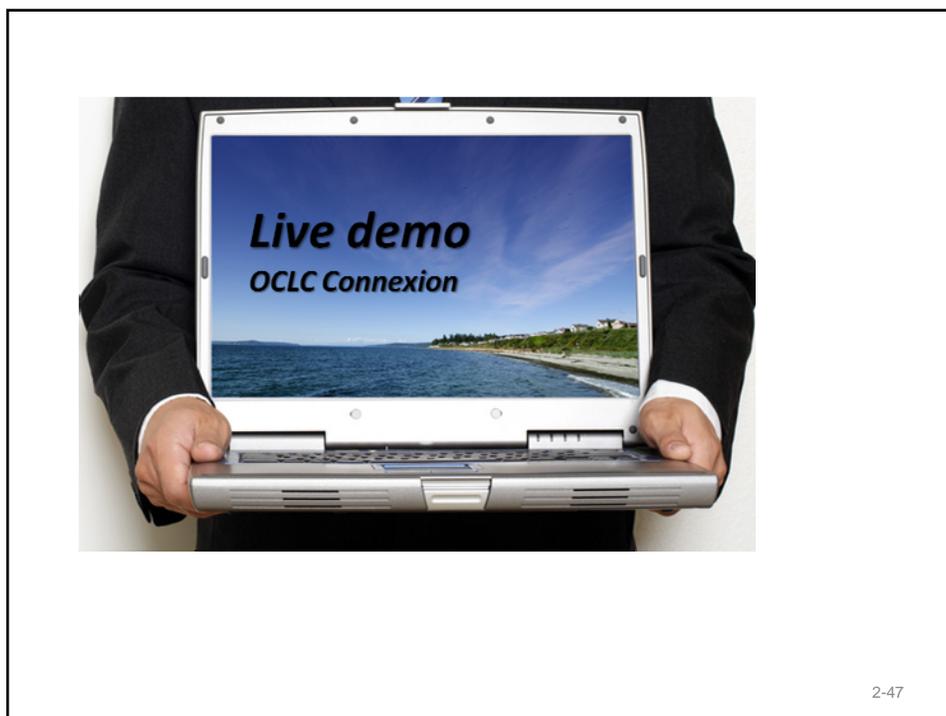
FEATURED ARTICLES

- Fate maps (embryology)
- Orthonectida
- Bison
- Olenellina
- DNA microarray
- Time-averaging (paleontology)
- Thelodontida
- Molecular anthropology
- Small interfering RNA (siRNA)

NOW ON ACCESSSCIENCE
 Celebrate **Pi Day March 14th!** Easy as 3.14159265...
 Circle, Ferdinand von Lindemann, Pi-Search, Bake-off

NEWS

2-46



Quiz 3 – Multiple choices

- 1) What's **the aspect/part of the resource**?
 - A. the whole Web site
 - B. a part of Web site
- 2) What is the **type of issuance** of that aspect?
 - A. Bib level m -- for monographs
 - B. Bib level s -- for serials
 - C. Bib level i -- for integrating resources
- 3) What is the **primary content** of the resource?
 - A. Textual
 - B. Cartographic
 - C. Visual
 - D. Sound
 - E. computer file



2-48

Quiz 3 – Multiple choices, cont.



- 4) Which **iteration**?
 - A. First
 - B. Last
 - C. Other iteration
- 5) Is it distributed by **more than one provider**?
 - A. Yes/ B. No
- 6) Has it **changed** over time?
 - A. Yes/ B. No
- 7) Would you apply the CSR option for this resource?
 - A. Yes/ B. No
- 8) How about PNR?
 - A. Yes/ B. No

2-49

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FOR DOUBLE SIDED COPY*

Session 3a

Original Cataloging of Integrating Resources

Goals for Session 3

Understand how to apply:

1. The basics of original cataloging of IRs
2. AACR2 rules for IRs
Primarily Chapter 12 & Chapter 9 for electronic IRs
(or appropriate format-specific chapter)
3. MARC21 coding practice for IRs
4. CONSER Standard Record

3a-2

Outline of Session 3

Session 3a:

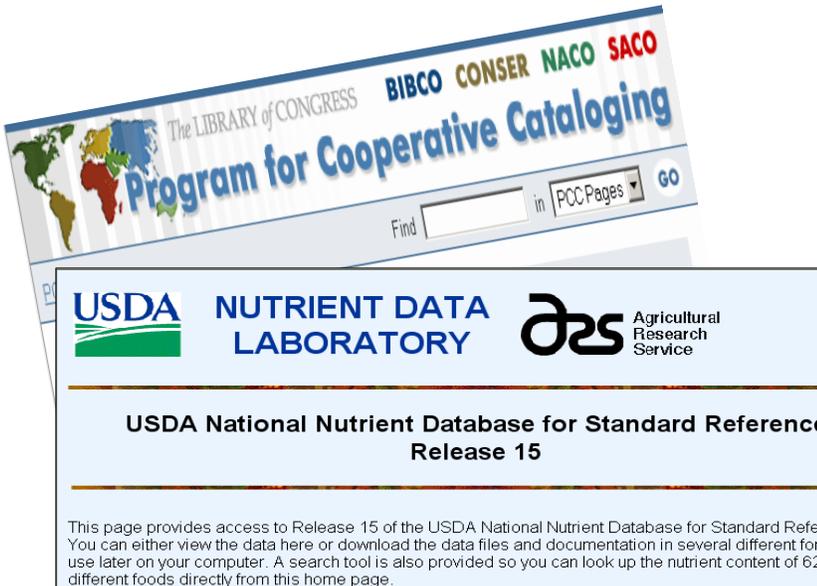
1. MARC leader and control fields
2. Bibliographic description: basis, chief source
3. Title, edition, publication data

Session 3b:

1. Bibliographic description: continued
2. Linking entries
3. Access points

3a-3

Cataloging Examples



The image shows a screenshot of a web page. At the top, there is a banner for 'The LIBRARY of CONGRESS Program for Cooperative Cataloging' with logos for BIBCO, CONSER, NACO, and SACO. Below this is a search bar with the text 'Find [] in PCC Pages GO'. The main content area features the USDA logo, the text 'NUTRIENT DATA LABORATORY', and the Agricultural Research Service logo. The heading reads 'USDA National Nutrient Database for Standard Reference Release 15'. Below the heading, there is a paragraph of text: '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 documentation in several different formats for use later on your computer. A search tool is also provided so you can look up the nutrient content of 622 different foods directly from this home page.'

3a-4

MARC Leader & Control Fields

- **Type of record** (Leader/06 ; OCLC “Type”)
 - Primary content
- **Bibliographic level** (Leader/07 ; OCLC “BLvl”)
 - Type of issuance
- **Control fields 006 and 008** (OCLC fixed fields)
 - Fixed length coded data elements for different types of material (e.g., books, maps, computer files, etc.)
- **Control field 007**
 - Physical characteristics fixed field

3a-5

MARC Leader & Control Fields

- Type of record (OCLC “Type” = Leader/06)
 - Primary content
- Bibliographic level (OCLC “BLvl” = Leader/07)
 - Type of issuance

Continuing Resources		Rec stat	c	Entered	20070420	Replaced	200901231		
Type	a	ELvl	l	Srcce	d	GPub	Ctrl	Lang	eng
BLvl	i	Form	s	Conf	0	Freg	MRec	Ctry	mau
S/L	2	Orig	s	EntW		Regl	x	Alph	
Desc	a	SlTp	d	Cont		DtSt	c	Dates	2007 , 9999

3a-6

MARC Leader & Control Fields

- Control fields 006 and 008 (OCLC fixed fields)
- Control field 007

Continuing Resources		Rec stat	c	Entered	20070420	Replaced	20090123143		
Type	a	ELvl	l	Srcce	d	GPub	Ctrl	Lang	eng
BLvl	i	Form	s	Conf	0	Freq	MRec	Ctry	mau
Si/L	2	Orig	s	EntW		Regl	x	Alph	
Desc	a	SrTp	d	Cont		DtSt	c	Dates	2007 , 9999
006				m	d				
007				c	#b r #d c #e n				
040				TXH	#c TXH #d TXA #d TXJ				

3a-7

Type of Record (OCLC: Type)

- Select code for primary content of resource, regardless of physical carrier (print, electronic, etc.)

3a-8

Type of Record (OCLC: Type)

For example:

- **a** Language material
- **m** Computer file
- **e** Cartographic material
- **k** Still images (“two-dimensional non-projectable graphic”)
- **g** Moving images (“projected medium”)
- **j** Musical sound recordings

3a-9

Bibliographic Level (OCLC: BLvl)

- **m** Monograph
- **s** Serial
- **i** Integrating

All updating loose-leafs, updating Web sites, and updating databases are integrating.

3a-10

E-Resources Elements (Fixed Field 006/008)

- Form of item (OCLC: Form and Orig)
 - Code “o” – online
 - Use this code for all e-resources in:
 - “Form of Item” (008/23; 006/06)
 - “Form of Original Item” (008/22; 006/05)

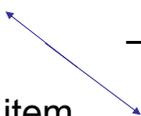
3a-11

E-Resources Elements (Fixed Field 006/008)

- Type of computer file (OCLC: File)
 - See Appendix A for list of codes
 - Use this code in e-resources/computer files 008 or 006

3a-12

Continuing Resources Elements: (Fixed Field 006/008)

- 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)
- 

3a-13

Frequency (Freq) & Regularity (Regl)

Frequency codes:

- **blank** - No determinable frequency (irregular)
- **d** - Daily
- **k** - Continuously updated (= more frequently than daily)
- **m** - Monthly
- **q** - Quarterly
- **u** - Unknown
- **w** - Weekly

Regularity codes:

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

3a-14

Type of Continuing Resource (OCLC: [SrTp](#))

- Codes for integrating resources:
 - **d** - Updating database
 - **l** - Updating loose-leaf
 - **w** - Updating Web site
- Codes for serials:
 - **m** - Monographic series
 - **n** - Newspaper
 - **p** - Periodical
 - blank - None of the others

3a-15

Entry Convention (OCLC: [S/L](#))

- Code for integrating resources:
 - **2** - Integrating entry
- Codes for serials:
 - **0** - Successive entry
 - **1** - Latest entry

3a-16

Physical Description (Control Field/007)

Computer files/Electronic resources 007 elements:

- \$a – code “c” for category “Computer file”
- \$b – code “r” for specific type “Remote access”
- \$d – select correct code for color aspects of resource
- \$e – code “n” for dimensions “Not applicable”
- \$f – select correct code for sound aspects of resource
- \$g → \$l – Optional (used primarily for archival control)

3a-17

Example 1: Leader & Control Fields for Updating Website

The Library of Congress >> Cataloging

The LIBRARY of CONGRESS

Program for Cooperative Cataloging

BIBCO CONSER NACO SACO

PCC Home >>

Find
in PCCPages
GO

Type: a ELvl: l Srce: d GPub: f Ctrl: Lang: eng

BLvl: i Form: o Conf: 0 Freq: MRec: Ctry: dcu

S/L: 2 Orig: o EntW: Regl: x Alph:

Desc: a SrTp: w Cont: DtSt: c Dates: 199u,9999

006 ER: Type: m Audn: File: d GPub: f

007 ER: c \$b r \$d m \$e n

3a-18

Example 1a: Leader & Control Fields for Updating Website (CSR)

The Library of Congress >> Cataloging



BIBCO CONSER NACO SACO

Program for Cooperative Cataloging

Type: a ELvl: l Srce: d GPub: f Ctrl: Lang: eng
 BLvl: i Form: o Conf: 0 Freq: ■ MRec: ■ Ctry: dcu
 S/L: 2 Orig: ■ EntW: Regl: ■ Alph:
 Desc: a SrTp: w Cont: DtSt: c Dates: 199u,9999

006 ER: Type: m Audn: File: d Gpub: f
 007 ER: c \$b r

3a-19

Example 2: Leader & Control Fields for Updating Database




NUTRIENT DATA LABORATORY

 Agricultural Research Service

Type: a ELvl: l Srce: d GPub: f Ctrl: Lang: eng
 BLvl: i Form: o Conf: 0 Freq: MRec: Ctry: mdu
 S/L: 2 Orig: o EntW: Regl: x Alph:
 Desc: a SrTp: d Cont: DtSt: c Dates: 199u,9999

006 ER: Type: m Audn: File: d GPub: f
 007 ER: c \$b r \$d m \$e n

3a-20

Example 2a: Leader & Control Fields for Updating Database (CSR)

Type: a	ELvl: l	Srce: d	GPub: f	Ctrl:	Lang: eng
BLvl: i	Form: o	Conf: ■	Freq: ■	MRec:	Ctry: mdu
S/L: 2	Orig: ■	EntW:	Regl: ■	Alph:	
Desc: a	SrTp: d	Cont:	DtSt: c	Dates: 199u,9999	
006 ER: Type: m Audn: File: d GPub: f					
007 ER: c \$b r					

3a-21

Example 3: Leader & Control Fields for Updating Cartographic Website

Type: e	ELvl: l	Srce: d	Relf: bac	Ctrl:	Lang: eng
BLvl: i	Form: o	GPub: f	SpFm: z	MRec:	Ctry: vau
CrTp: e	Indx:	Proj:	DtSt: c	Dates: 1997,9999	
Desc: a					
006 ER: Type: m Audn: File: c GPub: f					
006 CR: Freq: Regl: x SrTp: w Orig: o Form: o EntW:					
Cont: GPub: f Conf: 0 Alph: S/L: 2					
007 ER: c \$b r \$d m \$e n					
007 MAP: a \$b d \$d c \$e z \$f n \$g z \$h n					

3a-22

Example 3a: Leader & Control Fields for Updating Cartographic Website (CSR)



The screenshot shows the header of the nationalatlas.gov website. It features a logo with a globe and a red star, the text "nationalatlas.gov™" with the tagline "where we are" below it, and a "Text Mode" link on the right.

```

Type: e   ELvl: l   Srce: d   Relf: bac   Ctrl:   Lang: eng
BLvl: i   Form: o   GPub: f   SpFm: z   MRec:   Ctry: vai
CrTp: e   Indx:   Proj:   DtSt: c   Dates: 1997,9999
Desc: a

006 ER:   Type: m   Audn:   File: c   GPub: f

006 CR:   Freq: ■   Regl: ■   SrTp: w   Orig: ■   Form: o   EntW:
          Cont:   GPub:   Conf: ■   Alph:   S/L: 2

007 ER:   c $b r

007 MAP:  a $b d $d c $e z $f n $g z $h n
    
```

Example 4: Leader & Control Fields for Updating Online Service



```

Type: m   ELvl: l   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: o   Form: o   EntW:
          Cont:   GPub:   Conf: 0   Alph:   S/L: 2

007 ER:   c $b r $d m $e n
    
```

Example 4a: Leader & Control Fields for Updating Online Service



```

Type: m   ELvl: l   Srce: d   Audn:   Ctrl:   Lang: eng
BLvl: i   File: j   GPub:   MRec:   Ctry: wau
Desc: a                               DtSt: c   Dates: 199u,9999

006 CR:  Freq: ■   Regl: ■   SrTp: w   Orig: ■   Form: o   EntW:
          Cont:   GPub:   Conf: ■   Alph:   S/L: 2

007 ER:  c $b r
    
```

3a-25

Over to you...



3a-26

Bibliographic Description Basis of the Description (12.0B1b)

Areas based on current iteration:

- Title and statement of responsibility
- Edition
- Publication, distribution, etc.
 - Except dates
- Physical description
 - Optional for remote e-resources
- Series

3a-27

Bibliographic Description Basis of the Description (12.0B1b)

Area based on first and/or last iteration(s):

- Dates of publication, distribution, etc.

Areas based on all iterations and any other source:

- Note
- Standard number and terms of availability

3a-28

Chief Source of Information (12.0B2b)

- Printed integrating resources:
 - Title page or title page substitute

- Non-print integrating resources:
 - Follow directions in sub-rule .0B in the relevant chapter

3a-29

Chief Source of Information (12.0B2b)

- For electronic IRs: Rule 9.0B:
 - Is the resource itself
 - Take the title proper from formally presented evidence
 - Prefer the source that provides the most complete title information

3a-30

Title & Statement of Responsibility

- Title proper (245 \$a, \$n, \$p. **\$b not required for CSR**)
- GMD (\$h)
- Parallel titles (\$b) **(in 246 11 for CSR)**
- Other title information (\$b) **(not required for CSR)**
- Statements of responsibility (\$c) **(not required for CSR)**

3a-31

Common Sources of Title Proper

- Formal title display on home page
 - HTML text, graphic (image file), or both; may appear in more than one form
- HTML header title
 - Displayed in browser title bar (also viewable by selecting *View* → *Source*)

3a-32

Common Sources of Title Proper

- Sources of “formally presented” titles
 - title screen, main menus, program statements, initial display of information, home page, and the file

3a-33

Source of Title Proper - Example 1

Home page title display (graphic) and HTML header title are identical

245 10 Program for Cooperative Cataloging \$h [electronic resource].

3a-34

Source of Title Proper - Example 2

Home page title display (HTML text)
and HTML header title are not identical

USDA National Nutrient Database for Standard Reference
Release 15

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 documentation in several different formats for use later on your computer. A search tool is also provided so you can look up the nutrient content of 6220 different foods directly from this home page.

245 00 USDA national nutrient database for standard reference \$h [electronic resource].

Transcription of Title Proper (1.1B1 & 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)

3a-36

Transcription of Title Proper (1.1B1 & 12.1B1-4)

- 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)

3a-37

Transcription of Title Proper - Example 1

"Welcome to ..." in HTML header title

The screenshot shows a Microsoft Internet Explorer browser window. The title bar contains the text "Welcome to the PLANTS National Database". Below the browser window, there is a text box containing the following transcription:

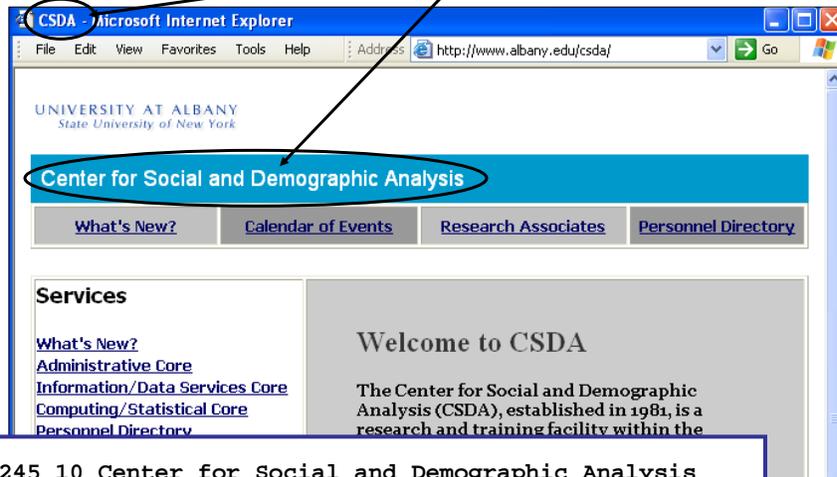
```

245 04 The plants national database $h [electronic
resource].
246 1_ $i Title in HTML header: $a Welcome to the plants
national database
246 1_ $i Title on home page: $a Plants database
    
```

3a-38

Transcription of Title Proper - Example 2

Title appears in full and in form of acronym



245 10 Center for Social and Demographic Analysis
 \$h [electronic resource].

246 1_ \$i Title in HTML header: \$a CSDA

3a-39

Parallel Title – Example 1



245 00 Government of Canada site \$h [electronic resource] =
 \$b Site du gouvernement du Canada.

246 13 Site du gouvernement du Canada

Parallel Title – Example 1a



245 00 Government of Canada site \$h [electronic resource].

246 11 Site du gouvernement du Canada

CONSER standard record practice

3a-41

Transcription of Other Title Information (12.1E1b)

- Per 2004 update to AACR2, always include:
 - Acronym if full form is title proper
 - If contains statement of responsibility or publisher, etc.,
 - Supply information if title proper is only name of body

3a-42

Transcription of Other Title Information (12.1E1b)

- If important,
 - Transcribe; or use quoted note

- Do not transcribe (12.1E):
 - Currency of the contents
 - Frequency of updating

3a-43

Other Title Information & Statement of Responsibility – Example 1

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "The Nine Planets - Microsoft Internet Explorer". The address bar contains "edu/nineplanets/nineplanets/nineplanets.html". The main content area has a dark background with a small image of the solar system and the text "The Nine Planets A Multimedia Tour of the Solar System by Bill Arnett". Below this, there is a paragraph of text describing the site's content and a "Contents" link. A blue box highlights a portion of the text at the bottom of the page.

245 14 The nine planets [an electronic resource] : \$b a multimedia tour of the solar system / \$c by Bill Arnett.

Other Title Information & Statement of Responsibility – Example 1a



The Nine Planets is an overview of the history, mythology, and current scientific knowledge of each of the planets and moons in our solar system. Each page has text and images, some have sounds and movies, most provide references to additional related information.

Interplanetary spacecraft have revolutionized planetary science. Very little of this document would have been possible without the space program.

245 14 The nine planets \$h [electronic resource] / \$c by **Bill Arnett.**

CSR option

246 1_ Multimedia tour of the solar system

3a-45

Other Title Information for Transcription



245 00 FirstGov \$h [electronic resource].

OR:

245 00 FirstGov \$h [electronic resource] : \$b your first click to the U.S. government.

OR:

245 00 FirstGov \$h [electronic resource]. *CSR practice*
 246 1_ \$i Subtitle: \$a Your first click to the U.S. government

3a-46

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)

3a-47

Variant Forms of Title (1.7B4, 12.7B4.1, 9.7B4, 21.30J2)

- 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)
- In MARC record: 246 field can serve as both note and added title entry.

3a-48

Title Variants - Example 1

245 10 **Program for Cooperative Cataloging**
 \$h [electronic resource].

246 1_ \$i **Commonly known as: \$a PCC**

3a-49

Title Variants - Example 2

Home page title display and HTML header title differ



245 00 **GEOnet names server** \$h [electronic resource] : \$b **GNS**.

246 1_ \$i *Title in HTML header: \$a NIMA : \$b GNS public page*

246 30 *GNS*

246 3_ *GNS public page*

3a-50

Simplified Coding for 246 (CSR)

- Record all variant titles as usual
- Parallel titles/acronyms = “variant titles”

Parallel titles from chief source	246 11
Other variant titles (including initialisms/acronyms)	246 1_
Minor title changes (including parallel titles found on later issues)	246 1_ \$i ... : \$a

3a-51

246 Variant titles Provider - Neutral Record

Variant provider specific titles are
used in the 246 field

Example:

*246 1_ \$i Available from some providers
with title: \$a <title>*

3a-52

Edition (12.2B)

- Transcribe an edition statement if considered to be important

3a-53

Edition (9.2B)

- 9.2B1: an edition of an e-resource that contains differences from other editions or to a named reissue of the resource (e.g., 3rd update)
- 9.2B2: When in doubt, take words such as edition, issue, version, etc. as indicating an edition statement

3a-54

Edition (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).

3a-55

Title Variants - Example 1

USDA National Nutrient Database for Standard Reference
Release 15

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 documentation in

How do I reference the USDA Nutrient Database for Standard Reference?

From FAQ page

U.S. Department of Agriculture, Agricultural Research Service. 2002. USDA Nutrient Database for Standard Reference, Release 15. Nutrient Data Laboratory Home Page, <http://www.nal.usda.gov/fnic/foodcomp>

Note: Release numbers change as new versions are released.

245 00 USDA national nutrient database for standard reference \$h [electronic resource].

No edition statement

3a-56

Publication, Distribution, etc.

- 9.4B2: “Consider all remote access electronic resources to be published”
- Record place of publication and publisher name.

3a-57

Publication, Distribution, etc.

- Where to look in online resources:
 - Bottom of home page
 - “About” page
 - Publisher information page
 - Domain name in URL may provide clues or evidence for publisher
 - Prefer a corporate body name as publisher

3a-58

Publisher Place & Name - Example 1

USDA NUTRIENT DATA LABORATORY Agricultural Research Service

USDA National Nutrient Database for Standard Reference Release 15

For other inquiries you can reach us by:

- E-Mail: ndinfo@rbhnrc.usda.gov
- Regular Mail:
 - Nutrient Data Laboratory
 - Agricultural Research Service
 - Beltsville Human Nutrition Research Center
 - 10300 Baltimore Avenue
 - Building 005, Room 407, BARC-West
 - Beltsville, MD 20705-2350

260 __ \$a Beltsville, MD : \$b USDA Nutrient Data Laboratory, Agricultural Research Service

3a-59

Publisher Place & Name - Example 2

The University of Minnesota Biocatalysis/Biodegradation Database

Microbial biocatalytic reactions and biodegradation pathways primarily for xenobiotic, chemical compounds.

[\[UK mirror\]](#) [\[UK Stats\]](#) [\[KEGG mirror\]](#) [\[KEGG Stats\]](#)

[\[Center for Biodegradation Research and Informatics\]](#) [\[Tools\]](#) [\[Use Statistics\]](#)

Page Author: Lynda Ellis

July 11, 2002 BRDMaster@mail.ahc.umn.edu

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<http://umbdd.ahc.umn.edu/index.html>

For information contact:

Center for Biodegradation Research and Informatics
 240 Gottinger Lab
 University of Minnesota
 St. Paul, MN 55108
 ph: 612-625-3785
 fax: 612-625-1700
 e-mail: wackseth@kioski.cbrs.umn.edu

260 __ \$a [St. Paul, MN] : \$b University of Minnesota

3a-60

Publisher Place - CSR

- Record only the first-named place
260 __ \$a New York, NY : \$b McGraw-Hill Companies
(New York, NY; Dubuque, IA; Denver, CO)
- Supply a probable place or [S.I.] if not available
260 __ \$a [S.I.]
260 __ \$a [United States? : \$b s.n.]
FF "Ctry" coded "xxu"
- Not required to supply dates in 260 \$c

3a-61

Dates of Publication, Distribution, etc.

- Beginning/ending dates
 - Active life span of the resource
 - Beginning date = Date of publication of the first iteration of resource
 - Ending date = Date of the last iteration of resource; the date it ceases to be updated

3a-62

Dates of Publication, Distribution, etc.

- Ongoing, actively-updated resources:
(viewing 1st iteration)
260 ... \$c 2008-
- Ongoing, actively-updated resources:
(otherwise)
362 1_ \$a Began in 1997?
- No longer maintained resource:
362 1_ \$a Began in 2000; ceased in 2002.

3a-63

Dates of Publication - Example 1

080784

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](#)

PCC Organization

- PCC [Policy Committee](#), [Steering Committee](#), and [Advisors](#)

260 __ \$a Washington, DC : \$b Library of Congress

362 1_ \$a Began in 1990s.

008 DtSt: c Dates: 199u,9999

c = currently published

You know that you are not viewing the first iteration
There is no information anywhere within the Web site about its beginning date

No terminal punctuation

Multiple dates: beginning date approximate; ending date indefinite

3a-64

Dates of Publication - Example 2

The screenshot shows the homepage of the University of Minnesota Biocatalysis/Biodegradation Database. A callout box points to the copyright notice '© 2009' at the bottom of the page, stating: 'You know that you are not viewing the first iteration. Bottom of home page has: © 2009 --indicates current year; not beginning date of resource!'. Another callout box points to the text 'This is not publication info!', which is a note about the database's content. A third callout box points to the date 'July 11, 2009' in the footer, noting 'No date or ending punctuation'.

```

260 [St. Paul, MN] : $b University of Minnesota
008 DtSt: c   Dates: uuuu,9999
588 Description based on home page last updated
      July 11, 2009, viewed on Jan. 15, 2010.
    
```

3a-65

Dates of Publication - Example 2a: Some Alternative Options

```

260 __ $a [St. Paul, MN] : $b University of Minnesota
362 1_ Began in 1990s?
008   DtSt: c   Dates: 199u,9999
    
```

```

260 __ $a [St. Paul, MN] : $b University of Minnesota
362 1_ Began between 1990 and 2002.
008   DtSt: c   Dates: uuuu,9999
    
```

3a-66

Dates of Publication - Example 3

```

260 __ $a [Cambridge, Mass.] : $b World Wide Web Consortium
362 1_ $a Began in 1994? Or: 362 1_ $a Began ca. 1994.
008 DtSt: c Dates: 1994,9999
    
```

3a-67

Dates of Publication - Example 4

```

245 04 $a The EMBL reptile database $h [electronic resource].
260 __ $a Heidelberg [Germany] : $b EMBL, $c [1995]-
008 DtSt: c Dates: 1995,9999
    
```

3a-68

Dates of Publication - Example 5

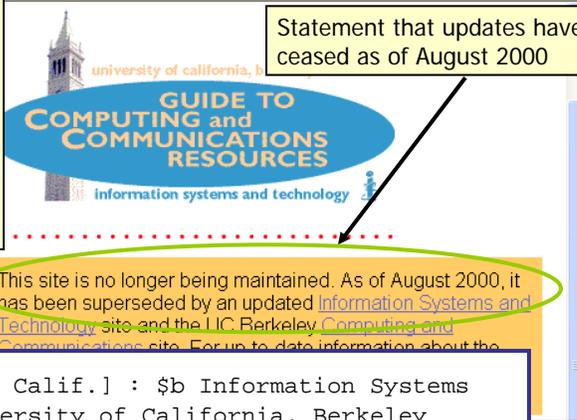


You are viewing the final iteration of the Web site

The ending date is explicitly stated in this last iteration

The beginning date was not known at the time of original cataloging, and the first iteration was not available.

Statement that updates have ceased as of August 2000



260 __ \$a [Berkeley, Calif.] : \$b Information Systems and Technology, University of California, Berkeley

362 1_ *Began in 1990s; ceased in 2000.*

008 DtSt: d Dates: 199u,2000

-69

Over to you...



3b-70



True or False?

Per CSR practice, recording publication dates in 260 \$c is not required, this information is provided in the 362 1.

3a-71

Which of the following is incorrect?



- A. 362 1 _ \$a Began in 1999? (*possible/probable date inferred from copyright statement*)
- B. 362 1 _ \$a Began in 1990s; ceased in 2009.
- C. 362 1 _ \$a Began between 1998 and 2001.
- D. 362 0 _ \$a Began publication in 1998 or 1999.
- E. 362 1 _ \$a Began ca. 2000.

3a-72



Complete 362 1_

260 __ \$a Portland, Or. : \$b Fast Forward
362 1_ \$a

*On Web site at time of initial cataloging,
copyright statement indicated: c1998-2002.*

*Site later ceases with an explicit statement: No
updates made to this site after May 15, 2003.*

3a-73

Physical Description - CSR

*CONSER standard record practice:
physical description
is generally not required.*

3a-74

Series

- Not very common in online IRs
- Nothing new or different for IRs
- Record series statements present on the *current* iteration of the resource
- Use MARC 490 and 8XX

3a-75

Series – Example

Example: change in the series title on a later iteration

Earlier iteration:

830 _0 \$a Federal practice series

Series on the current iteration: Court rules series

830 _0 \$3 1980-1990: \$a Federal practice series

830 _0 \$3 1990- : \$a Court rules series

3a-76

Bib. Description for Our Examples So Far

```
008    DtSt: c    Dates: 199u,9999
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
362 1_ Began in 1990s.
```

```
008    DtSt: c    Dates: 199u,9999
245 00 USDA national nutrient database for standard reference
$h [electronic resource].
246 1_ $i Title in HTML header: $a USDA nutrient database for
standard reference
260    Beltsville, MD : $b USDA Nutrient Data Laboratory,
Agricultural Research Service
362 1_ Began in 1990s.
```

3a-77

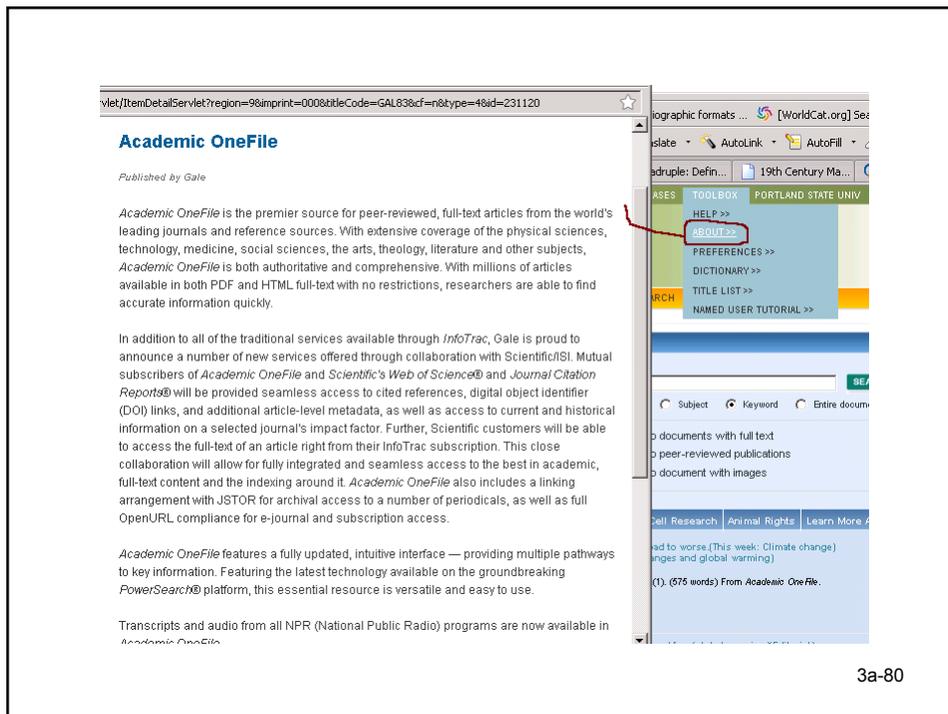
Let's practice



3a-78



3a-79



3a-80

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3a-81

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Featured Publication

<p>Processing of climate changes and global warming</p> <p>PUB: <i>New Scientist</i></p> <p>DETAIL: 193.2590 (Feb 10, 2007): p9(1). (575 words) From Academic OneFile.</p>	Article
<p>TITLE: A Changing World -- Another View.(global warming) [Editorial]</p> <p>PUB: <i>Indoor and Built Environment</i></p> <p>DETAIL: 16.6 (Dec 2007): p49(2). (1339 words) From Academic OneFile.</p>	Editorial
<p>TITLE: Hidden cloud layer revealed. (This Week)(may affect global warming predictions)</p> <p>PUB: <i>New Scientist</i></p> <p>DETAIL: 177.2283 (Feb 22, 2003): p6(1). (395 words) From Academic OneFile.</p>	Article
<p>...forming lawsuit [Brief Article]</p> <p>... (words) From Academic OneFile.</p>	Brief Article

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GALE CENGAGE Learning

3a-82

INTERNET ARCHIVE
Wayback Machine

Enter Web Address: All [Advanced Search](#) [Compare Archive Pages](#)

Searched for <http://find.galegroup.com/>

* denotes when site was updated.
Material typically becomes available here 6 months after collection. [See FAQ](#).

Search Results for Jan 01, 1996 - Oct 14, 2009

1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
0 pages	20 pages	5 pages	21 pages	19 pages								
									Feb 02, 2005 *	Mar 02, 2005	Mar 19, 2007 *	Jan 02, 2008 *
									Feb 03, 2005	May 15, 2006	Mar 20, 2007	Jan 07, 2008 *
									Feb 06, 2005	May 17, 2006	Mar 29, 2007	Jan 14, 2008
									May 14, 2005	Jun 12, 2006	May 17, 2007	Jan 21, 2008
									May 15, 2005	Oct 24, 2006 *	Jun 03, 2007	Jan 22, 2008 *
									May 16, 2005		Jun 21, 2007	Jan 23, 2008 *
									May 25, 2005		Jul 11, 2007	Feb 14, 2008 *
									May 27, 2005		Jul 16, 2007	Mar 12, 2008
									Jun 02, 2005		Aug 12, 2007	Apr 01, 2008
									Jun 05, 2005		Aug 17, 2007	Apr 16, 2008
									Jun 10, 2005		Aug 19, 2007	Apr 20, 2008
									Jun 23, 2005		Oct 13, 2007	May 13, 2008
									Jun 29, 2005		Oct 21, 2007	Jun 12, 2008
									Jul 14, 2005		Oct 27, 2007	Jul 01, 2008
									Jul 17, 2005		Nov 03, 2007	Jul 02, 2008

<http://web.archive.org/web/20051001055031/http://find.galegroup.com/>

3a-83

Are you ready to create a record?

OCLC NEW

Type a ELvl Ssrc GPub Ctrl Lang

BLvl s Form Cont Freq MRec Ctrv

SL 0 Orig EntW Reql Alph

Desc SrTp Cont Dist c Dates , 9999

040 ORZ #b #c ORZ

022

041 #h #b

060 #b

1

2

245 #h #b #c

246

260 #b #c

300 #b #c

362

4

5

3a-84

Exercise: Answer, part 1

Type: a ELvl: l Srce: d GPub: s Ctrl: Lang: eng
 BLvl: i Form: o Conf: 0 Freq: d MRec: Ctry: miu
 S/L: 2 Orig: o EntW: Regl: r Alph:
 Desc: a SrTp: d Cont: DtSt: c Dates: 200u,9999

006 m d
 007 c \$b r \$d m \$e n

006/007 coding info:

006 for Computer Files/Electronic Resources

Type: m File: d

007 for physical characteristics

\$a c for electronic, \$b r for remote

3a-85

Exercise: Answer, part 1 (CSR)

Type: a ELvl: l Srce: d GPub: s Ctrl: Lang: eng
 BLvl: l Form: s Conf: 0 Freq: ~~d~~ MRec: Ctry: miu
 S/L: 2 Orig: ~~e~~ EntW: Regl: ~~r~~ Alph:
 Desc: a SrTp: d Cont: DtSt: c Dates: 200u,9999

006 m ~~d~~
 007 c \$b r ~~\$d m \$e n~~

006/007 coding info:

006 for Computer Files/Electronic Resources

Type: m File: d

007 for physical characteristics

\$a c for electronic, \$b r for remote

3a-86

Exercise: Answer, part 2

245 00 Academic onefile \$h [electronic resource].
246 3_ Academic one file
246 3_ OneFile
246 3_ Academic OneFile, infotrac
260 __ Farmington Hills, MI : \$b Gale Cengage Learning
310 __ Updated daily
362 1_ Began in 2000s?

3a-87

Exercise: Answer, part 2 (CSR)

245 00 Academic onefile \$h [electronic resource].
246 1_ Academic one file
246 1_ Onefile
246 3_ Academic OneFile, infotrac
260 __ Farmington Hills, MI : \$b Gale Cengage Learning
310 __ Updated daily
362 1_ Began in 2000s?

3a-88

Session 3b

Original Cataloging of Integrating Resources

Goals of Session 3b

- Bibliographic description (areas 7-8)
- Access points
- Linking entry fields

3b-2

Notes (Mandatory for IRs)

- Frequency (310/321)
- Nature and scope, system requirements, and mode of access (516, 538)
- Source of title proper (500)
- Bibliographic history and relationships (530, 580, 76X-78X)
- Item described (500)
- “Description based on” / “Latest issue consulted” (588)

3b-3

Notes (same for both serials & IRs)

- **247/547** for former title proper (rare for serials)
- **310/321** for current/former frequency of updates
- **362 1** for publication date when not from first/last iteration or for **CSR practice**
- **550** for issuing bodies information
- **530, 580, 76X-78X** for bibliographic relationships and links

3b-4

Notes (same for both serials & IRs)

- **550** for issuing bodies information
- **588** (*replaced 500*) for “Description based on” & “Latest issue consulted
- **530, 580, 76X-78X** for bibliographic relationships and links

3b-5

Frequency Note (12.7B1)

- MARC fields:
 - **FF Freq/Regl (optional for CSR)**
 - 310 (current)
 - 321 (former)
- Give exact dates if known in \$b.
 - 310 Continuously updated
 - 321 Updated weekly, \$b <Mar. 4, 2002>
 - 321 Updated monthly, \$b <Aug. 27, 1999>

3b-6

Frequency Note (12.7B1)

- LC/PCC Practice (LCRI 12.7B1):
 - **Always** give a note for known frequency of updates

(For many integrating resources, frequency of updating will be unknown, so no note will be made.)

3b-7

Frequency and Regularity - Example 1

1) You know that this database is regularly updated every three months

The screenshot shows a web browser window displaying the EMBL Reptile Database. The main heading is "THE EMBL REPTILE DATABASE". Below it, there is a section titled "Update Schedule" which states: "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." A red circle highlights this text. Below the update schedule, there are navigation links for "Lizards", "Snakes", and "Tuataras".

```
245 04 The EMBL reptile database $h [electronic resource].
310 Updated quarterly
008 Freq: q Regl: r
```

3b-8

Frequency and Regularity - Example 2

2) You know that this database is updated on a monthly basis but regularly skips certain months

The screenshot shows the NESTOR website. At the top, it says "NESTOR" with a logo on either side. Below that is the title "Bibliography of Aegean Prehistory and Related Areas". A red circle highlights the text "Published monthly, September to May, by the Department of Classics, University of Cincinnati". Below this, it lists the editor and assistant editors. At the bottom of the screenshot, there are two red boxes: "Contents of this Site" and "News and Additions".

```

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
    
```

3b-9

Frequency and Regularity - Example 3

- [Weather.com Web site](http://www.weather.com/) [http://www.weather.com/]

You know that this Web site is updated on a very frequent basis. [Regl code "k" = continuously updated; defined as "more frequently than daily"]

310 Continuously updated

008 Freq: k Regl: r

3b-10

Frequency and Regularity - Example 4

[CONSER Web site \[http://www.loc.gov/acq/conser/\]](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

3b-11

Frequency and Regularity - Example 5

[Global Invasive Species Database](http://www.issg.org/database/welcome/)

[\[http://www.issg.org/database/welcome/\]](http://www.issg.org/database/welcome/)

You know that this database is updated but have no information about how often or according to a regular or irregular pattern.

[No 310 present]

008 Freq: u Regl: u

3b-12

Former Frequency Note

245 00 Library literature & information
science full text \$h [electronic resource].

310 Updated daily, \$b <Aug. 12, 2004->

**321 Updated monthly, \$b <Nov. 18,
1999>**

008 Freq: d Regl: r

Or 008 Freq: ■ Regl: ■ (*fill character/CSR*)

Over to you...



3b-14

System Requirements, and Mode of Access Note (9.7B1)

- System requirements
 - Use only if special software/hardware are required to access the resource
 - 538 System requirements: Requires DjVu plug-in
- Mode of access
 - Required for remote access resources
 - 538 Mode of access: World Wide Web

3b-15

System Requirements, and Mode of Access Note (CSR & IR.2)

- System requirements
 - CSR: required only for unusual formats
 - PNR: used only when all provider versions require special software or technical conditions
- Mode of access
 - CSR: only when access is not via the web

3b-16

System Requirements/Mode of Access Note

National NAGPRA Database

The documents related to the Native American Graves Protection and Repatriation Act are organized in the five categories listed below. The date following a document indicates its publication date. The date following a directory (shown in capital letters) indicates when the last item in the list was last updated.

Two directories under the Notice category contain numerous documents. A search engine is now available in each Notice directory to facilitate finding a document by specific tribe, museum, or other keyword.

The documents are provided in text and PDF format. The user must have a PDF viewing software such as the free Adobe [Adobe Acrobat Reader](#) to view the PDF documents. Another option is to choose "load to local disk" option from the Options

538 System requirements: Adobe Acrobat reader to view and print PDF files.

538 Mode of access: World Wide Web.

3b-17

Source of Title Proper (12.7B3)

- 12.7B3 refers catalogers to 9.7B3 for electronic resources
- Source of title note required for all electronic resources
- Combined with "viewed on" and "description based on" notes (12.7B23)

3b-18

Source of Title Proper (12.7B3)

- For remote electronic resources: 9.1B2 & 9.7B3:
 - Always give source of title proper in a note
 - Same rule applies to CSR (required note)
 - 500 Title from title screen
 - 500 Title from home page

3b-19

Source of Title Proper (12.7B3)

- Provider neutral records give supplier & date viewed
 - 500 Title from main search screen
(Community of sciences, viewed Aug. 22, 2007)
 - 588 Title from home page last updated July 2000 (viewed on Aug. 19, 2002)

3b-20

Item Described (12.7B23)

- If the description is not based on the first iteration:
 - Make a note of the latest iteration consulted
 - Always give the date on which resource was viewed (see also 9.7B3)

588 __ \$a Title from home page last updated Jan. 2009 (viewed on Feb. 2009).

3b-21

Item Described -Examples

- 1) Title from home page last updated July 2000 (viewed on Aug. 19, 2002)
- 2) Title from home page last updated Aug. 2002 (viewed on **current date**)

3b-22

Combined Notes - Examples

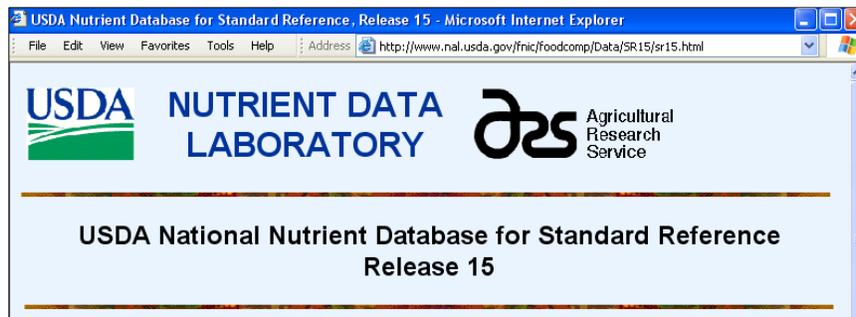
- Description based on note and date viewed should be combined with source of title note:

588 -- \$a Description based on contents viewed Jan. 10, 2003; title from home page

588 -- \$a Description based on contents viewed Dec. 31, 2002; title from home page (last updated Nov. 25, 2002)

3b-23

Combined Source of Title Proper & Item Described Notes - Example



245 00 USDA national nutrient database for standard reference \$h [electronic resource].

500 Title from home page (viewed on Dec. 15, 2002).

3b-24

Over to you...



3b-25

Bibliographic History and Relationships (12.7B8)

Many electronic IRs are

based on,

or are electronic versions of,

or are related in some way to

monographs, serials, or other IRs.



3b-26

Most Common Relationships for IRs

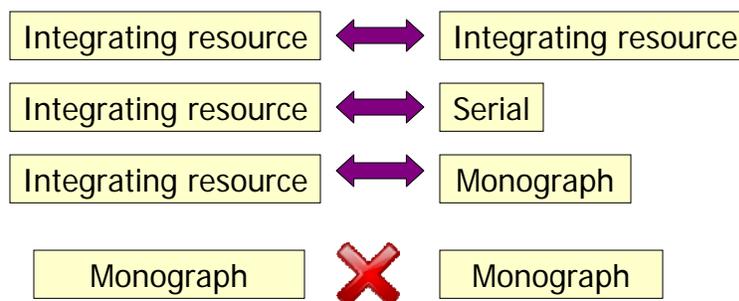
Reciprocal

780 Continues / 785 Continued by
 780 04 / 785 07 Merged with... to form
 765 Translation of / 767 Translated as
 770 Has supplement / 772 Supplement to
 775 Other editions
 776 Additional physical form
 787 Non-specific

3b-27

Reciprocal Links Between Records

- Relationships are expressed by reciprocal linking notes on both records



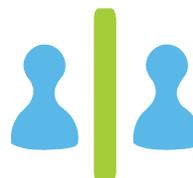
3b-28

Most Common Relationships for IRs

One-way relationships to express transformations of existing content

*Make added entry for the related work
Add appropriate reciprocal linking notes, i.e.,*

500 Adaption of ...
7XX for original resource



3b-29

Functionalities of Linking Fields

- Generate notes
 - In MARC record:
780 00 \$t Performance practice review
 - In OPAC display:
Continues: Performance practice review.
- Connect related records in a database
- Not intended to provide added entries

3b-30

Chronological Relationships

- Sequential relationships
 - Simple
 - one-to-one relations such as: continues/continued by)
 - Complex
 - more than one-to-one relations, such as: mergers, splits, absorptions)

3b-31

Chronological Relationships

- Most commonly in IR records:

When a publication issued over time changes to another format,

a new catalog record is required for the new format, etc.

3b-32

Chronological Relationships Examples

- A print serial continued by an online database
- Two print serials and a loose-leaf service cease and merge into a single online Web site
- A loose-leaf issued in a new edition, with a total replacement of the base volume
- An online database separated from a print serial

3b-33

Horizontal Relationships

- Between different versions of the same resource
 - Issued simultaneously (language editions);
 - or at different times (reprints or translations);
 - also include supplements and reproductions.

Example: A print serial also issued as an online database

3b-34

Horizontal Relationships

Most commonly in IR records -- When a publication appears in a different format, a different language, or as a reproduction.

Examples:

- Four map serials also issued as a combined online GIS database
- A CD-ROM serial also issued as an online database

3b-35

Example: Simultaneous Editions

Example of resource in simultaneous editions

Record for Professional edition

245 00 \$a WebElements periodic table \$h [electronic resource].

250 __ \$a Professional ed.

775 0_ \$a WebElements periodic table. \$b Student ed.

Record for Student edition

245 00 \$a WebElements periodic table \$h [electronic resource].

250 __ \$a Student ed.

775 0_ \$a WebElements periodic table \$b Professional ed.

Taken from IR.11 Relationships to other resources

3b-36

Example: More Than One Physical Medium

Option 1: use 530 note

```
245 00 Environmental knowledgebase $h [electronic
resource].
530    Also available in a CD-ROM version as:
Environmental periodicals bibliography.
776 1 $t Environmental periodicals bibliography (CD-ROM)
$x 1053-1440 $w (DLC)sn_90003252_$w (OCoLC)22461337
```

Option 2: use \$i in 7xx link (CSR)

```
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
```

3b-37

Example: Database (IR) Related to CD-ROM Version (Serial)

Record for online database:

```
008    Type: a    BLvl: i    SrTp: d    S/L: 2
006    Type: m    Audn:    File: e    GPub:
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
245 00 Environmental periodicals bibliography $h
[electronic resource].
300    computer optical discs ; $c 4 3/4 in.
776 08 $i Beginning 1998 available also as an online
database: $t Environmental knowledgebase $w
(OCoLC)41106254
```

3b-38

Example: Website (IR) Related to Earlier Print Serial Title

Record for Web site:

008 Type: a BLvl: i SrTp: w S/L: 2
 006 Type: m Audn: File: d GPub:
 245 00 Performance practice encyclopedia \$h [electronic resource] / \$c
 editor, Roland Jackson.
**580 A continuation of the print journal: Performance practice
 review.**
**780 00 \$t Performance practice review \$x 1044-1638 \$w
 (DLC)___89645461_\$w (OCoLC)18712767**
 856 40 \$u <http://www.performancepractice.com/>

3b-39

Example: Website (IR) 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 website called: Performance practice
 encyclopedia.**
785 00 \$t Performance practice encyclopedia \$w(OCoLC)40223351

3b-40

Standard Numbers

- Record standard numbers
- Standard Number (12.8B1)
 - ISBN: 020 \$z canceled
 - ISSN: 022 \$a valid ISSN
 - \$l linking
 - \$y incorrect
 - \$z canceled

3b-41

Access Points: Main & Added Entries

- Persons and bodies that bear responsibility for the intellectual or artistic content of the resource
- MARC 1XX for main entry
- MARC 7XX for added entry

3b-42

Corporate Body Main Entry



110 2_ Program for Cooperative Cataloging.

245 10 Program for Cooperative Cataloging \$h [electronic resource] :
 \$b [Web site].

3b-43

Title Main Entry



245 00 Smithsonian Institution \$h [electronic resource] : \$b [Web site].

710 2 Smithsonian Institution.

3b-44

Electronic Location & Access

- MARC 856 field
 - First indicator = access method
 - Second indicator = relationship

Example: 856 40

4 http

0 Resource [Used in records for Web resources themselves]

3b-45

Electronic Location & Access

Most commonly used subfields:

856 40 \$u uniform resource identifier

856 40 \$z public note

856 40 \$3 materials specified note

3b-46

856 Examples

245 10 Program for Cooperative Cataloging \$h [electronic resource]
: \$b [Web site].

856 40 \$u <http://www.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**

3b-47

URL in 856 Must Match Granular Level of Description



<http://www.un.org/>
= URL for whole Web site

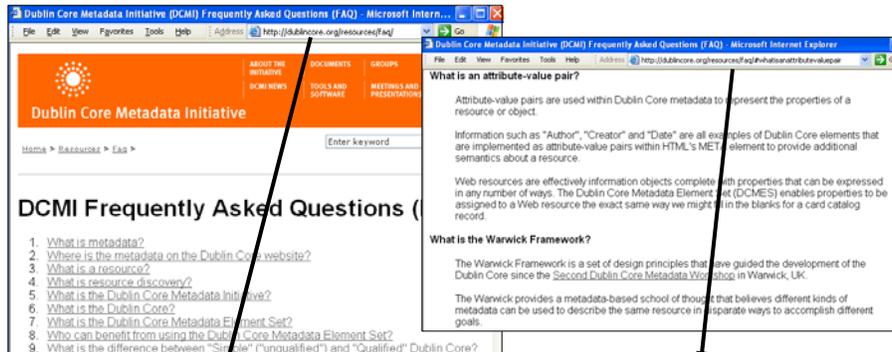


<http://www.un.org/english/>
= URL for English language portion of Web site

URL in 856 40 must match granular level of resource you are selecting for description in the body of the bibliographic record.

3b-48

Internal Bookmarks in 856 URLs Must Also Match



<http://dublincore.org/resources/faq/>
= URL for whole FAQ document

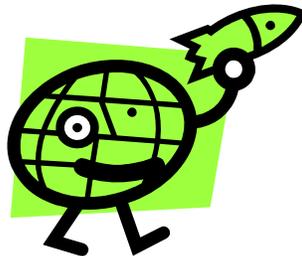
<http://dublincore.org/resources/faq/#whatisanattributevaluepair>
= URL for bookmarked sub-section of FAQ

856 40 \$u http://dublincore.org/resources/faq/

URL in 856 40 must match the level of a Web resource selected for cataloging.

3b-49

Over to You...



3b-50

Beyond AACR2: Subject Headings & Classification

- Keep in mind the changing content for integrating resources
- Analyze the subject content of the resource at the selected granular level

3b-51

Beyond AACR2: Subject Headings & Classification

- May also assign a classification number from a standard scheme
 - LCSH, LCC, DDC, etc.
 - Class portion alone may suffice in master records

3b-52

Subjects: Topic vs. Form

Topical subdivisions: \$x

Examples:

Computer network resources

Computer programs

Electronic information resources

3b-53

Subjects: Topic vs. Form

Form subdivisions: \$v

Computer games

News Web sites

Databases

Online chat groups

Electronic discussion groups Software

Interactive multimedia

Blogs

Juvenile software

3b-54

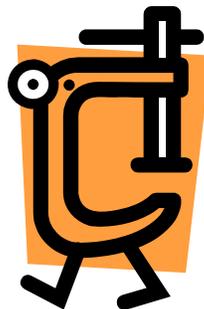
Subjects: Topic vs. Form

Form/genre headings: 655

655 _7 Web sites \$2 local

3b-55

Over to You...



3b-56

Final Records for Examples

(1) PCC Web Site

(2) USDA National Nutrient Database

Final Record for PCC Web Site

Type: a **ELvl:** I **Srce:** d **GPub:** f **Ctrl:** **Lang:** eng
BLvl: i **Form:** s **Conf:** 0 **Freq:** u **MRec:** **Ctry:** dcu
S/L: 2 **Orig:** s **EntW:** **Regl:** u **Alph:**
Desc: a **SrTp:** w **Cont:** **DtSt:** c **Dates:** 199u,9999

006 m d f

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].

246 1_ \$i Commonly known as: \$a PCC

260 [Washington, D.C.] : \$b Library of Congress

362 1_ Began in 1990s.

Final Record for PCC Web Site

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/>

3b-59

Final Record for Nutrient Database

Type: a ELvl: I Srce: d GPub: f Ctrl: Lang: eng
BLvl: i **Form: s** Conf: 0 Freq: u MRec: Ctry: mdu
S/L: 2 **Orig: s** EntW: Regl: u Alph:
 Desc: a **SrTp: d** Cont: **DtSt: c** **Dates: 199u,9999**

006 m d f
 007 **c \$b r \$d m \$e n**
 245 00 USDA national nutrient database for standard
 reference **\$h [electronic resource].**
 246 1_ \$i Title in HTML header: \$a USDA nutrient database
 for standard reference
 260 Beltsville, MD : \$b USDA Nutrient Data Laboratory,
 Agricultural Research Service
 362 1 **Began in 1990s.**
 538 **Mode of access: World Wide Web.**
 500 **Title from home page (viewed Dec. 15, 2002).**

3b-60

Final Record for Nutrient Database

- 520 Offers access to food descriptions, food group data, nutrient information, and a nutrient definition file. Contains a weight file, source code information, and a description of measures used. Posts contact information for the Nutrient Data Laboratory via street address, telephone and fax numbers, and e-mail.
- 580 **Previously issued as a print loose-leaf: Consumer and Food Economics Institute (U.S.). Composition of foods.**
- 650 _0 Food \$x Composition \$v Databases.
- 710 2_ Nutrient Data Laboratory (U.S.)
- 776 08 \$i **Also available on CD-ROM: \$t** USDA nutrient database for standard reference \$w (DLC) 00252195 \$w (OCoLC)43564113
- 780 00 Consumer and Food Economics Institute (U.S.). \$t Composition of foods \$w (DLC) 77602784 \$w (OCoLC)3913709
- 856 40 \$u <http://www.nal.usda.gov/fnic/foodcomp/Data/SR15/sr15.html>

3b-61

Back to You



3b-62

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Session 4

Working With Cataloging Copy



Goals of Session 4

- Develop effective strategies for searching for and identifying catalog records for IRs
- Understand how to use & modify records cataloged under different rules and practices

4-2

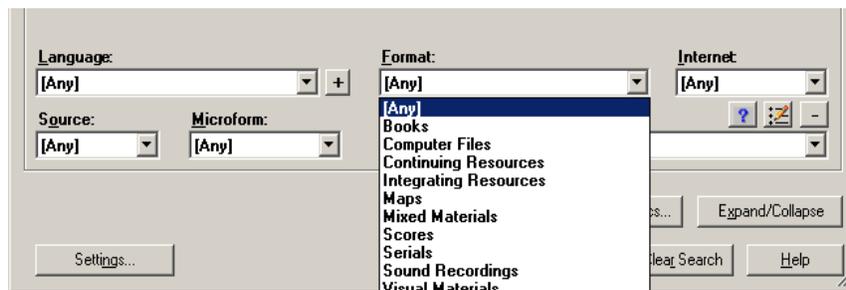
Qs Asked Before Searching

- Can you find a copy in OCLC?
- Are there any duplicate records found?
- What iteration(s) do you have?
- Does the existing record need to be updated to current standards?

4-3

OCLC Searching

- Search by URL (or portions thereof)
 - Access method (am:)
 - Access method phrase (am=)
- Limit by format, Internet resource, others



4-4

Internet Archive Searching

Wayback Machine:

<http://www.archive.org/web/web.php>

- Basic search: enter URL (“Take me back”)
- Advanced search: many options
- Results: ordered by year

4-5

Exercise

1) Examine the following Web site:

<http://www.techstreet.com/>

2) Go to the Wayback Machine:

<http://www.archive.org/web/web.php>

- Search the above URL; review results
- What conclusions (if any) would you draw about this integrating resource?

4-6

Exercise

- 3) Search OCLC for cataloging copy
 - What searches did you use?
 - What did you find?
- 4) What new conclusions (if any) would you draw about this IR?

4-7

Evaluating OCLC Copy

- Note carefully when the record was created
 - Before Dec. 1, 2002
 - Dec. 1, 2002 - June 2006
 - June 2006-present
- Cataloging rules and practices differ
- OCLC input standards differ
- Potential for duplicate records

4-8

Records Before Dec. 1, 2002, Cataloged as Monographs (BLvl=m)

- Online resources usually = Type: m
- No 006 coding for serial aspects
- Former title(s) in 246 or 500
- 260 \$c not necessarily from first iteration
- Frequency of updates noted in 500, if at all
- Bib relationships noted in 500; no 7xx links

4-9

Example: Pre-Dec. 2002

```

OCLC: 50863495
Type: m  ELvl: I  Srce: d  Audn:      Ctrl:      Lang: eng
BLvl: m  File: m  GPub: f  MRec:      Ctry: mdu
Desc: a                               DtSt: m   Dates: 2002,9999

007    c #b r #d m #e n
245 00 USDA national nutrient database for standard reference
      #h [electronic resource].
246 1_ #i Title from HTML header: #a USDA nutrient database
      for standard reference
250    Release 14.
256    Electronic data and program.
260    Beltsville, Md. : #b USDA, Nutrient Data Laboratory,
      Agricultural Research Service, #c [2001]
538    Mode of access: WWW browser; files also available for
      download in DBF or ASCII text format.
500    Title from Web page (viewed on Oct. 25, 2002).
650 _0 Food #x Composition #v Databases.
856 40 #u
      http://www.nal.usda.gov/fnic/foodcomp/Data/SR15/sr14.html

```

4-10

Records: Dec. 1, 2002-June 2006

“Interim” coding for IRs

- Books format (BLvl = m)
- New fixed field codes SrTp and S/L
 - SrTp = d, l, or w
 - S/L = 2 (integrating entry)

4-11

Records: Dec. 1, 2002-June 2006

- 006/007 for continuing resource and computer file characteristics
- Use of 247, 310, 362 and other continuing resource-type fields

4-12

Example: Interim method

```
OCLC: 79715966
Type: a  ELvl: L  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: m  Dates: 199u, 9999

006    m    d f
006    suu wss f 0 2
007    c #b r #d c #e n
245 00 USDA national nutrient database for standard reference
      #h [electronic resource].
246 1_ #i Title from HTML header: #a USDA nutrient database for
      standard reference
260    Beltsville, Md. : #b USDA, Nutrient Data Laboratory,
      Agricultural Research Service
362 1  Began in 1990s.
588    Description based on: Release 15 (2002); title from
      title screen (viewed Dec. 16, 2002).
856 40 #u http://www.nal.usda.gov/fnic/cgi-bin/nut%5Fsearch.pl
```

4-13

Records June 2006-present

Full implementation for IRs

- Continuing resources format (BLvl = i)
- Fixed field codes for continuing resources
- 006/007 for continuing resources and computer file characteristics

4-14

Records June 2006 - present

- Guidelines for converting earlier records:
 - OCLC Technical Bulletin 252
<http://www.oclc.org/support/documentation/worldcat/tb/252/default.htm>
 - IR Manual 14.1 and 16.3
http://www.loc.gov/catdir/pcc/bibco/irma_n.pdf

4-15

Finding an Existing Record

- Is there a record that matches the resource I am cataloging?
- Which record should I choose if multiple records are found?

16

Identifying the Iteration

- Which iteration am I viewing?
- Which iteration was the original cataloger -- or previous reviser-- of the record viewing?
- *Check the description based on / date viewed note!*

17

What to Do?

- Modify OCLC master record
 - Authorization level?
 - LC or PCC records involved?
- Report changes needed/duplicate records
 - OCLC Quality Control
 - Library of Congress (for DLC records)

4-18

What to Do?

- IR Manual 14.1 and 16.3
 - Convert BLvL “m” to “i”
 - Create/derive a new record in CR format
 - LC delete the monograph, and report it for deletion to OCLC

<http://www.loc.gov/acq/conser/IR-form.html>

4-19

Exercise

- 1) Evaluate the OCLC catalog for the TechStreet Web site
- 2) Which record would you choose to use? Why?
- 3) What will you do with the remaining records?

4-20

Conclusion



- How to search for, identify, and select existing records for copy cataloging
- How to use records cataloged under different rules and practices for IRs

21

Quiz – Which of the following is true?

1. Full implementation for integrating resources includes:

- A: Continuing resources format (BLvl = i)
- B: Fixed field codes for continuing resources
- C: 006 for continuing resources
- D: 007 for computer file characteristics
- E: All of above

Quiz – Which of the following is true?

2. URL Searching in OCLC Connexion

A



Keyword/Numeric Search

Search for: Retain Search

Access Method (am:)

B



Keyword/Numeric Search

Search for: Retain Search

Access Method (am:)

C



Keyword/Numeric Search

Search for: Retain Search

Access Method (am:)

Session 5

Modifying Records for Integrating Resources

Goals of Session 5

- Learn how to update an existing IR record when the resource has changed
- Understand how to apply AACR2 (rev.) and current OCLC input standards

5-2

Review: Basis of the Description for IRs

Area	Basis of Description
Title and statement of responsibility	Current iteration
Edition	Current iteration
Place and publisher/distributor	Current iteration
Dates	First and/or last iteration
Series	Current iteration
Notes	All iterations/any source
Standard numbers	All iterations/any source

5-3

Integrating Entry Cataloging

- Bibliographic record reflects the most recent iteration of the resource
- Information about previous iterations recorded in notes
- New record is created only for certain types of new editions or works; also for mergers and splits

5-4

What Might Change?

- Title proper
- Variant titles
- Responsible persons or bodies
- Standard number(s)
- Frequency
- Electronic location and access
- Resource may cease

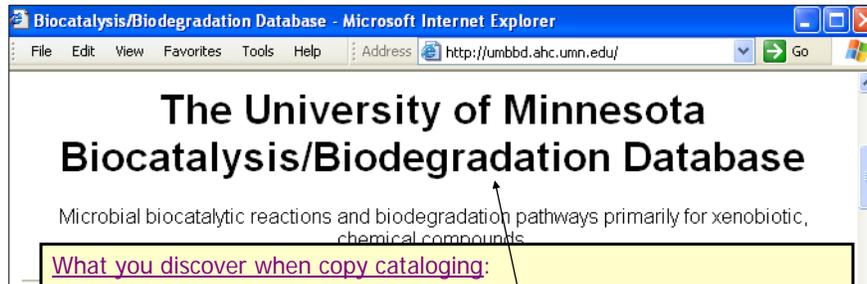
5-5

Changes in Title Proper: (12.1B8 and 21.2C1)

- Do not create a new record
- Change 245 to reflect current title
- Move earlier title(s) to 247 (in general)
 - Record applicable dates in \$f (LCRI)
 - 247 generates note and title added entry
 - Use 547 field for more complex notes

5-6

Change in Title Proper Example 1



What you discover when copy cataloging:
 Title appearing on current iteration of home page [viewed on Dec. 15, 2002]
 --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).

5-7

Change in Title Proper Example 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 (current 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 December 2002:

245 04 **The 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 Dec. 15, 2002).

Exercise

- Call up OCLC #74752704
- Click on the PURL in the 856
- What changes have occurred to this resource?
- What title would you give it now?
- How would you update this record?

5-9

Changes in Title Proper and Links

- **If** you change a title proper (245) in a bibliographic record,
- **And** that title/bibliographic record is used as a link in another record ...
- **Then** you must change the linking field in the other record to match your new 245

5-10

Parallel Title/Other Title Information

- Update **245 \$b** information to reflect the current iteration
 - Applies only if previously recorded
- Make a note regarding the earlier title only if considered important
 - Use **246 \$i & \$f** (use 247 only for former title proper information)

5-11

Change in Other Title Information Example



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).

5-12

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, 2002).
```

5-13

Change in Other Title Information: Option 2



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>
```

Either 246 0 or 500 may be used to tag the note

```
500 Former subtitle: A tour of the solar system <Oct. 9,
1999>.
```

5-14

Change in Other Title Information: Option 3



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, 2002).

Change in Statement of Responsibility

- Update 245 \$c information to reflect the current iteration
- Make a note regarding the earlier information only if considered important
 - Use 500 (for persons) or 550 (corporate bodies)

5-16

Change in Statement of Responsibility Example

110 2 \$a American Economic Association.
 245 10 \$a Directory of members \$h [electronic resource] / \$c American Economic Association.
 247 10 \$a Membership directory of the Association of American Economics \$f <June 16, 1998>
 500 \$a Title from home page (viewed Apr. 7, 2006).
 550 *\$a Issued by Association of American Economics <June 16, 1998>.*
 710 2 \$a Association of American Economics.

5-17

Change in Place or Name of Publisher (*new LC/PCC practice*)

If the place and/or name of the publisher, distributor, etc. changes:

- apply **the repeatable 260 field**
- leave the earlier place and/or name in the 500 field
- change 008 place of publication code to match place of current publisher



5-18

Change in Place or Name of Publisher: Example from CONSER

In original record:

260 3 _ \$a Seattle : \$b Richards Co., \$c 2009-

After updates:

260 __ \$3 2009: \$a Seattle : \$b Richards Co.

260 2 _ \$3 2010-2011: \$a Seattle : \$b Haugen Co.

260 2 _ \$3 2012-2013: \$a Sacramento : \$b Short Co.

260 3 _ \$3 2014-: \$b Sacramento : \$b Long Co., \$c
2009-

5-19

Change in Place or Name of Publisher: Practice 1

260 3_ \$a Singapore : \$b World Scientific

362 1_ \$a Began in 1998

500 __ \$a Title from home page (viewed Aug. 3, 1999).

* Beginning 2009, published in Detroit (same publisher)

BLvl: i S/L: 2 Desc: a Ctry: miu

245 00 \$a Journal of quality in health care \$h [electronic resource].

247 10 \$a Quality in health care services \$f [span]

260 __ \$3 ____: \$a Singapore : \$b World Scientific

260 3 _ \$3 ____: \$a ____: \$b World Scientific

362 1 _ \$a Began in 1998

500 __ \$a Title from home page(viewed Jan. 15, 2010).

5-20

Change in Place or Name of Publisher: Practice 2

BLvl: i S/L: 2 Desc: a Ctry: miu
 245 00 \$a Journal of quality in health care \$h [electronic
 resource].
 247 10 \$a Quality in health care services \$f <1998>-
 2008
 260 __ \$3 <1998>-2008: \$a Singapore : \$b World
 Scientific
 260 3 _ \$3 2009- : \$a Detroit : \$b World Scientific
 362 1 _ \$a Began in 1998?
 500 __ \$a Title from opening screen (viewed Jan. 15,
 2010).

5-21

When Resource Has Ceased

I.e., it is no longer being updated:

- Close off record
- Record ending date if known:
 - 260 \$c if viewing last iteration
 - 362 1_ if last iteration not available or uncertain
- Change 008 Date 2 from “9999” to ending date

5-22

Closing Off Record Example

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 known 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 known last iteration: (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).

5-23

Exercise: Close OCLC # 74752745

OPAC LIBS DOCUMENTS NEWS LIBS ONE STOP

...Building The Future
Ambassador Hotel Project

Public Comments

Public comments are being solicited and can be sent to ceqa-comments@laschools.org. Please include the name of the project in the subject line.

Monica Garcia is the board member for this project.

Quarterly Progress Reports

2007

- First Quarter 2007

2006

- First Quarter 2006
- Second Quarter 2006
- Third Quarter 2006
- Fourth Quarter 2006

2005

- First Quarter 2005
- Second Quarter 2005

5-24

When to Create a New Record (IR 16.1)

- A new bib record is NOT required
When the same resource is
subsequently updated.

5-25

When to Create a New Record (IR 16.1)

- Split or merger of titles
- Edition statement changes and
earlier edition still exists online
- URL changes but original URL is
still active and links to a completely
different resource

5-26

When to Create a New Record (IR 16.1)

- After creating the new record, give reciprocal linking fields in both old and new records (earlier/later title links)

5-27

Links Between Records

- To express reciprocal relationships
- To explain the bibliographic history
- AACR2 12.7.B8
 - Continuations, mergers, splits, absorptions
 - Translations, simultaneous editions
 - Supplements, other related works

5-28

Example 1

In record for current title:

245 00 IBRR online \$h [electronic resource].
260 __ Evanston, IL : \$b American Theological Library
Association
780 00 \$t Index to book reviews in religion \$x 0887-1574
\$w (DLC) 87644102 \$w (OCoLC)13114508

In record for previous title:

245 00 Index to book reviews in religion.
785 00 \$t IBRR online \$w (OCoLC)62512158

5-29

Example 2

In record for current title:

245 00 ScienceDirect \$h [electronic resource].
260 __ New York : \$b Elsevier Science
362 1_ Began in 1999.
780 05 \$t IDEAL \$w (OCoLC)38111407

In record for previous title:

245 00 IDEAL \$h [electronic resource].
260 __ [Orlando, Fla.] : \$b Academic Press
362 1_ Began in 1997; ceased on Dec. 31, 2002.
785 04 \$t ScienceDirect \$w (OCoLC)45128052

5-30

Example 3

In record for one title:

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

In record for the other title:

130 0_ Environmental periodicals bibliography (CD-ROM)

245 10 Environmental periodicals bibliography \$h [electronic resource].

776 08 \$i Beginning in 1998, also available as an online database: \$t Environmental knowledgebase \$w (OCoLC)41106254

5-31

Reciprocal Linking Notes

- Use linking notes when:
 - Relationship cannot be adequately expressed through MARC coding available
 - Cataloger wants to give more information

5-32

Reciprocal Linking Notes

Examples:

- 530 Issued also as an updating Web site with the title: Environmental action online.
- 580 Continued by two online databases: Chem abstracts, and: Chem supplements.
- 580 Issued also online, 1999-2001; after 2001, issued online only with title: Politico online.

5-33

Ongoing Maintenance Issues

- How to track changes?
- Who will do it?
- Cooperative programs for maintenance of catalog records for IRs?
- Role of PCC and Enhance libraries

5-34

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Session 6

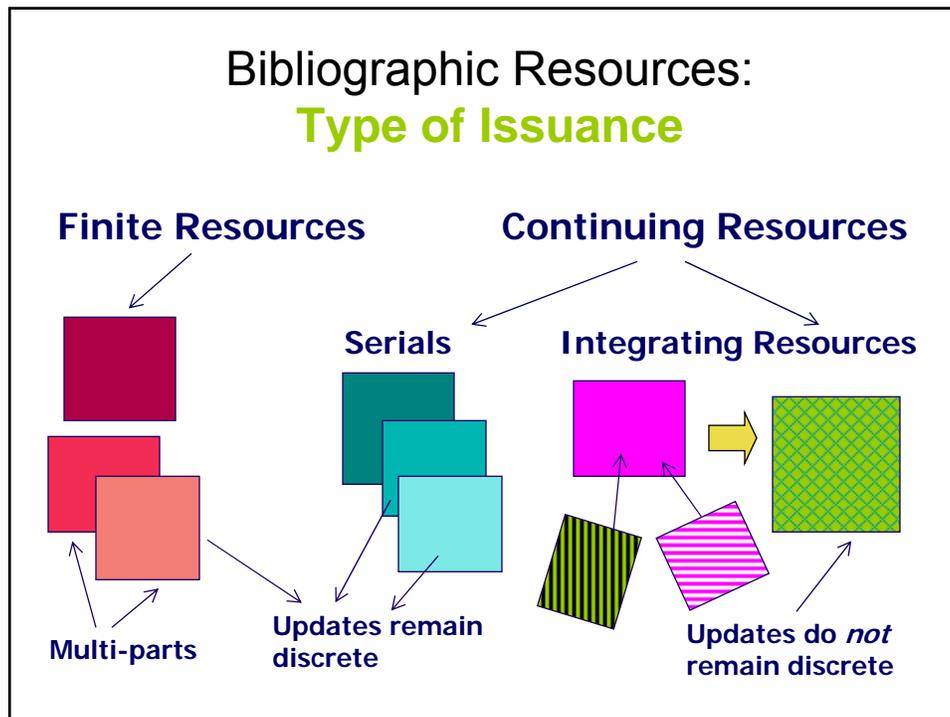
Issues in Cataloging Loose-leaf Integrating Resources

Original content by
Rhonda K. Lawrence
Head of Cataloging, UCLA Law Library

Goals of Session 6

- Learn the revised rules for cataloging loose-leaf services (AACR2 2002 rev.)
- Explore special challenges and issues involved in the cataloging of loose-leaf integrating resources

6-2



Updating Loose-leaf

Consists of ...

one or more base volumes updated by separate pages that are inserted, removed, and/or substituted (AACR2 2002 rev.),

unbound pages housed in a ring or rod binder, a format which easily permits the addition, substitution, or removal of pages (*Cataloging Legal Literature*, Lembke & Lawrence. 3rd ed. 1997).

6-4

Critical Questions

- Is the item
 - An updating loose-leaf?
 - A new iteration?
- Or
 - A new edition?

6-5

Decision One

- Determine the type of issuance for the resource in loose-leaf format
 - A serial
 - A monograph
 - An integrating resource; that is, an updating loose-leaf

6-6

Loose-leaf as a Serial

- Loose-leaf format does **not** equal an IR
- Catalog as a serial when resource (LCRI 1.0):
 - Meets definition of a serial even though housed in a binder
 - Issues remain discrete
 - Binders issued successively even if contents interfiled

6-7

Loose-leaf as Monograph

- Catalog as a monograph when (LCRI 1.0):
 - Resource complete as issued or;
 - Intended to be complete in finite number of parts

6-8

Loose-leaf as Integrating Resource

- Catalog as updating loose-leaf (LCRI 1.0):
 - When resource consists of binder or binders in which pages are
 - Added
 - Removed
 - Replaced
 - Until next edition is published or until complete

6-9

Identifying an Updating Loose-leaf

- Examine the evidence
 - Prefatory material
 - Release dates
 - Filing instructions
 - Publishers' invoices
 - Records in shared databases (e.g., OCLC)
 - Earlier editions

6-10

Decision Two

Is the item:

– A new iteration?

Or ...

– A new edition?

– General assumption: New iteration

6-11

Rarer: the New Edition

- Begin with new set of assumptions: when in doubt, treat as an iteration
- New bibliographic record created only for certain changes in edition, mergers, splits, or when there is a new work

6-12

What do I do when ...

Condition

Action

Original author dies	▶ Update record
Main entry changes	▶ Update record
New authors appear	▶ Update record
Title changes	▶ Update record

6-13

What do I do when ...

Condition

Action

Place changes	▶ Update record
Publisher changes	▶ Update record
Size of volumes changes	▶ Update record
Updating frequency changes	▶ Update record

6-14

What do I do when ...

Condition

Action

All elements change except
edition statement

▶ Update record

Edition statement changes

▶ Depends:

➤ Gradual replacement

➤ Update record

➤ Complete new ed.

➤ Close old and create
new record

All contents replaced

▶ Close old and
create new record

6-15

Loose-leaf Services

- **Definition** per LCRI 12.0
 - A publication issued in several component parts
 - Often includes updating loose-leaf and bound volumes containing primary and secondary source material
 - Sometimes called a reporter

6-16

Loose-leaf Services Treatment (LCRI 12.0)

- Create one record for the service as a whole
- Consider the service as a whole to be an IR
- List the component parts to identify them in a note; give any volume designation found on a part.
- Optionally, include numeric /chronological designations of newsletters, bulletins, etc.

6-17

Treatment Examples

- **500** The reporter contains binders: Current developments; Monographs; State solid waste--Land use; Federal laws; Federal regulations; State water laws; State air laws; Mining; Decisions (later published in bound volumes as Environment reporter. Cases).
- **500** The service is divided into five parts: Treatise / by Jacob Mertens, Jr. and others (v., loose-leaf); Code, current volume (loose-leaf) and bound volumes, 1954-1958-; Code commentary (v., loose-leaf); Regulations, current volume (loose-leaf) and bound volumes, 1954-1960- ; Rulings, current volume (loose-leaf) and bound volumes, 1954-1957-
- **500** Library of Congress lacks section: Mining. \$5 DLC

6-18

Loose-leaf Services Pamphlets and paperbacks

- Published also in pamphlet or paperback form
- Keyed to a section or a service or to several services
- Characteristics:
 - individual, distinctive titles
 - carry title of the service
 - numbering of a section of the service
 - usually a supplementary bulletin with the words "Extra," "Section 2," etc.

6-19

Pamphlets/paperbacks series authority record example

Series authority record:

130 _0 Tax ideas. \$p Bulletin

667 A separately numbered section of the loose-leaf service "Tax ideas." Bulletins issued in loose-leaf format are filed as a section of the parent loose-leaf. Catalog separately any material published in pamphlet or paperback form that carries the additional designation "Section 2;" do not indicate a relationship to the parent loose-leaf and do not give an added entry for the parent loose-leaf.

6-20

Loose-leaf Services

Bulletins, newsletters, etc.

- Sections with independent numeric or chronological designations
- Contain latest developments in a particular field
- Information of permanent value often later included in main text

6-21

Loose-leaf Services

LC practice for bulletins

- Do not create a separate record
- On record for updating loose-leaf, give a note
 - 500 Includes separately numbered section:
Report bulletin.*
 - 500 Includes separately numbered bulletin:
Criminal law advocacy reporter.*
- Make appropriate added entry

6-22

Loose-leaf Services

Transfer volumes

- Material of a permanent nature originally issued as a section of a loose-leaf service
- Material transferred from the loose-leaf service by one of the following modes:
 - Reissued by the publisher in bound form *or*
 - Transferred to permanent binders *or*
 - Bound separately by the subscriber

6-23

Loose-leaf Services

LC practice for transfer volumes

- Do not create a separate record for transfer material
- On record for the updating loose-leaf, give a note
- If the transfer section has a title of its own, cite the title in the note and give an added entry

6-24

Loose-leaf Services

Physical description of transfer volumes

(LCRI 12.5B1)

- Do not give number of transfer vols for loose-leaf still in progress

300 \$a v. (loose-leaf), v. (transfer)

- Give number of transfer vols for completed loose-leaf

300 \$a 2 v. (loose-leaf), 4 v. (transfer)

6-25

Loose-leaf Services

Sample notes for transfer volumes

- **500** Material of permanent value is removed periodically and bound in separate volume.
- **500** Material of permanent value is transferred from time to time to storage binders.
- **500** Prebound, separately numbered volumes with title Administrative law decisions, containing reports of decisions of the Administrative Appeals Tribunal, periodically replace the reports and decisions in the section entitled Administrative law decisions.

6-26

Loose-leaf Services

- If a separate bib record is created for transfer material, include a note explaining the relationship

245 00 *Environment reporter. \$p Cases.*

500 *These volumes replace the opinions published in loose-leaf format in the "Decisions" binder of Environment reporter.*

6-27

Example Records of Updating Loose-leafs in OCLC

Updating loose-leaf (print)

OCLC # 65511830

OCLC # 20080228

OCLC # 20051220

Updating loose-leaf (online)

OCLC # 496822253

OCLC # 232550122

OCLC # 465059221

OCLC # 497107201

6-28

Session 7

Selection of Online Resources *and* Options for Providing Access

Select Online IRs for Cataloging

- How do libraries decide which online integrating resources to catalog?
- What are some common criteria used to select no-fee Web sites for inclusion in the OPAC?
- What are alternative methods of resource description for free Web sites and local digital collections?
- Who makes selection and cataloging decisions?

7-2

Discussion Questions: Current Local Practice

- What kinds of online resources does your institution catalog?
 - Does this include integrating resources (updating Web sites and online databases)?
- Who makes the selection decisions?
- Using what criteria, established by whom?
- Where do the records reside?
- What metadata and/or cataloging standards are used?
 - If using non-MARC metadata for digital collections or selected Web resources, who creates this metadata?

7-3

Discussion Group Objectives

1. Develop a set of categories into which we can group online resources to help institutions make selection decisions
2. Develop a list of alternatives for who could and should make selection decisions for online resources within an institution (individuals, groups, teams)
3. Develop a list of advantages and disadvantages to providing access to no-fee Web resources via the library OPAC vs. the library Web site

7-4

Discussion Group Objectives

4. Develop a set of common selection criteria for online resources to be cataloged using AACR and MARC
 - Focus on the selection of freely-available Web resources rather than fee-based, licensed resources
 - Focus on a particular type of institution if you wish, or develop broad criteria potentially applicable to many types of institutions
5. Develop a list of some primary alternatives for providing access to Web resources selected by a library
 - Are there other options in addition to the OPAC and Web site?
 - Include some alternative resource description (metadata) standards beside AACR2 and MARC and issues involved with using them.

7-5

Categories of online resources

7-6

Who should make selection decisions?

7-7

Selection criteria for free Web sites to be cataloged

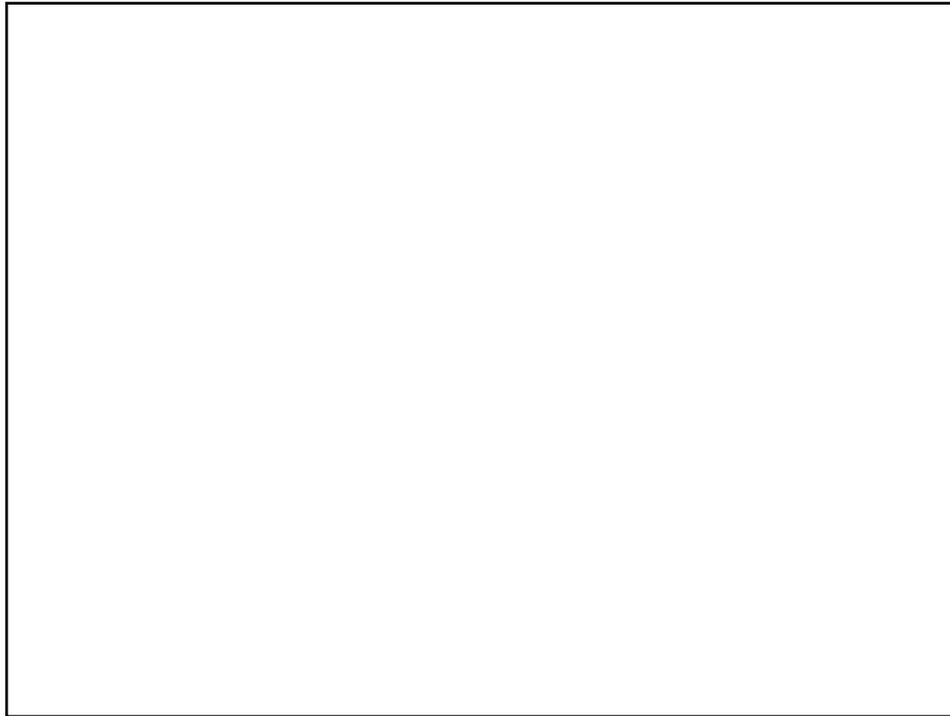
7-8

Access via OPAC vs. Web site: advantages and disadvantages

7-9

Alternatives to the OPAC and Web site

7-10



Categories of Online Resources

- Resources the library purchases or licenses (e-journals, e-books, online indexes and databases)
- Resources the library or local institution “publishes” (local Web sites, local digital collections)
- Resources freely-available
 - Non-local, no-fee online resources
 - Open access journals
 - “Third-party Internet resources that the library neither purchases nor licenses” (Childress)

7-12

Who Makes Selection Decisions?

- Catalogers
- Subject specialists
- Bibliographers
- Reference librarians
- Cross-functional teams (collection management, public services, technical services)
- User community requests (public, faculty, staff, students, special library clientele, etc.)
- Others?

7-13

Selection Criteria

- General considerations:
 - Fee-based resources vs. no-fee resources
 - Use same general criteria as for print and other tangible resources
 - Include in library's written collection development policy

7-14

Some Common Selection Criteria for Free Web Sites

The Web site should

- *be a searchable database with direct access to the info*
- *be relevant to the info needs of the library's patrons*
- *complement or enhance the info already available on the library's Web page or collection*

7-15

Some Common Selection Criteria for Free Web Sites

The Web site should

- *provide credible and accurate info*
- *should be "user-friendly"*
- *should have favorable reviews*
- *The author or source of the material should be an authority on the subject*

7-16

Some Common Selection Criteria for Free Web Sites

The Web site should

- *be set up in a logical, systematic way (permanence of site)*
- *be stable, with infrequent down times*
- *adhere to a policy of periodic review and updating of content*

7-17

Some Common Selection Criteria for Free Web Sites

The Web site should

- *state a policy for inclusion or exclusion of info*
- *checked on a regular basis: delete sites that no longer exist or no longer meet the majority of selection requirements*

[From **Robert McWilliam**, "Web site selection and related cataloguing issues," a message to the Autocat online discussion list, Sunday, July 21, 2002]

7-18

Alternative selection approaches

“Vertical file” collection approach

- Consider print and other “standard” resources as primary, all are cataloged in OPAC
- Collect and catalog Web resources to supplement primary collection, much as vertical file collections do
- Could include cataloging Internet supplements to library’s primary, mostly hard copy resources

7-19

Alternative selection approaches

“Gift materials” collection approach

- Regard freely-available Internet resource similar to a large donation of gift materials
- Selectively add only some
- Adopt aggressive weeding/replacement policy

Taken from Eric Childress, “Perfect in So Many Ways”, Journal of Internet Cataloging 5(2) 2002, p. 24

7-20

Options for providing access to free Web resources

1. Library online catalog (OPAC)
 - Full-level AACR/MARC records
 - Less-than-full-level records
2. Library Web site / subject gateway
 - List of links / subject 'pathfinder' with or without descriptions/annotations
3. Separate database
 - Surrogate records created according to Dublin Core or other content standard

What are some advantages and disadvantages of each option?

7-21

Access via library online catalog

Some possible advantages:

- Provides integration with other resources and a "one-stop shopping" for users
- Patron needs to search only one source (the OPAC)
- Integrates online resources with others on same subject, by same person, etc.
- Allows searching by controlled access points

7-22

Access via library online catalog

Some possible advantages:

- Includes searching by LC subject headings
- Keyword access also available within catalog database
- URLs may be regularly checked and maintained
- Makes use of the existing library system, avoiding development costs of separate database
- Electronic resources enhance the library's "collection"

7-23

Access via library online catalog

Some possible disadvantages:

- Increased workload for tech services staff
- Could develop growing backlog of uncataloged resources
- Link checking and URL maintenance

7-24

Access via library online catalog

Some possible disadvantages:

- How many patrons will use the catalog to find Web resources?
- Duplication of effort if list of resources on library Web page / subject gateway is also maintained by public services staff

7-25

Access via library Web site/gateway

Some possible advantages:

- Less burden on cataloging staff
- Potentially less time-intensive than creating AACR/MARC records

7-26

Access via library Web site/gateway

Some possible disadvantages:

- Requires the patron to look in two different places: library's Web site and OPAC
- No authority-controlled access point searching, especially subject headings
- Potentially more intensive maintenance needed since there may be no automated report of "broken" URLs

7-27

Access via both OPAC and Web site

Combination of above

- **Potential advantage:**
 - Users can find Internet resources in two ways: either through the catalog or via subject gateways
 - Access can be both/and rather than either/or
- **Potential disadvantage:**
 - Duplication of effort if list of resources on library Web page / subject gateway is also maintained by public services staff

7-28

Access via separate database

- May use non-MARC, Dublin Core, or other simpler kinds of metadata / records
- Issues may include:
 - Content standard
 - Encoding standard
 - Database searchability / access points / indexing
- Advantages?
- Disadvantages?

7-29

Alternative Standards to AACR/MARC

- Dublin Core
- VRA Core Categories
- EAD (Encoded Archival Description)
- TEI (Text Encoding Initiative)
- Other?

7-30

Alternative Standards to AACR/MARC

Issues with using alternative metadata standards for resource discovery

- content standards (set of metadata elements)
- encoding standards (machine-readability)
- information retrieval systems (able to read and use the metadata)

7-31

Acknowledgments

Many of the categories and criteria in this set of slides come from the following sources:

- *Eric Childress (OCLC) with Eric Jul (OCLC):*
 - *Article in Journal of Internet Cataloging Vol. 5(2) 2002, p.21-25: "Perfect in so Many Ways"*
- *Robert McWilliam (Sault Ste. Marie Public Library, Ontario):*
 - *Autocat posting, July 21, 2002: "Web site selection and related cataloguing issues"*
- *Karen Selden (University of Colorado Law Library):*
 - *Autocat posting, August 2, 2002: "The Catalog vs. The Homepage: Best Practices in Providing Access to Electronic Resources"*

7-32

Additional Resources

- See Bibliography in Appendix E of course materials

7-33

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Appendix A: MARC Tagging for Integrating Resources

Contents

For General Reference and Use with Workshop Exercises

1. Fixed field combinations
2. Commonly-used tags
3. Type of record
--Examples of "Type"
4. Fixed Field elements
--006 Fixed length data elements
5. 007 field
6. Variant titles (246 field)
7. Order of notes (5XX field)
8. Linking Fields (7XX field)
9. Online access (856 field)

1. Fixed Field Combinations in Integrating Resources

Electronic Integrating Resource (Textual)	Leader	→	Type = a BLvl = i
	008	→	Continuing Resource
	006	→	Electronic resource
	007	→	Electronic resource
Computer File Integrating Res. (non-language based)	Leader	→	Type = m BLvl = i
	008	→	Computer file
	006	→	Continuing Resource
	007	→	Computer file
Updating Cartographic Web Site	Leader	→	Type = e BLvl = i
	008	→	Map
	006	→	Continuing Resource
	006	→	Computer file
	007	→	Map or atlas (optional)
	007	→	Electronic resource

2. Commonly-Used Tags in Integrating Resource Records

Leader/008	Fixed field display found in OCLC or local system
006	Fixed-length data elements—additional material characteristics
007	Physical description fixed field
010	LCCN
020/022	ISBN/ISSN
090/050	Call number
100/110/111/130	Main entry (personal, corporate, conference, uniform title)
222	Key title (ISSN)
245	Title statement
246	Varying form of title
247	Former title
250	Edition statement
260	Publication, distribution, etc. (Imprint)
310/321	Current publication frequency / Former publication frequency
362 1_	Dates of publication and/or sequential designation
490	Series statement
(538)	System requirements:
(538)	Mode of access:
500	General notes
(516)	Type of computer file or data note
530	Added physical form available note
546	Language note
550	Issuing body note
580	Linking entry complexity note
588	Source of description note
600/650/655	Subject added entry
700/710/711/730	Added entry (personal, corporate, conference, title)
76X-78X	Linking entries
8XX	Series added entry
856	Electronic location and access

3. Type of Record (see MARC21 Codes: <http://www.loc.gov/marc/bibliographic/>)

1. *Type of Record (LDR/06)*

Indicates the characteristics of (and defines the components of) the record

a – language material	g – projected medium	o – kit
c – notated music	i – non-musical	p – mixed material
d – manuscript notated music	j – musical sound recording	r – three-dimensional artifact
e – cartographic material	k – 2-dimensional non-projectable graphic	t – manuscript language material
f – manuscript cartographic mat	m – computer file	

2. *Additional tips for coding type of record*

Use "a" (language material) for:

- World Wide Web sites, when the content consists of primarily textual Web pages with incidental images, hypertext links, or search software, e.g.: ACLU Web site
- Collections or databases of textual links to other resources
- Web portal pages consisting of textual links to other resources
- Online bibliographic databases such as library online catalogs
- Numeric data presented in tabular form not manipulable by computer

Use "m" (computer file) for:

- Computer Software, when the resource consists of computer software, including programs, games, fonts
- Numeric Data, when the resource consists of numeric data such as census or survey data that resides in a database and that is manipulable by computer
- Computer-oriented Multimedia, when the resource consists of (1) the combination of two or more media such as audio, video, images, animation, etc. and (2) no single aspect comprises the significant content
- Online Systems or Services, when the resource consists of an online system or service supporting system-based user interaction. The presence of search software or of active hyperlinks does not constitute a computer program and does not make a resource an online system or service for cataloging purposes. In the area of online systems or services, consider whether the system itself (for example, a library system providing access to several databases), or the content of several constituent databases, is being cataloged. When cataloging the system itself use "Type" code "m" and "File" code "j".

Examples of online systems or services include: Online library systems (consisting of a variety of databases), ftp sites, electronic bulletin boards, network information centers, campus-wide information systems, discussion groups or lists (via "listserv" or newsgroup), news and weather reports with system-based user interaction, airline reservation systems, online stock investment sites.

Guidelines for Coding Electronic Resources in Leader/06. Rev. 2007. Network Development and MARC Standards Office, Library of Congress. <http://www.loc.gov/marc/ldr06guide.html>

Weitz, Jay. *Cataloging Electronic Resources: OCLC MARC Coding Guidelines.* Rev. 2006 <http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/>

Examples of *Type*

Example	FF Type	FF Nature of contents	006 Type of computer file
Online bibliographic database Medline LC Voyager	a		e
Collection of online databases NLM IndexCat (Locator Plus & Index-catalog of the library of the surgeon general's office)	m	j	
Web-based computer software Currency converter software	m	b	
CD-ROM of a census with manipulable data	m	a	
Electronic serial with search software	a		e
Collection of electronic serials with search interface JSTOR Project Muse	a		d
Electronic journal American imago	a		d
Online system or service Airline reservation service Online stock investment site	m	j	
Web site with significant audio & video CNN Web site	m	m	
Web portal page (Web page with collection of links) <i>Tools for Serials Catalogers</i>	m		d

4. ***Fixed Field (LDR + 008)***

Continuing Resources	Rec stat	c	Entered	20040811	Replaced	20081001091644.4					
Type	a	ELvl		Srce	c	GPub		Ctrl		Lang	eng
BLvl	i	Form	s	Conf	0	Freq	d	MRec		Ctrv	dcu
S/L	2	Orig	s	EntW		Reql	r	Alph			
Desc	a	SrTp	w	Cont	b	DtSt	c	Dates	19uu	,	9999

S/L: Entry Convention: Specifies whether the continuing resource is cataloged according to successive entry, latest entry, or integrating entry cataloging conventions

2 Integrating entry: Code "2" indicates that a resource is cataloged under its latest (most recent) title, issuing body, or personal name heading. A new record is made only when there is a major change in edition or it is determined that there is a new work, and for title mergers and splits. It is used for integrating resources and electronic serials that do not retain their earlier titles.

Form: Form of item: The form of item code specifies the physical form of the item being cataloged: **o** online

Orig: Form of original item: Physical form of material in which the item was originally published: **o** online

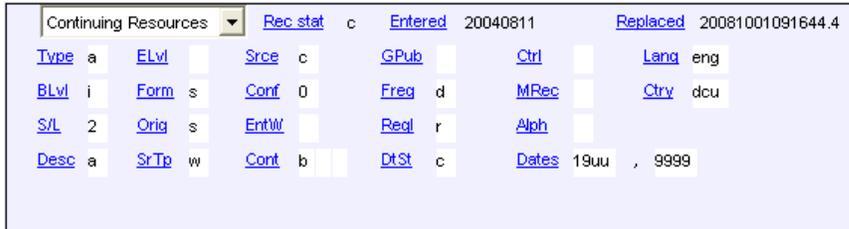
SrTp: Type of continuing resource: Codes indicate whether an integrating resource is an updating database, loose-leaf, a Web site, or none of these.

d Updating database

w Updating Web site

[blank] Other

| no attempt to code



Freq: Frequency

A one-character code that indicates the frequency of an item; used in conjunction with Regularity.

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

Regl: Regularity

A one-character code that indicates the regularity of an item; used in conjunction with Frequency

- u Unknown
- | No attempt to code
- r Regular
- n Normalized irregular
- x Completely irregular

EntWk: Nature of entire work

Up to three one-character alphabetic codes (recorded in alphabetical order) that indicate that a work *contains* certain types of materials.

# - Not specified	k - Discographies	u - Standards/specifications
a - Abstracts/summaries	l - Legislation	v - Legal cases and case notes
b - Bibliographies	m - Theses	w - Law reports and digests
c - Catalogs	n - Surveys of literature in a subject area	y - Yearbooks
d - Dictionaries	o - Reviews	z - Treaties
e - Encyclopedias	p - Programmed texts	5 - Calendars
f - Handbooks	q - Filmographies	6 - Comics/graphic novels
g - Legal articles	r - Directories	- No attempt to code
h - Biography	s - Statistics	
i - Indexes	t - Technical reports	

GPub: Government Publication

One-character alphabetic code that indicates whether an item is published or produced by or for an international, national, provincial, state, or local government agency, or by any subdivision of such a body, and, if so, the jurisdictional level of the agency.

# - Not a government publication	m - Multistate
a - Autonomous or semi-autonomous component	o - Government publication-level undetermined
c - Multilocal	s - State, provincial, territorial, dependent, etc.
f - Federal/national	u - Unknown if item is government publication
i - International intergovernmental	z - Other
l - Local	- No attempt to code

Continuing Resources		Rec_stat	c	Entered	20040811	Replaced	20081001091644.4
Type	a	ELvl		Srcce	c	GPub	
BLvl	i	Form	s	Conf	0	Freg	d
S/L	2	Orig	s	EntW		Reql	r
Desc	a	SrTp	w	Cont	b	DtSt	c
						Dates	19uu , 9999

Dates: Type of Date/Publication Status

- c - Continuing resource currently published
- d - Continuing resource ceased publication
- u - Continuing resource status unknown

006 Fixed-length Data Elements—Additional Material Characteristics

Insert Field 006 - Computer File

Type:

Audn:

File:

GPub:

Audience

- Unknown or unspecified. The target audience for the item not known or not specified.
- a Preschool. The item is intended for children, approximate ages 0–5 years.
- b Primary. The item is intended for children, approximate ages 6–8 years.
- c Pre-adolescent. The item is intended for young people, approximate ages 9–13 year.
- d Adolescent. The item is intended for young people, approximate ages 14–17 years.
- e Adult. The item is intended for adults.
- f Specialized. The item is aimed at a particular audience and the nature of the presentation make the item of little interest to another audience. Examples include: Items which address a limited audience, e.g., the employees of a single organization. Technical software or sound recordings geared to a specialized audience. Training films intended for the special education of the physically or mentally handicapped.
- g General. The item is of general interest and not aimed at an audience of a particular intellectual level. Use for items that are not covered more appropriately by the other codes.
- j Juvenile. The item is intended for children and young people, approximate ages 0–15 years. Use when a more specific code for the juvenile target audience is not desired.

File

a Numeric data. Files that are mostly numbers or representation by numbers (e.g., student test scores, football team statistics, etc.). The information may be original surveys or information that has been summarized or statistically manipulated.
b Computer program. Ordered sets of instructions directing the computer to perform operations and identifying the information and mechanisms required. A program is a series of instructions given to complete a task. Use for micro-computer software. Use also for computer models, which are a characterization in mathematical terms of a process, object or concept, that enables the manipulation of variables to determine how the process, object or concept would behave in different situations.
c Representational. Files that have pictorial or graphic data. The pictorial and graphic data can be manipulated in conjunction with other types of files to produce graphic patterns, which can be used to interpret and give meaning to the information. Use for both still and moving images.
d Document. Files that are mostly alphabetic information (words or sentences) converted into a code that can be processed, sorted and manipulated by machine and then retrieved in many optional formats. Use for records containing full text of documents and material intended to constitute a textual document, whether represented as ASCII or image data. Use for both single bibliographic entities or a collection of bibliographic entities. Documents whose primary purpose is textual, even if search software is present, are coded d.
e Bibliographic data. Data that are bibliographic citations, including library catalogs or citation databases. May be structured or unstructured.
f Font. File contains information for a computer to produce fonts.
g Game. File is for recreational or educational use. Usually text and software, including videogames.
h Sounds. File has data encoding computer producible sounds.
i Interactive multimedia. Item supports navigation through and manipulation of many kinds of media (audio, video, etc.) in which the user has an almost conversational interaction with the computer.
j Online system or service. Record is for an online system or service that may contain nonbibliographic information. An online system or service supports system based user interaction. For example, online library systems, FTP sites, electronic bulletin boards or network information centers.
m Combination. Computer models and numeric data files or computer programs and text files.
u Unknown
z Other

GPub: Type of government publication

_ Not a government publication	o Government publication-level undetermined
a Autonomous or semi-autonomous component	s State, provincial, territorial, dependent, etc.
c Multilocal	u Unknown if item is government publication
f Federal/national	z Other
i International intergovernmental	 No attempt to code
l Local	
m Multistate	

5. 007: Physical description fixed field: electronic resources

Commonly-used (first two required)	Optional (for digitally-reformatted materials)
\$a - Category of material	\$g ___ Image bit depth
\$b - Specific material designation	\$h file formats
\$d - Color	\$i quality assurance target
\$e - Dimensions (n= not applicable)	\$j antecedent/source
\$f - Sound	\$k level of compression
	\$l reformatting quality

- | | |
|------------------------------------|--|
| \$a Category of material: | c – Electronic resource |
| \$b Specific material designation: | r – Remote |
| \$d Color: | b – b&w; c – multicolored; m – mixed; - no attempt to code |
| \$e Dimensions: | n – not applicable |
| \$ f Sound: | # - no sound; a – sound; u – unknown; - no attempt to code |

6. 246 Indicators: Varying form of title

Type of variant title	1 st ind. Title added entry	2 nd ind. Display constant	\$i Usage
Alternate form of word, etc. in 245 or other source	3	#	
At head of title	1	#	\$i
Other title information from 245	3	0	
Other title information from source other than 245	1	#	\$i
Parallel title from 245	3	1	
Former Subtitle	0	#	\$i Subtitle \$f <date viewed>
Portion of title proper from 245 <ul style="list-style-type: none"> • Portion of title proper exclusive of an alternate title • Portion of title proper that is an alternate title • Portion of title proper that is a part or section title • Portion of title proper exclusive of introductory terms • Portion of title proper emphasized by typography or other similar conditions 	3	0	
Any other condition not covered above, including former subtitles of	1	#	\$i Title appears on Web page as: \$a [case where title has introd. Words] \$i Title on home page: \$a [case where title has typo]

Alternate: CONSER Standard Record Guidelines

Type of variant title	1 st ind. Title added entry	2 nd ind. Display constant	\$i Usage
Parallel title	1	1	
Variant forms that need no explanation, including acronyms/abbreviations as other title information	1	#	
Any other condition not covered above, including former subtitles of	1	#	\$i Title appears on Web page as: \$a [case where title has introd. Words] \$i Title on home page: \$a [case where title has typo]

7. 5XX Order of Notes

Tag	AACR2/IR manual	Example
538	9.7B1 /IR2.2	Nature and scope and system requirements System requirements: Java-capable Web browser. Mode of access: World Wide Web. <i>Provider-neutral: Only if all providers require</i> <i>CONSER Standard Record: System note only if unusual requirement; Mode note only if other than WWW</i>
546	12.7B2/IR 10.3	Language of text 546 -- \$a Text in English and French. 041 0- \$a eng \$a fre
500	12.7B3/IR10.4	Source of title proper [See examples under 12.7B23]
500	12.7B4.2/IR10.6.1	Minor changes in title proper 500 -- \$a Title varies slightly.
547	12.7B4.2/IR10.6.2	Complex changes to title proper
500/ 550	12.7B7/IR10.9	Statements of responsibility or issuing bodies 550 -- \$a Issued by: Association of American Economics <June 16, 1998>; Association of American Economics <Aug. 30, 2000>.
500	12.7B11/IR10.12	Previous publishers (interim practice) 500 -- \$a Published: Salem, N.H. : Butterworth, <Feb. 24, 2003>
500	12.7B14.2/IR10.15	Changes in series 500 -- \$a Series title <Oct. 3, 1998>: Research in marketing trends. 830 -0 \$a Research in marketing trends.
521	12.7B15/IR10.16	Audience 521 -- \$a Designed for piano teachers and students, as well as performing students.
530	12.7B16/IR10.17	Other formats 530 -- \$a Issued also on CD-ROM. <i>CONSER Standard Record: prefer 776 08 \$i CD-ROM version: \$t</i>
500	12.7B17b/IR10.18	Indexes 500 -- \$a Includes index.
520	12.7B18/IR10.19	Summary 520 -- \$a Site includes information about the Institute and its publications as well as a link to Anthropological Index Online.
500	12.7B23/IR10.20	Item described 500 -- \$a Title from main search screen (Community of science, viewed Aug. 22, 2007). [Supplier-neutral record]
506	12.7B23/9.7B20/IR2.2	Restrictions on use 506 -- \$a Access restricted to subscribers. <i>Provider-neutral record: Do not use unless restrictions apply to all versions; instead, give in 856 \$z</i>
588	12.7B23/IR10.20	Source of description: "Description based on" and "Latest issue consulted" 588 -- \$a Title from home page last updated Sept. 2002 (viewed on Nov. 15, 2002).

8. Selected linking entry fields: indicators and subfields

First indicator: 0 = display note; 1 = do not display note

Tag	Link	Second indicator	
770	Supplement/special issue	# - has supplement	8 – no display constant
772	Supplement parent entry	# - has supplement	8 – no display constant
775	Other edition entry	# - has supplement	8 – no display constant
776	Additional physical form entry	# - has supplement	8 – no display constant
780	Preceding entry	0 - Continues 1 – Continues in part 4 – Formed by the union of	5 – Absorbed 6 – Absorbed in part 7 – Separated from
785	Succeeding entry	0 – Continued by 1 – Continued in part by 4 – Absorbed by	5 – Absorbed in part by 6 – Split into ... and ... 7 - Merged with ... to form ...
787	Non-specific relationship	# - has supplement	8 – no display constant

9. 856 Field: 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 - Method specified in subfield \$2

Second Indicator*Relationship*

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

Subfield Codes

- | | |
|---|--|
| <ul style="list-style-type: none"> \$a - Host name (R) \$b - Access number (R) \$c - Compression information (R) \$d - Path (R) \$f - Electronic name (R) \$h - Processor of request (NR) \$i - Instruction (R) \$j - Bits per second (NR) \$k - Password (NR) \$l - Logon (NR) \$m - Contact for access assistance (R) \$n - Name of location of host (NR) \$o - Operating system (NR) \$p - Port (NR) | <ul style="list-style-type: none"> \$q - Electronic format type (NR) \$r - Settings (NR) \$s - File size (R) \$t - Terminal emulation (R) \$u - Uniform Resource Identifier (R) \$v - Hours access method available (R) \$w - Record control number (R) \$x - Nonpublic note (R) \$y - Link text (R) \$z - Public note (R) \$2 - Access method (NR) \$3 - Materials specified (NR) \$6 - Linkage (NR) \$8 - Field link and sequence number (R) |
|---|--|

Examples:

- | | | | | |
|-----|---|---|--|---------------------|
| 856 | 4 | 0 | \$u http://www.cdc.gov/ncidod/EID/eid.htm \$ | \$z Scroll to title |
| 856 | 4 | 2 | \$3 French version \$u http://www.cgiar.org/ifpri/reports/0297-ft.htm | |

Chapter 1 General Rules for Description

1.0. General Rules



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What Is Being Cataloged?

This section represents LC/PCC *practice*.

Before creating a bibliographic record, determine what is being cataloged. Answer these two questions:

- 1) What aspect of the bibliographic resource will the bibliographic record represent?
 - a) A resource may not be part of a larger resource and so the bibliographic record can represent only that resource.
 - b) A resource may be part of a larger resource (one part of a multipart item, one analytic of a monographic series, one of several separate resources on a Web site, etc.). The bibliographic record could represent the "smaller" or the "larger" resource.

c) A resource may not be part of a larger resource but local cataloging policies may specify creating a bibliographic record for a made-up larger resource of materials that are not published, distributed, or [produced together](#).

2) What is the type of issuance of that aspect?

a) See both the definitions from [AACR2 appendix D](#) and the diagram in "[Type of Issuance](#)" below.

b) If the situation is still not clear, then consider the guidelines given in two other sections of this LCRI: "[Monograph vs. Serial](#)" and "[Situations Requiring Further Consideration](#)."

c) See the section "[Edition or Copy of Monograph](#)" for guidelines about creating separate records for monographs.

It may be appropriate, after one or more bibliographic records have been cataloged, to change the cataloging decision (e.g., recatalog a monograph as a serial). See the section "Change in Cataloging Decision" for guidelines.

Also, a publisher may change the type of issuance of a bibliographic resource. See the last section, "[Change in Type of Issuance](#)," for guidelines.

Type of Issuance

This section represents *LC/PCC practice*.

"Type of issuance" refers to how the bibliographic resource is published, distributed, or produced and, if it is updated, how it is updated. There are three types of issuance: monograph, serial, and integrating resource. (See the definitions from [AACR2 appendix D](#) and [diagram](#) below.)

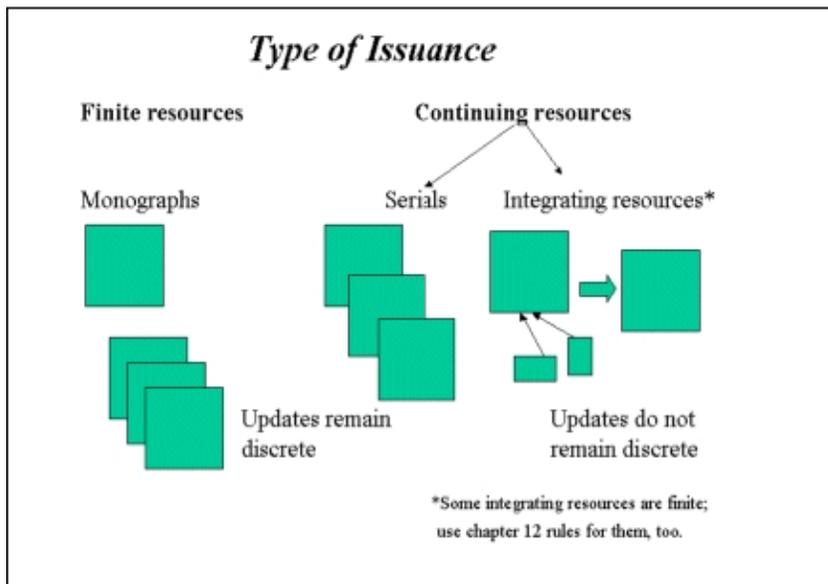
Monograph: A bibliographic resource that is complete in one part or intended to be completed in a finite number of parts. The separate parts may or may not be numbered.

Use rules in [chapter 1](#) and the chapter(s) representing the carrier.

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

Use rules in [chapter 1](#), [chapter 12](#), and the chapter(s) representing the carrier.

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.



Use rules in [chapter 1](#), [chapter 12](#), and the chapter(s) representing the carrier.

In case of doubt about type of issuance, apply the following guidelines:

If the decision has been narrowed down to "serial vs. integrating resource" and there is no information about the type of issuance but the resource has wording that refers to "edition," determine if that wording represents a numeric designation or an edition statement. If it is a numeric designation, catalog the resource as a serial; if it is an edition statement, catalog it as an integrating resource.

If the decision has been narrowed down to "monograph vs. integrating resource" and there is no information about the type of issuance, catalog the resource as an integrating resource if there is a likelihood the resource will be updated (i.e., assume the updates will not be discrete); catalog as a monograph if there is no indication that the resource will ever be updated.

Monograph vs. Serial

This section represents *LC/PCC practice*.

If the bibliographic resource to be cataloged and/or other bibliographic records in the database indicate that the resource has been or will be published in more than one part that will remain discrete or be published more than once, *consider the combination of characteristics below* in deciding whether to catalog the resource as a single-part/multipart monograph or as a serial. Note the exception for publications of limited-duration activities at the end of this section.

1) *Frequency of publication*

a) If the resource has a stated frequency of publication (in the title proper, in the preface, etc.), catalog as a serial.

b) If the resource is published in new editions, catalog as a serial if the frequency of the editions is one to two years; give greater consideration to continuing to catalog as monographs if the editions are published three or more years apart.

2) *Presence and type of numbering.* Although the presence of numbering is no longer part of the definition of a serial, most serials except for unnumbered monographic series will have numeric, alphabetic, and/or chronological designations.

a) If the resource has a numeric/alphabetic (e.g., volume 1; tome 3; Heft A) or chronological designation (e.g., 2001; June 2002; 2002-1) in the title proper or elsewhere in the resource and it is likely that the resource doesn't have a predetermined conclusion, catalog as a serial.

b) If the resource has acquired a numeric, alphabetic, or chronological designation after the first issue, recatalog as a serial.

c) If the resource is published in frequent editions (see [1\)b](#) above), it must have a designation (e.g., date, numeric edition statement) that could be used as numbering in order to be cataloged as a serial.

3) *Likelihood of no predetermined conclusion.* If the resource indicates that there is no predetermined conclusion, catalog as a serial. If the resource doesn't have such information, assume that a resource that has either of the following characteristics is a serial if it also meets the criteria given above for frequency and numbering.

a) Title proper implies continuing publication. If the title proper includes words that imply continuing publication (e.g., "Advances in ...;" "Developments in ...;" "Progress in ..."), catalog as a serial. If the issues also have analyzable titles, analyze the issues.

b) A subscription can be placed for the resource.

Publications of limited-duration activities: Also use the serial rules in [chapter 12](#) for the cataloging of certain resources related to limited-duration activities *provided* that these resources have some characteristics of serials: successive issues, numbering, and perhaps frequency. Examples include a daily bulletin issued during a non-recurring meeting, a quarterly activities report of a project, and an annual report of an expedition. Do not recatalog records for such resources created before Dec. 1, 2002.

Situations Requiring Further Consideration

This section represents LC/PCC *practice*.

1) *Electronic resources.* If the resource was/is published in print, make the decision to catalog the electronic resource as a serial, integrating resource, or monograph based on the electronic resource itself, not on how it was issued in print. Information about the planned type of issuance may be given in the resource's "read me" files, etc.

a) Catalog as serial:

i) Remote access resource: a resource having material added as discrete, usually numbered issues (an "issue" can consist of a single article). The resource might contain a listing of back volumes, back issues, images of journal covers for sequential issues; only current issue may be available as a separate issue

ii) Direct access resource: a resource whose carrier is issued successively (this situation is analogous to a print serial whose latest volume supersedes any earlier volumes).

Note that such resources can be mounted on networks such that the successive issuance of the carrier is not observable to the cataloger or end user; when contributing cataloging in a shared environment (e.g., bibliographic utility), the record should reflect the carrier and type of issuance as published.

b) Catalog as an integrating resource:

i) Remote access resource: a resource having material added, changed, or deleted via updates that do not remain discrete (e.g., might contain articles from more than one journal).

ii) Direct access resource: no direct access resource can be issued as an integrating resource (assumption that would be changed if proven incorrect).

c) Catalog as a monograph: Remote or direct access resource: a resource complete in one part or intended to be complete in a finite number of parts, including those resources that are corrected via "errata" information.

2) *Resources issued in loose-leaf format.* When deciding to catalog a bibliographic resource issued in loose-leaf format as a serial, an integrating resource, or a monograph, make the decision based on the type of issuance of the primary component. If there is a stated frequency, determine if the frequency applies to the primary component or to any updates.

Note that a bibliographic resource issued in loose-leaf format is not automatically to be cataloged as an updating loose-leaf.

a) Catalog as a serial:

i) Resource otherwise meeting definition of serial whose issues remain discrete even though they are to be stored in a binder (as successive sections in the binder or subdivided/filed into separate sections in the binder)

ii) Resource whose binders are issued successively even though the contents filed into each binder may be updated in integrating fashion until the next binder is issued

b) Catalog as an integrating resource: Resource consisting of a binder or binders in which pages are added, removed, or replaced until the next edition of the resource is published or until complete

c) Catalog as a monograph: Resource complete as issued or intended to be complete in a finite number of parts

3) *Conference publications.* Conference publications typically consist of the minutes, proceedings, etc., of a regularly-held meeting of one or more corporate bodies or are publications that contain the proceedings, etc., of ongoing topical conferences, symposia, or colloquia.

a) Catalog as serials ongoing conference publications that are being cataloged for the first time, unless they are covered by the exclusions in paragraph b) below. Consider a conference publication to be "ongoing" if words such as "first" or "annual" appear in conjunction with the name of the conference or the title of the publication or if multiple successive issues show that the publication is continuing in nature.

b) Catalog as monographs those conference publications that are not ongoing or that:

- i) have a [title](#) unique to each issue appearing on the chief source, and/or
- ii) are issued as part of a numbered monographic series.

Once the decision to catalog as a monograph or as a serial is determined based on the first—or earliest held—issue of a conference publication, prefer to retain that decision. When there is a change in the main entry for a conference publication cataloged as a serial, consider the publication to be "new" and decide whether to catalog it as a monograph or as a serial according to the above criteria.

When CONSER serial records exist for conferences represented by LC monograph records, LC serial catalogers will use "xlc" in the [042 field](#) but *will not* de-authenticate the records.

4) *Supplements*. If the supplement can be used independently from the main resource, create a separate bibliographic record for it based on its type of issuance. For other situations, give a note about the material on the record for the main resource.

[525](#) ## \$a Kept up-to-date by supplements.

Do not catalog a dependent supplement as a serial just because it has a stated frequency (e.g., an annual supplement to a monograph).

5) *Republications*

a) Republication of a serial: Generally, catalog a republication of a serial as a serial. However, catalog the following as a monograph:

A republication of a single issue or a limited number of issues

A collection of bibliographically unrelated serials or articles.

b) Republication of a monograph: Catalog as a monograph.

c) Republication of an integrating resource: Catalog as a monograph or as an integrating resource based on the type of issuance of the republication.

6) *Printed travel guides*. *LC practice as of 2001*: When deciding whether to catalog a printed travel guide as a serial or as a monograph and there is no information about the likelihood that it will be continued indefinitely, apply the following guidelines:

a) Generally, catalog a travel guide as a serial if it is general in scope because such guides usually are continued indefinitely. "General in scope" means the guide contains a variety of current information, e.g., about where to go, where to stay, and what to do. Apply this policy to state, region, or country guides for the United States, to region or country guides for other countries, and to guides for major cities. If a numeric or chronological designation is not available, supply a chronological designation based on the publishing or copyright date (cf. LCRI 12.3C1).

b) In case of doubt, catalog as a monograph.

7) *LC practice: Certain other printed resources*

After determining that the printed bibliographic resource

— is published in successive parts, and

— there is no information that the resource will be complete in a finite number of parts,
and

— it isn't one of the resources noted in [1\)-6\)](#) above, generally follow the decision to catalog as a monograph or as a serial for the specific categories in the two lists below. If the printed resource isn't represented by one of the categories below, catalog as a serial.

a) Catalog as monographs:

- books "issued in parts" (fascicles)
- cartographic materials
- censuses
- encyclopedias
- hearings
- publications of five-year plans

b) Catalog as serials:

- alumni directories
- college catalogs
- court reports
- sales/auction catalogs
- session laws

Edition or Copy of Monograph

This section represents *LC/PCC practice*.

When a new manifestation of an item reaches the cataloger, the question arises as to whether this is a copy of an earlier manifestation or an edition separate from the earlier manifestation needing its own bibliographic record. Consult the [definition of "Edition" in Appendix D](#). If, according to this definition, two items are known to be two different editions, create separate records for each.

Also, consider that a new edition is involved whenever

1) there is an explicit indication of changes (including corrections) of content; or,

2) anything in the following areas or elements of areas differs from one bibliographic record to another: title and statement of responsibility area, edition area, the extent statement of the physical description area, and series area. (*Note:* For printed music and sound recordings, consider that different editions exist whenever two items have different publisher's numbers or plate numbers). (For an exception relating to CIP items, see below.)

Whenever the question relates to the publication, distribution, etc., area or to ISBNs, consider that the item is a copy if the only variation is one or more of the following:

1) a difference in the printing or copyright date when there is also a publication date;

2) a minor variation in an entity's name. There are relatively few examples of this

phenomenon, which arises when a publisher uses multiple forms concurrently. For example, "Duckworth" and "G. Duckworth" and "St. Martin's" and "St. Martin's Press" have been used at the same time by these publishers. A genuine name change, even if minor, should not be considered as a variation;

3) the addition, deletion, or change of an ISBN;

4) a difference in binding; or,

5) a difference in the edition statement or the series whenever the item is a CIP book issued by the publisher in both a hardbound and a softbound version.

For variations in the publication, distribution, etc., area not covered by the preceding statements, consider that the item is a new edition. Noteworthy examples for the publication, distribution, etc., area are variations involving different places or entities transcribed or any difference in an entity's name that is suggestive of either a name change or a different entity. Examples of the latter case are the many instances of a sequence of names used, with one used for some time and another at some point replacing the first. For example, "Harper & Brothers" becomes "Harper & Row"; "Doubleday, Doran" becomes "Doubleday."

N.B. Rare books in general follow the same policy, with exceptions as necessary.

Change in Cataloging Decision: Monograph/Serial

This section represents LC/PCC *practice*.

At some point after one or more monograph bibliographic records has/have been created and another resource with the same choice of main entry and form of title proper is received for cataloging, determine if the resource should be cataloged as a serial to save the time of continuing to prepare separate monograph records. If the resource is a conference publication, see paragraph 3) in the section "[Situations Requiring Further Consideration](#)" above. Otherwise, consider the following aspects when making the decision to recatalog as a serial:

1) the resource should have a designation (e.g., date, numeric edition statement) that could be used as numbering;

2) the frequency of the editions is one to two years (give greater consideration to continuing to catalog as monographs if the editions are published three or more years apart).

LC practice: LC no longer routinely cancels fully cataloged monograph records. Notes are added to the serial and monograph records to assist users and staff to locate all holdings for the title in the library. The serial bibliographic record continues to describe the entire serial.

Note added to monograph record:

[500](#) ## \$a Issues for 1996- cataloged as a serial in LC. \$5 DLC

Note added to serial record:

[500](#) ## \$a Earlier issues, 1993-1995, cataloged as monographs in LC.
\$5 DLC

Note added to monograph record:

[500](#) ## \$a Editions for 1-2, 4, 6, 8- cataloged as a serial in LC.
\$5 DLC

Note added to serial record:

[500](#) ## \$a Editions for 3, 5, 7 cataloged as monographs in LC. \$5
DLC

Change in Type of Issuance

This section represents LC/PCC *practice*.

The publisher of a bibliographic resource may decide to change the type of issuance: monograph to integrating resource (e.g., issuing replacement pages to what had been a single-part monograph stored in a binder), monograph to serial (e.g., expanding the plan for the content of a multipart item so it no longer has a predetermined conclusion), serial to integrating resource (e.g., changing from publishing as successive issues to publishing as an updating Web site), etc.

Sometimes the cataloger will not have enough information at the time of creating the bibliographic record to determine the correct form of issuance. Information available later will indicate that the type of issuance represented by the bibliographic record isn't correct.

In order to accommodate the requirements for the distribution of MARC records by the Library's Cataloging Distribution Service and the Library's ILS restrictions on deletion of records in the database, follow the appropriate instruction given in the table below when the type of issuance of a resource has changed or more information shows that the original decision on type of issuance wasn't correct.

[Note: Final decisions have not yet been made for all of the categories. When the information is available, this section of the LCRI will be posted on the CPSO public Web site (<http://www.loc.gov/catdir/cpso/>) until the LCRI is reissued.]

Initial Articles

This section represents LC/PCC *practice*.

Transcribe initial articles as found: in the title and statement of responsibility area (see [LCRI 21.30J](#) for the guidelines on setting the non-filing indicator in relation to the title proper on MARC records), edition area, series area, and note area. For the publication, distribution, etc., area, generally do not transcribe articles preceding the name of the publisher, distributor, etc.

Library of Congress Rule Interpretations

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Appendix C: Cataloging Comparison Chart

		A. Integrating Resources Record	B. Supplier Neutral Record	C. CONSER Standard Record
FF:	BLvl	"i"	"i"	"i"
	006	Code as appropriate to content	Code as appropriate to content	Code as appropriate to content
	007	\$a c \$b r \$d [color] \$e n \$g [sound]	\$a c \$b r \$d [color] \$e n \$g [sound]	first 2 bytes required
	020			
	022	\$a online \$y print	\$a online \$y print	\$a online \$y print
	130	Assign as for any IR, per LCRI 25.5B	Assign as for any IR, per LCRI 25.5B	No u.t. for translation, language version; instead, use 730 0_ [orig.]. \$l [language].
	245 a,n,p	Record the title from current iteration; Include per 12.1D&E: initialisms/acronyms, parallel titles, [Web site] in 245 \$b Include per 12.1F:statement of responsibility in 245 \$c	Either "A" or "B"	Record the title from current iteration; Include: \$b [Web site] if title proper is a name 245 \$b: Parallel titles, acronym/initialisms NOT required 245 \$c NOT required if all headings have auth recs.
	246	246 1_ \$i Title from HTML header: \$a [Title] 246 1_ \$i Title appears on Web page as: \$a Welcome to... 246 11 \$a [title for other lg. part of Web site] 246 0_ \$a Subtitle \$a [subtitle] \$f <date viewed>	246 1_ \$i Title from HTML header: \$a [Title] 246 1_ \$i Title appears on Web page as: \$a Welcome to... 246 11 \$a [title for other lg. part of Web site] 246 0_ \$a Subtitle \$a [subtitle] \$f <date viewed>	246 1_ \$i Title from HTML header: \$a [Title] 246 11 \$a [title for other lg. part of Web site] 246 1_ \$a All other subtitles \$f <date viewed>
	247	247 10 \$a former title \$f <date viewed>	same	same
	250	Use judgment in transcribing; give if simultaneous pub. in different eds. If frequently changed, include in description based on/source of title note. E.g.:Description based on: Version 3.5; title from ...	Record only edition statements originating from the original publisher/society; ignore statements that pertain specifically to provider versions.	Use judgment in transcribing; give if simultaneous pub. in different eds. If frequently changed, include in description based on/source of title note. E.g.:Description based on: Version 3.5; title from ...
	260 \$a \$b \$c	260 \$a, \$b for current iteration; 260 \$c if description based on 1st iteration or if it is known (supplied dates in square brackets)	Record the first named place and publisher in the current online iteration. The place/publisher should be applicable to all online versions and thus, should not reflect a particular digitizer or provider version or interface.	260 \$c not required; may always record in 362 1-
	260 (cont)		Dates if given, as much as possible, should be based on content from the original publisher/society and be applicable to all provider versions	
	300	Optional (RI 9.5B1)	Not required (based on cat judgment)	Not required (based on cat judgment)

310	Current frequency (if known) Give if provided by original publisher Also code FF Freq/Regl	Current frequency (if known) Give if provided by original publisher Also code FF Freq/Regl	Current frequency (if known) Give if provided by original publisher Not required to code Freq/Regl unless NSDP record
321	Former frequency		
490/830	Record per AACR2 1.6 and RIs	Do not treat provider names as series statements in the provider neutral record.	490 not required unless series changes; 8XX for indexed series
5XX	[introductory word(s)]: [information], [dates]. AACR2 order	[introductory word(s)]: [information], [dates]. Either "A" or "B" re order of notes. General notes for the most part should be applicable to all providers. Record source of title proper as usual. However, also add the provider version used for description, see IR.3.1.2.2, IR.10.4, and IR.20.	[introductory word(s)]: [information], [dates]. Order of notes: Tag order Not required for justification of 7XX
500	Source of title E.g.: Title from main search screen (viewed Aug. 22, 2007).	E.g.: Title from main search screen (Community of science, viewed Aug. 22, 2007).	E.g.: Title from main search screen (viewed Aug. 22, 2007).
500/550	Provide per IR 10.9/AACR2 12.7B7	Do not note providers as the digitizer	Not required; include extent in 710 \$3
506		Do not use, unless restrictions apply to all versions and formats of the IR. An example is a "classified" government document for which access is always restricted. If specific access restrictions are considered useful in the PCC record, use 856 \$z	
538	Systems requirements: Mode of access: World Wide Web.	Give system requirements notes only when all provider versions require special software or technical conditions.	Provide systems requirements only if unusual. Provide a mode of access note only for access methods other than through the World Wide Web
588	Source of description: Description based on: Version 3.5; title from home page (viewed on Nov. 4, 2003).	Description based on: Version 3.5; title from home page (Community-based resources Web site, viewed on Nov. 4, 2003).	
710		Do not make added entries for the name of service provider	

776	Add linking field for known versions in other formats when there is a record to link to. Include the corresponding ISSN when available. Give the applicable URLs for current iterations.	Add linking field for known versions in other formats when there is a record to link to. Include the corresponding ISSN when available. Give the applicable URLs for current iterations. Optionally, provider names in \$z, different coverage dates in \$3	Prefer 78X 08 \$i ... \$a [rather than 530] Add linking field for known versions in other formats when there is a record to link to. Include the corresponding ISSN when available. Give the applicable URLs for current iterations.
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Appendix D: Glossary

Definitions are taken from

- Anglo-American Cataloging Rules, 2nd ed., rev. (AACR2)
- CONSER Cataloging Manual (CCM)
- CONSER Editing Guide (CEG)
- CONSER Standard Record Documentation
www.loc.gov/catdir/cpso/conser.html
- Krol, Ed. Adapted by Bruce Klopfenstein. The Whole Internet Users Guide and Catalog. Academic ed. Belmont, Calif.: Integra Media Group, c1996. (Cited in definitions as Krol)
- Guidelines for the use of field 856. Prepared by the Network Development and MARC Standards Office, Library of Congress. Revised Mar. 2003.
<http://www.loc.gov/marc/856guide.html>
- Integrating Resources: a cataloging manual, 2010 revision
<http://www.loc.gov/catdir/pcc/bibco/irman.pdf>
- Library of Congress Rule Interpretations (LCRI)
- MARC21 Format for Bibliographic Data (MARC21)
- NetLingo Dictionary of Internet Words. A Glossary of Online Jargon with Definitions of Terminology and Acronyms. NetLingo, inc., c1994-2007.
<http://www.netlingo.com/>
- Online Audiovisual Catalogers Cataloging Policy Committee. Source of Title Note for Internet Resources. Third revision, 2005. (OLAC)
<http://www.olacinc.org/drupal/?q=node/20>

Anonymous FTP 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)

Banner A band of text or text and graphics, usually situated at the top of a Web page, that contains title and/or author credits and tells the user what the content of the page is about. (OLAC)

Bibliographic resource An expression or manifestation of a work or an item that forms the basis of bibliographic description. A bibliographic resource may be tangible or intangible. (AACR2)

Blog (an abridgment of the term web log) a Web site, usually maintained by an individual, with regular entries of commentary, descriptions of events, or other material such as graphics or video. Entries are commonly displayed in reverse chronological

order. "Blog" can also be used as a verb, meaning to maintain or add content to a blog. (Wikipedia, April 20, 2008)

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. (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

CONSER Standard Record An application of AACR2. It is the minimum set of requirements for a CONSER-authenticated record, but catalogers can go beyond basic CSR requirements when needed. (CONSER)

Continuing resource A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources. (AACR2)

Database A collection of logically interrelated data stored together in one or more computerized files, usually created and managed by a database management system. (Subject Cataloging Manual: Subject Headings)

Dial-up The most basic type of Internet account. users access the Internet by connecting with a computer and a modem to an ISP (Internet Service Provider). (NetLingo)

Direct access 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. (AACR2)

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 of the IP address "66.201.69.207." [Top-level domain extensions include .edu, .org, .com, .gov, etc.] (NetLingo)

Edition 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. (AACR2)

E-journal An electronic publication, it's similar to an e-zine but is typically found in academic circles. It is regularly published electronically, either solely or in addition to a printed version. (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). (AACR2)

E-mail (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. Some 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)

Finite resources A bibliographic resource issued once or over time with a predetermined conclusion (completed within a finite number of parts or iterations). Includes monographs and finite integrating resources. (SCCTP Courses)

File (electronic resource) A basic unit in which electronic resources are organized and stored. (AACR2)

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 files, 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)

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 A subset of Standard Generalized Markup Language (SGML). The language in which World Wide Web documents are written. (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. (AACR2)

Internet The World Wide Web “network of networks” that are connected to each other, using the IP protocol or 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. (AACR2)

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. (AACR2)

PDF The file format for documents viewed and created by Adobe Acrobat Reader, Acrobat Capture, Adobe Distiller, Adobe Exchange, and the Adobe Acrobat Amber plug in. This technology has succeeded in standardizing the format of documents used and transferred on the Internet. (NetLingo)

Provider neutral record for electronic integrating resources The record representing the online version contains information applicable to all versions being distributed by all electronic service providers. (Integrating Resources: A Cataloging Manual at <http://www.loc.gov/catdir/pcc/bibco/irman.pdf>)

Remote access (electronic resource) The use of electronic resources via computer networks. (AACR2)

Repeatable or multiple 260 fields Implemented by LC/PCC on 9/1/2009. For integrating resources, changes to the place of publication and the publisher can now be recorded in multiple 260s. For additional information, See LC/PCC guidelines for MARC 21 repeatable 260 field at <http://www.loc.gov/catdir/cps0/260field.pdf>.

SGML (Standard Generalized Markup Language) A standard for formatting textual documents so that they can be read by different document processing tools. (CCM)

Serial A continuing resource issued in successive 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. (AACR2)

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)

Source code The form in which a computer program or Web site is written; for example, on the Internet, the source code for a Web page. The document source is the actual programming code that creates a Web page. Choosing this item from the "View" drop-down menu in a Web browser produces a page with a document's source code that includes an encoded "Title." [freely adapted from NetLingo] (OLAC)

Spash page An introductory first page or front page that you see on some Web sites, it usually contains a click-through logo or message or a fancy Flash presentation with some kind of announcement. The main content and navigation of the site reside "behind" this page (on the homepage or welcome 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)

Title bar The gray (or colored) bar at the top of each window which displays the [program](#) and file name (NetLingo)

Title screen (of an electronic resource) 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. (AACR2)

Top-level domain (aka 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. (NetLingo)

URI (Uniform Resource Identifier) 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. (CCM)

URL (Uniform Resource Name) 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. (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)

World Wide Web 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. (CCM)

Appendix E: Selected Bibliography

A. Cataloging Tools and Resources

1. Anglo-American Cataloguing Rules (AACR2). 2nd ed., rev. Ottawa: Canadian Library Association ; Chicago: American Library Association, 1988-
2. BIBCO Web site <http://www.loc.gov/catdir/pcc/bibco/>
3. Bibliographic Formats and Standards. Dublin, Ohio: OCLC.
<http://www.oclc.org/bibformats/en/>
4. Catalogers Desktop. Washington, DC: Library of Congress, Cataloging Distribution Service. <http://desktop.loc.gov/>
5. Cataloging Electronic Resources: OCLC-MARC Coding Guidelines by Jay Weitz.
<http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/>
6. Catalogers Reference Shelf <http://www.itsmarc.com/crs/>
7. CONSER Cataloging Manual: Module 31: Remote Access Electronic Serials:
<http://www.loc.gov/acq/conser/Module31.pdf>
8. CONSER Standard Record Documentation
www.loc.gov/catdir/cpsoc/conser.html
9. CONSER Web site: <http://www.loc.gov/acq/conser/>
10. Government Printing Office Cataloging Guidelines. Washington, DC: Cataloging Branch, Library Programs Services, US GPO. 4th ed. (2001):
http://www.gpo.gov/su_docs/fdlp/cip/gpocatgu.pdf
11. Implementing the Repeatability of the MARC 21 260 Field
<http://www.loc.gov/catdir/cpsoc/260field.html>
12. Integrating Resources: A Cataloging Manual (Appendix A to BIBCO Participants manual; Module 35 to CONSER Cataloging Manual):
<http://www.loc.gov/catdir/pcc/bibco/irman.pdf>
13. Internet Archive: <http://www.archive.org/>
14. Internet Library for Librarians. Available from Infoworks Technology:
<http://www.itcompany.com/info retriever/>
15. ISBD(ER): International Bibliographic Description for Electronic Resources
<http://www.ifla.org/VII/s13/pubs/isbd.htm>
16. Journal of Library Metadata (formerly Journal of Internet Cataloging). Binghamton, NY: Haworth Pres.
17. Guidelines for Coding Electronic Resources in Leader/06. Rev. Dec. 2007. Washington, DC: Network Development & MARC Standards Office, Library of Congress: <http://www.loc.gov/marc/ldr06guide.html>
18. Guidelines for the Use of Field 856. Rev. Mar. 2003. Washington, DC: Network Development & MARC Standards Office, Library of Congress:
<http://www.loc.gov/marc/856guide.html>
19. Library of Congress Rule Interpretations (LCRIs). Washington, DC: Library of Congress, Cataloging Distribution Service:
<http://www.loc.gov/cds/PDFdownloads/lcri/index.html>
20. MARC21 Format for Bibliographic Data. Washington, DC: Network Development & MARC Standards Office, Library of Congress:
<http://www.loc.gov/marc/bibliographic/>
21. OCLC Technical Bulletins:

<http://www.oclc.org/support/documentation/technicalbulletins/default.htm>
22. OCLC PURL home pages: <http://purl.oclc.org>; <http://bibpurl.oclc.org>

B. Additional Cataloging Resources and Readings

1. Library of Congress Cataloging Directorate. Bicentennial Conference on Bibliographic Control for the New Millenium: <http://www.loc.gov/catdir/bibcontrol/>
2. Multiple 260 Webinar (PowerPoint): www.loc.gov/acq/conser/scctppt/091119-Multiple-260-Webinar.ppt
3. Online Audiovisual Catalogers, Cataloging Policy Committee. Implementing the Revised AACR2 Chapter 9 for Cataloging Electronic Resources: An Online Training Presentation (PowerPoint): <http://ublib.buffalo.edu/libraries/units/cts/olac/capc/pubsnew.html>
4. Online Audiovisual Catalogers, Cataloging Policy Committee. Introduction to Cataloging Electronic Integrating Resources: An Online Training Presentation (PowerPoint): <http://ublib.buffalo.edu/libraries/units/cts/olac/capc/pubsnew.html>
5. Online Audiovisual Catalogers, Cataloging Policy Committee. Source of Title Note for Internet Resources and Summary Notes for Catalog Records: <http://ublib.buffalo.edu/libraries/units/cts/olac/capc/pubsnew.html>
6. Program for Cooperative Cataloging, CONSER Program. Transforming AACR2: <http://www.loc.gov/acq/conser/aacr2002/NASIGPT1.ppt>

C. Important Background Resources

1. Cataloging Electronic Resources: OCLC-MARC Coding Guidelines: <http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/default.htm>

D. Resources on Selecting and Providing Access to Internet Resources

1. Acq Web (no longer maintained): Collection Development Sites http://www.acqweb.org/lis_cd.html
2. Bibliography on Evaluating Internet Resources by Nicole Auer, Virginia Tech University Libraries: <http://www.lib.vt.edu/help/instruct/evaluate/evalbiblio.html>
3. The Catalog vs. The Home Page: Best Practices in Providing Access to Electronic Resources, Georgia Briscoe, Cheryl Nyberg, and Karen Selden: http://lib.law.washington.edu/_cheryl/cathome.htm
4. Childress, Eric with Eric Jul. "Perfect in So Many Ways." Journal of Internet Cataloging 5:2 (2002): 21-26.
5. Cornell University, Evaluating Web Sites: Criteria and Tools: <http://www.library.cornell.edu/olinuris/ref/research/webeval.html>
6. Librarians' Internet Index: Selection Criteria for Adding Resources to the LII: <http://lii.org/pub/htdocs/selectioncriteria.htm>
7. WWW Virtual Library. Evaluation of Information Sources: http://www.vuw.ac.nz/staff/alastair_smith/EVALN/EVALN.HTM

Fixed Field: Text

Type a ELvl I Srce d GPub ___ Ctrl Lang ____
 BLvl i Form o Conf 0 Freq ___ MRec Ctry ____
 S/L 2 Orig EntW ___ Regl ___ Alph
 Desc a SrTp ___ Cont ___ DtSt ___ Dates _____, _____

006: Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Computer File

Type m ELvl I Audn ___ Ctrl Lang ____
 BLvl i File ___ MRec Ctry ____
 Desc a DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	__
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Maps

Type e ELvl I Srce d Relf Ctrl Lang ____
 BLvl i Form o GPub ___ SpFm MRec Ctry ____
 CrTp _ Indx 0 Proj ___ DtSt ___ Dates _____, _____
 Desc a

006 Continuing Resource

Type	s	EntW	__
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

007 __ \$a a \$b d \$d _ \$e z \$f n \$g z \$h n [for an online atlas]

Fixed Field: Music/recorded sound

Type j or i ELvl l Srce d Audn ___ Ctrl Lang ____
 BLvl i Form o Comp ___ AccM ___ MRec Ctry ____
 Part TrAr ___
 Desc a FMus n LTxt ___ DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	_
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

007 __ \$a s \$b z \$d __ \$e __ \$f __ [for an audio file]

Fixed Field: Visual Materials

Type g ELvl l Srce d Audn ___ Ctrl Lang ____
 BLvl i Form o GPub ___ Time nnn MRec Ctry ____
 Desc a TMat z Tech z DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	_
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

007 __ \$a __ \$b __ \$d __ \$e __ \$f __ [Physical description FF based on Type of visual material]

Variable Fields

Tag	1	2	Subfields
1__	__	__	\$a
245	__	__	\$a
24__	__	__	\$i \$a
24__	__	__	\$i \$a
247	1	0	\$a \$f
250			\$a
260			\$a
310			\$a \$b
321			\$a \$b
362	1		\$a
538			\$a
5			\$a
5			\$a
6			\$a
6			\$a
7			\$a
7			\$a
7			\$a
8			\$a
856	4	0	\$u

Fixed Field: Text

Type a ELvl I Srce d GPub ___ Ctrl Lang ____
 BLvl i Form o Conf 0 Freq ___ MRec Ctry ____
 S/L 2 Orig EntW ___ Regl ___ Alph
 Desc a SrTp ___ Cont ___ DtSt ___ Dates _____, _____

006: Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Computer File

Type m ELvl I Audn ___ Ctrl Lang ____
 BLvl i File ___ MRec Ctry ____
 Desc a DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	__
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Maps

Type e ELvl I Srce d Relf Ctrl Lang ____
 BLvl i Form o GPub ___ SpFm MRec Ctry ____
 CrTp _ Indx 0 Proj ___ DtSt ___ Dates _____, _____
 Desc a

006 Continuing Resource

Type	s	EntW	__
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Music/recorded sound

Type j or i ELvl l Srce d Audn ___ Ctrl Lang ____
 BLvl i Form o Comp ___ AccM ___ MRec Ctry ____
 Part TrAr ___
 Desc a FMus n LTxt ___ DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	_
Freq		Cont	___
Regl		GPub	___
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

007 __ \$a s \$b z \$d __ \$e __ \$f __ [Physical description FF based on Type of Sound Recording]

Fixed Field: Visual Materials

Type g ELvl l Srce d Audn ___ Ctrl Lang ____
 BLvl i Form o GPub ___ Time nnn MRec Ctry ____
 Desc a TMat z Tech z DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	_
Freq		Cont	___
Regl		GPub	___
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

007 __ \$a __ \$b __ \$d __ \$e __ \$f __ [Physical description FF based on Type of visual material]

Variable Fields

Tag	1	2	Subfields
1__	__	__	\$a
245	__	__	\$a
24__	__	__	\$i \$a
24__	__	__	\$i \$a
247	1	0	\$a \$f
250			\$a
260			\$a
310			\$a \$b
321			\$a \$b
362	1		\$a
538			\$a
5			\$a
5			\$a
6			\$a
6			\$a
7			\$a
7			\$a
7			\$a
8			\$a
856	4	0	\$u

Fixed Field: Text

Type a ELvl I Srce d GPub ___ Ctrl Lang ____
 BLvl i Form o Conf 0 Freq ___ MRec Ctry ____
 S/L 2 Orig EntW ___ Regl ___ Alph
 Desc a SrTp ___ Cont ___ DtSt ___ Dates _____, _____

006: Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Computer File

Type m ELvl I Audn ___ Ctrl Lang ____
 BLvl i File ___ MRec Ctry ____
 Desc a DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	__
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Maps

Type e ELvl I Srce d Relf Ctrl Lang ____
 BLvl i Form s GPub ___ SpFm MRec Ctry ____
 CrTp _ Indx 0 Proj ___ DtSt ___ Dates _____, _____
 Desc a

006 Continuing Resource

Type	s	EntW	__
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Music/recorded sound

Type j or i ELvl l Srce d Audn ___ Ctrl Lang ____
 BLvl i Form o Comp ___ AccM ___ MRec Ctry ____
 Part TrAr ___
 Desc a FMus n LTxt ___ DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	_
Freq		Cont	___
Regl		GPub	___
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

007 __ \$a s \$b z \$d __ \$e __ \$f __ [Physical description FF based on Type of Sound Recording]

Fixed Field: Visual Materials

Type g ELvl l Srce d Audn ___ Ctrl Lang ____
 BLvl i Form s GPub ___ Time nnn MRec Ctry ____
 Desc a TMat z Tech z DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	_
Freq		Cont	___
Regl		GPub	___
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

007 __ \$a __ \$b __ \$d __ \$e __ \$f __ [Physical description FF based on Type of visual material]

Variable Fields

Tag	1	2	Subfields
1__	__	__	\$a
245	__	__	\$a
24__	__	__	\$i \$a
24__	__	__	\$i \$a
247	1	0	\$a \$f
250			\$a
260			\$a
310			\$a \$b
321			\$a \$b
362	1		\$a
538			\$a
5			\$a
5			\$a
6			\$a
6			\$a
7			\$a
7			\$a
7			\$a
8			\$a
856	4	0	\$u

Fixed Field: Text

Type a ELvl I Srce d GPub ___ Ctrl Lang ____
 BLvl i Form o Conf 0 Freq ___ MRec Ctry ____
 S/L 2 Orig EntW ___ Regl ___ Alph
 Desc a SrTp ___ Cont ___ DtSt ___ Dates _____, _____

006: Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Computer File

Type m ELvl I Audn ___ Ctrl Lang ____
 BLvl i File ___ MRec Ctry ____
 Desc a DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	__
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Maps

Type e ELvl I Srce d Relf Ctrl Lang ____
 BLvl i Form o GPub ___ SpFm MRec Ctry ____
 CrTp _ Indx 0 Proj ___ DtSt ___ Dates _____, _____
 Desc a

006 Continuing Resource

Type	s	EntW	__
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Music/recorded sound

Type j or i ELvl l Srce d Audn ___ Ctrl Lang ____
 BLvl i Form o Comp ___ AccM ___ MRec Ctry ____
 Part TrAr ___
 Desc a FMus n LTxt ___ DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	_
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

007 __ \$a s \$b z \$d __ \$e __ \$f __ [Physical description FF based on Type of Sound Recording]

Fixed Field: Visual Materials

Type g ELvl l Srce d Audn ___ Ctrl Lang ____
 BLvl i Form o GPub ___ Time nnn MRec Ctry ____
 Desc a TMat z Tech z DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	_
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

007 __ \$a __ \$b __ \$d __ \$e __ \$f __ [Physical description FF based on Type of visual material]

Variable Fields

Tag	1	2	Subfields
1__	__	__	\$a
245	__	__	\$a
24__	__	__	\$i \$a
24__	__	__	\$i \$a
247	1	0	\$a \$f
250			\$a
260			\$a
310			\$a \$b
321			\$a \$b
362	1		\$a
538			\$a
5			\$a
5			\$a
6			\$a
6			\$a
7			\$a
7			\$a
7			\$a
8			\$a
856	4	0	\$u

Fixed Field: Text

Type a ELvl I Srce d GPub ___ Ctrl Lang ____
 BLvl i Form o Conf 0 Freq ___ MRec Ctry ____
 S/L 2 Orig EntW ___ Regl ___ Alph
 Desc a SrTp ___ Cont ___ DtSt ___ Dates _____, _____

006: Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Computer File

Type m ELvl I Audn ___ Ctrl Lang ____
 BLvl i File ___ MRec Ctry ____
 Desc a DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	__
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Maps

Type e ELvl I Srce d Relf Ctrl Lang ____
 BLvl i Form s GPub ___ SpFm MRec Ctry ____
 CrTp _ Indx 0 Proj ___ DtSt ___ Dates _____, _____
 Desc a

006 Continuing Resource

Type	s	EntW	__
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Music/recorded sound

Type j or i ELvl l Srce d Audn ___ Ctrl Lang ____
 BLvl i Form o Comp ___ AccM ___ MRec Ctry ____
 Part TrAr ___
 Desc a FMus n LTxt ___ DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	_
Freq		Cont	___
Regl		GPub	___
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

007 __ \$a s \$b z \$d __ \$e __ \$f __ [Physical description FF based on Type of Sound Recording]

Fixed Field: Visual Materials

Type g ELvl l Srce d Audn ___ Ctrl Lang ____
 BLvl i Form o GPub ___ Time nnn MRec Ctry ____
 Desc a TMat z Tech z DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	_
Freq		Cont	___
Regl		GPub	___
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

007 __ \$a __ \$b __ \$d __ \$e __ \$f __ [Physical description FF based on Type of visual material]

Variable Fields

Tag	1	2	Subfields
1__	__	__	\$a
245	__	__	\$a
24__	__	__	\$i \$a
24__	__	__	\$i \$a
247	1	0	\$a \$f
250			\$a
260			\$a
310			\$a \$b
321			\$a \$b
362	1		\$a
538			\$a
5			\$a
5			\$a
6			\$a
6			\$a
7			\$a
7			\$a
7			\$a
8			\$a
856	4	0	\$u

Fixed Field: Text

Type a ELvl I Srce d GPub ___ Ctrl Lang ____
 BLvl i Form o Conf 0 Freq ___ MRec Ctry ____
 S/L 2 Orig EntW ___ Regl ___ Alph
 Desc a SrTp ___ Cont ___ DtSt ___ Dates _____, _____

006: Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Computer File

Type m ELvl I Audn ___ Ctrl Lang ____
 BLvl i File ___ MRec Ctry ____
 Desc a DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	__
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Maps

Type e ELvl I Srce d Relf Ctrl Lang ____
 BLvl i Form o GPub ___ SpFm MRec Ctry ____
 CrTp _ Indx 0 Proj ___ DtSt ___ Dates _____, _____
 Desc a

006 Continuing Resource

Type	s	EntW	__
Freq		Cont	___
Regl		GPub	
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

Fixed Field: Music/recorded sound

Type j or i ELvl l Srce d Audn ___ Ctrl Lang ____
 BLvl i Form o Comp ___ AccM ___ MRec Ctry ____
 Part TrAr ___
 Desc a FMus n LTxt ___ DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	_
Freq		Cont	___
Regl		GPub	___
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

007 __ \$a s \$b z \$d __ \$e __ \$f __ [Physical description FF based on Type of Sound Recording]

Fixed Field: Visual Materials

Type g ELvl l Srce d Audn ___ Ctrl Lang ____
 BLvl i Form o GPub ___ Time nnn MRec Ctry ____
 Desc a TMat z Tech z DtSt ___ Dates _____, _____

006 Continuing Resource

Type	s	EntW	_
Freq		Cont	___
Regl		GPub	___
SrTp		Conf	0
Orig	o	Alph	n/a
Form	o	S/L	2

006 Computer File

Type	
Audn	
File	
GPub	

007 __ \$a c \$b r \$d __ \$e __ \$f __

007 __ \$a __ \$b __ \$d __ \$e __ \$f __ [Physical description FF based on Type of visual material]

Variable Fields

Tag	1	2	Subfields
1__	__	__	\$a
245	__	__	\$a
24__	__	__	\$i \$a
24__	__	__	\$i \$a
247	1	0	\$a \$f
250			\$a
260			\$a
310			\$a \$b
321			\$a \$b
362	1		\$a
538			\$a
5			\$a
5			\$a
6			\$a
6			\$a
7			\$a
7			\$a
7			\$a
8			\$a
856	4	0	\$u

Appendix G: Evaluation Form

Your reactions to this workshop will help us in planning future programs. Thank you for your assistance.

Name/institution: (Optional) _____

Trainers: _____

Sponsor: _____

Place and date: _____

Please circle the words that most nearly reflect your response to the statement.

- | | | | | | | |
|----|---|--------------------------|-----------------|----------------|--------------|-----------------------|
| 1. | The presenters were well organized and informative. | strongly disagree | disagree | neutral | agree | strongly agree |
| 2. | The workshop content was relevant to my work. | strongly disagree | disagree | neutral | agree | strongly agree |
| 3. | I gained useful information in the sessions. | strongly disagree | disagree | neutral | agree | strongly agree |
| 4. | The exercises fit the material presented. | strongly disagree | disagree | neutral | agree | strongly agree |
| 5. | I had ample opportunity to raise questions during the sessions. | strongly disagree | disagree | neutral | agree | strongly agree |
| 6. | I had ample opportunity to raise questions during the exercises review. | strongly disagree | disagree | neutral | agree | strongly agree |
| 7. | The overall workshop met my personal expectations. | strongly disagree | disagree | neutral | agree | strongly agree |

8. Please tell us what you found to be most helpful in the workshop.

9. Were any topics not covered that you expected to be presented?

(Over)

10. How could we improve the content or other aspects of this workshop?

11. What topics would you like to see covered in future workshops?