

Update Information
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<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
B18	Books with Accompanying Electronic Resources	Revised to clarify Law Library instructions. Replace.

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B18.1 INTRODUCTION

These instructions apply to books with accompanying electronic resources (ERs). The instructions about the bibliographic record may be applied to all books with accompanying ERs. However, the holdings and item record instructions vary depending on the custodial division.

DCM B18.2.1 provides guidelines pertaining to the description of accompanying ERs in the bibliographic record. This section serves only as a supplement to existing instructions in RDA and the LC-PCC PSs. B18.2.2 provides some general information about holdings and item records. However, because the procedures for holdings and item records vary depending upon the intended shelving location, specific instructions are given in B18.3. B18.3 is divided into sections based on custodial divisions and shelving locations. Other workflow issues are covered in B18.4 and B18.5.

Accompanying electronic resources are usually in the form of a computer disc. Most commonly today, these are CD-ROMs or DVD-ROMs (not the same as DVDs). Other types of computer discs include floppy disks (5 1/4 in. or 3 1/2 in.) and Zip disks. Other types of electronic resources include USB flash drives and external hard disk drives. Less common formats include computer tape reels and computer tape cartridges.

Audio CDs and videodiscs (including DVDs) are NOT electronic resources. See DCM B20 for instructions on accompanying audio CDs and B21 for instructions on accompanying videodiscs. See the [Accompanying Disc Decisioner](#) for help in determining the nature of the disc.

For serials with accompanying electronic resources, see the following document:
<http://www.loc.gov/staff/lstraining/abawflow/ser/cat/PrintSerialswNonPrintAccMat.pdf>.

Books with information about supplementary online resources (e.g., a textbook with a registration code used on a website to access quizzes, videos, and other content) are not covered in this document. They are cataloged and housed according to the regular procedures for books.

B18.2 CATALOGING AND END-STAGE PROCESSING

B18.2.1 Bibliographic Record

Perform cataloging in the usual manner for the book. Add information about the accompanying electronic resource in the 300 field and/or 500 field. Dimensions are not required for accompanying ERs. If provided, give dimensions for CD-ROMs and floppy disks in inches.

Examples:

300 ## 433 pages ; \$c 25 cm + \$e 1 USB flash drive

300 ## \$a 200 pages ; \$c 24 cm + \$e 1 floppy disk (3 1/2 in.)

300 ## \$a 100 pages ; \$c 20 cm + \$e 1 CD-ROM (4 3/4 in.) + 2 floppy
disks (3 1/2 in.)

Catalogers may provide a 538 note recording an equipment or system requirement (see RDA 3.20) for the accompanying ER.

Examples:

- 538 ## \$a System requirements for accompanying floppy disk: IBM
-compatible PC with 386 microprocessor or better running at
25 MHz; DOS.
- 538 ## \$a System requirements for accompanying USB flash drive: MS
Word, MS PowerPoint, software capable of reading PDF and JPEG
files.
- 538 ## \$a System requirements for accompanying floppy disks: Sun
Microsystems SPARC workstation; UNIX with X Window System
installed.
- 538 ## \$a System requirements for accompanying CD-ROM: Microsoft
Windows 2000 or XP or Mac OS9 or OSX; Internet browser with
Java Virtual Machine; monitor with video resolution of 1024 x
768 or better.

Catalogers may provide additional 337 and 338 fields for the accompanying ER in addition to fields for book.

Examples:

- 337 ## \$a unmediated \$b n \$2 rdamedia
337 ## \$a computer \$b c \$2 rdamedia
338 ## \$a volume \$b nc \$2 rdacarrier
338 ## \$a computer disc \$b cd \$2 rdacarrier
(The second 337 and 338 fields reflect the media type and carrier type for an accompanying CD-ROM)
- 337 ## \$3 book \$a unmediated \$b n \$2 rdamedia
337 ## \$3 USB flash drive \$a computer \$b c \$2 rdamedia
338 ## \$3 book \$a volume \$b nc \$2 rdacarrier
338 ## \$3 USB flash drive \$a computer disc \$b cd \$2 rdacarrier
(Subfield \$3 may be used to specify to which part of the resource the field applies)

If the content type for the book and the accompanying ER is the same, use the same 336 field to represent the content type of both. Otherwise, catalogers may provide an additional 336 field appropriate for the content type contained in the ER.

B18.2.2 Holdings and Item Records (HR/IR)

The instructions in B18 represent initial HR/IR treatment of books with accompanying electronic resources. In those custodial divisions undergoing the transfer of digital data on tangible media to the Content Transfer System, the HR/IR complement will be changed appropriately after transfer.

Because books with accompanying electronic resources are treated differently by different custodial divisions, detailed instructions are provided in B18.3 based on the intended location. See <http://www.loc.gov/staff/ils/multites/index.htm> for a list of valid locations and sublocations. In Voyager, a list of valid holdings locations may be viewed by using hotkey Ctrl + L from the 852 field of the HR.

For custodial divisions in which the ER is represented by its own holdings record/item record

(HR/IR complement), there may be exceptional circumstances when the book and ER are to be housed together. In these cases, use one HR/IR, adjust the “Pieces” in the IR to reflect the book and ER, and use the Note (icon looks like a quill with a red “X”) feature in the IR to provide an instruction that upon reassignment to a new location, the book and ER may require physical separation with separate HR/IR complements in the usual manner.

Note: This procedure does not apply to books with CD-ROMs with location “r-LL ... \$m GLOBAL.” See B18.3.6.1 for HR/IR instructions for those resources

B18.2.3 Labeling

Generally, when the main resource (i.e., the book) and the accompanying ER are shelved together (e.g., in MRC), the main resource has a spine label and item barcode (see DCM E4 for instructions), and the accompanying ER does not.

Generally, when the main resource and the accompanying ER are shelved separately (e.g., in Asian Division), both the main resource and the accompanying ER have spine labels and item barcodes. The main resource is labeled in the usual manner (see DCM E4 for instructions). Unless another workflow has been arranged with BCCD or the custodial division, apply these instructions to labeling accompanying ERs housed in jewel cases:

- 1) Affix the spine label in the top left corner of the front of the jewel case so that the spine label is vertical and near the top hinge;
- 2) Affix the item barcode in the top right corner of the front of the jewel case so that the item barcode is parallel to the spine label.

Note: Music Division applies a local workflow for labeling that is different from the procedure described here.

B18.2.4 Electronic Resource Missing At Time of Receipt of Book

If the accompanying electronic resource is missing at the time of cataloging of the book, follow the procedures in DCM D22 (Procedures for Handling Imperfect Copies). If the decision is not to seek a perfect copy or if the decision is to “catalog as is,” (cf. D22.2.2), note the fact that the ER is missing in a copy specific note using a 500 field and a subfield \$5 containing “DLC” showing that the condition stated applies to the LC copy:

```
500 ## $a LC copy imperfect: accompanying CD-ROM wanting. $5 DLC
```

This will alert users of the bibliographic record that it does not represent a description of the complete bibliographic entity as issued.

When the ER is missing and the decision is to “catalog as is,” do not apply the HR/IR instructions for books with accompanying ERs. Instead, follow the normal end stage processing instructions for books without accompanying ERs. For example, if a book with accompanying ER would normally be assigned to c-MRC and the ER is missing, assign to c-GenColl instead.

B18.3 LOCATIONS

B18.3.1 Machine Readable Collection (MRC)

Book accompanied by electronic resources that are treated as part of the general collections and serviced by the Collections Management Division (CMD) are shelved together. If accompanying ERs are

not securely housed in the book itself (e.g., a CD-ROM in a pocket affixed to the inside cover), consult the Collections Care Section of the Binding and Collections Care Division (BCCD) to determine the housing appropriate to this special condition. For other conditions not treated here, consult PSD.

Apply these instructions to a single-part monograph or an analyzed multipart monograph (a separate bibliographic record for each volume) with an accompanying ER:

- Create one HR/IR complement for each copy of the resource.
- In the HR, use “c-MRC” in the 852 subfield \$b:

```
852 0# $b c-MRC $h F1392.C8 $i C83 2016 $t Copy 1
```

- In the IR Perm. Loc., use “c-Machine Read Coll/HSS” and Item Type “Book:”

Barcode:	00437315759	...
Perm. Loc.:	c-Machine Read Coll/HSS	▼
Item Type:	Book	▼

- In the IR, adjust the Pieces box to account for both the book and the ER as appropriate (see SCM:SL (ILS supplement) Workflow #15):

Copy:	1	Pieces:	2
-------	---	---------	---

For non-analyzable multipart monographs, only those volumes accompanied by an electronic resource are located in MRC. Other volumes are represented on a separate HR. Indicate the volume(s) in MRC using \$3 in the holdings record for the volume or volumes with accompanying ER.

Example:

```
852 0# $b c-GenColl $h NA324 $i .A87 2012 $t Copy 1  
(HR for volumes with no accompanying ER; item records for volumes linked)
```

AND

```
852 0# $3 v. 2 $b c-MRC $h NA324 $i .A87 2012 $t Copy 1  
(HR for volume with accompanying ER; one item record linked)
```

B18.3.2 Reading Rooms

Book with accompanying electronic resources that are assigned to reading rooms other than those in Music Division, Asian Division, and Law Library are housed together. In the IR, use Item Type “Book” and adjust the Pieces box to account for both the book and the ER.

B18.3.3 Music Division

Books scores, etc. with accompanying electronic resources in the custody of the Music Division (c-Music) or assigned to the Performing Arts Reading Room (r-PARRR) are shelved separately. Separate HR/IR complements are created for the main resource (e.g., book, score, manuscript) and the accompanying ER.

Apply these instructions to the main resource:

- Create an HR/IR complement for each copy of the main resource.
- In the HR, use an appropriate caption in subfield \$3 for the main resource (e.g., “\$3 Book only” or “\$3 Score only”).
- In the IR, use the Item Type appropriate for the main resource.
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the main resource.

Apply these instructions to the accompanying electronic resource:

- Rehouse the accompanying ER in a jewel case or other appropriate container.
- Create an HR/IR complement for the accompanying ER.
- Use first indicator “8” in field 852 of the HR.
- In the HR, use an appropriate caption in subfield \$3 for the accompanying ER.
- From the stock of pre-printed shelf numbers, use a shelf number in subfield \$h of the HR.
- Use sublocation \$m Case MR in field 852 of the HR:

```
852 8# $3 Accompanying CD-ROM $b c-Music $h CMR00520 $t Copy 1
      $m Case MR
```

- In the IR, use the same Perm. Loc. as for the main resource and use Item Type “Computer File.”
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the accompanying ER.

For situations not described here and for labeling procedures, follow local workflows.

B18.3.4 African and Middle Eastern Division (AMED)

Books with accompanying electronic resources that are in the custody of AMED are shelved together. If accompanying ERs are not securely housed in the book itself (e.g., a CD-ROM in a pocket affixed to the inside cover), consult the Collections Care Section of the Binding and Collections Care Division (BCCD) to determine the housing appropriate to this special condition. One HR/IR complement is created for each copy of a single-part monograph with an accompanying ER.

B.18.3.4.1 Near East Section

Use in subfield \$m the appropriate language designation followed by “-E” in the HR:

```
852 0# $b c-AMED $h DR479.P7 $i Y65 2014 $t Copy 1 $m Turk-E
```

In the IR, use “c-African & Mid East Div.” Apply the instruction in B18.3.1 for the Item Type and Pieces areas.

B.18.3.4.2 Hebraic Section

Use sublocation “\$m Hebr” in field 852 of the HR.

In the IR, use “c-African & Mid East Div” for the Perm. Loc. Apply the instruction in B18.3.1 for the Item Type and Pieces areas.

B18.3.5 Asian Division

Books with accompanying electronic resources that are in the custody of the Asian Division are shelved separately. Separate HR/IR complements are created for the main resource and the accompanying ER.

Apply these instructions to the main resource:

- Create an HR/IR complement for each copy of the main resource.
- In the HR, use an appropriate caption for the main resource in subfield \$3 (e.g., "\$3 Book only").
- In the HR, use the appropriate \$m sublocation (e.g., "\$m Japan," "\$m China Ref").
- Adjust the IR "Pieces" box to reflect the number of pieces appropriate for the main resource.

Apply these instructions to the accompanying electronic resource:

- Rehouse the accompanying ER in a jewel case or other appropriate container.
- Create an HR/IR complement for the accompanying ER.
- In the HR, use an appropriate caption for the accompanying ER in subfield \$3, use "c-Asian" in subfield \$b, and use the \$m sublocation appropriate for the language followed by "CD-ROM:"

```
852 0# $3 Accompanying CD-ROM $b c-Asian $h DS586 $i .K893 2015  
$t Copy 1 $m Thai CD-ROM
```

- In the IR, use "c-Asian Division" for the Perm. Loc. and use Item Type "Computer File."
- Adjust the IR "Pieces" box to reflect the number of pieces appropriate for the accompanying ER.

Note: Previous practice was to use a shelf number in subfield \$i in the HR for the accompanying electronic resource. This practice was discontinued in 2016.

B18.3.6 Law Library

B18.3.6.1 GLOBAL

Books with accompanying electronic resources that are in the custody of the Law Library are shelved separately unless the location in the HR is "\$b r-LL ... \$m GLOBAL." Follow these instructions for books with accompanying ER assigned to this location.

Apply these instructions to the main resource:

- Create an HR/IR complement for each copy of the main resource.
- In the HR, use "r-LL" in subfield \$b and use "\$m Global:

```
852 0# $b r-LL $h KZA1125 $i .J26 2017 $t Copy 1 $m GLOBAL
```

- In the IR Perm. Loc., use "r-Law Library Ref Coll" and Item Type "Book."
- Adjust the IR "Pieces" box to reflect the number of pieces appropriate for the main resource.

Apply these instructions to the accompanying electronic resource:

- Create an HR/IR complement for the accompanying ER.
- In the HR, use the **same** 852 field that is used for the main resource:
- In the IR Perm. Loc., use “r-Law Library Ref Coll” and Item Type “Computer File.”
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the accompanying ER.

Note: When the book and accompanying ER are taken off the reference collection, a Law Library staff member will adjust the HR/IRs for the book and accompanying ER. The accompanying ER will eventually be shelved in “c-LL ... \$m AUTO” with other ERs.

B18.3.6.2 Other Books with Accompanying Electronic Resources

Follow these instructions for other books with accompanying ER. Separate HR/IR complements are created for the main resource (i.e., the book) and the accompanying ER.

Apply these instructions to the main resource:

- Create an HR/IR complement for each copy of the main resource.
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the main resource.

Apply these instructions to the accompanying electronic resource:

- Rehouse the accompanying ER in a jewel case or other appropriate container.
- Create an HR/IR complement for the accompanying ER.
- In the HR, use “c-LL” in subfield \$b and use “\$m AUTO”:

```
852 0# c-LL $h KTA18.Z7 $i C37 2013 $t Copy 1 $m AUTO
```

- In the IR, use “c-Law Library” for the Perm. Loc. and use Item Type “Computer File.”
- Adjust the IR “Pieces” box to reflect the number of pieces appropriate for the accompanying ER.

These instructions apply to both books with location c-LL and location r-LL without \$m GLOBAL. Note that when the book is assigned to r-LL, the HR for the book will have “r-LL” and the HR for the accompanying ER will have “c-LL ... \$m AUTO.”

B18.3.7 Locations Not Addressed in These Guidelines

For books accompanied by electronic resources in the custody of locations not mentioned above, contact PSD for instructions.

B18.4 GUIDELINES FOR FORWARDING BOOKS WITH ACCOMPANYING ELECTRONIC RESOURCES

Place the materials on the appropriate shelf in the division’s outgoing distribution area. For a list of ABA division distribution areas, see <http://www.loc.gov/staff/aba/psd/movement.pdf>.

See <http://staff.loc.gov/sites/aba/2014/05/19/usprll-dewey/> for categories of books with accompanying electronic resources that should be forwarded to the Dewey Section after cataloging and end stage processing are complete. For resources in which the book and accompanying ER are shelved together (most likely in MRC), send **both** of them to the Dewey Section. For resources in which the book

and the ER are separated, send **only** the book to the Dewey Section. Track the location of each in the 955 field.

Examples:

\$e td15 2017-04-01 book to Dewey; accompanying disk to Music Division

\$e td02 2017-03-11 book to Dewey \$a td07 2017-03-20 CD-ROM to LL

B18.5 SUBSEQUENT COPIES

If additional copies of the same manifestation are received either simultaneously with, or subsequent to, processing of the first copy, the bibliographic record for the manifestation will reflect the selection decision. The cataloging staff processes subsequent copies according to the selection decision in that record.