

TECHNICAL SERVICES BUREAU
Guideline No. 14-2015



Title: Cataloging Electronic Resources

Impact/benefit:

- Patrons/ Reference/ SALSA
 - consistent coding

Mainly affects the work of:

Principal Cataloger Documents Cataloger Dewey Cataloger Bureau Chief
 TSB Fed Docs Technician TSB State Docs Technician TSB Serials Technician
 PSB Librarians PSB Docs Librarian PSB Docs Technician

Policy involves these rules, systems:

RDA SALSA Polaris OCLC CONTENTdm other:

Policy involves these records:

bib auth item serial holdings/pub pattern check-in/issues Cdm other:

Policy addresses these problems, needs:

For many years didn't follow the OCLC policy and the MARC21 standard. In the Type of Record position most of our previous cataloging coded electronic resources as computer files. Furthermore, most of our records come from GPO. GPO follows the OCLC, MARC 21 and CONSER guidelines. Therefore, our records weren't consistent with GPO.

Policy/Procedure:

Although it's a dated policy (pre-RDA) we will mostly follow OCLC's guideline: [Cataloging Electronic Resources: OCLC-MARC Coding Guidelines](#) dated July 11, 2006.

General guidelines

- If the manifestation is basically textual code Leader/06 ("Type of Record") with code "a" (Language material). This coding applies to language material at any bib level (monographs, serials, etc.) and to language material on physical carriers such as CD-ROM, DVD-ROM, etc.
- The OCLC policy requires that we add 006 fields and we will do so, *even if it currently generates the Polaris TOM eBook*. (TOM=type of material; based on coding in the bib record. TOM is not the same a material type, a circ setting in the item record.) Future Polaris enhancements might give us the ability to customize the TOM formulae. In any

case we should code correctly according to MARC 21 and OCLC, so that our bibs migrate well in the future.

- We use the OCLC and CONSER options for creating separate records.
- Do not add GMDs to the title statement. Remove them from cataloging copy and remove them if you find them in the course of your cataloging work.
- Do not use 530 notes for related manifestations; use 776 fields.

Serials

- We will follow CCM Module 31 (in Cataloger's Desktop); we will make separate records. Unless we've digitized the entire run, the description should be based on the earliest issue available online.

Direct-access electronic resources

- RDA 3.4.1.3 Follow the alternative rule: use the commonly known name for carrier type, e.g., CD-ROM instead of computer disc.

Provider-Neutral

- If for an expression WorldCat already has a record describing an online manifestation then use **it** rather than create an additional record. Follow PCC's [Provider-Neutral E-Resource](#) policy. However, create separate records for direct-access electronic manifestations such as DVD-ROMs.

Password- or IP-protected web sites or pages

- For our password and I.P. protected resources we will fill the 856 \$3 with this text: **Ask at Reference Desk for login information; access permitted only inside State Library building.**

Related projects/clean-up work:

We don't have a recataloging project focused on correcting this coding, but, if, in the course of other cataloging work, you have the chance to recode any of these records, please do so. In OCLC when possible use lock-replace to change to Type a (change format to Books or Continuing Resources). (Replacing only possible if minimal-level record OR our full-level record where our holding symbol is set and there are no other holdings). If not possible please request the change using the [OCLC error form](#).

Quick Coding Guide for online resources

- In OCLC use either the **Books** or **Continuing Resources** format, as appropriate
- Type (Leader/06) **a** (language material)
- Form (008/23 Form of item) **o** (online)
- 007/00 (category) \$a **c** (electronic resource); 007/01 (specific material designation) \$b **r** (remote)
- Create 006 for computer files: Form (006/06 Form of item) **o** (online); File (006/09 Type of computer file) **d** (document)

245 \$h no more GMDs! remove if existing
300 1 online resource (include extent of item if possible).
336 text \$b txt \$2 rdacontent
337 computer \$b c \$2 rdamedia
338 online resource \$b cr \$2 rdacarrier

If applicable:

776 08 \$i Print version: \$t title \$w (OCoLC)nnnnnnnn

also go back to record for print manifestation and add:

776 08 \$i Online version: \$t title \$w (OCoLC)nnnnnnnn

856

- second indicator **0**
- \$3 NM State Library online resource
- or \$3 Ask at Reference Desk for login information; access permitted only inside State Library building (or some other text as needed)

Quick coding guide for CD-ROM, etc.

- In OCLC use either the **Books** or **Continuing Resources** format, as appropriate
- Type (Leader/06) **a** (language material)
- Form (008/23 Form of item) **q** (direct electronic)
- 007/00 (category) \$a **c** (electronic resource); 007/01 (specific material designation) \$b **o** (optical disc)
- Create 006 for computer files: Form (006/06 Form of item) **q** (direct electronic); File (006/09 Type of computer file) **d** (document)

245 \$h no more GMDs! remove if existing
300 1 DVD-ROM (or CD-ROM, etc.; plus \$b and \$c metadata)
336 text \$b txt \$2 rdacontent
337 computer \$b c \$2 rdamedia
338 computer disc \$b cd \$2 rdacarrier

If applicable:

776 08 \$i Print version: \$t title \$w (OCoLC)nnnnnnnn

776 08 \$i Online version: \$t title \$w (OCoLC)nnnnnnnn

also go back to record for print manifestation and add:

776 08 \$i DVD-ROM version (or CD-ROM, etc.): \$t title \$w (OCoLC)nnnnnnnn