

CATALOGING ELECTRONIC RESOURCES

The cataloging of electronic resources is covered in Chapter 9 of AACR. Chapter 1 gives general guidelines for description that apply to all formats. Depending on the item being cataloged, you may also need to reference the chapter for a particular format, such as books, sound recordings, etc. For MARC coding information, see OCLC's *Bibliographic Formats and Standards* or *MARC 21*.

Helpful references

Guidelines for Coding Electronic Resources in Leader/06

<http://www.loc.gov/marc/ldr06guide.html>

Guidelines for the Use of the 856 Field

<http://www.loc.gov/marc/856guide.html>

Cataloging Electronic Resources: OCLC-MARC Coding Guidelines

<http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/>

Draft Interim Guidelines for Cataloging Electronic Resources (Library of Congress)

http://www.loc.gov/catdir/cpsd/dcmb19_4.html

CONSER Cataloging Manual Module 31: Remote Access Electronic Serials

<http://www.loc.gov/acq/conser/pdf/Module31.pdf>

Integrating Resources: A Cataloging Manual

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

Electronic Resources Cataloging (handout from presentation by Bobby Bothmann at OLAC MOUG conference, 2008)

<http://www.olacinc.org/drupal/conference/2008/PDFs/ElecResources.pdf>

Definition

AACR defines an electronic resource as material 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). Electronic resources that do not require the use of a computer, (i.e. music compact discs and videodiscs) are not included in this definition.

For cataloging purposes, electronic resources may be treated in one of two ways depending on whether access is direct (local) or remote (networked).

Direct – a physical carrier can be described. This carrier, (e.g. disc/disk, cassette, cartridge) must be inserted into a computerized device.

Remote – no physical carrier can be handled. Remote access can only be provided by use of an input-output device.

Content versus Carrier

Until 1997 electronic resources were coded for carrier and not content. In June 1997 MARBI (the committee that governs MARC changes) revised the definition of code “m” in the fixed field Type. Electronic resources are now cataloged and coded according to their content and not the carrier.

Type code “m” is now used only for the following general classes of electronic resources:

- Computer software (including programs, games, fonts)
- Numeric data
- Computer-oriented multimedia
- Online systems or services

Examples:

- Census data on CD-ROM or the Internet – Type “a” (book)
- Online maps – Type “e” (cartographic materials)
- Maps on floppy disks – Type “e” (cartographic materials)
- Most web pages – Type “a” (book)
- Multimedia encyclopedia on CD-ROM or online– Type “m” (electronic resource)
- Computer games online or on CD-ROM – Type “m” (electronic resource)

Fixed fields

Complete fixed fields as applicable for the type of record being used. Add tag 006 as appropriate.

006 and 007 for electronic resources

When the Type code is other than “m”, an 006 should be added for the electronic aspect of the item. See *OCLC Bibliographic Formats and Standards, MARC 21*, or *Guidelines for Coding Electronic Resources in Leader/06* for guidance. In OCLC this field is mandatory; in MARC it is optional.

Depending on the Type code used, if an electronic resource is issued as a serial, an 006 may also need to be added for the serial aspects of the item.

An 007 should be added for all electronic resources.

General guidelines

Chief source of information. The chief source of information for electronic resources is the resource itself.

Direct access electronic resources

Two sources of information

- Internal – those that display when the file is being run (i.e., title screen)
- External – disc/disk label, container, printed or online documentation or other accompanying material, etc.

If the information from these sources varies in fullness, prefer the source that provides the most complete information, whether internal or external. The label is often the best source.

Remote access

The source code screen of a website can be helpful for determining the title of the site. At the site's home page, click on View, then Source, then look at the title line.

Prescribed sources of information.

Enclose information taken from outside the prescribed source(s) in square brackets.

Area	Prescribed sources of information
Title and statement of responsibility	Chief source of information; information issued by the publisher, creator, etc.; container
Edition	Chief source of information; information issued by the publisher, creator, etc.; container
Type and extent of resource	Any source
Publication, distribution, etc.	Chief source of information; information issued by the publisher, creator, etc.; container
Physical description	Any source
Series	Chief source of information; information issued by the publisher, creator, etc.; container
Note	Any source
Standard number and terms of availability	Any source

Choice of main entry

Often responsibility is diffuse, so electronic resources are often entered under title.

Standard numbers

Electronic resources often have ISBNs (020), UPCs or EANs (024), and/or publisher numbers (028). These should all be noted in the record.

Title field - 245

Transcribe the title from the most complete source. Many electronic resources have titles with unusual spelling or capitalization and often have words that run together. Titles should be transcribed exactly as they appear, but make variant titles as needed to aid searching.

Always give the source of title in a note, no matter where the title comes from.

- 500 Title from disc label.
- 500 Title from title screen.
- 500 Title from Web page (viewed on Nov. 18, 2002).

245 #h – GMD (general material designator)
Will always be [electronic resource]

245 #c – Statement of responsibility

Electronic resources are usually the result of collaborative efforts, and often this information will be in a note instead of the statement of responsibility.

Most websites will not have a clear statement of responsibility. Information such as “created by” or “maintained by” should be added in a note.

Edition statement – 250

Information listed as version, issue, level, release, update, etc. should be transcribed as an edition statement. Different versions require different bibliographic records.

Give the source of the edition statement in a note if it is different from the source of the title proper.

Publication, distribution, etc. area – 260

Record information about the place of publication, distribution, etc. of a published electronic resource as instructed in 1.4C.

Consider all remote access electronic resources to be published. For remote access items this information is often listed at the bottom of the page, or at a button like “About us.”

If the resource has a copyright date, use it. If there are multiple dates, such as c1999-2002, use the latest year only. If no date is listed, make a guess based on the contents and put the date in square brackets.

Physical description – 300

Direct access items:

300 #a – Extent of item

Terms used for specific material designation include:

- computer disk (floppy)
- computer optical disc (CD-ROM)
- computer cartridge
- computer cassette

With the 2001 amendments now have the option of using conventional terminology:

- 1 CD-ROM
- 1 DVD-ROM

300 #b – Other physical details:

The presence of sound is indicated by sd.

A display in two or more colors is indicated by col.

300 #c - Dimensions

Give the diameter of the disc or disk in inches, to the next ¼ inch up.

300 1 computer disk : #b col. ; #c 5 ¼ in.

300 1 CD-ROM : #b sd., col. ; #c 4 ¾ in.

300 #e – Accompanying material

Electronic resources often have guides included in the jewel case or container. These can be added to the 300 #e.

300 1 computer disc ; #c 4 ¾ in. + #e 1 users guide (19 p. : ill. ; 12 cm.)

Remote access:

Remote access electronic resources do not have a physical description so will not have a 300 field.

Series – 490/8XX

If the resource contains a series statement or series-like phrase, check the authority file and code the statement accordingly as a traced series, untraced series, or quoted note.

Notes – 5XX

See Chapter 9 for a detailed listing of appropriate notes. Also see GateNet handout *Examples of Notes for Electronic Resources*.

Subject headings – 6XX

Use the same principles for assigning subject headings that are used for other materials. Include topical and genre headings as applicable.

These subdivisions may be used:

#v Databases – use for computer files or databases

#v Computer network resources – use for Internet resources

#v Software – use for computer software

#v Juvenile software – use for children's software

#v Interactive multimedia – Must be user-controlled and have a combination of 2 or more media (audio, text, graphics, images, animation, or video)

Include a 655 indicating the form of the carrier.

655; 0;a CD-ROMs.

Added entries

Make added entries as needed for persons (programmers, designers, editors, compilers, translators, illustrators, etc.), prominently named corporate bodies (unless they function only as distributor or manufacturer), related works, analytics, etc.

Electronic location and access – 856

Field 856 is used for remote access electronic resources and contains information related to the resource. For further information, see *Guidelines for the Use of the 856 Field*.

It may also be used to locate and access an electronic version of a non-electronic resource described in the bibliographic record, part of the resource, or a related electronic resource.

856 40 #u <http://www.springfield.il.us>

856 40 #u <http://www.finaid.com> #q text/html