

Online resources cataloging guidelines

These guidelines cover textual online resources in three modes of issuance:

Finite resources, such as e-books. Content is fixed and static, like a monographic printed book. Use BOOKS workform and add 006 and 007 for electronic aspects.

Continuing resources, such as e-journals, where content is published online serially. Each new issue published online remains discrete from other issues. Use continuing resources (CNR) workform, code BLvl as “s” = serial, and code FF S/L: Entry Convention = “0” for successive entry.

Integrating resources, such as updating websites and updating databases. Ongoing and expected to continue indefinitely (like a continuing resource), but as content is added, removed, or modified, updates are integrated into the whole resource, and do not exist as discrete issues or updates. Use continuing resources (CNR) workform, code BLvl as “i” for integrating resource, and code FF S/L: Entry Convention = “2” for integrated entry.

Leader/Fixed Field: Finite resource

Rec stat n Entered 20150919 Replaced 20150919

Type	a	ELvl	I	Srce	d	Audn		Ctrl		Lang	
BLvl	m	Form	o	Conf		Biog		MRec		Ctry	
		Cont		GPub		LitF		Alph			
Desc	i	lls		Fest	0	DtSt		Date1		Date2	

- Ctrl, MRec, Alph always blank
- Form always o for an online resource

Type = a= textual material (non-manuscript)

ELvl = I =full-level input by OCLC member

Srce = d= OCLC member library (i.e., not a national library or a PCC library)

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Fall 2015 (Chopey)
E-Resources cataloging

Audn:

blank = no specified audience

j = juvenile

Lang

Consult code list at http://www.loc.gov/marc/languages/language_name.html

BLvl

m=monograph

s=serial

i=integrating resource

Conf

0=not a conference publication (e.g., proceedings, report, summary of a conference)

1=conference publication

Biog

a=autobiography

b=biography

c=collective biography

d=contains biographical information

Ctry

Consult code list at http://www.loc.gov/marc/countries/countries_name.html

Cont

Contains one or more (up to four) of these types of content:

<http://www.oclc.org/bibformats/en/field/cont.html>

GPub

Blank=not a government publication; for codes for gov't publications, see:

<http://www.oclc.org/bibformats/en/field/gpub.html>

LitF

0=not fiction; for codes for fiction various other literary genres, see:

<http://www.oclc.org/bibformats/en/field/litf.html>

Indx

0=no index

1=has index

Desc

i=ISBD (including RDA)

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Ills

Contains one of more (up to four) of these types of illustrative content:

<http://www.oclc.org/bibformats/en/field/ills.html>

Fest

0=not a Festschrift

1=Festschrift

Leader/Fixed Field: Continuing resource

Rec stat n Entered 20150919 Replaced 20150919

Type	a	ELvl	I	Src	d	GPub		Ctrl		Lang	
BLvl	s	Form	o	Conf		Freq		MRec		Ctry	
S/L	0	Orig	o	EntW		Repl		Alph			
Desc	i	SrTp		Cont		DtSt		Date1		Date2	9999

- Ctrl, MRec, Alph always blank
- Form always o for an online serial; Orig usually o unless reproduction
- Date2 always 9999 for a CR that is still active. If dead, Date2 is ending year.

Type = a= textual material (non-manuscript)

ELvl = I =full-level input by OCLC member

Src = d= OCLC member library (i.e., not a national library or a PCC library)

GPub

Blank=not a government publication; for codes for gov't publications, see:

<http://www.oclc.org/bibformats/en/field/gpub.html>

Lang

Consult code list at http://www.loc.gov/marc/languages/language_name.html

BLvl

s=serial

Conf

0=not a conference publication (e.g., proceedings, report, summary of a conference)

1=conference publication

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Freq

Frequency. Consult codes at <http://www.oclc.org/bibformats/en/field/freq.html>

Ctry

Consult code list at http://www.loc.gov/marc/countries/countries_name.html

S/L

0=successive entry.

Orig

Form of original; always “o” for born-digital e-serials. Otherwise, see codes at <http://www.oclc.org/bibformats/en/field/orig.html>

EntW

Nature of entire work. See codes at <http://www.oclc.org/bibformats/en/field/entw.html>

Regl

Regularity. Consult codes at <http://www.oclc.org/bibformats/en/field/regl.html>

Desc

i=ISBD (including RDA)

SrTp

Type of serial. See codes at <http://www.oclc.org/bibformats/en/field/srtp.html>

Cont

Serial contains one or more (up to four) of these types of content: <http://www.oclc.org/bibformats/en/field/cont.html>

DtSt/Date1/Date2

c=currently published (Date1=beginning year; Date2=9999)
d=dead (Date1=beginning year; Date2=ending year)

Leader/Fixed Field: Integrating resource

Rec stat n Entered 20150919 Replaced 20150919

Type	a	ELvl	l	Srce	d	GPub		Ctrl		Lang	
BLvl	i	Form	o	Conf		Freq		MRec		Ctry	
S/L	2	Orig		EntW		Repl		Alph			
Desc	i	SrTp		Cont		DtSt		Date1		Date2	9999

- Ctrl, MRec, Alph always blank
- Form always o for an online integrating resource; Orig=o for born-digital
- Date2 always 9999 for an IR that is still active.

Type

a=textual material (non-manuscript)

ELvl = l =full-level input by OCLC member

Srce = d= OCLC member library (i.e., not a national library or a PCC library)

GPub

Blank=not a government publication; for codes for gov't publications, see:
<http://www.oclc.org/bibformats/en/fixedfield/gpub.html>

Lang

Consult code list at http://www.loc.gov/marc/languages/language_name.html

BLvl

i=integrating resource

Conf

0=not a conference publication (e.g., proceedings, report, summary of a conference)

1=conference publication

Freq

Frequency of updates. Consult codes at

<http://www.oclc.org/bibformats/en/fixedfield/freq.html>

Ctry

Consult code list at http://www.loc.gov/marc/countries/countries_name.html

S/L

2=integrating entry

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Orig

Form of original; always o for an updating database or updating website with born-digital content; otherwise, see codes at

<http://www.oclc.org/bibformats/en/field/orig.html>

EntW

Nature of entire work. See codes at

<http://www.oclc.org/bibformats/en/field/entw.html>

Regl

Regularity. Consult codes at <http://www.oclc.org/bibformats/en/field/regl.html>

Desc

i=ISBD (including RDA)

SrTp

d=updating database

w=updating website

Cont

Resource contains one or more (up to four) of these types of content:

<http://www.oclc.org/bibformats/en/field/cont.html>

DtSt/Date1/Date2

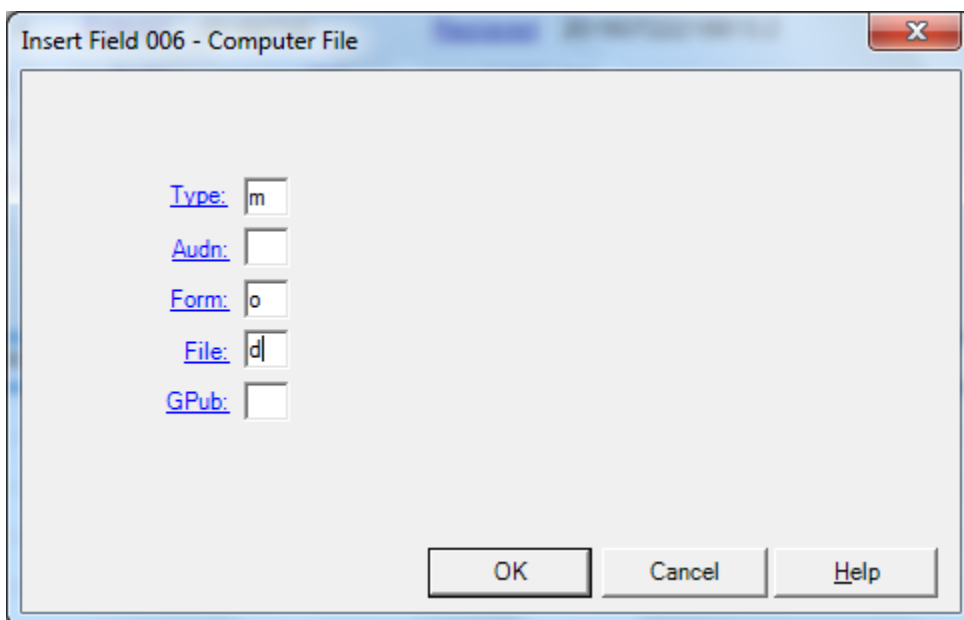
c=currently published (Date1=beginning year; Date2=9999)

d=dead (Date1=beginning year; Date2=ending year)

1. Add a 006 field to all remote-access electronic resources:

Edit→Guided entry→Insert 006→Computer file

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Insert Field 006 - Computer File

Type: m

Audn:

Form: o

File: d

GPub:

OK Cancel Help

2. Add a 007 field to all remote-access electronic resources:

Tools→Macros→Manage

Click plus sign next to “OCLC”

Select AddEdit007, select Computer File, fill in form using pull-down menus

Finite online resources (e.g. e-book)

020 __ ISBN of e-book \$q e-book

020 __ \$z ISBN of print version \$q hardcover

264 _1 Place of publication : \$b name of publisher, \$c year(s) of publication
[all online resources are considered published]

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E-Resources cataloging

If the e-resource being cataloged is an online reproduction of a tangible resource, usually the Production, Publication, Distribution, Manufacture and Copyright notice information will come from the original tangible source record

300 __ 1 online resource (xii, 248 pages) : \$b illustrations, color maps

300 __ 1 online resource (4 volumes) : \$b color illustrations

300 __ 1 online resource (1 audio file (30 min.)) : \$b stereo

300 __ 1 online resource (1 score (32 pages) + 1 part (19 pages))

300 __ 1 online resource (2 video files) : \$b sound, color

300 __ 1 online resource (1 video file (30 min.)) : \$b sound, color, with black and white sequences

300 __ 1 online resource (6 maps) : \$b color

300 \$c not used for remote-access e-resources

336 __ text #b txt #2 rdacontent

337 __ computer #b c #2 rdamedia

338 __ online resource #b cr #2 rdacarrier

588 __ Description based on online resource (ebrary, viewed October 3, 2015); title from title page.

776 08 #i Print version: #a Maxwell, Robert L., 1957- #t Maxwell's handbook for RDA, resource description & access #z 9780838911723 #w (DLC) 2013035124 #w (OCOLC)780483684

Serial E-resource

264 _1 Place of publication : \$b name of publisher, \$c year(s) of publication
[all online resources are considered published]

If the e-resource being cataloged is an online reproduction of a tangible resource, usually the Production, Publication, Distribution, Manufacture and Copyright notice information will come from the original tangible source record.

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300 field is not prescribed for e-serials that are still continuing.

If the e-serial ceases, add a 300 field with the complete extent of the dead e-serial:

300 \$a 1 online resource (5 volumes)

Frequency

(should match Freq/Regl codes in fixed field)

310 __ Daily

310 __ Three times a week

310 __ Biweekly

310 __ Weekly

310 __ Semiweekly

310 __ Three times a month

310 __ Bimonthly

310 __ Monthly

310 __ Semimonthly

310 __ Quarterly

310 __ Three times a year

310 __ Semiannual

310 __ Annual

310 __ Biennial

310 __ Triennial

310 __ Irregular

Former frequency

310 __ 4 issues yearly, ‡b August 1904-

321 __ Five issues yearly, ‡b 1901-June 1904

310 __ Monthly, ‡b 1949-1956

321 __ Five issues yearly, ‡b 1947

321 __ 14 issues yearly, ‡b 1948

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310 __ Monthly, ‡b 1958-
321 __ Bimonthly, ‡b 1954-1957

310 __ 5 numbers a year, ‡b 1946-1948
321 __ Four numbers a year, ‡b 1931-1945

336 __ text ‡b txt ‡2 rdacontent
337 __ computer ‡b c ‡2 rdamedia
338 __ online resource ‡b cr ‡2 rdacarrier

362 1_ Began with October 1998 issue.
362 1_ Ceased with volume 19.

588 __ Description based on online resource (Gale, viewed October 3, 2015);
title from journal home page.

Integrating online resource

264 _1 Place of publication : \$b name of publisher, \$c year(s) of publication
[all online resources are considered published]

*If a place of publication is readily available, record that place in 264 \$a.
Otherwise, supply a probable place of publication (e.g., [United States?] or [Place
of publication not identified] in field \$a*

For integrating resources, 300 generally will be:

300 __ 1 online resource.

Frequency of updates

(should match Freq/Regl codes in fixed field)

310 __ Daily
310 __ Three times a week
310 __ Biweekly

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310 __ Weekly

310 __ Semiweekly

310 __ Three times a month

310 __ Bimonthly

310 __ Monthly

310 __ Semimonthly

310 __ Quarterly

310 __ Three times a year

310 __ Semiannual

310 __ Annual

310 __ Biennial

310 __ Triennial

310 __ Irregular

336 __ text #b txt #2 rdacontent

337 __ computer #b c #2 rdamedia

338 __ online resource #b cr #2 rdacarrier

362 1_ Began in 1990s?

362 1_ Ceased with 1/12/15 update.