

Cataloguing electronic books

Brian Stearns

NEOS Cataloguing Workshop

16 November 2009



- Search the local catalogue to see if there is a usable record:
 - A record for the electronic manifestation
 - Add item to record
 - A record for the print manifestation
 - Add item to record
 - Derive new record
 - A record for the bulk-loaded electronic manifestation, supplied by a vendor
 - Derive new record
 - If there is no record for the work, one will have to be imported or created
-

Have electronic record: add

- If there is already a record for the electronic manifestation, add item to the record:
 - In the bibliographic record:
 - Add a field 090
 - Create an item record

Have electronic record: add

090 // \$aInternet Access\$b[...]

090 // \$aInternet Access\$b[...]

245 00 \$aTruly Canada's Games\$h[electronic resource] =\$bDe véritables Jeux pour tout le Canada.

246 31 \$aDe véritables Jeux pour tout le Canada

260 // \$a[Vancouver?] :\$bVANOC,\$cc2008.

300 // \$a1 electronic text ([36] p. : col. ill.) :\$bdigital, PDF file.

538 // \$aMode of access: World Wide Web.

530 // \$aIssued also in print.

710 1/ \$aVancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games.

856 40 \$aFree Access\$u[...]

Have print record: add

- If there is already a record for the print manifestation, add item to the record:
 - In the bibliographic record:
 - Add a field 020 for any e-book ISBN
 - Add a field 530 <Issued also online>
 - Add a field 856, subfield \$3 <Free Access> or <[Name of institution] Access> and subfield \$u with the u.r.l.
 - Add a field 090
 - Create an item record
-

Have print record: add

020 // \$a0778515478 (v. 1)

020 // \$a0778515486 (v. 2)

090 // \$aRA 185 A3 A333 2001\$b[...]

090 // \$aInternet Access\$b[...]

110 1/ \$aAlberta.\$bPremier's Advisory Council on Health.

245 12 \$aA framework for reform :\$breport of the Premier's
Advisory Council on Health /\$cPremier's Advisory Council
on Health for Alberta.

246 1/ \$iAlso known as:\$aMazankowski report

260 // \$aEdmonton :\$bPremier's Advisory Council on
Health,\$c[2001]

300 // \$a2 v. :\$bill. ;\$c28 cm.

500 // \$aChairman: Don Mazankowski.

530 // \$aIssued also online.

700 1/ \$aMazankowski, Don,\$d1935-

856 41 \$3Free Access: v. 1\$u[...]

Have print record: derive

- If there is already a record for the print manifestation, derive the record for your item:
 - In the bibliographic record:
 - Add a field 006 and a field 007
 - Remove the field 020
 - Add a field 020 for any e-book ISBN
 - Add a field 245 subfield \$h <[electronic resource]>
 - Remove the field 300
 - Optionally, add a field 300 for the electronic resource
 - Add, if applicable, a field 533 for reproduction information
 - Add a field 856, subfield \$3 <Free Access> or <[Name of institution] Access> and subfield \$u with the u.r.l.
 - Add a field 090
 - Create an item record

Have print record: derive

```
090 \\ $aTD 195 P4 G725 2009Internet Access$bAEU
100 1\ $aGrant, Jennifer.
245 10 $aClearing the air on oil sands myths$h[electronic
resource] /$cJennifer Grant, Simon Dyer, Dan
Woynilowicz.
246 14 $aOil sands myths :$bclearing the air.
260 \\ $aDrayton Valley, Alta. :$bPembina Institute,$c2009.
300 \\ $a1 electronic text (iii, 32 p. :$bill.) :$bdigital
file;$e28 cm.
490 0\ $aOil sands fever series
538 \\ $aMode of access: World Wide Web.
530 \\ $aIssued also in print.
700 1\ $aDyer, Simon.
700 1\ $aWoynilowicz, Dan.
710 2\ $aPembina Institute for Appropriate Development.
856 40 $3Free Access$u[...]
```


Have print record: derive

```
020 // $a0195169212 (alk. paper)0195307445 (online version)
090 // $aInternet Access$b[...]
245 04 $aThe Oxford encyclopedia of British
    literature$h[electronic resource] /$cDavid Scott Kastan,
    editor in chief.
246 30 $aEncyclopedia of British literature
260 // $aOxford :$bOxford University Press,$c2006,
e2005.[2006?]
300 // $a5 v. :$bill. ;$c29 cm.
490 0/ $aOxford digital reference shelf
538 // $aMode of access: World Wide Web.
530 // $aIssued also in print.
506 // $aAccess restricted to authorized users and
    institutions.
700 1/ $aKastan, David Scott.
856 40$3[...] Access$u[...]
```

Have (vendor) electronic record: derive

- If there is already a vendor-supplied record for the electronic manifestation, derive the record for your item:
 - Duplicate the record
 - In the new bibliographic record:
 - Add a field 006 and a field 007
 - Add a field 020 for any e-book ISBN
 - Remove the field 533
 - Add, if applicable, a field 533 for reproduction information
 - Remove the field 856
 - Add a field 856, subfield \$3 <Free Access> or <[Name of institution] Access> and subfield \$u with the u.r.l.
 - Add a field 090
 - Create an item record
-

Have (vendor) electronic record: derive

```
090 // $aInternet Access$b[...][...]
110 1/ $aGreen Party of Canada.
245 10 $aVision Green$h[electronic resource]$h[electronic
resource] :$bwhat kind of Canada do we want in 2020? :
green economy, climate crisis, environment, people
/$cGreen Party of Canada.
260 // $aOttawa :$bGreen Party of Canada,$c2007$(Saint-
Lazare, Quebec :$fGibson Library
Connections,$g2008)[2008]
300 // $a1 electronic text (105119 p.) :$bdigital, PDF file.
538 // $aMode of access: World Wide Web.
500 // $a"October 15, 2007". "Originally released on October
15, 2007 and revised on August 11, 2008."-P. 119.
856 40 $3[Name of institution]Free Access $u[...][...]
```

Have no record: import and derive

- If there is already no record for the work:
 - Import a record
 - In the new bibliographic record:
 - Add a field 006 and a field 007
 - Remove the field 020
 - Add a field 020 for any e-book ISBN
 - Add a field 245 subfield \$h <[electronic resource]>
 - Remove the field 300
 - Optionally, add a field 300 for the electronic resource
 - Add, if the electronic manifestation is an alternate format, a field 530 note, <Issued also in print>
 - Add, if the electronic manifestation is a reproduction, a field 533 note for the reproduction, beginning with <Electronic reproduction.>
-

Have no record: import and derive

- If there is already no record for the work:
 - In the new bibliographic record:
 - Add a field 538, <Mode of access: World Wide Web>
 - Add a field 856, subfield \$3 <Free Access> or <[Name of institution] Access> and subfield \$u with the u.r.l.
 - Add a field 090
 - Create an item record

Have no record: import and derive

090 // \$aInternet Access\$b[...]

245 00 \$aInternational Standard Bibliographic Description
(ISBD)\$h[electronic resource] /\$crecommended by the ISBD
Review Group ; approved by the Standing Committee of the
IFLA Cataloguing Section.

~~300 // \$a1 v. (various pagings) ;\$c32 cm.~~

530 // \$aAlso issued ~~online~~in print.

710 2/ \$aInternational Federation Of Library Associations and
Institutions.\$bISBD Review Group.

710 2/ \$aInternational Federation of Library Associations and
Institutions.\$bCataloguing Section.\$bStanding Committee.

856 410\$3Free Access\$u[...]

Control fields

- ❑ Electronic resources need to have control fields 006 and 007 added:
 - In field 006, character positions:
 - ❑ 00 (form of material): m (electronic resource)
 - ❑ 09 (type of computer file): d (document)
 - In field 007:
 - ❑ 00 (category of material): c (electronic resource)
 - ❑ 01 (specific material designation): r (remote)
 - ❑ 04 (dimensions): n (not applicable)
 - ❑ 05 (sound): / (no sound (silent))
 - ❑ 06-08 (Image bit depth): --- (unknown)
 - ❑ 09-13 (file formats | quality assurance target | antecedent/source | level of compression | reformatting quality): u (unknown)

Control fields

000 00000nam\\220000004a\4500

006 m\\d\\

007 cr\n\---uuuuu

008 091116s2009\\\abc|||s|||eng\d

Item records

- Create an item record for the electronic resource based on the following defaults:
 - Call number information:
 - Call number: <Internet Access>
 - Class scheme: LC
 - Call library: [Name of institution]
 - Item information:
 - Item ID: "Auto" (creates a system-generated number)
 - Type: E-resource
 - Home location: Internet
 - Item cat1: E-book, Database, Website
 - Item library: [Name of library]
 - Permanent: checked
 - Circulate: checked
-

Locally-printed items

- Printing of electronic resources is discouraged
 - Prefer acquiring the print manifestation if possible
 - Local printing is permissible for electronic resources that do not have stable online access
 - If an electronic resource is printed, catalogue it separately
 - The date of publication is the date on the resource, not the date of printing
 - Use the pagination of the document if applicable
 - Add a field 500 note, <Description based on printout printed on [date] from [u.r.l.]>
 - Add a field 856 for the resource, but do not add a field 090 or create an item record for the electronic version
-