



INTEGRATING RESOURCES CATALOGING WORKSHOP

INSTRUCTOR MANUAL

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Foreword

The Integrating Resources Cataloging Workshop is the fifth SCCTP workshop to be produced in five years! It was developed to complement the serials-based SCCTP workshops by covering the other half of continuing resources—loose-leafs and updating electronic resources, such as databases and Web sites. New rules for these resources have now been incorporated into Chapter 12 of AACR2 and there is a growing demand for training. Steve Miller has distinguished himself as an expert in the field of electronic resources cataloging, and with help from Rhonda Lawrence and others who catalog loose-leafs, has produced a truly excellent workshop.

Many people made this course possible. We want to thank Manuel Urrizola and the Southern California Library Association for sponsoring the test session for the first draft of the materials. Special thanks go to Valerie Bross and Rhonda Lawrence for teaching the test session and providing excellent feedback and corrections. Once the course materials were in final draft, two train-the-trainer sessions were held. PALINET sponsored the first session in Philadelphia, taught by Steve Miller. The University of Washington hosted the second session, taught by Adam Schiff. Many thanks to Ann Yurcaba and Steve Shadle for all of their efforts and to Steve and Adam for teaching the sessions.

The course material has gone through many rounds of corrections by a stalwart group of revisers, that consisted of Adam Schiff, Judy Kuhagen, Dave Reser, and Louise Rees. Without their knowledge and careful eyes, the material would be far less exact.

This course is designed to be taught by trained SCCTP trainers. As with all SCCTP course materials, they may also be used for self-study or informal in-house training. Comments on the materials are always welcome.

To learn more about SCCTP, visit the Web site at:
<http://www.loc.gov/acq/conser/scctp.home>.

Ana Cristan, BIBCO Coordinator
Jean Hirons, CONSER Coordinator
Library of Congress

April 2003

Introduction for Instructors

Preface to the June 2007 Revision

The *Integrating Resources Cataloging Workshop* was revised in June 2007 to update coding changes involving the use of the continuing resources format and bibliographic level “i” in OCLC. Since OCLC implemented code i in June 2006, catalogers on that utility have been using the continuing resources format and bibliographic level “i” for creating records for integrating resources which consist primarily of language material (as opposed to computer content, cartographic content, etc. for which a different format would be appropriate). This subsumes the “interim” PCC practice for language material where the monographic format and other coding were used for these materials. The revision also reflects the merger of RLG and OCLC by removing references to practices in RLG.

The Program for Cooperative Cataloging extends its thanks and acknowledgement to those responsible for the 2007 revision:

Lisa Furubotten Texas A&M University
Adam Schiff University of Washington
Steven J. Miller University of Wisconsin-Milwaukee
Jennifer Lang Princeton University Library

Thanks to all!

Les Hawkins
CONSER Coordinator
Library of Congress

Preface

The *Integrating Resources Cataloging Workshop* has been designed for an optimum class size of under 25. A single trainer can give the presentation in one or two days, depending on whether all of the optional sessions and all of the regular exercises are included. Either option should include time for class discussion, including warm-up exercises at the beginning of each session. Sessions 1-3 include follow-up exercises, and Session 5 consists of exercise-like material. The cataloging exercises in Session 2 require the students to use MARC workforms found in appendix A and a guide to MARC 21 coding in appendix B. Session 2 is the longest and most intensive, and is split into two parts. Session 4 is intended to be an overview of issues and challenges which are not addressed by cataloging rules and for which there are few, if any, national policies; it is expected that this session will involve a good deal of group discussion. Session 7 consists primarily of group discussion and participation.

Instructors are encouraged to rearrange slides if necessary to present the material in a way they feel most appropriate. For example, Session 5 offers case studies for trainees to consider. The material can be presented in a couple of different ways: small group discussion, where the class is divided into groups to answer assigned questions or look at a particular case study, or as a discussion session in which the trainer leads the entire class through all of the discussion objectives or case studies. Since the slides for the case studies are arranged to present all of the case studies as a group and all of the solutions as a separate group, the trainer may want to rearrange them to better facilitate a trainer-led discussion format where each case study is shown, then its solution immediately following it. If you rearrange the slides, please keep in mind that the participant's printed manual will not be in synch with the slide rearrangement. The slides for session 7 include some slides that consist only of headers in case the instructor wishes to type in participants' answers, and also includes possible answer slides that can be used as they are or as a supplement to participants' answers. These may be deleted if the instructor chooses not to use them.

Audience for this workshop:

- Advertising the workshop should make clear to potential enrollees that:
- This workshop focuses on cataloging electronic integrating resources, with only incidental information on cataloging loose-leaf integrating resources.
- This workshop presumes at least some familiarity with the rules and practice of cataloging electronic resources, including AACR2 chapter 9 and MARC computer files coding.

Explanation of the components of this workshop:

- **Sessions:** instructors have each PowerPoint slide, along with the notes, printed one-slide-per-page. Participants have the slides only, without the notes, printed two-slides-per-page.
- **Exercises:** instructors have PowerPoint slides which include both the exercises and the answers for going over with the group. Participants have the exercises in Word document

format and the answers in appendix C. Instructors may also wish to have the exercises sections from the trainee manual printed for their use as well so they know exactly what participants are looking at.

Core Sessions:

- **Session 1:** Covers the introduction, background, and overview of new concepts and definitions in the 2002 Revision of AACR2, especially chapter 12.
- **Session 1 Exercises:** identify and distinguish monographs, serials, and integrating resources. May be done together with the whole group.
- **Session 2:** Coverage of new rules for original cataloging of integrating resources –primarily electronic, but some loose-leaf; very long, intensive session, split into two parts (2a and 2b).
- **Session 2 Exercises:** Exercises 1-2: originally catalog two online integrating resources; use the appendix A workforms and appendix B coding guide. Optional loose-leaf Exercises 3-5: PLEASE NOTE that these have no images; just the partial records and/or workforms to fill in for participants. Also PLEASE NOTE WELL: instructors have just the answers on their slides.
- **Session 3:** Coverage of new rules for how to update IR records for changes in bibliographic data.
- **Session 3 Exercises:** Exercises A-C have screen prints and partial workforms to fill in for: (A) change in title proper, (B) second change in title proper, (C) change in statement of responsibility and main and added entries. Optional Exercise D: final iteration of updating loose-leaf: has no screen print or surrogate; just the existing record and partial workform to fill in for participants; instructors have just the answer slide.

Optional Sessions:

- **Session 4:** An overview of some of the “real life” issues that catalogers will face when doing copy cataloging of IRs, and issues that will arise regarding record modification and maintenance. Instructors please note well: these are largely issues which are not addressed by AACR2 or LCRIs, for which there are no simple answers, which will require cataloger judgment and local policy decisions, and for which there many eventually develop more national-level polices and best practices. This session is intended to raise the issues and to provide participants with the opportunity to discuss possible answers and solutions, which may be noted on a flip chart if wished.
- **Session 5:** A set of exercises or case studies in cataloging electronic integrating resources; intended to review and reinforce concepts and rules covered in

Sessions 2-3 and delve into more complex situations that catalogers will face. These may be done together as a class or individually or in small groups and then gone over together with the whole class.

- **Session 6:** An overview of some of the special challenges and issues entailed in cataloging updating loose-leaves and especially loose-leaf services. May be omitted according to instructors' judgment and/or based on participants' interests (e.g., if no loose-leaf catalogers will be present).
- **Session 7:** A participation and discussion session intended to explore issues of selection of online resources and options for providing access. This session is the easiest to omit and not lose any of the substance of cataloging integrating resources. It deals with issues for which catalogers are rarely directly responsible, but rather with "big-picture" issues that set the context within which cataloging of electronic resources is done.

Appendices:

- **Appendix A:** MARC coding guide for reference in Session 2 and for use in completing session 2 exercises 1-2. It may be useful if these also are not bound into the manual so that instructors and participants do not need to flip back and forth between Session 2 slides and exercises and this guide, which could become an annoyance.
- **Appendix B:** Answers to all exercises from sessions 1, 2, 3, and 5.
- **Appendix C:** The full text of LCRI 1.0 for instructors' and participants' reference, during and mostly after the workshop. Recommend having instructors and participants read this before the workshop. Be sure that you have the latest revision of this LCRI!
- **Appendix D:** A glossary of terms from AACR2 and several other sources for integrating and electronic resources.
- **Appendix E:** A bibliography of readings and resources on cataloging integrating and electronic resources, as well as selection criteria for online electronic resources.

Workshop evaluation form:

The workshop evaluation form is found at the end of both the instructor and trainee manuals. It should be made easily removable and best not bound in the participant's manual. Please be certain to have all participants fill it out and leave it for you to send to the SCCTP staff.

Scheduling the sessions for this workshop:

One-day vs. two-day workshop:

1. Realistically instructors will be hard-pressed to complete more than sessions 1-3 and their exercises in a single day, and may even find that difficult. Sessions 1-3 are essential to the course and present the core concepts and rules for integrating resources. The exercises, especially for sessions 2 and 3, should be included if at all possible, to give participants some hands-on practice and to reinforce the rules

covered in the preceding session and bring to light further problems or misunderstandings participants might have. Session 4 covers issues that catalogers will actually face “in real life” and instructors should try to include at least an overview or listing of these issues so that participants are aware of them. Time for exploration and discussion of these issues is preferable but may need to be skipped if giving the workshop in a single day.

2. Having the second day provides several advantages, including: (a) time to cover all of the sessions, including the case studies in session 5 that allow participants to review and apply what they have learned in Sessions 1-3 and to extend the concepts and rules to more challenging situations, (b) provide plenty of time for questions and answers, group discussion, problem resolution, and avoid having to rush through material at the end of the first day and give short shrift to participants’ questions so as to press forward; (c) provide flexibility in the timing of all the sessions on both days; allowing time to complete unfinished material from Day 1; flexibility in ending either or both days earlier than 5:00 or 5:15; allowing participants to “leave early” on the second day, which in fact usually happens anyway with most two-day workshops.

Below please find suggestions for how the one and two day workshops might be scheduled. The times below are only suggestions and may be altered depending on group needs. Keep in mind that the two-day workshop allows for extra flexibility in carrying over unfinished material from the first day to the second day.

One-Day Integrating Resources Workshop:

Sessions 1-3, with their exercises, and abbreviated session 4

9:00-9:15	Introductions/logistics
9:15-10:00	Session 1 - Introduction to Integrating Resources
10:00-10:15	Session 1 Exercises
10:15-10:30	Break
10:30-12:00 (beginning)	Session 2a - Original Cataloging of Integrating Resources
12:00-1:00	Lunch
1:00-2:30 (conclusion)	Session 2b -Original Cataloging of Integrating Resources
2:30-2:45	Break
2:45-3:15	Session 2 Exercises
3:15-4:15	Session 3 - Updating Records for Changes in Bibliographic Data
4:15-4:45	Session 3 Exercises
4:45-5:00	Abbreviated Session 4 (quick overview of topics covered in the session)
5:00-5:15	Final review; questions and answers; conclusion of the workshop

Two-Day Integrating Resources Workshop:

All sessions and exercises, with liberal time for discussion, Q&A, etc.

Day 1:

9:00-9:15	Introductions/logistics
9:15-10:00	Session 1 - Introduction to Integrating Resources
10:00-10:15	Session 1 Exercises
10:15-10:30	Break

10:30-12:00 (beginning)	Session 2a - Original Cataloging of Integrating Resources
12:00-1:00	Lunch
1:00-2:30 (conclusion)	Session 2b -Original Cataloging of Integrating Resources
2:30-3:00	Session 2 Exercises
3:00-3:15	Break
3:15-4:15	Session 3 - Updating Records for Changes in Bibliographic Data
4:15-4:45	Session 3 Exercises
4:45-5:00	Review of sessions 1-3; questions and answers; conclusion of the first day.

Day 2:

9:00-9:15	Logistics, brief review of sessions 1-3, review of learning goals
9:15-10:15	Session 4: Issues in Copy Cataloging, Record Modification and Maintenance
10:15-10:30	Break
10:30-12:00	Session 5: Case Studies in Cataloging Electronic Integrating Resources
12:00-1:00	Lunch
1:00-1:45	Session 6: Special Issues in Cataloging Loose-leaf Integrating Resources
1:45-2:45	Session 7: Selection of Online Resources and Options for Access
2:45-3:30+ home,	Final review; liberal time for Q&A, discussion, further case studies from home, review of participants' goals, and conclusion of workshop

If doing the one-day workshop, note that Sessions 2 and 3 present the main substance of cataloging rules and coding for integrating resources, and that if the workshop is not running on schedule, you can gain some additional time by omitting some or all of the exercises for Sessions 1-3, including, if necessary, the warm-up exercises at the start of each session. If omitted, the regular exercises could be done as post-workshop exercises and discussed online.

The same can be done with any or all of the case studies in Session 5, especially if not included in a one-day workshop. If you identify other case studies that you think will serve attendees better, feel free to add them to your materials and report them to the trainer's list. Also, participants may bring their own case studies with them for group analysis and discussion.

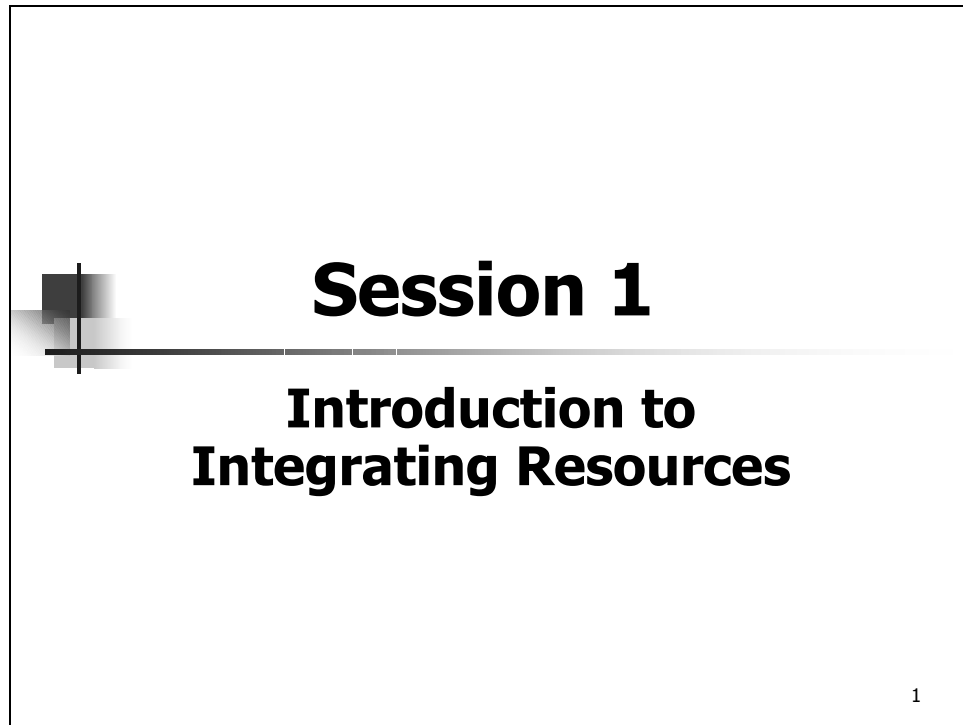
As with all SCCTP courses, *please* report your training experience to other trainers via the training list (scctp@rs8.loc.gov)

Tips for preparing to teach this workshop:

- Complete the background reading suggested in the instructor notes for the beginning of each session. See also the sources listed in the Bibliography (Appendix F).

- Study the Instructor Manual very carefully, practice with the slides, and work through the exercises ahead of time.
- Be familiar with the differences between the Instructor and Trainee Manuals so that you know what printed materials the participants will have vs. what you as the trainer will have.
- Make your own modifications to slides, exercises, examples, etc., if you wish to make any, before the workshop.
- Plan ahead for how you will handle warm-up exercises, discussions, session exercises, and especially the content of Sessions 4, 5, and 7. Include in your planning how you will use Appendices A, B, and C during the workshop exercises.
- Consider using a flip chart for recording participants' goals, comments, etc.
- Perhaps designate a recorder to maintain the flip chart and/or take notes on participants' comments, etc.
- Consider coming back to participant's goals recorded on the flip chart at the end of the workshop for final review and conclusion.
- Consider showing the initial workshop goals slide and going over it during the conclusion of the workshop
- Think about what approach you will take to handle unexpected questions, off-topic discussions, getting side-tracked into minute points of cataloging trivia, and to generally keep the workshop on schedule.

Session 1 Introduction to Integrating Resources

**Optional Warm Up Exercises**

Ask the class what they know about integrating resources.

Ask how many are monographs catalogers? serials catalogers? How many catalog both?

How many catalog or have cataloged updating Web sites and databases?

How many catalog or have cataloged updating loose-leaves?

Instructor References

The trainer may want to review the following documents for this session:

LCRI 1.0 – See Appendix C, which contains the entire text of this LCRI.

AACR 2002 Glossary definitions for Monograph, Continuing resource, Serial, Integrating resource, Iteration

Also helpful may be general familiarity with FRBR *Functional Requirements for Bibliographic Records Final Report* / IFLA Study Group on the Functional Requirements for Bibliographic Records. (K.G. Saur, 1998). Available online in HTML at <http://www.ifla.org/VII/s13/frbr/frbr.htm> and in PDF at <http://www.ifla.org/VII/s13/frbr/frbr.pdf>.

Goals for the Integrating Resources Cataloging Workshop

1. Understand the new concept of integrating resources
2. Be able to identify integrating resources and distinguish them from serials and monographs
3. Be able to apply the new AACR2 rules for original description of integrating resources
4. Be able to code MARC records for integrating resources
5. Be able to update the description of existing records for changes to integrating resources
6. Be able to identify and edit existing records for copy cataloging of integrating resources

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What are we covering in this workshop [today] and what should participants take with them?

This slide lists the six main goals of this entire workshop.

The goals entail a combination of gaining understanding of:

New concepts and categories for bibliographic resources

New cataloging rules for those resources

How to apply these in practice.

The focus of Session 1 is on goals #1-2 on this slide.

Make clear to participants that this workshop focuses on **ELECTRONIC** integrating resources and includes less detailed information on loose-leaf integrating resources.

Participants' Goals:

You might ask the participants if they have any additional or more specific goals or areas they especially want to learn about in the course of this workshop.

These can be recorded on a flip chart.

You may want to come back to these at the end of the workshop to see if they have been met and to do a basic review and summary of what has been learned in the workshop



Outline of the workshop

- Session 1: Introduction to IRs and other new concepts
- Session 2: Original cataloging of IRs
 - Apply new AACR2 rules, LCRIs, and MARC coding
 - Focus on electronic IRs; some coverage of loose-leafs
- Session 3: Updating records for changes in IRs
 - Apply "integrating entry" cataloging convention
- Session 4: Copy cataloging of IRs
 - Issues in identifying, modifying, and maintaining existing records for IRs

Optional Sessions:

- Session 5: Case studies in cataloging electronic IRs
- Session 6: Issues in cataloging loose-leaf IRs
- Session 7: Selecting electronic IRs and options for access

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This slide lists the sessions in the workshop:

The first four sessions form the basic core of the workshop;

The last three are optional sessions.

Session 5 is, however, a very important part of covering the cataloging of electronic integrating resources.

Session 6 includes some information on the cataloging of loose-leaf services, including transfer volumes.



Goals of Session 1

1. Review the background that led to the 2002 revisions of AACR2 and the new category of "integrating resources"
2. Understand what an integrating resource is and how it relates to monographs and serials
3. Know when to catalog a resource as a monograph, as a serial, or as an integrating resource

4

Goals for this first session of the day.

This is what we will be covering in this current session.

Participants' Goals:

You might ask the participants if they have any additional or more specific goals or areas they especially want to learn about in this session.



Background (1)

- Major effort to revise international standards (AACR, ISSN, ISBD) beginning in 1997
 - Emergence of new types of electronic resources for which there were no rules
 - Dissatisfaction with the current codes for serials and loose-leaves
 - Desire to harmonize internationally to promote record usage

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Note the three reasons for major efforts during the past several years to revise international standards such as the *Anglo-American Cataloguing Rules*.

The emergence of new types of Internet resources with dynamic, changing content, especially on the World Wide Web, has arguably been the most significant driving factor behind these efforts at revision.

Background (2)

- Graham/Hirons *Issues Related to Seriality* paper
 - Given at International Conference on the Principles and Future Development of AACR in Toronto, 1997
- Effort to revise AACR2 from 1998-2001
 - JSC charge to Jean Hirons
 - ALA, CC:DA, LC, CPSO, CONSER, and others involved in the process
- Resulted in a complete revision of AACR2 Chapter 12 and other changes in 2002
 - Incorporates most rules from Hallam's manual for loose-leafs
- MARC changes have been agreed upon, and most implemented
- LCRIs have been revised
- BIBCO/CONSER documentation is available online

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The efforts that lead to the 2002 revision of AACR began concretely with the paper given by Jean Hirons and Crystal Graham at the 1997 JSC Conference in Toronto.

Because AACR did not adequately address the cataloging of loose-leaf resources, loose-leaf catalogers have long relied on this publication as their primary cataloging guide:

Hallam, Adele. *Cataloging Rules for the Description of Looseleaf Publications: With Special Emphasis on Legal Materials*. 2nd ed. Washington: Office for Descriptive Cataloging, Library of Congress, 1989.

[This full citation is included for participants in the Bibliography \(Appendix E\)](#)

Most of the principles from Hallam have been incorporated into revised chapter 12, with only a very few changes in practice.



Implementation

- LC implemented new AACR2 rules and LCRIs on Dec. 1, 2002
- OCLC and RLG implemented most new 006/008 codes on Dec. 1, 2002
- New Leader Bibliographic level code “i” (integrating)

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This slide is included because the implementation of the new rules and LCRIs is so recent, and implementation of MARC coding is still in progress.

OCLC implemented code “i” for integrating resources in June 2006. CONSER and BIBCO members began using code “i” in records for textual integrating resources in the continuing resources format after its implementation. The “interim” PCC approach of using monograph format records for integrating resources ceased to be used by PCC members.



The need for new concepts

- There are new (and old) forms of publication that have not been included in AACR2: updating Web sites, updating databases, and updating loose-leafs
- These are now called *Integrating Resources*
- Integrating resources differ from serials in the manner in which they are issued and require separate cataloging rules
- However, because they exhibit a high degree of *seriality*, they have much in common with serials and need to be closely aligned with them

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But now, for the first time, AACR2 includes rules for both new and old forms of material that are updated over time.

These include updating Web sites, updating databases, and updating loose-leafs (the old!).

Because these resources are updated and the updates are integrated into the resource, we call these integrating resources.

Integrating resources differ from serials in that serials are issued in separate discrete parts --the issues of a journal-- while with integrating resources there is only one part at any given time.

The updates may be interfiled, as with a loose-leaf, or added electronically.

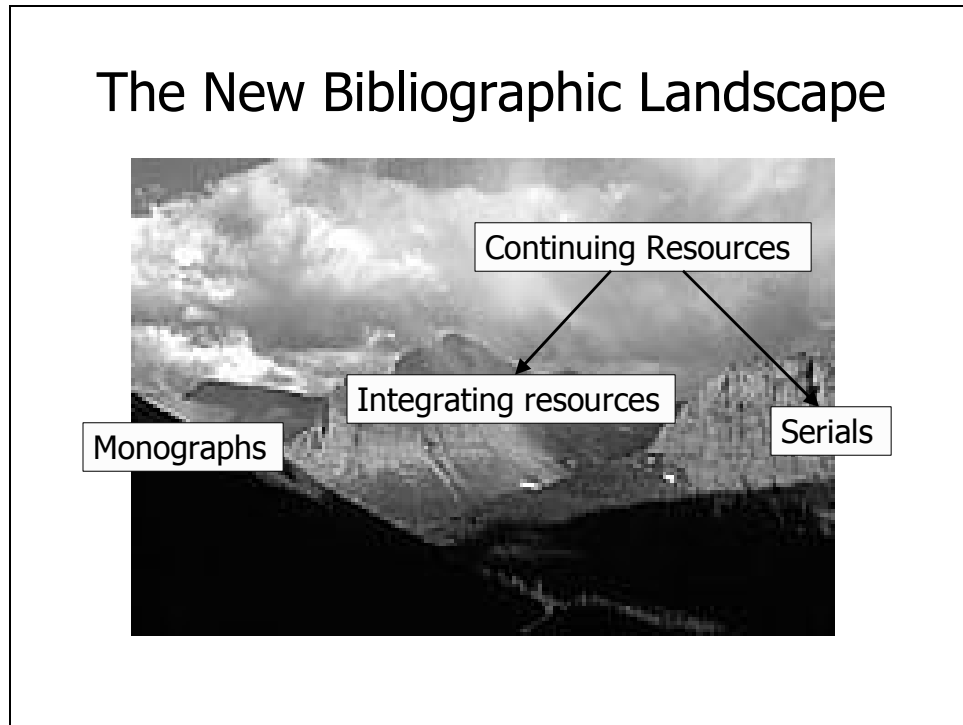
The end result is that there is only one source for a bibliographic description and that source may change over time.

For this reason, the cataloging rules for integrating resources are the same as the rules for serials in some cases and quite different in others.

But because integrating resources are updated over time, they exhibit seriality, meaning that they can change.

Thus, they have quite a bit in common with serials.

As a matter of fact, some of them are the online versions of printed serials (directories are a good example)



After the implementation of the 2002 revisions, we now have a new bibliographic landscape

We have two new broader umbrella categories: “finite” and “continuing”

Under the broad category of “continuing resources ” we have both integrating resources and serials.

So, continuing the visual metaphor of two mountains (from slide 8), we now have a third peak in the middle, bridging the gap, so to speak, between the two other mountains.

This is actually playing out in the cataloging world by bringing together catalogers of monographs and serials and their respective cataloging practices, in new and creative ways!

In place of the former two-fold categories of the past, we now have a three-fold set of categories within which to describe resources with different types of issuance.



The need for new concepts (cont.)

- ***Continuing Resources*** is a concept that serves as a collective term for both serials and integrating resources
 - It refers to resources that have no predetermined conclusion
 - It is the title of Chapter 12
 - It is the new name for the Serials fixed field in MARC records which will be used for both serials and integrating resources
 - It is the scope of ISSN

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The term “continuing resource” was defined as an “umbrella” or connection between serials and most integrating resources that indicates that they are issued over time with no predetermined conclusion.

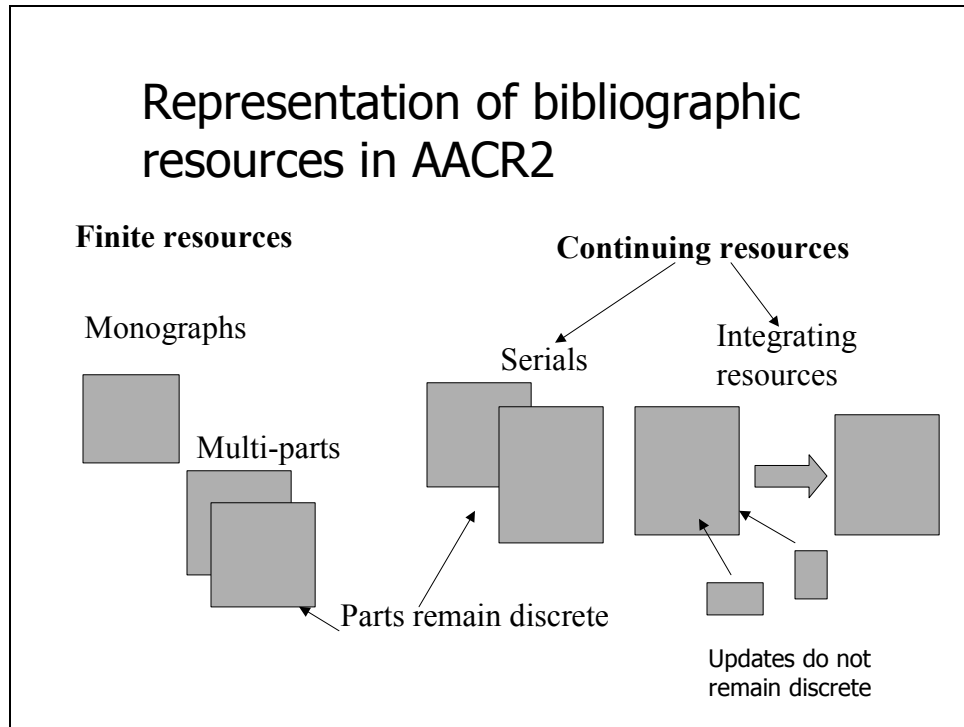
[Note: as the slides ahead will show, there are some integrating resources that are finite, not continuing, because they do have a predetermined conclusion; therefore all IRs do not actually fall under the umbrella term of “Continuing resources.” But that concept can be dealt with further ahead and this slide left as it is in order to gradually introduce participants to these new concepts and categories, without going into every complexity immediately, especially since the majority of integrating resources are continuing anyway.]

This concept is now the title of chapter 12.

It is also the name of the fixed field that we use in MARC records, although this may vary from utility to utility (e.g., in OCLC, as of the creation of this workshop, it was still called “Serials”)

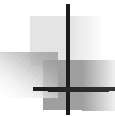
What is now the “serials” fixed field has had new codes added to it, and it has been renamed the “continuing resources” fixed field because it will be used for both serials and integrating resources.

[The name has already been changed in the MARC 21 Bibliographic format.]
In addition, continuing resources is also now the scope for ISSN assignments.



This slide depicts how these types of resources are represented in AACR2.

For electronic resources, the electronic aspects are still covered by the rules in chapter 9, while the continuing aspects are now covered by the rules in chapter 12. Catalogers of electronic integrating resources will need use both chapters for description.



Monograph

- Definition

A bibliographic resource that is **complete in one part** or intended to be completed in a **finite number of parts**.
- Multipart Item

A monograph complete, or intended to be completed, in a **finite number of separate parts**. The separate parts may or may not be numbered.

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Definitions taken from the Glossary of AACR2, 2002 Revision.



Continuing resource

- Definition

A bibliographic resource that has **no predetermined conclusion.**

This is an umbrella concept that is used to group serials and integrating resources. It provides a collective term for serials and integrating resources.

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The key is “no predetermined conclusion.”

But remember that finite integrating resources are not ongoing (slide 11 notes).



Serial

- Definition

A continuing resource that is **issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion.**

Examples include: journals, electronic journals, newsletters, annual reports, newspapers, monographic series

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The key here is “discrete parts” – serial issues are parts that remain accessible and are themselves unchanged, while the serial title as a whole has new parts (issues) continually added. The discrete parts of a serial may be issues, but in online serials they may be separate articles not organized around issues.



Integrating resource

- Definition

A bibliographic resource that is added to or changed by means of **updates that do not remain discrete and are integrated into the whole**. An integrating resource may be finite or continuing.

Includes: updating Web sites, updating databases, updating loose-leafs

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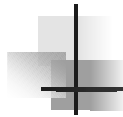
The key here is that updates do not remain discrete; old content is continually replaced with new content, and that which is replaced is no longer accessible:

Discarded loose-leaf pages

Past iterations of a Web site

Leaving in effect always only one current “part” (iteration) with past iterations no longer existing as “discrete parts.”

[This is quite aside from the possibility that an individual institution or organization may decide to locally archive past iterations of a printed loose-leaf or an online Web site or database].



Iteration

- Definition

An instance of an integrating resource, either as first published or after it has been updated.

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We may contrast an “iteration” of an integrating resource--which does not remain discrete, with an “issue” of a serial--which remains discrete and usually bears numbering.



Differences: integrating resources and serials

- The primary difference between an integrating resource and a serial is the **manner in which it is issued**
 - Serials are issued in **discrete parts**
 - Integrating resources are issued with **updates that do not remain discrete**

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So, the existence or absence of **discrete parts after the resource is updated** is the key to the difference between serials and integrating resources.

Differences in cataloging

- Basis of the description:
 - Serials: First or earliest available issue
 - IR: Latest iteration
- Change conventions:
 - Serials: Successive entry (a new record each time there is a major change)
 - IR: Integrating entry (the same record is used and updated for most changes)

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The bibliographic description / catalog record for a serial is based on the first or earliest issue available.

Serials are cataloged according to the successive entry convention: a new record is created each time there is a major change.

In contrast, the bibliographic description / catalog record for an integrating resource is based on the latest iteration available.

The same record is used and updated for most changes to the resource. Only in a relatively few instances is a new record created [as will be covered later in this workshop].

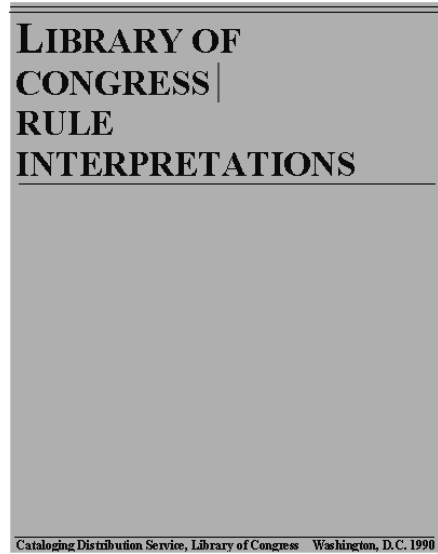


Three major types of IRs

- Updating Loose-leaf
 - Examples: AACR2, CONSER Editing Guide, LCRIs, many law reporters and legal loose-leaf services
- Updating Database
 - Examples: OCLC WorldCat, ProQuest, Books in Print online, Epicurious
- Updating Web Site
 - Examples: LC Web site, CONSER Web site, University of Washington Web site

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Updating Loose-leaf



Updating Database

The screenshot displays the GISP website interface. At the top, it reads "GLOBAL INVASIVE SPECIES DATABASE". Below this is a navigation bar with links for "ISSG", "IUCN", "LANDCARE", "SCOPE", "CABI", and "DIVERSITAS". A banner on the right says "WELCOME TO GISP's GLOBAL INVASIVE SPECIES DATABASE" with an image of a snake. The main content area features a "Dear users, this database is currently being populated with species information. Please check on a regular basis for updates. In the meantime, if you feel we can be of assistance, please contact us at: issg@auckland.ac.nz" message. Below this are "Hints to start exploring the database:" which include instructions to click a "red 100 of the World's Worst Invasive Species" button and to type a common name like "snake" into the search field. At the bottom of the hints are two buttons: "ABOUT INVASIVE SPECIES" and "HOW TO USE THE DATABASE".

GLOBAL INVASIVE SPECIES DATABASE

ISSG IUCN LANDCARE SCOPE CABI DIVERSITAS

WELCOME TO GISP's
GLOBAL INVASIVE SPECIES DATABASE

Dear users, this database is currently being populated with species information. Please check on a regular basis for updates. In the meantime, if you feel we can be of assistance, please contact us at: issg@auckland.ac.nz

Hints to start exploring the database:

- Click the red 100 of the World's Worst Invasive Species button at the top right.
- Type a common name, e.g. *snake* into the Species Name field and click Search.

ABOUT INVASIVE SPECIES HOW TO USE THE DATABASE

SPECIES SEARCH

STANDARD TAXONOMIC

Species Name

Country or location invaded

Habitat invaded

all

Ecological Category

all

SEARCH

REFERENCE SEARCH

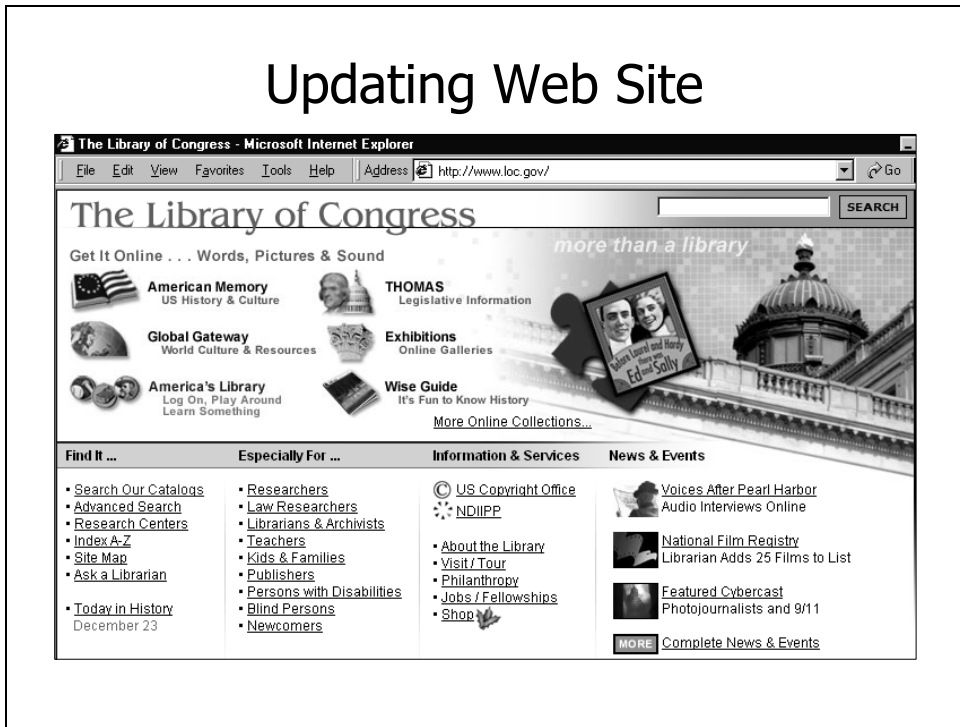
Country or location

Reference Type

reference

SEARCH

Updating Web Site



Integrating resources may be continuing or finite

- While all integrating resources are intended to be updated, some are finite in scope
 - E.g., ALA 2001 Midwinter Meeting Web site --has a predetermined conclusion
- Both are included in Chapter 12 because:
 - There is no difference in the way they would be cataloged
 - It might be difficult to make this distinction
 - The distinctions are not useful to patrons

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Notes for instructors:

Because some integrating resources may in fact have a “predetermined conclusion” (or, in the old language, they are “not intended to continue indefinitely”), they are not strictly speaking “continuing resources” –that is, they do not fit the formal AACR2 definition of a “continuing resource.”

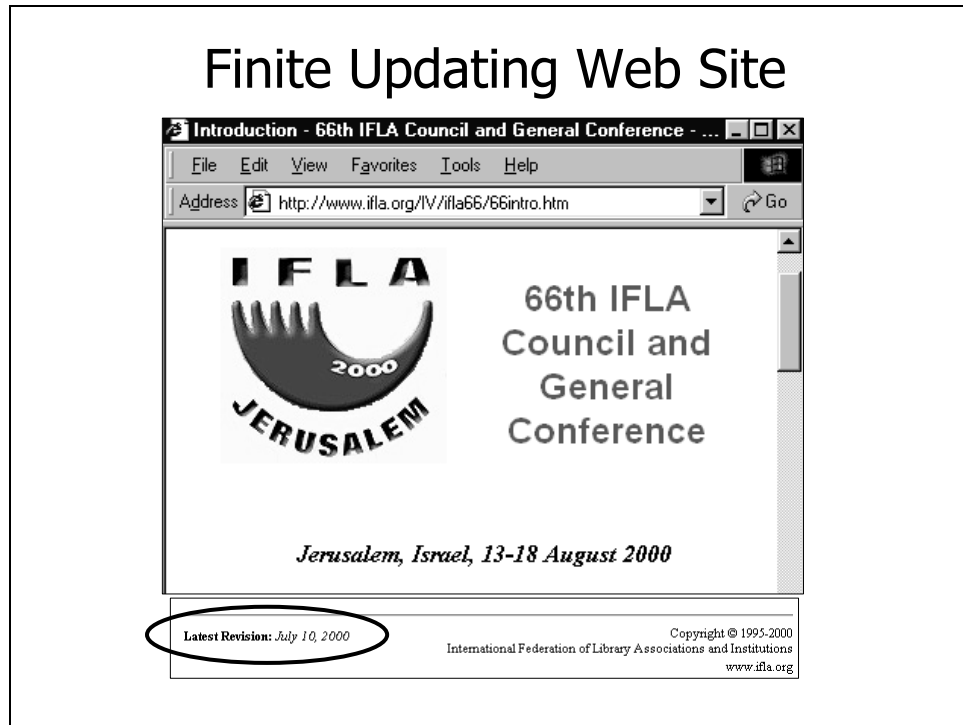
Examples of finite IRs include Web sites for conferences or art exhibitions that are intended to be updated for a limited period of time, and then cease being updated. In that sense they have a “predetermined conclusion.”

But this difference between continuing and finite IRs is primarily a logical, conceptual difference. The way that these resources are cataloged is really the same.

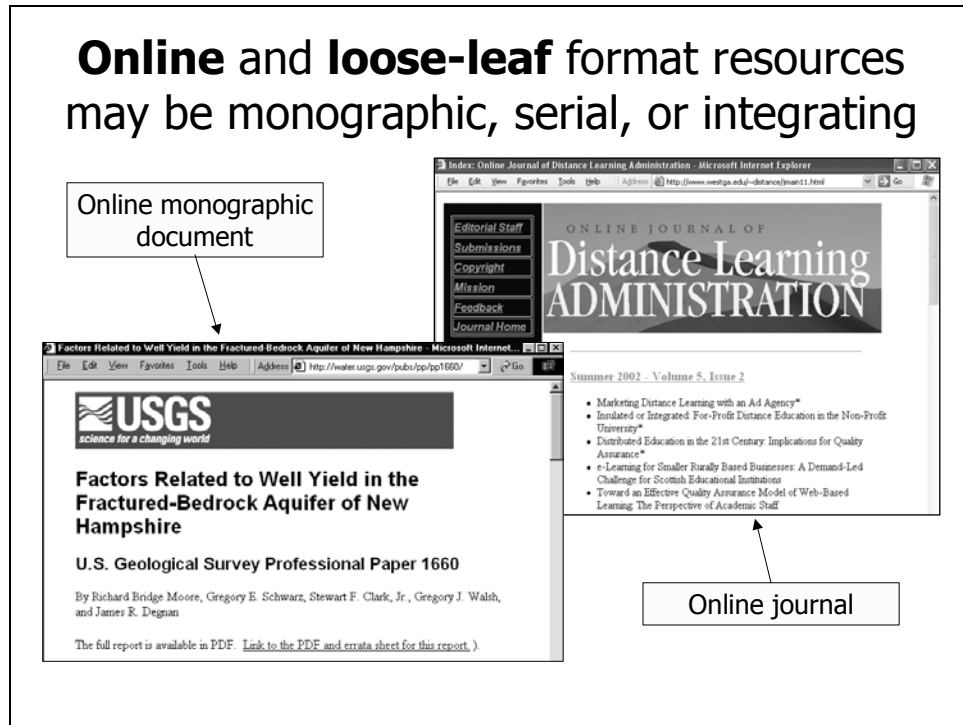
And in fact you may in many (perhaps even most) cases not know whether or not an integrating resource is finite or continuing at the time of cataloging.

In actual practice, if and when a cataloger discovers that the resource has ceased being updated, they can “close” the record by adding the concluding date of publication, if known.

So there will end up being in effect little practical difference between whether the resource originally had a predetermined conclusion or not.



This is an example of a finite integrating resource: a Web site for the the 2000 Annual IFLA Conference: updated with new content, integrated into whole, but has predetermined conclusion (intended that updates will cease).



This is a very important point to emphasize for the workshop participants as a reminder:

Not all online resources are integrating!

There are lots of online monographs and online serials.

If time permits, you might ask workshop participants to name some examples of each, especially of online monographs vs. online IRs. Examples of the former include e-books, government documents, reports, etc., especially those in pdf format; digitized images, digital sound and video recordings, etc.

Not all loose-leaf format resources are integrating!

There are some monographs and serials published in loose-leaf format.

Simply having pages with punched holes in a loose-leaf binder does make a resource integrating!

You have to assess its content and whether or not it is finite or continuing, and if it is continuing, whether its updates remain discrete or are issued as replacement pages.

Deciding what's what--LCRI 1.0 (formerly LCRI 12.0A)

- In deciding how to catalog a resource, consult LCRI 1.0 and ask the following questions:
- Will the resource be issued/updated on a continuing basis?
 - If it is basically complete, but may have been corrected, catalog as a monograph
 - If it is likely to be updated or added to over time, treat as a serial or integrating resource

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This is the first of three slides listing some of the fundamental questions that a cataloger needs to ask about an online and or a loose-leaf resource before cataloging it.

The full text of LCRI 1.0 is included in Appendix C for this workshop.

Instructors might want to encourage participants to read, re-read, and get to know LCRI 1.0 very well!

Even for libraries that do not strictly follow LC rule interpretations, it is very helpful for getting a grasp on the new bibliographic landscape!

Decisions (2)

- Is the resource a direct access e-resource?
 - LCRI 1.0 assumes that a direct access resource *cannot* be an integrating resource
 - Ongoing CD-ROMs thus are serials, even when cumulative
- Is the resource issued in loose-leaf format?
 - Consider whether the base volume will be issued on a regular basis (serial) or not (IR)

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We don't have to worry about how to treat CD-ROMs and other tangible electronic resources: they are always monographs or serials, not integrating resources!

Extract from LCRI 1.0 (bold face added to highlight portion especially relevant to this workshop slide):

Situations Requiring Further Consideration

1) *Electronic resources*

If the resource was/is published in print, make the decision to catalog the electronic resource as a serial, integrating resource, or monograph based on the electronic resource itself, not on how it was issued in print. Information about the planned type of issuance may be given in the resource's "read me" files, etc.

a) **Catalog as serial:**

i) Remote access resource: a resource having material added as discrete, usually numbered issues (an "issue" can consist of a single article). The resource might contain a listing of back volumes, back issues, images of journal covers for sequential issues; only current issue may be available as a separate issue

ii) **Direct access resource: a resource whose carrier is issued successively (this situation is analogous to a print serial whose latest volume supersedes any earlier volumes)**

Note that such resources can be mounted on networks such that the successive issuance of the carrier is not observable to the cataloger or end user; when contributing cataloging in a shared environment (e.g., bibliographic utility), the record should reflect the carrier and type of issuance as published.

b) Catalog as an integrating resource:

i) Remote access resource: a resource having material added, changed, or deleted via updates that do not remain discrete — might contain articles from more than one journal, [other situations and examples from group]

ii) Direct access resource: no direct access resource can be issued as an integrating resource (assumption that would be changed if proven incorrect)

c) Catalog as a monograph: Remote or direct access resource: a resource complete in one part or intended to be complete in a finite number of parts, including those resources that are corrected via "errata" information.



Decisions (3)

- Is the resource a remote access (online) resource?
 - Can you access any earlier issues or updates?
 - If no, consider to be integrating
 - If yes, treat as serial or as a multipart monograph

29

The parts of a serial are issued successively and remain discrete. In most cases the discrete parts of a serial will also bear numbering.



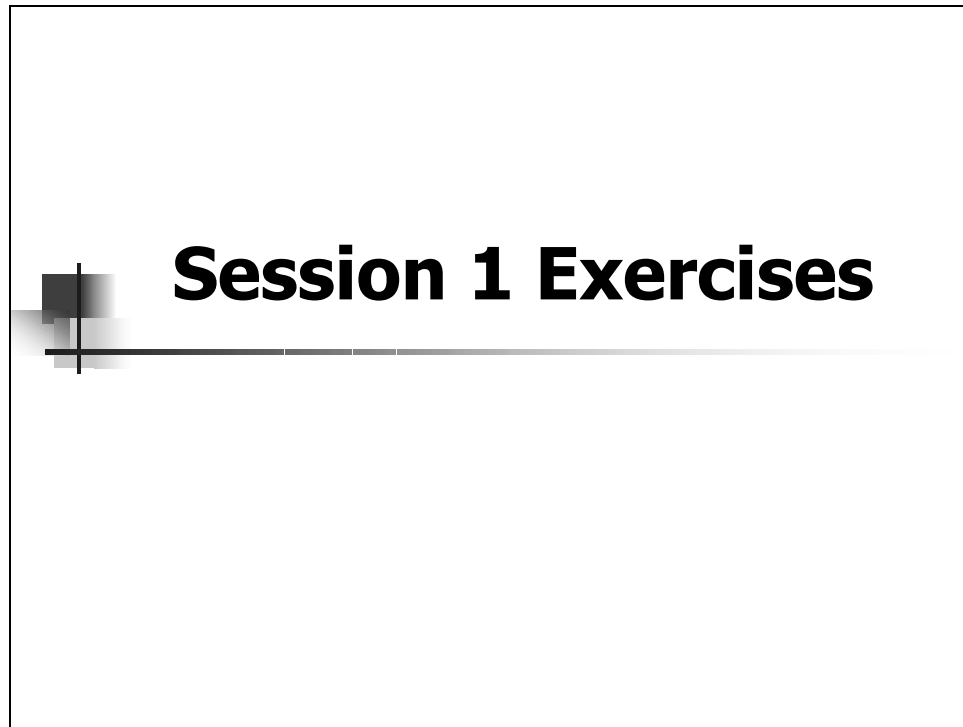
Summary

- Many electronic resources and loose-leafs are *integrating resources* -- not monographs
- All direct access resources (e.g., CD-ROMs) issued in successive parts are to be cataloged as serials
- LCRI 1.0 provides guidance

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Essential points for workshop participants to take with them from Session 1.

This may be a good time to invite questions from participants on the content of what has been covered in Session 1.



Notes on this and all of the workshop exercises:

Trainee manuals:

Students have the exercises and the answers separated from each other:

(1) Exercise instructions and surrogate images are given after each session in the manuals. They do not have printouts of these PowerPoint slides, which are for the instructor's use only. The surrogates appear in larger print so that they are easier to read for completing the exercises.

(2) Answers to the exercises are given in Appendix C in the trainees' manuals.

Instructor manuals:

Instructors have what the students have plus these PowerPoint slides that integrate the exercise material with the answers, along with additional instructor notes.

These Exercises Slides may be used for shared class viewing while going through the exercises together as a group.

Options for completing the exercises:

Depending on timing or instructor or participants preferences, the exercises may be done

(1) with the whole class going through them together as a large group all at the same time; or

(2) with participants working individually or in pairs or in small groups or any combination thereof; and then the whole group can go through the answers together while viewing these slides and referring to the printed materials.



Session 1 Exercises

Distinguishing monographs, serials, and integrating resources

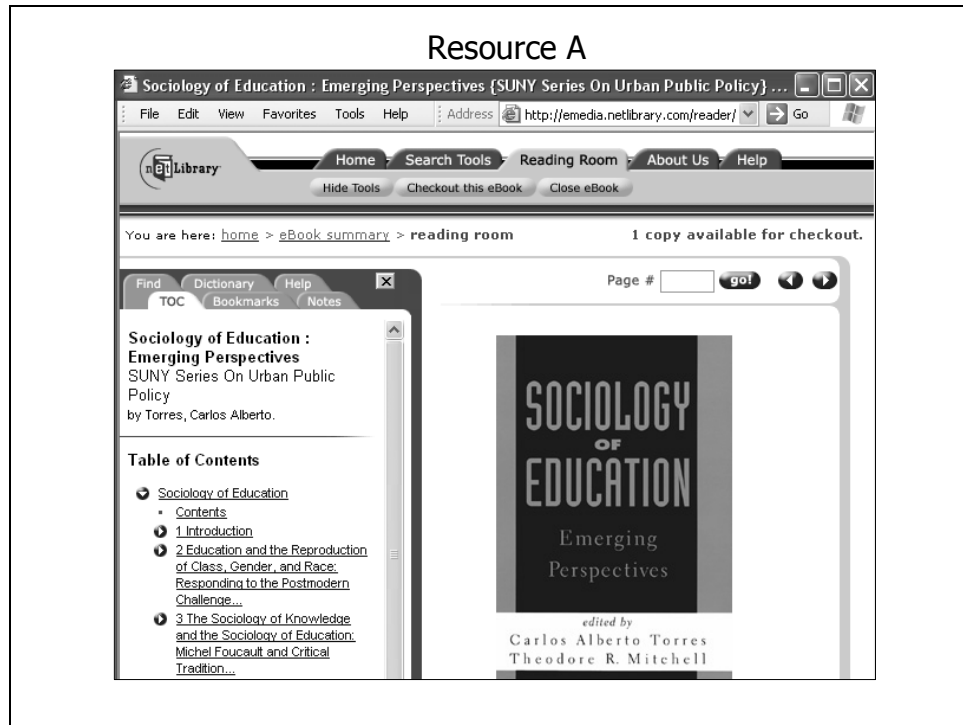
Each of the surrogates in exercises in the printed manuals and on the following slides represents an online resource.

For each resource, answer the questions:

1. **Is it a monograph, a serial, or an integrating resource?**
2. **Why or why not?**

2

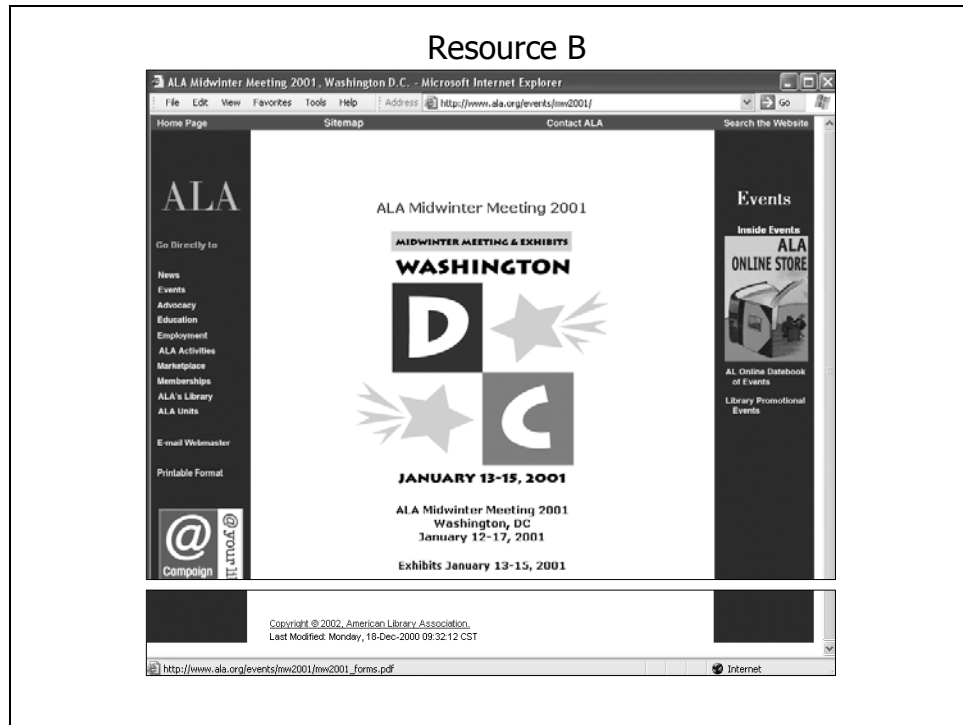
Note: **LCRI 1.0** provides detailed guidance on distinguishing resources with these these three types of issuance.

**ANSWER:**

A monograph. This is an electronic book available from netLibrary. The content of the book does not change over time.

It is an electronic monograph.

You might note that the cover shot page, table of contents page, and all of the individual pages that make up the e-book form a kind of a mini Web site, in that they consist of multiple Web pages nested within one 'cover page', but taken as a whole they constitute a book, with fixed contents that are not updated over time.

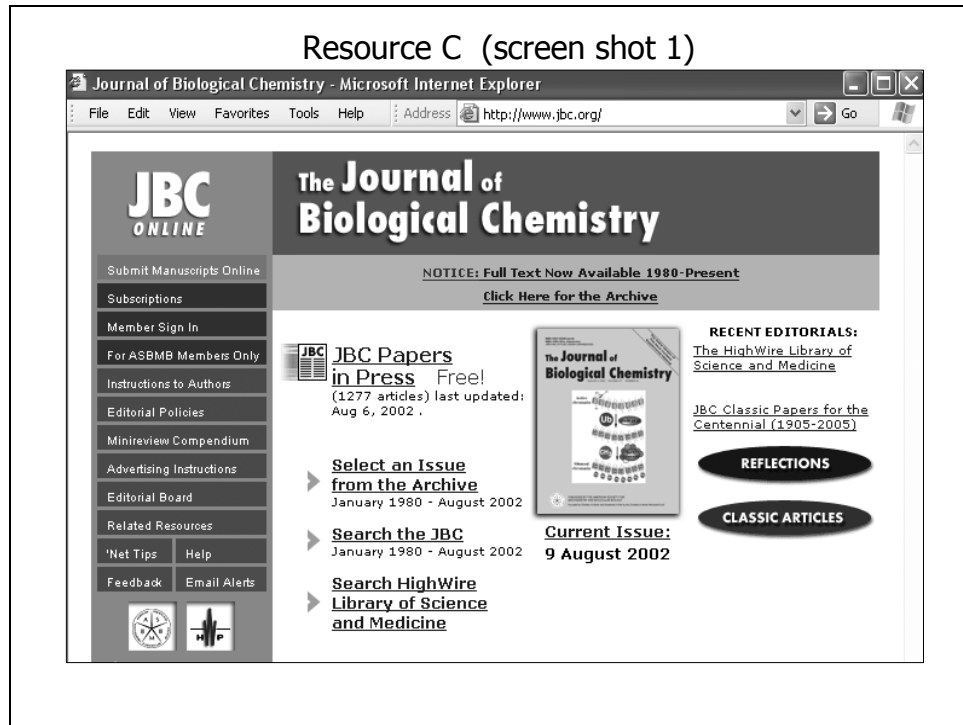
**ANSWER:**

An integrating resource.

This particular integrating resource appears to be a finite rather than a continuing integrating resource, in that updates appear to have ceased.

This would make sense considering that it is the Web site for a conference that was of limited duration.

Note the "Last Modified" date at the bottom of the home page screen.



Note that this and the following slide are to be taken together to determine the nature of this resource.

ANSWER:

A serial.

Besides its title and other evidence from the journal home page, the second screen shot shows that it has numbered issues that remain as “discrete parts” available online.

You might also note that, like the e-book in Resource 1, but even more so, this online journal, like virtually all of them, is organized as a Web site, with a home page and many nested sub-pages within the base domain name. But its predominant nature or content is serially-issued language material. It is the online version of a print serial and is most logically treated as such.

Resource C (screen shot 2)

The screenshot shows a web browser window titled "JBC -- Archive of Issues by Date - Microsoft Internet Explorer". The address bar shows "http://www.jbc.org/contents-by-". The main content area is titled "Archive of All Online Issues: 10 Jan 1980 - 9 Aug 2002" and includes a link for "List of All Minireviews".

Current Issue: August 2002, Vol. 277, Num. 32

Recent Issues:

- August 2002, Vol. 277, Num. 31
- July 2002, Vol. 277, Num. 30
- July 2002, Vol. 277, Num. 29

Full Text and Abstracts: 6 Jan 1995 - 9 Aug 2002

2000s	2000	2001	2002	-	-	-	-	-	-	
1990s	-	-	-	-	-	1995	1996	1997	1998	1999

PDF and Abstracts: 10 Jan 1980 - 30 Dec 1994

1990s	1990	1991	1992	1993	1994	-	-	-	-	
1980s	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989

[See previous slide]

Resource D

Satellites visible over Los Angeles - Updated Weekly

Artificial satellites orbiting the Earth are visible 1-2 hours after sunset and 1-2 hours before sunrise, while the ground is dark but the satellite is in sunlight because of its high altitude. This page lists predicted visibility times for some large and bright satellites of astronomical interest. These are easily visible even from the city of LA! The satellite will look like a moving star.

ISS is the International Space Station. It is quite bright and easy to see. HST is fainter, but can be quite bright when its solar panels are oriented correctly.

If you don't live in LA, the predictions on this page will not be useful for you, but the German Aerospace Center has a great [satellite prediction page](#). Be sure to look at the Iridium flares! [Here's](#) a bright one over UCLA.

All times and dates Pacific Standard Time or Pacific Daylight Time.

Satellites with thrusters are sometimes [way behind schedule](#), but these times are usually good to better than a minute.

Click on an entry to see a stargazing chart with the satellite track. Planets and the Moon are in red, the satellite track is in blue.

[Explanation of the table](#)

ISS

time at maxel	az	az'	maxel	Range	Sunel	@sat	@sat'	DM	Age
8/10/ 2 20:55:17	27.0	0.3	10.6	1371.2	-13.9	6.3	-0.065	0.7	7
8/11/ 2 21:35:44	4.9	0.6	29.8	718.1	-21.1	1.0	-0.065	-0.2	8
8/12/ 2 20:40:54	33.0	0.4	18.2	1013.7	-11.7	6.9	-0.065	-0.2	9
8/13/ 2 21:21:32	319.4	0.4	74.0	399.1	-19.2	1.0	-0.065	-2.1	10
8/14/ 2 20:26:11	38.6	0.8	35.5	629.7	-9.4	8.9	-0.064	-1.4	11
8/15/ 2 21: 6:43	228.4	-0.8	33.8	650.5	-17.1	3.7	-0.062	-0.8	12
8/16/ 2 20:11: 8	64.7	38.9	88.7	384.5	-7.0	12.3	-0.061	-2.3	13

ANSWER:

This resource appears to be most likely an integrating resource.

Note that this resource has a statement of regular updating.

It would require further investigation to determine how accurate or regular this updating really is.

If the updates, which bear unique designations, remain as “discrete parts” and do not get integrated into the whole, then this resource would be a serial rather than integrating.

But, in fact, in this Web site the earlier dates are not archived, and only the last week to two weeks' worth of information is available on the page at any time; as a new date's data are added, the oldest date is usually removed. All of this means it's probably best treated as an integrating resource rather than a serial

Resource E

The screenshot shows a Microsoft Internet Explorer window displaying the Dublin Core Metadata Initiative website. The browser's address bar shows the URL: <http://dublincore.org/documents/2000/07/16/usageguide/>. The page title is "Using Dublin Core". The metadata table is as follows:

Title:	Using Dublin Core
Creator:	Diane I. Hillmann Project Manager & Metadata Specialist National Science Digital Library Project at Cornell Department of Computer Science Cornell University Ithaca, New York, USA
Date Issued:	2000-07-16
Identifier:	http://dublincore.org/documents/2000/07/16/usageguide/
Replaces:	http://dublincore.org/documents/1998/07/31/usageguide/
Is Replaced By:	Not applicable
Latest Version:	http://dublincore.org/documents/usageguide/
Translations:	http://dublincore.org/sources/translations/
Status of Document:	This is a DCM Working Draft.
Description of Document:	This document is intended as an entry point for users of Dublin Core. For non-specialists, it will assist them in creating simple descriptive records for information resources (for example, electronic documents). Specialists may find the document a useful point of reference to the documentation of Dublin Core, as it changes and grows.

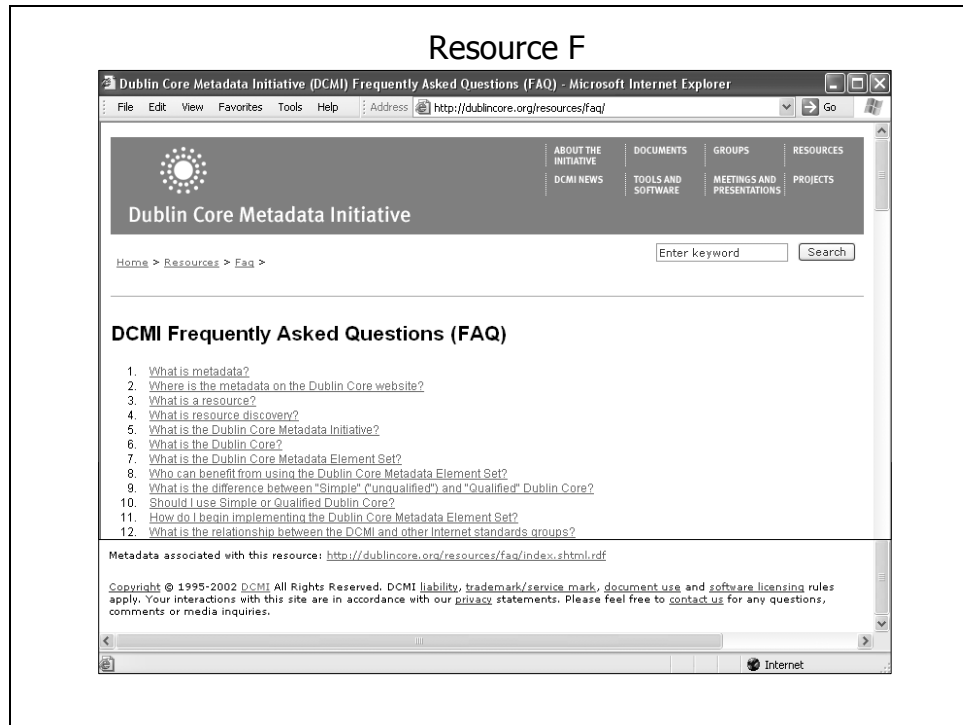
Below the metadata table is a "TABLE OF CONTENTS" section with the following items:

- 1. Introduction
 - 1.1 What is Metadata
 - 1.2 What is the DCM
 - 1.3 The Purpose and Scope of This Guide

ANSWER:

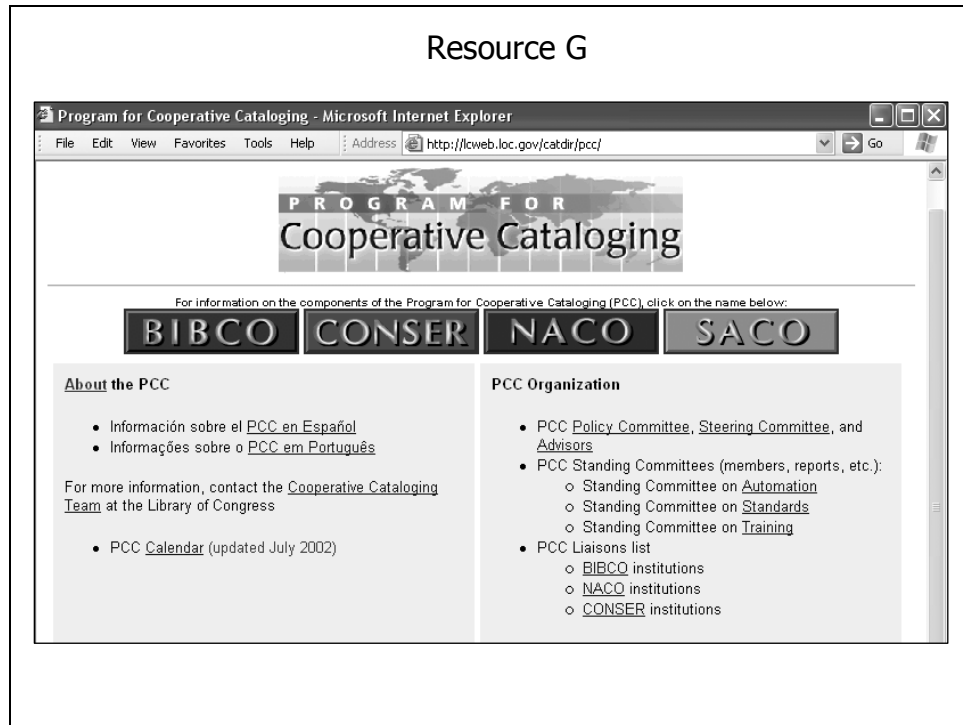
Monograph.

This is an online document that goes through different versions over time, but even though the most recent version “replaces” the previous versions, each earlier version or edition remains discrete and accessible at its own unique electronic location (URL). The changes are not integrated into the single resource.

**ANSWER:****Integrating.**

This is an online document that is updated over time, and the updates are integrated into the existing resource, namely, the same title located at the same electronic address (URL). Previous iterations do not remain discrete parts at separate URLs that can continue to be accessed.

It is worth noting that electronic documents, in addition to Web sites and databases, can be integrating. In such cases they are more or less the equivalent of online loose-leaf publications. They often have print counterparts that are actual loose-leaves. This particular example does not, but can the group think of any printed loose-leaves that have online versions? [Examples might be LCRI, the new AACR, the MARC books, etc. that have online version in Cataloger's Desktop. Currently that resource is updated quarterly.]

**ANSWER:**

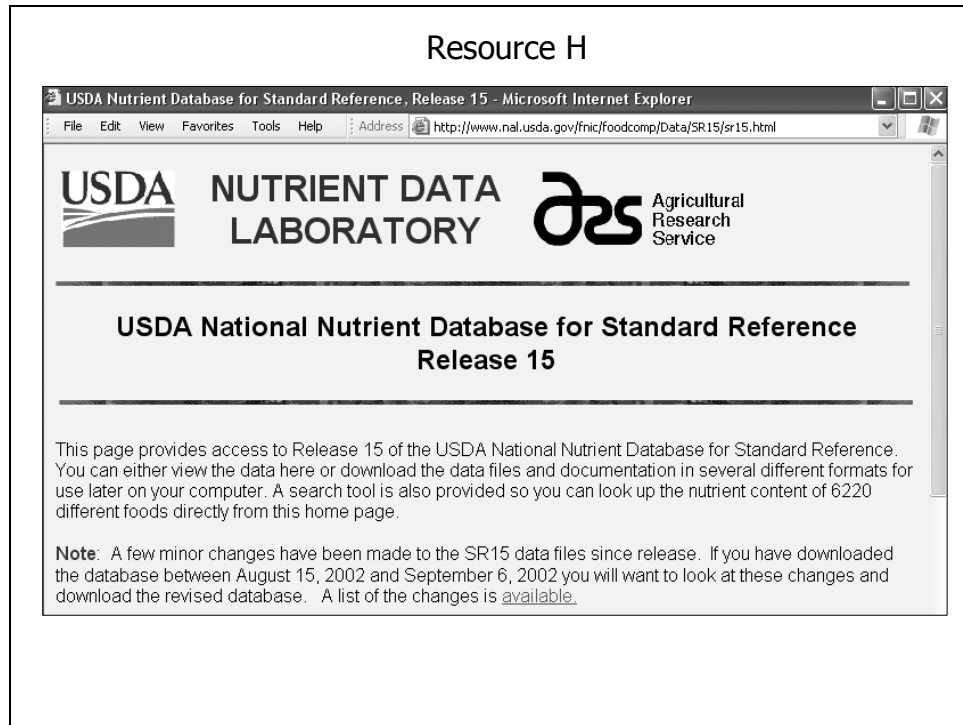
An integrating resource.

This is an updating Web site.

Notes to instructors:

This and the following two surrogate resources will be used as recurring examples periodically throughout Session 2 as representatives of an updating Web site, an updating database, and an updating loose-leaf.

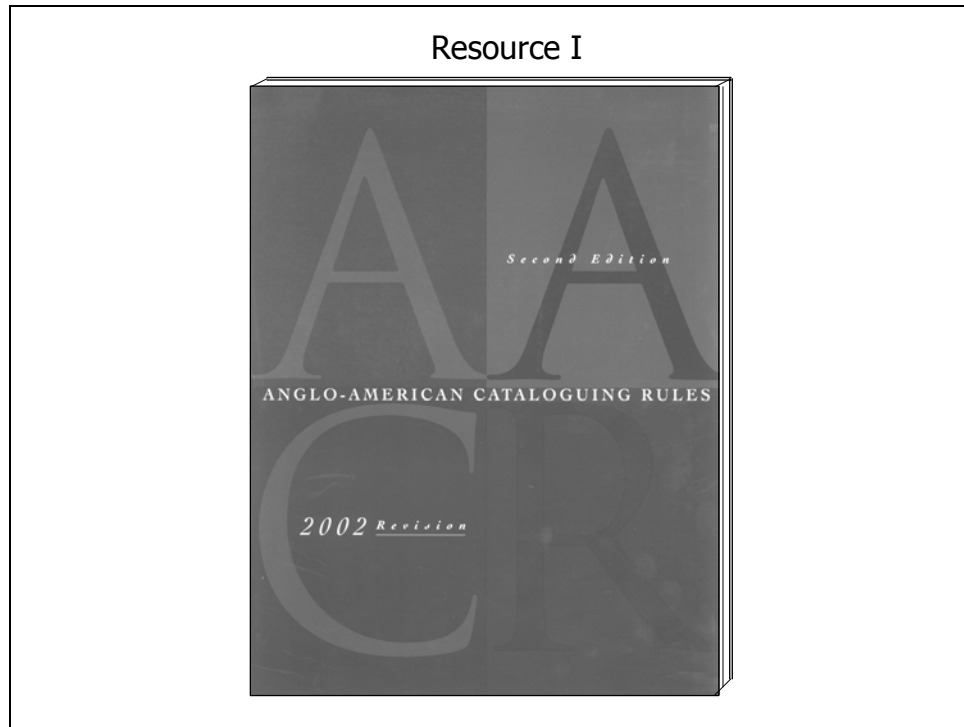
You might note that this Web site illustrates the common situation on the Web that has come to often be called “granularity”: this Web site is nested within at least two other larger granular levels that constitute their own Web sites evident by the URL: it is located within the Cataloging Directorate Web site, which is in turn located within the Library of Congress Web site.



ANSWER:

An integrating resource.

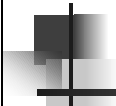
This is an updating database.



ANSWER:

An integrating resource.

This is an updating loose-leaf.



Session 2a

Original Cataloging of Integrating Resources

Optional Warm Up Exercises

Ask the participants: For those who have cataloged updating Web sites and online databases, what kinds of problems have you encountered? How does it compare with cataloging print and other tangible resources? What aspects have you found the most challenging? How about updating loose-leaves? For those who haven't yet cataloged these resources, what do you think your first steps to cataloging a Web site would be?

Instructor References

The Instructor is advised to review and consult the following for this session:

Primary sources:

AACR2, 2002 Revision, Chapters 12 and 9 and the corresponding LCRIs

MARC 21 Format for Bibliographic Data: Leader, 006, 007, and 008 fields, especially for Books, Continuing Resources/Serials, and Computer files/Electronic resources

OCLC Bibliographic Formats and Standards: Fixed Fields and Control Fields 006 and 007, especially for Books, Continuing Resources/Serials, and Computer files/Electronic resources

Information on new rules, significant changes, and implementation of new MARC tags:

Library Of Congress Implementation of the 2002 Edition of AACR2 - Significant Changes / Cataloging Policy And Support Office: <http://lcweb.loc.gov/catdir/cpsa/aacr2002.html>

OCLC Technical Bulletin 247, Section 1 "Coding Practice for Integrating Resources":
<http://www.oclc.org/technicalbulletins/247/#1>


RLG Technical Note: "How MARC 21 Updates 2 and 3 Affect the RLG Union Catalog":
<http://www.rlg.org/marcupdate02.html>

Information on Leader and control field coding for electronic resources:

Library of Congress: *Guidelines for Coding Electronic Resources in Leader/06*:
<http://lcweb.loc.gov/marc/ldr06guide.html>

Cataloging Electronic Resources: OCLC-MARC Coding Guidelines by Jay Weitz:
<http://www.oclc.org/connexion/documentation/type.htm>

Session 2a Original Cataloging of Integrating Resources (beginning)



Goals for Session 2

1. Learn the basics of original cataloging of integrating resources
 - With a focus on *electronic* integrating resources, and what is *new and different* after Dec. 1, 2002
2. Understand how to apply the new AACR2 rules for integrating resources
 - Primarily chapter 12, but also chapter 9 for electronic IRs
3. Understand how to apply new MARC coding practice for integrating resources

2

Object:

The object of this session is to give an overview of cataloging integrating resources, with a focus primarily on electronic IR (updating Web sites and databases), but including some material on updating loose-leaves.

The session covers both AACR2 rules and MARC tagging, with a focus on what is new and different with the 2002 revisions for cataloging updating online resources and updating loose-leaves.

Note: there is more material on cataloging updating loose-e-leaves and loose-leaf services in optional Session 6.

Additional materials needed: instructors and participants should have **Appendix A** out of their binders and ready for reference when or if needed during session 2.

Participants' Goals:

You might ask the participants if they have any additional or more specific goals or areas they especially want to learn about in this session.



Outline of Session 2

Session 2a:

1. Tools for cataloging IRs
2. First steps in original cataloging
3. MARC leader and control fields
4. Bibliographic description: basis, chief source, areas 1-6

Session 2b:

5. Bibliographic description: areas 7-8
6. Linking entries
7. Access points

Session 2 Exercises

3

Session 2 is the longest in the workshop and is therefore split into two sections.

Instructors may wish to take the lunch break at some point other than this session division.

It is important for instructors to be familiar with the order and flow of material in this session; this may also be important to explain to participants right at the start so as to avoid confusion:

Note on the order of presentation:

The session covers MARC leader and control fields in general first --but only what is new and different for integrating resources or what is especially important for cataloging electronic IRs. Refer to Appendix A for more detailed lists of MARC codes.

The coverage of bibliographic description follows the order of AACR2 rules, with a few exceptions:

Variant title notes and entries (MARC 246) are covered immediately after title proper (MARC 245) rather than with the notes area.

The use of some MARC fixed field coding is not covered in the beginning MARC section but instead is covered at the same time as the associated variable fields in the bibliographic description section, where they will make more sense: namely, Type of date and Dates codes are covered along with Area 4 dates of publication (260 \$c); and Frequency and Regularity codes along with Area 7 Frequency note (310/321).

The bibliographic description section is based on AACR2 chapters 12, 1, and 9, and include MARC tagging.

Note on Examples used in Session 2:

The last three resources used in the Session 1 Exercises will be used periodically throughout Session 2a-b; and final complete records will be given for each of the three at the end of Session 2b: one Web site, one database, and one loose-leaf.

A variety of other examples will be used where needed to illustrate different aspects not covered by the three main resources selected as examples.



Tools for cataloging integrating resources

- *Anglo-American Cataloguing Rules (AACR2), Second Edition, 2002 Revision*
 - Especially chapters 12, 1, and 9
- *Library of Congress Rule Interpretations (LCRIs)*
- *MARC 21 Format for Bibliographic Data*
- For OCLC members: *Bibliographic Formats and Standards*
- BIBCO and CONSER documentation

4

This slide lists the primary resources that catalogers need to consult for original cataloging of integrating resources.

Additional resources are listed in Appendix E: Bibliography.



First steps in original cataloging [1]

1. Determine the **aspect of the resource** that your bibliographic record will represent
 - E.g., the whole or a part of a larger resource (multipart item, monographic series, granular Web site) --See LCRI 1.0

2. Determine the **type of issuance** *of that aspect*
 - Monograph (single or multipart), serial, or integrating --See LCRI 1.0
 - Different aspects of a multilevel resource may have different types of issuance

5

This and the following slide list four very important initial determinations and decisions that catalogers must make before proceeding to create a new bibliographic record for a resource.

The first two steps listed on this slide come from LCRI 1.0: DECISIONS BEFORE CATALOGING: What Is Being Cataloged?

Step 1: This is critical for all resources, but in a way especially for Web resources because of their usual highly “granular” nature; it is crucial to decide what level of a granular Web site you are cataloging and to maintain consistency within your bibliographic description for that level.

Determinations of type of issuance, primary content, and iteration may also vary depending on granular level selected.

Step 2: This is equally critical before starting to catalog an online or loose-leaf format resource.

Since we are dealing in this workshop with integrating resources, all of the examples used from here on have already been determined to be integrating resources.



First steps in original cataloging [2]

3. Determine the **primary content** *of that aspect*
 - E.g., textual, cartographic, visual, sound, computer file
 - Affects which Type of Record and 008 / OCLC workform you use

4. Determine **which iteration** you have (when integrating)
 - First, last, or other iteration
 - Affects especially how you record dates of publication

6

Step 3.

The primary content of a loose-leaf will usually be text (language material).

The primary content of an online resource may vary. Most Web sites and databases will have primarily textual content, but others will have cartographic, image, sound, computer program, and other types of primary content.

This is the difference between “content and carrier.” A classic example: a digitized image of a page of printed text is still primarily text in terms of its content, but its carrier is electronic and image (e.g., a jpg file).

This determination is important because it affects the MARC Type of Record code selected, and, in OCLC, the kind of original workform selected.

Step 4.

It is useful from the very start of the cataloging process to know what iteration of a resource you have.

This affects especially how you treat dates of publication in the bibliographic description area 4.

For most online integrating resources the cataloger will rarely be viewing the first iteration of the resource, and will rarely have a way to clearly identify a first iteration even if they happen to be viewing it.

MARC Leader and Control Fields

- Type of record (Leader/06 ; OCLC "Type")
 - Primary content
- Bibliographic level (Leader/07 ; OCLC "BLvl")
 - Type of issuance
- Control fields 006 and 008 (OCLC fixed fields)
 - Fixed length coded data elements for different types of material (e.g., books, maps, computer files, etc.)
- Control field 007
 - Physical characteristics fixed field

7

Once the initial determinations from the previous slides have been made, the cataloger must select the Type of record and Bibliographic level codes appropriate for the resource. In OCLC this equals which workform you select. For loose-leaves this will virtually always be the Continuing Resources workform, but for electronic resources it can vary.

Select the **Type of record code** appropriate for the predominant content of the resource, regardless of its electronic carrier.

Select the **Bibliographic level code** for its type of publication.

The 008 positions and OCLC workform are automatically determined by the Type and BLvl combination.

Select the appropriate **006 fields** to add to the record to code for the significant aspects not covered by the Leader and 008.

Add one or more **007 fields** for the electronic and other aspects of the resource (such as cartographic, sound, image, etc.)

Type of record (Leader/06) (OCLC: Type)

- Select code for primary content of resource
 - Regardless of physical carrier (print, electronic, etc.)
- For example:
 - **a** – Language material
 - Includes primarily textual Web sites & databases, disregarding incidental images, search software, etc.
 - **m** - Computer file
 - Restricted to computer software, computer-manipulable numeric data, computer-oriented multimedia, online systems or services
 - **e** – Cartographic material
 - **k** – Still images (“two-dimensional non-projectable graphic”)
 - **g** – Moving images (“projected medium”)
 - **j** – Musical sound recordings

8

This slide lists only six of the many possible Type of record codes for online integrating resources. Code “a” for language material is the most common for Web sites and databases.

Session 5 will go into the use of various codes in more detail. It includes additional guidelines to assist in making this determination

Additional information for instructors:

Heads up: The Session 2 exercises include one Type a and one Type m resource

More information on some of the codes:

a – Language material

Use code “a” for Web sites and databases that consist primarily of electronic text, disregarding incidental images, hyperlinks, and search software.

m - Computer file

Use code “m” for Web sites and databases that consist of one of the following: computer software, computer-manipulable numeric data, computer-oriented multimedia, online systems or services.

e – Cartographic material

Use code “e” for Web sites and databases that consist primarily of cartographic content, including digital maps, online interactive atlases, etc.

k - Two-dimensional nonprojectable graphic

Use code “k” for Web sites and databases that consist of digital images, including digitized photographs, etc.

Web resources consisting mostly of HTML text with incidental images, hyperlinks, and/or search software are considered predominately textual and coded **Type “a”**.

[recall that a book with pictures is still cataloged as text, not as image material, as would be a photograph or a poster]

Note the restricted scope of **Type “m”**: it applies now only to four categories of electronic resource.

Bibliographic level (Leader/07) (OCLC: BLvl)

- **m** – Monograph
- **s** – Serial
- **i** – **Integrating**
 - All updating loose-leafs, updating Web sites, and updating databases are integrating
 - *Reminder:* records for integrating resources with Type = a (Language material) will have a Continuing resource 008. However, records for integrating resources with other Type values will have the 008 for that Type. For example, records with Type = m (Computer file) will have the Computer file 008 and records with Type = e (Cartographic material) will have the Maps 008.

9

For textual integrating resources, we now use Continuing Resources 008 instead of the Books 008 [“format” and workform in OCLC]. For further information on implementation by the utilities see:

OCLC *Bibliographic Formats and Standards 3.11 Guidelines for Integrating Resources*
<http://www.oclc.org/bibformats/en/specialcataloging/default.shtm>

Electronic resources 006/008 elements

- Form of item (OCLC: Form and Orig)
 - Code "s" – Electronic
 - Use this code for all electronic resources in:
 - "Form of Item" (008/23; 006/06)
 - "Form of Original Item" (008/22; 006/05)
- Type of computer file (OCLC: File)
 - See Appendix A for list of codes
 - Use this code in Electronic resources/Computer files 008 or 006
 - [Will cover use of different codes in Session 5 of this workshop]

10

This slide lists two 006/008 elements unique to electronic resources

1. Form of item code "s" for "electronic":

Used in the same way that codes for microfilm and microfiche are currently used in those 008 bytes. OCLC added the new code "s" to the 008/23 on existing records in spring 2000.

Best practice for electronic integrating resources is to always code Form of item as "s".

Note: the Form of item byte positions for **MAP, VIS** are different from other types of resources: 008/29; 006/12

Type of computer file code:

This code will always be used in all records for electronic resources in either the 008 or 006.

See Appendix A for a complete list of codes.

We will cover the application and use of these codes in Session 5.

Continuing resources 006/008 elements

- Frequency
- Regularity
- Type of continuing resource
(formerly: Type of serial)
- ISSN center
- Form of original item
- Form of item
- Nature of entire work
- Nature of contents
- Government publication
- Conference publication
- Original alphabet or script of title
- Entry convention
(formerly: Successive/latest entry)

11

This slide lists the remaining Continuing Resources 006/008 elements
Reminder: formerly called Serials 006/008 in MARC 21; now applies to both serials and integrating resources.

They will be used in either the 006 or 008.

We want to look especially at **Frequency, Regularity, Type of continuing resource, Form of item** and **original item**, and **Entry convention**.

See Appendix A for a complete list of all fixed-length elements unique to Continuing resources, with lists of all possible codes/values.

Frequency (Freq) and Regularity (Regl)

<p>Frequency codes:</p> <p><i>Examples of selected codes; see Appendix A for complete list.</i></p> <ul style="list-style-type: none"> ▪ blank - No determinable frequency (irregular) ▪ d - Daily ▪ k - Continuously updated (= more frequently than daily) ▪ m - Monthly ▪ q - Quarterly ▪ u - Unknown ▪ w - Weekly 	<p>Regularity codes:</p> <ul style="list-style-type: none"> ▪ r - Regular ▪ n - Normalized irregular ▪ x - Completely irregular ▪ u - Unknown
--	--

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These two Continuing resources elements are always used together and in conjunction with the 310 frequency note in the body of the bibliographic record.

The Frequency element contains numerous codes for different frequencies. *Only a few are given on this slide for space reasons! See Appendix A for a complete list of codes.*

We will cover their use later in Session 2b in conjunction with the Frequency note in area 7 of the bibliographic description.

The “Frequency” element is used for frequency of issues for serials and for frequency of updates for integrating resources.

Heads up for instructors:

In case participants raise this issue or notice the difference, instructors will want to know ahead of time that the definition of MARC 21 Frequency code “k” uses the term “**Continuously** updated” while the examples in AACR2 use the term “**Continually** updated.” Either variant is acceptable in the 310 since no specific wording is prescribed by AACR2 (AACR2 examples are illustrative, not prescriptive).

The term “continuously” accords with the established MARC standard (Frequency code wording) and the examples in AACR2 are not prescriptive as to wording.

But it may be argued that “continuously” implies the notion of constantly, without interruption, while “continually” implies the notion of periodically, with great frequency, in which case “continually” is likely to more technically correct for most updating Web resources to which this frequency statement is relevant. Some online services may, however, actually be “continuously” updated in the narrower sense of this term.

But until one term is used consistently in AACR2 and MARC 21, or one term is given preference in LCRIs or other guidelines, there is no official basis for preferring one term over the other. This workshop may not be the best time or place to get caught up in arguing about these semantics, since there is so much material to go through and workshop participants will not be able to resolve the issue in any definitive way.

Type of continuing resource (OCLC: SrTp)

- Codes for integrating resources:
 - **d** - Updating database
 - **l** - Updating loose-leaf
 - **w** - Updating Web site
- Codes for serials:
 - **m** - Monographic series
 - **n** - Newspaper
 - **p** - Periodical
 - blank - None of the others

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Three values for integrating resources have been added to the four existing serials values.

When cataloging integrating resources, the cataloger simply needs to select code “d”, “l”, or “w” for this element.

008/21; 006/04

Entry convention (OCLC: S/L)

- Codes for serials:
 - **0** - Successive entry
 - **1** - Latest entry
- New code for integrating resources:
 - **2** – Integrating entry
 - Record is cataloged under its latest (most recent) title and/or responsible person or body.
 - A new record is made only when there is a major change in edition, or it is determined that there is a new work, or for mergers and splits.

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The cataloging convention used for dealing with **changes** in bibliographic data elements in continuing resources.

Serials cataloged according to AACR2 use the Successive entry convention.

Serials cataloged prior to AACR2 used the Latest entry convention.

Integrating resources, starting with the implementation of AACR2 2002 Revision, are cataloged using the Integrating Entry convention. The definition on this slide is taken directly from the MARC 21 Format for Bibliographic Data.

Note that Integrating entry is basically the same convention as Latest entry, but the name distinguishes this AACR2 cataloging convention used for integrating resources from the pre-AACR2 cataloging convention used for serials.

Note also that this element was called “Integrated entry” with the first MARC 21 documentation and may still be called by that name in printed MARC 21 documentation and in OCLC and other current documentation.

RLIN users: consult RLG documentation for current guidelines of coding this element:

E.g., RLG Technical Note: “How MARC 21 Updates 2 and 3 Affect the RLG Union Catalog”:
<http://www.rlg.org/marcupdate02.html>

Additional information for instructors for optional sharing or in case someone asks:

The definitions of the Entry convention codes for serials are:

0 - Successive entry: New bibliographic record created with major change in title proper, or when corporate body main entry or corporate body uniform title qualifier changes.

1 - Latest entry: Item is cataloged under its most recent title or issuing body (pre-AACR cataloging rules).

007 – Physical description control field

Computer files/Electronic resources 007 elements:

- \$a – code “c” for category “Computer file”
- \$b – code “r” for specific type “Remote access”
- \$d – select correct code for color aspects of resource
- \$e – code “n” for dimensions “Not applicable”
- \$f – select correct code for sound aspects of resource
- \$g → \$l – Optional (used primarily for archival control)

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The 007 is organized by bytes or character positions in MARC 21 and by subfields in OCLC.

Of the five required codes in the Computer files/Electronic resources 007, three are always the same for remote-access electronic resources;

only color and sound need to be determined; the correct code selected from the list (see list of codes in Appendix A)

The final six codes (\$g-\$l) were added to this field several years after the original set; they are optional and are really intended to be used for special archival control of digitized resources and not for ‘regular’, non-archival cataloging.

Note that **LC codes only subfields \$a and \$b.**

**Example 1: Leader and control fields
for updating Web site**

The Library of Congress >> Cataloging

The LIBRARY of CONGRESS **BIBCO CONSER NACO SACO**

Program for Cooperative Cataloging

PCC Home >> Find in PCCPages

Type: a	ELvl: l	Srce: d	GPub: f	Ctrl:	Lang: eng
BLvl: i	Form: s	Conf: 0	Freq:	MRec:	Ctry: dcu
S/L: 2	Orig: s	EntW:	Regl: x	Alph:	
Desc: a	SrTp: w	Cont:	DtSt: c	Dates: 199u,9999	

006 ER: Audn: **File: d** GPub: f

007 ER: c \$b r \$d m \$e n

This is the first of five examples of leader and control field coding for integrating resources. The first three examples are for the three resources selected to represent integrating Web sites, databases, and loose-leaves throughout Session 2.

What to point out in Example 1:

Type of Record is “a” because the Web site consists primarily of textual, document-like content. Bibliographic Level is “i”.

008 for Continuing Resources is used; Type of Continuing Resource (SrTp) is coded “w” for “updating Web site”; Entry Convention (S/L) is “2” for Integrating Entry. Note that we will return to the use of the Frequency and Regularity elements in Session 2b.

006 for Electronic Resources (abbreviated as ER on slide for space reasons) has been added; File = type of computer file: coded “d” for “document”.

007 for Electronic Resources (Computer files) has also been included.

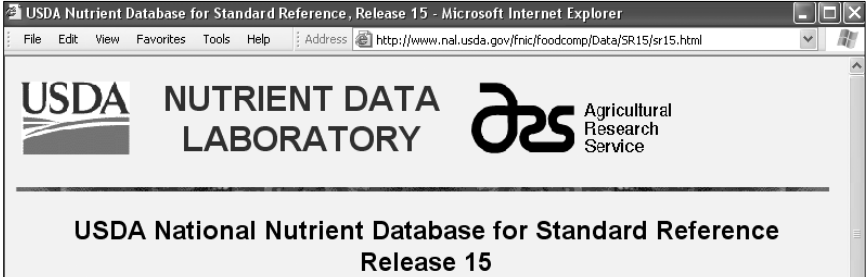
Explanations on format of records used in examples:

With apologies to RLIN users, OCLC format is being used since the majority of workshop participants will be OCLC members.

There is no convenient established way to illustrate the 006 fields since they display in OCLC as character strings which are not human eye friendly! Therefore these examples in the workshop use the OCLC mnemonic tags that appear when adding the 006 in OCLC CatME or Connexion.

Most often they will follow the pattern they take in Connexion, but not always: where they do not exactly look the same but have been included as they are largely for space reasons.

**Example 2: Leader and control fields
for updating database**



**USDA National Nutrient Database for Standard Reference
Release 15**

Type: a	ELvl: l	Srce: d	GPub: f	Ctrl:	Lang: eng
BLvl: i	Form: s	Conf: 0	Freq:	MRec:	Ctry: mdu
S/L: 2	Orig: s	EntW:	Regl: x	Alph:	
Desc: a	SrTp: d	Cont:	DtSt: c	Dates: 199u,9999	
006 ER: Audn: File: d GPub: f					
007 ER: c \$b r \$d m \$e n					

What to point out in Example 2:

Everything is the same for this database that consists of primarily textual, language material content, except for the Type of Continuing Resource (SrTp) code “d” for “updating Database.”

Additional information from Steve Miller (2004):

The USDA National Nutrient Database for Standard Reference example used throughout Session 2 may need clarification for instructors (and participants): individual releases might themselves be non-integrating (i.e., non-updating); each new release gets a new URI: e.g., the current one for Release 16 is:

<http://www.nal.usda.gov/fnic/foodcomp/Data/SR16-1/sr16-1.html> and each can be downloaded and kept until the next release

But the database as a whole does appear to be integrating in that each new release appears to completely replace the previous one, which is not longer accessible, and consists of updated content of the same database.

The problem with this as an example is that it is somewhat complicated, especially with the changing URL –but that may not be a bad thing, since the Web site example used throughout Session 2 is pretty straightforward.

**Example 3:
Leader and
control fields for
updating loose-
leaf**

The image shows the cover of the book 'Anglo-American Cataloguing Rules, Second Edition'. The cover is dark with two large, light-colored 'A's. The text 'Second Edition' is in a small, italicized font between the 'A's. Below the 'A's, the title 'ANGLO-AMERICAN CATALOGUING RULES' is printed in all caps.


Type: a	ELvl: l	Srce: d	GPub:	Ctrl:	Lang: eng
BLvl: i	Form:	Conf: 0	Freq: a	MRec:	Ctry: onc
S/L: 2	Orig:	EntW:	Regl: r	Alph:	
Desc: a	SrTp: l	Cont: b	DtSt: c	Dates: 2002,9999	

What to point out in Example 3:

Type a = language material, almost always the case for printed loose-leafs

SrTp = "l" for "updating loose-leaf"

**Example 4: Leader and control fields
for updating cartographic Web site**



```

Type: e   ELvl: l   Srce: d   Relf: bac   Ctrl:      Lang: eng
BLvl: i   Form: s   GPub: f   SpFm: z   MRec:      Ctry: vau
CrTp: e     Indx:      Proj:      DtSt: c   Dates: 1997,9999
Desc: a

006 ER:  Audn:      File: c   GPub: f

006 CR:  Freq:      Regl: x   SrTp: w   Orig: s   Form: s   EntW:
           Cont:      GPub: f   Conf: 0   Alph:      S/L: 2

007 ER:    c $b r $d m $e n
007 MAP:   a $b d $d c $e z $f n $g z $h n

```

This is an example of an online integrating resource that has primarily **cartographic** content.

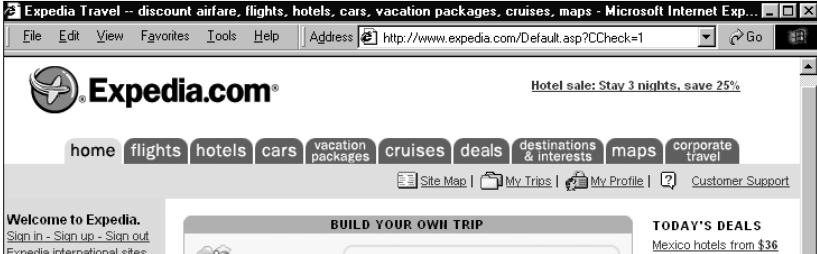
What to point out in Example 4:

Type = "e" (map/atlas/cartographic content), along with **BLvl i** = Maps 008 / fixed fields.

006s for ER and CR added; **SrTp = w** for updating Web site.

Two 007s: one for ER, the other for Maps (cartographic resources)

**Example 5: Leader and control fields
for updating online service Web site**



```

Type: m   ELvl: l   Srce: d   Audn:   Ctrl:   Lang: eng
BLvl: i   File: j   GPub:   MRec:   Ctry: wau
Desc: a                               DtSt: c   Dates: 199u,9999
006 CR:   Freq: k   Regl: r   SrTp: w   Orig: s   Form: s   EntW:
          Cont:   GPub:   Conf: 0   Alph:   S/L: 2
007 ER:   c $ b r $ d m $ e n

```

This is an example of an **online service** that falls into one of the categories for Type of record code “m” – primarily Computer file/Electronic resource material.

What to point out in Example 5:

Type = “m” (computer file content -- resource includes significant computer programs in addition to data)

File (Type of computer file) = j for Online system or service

No 006 for Electronic resources/Computer files is added because these codes are already present in the 008.

006 for Continuing resources is added and SrTp is again “w”.

007 for ER is present.

Pause: this is a good time to take a brief pause and ask if there are any questions about the leader and control field material covered so far.

You may need once again to remind participants that:

Frequency and Regularity and Dates codes will be covered later in Session 2

Appendix A is a MARC Coding guide that includes complete lists of elements and codes
Session 5 includes additional guidelines on the selection of Type of Record and Type of Computer File codes for electronic resources.

AACR2--Bibliographic Description

Basis of the description: 12.0B1b

Areas based on current iteration:

- 1. Title and statement of responsibility
- 2. Edition
- 4. Publication, distribution, etc.
 - Except dates
- 5. Physical description
 - Optional for remote e-resources
- 6. Series

Area based on first and/or last iteration(s):

- 4F. Dates of publication, distribution, etc.

Areas based on all iterations and any other source:

- 7. Note
- 8. Standard number and terms of availability

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We turn now to AACR2 2002 and bibliographic description.

This slide depicts the basis of description for integrating resources: this is new with revised AACR chapter 12 in 2002.

All areas of description are based on the current iteration of the resource, except for dates of publication, notes, and standard numbers.

Within chapter 12, most rules have separate sections that apply to (A) serials and (B) integrating resources.

Each area of description for integrating resources also has rules for both (1) how to record the information in the area and (2) how to deal with changes to information in that area in later iterations of a resource.

Important note: “**last**” iteration in the rule for the basis of description for Dates of publication means the **final iteration of a resource that has ceased being updated** (a “dead” publication); it does **not** mean the “**latest**” iteration of a resource that is still being actively updated (a “current” publication).

Important Reminder: **this session is dealing only with the rules for original cataloging; Session 3 will cover the rules for how to deal with changes in later iterations.**

Chief Source of Information: 12.0B2b

- Printed integrating resources:
 - Title page or title page substitute
- Nonprint integrating resources:
 - Follow directions in subrule .0B in the relevant chapter
- For electronic integrating resources: Rule 9.0B:
 - The chief source of information is the resource itself
 - Take the title proper from formally presented evidence
 - If the title information presented in these sources varies in degree of fullness, prefer the source that provides the most complete title information

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For online electronic integrating resources:

12.0B2 refers us back to 9.0B1 for electronic integrating resources.

9.0B1 states that we are free to select the appropriate chief source from anywhere within the entire resource itself, but preferring a source that provides the most complete information.

So the source of title proper should be the most complete formal presentation of title.

Area 1: Title and statement of responsibility

- Title proper (245 \$a, \$n, \$p)
- GMD (\$h)
- Parallel titles (\$b)
- Other title information (\$b)
- Statements of responsibility (\$c)

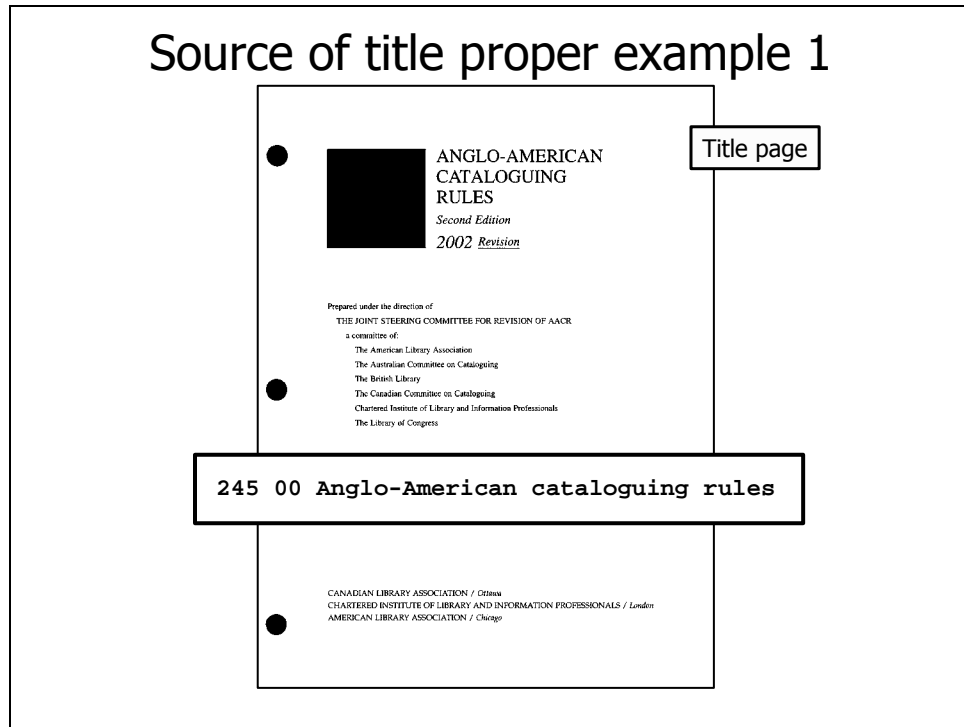
- Note: the MARC subfield codes given above reflect the most common situations, but there are other situations where the data elements in a title and statement of responsibility require different coding and/or arrangement.

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We will proceed area by area through the eight areas of description.

This slide serves simply as an introductory slide for those that follow by listing the components of Area 1.

Note: the MARC subfield codes given in the slide reflect the most common order, but there are exceptions. See the MARC 21 format for specific questions about coding and arrangement. An example of using a somewhat different coding is where \$n and \$p may occur after \$b.



Chief source is the title page.

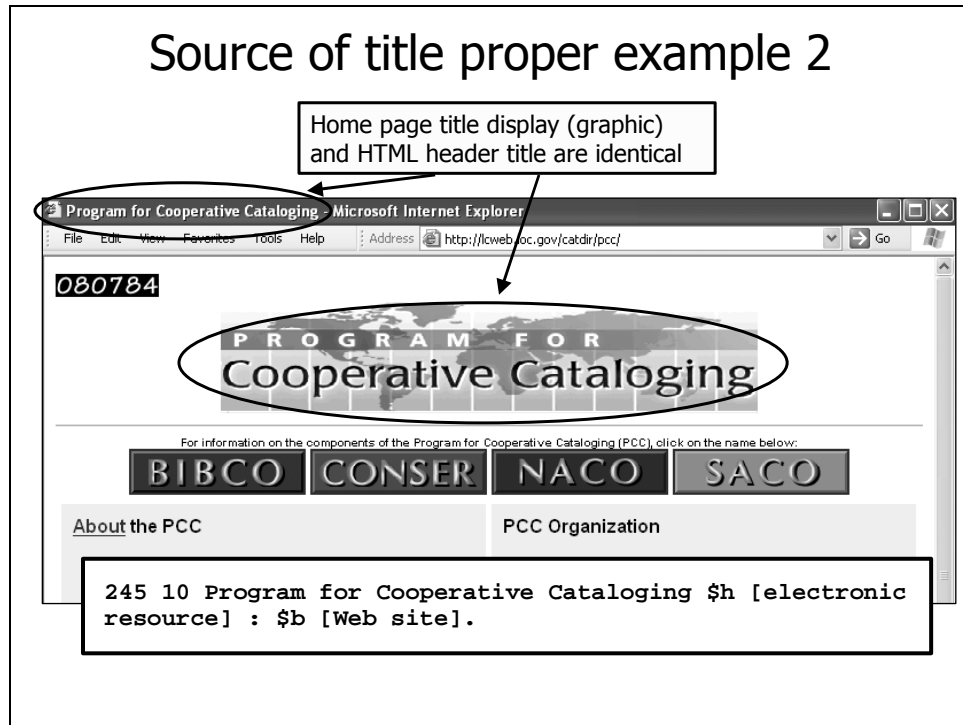
Common sources of title proper in **online** integrating resources

- Formal title display on home page screen
 - May be HTML text, graphic (image file), or both; may appear in more than one form
- HTML header title
 - Displayed in browser title bar (also viewable by selecting *View → Source*)
- Sources of “formally presented” titles include:
 - title screen, main menus, program statements, initial display of information, home page, the file header including “Subject:” lines, encoded metadata (e.g., TEI headers, HTML/XML meta tags)

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The first two listed on the slide are the two most common places in which to find the title of a Web site or online database, but they are not exhaustive.

The 2001 amendments to AACR included examples with the terms “home page” and “HTML header”. Although examples in AACR are not prescriptive, these may still offer guidance in how to word notes.



This slide depicts the two most common sources for title information for Web resources. In this instance the main formal “title display” at the top of the home page screen is a graphic file rather than HTML text.

One reason this may be significant is that search engines, robots, spiders, etc. can only read text, not the content of image files.

They can read the content of the HTML source coded title, and in fact most search engines weigh this heavily in retrieving search results and in indexing the resource.

In this instance the title display on the home page and in the HTML header are identical. The title proper is transcribed into the MARC 245 field and the GMD [electronic resource] is always added in subfield \$h immediately after the title proper.

Note that for all electronic resources, **the GMD “electronic resource”** is always added in square brackets immediately after the title proper --in subfields \$a (plus \$n and/or \$p if applicable).

Note: Rule 12.1E1 requires the cataloger to add a brief explanatory addition as other title information when the title of a continuing resource consists solely of a name.

Source of title proper example 3

Home page title display (HTML text)
and HTML header title are not identical

**USDA National Nutrient Database for Standard Reference
Release 15**

This page provides access to Release 15 of the USDA National Nutrient Database for Standard Reference. You can either view the data here or download the data files and documentation in several different formats for use later on your computer. A search tool is also provided so you can look up the nutrient content of 6220 different foods directly from this home page.

245 00 USDA national nutrient database for standard
reference \$h [electronic resource].

Our database example shows an instance in which the title on the home page screen is different from the title in the HTML header display: it includes the word “National.” Also, the title on this home page is HTML text rather than a graphic file, as in the previous example --this is not really significant for title transcription, but worth noticing for reasons stated on the previous slide.

Transcription of title proper: 1.1B1 and 12.1B1-4

- Do not transcribe introductory words not intended to be part of the title, such as “Welcome to”; instead give the title with these words in a note (1.1B1)
- Correct obvious typographic errors and give title as it appears in a note (12.1B1)
- When title appears in full and in the form of an acronym or initialism, choose the full form (12.1B2)
 - e.g., *Program for Cooperative Cataloging* instead of *PCC*
- If resource is a part of another resource and bears both the common title and its own section title, give both in that order, separated by a period (12.1B4)
 - Will not often apply to online resources: see LCRI 12.1B4

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This is a condensation of what are probably the most significant rules that will be new for **transcribing** title information for integrating resources; it does not include all the rules nor the full text of the rules stated here.

1.1B1 is especially noteworthy for IR in addressing online resources that begin with “Welcome to.”

LCRI 12.1B4 for updating remote electronic resources states that “what appears at first to be a common title may instead be a statement of responsibility, the name of the parent electronic resource, or another component of the resource. If in doubt, do not consider it to be a common title.”

Transcription of title proper example 1

"Welcome to ..." in HTML header title



```
245 04 The plants national database $h [electronic resource].
246 1_ $i Title in HTML header: $a Welcome to the plants national
database
246 1_ $i Title on home page: $a Plants database
```

If you are selecting the HTML header as the chief source --because it is the fuller form [it includes the words "... PLANTS National ..."] (which are transcribed in lowercase)-- then the title would be recorded like this, omitting "Welcome to."

You might also omit "Welcome to the" and begin the title with "Plants."

Note the main display title which appears more than once is simply "Plants database" and could be a legitimate selection, even though technically it presents a less full form of the title.

Transcription of title proper example 2

Title appears in full and in form of acronym

Center for Social and Demographic Analysis

Welcome to CSDA

The Center for Social and Demographic Analysis (CSDA), established in 1981, is a research and training facility within the

```

245 10 Center for Social and Demographic Analysis $h
[electronic resource] : $b [Web site].
246 1_ $i Title in HTML header: $a CSDA

```

Always select the full form when the title appears in both forms in the resource.

Parallel title example



245 00 Government of Canada site \$h [electronic resource]
= \$b Site du gouvernement du Canada.

246 31 Site du gouvernement du Canada

An example of a parallel title on the home page of an updating Web site.

Note: the HTML header has been chosen as the source of title in this example since it presents a slightly fuller form of the title than that displayed on the home page.

Note also that title variants may also have parallel titles, and that these can be recorded as such in 246 as well:

246 1_ \$i Title on home page: \$a Government of Canada = \$b
Gouvernement du Canada

246 31 \$a Gouvernement du Canada

Transcription of other title information: 12.1E1b

- Per 2004 update to AACR2, always include:
 - Acronym if full form is title proper
 - If contains statement of responsibility or publisher, etc.
 - Supply information if title proper is only name of body
- Can always transcribe if considered to be important
- Do not transcribe if it consists only of words relating to the currency of the contents or the frequency of updating (12.1E)

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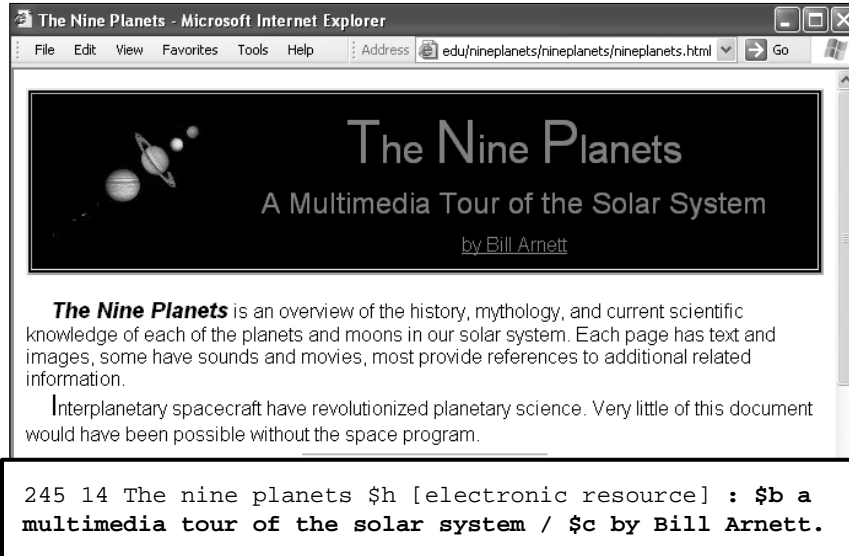
A departure from previous practice for cataloging Web sites and databases under rules for monographs is that chapter 12 gives catalogers the option of choosing **NOT** to transcribe other title information for integrating resources if not one of the three situations in the 2004 update and if not considered to be important; and we are directed to not transcribe it when it consists only of words relating to the currency of the contents or the frequency of updating.

This has long been a practice with serials cataloging, and it is a valuable application to integrating resources since other title information is often subject to greater change than titles proper.

A good instance of how the rules now take into account the continuing, changing nature of updating resources.

We do still always transcribe parallel titles and statements of responsibility that appear in the chief source, however, regardless of whether “considered important” or not.

Other title information and statement of responsibility example



An example of a subtitle that may be judged important for transcription, and the less common case of a statement of personal responsibility.

Note for instructors in case anyone asks: although this might appear to be an online monograph, it is in fact an updating Web site. A linked page lists the updates:

Other title information for transcription?

245 00 FirstGov \$h [electronic resource].

OR:

245 00 FirstGov \$h [electronic resource] : \$b **your first click to the U.S. government.**

Here is an example of a case in which a cataloger might choose to not transcribe other title information. We often find this sort of thing in online integrating resources, where the wording is not quite the same as a fixed subtitle on the title page of a book. If not transcribed, it could be given in a note if judged important enough.

Participants' thoughts?

[The workshop creator's preference is to neither transcribe nor give in a note]

If given as a note, it may be given in field 246 with first indicator 0:

246 0_ \$i Subtitle: \$a Your first click to the U.S. government

This presents an opportunity to review with participants that fact that data elements that are defined as notes in AACR2 are often tagged in various MARC fields other than 5XX fields. Some fields such as 246 may serve two functions: as notes and as added entries, or as one or the other, depending on the indicator value.

Reference information from MARC 21 Format for Bibliographic Data:

246 first indicator - Note/added entry controller

A value that indicates whether an added entry for the title is to be generated.

0 - Note, no added entry

1 - Note, added entry

2 - No note, no title added entry

3 - No note, added entry

Variant forms of title:

1.7B4, 12.7B4.1, 9.7B4, 21.30J2

- Make notes on titles borne by the item other than the title proper (12.7B4.1, 9.7B4)
- Make notes on titles by which the resource is commonly known if considered to be important (1.7B4, 12.7B4.1)
- If considered important for access, make an added entry for any version of the title that is significantly different from the title proper (21.30J2 & LCRI)
- In MARC record: **246 field** can serve as both note and added title entry.

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It is quite common for Web resources to bear different titles and different variations of a title. With Web resources catalogers should be generous with the use of 246 title variants.

One thing new in 2002 for non-serial resources is that we can also include the title by which a resource is commonly known, even when it does not appear in/on the resource itself.

Note: LCRI 21.30J offers detailed guidance on giving variant titles.

Title variants examples 1 & 2

```
245 00 Anglo-American cataloguing rules / $c prepared under  
the direction of the Joint Steering Committee for Revision  
of AACR, a committee of the American Library Association ...  
[et al.].
```

```
246 1_ $i Commonly known as: $a AACR2
```


```
245 10 Program for Cooperative Cataloging $h [electronic  
resource] : $b [Web site].
```

```
246 1_ $i Commonly known as: $a PCC
```

Two well-known examples.

Title variants example 3

Home page title display and HTML header title differ



```

245 00 GEOnet names server $h [electronic resource] : $b GNS.
246 1_ $i Title in HTML header: $a NIMA : $b GNS public page
246 30 GNS
246 3_ GNS public page
                
```

A very common situation for Web sites and online databases: the home page title display and the HTML header title are different.

In this example, the other title information (subtitles) may also be given as varying forms of the the title (field 246).

Area 2: Edition

- 12.2B: Transcribe an edition statement if considered to be important
 - 9.2B1: A statement that indicates that the electronic resource contains differences from other editions of that resource, or that names a reissue of the resource
 - 9.2B2: In case of doubt, take words such as edition, issue, version, etc. as indicating an edition statement
- 12.2B2: Do not transcribe statements indicating regular revision or frequent updating as edition statements
 - Instead give as frequency information in the note area (see also 12.7B1).

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Most updating Web sites will not have edition statements; some updating databases may have edition or version or release statements. Many loose-leaf resources have edition statements.

Catalogers are given discretion in whether or not to transcribe edition statements, and are directed not to transcribe as an edition statement information that indicates regular revision or frequent updating.

Instructors might wish to note the change in the following from chapter 9 with the publication of revised chapter 12:

Added in 2001 amendments:

9.2B1. Sentence added: For frequently updated remote access electronic resources, see 9.2B8.

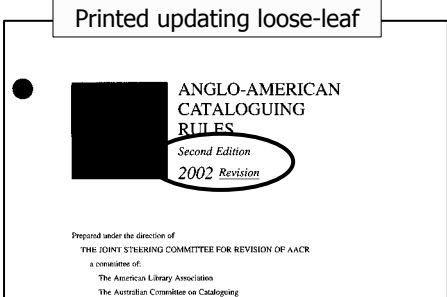
New rule **9.2B8:** If a remote access electronic resource is frequently updated, omit the edition statement and give the information in a note (see 9.7B7)

Changed in 2002 Amendments:

Rule 9.2B8 is deleted and is now covered by rule 12.2B2. (The sentence added to 9.2B1 referring to 9.2B8 was also deleted.)

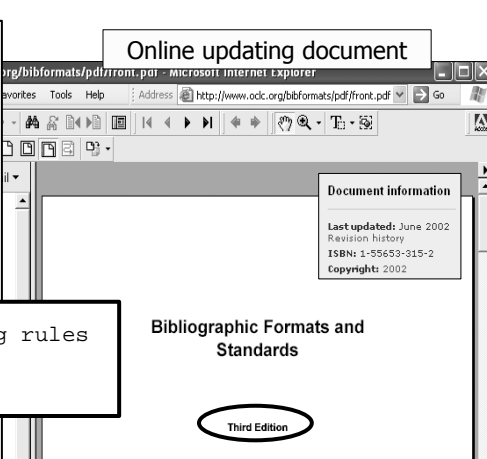
Edition statement examples 1 & 2

Printed updating loose-leaf



245 00 Anglo-American cataloguing rules
250 2nd ed., 2002 revision.

Online updating document



245 00 Bibliographic formats and standards \$h [electronic resource].
250 3rd ed.

A printed loose-leaf and an online updating document that bear edition statements. In both cases, the entire resource was re-issued with new content that coincided with the new edition.

These are cases in which an edition statement should be transcribed (in 250) because it is not likely to change frequently.

Edition statement example 3

**USDA National Nutrient Database for Standard Reference
Release 15**

This page provides access to Release 15 of the USDA National Nutrient Database for Standard Reference. You can either view the data here or download the data files and documentation in

How do I reference the USDA Nutrient Database for Standard Reference?

From FAQ page

U.S. Department of Agriculture, Agricultural Research Service. 2002. USDA Nutrient Database for Standard Reference, Release 15. Nutrient Data Laboratory Home Page, <http://www.nal.usda.gov/fnic/foodcomp>

Note: Release numbers change as new versions are released.

245 00 USDA national nutrient database for standard reference \$h [electronic resource].

No edition statement

This is a good example of an updating database with a release statement that changes with every new iteration. Rather than making frequent changes to the bibliographic record, it makes much more sense to take into account the changing content and not transcribe this information as an edition statement. It could, however, be given in a note, especially in an Item described (Description based on or Date viewed) note, e.g.:

500 Title from home page; description based on release 15, viewed on Jan. 15, 2003.



Area 3: Numbering [chapter 12]

- 12.3A1b: this area is not generally applicable to integrating resources
- Numbering is given for serials because they have discrete parts that normally require numbering to distinguish them from each other
 - Note: numbering on loose-leaf updates is not the same as issue numbering for serials and is not recorded in this area.

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Remember that Area 3 is used only for some types of resource and has different content for different types / chapters.

For chapter 12, Area 3 is Numbering.

Because this area is so important for serials cataloging, and because it is the next area covered in AACR chapter 12, this slide is included at this point in the workshop.

AACR specifically states that this area is not generally applicable to integrating resources.

Instructors will want to review the use of MARC field 362, in case questions arise at this point in the training:

362 with first indicator 0 (zero) is a formatted designation used for serials numbering, but is not used for integrating resources

362 with first indicator 1 is an unformatted note that may be used for giving date information for integrating resources when first/last iterations are not available; this is used for integrating resources, and **we will cover it later in Session 2.**

With 1st indicator 0 the field functions as the formal Numbering area (Area 3) and its content must follow careful rules for formatting the numbering designation. This is used only for serials cataloging.

With 1st indicator 1, however, the field functions as an informal note, and in this capacity it is used for integrating resources when the publication date information is not given in the publication area (Area 4) (260 \$c).

Area 3: Type and extent of resource [chapter 9]

- This area was eliminated with the deletion of rule 9.3 in the 2004 update to AACR2
- If this area was used in the description and the type and/or extent changes, delete the 256 field

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IMPORTANT: This area was eliminated from the rules with the deletion of rule 9.3 in the 2004 Update to AACR2. Generally retain the terms formerly used for this area (electronic data; electronic program(s); and, electronic data and program(s)) and any details about files, statements, bytes, etc., when using existing records for copy cataloging if the information still characterizes the resource.

Such information now can be given in a Type of computer file or data note (516 field), combined with other notes (e.g., a Summary note), or given in the 300 field if the new option in AACR2 9.5B3 is applied.

If field 256 was included in the record and the type and/or extent changes, delete the 256 field.

Note that LC never supplied this field in original cataloging but accepted it when doing copy cataloging.

Area 4: Publication, distribution, etc.

- 9.4B2: "Consider all remote access electronic resources to be published"
- Record place of publication and publisher name.
 - Where to look in online resources:
 - Bottom of home page
 - "About" page (a common hyperlink from home page)
 - Publisher information page (link from home page)
 - Domain name in URL may provide clues or corroboration for publisher
 - Generally prefer a corporate body name as publisher

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New with 2001 Amendments:

"Consider all remote access electronic resources to be published" -- This approach to cataloging Internet resources is now codified in AACR2.

Relieves the cataloger of having to decide whether an Internet resource is published or unpublished, which affects cataloging treatment.

"Publication" = "making public" and distributed on the Internet.

This declaration inevitably raises questions about whether electronic reproductions and electronic originals of theses and dissertations should also be considered to be "published," because in their tangible forms they are considered unpublished manuscripts and coded with Type of Record code "t". This issue has not been addressed widely within the cataloging community, though such resources may well be covered by the first bullet of the slide. Instructors may want to state this, that people are aware of the issue, and that this is not a good time or place to get bogged down in debating it. Other venues such as Autocat or PCC discussion may be better so that this workshop can proceed.

The "publisher" of a remote-access electronic resource is the person or body responsible for making the resource (Web site, database) available on the Internet.

The **URL domain name** often provides an invaluable guide to the cataloger in selecting the body responsible for publishing the resource on the net, but cannot in and of itself be used as a source for publisher. It can often provide some clues as to who the publisher may be, and/or confirm a selection. [But some organizations, such as universities, sometimes offer space on their servers to unrelated organizations and individuals, which are the publishers and not the university. In those cases the presence of a tilde in the URL usually indicates a personal or separate organizational section on a university's server.]

General notes on selection/transcription of place and publisher continued on next slide □

Publisher place and name example 1

**260 Beltsville, MD : \$b USDA Nutrient Data
Laboratory, Agricultural Research Service**

In this example, the linked contact information page is a “sub-page” [<http://www.nal.usda.gov/fnic/foodcomp/contact.html>] nested within the Web site being cataloged [<http://www.nal.usda.gov/fnic/foodcomp/>] and is therefore part of the resource being described; for that reason the place of publication can be transcribed without brackets. The publisher name in this example is taken from the home page, but it could also be taken from the linked contact information page.

□ General notes, continued from previous page:

In general it is preferable to select a corporate body over an individual person as “publisher.” An individual person is more likely to be the creator or author of the intellectual content and a corporate body to be the publisher.

But there are cases where an individual rather than an institution bears primary responsibility for publishing the resource, especially in cases where the domain name is a general Internet Service Provider in which an individual has their personal Web site. This may also be the case when a Web site or database resides within the personal e-space of someone on a university campus. The tilde in the URL is often a sign that the address is within an individual person’s Web space.

A practical question for consideration: how much time should a cataloger take to hunt for publisher and especially for the place that the publisher is located? Rarely will place of publication be found on the home page.

Strongly recommended: going to at least one or two other pages, especially an “about” page or clicking on the publisher name when it is a hyperlink

Publisher place and name example 2

The screenshot displays two browser windows. The top window shows the home page of the Biocatalysis/Biodegradation Database at <http://umbbd.ahc.umn.edu/>. The page title is "The University of Minnesota Biocatalysis/Biodegradation Database". The footer of this page contains the text: "© 2002, University of Minnesota. All rights reserved. http://umbbd.ahc.umn.edu/index.html". A callout box labeled "Bottom of home page" points to this footer text. The bottom window shows a linked page titled "Center of Biodegradation Research and Informatics" at <http://biosci.cbs.umn.edu/>. This page includes contact information for the center. A callout box labeled "Linked institution information page" points to this content. Below the browser windows, a callout box shows the cataloging entry: "260 [St. Paul, MN] : \$b University of Minnesota".

This is an example of a fairly common situation: the name of the publisher is found at the bottom of the home page, but not the place.

Clicking on the name of the Center for Biodegradation Research and Informatics takes you to a Web page outside of the resource being cataloged (different URI domain name) that includes the location of the Center and the University.

Because this information appears in a resource outside of the one being cataloged, it is entered in brackets.

You may know that the University of Minnesota is located in St. Paul, but this information would still need to be entered in brackets if not found within the resource itself.

One could also debate whether the publisher should be the Center name, followed by the University name, of which it is a part. Contrast the copyright statement on the home page with the domain name in the URL.

Instructors may want to give a general reminder for all Web resource cataloging: always pay attention to where clicking has taken you and whether you are still within the resource and the level of granularity you have selected for description in your bib record.



Dates of publication, distribution, etc.

The beginning and ending dates for the active life span of the integrating resource

- **Beginning date** = the date of publication of the **first iteration** of the resource (in print or on the Internet)
 - **Ending date** = the date of the **last iteration** of the resource = the date it ceases to be updated
- Most will be ongoing, actively-updated resources; when a date can be given it will be an "open" date, indicated by a hyphen and no period; e.g., 260 ... \$c 1997-
 - **12.0B1: Basis of description for dates** = **first** and/or **last iteration** of the integrating resource

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With the 2002 amendments, AACR finally addressed issues of dates for updating Web sites, updating databases and updating loose-leafs explicitly.

Although this is nothing new for serials catalogers, for many non-serials catalogers it is still a new concept that we must always be thinking in terms of beginning and ending dates for the "life span" of an updating/integrating resource. The same holds true, of course, for multipart items, which are monographic, but somehow this concept seems, surprisingly, to baffle many people new to online resource cataloging. But it may be worth pointing out that the concept of beginning and ending dates also applies to multipart monographs.

Point worth stressing: the beginning date of publication for an Internet resource is the date that it was first made publicly available on the Internet. Always beware of copyright dates which are pieces of legal information for publishers and not necessarily bibliographic publication information. Take nothing at face value when it comes to dates that appear within a resource, especially copyright dates!

The basis for the description of the beginning and ending dates of an integrating resource are the first and/or last iteration of the resource.

Obviously this will be extremely difficult to verify for most online integrating resources; the cataloger will rarely have the first iteration or know whether or not she/he has it.

Recording dates of publication: 12.4F1-2 and 1.4F8

- **1.4F8: main rule:**
 - If the first and/or last iteration **is** available, give the beginning and/or ending dates in area 4 [260\$c]
 - If first/last iteration **is not** available, do not give the date(s) in this area; instead, give date information in a note if it can be readily ascertained
- **1.4F8: optional rule:**
 - Supply the date(s) in this area if they can be readily ascertained
 - **LCRI 1.4F8:** apply this option on a case-by-case basis when the resource includes an explicit statement

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This concept is different enough for updating Web site, database, and loose-leaf cataloging that it bears going over carefully to be sure that people get it:

The main rule in AACR2 about dates for integrating resources stresses whether or not the cataloger has the **first and/or last iteration** of the resource available for viewing at the time of cataloging.

This rule coheres closely with serials cataloging practice, in which transcription of publication dates is based on having the first and/or last issue of the serial available at the time of cataloging. (Rule 1.4F8 also applies to multipart and serials.)

The optional rule, however, allows the cataloger to supply the dates if readily ascertainable --whether or not the first and/or last iteration is available.

LC and PCC have decided to apply the option of supplying these dates when the first/last part or iteration is not available for multipart items and integrating resources on a case-by-case basis **when the resource includes an explicit statement**. We can take this to mean when it states unambiguously that the resource began publication, was first created, or first made available online, on a particular date.

INSTRUCTORS PLEASE NOTE WELL: This is a complicated area because of the differences between the main AACR2 rule, the optional AACR2 rule, and the LC rule interpretation. Therefore, all possible variants cannot possibly be covered in this workshop. For the sake of not taking a full hour just on dates of publication, and for the sanity of instructors and participants alike, the guidelines and examples on the following slides show how to catalog if choosing to follow LCRI 1.4F8. For those who do not follow this LCRI, they may choose to follow either the main rule or the optional rule in AACR2, or possibly other local interpretations of the rules, which will in some cases give them different results for different date situations than those illustrated in the next few slides.

Informal quick guide for handling IR dates if following LCRI 1.4F8

Do you have the first iteration?

■ **Yes:**

- Give a known date, or supply an approximate date in brackets, in 260 \$c

■ **No, or not sure:**

- Supply a date in brackets in 260 \$c if there is an explicit statement
- If no explicit statement, state an approximate date in a 362 1_ note
- A copyright date is *not* an explicit statement

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Note well: this slide is not a thorough statement of the rules or of all the possible variations of what may be done. It is intended as an informal, quick guide to help get to the heart of the main decisions that need to be made if following the LCRI. Instructors may wish to delete this slide if not comfortable with this; if kept, it should be made clear that this is a kind of recommended best practice guide to cut through the many complications entailed in the main and optional rules in AACR2 and is not itself a definitive expression of the actual rules.

Dates for electronic IR:

Most will be ongoing, not yet completed.

If a date can be given, it will be an “open” date, followed by a hyphen.

Most will not have an identifiable “first iteration” available.

Beginning date may be readily ascertainable even if “first iteration” not available.

May be explicitly stated (e.g., on home page or “about” page).

There may be range of copyright dates given on the home page, and when this applies to the entire resource being cataloged, the first date is very often the beginning date of resource being cataloged. But it is not an explicit statement.

Where to look for dates of publication on electronic IR:

Bottom of home page

“About” page (hyperlink from home page)

Dates of publication example 1

You know that you have the first iteration of loose-leaf

ANGLO-AMERICAN CATALOGUING RULES
Second Edition
2002 Revision

Prepared under the direction of
THE JOINT STEERING COMMITTEE FOR REVISION OF AACR
a committee of:

- The American Library Association
- The Association Committee on Cataloguing
- The British Library
- The Canadian Committee on Cataloguing
- Chartered Institute of Library and Information Professionals
- The Library of Congress

Published 2002 by:

CANADIAN LIBRARY ASSOCIATION
325 Frank Street, Ottawa, Ontario K2P 0G8
ISBN 0-88802-299-9 (text only)
ISBN 0-88802-300-6 (text with binder)

Facet Publishing for
CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS
7 Ridgmount Street, London WC1E 7AE
ISBN 0-85604-491-6 (text only)
ISBN 0-85604-470-X (binder only)

AMERICAN LIBRARY ASSOCIATION
25 East Huron Street, Chicago, Illinois 60611
ISBN 0-8588-3529-X (text with binder)
ISBN 0-8588-3530-3 (text only)

Published 2002 by

CANADIAN LIBRARY ASSOCIATION ... Ottawa
CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS ... London ...
AMERICAN LIBRARY ASSOCIATION ... Chicago

Library of Congress Cataloging-in-Publication Data
Anglo-American cataloguing rules / prepared under the direction of the Joint Steering Committee for Revision of AACR, a committee of the American Library Association. — 1st ed. — 2nd ed. 2002 revision.
p. cm.
Includes bibliographical references and index.

260 Ottawa : \$b Canadian Library Association ; \$a
Chicago : \$b American Library Association, \$c 2002-

008 DtSt: c Dates: 2002,9999

c = currently published

Multiple dates: beginning and ending dates; "9999" indicates ongoing into indefinite future

This is the first of six slides of examples of different date scenarios for integrating resources

What to point out:

260 \$c: In this case the cataloger knows they are looking at the first iteration of this loose-leaf publication and so can enter the date without brackets in Area 4 (260\$c).

The date is an “open” date, a resource ongoing into the indefinite future, indicated by a hyphen and no concluding period.

Instructors might wish to help monographs catalogers make the connection between this and the cataloging of multipart monographic items issued over a span of several years; they have beginning and ending dates. At first the ending date is not known and is filled in only when the last part has been published.

008 Type of Date/Publication Status: for continuing resources use code “c” for a “currently published” integrating resource.

008 Dates:

Date 1 always = beginning date of publication

Date 2 always = ending date of publication.

For an ongoing integrating resource, Date 2 will always be coded “9999” to indicate that the ending date is indefinite.

When it is verified that an integrating resource has ceased, Date 2 can be filled in with the ending date of the resource.

Dates of publication example 2

080784

PROGRAM FOR
Cooperative Cataloging

For information on the components of the Program for Cooperative Cataloging (PCC), click on the name below:

BIBCO **CONSER** **NACO** **SACO**

About the PCC

- Información sobre el PCC en Español
- Informações sobre o PCC em Português

PCC Organization

- PCC Policy Committee, Steering Committee, and Advisors

260 Washington, DC : \$b Library of Congress

362 1_ Began in 1990s.

008 DtSt: c Dates: 199u,9999

c = currently published

You know that you are not viewing the first iteration

There is no information anywhere within the Web site about its beginning date

No terminal punctuation

Multiple dates: beginning date approximate; ending date indefinite

What to point out:

Imagine you are originally cataloging this Web site today. You know you are not viewing the first iteration. You can find no statement about when the Web site began on the Internet, either on the home page or an about page or a couple of other places you check.

You therefore omit recording any publication date information from Area 4 (260 \$c), also omitting any ending punctuation. (Omitting the comma is a new stylistic practice also for Serials catalogers, who used to end the field in these cases with a comma after the publisher name.)

You know in this case that the Web site started sometime during the 1990s. There is no prescribed way to word such a note. There are several possible variants. Other options include, but are not limited to:

Began in 1990s?

Began publication between 1990 and 2003.

Is date information as vague as this useful? Many say yes, if not in 2003, then in 2023 or 2053, etc.

The 008 dates are done the same as they were in the past; in this case the beginning date code is based on the 362 1 note.

Dates of publication example 3

The screenshot shows a web browser window displaying the homepage of the Biocatalysis/Biodegradation Database. The page features a globe with three locations marked: Kyoto, Twin Cities, and Cambridge. Below the globe are three boxes representing databases: Kyoto University Ligand Chemical Database, University of Minnesota Biocatalysis/Biodegradation Database, and EMBL Nucleotide Sequence Database. The main heading is "The University of Minnesota Biocatalysis/Biodegradation Database".

Callouts and annotations include:

- Top right:** "You know that you are not viewing the first iteration" and "Bottom of home page has: © 2002 --indicates current year; not beginning date of resource!".
- Right side:** "Page Author: Lynda Ellis" and "July 11, 2002 BBDMaster@mail.ahc.umn.edu".
- Bottom right:** "© 2002, University of Minnesota. All rights reserved." and "http://umbbd.ahc.umn.edu/index.html".
- Bottom left:** "This is not publication info.!" pointing to a link "What's New? Last updated July 11, 2002.".
- Bottom center:** "One option:" followed by a code snippet:


```
260    [St. Paul, MN] : $b University of Minnesota
008    DtSt: c    Dates: uuuu,9999
[No 362 1_ note given]
```
- Bottom right of code snippet:** "No ending punctuation" pointing to the end of the code.

What to point out:

The situation is identical to the preceding slide, except that there is a date present on the home page. But this is **the copyright date of the current year** and cannot be taken as the date the database was first made available on the Internet! This is terribly important for catalogers to understand, especially some folks from monographic cataloging backgrounds who have the irresistible urge to transcribe any single copyright date they see ☐

As with the previous example, the cataloger has several possible options with giving or not giving a publication date note. This slide presents one valid option: not giving a note at all, in which case Date 1 could be coded "uuuu". The next slide presents two other possible options among many.

Also we have here a **statement of last update**. This also tells us nothing about the beginning date of the resource. It does, however, tell us the date of the iteration we are currently viewing and would look like this:

```
500    Description based on home page last updated July 11,
2002, viewed on Jan. 15, 2003.
```

Dates of publication example 3: some alternative options

```
260    [St. Paul, MN] : $b University of Minnesota
362 1_ Began in 1990s?
008    DtSt: c    Dates: 199u,9999
```

```
260    [St. Paul, MN] : $b University of Minnesota
362 1_ Began between 1990 and 2002.
008    DtSt: c    Dates: 199u,9999
```

- There are other possible ways to word the note --if you consider that it offers useful information to catalogers and/or other catalog users in the future. If not, do not give a note.
- Might a researcher in the year 2045, for example, find such information to be of some value?

In this case you know the database had to start sometime before 2002 and you can't pin down the beginning date beyond the 1990s in general, even though the Web did not begin as early as 1990. [But beware equating the Web with the Internet!]

The slide depicts two ways that this information might be given, if it is thought that future catalog users (which includes other catalogers!) might some day find even this kind of vague information useful.

We might imagine a researcher in, say, the year 2030, or 2045, or later, who would find this general date information meaningful: to know that the database was first published on the Internet sometime between 1990 and 2002.

Dates of publication example 4

260 [Cambridge, Mass.] : \$b World Wide Web Consortium
362 1_ Began in 1994? Or: **362 1_ Began ca. 1994.**
008 DtSt: c Dates: **1994,9999**

What to point out:

Here is an example of a case where there is a range of copyright dates and we can take the first date in a range as probably indicating the starting date of the resource, as long as we are reasonably sure that it applies to the content of the entire Web site being cataloged. But this is not an “explicit statement” that the resource did in fact begin in 1994.

Catalogers must assess each situation of a range of copyright dates on a case-by-case basis to determine if the range applies to the entire resource being cataloged and if the first date in the range can reasonably be taken to be the beginning date of the resource.

Although there are no firm guidelines for this, best practice may be to treat this as a “probable” date and indicate that in some way in the note, as with a question mark.

Remember here that we are not viewing and cataloging from the “first iteration” of the Web site.” So, if following the main AACR rule, and if applying the LCRI, we do not record this date in the publication area (260 \$c) but in a note (362 1) instead.

For libraries that decide to follow the AACR2 option and not the LCRI, they can record the date in the publication area (260 \$c), like this:

260 [Cambridge, Mass.] : \$b World Wide Web Consortium, \$c
 [1994?]-

Dates of publication example 5

You know you are not viewing first iteration

Home page has **explicit statement:**
"Created 10 Nov 1995"

Following LCRI 1.4F8, date given in 260 \$c
--in brackets because not from 1st iteration

```

245 04 The EMBL reptile database $h [electronic resource].
260 Heidelberg [Germany] : $b EMBL, $c [1995]-
008 DtSt: c Dates: 1995,9999
  
```

What to point out:

In this case you once again know that you are not viewing the first iteration, but you do have an explicit statement about when the database was created. Following the LCRI, you can consider this case where you can apply the option to record the date in Area 4 (260 \$c), even though it is not from the first iteration, but you must give it in brackets for that reason.

Dates of publication example 6

You are viewing the final iteration of the Web site

The ending date is explicitly stated in this last iteration

The beginning date was not known at the time of original cataloging, and the first iteration was not available.

Statement that updates have ceased as of August 2000

This site is no longer being maintained. As of August 2000, it has been superseded by an updated Information Systems and Technology site and the UC Berkeley Computing and Communications site. For up-to-date information about the

260 [Berkeley, Calif.] : \$b Information Systems and Technology, University of California, Berkeley, \$c -2000.

362 1_ Began in 1990s.

008 DtSt: d Dates: 199u,2000

d = ceased publication

What to point out:

In this instance, the Web site being cataloged has ceased being updated and there is an explicitly-stated ending date, but no explicitly-stated beginning date.

When you view the latest revision date and see that it was some months ago, you can be reasonably certain that you are viewing the final iteration of the Web site.

In this particular case, the original cataloger did not have the first iteration available at the time of cataloging and had no precise information about when it began publication.

Important to note: the examples in Sessions 2-3 are idealized examples of how cataloging would be done according to current rules. Of course in the real world it is not like this. Session 4 addresses issues of real life copy cataloging, dealing with mixed practice and records cataloged according to different rules in the past.

Notice hyphen preceding ending date and period as closing mark of punctuation.

Area 5: Physical description

- As of the 2004 Update to AACR2, area 5 can be used for remote access resources
 - Optional rules 9.5B3 and 9.5C3
 - No specific PCC practice: local decision or cataloger's judgment
 - LC practice: case-by-case basis

56

The 2004 update to AACR2 gives catalogers the option to include area 5 for remote access resources:

9.5B3: Optionally, record the extent of an electronic resource that is available only by remote access. Use an appropriate term preferably taken from sub rule .5B of one of the chapters of part I or a term in common usage. See also 9.5C3.

1 photograph
 6 remote-sensing images
 1 sound file
 Web site
 1 electronic text

9.5C3: When recording the extent of an electronic resource that is available only by remote access, give other details about the resource (e.g., file types) if readily available and considered to be important.

1 photograph : digital, TIFF file
 69 p. : digital, PDF file
 3 sound files : digital, mp3 file
 1 electronic text : HTML file

If such characteristics cannot be given succinctly, give them in a note (see 9.7B10).

LC/PCC practice: There is no overall PCC decision for this option; each library should make its own decision. LC will apply the option on a case-by-case basis (LCRI 9.5B1).

Area 5: Physical description

- 12.5B: Extent of item for updating loose-leaves:
 - Add the qualifier (*loose-leaf*)
 - For ongoing loose-leaf:
 - No number of volumes given:
 - **300 \$a v. (loose-leaf)**

```
245 00 Anglo-American cataloguing rules
250    2nd ed., 2002 revision.
300    v. (loose-leaf) ; $c 30 cm.
```

- For completed loose-leaf:
 - Number of volumes added:
 - **300 \$a 3 v. (loose-leaf)**

57

The area is used for printed resources: integrating loose-leaves.

The key difference in practice from the past is that the number of loose-leaf volumes is not given. Only when the loose-leaf ceases publication is the number given.

Important note: this session does not include coverage of **loose-leaf services** and/or **transfer volumes**; these are, however, covered in optional Session 6.



Area 6: Series

- Nothing new or different for integrating resources
- Record series statements (4XX) present on the *current* iteration of the resource
- Use MARC 440, 490, and 8XX as usual
- Not very common in online integrating resources

58

Record series statements as instructed in the rules.

Series statements are rare in online integrating resources [no examples could be found while searching for such for this workshop]

But they are more common in updating loose-leaves.

Note: series statements (4XX) are given only for the CURRENT iteration. (This practice is very different from what serials catalogers are used to doing -- they record in 4XX series statements that might be only on some parts of a serial, so this may cause confusion to some.)

Bib. Description for our three examples so far (1-2)

```
008    DtSt: c    Dates: 199u,9999
245 10 Program for Cooperative Cataloging $h [electronic
resource] : $b [Web site].
246 1_ $i Commonly known as: $a PCC
260    [Washington, D.C.] : $b Library of Congress
362 1_ Began in 1990s.
```

```
008    DtSt: c    Dates: 199u,9999
245 00 USDA national nutrient database for standard
reference $h [electronic resource].
246 1_ $i Title in HTML header: $a USDA nutrient database
for standard reference
260    Beltsville, MD : $b USDA Nutrient Data Laboratory,
Agricultural Research Service
362 1_ Began in 1990s.
```

We have now covered the first six of the eight areas of bibliographic description, everything except notes and standard numbers. These will be taken up in Session 2b, which continues this session.

This and the following slide serve as a summary and conclusion to Session 2a by giving the elements of the description for Areas 1-6, plus the MARC 008 Dates codes, for our three examples. (Recall that we looked at the MARC leader and control fields for each of these three earlier. And final complete records for each of the three will be given at the very end of Session 2b, showing the complete picture.)

What to point out in the two partial records on this slide:

008: Dates fields concur with date information given in body of record: multiple dates, Date 1 = approximate beginning date; Date 2 = "9999" to indicate indefinite conclusion

245: GMD [electronic resource] always follows the title proper; neither resource had other title information or statements of responsibility.

246: "commonly known as" variant title for one resource.

250: "Release 15" is not recorded as an edition statement for the second example.

256: Decision not to use Area 3, Type and extent of resource area (256 field).

260 \$a-b: Bracketed place of publication in the first example because not taken from within the granular level of the resource being described in the record.

260 \$c: No information on beginning date of publication present in either resource, and not cataloging from first iteration, therefore Area 4 (260) ends with \$b and no closing punctuation.

362 1: Approximate beginning date is given in free-text note.

300: No physical description given for remote-access e-resources (Web sites and online databases).

4XX: No series statement present in either resource.

What needs to be added to our record to make it complete?

Notes, standard numbers, access points (names, subjects, etc.)

Bib. Description for our three examples so far (3)

```

008   DtSt: c   Dates: 2002,9999
245 00 Anglo-American cataloging rules / $c prepared under
      the direction of the Joint Steering Committee for
      Revision of AACR, a committee of the American Library
      Association ... [et al.].
246 1_ $i Commonly known as: $a AACR2
250   2nd ed., 2002 revision.
260   Ottawa : $b Canadian Library Association ; $a Chicago
      : $b American Library Association, $c 2002-
300   v. (loose-leaf) ; $c 30 cm.

```

What to point out in the partial record on this slide:

008: Dates fields concur with date information given in body of record: multiple dates, Date 1 = known beginning date; Date 2 = "9999" to indicate indefinite conclusion

245: Title and statement of responsibility transcribed from title page.

246: "Commonly known as" variant title.

250: Edition statement transcribed from title page.

260 \$c: Date information given here, and without brackets, because explicitly stated as the publication date on a prescribed source on the first iteration of the loose-leaf: an "open" date ending with a hyphen and no period at the end of the area/field.

362 1: No note given because date is given in Area 4 (260).

300: Physical description given for updating loose-leaves: number of volumes of current iteration (1 v.) not given.

4XX: No series statement present.

What needs to be added to our record to make it complete?

Notes, standard numbers, access points (names, subjects, etc.)

Session 2b Original Cataloging of Integrating Resources (conclusion)

Session 2b

Original Cataloging, continued

Session 2b covers:

- Bibliographic description areas 7-8
- Access points
- Linking entry fields
- Final records for three resources

1

This session continues Session 2 and picks up where we left off.



Area 7: Notes

- **This workshop covers only notes new or mandatory for IRs:**
 - Frequency (310/321)
 - Nature and scope, system requirements, and mode of access (516, 538)
 - Source of title proper (500)
 - Bibliographic history and relationships (530, 580, 76X-78X)
 - Item described (500)
- MARC tagging for many notes is the same for both serials and integrating resources
 - **247/547** for former title proper information
 - **310/321** for current and former frequency of updates
 - **362 1** for publication date information when not from first/last iteration
 - **550** for issuing bodies information
 - **530, 580, 76X-78X** for bibliographic relationships and links

2

The remaining part of the bibliographic description is to make additional notes, those required by the rules and those judged important by the cataloger.

MARC tagging of notes:

With the implementation of the 2002 Amendments in December 2002, some fields formerly used primarily or exclusively for serials now are used for integrating resources as well. The goal is to tag all continuing resources, whether serial or integrating, in the same way.

Important Note: this workshop covers only a very few of the many notes that may apply for an integrating resource. We are looking at those specifically new for updating Web resources and loose-leaves now required by Chapter 12 (Frequency, Item Described, Bib. History & Relationships [as links]) and those mandatory and of special importance for electronic resources (Mode of access, source of title proper). Many other notes not covered are also very important, for example, the 520 summary note in electronic resource records.

Additional note: instructors may also want to mention that, unless following guidelines such as those of the CONSER program, notes should be given in AACR2 order rather than MARC tag number order, and, for electronic IRs, following the order given first in chapter 9, then in chapter 12.

Info from the PCC module on integrating resources for order of notes: LCRI 1.7B gives institutions the flexibility of providing notes in either AACR2 prescribed order or MARC 21 field order. CONSER and BIBCO participants should follow the practice that is institutionally most expedient. That is to say, if the majority of integrating resources are cataloged by serials staff, an institution may give preference to the prescribed CONSER MARC 21 field order for notes. Alternatively, if the cataloging of integrating resources is primarily the work of monograph catalogers, then AACR2 prescribed order may prevail as the preferred order.

When doing copy cataloging or updating existing records for integrating resources, add or modify notes in the most expeditious manner. Do not expend time and effort in rearranging notes to fit a certain style or convention.



Frequency note: 12.7B1

- Note the frequency of updates to an integrating resource
 - Unless:
 - Frequency is apparent from content of the title and statement of responsibility area
 - Frequency of updates is unknown
 - LCRI 12.7B1 (LC/PCC practice):
 - Always give a note for known frequency of updates, even if already apparent from the rest of the description

3

The frequency note is the first note in chapter 12 for continuing resources.

This note is new for integrating resources with the publication of revised chapter 12 in 2002. (Another element not just for serials any more!)

Reminder: the codes in the 008 Frequency and Regularity elements are based on the content of this note (tagged in the 310 field).

Some online databases have known, explicitly-stated frequency of updates, but many do not, and the vast majority of Web sites do not.

Many Web sites, however, may be known to be updated very frequently (more often or usually more often than once a day), such as most news and weather sites, or completely irregularly, as many organizational Web sites such as the BIBCO and CONSER sites.

If time: Can participants think of examples of regularly and irregularly updated Web sites and databases? When is the frequency of updates known and when unknown?

Frequency and regularity example 1

1) You know that this loose-leaf will be updated annually on a regular basis

PREFACE TO THE 2002 REVISION

The printed version of the 2002 revision of the second edition of the *Anglo-American Cataloguing Rules* (AACR) represents a milestone in the publishing history of the code. It is being issued as an integrating resource, in loose-leaf format for updating. Updates to the rules will be released annually; this is in recognition of the fact that changes to the rules are occurring more frequently than in the past and are often substantial.

245	00	Anglo-American cataloguing rules
250		2nd ed., 2002 revision.
310		Updated annually
008		Freq: a Regl: r

You may want to refer to the MARC Coding Guide in Appendix A, which everyone should have loose from their manual for ready reference, while going through these examples.

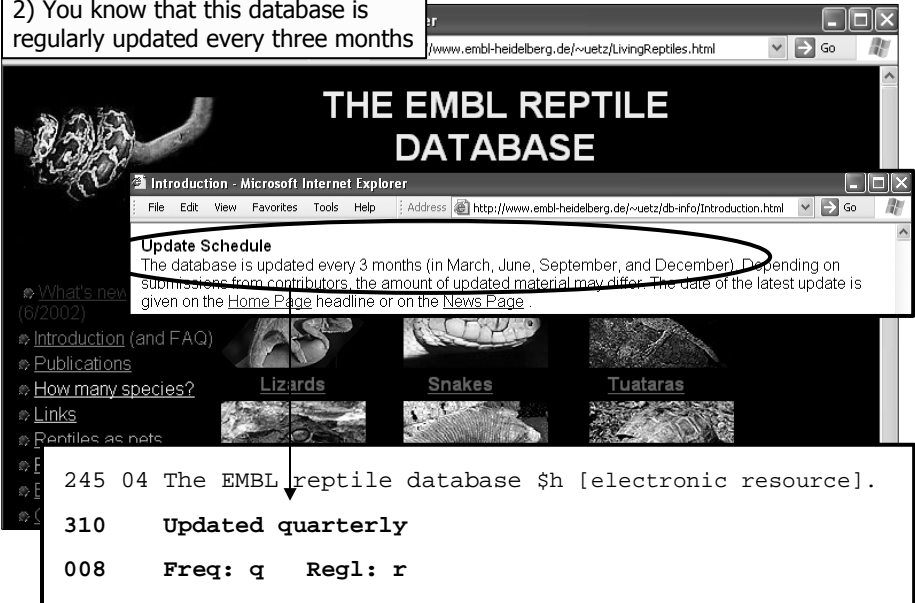
This is the first of several slides that illustrate the updating frequencies that IR catalogers are likely to encounter.

The meaning of the Regularity code and its coordination with the Frequency code may need some explaining for participants.

Always include the term “updated” in the frequency note for IRs, to clarify that this is not frequency of serial issues.

Frequency and regularity example 2

2) You know that this database is regularly updated every three months



The screenshot shows a web browser window displaying the EMBL Reptile Database. The main heading is "THE EMBL REPTILE DATABASE". Below the heading, there is a section titled "Update Schedule" which states: "The database is updated every 3 months (in March, June, September, and December). Depending on submissions from contributors, the amount of updated material may differ. The date of the latest update is given on the Home Page headline or on the News Page." Below this, there are three columns for "Lizards", "Snakes", and "Tuataras". At the bottom, a catalog record is shown with the following details:

245	04	The EMBL reptile database \$h [electronic resource].
310		Updated quarterly
008		Freq: q Regl: r

This is one of the relatively unusual examples in which a database has a statement of regular updating.

Possible discussion questions, if time:

If there are any serials catalogers present, what is the practice of serials cataloging and statements of frequency in catalog records?

Is a statement in the resource transcribed and taken at face value?

Is a comparison made with actual frequency of recent updates at the time of check-in and the establishment and adjustment of publication patterns and claiming of issues?

Should the cataloger of an integrating resource take a statement like this at face value?

How might they check to see if updates really are made quarterly?

How close would they need to be to quarterly, if not right on the nose, for the statement to remain basically accurate and helpful to users? [Could say "Updated four times a year."]

Frequency and regularity example 3

3) You know that this database is updated on a monthly basis but regularly skips certain months

The screenshot shows the NESTOR website. The title is "Bibliography of Aegean Prehistory and Related Areas". The publication information states: "Published monthly, September to May, by the Department of Classics, University of Cincinnati, P.O. Box 0226, Cincinnati, Ohio 45221-0226, U.S.A." The editor is Carol Hershenson and assistant editors are Evi Gorogianni, K. Mark Armstrong, Dan L. Davis, and Erin W. Lopp. The page includes a "Home Page" link and a navigation menu with "History & Subscription Info.", "Search the Nestor Database", "IDAP", "Links", and "Feedback".

245 00 Nestor \$h [electronic resource] : \$b bibliography of Aegean prehistory and related areas.

310 Updated monthly (except June-Aug.)

008 Freq: m Regl: n

An example of “normalized irregular” updating.

Frequency and regularity examples 4-6

4) You know that this Web site is updated on a very frequent basis
[Regl code "k" = continuously updated; defined as "more frequently than daily"]

Weather.com Web site
[http://www.weather.com/]

310 **Continuously updated**

008 **Freq: k Regl: r**

5) You know that this Web site is updated irregularly (no regular pattern)

CONSER Web site
[http://www.loc.gov/acq/conser/]

310 **Updated irregularly**

008 **Freq: _ Regl: x**

6) You know that this database is updated but have no information about how often or according to a regular or irregular pattern

Global invasive species database

[No 310 present]

008 **Freq: u Regl: u**

Instructor note: MARC 21 has "Continuously updated" while AACR2 uses "Continually" in 12.7B1 example. But AACR2 examples are not prescriptive. In this example the former term has been chosen for the sake of consistency with MARC 21 and CONSER documentation.

Code "k" is defined in MARC 21 as "more frequently than daily."

If you *know* a resource is updated completely irregularly, code it as such; for example, the CONSER or PCC Web sites.

There has been some discussion about whether to code the regularity of continuously updated as x or r. But regularity code "x" can only be used when Freq. equals code blank, or when used to express numbers per year. Therefore "r" is the best choice. [This guidance comes from Judy Kuhagen of CPSO and Jean Hirons of CONSER, Jan. 2003]



Former frequency note

```
245 00 Drug interaction handbook / $c editors, Kenneth  
      A. Scott ; Julie B. Olin.  
260   Denver : $b MedFacts, $c c1996-  
300   v. (loose-leaf) ; $c 27 cm.  
310   Updated quarterly, $b July 2001-  
321   Updated semiannually, $b Jan. 1996-June 2001  
008   Freq: q   Regl: r
```

8

Former frequency is tagged in field 321. This is actually more likely to arise for IRs in the future when the updating frequency is different from that already stated in an existing record.

For electronic integrating resources:

Nature and scope, system requirements, and mode of access note: 9.7B1

- a) Nature and scope
 - Make notes on nature and scope of the resource if not apparent from rest of description
 - 516 Computer game.
- b) System requirements
 - Note system requirements only if special software or hardware are required to access and use the resource
 - 538 System requirements: Adobe Acrobat reader.
- c) Mode of access
 - Always specify the mode of access for remote access resources
 - 538 Mode of access: World Wide Web.

9

This is the first note in Chapter 9 for electronic resources: AACR 9.7B1.

It has three distinct aspects:

A: Nature and scope: tagged in field 516; is optional for integrating resources.

B: System requirements: tagged in field 538; is required if applicable for remote-access resources.

Used in records for remote-access resources only when special software, hardware, or peripherals are required to access and use a resource --beyond a computer with Internet access and a Web browser.

C: Mode of access: also tagged in 538; is mandatory for remote-access resources, and is normally the first note in the record.

Also noteworthy: Notes are given in MARC tag number order in CONSER records. For non-CONSER records, give notes in the order required by the utility or local system (which, for example might be: give notes in AACR2 prescribed order, regardless of MARC tagging).

Additional reminder: do not combine system requirements and mode of access notes.

Nature and scope note, and System requirements note

National NAGPRA Database

The documents related to the Native American Graves Protection and Repatriation Act are organized in the five categories listed below. The date following a document indicates its publication date. The date following a directory (shown in capital letters) indicates when the last item in the list was last updated.

See Also
 Native American Consultation Database

Two directories under the Notice category contain numerous documents. A search engine is now available in each Notice directory to facilitate finding a document by specific tribe, museum, or other keyword.

The documents are provided in text and PDF format. The user must have a PDF viewing software such as the free Adobe™ Acrobat Reader to view the PDF documents. Another option is to choose "load to local disk" option from the Option menu on Mosaic or the "Save As..." option from the File menu on Netscape and download the file and view it later.

516 Text (HTML and PDF).

538 System requirements: Adobe Acrobat reader to view and print PDF files.

538 Mode of access: World Wide Web.

This updating database includes documents in both HTML text and PDF formats. The user must have Adobe Acrobat Reader installed on their computer in order to view the PDF versions of the documents.

Instructors should point out that:

A "nature and scope" note is optional, but a cataloger could choose to include one such as the one given on the slide, in which case it is tagged in field 516.

The system requirements note is required in this case because more than just a computer with Internet access and a Web browser is required to access and use the PDF files that are included within this resource.

Source of title proper note: 12.7B3

- Printed integrating resources:
 - Make a note on the source of the title proper if it is taken from a title page substitute
- Nonprint integrating resources:
 - Follow the instructions in subrule .7B3 in the chapter dealing with the type of material to which the resource belongs
- For remote electronic resources: 9.1B2 & 9.7B3:
 - Always give source of title proper in a note
 - Examples given in 9.7B3 and 12.7B3 include:
 - Title from title screen
 - Title from home page (viewed on Dec. 18, 1999)
(Source of title proper note combined with item described note)

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Both chapters 12 and 9 require the source of title proper note always be given in records for remote access electronic resources.

This note is often often combined in e-resource cataloging practice with the Item Described note (alternatively referred to as the “Description based on” note). Both notes do relate to identifying the title and iteration of the resource being described.

Bibliographic history and relationships note: 12.7B8

- Make notes on the **bibliographic history** and on the **important relationships** between the resource being described and the immediately **preceding**, immediately **succeeding**, or **simultaneously issued** resources.
 - *These include:*
 - Absorptions
 - Continuations
 - Translations
 - Mergers
 - Simultaneous editions
 - Splits
 - Supplements
- LC/PCC practice: give **reciprocal linking notes**
 - Use MARC 76X-78X linking entry fields and 580 linking entry complexity note when appropriate

Detailed coverage of linking notes later in Session 2

12

These kinds of bibliographic history and relationships and their MARC tagging have been worked out in detail for serials over time.

LC/PCC practice is to apply Rule 12.7B8 to both serials and integrating resources, using the same MARC tags.

This will be very new to those who in the past cataloged exclusively monographic resources.

See LCRI 12.7B8 for some further guidance.

Because the use of linking entries is fairly complex and will require many slides, it will be deferred to the end of Session 2b, rather than interrupt this section on AACR2 chapter 12 notes, followed by AACR2 access points.

“The relationship between one integrating resource and another integrating resource, or between an integrating resource and a serial, or between an integrating resource and a monograph, is generally expressed by reciprocal linking notes on both records rather than by a related-work added entry for the earlier resource on the record for the later resource (12.7B8, LCRI 12.7B8, LCRI 21.28B1)” --quoted from CPSO Web site “Library of Congress Implementation of the 2002 Edition of AACR2 – Significant Changes”



Item described note: 12.7B23

- If the description is not based on the first iteration:
 - Make a note of the latest iteration consulted in making the description
 - Description based on: 1994 ed. through update 10
- For remote access resources:
 - Always give the date on which the resource was viewed for description (see also 9.7B22)
 - Description based on contents viewed on Oct. 21, 1999
 - Title from title bar (viewed on Jan. 13, 2000)
(Source of title proper note combined with item described note)

13

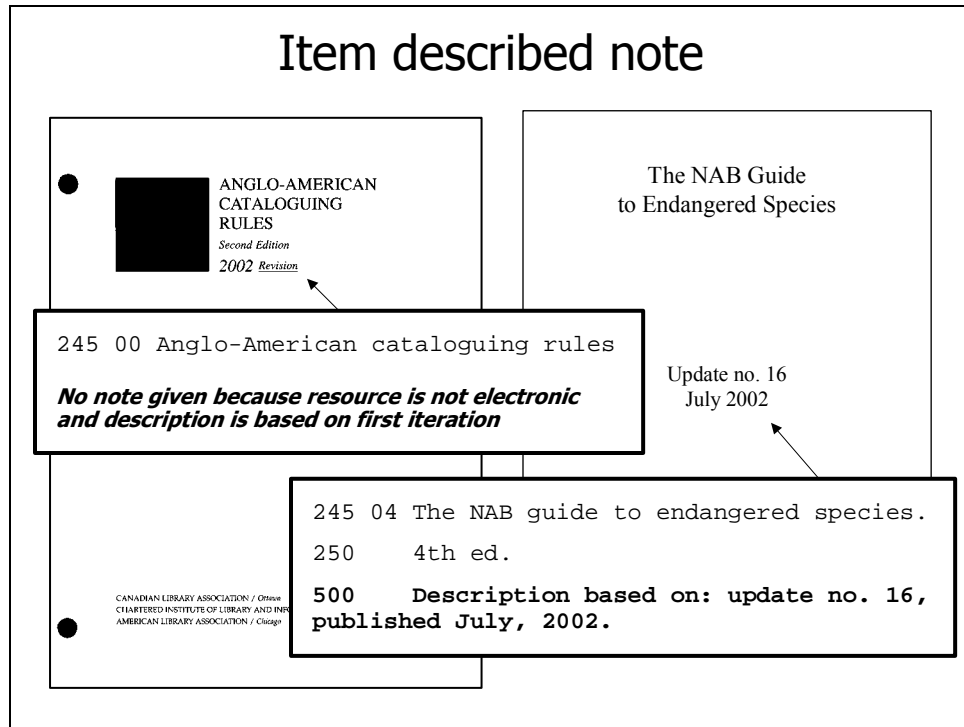
Although the last note in number order in both chapters 12 and 9, **this is one of the most crucially important notes for integrating resources.**

It is mandatory in all records for remote access electronic resources, but is also required in records for print integrating resources when not cataloging from the first iteration.

This note is commonly combined in e-resource cataloging practice with the Source of Title Proper, in which case it is usually worded as “viewed on ...” and placed in parentheses after the source of title proper.

In print IR resource records, it is more commonly given as “Description based on...” (the same as for serials)

Both notes relate to identifying the title and iteration of the resource being described.



If you can give an update or release number that coincides with the iteration upon which the description is based, it should be given especially when cataloging loose-leaves. When cataloging web sites or online resources use judgment.

**Combined source of title proper and
item described notes example**

**USDA National Nutrient Database for Standard Reference
Release 15**

This page provides access to Release 15 of the USDA National Nutrient Database for Standard Reference. You can either view the data here or download the data files and documentation in several different formats for use later on your computer. A search tool is also provided so you can look up the nutrient content of 6220 different foods directly from this home page.

245 00 USDA national nutrient database for standard reference \$h
[electronic resource].

500 Title from home page (viewed on Dec. 15, 2002).

This slide illustrates the two notes combined into one, and the most common form of wording for the note.

This combination note appears to be used by far the most often in WorldCat records for Internet resources.

This combined note will be used in this course in examples and exercises, but participants should be aware that they are logically two separate notes, covered by two separate rules in AACR, and that nothing requires their being combined into one. Note that a note “Description based on” for the release number may also be added, although it is not required.

Area 8: Standard number and terms of availability: 12.8

- Record standard numbers
- Standard Number (12.8B1)
 - ISBN: 020
 - ISSN: 022
- LCRI 12.8B1: If an integrating resource has both, give both in the catalog record.

16

Integrating resources may bear standard numbers such as ISBN and ISSN. If present either or both are to be recorded in the catalog record.

Remember that a canceled or invalid ISBN that appears in a resource should be recorded in an 020 subfield \$z and an incorrect ISSN that appears in a resource should be recorded in an 022 subfield \$y; a cancelled ISSN, after verification by an ISSN Center that it represents a cancelled ISSN, is recorded in 022 subfield \$z.

Access Points: Main and added entries

Determine name and uniform title entries

- Based on AACR2 chapter 21
 - Persons and bodies that bear responsibility for the intellectual or artistic content of the resource
 - Uniform titles for resources dealing with works of literature, music, etc.
- Enter in MARC 1XX and 7XX fields
 - In full-level records, 7XX entries must be explained ("justified") by being given in the descriptive part of the record (MARC 2XX-5XX)

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This workshop does not go into the rules for determining main and added entries since the rules are the same for updating loose-leafs and updating online resources as for other resources.

See LCRI 25.5B for guidance on constructing uniform titles to resolve title conflicts for integrating resources.

Corporate body main entry example

080676

PROGRAM FOR
Cooperative Cataloging

For information on the components of the Program for Cooperative Cataloging (PCC), click on the name below:

BIBCO CONSER NACO SACO

About the PCC

- Información sobre el PCC en Español
- Informações sobre o PCC em Português

For more information, contact the [Cooperative Cataloging Team](#) at the Library of Congress

PCC Organization

- PCC Policy Committee, Steering Committee, and Advisors
- PCC Standing Committees (members, reports, etc.):
 - Standing Committee on [Automation](#)
 - Standing Committee on [Standards](#)
 - Standing Committee on [Training](#)

110 2_ Program for Cooperative Cataloging.

245 10 Program for Cooperative Cataloging \$h [electronic resource] :
\$b [website].

This slide is intended to contrast with the following slide.

Both are examples of institutional or organizational Web sites.

In this case the name of the organization is given as main entry since the Web site as a whole “emanates” from the PCC and falls within the scope of rule **21.1B2a**: “...of an administrative nature dealing with the corporate body itself ... or its offices, staff, and/or membership (e.g., directories) ...”

Title main entry example

245 00 Smithsonian Institution \$h [electronic resource] :
 \$b [website].

710 2_ Smithsonian Institution.

In this case, although the Web site as a whole “emanates” from the Institution, the predominant content of the site goes well beyond the scope of the categories given in rule 21.1B2a (“...of an administrative nature dealing with the corporate body itself ... or its offices, staff, and/or membership (e.g., directories) ...”)



Electronic location and access

- MARC 856 field
 - Indicators:
 - First indicator = access method
 - Second indicator = relationship
 - Most commonly used subfields:
 - Subfield \$u = uniform resource identifier (URI)
 - suffices for most Web resources
 - Subfield \$z = public note
 - Subfield \$3 = materials specified note
- Serves as active hyperlink from the catalog record to the online resource in Web-based catalogs

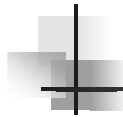
20

Perhaps the most crucial access point for an online resource is its electronic address. The slides ahead look at the indicator and subfield codes

In Web-based catalogs it is the URL in subfield \$u of the 856 field that serves as a 'hotlink' directly to the resource itself on the Internet.

A resource may have more than one electronic address and/or access method and so have more than one 856 field in the record

Reminder: do not enter institution-specific URLs into records shared on the utilities (the same as any local, copy-specific, or institution-specific notes or other information).



856 indicators

<ul style="list-style-type: none"> ▪ <u>Indicator 1: Access method</u> <ul style="list-style-type: none"> ▪ 0 = E-mail ▪ 1 = FTP ▪ 2 = Remote login (Telnet) ▪ 3 = Dial-up ▪ 4 = HTTP <ul style="list-style-type: none"> ▪ <i>Used for most Web resources</i> ▪ 7 = Method specified in \$2 <ul style="list-style-type: none"> ▪ <i>Used in records for Web resources before 1997</i> 	<ul style="list-style-type: none"> ▪ <u>Indicator 2: Relationship</u> <ul style="list-style-type: none"> ▪ <i>Can generate display constant</i> ▪ Blank = No info. provided ▪ 0 = Resource <ul style="list-style-type: none"> ▪ <i>Used in records for Web resources themselves</i> ▪ 1 = Version of resource ▪ 2 = Related resource ▪ 8 = No display constant generated
--	---

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First Indicator: The vast majority of Web sites and databases cataloged will have first indicator 4 since their primary address will be on the World Wide Web.

It is possible that some resources may include FTP addresses for downloading files or database records, etc., but the majority will have basic HTTP addresses.

1st indicator value “4” for HTTP was established in 1997, and records cataloged before that time and not subsequently updated will have **1st indicator “7” with http specified in \$2** [as was any other access method not specified by another indicator].

Second indicator:

Second indicator value “0” is used when the body of the record describes an online resource itself.

Value “1” is used more often in records for print resources that have an electronic version available online.

Value “2” is used for example in records for printed books that have a related resource available online. A common example is when a book has a table of contents available online.

This value may be used in online resource records if there is a related online resource which the cataloger thinks is important to note and provide access to, but this is relatively rare in records for updating Web sites and databases.

Value “2” is used for an online table of contents because the TOC is not an online version of the entire resource, but only of a portion of it. [See OCLC records 49383996 and 47844676 as two of many hundreds of examples cataloged by the Library of Congress.]

856 Examples

```
245 10 Program for Cooperative Cataloging $h [electronic resource]
      : $b [website].
856 40 $u http://lcweb.loc.gov/catdir/pcc/
```

```
245 00 Charta $h [electronic resource] : $b scegli charta e il
      biglietto tuo.
546   In Italian; includes English version.
856 40 $u http://www.charta.it/
856 40 $3 English version $u http://www.charta.it/english/index.php
```

```
245 00 OCLC firstsearch $h [electronic resource].
856 40 $u http://www.ref.oclc.org:2000 $z Requires authorization
      and password
```

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Out of the numerous possible subfield codes available in the 856, the vast majority of Web resources will need to use only subfield \$u for the URL (Uniform Resource Locator).

Two other commonly used subfields:

\$3 : Specifies the part of the item to which the 856 applies, e.g., an online table of contents

\$z : Public Note: a note pertaining to the electronic location of the source identified in the field that is in a form adequate for public display.

URL in 856 must match granular level of description

<http://www.un.org/>
= URL for whole Web site

<http://www.un.org/english/>
= URL for English language portion of Web site

URL in 856 40 must match granular level of resource you are selecting for description in the body of the bibliographic record.

One of the most important things for catalogers is to be sure URL in 856 40 matches the **granular level** of resource described in the body of bib record.

It is all too easy to be maneuvering around within a Web site and copy and paste or insert a URL for a sub-page into the 856 field, when you are really intending to catalog a higher level of granularity.

This appears too often, for example, in WorldCat records, where the URL in the 856 is for a sub-page of the resource and does not match the description in the body of the bibliographic record.

Internal bookmarks in 856 URLs must also match

http://dublincore.org/resources/faq/
= URL for whole FAQ document

http://dublincore.org/resources/faq/#whatisanattributevaluepair
= URL for bookmarked sub-section of FAQ

856 40 \$u http://dublincore.org/resources/faq/

URL in 856 40 must match the level of a Web resource selected for cataloging; must not contain an internal "bookmark" to a sub-section within a page *unless* that is the specific section being cataloged. HTML bookmarks are indicated by the "#" sign.

This is another common variation on the same theme:

Many Web pages contain internal "bookmarks", indicated by the pound sign, that serve as internal page hyperlinks that take the user to various points within a long page.

This FAQ is an example, where each question is bookmarked so that the user can click on the question and be taken directly there instead of scrolling down.

But again we find in too many catalog records that the cataloger has copied and pasted or inserted the bookmarked URL into the 856 instead of the base URL for the whole page.

Something to pay attention to and be aware of and double-check in original cataloging records.

There may, however, be cases in which the resource to be cataloged is at the level of a bookmark within a larger page. In those cases, the bookmark is to be included in the electronic address / URL for the resource.

The key is that **the electronic address must take the user to the resource described in the body of the bibliographic record**, whatever has been selected for cataloging.

Beyond AACR2: Subject headings and classification

- Do the same thing as for non-integrating resources, but keep in mind the changing content
 - **Analyze the subject content** of the resource at the selected granular level
 - **Assign subject headings** from a standard scheme
 - LCSH, MeSH, etc.
 - May also assign a **classification number** from a standard scheme
 - LCC, DDC, etc.
 - Class portion alone may suffice in master records

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Do subject analysis and select appropriate subject headings according to an established scheme, LCSH being the most common.

Anticipate changing content as much as is reasonably possible and assign subject headings accordingly. Do not assign headings for very specific content that is likely to change.

Beware of topical vs. form subdivisions and topical vs. genre headings for online resources. There are only a few subdivisions that specifically identifies a resource as being on the Internet (e.g., **\$v Blogs**, **\$v Electronic discussion groups**, **\$v Online chat groups**).

The subdivision **--Computer network resources** is a **topical (\$x)** subdivision, *not* a **form (\$v)** subdivision, and is therefore to be used for resources that are **about** Internet resources on a particular topic, not for resources that **are** Internet resources about a particular topic.

The subdivision **\$v Databases** is a form subdivision that may apply to some databases with highly interactive content [see LC Subject Cataloging Manual: Subject Headings for details on the use of the form subdivisions **--Databases**, **--Software**, **--Interactive multimedia**, **--Electronic discussion groups**, and **--Computer games**].

Also see the section on subject analysis and classification in the Jan. 2005 revision of the PCC module on integrating resources.

Adding a classification number is also valuable as a subject access point, but is not required and different institutions may have different policies about supplying one in a master record. Local use of classification for online resources will vary from institution to institution as well.

It has often been recommended that the class portion alone in subfield \$a of a call number field is sufficient in a master/shared record, since a cutter number is not needed for shelf arrangement. But some institutions may want complete call numbers for their local systems.

If time, instructors may wish to ask participants what they are doing with classification for online resources in their institutions.

Relationships with other resources and Links between records

- 12.7B8: Bibliographic history and relationships note
 - Make notes on the **bibliographic history** and on the **important relationships** between the resource being described and **immediately preceding, immediately succeeding, or simultaneously issued resources**
 - *These include:*
 - Absorptions
 - Continuations
 - Mergers
 - Splits
 - Translations
 - Simultaneous editions
 - Supplements
 - LC/PCC practice: give reciprocal linking notes
 - Use MARC 76X-78X linking entry fields and 580 linking entry complexity note when appropriate

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This was one of the BIG new changes in the 2002 revision of AACR2 --monograph and serial catalogers have long taken different approaches on how to show bibliographic relationships.

For monographs, certain relationships, such as revised editions involving title changes, were covered by a note and a related work added entry. Serials catalogers have long used the specific linking entry fields in MARC to show relationships

Chronological relationships have been especially key to serials cataloging: for serial title changes requiring a new record, with links between records for preceding and succeeding titles.

LC/PCC practice is to apply Rule 12.7B8 as written to both serials and integrating resources, and to use MARC linking entry fields for both.

The use of linking fields will likely be quite new to those who in the past cataloged exclusively monographic resources.

The following slides will provide an overview and introduction to links, followed by examples that apply to integrating resources.

See LCRI 12.7B8 for some further guidance.

Note: Another type of relationship not listed on the slide because not listed in rule 12.7B8 is: Other physical formats

Reciprocal links between records

- Relationships are generally expressed by reciprocal linking notes on both records
 - Rather than by a related-work added entry for the earlier resource on the record for the later resource:

```

graph LR
  IR1[Integrating resource] <--> IR2[Integrating resource]
  IR3[Integrating resource] <--> S[Serial]
  IR4[Integrating resource] <--> M[Monograph]
  
```

But not: Monograph \leftrightarrow Monograph

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The basic rule is that links should be added to each record for a title in a linking relationship, with a limited number of specified exceptions.

This “principle of reciprocity” may provide impetus for new cooperative effort between catalogers of serials, integrating resources, and monographs; CONSER and BIBCO, etc.

“The relationship between one integrating resource and another integrating resource, or between an integrating resource and a serial, or between an integrating resource and a monograph, is generally expressed by reciprocal linking notes on both records rather than by a related-work added entry for the earlier resource on the record for the later resource (12.7B8, LCRI 12.7B8, LCRI 21.28B1)”

--quoted from CPSO Web site “Library of Congress Implementation of the 2002 Edition of AACR2 – Significant Changes,” viewed January 6, 2003.

Don't imagine relationships; in case of doubt, don't include

When a relationship is known, but the “flavor” is not; don't guess, use 787

See also for reference: CONSER Cataloging Manual 14.1.5

What linking fields do and don't do

- 1. Links generate notes
 - In an online record: 780 00 \$t Performance practice review \$w ... generates the note:
 - Continues: Performance practice review.
- 2. Links connect related records in a database
- 3. Links are not intended to provide added entries

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Heads up for trainers: technically linking fields do not provide added entries, but many libraries are choosing to index these in their local systems, in which case they do serve as searchable added entries. If time allows, instructors might ask participants what their local systems do with linking fields.

See also for reference: CONSER Cataloging Manual 14.1.3



Chronological relationships

- Relationships in time between resources (sequential relationships)
 - May be **simple** (e.g., one-to-one relations such as: continues/continued by) or **complex** (more than one-to-one relations, such as: mergers, splits, absorptions)
 - Most commonly in IR records: **when a publication issued over time changes from one format to another**; or for successive editions of an updating loose-leaf with in toto replacement
 - A new catalog record is required for the publication in the new format, etc.
 - Examples:
 - A print serial continued by an online database
 - Two print serials and a loose-leaf service cease and merge into a single online Web site
 - A loose-leaf issued in a new edition, with in toto replacement of the base volume
 - An online database separated from a print serial

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Note again that for serials cataloging, chronological relationships have been of crucial importance and using the MARC 780/785 fields has been the key to linking records for preceding and succeeding titles of the same serial.



Horizontal relationships

- Relationships between different versions of the same resource
 - May be issued **simultaneously** (language editions) or at **different times** (reprints or translations); also include **supplements** and **reproductions**
 - Most commonly in IR records: when a publication appears in a **different format, a different language, or as a reproduction**
- Examples:
 - A print serial also issued as an online database
 - Four map serials also issued as a combined online GIS database
 - A CD-ROM serial also issued as an online database

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Common MARC 21 linking fields

■ Linking fields

- 765 Original language entry
- 767 Translation entry
- 775 Other edition entry
- 776 Additional physical form entry
- 780 Preceding entry
- 785 Succeeding entry
- 787 Nonspecific relationship entry

■ Note fields

- 530 Additional physical form available note
- 580 Linking entry complexity note
 - used when appropriate note cannot be generated using a linking field alone

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In case this is raised by participants: you might note that most serial-monograph-IR links created at this time will likely appear as MARC fields 775, 776, 780, and 785. Though it is conceivable that some other linking fields, such as 765, 767, or 787, could also be appropriate under some circumstances. 530 and 580 fields are used in combination with a non-displaying linking field whenever an appropriate note cannot be generated using a linking field alone

Extract from MARC 21 Concise Format for Bibliographic Data: RECORD LINKS AND NOTES (see full document for more complete information)

Linking Entry Fields (fields 760-787)

These fields carry descriptive data concerning the related item, the control number for the record of the related item, or both. Minimal content designation is provided for the data concerning the related item that is used in the linking entry fields. For data operations requiring fuller content designation, such as indexing and sorting, subfield \$w (the record control number for the related item) allows the system to follow that link to the related record to obtain fully content-designated data. Moreover, the coded data in control subfield \$7 allows some types of indexing without reference to the actual related record. The value used in the first indicator position of a linking entry field determines whether a note is to be generated from the field.

Linking Entry Complexity Note (field 580)

The Linking Entry Fields are designed to support generation of a note concerning the related item in a display of the record for the target item. When the relationship is too complex to be expressed using a display constant and the data from the linking entry field or the linked record, the note is recorded in the Linking Entry Complexity Note field. When used, this field appears in addition to any relevant 760-787 linking entry field, and no note is generated from the linking entry field.

Linked-Record Requirement (Leader/19)

This data element indicates whether sufficient information is present in the linking entry field to support generation of an eye-readable note that identifies the related item or whether only a related record number is recorded. If only a record number appears, the system will need to obtain the appropriate information from the related record to construct a standard display.

The following subfields or subfield combinations are considered sufficient for display purposes:

Subfield \$a + \$t (Main entry heading + Title)
 Subfield \$a + \$s (Main entry heading + Uniform title)
 Subfield \$a (Main entry heading)
 Subfield \$t (Title)
 Subfield \$s (Uniform title)
 Subfield \$u (Standard Technical Report Number)
 Subfield \$r (Report number)

Added Entries (fields 700-730)

When a cataloging code calls for an added entry for a title used in a linking field, the added entry is recorded in the appropriate 700-730 field. Linking fields are not intended take the place of added entries. Likewise, an added entry in field 700-730 does not take the place of a linking field, as it cannot cause a note to be generated or carry a record link.

Components of linking entry fields

- **1. Catalog entry:** \$a, \$b, \$t, \$s
 - Enter the catalog entry from the MARC 130 and/or 1XX, 240, and 245 fields of the related record into the \$a, \$t, and occasionally \$b and \$s of the linking field in the record being edited
- **2. Standard numbers:** \$x, \$z
 - Whenever it is available on a related record, include the **ISSN** in \$x and/or the **ISBN** in \$z in the link
- **3. Control numbers:** \$w
 - Include a \$w for the **LC** and/or **NLC** record number, if one exists
 - Include also a \$w for a utility (e.g., OCLC) record number if cataloging in one of the utilities and/or if there is no LC or NLC record number
- **See LCRI 12.7B8** for more information and exceptions

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Catalogers should also use the catalog entry in 580 or 530 note fields when needed.

“NLC record number” = National Library of Canada control number, see CONSER Editing Guide, 010 for further information.

See also for reference: CONSER Cataloging Manual 14.1.4



Linking fields: Indicators (1)

- First indicator
 - 0 Display note (usually)
 - 1 Do not display note (only when 580 used)
- Second indicator
 - Varies depending on field, used to determine display constant in OPAC
 - 776 0_ Available in another form:
 - 787 0_ Related item:

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“Blank” 2nd indicator shown for other physical form or nonspecific

[Note of acknowledgement: this and most of the following slides up to the linking entry examples were originally created by Judith Kuhagen and David Reser of LC CPSO, who at this workshop creator’s request agreed to share them for modification and use in this workshop.]

Linking fields: Indicators (2)

- Second indicator for 780 (Preceding entry)
 - 0 Continues
 - 1 Continues in part
 - 2 Supersedes [Pre-AACR2]
 - 3 Supersedes in part [Pre-AACR2]
 - 4 Formed by the union of ... and ... ← requires 580 note
 - 5 Absorbed
 - 6 Absorbed in part
 - 7 Separated from

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2nd indicator “4” necessitates the use of a 580

Note indicators 2 and 3 are not used for current cataloging because 12.7B8 makes no distinction between the words “continues” and “supercedes”

Linking fields: Indicators (3)

- Second indicator for 785 (Succeeding entry)
 - 0 Continued by
 - 1 Continued in part by
 - 2 Superseded by [Pre-AACR2]
 - 3 Superseded in part by [Pre-AACR2]
 - 4 Absorbed by
 - 5 Absorbed in part by
 - 6 Split into ... and ...
 - 7 Merged with ... to form ...
 - 8 Changed back to [Pre-AACR2]

Usually need 580 note

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Use of 2nd indicators 6 or 7 means you will probably have to do 580

Second indicators 2, 3, and 8 are not used in current cataloging.



Linking fields: Subfields (1)

\$a Main entry heading

- From related record's 100, 110, 111
- Individual components of the name heading are included in a single subfield \$a

\$s Uniform title

- From related record's 240
- Only used in conjunction with \$a
- Individual components of a uniform title are included in a single subfield \$s

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If you look in the MARC format at the linking fields, you'll see that there are dozens of subfields defined. In reality, use only a handful of subfields. \$a, \$s, \$b, \$t, \$w, \$x, \$z



Linking fields: Subfields (2)

\$t Title

- From related record's 130 or 245 \$a \$n \$p
- Individual components of a title are included in a single subfield \$t

\$b Edition

- From related record's 250
- Include only if 1XX/245 are the same in both records (i.e., needed to distinguish)

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Linking fields: Subfields (3)

\$w Control number

- **LCCN** from related record's 010 field
 - Precede LCCN by "(DLC)" and formulate LCCN using proper spacing conventions
 - Post-2000 LCCN format: \$w (DLC)__2002123456
 - Pre-2001 LCCN format: \$w (DLC)__98345678_
 - [Must have 12 positions: 2 initial blanks in post-2000 numbers; 3 initial + 1 final blank in pre-2001 numbers]
- In OCLC database, also include: **OCLC record number** from related record
 - Precede by (OCoLC) without spaces: \$w (OCoLC)1758471
- Example with both LCCN and OCLC numbers in \$w:
 - \$w (DLC)__2002003771 \$w (OCoLC)4471176

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For those working in the OCLC WorldCat database, \$w should include OCLC control numbers



Linking fields: Subfields (4)

\$x ISSN

- from related record's 022 field (serials, possibly some integrating resources)

\$z ISBN

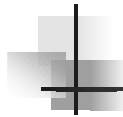
- from related record's 020 field

Linking fields: Subfield Conventions

- Punctuation:
 - Ending punctuation only in \$a and in \$s (and \$t if followed by \$b)
- Initial articles:
 - Omit unless intent is to file on (e.g., Los Angeles)

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Reminder: do not use internal subfielding (especially problematic when using \$b for a subordinate body in the main entry because \$b has a different use in links)



Form of Linking Entry

Title proper, and if needed, edition	245 245/250	\$t \$t \$b
Main entry name heading/title proper, and if needed, edition	1XX/245 1XX/245/250	\$a \$t \$a \$t \$b
Main entry name heading/uniform title	1XX/240	\$a \$s
Main entry name heading/uniform title/title proper (legal, translations)	1XX/240/245	\$a \$s \$t
Main entry uniform title	130	\$t
Main entry uniform title/title proper (translations and other language editions)	130/245	\$t

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The information on this slide is primarily from LCRI 12.7B8



Reciprocal Linking Notes

- Linking entry complexity note – 580
 - Use only if the relationship between two or more bibliographic resources is too complex to be expressed by the second indicator of the linking field or when the cataloger wants to give additional information.

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Examples of when a 580 is required: 780 indicator 4 and, 785 indicators 6 and 7, as shown on slides 34 and 35.

See examples of giving additional information on slides 47 and 48 to clarify the titles of related resources.

Example 1: New ed. of updating loose-leaf related to previous ed.

Record for current edition:

```
OCLC record # 50440733
010 2002-71009
020 084441073X (loose-leaf)
245 00 CONSER cataloging manual / $c Jean L. Hirons, editor.
250 2002 ed.
780 00 $t CONSER cataloging manual. $b 1st ed. $z 0844407844
    $w (DLC)___93009913 $w (OCoLC)27813639
```

Record for previous edition:

```
OCLC record # 27813639
010 93-9913
020 0844407844
245 00 CONSER cataloging manual / $c Jean L. Hirons, editor.
785 00 $t CONSER cataloging manual. $b 2002 ed. $z 084441073X
    $w (DLC)___2002071009 $w (OCoLC)50440733
```

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An example of a simple bibliographic relationship that does not require a 5XX linking complexity note.

Recall that a new bibliographic record is created only if the bibliographic resource is a new edition per LCRI 21.3B. Because the 2002 ed. of this manual entails an in toto replacement of the entire base volume, it is considered a new resource/work and a new record is required.

If the 100 and 245 are the same in both records, you need to include \$b (Edition) after \$t (Title) in the linking fields.

Example 2: Merger of two loose-leaf resources into one new resource

Record for current resource:

```
010 2002111111
022 1234-5678
245 00 Regulations for commercial and residential property.
580 Merger of: Regulations for commercial property, and:
Regulations for residential property
780 14 $t Regulations for commercial property $z 1212343456
$w (DLC)___95012012_
780 14 $t Regulations for residential property $z
0101252252 $w (DLC)___96214789_
```

Reciprocal links are given in each of the records for the two preceding resources.

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Reminder: linking entry fields include indicators that generate display constants. In most cases serials records use these indicators in the majority of cases and do not include an additional 5XX note, because the display constant is sufficient to make clear the nature of the relationship of the linked title to the title described in the body of the record.

Here is an example of a complex relationship that can't be explained just from the 7XX linking fields.

The 580 is often needed when there is more than one of the same type of link in a bibliographic record.

Here the new resource is a merger of two previous resources. Because there isn't a way to combine the information from the two links in a meaningful way with just the information in the two 7XX fields, the explanation of the relationship is given in the 580 note field. Then the citations are given in two 780 fields for the two preceding resources.

The first indicator is "1" because the note should not be generated from the 780 fields (a 580 field is in the record); the second indicator of "4" indicates that a merger is involved.

NOTE: The examples of the other two records, with reciprocal linking notes back to this record and to each other, are not shown in these workshop slides, but it should be understood that they need also to be made.

[This example and the notes have been borrowed from Judy Kuhagen and Dave Reser.]

Option: generate notes from links

Option 1: use 530 note:

```
245 00 Environmental knowledgebase $h [electronic resource].
530    Also available in a CD-ROM version as: Environmental
        periodicals bibliography.
776 1  $t Environmental periodicals bibliography (CD-ROM) $x
        1053-1440 $w (DLC)sn_90003252_$w (OCoLC)22461337
```

Option 2: use \$i in 7xx link:

```
245 00 Environmental knowledgebase $h [electronic resource].
776 08 $i Also available in a CD-ROM version as: $t
        Environmental periodicals bibliography (CD-ROM) $x 1053-
        1440 $w (DLC)sn_90003252_$w (OCoLC)22461337
```

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An option to using the 530 note used in the past to specify the nature of a relationship of a resource available in more than one physical format is to enter this information into subfield \$i of the linking note and thus generate a note from the link.

In effect you are giving your own note instead of an automatically-generated display constant (and in which case you use second indicator “8” for ‘no display constant’).

This is now the preferred method for use when an automatic display constant is not needed.

But when a display constant is needed, as in the case of 780 and 785 preceding and succeeding linking entry fields, the \$i note cannot be used, and a 580 linking complexity note must be used if needed in conjunction with those two kinds of links..

Example 3: Online database (IR) related to CD-ROM version (serial)

Record for online database:

```
008   Type: a   BLvl: i   SrTp: d   S/L: 2
006   Type: m   Audn:   File: e   GPub:
245 00 Environmental knowledgebase $h [electronic resource].
538   Mode of access: World Wide Web.
776 08 $i Also available in a CD-ROM version as: $t
      Environmental periodicals bibliography (CD-ROM) $x 1053-
      1440 $w (DLC)sn_90003252_$w (OCoLC)22461337
```

Record for CD-ROM serial:

```
008   Type: a   BLvl: s
130 0 Environmental periodicals bibliography (CD-ROM)
245 00 Environmental periodicals bibliography $h [electronic
      resource].
300   computer optical discs ; $c 4 3/4 in.
776 08 $i Beginning 1998 available also as an online database: $t
      Environmental knowledgebase $w (OCoLC)41106254
```

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Example 4: Web site (IR) related to earlier print serial title [1]

Record for Web site:

```
008   Type: a  BLvl: i  SrTp: w   S/L:  2
006   Type: m  Audn:   File: d   GPub:
245 00 Performance practice encyclopedia $h [electronic
      resource] / $c editor, Roland Jackson.
538   Mode of access: World Wide Web.
580   A continuation of the print journal: Performance
      practice review.
780 10 $t Performance practice review $x 1044-1638 $w
      (DLC)___89645461_$w (OCoLC)18712767
856 40 $u http://www.performancepractice.com/
```

Example 4: Web site (IR) related to earlier print serial title [2]

Record for print serial:

```
008    Type: a    BLvl: s
245 00 Performance practice review.
300    10 v. : $b ill. ; $c 23 cm.
362 0  Vol. 1, no. 1, 2 (spring, fall 1988)-v. 10, no. 2
      (fall 1997).
580    Continued by an online database called: Performance
      practice encyclopedia.
785 10 $t Performance practice encyclopedia $w(OCOLC)40223351
```

Example 5: Online database related to simultaneously-issued CD-ROM serial and to earlier updating loose-leaf [1]

Record for online database:

```
008   Type: a   BLvl: i   SrTp: d   S/L: 2
006   Type: m   Audn:   File: d   GPub: f
245 00 USDA national nutrient database for standard reference $h
      [electronic resource].
246 1_ $i Title in HTML header: $a USDA nutrient database for
      standard reference
538   Mode of access: World Wide Web.
580   Previously issued as a print loose-leaf: Consumer and
      Food Economics Institute (U.S.). Composition of foods.
776 08 $i Issued also in a CD-ROM version: $t USDA nutrient
      database for standard reference $w (DLC)___00252195_$w
      (OCoLC)43564113
780 10 Consumer and Food Economics Institute (U.S.). $t
      Composition of foods $w (DLC)___77602784_$w (OCoLC)3913709
856 40 $u
      http://www.nal.usda.gov/fnic/foodcomp/Data/SR15/sr15.html
```

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Example 5: Online database related to
simultaneously-issued CD-ROM serial
and to earlier updating loose-leaf [2]

Record for CD-ROM serial:

```
008      Type: a    BLvl: s
245 00  USDA nutrient database for standard reference
      $h [electronic resource].
300      computer optical discs ; $c 4 3/4 in.
580      Previously issued as a print loose-leaf:
      Consumer and Food Economics Institute (U.S.).
      Composition of foods.
776 08  $i Issued also as an online database: $t USDA
      national nutrient database for standard reference $w
      (OCoLC)44340484
780 10  Consumer and Food Economics Institute (U.S.).
      $t Composition of foods $w (DLC)____77602784_$w
      (OCoLC)3913709
856 41  $u http://www.nal.usda.gov/fnic/foodcomp/
```

50

Example 5: Online database related to simultaneously-issued CD-ROM serial and to earlier updating loose-leaf [3]

Record for print loose-leaf:

```
008      Type: a   BLvl: i   SrTp: 1   S/L: 2
110 2    Consumer and Food Economics Institute (U.S.)
245 10   Composition of foods : $b raw, processed,
        prepared / $c by Consumer and Food Economics Institute.
300      v. (loose-leaf) ; $c 28 cm.
580      Continued by a publication issued on CD-ROM: USDA
        nutrient database for standard reference, and online
        via World Wide Web: USDA national nutrient database for
        standard reference.
785 10   $t USDA nutrient database for standard reference
        $w (DLC)___00252195_$w (OCoLC)43564113
785 10   $t USDA national nutrient database for standard
        reference $w (OCoLC)44340484
```

51



Final records for three examples

- (1) PCC Web Site
- (2) USDA National Nutrient Database
- (3) AACR2 Loose-Leaf

To conclude the presentation portion of Session 2, before turning to the Exercises, let's look at the final records for our three examples, given on the following slides.

If time, it is recommended to review all of the elements in bold face type in these records, and any other elements of interest to the instructor and/or participants,

Final Record for PCC Web Site (1)

```

Type: a   ELvl: I   Srce: d   GPub: f   Ctrl:      Lang: eng
BLvl: i   Form: s   Conf: 0   Freq:      MRec:      Ctry: dcu
S/L: 2    Orig: s   EntW:      Regl: x   Alph:
Desc: a    SrTp: w   Cont:      DtSt: c   Dates: 199u,9999

```

```

006      m d f
007      c $b r $d m $e n
041 0_   eng $a spa
090      Z693.3.C66 $b P76
110 2_   Program for Cooperative Cataloging.
245 10   Program for Cooperative Cataloging $h [electronic
        resource] : $b [website].
246 1    $i Commonly known as: $a PCC
260      [Washington, D.C.] : $b Library of Congress
362 1_   Began in 1990s.

```

Here is the record for the PCC Web site, starting on this slide and continuing onto the following slide.

Besides what has already been explained in previous slides about the elements shown in bold, here a few additional comments:

This record includes some content and fields that we did not go over in this session but which should be fairly obviously applicable to a complete record for the resource.

Note the additional language coding in the 041, that agrees with the 546 language note on the next screen.

Note also the presence of a classification number.

Note the corporate body main entry.

Remember that the wording of the 362 1 note could be done differently.

Final Record for PCC Web Site (2)

```
538   Mode of access: World Wide Web.
546   Chiefly English, but some information also
       available in Spanish.
500   Title from home page (viewed on Dec. 2, 2002).
520   Contains information about the Program for Cooperative
       Cataloging, including its governance, organization,
       strategic plans, online statistics, and archived
       reports from various PCC groups and meetings. Features
       links to the home pages of the PCC's component
       programs: BIBCO, CONSER, NACO, and SACO.
610 20 Program for Cooperative Cataloging.
650 _0 Cataloging, Cooperative.
710 2_ Library of Congress.
856 40 $u http://lcweb.loc.gov/catdir/pcc/
```

Here we have a 520 summary note added as well –generally a very important note for most online resources.

Note also the subject headings, added entry, and 856 field.

Final Record for Nutrient Database (1)

Type: a **ELvl: I** **Srce: d** **GPub: f** **Ctrl:** **Lang: eng**
BLvl: i **Form: s** **Conf: 0** **Freq:** **MRec:** **Ctry: mdu**
S/L: 2 **Orig: s** **EntW:** **Regl: x** **Alph:**
Desc: a **SrTp: d** **Cont:** **DtSt: c** **Dates: 199u,9999**

006 m d f

007 **c \$b r \$d m \$e n**

245 00 USDA national nutrient database for standard
reference \$h [electronic resource].

246 1_ \$i Title in HTML header: \$a USDA nutrient database
for standard reference

260 Beltsville, MD : \$b USDA Nutrient Data Laboratory,
Agricultural Research Service

362 1 **Began in 1990s.**

538 **Mode of access: World Wide Web.**

516 Searchable database.

500 **Title from home page (viewed Dec. 15, 2002).**

This first part of the record for the USDA National Nutrient Database is very similar to the previous one for the PCC Web site.

Final Record for Nutrient Database (2)

520 Offers access to food descriptions, food group data, nutrient information, and a nutrient definition file. Contains a weight file, source code information, and a description of measures used. Posts contact information for the Nutrient Data Laboratory via street address, telephone and fax numbers, and e-mail.

580 **Previously issued as a print loose-leaf: Consumer and Food Economics Institute (U.S.). Composition of foods.**

650 _0 Food \$x Composition \$v Databases.

710 2_ Nutrient Data Laboratory (U.S.)

776 08 \$i **Also available on CD-ROM: \$t** USDA nutrient database for standard reference \$w (DLC)___00252195_\$w (OCoLC)43564113

780 10 Consumer and Food Economics Institute (U.S.). \$t Composition of foods \$w (DLC)___77602784_\$w (OCoLC)3913709

856 40 \$u <http://www.nal.usda.gov/fnic/foodcomp/Data/SR15/sr15.html>

Here again we have a 520 summary note –actually edited from a longer note in the original OCLC record.

Note the corporate body name as added entry, not main entry.

The unique and especially noteworthy thing about this resource is its bibliographic relationship to two other resources, expressed as links to the records for those resources. Can participants explain what these two relationships are?

Final Record for AACR2 Loose-leaf (1)

Type: a **ELvl: I** **Srce: d** **GPub:** **Ctrl:** **Lang: eng**
BLvl: i **Form:** **Conf: 0** **Freq: a** **MRec:** **Ctry: onc**
S/L: 2 **Orig:** **EntW:** **Regl: r** **Alph:**
Desc: a **SrTp: 1** **Cont: b** **DtSt: c** **Dates: 2002,9999**

020 083893529X (loose-leaf with binder)

020 0838935303 (loose-leaf without binder)

050 00 Z694.15.A56 \$b A53 2002

082 00 025.3/2 \$2 21

245 00 Anglo-American cataloguing rules / \$c prepared
under the direction of the Joint Steering Committee
for Revision of AACR, a committee of the American
Library Association ... [et al.].

The final record for the 2002 revision of AACR2, issued as an updating loose-leaf.

Note, among other things, the presence of ISBNs.

Final Record for AACR2 Loose-leaf (2)

```
245 00 Anglo-American cataloguing rules / $c prepared under
the direction of the Joint Steering Committee for
Revision of AACR, a committee of the American Library
Association ... [et al.].
246 1_ $i Commonly known as: $a AACR2
250 2nd ed., 2002 revision.
260 Ottawa : $b Canadian Library Association ; $a
Chicago : $b American Library Association, $c 2002-
300 v. (loose-leaf) ; $c 30 cm.
310 Updated annually
504 Includes bibliographical references and index.
650 _0 Descriptive cataloging $v Rules.
650 _2 Cataloging $v standards.
710 2_ Joint Steering Committee for Revision of AACR.
710 2_ American Library Association.
780 00 $t Anglo-American cataloguing rules. $b 2nd ed.,
1998 revision $w (DLC)___98008479_$w (OCoLC)39281762
```

The 245 was repeated on this slide for convenience.

Notice:


An edition statement.

Beginning date transcribed from first iteration in 260 \$c

A physical description.

A 310 frequency of updates note –because frequency is known.

A 780 link to the earlier edition of the resource



Session 2 Exercises



Session 2 Exercises

- Create an original record for each of two online integrating resources based on the screen shots of the home page and other selected pages on the following slides
- Use the workforms in your manuals, they are on the pages following the exercises
- Use the coding guidelines in appendix A

2

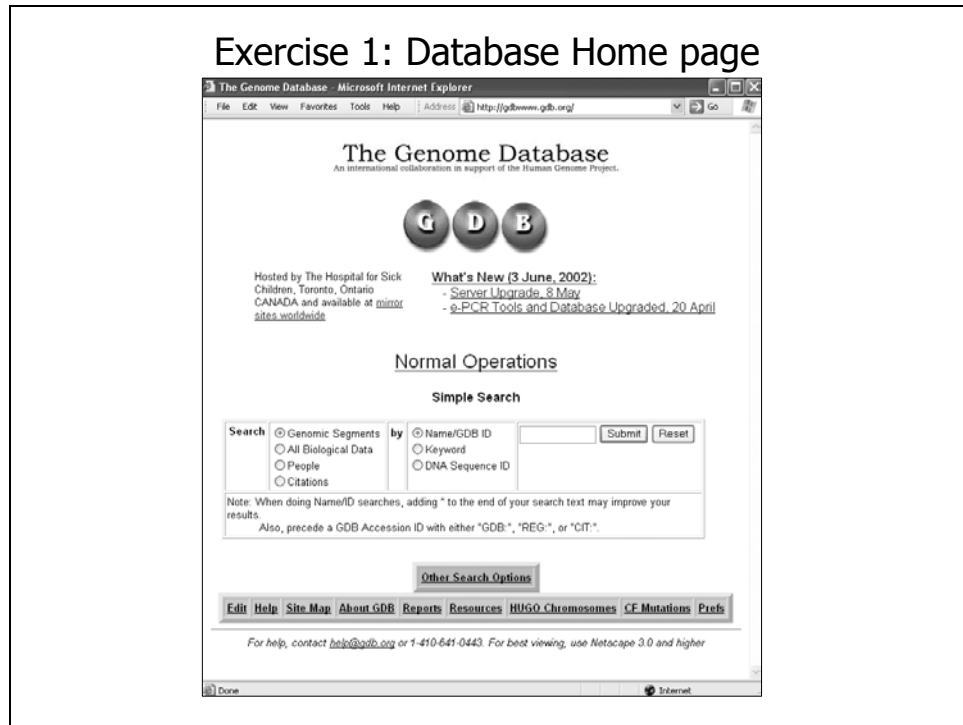
Use the workforms in your trainee manuals, they follow the screenshots for the exercises and the coding guidelines in appendix A to complete these exercises.

The goal of the exercises is to apply the rules for descriptive cataloging as covered in the preceding slides.

Several screen shots of each resource are given. They should provide enough information for creating an accurate bibliographic description of the resource.

Since we do not have the resources for classification and subject heading assignment here, we will not do these, but if time, participants can think of 1-3 basic subject terms or concepts that would be translated into LCSH, for example, if they had the tools.

Also, don't worry about composing a 520 summary / description note unless you have time after completing the rest of the record.



This is the home page of an online updating database.

Things to notice on this page:

HTML header title displayed in browser title bar

URL displayed in browser Address window

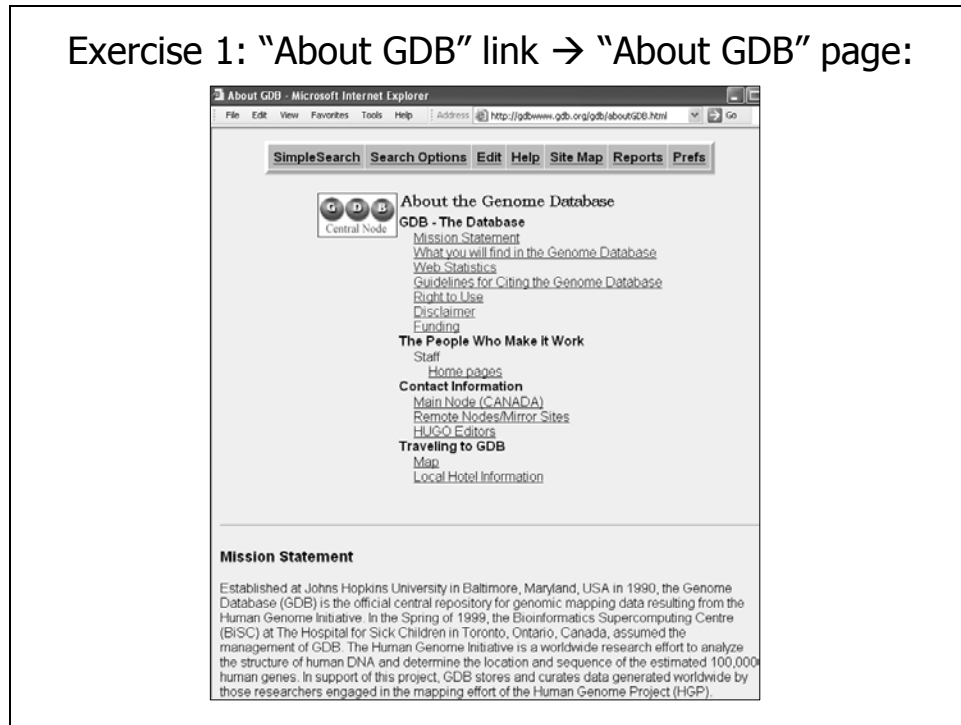
Title display at top of home page [is a graphic rather than HTML text] and includes possible subtitle

GDB logo graphic displayed below that

You are seeing the bottom of the home page; there is no publisher or date information present there

The database is searchable by a variety of searches, but does not appear to be heavily “interactive” and computer-program based; it appears to consist of basically textual records.

Exercise 1: "About GDB" link → "About GDB" page:



When you click on the "About GDB" link from the home page you are taken to this "About" page.

Things to notice on this page:

Links to a Mission statement, "What you will find in the Genome database," etc., bookmarked on this page.

The beginning of the Mission Statement appears in the lower part of the screen shot. This gives information on the 'ownership' of the database and clues as to who may be taken as the publisher.

Exercise 1: Scroll to bottom of "About GDB" page:**Right to Use**

The Hospital for Sick Children and Johns Hopkins University, which own certain rights in the Genome Database, grant a non-exclusive license to the scientific community for non-commercial uses of GDB.

Disclaimer

The Hospital for Sick Children and Johns Hopkins University make no warranty (express, implied, or statutory) regarding GDB or any data stored within it, including without limitation implied warranties of merchantability, fitness for use, or fitness for a particular purpose.

Personal contact information for people with GDB editing accounts and other individuals in the genome research community is publicly available through GDB.

Funding

GDB is an international project supported through private donations .

GDB is a trademark of The Johns Hopkins University.

*For more information, help@gdb.org or 1-416-813-8744. For best viewing, use Netscape 3.0 or higher
Last updated Fri August 27, 1999*



Internet

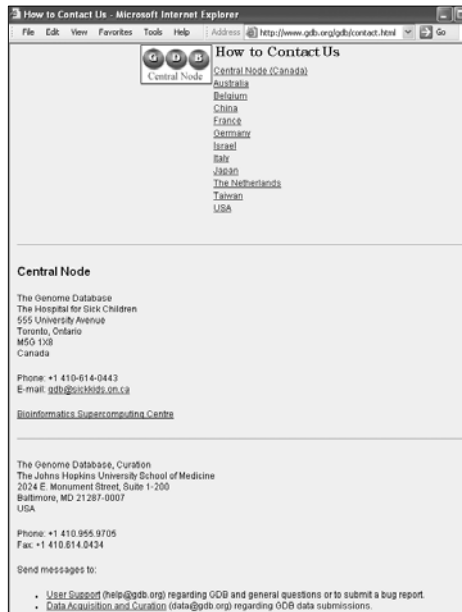
This is the bottom of the About page.

Things to notice on this part of the page:

More leads on who to regard as the online publisher of the database.

Note that the "Last updated" date can only be taken as applying to this About page and not to the database as a whole.

Exercise 1: "Contact Information" link →



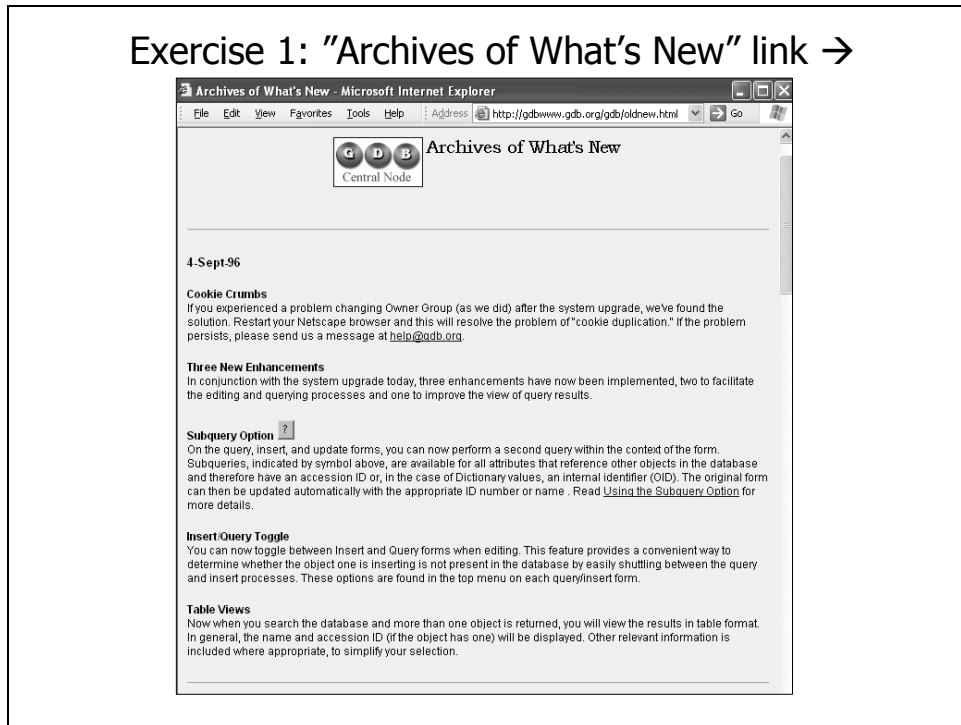
Clicking on the 'Contact information' link from another sub-page takes you to this page.

Things to notice on this page:

Further confirmation on the online publishers of the database and their locations.

Note that the database has many "nodes" housed in many different countries, but that the central node is at The Hospital for Sick Children in Toronto; this and previous screens have shown us that the database was established at, and continues to be curated by, Johns Hopkins University School of Medicine in Baltimore. The Bioinformatics Supercomputing Centre at the Hospital for Sick Children houses or hosts the database. The names of these two institutions are mentioned together throughout the pages we have seen.

Exercise 1: "Archives of What's New" link →



Clicking on Archives of What's New takes you to this page.

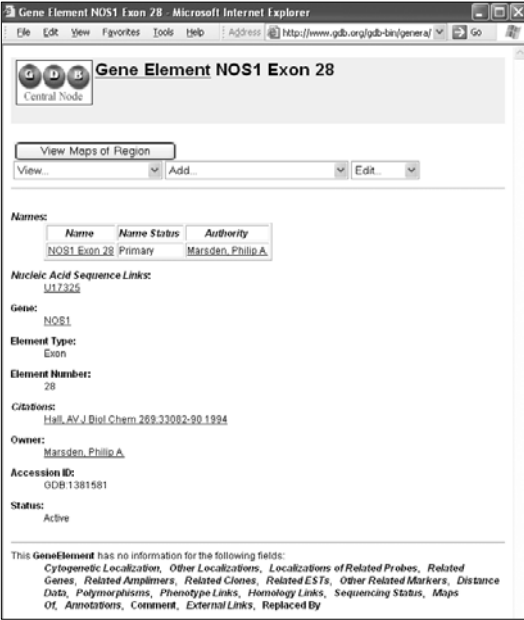
Things to notice on this page:

The earliest entry is for Sept. 4, 1996.

This may provide an indication of when the database first went online, and be taken as an approximate beginning date of publication.

But nothing so far has stated definitively when the database first went online.

Exercise 1: Sample database entry:



The screenshot shows a web browser window titled "Gene Element NOS1 Exon 28 - Microsoft Internet Explorer". The address bar shows "http://www.gdb.org/gdb-bin/general/". The page content includes a "View Maps of Region" section with "View...", "Add...", and "Edit..." buttons. Below this is a "Names:" section with a table:

Name	Name Status	Authority
NOS1 Exon 28	Primary	Marsden, Philip A.

Other fields include "Nucleic Acid Sequence Links: U17325", "Gene: NOS1", "Element Type: Exon", "Element Number: 28", "Citations: Hall, AV, J Biol Chem 269:33082-90, 1994", "Owner: Marsden, Philip A.", "Accession ID: ODB1381581", and "Status: Active". A footer note states: "This GeneElement has no information for the following fields: Cytogenetic Localization, Other Localizations, Localizations of Related Probes, Related Genes, Related Amplifiers, Related Clones, Related ESTs, Other Related Markers, Distance Data, Polymorphisms, Phenotype Links, Homology Links, Sequencing Status, Maps Of, Annotations, Comment, External Links, Replaced By".

This is a sample database entry to give participants a better feel for the actual content of the database.

Things to notice on this page:

The entries or records in the database consist basically of text that is not highly computer-manipulable or interactive such that it would be best regarded as computer file material rather than text or language material content.

Exercise 1: Completed record (1)

Type: a	ELvl: I	Src: d	GPub: s	Ctrl:	Lang: eng
BLvl: i	Form: s	Conf: 0	Freq: u	MRec:	Ctry: onc
S/L: 2	Orig: s	EntW:	Regl: u	Alph:	
Desc: a	SrTp: d	Cont:	DtSt: c	Dates: 1996,9999	

006	m d s
007	c \$b r \$d m \$e n

006 for Computer Files/Electronic Resources	
Audn:	File: d GPub: s

This is the first of three screens showing the completed MARC bibliographic record.

The light green portions show the record as it would appear in final display in OCLC, and the two light gray boxes show the 006 fields in their mnemonic label display so that the values can be read and understood in the class.

It should be stressed that not all catalogers will necessarily complete all details of the record in exactly the same way, and that some variations in details are acceptable and to be expected.

Things to notice in this part of the record: The elements set in bold type face:

Type = a / language material

It is possible that some participants may have selected the computer file workform instead, and this can be discussed; this topic is taken up again in more detail in Case Study Topic #1 in Session 5a.

BLvl = m / monograph – used until code “i” for integrating resource is implemented by the utilities

Date Type = m / multiple

Date 1 = 1996, to agree with the 362 1 note on the next screen; this presumes that the cataloger has decided to take 1996 as an approximate or probable beginning date of publication; but 199u could be equally legitimate here

Date 2 must always be 9999 for an ongoing resource

Computer files/Electronic resources 006 must be added to code the record for the electronic aspects [makes it searchable by computer file qualifier in OCLC and in many local catalog systems]

File = d / document – since the content of the database has been judged to consist primarily of textual documents [this too might be legitimately debated by some participants]

Continuing resources 006 must be added to code for the continuing/integrating aspects of the database

Freq and Regl = u and u (frequency of updates is unknown [alternative could possibly be: blank and X, if known to be updated frequently but irregularly])

SrTp (Type of continuing resource) = d / updating database

Form and Original form = s / electronic

S/L (Entry convention) = 2 / integrating entry [this code is unique to integrating resources and will now identify this record as cataloged according to the new AACR rules for integrating resources as of Dec. 1, 2002. The other unique new code in this record is SrTp d for updating database]

007 contains the most common values for the vast majority of Web sites and online databases

090 is a classification number that could be used for this database, providing a another method of subject arrangement and access

Exercise 1: Completed record (2)

```

090    QH431
245 04 The genome database $h [electronic resource] : $b GDB.
246 30 GDB
260    Toronto : $b Hospital for Sick Children ; $a Baltimore :
$b Johns Hopkins University School of Medicine
362 1  Began in 1996?
538    Mode of access: World Wide Web.
500    Title from home page (viewed on Dec. 2, 2002).
500    "An international collaboration in support of the Human
Genome Project."
520    The GDB stores and curates data generated worldwide by
those researchers engaged in the mapping effort of the Human
Genome Project (HGP). Database can be searched by keyword, name
or accession number, gene name or symbol, query forms, and map
location. A link also facilitates the insertion or editing of
data. Reports, statistics, and documentation for developers are
available via additional links.

```

Things to notice in this part of the record:

245: The first title display on the home page has been selected as the chief source of information, and the "subtitle" chosen to be recorded as such.

The genome database is really the only feasible selection for title proper since it (a) provides the fuller form, (b) is the spelled out form of the acronym GDB, (c) is identical in both the first title display and the HTML header displayed in the browser title bar.

It is possible that some catalogers might transcribe the following as other title information (subtitle): "An international collaboration in support of the Human Genome Project." In this example it has been given in a quoted 500 note instead of taken as other title information for transcription.

246: GDB should be given as a variant form of title based on the revised 12.1E1 (as instructed in IR 3.2.4).

256: The area was eliminated from the rules with the deletion of rule 9.3 in the 2004 Update to AACR2. Generally retain the terms formerly used for this area (electronic data; electronic program(s); and, electronic data and program(s)) and any details about files, statements, bytes, etc., when using existing records for copy cataloging if the information still characterizes the resource.

Such information now can be given in a Type of computer file or data note (516 field; see IR.9.21), combined with other notes (e.g., a Summary note; see IR.9.19), or given in the 300 field if the option in AACR2 9.5B3 is applied (see IR.7.2.2).

260: The two main institutions responsible for the database being published online have been given; one could argue for one or the other alone, but here both are given.

Since no beginning date of publication was stated explicitly anywhere with the resource, this record is following the primary AACR rule and the LCRI to omit it from Area 4 (260 \$c). If following the AACR option, one could give either [199-]- or [1996?]- in 260 \$c.

362 1: this record has an approximate, probable date of publication stated in this publication note, the question mark indicating its probability rather than certainty. This also could be debated, the note worded differently, or omitted altogether depending on cataloger judgment.

538: the standard Mode of access note must be given and is normally the first note in the record.

500: the source of title and item described notes must be given; they do not have to be combined, but this record has done that, as is the more common practice.

"Home page" is the term selected here, but other terms are also legitimate, such as "title screen", etc. And participants could also have selected HTML header or title bar if they chose that as the chief source.

The date viewed will always be the date actually viewed and cataloged.

520: This record also includes a 520 summary description note, which participants probably will not have time to compose but you would want in an actual record.

Exercise 1: Completed record (3)

```
610 20 Human Genome Project.  
650 _0 Human gene mapping $v Databases.  
650 _0 Human genome $v Databases.  
710 2_ Human Genome Project.  
710 2_ Hospital for Sick Children.  
710 2_ Johns Hopkins University. $b School of Medicine.  
856 40 $u http://gdbwww.gdb.org/
```

Things to notice in this part of the record:

6XX: subject headings; the first is the name of the project itself.

The use of the subdivision Databases could be debated based on its current definition in the LC Subject Cataloging Manual. But it has been chosen for use here.

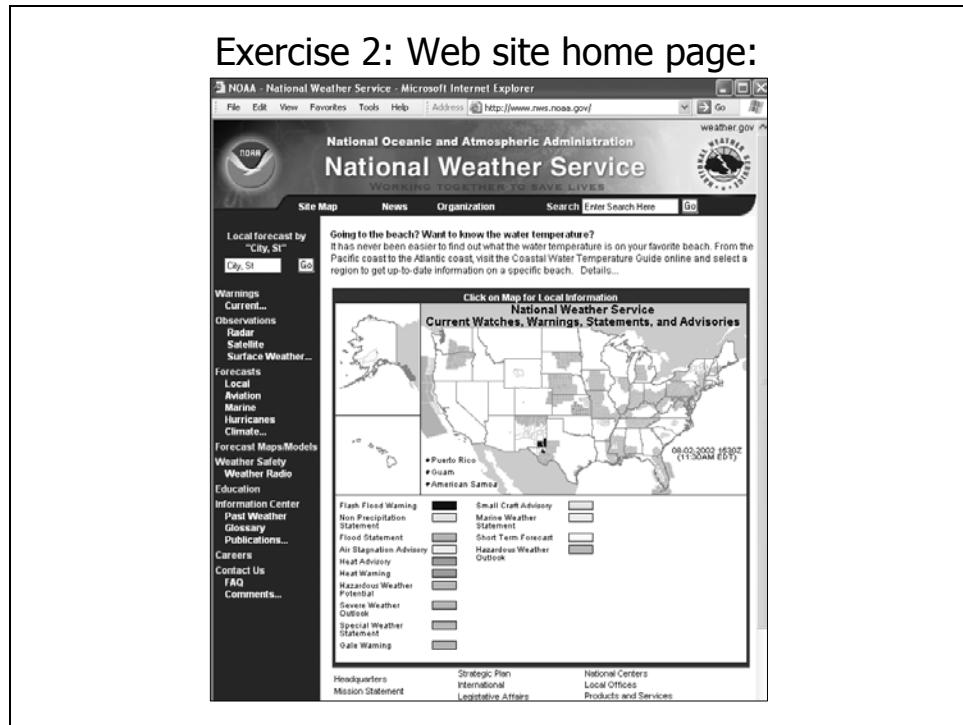
7XX: added entries: the name of the project again and of both publishers have been given as corporate name added entries. Giving the names of publishers of Web sites and databases as added entries is very common since they often bear general responsibility for the intellectual content of the resources as well as “publishing” it on the Internet. The lines between creator and publisher are frequently blurred on the Internet.

This is not dissimilar to motion picture and videorecording cataloging where responsibility is diffuse and shared among many individuals and corporate bodies, and where corporate bodies may be regarded as both publishers and ‘authors’ of the content.

856: the electronic location / address of the database.

This must be the URL for the home page of the database, at the highest granular level of the resource, since the database as a whole has been selected to be cataloged and not some sub-portion of it.

Exercise 2: Web site home page:



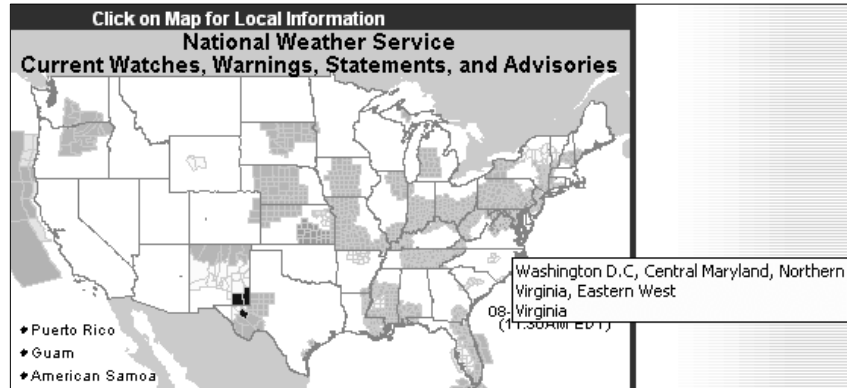
The beginning of the home page of this Web site.

Things to notice on this page:

The forms of title displayed on the home page and in the title bar (HTML header source).

The potentially interactive, computer program-based nature of the Web site.

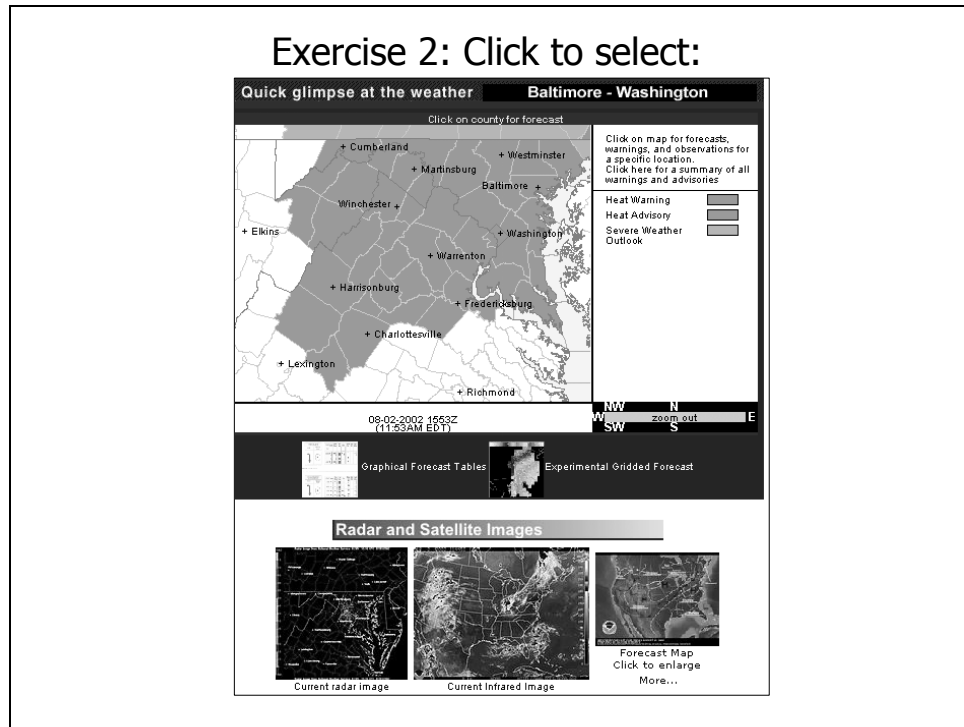
Clues as to the publisher of the Web site, with two level of government institution being given – potentially as both title and publisher information

Exercise 2: Hold cursor over an area of map to get info:

Things to notice on this page:

Some level of interactivity by clicking on a map to get current watches, warnings, advisories, etc.

Content is being updated continuously and actively, does not consist of just 'static' textual data, but also seems to involve active computer programs to retrieve and update that data in a dynamic, computer-based way



When Washington DC has been selected from the previous screen, you get to this page.

Things to notice on this page:

More clickable image maps, radar and satellite images that must be updated frequently every day, almost certainly by computer

Exercise 2:
Additional information for cataloging:

From a source external to the Web site itself you know that the site began on the Web in 1995.

This is an additional piece of information that the cataloger has from a source external to the Web site itself. Although in practice most catalogers would not go hunting for such information external to the resource itself, there might be occasions where the cataloger has such information readily available at the time of cataloging or through their own personal knowledge about the resource, etc.

In this particular case, for the sake of this exercise, you have confirmed that this is definitely the date on which the Web site began, but it is not from one of the prescribed sources of information as given in AACR chapter 9.

Exercise 2: Completed record (1)

Type: m	ELvl: I	Srce: d	Audn:	Ctrl:	Lang: eng
BLvl: i	File: j	GPub: f	MRec:		Ctry: mdu
Desc: a		DtSt: c	Dates: 1995,9999		

006	skr wss f0 a2
007	c \$b r \$d m \$e n
007	a \$b j \$d c \$e z \$f n \$g z \$h n

006 for Continuing Resources					
Freq: k	Regl: r	ISSN:	SrTp: w	Orig: s	
Form: s	EntW:	Cont:	GPub: f	Conf: 0	Alph: S/L: 2

Things to notice in this part of the MARC record:

Type = m / computer file [this also could be debated and participants may have selected Type 'a']

File = j /online system or service [this is taking this Web site to function as an online service, including both data and programs]

Dates = multiple, 1995 is used for Date 1, based on 362 1 note, 9999 indicates indefinitely ongoing nature of this updating Web site

No computer files 006 is added since the coding is already present in the 008 [fixed field]

Continuing resources 006: the same as in the previous record except that SrTp is "w" for Updating Web site instead of "d" for Updating database. Freq & Regl = k and "fill character" (regularly updated more frequently than daily).

Because this resource includes a lot of cartographic material, the 007 for Maps/Cartographic resources, should also be added in addition to the 007 for Computer files/Electronic resources

Exercise 2: Completed record (2)

```
090    QC875.U7
245 00 National Oceanic and Atmospheric Administration, National
Weather Service $h [electronic resource] : $b [website].
246 30 National Weather Service
246 1_ $i Title in HTML header: $a NOAA - National Weather
Service
260    Silver Spring, MD : $b National Oceanic and Atmospheric
Administration, National Weather Service
310    Continuously updated
362 1  Began in 1995.
538    Mode of access: World Wide Web.
500    Title from home page (viewed on Dec. 2, 2002).
```

Things to notice in this part of the MARC record:

Title main entry: In contrast to the PCC Web site, in this case the Web site as a whole is not primarily about the corporate body itself, its own internal policies, procedures, etc.; it functions primarily as an online weather service for the general public as well as for this and other agencies. Therefore the corporate body is best given as an added entry rather than as main entry.

245 and 500: Full name taken as title from home page title display. Presents “fuller form” than HTML header / title bar form.

246: title variant from HTML header / title bar given.

256: The area was eliminated from the rules with the deletion of rule 9.3 in the 2004 Update to AACR2. Generally retain the terms formerly used for this area (electronic data; electronic program(s); and, electronic data and program(s)) and any details about files, statements, bytes, etc., when using existing records for copy cataloging if the information still characterizes the resource.

Such information now can be given in a Type of computer file or data note (516 field; see IR.9.21), combined with other notes (e.g., a Summary note; see IR.9.19), or given in the 300 field if the option in AACR2 9.5B3 is applied (see IR.7.2.2).

310: Known to be updated frequently throughout every day (more frequently than daily).

362 1 note uses information from external source, since “any source” is a prescribed source of information for notes, but not for Area 4. This also justifies the use of 1995 in the Date 1 fixed field element.

Exercise 2: Completed record (3)

```
520    Presents information on the National Weather Service,
which monitors extreme weather conditions such as hurricanes,
tornadoes, and floods. Includes information on current weather
observations and forecasts, and interactive map of current
watches, warnings, statements, and advisories, and various other
types of weather and climate information.
610 10 United States. $b National Weather Service.
650 _0 Weather.
650 _0 Meteorological services $z United States.
650 _0 Weather forecasting $z United States.
650 _0 Meteorology $v Observations.
650 _0 Climatology $v Observations.
710 1_ United States. $b National Weather Service.
856 40 $u http://www.nws.noaa.gov/
```

710: added name entry for the corporate body.

856: notice there are two given in the record; the previous screen shots did not point this out, and it was not a focus of this exercise, but it is worth noting here that there is another address for this site: both URLs take us to the same home page. Also “weather.gov” was given at the top of the home page screen. Some participants may have noticed that and even chosen to transcribe it as a title variant, which is also legitimate.

Optional Exercise 7 (loose-leaf): New Record

```
245 00 Directory of digital geospatial metadata  
clearinghouses.  
260 Washington, D.C. : $b Federal Geospatial Data Committee,  
$c [2001?]-  
300 v. (loose-leaf) ; $c 28 cm.  
310 Updated annually  
362 1 ---
```

Important to note:

You can give an approximate date in area 4 (260 \$c) because you are cataloging from **the first iteration** of the resource, but it is in brackets, with a question mark.

For the same reason, the 362 1 note is not used for publication date information.

And: no description based on note is needed since you are cataloging from **the first iteration**. Remember that this is a difference between print and electronic integrating resources. For electronic, both chapters 12 and 9 prescribe that you must always give the date viewed for description, even if cataloging from the first iteration; whereas for loose-leaves, however, (like serials) you give a description based on note only if not cataloging from the first iteration.

Session 2: Exercises

- Create an original record for each of two online integrating resources based on the screen shots of the home page and other selected pages on the following slides.
- Concentrate on descriptive cataloging and include subject headings and classification numbers only if you have time and are so inclined.
- There are also optional exercises for supplying the “interim” 008 and 006 coding for these two records for systems that have not yet implemented Bibliographic level code “i.” Note: the interim method is no longer being used by PCC or OCLC member libraries.
- Optionally, also complete the three exercises for printed loose-leafs as directed.
- Use Appendix B for MARC tagging information. It’s a kind of one-stop-shop containing all the MARC coding documentation you should need to complete the workshop exercises.
- Use the Session 2 Exercise Workforms.
- Fill in the original cataloging workforms for Exercises 1 and 2.

Exercise Pages from the Trainee Manual Exercise 1: Online Updating Database Home page:

The Genome Database
An international collaboration in support of the Human Genome Project.

G D B

Hosted by The Hospital for Sick Children, Toronto, Ontario CANADA and available at [mirror sites worldwide](#)

What's New (3 June, 2002):
 - [Server Upgrade, 8 May](#)
 - [e-PCR Tools and Database Upgraded, 20 April](#)

Normal Operations

Simple Search

Search Genomic Segments All Biological Data People Citations

by Name/GDB ID Keyword DNA Sequence ID

Submit Reset

Note: When doing Name/ID searches, adding * to the end of your search text may improve your results.
 Also, precede a GDB Accession ID with either "GDB:", "REG:", or "CIT:".

Other Search Options

Edit Help Site Map About GDB Reports Resources HUGO Chromosomes CF Mutations Prefs

For help, contact help@gdb.org or 1-410-641-0443. For best viewing, use Netscape 3.0 and higher

Things to notice on this page:

- HTML header title displayed in browser title bar
- URL displayed in browser Address window
- Title display at top of home page [is a graphic rather than HTML text] and includes possible subtitle
- GDB logo graphic displayed below that
- You are seeing the bottom of the home page; there is no publisher or date information present there

- The database is searchable by a variety of searches, but does not appear to be heavily “interactive” and computer-program based; it appears to consist of basically textual records.

When you click on the “About GDB” link from the home page you are taken to this “About” page.

About GDB Microsoft Internet Explorer

File Edit View Favorites Tools Help Address <http://gdbwww.gdb.org/gdb/aboutGDB.html> Go

[SimpleSearch](#) [Search Options](#) [Edit](#) [Help](#) [Site Map](#) [Reports](#) [Prefs](#)

GDB
Central Node

About the Genome Database

GDB - The Database

- [Mission Statement](#)
- [What you will find in the Genome Database](#)
- [Web Statistics](#)
- [Guidelines for Citing the Genome Database](#)
- [Right to Use](#)
- [Disclaimer](#)
- [Funding](#)

The People Who Make it Work

- [Staff](#)
- [Home pages](#)

Contact Information

- [Main Node \(CANADA\)](#)
- [Remote Nodes/Mirror Sites](#)
- [HUGO Editors](#)

Traveling to GDB

- [Map](#)
- [Local Hotel Information](#)

Mission Statement

Established at Johns Hopkins University in Baltimore, Maryland, USA in 1990, the Genome Database (GDB) is the official central repository for genomic mapping data resulting from the Human Genome Initiative. In the Spring of 1999, the Bioinformatics Supercomputing Centre (BISC) at The Hospital for Sick Children in Toronto, Ontario, Canada, assumed the management of GDB. The Human Genome Initiative is a worldwide research effort to analyze the structure of human DNA and determine the location and sequence of the estimated 100,000 human genes. In support of this project, GDB stores and curates data generated worldwide by those researchers engaged in the mapping effort of the Human Genome Project (HGP).

Things to notice on this page:

- Links to a Mission statement, “What you will find in the Genome database,” etc., bookmarked on this page.
- The beginning of the Mission Statement appears in the lower part of the screen shot
- This gives information on the ‘ownership’ of the database and clues as to who may be taken as the publisher

This is the bottom of the About page.

Right to Use

The Hospital for Sick Children and Johns Hopkins University, which own certain rights in the Genome Database, grant a non-exclusive license to the scientific community for non-commercial uses of GDB.

Disclaimer

The Hospital for Sick Children and Johns Hopkins University make no warranty (express, implied, or statutory) regarding GDB or any data stored within it, including without limitation implied warranties of merchantability, fitness for use, or fitness for a particular purpose.


Personal contact information for people with GDB editing accounts and other individuals in the genome research community is publicly available through GDB.

Funding

GDB is an international project supported through private donations .

GDB is a trademark of The Johns Hopkins University.

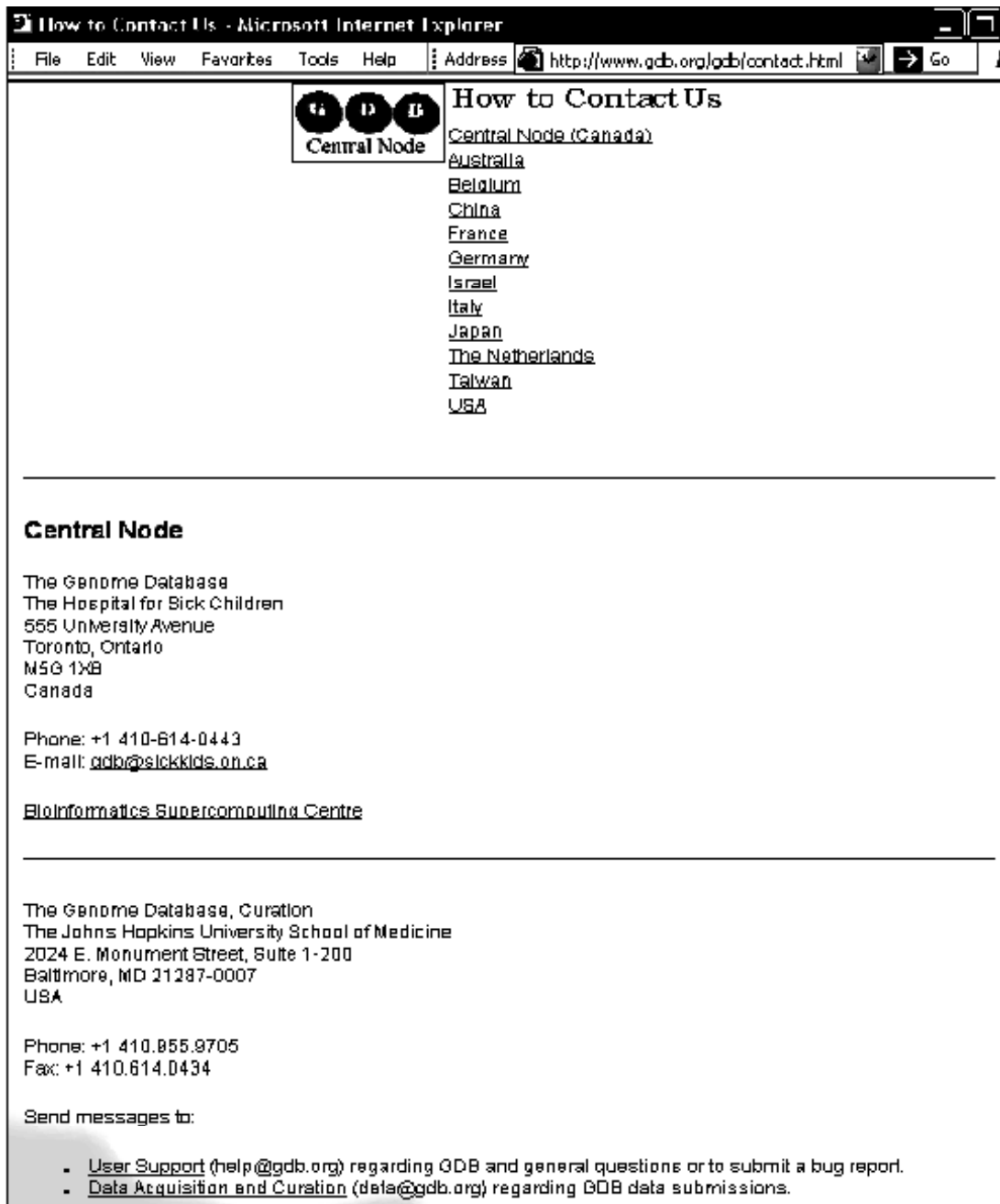
*For more information, help@gdb.org or 1-416-813-8744. For best viewing, use Netscape 3.0 or higher
Last updated Fri August 27, 1999*

 Internet

Things to notice on this part of the page:

- More leads on who to regard as the online publisher of the database.
- Note that the “Last updated” date can only be taken as applying to this About page and not to the database as a whole.

Clicking on the 'Contact information' link from another sub-page takes you to this page.



How to Contact Us

Central Node

[Australia](#)

[Belgium](#)

[China](#)

[France](#)

[Germany](#)

[Israel](#)

[Italy](#)

[Japan](#)

[The Netherlands](#)

[Taiwan](#)

[USA](#)

Central Node

The Genome Database
 The Hospital for Sick Children
 555 University Avenue
 Toronto, Ontario
 M5G 1X8
 Canada

Phone: +1 416-614-0443
 E-mail: gdb@sisckids.on.ca

Bioinformatics Supercomputing Centre

The Genome Database, Curation
 The Johns Hopkins University School of Medicine
 2024 E. Monument Street, Suite 1-200
 Baltimore, MD 21287-0007
 USA

Phone: +1 410.855.9705
 Fax: +1 410.614.0434

Send messages to:

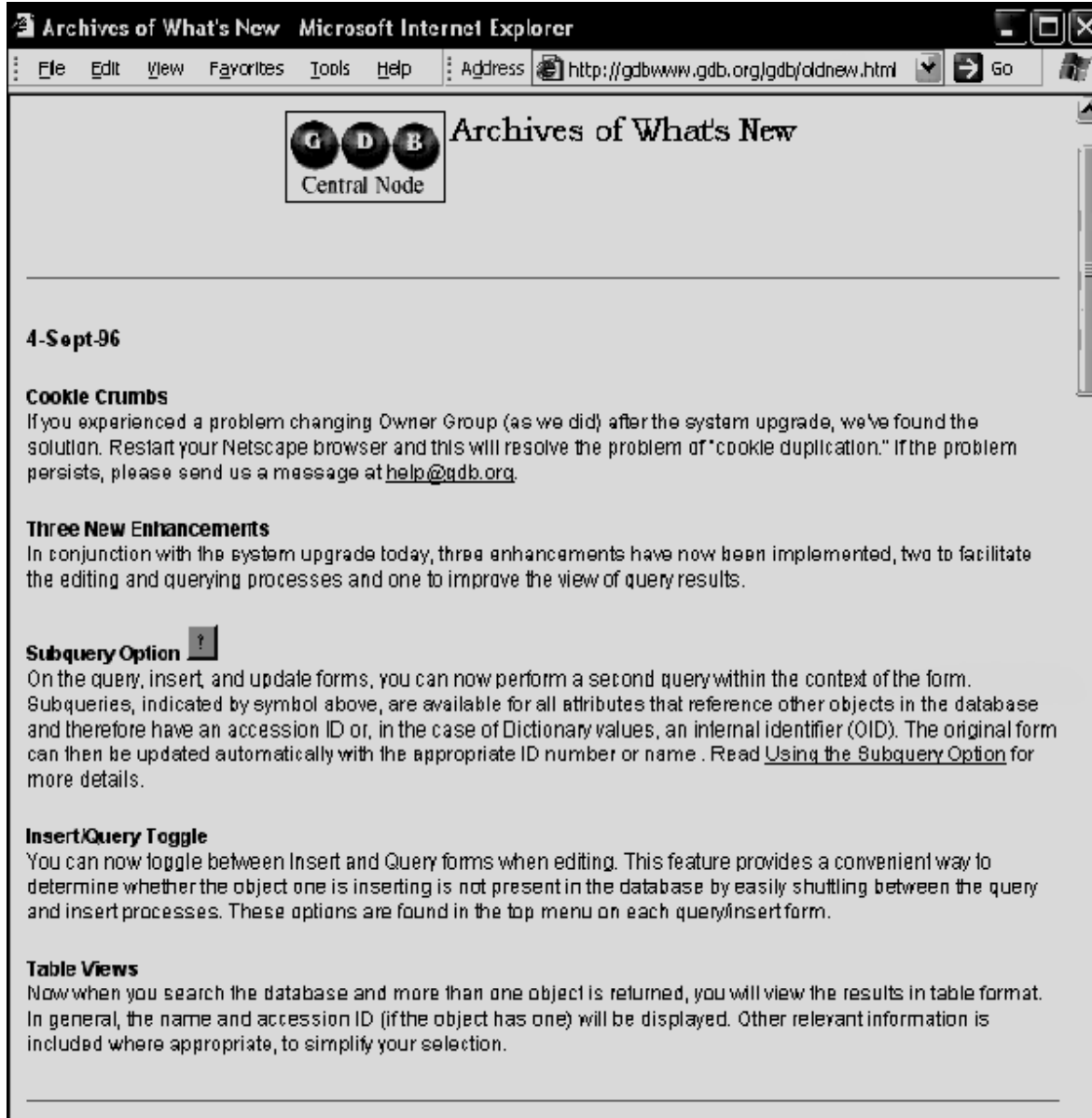
- [User Support \(help@gdb.org\)](mailto:help@gdb.org) regarding GDB and general questions or to submit a bug report.
- [Data Acquisition and Curation \(data@gdb.org\)](mailto:data@gdb.org) regarding GDB data submissions.

Things to notice on this page:

- Further confirmation on the online publishers of the database and their locations
- Note that the database has many “nodes” housed in many different countries, but that the central node is at The Hospital for Sick Children in Toronto; this and previous screens have shown us that the database was established at, and continues to be curated by, Johns Hopkins University School of Medicine in Baltimore. The Bioinformatics Supercomputing Centre at the Hospital for Sick

Children houses or hosts the database. The names of these two institutions are mentioned together throughout the pages we have seen.

Clicking on Archives of What's New takes you to this page.



Things to notice on this page:

- The earliest entry is for Sept. 4, 1996.
- This may provide an indication of when the database first went online, and be taken as an approximate beginning date of publication.
- But nothing so far has stated definitively when the database first went online.

This is a sample database entry.

Gene Element NOS1 Exon 28

View Maps of Region

View... Add... Edit...

Names:

Name	Name Status	Authority
NOS1 Exon 28	Primary	Marsden, Philip A.

Nucleic Acid Sequence Links:
[U17325](#)

Gene:
[NOS1](#)

Element Type:
Exon

Element Number:
28

Citations:
[Hall, AV J Biol Chem 269:33082-90 1994](#)

Owner:
[Marsden, Philip A.](#)

Accession ID:
GDB:1381581

Status:
Active

This **GeneElement** has no information for the following fields:
Cytogenetic Localization, Other Localizations, Localizations of Related Probes, Related Genes, Related Amplimers, Related Clones, Related ESTs, Other Related Markers, Distance Data, Polymorphisms, Phenotype Links, Homology Links, Sequencing Status, Maps Of, Annotations, Comment, External Links, Replaced By

Things to notice on this page:

- The entries or records in the database consist basically of text that is not highly computer-manipulable or interactive such that it would be best regarded as computer file material rather than text or language material content.

Exercise 2: Updating Web Site

From a source external to the Web site itself you know that the site began on the Web in 1995.

Home page:

NOAA - National Weather Service - Microsoft Internet Explorer
 File Edit View Favorites Tools Help Address http://www.nws.noaa.gov/ Go weather.gov

National Oceanic and Atmospheric Administration
National Weather Service
 WORKING TOGETHER TO SAVE LIVES

Site Map News Organization Search Enter Search Here Go

Local forecast by "City, St"
 City, St Go

Warnings
 Current...
Observations
 Radar
 Satellite
 Surface Weather...
Forecasts
 Local
 Aviation
 Marine
 Hurricanes
 Climate...
Forecast Maps/Models
Weather Safety
 Weather Radio
Education
Information Center
 Past Weather
 Glossary
 Publications...
Careers
Contact Us
 FAQ
 Comments...

Going to the beach? Want to know the water temperature?
 It has never been easier to find out what the water temperature is on your favorite beach. From the Pacific coast to the Atlantic coast, visit the Coastal Water Temperature Guide online and select a region to get up-to-date information on a specific beach. Details...

Click on Map for Local Information
National Weather Service
Current Watches, Warnings, Statements, and Advisories

08-02-2002 1530Z (11:30AM EDT)

- ♦ Puerto Rico
- ♦ Guam
- ♦ American Samoa

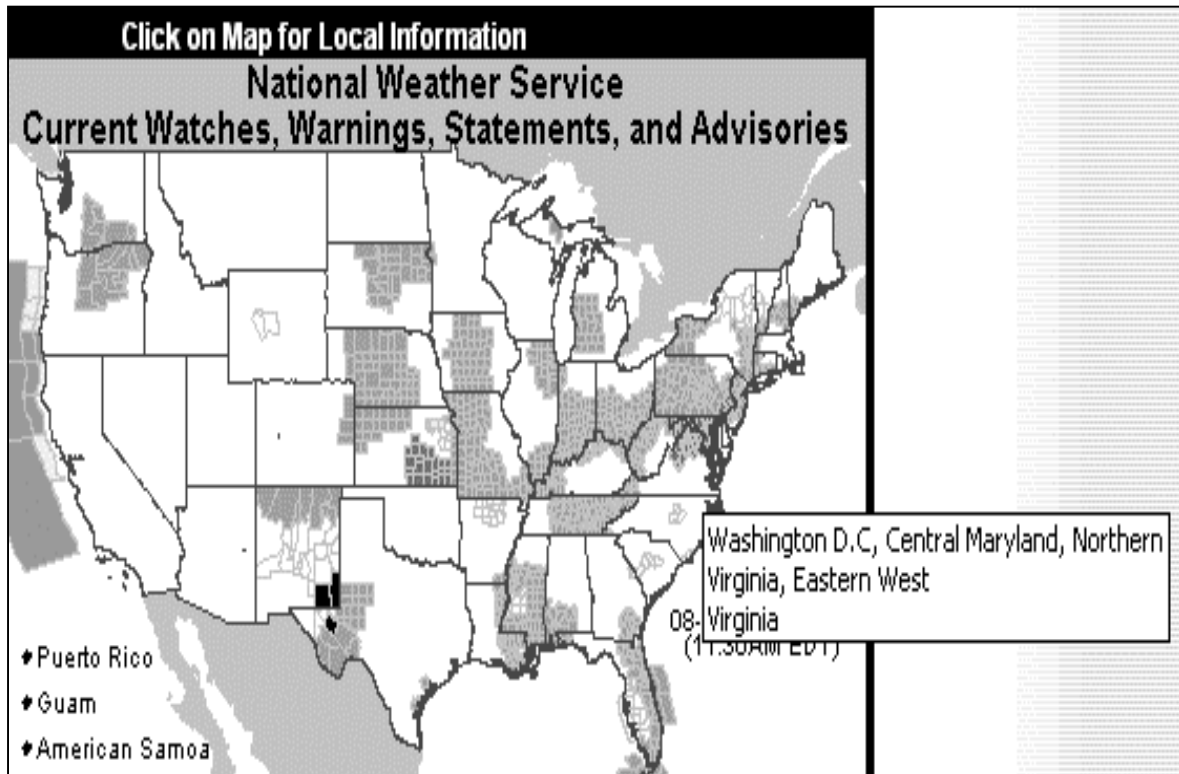
Flash Flood Warning	Small Craft Advisory
Non Precipitation Statement	Marine Weather Statement
Flood Statement	Short Term Forecast
Air Stagnation Advisory	Hazardous Weather Outlook
Heat Advisory	
Heat Warning	
Hazardous Weather Potential	
Severe Weather Outlook	
Special Weather Statement	
Gale Warning	

Headquarters Strategic Plan National Centers
 Mission Statement International Local Offices
 Legislative Affairs Products and Services

Things to notice on this page:

- The forms of title displayed on the home page and in the title bar (HTML header source).
- The potentially interactive, computer program-based nature of the Web site.

- Clues as to the publisher of the Web site, with two level of government institution being given – potentially as both title and publisher information
Hold cursor over an area of the map to get information.




Things to notice on this page:

- Some level of interactivity by clicking on a map to get current watches, warnings, advisories, etc.
- Content is being updated continuously and actively, does not consist of just 'static' textual data, but also seems to involve active computer programs to retrieve and update that data in a dynamic, computer-based way

When Washington DC has been selected form the previous screen, you get to this page.

Quick glimpse at the weather
Baltimore - Washington

Click on county for forecast




Click on map for forecasts, warnings, and observations for a specific location. Click here for a summary of all warnings and advisories

Heat Warning


Heat Advisory

Severe Weather Outlook

08-02-2002 1553Z
(11:53AM EDT)




Graphical Forecast Tables




Experimental Gridded Forecast


Radar and Satellite Images



Current radar image



Current Infrared Image



Forecast Map
Click to enlarge
More...

Things to notice on this page:

- More clickable image maps, radar and satellite images that must be updated frequently every day, almost certainly by computer

Exercises 3 and 4: Optional but recommended for those whose local systems have not yet implemented Bibliographic Level code “i”:

Supply the “interim” fixed element coding for the Exercise 1 Database and Exercise 2 Web site in the partial workforms provided for Exercises 3 and 4 in the Unit 2 Exercises Workforms Word document.

Exercise 5 (Optional): Loose-leaf publication

Record (selected fields), as created prior to AACR2 2002 Revision:

Type: a	ELvl: I	Src: d	Audn:	Ctrl:	Lang: eng
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: dcu
	Cont:	GPub: f	LitF: 0	Indx: 1	
Desc: a	Ills: a	Fest: 0	DtSt: m	Dates: 2002,9999	
245 00 Freedom of information handbook.					
260 Washington, D.C. : \$b U.S. Dept. of the Interior, Office of the Secretary, \$c 2002-					
300 1 v. (loose-leaf) : \$b ill. ; \$c 28 cm.					

Using the partial workform (selected fields only) provided in the Unit 2 Exercises Workforms Word document, re-catalog this title according to new rules in the AACR2 2002 Revision. The resource is updated quarterly; at the time of cataloging, you have the first iteration, dated 2002.

Exercise 6 (Optional): Loose-leaf publication

Existing record in database (selected fields only):

Type: a	ELvl: I	Src: d	Audn:	Ctrl:	Lang: eng
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: nyu
	Cont:	GPub: f	LitF: 0	Indx: 1	
Desc: a	Ills: a	Fest: 0	DtSt: m	Dates: 1995,9999	
245 04 The NAB guide to currently endangered species.					
260 New York, N.Y. : \$b National Audubon Society, \$c [1995?]-					
300 2 v. (loose-leaf) : \$b ill. ; \$c 22 cm.					

Using the workform provided, re-catalog this title according to new rules in the AACR2 2002 Revision. The resource is updated irregularly with no known pattern. The first iteration was not available at time of cataloging; you have Update no. 16, issued in July 2002.

Exercise 7 (Optional): Loose-leaf publication

In November 2001 you receive the first iteration of a new loose-leaf publication which you will originally catalog (there is no existing record in the database). The resource states that it will be updated annually, but it has no date printed anywhere. How do you handle date information in your new original record? Use the partial workform provided in the Workforms Word document.

245 00 Directory of digital geospatial metadata clearinghouses.
260 Washington, D.C. : \$b Federal Geospatial Data Committee
310 Updated annually
362 1

- *Fill in the cataloging workforms according to the exercise instructions.*

Exercise 1: Database

Type:	ELvl: I	Srce: d	GPub:	Ctrl:	Lang:
BLvl:	Form:	Conf:	Freq:	MRec:	Ctry:
S/L:	Orig:	EntW:	Regl:	Alph:	
Desc: a	SrTp:	Cont:	DtSt:	Dates:	,

006 for Computer Files/Electronic Resources

Audn:	File:	GPub:
-------	-------	-------

007		\$a \$b \$d \$e \$f
1		
245		
246		
24		
24		
256		
260		
310		
3		
362	1	
4		
538		
5		
5		
5		
6		0
6		0
7		
7		
7		
8		
856		

Exercise 2: Web site

[note: select one or the other set of fixed length elements depending on your choice for Type code]

Type:	ELvl: I	Srce: d	Audn:	Ctrl:	Lang:
BLvl:	File:	GPub:		MRec:	Ctry:
Desc: a			DtSt:	Dates: ,	

+ 006 for Continuing Resources:

Freq:	Regl:	ISSN:	SrTp:	Orig:	Form:
EntW:	Cont:	Pub:	Conf:	Alph:	S/L:

OR:

Type:	ELvl: I	Srce: d	GPub:	Ctrl:	Lang:
BLvl:	Form:	Conf:	Freq:	MRec:	Ctry:
S/L:	Orig:	EntW:	Regl:	Alph:	
Desc: a	SrTp:	Cont:	DtSt:	Dates: ,	

+ 006 for Computer Files/Electronic Resources:

Audn:	File:	GPub:
-------	-------	-------

007		\$a \$b \$d \$e \$f
1		
245		
246		
24		
24		
256		
260		
310		
3		
362	1	
4		
538		
5		
5		
5		
6		0
6		0
7		

7		
8		
856		

Optional Additional Exercises for those whose local systems have not yet implemented Bibliographic Level code “i”:

Exercise 3: Supply the “interim” fixed element coding for the Exercise 1: Database

Type:	ELvl: I	Srce: d	Audn:	Ctrl:	Lang:
BLvl:	Form:	Conf:	Biog:	MRec:	Ctry:
		Cont:	GPub:	LitF:	Indx:
Desc: a	Ills:	Fest:	DtSt:	Dates:	,

+ **006 for Computer Files/Electronic Resources:**

Audn:	File:	GPub:
-------	-------	-------

+ **006 for Continuing Resources:**

Freq:	Regl:	ISSN:	SrTp:	Orig:	Form:
EntW:	Cont:	Pub:	Conf:	Alph:	S/L:

Exercise 4: Supply the “interim” fixed element coding for the Exercise 2: Web site

Type:	ELvl: I	Srce: d	Audn:	Ctrl:	Lang:
BLvl:	Form:	Conf:	Biog:	MRec:	Ctry:
		Cont:	GPub:	LitF:	Indx:
Desc: a	Ills:	Fest:	DtSt:	Dates:	,

+ **006 for Computer Files/Electronic Resources:**

Audn:	File:	GPub:
-------	-------	-------

+ **006 for Continuing Resources:**

Freq:	Regl:	ISSN:	SrTp:	Orig:	Form:
EntW:	Cont:	Pub:	Conf:	Alph:	S/L:

OR:

Type:	ELvl: I	Srce: d	Audn:	Ctrl:	Lang:
BLvl:	File:	GPub:		MRec:	Ctry:
Desc: a			DtSt:	Dates:	,

+ **006 for Continuing Resources:**

Freq:	Regl:	ISSN:	SrTp:	Orig:	Form:
EntW:	Cont:	Pub:	Conf:	Alph:	S/L:

Optional Additional Loose-leaf Exercises:**Exercise 5: Loose-leaf**

Type:	ELvl: I	Srce: d	GPub:	Ctrl:	Lang:
BLvl:	Form:	Conf:	Freq:	MRec:	Ctry:
S/L:	Orig:	EntW:	Regl:	Alph:	
Desc: a	SrTp:	Cont:	DtSt:	Dates:	,

245	00	Freedom of information handbook.
260		
300		
310		

Exercise 6: Loose-leaf

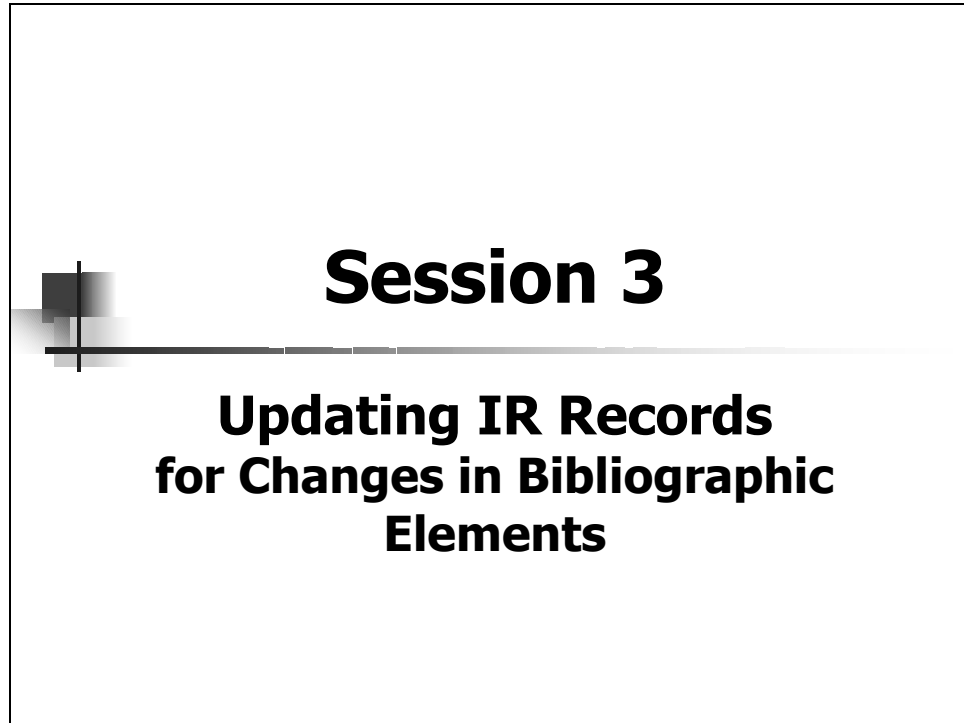
Type:	ELvl: I	Srce: d	Audn:	Ctrl:	Lang:
BLvl:	Form:	Conf:	Biog:	MRec:	Ctry:
		Cont:	GPub:	LitF:	Indx:
Desc: a	Ills:	Fest:	DtSt:	Dates:	,

245	04	The NAB guide to currently endangered species.
260		
300		
310		
362	1	
500		

Exercise 7: Loose-leaf

245	00	Directory of digital geospatial metadata clearinghouses.
260		Washington, D.C. : \$b Federal Geospatial Data Committee
310		Updated annually
362	1	

Session 3 Updating Integrating Resource Records for Changes in Bibliographic
Data



Optional Warm Up Exercises

What kinds of changes can you think of that take place in Web sites, online databases, and updating loose-leaves? Which areas in a bibliographic record could be affected by changes in an online resource?

Instructor References

The Instructor is advised to consult the following:

AACR Chapter 12 and the corresponding LCRIs: those rules that specifically address **changes** in integrating resources.



Goals for Session 3

1. Learn how to update existing records when data elements have changed
2. Understand how to apply AACR2 chapter 12 rules and MARC coding for integrating entry cataloging

2

Object:

The object of this session is to give an overview of how to update existing bibliographic records when a cataloger discovers that a bibliographic data element of the resource has changed in an later iteration of a resource after the original record was created or since the last time the bibliographic record was updated.

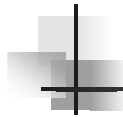
This will come up for catalogers in practice when copy cataloging or if one's institution has policies and procedures for doing regular record maintenance for integrating resources.

This lesson covers the rules in chapter 12 that deal with changes in integrating resources.

Important note for instructors: The examples in this session use records as if originally created according to the new rules. This is in order to better illustrate the new rules for updating records without getting sidetracked into other issues of modifying records created under previous cataloging rules. This will be taken up in Session 4.

Participants' Goals:

You might ask the participants if they have any additional or more specific goals or areas they especially want to learn about in this session.



Changes can occur in any area of description or access points

- Title proper
- Parallel or other title information
- Statement of responsibility
- Edition
- Type and extent of resource [area no longer given]
- Places of publication or publisher names
- Series
- Standard number
- Notes (frequency, responsibility, summary)
- Choice of main and added entries
- Choice of subject headings
- Electronic location and address (URI / URL)

3

This is a list of areas of a bib record that can change based on changes within the same integrating resource.

If you did the warm-up exercise, this list should overlap for the most part with what participants listed.

You might note, especially if this is raised by participants at any time during the workshop, that **the concept of major vs. minor changes for integrating resources is not yet in AACR2 or in the LCRI**s as it is for serials. Any change in the same integrating resource is handled by updating the existing record.

For Type and extent of resource, see slide 24.

Another issue that may be raised: [and that is worthy of discussion]:

When might a cataloger use the **Internet Archive** [<http://www.archive.org/>] to gain information about previous iterations of a resource?

What is the authority behind the Internet Archive?

What is its coverage?

Does it document the first iteration of all resources it archives?

Every change?

In any event, it is a source of information external to the the resource being cataloged.

Note also LCRI 1.4F8: “Do not investigate beyond the resource to find such a date.”

Integrating entry cataloging

- The existing bibliographic record is changed to describe **the current iteration** of the resource
- Data elements of **previous iterations** are recorded in notes if required or if considered important
- **A new bibliographic record** is created only for certain changes in edition, mergers, splits, or when there is a new work; changes in physical medium still under consideration
 - Will be covered further ahead in this session

5

This is the key to what makes the cataloging of integrating resources especially different from the cataloging of either monographs or current serials cataloging (using successive entry convention).

Terminology:

In pre-AARC2 serials cataloging this convention was called “Latest entry”.

The term “Integrating entry” is new and distinguishes this practice as applying to non-serial resources cataloged according to AACR2.

As with “Latest entry”, the term “Integrating entry” does not appear in AACR2, but it does appear in the MARC 21 Format for Bibliographic Data.

Bibliographic records for integrating resources will require ongoing **maintenance**. How exactly this will happen remains to be developed, and will likely be different for different institutions. Individual institutions will need to develop policies for when maintenance will occur. [Possible discussion question: how do you think your institution will deal with updating bib records for changes in integrating resources?]

Note: The term “integrated entry” was sometimes incorrectly used in MARC 21 and other documentation. The MARC 21 Concise Format online has amended this to “integrating entry.” OCLC Bibliographic Formats and Standards and the full printed version of MARC 21 Format for Bibliographic Data still have “Integrated entry.”

Review:
Basis of the description for IRs

	Area	Basis of Description
1	Title and statement of responsibility	Current iteration
2	Edition	Current iteration
3	Type and extent of resource	Current iteration
4	Place and publisher	Current iteration
	Dates	First and/or last iteration
5	Physical description	Current iteration
6	Series	Current iteration
7	Notes	All iterations (& any source)
8	Standard numbers	All iterations (& any source)

This slide reviews the basis of the description for integrating resources. Based on rule 12.0B1b.

Remember that each area of description for integrating resources in chapter 12 has rules for both (1) how to record the information in the area and (2) how to deal with changes to information in that area in later iterations of a resource. This session deals just with the latter: the rules that apply to how to deal with changes in later iterations of an integrating resource.

All areas of description are based on the current iteration of the resource, except for dates of publication, notes, and standard numbers. This means that the bibliographic record must be changed or updated to reflect the current iteration of a resource.



Notes for changes in description

- Make notes on information no longer present in current iteration, or that appeared in a different form in previous iterations, if considered to be important.
- If the changes have been numerous, make a general statement.
- Rules are given for each area, for example:
 - 12.7B5.2b: Change in parallel title.
 - 12.7B6.2b: Change in other title information.
 - 12.7B7.2b: Change in statements of responsibility.
 - 12.7B9.2b: Change in edition information.
 - 12.7B11.2b: Change in place of publication or publisher.

7

This slide just shows that the revised chapter 12 provides rules for each area and sub-area of description that specifically address how to deal with changes in the content of that area or sub-area.

If the changes have been numerous, catalogers are instructed to make a general statement.

Identification of iterations in notes: LCRI 12.7A2

- When a data element changes (LC/PCC practice):
 - Give **exact information** about the timing of the change if that information is readily available
 - If exact information is not readily available, **use information already in the record** to locate in time the presence of the earlier data element
 - Give that information in angle brackets
 - For electronic IR: use the date from the "viewed on" information
 - For non-electronic IR: use information from a "Description based on" note

8

This is LC/PCC practice. If the cataloger does have the exact date of a change, this exact date is used.

[Examples of how to do this for non-exact information using angle brackets are coming up.]

Some participants might raise the question of consulting **the Internet Archive** <http://www.archive.org/> to find the exact date of the change of a data element in a particular iteration. If time allows, this could make for a worthwhile discussion. Possible discussion points might include:

When might a cataloger use the Internet Archive to gain information about previous iterations of a resource?

What is the authority behind the Internet Archive?

What is its coverage?

Does it document the first iteration of all resources it archives?

Every change?

How much of a cataloger's time should be spent attempting to find the exact day that an element changed, for example, a title proper?

How crucial it is to identify the exact date for electronic integrating resources that are continually changing and do not normally bear numbering of specific issues or updates?

Is there a difference between resources that are paid for (licensed) and those that are freely-available in terms of how much staff time should be spent in retrospective searching of the Archive?.

In any event, the Internet Archive is a source of information external to the the resource being cataloged and any information obtained from it would have to be treated as such in the bibliographic record.

Change in title proper: 12.1B8 and 21.2C1

If changes appear in title proper in later iteration:

- Do not create a new record
- Change the title and statement of responsibility area (245 \$a/n/p) to reflect the current iteration
- And, in most cases, give the earlier title proper in a note
 - LCRI: Identify which prior iteration had this form of the title proper
- If considered necessary for access, make an added entry for the title proper of an earlier iteration
- Use MARC 247 and/or 547 fields for this
 - See section on notes ahead (12.7B42) for examples

9

The rule actually states that the earlier form of the title proper should be given “in general”. This contrasts with the rule for changes in all other areas of description, which direct us to give earlier forms in a note only “if considered important.”

The rule here does not say “always” so as to give us some wiggle room in cases of very minor changes in wording that are not likely to affect access, such as a small change in the 12th word of a 14-word title or such cases.

The slides on notes will give examples of how to record changes in title proper using fields 247 and 547, which will be new to most non-serials catalogers.

See also LCRI 21.30J.

The main new piece of information here is that rule 21.30J does specifically address making added title entries for former titles proper in addition to notes.

In the MARC record field 247 is used to make both notes and added title entries.

Like the 245 and 246 fields, the 247 field does double-duty as both description and searchable access point.

Change in title proper note: 12.7B4.2

- Make notes on earlier titles proper
- MARC tagging:
 - **247: Former title proper**
 - Use to generate title added entry in addition to note.
 - Use for title proper only.
 - Give in chronological order from oldest to most recent.
 - **547: Former title proper complexity note**
 - Use for more complex situations and/or when a title added entry is not needed.
 - **LCRI 12.7B4.2:** Give a separate 547 "Title history" note in addition to the 247 field only if the situation requires more explanation than can be given in the 247 field.

10

This slide deals with the rules specifically for making notes and the two MARC tags used for these notes.

The 247 field was formerly used in Latest Entry serial cataloging and will be new to many catalogers.

Field is repeatable.

Common practice is to give multiple 247 fields in chronological order from oldest to most recent.

The 547 field has to be used for more complex situations because the 247 field lacks subfield \$i.

Change in title proper example, slide 1

**The University of Minnesota
Biocatalysis/Biodegradation Database**

Microbial biocatalytic reactions and biodegradation pathways primarily for xenobiotic,
chemical compounds

What you discover when copy cataloging:
Title appearing on current iteration of home page [viewed on Dec. 15, 2002]
--differs from title recorded in existing record for the Web site

Existing record created in March 2000:
245 00 Database of biocatalysis and biodegradation information
\$h [electronic resource].
500 Title from home page (viewed on Mar. 4, 2000).

ANIMATED SLIDE

Trainers please note that this slide contains animations --the arrows on the slide appear with additional mouse clicks, use of the down arrow keyboard key, etc.

Scenario for participants:

Your institution has selected this Web site for cataloging.

You search for copy and find an existing record that matches in almost every way, including the URL, but has a different title in the 245 field of the bib record.

The date in the Item described note tells you that this was the title that appeared on the home page when the resource was originally cataloged on March 4, 2000.

You must update the record to reflect the title of the current iteration of the Web site, which you are viewing on December 15, 2002.

Note: When an electronic resource's 245 title changes, a cataloger looks anew at the resource and decides "afresh" what the source of title will be for that iteration.

Change in title proper example, slide 2

Steps to modify the existing record:

1. Change the title in the 245 to match the current iteration.
2. Move the former title to a 247 note/added entry field.
3. Move the former date viewed to subfield \$f of the 247 field.
4. Change the date viewed in the 500 note to current date (current iteration).

245 00 Database of biocatalysis and biodegradation information
\$h [electronic resource].
500 Title from home page (viewed on Mar. 4, 2000).

Record updated in December 2002:

245 04 The University of Minnesota biocatalysis/biodegradation
database \$h [electronic resource].
247 10 Database of biocatalysis and biodegradation information
\$f <Mar. 4, 2000>
500 Title from home page (viewed on Dec. 15, 2002).

ANIMATED SLIDE

Steps to follow to update the record for the current iteration:

Move the former title proper to a 247 former title proper field, which serves as both a note and a searchable added entry.

Move the date the record was originally viewed for cataloging to the subfield \$f of the 247 field.

This shows that the former title appeared as such when viewed for description on that date.

Record the current title proper in the 245 field.

Change the date viewed for description in the Item described note to the current date you are viewing the resource and updating the description.

The resource is now searchable by both current and former title, and the description reflects the current iteration of the resource.

Another cataloger coming to this record should key into the three fields depicted in this slide to read the title history of the resource as recorded by catalogers during two different iterations in its life cycle.

Note: this slide shows only the title proper change for this iteration; there may be other changes as well in the complete resource and the resulting complete updated bibliographic record.



Change in title proper and Links

- **If** you change a title proper in a bibliographic record,
- **And** that record has a reciprocal linking note for bibliographic history or relationships (76X-78X)
- **Then** you must also change the linking field on the other record!

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An important reminder

Changes to parallel title, other title information: 12.1D-E

- Change the title and statement of responsibility area (245 \$b) to reflect the current iteration.
 - Applies to other title information only if previously recorded in Area 1
- Make a note of the earlier form only if considered important.
 - Record former other title information in field 246 and explain the situation in subfield \$i.
 - Use field 247 and 547 only for former title proper info.

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The rules allow more flexibility in recording other title information that is certain to change and is not integral to identifying the resource.

Changes in parallel titles and other title information may be accounted for in notes. These can be tagged in fields 500 or 246.

They are not, however, entered into field 247. Only former titles proper go into the 247; and only former titles proper complex notes go into the 547.

In cases where former parallel title or former other title information is considered important for access, field 246 will need to be used with \$i note to explain the entry. See LCRI 12.7B5.2 and 12.7B6.2.

Remember that field 246 can serve as either a note, as an added entry, or as both at the same time, depending on the first indicator value (Note/added entry controller):

- 0 - Note, no added entry
- 1 - Note, added entry
- 2 - No note, no title added entry
- 3 - No note, added entry

See also LCRI 12.7B4 and 21.30J.

Change in other title information example

The screenshot shows a Microsoft Internet Explorer window titled "The Nine Planets - Microsoft Internet Explorer". The address bar shows "edu/nineplanets/nineplanets/nineplanets.html". The main content area features a dark banner with the text "The Nine Planets" and "A Multimedia Tour of the Solar System" by Bill Arnett. A callout box points to the subtitle "A Multimedia Tour of the Solar System" with the text: "Subtitle on home page [when viewed on Dec. 15, 2002] differs from subtitle in existing record". Another callout box points to the existing record information with the text: "Existing record created in October 1999: 245 14 The nine planets \$h [electronic resource] : \$b a tour of the solar system / \$c by Bill Arnett. 500 Title from home page (viewed on Oct. 9, 1999)."

Resource viewed on December 15, 2002.

Existing record created on October 9, 1999: the subtitle was slightly different, it did not include the word “multimedia”, which was added sometime after 10/9/99.

Change in other title information: Option 1



Option 1 for updating the record: no note or added entry:

245 14 The nine planets \$h [electronic resource] : \$b a
multimedia tour of the solar system / \$c by Bill Arnett.

500 Title from home page (**viewed on Dec. 15, 2002**).

The cataloger has at least three options in how to handle this change, illustrated on this and the following two slides


Is the change in subtitle important enough to note? If so it would be recorded in a 500 note or in a 246 with first indicator 0 , but not in a 247 or 547.

This slide depicts the option of choosing to **not** mention the former subtitle in the bib record.

The issue of whether or not to record subtitle information was discussed in Session 2A on original cataloging, but it may resurface again here.

There is a definite difference in how culture differs between serial and monograph catalogers: serial catalogers are used to asking how valuable it is to record subtitle information because it could change and the record may have to be maintained over time. Monograph catalogers are used to transcribing subtitles as they appear because the information is fixed and will not change. Integrating resources may lie somewhere in between, with more necessity for individual cataloger judgment if the situation isn't one of the three given in rule 12.1E1 requiring other title information to be transcribed.

Change in other title information: Option 2



Option 2 for updating the record: note but no added entry:

```
245 14 The nine planets $h [electronic resource] : $b a
multimedia tour of the solar system / $c by Bill Arnett.

246 0_ $i Former subtitle: $a Tour of the solar system $f
<Oct. 9, 1999>
```

Either 246 0 or 500 may be used to tag the note

```
500    Former subtitle: A tour of the solar system <Oct. 9,
1999>.
```

This slide depicts the option of choosing to make a note about the former subtitle, but not an added entry.


Note well: two options for making the note are depicted in the example: you would use one or the other but not both!

Remember that field 246 can serve as either a note, as an added entry, or as both at the same time, depending on the first indicator value (Note/added entry controller):

- 0 - Note, no added entry
- 1 - Note, added entry
- 2 - No note, no title added entry
- 3 - No note, added entry

Another option might be to word the 500 note like this:
500 Subtitle varies.

Change in other title information: Option 3



The Nine Planets is an overview of the history, mythology, and current scientific

Option 3 for updating the record: note and added title entry:

```

245 14 The nine planets $h [electronic resource] : $b a
multimedia tour of the solar system / $c by Bill Arnett.

246 1_ $i Former subtitle: $a Tour of the solar system $f
<Oct. 9, 1999>

500 Title from home page (viewed on Dec. 15, 2002).

```

This slide depicts the option of choosing to making an added entry for the former subtitle. It is entered in a 246 field with first indicator 1, which generates an added entry in addition to a note. The explanatory phrase is given in \$i. Remember that field 247 is used only for former titles proper.

In this case the former subtitle might not actually warrant such an entry; but this illustrates how it might be entered in cases where the former subtitle was considered important for identification and access for the resource.

Note: If one decides that an added entry for the former subtitle is important, one would consider also making an added entry for the current subtitle:

```
246 30 Multimedia tour of the solar system
```

Note: If there's time and Internet access is available, the instructor may wish to show what this site currently looks like (<http://www.nineplanets.org/>). It's quite amusing: because Pluto has been demoted from planet to dwarf planet, the word "Nine" is crossed out and the number "8" is written over it. The HTML header title still retains the word "nine", although it has changed from the screen shot above to: The nine planets solar system tour.

Changes to statement of responsibility: 12.1F5, 12.7B7.2

- Change the title and statement of responsibility area (245 \$c)
- Make a note of the earlier form only if considered important.
 - Record former statements of responsibility in field 500 if person or field 550 if corporate body

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Change in edition information: 12.2F1b

- If edition information is added, deleted, or changed in a later iteration, **and this change does not require a new description:**
 - Change the edition area to reflect the current iteration.
 - Make a note if the change is considered to be important.
- When does a change require a new description?
 - See also LCRI 12.2F1 for guidelines (next slide)

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This is the one area in which a change in information might in some cases require a new bibliographic record / description.

See the next slide for LC's interpretation of what kinds of changes require a new description.

On the whole this should be quite rare for most Web sites and online databases.

Change in edition information: LCRI 21.3B

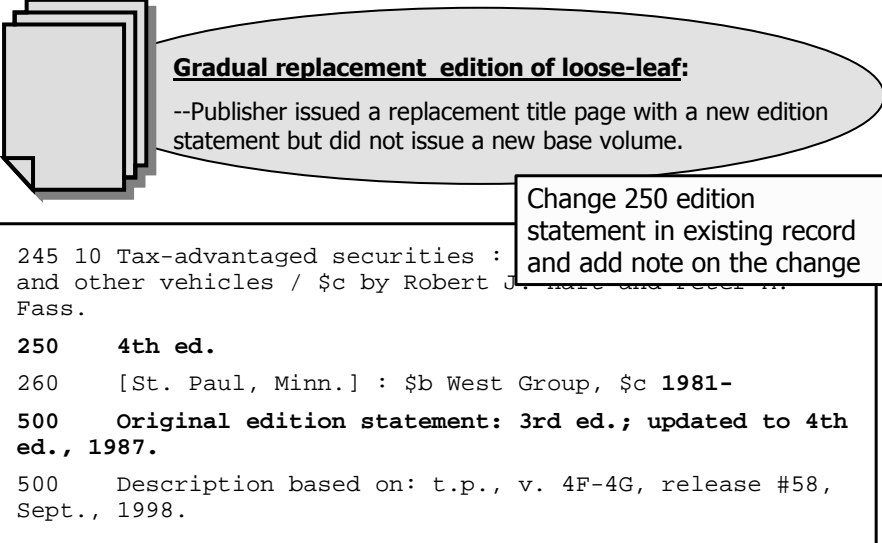
- **For updating loose-leaves:**
 - **Do not make a new description for a gradual replacement edition**
 - (i.e., the author or publisher considers the publication to be a new edition and issues a replacement title page with a new edition statement but does not issue a new base volume); give a note about the new edition statement (see LCRI 12.7B9).
 - **In determining if there is a new resource, consider presence/absence and change of header/footer dates**
 - See LCRI 21.3B for different situations
- **For updating remote access electronic resources:**
 - **Make a new description only if the resource described in the existing record continues to exist as a resource separate from the new resource to be cataloged.**

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See LCRI 21.3B for guidelines on when to make a new record because edition information has changed or because a new base volume has been received.

For an updating loose-leaf other than a gradual replacement edition, the decision to create a new record is based upon evidence related to the header/footer dates: if they are present now but weren't before and vice versa, various dates vs. same date, etc. Catalogers should consult the LCRI for specifics. The default is to create a new record.

Change in edition example 1



Gradual replacement edition of loose-leaf:
 --Publisher issued a replacement title page with a new edition statement but did not issue a new base volume.

Change 250 edition statement in existing record and add note on the change

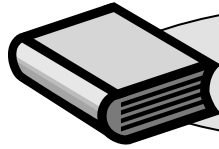
```

245 10 Tax-advantaged securities :
and other vehicles / $c by Robert J. [unclear] and [unclear]
Fass.
250 4th ed.
260 [St. Paul, Minn.] : $b West Group, $c 1981-
500 Original edition statement: 3rd ed.; updated to 4th
ed., 1987.
500 Description based on: t.p., v. 4F-4G, release #58,
Sept., 1998.
  
```

In this example **no new record** is needed because this was a **gradual replacement edition**.

Although the concepts of major vs. minor changes have not yet been introduced into AACR2 or the LCRIs for integrating resources, we might consider this an example of a “minor change” for an integrating resource.

Change in edition example 2



Complete replacement edition of loose-leaf:

Publisher issued *in toto* replacement of base volume with new edition.

Create new record for new ed.
(May also link to record for 1st ed.
using 780 linking entry)

```
245 00 CONSER cataloging manual / ‡c Jean L. Hirons,
editor.
260    Washington, DC : ‡b Library of Congress, Cataloging
Distribution Service, ‡c 2002-
250    2002 ed.
300    v. (loose-leaf) ; ‡c 29 cm.
780 00 $t CONSER cataloging manual. $b 1st ed. $z
0844407844 $w (DLC)___93009913_$w (OCoLC)27813639
```

In this example a **new record is** needed because the entire base volume was replaced with the new edition.

Although the concepts of major vs. minor changes have not yet been introduced into AACR2 or the LCRIs for integrating resources, we might consider this an example of a “major change” for an integrating resource.

Change in Type and extent of resource

- This area was eliminated with the deletion of rule 9.3 in the 2004 update to AACR2
- If this area was used in the description and the type and/or extent changes, delete the 256 field

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IMPORTANT: This area was eliminated from the rules with the deletion of rule 9.3 in the 2004 Update to AACR2. Generally retain the terms formerly used for this area (electronic data; electronic program(s); and, electronic data and program(s)) and any details about files, statements, bytes, etc., when using existing records for copy cataloging if the information still characterizes the resource.

Such information now can be given in a Type of computer file or data note (516 field), combined with other notes (e.g., a Summary note), or given in the 300 field if the new option in AACR2 9.5B3 is applied.

If field 256 was included in the record and the type and/or extent changes, delete the 256 field.

Note that LC never supplied this field in original cataloging but accepted it when doing copy cataloging.

Change in place or name of publisher: 12.4C2 ; 12.4D2

- If the place and/or name of the publisher, distributor, etc. changes in a later iteration:
 - Change the publication, distribution, etc., area to reflect the current iteration
 - Give the earlier place and/or name in a 500 note if considered important.
 - Also change MARC 008 Place of publication code to match place of current publisher!

25

Change in publisher place & name example (1)

Publisher name on home page (and place of publication on linked page) differ from data recorded in existing record

Existing record created in May 1997:

```

008    Ctry: vau
245 04 The opera database $h [electronic resource].
260    Richmond, VA : $b Kramer and Reynolds, $c 1996-
500    Title from home page (viewed on May 22, 1997).

```

Scenario for participants:

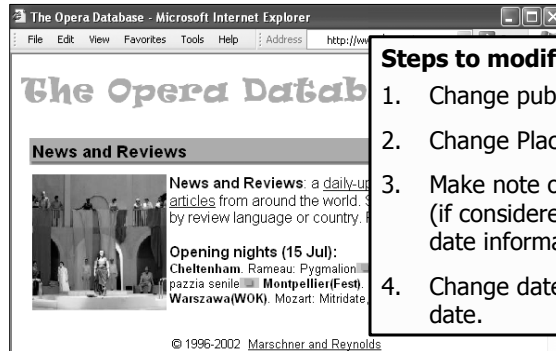
Your institution has selected this Web site for cataloging.

You search for copy and find an existing record that matches in almost every way, including the URL, but has a different publisher name and place of publication in the 260 field of the bib record.

The date in the Item described note tells you that this was the publisher that appeared in the resource when it was originally cataloged on May 22, 1997.

You must update the record to reflect the place and publisher of the current iteration of the Web site, which you are viewing on December 15, 2002.

Change in publisher place & name example (2)



The screenshot shows a web browser window titled "The Opera Database - Microsoft Internet Explorer". The page content includes a header "The Opera Database", a section "News and Reviews", and a list of "Opening nights (15 Jul)" with details for Cheltenham, Montpelier, and Warszawa. A copyright notice at the bottom reads "© 1996-2002 Marschner and Reynolds".

Steps to modify the existing record:

1. Change publication data in 260 \$a-b.
2. Change Place of publication code in 008.
3. Make note on previous publication info. (if considered important), with as much date information as available.
4. Change date viewed in note to current date.

Record updated in December 2002:

```
008    Ctry: mdu
245 04 The opera database $h [electronic resource].
260    Baltimore, Md. : $b Marschner and Reynolds, $c 1996-
500    Title from home page (viewed on Dec. 15, 2002).
500    Formerly published by Kramer and Reynolds, Richmond, VA,
1996-<May 22, 1997>.
```

You change the publisher area in the 260 field and make a note of the former publisher in a 500 note, with the range of dates for which it applied. In this case you are working with existing bibliographic information that recorded Kramer and Reynolds as the publisher starting in 1996, but viewing it in December, 2002, you do not know exactly when the publisher name changed, so you use the viewed on date in angle brackets.

Always change the viewed-on date in the record when making changes that describe the current iteration.

Change in physical description: 12.5 (1)

- Change in other physical details
 - 12.5C2: Change area (300 \$b) to reflect current iteration and make a note about difference if important; also update 008 if needed

- Change in dimensions of updating loose-leaf
 - Note: error in rule 12.5D2 corrected in LCRI:
 - If dimensions change, change area to match current iteration and make note about difference if important

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Change in physical description: 12.5 (2)

- *When updating loose-leaf is completed:*
 - Record the number of volumes

```
300    2 v. (loose-leaf) : $b ill. ; $c 28 cm.
```


Change in series statement: 12.6B2

- If a series is added, deleted, or changed in a later iteration:
 - Change the series area to reflect the current iteration.
 - MARC 4XX and/or 8XX.
 - Make a note if the change is considered important.
 - Retain former series entries in 8XX if traced, justified by 500 note explaining the change in series.
- LCRI 21.30L: Integrating Resource in One or More Series
 - LC practice: Also provide an 8XX series added entry for any traced series included in a note. (Series not present on the latest iteration will be given in the note area instead of in the series area — cf. AACR2 12.6B2 and 12.7B14.2b.)

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Instructor background:

LCRI 21.30L. SERIES.

Integrating Resource in One or More Series

LC practice: Also provide an 8XX series added entry for any traced series included in a note. (Series not present on the latest iteration will be given in the note area instead of in the series area — cf. AACR2 12.6B2 and 12.7B14.2b.)

existing record:

260 ## \$a Chicago : \$b CJ Press, \$c 1983-

440 #0 \$a Real estate professional series

same record updated later:

260 ## \$a Chicago : \$b CJ Press, \$c 1983-

no 4XX field

500 ## \$a Series title, 1983-1995: Real estate professional series

500 ## \$a Description based on: release 23, published in Jan. 1996.

830 #0 \$a Real estate professional series.

existing record:

260 ## \$a Denver : \$b Smith Pub. Co.

440 #0 \$a Research in library acquisitions

500 ## \$a Description based on: update 2, published in 1991.

same record updated later:

260 ## \$a Denver : \$b Smith Pub. Co.

490 1# \$a Library acquisitions

500 ## \$a Series title <1991 >: Research in library acquisitions

500 ## \$a Description based on: update 9, published in 2000.

830 #0 \$a Research in library acquisitions.

830 #0 \$a Library acquisitions (Denver, Colo.)

Change in series statement example

Existing record:

260 Denver : \$b Smith Pub. Co.
440 0 Research in library acquisitions
500 Title from title screen (viewed on Oct. 3, 1991).

Same record updated:

260 Denver : \$b Smith Pub. Co.
490 1 Library acquisitions
500 **Series title <Oct. 3, 1991>**: Research in library acquisitions.
500 Title from home page (viewed on Dec. 15, 2002).
830 0 Research in library acquisitions.
830 0 Library acquisitions (Denver, Colo.)

Change in frequency of updates (1)

What you discover when copy cataloging:

Frequency of updates stated on 'Introduction' page [viewed on Dec. 15, 2002]
 --differs from frequency recorded in existing record for the database

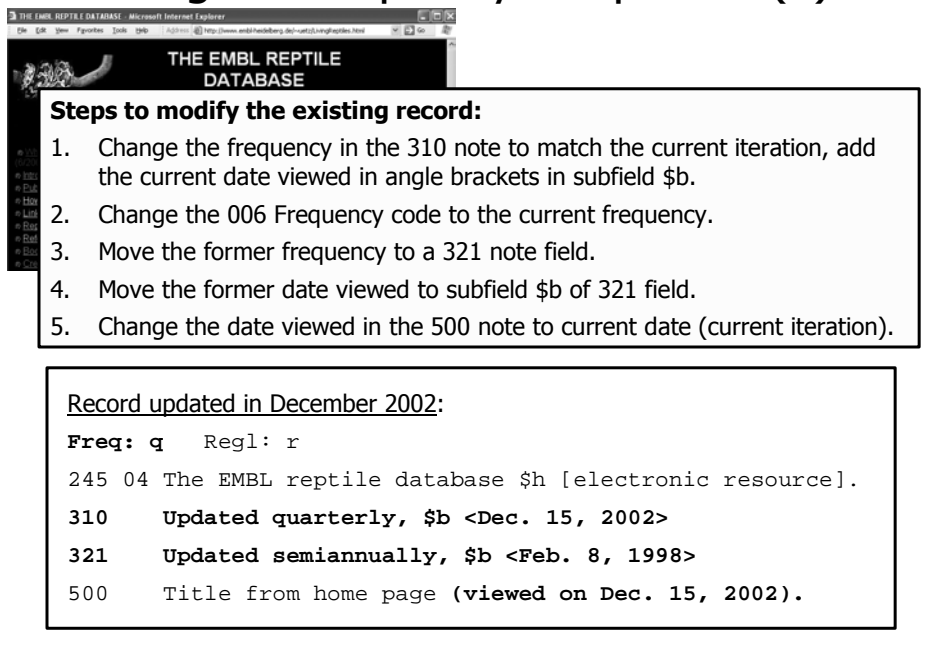
Update Schedule
 The database is updated every 3 months (in March, June, September, and December). Depending on submissions from contributors, the amount of updated material may differ. The date of the latest update is given on the [Home Page](#) headline or on the [News Page](#).

Existing record created in February 1998:

```

Freq: f   Regl: r
245 04 The EMBL reptile database $h [electronic resource].
310   Updated semiannually
500   Title from home page (viewed on Feb. 8, 1998).
    
```

Change in frequency of updates (2)



Steps to modify the existing record:

1. Change the frequency in the 310 note to match the current iteration, add the current date viewed in angle brackets in subfield \$b.
2. Change the 006 Frequency code to the current frequency.
3. Move the former frequency to a 321 note field.
4. Move the former date viewed to subfield \$b of 321 field.
5. Change the date viewed in the 500 note to current date (current iteration).

Record updated in December 2002:

```
Freq: q   Regl: r
245 04 The EMBL reptile database $h [electronic resource].
310      Updated quarterly, $b <Dec. 15, 2002>
321      Updated semiannually, $b <Feb. 8, 1998>
500      Title from home page (viewed on Dec. 15, 2002).
```

This slide depicts the use of both current and former frequency notes (MARC 310 and 321 fields)

Since no exact date information about the change in frequency is available, use the viewed on date in the 310 and 321 notes.



Changes to access points

Changes in name and uniform title entries.

- Make changes to reflect latest iteration.
- Retain entries for past iterations.
 - If considered important for access.
- Choice of main entry could change.
 - Apply Chapter 21 to current iteration.

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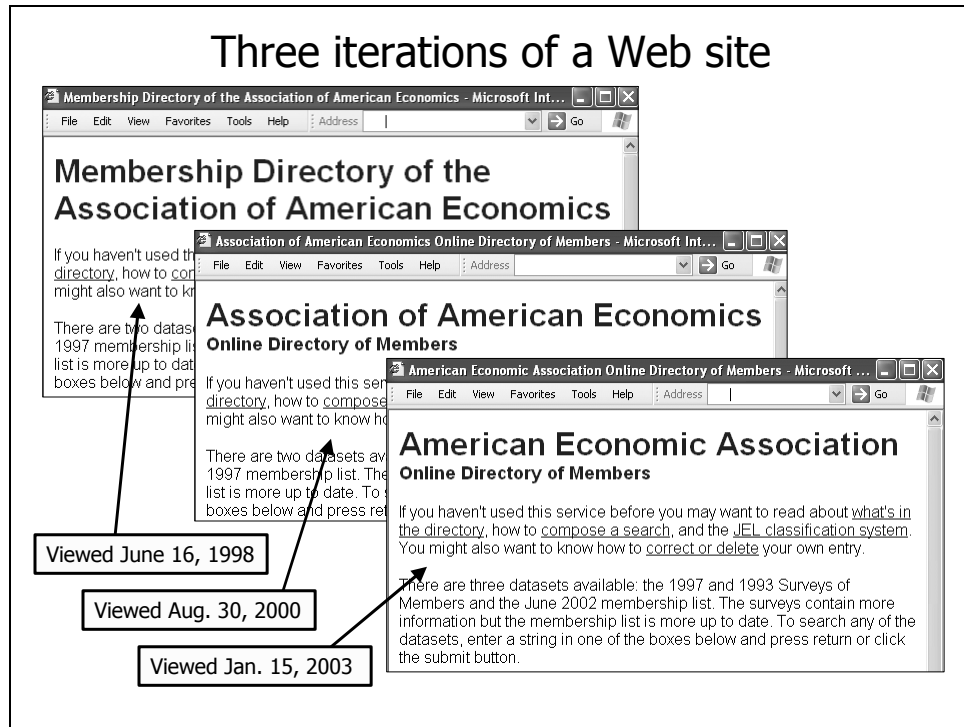
[Examples coming up in next several slides]



Change in main entry

- Change **1XX** entry for person or body currently responsible for the resource.
- Make note for earlier responsible person in **500** or body in **550** note, if considered important.
 - Required to justify 7XX entry if present in full level records
 - Include dates to identify iteration.
- Add name for earlier person or body in **7XX** if considered important for access.

35



These three iterations illustrate changes that need to be made in title, issuing body, and corporate body main entry.

Bibliographic record updated (1): first title change

```
110 2 Association of American Economics.  
245 10 Membership directory of the Association of American  
Economics $h [electronic resource].  
500 Title from HTML header (viewed on June 16, 1998).
```

```
110 2 Association of American Economics.  
245 10 Association of American Economics online directory  
of members $h [electronic resource].  
247 10 Membership directory of the Association of American  
Economics $f <June 16, 1998>  
500 Title from HTML header (viewed on Aug. 30, 2000).
```

This and the following slide present portions of the resulting MARC record for the three iterations shown on the previous slide, illustrating changes in title, issuing body, and corporate body main entry.

**Bibliographic record updated (2):
second title change + change of main entry**

```
110 2 American Economic Association.
245 10 American Economic Association online directory of
members $h [electronic resource].
247 10 Membership directory of the Association of American
Economics $f <June 16, 1998>
247 10 Association of American Economics online directory
of members $f <Aug. 30, 2000>
500 Title from HTML header (viewed on Jan. 15, 2003).
550 Issued by Association of American Economics <June
16, 1998>.
710 2 Association of American Economics.
```

Give the 247 former titles proper in chronological order from earliest to latest (LCRI).

Note especially here the use of field **550** for former issuing body; this field was used formerly only for serials cataloging.



Changes in subject headings

- Original headings should be broad enough to encompass changing subject content.
- If significant additions, deletions, or other changes in subject content considered important:
 - Add new subject headings for current iteration and/or delete headings no longer applicable to the resource.

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When resource is completed

I.e., when you know that updating has ceased:

- Close off the record:
- Record ending date, if known
 - In 260 \$c if cataloging from last iteration
 - Include date of last update for loose-leaf if different from last date of publication given on chief source
 - In 362 1 if not cataloging from last iteration
 - Change 008 Date 2 from "9999" to ending date.
- Change physical description of loose-leaf:
 - Add number of volumes

40

Closing record for completed resource

Existing record:

```
008 DtSt: c Dates: 1997,9999
260 Denver : $b Smith Pub. Co., $c 1997-
500 Title from title screen (viewed on Oct. 3, 1997).
```

Same record updated based on known last iteration:

```
008 DtSt: d Dates: 1997,2003
260 Denver : $b Smith Pub. Co., $c 1997-2003.
500 Title from home page (viewed on Jan. 15, 2003).
```

Same record updated without known last iteration: (one of several possibilities)

```
008 DtSt: d Dates: 1997,2003
260 Denver : $b Smith Pub. Co., $c 1997-
362 1 Updating ceased in 2003?
500 Title from home page (viewed on Jan. 15, 2003).
```

The 362 1 note given in the third example is only one of several possible ways to word the note.

Instructors note: there might be some discussion as to how best to word this note; e.g., another option:

362 1_ Ceased being updated in 2003?

This concludes Session 3

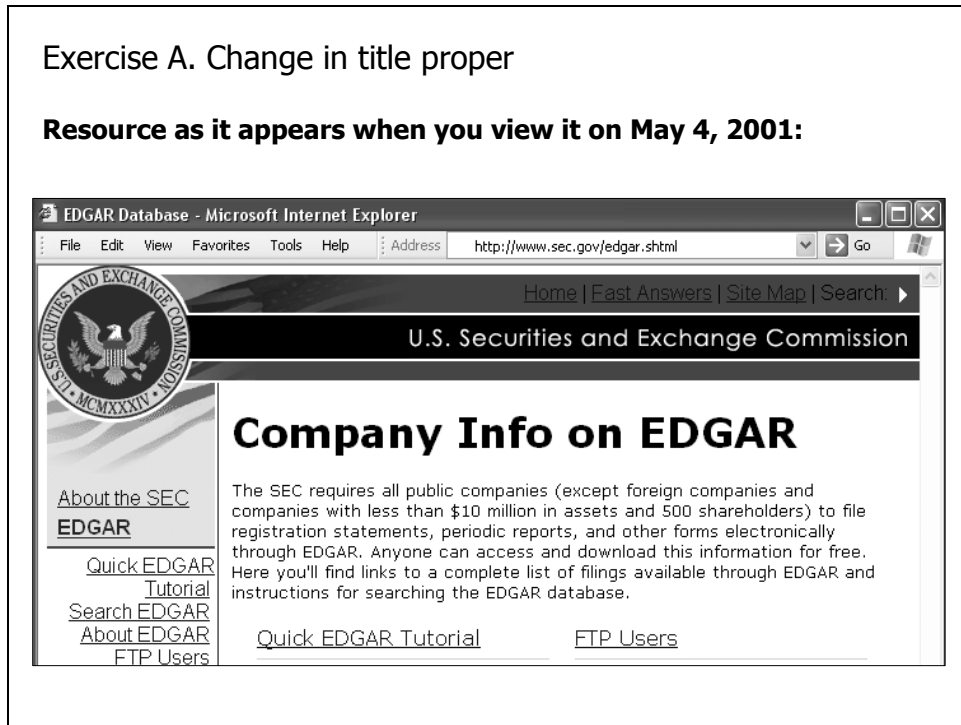


Session 3 Exercises

1. View the surrogate screen shot of the page of the resource as it appears to you at the time of copy cataloging.
2. View the selected portion of the existing MARC record as created when the original cataloger viewed a past iteration of the resource
3. Update that part of the MARC record to reflect the current iteration, and note the data elements of the previous iteration as required or considered important.

Exercise A. Change in title proper

Resource as it appears when you view it on May 4, 2001:



Exercise A. Change in title proper

Existing record has:

```
245 00 EDGAR database of corporate information $h [electronic  
resource].
```

```
500 Title from title screen (viewed Nov. 13, 2000).
```

Exercise A. Change in title proper**Record updated for title change:**

```
245 00 EDGAR database $h [electronic resource].  
246 1_ $i Title on home page: $a Company info on EDGAR  
247 10 EDGAR database of corporate information $f <Nov. 13, 2000>  
500 Title from HTML header (viewed on May 4, 2001).
```

OR:

```
245 00 Company info on EDGAR $h [electronic resource].  
246 1_ $i Title in HTML header: $a EDGAR database  
247 10 EDGAR database of corporate information $f <Nov. 13, 2000>  
500 Title from home page (viewed on May 4, 2001).
```

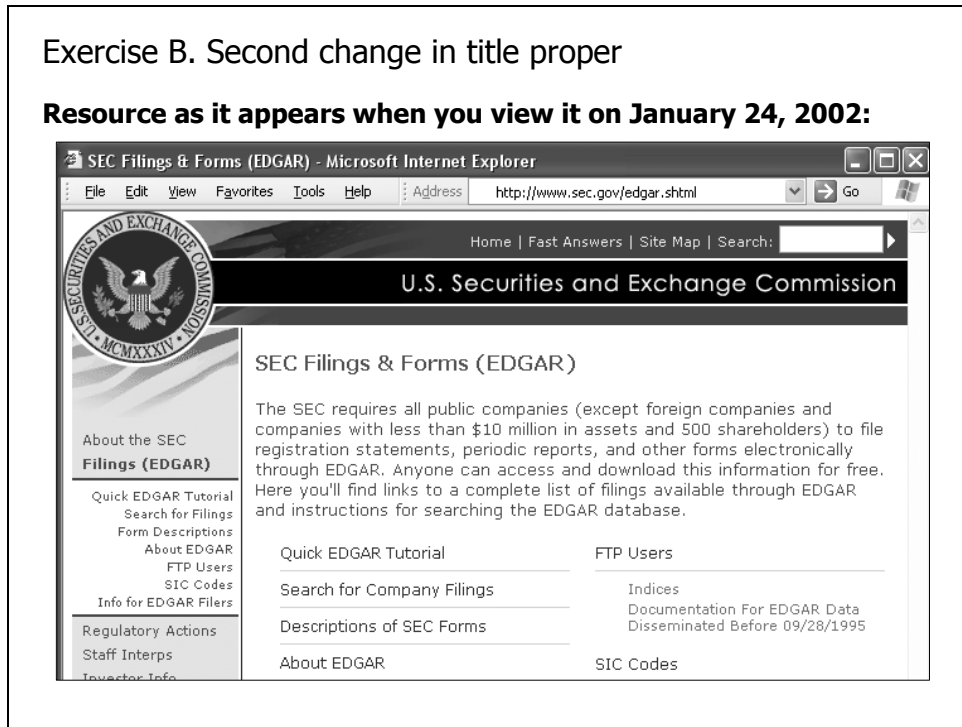
When the title proper has changed, the cataloger may also re-assess the source of title proper.

The two possibilities on this slide reflect the two possible choices.

In either case, however, the former title proper is what had been selected by the previous cataloger on Nov. 13, 2000 and had appeared in the 245 \$a of the existing record.

Exercise B. Second change in title proper

Resource as it appears when you view it on January 24, 2002:



Exercise B. Second change in title proper**Existing record has:**

```
245 00 EDGAR database $h [electronic resource].
246 1_ $i Title on home page: $a Company info on EDGAR
247 10 EDGAR database of corporate information $f <Nov. 13, 2000>
500 Title from HTML header (viewed on May 4, 2001).
```

or:

```
245 00 Company info on EDGAR $h [electronic resource].
246 1_ $i Title in HTML header: $a EDGAR database
247 10 EDGAR database of corporate information $f <Nov. 13, 2000>
500 Title from home page (viewed on May 4, 2001).
```

These, again, are the two possibilities for title proper that could have been selected in Exercise A. Either could be the new existing record.

Exercise B. Second change in title proper

Record updated for second title change:

```

245 00 SEC filings & forms (EDGAR) $h [electronic resource].
246 3_ SEC filings and forms
246 3_ Securities and Exchange Commission filings and forms
246 1_ $i Former title on home page: $a Company info on EDGAR
      $f <May 4, 2001>
247 10 EDGAR database of corporate information $f <Nov. 13, 2000>
247 10 EDGAR database $f <May 4, 2001>
500   Title from home page (viewed on Dec. 2, 2002).

```

OR:

```

246 1_ $i Former title in HTML header: $a EDGAR database $f <May 4,
2001>
247 10 Company info on EDGAR $f <May 4, 2001>

```

There are now two 247 fields in the updated record: one for each former title proper.

The second option shows the alternative forms of 246 and 247 if the existing record were the second of the two possibilities shown on the previous screen.

This exercise demonstrates not only how to do two updates for title proper for the same Web site, but also the variations that can occur because different catalogers could quite legitimately make different decisions about title proper vs. variant form of title.

It may also show that there is some artificiality between 246s and 247s for former title for Web sites when there are two or more equally valid possibilities for former and/or current title proper for the site.

But in the end it doesn't really matter much as long as all the significant variants by which catalog users might search are included in one indexed field or another.

Exercise C. Change in statement of responsibility and main and added entries

Resource as it appears when you view it on December 15, 2002:



Exercise C. Change in statement of responsibility
and main and added entries

Existing record has:

```
100 1_ Morton, Susan E., $d 1955-  
  
245 10 Publishers of non-fiction articles $h [electronic resource]  
: $b a database for writers / $c by Susan E. Morton and Joseph P.  
Stein.  
  
500 Title from home page (viewed on Jan. 22, 2001).  
  
700 1_ Stein, Joseph P., $d 1953-
```

**Exercise C. Change in statement of responsibility
and main and added entries****Record updated:**

```
100 1_ Stein, Joseph P., $d 1953-
245 10 Publishers of non-fiction articles $h [electronic resource]
: $b a database for writers / $c by Joseph P. Stein and Julia
Garcia.
500 Title from home page (viewed on Dec. 15, 2002).
500 Co-authored by Susan E. Morton <Jan. 22, 2001>.
700 1_ Garcia, Julia M., $d 1961-
700 1_ Morton, Susan E., $d 1955-
```

The changes:

Different statement of responsibility.

Entails different main entry because new name is given first in the resource. Former added entry moved to main entry.

Note on previous co-author, if considered important for description/identification.

Former main entry moved to added entry if considered important for continued access.

Optional Exercise D. Final iteration of updating loose-leaf

Existing record has:

```

008 Type: a ELvl: I Srce: d GPub: s Ctrl: Lang: eng
    BLvL: i Form: Conf: Freq: a MRec: Ctry: miu
    S/L: 2 Orig: EntW: Regl: r Alph:
    Desc: a SrTp: 1 Cont: b DtSt: c Dates: 1989,9999
245 00 Guidelines for typewriting doctoral dissertations.
260 Ann Arbor, MI : $b University of Michigan Press,
    $c 1989-
300 v. (loose-leaf) ; $c 26 cm.
310 Updated annually, $b 1997-
321 Updated semiannually, $b 1989-1996

```

INFORMATION [given in Trainee manual]: This loose-leaf resource is now completed; you have the final iteration, Update 22, dated January 2002, which consists of two volumes that are both 28 cm. high. Presume that the beginning date of publication in the catalog record was based on the first iteration of the loose-leaf.

[A note printed on the this final iteration says that a new loose-leaf publication, to be titled “Guidelines for word-processing doctoral dissertations,” will be forthcoming to replace this now defunct publication.]

Optional Exercise D. Final iteration of updating loose-leaf

Record updated:

```
008 Type: a ELvl: I Srce: d GPub: s Ctrl: Lang: eng
  BLvL: i Form: Conf: Freq: a MRec: Ctry: miu
  S/L: 2 Orig: EntW: Regl: r Alph:
  Desc: a SrTp: 1 Cont: b DtSt: d Dates: 1989,2002
245 00 Guidelines for typewriting doctoral dissertations.
260 Ann Arbor, MI : $b University of Michigan Press,
  $c 1989-2002.
300 2 v. (loose-leaf) ; $c 28 cm.
310 Updated annually, $b 1997-2002
321 Updated semiannually, $b 1989-1996
```

The changes:

The record is “closed off”

Ending dates of publication are entered in 260 \$c (because you have the final iteration) and 008 Dates fields.

The number of volumes is entered in 300 \$a

The dimensions are changed to reflect the latest iteration.

The range of dates applying to the last frequency of updates may be added.

Session 3 Exercises: Pages from the Trainee Manual

Exercise A. Change in title proper

A1) Resource as it appears when you view it on May 4, 2001:



A2) Existing record has:

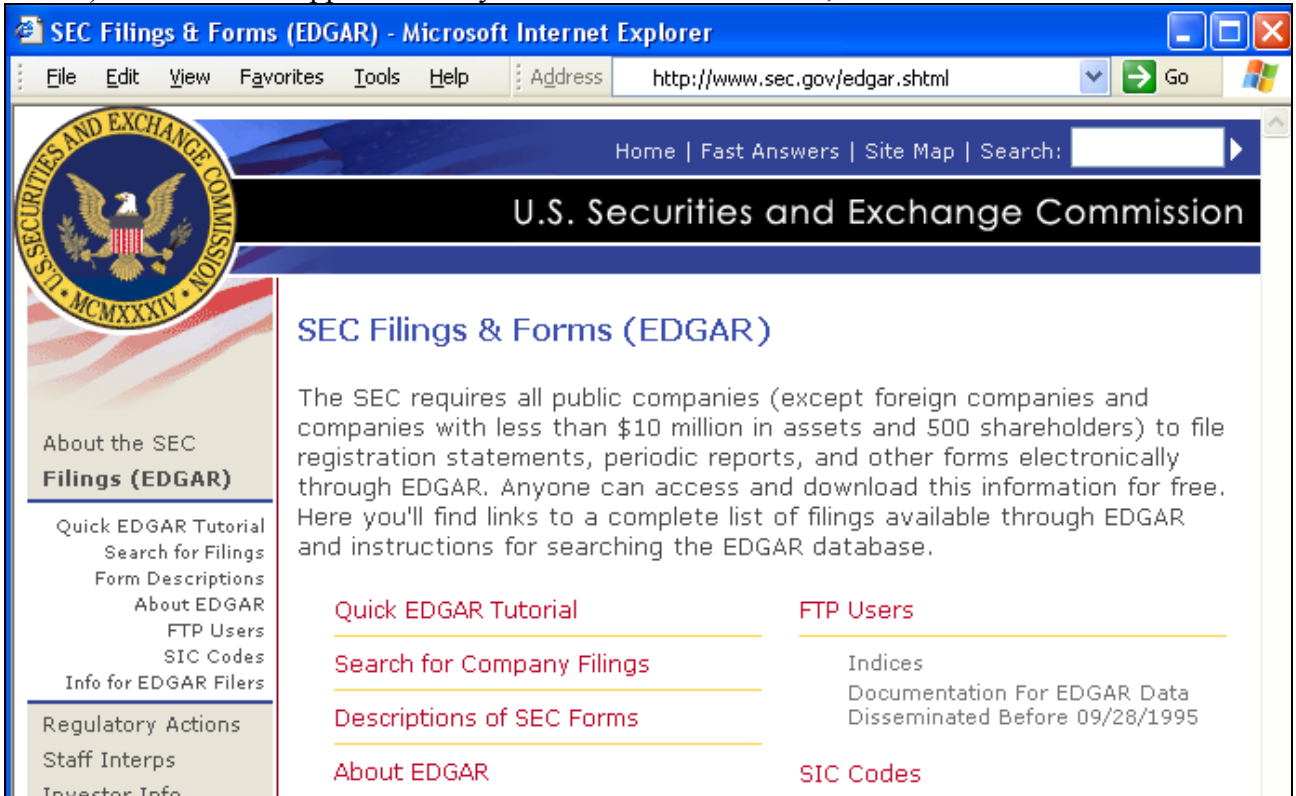
245	00	EDGAR database of corporate information \$h [electronic resource].
500		Title from title screen (viewed Nov. 13, 2000).

A3) Update the record for the title change:

245	00	
246	—	
247	10	
500		Title from (viewed on May 4, 2001).

Exercise B. Second change in title proper

B1) Resource as it appears when you view it on December 2, 2002:



B2) Existing record has your data from A3 above.

B3) Update the record for the second title change:

245	00	
246	—	
246	—	
246	—	
247	10	
247	10	
500		Title from (viewed on Dec. 2, 2002).

Exercise C. Change in statement of responsibility and main and added entries

C1) Resource as it appears when you view it on December 2, 2002:



C2) Existing record has:

100	1_	Morton, Susan E., \$d 1955-
245	10	Publishers of non-fiction articles \$h [electronic resource] : \$b a database for writers / \$c by Susan E. Morton and Joseph P. Stein.
500		Title from home page (viewed on Jan. 22, 2001).
700	1_	Stein, Joseph P., \$d 1953-

C3) Update the record for the changes

Note: your check of the LCNAF yields the following authorized forms:

- Stein, Joseph P., \$d 1953-
- Morton, Susan E., \$d 1955-2001.
- Garcia, Julia M., \$d 1961-

100	1_	
245	10	
500		Title from (viewed on).
500		
700	1_	
700	1_	

Optional Exercise D. Final iteration of updating loose-leaf**Existing Record:**

Type: a	ELvl: I	Srce: d	GPub: s	Ctrl:	Lang: eng
BLvl: i	Form:	Conf: 0	Freq: a	MRec:	Ctry: miu
S/L: 2	Orig:	EntW:	Regl: r	Alph: a	
Desc: a	SrTp: 1	Cont: 0	DtSt: c	Dates: 1989,9999	

245 00	Guidelines for typewriting doctoral dissertations.
260	Ann Arbor, MI. : \$b University of Michigan Press, \$c 1989-
300	v. (loose-leaf) ; \$c 26 cm.
310	Updated annually, \$b 1997-
321	Updated semiannually, \$b 1989-1996

INFORMATION: This loose-leaf resource is now completed; you have the final iteration, Update 22, dated January 2002, which consists of two volumes that are both 28 cm. high. Presume that the beginning date of publication in the catalog record was based on the first iteration of the loose-leaf.

[A note printed on the this final iteration says that a new loose-leaf publication, to be titled "Guidelines for word-processing doctoral dissertations," will be forthcoming to replace this now defunct publication.]

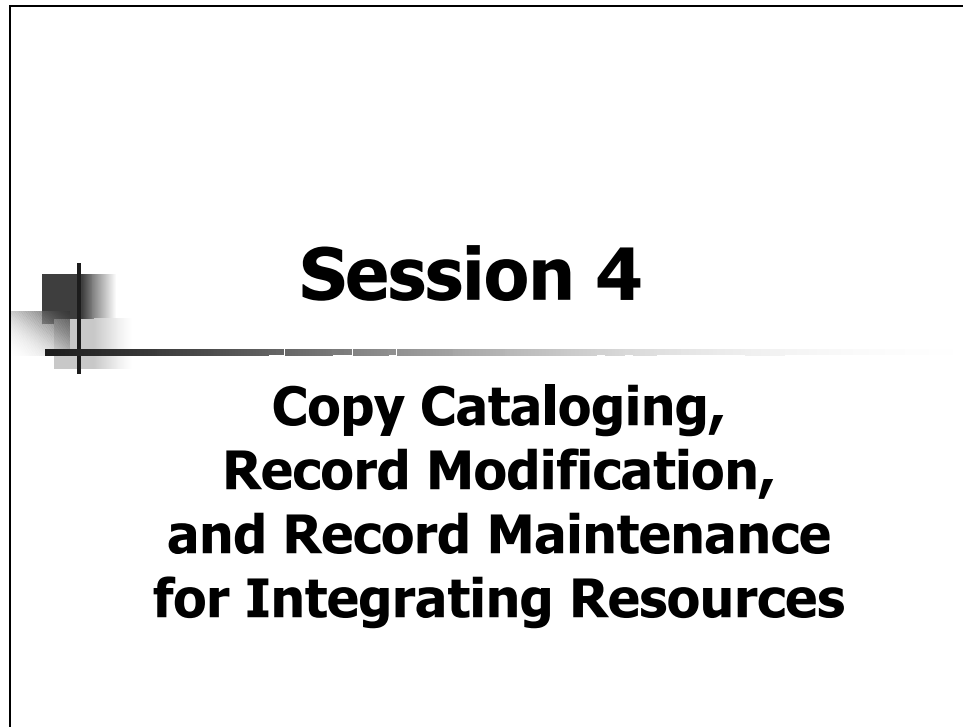
Same record updated and revised according to the AACR2 2002 revisions:

Type: a	ELvl: I	Srce: d	GPub: s	Ctrl:	Lang: eng
BLvl: i	Form:	Conf: 0	Freq: ___	MRec:	Ctry: miu
S/L: 2	Orig:	EntW:	Regl: ___	Alph: a	
Desc: a	SrTp: 1	Cont: 0	DtSt: ___	Dates: _____, _____	

245	00	Guidelines for typewriting doctoral dissertations.
260		
300		
310		
321		Updated semiannually, \$b 1989-1996

Optional Sessions

Session 4 Copy Cataloging of Integrating Resources, Record Modifications and Maintenance



In this session we turn from the ideal way that cataloging and updating will be done under the rules and turn to the ‘real world’ of records as they actually exist in current databases.

Optional Warm-up Exercises:

This session will consist mostly of questions and issues for discussion, so instructors may wish to skip any warm-up exercises. If desired, however, the instructor might ask the participants: what issues are likely to come up when copy cataloging? What issues and problems in searching for existing records? In identifying the correct matching record for an integrating resource? What will need to be modified? When will a new record be needed for a resource?

Instructor References:

None, but instructors may wish to peruse CONSER Cataloging Manual, 2002 ed., Module 21, by Bill Anderson as background for how that program deals with similar issues in the cooperative cataloging of serial resources.



Goals of Session 4

Explore and discuss:

- Issues in identifying existing records for integrating resources
 - Especially if access points, by which you search for matching records, have changed
- Issues in modifying existing records cataloged under old rules and practices
 - How much needs to be changed?
- Issues in ongoing maintenance of records for integrating resources

2

The goals of the session are to explore the issues --through looking at some examples, but mostly through asking questions and through discussion of possible solutions.

Catalogers of integrating resources, especially electronic integrating resources, may have more questions than answers right now.

There is little if any definitive documentation to date on how these issues should be dealt with. This is hardly surprising. We are in the midst of the development right now, and perhaps all participants in these workshops can play a valuable role in expressing ideas, opinions, etc. for future guidelines and solutions.

It should be well noted, however that:

Many of these issues are the same as catalogers of Internet resource has been facing for the last decade or so, since cataloging these began under OCLC in 1994.

Many of them are definitely issues that catalogers of loose-leafs and serials have been facing for much longer.

The serials cataloging community has developed policies and guidelines for many of these issues, evident, for example, in CONSER documentation. [See CONSER Cataloging Manual Module 21 by Bill Anderson, Library of Congress.]

Participants' Goals:

You might ask the participants if they have any additional or more specific goals or areas that they especially want to discuss or learn about in this session.

Searching for existing records for IRs

- How to search?
 - Are title, publisher, responsible persons or bodies, and/or URI the same in the existing record as in the iteration of the resource you are viewing
 - Helpful: OCLC Connexion Client allows searching by "Access Method" and "Access Method Phrase" (see next slide) and it also has boxes that allow you to limit searches to format Integrating Resources and to Internet resources
- Search results will reflect past cataloging practice
 - For example: Iterations vs. editions:
 - What are now iterations of an IR may have been treated as separate editions of a monograph
 - There may be multiple records for different 'editions' or 'releases' of an integrating resource that today would be cataloged on one record.

3

Besides searching multiple ways in the bibliographic utility, a cataloger on an online resource will want to search, in multiple ways if needed, via Internet search engines to find the resource itself, and will compare the resource as it now appears with what exists on any potential matching existing bibliographic records.

OCLC Connexion URL searching

From Connexion Client Help:

Access method index (am:)

- Each punctuation mark is treated as a word division. Thus, *www.oclc.org* is treated as three separate words: *www*, *oclc*, and *org*.
- Omit *http:* and *https:*
- Include stopwords when searching the Access Method index (am:)

Example:

To search for URL *www.poets.org* in the Command Line, type `am:poets`.

Access method phrase index (am=)

- Select this phrase index when you want to find records that contain a URL exactly matching your search term.
- Include as much of the URL as you know. Omit *http://* or *https://*. Enter the complete URL, beginning with *www*. (or other first segment) and all separator characters (. and /) to retrieve exact matches. If you are unsure of the parts following the domain name, type a single slash after the domain and then add an asterisk to match any URLs that begin with this domain.

Example: `www.noaa.gov/*` or `www.uic.edu/*`

This slide is for reference purposes for those who use OCLC Connexion Client. It shows how to do URL searches using the Access Method keyword and Access Method phrase indexes. More information is available from Connexion help screens and from documentation on the OCLC website, such as “Searching WorldCat Indexes” (<http://www.oclc.org/support/documentation/worldcat/searching/searchworldcatindexes/>)

The ability to search by parts or whole URIs is very valuable in cases where titles and name entries may have changed. It depends on what citation a cataloger is given by which to search.

OCLC Connexion URL searching

The screenshot shows the 'Search WorldCat' window with the following details:

- Command Line Search:** A text input field with the placeholder text 'Enter numeric, derived, keyword, or scan search here...'.
- Keyword/Numeric Search:**
 - Search for:** A dropdown menu containing 'loc gov'.
 - Access Method (am:):** A dropdown menu.
 - OR:** A dropdown menu containing 'lcweb.loc.gov/catdir/pcc/'.
 - Access Method Phrase (am=):** A dropdown menu.
 - AND:** A dropdown menu.
 - Title (ti:):** A dropdown menu.
- Language:** A dropdown menu set to '[Any]'.
- Format:** A dropdown menu set to '[Any]'.
- Internet:** A dropdown menu set to '[Any]'.
- Source:** A dropdown menu set to '[Any]'.
- Microform:** A dropdown menu set to '[Any]'.
- Years:** A text input field.
- Material Type:** A dropdown menu set to '[Any]'.
- Display Search Results:** Radio buttons for 'System Default List' (selected), 'Truncated List', 'Brief List', and 'Full Record'.
- Buttons:** 'Enter Diacritics...', 'Expand/Collapse', 'OK', 'Cancel', 'Clear Search', and 'Help'.

This slide illustrates graphically what was explained on the previous slide. It shows examples of searching by URL keyword or by URL phrase.

It may be of use to OCLC users for reference when they take their printed materials back to their institutions.

Search results in OCLC WorldCat:
Scholarly electronic publishing bibliography

8 records found by scan title search in WorldCat:

1. Scholarly Electronic Publishing Resources [electronic resource].
Electronic data. University of Houston Libraries, 2000-06-20. [COMPUTER FILE]
OCLC: 44480522
2. Bailey, Charles W. (Charles Wesley), 1950- Scholarly electronic
publishing bibliography / Charles W. Bailey, Jr. **Version 2:11/15/96**. Houston,
TX : University Libraries, University of Houston, 1996. OCLC: 37697102
3. Bailey, Charles W. (Charles Wesley), 1950- Scholarly electronic
publishing bibliography [electronic resource] / Charles W. Bailey, Jr.
Electronic data [Houston] : University of Houston Libraries, **c1996-**
[ELECTRONIC] OCLC: 35870002
4. Bailey, Charles W. (Charles Wesley), 1950- Scholarly electronic
publishing bibliography / Charles W. Bailey, Jr. **Version 11:8/25/97**. [Houston]
: University of Houston Libraries, **c1997**. OCLC: 37697302
5. Bailey, Charles W. (Charles Wesley), 1950- Scholarly electronic
publishing bibliography / Charles W. Bailey, Jr. **Version 22:11/20/98**. [Houston]
: University of Houston Libraries, **c1998**. [COMPUTER FILE] OCLC: 44377149
6. Bailey, Charles W. (Charles Wesley), 1950- Scholarly electronic
publishing bibliography / Charles W. Bailey, Jr. **Version 16:2/19/98**. [Houston]
: University of Houston Libraries, [c1998] OCLC: 38731132
7. Bailey, Charles W., 1950- Scholarly electronic publishing bibliography /
Charles W. Bailey. **Version 39 : 10/24/2001**. Houston, Tex. : University of
Houston Libraries, c2001. [REPRODUCTION] OCLC: 48992925
8. Bailey, Charles W., (Charles Wesley), 1950- Scholarly electronic
publishing bibliography / Charles W. Bailey. **Version 41: 2/22/2002**. Houston :
University of Houston Libraries, 2002. [REPRODUCTION] OCLC: 49516825

A random example of the results of a search for an online integrating resource.

What to point out:

Multiple records created for various versions of this bibliography –what are now considered different iterations of the same resource, to be accounted for on a single bibliographic record.

Record 3 on the list appears to have been created as an “open” record for the entire resource, encompassing all future ongoing iterations, which is what we would do now.

It looks to be a good candidate for use as a record to use for the integrating resource.

There are also records created for reproductions of the bibliography. These may be locally-made hard copies, printed out from the Web pages by individual institutions, where the local printout is cataloged.

Imagine if all 40+ existing iterations, and all future iterations, of this integrating bibliography, were to have a separate record created for it! And every institution created a separate record for its own local printed reproduction of various iterations!

This is a great illustration of why we have the new rules for cataloging these kinds of resources, and why the integrating entry cataloging convention makes so much more sense than creating new records for every version!

Search results in OCLC WorldCat:
USDA National Nutrient Database for Standard Reference

9 records found by scan title search in WorldCat:

1. USDA national nutrient database for standard reference. Beltsville, Md. : USDA, Nutrient Data Laboratory, Agricultural Research Service, [SERIAL] [ELECTRONIC] OCLC: 51231416
2. USDA national nutrient database for standard reference [electronic resource]. **Release 15.** Electronic data and program. Beltsville, Md. : USDA, Nutrient Data Laboratory, Agricultural Research Service, [2002]- [COMPUTER FILE] AGL OCLC: 50863495
3. USDA nutrient database for standard reference [electronic resource]. Riverdale, Md. : USDA, Nutrient Data Laboratory, Agricultural Research Service, [1999- [SERIAL] [ELECTRONIC] DLC OCLC: 435641
4. USDA Nutrient Database for Standard Reference [electronic resource]. **Release 12** [Riverdale, Md.] : Nutrient Data Laboratory, Agricultural Research Service, Beltsville Human Nutrition Research Center, [1999] [ELECTRONIC]: 41907546
5. USDA nutrient database for standard reference [electronic resource]. **Release 12.** Riverdale, Md. : USDA, Nutrient Data Laboratory, Agricultural Research Service, [1999] **1 computer optical disc ; 4 3/4 in.** [COMPUTER FILE]: 41315784
6. USDA nutrient database for standard reference [electronic resource]. **Release 13.** Beltsville, Md. : USDA, Nutrient Data Laboratory, Agricultural Research Service, 2000. **1 computer optical disc ; 4 3/4 in.** [COMPUTER FILE] OCLC: 44093926
7. USDA nutrient database for standard reference [electronic resource] / Nutrient Data Laboratory, Agricultural Research Service. **Release 14.** [Beltsville, Md.?] : The Laboratory, [2001] [ELECTRONIC] PCC OCLC: 49526685
8. USDA Nutrient Database for Standard Reference [electronic resource]. **Release 14.** [Riverdale, Md.] : Nutrient Data Laboratory, Agricultural Research Service, Beltsville Human Nutrition Research Center, [2001] [ELECTRONIC]: 48808234
9. USDA nutrient database for standard reference [electronic resource]. **Release 14.** Beltsville, Md. : Nutrient Data Laboratory, Beltsville Human Nutrition Research Center, Agricultural Research Service, [2002] **1 CD-ROM ; 4 3/4 in.** [COMPUTER FILE] PCC OCLC: 50048252

A similar example for one of our resources from Session 2.

Some of these are for the CD-ROM version; and this is as it should be: the online and CD-ROM versions should have separate records, which can now be linked via linking entries in each record.

One record for this database has been cataloged as a serial

```
OCLC: 51231416
Type: a   ELvl: I   Srce: d   GPub:   Ctrl:   Lang: eng
BLvl: s   Form: s   Conf: 0   Freq: u   MRec:   Ctry: mdu
S/L: 0   Orig:   EntW:   Regl: u   ISSN:   Alph:
Desc: a   SrTp:   Cont:   DtSt: c   Dates: 2002,9999
006      m d
007      c #b r #d c #e n
245 00 USDA national nutrient database for standard reference #h
[electronic resource].
260      Beltsville, Md. : #b USDA, Nutrient Data Laboratory,
Agricultural Research Service,
362 1_ Electronic coverage as of 2002?
500      Description based on: Release 15 (2002); title from title
screen (viewed Dec. 16, 2002).
516      text/html
538      System requirements: Internet access; World Wide Web browser.
538      Mode of access: World Wide Web.
856 40 #u http://www.nal.usda.gov/fnic/cgi-bin/nut%5Fsearch.pl
```

Note that the database has been treated here as a serial.

Another record has been cataloged as a monograph for the latest release only

```

OCLC: 50863495
Type: m   ELvl: I   Srce:   Audn:   Ctrl:   Lang: eng
BLvl: m   File: m   GPub: f   MRec:   Ctry: mdu
Desc: a                               DtSt: m   Dates: 2002,9999

007      c #b r #d m #e n
245 00  USDA national nutrient database for standard reference #h
[electronic resource].
246 1_ #i Title from HTML header: #a USDA nutrient database for
standard reference
250      Release 15.
256      Electronic data and program.
260      Beltsville, Md. : #b USDA, Nutrient Data Laboratory,
Agricultural Research Service, #c [2002]-
538      Mode of access: WWW browser; files also available for
download in DBF or ASCII text format.
500      Title from Web page (viewed on Oct. 25, 2002).
530      Also available on CD-ROM.
650 _0  Food #x Composition #v Databases.
856 40 #u http://www.nal.usda.gov/fnic/foodcomp/Data/SR15/sr15.html

```

In contrast to our ideal record from the end of Session 2, as this resource would be cataloged according to the new rules, this is the actual existing record the latest release (number 15) of the USDA National Nutrient Database for Standard Reference.

It illustrates what we find in the real world when searching for an existing record.

This record was very well done and cataloged correctly according to pre-2002 release rules.

We will come back to this example and to others shortly ahead in this session to look at the elements and what should or might be changed when copy cataloging.

Identifying and selecting existing records

- Finding an existing record
 - Is there a record that matches the resource I am cataloging?
 - Which record should I choose? (e.g., from search results on previous slides)
- Identifying the iteration
 - Which iteration am I viewing?
 - Which iteration was the original cataloger --or previous reviser-- of the record viewing?
 - Check the description based on / date viewed note!

10

These are the questions. The answers will be as varied as the diverse situations that we will actually encounter.

In cases where a cataloger does identify an existing record for the resource selected for cataloging, one of the first things to do now will be to look for the date viewed / description based on note and compare it with the date on which the cataloger is viewing the resource.

Existing records created before Dec. 1, 2002

- **All cataloged as monographs, not as IR!**
- Will not reflect new rules or MARC tagging, for example:
 - No 006 coding for IR present
 - Former title proper in 500 or 246, not 247
 - Edition statement in 250 that would no longer be recorded as such
 - Publication dates in 260 \$c when not from first iteration, e.g.: [199-?]-
 - Frequency of updates note in 500, not 310, or no frequency note at all
 - Bibliographic relations noted in 5XX fields; no links

11

This is what we will find as we begin with the new rules.

We will need to ask ourselves: which of these elements should we edit / modify in existing records and which not? Which are crucial? Which important? Which optional? Which trivial? --See the next slide.



Modifying existing records

- How much in a record should be changed?
 - When is it critical to make changes?
 - When is it important to make changes?
 - When is it unimportant to make changes?
- How to deal with mixed practice?
 - Cataloging done according to various versions of AACR and LCRI
 - Valid at the time; data still accurate
- When to report needed changes to OCLC?
 - If no authorization to edit master record
 - When multiple records could be collapsed under new rules
- How have serials and loose-leaf catalogers approached these issues?

12

One answer: **always add the new CR 006 with the new IR values, especially the Type of Continuing Resource element and the Entry Convention element**, whenever touching an existing record!

If you have authorization to modify master records, do so.

If not, follow local policies about making this change in your local system.

LC practice: when you have later iteration

- Update the description and add access points to reflect the current iteration as needed
- Accept the 260 \$c in the existing record
- Add notes and access points if different information on other library's earlier iteration is important
- Add or update the "Description based on" note to reflect the current iteration
- Update 008 and update/add CR 006 as needed

13

If LC's iteration is later, LC follows the steps on this slide.

Accepting the 260 subfield \$c in the other library's record is a change in LC practice.

LC practice: when you have earlier iteration

- Do not change the description to reflect your (earlier) iteration
- Accept the 260 \$c in the existing record
- Add notes and access points if different information on your (earlier) iteration is important
- Do not change the "Description based on" note to reflect your (earlier) iteration
- Do not change the 008/006 to reflect your (earlier iteration); but do add CR 006 if lacking

14

If LC's iteration is earlier, LC follows these steps.

LC does not remove a 260 \$c in the copy cataloging record.

Existing record for USDA National Nutrient Database

```

OCLC: 50863495
Type: m   ELvl: I   Srce:   Audn:   Ctrl:   Lang: eng
BLvl: m   File: m   GPub: f   MRec:   Ctry: mdu
Desc: a                               DtSt: m   Dates: 2002,9999

007    c #b r #d m #e n
245 00 USDA national nutrient database for standard reference #h
[electronic resource].
246 1_ #i Title from HTML header: #a USDA nutrient database for
standard reference
250    Release 15.
256    Electronic data and program.
260    Beltsville, Md. : #b USDA, Nutrient Data Laboratory,
Agricultural Research Service, #c [2002]-
538    Mode of access: WWW browser; files also available for
download in DBF or ASCII text format.
500    Title from Web page (viewed on Oct. 25, 2002).
530    Also available on CD-ROM.
650 _0 Food #x Composition #v Databases.
856 40 #u http://www.nal.usda.gov/fnic/foodcomp/Data/SR15/sr15.html

```

You might ask participants what issues they see entailed in how a cataloger could and should modify this record if copy cataloging today.

Issues, some major, some minor, include:

BLvl = M (monograph); no 006 for CR present; not codes unique to IR

Edition statement present for frequently changing release information; and this record was created to represent only Release 15; illustrates how we can now treat the database as an integrating resource using one record rather than a monograph using multiple separate records for each release: treat releases as iterations of the same work rather than as new editions / new works

256 is present, as it will be in tens of thousands of records: local decisions whether to retain or delete (LC retains if present on copy, does not add to originals)

530 note for other format available; no linking entry. Should one be added? If so, record for CD-ROM should also be edited to add the reciprocal link to this record.

856: shows that the URL is for Release 15: the selection of main page of entry to this database, as well as chief source of information, may need to be reconsidered.

Existing record for Scholarly Electronic Publishing Bibliography

```

OCLC: 35870002
Type: a   ELvl: I   Srce: d   Audn:   Ctrl:   Lang: eng
BLvl: m   Form: s   Conf: 0   Biog:   MRec:   Ctry: txu
          Cont:   GPub:   LitF: 0   Indx: 0
Desc: a   Ills:   Fest: 0   DtSt: m   Dates: 1996,9999
006     m d
007      c #b r #d m #e n #f u
090      Z286.E43 #b B34 1996
100 1_   Bailey, Charles W. #q (Charles Wesley), #d 1950-
245 10   Scholarly electronic publishing bibliography #h [electronic
resource] / #c Charles W. Bailey, Jr.
256     Electronic data.
260     [Houston] : #b University of Houston Libraries, #c c1996-
538     Mode of access: Internet.
500     Title from title screen (viewed on Nov. 8, 1996).
500     Original edition statement: Version 1, 10-25-96; updated
irregularly.
856 40 #u http://info.lib.uh.edu/sep/sep.html #3 HTML version
856 40 #u http://info.lib.uh.edu/sep/sep.pdf #3 PDF version

```

This is a record wisely created for the bibliography as an ongoing resource, rather than for a particular version of this frequently changing online resource.

Note especially the 500 note on the editions statement.

This is a great example of how catalogers used their good judgment to in effect anticipate the current rules for IRs, and how the rules now codify what was good cataloging practice when following the rules literally was not.

Some of these practices were laid out in the 1980's in *Cataloging rules for the description of loose-leaf publications* by Adele Hallam. Many of the practices outlined in Hallam's work were incorporated into chapter 12 rules for integrating resources in the 2002 revision.

Existing record for KnowThis.com

```

OCLC: 44281054
Type: a   ELvl: 3   Srce: d   Audn:   Ctrl:   Lang: eng
BLvl: m   Form: s   Conf: 0   Biog:   MRec:   Ctry: pau
        Cont:   GPub:   LitF: 0   Indx: 0
Desc: a   Ills:   Fest: 0   DtSt: m   Dates: 1998,9999
006      m d
007      c #b r #d c #e n #f u
245 00 KnowThis.com #h [electronic resource] : #b marketing virtual
library.
246 1_ #i Title in HTML header: #a KnowThis.com : #b for market research,
Internet marketing, advertising, selling & more
246 1_ #i Former title: #a KnowMarketing : #b the Internet's marketing
virtual library
246 1_ #i Former HTML source title: #a TMVL, reference for marketing,
selling, advertising, promotion, e-commerce
256      Electronic text data.
260      West Chester, Pa. : #b West Chester University, #c c1998-
538      Mode of access: World Wide Web.
500      Title from title screen (viewed on Apr. 1, 2002).
500      This site is part of the World Wide Web virtual library and is
created and maintained by West Chester University.
500      Frequently updated.
856 40 #u http://www.knowthis.com

```

Here is another example of cataloging before the implementation of the new rules for IRs that incorporated into the record notes and access points for earlier forms of the title, and included a statement of “Frequently updated.”

A cataloger could now change these 246s to 247s, but is this necessary? Important? Optional? Better left as is since was done correctly at the time and still provides access to the earlier forms of title?

What about publication date? The “viewed on” date shows that the record was not based on the first iteration. LC policy, as shown in previous slides, is to accept that date as is.

Another existing record, Encoding level K

```
OCLC: 44480522
Type: m   ELvl: K   Srce: d   Audn:   Ctrl:   Lang: eng
BLvl: m   File: d   GPub:           MRec:   Ctry: xxu
Desc:                               DtSt: e   Dates: 2000,0620
245 00 Scholarly Electronic Publishing Resources $h [electronic
resource].
246 3_ Scholarly electronic publishing bibliography.
256     Electronic data.
260     #b University of Houston Libraries, #c 2000-06-20.
538     Mode of access: World Wide Web.
500     Title from title screen.
516     HTML text and graphics.
538     Mode of access: World Wide Web.
500     Description based on view on: 06-20-2000.
650 _0 Scholarly electronic publishing #x Computer network resources.
650 _0 Internet publishing #x Computer network resources.
650 _0 Libraries and electronic publishing #x Computer network
resources.
650 _0 Electronic publishing #x Computer network resources.
710 2_ University of Houston. #b Libraries.
856     #q text/html $u http://info.lib.uh.edu/sepb/sepr.htm
```

This example is included because it illustrates a not uncommon type of record found for online resources in the OCLC database. (Encoding level K = Less- than full cataloging input by OCLC participating library)

Many of these kinds of records were originally created as Dublin Core records, not according to AACR2 standards, and mapped into MARC tagging. [DC records in MARC clothing.]

The WorldCat database is full of them, and they in many cases duplicate existing AACR2 records.

NetFirst record

```

OCLC: 49844459
Type: a ELvl: 3 Srce: d Audn: Ctrl: Lang: eng
BLvl: m Form: s Conf: 0 Biog: MRec: Ctry: xx
Cont: GPub: LitF: 0 Indx: 0
Desc: lls: Fest: 0 DtSt: n Dates: uuuu,uuuu
006 m u
040 N@F #c N@F #d OCLCQ
082 04 551.6
082 04 551.6
245 00 National Weather Service (NWS): Office of Climate, Water, and Weather
Services #h [electronic resource].
516 World Wide Web Resource
520 8_ The Office of Climate, Water, and Weather Services of the National
Weather Service (NWS) of the U.S. National Oceanic and Atmospheric
Administration (NOAA) is headquartered in Silver Spring, Maryland. The office
oversees delivery of hydrometeorological and climate services. The office
provides information about its products and data analysis services.
610 24 United States. Dept. of Commerce. National Weather Service. Office of
Climate, Water, and Weather Services.
650 _4 Meteorological services.
650 _4 Climate.
651 _4 Silver Spring (Md.)
651 _4 Maryland.
856 40 #u http://www.nws.noaa.gov/om/

```

The same holds true for those records originally created for the OCLC NetFirst project, a database of records for online resources outside of World Cat; the records were not created according to AACR2 standards but were all dumped into CORC and WorldCat, many duplicated good AACR2/MARC records for the same resource.

Notice the absence of a publication area (260 field) and various notes, etc. required by AACR2.

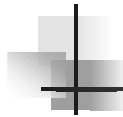
040 symbol N@F = NetFirst

Modifying and maintaining IR records: range of issues

- Updating bibliographic information
 - Changes to reflect later iterations of the resource
 - Correcting obvious errors
 - Changes affecting access points
 - Giving information from earlier iterations in notes and added entries
- Changes to existing standards (AACR2, MARC 21; LCSH; Uniform titles)
- Upgrading minimal records
- Adding optional bibliographic elements
- Information from first or earlier iterations (e.g., earlier forms of title proper) given with notes and added entries if important
- Closing IRs that have ceased
- Modifying pre-AACR2 records
- Recataloging pre-AACR2 records (record conversion)
- Record consolidation (e.g., duplicate records or multiple records for different iterations of the same resource)

20

This list has been derived and adapted from Module 21 of the CONSER Cataloging Manual, 2002 ed.



When to make a new record? (1)

- Very rarely! --That's the point of integrating entry
- General principle: make a new record when there is a new resource/work rather than another iteration of the same resource/work
- That is, when there is:
 - A new integrating resource
 - A merger of other resources (12.7B8b)
 - A split of an integrating resource into other resources (12.7B8c)
 - Original URI is still active but original resource is no longer available (LCRI 21.3B)

21

When to make a new record (2) (LCRI 21.3B)

- **For updating loose-leaves:**
 - **Do not make a new description for a gradual replacement edition**
 - (i.e., the author or publisher considers the publication to be a new edition and issues a replacement title page with a new edition statement but does not issue a new base volume); give a note about the new edition statement (see LCRI 12.7B9).
 - **In determining if there is a new resource, consider presence/absence and change of header/footer dates**
 - See LCRI 21.3B for different situations
- **For updating remote access electronic resources:**
 - **Make a new description only if the resource described in the existing record continues to exist as a resource separate from the new resource to be cataloged.**

22

See LCRI 21.3B for guidelines on when to make a new record because edition information has changed or because a new base volume has been received.

For an updating loose-leaf other than a gradual replacement edition, the decision to create a new record is based upon evidence related to the header/footer dates: if they are present now but weren't before and vice versa, various dates vs. same date, etc. Catalogers should consult the LCRI for specifics. The default is to create a new record.

Electronic resource no longer available at original URI

- Original URI no longer active, but original resource still available at different URI
- Original URI still active, but original resource no longer available (i.e., not a different iteration of the original resource)
- See **LCRI 9.7B** for remote access electronic resources that are no longer available

23

LCRI 9.7B covers two situations:

Original URI is no longer active

Original URI is active, but does not appear to link to the original resource



Original URI no longer active

- Use an Internet search engine to determine if the resource described in the record is now available at a different URI
- If found, update 856 \$u in existing record
- If not found, LC practice:
 - Indicate in a note that the resource isn't findable (and the date you searched)
 - Include the reason, if known
 - Move the 856 \$u to 856 \$x
 - Suppress the bibliographic record from the OPAC

24



Different resource at old URI

- Treat the existing bibliographic record as on previous slides, depending on whether no longer available or available at a different URI
- Create a new record for the new resource if selected for cataloging

25

Ongoing maintenance questions

- **How to track changes?**
 - After cataloging is complete, how do you know when bibliographic elements in an online integrating resource have changed?
 - Serials and updating loose-leaves need to be checked in and new issues / iterations examined; changes can be spotted at that time; not so for remote access electronic resources
 - There are automated notification services for changes in URLs, but no way to automatically detect, for example, a change in title
- **Who will do it?**
 - Who will have authorization to update records (e.g. OCLC master records) for changes?
 - Will there be cooperative programs for record maintenance for IRs?

26

OCLC Bib. Formats and Standards: Quality Assurance

CONSER and Enhance participants will share responsibilities for maintaining BLvl *i* records.

CONSER:

CONSER authorizations will be able to change non-authenticated Type *a* records with BLvl *b* or *s* to BLvl *i* and vice versa

CONSER authorizations will be able to change Type *a* records with BLvl *m* to BLvl *i*

Until CONSER issues guidelines on the treatment of BLvl *i*, CONSER participants will not be able to change Type *a* BLvl *b* or *s* CONSER-authenticated records to BLvl *i*.

National Level Enhance:

National Level Enhance authorizations for Books format will be able to change Type *a* records with BLvl *a*, *c*, *d*, or *m* to BLvl *i* and vice versa

National Level Enhance authorizations for non-book formats will be able to change the BLvl of records in their specific format freely

Regular Enhance:

Regular Enhance authorizations for Books format will be able to change Type *a* records with BLvl *a*, *c*, *d*, or *m* to BLvl *i* and vice versa, subject to the same Encoding Level and field 042 restrictions already in place.

Regular Enhance authorizations for non-book formats will be able to change the BLvl of records in their specific format freely, subject to the same Encoding Level and field 042 restrictions already in place.



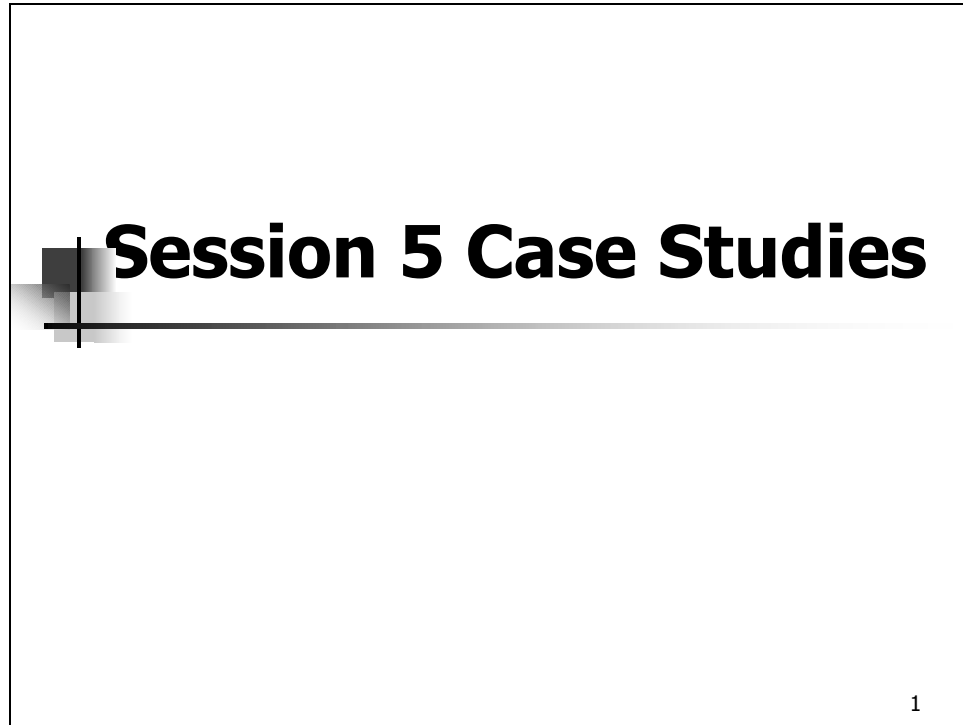
Conclusion

Catalogers will face complicated situations when cataloging electronic IRs in the 'real world'

- We have looked at several issues, including:
 - Searching for, identifying, and selecting existing records for copy cataloging
 - Modifying existing records cataloged under old rules and practices
 - Ongoing maintenance of records for integrating resources

27

Session 5 Electronic Integrating Resources: Case Studies for Discussion



Participants will use the Session 5 Case Studies a different version of the exercise, without the answer in their manuals rather than from these PowerPoint slides.

Instructors A copy of the exercise document that the trainees have in their manual follows the instructors version of Session 5 (printouts of PowerPoint slides with answers). Instructors may wish to use the trainee version in addition to the PowerPoint slides.

These pages printed from the slides include instructor notes.

The actual slides may be used when going through the exercises together as a class, to have something projected on the screen

Or instructors may wish to work entirely from the pages in the trainees' manuals.

Object of Session 5:

The object of this session is to explore four topic areas of commonly challenging or problematic issues involved in the cataloging of electronic integrating resources. The session will focus on group discussion and exploration of these issues, either in small groups followed by large-group sharing, or by the whole class. There will not always be clear-cut right or wrong answers.

The primary point here is really the **discussion** of the challenges involved in these examples, the various possibilities and what might be the better solutions. It will probably help participants to explain to them that the point of Session 5 it is not to be a test of anyone's knowledge or abilities; most of these examples are purposely difficult or ambiguous cases that could cause even the most experienced online resource cataloger to scratch her/his head and require some time and thought to figure out, and for which there may in many cases simply not be one single right or wrong answer!

Pacing this session:

Depends on amount of time available, whether workshop is 1, 1½, or 2 days in length

You can have students work through the cases individually, in pairs, in small groups, and then come back for discussion among the whole group,

Or work through the cases together with the whole and concentrate on group discussion

Suggestions:

If there is sufficient time: let students chose to work individually or in groups of 2 or 3 according to their preferred learning styles

Then have whole class go through exercises together; if enough time, individuals or groups could volunteer or be called on to share their answers

If time is running short, the instructor can go through exercises together with the whole class all at the same time

Goals for Session 5

1. Apply concepts, rules, and principles learned in this workshop to more complex situations
2. Explore special issues and challenges in cataloging online integrating resources:
 - 1) Choice of Type of record and Type of computer file codes
 - 2) Selecting chief source and transcribing title and statement of responsibility
 - 3) Ascertaining and recording publication information
 - 4) Creating and updating records for changing content

2

Instructors are free to add, delete, edit, and/or substitute different examples and case studies.

Each Case study includes:

A particular topic to be explored and discussed

A set of questions for discussion of the issue

A set of screen shots of different resources or iterations of the same resource that illustrate the issues

Possible solutions with further discussion points

Additional issues for exploration might include (and could be added to future releases of these master materials):

Ascertaining and recording frequency of updates

When and how to create linking entry fields for relationships with other resources

Instructor References

The Instructor is advised to review and consult the following for this session:

MARC Type of Record and Type of Computer File codes and their definitions in MARC 21 Format for Bibliographic Data and OCLC Bibliographic Formats and Standards.

Interpretive notes on type of Record and Type of Computer File codes in Word document pages for this manual for Session 5 Case Studies.

Guidelines for Coding Electronic Resources in Leader/06 / Library of Congress:

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

Cataloging Electronic Resources: OCLC-MARC Coding Guidelines:

<http://www.oclc.org/oclc/cataloging/type.htm>

Use of Fixed Fields 006/007/008 and Leader Codes in CONSER Records:

<http://www.loc.gov/acq/conser/ffuse.html>

Chapter 9 and 12 rules for chief source of information, area 1 (title and statement of responsibility), and area 4 (publication, etc.).

Case Study Topic #1

Choice of Type of Record ("Type" / OCLC workform) and Type of Computer File ("File") codes

Discussion questions:

1. What is the best choice of Type and File codes for each of the following resources based on the surrogates given (resources 1A-1G)?
 - Use the lists of codes and explanations given in appendix B.
2. When is it difficult to determine whether a Web resource is primarily textual/language material or primarily computer-based?

3

Instructor background:

MARC Type of Record (Leader/06 ; OCLC "Type")

Since online integrating resources can contain almost any type of content, text, still or moving images, computer-based systems and services, etc., catalogers must select the Type of Record code that best characterizes the predominant or most significant content of the resource they are cataloging.

Type of Record code "m" for computer file is restricted to four specific categories of electronic resources:

computer software (including programs, games, fonts)

numeric data [when computer-manipulable]

computer-oriented multimedia

online systems or services

[Note: Code "m" was re-defined to this narrower scope in June, 1997; MARC records for Internet resources prior to that time may reflect different coding practices.]

If the resource does not fall into one of these four categories, it is cataloged using one of the other Type of Record codes that characterizes its most significant aspect.

In case of doubt, or if the most significant aspect cannot be determined, consider the item a computer file and use Type of Record code "m".

The most problematic areas tend to be in determination when a resource should be coded Type "a" vs. Type "m"

The following documents provide guidance in making coding decisions:

Guidelines for Coding Electronic Resources in Leader/06 / Library of Congress:

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

Cataloging Electronic Resources: OCLC-MARC Coding Guidelines: <http://www.oclc.org/oclc/cataloging/type.htm>

Use of Fixed Fields 006/007/008 and Leader Codes in CONSER Records: <http://www.loc.gov/acq/conser/ffuse.html>

Note also that OCLC can change a master record if needed - contact OCLC quality control staff and they will make changes like type code changes when necessary.

Case Study Topic #1

Discussion questions, continued:

3. What constitutes "significant audio or video" that makes a Web site cross the invisible line from being text/language material to some other type for coding purposes?
4. What constitutes an "online system or service"?
5. What constitutes "interactive multimedia"?
6. When is numeric data text-based and when computer-based?
7. When should File code "m" be used?
8. How should we code databases of images, maps, or sound files as opposed to text?

4

Instructor background:

MARC Type of Computer File (Computer File 008/26 and 006/09 ; OCLC "File")

This element will always be included in MARC records for electronic resources, whether in the Computer Files 008 or 006.

The determination of this value is made independently of the determination of the Type of Record value, although they are related.

For example, a resource that consists of numeric data will always be Type of Computer File code "a", but may be Type of Record code "a" or "m" depending on whether the data is presented in a static, textual, tabular way vs. a computer-manipulable way. In the first case it consists of data alone and in the second data + program(s).

Codes that seem to present the most common problems for catalogers to determine when to use them, and which Type of Record code they may be used with:

- d - Document
- e - Bibliographic data
- i - Interactive multimedia
- j - Online system or service
- m - Combination

Web resources consisting mostly of HTML text with incidental images, hyperlinks, and/or search software are considered predominately textual and coded **Type "a"**.

[recall that a book with pictures is still cataloged as text, not as image material, as would a photograph or a poster]

Note the restricted scope of **Type "m"**: it applies now only to four categories of electronic resource.

The determination of whether a Web resource should be Type "a" or "m" is not always as easy to determine as one would hope. The rules do say, if in doubt, consider it to be Type "m". This topic will be explored as the first case study issue in session 5a.

See the additional guidelines in the Exercises-Session 5a Word document.

Instructors are urged to study the following two documents and the examples contained in them:

(1) Library of Congress: Guidelines for Coding Electronic Resources in Leader/06: <http://www.loc.gov/marc/ldr06guide.html>

Note especially the table of examples listed in Section 3 "Examples of types of electronic resources"

(2) Cataloging Electronic Resources: OCLC-MARC Coding Guidelines by Jay Weitz:

<http://www.oclc.org/connexion/documentation/type.htm>



Type: e – cartographic material

File: c – representational

This resource is an online atlas. Although it contains a great deal of text and other images, its primary content is cartographic. The specific type of electronic resource, when selecting from the list of codes for the Type of computer files element, is representational, since the maps are representational images.

Resource 1B

USC-SIPI Image Database - Microsoft Internet Explorer
 File Edit View Favorites Tools Help ; Address http://sipi.usc.edu/services/database/Database.html Go

UNIVERSITY OF SOUTHERN CALIFORNIA
 Signal and Image Processing Institute

The USC-SIPI Image Database

The USC-SIPI image database is a collection of digitized images. It is maintained primarily to support research in image processing, image analysis, and machine vision. The first edition of the USC-SIPI image database was distributed in 1977 and many new images have been added since then.

The database is divided into volumes based on the basic character of the pictures. Images in each volume are of various sizes such as 256x256 pixels, 512x512 pixels, or 1024x1024 pixels. All images are 8 bits/pixel for black and white images, 24 bits/pixel for color images. The following volumes are currently available:

<u>Textures</u>	Brodatz textures, texture mosaics, etc.
<u>Aerials</u>	High altitude aerial images
<u>Miscellaneous</u>	Lenna, the baboon, and other favorites
<u>Sequences</u>	Moving head, fly-overs, moving vehicles

File Format and Names

All images in the database are currently stored in TIFF format. Information about the TIFF format is available from the [Unofficial TIFF Home Page](#). Software for reading and writing TIFF image is available from <ftp://ftp.sgi.com/graphics/tiff>.


6

Type: k – two-dimensional nonprojectable graphic, i.e., image data

File: c - representational

This resource is a database of digital images. As such, its primary content is representational, image data

Resource 1C



The screenshot shows a Microsoft Internet Explorer browser window displaying the website 'The Aria Database - List of MIDI's & Sound Files'. The address bar shows the URL 'http://www.aria-database.com/cgi-bin/listgen.pl?midlist'. The page features a logo with the letters 'AD' in a stylized font. Below the logo is the title 'List of MIDI's & Sound Files' and a 'Complete Site Index' dropdown menu set to 'Home' with a 'Go' button. A navigation bar contains links for [A], [B], [C], [D], [E], [F], [G], [H], [I], [J], [K], [L], [M], [N], [O], [P], [Q], [R], [S], [T], [U], [V], [W], [X], [Y], [Z], and additional links for Arias - New, Operas, Composers, Ensembles, Translations, Texts, MIDI's, Roles, and Quotes. A paragraph explains that the database lists arias and ensembles with available MIDI or sound files, noting that files are typically MIDI sequenced but can also be in zip format. A copyright notice states that every sound file is copyrighted by its creator. Two specific entries are listed: 'Agrippina by George Frideric Handel' with a libretto by Cardinal Vincenzo Grimani, and 'Andrea Chénier by Umberto Giordano' with a libretto by Luigi Illica. Each entry includes a bullet point with a link to a specific piece and its format.

7

Type: j – musical sound recording

File: h - sound

This resource is a database of digital sound files, and from the screen shot we can see that it consists of music rather than spoken nonmusical sound recording material.

Resource 1D

IRS.gov Home - Microsoft Internet Explorer
Address http://www.irs.gov/

Internal Revenue Service The Digital Daily
DEPARTMENT OF THE TREASURY

Tax Stats | About IRS | Careers | FOIA | The Newsroom | Accessibility | Site Map | Español | Help 08.03.2002

Search IRS Site for: GO

Search Forms and Publications for: GO

Search Help
Forms and Publications

contents
[Individuals](#)
[Businesses](#)
[Charities & Non-Profits](#)
[Government Entities](#)
[Tax Professionals](#)
[Retirement Plans](#)

Don't look now, but the tax laws just changed... again!
 Among the new items:
 New York Liberty Zone tax incentives. A deduction for educators. Depreciation and Net Operating Loss provisions. Tax credits for hiring workers.

Congrats on Your New Joint Filing Status!
 Wedding bells ring in many changes for brides and grooms. We offer you tax advice about your newly-married state.

Everyday Tax Solutions
 Having problems getting a tax matter resolved? Don't wait on a Problem Solving Day.

Where's My Refund?
 Get the lowdown on your refund now. Secure access anytime from anywhere. What a deal!

- **Tax Scams / Fraud Alerts**
 Visit Criminal Investigation's Tax Fraud Alert Page
- **Terrorism-related Relief**
 IRS actions and new laws give relief after the 9/11 attacks
- **file**
 thru October 15th

8

Type: a (language material) or m (electronic resource / computer file)?

File: d (document) or m (combination) or j (online service)?

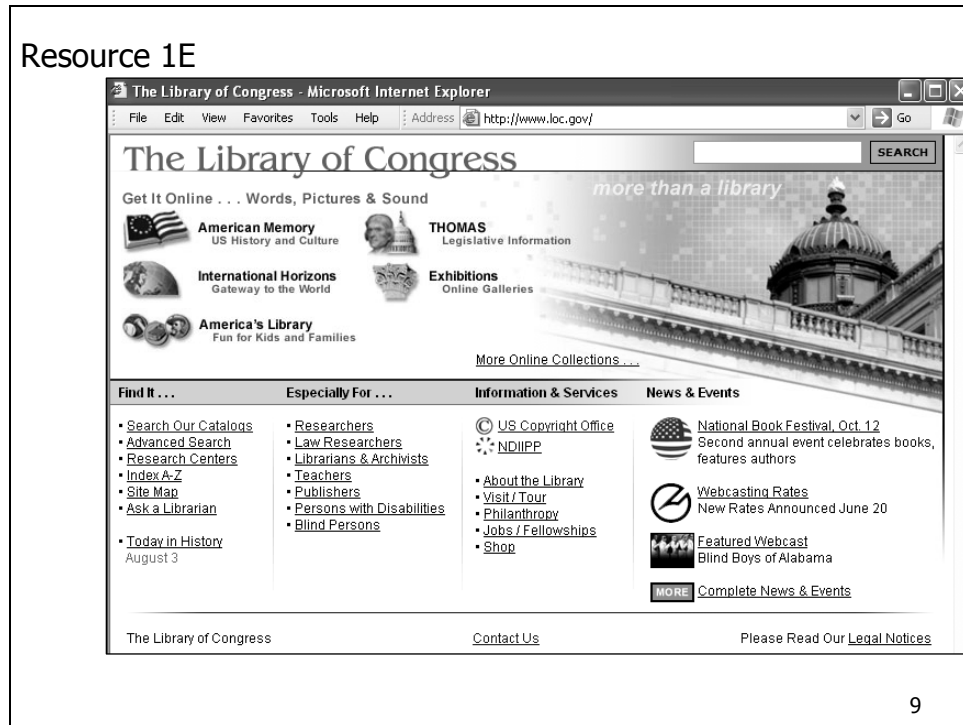
Notes for Instructor:

This resource is a Web site that provides access to the Internal Revenue Service, PDF versions of tax forms, textual information about the services and tax information, tax statistics, but also links to information about careers with the IRS with interactive job search capabilities, current information about tax scams and fraud alerts, links to sites for electronic tax filing.

This resource seems to entail more than just language material, seems to be more than simply a collection of textual documents. **Type** is best taken as either “a” or “m” rather than “a” --if in doubt as to which is best, choose m, per the guidelines.

For the **File** code, is it best regarded as an “online service” or as a “combination” of multiple types (document, numeric data, programs, etc.? Either choice could be justified.

Resource 1E



Type: a (language material) or m (electronic resource / computer file)?

File: d (document) or m (combination)

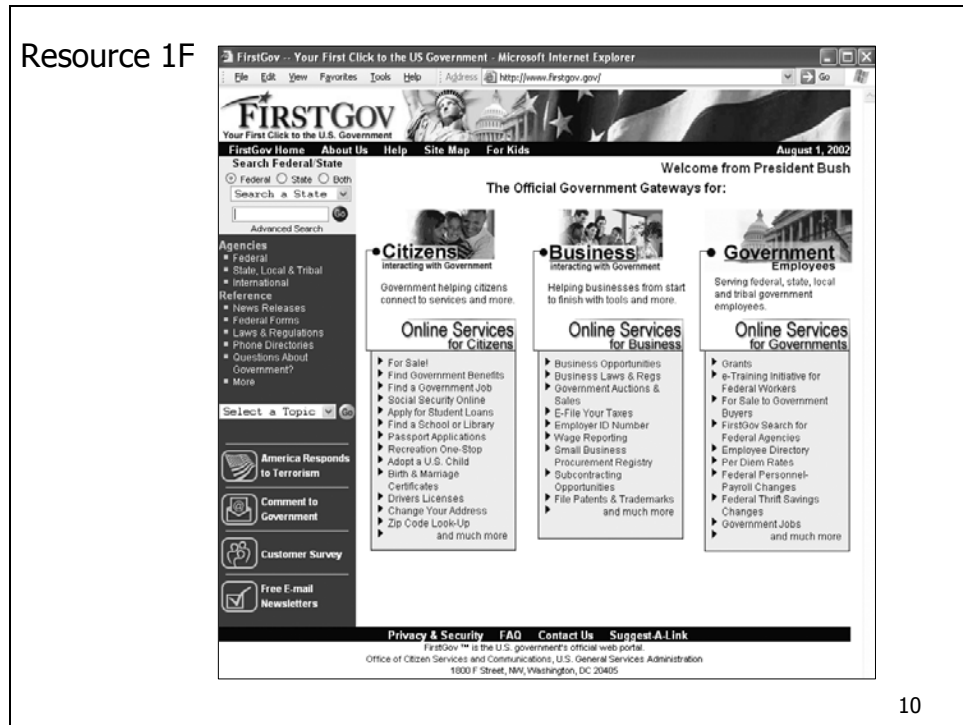
Notes for Instructor:

This resource is a Web site that constitutes LC's "virtual presence" on the Web. It includes information about the Library, contains links to its online catalog, many online exhibitions and digital collections of text, images, sound files, maps, etc., a featured Web cast, an online gift shop with interactive online shopping capabilities, etc.

Type code "m" is the better choice for this Web site than "a" since it includes so much more than simply text.

File code "m" would certainly be appropriate.

Resource 1F



10

Type: a (language material) or m (electronic resource / computer file)?

File: d (document) or m (combination) or "e" (bibliographic data)?

Notes for Instructor:

It may not be apparent from the home page alone, but this Web site is actually a collection of Web "portal pages" that consist of links to other resources. It does not actually contain content within this domain name aside from textual hyperlinks to other Web sites. It is therefore **Type "a", language material**, and not Type "m".

The Type of computer file code might conceivably be taken as "e", bibliographic data, since one might think of this as a set of citations, but this is probably stretching the intended definition of citations and bibliographic data. **File code "d" for document** is the better choice, since the resource consists of textual links. Or file code **"z" for Other** might also be a legitimate choice in this case. Otherwise File code "u" for Unknown could always be possible.

Resource 1G

11

Type: m - electronic resource / computer file

File: b – computer program

This resource is a Web resource that functions primarily as a computer program that tests Web pages for correct HTML and other formatting. The user submits the URL for a Web page and the program returns a set of results.

Case Study Topic #2

Selecting chief source of information and transcribing title and statement of responsibility

Discussion questions:

1. What is the best choice for chief source of information and title proper for each of the resources below (2A-2E)?
2. What would you have in your bibliographic record for:
 - 245 title and statement of responsibility
 - 246 variant forms of title
 - 500 source of title note

12

Case Study Topic #2

Discussion questions, continued:

3. Taking into account the changing nature of integrating resources, when might catalogers choose not to transcribe other title information after the title proper?
4. Are there cases in which an institution name that appears as a graphic or logo should be transcribed as a statement of responsibility if not taken as title proper?

13

**Options:**

245 00 Clásica.com \$h [electronic resource].

500 Title from home page. [or other wording]

245 00 Clásica.com \$h [electronic resource] : \$b your online guide to classical music performance & recordings.

500 Title from home page. [or other wording]

245 00 Clásica \$h [electronic resource].

500 Title from HTML header. [or other wording]

245 00 Clásica \$h [electronic resource] : \$b your online guide to classical music.

500 Title from HTML header. [or other wording]

246s for Clásica and Clásica.com

Optional: 246s for title proper + subtitle combinations, including possibly spelling out ampersand in subtitle on home page title display.

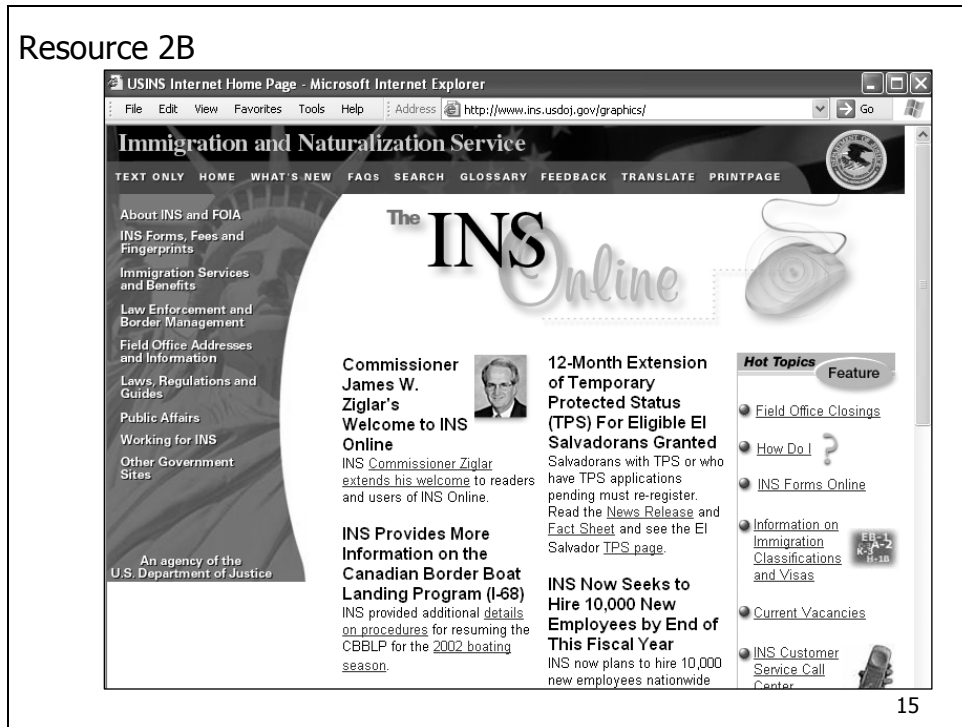
No one absolutely correct or incorrect answer. But since the title display at the top of the home page presents a “fuller source,” it should probably be preferred as the 245 title proper, and the subtitle appears in one variation or another in both common source of information, it would best be transcribed in the 245 and 246 rather than omitted or covered by a 500 note.

Thus probably the best choice would be:

245 00 Clásica.com \$h [electronic resource] : \$b your online guide to classical music performance & recordings.

246 1_ \$i Title from HTML header: \$a Clásica : \$b your online guide to classical music

500 Title from home page. [or other wording]



Three options for title proper:

The INS online
 Immigration and Naturalization Service
 USINS Internet home page

Best choice: both “The INS online” or “USINS Internet home page” appear to be intended as formal titles. Either choice is fine for the 245 title proper, with the other given in a 246.

Also consider giving a 246 for “Immigration and Naturalization Service”

This might also be transcribed as a statement of responsibility, and could be taken as part of the formal title display on the home page and recorded like this:

245 04 The INS online \$h [electronic resource] / \$c Immigration and Naturalization Service.

The question of whether or not the corporate body should also be a main entry is a separate questions not dealt with in this study.

Resource 2C (screen shot 1)



16

Why is this a more challenging instance? The following rules from AACR2 are for instructor background:

1.1B8:

If the chief source of information bears titles in two or more languages or scripts, transcribe as the title proper the one in the language or script of the main written, spoken, or sung content of the item. If this criterion is not applicable, choose the title proper by reference to the order of titles on, or the layout of, the chief source of information. Record the other titles as parallel titles (see 1.1D).

1.1D2. [Note: LC uses second-level description]

In preparing a second-level description (see 1.0D2), give the first parallel title. Give any subsequent parallel title that is in English.

Wood Cree [GMD] = Les Cris des forêts

Einführung in die Blutmorphologie [GMD] = Introduction to the morphology of blood

Strassenkarte der Schweiz [GMD] = Carte routière de la Suisse = Road map of Switzerland

If, in preparing a second-level description, all of the following conditions apply:

- the title proper is in a nonroman script
- the first parallel title recorded in accordance with the instructions in the preceding paragraph is in a nonroman script
- no title is in English

give as the second parallel title the one that is (in order of preference) in French, German, Spanish, Latin, any other roman alphabet language.


In preparing a third-level description (see 1.0D3), transcribe all parallel titles appearing in the chief source of information according to the instructions in 1.1B.

Wood Cree [GMD] = Les Cris des forêts

Einführung in die Blutmorphologie [GMD] = Introduction to the morphology of blood = Ddtltybt d vjhajjub. rhjdb

Strassenkarte der Schweiz [GMD] = Carte routière de la Suisse = Carta stradale della Svizzera = Road map of Switzerland

Resource 2C (screen shot 2) <http://www.un.org>



The title in the title screen appears only when the user holds their cursor over the word “Welcome”; parallel titles in the other languages appears when the cursor is held over the other greetings.

17

Note: the URL at the top of the slide will function as a live hyperlink to this Web site if you have a live Internet connection.

Resource 2C (screen shot 3)



18

The intention here is to catalog the entire site at the highest level, including all language variants, not just the English version.

Ask participants what are the possible titles/subtitles for the 245? They include:

Welcome to the UN : it's your world

UN : it's your world

United Nations : it's your world

Welcome to the United Nations

United Nations

United Nations home page

Because of the multilingual complexity of the site, it may be virtually impossible to follow AACR2 1.1B8 and 1.1D2 for selecting the language of the title proper and two parallel titles for transcription. It may therefore be best to transcribe the title information from the HTML header (English) and explain the nature of the site and its initial screens in a note, including a 546 language note.

We also have the complication of "Welcome to" in two versions of the title, this text string should be omitted per AACR2 1.1B1

The HTML header title that is the one fixed constant, regardless of cursor position or selecting a specific language, but without the "Welcome to" phrase it consists of an primarily of acronym. Given all of this, perhaps the best choice for title proper is the fullest form of title found in English:

245 00 United Nations home page \$h [electronic resource].

246 3 _ United Nations

246 1 _ \$i Title in HTML header of home page: \$a Welcome to the UN : \$b it's your world

246 3 _ Welcome to the United Nations

We can also ask whether we might be being too overly concerned as catalogers about getting the "right" title proper or placing too much of an emphasis on transcription of every variation that appears. It seems that the creators of the site were not terribly concerned with presenting one uniform "title proper" for the Web site. How likely is it that users will search for the resource using some of these variations? How might this differ from the typical "known item search" for a title of a book? Possible suggestion: might users who do not know the Web site be most likely to search by the phrase "United Nations" over most

other possibilities? If this might be so, to what extent can a cataloger take this into consideration when choosing what form of title to record in 245 \$a?

Resource 2D

The screenshot shows a Microsoft Internet Explorer window with the address bar displaying <http://www.ala.org/alcts/programs/plan/index.htm>. The page header features the ALCTS logo and the text "Association for Library Collections & Technical Services, A Division of the American Library Association". The main heading is "How To Plan an ALCTS Program". Below this, there is a "Programs" section with a list of links: "Program Planning", "Developing a Program", "What You Need To Know" (with sub-links for "Detailed", "Condensed", "Calendar", and "Planning Group"), and "The Basics" (with sub-links for "The Form", "The Instructions", and "ALA"). A central banner reads "Start to Finish - Foms, Foms, and More Foms" flanked by two checkered flags. The main text welcomes visitors and explains the importance of the idea and the assistance provided by the ALCTS Program Committee and Office staff. A footer contains the text: "Time to bask in the glory of your triumph! Good job! Copyright © 2002, American Library Association. Last Modified: Tuesday, May 14, 2002 kka".

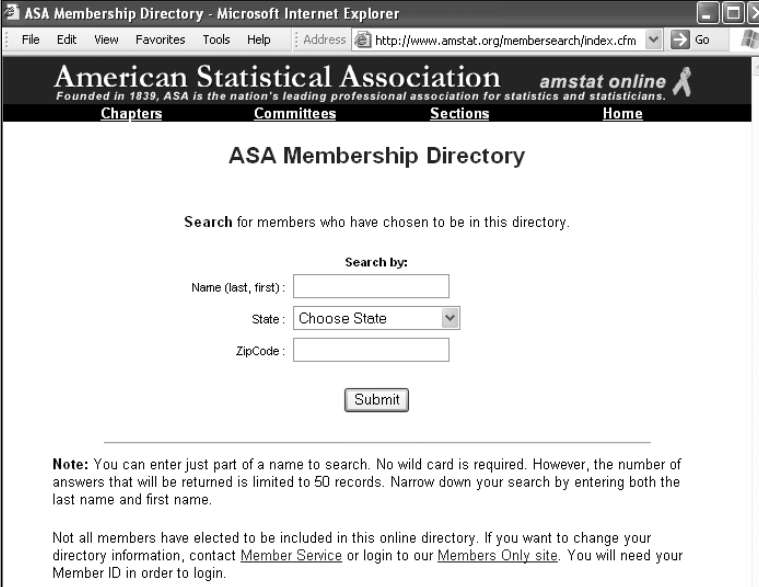
19

The title proper here is clear, based on both the page title display and the HTML header. Here, some catalogers might question whether or not to transcribe the name of the corporate body as a statement of responsibility when it appears as a graphical logo at the top of the home page.

Since the title proper has been determined, the name of the organization in this case should not be taken as a title or title variant; it could be transcribed as a statement of responsibility, as follows:

245 00 How to plan an ALCTS program \$h [electronic resource] / \$c Association for Library Collections & Technical Services.

Resource 2E



ASA Membership Directory - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address http://www.amstat.org/membersearch/index.cfm Go

American Statistical Association *amstat online*
Founded in 1839, ASA is the nation's leading professional association for statistics and statisticians.

Chapters Committees Sections Home

ASA Membership Directory

Search for members who have chosen to be in this directory.

Search by:

Name (last, first):

State: Choose State

ZipCode:

Note: You can enter just part of a name to search. No wild card is required. However, the number of answers that will be returned is limited to 50 records. Narrow down your search by entering both the last name and first name.

Not all members have elected to be included in this online directory. If you want to change your directory information, contact [Member Service](#) or login to our [Members Only site](#). You will need your Member ID in order to login.

20

The possibilities for the 245 title and statement of responsibility this resource include:
245 10 ASA membership directory \$h [electronic resource].
245 10 ASA membership directory \$h [electronic resource] / \$c American Statistical Association.

Note also:

“Amstat online” is the name of the larger Web site of which this directory is one subsection (level of granularity)

Case Study Topic #3

Ascertaining and recording publisher, place,
and dates of publication

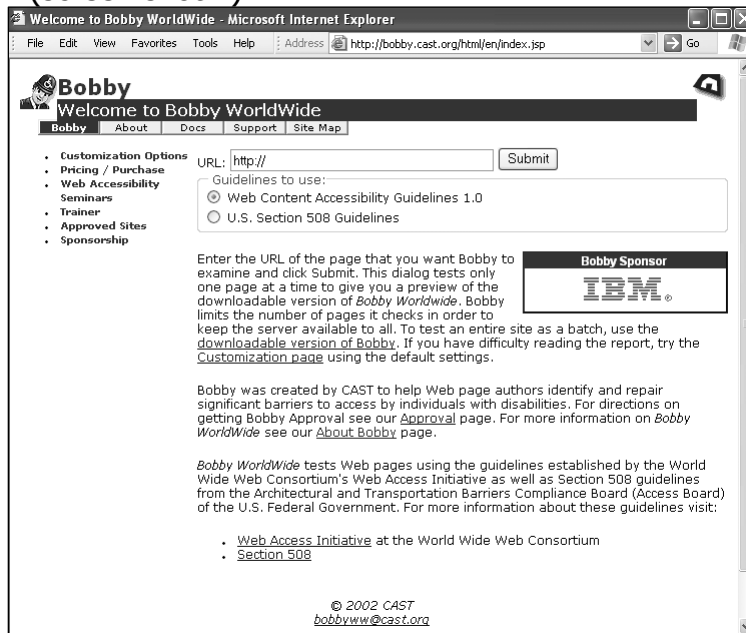
Discussion questions:

1. What is the place of publication and publisher name for each of the following two resources (3A-B)?
2. What are the dates of publication of each?
3. What would you give in a MARC record for fields 260 and, if applicable, 362 1, for these resources?
4. Is "hosting" a Web site the same thing as "publishing" it?

21

Hosting: consider the level of involvement of the host before thinking it is the publisher. Don't guess at a publisher or base solely on URL without a statement. If not ascertainable, use "[s.n.]".

Resource 3A (screen shot 1)



Resource 3A (screen shot 2)

About Bobby

- What is Bobby?
- Icon Guidelines
- Project Plans
- License Agreement

Bobby WorldWide is a tool for Web page authors. It helps them identify changes to their pages so users with disabilities can more easily use their Web pages. For example, a blind user will be aided by adding a sound track to a movie, and a hard-of-hearing user will be aided by a written transcript of a sound file on a Web page. Bobby will recommend that these be added if they do not already exist.

Many people with disabilities use special Web browsers, such as one that reads text out loud using a speech synthesizer for blind users. The suggestions made by Bobby help authors to add information to a Web page which will help the special browsers work more effectively. To learn more about accessibility issues, please start with our [Resource page](#) and follow the links. For example, the "Rationale" items on the IBM Web site give explanations of how specific items can help.

About CAST

Bobby WorldWide was created by CAST. Founded in 1984 as the Center for Applied Special Technology, CAST is a not-for-profit organization whose mission is to expand opportunities for people with disabilities through innovative uses of computer technology.

CAST's major initiatives include the development and implementation of research-based, evidence-based practices on the creation of universally designed curriculum and software including network learning systems for elementary schools and colleges, and supported learning tools and curriculum in the areas of literacy, mathematics, science, and social studies. Research is conducted in classrooms, homes, community organizations, and the Internet.

History

Bobby grew out of CAST's of computer technology, more universally designed Web accessibility guidelines and wanted to create an

In exploring this concept encourage compliance with existing guidelines and teach Web authors about accessibility. Bobby was born. Guidelines for creating accessible Web sites developed by the Trace Research and Development Center were considered the most comprehensive at that time and were readily adopted for early versions of Bobby.

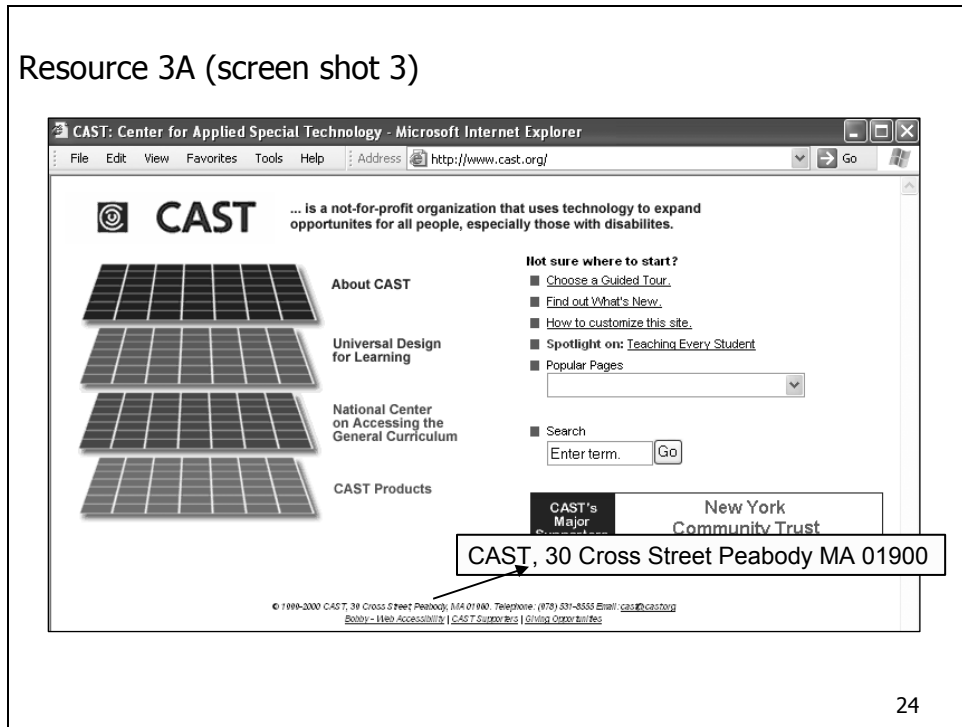
CAST researchers and Web consultants developed the first version of Bobby in just over three months, releasing it in September, 1996. The project was funded by CAST's general research funds, outside foundation support, and royalties from CAST's commercial products. Bobby has since been upgraded many times to include improved page authoring guidelines, new features, technical enhancements, and complete documentation.

The first downloadable version was released to meet the needs of developers who wanted to test pages before posting to the Web or, behind a firewall, and internal Intranet documents within large corporations, government agencies, and educational institutions. This version also made it practical for developers to test large sites in a single pass and generate summary reports highlighting the most critical issues.

Since that time, CAST has worked closely with the World Wide Web Consortium's (W3C) [Web Accessibility Initiative \(WAI\)](#) to develop an evaluation tool which employs their [Web Content Accessibility Guidelines](#) and provides page and site evaluation supports for developers.

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Resource 3A (screen shot 3)



24

Possibilities include:

260 [Peabody, MA] : \$b CAST, \$c [1996]- *suggested best choice*

260 [Peabody, MA] : \$b CAST
362 1_ Began in 1996.

260 [Peabody, MA] : \$b CAST
362 1_ Began in 1996?

Since the place of publication is taken from a source outside of the resource being cataloged (i.e., the CAST Web site, not the Bobby Web site), it must be given in brackets.

The copyright date of 2002 on the Bobby home page cannot be taken as either the beginning or ending date of this resource, and the range of copyright dates on the separate CAST page would normally be taken to refer to the CAST.org Web site and not the Bobby Web site.

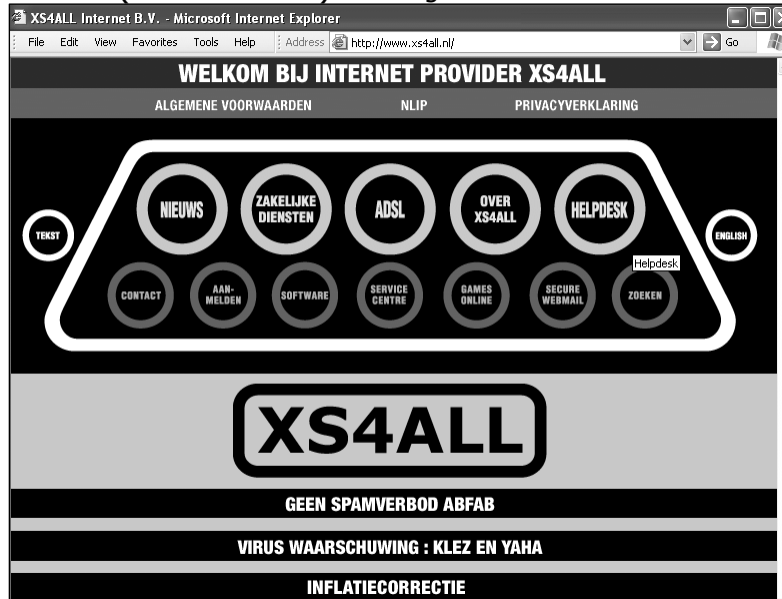
But the “About Bobby” gives a statement that the first version of Bobby was released in 1996. This may be taken as an “explicit statement” of the beginning date, or might leave enough ambiguity that one might not take it as an explicit statement of the year that Bobby was first published online.

If this date is taken as an explicit statement of the beginning date, it must be entered in brackets in the 260 \$c because you are not cataloging from the first iteration of the Web site.

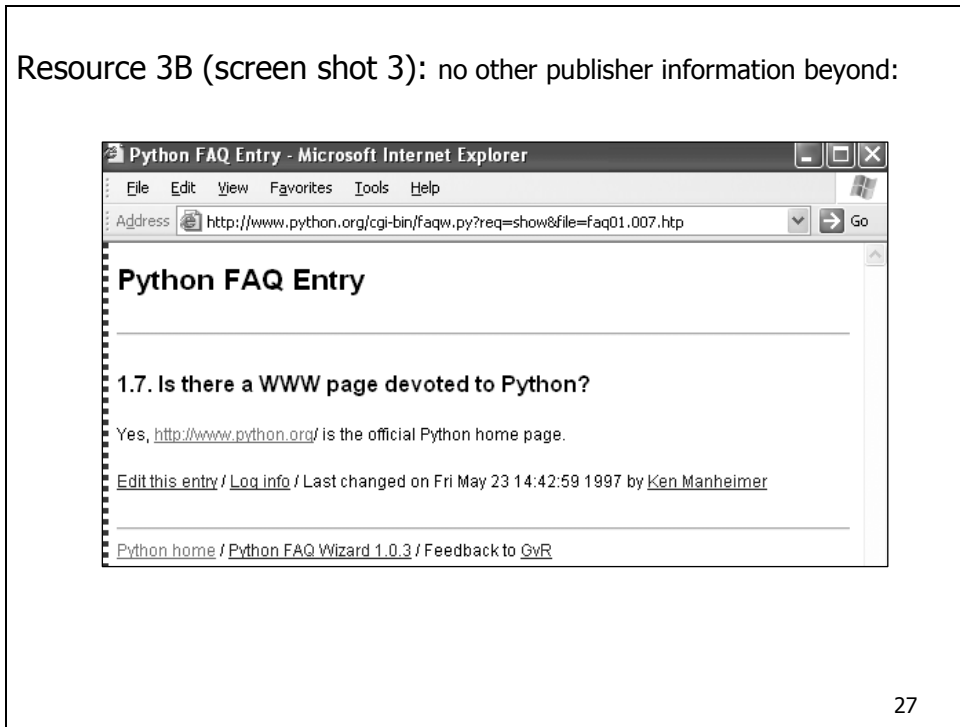
Resource 3B (screen shot 1): www.python.org hosted by XS4ALL



Resource 3B (screen shot 2): clicking on name "XS4ALL" →



Resource 3B (screen shot 3): no other publisher information beyond:



In this case is the “host” of the Python Web site the same as its publisher? Is Python.org the publisher?

Or is there no stated publisher name and so best to give “Hosted by XS4ALL” as a distributor statement in the absence of a publisher?

Possibilities include, but may not be limited to:

260 [S.l.] : \$b Python

260 [S.l.] : \$b Python.org

260 [S.l. : \$b s.n.] *possible best choice*

260 [Netherlands] : \$b Hosted by XS4ALL *possible best choice*

Note: even without further investigation and evidence, the “.nl” country code top-level domains in the URL domain shows that the XS4ALL Web site is located in the Netherlands

362 1 Began between early 1990s and 2003. *some note along these lines if a note is given*

362 1 Began after the early 1990s and before 2003.

362 1 Began in 1990s?

For beginning date the best we can do is a very approximate range since nothing is explicitly stated and there is no other information to go on. The site probably started sometime in the 1990s, but could have begun in the early 2000s, even conceivably as late as 2002. Without further information we just don’t know.

Remember also that the cataloger also has the perfectly legitimate option of not giving a dates of publication note at all if there is no information present in the resources. It is up to individual cataloger judgment as to whether the kind of general information given above is thought potentially useful to other catalogers

Case Study Topic #4A

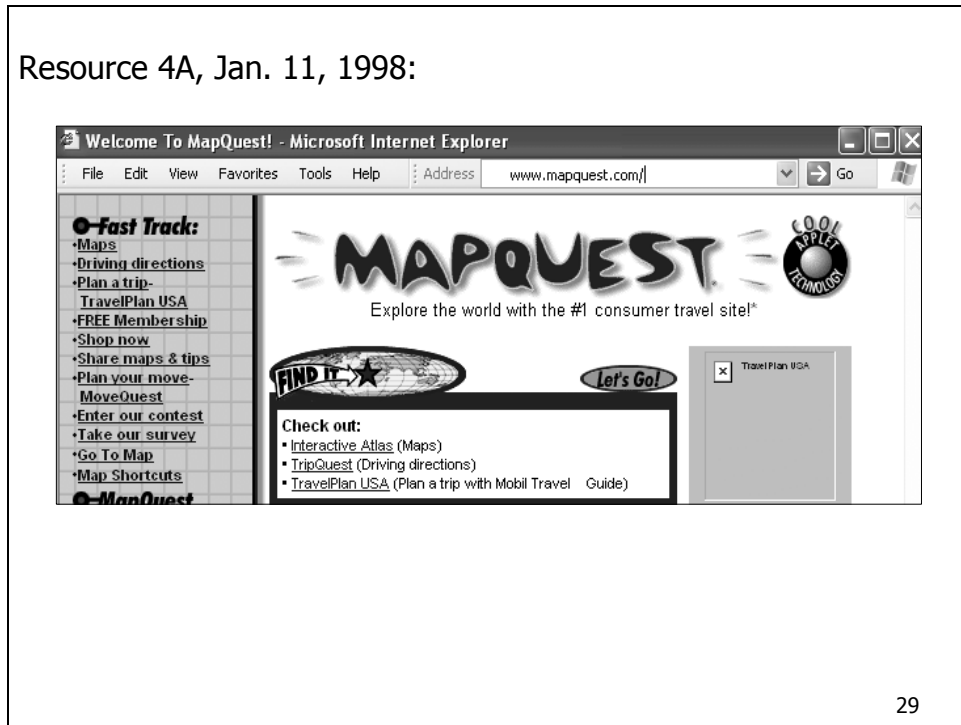
Creating and updating records for changing content

Discussion questions for Resource 4A:

1. How would you record the title proper and other title information for each iteration of the Mapquest Web site represented on the following slides?
2. Would knowing the frequency of changes for this title and other title information influence how you transcribe the title proper and especially other title information?
3. At what point might you use a 547 title complexity note instead of multiple 247s?

28

Resource 4A, Jan. 11, 1998:



29

Participants can jot down on paper, if time, the 245, 246, and 500 source of title note for each of these selected iterations and compare them with one another.

Note in each screen shot:

Title display on home page

Title in HTML header / browser title bar

Possible subtitles in both in addition to titles proper

Resource 4A, Nov. 10, 1999:

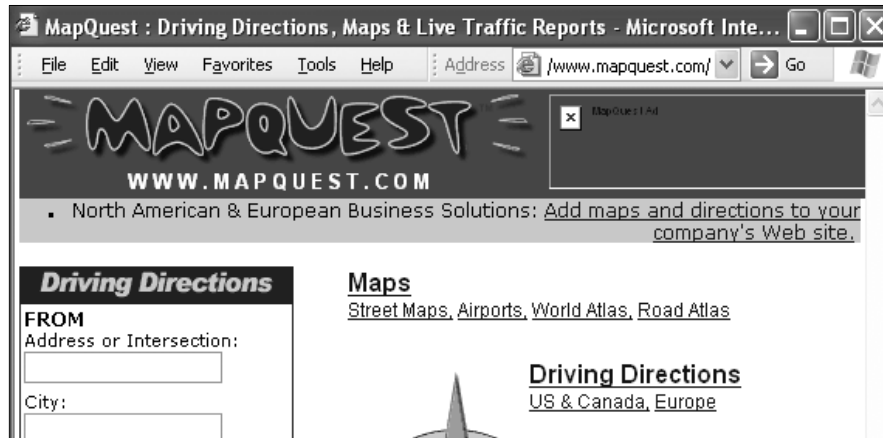


Resource 4A, May 10, 2000:

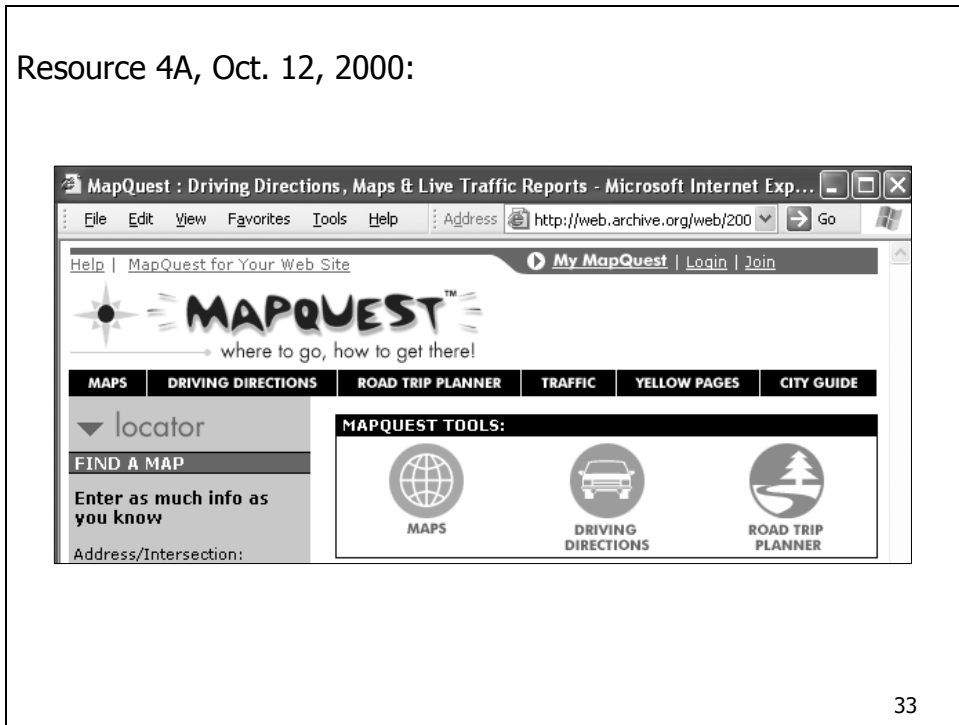


31

Resource 4A, Oct. 1, 2000:



Resource 4A, Oct. 12, 2000:



Discussion points include the questions on the two initial slides for this topic.

We observe many changes and variations in the subtitles (other title information) for this Web site over time, and what we have are only random samples; there are probably more.

There is one constant throughout all the variations: the name MapQuest. In almost all iterations included here it would be taken as the title proper. The only other alternative might be to take “Mapquest.com” as the title proper for the 11/10/1999 iteration, if considered a “fuller form”. But the constant prominence on the home page screen of the title “Mapquest” could indicate that it is the best choice for title proper.

There are basically three possibilities for handling this situation, with some variants on each: Do not transcribe any instances of other title information. Exercise the cataloger prerogative stated in 12.1E to omit it if not considered important. Knowing that this information is continually changing would be a good reason to omit it from the Title and statement of responsibility transcription.

Transcribe the current other title information in the Title and statement of responsibility area (245 \$b) and record former subtitles in 246 fields. If choosing this option, how many would you record? All known instances? All instances that had been transcribed in previous iterations of the bibliographic record?

Note the changing subtitle information in a 500 note. This could be something as generic as “Subtitle varies.” or include a list of some of the variants, perhaps as quoted notes.

Resource 4A, Dec. 2, 2002:



34

Possible suggestion:

245 00 MapQuest \$h [electronic resource].

500 Title from home page (viewed Aug. 10, 2002).

500 Subtitle varies.

520 [include key words and phrases included in some former subtitles, such as driving directions, maps, traffic reports, etc.]

6XX [also include some of those terms in subject headings]

Possibly also:

246 1_ \$i Former title in HTML header: \$a Mapquest.com \$f <Nov. 10, 1999>

Reactions?

Case Study Topic #4B

Discussion questions for Resource 4B:

- Look at the four selected iterations of this Web site home page represented on the following slides.
1. Knowing that this resource changes fairly radically every 4-8 years, how would this influence your original cataloging of the site as a whole? Think especially of what you would do, or not do, with the following:
 - o 520 summary note
 - o 505 formatted contents note
 - o 6XX subject headings
 - o 7XX personal and corporate name entries
 2. Are there other cataloging issues you can think of that might arise from this type of Web site?

35

The main point of Topic 4B is to think about how to originally catalog and/or update a bibliographic record for a resource that undergoes a complete overhaul with the change of every presidency. It becomes almost a new site, and we might even question whether or not it becomes a “new work” such that a new bib record should be created for each new presidency. But the title of the resource and its electronic address (URL) remain the same, so we would need to move to some kind of uniform title to distinguish the different “works” if we went in that direction.

It is suggested that it is better to regard all as iterations of a single “work”, and to make the description and subject headings as broad as possible to encompass changes. The focus should be on this Web site being the virtual presence on the Web of the White House, regardless of its current occupant, and of the current U.S. President, Vice President, etc.

The cataloger will want to take this into account when coming the 520 summary note, making clear that this is the way the site works. Since this site first began under the previous president the first catalogers of this site could not know exactly what would happen with it when a new presidency began.

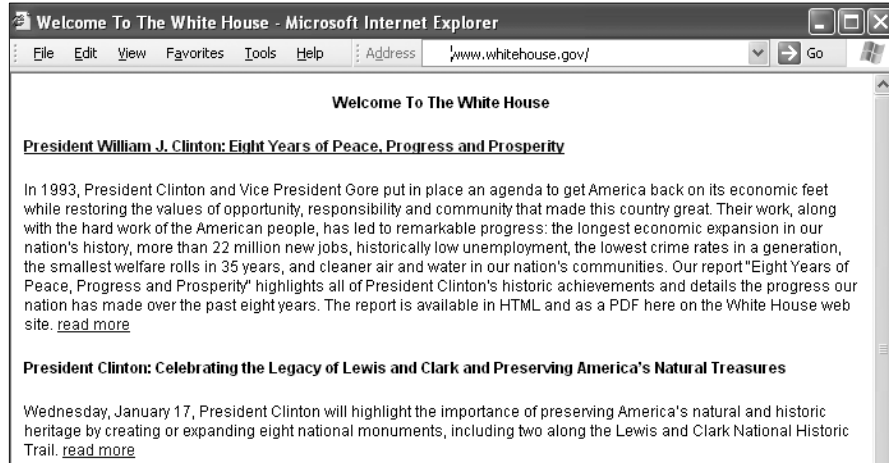
What do participants think about the wisdom of including a formal 505 contents note listing a “table of contents” of the current iteration of the site?

Would you want subject headings and names to be those of the current president, etc., or more general to encompass the US presidency in general?

Resource 4B, Dec. 1, 1998:



Resource 4B, Jan. 18, 2001:



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Resource 4B, Feb. 2, 2001:

38

Resource 4B, Aug. 4, 2002:

39

**Session 5 Exercise Pages from the Trainee Manual
Special Issues and Challenges in Cataloging Electronic IRs**

Case Study Topic #1: Choice of **Type of Record** (“Type” and OCLC workform) and **Type of Computer File** (“File”) codes.

Discussion questions:

1. What is the best choice of *Type* and *File* codes for each of the following resources based on the screen print surrogates given? Use the lists of codes from Appendix A along with the additional guidelines given below.
2. When is it difficult to determine whether a Web resource is primarily textual/language material or primarily computer-based?
3. What constitutes “significant audio or video” that makes a Web site cross the invisible line from being text/language material to some other type of material for coding purposes?
4. What constitutes an “online system or service”?
5. What constitutes “interactive multimedia”?
6. When is numeric data text-based and when computer-based?
7. When should File code “m” be used?
8. How should we code databases of images, maps, or sound files as opposed to text?

See Appendix A for the complete list of **Type of Record (Leader/06 ; OCLC “Type”)** codes.

Additional Guidelines for the exercise:

Use Type “m” Electronic resource (Computer file) for:

1. Computer Software

- When the resource consists of computer software, including programs, games and fonts.

2. Numeric Data

- When the resource consists of numeric data such as census or survey data that resides in a database and that is manipulable by computer. [Numeric data presented solely in eye-readable, tabular form and that is not manipulable by computer is the equivalent of a text document and is cataloged as language material (Type "a")]

3. Computer-Oriented Multimedia

- When the resource consists of (1) the combination of two or more media, such as audio, video, images, animation, etc., and (2) no single aspect comprises the significant content.

4. Online System or Service

- When the resource constitutes an online system or service supports system-based user interaction. The presence of search software or of active hyper-links do not constitute computer programs and do not make resources online systems or services for cataloging purposes. In the area of online systems and services, consider whether the system itself (for example, a library system providing an interface to several databases), or the content of the several constituent databases, is being cataloged. When cataloging the system itself, use "Type" code "m" and "File" code "j".

Examples of online systems or services include:

- Online library systems (consisting of a variety of databases)
- FTP sites
- Electronic bulletin boards
- Network information centers
- Campus-wide information systems
- Discussion groups or lists (via "listserv" or newsgroup)
- News and weather reports with system-based user interaction
- Airline reservation system
- Online stock investment site

Use Type "a" Language Material for:

- World Wide Web Sites, when the content consists of primarily textual Web pages with incidental images, hypertext links, or search software: ACLU web site
- Collections or databases of textual electronic serials with search software
- Web portal pages consisting of textual links to other resources
- Online bibliographic databases such as library online catalogs
- Numeric data presented in tabular form not manipulable by computer

References:

- Guidelines for Coding Electronic Resources in Leader/06 (Library of Congress):
<http://www.loc.gov/marc/ldr06guide.html>
- Cataloging Electronic Resources: OCLC-MARC Coding Guidelines:
<http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/>

Type of Computer File (Computer File 008/26 and 006/09 ; OCLC "File"):**Complete list of MARC Type of computer file codes:**

- a - Numeric data
- b - Computer program
- c - Representational
- d - Document
- e - Bibliographic data
- f - Font
- g - Game
- h - Sound
- i - Interactive multimedia
- j - Online system or service
- m - Combination
- u - Unknown
- z - Other
- | - No attempt to code

Additional Guidelines:

- **d - Document:** Use this code when Type of Record is "a" and the resource consists of textual content, containing mostly alphabetic information (words or sentences) converted into a code that can be processed, sorted, and manipulated by machine, and then retrieved in many optional formats. Use for records containing full text of documents and language material intended to constitute a textual document, whether represented as ASCII or image data. Code d includes both single bibliographic entities or a collection of bibliographic entities. Documents whose primary purpose is textual, even if search software is present, are coded with code d.

- **e - Bibliographic data:** Use this code when Type of Record is “a” and the resource consists of data that are bibliographic citations. This includes library catalogs or citation databases. The data may be in a structured or unstructured form. Search software may be present, but the purpose of the record is description of the content of the bibliographic data or database, rather than description of the online system or service.
- **i - Interactive multimedia:** Use this code when Type of Record is “m” and the resource described by the record supports navigation through and manipulation of many kinds of media (audio, video, etc.) in which the user has a high level of control, often allowing an almost conversational interaction with the computer and the data.
- **j - Online system or service:** Use this code when Type of Record is “m” and the record describes an online system or service (that may or may not contain bibliographic information). An online system or service supports system-based user interaction. If the focus of the record is to describe the system itself, with the content of the databases incidental contained therein, it is coded j. If the resource is an online file where the system is incidental to the description, it falls into another category. Examples of online systems or services are: online library systems (consisting of a variety of databases), FTP sites, electronic bulletin boards, network information centers, or campus-wide information systems.
- **m - Combination:** Use this code when Type of Record is of any type, but most often “m,” and the resource being described is a combination of two or more of the other types of files. Examples of combination resources include computer models and numeric data files; computer programs and text files; and the like. When a World Wide Web site consists of significant audio and video, or of several types of data and the software to process the data, and/or if the cataloger is unable to determine predominance, use File code “m.”

Extract from “Guidelines for Coding Electronic Resources in Leader/06” (Network Development and MARC Standards Office, Library of Congress):

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

3. Examples of types of electronic resources

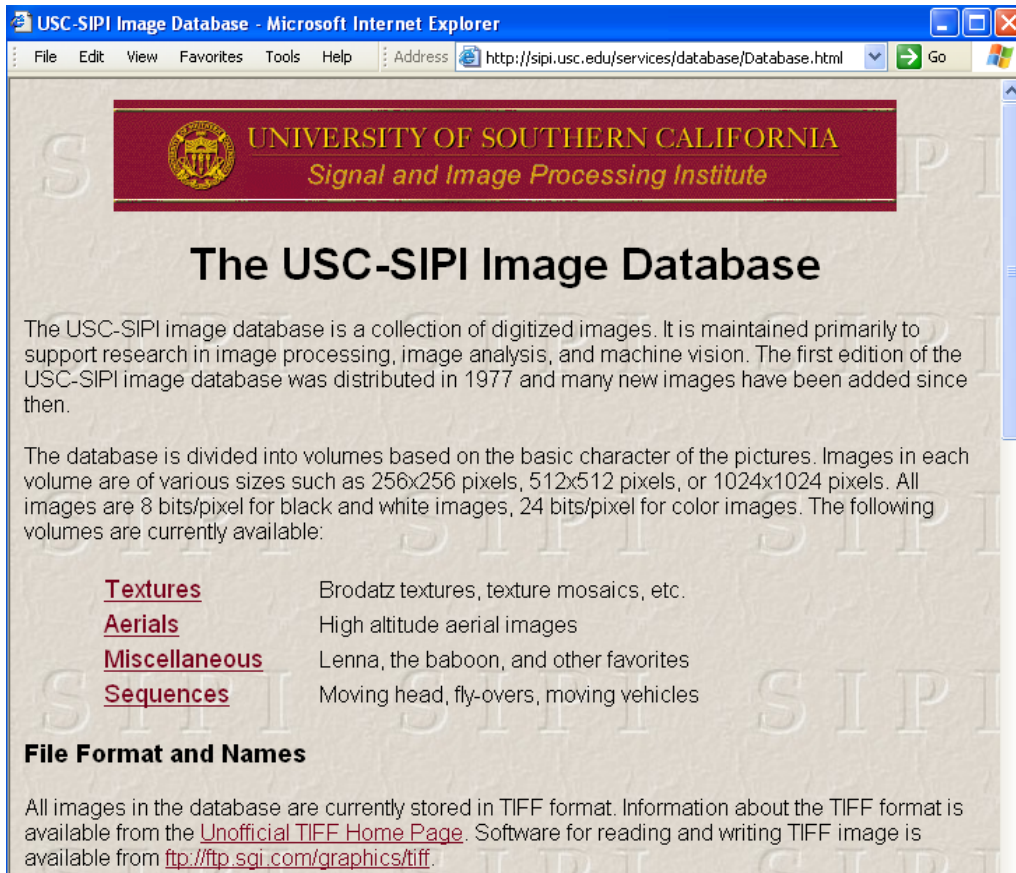
Example	Ldr/06	008/26	006/09
Online Bibliographic Database LC-Books file Medline	a		e
Collection of online databases MEDLARS LOCIS LC-MUMS	m	j	
Web-based computer software The universal currency converter	m	b	
CD-ROM of a census with manipulable numeric data (Mono or serial) 1996 National and state summary data tables () Common core of data (CCD)	m	a	
Electronic serial with search software MLA international bibliography	a		e
Collection of electronic serials with search software JSTOR Project Muse	a		d

Electronic journal American imago	a		d
CD-ROM of a census in textual form (mono or serial) County business patterns	a		d
Online system or service Internet Grateful Med Airline reservation system Online stock investment site	m	j	
Web site with significant audio and video CNN Web site	m	m	
Web "portal page" (Web page with collection of links) Tools for serials catalogers	a		d

Resource 1A



Resource 1B:



Resource 1C:



The screenshot shows a Microsoft Internet Explorer browser window displaying the website "The Aria Database - List of MIDI & Sound Files". The address bar shows the URL "http://www.aria-database.com/cgi-bin/listgen.pl?midlist". The page features a logo with the letters "AD" in a stylized blue font. Below the logo is the title "List of MIDI & Sound Files" and a "Complete Site Index" dropdown menu set to "Home" with a "Go" button. A navigation bar contains links for [A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z], Arias, New, Operas, Composers, Ensembles, Translations, Texts, MIDI, Roles, and Quotes. The main content area includes a paragraph explaining that the database lists arias and ensembles with available MIDI or sound files, and a disclaimer about copyright. Two specific entries are listed: "Agrippina" by George Frideric Handel and "Andrea Chénier" by Umberto Giordano, each with a list of available files and their sequencers.

List of MIDI & Sound Files

Complete Site Index :

[[A](#)|[B](#)|[C](#)|[D](#)|[E](#)|[F](#)|[G](#)|[H](#)|[I](#)|[J](#)|[K](#)|[L](#)|[M](#)|[N](#)|[O](#)|[P](#)|[Q](#)|[R](#)|[S](#)|[T](#)|[U](#)|[V](#)|[W](#)|[X](#)|[Y](#)|[Z](#)]
[Arias](#) - [New](#) - [Operas](#) - [Composers](#) - [Ensembles](#) - [Translations](#) - [Texts](#) - [MIDI](#) - [Roles](#) - [Quotes](#)

Displayed are listings of arias and ensembles in the Database for which a MIDI or other sound file of the aria is available. In almost all cases, the file is a MIDI sequenced file but in a few cases, other sound formats are provided. Each MIDI is available in plain MIDI format and also in a downloadable zip file format for those who have trouble playing MIDI's over the Internet. Every sound file on the Aria Database is copyrighted by its creator. You may listen and keep copies of each file on your computer; however, if you wish to broadcast or publish this file on the Internet or anywhere else, you must ask permission from the creator.

[Agrippina](#) by [George Frideric Handel](#) - libretto by Cardinal Vincenzo Grimani

- [Coll'ardor del tuo bel cor](#), sung by Nerone (soprano) in Act III, Scene 1. [MIDI](#) file and [zip](#) format sequenced by [Eric Lam](#)..

[Andrea Chénier](#) by [Umberto Giordano](#) - libretto by Luigi Illica

- [Un di, all'azzurro spazio](#), sung by Andrea Chénier (tenor) in Act I. [MIDI](#) file and [zip](#) format of aria accompaniment without vocal line sequenced by [Dr. Fraser Rubens](#).

Resource 1D:

IRS.gov Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address http://www.irs.gov/ Go

Internal Revenue Service The Digital Daily
DEPARTMENT OF THE TREASURY

Tax Stats | About IRS | Careers | FOIA | The Newsroom | Accessibility | Site Map | Español | Help 08.03.2002

Search IRS Site for:
 GO

Search Forms and Publications for:
 GO

[Search Help](#)
[Forms and Publications](#)

contents

- [Individuals](#)
- [Businesses](#)
- [Charities & Non-Profits](#)
- [Government Entities](#)
- [Tax Professionals](#)
- [Retirement Plans](#)

Don't look now, but the tax laws just changed... again!

Among the new items:
New York Liberty Zone tax incentives. A deduction for educators. Depreciation and Net Operating Loss provisions. Tax credits for hiring workers.

Congrats on Your New Joint Filing Status!
Wedding bells ring in many changes for brides and grooms. We offer you tax advice about your newly-married state.

Everyday Tax Solutions
Having problems getting a tax matter resolved? Don't wait on a Problem Solving Day.

Where's My Refund?
Get the lowdown on your refund now. Secure access anytime from anywhere. What a deal!

- Tax Scams / Fraud Alerts**
Visit Criminal Investigation's Tax Fraud Alert Page
- Terrorism-related Relief**
IRS actions and new laws give relief after the 9/11 attacks
- file**
thru October 15th

Resource 1E:

The Library of Congress - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address http://www.loc.gov/ Go

The Library of Congress

more than a library

Get It Online . . . Words, Pictures & Sound

- American Memory**
US History and Culture
- THOMAS**
Legislative Information
- International Horizons**
Gateway to the World
- Exhibitions**
Online Galleries
- America's Library**
Fun for Kids and Families

[More Online Collections . . .](#)

Find It . . .	Especially For . . .	Information & Services	News & Events
<ul style="list-style-type: none"> ▪ Search Our Catalogs ▪ Advanced Search ▪ Research Centers ▪ Index A-Z ▪ Site Map ▪ Ask a Librarian ▪ Today in History August 3 	<ul style="list-style-type: none"> ▪ Researchers ▪ Law Researchers ▪ Librarians & Archivists ▪ Teachers ▪ Publishers ▪ Persons with Disabilities ▪ Blind Persons 	<p> US Copyright Office</p> <p> NDIIPP</p> <ul style="list-style-type: none"> ▪ About the Library ▪ Visit / Tour ▪ Philanthropy ▪ Jobs / Fellowships ▪ Shop 	<p> National Book Festival, Oct. 12 Second annual event celebrates books, features authors</p> <p> Webcasting Rates New Rates Announced June 20</p> <p> Featured Webcast Blind Boys of Alabama</p> <p>MORE Complete News & Events</p>

The Library of Congress [Contact Us](#) Please Read Our [Legal Notices](#)

Resource 1F:

FirstGov -- Your First Click to the US Government - Microsoft Internet Explorer
 Address: http://www.firstgov.gov/

FIRSTGOV
 Your First Click to the U.S. Government

FirstGov Home About Us Help Site Map For Kids August 1, 2002

Search Federal/State
 Federal State Both
 Search a State
 Advanced Search

Welcome from President Bush
 The Official Government Gateways for:

Citizens
 Interacting with Government

Government helping citizens connect to services and more.

Online Services for Citizens

- ▶ For Sale!
- ▶ Find Government Benefits
- ▶ Find a Government Job
- ▶ Social Security Online
- ▶ Apply for Student Loans
- ▶ Find a School or Library
- ▶ Passport Applications
- ▶ Recreation One-Stop
- ▶ Adopt a U.S. Child
- ▶ Birth & Marriage Certificates
- ▶ Drivers Licenses
- ▶ Change Your Address
- ▶ Zip Code Look-Up
- ▶ and much more

Business
 Interacting with Government

Helping businesses from start to finish with tools and more.

Online Services for Business

- ▶ Business Opportunities
- ▶ Business Laws & Regs
- ▶ Government Auctions & Sales
- ▶ E-File Your Taxes
- ▶ Employer ID Number
- ▶ Wage Reporting
- ▶ Small Business Procurement Registry
- ▶ Subcontracting Opportunities
- ▶ File Patents & Trademarks
- ▶ and much more

Government Employees
 Serving federal, state, local and tribal government employees.

Online Services for Governments

- ▶ Grants
- ▶ e-Training Initiative for Federal Workers
- ▶ For Sale to Government Buyers
- ▶ FirstGov Search for Federal Agencies
- ▶ Employee Directory
- ▶ Per Diem Rates
- ▶ Federal Personnel-Payroll Changes
- ▶ Federal Thrift Savings Changes
- ▶ Government Jobs
- ▶ and much more

[Privacy & Security](#) [FAQ](#) [Contact Us](#) [Suggest-A-Link](#)

FirstGov™ is the U.S. government's official web portal.
 Office of Citizen Services and Communications, U.S. General Services Administration
 1800 F Street, NW, Washington, DC 20405

Resource 1G:

From the "About Bobby" page:
 Bobby is a comprehensive web accessibility software tool designed to help expose and repair barriers to accessibility and encourage compliance with existing accessibility guidelines. ... Bobby is designed for developers to test web pages and generate summary reports highlighting the most critical issues effecting site accessibility before posting to the Web or to

Case Study Topic #2: Selecting chief source of information and transcribing title and statement of responsibility.

Discussion Questions:

1. What is the best choice for chief source of information and title proper for each of the resources below (2A-2E)?
2. What would you have in your bibliographic record for:
 - 245 title and statement of responsibility
 - 246 variant forms of title
 - 500 source of title note
3. Taking into account the changing nature of integrating resources, when might catalogers choose not to transcribe other title information after the title proper?
4. Are there cases in which an institution name that appears as a graphic or logo be transcribed as a statement of responsibility if not taken as title proper?

Resource 2A

Resource 2B

USINS Internet Home Page - Microsoft Internet Explorer
 File Edit View Favorites Tools Help Address http://www.ins.usdoj.gov/graphics/ Go

Immigration and Naturalization Service

TEXT ONLY HOME WHAT'S NEW FAQS SEARCH GLOSSARY FEEDBACK TRANSLATE PRINTPAGE

The INS Online

Commissioner James W. Ziglar's Welcome to INS Online
 INS [Commissioner Ziglar extends his welcome](#) to readers and users of INS Online.

12-Month Extension of Temporary Protected Status (TPS) For Eligible EI Salvadorans Granted
 Salvadorans with TPS or who have TPS applications pending must re-register. Read the [News Release](#) and [Fact Sheet](#) and see the EI Salvador [TPS page](#).

INS Provides More Information on the Canadian Border Boat Landing Program (I-68)
 INS provided additional [details on procedures](#) for resuming the CBBLP for the [2002 boating season](#).

INS Now Seeks to Hire 10,000 New Employees by End of This Fiscal Year
 INS now plans to hire 10,000 new employees nationwide

Hot Topics Feature

- Field Office Closings
- How Do I?
- INS Forms Online
- Information on Immigration Classifications and Visas
- Current Vacancies
- INS Customer Service Call Center

About INS and FOIA
 INS Forms, Fees and Fingerprints
 Immigration Services and Benefits
 Law Enforcement and Border Management
 Field Office Addresses and Information
 Laws, Regulations and Guides
 Public Affairs
 Working for INS
 Other Government Sites

An agency of the U.S. Department of Justice

Resource 2C (screen shot 1)



(2C - screen shot 2) Hold cursor of “Welcome” (English) and you see this:



The title in the title screen appears only when the user holds their cursor over the word “Welcome”; parallel titles in the other languages appears when the cursor is

(2C - screen shot 3) Click on Welcome and you go to this page:





Resource 2D

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "How To Plan an ALCTS Program - Microsoft Internet Explorer". The address bar shows the URL "http://www.ala.org/alcts/programs/plan/index.htm". The page content includes the ALCTS logo (Association for Library Collections & Technical Services, A Division of the American Library Association) and a main heading "How To Plan an ALCTS Program".

Programs

- [Program Planning](#)
- [Developing a Program](#)
- What You Need To Know
 - [Detailed](#)
 - [Condensed](#)
 - [Calendar](#)
 - [Planning Group](#)
- The Basics
 - [The Form](#)
 - [The Instructions](#)
 - [ALA](#)

Welcome to the ALCTS program planning web page. Everything you need to develop and plan a successful ALCTS program is here. The most important aspect of planning a program is the idea. If you have a good idea, then moving you through the process of getting a program presented is relatively easy. Help exists along the way. Don't be afraid to ask. The [ALCTS Program Committee](#) and the [ALCTS Office staff](#) provide valuable assistance turning your idea into reality.

 **Start to Finish - Forms, Forms, and More Forms** 

Filling out forms is a necessary (and time consuming) part of the program planning process. These forms provide the program committee and the office all the information needed to review, approve, and then ensure your program is a success. This step-by-step guide is intended to help alleviate (hopefully) the anxiety of the planning process. The ALCTS program planning process has been, in the past, pronounced only slightly less intimidating that filling out your federal income tax return. Hope this guide helps you navigate the morass.

Time to bask in the glory of your triumph! Good job!
 Copyright © 2002, American Library Association.
 Last Modified: Tuesday, May 14, 2002 kka

Resource 2E:

The screenshot shows a web browser window titled "ASA Membership Directory - Microsoft Internet Explorer". The address bar contains "http://www.amstat.org/membersearch/index.cfm". The page header features the "American Statistical Association" logo and the text "amstat online" with a ribbon icon. Below the header is a navigation menu with links for "Chapters", "Committees", "Sections", and "Home". The main content area is titled "ASA Membership Directory" and contains a search form. The form includes a "Search by:" label, a text input field for "Name (last, first)", a dropdown menu for "State" with "Choose State" selected, and a text input field for "ZipCode". A "Submit" button is located below the form. A "Note" section follows, explaining search limitations and providing links for "Member Service" and "Members Only site".

ASA Membership Directory - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address http://www.amstat.org/membersearch/index.cfm Go

American Statistical Association *amstat online*

Founded in 1839, ASA is the nation's leading professional association for statistics and statisticians.

[Chapters](#) [Committees](#) [Sections](#) [Home](#)

ASA Membership Directory

Search for members who have chosen to be in this directory.

Search by:

Name (last, first):

State:

ZipCode:

Note: You can enter just part of a name to search. No wild card is required. However, the number of answers that will be returned is limited to 50 records. Narrow down your search by entering both the last name and first name.

Not all members have elected to be included in this online directory. If you want to change your directory information, contact [Member Service](#) or login to our [Members Only site](#). You will need your Member ID in order to login.

Case Study Topic #3: Ascertaining and recording publisher, place, and dates of publication.

Discussion Questions:

1. What is the place of publication and publisher name for each of the following two resources (3A-B)?
2. What are the dates of publication of each?
3. What would you have in a MARC record for fields 260 and, if applicable, 362 1, for these resources?
4. Is “hosting” a web site the same thing as “publishing” it?

Resource 3A (screen shot 1)

© 2002 CAST
bobbywww@cast.org

Resource 3A (screen shot 2)

About Bobby

- [What is Bobby?](#)
- [Icon Guidelines](#)
- [Project Plans](#)
- [License Agreement](#)

Bobby WorldWide is a tool for Web page authors. It helps them identify changes to their pages so users with disabilities can more easily use their Web pages. For example, a blind user will be aided by adding a sound track to a movie, and a hard-of-hearing user will be aided by a written transcript of a sound file on a Web page. Bobby will recommend that these be added if they do not already exist.

Many people with disabilities use special Web browsers, such as one that reads text out loud using a speech synthesizer for blind users. The suggestions made by Bobby help authors to add information to a Web page which will help the special browsers work more effectively. To learn more about accessibility issues, please start with our [Resources page](#) and follow the links. For example, the "rationale" items on the IBM Web site give explanations of how specific items can help.

About CAST

Bobby WorldWide was created by [CAST](#). Founded in 1984 as the Center for Applied Special Technology, CAST is a not-for-profit organization whose mission is to expand opportunities for people with disabilities through innovative uses of computer technology.

CAST's major initiatives include product development and applied research. Product development focuses on the creation of universally designed curriculum and software including network learning systems for elementary schools and colleges, and supported learning tools and curriculum in the areas of literacy, mathematics, science, and social studies. Research is conducted in classrooms, homes, community organizations, and the Internet.

History

Bobby grew out of CAST's underlying mission, which is to expand opportunities for people with disabilities through innovative uses of computer technology. In planning its own Web site, CAST researchers wrestled with the idea of how to make the entire Web more *universally designed*, i.e., more accessible and useful to all people, including those with disabilities. CAST examined existing Web accessibility guidelines, recognized the improbability of Web developers sitting down and reading a handbook of guidelines, and wanted to create an online tool Web designers could use to easily implement those guidelines.

In exploring this concept, CAST developed the idea of a helpful detective - a Web-based entity that would expose barriers, encourage compliance with existing guidelines and teach Web masters about accessibility. Bobby was born. Guidelines for creating accessible Web sites developed by the Trace Research and Development Center were considered the most comprehensive at that time and were readily adopted for early versions of Bobby.

CAST researchers and Web consultants developed the first version of Bobby in just over three months, releasing it in September, 1996. The project was funded by CAST's general research funds, outside foundation support, and royalties from CAST's commercial products. Bobby has since been upgraded many times to include improved page authoring guidelines, new features, technical enhancements, ease-of-use improvements, and complete documentation.

The first downloadable version was released to meet the needs of developers who wanted to test pages before posting to the Web or, behind a firewall, and internal Intranet documents within large corporations, government agencies, and educational institutions. This version also made it practical for developers to test large sites in a single pass and generate summary reports highlighting the most critical issues.

demonstration tool for users to try out this new version. For more information about ordering *Bobby WorldWide* visit the Pricing and Ordering Information page.

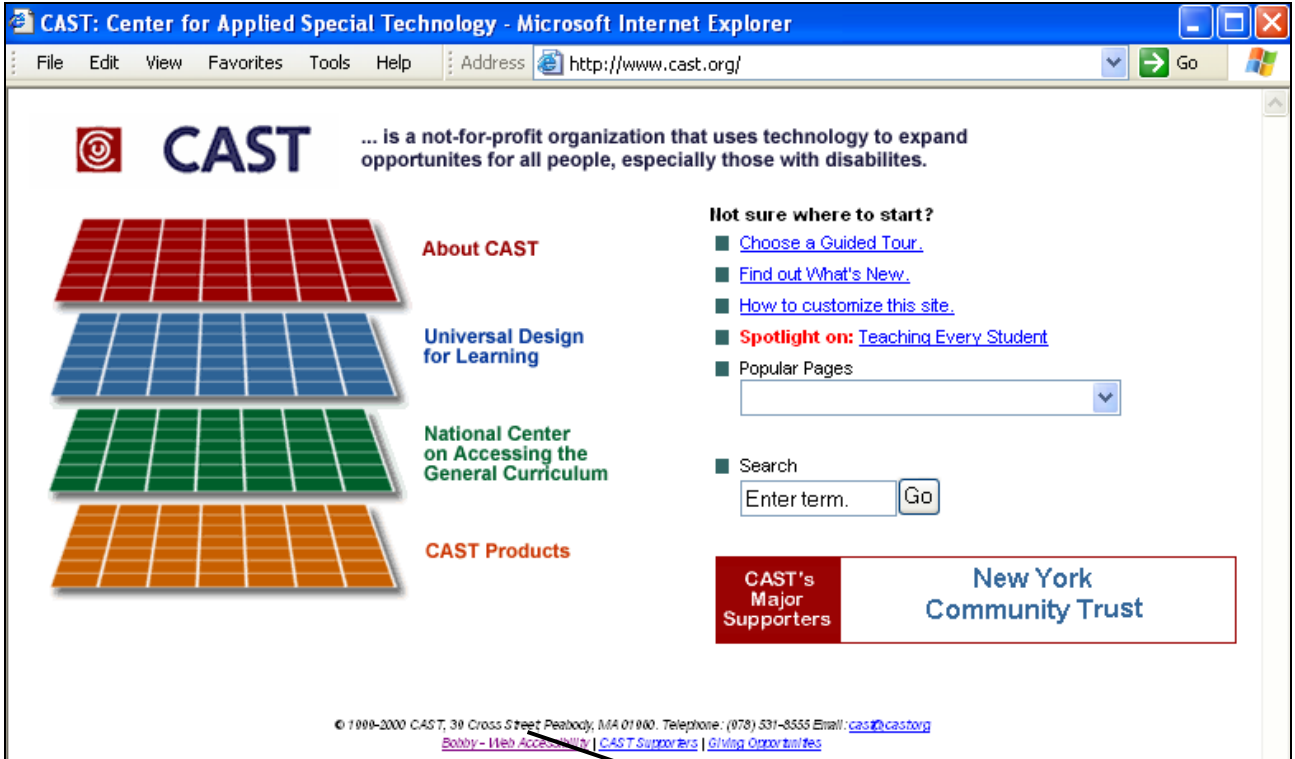
Credits

Conceptualization: Chuck Hitchcock, Josh Krieger
Product Manager: Michael Cooper
Project Administrator: Chuck Hitchcock
Design: Josh Krieger, Michael Cooper, Brian Matheny
Additional Design: Chuck Hitchcock, Keith Costorf, David Clark
Development: Josh Krieger, Keith Costorf, JEGANATHEN Prashanth Kumar
Support: Brian Matheny, Nancy Schick
Documentation: Josh Krieger, Michael Cooper, Brian Matheny, Nancy Schick, Keith Costorf
Content Language: Josh Krieger, Brian Matheny, Michael Cooper, Elizabeth (Boo) Murray
Web Site: Michael Cooper, Brian Matheny, Linda Butler, David Clark

Special thanks to CAST for its continued support, the WAI Web Content Guidelines Working Group, Wendy Chisholm, Gregg Vanderheiden, and Judy Brewer.

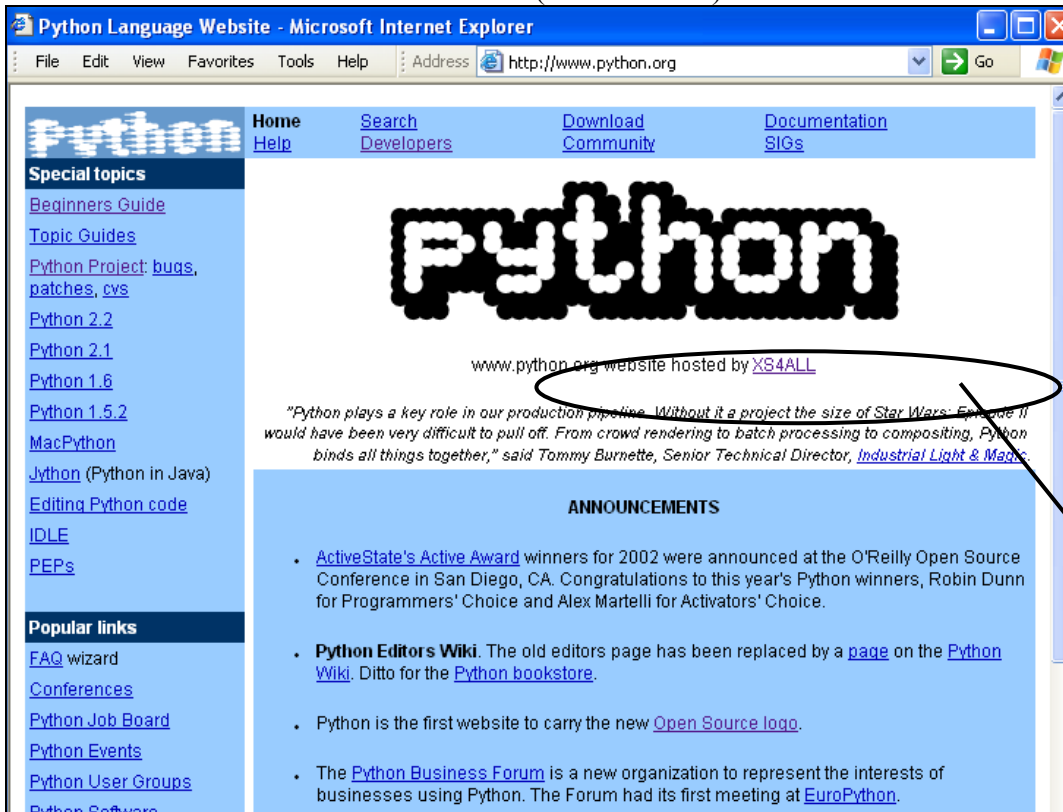
© 2002 CAST
bobbywww@cast.org

Resource 3A (screen shot 3)

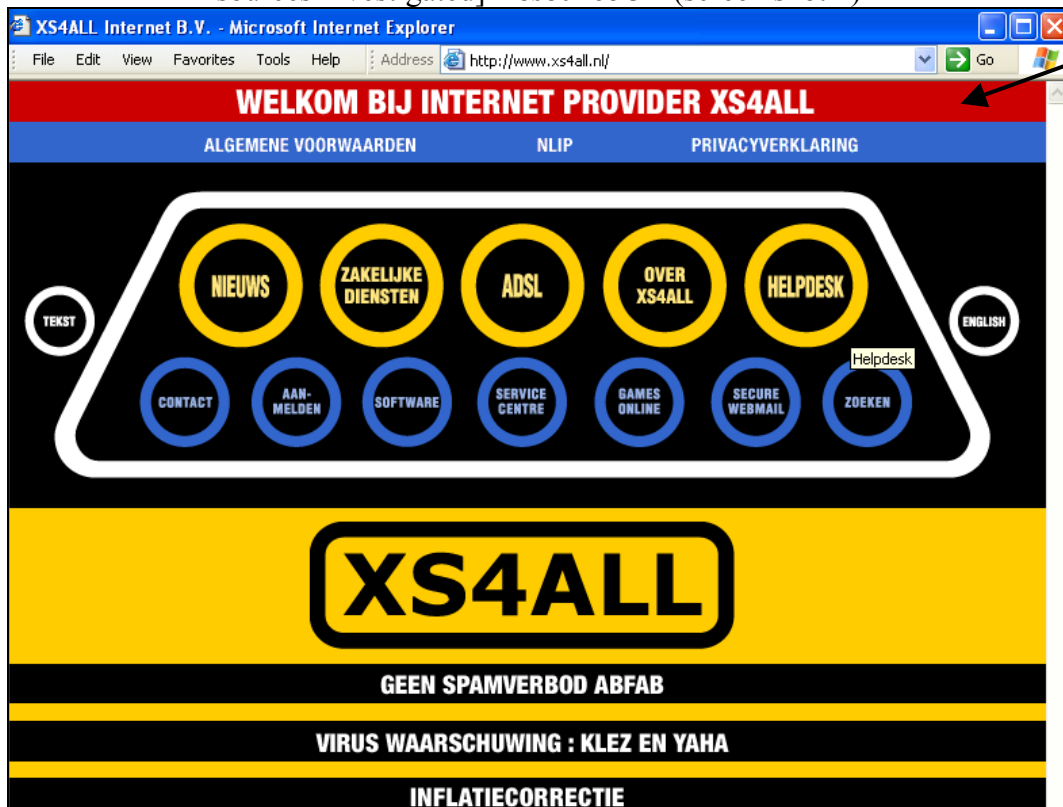


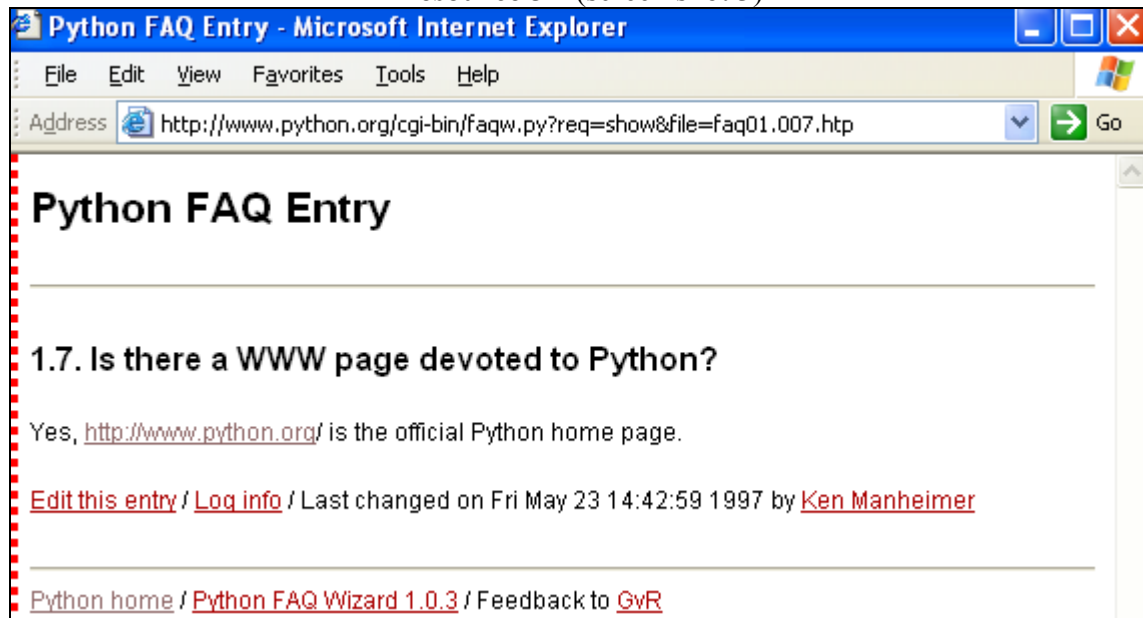
© 1999-2000 CAST, 30 Cross Street Peabody MA 01900

Resource 3B (screen shot 1)



[no further information appears at bottom of home page screen, FAQ, or other likely sources investigated] Resource 3B (screen shot 2)



Resource 3B (screen shot 3)

Case Study Topic #4: Creating and updating records for changing content.**Discussion Questions for Resource 4A (Mapquest):**

1. How would you record the title proper and other title information for each iteration of the Mapquest Web site represented below?
2. Would knowing the frequency of changes for this title and other title information influence how you transcribe the title proper and especially other title information?
3. At what point might you use a 547 title complexity note instead of multiple 247s?

Resource 4A (“Mapquest” Web site):

Jan. 11, 1998:



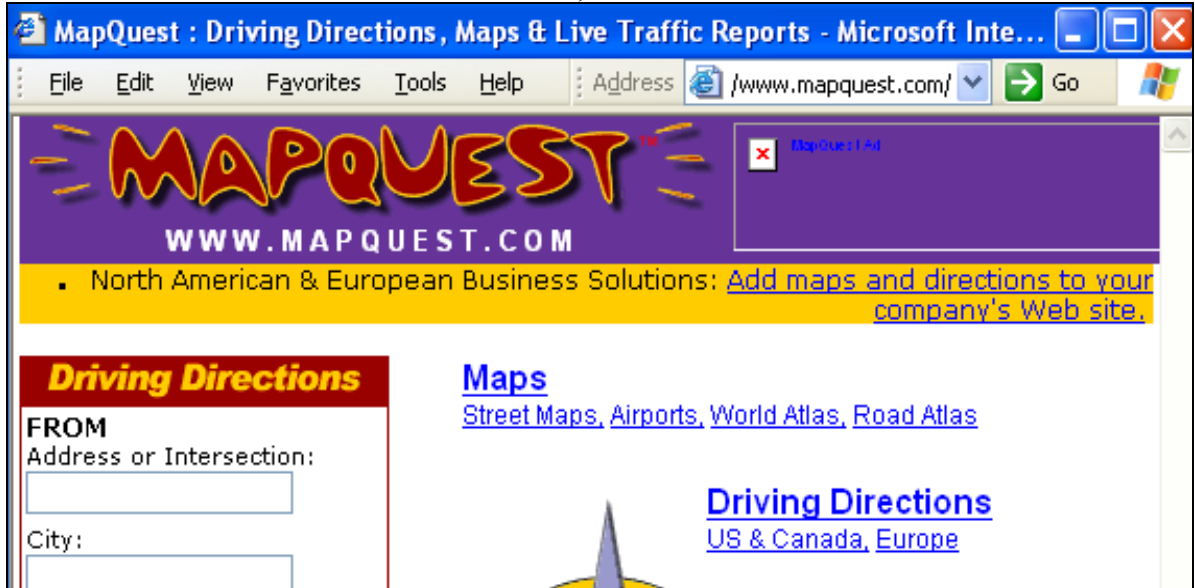
Nov. 10, 1999:



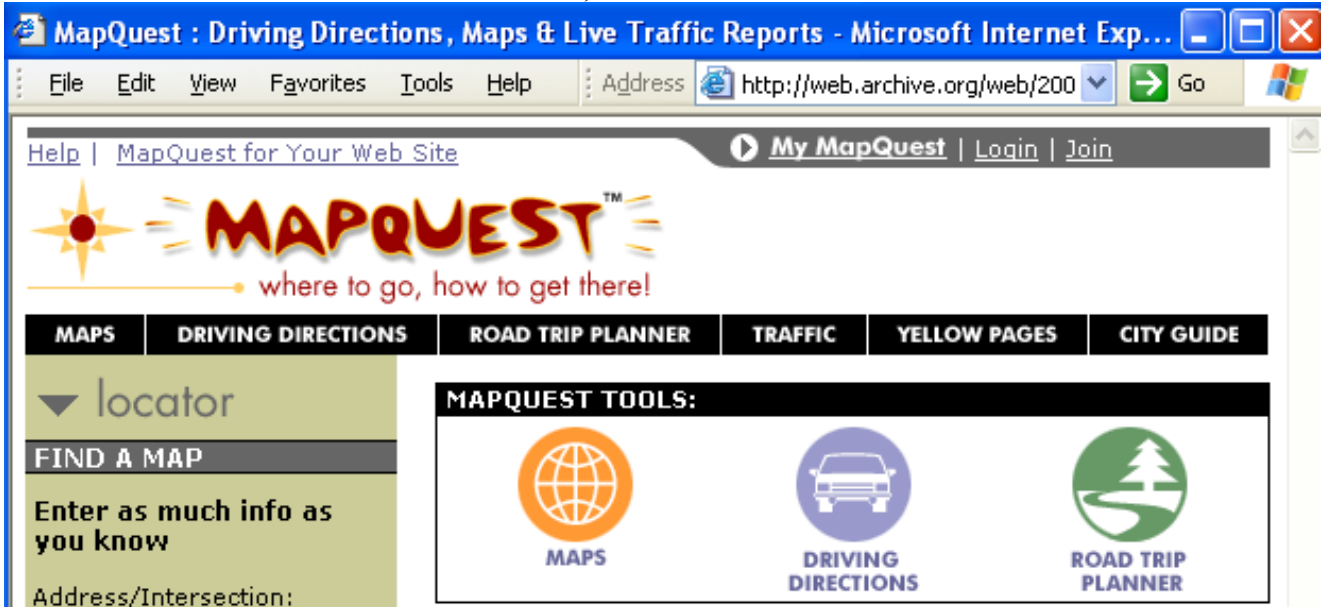
May 10, 2000:



Oct. 1, 2000:



Oct. 12, 2001:



Dec. 2, 2002:



Discussion questions for Resource 4B (White House):

- Look at the four selected iterations of this Web site home page represented below.
1. Knowing that this resource changes fairly radically every 4-8 years, how would this influence your original cataloging of the site as a whole? Think especially of what you would do, or not do, with the following:
 - 520 summary note
 - 505 formatted contents note
 - 6XX subject headings
 - 7xx personal and corporate name entries
 2. Are there other cataloging issues you can think of that might arise from this type of Web site?

Resource 4B: Dec. 1, 1998:

Welcome To The White House - Microsoft Internet Explorer


File Edit View Favorites Tools Help Address www.whitehouse.gov Go


[\[Text version\]](#)


Good Morning


Welcome to the White House

[Tipper Gore Visits Nicaragua and Honduras](#)

 **[The President & Vice President:](#)**
Their accomplishments, their families, and how to send them electronic mail

 **[Commonly Requested Federal Services](#)**
Direct access to Federal Services

 **[Interactive Citizens' Handbook:](#)**
Your guide to information and services from the Federal government

 **[What's New:](#)**
What's happening at the White House -
[President Clinton's Remarks at World AIDS Day Event](#)

Jan. 18, 2001:



Feb. 2, 2001:



Aug. 4, 2002:

Welcome to the White House - Microsoft Internet Explorer
 File Edit View Favorites Tools Help Address http://www.whitehouse.gov Go

President **News & Policies** **Vice President** **History & Tours** **First Lady** **Search**
 Oval Office West Wing VP Office Blue Room East Wing Library

the White House
 Home President George W. Bush

Your Government Kids Only Español Contact Privacy Policy Site Map

Email Updates More information search

Welcome to the White House.
 Today at the White House, Aug. 4, 2002

Radio Address by the President to the Nation
 Good morning. We've had a month of accomplishment in Washington. Congress acted on several important proposals to strengthen our national security and our homeland security and our economic security. Republicans and Democrats worked in a spirit of unity and purpose that I hope to see more of in the fall. [full story](#) [\(en Español\)](#)
 Audio

President Bush Reflects on Major Legislative Achievements
 President Bush Friday discussed recent major legislative accomplishments including: Trade Promotion Authority, corporate corruption, funding for the war on terror, education, a reduction in taxes and the brownfields bill. [full story](#)
[Fact Sheet](#)

President Commends Bipartisan Leaders on Trade Agreement
 President Bush Thursday thanked Congressional Leaders for their work in passing the trade promotion authority bill which will open markets, expand opportunity and create jobs for American workers and farmers. [full story](#)
[Policy in Focus: Trade](#)

White House photo by Eric Draper
 President George W. Bush speaks to the media before departing the White House Friday afternoon, August 2, 2002.

Inside whitehouse.gov
America Responds to Terrorism
 The war on terrorism is being fought on two fronts: at home and abroad through diplomatic, military, financial and investigative actions. Learn more about this [multi-faceted operation](#).

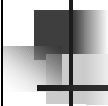
West Wing connections
Policies in Focus
 America Responds to Terrorism
 Homeland Security
 Economy & Budget
 Education Reform
 Medicare
 Social Security
 More Issues
 En Español

News
 Current News
 Press Briefings
 Proclamations
 Nominations
 Executive Orders
 Radio Addresses
 Discurso Radial

Appointments
 Application

Major Speeches
 Homeland Security Department
 Compassionate Conservatism
 Middle East Peace
 Global Coalition
 State of the Union

Session 6 Cataloging Updating Loose-Leafs: Special Challenges and Issues



Session 6

Cataloging Updating Loose-leafs and Loose-leaf Services: Special Challenges and Issues

Original content by
Rhonda K. Lawrence
Head of Cataloging, UCLA Law Library

The content of Session 6 was originally created by Rhonda Lawrence, Head of Cataloging at the Hugh and Hazel Darling Law Library, UCLA School of Law.

The content has been adapted slightly for this workshop.

Optional Warm Up Exercises

For catalogers of loose-leafs and loose-leaf services, what special challenges and issues have you encountered? How do you think that the new rules covered previously in this workshop might help address those?

Remind participants that:

Prior to the 2002 revisions, AACR2 did not adequately address the cataloging of loose-leaf resources. For that reason, loose-leaf catalogers had long relied as their primary cataloging guide on Adele Hallam's *Cataloging Rules for the Description of Looseleaf Publications: With Special Emphasis on Legal Materials*. (2nd ed. Washington: Office for Descriptive Cataloging, Library of Congress, 1989.)

Most of the principles from Hallam have been incorporated into the 2002 revision of chapter 12, with only a very few changes in practice.

Instructor References

Review the definitions of *Updating loose-leaf* and *Loose-leaf service* in the Glossary. LCRI 1.0 on Decisions Before Cataloging and sections from LCRI 12.0 on Loose-Leaf Services.



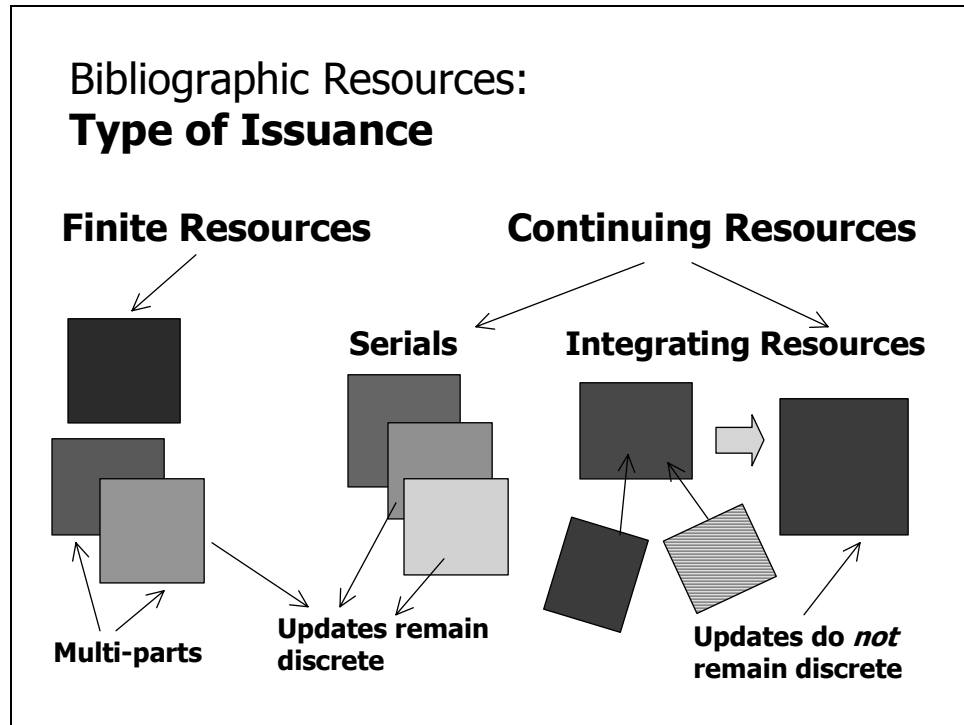
Goals of Session 6

- Learn the new rules for cataloging loose-leaf services
- Explore a few of the special challenges and issues involved in the cataloging of loose-leaf integrating resources

2

Participants' Goals:

You might ask the participants if they have any additional or more specific goals or areas that they especially want to discuss or learn about in this session.

**WARNING: ANIMATED SLIDE!**

Review: Types of issuance and where updating loose-leafs fall into this scheme.

LCRI 1.0 August 2002 p. 2

“‘Type of issuance’ refers to how the bibliographic resource is published, distributed, or produced, and, if it is updated, how it is updated. There are three types of issuance: monograph, serial, and integrating resource.”

[This slide modified and animated by Rhonda Lawrence]

The Updating Loose-leaf

- An integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted.
 - *AACR2 2002 Revision Appendix D*
- "A type of publication consisting of unbound pages housed in a ring or rod binder, a format which easily permits the addition, substitution, or removal of pages."
 - *Cataloging Legal Literature*, Lembke & Lawrence. 3rd ed. 1997.

4

For Instructor Background:

AACR2 2002 Revision Appendix D glossary

Updating loose-leaf: "An integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted."

MARC 21 Format for Bibliographic Data, 008 – Serials p. 8 (character position 21: Type of Continuing Resource).

"An Updating Loose-leaf is a bibliographic resource that consists of a base volume(s) updated by separate pages, which are inserted, removed, and/or substituted. "



Critical Questions

- Is the item
 - An updating loose-leaf?
 - A new iteration?

Or

- A new edition?



Decision One

- Determine the type of issuance for the resource in loose-leaf format
 - A serial
 - A monograph
 - An integrating resource; that is, an updating loose-leaf

6

For Instructor Background:

To answer question one,

LCRI 1.0:

2) *Resources issued in loose-leaf format.* When deciding to catalog a bibliographic resource issued in loose-leaf format as a serial, an integrating resource, or a monograph, make the decision based on the type of issuance of the primary component. If there is a stated frequency, determine if the frequency applies to the primary component or to any updates.

Note that a bibliographic resource issued in loose-leaf format is not automatically to be cataloged as an updating loose-leaf.

Loose-leaf as a Serial

- Loose-leaf format does *not* equal an integrating resource
- LCRI 1.0--catalog as a serial when resource:
 - Meets definition of a serial even though housed in a binder
 - Issues remain discrete
 - Binders issued successively even if contents interfiled

7

For Instructor Background:

LCRI 1.0:

In case of doubt about type of issuance, apply the following guidelines:

If the decision has been narrowed down to “serial vs. integrating resource” and there is no information about the type of issuance but the resource has wording that refers to “edition,” determine if that wording represents a numeric designation or an edition statement. If it is a numeric designation, catalog the resource as a serial; if it is an edition statement, catalog it as an integrating resource.

If the decision has been narrowed down to “monograph vs. integrating resource” and there is no information about the type of issuance, catalog the resource as a monograph.

...

Note that a bibliographic resource issued in loose-leaf format is not automatically to be cataloged as an updating loose-leaf.

a) Catalog as a serial:

i) Resource otherwise meeting definition of serial whose issues remain discrete even though they are to be stored in a binder (as successive sections in the binder or subdivided/filed into separate sections in the binder)

ii) Resource whose binders are issued successively even though the contents filed into each binder may be updated in integrating fashion until the next binder is issued



Loose-leaf as Monograph

- LCRI 1.0--catalog as a monograph when:
 - Resource complete as issued or;
 - Intended to be complete in finite number of parts

8

For Instructor Background:

If the decision has been narrowed down to “monograph vs. integrating resource” and there is no information about the type of issuance, catalog the resource as a monograph.

Loose-leaf as Integrating Resource

- LCRI 1.0--catalog as updating loose-leaf :
 - When resource consists of binder or binders in which pages are
 - Added
 - Removed
 - Replaced
 - Until next edition is published or until complete

9

For Instructor Background:

...

Catalog as an integrating resource: Resource consisting of a binder or binders in which pages are added, removed, or replaced until the next edition of the resource is published or until complete.



Identifying an Updating Loose-leaf

- Examine the evidence
 - Prefatory material
 - Release dates
 - Filing instructions
 - Publishers' invoices
 - Records in shared databases (e.g., OCLC)
 - Earlier editions

10

Assume that the title is an iteration unless proven otherwise

Publication has been issued in a binder, you have the first iteration, so how do you know whether this is a finite or continuing resource?

1. Look at explicit as well as implicit information.
2. Statements of intent by the author or publisher in the preface.
3. Have there been previous editions that received revised pages?
4. You may think the contents are all new with the publication date, but scan the bottoms of the pages carefully. Many times you will discover earlier years and release numbers in microscopic print at the bottom edge of the pages.



Decision Two

Is the item:

- A new iteration?

Or ...

- A new edition?
- General assumption: New iteration

11

Once you have determined that the resource in hand is an updating loose-leaf, an even more difficult decision awaits.

Is it an new iteration? Or a new edition?



More Rare: the New Edition

- Begin with new set of assumptions: in case of doubt, treat as in iteration
- New bibliographic record created only for certain changes in edition, mergers, splits, or when there is a new work

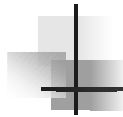


What do I do when ...

Condition	Action
Original author dies	? Update record
Main entry changes	? Update record
New authors appear	? Update record
Title changes	? Update record

13

WARNING: ANIMATED SLIDE

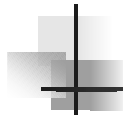


What do I do when ...

Condition	Action
Place changes	? Update record
Publisher changes	? Update record
Size of volumes changes	? Update record
Updating frequency changes	? Update record

14

WARNING: ANIMATED SLIDE



What do I do when ...

Condition	Action
All elements change except edition statement	? Update record
Edition statement changes <ul style="list-style-type: none"> ➤ Gradual replacement ➤ Complete new ed. 	? Depends: <ul style="list-style-type: none"> ➤ Update record ➤ Close old and create new record
All contents replaced	? Close old and create new record

15

WARNING: ANIMATED SLIDE

See LCRI 21.3B for information about changes in edition.



Loose-leaf Services

- **Definition** per LCRI 12.0
 - A publication issued in several component parts
 - Often includes updating loose-leaf and bound volumes containing primary and secondary source material
 - Sometimes called a reporter

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For Instructor Background:

LCRI 12.0. GENERAL RULES.

Loose-Leaf Services

A loose-leaf service is a publication issued in several component parts, often in a combination of updating loose-leaf and bound volumes containing both primary and secondary source material. Sometimes a loose-leaf service is called a reporter.

From *Cataloging Legal Literature*, Lembke and Lawrence, 1997-

“In legal publishing, the phrase “loose-leaf service” describes a particular type of loose-leaf publication. Loose-leaf services are comprehensive publications that gather together all primary materials on a topic, e.g. Federal and state laws, court decisions, administrative regulations, etc., on income tax. In addition, secondary materials such as commentaries and bibliographies are often included with detailed indexing.

Loose-leaf Services Treatment

- **Treatment** (LC practice per LCRI 12.0)
 - Create one record for the service as a whole
 - Consider the service as a whole to be an integrating resource.
 - In a note, list the component parts in enough detail to identify them. Give any volume designation that is found on a part.
 - Optionally, include numeric or chronological designations of newsletters, bulletins, etc., within the service

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For Instructor Background:

LCRI 12.0. GENERAL RULES continued

Loose-leaf Services

LC practice: Generally, create only one bibliographic record for the service as a whole; consider the service as a whole to be an integrating resource. In a note, list the component parts in enough detail to identify them. Give any volume designation that is found on a part. Optionally, include numeric or chronological designations of newsletters, bulletins, etc., within the service.

500 ## \$a The reporter contains binders: Current developments; Monographs; State solid waste--Land use; Federal laws; Federal regulations; State water laws; State air laws; Mining; Decisions (later published in bound volumes as Environment reporter. Cases).

500 ## \$a The service is divided into five parts: Treatise / by Jacob Mertens, Jr., and others (v., loose-leaf); Code, current volume (loose-leaf) and bound volumes, 1954-1958-; Code commentary (v., loose-leaf); Regulations, current volume (loose-leaf) and bound volumes, 1954-1960- ; Rulings, current volume (loose-leaf) and bound volumes, 1954-1957-

If a component is lacking, give such information in a note.

500 ## \$a Library of Congress lacks section: Mining. \$5 DLC

If, by exception, separate records are being created for the component parts, identify each part as an updating loose-leaf, multipart item, etc., and catalog it accordingly. In a note, indicate the relationship to the parent loose-leaf service and give a related work added entry for the loose-leaf service.



Treatment Examples

- **500** The reporter contains binders: Current developments; Monographs; State solid waste--Land use; Federal laws; Federal regulations; State water laws; State air laws; Mining; Decisions (later published in bound volumes as Environment reporter. Cases).
- **500** The service is divided into five parts: Treatise / by Jacob Mertens, Jr. and others (v., loose-leaf); Code, current volume (loose-leaf) and bound volumes, 1954-1958-; Code commentary (v., loose-leaf); Regulations, current volume (loose-leaf) and bound volumes, 1954-1960- ; Rulings, current volume (loose-leaf) and bound volumes, 1954-1957-
- **500** Library of Congress lacks section: Mining. \$5 DLC

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Loose-leaf Services

Pamphlets and paperbacks

- Current information of temporary or permanent value published also in pamphlet or paperback form
- Keyed to a section or a service or to several services
- Characteristics:
 - individual, distinctive titles
 - carry title of the service
 - numbering of a section of the service
 - usually a supplementary bulletin with the words "Extra," "Section 2," etc.

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For Instructor Background:

LCRI 12.0. GENERAL RULES continued

Loose-leaf Services

1) Pamphlets/paperbacks

Current information of temporary or permanent value may be published also in pamphlet or paperback form and be distributed to subscribers of a loose-leaf service as part of the subscription. Such publications are keyed to a section or a service or to several services. In addition to individual, distinctive titles, they carry also the title of the service and the numbering of a section of the service (usually a supplementary bulletin, to which is added a further distinguishing characteristic such as the words "Extra," "Section 2," etc. (e.g., "Bulletin 35, Extra" or "Report bulletin 24, Volume LIII (Section 2)").

LC practice: Although these publications are often indexed in the service, they are unsuitable for filing into the service. If such a publication is considered of permanent value, create a separate record. Because a pamphlet or paperback may be distributed to more than one service, do not include a note in the bibliographic record indicating a relationship to the loose-leaf service and do not give an added entry for the service.

At first, these publications may appear to be volumes in a monographic series because there is a comprehensive title (the title of the loose-leaf service), a type of numbering, and a volume title. To avoid confusion, create a series-like phrase series authority record; use the titles of the service and of the section of the service in the heading and give instructions for handling the materials in a note.

series authority record
130 #0 \$a Tax ideas. \$p Bulletin

667 ## \$a A separately numbered section of the loose-leaf service "Tax ideas." Bulletins issued in loose-leaf format are filed as a section of the parent loose-leaf. Catalog separately any material published in pamphlet or paperback form that carries the additional designation "Section 2;" do not indicate a relationship to the parent loose-leaf and do not give an added entry for the parent loose-leaf.

Pamphlets/paperbacks series authority record example

Series authority record:

130 _0 Tax ideas. \$p Bulletin

667 A separately numbered section of the loose-leaf service "Tax ideas." Bulletins issued in loose-leaf format are filed as a section of the parent loose-leaf. Catalog separately any material published in pamphlet or paperback form that carries the additional designation "Section 2;" do not indicate a relationship to the parent loose-leaf and do not give an added entry for the parent loose-leaf.

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Loose-leaf Services

Bulletins, newsletters, etc.

- Sections with independent numeric or chronological designations
- Contain latest developments in a particular field
- Information of permanent value often later included in main text

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For Instructor Background:

LCRI 12.0. GENERAL RULES continued **Loose-leaf Services**

2) *Sections with independent numeric or chronological designations: bulletins, newsletters, etc.*

Latest developments in a particular field are often reported and analyzed in special sections of a loose-leaf. These sections are typically called Bulletin, Newsletter, Report bulletin, Report, etc., and are for the most part indexed in the loose-leaf. They carry a numeric or chronological designation of their own. Information of permanent value from these sections is often later included in the main text and old issues can be periodically discarded or transferred.



Loose-leaf Services

LC practice for bulletins

- Do not create a separate record
- On record for updating loose-leaf, give a note
 - **500** Includes separately numbered section: Report bulletin.
 - **500** Includes separately numbered bulletin: Criminal law advocacy reporter.
- Make appropriate added entry

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For Instructor Background:

LCRI 12.0 May 9, 2002 draft

12.0. GENERAL RULES continued

Loose-leaf Services

LC practice: Do not create a separate record for such a section. Instead, on the bibliographic record for the updating loose-leaf, give a note explaining the inclusion of any separately numbered and separately titled section. Give an appropriate added entry for the section.

500 ## \$a Includes separately numbered section: Report bulletin.

500 ## \$a Includes separately numbered bulletin: Criminal law advocacy reporter.



Loose-leaf Services

Transfer volumes

- Bibliographic unit containing material of a permanent nature originally issued as a section of a loose-leaf service
- Material transferred from the loose-leaf service by one of the following modes:
 - Reissued by the publisher in bound form *or*
 - Transferred to permanent binders *or*
 - Bound separately by the subscriber

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For Instructor Background:

LCRI 12.0. GENERAL RULES continued **Loose-leaf Services**

3) *Transfer volumes*

A transfer volume is a bibliographic unit containing material of a permanent nature originally issued as a section or binder of a loose-leaf service. The material is transferred from the loose-leaf mode by one of the following methods: the material is reissued by the publisher in bound form and sent to the subscriber as part of a subscription or made available for separate purchase; the material is transferred from the original loose-leaf mode to permanent binders (sometimes supplied by the publisher) or bound separately by the subscriber.

Loose-leaf Services

LC practice for transfer volumes

- Do not create a separate bibliographic record for transfer material
- On record for the updating loose-leaf, give a note
- If the transfer section has a title of its own, cite the title in the note and give an added entry

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For Instructor Background:

LCRI 12.0. GENERAL RULES continued

Loose-leaf Services

LC practice: Generally, do not create a separate bibliographic record for the transfer material. Instead, on the bibliographic record for the updating loose-leaf, give a note explaining the inclusion of transfer material of permanent value. If the transfer section has a title of its own or acquires a title of its own in its transferred/bound stage, cite the title in the note and give an added entry.

500 ## \$a Material of permanent value is removed periodically and bound in separate volume.

500 ## \$a Material of permanent value is transferred from time to time to storage binders.

500 ## \$a Prebound, separately numbered volumes with title Administrative law decisions, containing reports of decisions of the Administrative Appeals Tribunal, periodically replace the reports and decisions in the section entitled Administrative law decisions.

If a separate bibliographic record is created for the transfer material, include a note explaining the relationship to the updating loose-leaf.

245 00 \$a Environment reporter. \$p Cases.

500 ## \$a These volumes replace the opinions published in loose-leaf format in the "Decisions" binder of Environment reporter.



Loose-leaf Services

Physical description of transfer volumes (LCRI 12.5B1)

- Do not give number of transfer volumes for loose-leaf still in progress
300 \$a v. (loose-leaf), v. (transfer)
- Give number of transfer volumes for completed loose-leaf
300 \$a 2 v. (loose-leaf), 4 v. (transfer)

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For Instructor Background:

LCRI 12.5B1

Updating Loose-Leafs

Note: Prior to Dec. 1, 2002, the number of volumes was included for updating loose-leafs that were still in progress. LC/PCC practice: Generally, do not update those records.

If the updating loose-leaf includes transfer volumes, describe the extent in terms of "loose-leaf" and "transfer."

300 ## \$a v. (loose-leaf), v. (transfer)



Loose-leaf Services

Sample notes for transfer volumes

- **500** Material of permanent value is removed periodically and bound in separate volume.
- **500** Material of permanent value is transferred from time to time to storage binders.
- **500** Prebound, separately numbered volumes with title Administrative law decisions, containing reports of decisions of the Administrative Appeals Tribunal, periodically replace the reports and decisions in the section entitled Administrative law decisions.

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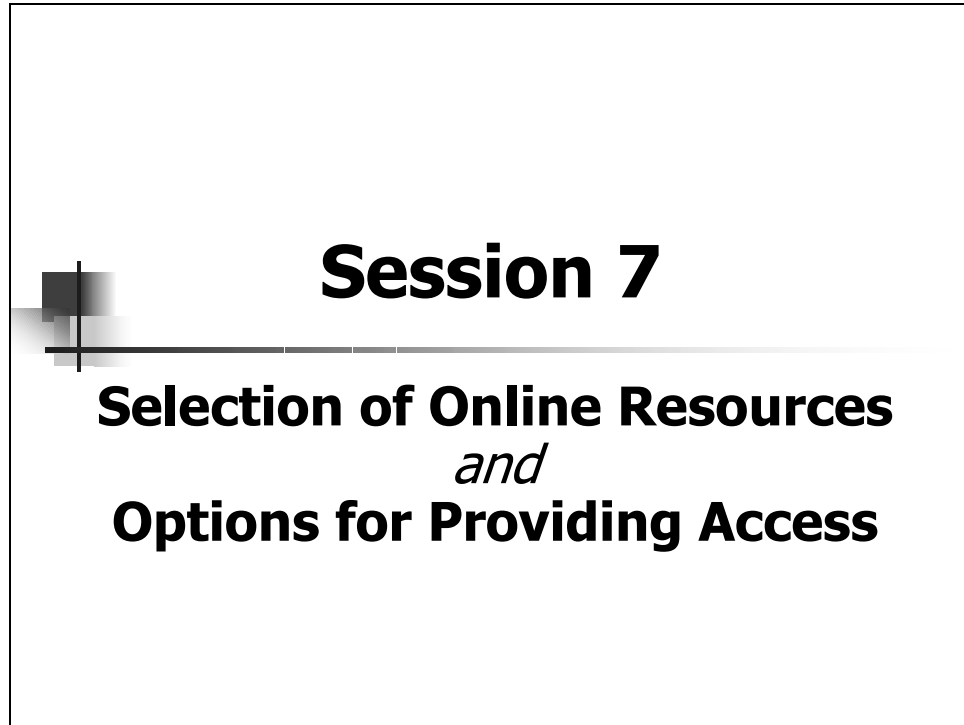
Loose-leaf Services

- If a separate bibliographic record is created for transfer material, include a note explaining the relationship

245 00 Environment reporter. \$p Cases.

500 These volumes replace the opinions published in loose-leaf format in the "Decisions" binder of Environment reporter.

Session 7 Selection of Online Resources and Options for Providing Access

**Object:**

The object of this session is to explore (1) various criteria for selecting online resources for cataloging, especially freely-available Web resources and (2) various options for providing access to these resources, as well as some of the advantages and disadvantages of each option.

Warm Up Exercises

None. This session is designed to be primarily a participatory exercise for small groups or the entire class and for the instructor to present the participants' ideas and/or some existing content slides.

References

Most importantly the instructor should carefully study and adapt these slides for a preferred method of conducting this session.

The Instructor may wish to consult some of the references in the Bibliography -- Appendix F, section C.

Session 7: Selection of Web Resources for Cataloging

- How do libraries decide which online integrating resources to catalog?
- What are some common criteria used to select no-fee Web sites for inclusion in the OPAC?
- What are alternative methods of resource description for free Web sites and local digital collections?
- Who makes selection and cataloging decisions?

2

Session 7 is intended to consist almost entirely of discussion and group participation and sharing. But there are also content slides that the instructor may use or adapt as desired. Suggestions for their use will follow the questions and objectives slides.

The questions listed on this slide are those that the workshop participants will explore in Session 7 in general. This slide is meant to be an introductory slide before the actual issues are explored.

The following slides include (1) questions and (2) objectives for group discussion. One or the other approach should probably be selected. If time permits, the group objectives will cover the most territory and more fully explore the topics.

Depending on time and particular group and trainer needs or preferences, participants can be split into small groups (e.g., 4-5 each) to discuss each of the questions or to accomplish each of the objectives, to make a list of their answers, and to share with the whole group in the later part of the session. Or the entire large group could work through all the questions and/or objectives together as a large group. Another option, which may be the best choice, is to assign one of the specific objectives to each small group.

If using small groups, one member of each group should be selected or designated as a recorder and the same or a different person to be a reporter to share the results of the small group with whole class at the end of this session.

The goal is to get participants to think about these issues, and especially to share what they already know through their own experience at their own institutions or what they have already read and/or thought about these topics.

The following slides list specific questions for the small or large groups to work through.

Discussion Questions: Current Local Practice

- What kinds of online resources does your institution catalog?
 - Does this include integrating resources (updating Web sites and online databases)?
- Who makes the selection decisions?
- Using what criteria, established by whom?
- Where do the records reside?
- What metadata and/or cataloging standards are used?
 - If using non-MARC metadata for digital collections or selected Web resources, who creates this metadata?

3

These questions ask participants to share their own experiences: what their institution is doing.

These questions could be used instead of, or in addition to, the 5 topics / discussion group objectives on the following two slides.

Or they could be incorporated into group responses to the proposed objectives.



Discussion Group Objectives (1)

1. Develop a set of categories into which we can group online resources to help institutions make selection decisions
2. Develop a list of alternatives for who could and should make selection decisions for online resources within an institution (individuals, groups, teams)
3. Develop a list of advantages and disadvantages to providing access to no-fee Web resources via the library OPAC vs. the library Web site

4

These are “assignments” for the whole group or individual small groups.

Depending on time and preferences, one topic may be assigned to a single group or all topics to each individual group.

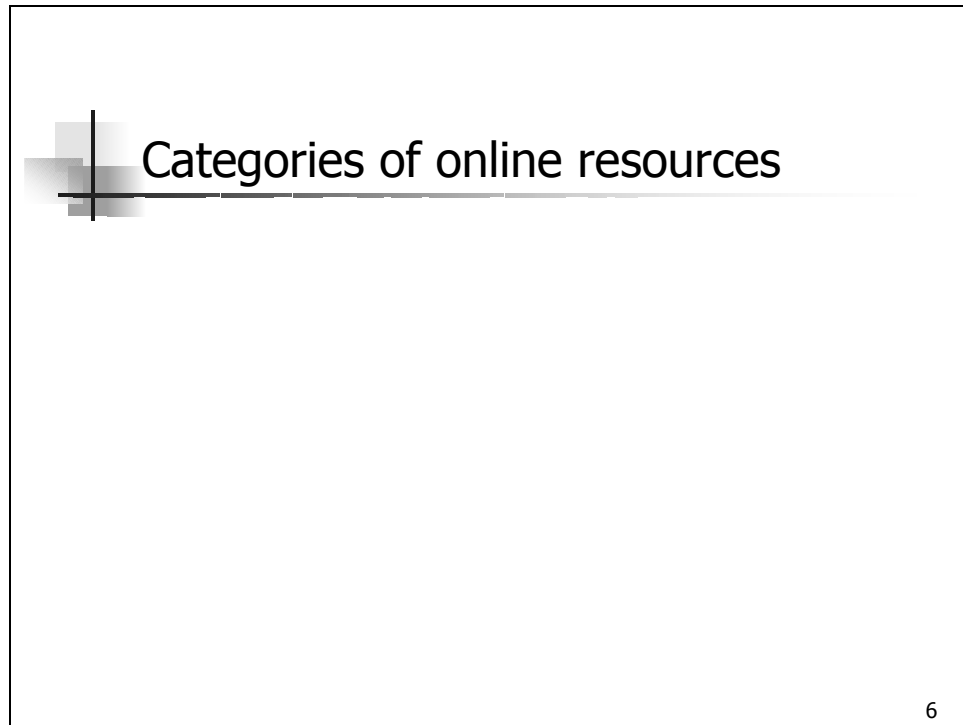
Another possibility is to put objectives 1 and 2 together since they may require less time and effort than the others (3-5).



Discussion Group Objectives (2)

4. Develop a set of common selection criteria for online resources to be cataloged using AACR and MARC
 - Focus on the selection of freely-available Web resources rather than fee-based, licensed resources
 - Focus on a particular type of institution if you wish, or develop broad criteria potentially applicable to many types of institutions
5. Develop a list of some primary alternatives for providing access to Web resources selected by a library
 - Are there other options in addition to the OPAC and Web site?
 - Include some alternative resource description (metadata) standards beside AACR2 and MARC and issues involved with using them.

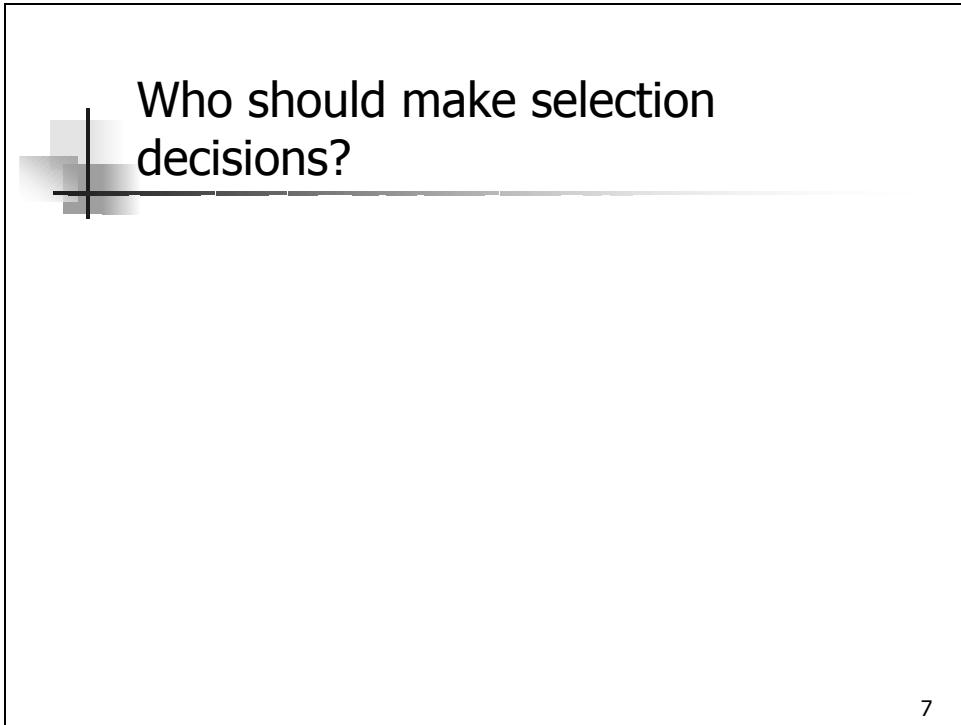
5



This and the next few slides intentionally contain headers only and no bulleted content. These slides are provided in case the instructor wishes to type in participants' responses when going over them as a group –either when the group is asked to think of items for each of these categories or (2) as they are reported by each small group representative if participants work in small groups.

If not used, these slides should be deleted prior to the class session.

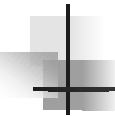
If used, additional slides may need to be added if too much content is shared to fit onto a single slide for a given topic [click on Insert New slide and click OK for the pre-selected auto-layout].




Who should make selection decisions?

7

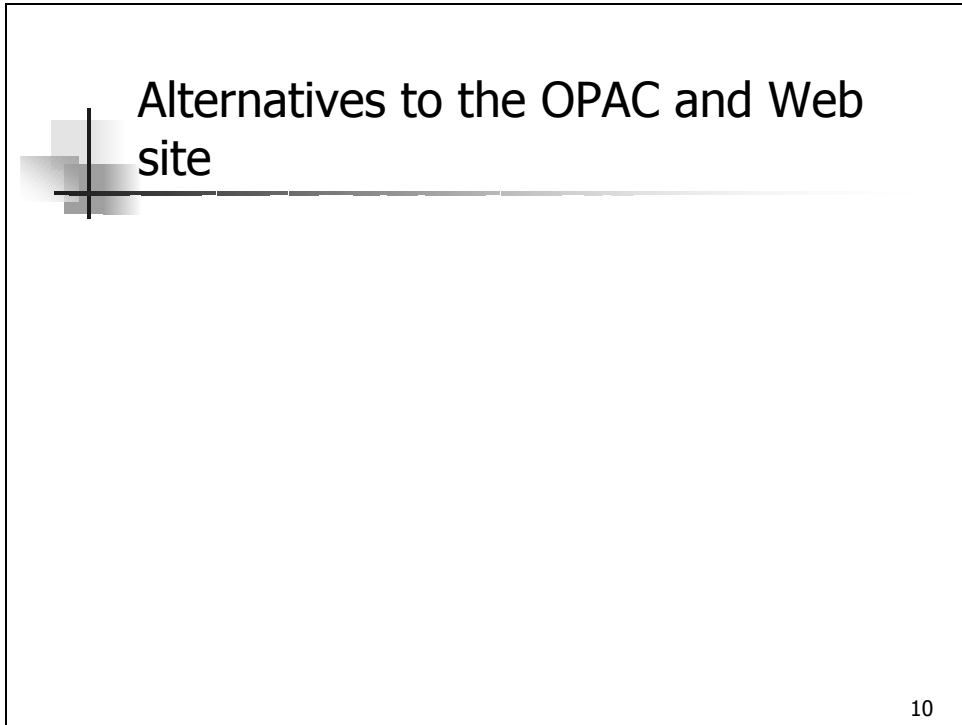
The image shows a rectangular box with a black border. Inside the box, the text "Who should make selection decisions?" is written in a black, sans-serif font. To the left of the text is a decorative graphic consisting of several overlapping, semi-transparent gray squares and a thin black crosshair. A horizontal line extends from the end of the text across the width of the box. In the bottom right corner of the box, the number "7" is printed.

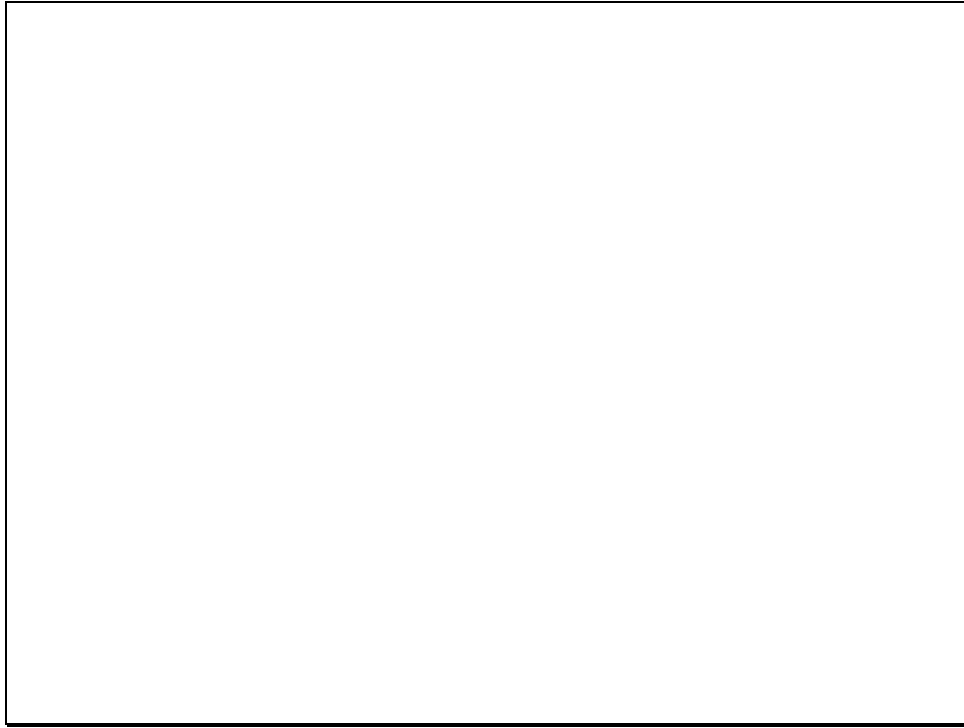


Selection criteria for free Web sites
to be cataloged



Access via OPAC vs. Web site:
advantages and disadvantages





This slide is intentionally blank to separate the questions / group objectives from pre-made content / answers that follow.

Categories of Online Resources

- Resources the library purchases or licenses
 - E.g., e-journals, e-books, online indexes and databases
- Online resources the library or local institution “publishes”
 - Local Web sites
 - Local digital collections
 - Results of digitization projects (text, images, sound, video, etc.)
 - Item-level records or collection-level records or both
- Freely-available online resources
 - i.e., non-local, no-fee online resources
 - “Third-party Internet resources that the library neither purchases nor licenses” (Childress)

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This is the first of several content slides that instructors may use in different ways. If time is short and not much discussion is possible, or if the group does not seem to be very active, the instructor can make use of this content to explore the topics, and provide some common answers to the questions.

Or they can be used after the group discussion process and each group’s answers compared with the content of these slides to see if they concur and what new aspects participants can add to what’s on the slides or what new aspects the slides mention that participants did not think of.

Note regarding the content of this particular slide: that at the collection-level, in contrast with the item-level, online digital collections are usually integrating resources (they may be finite or continuing, depending on whether or not they are intended to be updated indefinitely or for a limited duration of time until the particular digital collection is complete).

Another possible category: the availability of sets of records for electronic resources, some of which are free to anyone who wants to load them (e.g. the Making of America records for digitized books from the University of Michigan and the Documenting the American South project from University of North Carolina) and some that you can buy (e.g. MARCIVE records for electronic federal documents).



Who Makes Selection Decisions?

- Catalogers
- Subject specialists
- Bibliographers
- Reference librarians
- Cross-functional teams
 - E.g., collection management, public services, technical services.
- User community requests
 - Public, faculty, staff, students, special library clientele, etc.
- Others?

13



Selection Criteria

- General considerations:
 - Fee-based resources vs. no-fee resources
 - Use same general criteria as for print and other tangible resources
 - Include in library's written collection development policy



Some Common Selection Criteria for Free Web Sites (1)

- The Web site should not be just a list of links to other Web sites:
 - e.g., the Web site should be a searchable database with direct access to the information; not just a link out to the information
- Should be relevant to the information needs of the library's patrons
- Should complement or enhance the information already available on the library's Web page or collection
- Should provide credible and accurate information
- Should be "user-friendly"
- The author or source of the material should be an authority on the subject
- The site should have favorable reviews

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Some Common Selection Criteria for Free Web Sites (2)

- The site should be set up in a logical, systematic way, such that a novice Internet user will be able to easily access and use it
- Permanence of site
- The site should be stable, with infrequent down times
- The site should adhere to a policy of periodic review and updating of content
- The site should state a policy for inclusion or exclusion of information
- Web sites should be checked on a regular basis: delete sites that no longer exist or no longer meet the majority of selection requirements

[This list taken from **Robert McWilliam**, "Web site selection and related cataloguing issues," a message to the Autocat online discussion list, Sunday, July 21, 2002]



Alternative selection approaches

- “Vertical file” collection approach
 - Consider print and other “standard” resources as primary, all are cataloged in OPAC
 - Collect and catalog Web resources to supplement primary collection, much as vertical file collections do
 - Could include cataloging Internet supplements to library’s primary, mostly hard copy resources
- Gift materials collection approach
 - Regard freely-available Internet resource similar to a large donation of gift materials
 - Selectively add only some
 - Adopt aggressive weeding/replacement policy

Taken from Eric Childress, “Perfect in So Many Ways”, *Journal of Internet Cataloging* 5(2) 2002, p. 24

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As with any of these slides, the instructor may use it, delete it, or adapt it as desired. But if used, credit should be given: these two approaches, their names and definitions, are taken from Eric Childress, “Perfect in so many ways”, *Journal of Internet Cataloging* 5(2) 2002, p. 24.

“Vertical file” is a term that Childress uses as an analogy, not to be taken literally.

Options for providing access to free Web resources

1. **Library online catalog (OPAC)**
 - Full-level AACR/MARC records
 - Less-than-full-level records
2. **Library Web site / subject gateway**
 - List of links / subject 'pathfinder' with or without descriptions/annotations
3. **Separate database**
 - Surrogate records created according to Dublin Core or other content standard

What are some advantages and disadvantages of each option?



Access via library online catalog (1)

- Some possible advantages:
 - Provides integration with other resources and a “one-stop shopping” for users
 - Patron needs to search only one source (the OPAC)
 - Integrates online resources with others on same subject, by same person, etc.
 - Allows searching by controlled access points
 - Includes searching by LC subject headings
 - Keyword access also available within catalog database
 - URLs may be regularly checked and maintained
 - Makes use of the existing library system, avoiding development costs of separate database
 - Electronic resources enhance the library’s “collection”

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Access via library online catalog (2)

- Some possible disadvantages:
 - Increased workload for tech services staff
 - Add selected Web resources on top of tangible resources needing to be cataloged
 - Could develop growing backlog of uncataloged resources
 - Link checking and URL maintenance
 - How many patrons will use the catalog to find Web resources?
 - Duplication of effort if list of resources on library Web page / subject gateway is also maintained by public services staff

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Access via library Web site/gateway

- Some possible advantages:
 - Less burden on cataloging staff
 - Potentially less time-intensive than creating AACR/MARC records
- Some possible disadvantages:
 - Requires the patron to look in two different places: library's Web site and OPAC
 - No authority-controlled access point searching, especially subject headings
 - Potentially more intensive maintenance needed since there may be no automated report of "broken" URLs

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Access via both OPAC and Web site

- Combination of above
 - Potential advantage:
 - Users can find Internet resources in two ways: either through the catalog or via subject gateways
 - Access can be both/and rather than either/or
 - Potential disadvantage:
 - Duplication of effort if list of resources on library Web page / subject gateway is also maintained by public services staff



Access via separate database

- May use non-MARC, Dublin Core, or other simpler kinds of metadata / records
- Issues may include:
 - Content standard
 - Encoding standard
 - Database searchability / access points / indexing
- Advantages?
- Disadvantages?

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Alternative Standards to AACR/MARC

- Dublin Core
- VRA Core Categories
- EAD (Encoded Archival Description)
- TEI (Text Encoding Initiative)
- Other?
- Issues with using alternative metadata standards for resource discovery
 - content standards (set of metadata elements)
 - encoding standards (machine-readability)
 - information retrieval systems (able to read and use the metadata)

24



Acknowledgments

- Many of the categories and criteria in this set of slides come from the following sources:
 - Eric Childress (OCLC) with Eric Jul (OCLC):
 - Article in *Journal of Internet Cataloging* Vol. 5(2) 2002, p.21-25: "Perfect in so Many Ways"
 - Robert McWilliam (Sault Ste. Marie Public Library, Ontario):
 - Autocat posting, July 21, 2002: "Web site selection and related cataloguing issues"
 - Karen Selden (University of Colorado Law Library):
 - Autocat posting, August 2, 2002: "The Catalog vs. The Homepage: Best Practices in Providing Access to Electronic Resources"

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Additional Resources

- See Bibliography in Appendix E of course materials

Appendix A: Marc Tagging for Integrating Resources
For General Reference and Use with Workshop Exercises

Contents

MARC 21 Codes for Integrating Resources

Fixed Field Combinations in Integrating Resource Records

Commonly Used Tags in Records for Integrating Resources

Leader/Position 06 *Type of Record*

006 *Fixed-length Data Elements -- Additional Material Characteristics--Computer Files/Electronic Resources*

Data Elements for 006 *Fixed-length Data Elements--Additional Material Characteristics--Continuing Resources* and 008 *Fixed-length Data Elements--Continuing resources*

008 *Control Field -- All Materials / Position 06 Type of Date/Publication Status*

007 *Physical description fixed field -- Electronic resource*

Field 246 *Varying form of title* indicators

Selected Linking Entry Fields: Indicators and Subfields

Field 856 *Electronic location and access*

MARC 21 Codes for Integrating Resources

022/222	ISSNs and key-titles can now be given in records for integrating resources (12.8B1, 12.8C1).
247/547	These fields for earlier titles proper will now be used in records for integrating resources (LCRI 12.7B4.1, 12.7B4.2, LCRI 12.7B4.2).
310/321	These fields are now also applicable to frequency notes for updates to integrating resources (12.7B1, LCRI 12.7B1).
362 1	This field is now also applicable to notes for beginning and/or ending publication dates for integrating resources [and multipart items] (1.4F8, 12.7B11.1).
550	This field is now also applicable to issuing body notes for integrating resources (12.7B7.1, 12.7B7.2).
580, 760-787	These fields are now also applicable to reciprocal relationships involving integrating resources (12.7B8, LCRI 12.7B8, LCRI 21.28B1).

Fixed Field Combinations in Integrating Resource Records

Print Integrating resource (Updating loose-leaf)	Leader →	Type = a BLvl = i
	008 →	Continuing resource
Electronic integrating resource (Updating database – Textual)	Leader →	Type = a BLvl = i
	008 →	Continuing resource
	006 →	Electronic resources
	007 →	Electronic resources
Computer file integrating resource (Non-language-based)	Leader →	Type = m BLvl = i
	008 →	Computer file
	006 →	Continuing resource
	007 →	Computer file
Updating cartographic website	Leader →	Type = e BLvl = i
	008 →	Map
	006 →	Continuing resource
	006 →	Computer file
	007 →	Map or Atlas (Optional)
	007 →	Electronic resource

Commonly Used Tags in Records for Integrating Resources

Following is a selected list of MARC tags that are frequently used in electronic integrating resource records. Consult the *MARC 21 Format for Bibliographic Data*, *OCLC Bibliographic Formats and Standards*, and RLIN documentation for a complete list and instructions on their use.

Leader/008	Fixed field display found in workforms on OCLC or local systems
007	Physical description fixed field
010	LC control number
020	ISBN
022	ISSN
050	LC classification number
100	Main entry—personal name
110	Main entry—corporate body
111	Main entry—conference name
130	Main entry—uniform title
222	Key title (assigned in conjunction with ISSN)
245	Title and statement of responsibility
246	Varying form of title (used both for current title variants and for title information other than title proper for former titles, e.g., former parallel title, subtitle, variant title, etc.)
247	Former title proper
250	Edition statement
256	Type and extent of electronic resource (not used in LC original cataloging)
260	Publishing statement
300	Physical description (not used for remote access electronic resources)
310/321	Current and former frequency
362 1	date note used when date information is not recorded in area 4 (260 \$c)
440/490	Series statement
538	Mode of access (for electronic resources)
538	System details note (for electronic resources)
500	General note (source of title, item described, all notes with no specific 5XX tag)
516	Type of electronic resource
530	Additional physical form available
546	Language note
547	Former title complexity note
550	Issuing bodies note
580	Linking entry complexity note
6XX	Subject headings

700	Added entry—Personal name
710	Added entry—Corporate body name
730	Added entry—Uniform title
740	Added entry—Uncontrolled related/analytical title
76X-78X	Linking entry fields (prefer using \$i for note rather than 530 or 580 when possible)
8XX	Series added entries
856	Electronic location and access

Leader/Position 06 *Type of Record*

Indicates the characteristics of and defines the components of the record.

a Language material	g Projected medium	o Kit
c Notated music	i Nonmusical sound recording	p Mixed material
d Manuscript notated music	j Musical sound recording	r Three-dimensional artifact or naturally occurring object
e Cartographic material	k 2 dimen. nonprojectable graphic	
f Manuscript cartographic material	m Computer file	t Manuscript language material

Additional Guidelines for the exercises

Use value "a" *Language material* for:

- World Wide Web Sites, when the content consists of primarily textual Web pages with incidental images, hypertext links, or search software: ACLU web site
- Collections or databases of textual electronic serials with search software
- Web portal pages consisting of textual links to other resources
- Online bibliographic databases such as library online catalogs
- Numeric data presented in tabular form not manipulable by computer

Use value "m" *Computer file* for the following resources:

- Computer Software, when the resource consists of computer software, including programs, games and fonts.
- Numeric Data, when the resource consists of numeric data such as census or survey data that resides in a database and that is manipulable by computer. [Numeric data presented solely in eye readable, tabular form and that is not manipulable by computer is the equivalent of a text document and is cataloged as language material (Type "a")]
- Computer-Oriented Multimedia, when the resource consists of (1) the combination of two or more media, such as audio, video, images, animation, etc., and (2) no single aspect comprises the significant content.
- Online System or Service, when the resource constitutes an online system or service supports system-based user interaction. The presence of search software or of active hyper-links does not constitute computer programs and do not make resources online systems or services for cataloging purposes. In the area of online systems and services, consider whether the system itself (for example, a library system providing an interface to several databases), or the content of the several constituent databases, is being cataloged. When cataloging the system itself, use "Type" code "m" and "File" code "j".

Examples of online systems or services include: Online library systems (consisting of a variety of databases), FTP sites, Electronic bulletin boards, Network information centers, Campus-wide information systems, Discussion groups or lists (via "listserv" or newsgroup), News and weather reports with system-based user interaction, Airline reservation systems, and Online stock investment sites.

References:

Guidelines for Coding Electronic Resources in Leader/06. Network Development and MARC Standards Office, Library of Congress.

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

Cataloging Electronic Resources: OCLC-MARC Coding Guidelines

<http://www.oclc.org/connexion/documentation/type.htm>

Examples of types of electronic resources¹

Example	LDR/06	008/26	006/09
Online Bibliographic Database <i>LC-Books file</i> <i>Medline</i>	a		e
Collection of online databases <i>MEDLARS</i> <i>LOCIS</i> <i>LC-MUMS</i>	m	j	
Web-based computer software <i>The universal currency converter</i>	m	b	
CD-ROM of a census with manipulable numeric data (Mono or serial) <i>1996 National and state summary data tables ()</i> <i>Common core of data (CCD)</i>	m	a	
Electronic serial with search software <i>MLA international bibliography</i>	a		e
Collection of electronic serials with search software <i>JSTOR</i> <i>Project Muse</i>	a		d
Electronic journal <i>American imago</i>	a		d
CD-ROM of a census in textual form (mono or serial) <i>County business patterns</i>	a		d
Online system or service <i>Internet Grateful Med</i> <i>Airline reservation system</i> <i>Online stock investment site</i>	m	j	
Web site with significant audio and video <i>CNN Web site</i>	m	m	
Web "portal page" (Web page with collection of links) <i>Tools for serials catalogers</i>	a		d

¹ Extract from *Guidelines for Coding Electronic Resources in Leader/06*. Network Development and MARC Standards Office, Library of Congress. <http://lcweb.loc.gov/marc/ldr06guide.html>

**006 Fixed-length Data Elements -- Additional Material Characteristics
Computer Files/Electronic Resources**

006-ER Position	Data element	006-ER Position	Data element
00	Form of material Code "m" is used to identify field 006 as containing coded data elements relating to an electronic resource	05	Target audience
		09	Type of computer file
		11	Government Publication

Target audience (Audn:) (006/05) (Electronic resources, Music, Visual)

A one-character code that indicates the audience for which the item is intended.

- | | | |
|----------------------------|------------------|---------------|
| # Unknown or not specified | c Pre-adolescent | f Specialized |
| a Preschool | d Adolescent | g General |
| b Primary | e Adult | j Juvenile |

Type of computer file (File:) (006/09)

A one-character code that indicates the type of computer file described in the bibliographic record.

- | | | |
|---|----------------------|----------------------------|
| a Numeric data | d Document | i Interactive multimedia |
| b Computer program | e Bibliographic data | j Online system or service |
| a Representational
Pictorial or graphic information
that can be manipulated in
conjunction with other types of
files. | f Font | m Combination |
| | g Game | u Unknown |
| | h Sound | z Other |

Government Publication (GPub:) (006/11)

A one-character code that indicates whether an item is published or produced by or for a government agency, and, if so, the jurisdictional level of the agency.

- | | | |
|---|--|--|
| # Not a government publication | i International
intergovernmental | s State, provincial, territorial,
dependent, etc. |
| a Autonomous or semi-
autonomous component | l Local | u Unknown if item is
government publication |
| c Multilocal | m Multistate | z Other |
| f Federal/national | o Government publication--
level undetermined | |

Data Elements for 006 *Fixed-length Data Elements--Additional Material Characteristics--Continuing Resources* and 008 *Fixed-length Data Elements--Continuing resources*

006-CR Position	008-CR Position	Data element	006-CR Position	008-CR Position	Data element
00		Form of material. Code "s" is used to identify field 006 as containing coded data elements relating to a continuing resource	06	23	Form of item
			07	24	Nature of entire work
			08-10	25-27	Nature of contents
01	18	Frequency	11	28	Government publication
02	19	Regularity	12	29	Conference publication
03	20	ISSN Center	13-15	30-32	Undefined

04	21	Type of continuing resource	16	33	Original alphabet/script of title
05	22	Form of original item	17	34	Entry convention
<p><i>LC Practice:</i> While employing the interim practice of using a combination of fields 008—<i>Books</i> and 006—<i>Continuing resource</i> on records for integrating resources, code only the following positions in the 006-CR: 006/01 Frequency, 006/04 Type of continuing resource, 006/17 Entry convention, and 006/06 Form of item [only for electronic resources]. Use the fill character for the other positions.</p>					

Frequency (Freq:) (006/01 008/18)

A one-character code that indicates the frequency of an item; used in conjunction with *Regularity*.

#	No determinable frequency (intentionally irregular)	j	Three times a month
a	Annual	k	Continuously updated
b	Bimonthly (Includes 6, 7, or 8 numbers a year)	m	Monthly (Includes 9, 10, 11, or 12 numbers a year)
c	Semiweekly	q	Quarterly (Includes 4 numbers a year)
d	Daily	s	Semimonthly
e	Biweekly	t	Three times a year
f	Semiannual (Includes 2 numbers a year)	u	Unknown
g	Biennial	w	Weekly
h	Triennial	z	Other
i	Three times a week		No attempt to code

Regularity (Regl:) (006/02 008/19)

A one-character code that indicates the intended regularity of an item; used in conjunction with *Frequency*.

n	Normalized irregular Predictable irregularity pattern	x	Completely irregular Intentionally irregular or the frequency is expressed on the item as <i>numbers per year</i> .
r	Regular		No attempt to code
u	Unknown		

Type of continuing resource (SrTp:) (006/04 008/21)

A one-character code that indicates the type of continuing resource.

#	None of the following	m	Monographic series	w	Updating Web site
d	Updating database	n	Newspaper		No attempt to code
l	Updating loose-leaf	p	Periodical		

Form of item (Form:) (006/06 008/23)

A one-character code that indicates the form of material for the item being described.

In records for electronic integrating resources which include Field 006—*Continuing resource*, code position 06 *Form of item* with value “s” for “electronic.” Make a determination about position 05 *Form of original item* based on the particular resource being cataloged.

Form of original item (Orig:) (006/05 008/22)

A one-character code that indicates the form of material in which an item was originally published.

- | | | |
|-------------------------|--------------------|---------------------|
| # None of the following | c Microopaque | f Braille |
| a Microfilm | d Large print | s Electronic |
| b Microfiche | e Newspaper format | |

Nature of entire work (EntW:) (006/07 008/24) and Nature of contents (Cont:) (006/08-10 008/25-27)

Nature of entire work contains a one-character code that indicates the nature of a resource if it consists entirely of a certain type of material. If more than one code is applicable, this position contains a blank and up to three codes may be recorded in *Nature of contents* to indicate that a resource contains certain types of materials. If fewer than three codes are assigned, the codes are left justified and each unused position contains a blank.

# No specified nature of contents	h Biography	q Filmographies
a Abstracts/summaries	i Indexes	r Directories
b Bibliographies	k Discographies	s Statistics
c Catalogs	l Legislation	t Technical reports
d Dictionaries	m Theses	u Standards/specifications
e Encyclopedias	n Subject area literature surveys	v Legal cases and case notes
f Handbooks	o Reviews	w Law reports and digests
g Legal articles	p Programmed texts	z Treaties

Government Publication (GPub:) (006/11)

A one-character code that indicates whether an item is published or produced by or for a government agency, and, if so, the jurisdictional level of the agency.

# Not a government publication	i International intergovernmental	s State, provincial, territorial, dependent, etc.
a Autonomous or semi-autonomous component	l Local	
c Multilocal	m Multistate	u Unknown if item is government publication
f Federal/national	o Government publication--level undetermined	z Other

Conference publication (Conf:) (006/12 008/29)

A one-character code that indicates whether an item consists of the proceedings, reports, or summaries of a conference.

0 Not a conference publication	1 Conference publication	No attempt to code
--------------------------------	--------------------------	--------------------

Original alphabet or script of title (Alph:) (006/16 008/33)

A one-character code that indicates the original alphabet or script of the language of the title on the source item upon which the key title (field 222) is based.

# No alphabet or script given	e Chinese	k Korean
a Basic Roman	f Arabic	l Tamil
b Extended Roman (Includes diacritics and special characters)	g Greek	u Unknown
c Cyrillic	h Hebrew	z Other (Includes titles that incorporate words from more than one alphabet or script)
	i Thai	

d Japanese

j Devanagari

Entry convention (S/L:) (006/17 008/34)

A one-character code that indicates whether an item was cataloged according to successive entry, latest entry or integrated entry cataloging conventions.

- 0 Successive entry: A new bibliographic record is created each time a title changes or a corporate body used as a main entry or uniform title qualifier changes. The earlier or later title or author/title is recorded in a linking 780/785 field in each record.
- 1 Latest entry: The item is cataloged under its most recent title or issuing body (pre-AACR cataloging rules). All former titles and/or issuing bodies are given in notes (fields 247, 547, and 550).
- 2 Integrated entry: A record is cataloged under its latest (most recent) title and/or responsible person or corporate body. It is used for integrating resources and electronic serials that do not retain their earlier titles.

008 Control Field -- All Materials / Position 06 Type of Date/Publication Status

Use with BLvl code "i"	c	Continuing resource currently published
	d	Continuing resource ceased publication
	u	Continuing resource status unknown

007 Physical description fixed field -- Electronic resource

Commonly used positions			Optional positions (for digitally reformatted materials)		
007-ER Position	OCLC Subfield	Data element	007-ER Position	OCLC Subfield	Data element
00	\$a	Category of material	06-08	\$g	Image bit depth
01	\$b	Specific material designation	09	\$h	File formats
03	\$d	Color	10	\$i	Quality assurance target(s)
04	\$e	Dimensions	11	\$j	Antecedent/Source
05	\$f	Sound	12	\$k	Level of compression
			13	\$l	Reformatting quality

007/00 (OCLC \$a) Category of material

Code 'c' for *Electronic resource* is used for all electronic resources (i.e., both programs, data files, etc.), which consist of digitized machine-readable data, program code, etc. intended to be accessed, processed, or executed by a computer.

007/01 (OCLC \$b) *Specific material designation [SMD]*

Indicates the class of material (usually the class of physical object) to which an item belongs (e.g., a magnetic disk).

Code 'r' for *remote* is used for remote access electronic resources.

007/03 (OCLC \$d) *Color*

a One color	g Gray scale	u Unknown
b Black and white	m Mixed	z Other
c Multicolored	n Not applicable	No attempt to code

Use code "m" for Web pages and sites with mixtures of text and images in B&W, gray scale, and color. Use "c" for colored images (digitized color photos, etc.). Use the fill character if no attempt is made to code the position.

007/05 (OCLC \$f) *Sound*

# No sound (silent)	u Unknown
a Sound	No attempt to code

Use code "a" if the online resource includes digitally encoded sound. Use blank if it does not. Use "u" if unknown or not feasible to explore entire Web site or database for possible presence of sound files. Use the fill character if no attempt is made to code the position.

Field 246 *Varying form of title* indicators

Type of variant title	1 st ind. Title added entry	2 nd ind. Display constant	\$i usage
Alternate form of word, etc. in 245 or other source	3	#	
At head of title	1	#	\$i
Corrected form of title (when sic or i.e. used in 245)	3	#	
Other title information from 245	3	0	
Other title information from source other than 245 (source supplied by cataloger in subfield \$i)	1	#	\$i
Parallel title from 245	3	1	
Portion of title proper from 245: <ul style="list-style-type: none"> • Portion of title proper, exclusive of an alternative title • Portion of title proper that is an alternative title • Portion of title proper that is a part title or section title • Portion of title proper, exclusive of introductory terms, etc. • Portion of title proper that is emphasized by typography or other similar conditions 	3	0	
Any other condition not covered by one of the categories above, including former subtitles of previous iterations	1	#	\$i

Selected Linking Entry Fields: Indicators and Subfields

Indicators

First indicator for all linking fields:

- 0 Display note 1 Do not display note
 (When subfield \$i *Display text* or field 580 *Linking entry complexity note* are used)

Second indicator for selected linking fields:

Tag	Link	Second Indicator (Display constant)	
770	Supplement/Special issue	# Has supplement	8 No display constant generated
772	Supplement parent entry	# Supplement to	8 No display constant generated
775	Other edition entry	# Other edition available	8 No display constant generated

776	Additional physical form entry	# Available in another form	8 No display constant generated
780	Preceding entry	0 Continues 1 Continues in part 2 Supersedes [pre-AACR2] 3 Supersedes in part [pre-AACR2]	4 Formed by the union of ... and ... * 5 Absorbed 6 Absorbed in part 7 Separated from
785	Succeeding entry	0 Continued by 1 Continued in part by 2 Superseded by [pre-AACR2] 3 Superseded in part by [pre-AACR2] 4 Absorbed by	5 Absorbed in part by 6 Split into ... and ... * 7 Merged with ... to form ... * 8 Changed back to [pre-AACR2]
787	Nonspecific relationship entry	# Related item	8 No display constant generated
* Requires subfield \$i <i>Display text</i> or field 580 <i>Linking entry complexity note</i>			

Field 856 *Electronic location and access*

Indicators

First indicator: Access method

Second indicator: Relationship

No information provided

No information provided

0 Email

0 Resource

1 FTP

1 Version of resource

2 Remote login (Telnet)

2 Related resource

3 Dial-up

8 No display constant generated

4 HTTP

7 Method specified in subfield \$2

Subfields

a Host name

k Password

t Terminal emulation

b Access number

l Logon

u Uniform Resource Identifier

c Compression information

m Contact for access assistance

v Hours access method available

d Path

n Name of host location in subfield \$a

w Record control number

f Electronic name

o Operating system

x Nonpublic note

g Uniform Resource Name [obsolete]

p Port

y Link text

h	Processor of request	q	Electronic format type	z	Public note
i	Instruction	r	Settings	2	Access method
j	BPS	s	File size	3	Materials specified

Diacritics and special characters in URLs

Substitute hexadecimal notation for diacritics and special characters in Uniform Resource Identifiers. When recording a URI in subfield \$u, replace the following diacritics and special characters with their hexadecimal notation equivalents (i.e., the hexadecimal value for the diacritic and special character preceded by the percent (%) sign). The spacing underscore (_) is replaced by **%5F** and the spacing tilde (~) is replaced by **%7E**.

Appendix B: Answers to Exercises

Session 1 Exercises – Answers

Resource A:

- A monograph. This is an electronic book available from netLibrary. This is an online version of its print counterpart. The content of the book does not change over time.

Resource B:

- An integrating resource. This particular integrating resource appears to be finite rather than continuing, in that updates appear to have ceased. (Note the “Last Modified” date at the bottom of the home page screen.)

Resource C:

- A serial. Besides its title and other evidence from the home page, the second screen shot shows that it has numbered issues that remain as “discrete parts” available online. This is also an online version of its print counterpart.

Resource D:

- Probably an integrating resource, but possibly a serial. Note the statement of regular updating. If the updates, which bear unique designations, remain available as “discrete parts” and do not get integrated into the whole, then this resource would be a serial rather than an integrating resource.

Resource E:

- A monograph. This is an online document that goes through different versions over time, but even though the most recent version is said to “replace” the previous version, each earlier version or edition remains discrete and accessible at its own unique electronic location (URL). The changes are not integrated into the single resource.

Resource F:

- An integrating resource. This is an online document that is updated over time, and the updates are integrated into the existing resource, namely, the same title located at the same electronic address (URL). Previous iterations do not remain discrete parts at separate URLs that can continue to be accessed.

Resource G:

- An integrating resource. This is an updating Web site.

Resource H:

- An integrating resource. This is an updating database.

Resource I:

- An integrating resource. This is an updating loose- leaf.

Session 2 Exercise Answers

Exercise 1: Record for the Genome Database

Type: a	ELvl: I	Srce: d	GPub: s	Ctrl:	Lang: eng
BLvl: i	Form: s	Conf: 0	Freq: u	MRec:	Ctry: onc
S/L: 2	Orig: s	EntW:	Regl: u	Alph:	
Desc: a	SrTp: d	Cont:	DtSt: c	Dates: 1996,9999	

006 m d s

007 c \$b r \$d m \$e n

090 QH431

245 04 The genome database \$h [electronic resource] : \$b GDB.

246 30 GDB

260 Toronto : \$b Hospital for Sick Children ; \$a Baltimore :
\$b Johns Hopkins University School of Medicine

362 1 Began in 1996?

538 Mode of access: World Wide Web.

500 Title from home page (viewed on Dec. 2, 2002).

500 "An international collaboration in support of the Human
Genome Project."

520 The GDB stores and curates data generated worldwide by
those researchers engaged in the mapping effort of the Human
Genome Project (HGP). Database can be searched by keyword, name
or accession number, gene name or symbol, query forms, and map
location. A link also facilitates the insertion or editing of
data. Reports, statistics, and documentation for developers are
available via additional links.

610 20 Human Genome Project.

650 _0 Human gene mapping \$v Databases.

650 _0 Human genome \$v Databases.

710 2_ Human Genome Project.

710 2_ Hospital for Sick Children.

710 2_ Johns Hopkins University. \$b School of Medicine.

856 40 \$u <http://www.gdbwww.gdb.org/>

Menomic display of 006 fields:

006 for Computer files/Electronic resources:		
Audn:	File: d	G Pub: s

Possible date alternatives:

260 \$c [1996?]-
260 \$c [199-]-
362 1 Began ca. 1996.
362 1 Began in 1990s.
362 1 Began between 1990 and
2003.
Dates: 199u,9999

Possible fixed field (Leader/008) alternative:

Type: **m**
File: **m**

Notes on Exercise 1 Record:

The first box above illustrates record as it would appear in final display in OCLC, with the 006 fields in their native character string format. The box below shows the 006 field in its mnemonic label display so that the values can be more easily read and understood.

Very important: not all catalogers will necessarily complete all of the details of the record in exactly the same way! Some variations in details are acceptable and to be expected.

Things to notice in the record: The elements set in bold type face:

- Type = a / language material
 - It is possible that some might have selected the computer file workform instead; if so, we can discuss this; this topic is taken up again in more detail in Case Study Topic #1 in Session 5A.
- BLvl = i / integrating resource
- Date Type / Publication Status = c / currently published
 - Date 1 = 1996, to agree with the 362 1 note on the next screen; this presumes that the cataloger has decided to take 1996 as an approximate or probable beginning date of publication; but 199u could be equally legitimate here if the cataloger has recorded a different date in the 362 1 note
 - Date 2 must always be 9999 for an ongoing resource
 - Freq and Regl = u and u (frequency of updates is unknown [alternative could possibly be: blank and x, if known to be updated frequently but irregularly])
 - SrTp (Type of continuing resource) = d / updating database
 - Form and Original form = s / electronic
 - S/L (Entry convention) = 2 / integrating entry
- Computer files/Electronic resources 006 must be added to code the record for the electronic aspects [makes it searchable by computer file qualifier in OCLC, WorldCat, and in many local catalog systems]
 - File = d / document – since the content of the database has been judged to consist primarily of textual documents [this too might be legitimately debated by some workshop participants]
- 007 contains the most common values for the vast majority of Web sites and online databases
- 090 is an LC-type classification number that could be used for this database, providing a another method of subject arrangement and access
- 245: The first title display on the home page has been selected as the chief source of information, and the “subtitle” chosen to be recorded as such.
 - The genome database is really the only feasible selection for title proper since it (a) provides the fuller form, (b) is the spelled out form of the acronym GDB, (c) is identical in both the first title display and the HTML header displayed in the browser title bar.
 - It is possible that some catalogers might transcribe the following as other title information (subtitle): “An international collaboration in support of the Human Genome Project.” In this example it has been given in a quoted 500 note instead of taken as other title information for transcription.

- 246: GDB should be given as a variant form of title for at least two reasons, (a) it appears as a logo displayed prominently on the home page, which may be taken as a formal title display, (b) it is a form of the title of the database commonly-used throughout the resource.
- 260: The two main institutions responsible for the database being published online have been given; one could argue for one or the other alone, but here both are given since they appear to bear fairly equal responsibility for making the resource available online.
 - Since no beginning date of publication was stated explicitly anywhere with the resource, this record is following the primary AACR rule and the LCRI to omit it from Area 4 (260 \$c). If following the AACR option, one could give either [199-]- or [1996?]- in 260 \$c.
- 362 1: this record has an approximate, probable date of publication stated in this publication note, the question mark indicating its probability rather than certainty. This also could be debated, the note worded differently, or omitted altogether depending on cataloger judgment and whether or not the option in AACR2 1.4F is applied.
- 538: the standard Mode of access note must be given and is normally the first note in the record.
- 500: the source of title and item described notes must be given; they do not have to be combined, but this record has done that, as is the more common practice.
 - “Home page” is the term selected here, but other terms are also legitimate, such as “title screen”, etc. And you could also have selected HTML header or title bar if they chose that as the chief source.
 - The date viewed will always be the date actually viewed and cataloged.
- 520: This record also includes a 520 summary description note, which you probably have not composed, but you would want in an actual record.
- 6XX: subject headings; the first is the name of the project itself.
 - The use of the subdivision Databases could be debated based on its current definition in the LC Subject Cataloging Manual. But it has been chosen for use here.
- 7XX: added entries: the name of the project again and of both publishers have been given as corporate name added entries. Giving the names of publishers of Web sites and databases as added entries is very common since they often bear general responsibility for the intellectual content of the resources as well as “publishing” it on the Internet. The lines between creator and publisher are frequently blurred on the Internet.
 - This is not dissimilar to motion picture and videorecording cataloging where responsibility is diffuse and shared among many individuals and corporate bodies, and where corporate bodies may be regarded as both publishers and ‘authors’ of the content.
- 856: the electronic location / address of the database.
 - This must be the URL for the home page of the database, at the highest granular level of the resource, since the database as a whole has been selected to be cataloged and not some sub-portion of it.

Exercise 2: Record for National Weather Service

If Type "m" selected:

```

Type: m      ELvl: I      Srce: d      Audn:          Ctrl:          Lang: eng
BLvl: i      File: j      GPub: f      MRec:          Ctry: mdu
Desc: a              DtSt: c      Dates: 1995,9999

006      skr wss f0  2
007      c $b r $d m $e n
007      a $b j $d c $e z $f n $g z $h n
090      QC875.U7
245 00 National Oceanic and Atmospheric Administration, National
Weather Service $h [electronic resource] : $b [website].
246 30 National Weather Service
246 1_ $i Title in HTML header: $a NOAA - National Weather
Service
260      Silver Spring, MD : $b National Oceanic and Atmospheric
Administration, National Weather Service
310      Continuously updated
362 1 Began in 1995.
538      Mode of access: World Wide Web.
500      Title from home page (viewed on Dec. 2, 2002).
520      Presents information on the National Weather Service,
which monitors extreme weather conditions such as
hurricanes, tornadoes, and floods. Includes information on
current weather observations and forecasts, and interactive
map of current watches, warnings, statements, and
advisories, and various other types of weather and climate
information.
610 10 United States. $b National Weather Service.
650 _0 Weather.
650 _0 Meteorological services $z United States.
650 _0 Weather forecasting $z United States.
650 _0 Meteorology $v Observations.
650 _0 Climatology $v Observations.
710 1_ United States. $b National Weather Service.
856 40 $u http://www.nws.noaa.gov/

```

*Memomic display of 006 field:***006 for Continuing resources:**

```

Freq: k      Regl: r      ISSN:          SrTp: w      Orig: s
Form: s      EntW:          Cont:          GPub: f      Conf: 0      Alph:
S/L: 2

```

Notes on Exercise 2 Record:

- Although the workshop creator thinks that Type “m” is the best choice for this resource, judging it to be an online service with interactive programs at work, not all catalogers may agree. Type “a” would be the other most logical choice.
 - When using Type “m,” the 008/fixex field will be for Computer files/electronic resources. This means that the Continuing resources 006 must be added. But since the fixed coding is already present for Computer files, not additional 006 for Computer files is added.
 - If selecting Type “a,” the 008/fixex field will be for continuing resources, and an 006 field for Computer files will be needed, and the “File” element would best be coded “m.”
 - Title main entry: In contrast to the PCC Web site, in this case the Web site as a whole is not primarily about the corporate body itself, its own internal policies, procedures, etc.; it functions primarily as an online weather service for the general public as well as for this and other agencies. Therefore the corporate body is best given as an added entry rather than as main entry.
 - 245 and 500: Full name taken as title from home page title display. Presents “fuller form” than HTML header / title bar form.
 - 245: explanatory addition supplied in brackets as other title information because title proper consists solely of a name
 - 246: title variant from HTML header / title bar given.
 - 310: Known to be updated frequently throughout every day (more frequently than daily).
 - 362 1 note uses information from external source, since “any source” is a prescribed source of information for notes, but not for Area 4. This also justifies the use of 1995 in the Date 1 fixed field element.
 - 710: added name entry for the corporate body, not selected for main entry.
 - 856: notice there are two given in the record; the previous screen shots did not point this out, and it was not a focus of this exercise, but it is worth noting here that there is another address for this site: both URLs take us to the same home page. Also “weather.gov” was given at the top of the home page screen. Some of you may have noticed that and even chosen to transcribe it as a title variant, which is also legitimate.
-

Exercise 3: “Interim” MARC Coding for Exercise 1 Record

```

Type: a      ELvl: I      Srce: d      Audn:          Ctrl:          Lang: eng
BLvl: m      Form: s      Conf: 0      Biog:          MRec:          Ctry: onc
                Cont:          GPub: s      LitF: 0      Indx: 0
Desc: a      Ills:          Fest: 0      DtSt: m      Dates: 1996,9999

006      m d s
006      suu dss s0 2
007      c $b r $d m $e n
    
```

Memomic display of 006 fields:

006 for Computer files/Electronic resources:					
Audn:	File: d	GPub: s			
006 for Continuing resources					
Freq: u	Regl: u	ISSN:	SrTp: d	Orig: s	
Form: s	EntW:	Cont:	GPub: s	Conf: 0	Alph:
	S/L: 2				

Exercise 4 “Interim” MARC Coding for Exercise 2 Record

If Type “m” selected:

```

Type: m      ELvl: I      Srce: d      Audn:          Ctrl:          Lang:
eng
BLvl: m      File: j      GPub: f      MRec:          Ctry:
mdu
Desc: a                DtSt: m      Dates: 1995,9999

006      skr wss f0 2
    
```

If Type “a” selected:

```

Type: a      ELvl: I      Srce: d      Audn:          Ctrl:          Lang:
eng
BLvl: m      Form: s      Conf: 0      Biog:          MRec:          Ctry:
mdu
                Cont:          GPub: f      LitF: 0      Indx: 0
Desc: a      Ills:          Fest: 0      DtSt: m      Dates: 1995,9999

006      m m f
006      skr wss f0 2
    
```

Memomic display of 006 fields:

006 for Continuing resources					
Freq: k	Regl: r	ISSN:	SrTp: w	Orig: s	
Form: s	EntW:	Cont:	GPub: f	Conf: 0	Alph:
S/L: 2					
006 for Computer files/Electronic resources:					
Audn:	File: m	GPub: f			

Exercise 5 (Optional): Loose-leaf

Record if cataloged according to AACR2 2002 Revision, and current OCLC coding practice:

Type: a ELvl: I Srce: d GPub: f Ctrl: Lang:
BLvl: i Form: Conf: 0 **Freq: q** MRec: Ctry:
S/L: 2 Orig: EntW: **Regl: r** Alph:
 Desc: a **SrTp: 1** Cont: **DtSt: c** **Dates: 2002,9999**

245 00 Freedom of information handbook.
 260 Washington, D.C. : \$b U.S. Dept. of the Interior, Office
 of the Secretary, \$c 2002-
 300 v. (loose-leaf) : \$b ill. ; \$c 28 cm.
 310 **Updated quarterly**

Notes on Exercise 5 Record:

This exercise is meant to contrast the difference in how you would create a record for this resource before the new rules and after. Note the elements in bold and the reasons for their values.

The only thing different if doing this description originally today would be:

- Changing the Bibliographic level to "i" and filling in the 008/fixed field elements for continuing resources
- Omitting the number of volumes in the physical description
- Adding a frequency of updates note

Exercise 6 (Optional): Loose-leaf

Record if cataloged according to AACR2 2002 Revision, and current OCLC coding practice:

Type: a ELvl: I Srce: d GPub: Ctrl: Lang: eng
BLvl: i Form: Conf: 0 **Freq: u** MRec: Ctry: nyu
S/L: 2 Orig: EntW: **Regl: u** Alph:
 Desc: a **SrTp: 1** Cont: **DtSt: c** **Dates: 1995,9999**

245 04 The NAB guide to currently endangered species.
 260 New York, N.Y. : \$b National Audubon Society ←[omit date
 from 260 \$c]
 300 v. (loose-leaf) : \$b ill. ; \$c 22 cm.
 [310 --- no frequency note]
 362 1 **Began in 1995?** ←[publication date information; one possible
 wording]
 500 **Description based on: update no. 16, published July, 2002.**

Notes on Exercise 6 Record:

Note the elements in bold and the reasons for their values.

Especially noteworthy:

- Frequency of updates in unknown; therefore there is no 310 and both Freq and Regl are "u"

- Since not cataloging from first iteration, you give a 'description based on' note and give approximate date information in a 362 1 note and nothing in 260 \$c.
-

Exercise 7 (Optional): Loose-leaf

No Existing Record: In November 2001 you have received the first iteration of a new loose-leaf publication which you will originally catalog. The resource states that it will be updated annually, but it has no date printed anywhere. How do you handle date information in your original record?

Original record:

```
245 00 Directory of digital geospatial metadata clearinghouses.  
260 Washington, D.C. : $b Federal Geospatial Data Committee,  
$c [2001?]-  
310 Updated annually  
[362 1 – no note given]
```

Approximate date given in brackets in Area 4, cataloging from first iteration

Important to note:

- You can give an approximate date in area 4 (260 \$c) because you are cataloging from **the first iteration** of the resource, but it is in brackets, with a question mark.
- For the same reason, the 362 1 note is not used for publication date information.
- And: no description based on note is needed since you are cataloging from **the first iteration**.
 - Remember that this is a difference between print and electronic integrating resources. For electronic, both chapters 12 and 9 prescribe that you must always give the date viewed for description, even if cataloging from the first iteration; for loose-leaves, however, (like serials) you give a description based on note only if not cataloging from the first iteration.

Session 3 Exercise Answers

Exercise A. Change in title proper

Existing record has:

245 00 EDGAR database of corporate information \$h [electronic resource].
500 Title from title screen (viewed Nov. 13, 2000).

Record updated for the title change:

245 00 **EDGAR database** \$h [electronic resource].

246 1_ \$i Title on home page: \$a **Company info on EDGAR**

247 10 EDGAR database of corporate information
\$f <Nov. 13, 2000>

500 Title from HTML header (viewed on May 4, 2001).

OR

245 00 **Company info on EDGAR** \$h [electronic resource].

246 1_ \$i Title in HTML header: \$a **EDGAR database**

247 10 EDGAR database of corporate information
\$f <Nov. 13, 2000>

500 Title from home page (viewed on May 4, 2001).

Notes on 3.1:

- When the title proper has changed, the cataloger may also re-assess the source of title proper.
- The two possibilities above reflect the two possible choices, each equally valid.
- In this case, whichever title has not been selected as the title proper in 245 should be included in a 246 field for additional identification and access.
- In either case, however, the former title proper is what had been selected by the previous cataloger on Nov. 13, 2000 and had appeared in the 245 \$a of the existing record.

Exercise B. Second change in title proper

Existing record has your data from 3.1 above

Record updated for the second title change:

245 00 **SEC filings & forms (EDGAR)** \$h [electronic resource].

OR

245 00 **SEC filings & forms (EDGAR)** \$h [electronic resource].

246 3_ SEC filings and forms

246 3_ Securities and Exchange Commission filings and forms

246 1_ \$i Former title on home page: \$a **Company info on EDGAR** \$f <May 4, 2001>

247 10 EDGAR database of corporate information \$f <Nov. 13, 2000>

247 10 EDGAR database \$f <May 4, 2001>

500 Title from home page (**viewed on Dec. 2, 2002**).

246 3_ SEC filings and forms

246 3_ Securities and Exchange Commission filings and forms

246 1_ \$i Former title in HTML header: \$a **EDGAR database** \$f <May 4, 2001>

247 10 EDGAR database of corporate information \$f <Nov. 13, 2000>

247 10 Company info on EDGAR \$f <May 4, 2001>

500 Title from home page (**viewed on Dec. 2, 2002**).

Notes 3.2:

- Here again we have two different possibilities depending on what you selected for 3.1 above. Notice the possibility of including the information from the former 246 in a new 246, with the appropriate 246 subfield \$i note.
- There are now two 247 fields in the updated record: one for each former title proper.
- The second option shows the alternative forms of 246 and 247 if the existing record were the second of the two possibilities shown on the previous screen.
- This exercise demonstrates not only how to do two updates for title proper for the same Web site, but also the variations that can occur because different catalogers could quite legitimately make different decisions about title proper vs. variant form of title.
- It may also show that there is some artificiality between 246s and 247s for former title for Web sites when there are two or more equally valid possibilities for former and/or current title proper for the site.
- But in the end it doesn't really matter much as long as all the significant variants by which catalog users might search are included in one indexed field or another.

Exercise C. Change in statement of responsibility and main and added entries

Existing record has:

100 1_ Morton, Susan E., \$d 1955-

245 10 Publishers of non-fiction articles \$h [electronic resource] : \$b a database for writers / \$c by Susan E. Morton and Joseph P. Stein.

500 Title from home page (viewed on Jan. 22, 2001).

700 1_ Stein, Joseph P., \$d 1953-

Record updated for the changes:

100 1_ Stein, Joseph P., \$d 1953-

245 10 Publishers of non-fiction articles \$h [electronic resource] : \$b a database for writers / \$c by **Joseph P. Stein and Julia Garcia.**

500 Title from home page (**viewed on Dec. 2, 2002**).

500 Co-authored by Susan E. Morton <Jan. 22, 2001>.

700 1_ Garcia, Julia M., \$d 1961-

700 1_ Morton, Susan E., \$d 1955-

Notes on 3.3:

- You as the cataloger update the statement of responsibility to reflect the current iteration of the Web site.
 - This, in turn, affects your choice of access points. The first named author has changed, therefore your main entry needs to be different.
 - You may retain access to the former co-author in a 700 field, but explain (“justify”) it by an explanatory note. The wording above is only one of many possible ways to give such a note.
-

Exercise D. Final iteration of updating loose-leaf

Same record updated and revised according to the AACR2 2002 Revision:

Type: a	ELvl: l	Srce: d	GPub: s	Ctrl:	Lang: eng
BLvl: i	Form:	Conf: 0	Freq: a	MRec:	Ctry: miu
S/L: 2	Orig:	EntW:	Regl: r	Alph: a	
Desc: a	SrTp: l	Cont: 0	DtSt: d	Dates: 1989,2002	

245 00	Guidelines for typewriting doctoral dissertations.
260	Ann Arbor, MI. : \$b University of Michigan Press, \$c 1989–2002 .
300	2 v. (loose-leaf) ; \$c 28 cm .
310	Updated annually, \$b 1997-2002
321	Updated semiannually, \$b 1989-1996

The changes for 3.5:

- The record is “closed off”
- Ending dates of publication are entered in 260 \$c (because you have the final iteration) and 008 Dates fields.
- Type of Date/Publication status code is change from “c” to “d”
- The number of volumes is entered in 300 \$a
- The dimensions are changed to reflect the latest iteration.
- The range of dates applying to the last frequency of updates may be added.

Session 5 Case Studies – Answers

Topic #1: Choice of Type of Record (“Type” and OCLC format/workform) and Type of Computer File (“File”) codes.

Resource 1A.

- Type: e – Cartographic material
- File: c – Representational

Resource 1B.

- Type: k – Two-dimensional non-projectable graphic (i.e., digital image data)
- File: c - Representational

Resource 1C.

- Type: j – Musical sound recording
- File: h - Sound

Resource 1D.

- Type: a – Language material or m – Computer file/Electronic resource
- File: m – Combination ; OR j – Online service

Resource 1E.

- Type: m – Computer file/Electronic resource
- File: m – Combination

Resource 1F.

- Type: a – Language material
- File: d – Document (OR: Type z – Other)

Resource 1G.

- Type: m – Computer file/Electronic resource
- File: b – Computer program

Topic #2: Selecting chief source of information and transcribing title and statement of responsibility.

Resource 2A.

- Options include:
 - 245 00 Clásica.com \$h [electronic resource].
 - 245 00 Clásica.com \$h [electronic resource] : \$b your online guide to classical music performance & recordings.
 - 245 00 Clásica \$h [electronic resource].

- 245 00 Clásica \$h [electronic resource] : \$b your online guide to classical music.
- Suggested best choice:
 - 245 00 Clásica.com \$h [electronic resource] : \$b your online guide to classical music performance & recordings.
 - 246 1_ \$i Title from HTML header: \$a Clásica : \$b your online guide to classical music
 - Title from home page. [or other wording]

Resource 2B.

- Options for title proper include:
 - The INS online
 - Immigration and Naturalization Service
 - USINS Internet home page
- Suggested best choice: either “The INS online” or “USINS Internet home page” as title proper, with the other given in a 246, and a 246 for “Immigration and Naturalization Service”, which could also be transcribed as a statement of responsibility if taken as part of the formal title display on the home page and recorded like this:
 - 245 04 The INS online \$h [electronic resource] / \$c Immigration and Naturalization Service.
 - 246 3_ Immigration and Naturalization Service online

Resource 2C.

- Options for title include:
 - Welcome to the UN : it’s your world
 - UN : it’s your world
 - United Nations : it’s your world
 - Welcome to the United Nations
 - United Nations
 - United Nations home page
- Suggested best choice:
 - 245 00 United Nations home page \$h [electronic resource]
 - 246 30 United Nations
 - 246 1_ \$i Title in HTML header of home page: \$a Welcome to the UN : \$b it’s your world
 - 246 3_ Welcome to the United Nations
 - 246 3_ UN

Resource 2D.

- Suggested best choice:
 - 245 00 How to plan an ALCTS program \$h [electronic resource] / \$c Association for Library Collections & Technical Services.

Resource 2E.

- Possibilities include:
 - 245 10 ASA membership directory \$h [electronic resource].
 - 245 10 ASA membership directory \$h [electronic resource] / \$c American Statistical Association
 - Suggested best choice:
 - 245 10 ASA membership directory \$h [electronic resource] / \$c American Statistical Association.
 - 246 3_ American Statistical Association membership directory
-

Topic #3: Ascertaining and recording publisher, place, and dates of publication.

Resource 3A.

- Possibilities include:
 - **260 [Peabody, MA] : \$b CAST, \$c [1996]-** ← suggested best choice
 - 260 [Peabody, MA] : \$b CAST
 - 362 1 Began in 1996
 - 260 [Peabody, MA] : \$b CAST
 - 362 1 Began in 1996?

Resource 3B.

- Possibilities include:
 - 260 [S.l.] : \$b Python
 - 260 [S.l.] : \$b Python.org
 - 260 [S.l. : \$b s.n.] ← possible best choice
 - **260 [Netherlands] : \$b Hosted by XS4ALL** ← possible best choice
 - 362 1 Began sometime after early 1990s and before 2003. ← or some such note
-

Topic #4: Creating and updating records for changing content.

Resource 4A.

- Suggested possibilities:
 - 245 00 MapQuest \$h [electronic resource].
 - 245 30 MapQuest.com
 - 500 Title from home page (viewed Dec. 10, 2002).
 - 547 Subtitles on various iterations varies.
 - 520 [include key words and phrases included in some former subtitles, such as driving

directions, maps, traffic reports, etc.]

- 6XX [also include some of those terms in subject headings]

Resource 4B.

- Suggested answers: keep all descriptive elements, including 520 summary note and all name and subject headings, general so as to encompass the scope of this Web site that covers the former occupant of the White House, the current presidency, etc., rather than any specific one.

Avoid formal 505 contents note.

Appendix C LCRI 1.0

Includes revisions from Nov. 2003 and Aug. 2006, Source Catalogers Desktop, viewed Aug. 2007.

Table of Contents

What Is Being Cataloged?

Type of Issuance

Monograph vs. Serial

Situations Requiring Further Consideration

- 1) Electronic resources
- 2) Resources issued in loose-leaf format
- 3) Conference publications
- 4) Supplements
- 5) Republications
- 6) Printed travel guides
- 7) Certain other printed resources

Edition or Copy of Monograph

Change in Cataloging Decision: Monograph/ Serial

Change in Type of Issuance

Initial Articles

What Is Being Cataloged?

This section represents LC/PCC practice.

Before creating a bibliographic record, determine what is being cataloged.

Answer these two questions:

1) What aspect of the bibliographic resource will the bibliographic record represent?

a) A resource may not be part of a larger resource and so the bibliographic record can represent only that resource.

b) A resource may be part of a larger resource (one part of a multipart item, one analytic of a monographic series, one of several separate resources on a Web site, etc.). The bibliographic record could represent the "smaller" or the "larger" resource.

c) A resource may not be part of a larger resource but local cataloging policies may specify creating a bibliographic record for a made-up larger resource of materials that are not published, distributed, or produced together².

2) What is the type of issuance of that aspect?

a) See both the definitions from AACR2 appendix D and the diagram in "Type of Issuance" below.

b) If the situation is still not clear, then consider the guidelines given in two other sections of this LCRI: "Monograph vs. Serial" and "Situations Requiring Further Consideration."

c) See the section "Edition or Copy of Monograph" for guidelines about creating separate records for monographs.

It may be appropriate, after one or more bibliographic records have been cataloged, to change the cataloging decision (e.g., recatalog a monograph as a serial). See the section "Change in Cataloging Decision" for guidelines.

² These guidelines do not address the cataloging of such a made-up larger resource. *LC catalogers*: See DCM C14 for collection-level cataloging guidelines; see DCM C12.7 for guidelines for 2A cataloging (creation of a collected set record for an unnumbered multipart item)

Also, a publisher may change the type of issuance of a bibliographic resource. See the last section, "Change in Type of Issuance," for guidelines.

Type of Issuance

This section represents LC/PCC practice.

"Type of issuance" refers to how the bibliographic resource is published, distributed, or produced and, if it is updated, how it is updated. There are three types of issuance: monograph, serial, and integrating resource. (See the definitions from AACR2 appendix D and diagram below.)

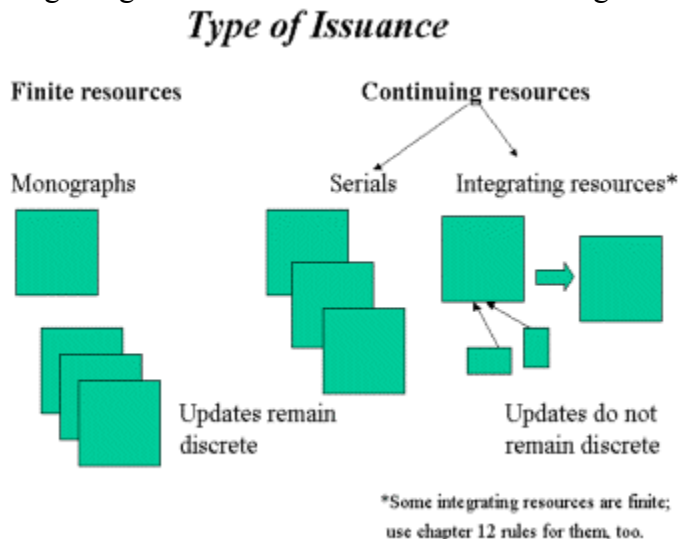
Monograph: A bibliographic resource that is complete in one part or intended to be completed in a finite number of parts. The separate parts may or may not be numbered.

Use rules in chapter 1 and the chapter(s) representing the carrier.

Serial: A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion.

Use rules in chapter 1, chapter 12, and the chapter(s) representing the carrier.

Integrating resource: A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing.



Use rules in chapter 1, chapter 12, and the chapter(s) representing the carrier.

In case of doubt about type of issuance, apply the following guidelines:

If the decision has been narrowed down to "serial vs. integrating resource" and there is no information about the type of issuance but the resource has wording that refers to "edition," determine if that wording represents a numeric designation or an edition statement. If it is a numeric designation, catalog the resource as a serial; if it is an edition statement, catalog it as an integrating resource.

If the decision has been narrowed down to "monograph vs. integrating resource" and there is no information about the type of issuance, catalog the resource as an integrating resource if there is a likelihood the resource will be updated (i.e., assume the updates will not be discrete); catalog as a monograph if there is no indication that the resource will ever be updated.

Monograph vs. Serial

This section represents LC/PCC practice.

If the bibliographic resource to be cataloged and/or other bibliographic records in the database indicate that the resource has been or will be published in more than one part that will remain discrete or be published more than once, consider the combination of characteristics below in deciding whether to catalog the resource as a single-part/multipart monograph or as a serial. Note the exception for publications of limited-duration activities at the end of this section.

1) Frequency of publication

a) If the resource has a stated frequency of publication (in the title proper, in the preface, etc.), catalog as a serial.

b) If the resource is published in new editions, catalog as a serial if the frequency of the editions is one to two years; give greater consideration to continuing to catalog as monographs if the editions are published three or more years apart.

2) Presence and type of numbering. Although the presence of numbering is no longer part of the definition of a serial, most serials except for unnumbered monographic series will have numeric, alphabetic, and/or chronological designations.

a) If the resource has a numeric/alphabetic (e.g., volume 1; tome 3; Heft A) or chronological designation (e.g., 2001; June 2002; 2002-1) in the title proper or elsewhere in the resource and it is likely that the resource doesn't have a predetermined conclusion, catalog as a serial.

b) If the resource has acquired a numeric, alphabetic, or chronological designation after the first issue, recatalog as a serial.

c) If the resource is published in frequent editions (see 1)b) above), it must have a designation (e.g., date, numeric edition statement) that could be used as numbering in order to be cataloged as a serial.

3) Likelihood of no predetermined conclusion. If the resource indicates that there is no predetermined conclusion, catalog as a serial. If the resource doesn't have such information, assume that a resource that has either of the following characteristics is a serial if it also meets the criteria given above for frequency and numbering.

a) Title proper implies continuing publication. If the title proper includes words that imply continuing publication (e.g., "Advances in ...;" "Developments in ...;" "Progress in ..."), catalog as a serial. If the issues also have analyzable titles, analyze the issues.

b) A subscription can be placed for the resource.
Publications of limited-duration activities: Also use the serial rules in chapter 12 for the cataloging of certain resources related to limited-duration activities provided that these resources have some characteristics of serials: successive issues, numbering, and perhaps frequency. Examples include a daily bulletin issued during a non-recurring meeting, a quarterly activities report of a project, and an annual report of an expedition. Do not recatalog records for such resources created before Dec. 1, 2002.

Situations Requiring Further Consideration

This section represents LC/PCC practice.

1) Electronic resources. If the resource was/is published in print, make the decision to catalog the electronic resource as a serial, integrating resource, or monograph based on the electronic resource itself, not on how it was issued in print. Information about the planned type of issuance may be given in the resource's "read me" files, etc.

a) Catalog as serial:

i) Remote access resource: a resource having material added as discrete, usually numbered issues (an "issue" can consist of a single article). The resource might contain a listing of back volumes, back issues, images of journal covers for sequential issues; only current issue may be available as a separate issue

ii) Direct access resource: a resource whose carrier is issued successively (this situation is analogous to a print serial whose latest volume supersedes any earlier volumes).

Note that such resources can be mounted on networks such that the successive issuance of the carrier is not observable to the cataloger or end user;

when contributing cataloging in a shared environment (e.g., bibliographic utility), the record should reflect the carrier and type of issuance as published.

b) Catalog as an integrating resource:

i) Remote access resource: a resource having material added, changed, or deleted via updates that do not remain discrete (e.g., might contain articles from more than one journal).

ii) Direct access resource: no direct access resource can be issued as an integrating resource (assumption that would be changed if proven incorrect).

c) Catalog as a monograph: Remote or direct access resource: a resource complete in one part or intended to be complete in a finite number of parts, including those resources that are corrected via "errata" information.

2) Resources issued in loose-leaf format. When deciding to catalog a bibliographic resource issued in loose-leaf format as a serial, an integrating resource, or a monograph, make the decision based on the type of issuance of the primary component. If there is a stated frequency, determine if the frequency applies to the primary component or to any updates.

Note that a bibliographic resource issued in loose-leaf format is not automatically to be cataloged as an updating loose-leaf.

a) Catalog as a serial:

i) Resource otherwise meeting definition of serial whose issues remain discrete even though they are to be stored in a binder (as successive sections in the binder or subdivided/filed into separate sections in the binder)

ii) Resource whose binders are issued successively even though the contents filed into each binder may be updated in integrating fashion until the next binder is issued

b) Catalog as an integrating resource: Resource consisting of a binder or binders in which pages are added, removed, or replaced until the next edition of the resource is published or until complete

c) Catalog as a monograph: Resource complete as issued or intended to be complete in a finite number of parts

3) Conference publications. Conference publications typically consist of the minutes, proceedings, etc., of a regularly-held meeting of one or more corporate bodies or are publications that contain the proceedings, etc., of ongoing topical conferences, symposia, or colloquia.

a) Catalog as serials ongoing conference publications that are being cataloged for the first time, unless they are covered by the exclusions in paragraph b) below. Consider a conference publication to be "ongoing" if words such as "first" or

"annual" appear in conjunction with the name of the conference or the title of the publication or if multiple successive issues show that the publication is continuing in nature.

b) Catalog as monographs those conference publications that are not ongoing or that:

- i) have a title unique to each issue appearing on the chief source, and/or
- ii) are issued as part of a numbered monographic series.

Once the decision to catalog as a monograph or as a serial is determined based on the first—or earliest held—issue of a conference publication, prefer to retain that decision. When there is a change in the main entry for a conference publication cataloged as a serial, consider the publication to be "new" and decide whether to catalog it as a monograph or as a serial according to the above criteria.

When CONSER serial records exist for conferences represented by LC monograph records, LC serial catalogers will use "xlc" in the 042 field but will not de-authenticate the records.

4) Supplements. If the supplement can be used independently from the main resource, create a separate bibliographic record for it based on its type of issuance. For other situations, give a note about the material on the record for the main resource.

[525](#) ## \$a Kept up-to-date by supplements.

Do not catalog a dependent supplement as a serial just because it has a stated frequency (e.g., an annual supplement to a monograph).

5) Republications

a) Republication of a serial: Generally, catalog a republication of a serial as a serial. However, catalog the following as a monograph:

A republication of a single issue or a limited number of issues
A collection of bibliographically unrelated serials or articles.

b) Republication of a monograph: Catalog as a monograph.

c) Republication of an integrating resource: Catalog as a monograph or as an integrating resource based on the type of issuance of the republication.

6) Printed travel guides. LC practice as of 2001: When deciding whether to catalog a printed travel guide as a serial or as a monograph and there is no information about the likelihood that it will be continued indefinitely, apply the following guidelines:

a) Generally, catalog a travel guide as a serial if it is general in scope because such guides usually are continued indefinitely. "General in scope" means the guide contains a variety of current information, e.g., about where to go, where to stay, and what to do. Apply this policy to state, region, or country guides for the United States, to region or country guides for other countries, and to guides for major cities. If a numeric or chronological designation is not available, supply a chronological designation based on the publishing or copyright date (cf. LCRI 12.3C1).

b) In case of doubt, catalog as a monograph.

7) LC practice: Certain other printed resources

After determining that the printed bibliographic resource

— is published in successive parts, and

— there is no information that the resource will be complete in a finite number of parts, and

— it isn't one of the resources noted in 1)-6) above, generally follow the decision to catalog as a monograph or as a serial for the specific categories in the two lists below. If the printed resource isn't represented by one of the categories below, catalog as a serial.

a) Catalog as monographs:

books "issued in parts" (fascicles)

cartographic materials

censuses

encyclopedias

hearings

publications of five-year plans

b) Catalog as serials:

alumni directories

college catalogs

court reports

sales/auction catalogs

session laws

Edition or Copy of Monograph

This section represents LC/PCC practice.

When a new manifestation of an item reaches the cataloger, the question arises as to whether this is a copy of an earlier manifestation or an edition separate from the earlier manifestation needing its own bibliographic record. Consult the definition of "Edition" in Appendix D. If, according to this definition, two items are known to be two different editions, create separate records for each.

Also, consider that a new edition is involved whenever

- 1) there is an explicit indication of changes (including corrections) of content; or,
- 2) anything in the following areas or elements of areas differs from one bibliographic record to another: title and statement of responsibility area, edition area, the extent statement of the physical description area, and series area. (Note:

For printed music and sound recordings, consider that different editions exist whenever two items have different publisher's numbers or plate numbers). (For an exception relating to CIP items, see below.)

Whenever the question relates to the publication, distribution, etc., area or to ISBNs, consider that the item is a copy if the only variation is one or more of the following:

- 1) a difference in the printing or copyright date when there is also a publication date;
- 2) a minor variation in an entity's name. There are relatively few examples of this phenomenon, which arises when a publisher uses multiple forms concurrently. For example, "Duckworth" and "G. Duckworth" and "St. Martin's" and "St. Martin's Press" have been used at the same time by these publishers. A genuine name change, even if minor, should not be considered as a variation;
- 3) the addition, deletion, or change of an ISBN;
- 4) a difference in binding; or,
- 5) a difference in the edition statement or the series whenever the item is a CIP book issued by the publisher in both a hardbound and a softbound version.

For variations in the publication, distribution, etc., area not covered by the preceding statements, consider that the item is a new edition. Noteworthy examples for the publication, distribution, etc., area are variations involving different places or entities transcribed or any difference in an entity's name that is suggestive of either a name change or a different entity. Examples of the latter case are the many instances of a sequence of names used, with one used for some time and another at some point replacing the first. For example, "Harper & Brothers" becomes "Harper & Row"; "Doubleday, Doran" becomes "Doubleday."

N.B. Rare books in general follow the same policy, with exceptions as necessary.

Change in Cataloging Decision: Monograph/Serial

This section represents LC/PCC practice.

At some point after one or more monograph bibliographic records has/have been created and another resource with the same choice of main entry and form of title proper is received for cataloging, determine if the resource should be cataloged as a serial to save the time of continuing to prepare separate monograph records. If the resource is a conference publication, see paragraph 3) in the section "Situations Requiring Further Consideration" above. Otherwise, consider the following aspects when making the decision to recatalog as a serial:

- 1) the resource should have a designation (e.g., date, numeric edition statement) that could be used as numbering;
- 2) the frequency of the editions is one to two years (give greater consideration to continuing to catalog as monographs if the editions are published three or more years apart).

LC practice: LC no longer routinely cancels fully cataloged monograph records. Notes are added to the serial and monograph records to assist users and staff to locate all holdings for the title in the library. The serial bibliographic record continues to describe the entire serial.

Note added to monograph record:

500 ## \$a Issues for 1996- cataloged as a serial in LC. \$5 DLC

Note added to serial record:

500 ## \$a Earlier issues, 1993-1995, cataloged as monographs in LC. \$5 DLC

Note added to monograph record:

500 ## \$a Editions for 1-2, 4, 6, 8- cataloged as a serial in LC. \$5 DLC

Note added to serial record:

500 ## \$a Editions for 3, 5, 7 cataloged as monographs in LC. \$5 DLC

Change in Type of Issuance

This section represents LC/PCC practice.

The publisher of a bibliographic resource may decide to change the type of issuance: monograph to integrating resource (e.g., issuing replacement pages to what had been a single-part monograph stored in a binder), monograph to serial (e.g., expanding the plan for the content of a multipart item so it no longer has a predetermined conclusion), serial to integrating resource (e.g., changing from publishing as successive issues to publishing as an updating Web site), etc. Sometimes the cataloger will not have enough information at the time of creating the bibliographic record to determine the correct form of issuance. Information available later will indicate that the type of issuance represented by the bibliographic record isn't correct.

In order to accommodate the requirements for the distribution of MARC records by the Library's Cataloging Distribution Service and the Library's ILS restrictions on deletion of records in the database, follow the appropriate instruction given in the table below when the type of issuance of a resource has changed or more information shows that the original decision on type of issuance wasn't correct. [Note: Final decisions have not yet been made for all of the categories. When the information is available, this section of the LCRI will be posted on the CPSO public Web site (<http://www.loc.gov/catdir/cpso/>) until the LCRI is reissued.]

Initial Articles

This section represents LC/PCC practice.

Transcribe initial articles as found: in the title and statement of responsibility area (see LCRI 21.30J for the guidelines on setting the non-filing indicator in relation to the title proper on MARC records), edition area, series area, and note area. For the publication, distribution, etc., area, generally do not transcribe articles preceding the name of the publisher, distributor, etc.

Library of Congress Rule Interpretations

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Appendix D Glossary

Definitions are taken from

- Anglo-American Cataloging Rules (AACR)
- CONSER Cataloging Manual (CCM)
- CONSER Editing Guide (CEG)
- Krol, Ed. Adapted by Bruce Klopfenstein. *The Whole Internet User's Guide & Catalog*. Academic ed. Belmont, Calif. : Integra Media Group, c1996. (Cited in Definitions as Krol)
- Guidelines for the Use of Field 856. Prepared by the Network Development and MARC Standards Office, Library of Congress. Rev. March 2003. URL: <http://lcweb.loc.gov/marc/856guide.html>
- Library of Congress Rule Interpretations (LCRI)
- MARC 21 Format for Bibliographic Data (MARC 21)
- NetLingo Dictionary of Internet Words: A Glossary of Online Jargon with Definitions of Terminology & Acronyms. NetLingo, Inc., c1994-2007. URL: <http://www.netlingo.com> (NetLingo)
- Online Audiovisual Catalogers Cataloging Policy Committee. Source of Title Note for Internet Resources, Third revision, 2005. URL: <http://ublib.buffalo.edu/libraries/units/cts/olac/capc/stnir.html> (OLAC)

Definitions of terms relevant to this workshop

Anonymous FTP (File Transfer Protocol): allows retrieval of electronic resources from a remote site without requiring a user ID or password. (CCM)

ASCII: American Standard Code for Information Interchange. A standard character-to-number encoding scheme used widely in the computing industry. The term "ASCII" is also used to refer to electronic files that consist only of plain text. (CCM)

Banner: A band of text or text and graphics, usually situated at the top of the a web page, that contains title and/or author credits and tells the user what the content of the page is about. (OLAC)

Bibliographic resource: An expression or manifestation of a work or an item that forms the basis for bibliographic description. A bibliographic resource may be tangible or intangible. (AACR)

Browsers: Software programs for reading hypertext documents. Browsers are mounted locally either on site for terminal mode or on the user's PC. Netscape, Internet Explorer, and Lynx are examples of hypertext browsers used to view World Wide Web documents. Netscape and Internet Explorer are graphical browsers, Windows- or Mac-based; Lynx is a text-only terminal mode browser. They all allow a user to read and follow hypertext

links specified in a document. They vary in their ability to handle graphic or sound files. (CCM)

Client: A software application that works on your behalf to extract a service from a server somewhere on the network. (Krol)

Computer file. See Electronic resource.

Continuing resource: A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources. (AACR)

Database: A collection of logically interrelated data stored together in one or more computerized files, usually created and managed by a database management system. (MARC 21)

Dial-up: A computer-to-computer connection made by using a terminal emulator, a modem and connecting via a telephone line; or a computer port that accepts dial-up connections. Computer bulletin boards are usually accessed through dial-up connections. (CCM)

Direct access (Electronic resources): The use of electronic resources via carriers (e.g., discs/disks, cassettes, cartridges) designed to be inserted into a computerized device or its auxiliary equipment. (AACR)

Domain name: The address or URL of a particular Web site, it is the text name corresponding to the numeric IP address of a computer on the Internet. For example: www.netlingo.com is the domain name for the numeric IP address "66.201.69.207." [Top-level domains include: .net, .org, .gov, .edu, .com, etc.] (NetLingo)

Edition (Electronic resources): All copies embodying essentially the same content and issued by the same entity. (AACR)

E-journal (electronic journal): An electronic publication, similar to an e-zine or zine. An e-journal, however, is typically found in academic circles and is a regularly published journal either published solely in electronic form or made available in electronic form. (NetLingo)

Electronic mailing list: Internet software that automatically processes commands in an email forum environment. It provides for automatic mailing of electronic serial issues to subscribers and handles messages sent to and from discussion lists. (CCM)

Electronic resource: Material (data and/or program(s)) 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). (AACR)

Email (electronic mail): A system whereby a computer user can exchange messages with other computer users (or groups of users) via a communications network utilizing a standardized protocol. Many electronic journals are available via electronic mail subscriptions, either through an electronic mailing list or by direct email from the distributor of the serial. (CCM)

File (electronic resources): A basic unit in which electronic resources are organized and stored. Electronic resources can contain one or more files. See also Electronic resource. (AACR)

FTP (File Transfer Protocol): A protocol that defines how to transfer files from one computer to another; also the access method used to move files from a remote location to a local site for use. To retrieve issues, the user initiates an FTP session by logging into a remote host computer, changing to the desired directory, and retrieving the files. (CCM)

Gateway: A computer system that transfers data between normally incompatible applications or networks. It reformats the data so that it is acceptable for the new network (or application) before passing it on. (CCM)

Gopher: A menu-driven, subject-based system for exploring Internet resources. Gophers provide links to remote locations where electronic resources or services are available without the user having to know the exact Internet address of these locations. (CCM)

Granularity: The level of detail at which an information object or resource is viewed or described.

Home page: The first page or front page of a Web site. It serves as the starting point for navigation (not be confused with a buffer page, doorway page, or splash page) . (NetLingo)

The hypertext document that serves as the “preface” for a service or publication mounted on the World Wide Web. It is normally an introductory screen that provides general information about the institution maintaining the site, or a publication or group of publications available. Hypertext links are included to access specific documents or files archived at the site. (CCM)

Host computer: A computer, also called a node, that directly provides service to a user. (CCM)

Host name: The address of the host computer on which a remote-access electronic resource resides. (CCM)

HTML (Hypertext Markup Language): A subset of Standard Generalized Markup Language (SGML). The language in which World Wide Web documents are written. (CCM)

HTML header: Refers to the HEAD element of HTML source code specifications. The HEAD element contains information about the current document, such as the TITLE element and keywords that may be useful to search engines, and other data that is not considered document content. The TITLE element can be displayed separately from the document in the browser title bar. (CCM)

HTML source: The underlying source code for an HTML document. It includes HTML elements such as the HEAD, BODY, and other coding which gives information about the document and/or determines how a document is displayed in a browser. (CCM)

Hypertext Transfer Protocol (http): Method of presenting information in which selected words or other document elements, when chosen, execute automatic links to related documents or files. The linked documents on the World Wide Web may contain graphics, sound, or even moving images. (CCM)

Integrating resource: A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing. Examples of integrating resources include updating loose-leaves and updating Web sites. (AACR)

Internet: The world-wide “network of networks” that are connected to each other, using the IP protocol and other similar protocols. The Internet provides file transfer, remote login, electronic mail, news, and other services. (Krol)

IP (Internet Protocol): The most important of the protocols on which the Internet is based. It allows a packet to traverse multiple networks on the way to its final destination. Often, this is used in conjunction with TCP (Transmission Control Protocol), as in TCP/IP. (Krol)

IP address: The Internet Protocol or numeric address of a computer connected to the Internet. It consists of four numbers separated by periods. (CCM)

Iteration: An instance of an integrating resource, either as first published or after it has been updated. (AACR)

Key-title: The unique name assigned to a bibliographic resource by centres of the ISSN Network. (AACR)

Loose-leaf. See Updating loose-leaf.

Loose-leaf service: A publication issued in several component parts, often in a combination of updating loose-leaf and bound volumes containing both primary and secondary source material. Sometimes a loose-leaf service is called a reporter. (LCRI 12.0)

Modem: A piece of equipment that connects a computer to a data transmission line (typically a telephone line of some sort). (Krol)

Monograph: A bibliographic resource that is complete in one part or intended to be completed within a finite number of parts. (AACR)

Navigational tools: These include various tools such as gopher, WAIS, WWW, Archie, Veronica and Jughead, which make information on the Internet easier to locate and use. (CCM)

PDF: Portable Document Format. The file format of documents viewed and created by the Adobe Acrobat Reader, Acrobat Capture, Adobe Distiller, Adobe Exchange, and the Adobe Acrobat Amber Plug-in for Netscape Navigator. This file format was developed in hopes to standardize formatting of documents that are used on the Internet. (NetLingo)

Port: 1. A number that identifies a particular Internet application. When your computer sends a packet to another computer, the packet includes information about the protocol it is using and the application it is trying to communicate with. The port number identifies the application. 2. A physical input/output channel, as in a PC's "serial port." (CCM)

Protocol: A mutually-determined set of formats and procedures governing the exchange of information between different kinds of computers. (CCM)

Remote access (electronic resources): The use of electronic resources via computer networks. (AACR)

SGML (Standard Generalized Markup Language): A standard that provides a uniform way of formatting textual documents so that they can be read by different document processing tools. (CCM)

Serial: A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series. (AACR)

Server: Software that allows a computer to offer a service to another computer. Other computers contact the server program by means of matching client software. Also, the computer on which the server software runs is often called the "server." (CCM)

Source code: Formal computer program instructions in their original form. Source code is the only human readable version of a computer program. Examples - html, sgml, etc. The source code header is displayed in the title bar of many web browsers. (OLAC)

Splash page: A "first" or "front" page that you often see on some Web sites, usually containing a "click-through" logo or message, or a fancy Flash presentation, announcing that you have arrived. The main content and navigation on the site lie "behind" this page. (NetLingo)

TCP (Transmission Control Protocol): One of the protocols on which the Internet is based (a connection-oriented reliable protocol). Often used in combination with IP (Internet Protocol) as in TCP/IP. (Krol)

Telnet: The Internet protocol for remote terminal connection service. Telnet allows a user at one site to log in and interact with a system at another site just as if the user's terminal were connected directly to the remote computer. (CCM)

Title bar: The colored bar at the top of each window that displays the program and file names. (NetLingo)

Title screen (Electronic resources): In the case of an electronic resource, a display of data that includes the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication. (AACR)

Top-level domain (a.k.a. TLD): In the Domain Name System (DNS) hierarchy, it is the highest level under the root. In a domain name, it is that portion that appears furthest to the right; for example, the "com" in www.netlingo.com. Two letter domains, such as .uk, .de and .jp (for example), are called "country code top-level domains" (ccTLDs) and correspond to a country, territory, or other geographic location. [Other top-level domains include: .com, .edu, .gov, .net, .org, country codes.] (NetLingo)

Transfer volume: A bibliographic unit containing material of a permanent nature originally issued as a section or binder of a loose-leaf service. The material is transferred from the loose-leaf mode by one of the following methods: the material is reissued by the publisher in bound form and sent to the subscriber as part of a subscription or made available for separate purchase; the material is transferred from the original loose-leaf mode to permanent binders (sometimes supplied by the publisher) or bound separately by the subscriber. (LCRI 12.0)

Updating loose-leaf: An integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted. (AACR)

URI: Uniform Resource Identifier. Provides a standard syntax for locating files using existing Internet protocols as in a Uniform Resource Locator (URL) or by resolution of a Uniform Resource Name (URN) (CCM)

URL: Uniform Resource Locator. Location information of an electronic resource expressed in a standardized format, which allows for electronic resources to be sent and received automatically. The World Wide Web uses the URL as the basis of linking to other files and documents around the Internet. A URL can be identified by a protocol such as "http." (CCM)

URN: Uniform Resource Name. A URI that has an institutional commitment to persistence, availability, etc. A particular scheme, identified by the initial string "urn:", that is intended to serve as a persistent, location-independent, resource identifier. (CCM)

Usenet News: Separate from the Internet but available with many Internet accounts, it's a worldwide set of over 12,000 bulletin boards, called "newsgroups." Software called a "newsreader" is used to read and post. (CCM)

Userid: Sometimes called "user name," userid is short for "user identification." This precedes the @ sign in an email address. (CCM)

WAIS (Wide Area Information Servers): A very powerful means of providing indexing of databases or selected collections of full-text documents across the Internet in addition to its search capabilities. WAIS databases include documents, images, sounds, and other types of data. (CCM)

World Wide Web (WWW): A hypertext-based system for locating and accessing Internet resources which presents materials to the user in the form of interlinked documents (which can include text, images, and digitized sound). (CCM)

Web page: There are many uses for this term, with subtle differences in meaning. The most technically correct usage is for a single HTML file that contains text and images, is part of a Web site, and has an individual file name assigned to it. When viewed by a Web browser, this file could actually be several screen dimensions long (appearing as more than "a page"). ... Large Web sites are said to have hundreds of pages of information. In this usage, "page" refers to the actual hundreds of separate documents varying in length, each with a different topic or subject. ... (NetLingo)

Web site: A place on the World Wide Web that's comprised of files organized into a hierarchy. Each file or document contains text or graphics that appear as digital information on a computer screen. A site can contain a combination of graphics, text, audio, video, and other dynamic or static materials. ... As is the case with many Net terms, "Web site" is often used interchangeably with other words, such as homepage and Web page. For example, you may hear someone refer to their "homepage" when in fact they are talking about an entire Web site. (NetLingo)

Appendix E: Selected Bibliography

- A. Cataloging Tools and Resources:
1. **Anglo-American Cataloguing Rules, Second Edition, 2002 Revision** (AACR2). Ottawa: Canadian Library Association; Chicago: American Library Association.
 2. **BIBCO Web site:** <http://www.loc.gov/catdir/pcc/bibco.html>
 3. **Bibliographic Formats and Standards.** Dublin, Ohio: OCLC. Freely available at: <http://www.oclc.org/oclc/bib/about.htm>
 4. **Cataloger's Desktop.** Washington, D.C.: Library of Congress, Cataloging Distribution Service. This CD-ROM product contains most of the LC documentation for cataloging.
 5. **Cataloging Electronic Resources: OCLC-MARC Coding Guidelines** by Jay Weitz: <http://www.oclc.org/connexion/documentation/type.htm>
 6. **Cataloger's Reference Shelf:** <http://www.tlcdelivers.com/tlc/crs/CRS0000.htm>
 7. **CONSER Cataloging Manual: Module 31: Remote Access Electronic Serials (Online Serials):** <http://www.loc.gov/acq/conser/Module31.pdf>
 8. **CONSER Web Site:** <http://www.loc.gov/acq/conser/>. Includes current information about CONSER activities in the area of electronic serials cataloging.
 9. **Government Printing Office Cataloging Guidelines.** Washington, D.C.: Cataloging Branch, Library Programs Service, US GPO. 4th ed. (2001) available at: http://www.access.gpo.gov/su_docs/fdlp/cip/gpocatgu.pdf
 10. **Integrating Resources: A Cataloging Manual** prepared by Diane L. Boehr and Alice E. Jacobs with assistance of Regina T. Wallen and Kathleen M. Winzer. (Appendix A to BIBCO Participants' Manual): <http://www.loc.gov/catdir/pcc/bibco/irman.pdf>
 11. **Internet Library for Librarians.** Available from InfoWorks Technology Company. <http://www.itcompany.com/info retriever/>. Includes sections on organizing web resources.
 12. **ISBD(ER): International Standard Bibliographic Description for Electronic Resources:** <http://www.ifla.org/VII/s13/pubs/isbd.htm>
 13. **Journal of Internet Cataloging.** Binghamton, NY: Haworth Press.
 14. **Library of Congress: Guidelines for Coding Electronic Resources in Leader/06:** <http://lcweb.loc.gov/marc/ldr06guide.html>
 15. **Library of Congress: Guidelines for the Use of Field 856:** <http://www.loc.gov/marc/856guide.html>
 16. **Library of Congress Implementation of the 2002 Edition of AACR2 - Training Materials.** <http://lcweb.loc.gov/catdir/cps0/train.html>
 17. **Library of Congress Rule Interpretations (LCRIs).** Washington, D.C.: Cataloging Distribution Service, Library of Congress.

18. **Library of Congress, Cataloging Policy And Support Office: Library of Congress Implementation of the 2002 Edition of AACR2 - Significant Changes:** <http://lcweb.loc.gov/catdir/cpsa/aacr2002.html>
 19. **MARC 21 Format for Bibliographic Data.** Washington, D.C.: Cataloging Distribution Service, Library of Congress. **Concise Format** available online at: <http://lcweb.loc.gov/marc/bibliographic/ecbdhome.html>
 20. **OCLC Technical Bulletin 247: [Section] 1. Coding Practice for Integrating Resources:** <http://www.oclc.org/technicalbulletins/247/#1>
 21. **PURL home page:** <http://purl.oclc.org/>
- B. Additional Cataloging Learning Resources and Readings:
1. Library of Congress Cataloging Directorate. *Bicentennial Conference on Bibliographic Control for the New Millennium.* <http://lcweb.loc.gov/catdir/bibcontrol/>
 2. OCLC Institute. *Cataloging Internet Resources Using AACR2 and MARC 21* (fee-based online learning course). <http://www.oclc.org/institute/elearning/oll/CIRuMA/index.htm>
 3. Online Audiovisual Catalogers, Cataloging Policy Committee. *Implementing the Revised AACR2 Chapter 9 for Cataloging Electronic Resources: An Online Training Presentation.* <http://ublib.buffalo.edu/libraries/units/cts/olac/capc/ch9.ppt>
 4. Online Audiovisual Catalogers, Cataloging Policy Committee. *Introduction to Cataloging Electronic Integrating Resources: An Online Training Presentation.* <http://ublib.buffalo.edu/libraries/units/cts/olac/capc/ir.ppt>
 5. Online Audiovisual Catalogers, Cataloging Policy Committee. *Source of Title Note for Internet Resources.* <http://ublib.buffalo.edu/libraries/units/cts/olac/capc/stnir.html>
 6. Program for Cooperative Cataloging, CONSER Program. *Transforming AACR2: Using the Revised Rules in Chapters 9 and 12.* <http://lcweb.loc.gov/acq/conser/aacr2002/A2slides.html>
- C. Important Background Resources, No Longer Current:
1. *Cataloging Internet Resources: A Manual and Practice Guide.* Second Edition. Nancy B. Olson, editor. Dublin, Ohio: OCLC, 1997. <http://www.oclc.org/oclc/man/9256cat/toc.htm>
 2. Hallam, Adele. *Cataloging Rules for the Description of Looseleaf Publications: with a Special Emphasis on Legal Materials.* Washington, D.C.: Office for Descriptive Cataloging Policy, Library of Congress, 1986.
- D. Resources on Selecting and Providing Access to Internet Resources:
1. AcqWeb: Library & Information Science Resources: Collection Development Sites: Selecting Web Resources: http://acqweb.library.vanderbilt.edu/acqweb/lis_cd.html

2. *Bibliography on Evaluating Internet Resources* by Nicole Auer, Virginia Tech University Libraries: <http://www.lib.vt.edu/research/evaluate/evalbiblio.html>
3. *The Catalog vs. The Homepage: Best Practices in Providing Access to Electronic Resources* by Georgia Briscoe, Cheryl Nyberg, and Karen Selden. Bibliography: <http://lib.law.washington.edu/~cheryl/cathomebib.htm> : <http://lib.law.washington.edu/~cheryl/cathome.htm>
4. Childress, Eric, with Erik Jul. "Perfect in So Many Ways." *Journal of Internet Cataloging* 5:2 (2002) 21-26.
5. Cornell University, *Evaluating Web Sites: Criteria and Tools*: <http://www.library.cornell.edu/okuref/research/webeval.html>
6. Librarians' Index to the Internet: *Selection Criteria for Adding Resources to the LII*: <http://www.lii.org/search/file/pubcriteria>
7. Library HQ.com: *Evaluating/Cataloging Internet Resources*: <http://www.libraryhq.com/evaluate.html>
8. WWW Virtual Library: *Evaluation of information Sources*: <http://www.vuw.ac.nz/~agsmith/evaln/evaln.htm>

9.

Evaluation Form

Your reactions to this workshop will help us in planning future programs. Thank you for your assistance.

Name/institution: (Optional) _____

Trainers: _____

Sponsor: _____

Place and date: _____

Please circle the words that most nearly reflect your response to the statement.

- | | | | | | | |
|----|---|-------------------|----------|---------|-------|----------------|
| 1. | The presenters were well organized and informative. | strongly disagree | disagree | neutral | agree | strongly agree |
| 2. | The workshop content was relevant to my work. | strongly disagree | disagree | neutral | agree | strongly agree |
| 3. | I gained useful information in the sessions. | strongly disagree | disagree | neutral | agree | strongly agree |
| 4. | The exercises fit the material presented. | strongly disagree | disagree | neutral | agree | strongly agree |
| 5. | I had ample opportunity to raise questions during the sessions. | strongly disagree | disagree | neutral | agree | strongly agree |
| 6. | I had ample opportunity to raise questions during the exercises | strongly disagree | disagree | neutral | agree | strongly agree |
| 7. | The overall workshop met my personal expectations. | strongly disagree | disagree | neutral | agree | strongly agree |

8. Please tell us what you found to be most helpful in the workshop.

9. Were any topics not covered that you expected to be presented?

(Over)

10. How could we improve the content or other aspects of this workshop?

11. What topics would you like to see covered in future workshops?
