



# Cataloguing Electronic Resources

*by the Cataloguing Team at Charles Sturt University*

*The workbook used at the conference is attached as a supplementary file.*



Welcome:

- Objective: **To provide an understanding of cataloguing electronic resources that you can use in your local environment**
- Cover a broad overview rather than the minutiae of details associated with cataloguing



Your programme for this session:

- First Steps
- Cataloguing eBooks
- Cataloguing integrating resources
- Cataloguing ejournals
  
- What's Coming soon?



**Scope: Electronic resources**  
**Chapter 9 AACR2**

The term electronic resources applies to all resources that are  
encoded  
for manipulation  
by a computerised device



Electronic resources consist of:

- Text
- Programs
- Combination of data and program

Which type of record do you use in the Leader/06?

Do you have an Electronic resource of

- 'a' Text, language material
- 'm' Computer Files or programs



### Five foundation concepts for e-resources

1. Direct vs remote access
2. Granularity
3. Content vs carrier
4. Multiple characteristics
5. Type of publication



## 1. Direct vs Remote

### Direct:

- Physical carrier can be handled
- Can be inserted into a computerised device
- Examples: CD Roms, DVDs

### Remote:

- No physical carrier
- You use an input-output device (terminal)
- Connected to a computer system (network)
- Or to resources on a storage device (hard disk)



## 2. Granularity

Is the resource part of a larger resource?

- Eg Web sites with subscriptions levels nested within higher levels, up to the domain

Which level are you cataloguing?

- Online image collection or individual image
- One record for the web site
- Separate records for sub-level pages of the site



## 2. Content vs carrier

### Content

Primary intellectual or artistic content

› Language › Sound › Computer Program  
Most records have 'a' for language material

### Carrier

› Printed paper › online html page › online pdf file



### Multiple versions

The same content can be carried on multiple version

Examples

› Printed paper › online html page › online pdf file  
› Print › microfilm › cd rom



### Multiple versions – CHALLENGES

- Create multiple records?
- Create single record?
- How to link records for different formats
- How to make relationships clear?

What does the National Library require?

*Libraries Australia recommends the creation of separate records when a resource exists in both electronic and non-electronic form*



### 3. Type of record:

- a: Online text
- e: Online map
- j: Online musical sound recording
- m:** online programs or interactive games



How is a resource published in time?

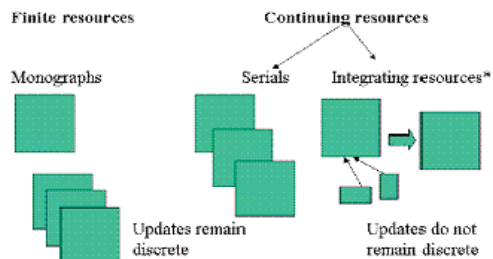
- 4. **Finite:** issued in a finite number of parts
- Continuing:** issued over time with no conclusion

5. The 3 types

- Monographs
- Serial
- Integrating



### *Type of Issuance*



\*Some integrating resources are finite; use chapter 12 rules for them, too.



**Revision:** Before editing a record -

- |                     |   |
|---------------------|---|
| 1. Granularity:     | eg Russian dolls                          |
| 2. Primary content: | text, sound, image, map                   |
| Carrier:            | CD Rom, online pdf file, online mp3 file  |
| 3. Type of record   | Language, Computer file                   |
| 4. Published as:    | finite or continuing                      |
| 5. Published as     | Monograph, serial or integrating resource |



Don't try to catalogue the whole WWW

1. **Authority** Who is responsible / publisher / webmaster?
2. **Accuracy:** Look for facts that are verifiable, check the domain name for the type of publisher
3. **Purpose of content:** How valuable, biased, discriminatory, objective,
4. **Age/timeliness:** How old is the information in relation to new technologies,
5. **Audience level:** general or specific
6. **Access:** Appearance of content, links go directly to database or more links,

Do you still want to catalogue the site?





Add your selection criteria for electronic resources to  
your library's Collection Development Policy



### **Cataloguing online books**

3 different types of "eBooks"

- Online pdf
- Online html
- Online as a reproduction





**Record for eBook**

**Leader/06**

a	language material
m	computer file (restricted)

**Leader/07**

	<b>Bibliographic level</b>
a	Monographic component part
i	Integrating resource
m	Monograph/item
s	Serial



**Leader**

Leader (Book)

Record status (05)	<input type="text" value="n"/>	Type of record (06)	<input type="text" value="al"/>
Bibliographic level (07)	<input type="text" value="m"/>	Type of control (08)	<input type="text"/>
Character coding scheme (09)	<input type="text"/>	Encoding level (17)	<input type="text"/>
Descriptive cataloging form (18)	<input type="text" value="a"/>	Linked record requirement (19)	<input type="text"/>





### Field 006

006 Fixed length data elements - Additional material (COMPUTER FILES/ELECTRONIC RESOURCES)

Form of material (00)	<input type="text" value="m"/>	Undefined (01-04)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Target audience (05)	<input type="text"/>	Undefined (06-08)	<input type="text"/> <input type="text"/> <input type="text"/>
Type of computer file (09)	<input type="text" value="d"/>	Undefined (10)	<input type="text"/>
Government publication (11)	<input type="text"/>	Undefined (12-17)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



### Field 007

007 - Physical Description Fixed Field - General Information (ELECTRONIC RESOURCE)

Category of material (00)	<input type="text" value="c"/>	Material designation (01)	<input type="text" value="r"/>
Undefined (02)	<input type="text"/>	Color (03)	<input type="text" value="c"/>
Dimensions (04)	<input type="text"/>	Sound (05)	<input type="text"/>
Image bit depth (06-08)	<input type="text" value="-"/> <input type="text" value="-"/> <input type="text" value="-"/>	File formats (09)	<input type="text" value="u"/>
Quality assurance (10)	<input type="text" value="u"/>	Antecedent/source (11)	<input type="text" value="u"/>
Level of compression (12)	<input type="text" value="u"/>	Reformatting quality (13)	<input type="text" value="u"/>





### Field 008

008 Fixed length data elements (BOOKS)

Date entered on file (00-05)	<input type="text"/>	Type of date (06)	<input type="text" value="s"/>
Date 1 (07-10)	<input type="text"/>	Date 2 (11-14)	<input type="text"/>
Publication Place (15-17)	<input type="text"/>	Illustration codes (18-21)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Target audience (22)	<input type="text"/>	Form of item (23)	<input type="text" value="s"/>
Nature of contents (24-27)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Govt. publication (28)	<input type="text"/>
Conference publ. (29)	<input type="text"/>	Festschrift (30)	<input type="text"/>
Index (31)	<input type="text"/>	Unspecified (32)	<input type="text"/>
Literary Form (33)	<input type="text"/>	Biography (34)	<input type="text"/>
Language (35-37)	<input type="text" value="eng"/>	Modified record (38)	<input type="text"/>
Cataloging source (39)	<input type="text" value="d"/>		



### Source of the title for online books?

Look for evidence that provides the complete information

- title screen,
- homepage,
- metadata,
- Html header
- Pdf title page

\$a Eureka \$h [electronic resource]





**Notes**

All electronic resources require a note to identify the source of the title

500a Title from pdf title page ( viewed 9 July 2009)

500 a Title from table of contents page (viewed 3 July 2008)



**Physical description for eBooks**

300 a 1 electronic text b html file

For an exact reproduction  
use the pagination etc of the original print





### Essential notes in online monographs

500 source of title (date viewed)

538 Mode of access:

Optional notes

538 Systems requirements:

530 Other formats

520 Summary



### Electronic location and access

856 41 \$u <http://www>

\$z Public note eg [Click here](#)

Electronic version

Not available for document delivery

In opac the URL is a hyperlink to the internet location





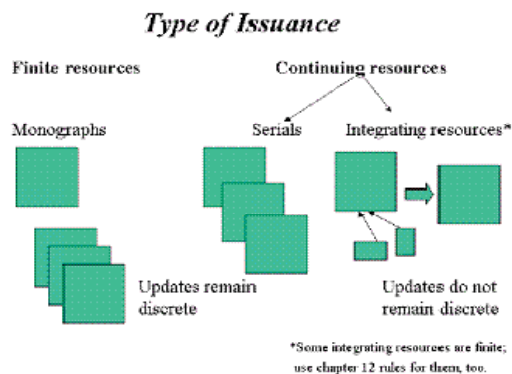
### Exact Reproduction

When cataloguing an e-book as a reproduction use  
533 Details of reproduction

533 a Electronic reproduction b Paris c OECD d 2009



### Reminder: Integrating resources





### What is an integrating resource?

A bibliographic resource that is changed by updates,  
and integrated into the whole resource.

*Print - Loose-leaf; Online - web sites;*



### Leader 06

Primary content of the resource

- a language
- m computer file restricted use
- OR e, j,

### Leader 07

- m monograph
- s serial
- i integrating







## Leader

Leader (Book)

Record status (05)	<input type="text" value="c"/>	Type of record (06)	<input type="text" value="a"/>
Bibliographic level (07)	<input type="text" value="i"/>	Type of control (08)	<input type="text"/>
Character coding scheme (09)	<input type="text"/>	Encoding level (17)	<input type="text"/>
Descriptive cataloging form (18)	<input type="text" value="a"/>	Linked record requirement (19)	<input type="text"/>



## Field 006

Integrating resources is similar to serials

Frequency Updating continuously, Not Known  
Regularity  
04/ type of continuing resource, d or w  
Updating database, Updating website  
Form of item s (electronic)



### Field 006

006 Fixed length data elements - Additional material (Serial/Integrating resource)

Format of material (00)	<input type="text" value="S"/>	Frequency (01)	<input type="text" value="1"/>
Regularity (02)	<input type="text" value="1"/>	ISSN center (03)	<input type="text" value=""/>
Type of continuing resource	<input type="text" value="w"/>	Form of original item (05)	<input type="text" value="1"/>
Form of item (06)	<input type="text" value="S"/>	Nature of entire work (07)	<input type="text" value="1"/>
Nature of contents (08-10)	<input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/>	Government publication (11)	<input type="text" value="1"/>
Conference publication (12)	<input type="text" value="1"/>	Undefined (13-15)	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Original Alphabet/Script (16)	<input type="text" value="1"/>	Entry convention (17)	<input type="text" value="2"/>



### Field 007

007 - Physical Description Fixed Field - General Information (ELECTRONIC RESOURCE)

Category of material (00)	<input type="text" value="C"/>	Material designation (01)	<input type="text" value="1"/>
Undefined (02)	<input type="text" value=""/>	Color (03)	<input type="text" value="1"/>
Dimensions (04)	<input type="text" value="1"/>	Sound (05)	<input type="text" value="1"/>
Image bit depth (06-08)	<input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/>	File formats (09)	<input type="text" value="1"/>
Quality assurance (10)	<input type="text" value="1"/>	Antecedent/source (11)	<input type="text" value="1"/>
Level of compression (12)	<input type="text" value="1"/>	Reformatting quality (13)	<input type="text" value="1"/>





## Field 008

008 Fixed length data elements (BOOKS)

Date entered on file (00-05)	<input type="text" value="071026"/>	Type of date (06)	<input type="text" value="m"/>
Date 1 (07-10)	<input type="text" value="200u"/>	Date 2 (11-14)	<input type="text" value="9999"/>
Publication Place (15-17)	<input type="text" value="XXC"/>	Illustration codes (18-21)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Target audience (22)	<input type="text"/>	Form of item (23)	<input type="text" value="s"/>
Nature of contents (24-27)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Govt. publication (28)	<input type="text"/>
Conference publ. (29)	<input type="text" value="0"/>	Festschrift (30)	<input type="text" value="0"/>
Index (31)	<input type="text" value="0"/>	Unspecified (32)	<input type="text"/>
Literary form (33)	<input type="text" value="0"/>	Biography (34)	<input type="text"/>
Language (35-37)	<input type="text" value="eng"/>	Modified record (38)	<input type="text"/>
Cataloging source (39)	<input type="text"/>		



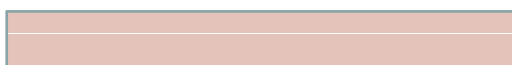
Where is the title?

Displayed on the homepage

In the HTML header title

Title screen, menus, metadata

More in Chapter 9 & 12





What about publisher and place?

**Publisher**

is responsible for making the resource available on the Internet  
Is preferably a corporate body ( not the author)

**Place**

You might have to search a few pages  
Click on a corporate name to get a location,  
Check if you have moved to a different domain name



**Date** – is that the easy part?

Integrating resources have a range of dates

Ongoing/continuing : open date 2009-  
Closing date: 2003-2009





### Note areas

#### Essential

- 500 Source of title proper ( date viewed)
- 538 Mode of access:

#### If applicable

- 538 System requirements
- 530 Other formats
- 310 Frequency of updates

#### Value adding

- 520 Summary



### Linking /Relationships–

#### When to use 776

- You also have a physical format, add the ISBN/ISSN
- You have a separate existing online version already catalogued separately

- 776 08 \$i Also available in CD Rom version
- \$t Environmental warriors
- \$x1531-1540
- \$w 00123687



### Electronic location and access

856 41 \$u http://  
\$z Public note – Requires free registration

The integrating resource has changed – do I change the record??

Integrating entry for “minor” changes – are they defined?

A **new record** may be created because of changes, if the resource in the existing record still exists.  
See 12.2F





## Challenges

Searching for records! How many fields do I have to check?

The record looks different from the rules in this workshop

I have a later iteration – I change description, location, notes, 008,  
but accept the 260\$c



## Electronic journals

How are online journals different from print?

Discrete parts can be print issues, but online can also be articles

- Born digital
- Online versions of print
- Part of a database





**Leader /06**

Primary content 'a' language material  
vs carrier

**Leader /07**

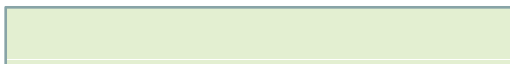
s serial



**Field 006**

006 Fixed length data elements - Additional material (COMPUTER FILES/ELECTRONIC RESOURCES)

Form of material (00)	<input type="text" value="m"/>	Undefined (01-04)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Target audience (05)	<input type="text"/>	Undefined (06-08)	<input type="text"/> <input type="text"/> <input type="text"/>
Type of computer file (09)	<input type="text" value="d"/>	Undefined (10)	<input type="text"/>
Government publication (11)	<input type="text"/>	Undefined (12-17)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



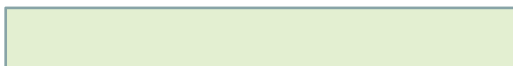




### Field 007

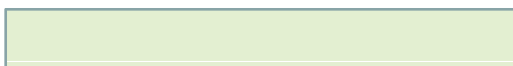
007 - Physical Description Fixed Field - General Information (ELECTRONIC RESOURCE)

Category of material (00)	<input type="text" value="c"/>	Material designation (01)	<input type="text" value="r"/>
Undefined (02)	<input type="text"/>	Color (03)	<input type="text" value="c"/>
Dimensions (04)	<input type="text"/>	Sound (05)	<input type="text"/>
Image bit depth (06-08)	<input type="text" value="-"/> <input type="text" value="-"/> <input type="text" value="-"/>	File formats (09)	<input type="text" value="u"/>
Quality assurance (10)	<input type="text" value="u"/>	Antecedent/source (11)	<input type="text" value="u"/>
Level of compression (12)	<input type="text" value="u"/>	Reformatting quality (13)	<input type="text" value="u"/>



### Field 008

Date entered on file (00-05)	<input type="text" value="060425"/>	Type of date (06)	<input type="text" value="c"/>
Date 1 (07-10)	<input type="text" value="1993"/>	Date 2 (11-14)	<input type="text" value="9999"/>
Place of publication code (15-17)	<input type="text" value="enk"/>	Frequency (18)	<input type="text" value="f"/>
Regularity (19)	<input type="text" value="r"/>	ISSN center (20)	<input type="text"/>
Type of continuing resource (21)	<input type="text" value="p"/>	Form of original item (22)	<input type="text" value="s"/>
Form of item (23)	<input type="text" value="3"/>	Nature of entire work (24)	<input type="text"/>
Nature of contents (25-27)	<input type="text"/> <input type="text"/> <input type="text"/>	Govt. publication (28)	<input type="text"/>
Conference publi. (29)	<input type="text" value="0"/>	Undefined (30-32)	<input type="text"/>
Alphabet/Script (33)	<input type="text" value="a"/>	Entry convention (34)	<input type="text" value="0"/>
Language (35-37)	<input type="text" value="eng"/>	Modified record (38)	<input type="text"/>
Cataloging source (39)	<input type="text" value="d"/>		





**Notes, Notes, Notes**

500 Title from table of contents ( viewed 8 July 2009)

506 Available only to subscribing libraries

516 to describe the file or document formats

530 can be used to note the existence of other formats

538 Mode of access: All issues available via World Wide Web

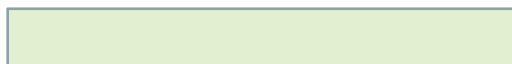
538 System requirements: Requires Adobe Acrobat Reader



•**7XX linking entries** for related resources

•**Electronic location**

856 40 \$u \$z





### **Homework for you – WOW!**

- Read AACR2 Chapter 9
- Check your institution's requirements for single or multiple records
- Write criteria for online resources into your Collection Development Policy