

CATALOGING BOOKS WITH ACCOMPANYING MEDIA

Revised: 6/30/08

Additional fields are added to a bibliographic record to represent information about accompanying material. This document outlines procedures for accompanying media such as: CD-ROMs, compact discs, DVD-ROMs, DVD-Video discs, floppy disks, and tape cassettes. Don't agonize over which item is the principal one and which is the accompanying one. If in doubt, catalog the book as the main item. As always, practices within Divisions or collections may vary.

In the process of cataloging accompanying media, do not install software on your computer. If you need to load files, use the spare computer in Serial Cataloging. When finished, remember to uninstall anything that you loaded onto the hard drive and to remove the disc from the drive and replace it in pocket or jewel case.

008 FIXED FIELD

The 008 field contains 40 character positions. The following position may need to be adjusted in the bibliographic record if piece in hand includes a disc with sound:

position18-21 (Illus)

Add code 'm' to any type of sound recording (based on the 300 subfield 'e')

LEADER 006

The addition of the 006 for accompanying material is not LC practice. (However, the 006 field is sometimes added to an OCLC record by other member libraries. These need not be removed.) The 006 field codes the characteristics of the accompanying material. It was added to records cataloged in HOLLIS to bring out the physical carrier aspect of the accompanying electronic resource and to accommodate physical format searching, but the practice has been abandoned by HCLTS in the ALEPH environment.

300 PHYSICAL DESCRIPTION (AACR2 9.5B1)

Add a subfield 'e' for a description of the accompanying material. Enclose any associated physical description statements in parentheses. The subfield 'e' follows a plus sign (+) and includes all the remaining data in the field. Do **not** repeat subfield 'e'. Enter multiple accompanying material statements in the same subfield 'e'. Vernacular terms such as *CD-ROM*, as opposed to the phrase *computer optical disc*, are now LC practice (LCRI 9.5B1). Remember that this field ends in a period if there is a 4xx field following.

Examples for text or multimedia CD-ROMs and DVD-ROMs:

300: : |a xii, 212 p. : |b ill. ; |c 27 cm. + |e 1 CD-ROM (col. ; 4 3/4 in.) + user's guide (18 p. ; 18 cm.)

or

300: : |a xii, 212 p. : |b ill. ; |c 27 cm. + |e 1 mini CD-ROM (sd., col. ; 3 in.)

or

300: : |a xii, 212 p. : |b ill. ; |c 27 cm. + |e 1 DVD-ROM (sd., b&w ; 4 3/4 in.)

Example for sound CDs:

300: : |a xii, 212 p. : |b ill. ; |c 27 cm. + |e 1 sound disc (digital ; 4 3/4 in.)

Example for floppy disk:

300: : |a xii, 212 p. : |b ill. ; |c 27 cm. + |e 2 floppy disks (3 1/2 in.) + booklet ([6] p. : ill. ; 28 cm.)

Example for 4 3/4 in. DVD video discs:

300: : |a xii, 212 p. : |b ill. ; |c 27 cm. + |e 1 videodisc (DVD, 65 min. : sd., col. ; 4 3/4 in.)

300: : |a xii, 212 p. : |b ill. ; |c 27 cm. + |e 1 videodisc (Blu-Ray, 65 min. : sd., col. ; 4 3/4 in.)

Example for VHS videocassettes:

300: : |a xii, 212 p. : |b ill. ; |c 27 cm. + |e 1 videocassette (VHS, 65 min. : sd., col. ; 1/2 in.)

Example for (standard size) tape cassettes:

300: : |a xii, 212 p. : |b ill. ; |c 27 cm. + |e 1 sound cassette (28 min. : stereo. ; 1/8 in.)

538 SYSTEM DETAILS (AACR2 9.7B1)

Current HCLTS practice is to place field 538 as the first 5xx note in the bibliographic record. It was thought that this information (along with the 546 language note) is of most interest to our patrons, so both fields now file at the top of the list of notes in our OPAC.

Do not add this field to records with accompanying sound or video discs that do not need to be read by a computer. Add this field to other types of accompanying media only if the information is readily available or easily ascertained but don't agonize over system requirements. However, an effort should be made to include a 538 field in all **original** cataloging records. In general, transcribe information from the piece in the order prescribed by AACR2 (see below.)

The 538 note begins with the phrase "System requirements for accompanying [medium on which the electronic resource is stored, such as CD-ROM]:" Note that 'disk' is the preferred spelling for magnetic disks such as floppies. The spelling 'disc' is used for optical discs such as CD or DVDs.

Give characteristics in the following order and precede each characteristic, other than the first, by a semicolon. Always include the recommended amount of processor memory (RAM) if stated on item, and use your judgement about including information extra storage space memory. If system requirements are listed on the piece in hand, use as given, e.g., Adobe Acrobat Reader 4.0 or later.

- computer manufacturer and model **or** operating system
- amount of memory required
- extra hard disk space needed
- name of operating system and version e.g., Microsoft Windows NT/XP/2000 or Macintosh OSX
- software requirements (including the programming language)
- kind and characteristics of any required or recommended peripherals, e.g. CD-ROM drive

Example

538 __ System requirements for accompanying CD-ROM: 32 MB RAM; 12 MB free hard disk space; Microsoft Windows 95/98 or NT; Adobe Acrobat Reader 4.0 or later (Acrobat 5.0 supplied); CD-ROM drive.

655 FORM/GENRE

Add form/genre tag 655 specific to type of electronic resource. Past practices (such as the addition of subfield 2 for LCSH headings, or the use of the term 'Audiotapes' for both cassette and reel-to-reel) no longer apply. See 655 document from Bib. Standards at: http://hul.harvard.edu/cmtes/haac/Form_Genre.htm

Example for text and multimedia CDs and DVDs (4 3/4" text and multimedia computer discs)

Do not use this term for sound or video discs.:

655 _0 |a CD-ROMs. or 655 _0 |a DVD-ROMs.

Example for sound CDs:

655 _0 |a Compact discs.

Example for 4 /34 in. video DVDs:

655 _0 |a DVD-Video discs.

Example for 4 /34 in. video CDs:

655 _7 |a VCD-Video discs. |2 local

Example for 3.5 in. floppy disks:

655 _0 |a Floppy disks.

Example for 1/8 in. cassette tapes: HCLTS previously used the broader term "Audiotapes" for both cassettes (1/8" tape) and reels (1/4" tape.)

655 _0 |a Audiocassettes.

HOLDINGS

Current policy varies among the HCLTS units as to the location of books with supplemental media. Pieces can be sent together to the Stacks, sent together to Harvard Depository, or sent separately to Stacks and HD.

If the text and accompanying media are separated, i.e., text to Stacks and media to HD, create two holdings. Add a subfield 'z' (public note) to the 852 media holdings to help differentiate the media from the book in the OPAC view.

Example: 852 0_ |b WID |c HD |h TR123 /i .V45 2003 |z CD-ROM

If pieces are kept together, code Leader and 008 for multi-part item. The following example represents holdings for a single item accompanying a book. It is not necessary to add a **007** field to the holdings for supplemental media.

Leader

06 Type of Record **v** (multipart item)
 17 Encoding Level **4** (level of holdings)

008 Fixed Field

06 Receipt Status **2** (received and complete)
 16 Completeness **1** (complete)

852 Field:

Use call numbers as you would for a book.

853/863 Field:

Under previous policy, an 853/863 pairing was added for the text. This practice no longer applies.

854/864 Fields:

Accompanying items are added as supplemental material in the 854/864 fields:

Example:

852 0_ |b WID |c HD |h TR123 /i .V45 2003

854 00 |8 1 |a (unit)

864 41 |8 1.1 |a 1 CD-ROM **or** 1 sound disc

Further documentation:

MARC 21 Format for Holdings Data <http://lcweb.loc.gov/marc/holdings>

ITEM RECORDS

All or part of the following may depend on individual unit policy:

Add a note to the Item Record in Tab 1 (General Information:1) in the **Description** field. Information about the accompanying material is listed in the Description field as:

+disc **or** +2 discs
 +videodisc

The **Material Type** in Tab 1 is coded as BOOK or main record format.

Add a note (e.g., "check for accompanying CD-ROM") in the **Circ. Note** field in Tab 2 (General Information:2) to remind the circulation staff to check for the existence of accompanying media when item is returned. Charge item to "Media 00309750" and send to End Processing for housing or re-housing evaluation. (Use a yellow *Binding/Shelf Preparation* slip to alert EP staff.)

If the text and media are separated, create separate item records for both and link to the respective holdings records. For the media item record, select the appropriate **Material Type** (CD-ROM, DVDRO, etc.) and add information about the media type, e.g., "CD-ROM" to the **Description** field.

Text and media stored together in a phase box ("media case") can circulate.

GOV DOCS

Separate print item and electronic resource. Assign Doc call number to text and LC-style call number to accompanying disc and send separately. OK to assign high Z numbers for Doc Ref.