

CATALOGING CD-ROMs or DVD-ROMs

21 March 2007

This document is meant to be used as a guide to the cataloging of electronic resources that require manipulation by computer and the use of a peripheral device attached to a computer, i.e. a CD- or DVD-ROM drive. Music discs and videodiscs do not require the use of a computer or a CD- or DVD-ROM drive and therefore do not fit the definition of an electronic resource.

These guidelines are an extension of AACR2 documentation, not a replacement. **For purposes of this document, the terms DVD and DVD-ROM are interchangeable with the terms CD or CD-ROM.**

The description of the **physical** aspect, i.e. carrier, of a CD-ROM is based on AACR2 *Chapter 9: Electronic Resources*. Consult also the chapter dealing with the **content** of the item, especially when constructing notes (e.g. apply rules from *Chapter 3: Cartographic Materials* for content when cataloging an electronic atlas.)

Single or separate records

If a print version of the CD-ROM exists, a decision is made as to whether the CD is cataloged as a separate bibliographic record or just added as an additional holding to the existing print record.

Harvard libraries generally catalog multiple formats on the same record. This is known as the single record approach. You may catalog both the print version and the CD-ROM version on a single record if the content is equivalent. Use separate bibliographic records when the CD-ROM version has significant additional content not present in the print version. If the print version is not represented in HOLLIS, use judgement as to the most appropriate treatment.

Chief Source of Information (9.0B1)

The chief source of information is the resource itself. Take information from formally presented evidence (title screen, main menu, physical carrier and its labels, etc.) If the information in these sources varies in degree of fullness, prefer the source that provides the most complete information.

Format of record/Leader 06

CD-ROMs are coded for their most significant aspect (language material, sound, music, moving image, etc.) If the resource is essentially the equivalent of a print item, but in electronic form, use the same format and TYPE code as for the print version, i.e. on a BOOK format record with Leader position 06 (Type of Record) coded "a."

The computer record format (Aleph FMT 'm' or old HULPR format 'D') is **only** used for: computer software (including programs, games, and fonts); numeric data; computer-oriented multimedia; online systems or services. Suggested values for TYPE and FILE coding can be found at

<http://www.oclc.org/oclc/cataloging/type.htm>

BIBLIOGRAPHIC RECORD

006 FIXED LENGTH DATA ELEMENT

Field 006 is mandatory in records for which the Aleph format is not CF (computer file) so that the search qualifier for computer files will continue to retrieve these records. In instances where the resource format is considered something other than a computer file, such as text or a map, then the 006 field is used for coding information on its computer file aspects.

The 006 code for text CD-ROMs in Aleph is 'm' for computer file (even if it contains language material) to emphasize the physical carrier aspect of the CD-ROM and to accommodate physical format searching. Consult *Bibliographic formats and standards*, 3rd ed. online <http://www.oclc.org/bibformats/en/field/006.shtm> for complete coding options and their descriptions or review the TYPE and FILE coding found at <http://www.oclc.org/connexion/documentation/type.htm>.

The coding for the 006 field for a computer file format is as follows:

| | |
|---------------------------|--|
| 00 Form of Material | m (computer file) |
| 05 Target audience: | [blank] unknown or not specified; e (adult); f (specialized audience) |
| 09 Type of computer file | a (numeric e.g. test scores, statistics); d (document); e (bibliographic) |
| 11 Government publication | [blank] not a govt. publication; f (federal, national); i (international) l (local); s (state, provincial) |

008 FIXED LENGTH DATA ELEMENT

position 23 Form of Item

If the leader 06 is coded "a":

record 's' for "electronic" to indicate that the item is intended for manipulation by computer and requires the use of peripheral devices attached to a computer, e.g. a CD-ROM drive

If the leader 06 is coded "c":

identify the Type of computer file from the choices provided in MARC 21 008/26

245 TITLE AND STATEMENT OF RESPONSIBILITY (9.1)

Transcribe the title proper and parallel title or other title information and statements of responsibility as found on the chief source of information. Add the GMD (General Material Designation) subfield h [electronic resource] following the title proper (*|a, n & p*) for all separate records that include computer file 006 regardless of TYPE code. (This does not apply to the single record approach.)

245 10 |a U.S. history highway |h [electronic resource] : |b a guide to internet resources / |c by James Monaco.

260 PUBLICATION, DISTRIBUTION, ETC. (9.4)

All commercially available electronic resources issued in CD-ROM format are considered published. For an electronic resource produced non-commercially, do not record a place of publication, distribution, etc. or name of a publisher. Do not record '[s.l.]' or '[s.n.]' in such cases -- record only the date field.

300 PHYSICAL DESCRIPTION (9.5)

Use the conventional terminology "CD-ROM" as the SMD. Initially, AACR2 recommended using the term "computer optical disc" but the current preference at HCL is for the more specific term. If the conventional terminology "CD-ROM" is not used in this field, then remember to add a 500 physical description note.

Add physical details, such as sound (sd.) and color (col.) in subfield *b* if known and record accompanying material in subfield *e* if applicable.

300 __ |a 1 CD-ROM : |b sd., col. ; |c 4 3/4 in.

300 __ |a 1 computer optical disc ; |c 4 3/4 in. + |e user's guide

500 __ |a CD-ROM.

NOTE AREA (9.7)

Record notes in prescribed order as listed below:

- 516 Nature and scope (9.7B1)
- 538 System details (9.7B1)
- 500 Mode of access (9.7B1)
- 546 Language and script (9.7B2)
- 500 Source of title proper (9.7B3)
- 500 Variations in title (9.7B4)
- 500 Parallel titles and other title information (9.7B5)
- 500 Statements of responsibility (9.7B6)
- 500 Edition and history (9.7B7)
- 500 Type and extent of resource (9.7B8)
- 500 Publication, distribution, etc. (9.7B9)
- 500 Physical description (9.7B10)
- 500 Accompanying material (9.7B11)
- 500 Series (9.7B12)
- 502 Dissertations ((9.7B13)
- 521 Audience ((9.7B14)
- 530 Other formats (9.7B16)
- 520 Summary (9.7B17)
- 505 Contents (9.7B18)
- 500 Numbers (9.7B19)

538 SYSTEM DETAILS (9.7B1)

Field 538 is the first 5xx note in the bibliographic record. Since a text CD-ROM can only be accessed and manipulated via a computer, the 538 field should always include the peripheral device "CD-ROM drive."

If system details are not available on the carrier you can explore files on the disc using Windows NT Explorer. Click on the CD drive (probably drive D or E.) "Readme" files will usually open with Word or Notepad. Files with extensions .txt, .html, or .pdf may open with Notepad, Netscape or Adobe Acrobat Reader. Remember to remove disc from drive and replace in jewel case when done.

The 538 note begins with the phrase "System requirements:" Give characteristics in the following order and precede each characteristic, other than the first, by a semicolon. (Spaces before and after the semicolon make a long list easier to read.)

- make and model of the computer(s) on which the file is designed to run;
- amount of memory required
- name of operating system
- software requirements (including the programming language)
- kind and characteristics of any required or recommended peripherals

Example

538 __ System requirements: IBM-PC or equivalent ; 16 MB RAM ; Microsoft Windows 95/98 or NT ; Microsoft Excel ; CD-ROM drive.

500 SOURCE OF TITLE PROPER (9.7B3)

Always give the source of the title proper. Consider the disc label to be any information that is affixed, printed or stamped on the disc surface.

500 PHYSICAL DESCRIPTION NOTE (9.7B10)

Give the physical description in a note **only** if using the SMD "computer optical disc" in the 300 field.

500 __ CD-ROM.

65x SUBJECT HEADINGS

Use the form subdivision |v Databases only for items matching the definition of databases in SCM memo H 1520. Do not use this form subdivision under subjects for computer files that are essentially textual in nature, such as articles, conference proceedings, or literary works. Prior to May 1996 this form subdivision was regularly assigned to any computer file other than executable software. Since then it has been limited to the provisions described in SCM memo H 1520.

Use the free-floating topical subdivision |x Databases under subjects for works **about** databases on a particular subject.

Use the form subdivision |v Interactive multimedia under subjects for interactive multimedia on those subjects.

Use the form subdivision |v Software when the CD-ROM contains software to perform tasks external to the disc itself.

655 FORM/GENRE

Add form/genre tag 655 to HOLLIS record. Use for 4 3/4" computer laser discs that contain text and multimedia material. Do not use this term for music CDs.

655_0 |a CD-ROMs.

HOLDINGS RECORD

007 PHYSICAL DESCRIPTION FIXED FIELD

This field is mandatory in any record representing an item whose carrier is a computer file. The 007 identifies the physical characteristics of the CD-ROM. Positions 00-05 must be completed; positions 06-13 are optional. Consult *Bibliographic formats and standards*, 3rd ed. online <http://www.oclc.org/bibformats/en/0xx/007comp.shtm> for complete list of codes.

| | |
|----------------------------------|---|
| 00 Category of material | c (computer file) |
| 01 Specific material designation | o (optical disc) |
| 02 Unidentified | (fill character) |
| 03 Color | a (one color); b (b/w); c (multicolored); u (unknown) |
| 04 Dimensions | g (4 3/4" or 12 cm.) |
| 05 Sound | [blank] (no sound); a (sound); u (unknown) |

852 CLASSIFICATION

All CD-ROMs are sent to Harvard Depository. (This information does not apply to items for Gov. Docs or the Reading Room, see below.)

Reading Room

A CD-ROM RR call number is the electronic equivalent of classification of a book shelved in Widener Reading Rooms. Assign the next accession number in the list. RR discs are sent directly to Joe Bourneuf (Head of Reference and Information Services) in Widener. Do not send to RR discs to End Processing.

For full-text databases add the following subfields to the 852:

- |m RBS
- |z To arrange to use this database, please contact the Reference Desk, Widener Library: 617-495-2411, or email: libref@fas.harvard.edu

ITEM RECORD

The disc may be sent in its original hard plastic jewel case, unless it is damaged. Polypropylene cases are available from End Processing for any discs that need re-housing. The HD barcode should be placed in the upper left hand corner on the front of the jewel case. The disc itself is not barcoded or marked in any way. Code Material Type as CDROM or DVDRO.

GOVERNMENT DOCUMENTS

Use CDDOC as collection code (replaces pre-Aleph CD-ROM DOC from subfield c) and assign LC-style call numbers.

Delete any item records that may have been created as a result of the acquisitions process.

Add guides and manuals to the same bibliographic record as the disc even if they have a different title. All instruction documentation is stored at John Baldisserrotto's desk.

- 506 __|a Installation requires serial number from user guide.
- 852 0_ |b DOC |c CDDOC |h HA201.122 |i .C46 2002x |x Harvard serial number = 3093705129655