

Cataloging Internet Resources: Monographs

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Note: Be aware that records in HOLLIS have been cataloged according to an evolving set of standards and may not provide reliable examples for current cataloging.

Catalog only those Internet resources that have been formally selected by a book selector. If you find an electronic version of a book that is readily available on the web, consult with a selector before cataloging it for Harvard libraries.

Some major decisions must be made before cataloging an Internet resource:

1. Is the web site a serial or an integrating resource/monograph?
2. If a print version exists, is the web site cataloged as a separate bibliographic record or just added as an additional holdings record to the existing print record?
3. If the web site is cataloged as a separate record, which bibliographic format should be used?

Decision: Is it a serial or integrating resource/monograph?

Electronic serials must:

1. Comprise discrete successive parts

Note: The transition from print to online format may result in a serial becoming an integrating resource. For example, a serial issued in print can be updated continuously online without designated parts, becoming similar to a loose-leaf publication. (CONSER Cataloging Manual)

2. Bear numeric or chronological designation
3. Be intended to be issued indefinitely

If the publication is a serial, forward to Serial Cataloging or CONSER, as appropriate

Further documentation:

CONSER Cataloging Manual <<http://lcweb.loc.gov/acq/conser/module31.html>>

IF A PRINT VERSION EXISTS:

Decision: Catalog on a single record or separate record?

Harvard libraries generally catalog multiple formats on the same record. This is known as the single record approach. Catalog the print version and Internet resource on a single record if:

1. The content is equivalent

Note: The transition from print to online format may result in a monograph becoming an integrating resource and therefore inappropriate for the single record approach as, over time, the content will cease to be equivalent to the print version. An integrating resource is 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 may be finite or continuing. Examples include updating loose-leafs and updating Web sites.

2. The print version is represented in HOLLIS
3. The Internet resource contains only selected parts of the printed monograph, e.g. tables of contents, selected chapters

The same criteria may apply to other published tangible formats, such as CD-ROMs, DVDS, cassette tapes, etc.

Prefer cataloging the Internet resource as **separate record** if:

1. There is significant additional content in the online version, e.g. electronic version receives updates and print version does not
2. If the print version is not represented in HOLLIS, use judgement as to the most appropriate treatment
3. There is a compelling reason to use the separate record approach

Sometimes the cataloger may have a piece in hand that is a locally made copy of an Internet resource. It could be a printout of a PDF file, a locally burned CD, or other copy made for convenience of use, for archiving, or for other uses. In such cases, it is usually appropriate to catalog the Internet resource and add a holdings record for the copy. Decide on a case-by-case basis.

Instructions for the single record approach begin on page 3; instructions for the separate record approach begin on page 4.

Further documentation:

Cataloging Networked Resources in HOLLIS <http://hul.harvard.edu/cmtes/haac/ssssc/net_resources.htm>

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

Single Record Approach

Make the following adjustments to the existing HOLLIS record if using a single record to describe multiple formats:

BIBLIOGRAPHIC RECORD

006 Do not add for the Internet resource

530 (Optional)

530 __|a Also available on CD-ROM.

655 (Required)

655_7 | a Computer network resources. |2 local

740 (Mandatory if applicable)

Add 740 title added entry when the title for the electronic version differs.

Add 740 fields as appropriate for other variant titles that may appear on the Internet resource.

Add 740 title added entry for the online version (with the qualifier (Online)) if appropriate

Distinguish added entries as applying to the Internet resource by the addition of subfield |5 net

HOLDINGS RECORD (see p. 9)

Create NET (or WID, DOC, etc.) holdings record with 007 and 856 fields (mandatory) and 506 field (if applicable) See p. 9 for specifics.

ITEM RECORD

Delete any item records created as a result of the acquisitions process.

Further documentation:

Cataloging Networked Resources in HOLLIS Cataloging Networked Resources in HOLLIS
<http://hul.harvard.edu/cmtes/haac/ssssc/net_resources.htm>

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

Separate Record Approach: Choice of Format

Choice of format is based on the most significant aspect of content rather than the physical form or carrier. The most frequently used formats for cataloging Internet resources are BK (book), CF (computer file), and MP (maps.)

Language material: Aleph format: BK; Leader 06 = a (OCLC Type: a)

Use for: Internet resources that are basically textual in nature.
A search system is considered incidental to the text.

Computer files: Aleph format: CF; Leader 06 = m (OCLC Type: m)

Use for: Computer software (including programs, games, fonts)
Numeric data (must be able to be manipulated)
Computer-oriented multimedia
Online systems or services

Also use in case of doubt, or if the most significant aspect cannot be determined.

Note: the definition of "computer file" (Type: m) was greatly narrowed in 1997. For this reason, many Internet resources that would now be cataloged on book records are in HOLLIS as computer format records. See <<http://www.loc.gov/marc/marbi/1997/97-03R.html>> for guidance.

It is not necessary to reformat old records that were originally cataloged as computer files if they no longer fit the narrower definition of a computer file. However, any records brought in from OCLC (OCLC Type: m) should be reformatted if they do not conform to the new, narrower definition of a computer file.

Note: HOLLIS format: CF records cannot be taped out to OCLC.

Cartographic material: Aleph format: MP; Leader 06=e (OCLC Type: e)

Use for: cartographic images, scanned or constructed from digital files, and data that produces cartographic images when processed by software products such as Geographic Information Systems.

Scores, Sound Recordings, Visual Materials, and Mixed Materials

Refer to MARC documentation for criteria for using Aleph formats MU, VM, and MX

Further documentation:

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

MARC 21 Format for Bibliographic Data <<http://lcweb.loc.gov/marc/bibliographic/ecbdhome.html>>

Guidelines for Distinguishing Cartographic Materials on Computer File Carriers from other Materials on Computer File Carriers <<http://lcweb.loc.gov/marc/cfmap.html>>

MARBI Proposal No. 97-3R <<http://lcweb.loc.gov/marc/marbi/1997/97-03R.html>>

Separate Record Approach: Areas that Differ from Book Cataloging

For Language Material (Aleph format: BK)

FIXED FIELD 008:

06 Type of date: If Internet resource receives updates, code as 'm'

11-14 Date 2: If Date Type is 'm' use 9999 in Date 2

23 Form of item: code 's' is used for an electronic item accessed via computer, (i.e., it is not used for music or video discs)

VARIABLE FIELD 006:

The fixed field 008 addresses the "book" or language material aspect of the item (content) and the variable field 006 addresses the electronic (computer file) aspect.

Select 006 format: Computer Files

00 Form of material: default is m for computer file

05 Target audience: code if appropriate

09 Type of computer file:

a (numeric data: football statistics, student test scores)

b (computer program: software)

c (representational: pictorial or graphic data that can be manipulated)

d (document: text)

e (bibliography: citation databases or library catalog)

m (combination of types)

Other FILE codes found in: OCLC Bibliographic Formats and Standards 3rd ed. (online version) <<http://www.oclc.org/bibformats/en/field/default.shtm>>

11 Government publication: code if appropriate

ITEM RECORD

Delete any item records created as a result of the acquisitions process.

Separate Record Approach: Descriptive Cataloging Procedures

Chief source of information: The chief source of information for electronic resources is the resource itself. Use formally presented evidence:

- title screen(s)
- main menus
- program statements
- initial display(s) of information
- home page(s)
- file header(s) including "subject" lines
- encoded metadata (TEI headers, HTML/XML metatags)
- physical carrier or its labels, including information that has been printed out

1XX Field (Main Entry): Transcribe as main entries only those persons or corporate bodies who can reasonably be said to be chiefly responsible for the intellectual (as opposed to the visual or technological) content of the resource. In deciding whether a person or corporate body merits main entry, apply the guidelines given in Chapter 21 of AACR2.

Be aware that in the Web environment, there are a number of persons and entities normally associated with an item (webmaster, site designer, Internet Service Provider, etc.) that usually do not merit treatment as main (or even added) entries. In general, do not give added entries for webmasters, site designers, or Internet Service Providers unless there is compelling evidence that these persons or entities bear significant responsibility for the intellectual content of the resource.

245 Field (Title): Add |h [electronic resource] before subfield |b. In transcribing the title, follow the guidelines for chief source of information given above. Select main entry according to AACR2 1.1B. If there is more than one title, add a 246 field for each distinctive variant. Always give the source of the title proper in a note. (For more information see below *500 Field: Source of Title Proper*.) For definitions of terms used in source of title notes for Internet resources, see the glossary at the end of this document.

Title on homepage: The Committee on Medieval Studies at Harvard University
Title in <META> tag of resource: Harvard Medieval Studies Committee

Transcribe as:

245_4 |a The Committee on Medieval Studies at Harvard University
246 1_i |i Title from <META> tag: |a Harvard Medieval Studies Committee
500 __ |a Title from home page (viewed on Feb. 10, 2002)

250 Field (Edition): This field is interpreted broadly in Internet resource cataloging. If there are words or phrases indicating that the same information was available previously in a different form, transcribe as edition statement.

- 250 __ |a Electronic version.
- 250 __ |a Working draft.
- 250 __ |a Version 5.20.
- 250 __ |a Prelim. release 0.5.
- 250 __ |a Level 3.4.
- 250 __ |a Rev. ed. 10/2/82.

260 Field (Publication): All Internet resources are considered published. Give information as instructed in AACR2, Rule 1.4. For further guidance in cases where an explicit publisher statement is lacking and no rules apply, see below:

If there is no clear affiliation between the author and an organization, consider the author to be the publisher. If there is a clear affiliation between the author and an institution and the affiliation is strongly stated in the chief source of information or is implied (e.g., the site is hosted on the institution's servers,) the institutional name can be transcribed as publisher. Generally, do not consider the Webmaster to be the publisher. Do not transcribe names of commercial Internet Service Providers (such as AOL, Earthlink, or Mindspring) as publishers unless the resource emanates from the ISP and deals with the ISP itself.

Added entries may be made for corporate bodies listed as publishers; apply rules in AACR2, Chapter 21 to determine access points.

260 __|a Give the place of publication if it is present on the resource (cf. AACR1 1.4C for instructions). Use "S.l." as needed.

260 __|b Give the name of the publisher as listed on the resource. Use "s.n." as needed.

260 __|c Give the date of publication (i.e., the date the resource was first made available in its present form) if this is evident from the resource. When more than one date is present, prefer the most recent date. When estimating dates, remember that the Web has only existed since 1991.

300 Field (Physical Description): Omit

4xx/8xx Fields (Series): Generally speaking, transcribe collective titles as series only when the resource itself implies the title is considered a series by the author or publisher; or when there is information from other sources (LCAF, OCLC) that implies same. In all other cases, add the collective title in a 730 or 740 field as an added title entry.

730 0_ |a English emblem book project
not

440 _0|a English emblem book project

ADD 5xx FIELDS IN THE ORDER LISTED BELOW: (asterisk denotes mandatory 5xx field)

538 Field (System Requirements): Used to record system requirements for remotely accessible resources when these requirements are unusual or may be of special interest to the user. Use judgment in applying this rule.

538 __|a Requires Adobe Acrobat Reader for viewing of PDF files and Macromedia Flash for viewing animations.

***538 Field (Mode of Access):** If a file is available only by remote access, always specify the mode of access.

538 __|a Mode of access: World Wide Web.

538 __|a Mode of access: Internet via ftp.

500 Field (Nature and Scope): Use if not apparent from rest of description.

500 __|a Novel.

546 Field (Language): Give the languages and/or scripts of the resource unless this is apparent from the rest of the description. Include encoding information when relevant.

546 __ |a In Russian, KOI-8 or Win1251 encoding.

***500 Field (Source of title proper):** Always give the source of the title proper. Several examples are shown in the OLAC document Source of Title Note for Internet Resources

<<http://ublib.buffalo.edu/libraries/units/cts/olac/capc/stnir.html>> Combine this note with date viewed.

500 __ |a Title from title screen (viewed on Feb. 6, 2001).

500 __ |a Title supplied by cataloger (viewed on Nov. 8, 2001).

500 Field (Variations in Title): Notes on titles borne by the item other than title proper.

500 __ |a Title on manual: Compu-math decimals.

500 Field (Statements of Responsibility): For names not recorded in 245 but deemed important.

500 __ |a Contributors include Dieter E. Zimmer and Gennady Barabtarlo.

500 __ |a Web site hosted by University of Edinburgh Dept. of Geography.

500 Field (Edition and History): Make notes related to the history of the item.

500 __ |a Originally published in print: Berlin: Brisson Verlag, 1999.

500 Field (Type and Extent of Resource): Information considered to be important but not found elsewhere in the description.

500 __ |a Image files are 20 MB each.

520 Field (Summary): Give a brief objective summary of the purpose and content of an item unless another part of the description provides enough information.

520 __ |a An online Bible concordance.

530 Field (Other Physical Formats Available): Include notes about different physical formats.

530 __ |a Also available on CD-ROM.

650/651 Field (LC Subject Heading): Assign subject headings as appropriate. See H1520 SCM for use of the subject heading "Databases." Prior to May 1996, the subdivision –Databases was regularly assigned as a form subdivision to any computer file other than executable software. Since May 1996, the assignment of the subdivision–Databases has been limited.

655 Field (Form/Genre term): A form/genre entry is required in HOLLIS for Internet resources.

655 _7 |a Computer network resources. |2 local

Further documentation:

HUL Bibliographic Standards <http://hul.harvard.edu/cmtes/haac/HUL_Bibliographic_Standards.pdf>

Cataloging Networked Resources in HOLLIS <http://hul.harvard.edu/cmtes/haac/ssssc/net_resources.htm>

OCLC Bibliographic Formats and Standards 3rd ed. (online version) <<http://www.oclc.org/bibformats/en/>>

Holdings: Single and Separate Record Approach

Create a holdings record for all Internet resource records. The fields listed below should be included whether the Internet resource is cataloged using the single record or the separate record approach. While a resource is in Beta testing for the HOLLIS Portal, suppress the record from public display. Unsuppress when the resource is available to the public.

007 Physical Description Fixed Field (Computer Files)

Note: In OCLC this field appears as 007 in the bibliographic record.

Enter values for subfields a-f. Subfields g-l are optional and are not being applied in Aleph at this time. A complete 007 code list found in: OCLC Bibliographic Formats and Standards 3rd ed.

<<http://www.oclc.org/bibformats/en/0xx/field007/table.shtm>>

00 Category of material	c (computer file)
01 Specific material designation	r (remote)
02 Undefined	fill character
03 Color	a (one color); b (black & white); c (multicolored); fill character (no attempt to code)
04 Dimensions	n (not applicable)
05 Sound	blank (no sound); a (sound); u (unknown) ; fill character (no attempt to code)

008 Fixed Field Data Elements

06 Receipt/acquisition status	1 (none of the defined codes is applicable)
07 Method of acquisition	z (free--or use applicable acquisitions codes for paid resources)
12 Retention policy	1 (none of the defined codes is applicable)
16 Completeness	4 (not applicable)

506 Restrictions on access (if any)

506: : | *a* Access restricted to users with a valid Harvard ID.

506: : | *a* Available from workstations connected to the Harvard network.

852 Location

subfield **b** Use 'NET' for those resources for which access is not restricted to a particular device or group of devices. If the resource is subscription based and available in only your library, use your individual library code, e.g. WID, DOC, TOZ, etc.

subfield **c** Use 'GEN' for widely available resources or NET for restricted resources

subfield **h/i** Supply an LC-style call number. (OK to assign high Zs for Doc Ref)

subfield **x** Use for non public notes, e.g. access password for staff to enter site

subfield **z** Use for public notes, e.g. Available from workstations in the Reference Room

856 Electronic Location and Access

A full list of values for indicators and subfields is found in 856 Electronic Location and Access adapted from *USMARC Format for Holdings Data* <<http://hul.harvard.edu/cmtes/haac/ssssc/heg856.htm>>

The most commonly used data elements of field 856 are as follows:

1st indicator = 4 for HTTP (earlier records may use blank)

2nd indicator = 0 or 1 depending on use of single or separate record approach

0 *Separate record approach*

URL is for the item cataloged on the bibliographic record

1 *Single record approach:*

URL is for the electronic version of the item cataloged on the bibliographic record

Subfield u = [HTTP URL]

Subfield 3 = (data specifying what URL refers to, if applicable, e.g. finding aid)

Subfield z = Public note

Below are examples of typical 856 fields:

856:40: |u <http://nrs.harvard.edu/nrs:hul.eresource:namwomdi>

856:41: |u <http://www.worldbank.org/research/workingpapers>

856:42: |3 Table of contents |u <http://lcweb.loc.gov/catdir/toc/95-4416.html>

Special Characters:

Internet addresses commonly contain two characters: the spacing tilde (~) and the spacing underscore (_) which could not be input and displayed pre-Aleph. These characters were formerly input using alternate character strings (spacing tilde as '%7E' and spacing underscore as '%5F')

As a result, the URL:

<http://core.symnet.net/~VOU/>

was input as

<http://core.symnet.net/%7EVOU/>

It is not necessary to convert these old URLs but for current cataloging it is now possible to input these characters using an underscore or tilde.

Use multiple 856s for different types of access/ e.g. PDF vs. plain text version

Always test drive the 856s in the web-based OPAC. Double check for tilde/underscore problem.

Call OIS if you have problems with input.

H09 Local Reporting Field

subfield k net[cataloging unit's LOC code] e.g. |k netwid (or netdoc or netssp)

HOLLIS Portal URLs:

URLs for these resources should have the following form:

`http://nrs.harvard.edu/urn-3:hul.eresource: [filename]`

e.g. `http://nrs.harvard.edu/urn-3:hul.eresource:pastmast`

Note: Do not use the URL that appears in "location" in the homepage of the resource, e.g. (`http://lib.harvard.edu:2691/`) in the resource above.

Verification of URLs:

Any URL that is entered in an 856 field should be verified to be sure that the resource is accessible at that address. In some cases, a specific URL may be available for a resource, but it cannot be accessed except through a menu, which resides at a different URL. In that case, give the URL for the menu together with a note.

Further documentation:

Cataloging Networked Resources in HOLLIS <http://hul.harvard.edu/cmtes/haac/ssssc/net_resources.htm>

OCLC Bibliographic Formats and Standards, 3rd ed. <<http://www.oclc.org/bibformats/en/>>

Guidelines for the Use of Field 856: LC Network and MARC Standards <<http://lcweb.loc.gov/marc/856guide.html>>

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

Glossary of Terms Used on Source of Title Notes

TERMS THAT DESCRIBE A PAGE:

Home Page

The main or opening screen of a hypertext document for a World Wide Web site. Home pages are a subset of "Web pages" that present information on systems, services, and products and in addition, provide links in the form of words, URLs, etc. to other related documents and Web sites. 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 Module 31)

The public starting point for exploration on a topic, person, organization, place, etc.

Introductory Screen

See Home Page

Menu

A list of available options that are built into a file. (CC:DA (Committee on Cataloging: Description and Access) Task Force)

Splash Screen

An extra "first" or "front" page of a web site, usually containing a "click-through" logo or message, announcing that you have arrived. The real information and navigation for the site lies behind this page on the homepage or welcome page.

Title Screen

In the case of a computer file, a display of data that includes the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication. (AACR2)

Web Page

One of the pages of a hypertext document in a World Wide Web site. Web pages, including the subset "home pages," refer to the huge collection of documents that make up the World Wide Web.

A collection of information, consisting of one or more Web resources, intended to be rendered simultaneously, and identified by a single URI. More specifically, a Web page consists of a Web resource with zero, one or more embedded web resources intended to be rendered as a single unit, and referred to by the URI of the one Web resource which is not embedded. (World Wide Web Consortium)

Welcome Page

The introductory Web page for a Web site, also referred to as the home page. The first page of a Web site to contain some welcome and/or navigation information about the Web site.

TERMS THAT DESCRIBE A PLACE ON A PAGE:

Graphic

Any file with the extension .jpg or .gif.

Title Bar

The colored bar at the top of each window that displays the program and file names.

TERMS THAT DESCRIBE ENCODED INFORMATION:

File

File name -- a name, usually consisting of a maximum number of alphanumeric characters that are used to identify either a data resource or a program to the computer. (CC:DA Task Force & ISBD-ER)

File name -- a designation used in a computer system to identify a file. (CCM Module 31)

Header

The portion of a packet which contains the source and destination addresses, error checking and other information.

Metadata Information

HTML metatag is used to describe the contents of a web page.

A metatag is an optional HTML tag that is used to specify information about a Web document. Can also be used to specify an HTTP or URL address for the page to "jump" to after a certain amount of time.

Source Code

The code the browser is reading to display the web page. To access HTML code, choose "Page Source" from the "View" menu in Netscape or "Source" from the "View" menu in Internet Explorer.

TEI (Text Encoding Initiative) Header

Descriptive and declarative information making up an "electronic title page" that is attached to a TEI-conformant electronic text. The header consists of four principal components: a file description, encoding description, profile description and revision description. (CC:DA Task Force & ISBD-ER)