

Cataloging Electronic Resources (PDFs) at MSU Libraries-Dec. 4, 2015

These guidelines apply to Portable Document Formats (PDFs) that are issued monographically (i.e. not continuing resources). As a form, PDFs fall under the category of online resource. Common examples include reports published by government agencies or non-profit organizations. These reports are available mostly for public usage and are freely accessible through the website of its commissioning corporate body.

Please refer to the online constant data template titled, "Electronic Resource-PDFs" in OCLC Connexion when creating a bibliographic record for a PDF using RDA. Additionally, please review the document "Guidelines for creating, applying, and editing Constant Data in Connexion Client" in SharePoint when applying online constant data. Please also remember to adhere to MSU policies regarding copy-cataloging and original cataloging procedures.

For creating original bibliographic records for PDFs, begin by logging into OCLC Connexion.

- 1) Cataloging -> Create -> Single Record -> Books (Ctrl + Shift + B)
- 2) Edit -> Constant Data -> Online -> Apply from List -> OK
- 3) Select 'Electronic Resource-PDFs', then click 'Both' in the "Choose Fields to Apply" box.
- 4) Click 'Apply Selected'
- 5) Then click 'enter' or double-click to apply this online constant data template.
- 6) Edit -> Reformat (ctrl + R) or simply click the capital R icon on the toolbar.
- 7) Input appropriate metadata.
- 8) Save to either local or online save file.
- 9) When finished -> Action -> Holdings -> Produce and Update Holdings (Shift + F7)
- 10) See "PDF Editing and Linking Process" document.

Fixed Fields

- Encoding level – this will depend on your resource.
- Descriptive cataloging form – 'i'
- Cataloging source – 'd'
- Form of Item – 'o' indicates Online resource.
- Remaining fixed fields will depend on the resource in hand.
- GPub – this will depend on the resource; typically found from 110 field. Please refer to OCLC Bibformats' webpage for guidelines on Government Publication input values: <http://www.oclc.org/bibformats/en/fixedfield/gpub.html>

Examples: GPub m – Multistate
 110 2_ Council of State Governments.
 GPub f – Federal/National
 110 2_ United States. \$b Department of Agriculture

[Leave field blank if not applicable]

Variable Fields

006 Leader field

The 006 field is something akin to a supplemental 008 field and has many of the same values. Include a 006 field whenever the Type is not "m", that is, if you catalog on the workform for books, include a 006 for computer files so that the values which would have been in the 008 for computer files, may be encoded in the record as well as the values for books. Use the OCLC guided entry and choose the 006 for computer files (alternatively, use a text string).

- 1) Edit -> Guided Entry -> Insert 006 -> Computer Files (Ctrl + Alt + Shift + P)
 - 2) Type: m
 - 3) Audn: input same code for *Audn* fixed field [leave blank if not applicable]
 - 4) Form: o
 - 5) File: d
 - 6) GPub: input same code for *GPub* fixed field [examples: f – Federal/National, i – International intergovernmental, s – State, provincial, territorial, or dependent – Leave blank if not applicable]
- Input 'm' for *Type* to indicate Computer file for the Language material (essentially textual electronic resources)
 - Input 'o' for *Form* to indicate Online (the resource is accessed by means of hardware and software connections to a communications network)
 - Input 'd' for *File* to indicate Document (textual file which includes a body of information or instructions encoded requiring use of a computer in order to be interpreted). This field maps to the 516 field.

Symphony Example for an electronic document:

006 m** **od* *******

OCLC Example for an electronic document:

006 m o d

In Symphony the 006 can be added or edited from a drop down menu. The asterisks are added when the menu is closed.

- Input 'm' to indicate monographic item type, 'o' for online resource form and 'd' for document type of computer file. The last value is for government publication.

Example: 006 m****o**d*****

007 leader field

OCLC gives each subfield a separate delimiter, while in Symphony they go by position from a drop down menu.

- \$a c \$b r \$d c \$e n – color images
- \$a c \$b r \$d b \$e n – black and white images
- \$a c \$b r \$d m \$e n – mixed color schemes (e.g. black & white plus gray scale or gray scale plus one color)

Values:

- \$a c computer file
- \$b r for remote access
- \$d for color content (values c for color, b for black and white (text with no color), m for mixed (text with some color))
- \$e n not applicable
- \$f a sound. If no sound, don't supply value

020 ISBN

- Record an ISBN that appears on the item (RDA 2.15.1.4). Do not include the hyphens (OCLC Bibliographic Formats and Standards). If there is an ISBN associated with the online version, enter that ISBN. If there is an ISBN specifically associated with the print, but it is in the 020 \$z and also put it in the 776 field along with the other information about the print record (see page 8 for more information on 776 field). If it is unknown whether the ISBN is associated with the print or online version, put it in \$z of the 020 field.

024 Other Standard Identifier

Some online documents contain a DOI (Digital Object Identifier). It is core if present (RDA 2.15). However, be careful with documents made of multiple articles in separate files, as there may be a DOI associated with each file. Only record a DOI if it relates to the whole resource.

024 7_ 10.2765/54811 \$2 doi

040 Cataloging agency

- \$b – Always specify that the language of cataloging is English. Use “eng”.
- \$e – Use “rda”. Always place \$e rda directly after the language of cataloging (\$b).
- Example: 040 MFM \$b eng \$e rda \$c MFM

041 Language code

- RDA Core for all resources if necessary to record more languages codes than fixed field allows.

043 Geographic code

- 043 – Use geographic area code only if there is a 651 or a \$z in the 650's denoting a geographic region.

050/090 Classification number

- Assign at least one classification number.

049 Local holdings

- Supply MFM7 for electronic resources at MSU.

1XX Creator main entry

- If more than one, only the creator having principal responsibility named first in resources embodying the work or in reference sources is required.
- If principal responsibility is not indicated, only the first-named creator is required.

245 Title proper, subtitle, statement of responsibility

- **\$a** (Title proper) - RDA Core
- **\$b** (Other title info) - RDA Core
- **\$c** (Statement of Responsibility) - If more than one, only the first recorded is required by RDA, but catalogers are encouraged to transcribe any other statements of responsibility that aid in resource discovery, identification, and selection.
- Remember to input \$h [electronic book] directly after title proper (\$a) and before the subtitle (: \$b) into the local record.

246 Title variations

- Variant title - PCC recommends variant titles that are deemed important to identification or access, according to cataloger judgment and/or local policy.

250 Edition

- Statement of Responsibility related to edition is core for rare materials, but not required for other types. Use cataloger judgment.

264 #1 Publication – consider all remote access electronic resources to be published.**\$a Place of publication**

- All online resources are considered published.
- If more than one, only the first recorded is required.
- Also transcribe current place if it differs (for multipart monographs).

\$b Publisher

- If more than one, only the first recorded is required.
- Also transcribe current publisher if it differs (for multipart monographs).

\$c Date of publication

Record the publication date(s) found in the resource, supply date(s) in brackets, or record “[Date of publication not identified].”

264 #2 Distribution

\$a Place of distribution

Transcribe for a published resource, if place of publication is not identified; if more than one, only the first recorded is required.

\$b Distributor

Transcribe for a published resource, if publisher is not identified; if more than one, only the first recorded is required.

\$c Date of distribution

Record date of distribution for a published resource, if date of publication is not identified.

264 #3 Manufacture

\$a Place of manufacture

Transcribe for a published resource, if neither place of publication nor place of distribution is identified; if more than one, only the first recorded is required.

\$b Manufacturer's name

Transcribe for a published resource, if neither publisher nor distributor is identified; if more than one, only the first recorded is required.

\$c Date of manufacture

Record date of manufacture for a published resource, if neither date of publication, date of distribution, nor copyright date is identified.

264 #4 Copyright statement

- Record copyright date if neither the date of publication nor the date of distribution is identified.

- For rare materials, record the year of copyright when present in the resource. If a full transcription of the copyright statement is desired, record it in a note.

300 Physical description

- Always record extent, even though RDA only considers extent to be core if the resource is complete or the total extent is known. Use RDA elements under 3.4.1-3.4.6, as appropriate to the resource.
- For online resources, record extent as “1 online resource” followed by either pagination (for textual materials), and format-specific terminology when applicable (for example, vocal score, videodisc, slide, atlas).
- Example: \$a 1 online resource (28 pages) : \$b illustrations
- Use period when 490 field is present.

336 Content type

\$a text \$b txt \$2 rdacontent

337 Media type

\$a computer \$b c \$2 rdamedia

338 Carrier type

\$a online resource \$b cr \$2 rdacarrier

347 Digital file

- RDA Core for electronic resources
- Example: \$a text file \$b PDF \$2 rda

490/830 Series

- Provide if present.

500/588 Note on title

- Provide source of title, if applicable as a 500 note.
- For online resources, always supply a MARC Source of Description Note (588) combined with a source of title note (500).

500 Note on issue, part, or iteration

- For born digital e-books, provide source of title proper in a 500 note.

- Core for print multipart monographs, when applicable, and all online monographs.
- Use 500 when record is based on item in hand.
- Example: 500 Title from PDF title page (viewed August 12, 2014).

588 Source of description

- For e-reproductions of e-books: Provide 588 note.
- Use 588 when record is based on other format version
- 588 Description based on print version record.
- 588 Description based on online resource; title from PDF title page ([provider name], viewed [date]).

538 Digital file characteristics

- PCC Core for direct access electronic resources; use a system requirements note including, if appropriate, any software requirements necessary for processing the file types.
- PCC recommends for audio recordings when the information is otherwise not clear.
- \$a Mode of access: Internet via the World Wide Web.
- \$a System requirements: Internet connectivity; World Wide Web browser software; Adobe Acrobat Reader.

506 Restriction on Access

- When access to e-book is restricted to specific terms, make a note 506 with the particulars of the restrictions – This note can only be applied to local records. **Do not apply** this note to master records made for the item.
- Example: 506 1# Restricted to 5 simultaneous users \$a UTL.
- Example: 506 ## Access restricted to affiliated MSU patrons with a valid user ID; full-text file in PDF format.

516 Type of computer file/data

- Example: 516 \$a Text (Technical report) in PDF.
- Example: 516 \$a Electronic book in PDF.
- Example: 516 \$a Full-text file in PDF.

520 Summary

- PCC recommends when useful to support user tasks.

505 Contents note

- Optionally, list main parts or sections of a PDF in a 505 note.

546 Language note

- RDA Core. Record details of the language or languages used to express the content of the resource if they are considered to be important for identification or selection. Include when the content is in more than one language, or if the language of the item is not obvious from the rest of the record.
- PCC recommends for all resources when the language of the described resource is not apparent from the rest of the description.
- 546 In German with English summaries.

6XX Subject and genres

- Assign at least two subject headings. Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity

Example: 655 _#7 Electronic resources. \$2 local

Example: 655 _#7 Electronic books. \$2 local

7XX Added entries and linking entries

- After satisfying the RDA core requirement, catalogers may provide additional authorized access points for creators according to cataloger's judgment.
- PCC recommends cataloger's judgment for contributors to the resource beyond the principal creator of the work.

7XX \$i Added entries Related work

- PCC recommends providing a contents note (no limit on number of works in the contents note unless burdensome).
- Give an analytical authorized access point for the predominant or first work in the compilation.
- Additional access points for other related works may also be included at the discretion of the cataloger

7XX \$i Added entries Related expression

- Give a contents note (no limit on number of expressions in the contents note; use cataloger's judgment).

- Give an analytical authorized access point for the predominant or first expression in the compilation.
- Additional access points for other related expressions may also be included at the discretion of the cataloger

7XX \$i Added entries Related manifestations

- Record for reproductions.
- Required if the description is based on the record for another format; otherwise provide if readily available. If the resource is a digitized version of another manifestation (an electronic reproduction), give a structured note describing the original version (RDA 27.1.1.3) This applies to resources that are either reproductions or are simultaneously issued in more than one format (PCC P-N policy). Take the information from the OCLC record for the print. If you lack a record for the print or other physical version, still provide a 776, providing only subfields \$a (if applicable) and \$t, as well as the ISBN in \$z if available. If there is no information indicating the existence of a print version, do not include a 776 field.
- Example: 776 08 \$i Print version: \$a Ringwalt, J. Luther (John Luther). \$t Anecdotes of General Ulysses S. Grant. \$d Philadelphia : J.B. Lippincott Company, 1886 \$h 118 pages ; 18 cm. \$k Example series ; number. \$x ISSN \$s ISBN \$w(OCOLC) 228784799 \$w (DLC)10032685

856 URL

- Do not record URLs that are restricted for use at a specific institution (e.g., proxy URLs).
- Example below:

856 40 \$z For Stanford-affiliated users \$u <http://www.jstor.org/journals/10510761.html>

Example of 856 fields for MSU Libraries:

856 4 0 \$y Free online resources click here \$u URL

856 4 2 \$y Questions About Electronic Access? Click here \$u

http://library.msstate.edu/eresource_faq.html

OCLC Example Record #929988233

Type	a	ELvl	l	Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form	o	Conf	0	Blog		MRec		Ctry	msu
		Cont	b	GPub		LitF	0	Indx	0		
Desc	i	llls	a b d	Fest	0	DtSt	s	Dates	2015	,	
006			m o d								
007			c #b r #d c #e n #f u #h a								
040			MFM #b eng #e rda #c MFM								
043			n-us-ms								
050	4		RA975.R87 #b M3 2015								
049			MFM7								
100	1		McDoom, M. Maya , #e author.								
245	1 4		The economic impact of potential closures of rural hospitals in Mississippi #h [electronic book] : #b a focus Chang, John Gnuschke, David Mirvis ; contributing authors: Jeffery Wallace, Hasna Khandekar.								
264	1		[Jackson, Mississippi] : #b Center for Mississippi Health Policy, #c 2015.								
300			1 online resource (55 pages) : #b color illustrations, map, charts								
336			text #b txt #2 rdacontent								
337			computer #b c #2 rdamedia								
338			online resource #b cr #2 rdacarrier								
347			text file #b PDF #2 rda								
538			Mode of access: Internet via the World Wide Web.								

538			Systems requirements: Internet connectivity; World Wide Web browser software; Adobe Acrobat Reader.
500			Title from title screen (viewed November 19, 2015).
500			Contributing authors: Jeffery Wallace, Hasna Khandekar--Title screen.
516			Full-text file in PDF.
504			Includes bibliographical references (pages 42-47).
520			"Rural hospitals across the nation are facing a crisis due to ever-changing economic, policy, and population report provides a comprehensive assessment of the: (1) health and economic characteristics of hospitals Mississippi, and (4) potential innovations and policy considerations to address the challenges facing rural
505	0	0	#t Executive summary -- #g 1. #t Introduction -- #g 2. #t Rural hospitals and populations -- #g 3. #t External alternative service models #g 6. #t Conclusions -- #t References -- #t Appendices.
590			MSU Copy--Distributed to Mississippi State University Libraries with permission from Dr. M. Maya McDoo
650	0		Hospital closures #x Economic aspects #z Mississippi .
650	0		Rural hospitals #x Economic aspects #z Mississippi .
650	0		Medical policy #z Mississippi .
650	0		Rural hospitals #z Mississippi #x Evaluation .
655		7	Electronic resources. #2 local
700	1		Chang, Cyril, #e author.
700	1		Gnuschke, John, #e author.
700	1		Mirvis, David, #e author.
710	2		Center for Mississippi Health Policy , #e commissioning body.
856	4	0	#u http://www.mshealthpolicy.com/wp-content/uploads/2015/11/Economic-Impact-of-Potential-Closures-c

References:

- 1) Mississippi State University Libraries. "BIBCO Cheat Sheet." Mississippi State University, updated February 2015. Web. 23 November 2015.
- 2) Standard University Libraries. "Online Monographs—Cataloging (RDA)." Stanford University, updated April 2015. Web. 23 November 2015.

PDF Editing and Linking Process – December 4, 2015

After the bibliographic record of the PDF is contributed to OCLC, export the record from OCLC and then import the record in SIRSI.

After importing the record in SIRSI, make the following changes to the local record:

- Add 035 with the initials of cataloger and copy cataloger
- Remove the 029 field, if present
- Change the 049 to MFM7
- Add the GMD back into the record if the faculty cataloger failed to do so. Add \$h [electronic book] at the end of the 245 \$a
- Change the 655 #7 field to reflect |2 local at the end of the field, if not already done.

Linking the item record

- Item ID will be auto (for dummy barcode)
- Type will be EBOOK
- Home location will be ONLINE or G-DOC-WEB
- Item cat1 will be E-BOOK
- Item cat2 will be either Document or Purchase or Gift
- Leave circulation box checked

Posting

- When linked, post the record as Ebook (1 title, 1 volume) and either gift or purchase
- Delete the brief online save file records that were originally created.

See example below (title control: o929988233)

Item Info	Circ Info	Holds
Call number information		
Call number:	RA975.R87 M3 2015	Class scheme: LC
Call library:	MSU-MAIN	
Shadow call number	N	
Item information		
Item ID:	2914116-1001	Copy number: 1
Type:	EBOOK	Item library: MSU-MAIN
Home location:	ONLINE	Current location: ONLINE
Item cat1:	E-BOOK	Item cat2: DOCUMENT
Item cat3:		Item cat4:
Item cat5:		Number of pieces: 1
Media desk:		Price: \$0.00
Total charges:	0	Circulate Y
Permanent	Y	
Shadow item	N	
Extended information		
Tag	Contents	
CIRCNOTE		
PUBLIC		
STAFF		