

E-Book Cataloging Procedures

Cataloging & Metadata Services Department

University of Colorado at Boulder Libraries

Beginning in April 2006, the Cataloging & Metadata Services Department (C&MS) will create *separate* bibliographic records for print and electronic reproductions. These procedures outline the steps to be followed for e-books when either:

- A1. There is a record available in OCLC for the electronic reproduction, which meets provider-neutral guidelines (*see p.2*);
- A2. There is a record available in OCLC for the electronic reproduction which does *not* meet provider-neutral guidelines (*see p. 4*); or
- B. There is no OCLC record available, and an electronic reproduction record will be cloned from the existing print record (*see p.11*).

Please note: some e-book records in Chinook will contain a 956 field with a code. This field is being used to track e-book records added to the database through a batch load process. Please do not edit or delete this field.

Changes effective 25 January 2008:

- C&MS ceases to add 655 headings for electronic books; the “eb” constant data in Connexion has been revised accordingly
- New scoping and search refinement capabilities in Chinook now allow users to limit search results by electronic versions of resources. These refinements rely on the presence of a 006 field and an item location of ‘web.’ Please carefully follow the procedures below to include these features.

Changes effective January 2009:

1. Series authority records no longer contain e-book cataloging instructions. These can now be found in brief bibliographic records with “E-BOOK” at the end of the series name; e.g., “New directions for evaluation (E-BOOK)”.
2. Due to outsourced authority control, we no longer bring in authority records to support headings in Chinook. However, we continue to check for proper form & tracing of name, series & subjects headings – just as for all monographs.

Change effective April 2009: We may now use vendor-specific records (e.g., NetLibrary) & edit as needed.

Changes effective 01 August 2009:

- C&MS University of Colorado at Boulder Libraries follows the Program for Cooperative Cataloging (PCC) guidelines for Provider-Neutral E-Monographs <<http://www.loc.gov/catdir/pcc/bibco/PN-Final-Report.pdf>>. These procedures reflect the guidelines recommended in that document.

A1. E-BOOK WITH ELECTRONIC REPRODUCTION RECORD AVAILABLE IN OCLC, RECORD IS PROVIDER-NEUTRAL

TO BEGIN:

1. Catalog the print copy of the e-book (as appropriate).
2. Call up the record for the electronic reproduction in OCLC Connexion. Records should be on a 'Books' work form, not 'Computer files.'
3. Open the brief bib (ending in "E-BOOK") for the series in Millennium. (See example on page 17.)

Using the URL provided in the 856 of the brief bib, open the publisher's Web page, to find the electronic resource. Ensure that the resource viewed is the correct one. If the record already contains an 856 |u that links to the correct item, retain it as-is.

CHARACTERISTICS OF A PROVIDER-NEUTRAL RECORD:

Provider-neutral records will have some identifying features. In general, they will be devoid of content that ties the resource to a specific provider or vendor. Some specific features include:

- "1 online resource" – in all records. May (or may not) be followed by pagination in parentheses
- Some records with varying titles reflected as:
246 1 \$i Available from some providers with title: \$a ...
- "Description based on print version record" – in some records
- No access restrictions notes in the records
- Some records will have multiple URLs from different providers

IN OCLC, ADD OR EDIT THE FOLLOWING FIELDS AS NEEDED:

1. **008/Form** fixed field = o (for Online resources); q (for direct-access such as CD-ROM, flash drive, etc.); or s (if one of the former cannot be determined or the content is mixed)
2. **006** and **007** fields: Do not edit these fields if they are already in the record (with the exception of the 006, which should always read "[m d]"). If there are no 006/007s in the record, add new fields by using macro "**ebk006007**".

```
006 [m d ]
007 c |b r |d u |e n
```

4. **090** field: DO NOT ADD OR EDIT CALL NUMBERS, EVEN IF INCOMPLETE.
5. **245** field: add the **GMD** after subfield |a of the 245, if it's not already in the record.

With cursor at point where GMD should be inserted, **Macro: "GMDer"**

Note: Subfield |h precedes subfield |b, but comes after subfields |n and |p

245 10 Making fried chicken |h **[electronic resource]** : |b Southern style

7. **4XX** fields: if the e-book record does *not* have a series statement, but the print book is part of a series, add the 440 or 490/830 [unbracketed] in the e-book record.
ISSNs: When the e-version is being used as the basis of the description and only one ISSN appears in the resource being described, record that ISSN in the 490 field. If both a print ISSN (p-ISSN) and an electronic

ISSN (e-ISSN) appear in the resource being described, record the e-ISSN. When the print version is being used as the basis of the description, use whatever ISSN appears on that record. If no ISSN appears in the existing record, do not add any ISSN to the 490 field

9. **505** field: cut and paste 505 notes from the print record, if and when they seem useful. Refer to the “Guidelines for Enhancing Contents Fields” section of the Monographic Copy Cataloging Manual (<http://norcount/LibSharePoint/CatPractice/default.aspx>) for more information on this field.
12. **655** field: delete the genre heading “Electronic books” if it appears in the record.
14. **740** field: *Only for local use; do not include in OCLC record.* Add this field in OCLC *after* replacing the record, or in Millennium after exporting from OCLC. If directed by the brief bib, complete the 740 field with the name of the database or subscription. If it is *not* part of a larger purchase, the brief bib will not contain such directions and you will not add a 740 field. If the same e-book is available in multiple databases, add multiple 740 fields. Use macro “**740eb**” to add 740s.
16. **856** field: Use subfield “u” for URLs that are general (not institution specific). If the record already contains a subfield “u” that links to the correct item, retain it as-is, as long as it is not institution-specific. Delete all other 856 fields.
Subfield “z”: **Only for local use; do not include in OCLC record.** Add this field in OCLC *after* replacing the record, or in Millennium after exporting from OCLC. Edit subfield |z of 856 field to conform to local practice. Standard wording for 856|z is “Connect to online resource”.
14. **Validate the record.**
15. Export edited record into Chinook. The above changes to the OCLC record will not be permanent.

A2. E-BOOK WITH ELECTRONIC REPRODUCTION RECORD AVAILABLE IN OCLC, RECORD IS NOT PROVIDER-NEUTRAL

TO BEGIN:

1. Catalog the print copy of the e-book (as appropriate).
2. Call up the record for the electronic reproduction in OCLC Connexion. Records should be on a 'Books' work form, not 'Computer files.' In the case of multiple records, if there is a PCC record, use that; otherwise, use the best record, based on cataloger's judgment. If you judge the records equal in terms of quality, choose the record with the most holdings. Apply constant data file "pn ebook" to insert most of the required fields and some of the language.
3. Open the brief bib (ending in "E-BOOK") for the series in Millennium. (See example on page 17.)

Using the URL provided in the 856 of the brief bib, open the publisher's Web page, to find the electronic resource. Ensure that the resource viewed is the correct one. If the record already contains an 856 |u that links to the correct item, retain it as-is.

IN OCLC, ADD OR EDIT THE FOLLOWING FIELDS AS NEEDED:

1. **008/Form** fixed field = o (for Online resources); q (for direct-access such as CD-ROM, flash drive, etc.); or s (if one of the former cannot be determined or the content is mixed)
2. **006** and **007** fields: Do not edit these fields if they are already in the record (with the exception of the 006, which should always read "[m d]"). If there are no 006/007s in the record, add new fields by using macro "**ebk006007**".

```
006 [m d ]
007 c |b r |d u |e n
```

3. **020** field: if the e-book record has no ISBN, add one (preferably from the e-book itself if one appears there, otherwise from the print if applicable). It is not necessary to add multiple ISBNs. Do not add qualifiers after ISBNs. If there is an electronic ISBN (e-ISBN) as well as other ISBNs, record the e-ISBN in field 020 |a as the first ISBN, record other ISBNs in 020 |z, and copy the print ISBN (p-ISBN) to field 776 |z. If it is unclear which format the ISBN represents—as often occurs with simultaneously issued versions—then use |z for any ISBN in the e-version record

```
020 9780387894683 (Online)
020 |z9780387098241 (Print)
```

4. **090** field: DO NOT ADD OR EDIT CALL NUMBERS, EVEN IF INCOMPLETE.
5. **245** field: add the **GMD** after subfield |a of the 245, if it's not already in the record.

With cursor at point where GMD should be inserted, **Macro: "GMDer"**

Note: Subfield |h precedes subfield |b, but comes after subfields |n and |p

```
245 10 Making fried chicken |h [electronic resource] : |b Southern style
```

6. **300** field: Use "1 online resource" in \$a. *If available*, include the pagination in parentheses followed by any illustrative matter, e.g., 1 online resource (25 p.) : \$b ill. Exclude the original subfield "c". Examine any subfield "e" in the record, to make sure it is still applicable

300 1 online resource (xix, 345 p.) : |b ill.

7. **4XX** fields: if the e-book record does *not* have a series statement, but the print book is part of a series, add the 440 or 490/830 [unbracketed] in the e-book record.

ISSNs: When the e-version is being used as the basis of the description and only one ISSN appears in the resource being described, record that ISSN in the 490 field. If both a print ISSN (p-ISSN) and an electronic ISSN (e-ISSN) appear in the resource being described, record the e-ISSN. When the print version is being used as the basis of the description, use whatever ISSN appears on that record. If no ISSN appears in the existing record, do not add any ISSN to the 490 field

8. **5XX** fields: add or retain **either** a “source of title” note **or** a “description based on print/other format version record” note using field tag 588. Do not add the other if one is present; do not add both if neither is present; delete the second if both are present.

588 Title from home page (National Academies Press Web site, viewed Jan. 9, 2009).

(Include this as the first note if the record is for a born-digital resource, or is being created without the aid of an existing record for another format.)

588 Description based on print version record

(Use when the record is based on the print or other format version record. Add a 776 field [see below] for that record.)

Delete “Issued by”, “Issued as part of”, etc. notes which specify provider names

9. **505** field: cut and paste 505 notes from the print record, if and when they seem useful. Refer to the “Guidelines for Enhancing Contents Fields” section of the Monographic Copy Cataloging Manual (<http://norcount.LibSharePoint/CatPractice/default.aspx>) for more information on this field.
10. **506** field: delete this field about restricted access.
11. **516** field: delete this field about computer file type
12. **530** field: delete “Also available in print” notes from copy.

13. **533** field (**rarely used - use only for records for DLF Registry of Digital Masters and other digital preservation projects.**): this field describes the electronic reproduction. Use with subfield “5”

Edit existing field or use macro “**533eb**” to add the field. If using the macro, add place and publisher, and edit the date.

533 Electronic reproduction.|bBoca Raton, Fla. :|cCRC Press,|d2002.|nMode of access: World Wide Web.|nSystem requirements: Adobe Acrobat Reader.

- 13a. **538** field (**rarely used - use only for records for DLF Registry of Digital Masters and other digital preservation projects.**): Use with subfield “5”

14. **655** field: delete the genre heading “Electronic books” if it appears in the record.

15. **700/710/711/730** fields: delete these fields if they represent package/provider names (records for DLF Registry of Digital Masters and other digital preservation projects excepted).

16. **740** field: **Only for local use; do not include in OCLC record.** Add this field in OCLC without replacing the record, or in Millennium after exporting from OCLC. If directed by the brief bib, complete the 740 field with the name of the database or subscription. If it is *not* part of a larger purchase, the brief bib will not contain such

directions and you will not add a 740 field. If the same e-book is available in multiple databases, add multiple 740 fields. Use macro “**740eb**” to add 740s.

17. **776** field: Used in conjunction with a 500 “Description based on print/other format version record” note, otherwise not used. **NOTE: you will need the OCLC print/other format version record number when using this field.** Enter the OCLC number in the 776 field in Connexion. Click **Edit -> Insert from Cited Record** (or press <Alt><E><I>, or select from the right-click menu for records). See screenshot below from <http://www.oclc.org/support/documentation/connexion/client/cataloging/catquickref/> Manually add “#i (*other format*) version:”, and #a before author name, if present.

776 08 #i Print version: #t Adequacy of evidence for physical activity guidelines development. #d Washington, D.C. : National Academies Press, c2007 #z 9780309104029 #w (DLC) 2007275779 #w (OCoLC)86110262

Insert data from related records (fields 760 - 787)

Build a field in the 760 to 787 range and automatically insert data from a bibliographically related (cited) record:

	Action
1	While logged on , retrieve the record in which to build a field.
2	Add a blank field using Edit > Cut Copy Paste > Insert Blank Field , or position the cursor in the field above and press <Enter>.
3	Enter one of the following tags: 760, 762, 765, 767, 770, 772, 773, 774, 775, 776, 777, 780, 785, 786, or 787
4	Enter appropriate indicators.
5	In the field, enter the OCLC number of the related record to cite.
6	Click Edit > Insert from Cited Record (or press <Alt><E><I>). Note: This command is also on the right-click menu for records. Example: Create a new field and enter tag 780 , indicators 0 0 , and OCLC number 11553638 . The client puts the OCLC number in #w and enters data from record 11553638: 780 0 0 Episcopal Church. Diocese of Southern Ohio. #t Journal of the ... annual convention #w (OCoLC)11553638

18. **856** field: Use subfield “u” for URLs that are general (not institution specific). If the record already contains a subfield “u” that links to the correct item, retain it as-is, as long as it is not institution-specific. Delete all other 856 fields.
Subfield “z”: **Only for local use; do not include in OCLC record.** Add this subfield in OCLC without replacing the record, or in Millennium after exporting from OCLC. Edit subfield |z of 856 field to conform to local practice. Standard wording for 856|z is “Connect to online resource”. Alternately, Use macro “**856eb**” to add 856, *without replacing the record.*

19. **Validate the record.**

20. Export edited record into Chinook. Make local edits in Millennium if not made in OCLC before export.

MILCAT CHINOOK EDITING:

1. Using item template *ebooks2*, add an item record for the e-book:

```
I47379923          Last updated: 02-18-03 Created: 02-17-03 Revision: 12
01 COPY #: 1       08 PATRON#: 0       15 RECAL DA: - - 21 INTL USE : 0
02 ICODE1: 13     09 LPATRON: 0       16 TOT CHKOUT: 0  22 COPY USE: 0
03 ICODE2: -      10 LCHKIN: - - 17 TOT RENEW: 0  23 IMESSAGE:
04 I TYPE: 42     11 # RENEWALS: 0  18 LOCATION: web  24 OPACMSG: -
05 PRICE: $0.00   12 # OVERDUE: 0  19 LOANRULE: 0   25 YTDCIRC: 0
06 OUT DATE: - - 13 ODU E DAT: - - 20 STATUS: -   26 2YRCIRC: 0
07 DUE DATE: - - 14 IUSE3: 0
```

2. Apply “cat macro” (to make Cat Lvl=a in bib record and add cataloger’s 946).
3. If not done in OCLC, add local 740 as needed according to brief bib, and 856|z “Connect to online resource”.
3. Call number: do not edit or add call numbers (even if the record has no 090).
4. Check headings and make them comply with the National Authority File, as needed. Remember that cataloging the electronic *before* cataloging the print may cause erroneous ‘B’ designations when checking headings in Chinook. Place NACO work on NACO shelf.
5. Add cataloger’s initials in 946. Do not add a 948 stats field.
6. Save the record.
7. Finally, the most important step of all is: **Check functionality of URL in the OPAC.**

EXAMPLE: Provider-neutral OCLC record for an electronic reproduction

OCLC 244745694 No holdings in COD - no other holdings

Books Rec stat c Entered 20080901 Replaced 20091008142227.3

Type a ELvl K Srce d Audn Ctrl Lang eng
 BLvl m Form s Conf 0 Blog MRec Ctry gw
 Cont b GPub LitF 0 Indx 0
 Desc a Ills a Fest 0 Dist s Dates 1996 I ,

006		m d
007		c #b r #d u #e n #f u
040		CUS #c CUS #d CUS #d OCL #d CUS #d ZYF #d CUS
020		#z 3540617345 (alk. paper)
020		#z 9783540617341 (alk. paper)
024	7	10.1007/BFb0105423 #2 doi
050	4	QC20.7.N6 #b N6615 1996
090		#b
049		CODA
245	0 0	Nonlinear physics of complex systems #h [electronic resource] : #b current status and future trends / #c Jürgen Parisi, Stefan C. Müller, Walter Zimmermann, eds.
260		Berlin ; #a New York : #b Springer, #c c1996.
300		1 online resource (xiii, 388 p.) : #b ill.
490	1	Lecture notes in physics, #x 0075-8450 ; #v 476
504		Includes bibliographical references.
500		Description based on print version record.
650	0	Nonlinear theories.
650	0	Mathematical physics.
700	1	Parisi, Jürgen. #d 1951-
700	1	Müller, S. C. #q (Stefan C.), #d 1949-
700	1	Zimmermann, Walter. #d 1955-
730	0	Provider Neutral Task Force (PCC) example records.
776	0 8	#i Print version: #t Nonlinear physics of complex systems. #d Berlin ; New York : Springer, c1996 #z 3540617345 #w (DLC) 96041822 #w (OCoLC)35559124
830	0	Lecture notes in physics. #v 476.
856	4 0	#u http://www.springerlink.com/openurl.asp?genre=issue&issn=1616-6361&volume=476

EXAMPLE: Provider-neutral OCLC record for a born-digital e-book

OCLC 244745677 No holdings in COD - no other holdings

Books Rec stat c Entered 20080901 Replaced 20090120225436.4

Type a ELvl K Src d Audn Ctrl Lang eng
 BLvl m Form s Conf 0 Biog MRec Ctrv vau
 Cont GPub LITF d Indx 0
 Desc a Ills Fest 0 DtSt s Dates 2003

006		m	d
007		c	#b r
040		CUS #c CUS #d CUS #d OCL #d CUS	
050	4	PS3556.A3485	
090		#b	
049		CODA	
100	1	Faigao-Hall, Linda, #d 1948-	
245	1 0	State without grace #h [electronic resource] / #c Linda Faigao-Hall.	
260		Alexandria, VA : #b Alexander Street Press, #c 2003.	
300		1 online resource (100 p.)	
500		Title from table of contents page (Alexander Street Press Web site, viewed Aug. 11, 2008)	
655	0	American drama #x Women authors.	
655	7	American drama #x Filipino American authors. #2 local	
730	0	Provider Neutral Task Force (PCC) example records.	
856	4 0	#u http://www.aspresolver.com/aspresolver.asp?WODR:PL007414	
856	4 0	#u http://www.aspresolver.com/aspresolver.asp?AADR:PL007414	
936		Example 2. Source record: #83262417; secondary source record: #180772455. Merged born digital records—same publisher but two different databases	

EXAMPLE: Edited reproduction record in Chinook

Millennium Cataloging - University of Colorado at Boulder - Michael Dulock - Cataloging - b55432001

File Edit View Go Tools Admin Reports Help

Edit Functions

Insert Save View Edit Media(0) WB Summary Browse Verify Export Print Close

b55432001 Last Updated: 10-12-2009 Created: 10-02-2009 Revisions: 5

LANG	eng	CAT DATE	10-12-2009	BCODE3	-
SKIP	0	CAT LEVEL	0	COUNTRY	nyu
LOCATION	web	ARL STATS	m		

MARC Leader #####cam 22#####la 4500

o 001 429897933
y 003 OCoLC
y 005 20091012123430.0
y 006 m d
y 007 cr cn|||||||
y 008 090810s2009 nyua sfb 001 0 eng d
i 020 |z9780123741929
i 020 |z0123741920
y 035 (OCoLC)429897933
y 040 OPELS|heng|cOPELS|dCOD
y 049 GWRE
c 050 1 4 TD420|b.H36 2009
t 245 0 0 Handbook of water purity and quality|h[electronic resource] /cSatinder Ahuja
e 250 1st ed
p 260 Amsterdam ;aNew York :bAcademic Press,lc2009
r 300 1 online resource (xvi, 435 p.) :bill
n 500 Description based on print version record
n 505 0 1.Overview -- 2.Delineation of a Major Problem of Arsenic-contaminated Groundwater -- 3.Water Quality Issues in Eastern Africa -- 4.Effect of Human Development on Water Quality -- 5. Sampling and Analysis of Arsenic in Groundwater in West Bengal-India and Bangladesh -- 6.Forensic Water Quality Investigations: Identifying Pollution Sources and Polluters -- 7.Regulatory Considerations to Ensure Clean and Safe Drinking Water -- 8.Microbiological Threats to Water Quality -- 9.Monitoring Inorganic Compounds -- 10.Radionuclides in Surface Water and Groundwater -- 11.Volatile and Semivolatile Contaminants -- 12.Monitoring Disinfectants, Marhaba Taha -- 13.Review of Reconnaissance Studies of Selected Herbicides and Their Degradation Products in Water -- 14.Monitoring of Pharmaceutical Residues in Sewage Effluents -- 15.Monitoring Terrorist-related Contamination -- 16.Groundwater Arsenic Removal Technologies Based on Sorbents: Field Applications and Sustainability
n 504 Includes bibliographical references and index
n 520 This work provides those involved in water purification research and administration with a comprehensive resources of methods for analyzing water to assure its safety from contaminants, both natural and human-caused. The book first provides an overview of major water-related issues in developing and developed countries, followed by a review of issues of sampling for water analysis, regulatory considerations and forensics in water quality and purity investigations. The subsequent chapters cover microbial as well chemical contaminations from inorganic compounds, radionuclides, volatile and semivolatile compounds, disinfectants, herbicides, and pharmaceuticals including endocrine disruptors as well as potential terrorist-related contamination. The last chapter describes the Grainger prize-winning filter that can remove arsenic from water sources and sufficiently protect the health of a large number of people. - Covers the scope of water contamination problems on a worldwide scale. -Provides a rich source of methods for analyzing water to assure its safety from natural and deliberate contaminants. -Describes filter that won the million dollar Grainger prize and thereby highlighting an important approach to remediation
d 650 0 Water|xPollution|Handbooks, manuals, etc
d 650 0 Water quality management|Handbooks, manuals, etc
d 650 0 Water quality|xMeasurement|Handbooks, manuals, etc
d 650 0 Water|xPurification|Handbooks, manuals, etc
b 700 1 Ahuja, Satinder,|d1933-
q 776 0 8 |lPrint version:|Handbook of water purity and quality,|dNew York, NY : Academic Press, 2009|z9780123741929|w(DLC) 2009015898|w(OCoLC)311788877
y 856 4 0 |zConnect to online resource|uhttp://site.ebrary.com/lib/uofc/docDetail.action?docID=10318966
y 946 mjld

b55432001 Edit Mode (INS)

B. E-BOOK *WITHOUT* ELECTRONIC REPRODUCTION RECORD AVAILABLE IN OCLC

TO BEGIN:

1. Catalog the print copy in OCLC Connexion.
2. Open the brief bib for the series in Millennium. (See example on page 17 of these procedures.)
3. Using the URL provided in the 856 of the brief bib, open the publisher's Web page, to find the electronic resource. Ensure that the resource viewed is the correct one. If the record already contains an 856 |u that links to the correct item, retain it as-is. Apply constant data file "pn ebook" to insert most of the required fields and some of the language.

IN OCLC, ADD OR EDIT THE FOLLOWING FIELDS AS NEEDED:

1. To derive a new record: **CTRL + ALT + C**
When prompted whether to transfer fixed field values, select: **YES**
2. To add constant data:

Type: **CTRL + U**

Type constant data name in box: **pn ebook**. Choose **both** fields option.
3. **020** field: if the e-book record has no ISBN, add one (preferably from the e-book itself if one appears there, otherwise from the print if applicable). It is not necessary to add multiple ISBNs. Do not add qualifiers after ISBNs. If there is an electronic ISBN (e-ISBN) as well as other ISBNs, record the e-ISBN in field 020 |a as the first ISBN, record other ISBNs in 020 |z. If it is unclear which format the ISBN represents—as often occurs with simultaneously issued versions—then use |z for any ISBN in the e-version record

020 9780387894683 (Online)
020 |z9780387098241 (Print)

4. **090** field: do not add or edit call numbers, even if incomplete.
5. **245** field: add the **GMD** after subfield |a of the 245.

With cursor at point where GMD should be inserted, **Macro: "GMDer"**

Note: Subfield |h precedes subfield |b, but comes after subfields |n and |p

245 10 Making fried chicken |h **[electronic resource]** : |b Southern style
6. **263** field: Delete (these will not validate in OCLC).
7. **300** field: Use "1 online resource" in \$a. *If available*, include the pagination in parentheses followed by any illustrative matter, e.g., 1 online resource (25 p.) : \$b ill. Exclude the original subfield "c". Examine any subfield "e" in the record, to make sure it is still applicable

300 1 online resource (xix, 345 p.) : |b ill.

8. **4XX** field: retain the series field [unbracketed] in records for the electronic versions, even if a series statement doesn't appear in the e-book itself (sometimes the series page is not digitized).
ISSNs: When the e-version is being used as the basis of the description and only one ISSN appears in the resource being described, record that ISSN in the 490 field (see <http://www.oclc.org/bibformats/en/4xx/490.shtm>). If both a print ISSN (p-ISSN) and an electronic ISSN (e-ISSN) appear in the resource being described, record the e-ISSN. When the print version is being used as the basis of the description, use whatever ISSN appears on that record. If no ISSN appears in the existing record, do not add any ISSN to the 490 field
9. **5XX** fields: add or retain **either** a "source of title" note **or** a "description based on print/other format version record" note using field tag 588. Do not add the other if one is present; do not add both if neither is present; delete the second if both are present.

588 Title from home page (National Academies Press Web site, viewed Jan. 9, 2009).

(Include this as the first note if the record is for a born-digital resource, or is being created without the aid of an existing record for another format.)

588 Description based on print version record

(Use when the record is based on the print or other format version record. Add a 776 field [see below] for that record.)

Delete "Issued by", "Issued as part of", etc. notes which specify provider names

10. **530** field: delete "Also available online" notes.
11. **653** field: delete this field in the derived record if it appeared in the print record.
12. **6XX** fields: delete foreign-language subject headings in the derived record if they appear in the record for the print. Follow copy cataloging procedures for treatment of foreign language headings in the print record.
13. **740** field: **Only for local use; do not include in OCLC record.** Add this field in OCLC *after* saving the record but before export, or in Millennium after exporting from OCLC. If directed by the brief bib, complete the 740 field with the name of the database or subscription. If it is *not* part of a larger purchase, the brief bib will not contain such directions and you will not add a 740 field. If the same e-book is available in multiple databases, add multiple 740 fields. Use macro "**740eb**" to add 740s.
14. **776** field: Used in conjunction with a 500 "Description based on print/other format version record" note, otherwise not used. **NOTE: you will need the OCLC print/other format version record number when using this field.** Enter the OCLC number in the 776 field in Connexion. Click **Edit -> Insert from Cited Record** (or press <Alt><E><I>, or select from the right-click menu for records). (See screenshot above) Manually add "‡i (*other format*) version:", and ‡a before author name, if present.

776 ‡i Print version: ‡t Adequacy of evidence for physical activity guidelines development. ‡d Washington, D.C. : National Academies Press, c2007 ‡z 9780309104029 ‡w (DLC) 2007275779 ‡w (OCoLC)86110262

15. **856** field: Use subfield "u" for URLs that are general (not institution specific). If the record already contains a subfield "u" that links to the correct item, retain it as-is, as long as it is not institution-specific. Delete all other 856 fields.

Subfield “z”: **Only for local use; do not include in OCLC record.** Add this field in OCLC *after* saving the record but before export, or in Millennium after exporting from OCLC. Edit subfield |z of 856 field to conform to local practice. Standard wording for 856|z is “Connect to online resource”.

16. **Control headings** (with possible exceptions for East Asian, South Asian or Arabic names without authority records).
17. **Validate** the record. (**SHIFT + F5**).
18. Save the record in OCLC. If you have been authorized to update holdings in OCLC, do so; then export it.
19. Those who are not authorized to update holdings in OCLC: give the save file # to Jane Zumwalt who will revise, update and export record. Jane will then return the record to the copy cataloger for Chinook editing.

MILCAT CHINOOK EDITING:

Copy cataloger will complete the following Chinook editing:

1. Using item template *ebooks2*, add an item record for the e-book:

I47379923	Last updated: 02-18-03	Created: 02-17-03	Revision: 12
01 COPY #: 1	08 PATRON#: 0	15 RECAL DA: - -	21 INTL USE : 0
02 ICODE1: 13	09 LPATRON: 0	16 TOT CHKOUT: 0	22 COPY USE: 0
03 ICODE2: -	10 LCHKIN: - -	17 TOT RENEW: 0	23 IMESSAGE:
04 I TYPE: 42	11 # RENEWALS: 0	18 LOCATION: web	24 OPACMSG: -
05 PRICE: \$0.00	12 # OVERDUE: 0	19 LOANRULE: 0	25 YTDCIRC: 0
06 OUT DATE: - -	13 ODUE DAT: - -	20 STATUS: -	26 2YRCIRC: 0
07 DUE DATE: - -	14 IUUSE3: 0		

2. Make **Cat Lvl=o** in bib record.
3. Add cataloger's **946**.
4. If not done in OCLC, add local 740 (if needed according to brief bib) and 856|z “Connect to online resource”.
5. Verify headings. Remember that cataloging the electronic *before* cataloging the print may cause erroneous ‘B’ designations when checking headings in Chinook.
6. Save record.
7. And the most important step of all is: **Check functionality of URL in OPAC.**
8. Put NACO on shelf, as needed. Original cataloger: update OCLC and Chinook headings and authority records as required by the NACO. Add the cat date to the Chinook record.

EXAMPLE: Constant data: *pn ebook*

The screenshot shows the OCLC Connexion interface for editing a record. The title bar reads "OCLC Connexion - [Online Bibliographic Constant Data: pn ebook]". The menu bar includes File, Cataloging, Authorities, Edit, Action, Batch, View, Tools, Window, and Help. The toolbar contains various icons for editing and navigation. Below the toolbar, there are dropdown menus for "Text Strings" and "User Tools".

The main data entry area contains the following fields:

- Books
- Rec stat: n
- Entered: 20090904
- Type: * ELvl: l
- BLvl: * Form: s
- Src: d
- Conf: *
- GPub: *
- Fest: *
- Audn: *
- Biog: *
- LiF: *
- DIS: *
- Ctrl: *
- MRec: *
- Indx: *
- Dates: ****
- Lang: ***
- Ctry: ***

Below these fields is a list of MARC tags with their corresponding values:

006			m	d
007			c	#b r
020			#z	XXXX
049				GWRE
300			1	online resource
500				Source of title:
500				Description based on print version record
740	0			XX (Online publications)
776	0	8		XXXX
856	4	0		#u XX

At the bottom of the window, there is a status bar with buttons for "Delete Holdings-", "Export-", "Label-", "Submit-", "Replace-", "Report Error-", "Update Holdings-", and "Validate-". The status bar also displays "25 of 41", "My Status-jz", "Inst-COD", "INS", and "38:52".

EXAMPLE: OCLC record for original print version

OCLC		183914601	Held by COD - 117 other holdings; 7 other IRs					
Books	Rec stat	c	Entered	20080618	Replaced	20090425043039.9		
Type	a	ELvl	Srcs	d	Audn	Ctrl	Lang	eng
BLvl	m	Form	Cont	0	Blpg	MRec	Ctry	dcu
		Cont	b		GPub	i	LIF	0
Desc	a	Ills	a		Fest	0	Dist	s
					Dates	2008		
010		2008299678						
040		YDXCP #c YDXCP #d DLC #d BAKER #d BTCTA #d GHG #d GUL #d CDX #d COD						
020		1589066626						
020		9781589066625						
029	1	AU@ #b 000043259971						
029	1	CDX #b 7115483						
042		lccopycat						
060	0 0	HC60 #b P662 2008						
082	0 0	305.5/69091724 #2 22						
090		#b						
049		CODA						
245	0 0	Poverty and social impact analysis by the IMF : #b review of methodology and selected evidence / #c Robert Gillingham, editor.						
260		Washington, D.C. : #b International Monetary Fund, #c c2008.						
300		iv, 132 p. : #b ill. ; #c 28 cm.						
504		Includes bibliographical references (p. 115-132).						
530		Available both in print and online.						
505	0 0	#g Introduction -- #t Review of macro-micro approaches for evaluating the distributional impacts of macroeconomic reforms / #r [Moataz El-Said] -- #t Distributional impacts of indirect tax and public pricing reforms: a review of methods and empirical evidence / #r [David Coady] -- #t Analyzing the impact of trade liberalization and devaluation on poverty / #r [Alejandro Simone] -- #t Distributional impact of agricultural sector reforms in Africa: a review of past experience / #r [David Newhouse].						
520		The Poverty Reduction and Growth Facility (PRGF) is used by the IMF to provide support for countries' implementation of their poverty reduction and growth strategies. A key requirement in the design of PRGF programs is understanding the effects of reform program measures on vulnerable groups - particularly the poor - and how to devise measures to mitigate any negative effects. Poverty and social impact analysis (PSIA) is an instrument for pursuing this goal. The IMF has therefore established a small group of staff economists to facilitate the integration of PSIA into PRGF-supported programs. In this book, the group's members review analytical techniques used in PSIA as well as several important topics to which PSIA can make valuable contributions.--Publisher's description.						
650	0	Economic assistance #x Social aspects.						
650	0	Poverty #x Social aspects.						
651	0	Developing countries #x Social conditions.						
651	0	Developing countries #x Economic conditions.						
651	0	Developing countries #x Economic policy.						
610	2 0	International Monetary Fund.						
700	1	Gillingham, Robert.						
710	2	International Monetary Fund.						
856	4 1	#u http://www.imf.org/external/pubs/ft/books/2008/posocimp/posocimp.pdf #z Connect to online resource						

EXAMPLE: Cloned electronic reproduction record in Chinook (MilCat)

The screenshot shows the Millennium Cataloging software interface. The title bar indicates the user is Michael Dulock at the University of Colorado at Boulder, working on record b55428617. The interface includes a menu bar (File, Edit, View, Go, Tools, Admin, Reports, Help) and a toolbar with icons for Insert, Save, View, Edit, Media(0), WB, Summary, Browse, Verify, Export, Print, and Close.

Edit Functions

Record ID: b55428617 | Last Updated: 09-29-2009 | Created: 09-29-2009 | Revisions: 3

LANG	eng	CAT DATE	09-29-2009	BCODE3	-
SKIP	0	CAT LEVEL	o	COUNTRY	dca
LOCATION	web	ARL STATS	m		

MARC Leader #####nam 22#####a 4500

```

o 001 441558346
y 003 OCoL C
y 005 20090929061129.0
y 006 m d i
y 007 cr cn|||||||
y 008 090929s2008 dca sb i000 0 eng d
i 020 |z9781589066625
y 035 (OCoL)441558346
y 040 COD|cCOD
y 049 GDWR
t 245 0 0 Poverty and social impact analysis by the IMF /h[electronic resource] ;|breview of methodology and selected evidence /cRobert Gillingham, editor
p 260 Washington, D.C. :|bInternational Monetary Fund,|cc2008
r 300 1 online resource (iv, 132 p.) :|bill
n 500 Description based on print version record
n 504 Includes bibliographical references (p. 115-132)
n 505 0 0 |gIntroduction --|tReview of macro-micro approaches for evaluating the distributional impacts of macroeconomic reforms /r[Moataz El-Said] --|t
Distributional impacts of indirect tax and public pricing reforms: a review of methods and empirical evidence /r[David Coaty] --|t
Analyzing the impact of trade liberalization and devaluation on poverty /r[Alejandro Simone] --|tDistributional impact of agricultural sector reforms in Africa: a review of past experience /
r[David Newhouse]
n 520 The Poverty Reduction and Growth Facility (PRGF) is used by the IMF to provide support for countries' implementation of their poverty reduction and growth strategies. A key requirement
in the design of PRGF programs is understanding the effects of reform program measures on vulnerable groups - particularly the poor - and how to devise measures to mitigate any
negative effects. Poverty and social impact analysis (PSIA) is an instrument for pursuing this goal. The IMF has therefore established a small group of staff economists to facilitate the
integration of PSIA into PRGF-supported programs. In this book, the group's members review analytical techniques used in PSIA as well as several important topics to which PSIA can
make valuable contributions...Publisher's description
d 650 0 Economic assistance|kSocial aspects
d 650 0 Poverty|kSocial aspects
d 651 0 Developing countries|kSocial conditions
d 651 0 Developing countries|kEconomic conditions
d 651 0 Developing countries|kEconomic policy
d 610 2 0 International Monetary Fund
b 700 1 Gillingham, Robert
b 710 2 International Monetary Fund
q 776 0 8 |pPrint version:|pPoverty and social impact analysis by the IMF. |wWashington, D.C. : International Monetary Fund, c2008|z9781589066625|w(OCoL)183914601
y 856 4 0 |zConnect to online resource|uhttp://www.imf.org/external/pubs/ft/books/2008/posocimp/posocimp.pdf
    
```

Record ID: b55428617 | Edit Mode (INS)

EXAMPLE OF a BRIEF BIB:

The screenshot shows a software window titled 'b5135939x' with a menu bar (File, Edit, View, Go, Tools, Window, Help) and a toolbar with icons for Insert, Save, View, Edit, Media(0), WB, Summary, Browse, Verify, Export, Print, and Close. Below the toolbar, the record information is displayed: 'b5135939x Last Updated: 04-10-2009 Created: 12-11-2008 Revisions: 2'. A table shows fields: LANG (eng), CAT DATE (12-11-2008), BCODE3 (n), SKIP (0), CAT LEVEL (y), COUNTRY (us), and LOCATION (web), ARL STATS (m). The MARC Leader is '#####nam 22##### a 4500'. The record contains several fields: y 099 E-BOOK CATALOGING DIRECTIONS: 740 0_ ScienceDirect (Online publications); do NOT use the "Shortcut link to this title" [goes to latest issue, not the volume of interest]; t 245 0 0 Nuclear physics. InB, InP Proceedings, supplements (E-BOOK); u 246 1 3 Nuclear physics. InB, InP Proc. suppl (E-BOOK); u 246 1 3 Proceedings supplements, Nuclear physics B (E-BOOK); n 500 OCLC SEARCH STRATEGY: search "nuclear physics b 104" in Series (se:), OR browse "series whole phrase (sew=)", e.g., "Nuclear physics B Proceedings supplements v 104" [or "... vol 104"], or [check "nuclear physics b proceedings supplements" as "series whole phrase (sew=)"]; n 500 ELECTRONIC DECISIONS: online ONLY, 2002+; online analytics per larsen, 8 Dec. 2005; n 500 MAINTENANCE NOTES: email alert set for jz [ScienceDirect Message Center]; n 590 This bib is for use by mono e-book catalogers only; y 856 4 0 zLINK [preferred]: u http://www.sciencedirect.com/science?_ob=PublicationURL& cdi=5532& pubType=J& auth=y& acct=C000047944& version=1& urlVersion=0& userid=918210& md5=5db3e1b6a4e9e6236b1266b29562fe9; y 856 4 1 zLINK [alternate]: u http://libnet.colorado.edu/survey/survey.cfm?res=http://www.sciencedirect.com/science/journal/09205632

If a URL does not function correctly after export from OCLC Connexion, look for & replace the following characters:

Replace the following diacritics and special characters with their hexadecimal notation equivalents (i.e., the hexadecimal value for the diacritic and special character preceded by the percent (%) sign):

Character	Enter
Spacing circumflex (^)	%5E
Spacing underscore (_)	%5F
Spacing grave (`)	%60
Vertical bar ()	%7C
Spacing tilde (~)	%7E

Example: 856 40 ðz Connect to online resource ðu <http://trb.org/news/blurp%5Fdetail.asp?id=5615>

Withdrawing an E-Book:

Generally, CMS does not delete bib records for e-books to which we no longer have access. Please follow the *Withdrawals* procedure document in the *Monographic Copy Cataloging Manual*, which states:

“For e-book and electronic integrating resource (e.g., Web sites/databases) withdrawals add ‘(er)’ for electronic resource at the end.”

948 cwd07/08 : cc : superseded by 3rd edition (er)

Suppress the bib record and any attached ‘web’ item record. If the bib record contains an 001 with an OCLC number, and our holdings are indeed set on that bib record in OCLC, please delete the holdings (in OCLC, it’s under Actions—Holdings—Delete Holdings). If you don’t have permissions in OCLC to delete holdings, please give the OCLC number to Jane Zumwalt, Beth Levrault or Michael Dulock.