

Fixed Fields (e-Books)

Fixed Fields

Leader

Field	Value
Record Status	n : New
Type of Record	a : Language material
Bibliographic Level	m : Monograph/item
Type of Control	_ : No specific type of control
Encoding Level	4 : Core level
Cataloging Form	a : AACR 2

OK Cancel

Supply a value for Type of Record that reflects the predominant content of the resource. Online books should be coded a (Language material) even when they include search software and hyperlinks.

Since online resources are considered published (formerly AACR2 9.4B2), do not use codes for manuscript material. For example, an online dissertation is coded a (Language material) rather than t (Manuscript language material).

When cataloging on Orbis, use Encoding Level **<blank>**.

CAUTION. When cataloging on OCLC, use E/Lvl I.


Variant Format Cataloging

008 - General Description

Fixed Fields (e-Books)

Published on Yale University Library (<https://web.library.yale.edu>)

008 - General Description (Book)

Publication Status	s : Single known date/probable date
Date 1 (yyyy)	2002
Date 2 (yyyy)	_____
Place of Publication	mau : Massachusetts
Illustrations 1	_ : No illustrations
Illustrations 2	_ : No illustrations
Illustrations 3	_ : No illustrations
Illustrations 4	_ : No illustrations
Audience	_ : Unknown or not specified
Form of Item	o : Online 
Contents 1	_ : No specified nature of contents
Contents 2	_ : No specified nature of contents
Contents 3	_ : No specified nature of contents
Contents 4	_ : No specified nature of contents
Govt. Publication	_ : Not a government publication
Conf. Publication	0 : Not a conference publication
Festschrift	0 : Not a festschrift
Index	0 : No index
Literary Form	0 : Not fiction (not further specified)

The value supplied for Type of Record in the leader triggers the type of 008. For online books, that type is Book.

Click the 008 button. When necessary, provide or change the coding when necessary for: Publication Information, Form of Item, Language, Modified Record Code, and Cataloging Source. Retain publication information for the print version, and verify that it describes the source of the e-monograph being cataloged. For example, if the record for the print version describes a revised edition, the content for the e-monograph should be for the same revised edition. Form of Item should always be coded o (Online) [formerly coded s Electronic Resource). Modified Record Code should be coded _ (Not modified). Cataloging Source should be coded d (Other).

007 - Physical Description

Fixed Fields (e-Books)

Published on Yale University Library (<https://web.library.yale.edu>)

007 - Physical Description (c - Computer File)

<input type="checkbox"/> Video Recording	<input type="checkbox"/> Remote Sensing Image	<input type="checkbox"/> Unspecified
<input type="checkbox"/> Kit	<input type="checkbox"/> Notated Music	<input type="checkbox"/> Sound Recording
<input type="checkbox"/> Projected Graphic	<input type="checkbox"/> Microform	<input type="checkbox"/> Nonprojected Graphic
<input type="checkbox"/> Map	<input checked="" type="checkbox"/> Computer File	<input type="checkbox"/> Globe
<input type="checkbox"/> Tape		

Specific Material Designation	r : Remote
Original vs. Reproduction Aspect (OBSOLETE)	_ : (OBSOLETE) Undefined
Color	⚡ : No attempt to code
Dimension	⚡ : No attempt to code
Sound on Medium	⚡ : No attempt to code
Image Bit Depth	⚡⚡⚡ : No attempt to code
File Format	⚡ : No attempt to code
Quality Assurance Target(s)	⚡ : No attempt to code
Antecedent/Source	⚡ : No attempt to code
Level of Compression	⚡ : No attempt to code
Reformatting Quality	⚡ : No attempt to code

Create an 007 to describe the physical medium of the resource.

Click the 007 button, select the Computer file tab, and click New. Specific Material Designation is always coded r (Remote). No Attempt to Code should be selected for the other fields.

006 - Additional Material Characteristics

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Published on Yale University Library (<https://web.library.yale.edu>)

006 - Additional Material Characteristics (m - Computer File)

☐ Projected Medium ☐ Nonmusical Sound ☐ Musical Sound

☐ Printed Music ☐ Manuscript Music ☐ Printed Map ☐ Manuscript Map

☐ 3-D Artifact ☐ Serial Control ☐ Manuscript Lang. ☐ Books

☐ 2-D Nonprojectable ☒ Computer File ☐ Kit ☐ Mixed Material

Target Audience _ : Unknown or not specified

Type Of File d : Document

Govt. Publication _ : Not a government publication

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New Delete Apply Close

Create a 006. Click the 006 button, select the Computer File tab, and click New. For ebooks, Type of File should be coded d (Document). Target audience can be unknown or | No Attempt to Code. Code the Govt Publication field as applicable.

Copy Cataloging Policy:

- Accept the **leader** coding as given on cataloging copy with one exception: the **Type of Record** must be **a** [language material] not **m** [computer file]; this may have an impact on retrieval. If it is necessary to change the Type of record code, other fixed fields will need to be filled in. For online dissertations use Type of Record a rather than t.
- Verify that the **008** Form of Item code is **o** [If the Form of Item is coded s; change to o]
- Always create an **007** for c (Computer file) if not found on cataloging copy.
- It is not necessary to create a 006.
- Otherwise leave the fixed fields as is.
- When searching, prefer a record with the codes used in current cataloging, all things being equal.

Source URL: <https://web.library.yale.edu/cataloging/e-resources/e-books-copy/fixed-fields>