Cataloging CD-ROMs and Other Direct Access Electronic Resources: Original Cataloging

Scope

This document applies to RDA cataloging of **direct access electronic resources**. Direct access electronic resources have a physical carrier (a disc, a cassette, or a cartridge) that is inserted into a computer device (e.g. a workstation CD-ROM drive) or a peripheral attached to the computer device. Some examples of direct access electronic resources include: CD-ROMs, photo CDs, DVD-ROMs, floppy discs, memory sticks, & computer tape cassettes, reels, etc. The primary focus of this document will be on CD-ROMs. *Do not use this document for CD-audio recordings or video DVDs.*

CD-ROMs are cataloged on the basis of their content (i.e., content *as* text, score, cartographic, graphic, or computer [in a very narrowly defined sense; see scope note below]). While AACR2 devoted a specific chapter to electronic resources, in RDA cataloging instructions applying to CD-ROMs, etc. are embedded throughout the text.

Note that the procedures in this document are not applied to remote electronic resources (web resources); these are documented separately.

Although occasional reference is made to direct access electronic serials in this document, the primary reference source for this category should be **Module 30** of the **CONSER Cataloging Manual [CCM]**; see also: **CONSER Editing Guide [CEG], Section F. Appendix N. Special physical formats. [Subsection] Electronic Resources**. While it may be the case that most current & future serial electronic resources will be remote rather than direct resources, serial backfiles on CD-ROM may continue to be the preferred format for some publishers.

Note that **LC PCC PS 0.0** has a section **Mode of Issuance: Monograph or Serial**, with a special section **Situations Requiring Further Consideration**. The key statement: "If the resource was/is published in print, make the decision to catalog the electronic resource as a serial, integrating resource, or monograph based on the electronic resource itself, not on how it was issued in print. Information about the planned type of issuance may be given in the resource's "read me" files, etc." *LC/PCC practice* is:

- catalog as a serial a direct access electronic resource "whose carrier is issued successively (this situation is analogous to a print serial whose latest volume supersedes any earlier volumes). *Note that such resources can be mounted on networks such that the successive issuance of the carrier is not observable to the cataloger or end user; when contributing cataloging in a shared environment (e.g. bibliographic utility), the record should reflect the carrier and mode of issuance as published.*" [emphasis added]
- catalog as a monograph a direct access electronic resource "complete in one part or intended to be complete in a finite number of parts, including those resources that are corrected via 'errata' information." *
- "no direct access resource can be issued as an integrating resource (assumption that would be changed if proven incorrect)."

*LC PCC PS 0.0 Situations Requiring Further Consideration, E. Republications** states: "Generally, catalog a republication of a serial as a serial." Presumably this will apply to republication as a CD-ROM, whether the serial is ceased or ongoing. Exceptions: republication of a single issue or a limited number of issues (unlikely for electronic resources given their storage capacity), a collection of bibliographically unrelated serials or articles. Note that per the CONSER Manual 17.7, if the CD-ROM stores a run with title changes, each title will require a separate bibliographic record.

Reproductions. The PCC Provider-Neutral e-Resource guidelines are intended to apply to online resources to accommodate different aggregator packages. The guidelines do not apply to direct access electronic resources since CD-ROMS, etc. are not issued following the aggregator model. Recent PCC decisions regarding microform reproductions, which may be similar to the P-N guidelines, do not cover reproductions issued as direct access electronic resources. **RDA 3.1.3** applies to reproductions issued as direct access electronic resources: "When

describing a facsimile or reproduction, record the elements describing the carrier of the facsimile or reproduction."

Related Documents

Processing (barcoding, marking, item record, etc.): SML/CCL ONLY

SML/BASS Policies & Procedures for Media [1]

Cataloging Procedures for Audiovisual, CD-ROMs, and Related Media [2]

Item Types and Statistical Categories [3]

Cataloging CD-ROMs & Other Direct Access Electronic Resources: Copy Cataloging [4]

1. Variable Data Fields (245-250)

Preferred Sources (General)

RDA 2.2.2.4.1 Tangible Resources applies. The first source on the following list with a (textual) title is used as the preferred source:

a. printing or label on the disc, diskette, etc.

b. textual content from an internal source, such as a title screen

c. container or accompanying material issued with the disc

Note that P-N [Provider-Neutral] exceptions and the proposed exceptions for microform reproductions do not apply to direct access resources that contain reproductions of printed materials. The disc itself is still the first place to get the title, not an image of the original title page. See **LC-PCC PS 2.2.2.2 Alternative**.

For a multipart CD-ROM, see **RDA 2.1.2.3**:

a. Unnumbered with no way to determine the order: choose a source with the collective title

b. Numbered: choose the lowest numbered part

c. If not numbered, but there is a date of issue, choose the earliest date

d. If no comprehensive title, choose the title of the predominant work or part

e. if none of the above apply, use the no collective title approach (2.1.2)

As with any multipart serial or monograph, make a 588 note if the basis for description is not the first part.

Because there is no longer a strict order of preference in cataloging electronic resources, providing variant title access is of great importance.

Historical note: Prior to 2001 the chief source was the "title screen."

Title Proper, Other Title, Statement of Responsibility, Variant Titles (245, 246)

Transcription instructions for capitalization, correction of errors, and signs and symbols do not differ from the standard procedures for books.

245 SOURCES

Title proper: Per **2.17.2.3**, a note for the source of the title proper is always made for CD-ROMs, etc. (A note is not made if the source is an image of the title page, but since the disc itself is the preferred source, the note will generally need to be made.) **RDA 2.3.2.1**: File or dataset names should not be recorded as the title proper unless the file/dataset name is the only one given on the chief source. File or dataset names not used as the title proper may be recorded as notes. (Formerly AACR2 9.1B3)

Reminder: **GMD** (‡h [electronic resource]) is obsolete in RDA cataloging. Do not use. HISTORICAL NOTE. Prior to 2001, the GMD was *computer file*; this term is now obsolete. For a brief period in the late 1990s, the provisional GMD *interactive multimedia* was sometimes used, but the term was never authorized officially.

Other title, Statement of Responsibility. These guidelines do not differ from the standard procedures for books.

a. Other title must be from the same source as the title proper. If an other title appears within the resource but not with the source used for the title proper, do not supply it in 245 ‡b in brackets. If considered to be important, make a note or a 264 1_.

b. The preferred source for the statement of responsibility is the same source as the title proper, but if not on that source, take it from anywhere within the resource (without bracketing).

Example (title proper):

245	0	0	‡a 1987 economic censuses.

Example (Other title and statement of responsibility:

100	1		‡a Johnson, Theopolis W., ‡e author.
245	1	3	‡a An American experiment : ‡b a database of all known participants in "The Tuskegee experience" / ‡c by Theopolis W. Johnson.

Example (part title):

245	0	0	‡a Current contents on diskette. ‡p Engineering, technology & applied sciences.

Edition Statement (250)

2.5.2.2. Preferred Source. Prefer the same source as the title proper. If not on the title proper source, another source within the resource itself. If not within the resource, use, in order of preference (**2.2.4**): accompanying material, other published descriptions, a container not issued with the disc, any other source (e.g. a reference source). Per **LC PCC PS 2.2.4**, bracket if the source is any of the 2.2.4 options.

Electronic resources commonly use terms other than "edition" to denote a new manifestation. Examples: issue, version, release, level, update (and their equivalents in other languages). Note that in serials cataloging, version numbers are relegated to 538, since these change as later issues are published; statements of the type "Macintosh version," on the other hand, would be considered edition statements even in serials cataloging (CCM 30.10), and in some cases "version" can function as enumerative designation.

RDA example from **2.5.1.4**:

2			‡a Interactive version.

5 0			

LCCN 94790355:

2 5 0			‡a Version 1.1.

Note that per **RDA 2.5.1.4** and **1.7**, transcription of the edition statement is "as it appears on the source of information," which means you no longer follow the AACR2 practice of adding text in brackets when the edition statement is only a number.

2 5 0			‡a 2.1 <NOT: *[Version]* 2.1>

However, 2.5.1.4 does allow you to (optionally) supply a whole edition statement "if a resource lacks an edition statement but is known to contain significant changes from other editions."

Supply an edition statement in brackets if there are manifest differences, not supposed differences from other editions. AACR2 has some useful guidelines that weren't carried over into RDA: "changes in the data involving content, standardized coding, etc.; changes in the programming including changes in the program statements, programming language, and programming routines and operations; the addition of sound or graphics; improvement of graphics." In RDA, these would be considered separate expressions and would require a new bibliographic record. When supplying edition information, don't use abbreviations.

2 5 0			‡a [Version 7, Revised version]

But cf. LCCN 2002201396 (a serial) [version functions as enumeration]. Modified to reflect current CONSER practice for 362.

3 6 2	1		‡a Began with version 98.2.

and LCCN 2003202101 (also a serial)

3 6 2	1		‡a Ceased with: 97.1.
5 8 8			‡a Description based on: Version 96.2a; title from diskette label.

Minor Changes. AACR2 9.2B4 has examples of minor changes to electronic resources (not carried over into RDA): "corrections of misspellings of data, changes in the arrangement of the contents, changes in the output format or the display medium, and changes in the physical characteristics (e.g., blocking factors, recording density)." In AACR2 these do not warrant a new record and are not recorded in the edition statement, though they may be recorded in notes. Under RDA, there is no equivalent to AACR2 9.2B4, so if the issue comes up, create a new record. See also page 3a, 2.17.4 Note on Edition Statement [5].

RDA 2.5.1.5. Edition statements relating to issues or parts. Transcribe only the statements relating to the whole resource in 250; edition statements relating to the parts may be recorded in a note if considered to be important for identification.

RDA 2.5.1.6 Changes to edition statements. When a change in the edition statement occurs in later volumes or issues of a multipart or serial, record the change in a note.

254 and **255**. When the primary content of the direct access electronic resource is:

- Music (i.e., scores NOT audio): record the musical presentation statement in 254
- Cartographic materials: record cartographic mathematical data in 255

Cartographic example (LCCN 98678153, modified). The 256 field on the LC record is now obsolete.

245	0	0	‡a Electromap world atlas.
250			‡a Diskette version.
255			‡a Scale not given.
256			

256 (Material Specific Details Area). 256 was formerly used for recording uncompressed file sizes. It was not used by LC and probably was not much used on records by other libraries. With the 2002 amendments, it is no longer applied to electronic resources.

2. Variable Data Fields (264, 3xx)

Publication Statement (264) - RDA 2.8

While most CD-ROMs are publications of new works or editions, you may encounter an unpublished multimedia thesis on CD-ROM, or a reproduction of a thesis distributed on-demand in CD-ROM format. If these are published reproductions, follow **RDA 2.8.1.3**, "When a facsimile or reproduction has a published statement or statements relating to the original manifestations as well as to the facsimile or reproduction, record the publication statement or statements relating to the facsimile or reproduction" (i.e., not the publication statement of the original). For unpublished reproductions, see RDA 2.7.

2.11.1.3. If the item lacks a publication date applying to the whole resource, and it has multiple copyright dates that may apply to different aspects (e.g., programming, graphics, documentation), base the bracketed publication date in 264 _1 on the latest copyright date. Use of 264 _4 to enter the copyright date itself is optional. BFAS: if 264 _4 is created, 008 Type of date is "t" not "s" and the same date is entered in Date 1 and Date 2.

Physical Description

RDA 3.4.1.3. Default rule is to use a term from the carrier type list at 3.3.1.3 (or use the MARC Term & Code list for RDA carrier types and codes [6]). Alternative is to use a term in common usage, either because it doesn't correspond to any of the official terms, or if preferred by the cataloging agency. The PS for 3.4.1 allows for either & says to contact the chair of PCC Standards if the device doesn't correspond to any of the established terms. Locally, prefer common usage to facilitate identification at a more granular level. All of the common usage examples correspond to the RDA carrier-type term *computer disc* with the exception of the flash drive.

300			‡a 1 CD-ROM ...
300			‡a CD-ROMs ... **\<for a serial\>**
300			‡a 3 Photo CDs ...
300			‡a 2 DVD-ROMs ...
300			‡a 1 floppy disk ...
300			‡a 3 diskettes ...
300			‡a 1 zip disk ...

300			‡a 1 USB flash drive *<corresponds to 3.3.1.3 computer chip cartridge>*

If in doubt about the "common usage" term, use one of the standard terms from the lists cited above.

300			‡a 3 computer cards ...

For cataloging audio CDs, refer to: Cataloging of Popular & Traditional Music Sound Recordings [7]and Non-Music Sound Recordings Checklist [8]

For cataloging video discs, refer to our Local Workflow in the RDA Toolkit.

RDA 3.4.1.7.1. If the subunit files are in a format that parallels a print, manuscript, or graphic counterpart, apply the extent rules used for the counterpart in parentheses: cartographic resources (3.4.2), notated music (3.4.3), still images (3.4.4) and/or text (3.4.5). However, if the resource combines text or still images with sound and/or moving images, record the extent of the text or still images in a note (**RDA 3.21.2.10**). If the extent information is recorded in 520, it doesn't need to be repeated in 500. There is an option under 3.4.1.7.1 to record the number of statements or records as a subunit in parentheses, but if the subunits cannot be described succinctly, a note is preferred.

Subunits for text on CD-ROM:

300			‡a 1 CD-ROM (xxii, 555 pages) ...

Subunits for cartographic images on CD-ROM

300			‡a 1 CD-ROM (200 remote-sensing images) ...

Subunits include images, audio commentary, and text.

300			‡a 1 CD-ROM : ‡b sound ...
500			‡a Includes 100 images with textual and audio commentary.

300 ‡b. AACR2 had different sets of directions for "other physical details" depending on the media or carrier type, e.g. 9.5C for electronic resources. These distinctions have not been carried over into RDA. As long as the resource includes physical details worth noting, an instruction that applies to a book will also apply to the CD-ROM if it is an image of the book; an instruction that applies to a still image will also apply if the images are reproduced on a CD-ROM. So the RDA instruction for illustrations under 7.15.1.3 (including the alternative), for general color content under 7.17, for color content of still images under 7.17.2, for color content of moving images under 7.17.3, and for sound content under 7.18 may be used as applicable. This information is not core, but (local policy) include the information if readily available or important for identification.

A CD-ROM with color images and audio commentary. The special rules for color images (7.17.2) apply, so the color content is not combined with "illustrations." Since it combines sounds & still, per 3.21.2.10, the image extent is entered in a note rather than in parentheses after "CD-ROM."

300			‡a 1 CD-ROM : ‡b sound, color ...
520			‡a 150 images from the National Gallery with audio commentary by Sister Wendy.

A CD-ROM reproduction of a book with illustrations:

300			‡a 1 CD-ROM (135, xxii pages) : ‡b illustrations

		(some color) ...

RDA 3.5. Dimensions are required. The diameter is used as the basis of measurement for computer discs.

LC-PCC PS 3.5.1.3. The PS uses the alternative to the RDA instruction for computer discs: dimensions are given in inches and fractions of inches. Do not use the default instruction to record dimensions in centimeters. Standard CD-ROM size is: 4 3/4 in. For other computer carriers, the PS says to use the default "cm," but keep in mind that "computer disc" covers a wide range (see the examples above).

Currently, the most common computer disk size is 3 1/2 in. Common usage term for computer disks of this size is either "floppy disk" or "diskette." Note that the "disk" spelling is never used in RDA; "computer disc" covers both diskettes & CD-ROMs. The "disk" spelling is OK for common usage but at this point these categories of computer disc are obsolete and are unlikely to turn up in the cataloging workflow.

The common usage term for computer disks with diameter 5 1/4 in. (now generally superseded by 3 1/2 in. disks) is generally "floppy disk."

Deviations from the standard sizes are not uncommon; presumably these would be noticed when the cataloger tries to load the disc on the workstation.

300		‡a 1 CD-ROM : ‡b sound, color ; ‡c 4 3/4 in.

LCCN 2002555937

300		‡a 1 floppy disk ; ‡c 3 1/2 in.

LCCN 2004206321

300		‡a 3 diskettes : ‡b color ; ‡c 3 1/2 in.

LCCN 2002564502

300		‡a 1 floppy disk ; ‡c 5 1/4 in. + ‡e 1 user guide

Use "cm" for other computer carriers.

Computer card dimensions are recorded as height x width. RDA 3.5.1.4.1.

300		‡a 1 computer card ; ‡c 9 x 6 cm

Computer cartridge dimensions are taken from the length of the side of the cartridge that is inserted into the drive. RDA 3.5.1.4.2.

300		‡a 1 computer chip cartridge ; ‡c 10 cm

Computer cassette dimensions are length x height of the cartridge face. RDA 3.5.1.4.3.

300		‡a 1 computer tape cassette ; ‡c 10 x 7 cm

RDA 3.5.1.6. If the resource consists of multiple carriers differing in size (but of the same carrier type), give the range from smallest to largest.

RDA 3.5.1.8. If the resource is a multipart or serial that changes dimensions, apply 3.5.1.6.

LCCN sn 98053279 (modified) [a serial]

300		‡a floppy disks ; ‡c 3 1/2-5 1/4 in.

LC-PCC PS RDA 3.1.4. Accompanying material. Use 300 ‡e or a second 300. If a note is made to bring out more detail, use, in addition, one of the PS options. Use note-only if the accompanying material is considered to be insignificant. If multiple 300s are used to describe accompanying material, always record the extent of the accompanying material; record other physical details and dimensions if considered to be important. If 300 does not

end with an abbreviation or parentheses, do not add a period at the end of the field (technically, unless there is a series) **LC-PCC PS 1.7.1 Punctuation at the end of MARC Fields 245, etc.**

LCCN 2004565667

300			‡a 1 CD-ROM ; ‡c 4 3/4 in. + ‡e 1 user's guide

LCCN 2003557644 used "+ 1 insert." Also in LCCN 2001562668, 2001562668; 2002564026). Modified for the example.

300			‡a 1 CD-ROM ; ‡b sound, color ; ‡c 4 3/4 in.
300			‡a 1 sheet ; ‡c 24 x 14 cm folded to 24 x 7 cm

LCCN 95790915 (modified):

300			‡a 1 CD-ROM ; ‡c 4 3/4 in. + ‡e 1 user's guide (32 pages) + 1 teacher's guide (47 pages) + 10 booklets

LCCN 2001561569 (copycat; modified)

300			‡a 1 CD-ROM : ‡b sound, color ; ‡c 4 3/4 in. + ‡e 1 user's guide + 5 booklets + 1 poster

LCCN 2003557817 (modified)

300			‡a 2 CD-ROMs : ‡b color ; ‡c 4 3/4 in. + ‡e 1 user guide
300			‡a 1 floppy disk ; ‡c 3 1/2 in.

In serials cataloging, accompanying material is generally not recorded in 300 ‡e unless it is certain that the material accompanies each issue. (CCM 30.12.4)

Content (RDA 6.19.3, MARC 336), Media (3.2.1.3, MARC 337), and Carrier Type (3.3.1.3, MARC 338). Mandatory for the primary content (Media Type is mandatory for PCC, though not for RDA); optional for secondary content. Subfields a & 2 are mandatory, subfield b (codes) is optional. Since the codes are part of the OCLC template, they are included in the examples.

List of authorized Content Types, with MARC codes [9].

List of authorized Media Types, with MARC codes [10].

List of authorized Carrier Types, with MARC codes [6].

Example: CD-ROM with audio and color images, plus a sheet of printed text accompanying. Codes in subfield b are optional; 3xx for accompanying material is optional.

300			‡a 1 CD-ROM ; ‡b sound, color ; ‡c 4 3/4 in.
300			‡a 1 sheet ; ‡c 24 x 14 cm folded to 24 x 7 cm
336			‡a still image ‡b sti ‡2 rdacontent
336			‡a spoken word ‡b spw ‡2 rdacontent

336			‡3 accompanying material ‡a text ‡b txt ‡2 rdacontent *<optional>*
337			‡a computer ‡b c ‡2 rdamedia
337			‡3 accompanying material ‡a unmediated ‡2 rdamedia *<optional>*
338			‡a computer disc ‡b cd ‡2 rdacarrier ‡2 rdacarrier
338			‡3 accompanying material ‡a sheet ‡b nb ‡2 rdacarrier *<optional>*

RDA 3.19.1.3. Record file characteristics if considered to be important. Per the PS, it is mandatory for cartographic resources. If it is considered necessary to include information about additional physical characteristics, a 516 note can also be used. Not relevant for direct access electronic resources: encoding format (3.19.3), image resolution (3.19.5), regional encoding (3.19.6) and encoded bitrate (3.19.7).

RDA 3.19.2 File Type [includes list of file types]). BSR: not mandatory for direct access electronic resources (mandatory for audio CDs & video DVDs). If entered, use MARC 347 ‡a.

Example. CD-ROM with audio, image, text:

| 3 4 7 | | | ‡a audio file ‡a text file ‡a image file ‡2 rda |

Other authorized terms: data file, program file, video file.

Recording file size (3.19.4) in MARC 300 ‡a. BSR: not mandatory.

3. Variable Data Fields: 5xx Notes

Notes:

RDA does not have a preferred order for notes. CONSER cataloging normally arranges notes in MARC tag numerical order. For monographs, possible options: cataloger decides on the order of priority, AACR2 order may be used as well but is not mandatory, or apply CONSER practice.

3a. Notes Related to Manifestation Attributes (Title-Edition-Series)

RDA 2.17.2.3. Source of Title note (500) MANDATORY.

The note in the example shows the usual LC note practice (e.g. LCCN 2004565667; 2002565744; 2002564903; 2004565275) for CD-ROMs. RDA refers to CDs and diskettes, etc. as "computer discs," so no distinction in spelling (disc vs. disk) is made in notes.

| 500 | | | ‡a Title from disc label. |

Per 2.2.3.1, "label" refers to a source of information either permanently printed or affixed to a tangible resource. So, even if you can't peel it off, it's still a label. For CD-ROMs, the disc label is the preferred source; the

accompanying material or the container is used as the source of title only if there is no disc label; if there is no title on either the container or the accompanying material, use an "internal source" (boot up the disc and look for a title frame).

Note for source of title where there was no title on the disc:

500			‡a Title from container insert.

LCCN sn 98053279 (serial issued on floppy disks and diskettes). Standard serial practice is to combine "Description based on" note with source of title note, in field 588.

588			‡a Description based on: 1960-1985; title from disc label.

RDA 2.17.2.4 Variations in Title note/access point

Per RDA 2.3.2.1 "A file name or data set name is not considered a title proper unless it is the only title appearing in the resource." A file name considered to be important for identification or retrieval can be entered in 246 1_.

246	1		‡i File name: ‡a CC.RIDER

or

LCCN 00230172 (a serial):

246	1		‡i Executable file name: ‡a Annual energy review data base ‡f 1993-1999

LCCN sn 97048231

130	0		‡a Best evidence (CD-ROM)
245	0	0	‡a Best evidence.
246	1		‡i Title on Readme icon: ‡a BE

LCCN 2002201396. Modified. Note on the original record: Title from diskette label. For RDA, they're all computer discs.

245	0	0	‡a BNA corporate tax audit analyzer / ‡c BNA Software.
246	1		‡i Title from user's manuals: ‡a Corporate tax audit analyzer
500			‡a Title from disc label.

Although the LC-PCC PS 2.17.2.4 probably applies chiefly to online resources, it could conceivably apply to CD-ROMs issued as serials: "If an electronic serial is reformatted so that all evidence of the earlier title is removed, give the earlier title in a **247** field. Give a **547** field explaining that the earlier title no longer appears on the serial."

245	0	0	‡a Legal medicine.
247	1	1	‡a Legal medicine open file
547			‡a Issues published from 1992-1996 with the title Legal medicine open file have been reformatted with a new title: Legal medicine.

RDA 2.17.3. Note on Statement of Responsibility. Use for recording statements of responsibility not recorded in 245 for persons or bodies connected with the work or for significant persons/bodies connected with previous

editions. Since the preferred source for the statement of responsibility under RDA is now the entire resource, expect that use of notes will be less common in current cataloging. As long as the statement of responsibility is taken from the resource itself it is not bracketed. The source for the statement of responsibility note is not required.

LCCN 98802418 (modified)

100	1		‡a Cohen, Judith Love, ‡d 1933- ‡e author.
240	1	0	‡a You can be a woman engineer (CD-ROM) <240 needed to break to differentiate the preferred title from the book>
245	1	0	‡a You can be a woman engineer.
500			‡a Title from disc label.
500			‡a The CD-ROM is based on the book by the same author, Judith Love Cohen, and illustrated by David A. Katz.
700	1		‡a Katz, David A. ‡q (David Arthur), ‡d 1949- ‡e illustrator.

RDA 2.17.4. Note on Edition Statement.

RDA has no equivalent to **AACR2 9.2B1**, which requires a note if the edition statement is taken from a source that differs from the source of the title proper. Under RDA, notes on edition statements are made "if considered important for identification or access." See also the LC PCC PS 2.17.7 below.

In the example, a note was made because the box holding the CD and its case is not kept and cannot be used for verification.

500			‡a Edition statement from box issued with the CD container.

There is no RDA equivalent to AACR2 9.2B4, where the cataloger is instructed to ignore minor changes in determining whether a new record is to be created and to record the differences in a note (**9.7B7**). The **LC-PCC PS 0.0 Determining Number of Records. Edition or Copy of a Book** states "Consider that a new edition is involved whenever there is an explicit indication of changes in content" or if there already exists a bibliographic record with differences in 245, 250, 300, or 4xx. But note that the PS is in reference to *books*; the instructions in the PS for handling differences in 264 are clearly book-oriented. However, in the absence of a PS applying to direct access electronic resources, at this time, do not ignore minor changes in determining whether to create a new record. In such cases, the cataloger may need to supply bracketed information in 250. While AACR2 9.7B7 is no longer applicable, a note could still be made if the supplied edition statement needs supplementation.

Example

250			‡a [Updated Version 2.1]
500			‡a Monochrome version recoded for color.

Example

250			‡a [Reformatted version]
500			‡a Mnemonic tags substituted for numeric tags.

Edition/history notes are also used to give dates for accompanying material, resource coverage, and when the data was collected, "if they are considered to be important."

RDA 2.17.5.4 Note on Complex or Irregular Numbering

For serials, direct access electronic resources may need a numbering peculiarities note because of the organization of the information on the carriers. [Formerly under AACR2 12.7B10; numbering peculiarities] Use MARC 516 (both indicators blank)

LCCN 98645082 (a CD-ROM serial)

516			‡a Issues for Sept. 1994-<Dec. 1995> on 2 discs, (disc A and disc B) with each disc containing the three primary files plus laws and regulations for approximately half the states; laws and regulations from the other states included on other disc.

RDA 2.17.7. Note on Publication Statement

A note can be used to record different publication dates for accompanying material.

500			‡a Manual dated 1983.

Per LC PS 2.17.7, "if a date of release or transmittal is found on the resource and is considered important for identification, record it in a note if it has not been recorded elsewhere in the bibliographic description (e.g. in the edition statement). Include the month and day, if present."

500			‡a "May 1, 1979"--Disc label.

3b. Carrier & Summary Notes

RDA 3.19.1.4. Digital File Characteristics in notes

The file characteristics that are BSR mandatory under 3.19, and that may apply to direct access electronic resources: 3.19 in general (for cartographic resources); 3.19.8 digital representation of cartographic resources (use either 300, 347, or 352).

For other types of content on CD-ROMs, etc., apply the principle of "considered to be important for identification or access" to: file type, encoding format, and file size (the other characteristics would not ordinarily apply to direct access electronic carriers).

Field 516 (Type of File or Data note) is probably a better location for digital file characteristics than field 300. The field can accommodate content information as well. Use first indicator blank as the default indicator. (First indicator blank will generate the label *Type of file:* in some OPACs).

516			‡a Electronic data (2 files : 800, 1250 records) and programs (3 files : 7260, 3490, 5076 bytes).
516			‡a ISO 9660 format.
516			‡a Files are OECD-compressed ASCII

			databases.
516			‡a Electronic data (2 files : 800, 1250 records) and programs (3 files : 7260, 3490, 5076 bytes).
516			‡a Disk characteristics: double sided, high density, soft sectored.
516			‡a Numeric (Spatial data: Point).
516			‡a Text (Law reports and digests).

RDA 3.20.1. System Details (538) [AACR2 9.7B1]. MANDATORY if applicable.

a. **System Requirements**. 538 is repeatable, so if the system runs on both PC and MAC, record the system requirements in separate 538 fields if necessary. The 538 note always begins with "System Requirements." The text is not machine-supplied, as is the case with other notes. The information is recorded "if readily available." The type of information required is given, and should be listed in the order following:

- make and model of the computer needed to run the resource
- amount of memory required
- name of operating system
- software requirements (including programming language)
- any required or recommended peripherals
- required or recommended hardware modifications

See also policy on field 753 below.

538 field examples:

Orbis 6202781 (Comprehensive radiographic pathology). Multiple 538 fields for the same resource.

538			‡a System requirements for Windows: Internet Explorer, version 5 (or later) or Netscape version 4.79 (or later); Adobe Acrobat Reader 4 (or later); 800 x 600 pixels screen resolution; 16-bit color (65,000 colors); 64 MB RAM; Windows 95, 98, 2000, NT, ME, or YX operating system.
538			‡a System requirements for the Mac: Internet Explorer, version 5 (or later) or Netscape version 4.79 (or later); Adobe Acrobat Reader 4 (or later); 800 x 600 pixels screen resolution; 16-bit color (65,000 colors); 64 MB RAM; MAC OS 8.1 (or later), or OS X operating system.

Orbis 4417476 (Patchwork girl). Multiple 538 fields for the same resource.

538			‡a System requirements for Windows: 486, Celeron, Pentium, or faster processor; Windows 3.1, 95, 98, NT, or later.
538			‡a System requirements for Macintosh: Mac OS 6.07 or later.
538			‡a System requirements for electronic manual: Adobe acrobat or Adobe acrobat reader.

Programming language is recorded in 538, not in 546.

A 538 note is not mandatory if no information about system requirements is readily available.

Orbis 4358519 (Schillers Werke (Nationalausgabe) auf CD-ROM; no information available about system requirements). No 538 necessary. (Original AACR2 record had: System requirements: CD-ROM drive).

RDA 7.2 (Nature of Content) 7.10.1.3 (Summarization of Content)

LCCN 91655114

| 520 | | | ‡a Contains demographic, economic, and governmental data from both the federal government and private agencies, presented for the purpose of multi-area comparisons or single area profiles. Current estimates and benchmark census results are included. |

LCCN 98678153 (cataloged as cartographic material)

| 520 | | | ‡a A reference tool that contains a world atlas, almanac, and world fact book, all in one. Graphics include over 200 full-color maps, thematic world maps, relief maps, and reference maps, complemented with comprehensive text on five subject areas: geography, people, government, economy, and communications. Features drop-down menus, point-and-click interfaces, and full index. |

LCCN 2001360713

| 520 | | | ‡a Collection of Indonesian tax laws and regulations. |

LCCN 2001561457

| 520 | | | ‡a An indexed collection of references to 4.8 million birth, christening, marriage, and death records from New South Wales (1788-1888), Tasmania (1803-1899), Victoria (1837-1888), and Western Australia (1841-1905). |

LCCN 2002556235

| 520 | | | ‡a Contains magnetotelluric (MT) and audiomagnetotelluric (AMT) data collected in Alaska between 1985 and 1992. The data from over 500 soundings was collected with computer systems that are now obsolete. Data collected in 23 Alaskan 1:250,000-scale sheets (quadrangles). |

Additional note examples. See also: LCCN 94790355; LCCN 96801355; LCCN 98645082; LCCN sn 91022863; LCCN 98803082; LCCN 00530226; LCCN 2001561445; LCCN 2002565723; LCCN 2003556207; LCCN 2003557035; LCCN 2004564574.

RDA 27.1.1.3. Recording Relations to Related Manifestations justifies accompanying material notes.* Recall that accompanying material for serials is generally recorded in notes rather in 300 ‡e, unless it is certain the accompanying material comes with each issue. Per CCM 30.14.7, record notes about search and retrieval software in 500, but use 556 to record documentation information. (556 seems appropriate also for monographic titles requiring detailed notes about accompanying documentation.)

CCM example from 30.14.7

| 500 | | | ‡a Accompanied by installation software on 1 5 1/4 in. floppy disk. |
| 556 | 8 | | ‡a Accompanied by: SPIRS user's manual, tutorial on 1 3 1/2 in. floppy disk, and quick reference cards . |

*RDA maps 27.1.1.3 to MARC 777 and 501. Continue to follow CONSER practice; re-visit when section 30 of the CONSER Cataloging Manual has had its RDA revision.

4. Fixed Fields

Leader

Type of record/Bibliographic Level. Use the appropriate code for the content (e.g. **a/m** for a textual monograph; **a/s** for a textual serial) not the physical carrier (the CD-ROM or the floppy disc). Examples:

- Shakespeare's plays on CD-ROM: **a/m**

- an atlas on diskette: **e/m**
- Bach's cantatas (the musical scores) on CD-ROM: **c/m**
- Biological abstracts on compact disc: **a/s** *<ongoing serial>*
- Complete Lingua franca on CD-ROM: **a/m** *<re-issue of a complete run of a dead serial on CD-ROM>*
- a master's thesis on CD-ROM: **t/m**
- a "database" of 18th century digitized prints: **k/m**.

Prior to 1998 MARC standards required all CD-ROMs & other direct access electronic resources to be **Type of Record m (computer data file)**. Currently, **Type of Record m** should still be used for:

- computer software (Microsoft Office on CD-ROM),
- numeric databases (e.g., census results),
- computer oriented multimedia (e.g. video games, virtual art exhibition tours),
- online systems or services (e.g. AOL on CD-ROM).

If the contents of the CD-ROM fall within the computer file category but the CD-ROM is also a serial, use Record Type/Bibliographical Level **m/s**, (e.g. an annual census report). Note that per CONSER (30.1), a CD-ROM is considered to be a serial & not an integrating resource even if it is cumulative and the latest issue only is retained.

008 Form of Item and Original Item

Whatever value is assigned to **Type of Record**, the fixed field **Form of Item** should be assigned value **q** for **Direct Electronic** (older records used **s Electronic**). For referencing MARC documentation for books, serials, and scores**, Form of item** is 008/23; for maps and visual materials, **Form of item** is 008/29. Note that this code is not used for audio CDs and DVDs.

For serials, **Original Item** (008/22) is coded **s Electronic** unless it is clear that the electronic version was made for preservation purposes. Per the CEG,

"CONSER practice for electronic resources differs somewhat from that for microforms because the distinctions between original and reproduction are less clear. With electronic resources, a serial may be produced originally in a digital form from which a print version and an electronic version are both created. For this reason, the use of "reproduction" is limited to cases where it is very clear that an electronic serial is a reproduction according to the provisions of **LCRI 1.11a** . For other electronic serials for which a separate record is created, both the form of item and original form of item are coded as electronic." *[CEG hasn't been updated for RDA, but application guidelines are not expected to change for direct access e-resources]*

007 Physical Characteristics

Mandatory. Click the 007 button to open the window, click to select the appropriate format tab, and click the NEW button at the bottom of the window. After the appropriate fixed fields have been selected, click the APPLY button. When all necessary 007 fields have been created, click CLOSE at the bottom of the window.

If the content is primarily textual, select Computer File and follow the 007 guidelines for Computer Files below.

If the content is non-textual, create two 007s. For the first 007, select the appropriate format tab, e.g. for a score on CD-ROM, select Notated Music; for an atlas on CD-ROM, select Map. For the second 007, select Computer File. (Click NEW and select) and follow the 007 guidelines for Computer Files below.

Computer File [Electronic Resources] guidelines (007) for textual content:

01 Specific Material Designation:

1. Use: **o: Optical disc** for CD-ROMs, photo CDs, DVD-ROMs, CD-R, CD-RW, DVD-R, DVD-RW, DVD+R, DVD+RW.*

2. Use **j: Magnetic disk** for floppy disks *<spelled incorrectly on Voyager as **disc**>*
3. **m: Magneto-Optical disc** [almost never used] *

*CAUTION: the scope notes for codes "o" and "m" in the MARC 21 documentation for 007 01 Electronic Resources may be misleading in that they appear to suggest that "o" applies only to read-only CDs and DVDs. Most read/write discs use optical technology, utilizing either "phase-change" or "dye-sublimation" recording techniques, which are considered optical. The magneto-optical recording technique is almost never used with the type of discs we would catalog; it appears to be used primarily with disc-drives. [Based on information from Bryan Baldus & Jay Weitz.] For technical distinctions, a frequent source cited is from the Wikipedia:

Magneto-optical:
http://en.wikipedia.org/wiki/Magneto-optical_drive [11]

CD-R:
http://en.wikipedia.org/wiki/CD-R [12]

04 Dimension.

1. Use **a: 3 1/2** for floppy disks
2. Use **g: 4 3/4** for CD-ROMs (and CD-R/Ws)
3. Use **o: 5 1/4** for floppy disks

06-08 Image bit depth.

1. Use **nnn: Not applicable** if there are no images;
2. Use **--- : Unknown** (three dashes) if there are images but the bit depth is unknown;
3. Use **mmm: Multiple** if the images are captured at more than one bit depth;
4. Use **001-999: Exact bit depth** if all of the images are one bit depth, e.g. 024 if all of the images are 24 bit color scans.
5. Use 3. or 4. only if the information is readily available. Otherwise use 2. if there are images and 1. if there are no images.

09 File Format. Use u: Unknown

10 Quality Assurance Target. Use u:Unknown.

11 Antecedent/Source. Use u: Unknown

12 Level of Compression. Use u:Unknown

13 Reformatting Quality. Use u:Unknown

006 Additional Material Characteristics

Mandatory. Create a 006 even though a 007 has been created for Computer File. Click 006 to open. Select Computer File and click NEW at the bottom of the window. When the appropriate values have been selected, click the APPLY button and click the CLOSE button.

There are only 4 fields in 006.

Target audience: Value depends on the item in hand, but is generally blank.

Form of Item. Use **q Direct Electronic**

Type of File value is derived from the **Type of Record** code in the Leader, but the available code values may not be intuitive. Use these guidelines:

Resource	LDR Type of record	006 Type of file
Document (including data in tabular form, such as census or survey data, as well as journals, newsletters, & other textual material, with the exception of bibliographic data)	a	d
Bibliographic data	a	e
Art Image	g or k	c
Computer Application & System Programs (e.g. CAD, database programs, spreadsheet programs, word processor programs, desktop publishing programs, operating system programs, programming languages, and retrieval programs; with the exception of electronic games & interactive multimedia)	m	b
Game	m	g
Sound	i or j	h
Interactive Multimedia	m	i
Map	e or f	c
Music	c or d	c
Numeric data	m	a
Photograph	k	c

When in doubt, use u=Unknown.

For more detail, refer to **Cataloging Electronic Resources: OCLC-MARC Coding Guidelines, Field 006, "Type" and "File" Coding**:

http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/#4 [13]

Govt Publication: same coding used for books.

5. Access (1xx/7xx) & Linking Relationships

Consult **RDA 19.2-19.3** for determining creators and contributors (access and choice of entry) to works and **RDA 20** for contributors to expressions (usually translations). For relationships of works, expressions, and manifestations (including differentiation), consult **RDA 24-26**. The following brief section on Title, Series & 7xx only covers access fields of particular relevance to direct-access electronic resources.

Title Access

[130/240 field].   A CD-ROM (or the floppy disk) with a print counterpart is a related manifestation. Under RDA, 130 is used to differentiate works and expressions; it is not made to differentiate manifestations such as the CD-ROM from the print version, though a 130 may be necessary to differentiate the CD-ROM's work or expression from another work or expression with the same title proper. The relationship of the CD-ROM manifestation to the print counterpart manifestation is brought out by field 776 (other formats).

With serials, if a print manifestation ceases and continues as a CD-ROM, the relationship is brought out using earlier/later title linking: 780/785.

Use of the 130/240 fields to differentiate works with the same title proper is described in **LC PCC PS 6.27.1.9**. Per RDA 6.27.1.9, one or more of the following elements ("as appropriate") is used as an addition to the preferred title: form of work, date of work, place of origin of the work, and "another distinguishing characteristic of the work."

Example: Work A. Qualifier (form) added to break the conflict with the title proper of a different work.

130	0		‡a Chicano database (Computer file)
245	1	0	‡a Chicano database.
264		1	‡a Berkeley, Calif. : ‡b Chicano Studies Library Publications, University of California
300			‡a CD-ROMs ; ‡c 4 3/4 in.

Example: Work B

245	0	0	‡a Chicano database.
264		1	‡3 <1995-2007>: ‡a [Mountain View, Calif.] : ‡b Research Libraries Group
264		1	‡3 <2007-2012>: ‡a Dublin, Ohio : ‡b OCLC
264		1	‡3 <2012->: ‡a [Ipswich, MA] : ‡b EBSCO Industries, Inc.
300			‡a 1 online resource

LCCN 2004205045. The 240 is in the original record. Under RDA, the CD-ROM is a continuation of the diskette manifestation, and the title is not differentiated.

110	1		‡a Germany. ‡b Bundesministerium fu?r Bildung, Wissenschaft, Forschung und Technologie
~~240~~	~~1~~	~~0~~	~~‡a Fo?rderungskatalog. ‡p Bereiche Forschung und Technologie~~ **(CD-ROM)**
245	1	0	‡a Fo?rderungskatalog. ‡p Bereiche Forschung und Technologie.
580			‡a Continues a diskette version with the same title.
780	1	0	‡a Germany. Bundesministerium fu?r Bildung, Wissenschaft, Forschung und Technologie. ‡t Fo?rderungskatalog. Bereiche Forschung und Technologie ‡w (DLC) 2004205040 ‡w (OCoLC)54951980

Series

Note that the format qualifier has been used for series to distinguish the print series from the CD-ROM series for the same work/expression even though this is inconsistent with RDA; this practice is obsolete. If 2 series have been established for the same work/expression because of the carrier/media type, identify one of the SARs to be retained, update it as necessary, and have the liaison notify LC to delete the other SAR.

LCCN 2004564618:

490	1		‡a Washington manual subspecialty consult series for PDA
830		0	‡a Washington manual subspecialty consult series ~~(CD-ROM)~~

Linking Fields

753. Added entries tagged 753 will be found on some member copy records. The field is used for system details. Locally, we will not trace 753 on original records but we do not intend to remove them from member records.

776. In serials cataloging, this field is used to link the record for the electronic resource to the print record when the print record continues to be published. Example from CCM 30.16.2. Former practice was to include a 530 note Also available in a print ed. (locally YUL used Also issued in a print ed.). Current practice: no 530, just 776. Note that preferred title does not use a qualifier to differentiate the online version from the print version. *(Currently 776 ‡i may not display)*

Print version [abridged AACR2 cataloging; 776 added to link to the record for the CD-ROM]

245	0	0	‡a Applied science & technology index.
260			‡a [New York, etc.] ‡b H.W. Wilson Co. [etc.]
300			‡a v. *<complete 300 as found in Orbis or LC Online Catalog>*
776	0	8	‡i Also issued in a CD-ROM edition: ‡t Applied science & technology index ~~(CD-ROM)~~ ‡x 1093-7706 ‡w (DLC)sn 96047870 ‡w (OCoLC)29049183

CD-ROM version [abridged & modified for RDA]. Title proper is "no conflict" so no 130 is made.

245	0	0	‡a Applied science & technology index.
264		1	‡a Bronx, NY : ‡b H.W. Wilson & Company,
300			‡a CD-ROMs ; ‡c 4 3/4 in.
~~530~~			~~‡a Also **issued** in a print ed.~~
776	0	8	‡i Also issued in a print edition: ‡t Applied science & technology index ‡x 0003-6986 ‡w (DLC)sc 79002989 ‡w (OCoLC)1581557

CCM 30.16.2 has further examples & guidance addressing more complex situations.

780/785. When a serial print publication is discontinued & continued in electronic format, successive entry is used. The print record needs to be closed & linked to the electronic record. Example from CCM 30.18 (but the CD-ROM qualifer has been removed.

Print (AACR2 cataloging [abridged])

245	0	0	‡a Index translationum = ‡b Repertoire international des traductions = International bibliography of translations.
264		1	‡a [Paris] ‡b Unesco [etc.], ‡c 1932-92.
300			‡a v. ‡c 28 cm.
362	0		‡a no 1-31; juil. 1932-jan. 1940; nouv. se?r., 1-39; 1948-86.

580			‡a Continued in 1994 as a CD-ROM.
785	1	0	‡t Index translationum ‡w (DLC) 95660578 ‡w (OCoLC)32027032

CD-ROM (Modified for RDA [abridged])

245	0	0	‡a Index translationum.
264		1	‡a Paris, France : ‡b Unesco, ‡c 1994-
300			‡a CD-ROMs ; ‡c 4 3/4 in. + ‡e user's manual
500			‡a Title from disc label.
515			‡a Cumulative from 1979.
538			‡a System requirements: IBM-PC/XT/AT or compatible; 640K RAM minimum; at least 6 MB free for hard disk; MS-DOS Version 3.0 or higher, monochrome or color screen; CD-ROM drive (ISO 9660).
580			‡a Continues a periodical with the same title issued in print.
780	1	0	‡t Index translationum ‡x 0073-6074 ‡w (DLC) 50012446 ‡w (OCoLC)2433763

6. Access (Subjects & Classification)

Subject Access for Direct Access Electronic Resources

Historical note. Former practice was to trace **655 _7 ‡a CD-ROMs ‡2 lcsh** on every CD-ROM record. This practice ceased officially in 2005.

Assign subjects based on the content of the work cataloged as you would for a print monograph or serial. In addition, bring out, when appropriate, certain form aspects of electronic resources as instructed in SCM H 1520 Databases, SCM H 1580.5 Electronic Serials, and SCM H 2070 Software. (Summaries/excerpts follow)

A. H 1520 Databases (Excerpts)

BACKGROUND: *A database is a collection of logically interrelated data stored together in one or more computerized files, usually created and managed by a database management system. The data are encoded, and each file is designed with a high-level structure for accepting, storing, and providing information on demand. Typically, there is a set of definitions for the database that describe its various data elements and a set of codes to identify each element. The database may include the database management software that created the file, or it may include only the data.*

1. The subdivision --Databases. Assign the free-floating form subdivision --Databases under subjects for a database as defined above. [*Note that subfield v is used*] Examples:

Title: *Food additives : toxicology, regulation, and properties*.

520 ## ‡a Commercial, CD-ROM version of the Priority-based Assessment of Food Additives (PAFA) database used by the Food and Drug Administration's Center for Food Safety and Applied Nutrition (FDA/CFSAN), the primary repository for the toxicological effects of direct food additives. In addition to summaries of toxicological effects, the database contains regulatory information and property data for the compounds. Also includes the EAFUS database (Everything Added to Foods in the United States). The search software provides access to the 180 data fields for each of the 3,000 compounds, as well as the ability to save, export, print, or modify queries.

650 #0 ‡a Food additives ‡x Analysis ‡v Databases.

650 #0 ‡a Food additives ‡x Toxicology ‡v Databases.

650 #0 ‡a Food additives ‡x Safety regulations ‡z United States ‡v Databases.

Do not assign the subdivision --**Databases** under subjects for computer files that are essentially textual in nature, such as articles, conference proceedings, literary works, form letters. These texts may be keyboarded through a word-processing program, or they may be digitized images of a print or microform format. Assign only the subject(s) appropriate to the textual material. Examples:

Title: *Legal issues surrounding the digital library* : proceedings of the Library of Congress Network Advisory Committee, December 3-5, 1995.

520 ## ‡a Full text of a Network Advisory Committee meeting. Features discussion of First Amendment rights and the roles and responsibilities of stakeholders such as authors, publishers, and libraries. Includes meeting agenda, table of contents, list of attendees, and presentations.

650 #0 ‡a Information superhighway ‡x Law and legislation ‡z United States ‡v Congresses.

2. Cataloging from other than internal sources. Catalogers who do not or cannot load the file for cataloging purposes may make the determination that an item is a database based on factors such as these:

- the item presents itself as a database
- accompanying information describes the file as containing specific data elements that would lend themselves to discrete coding
- accompanying information describes the data elements and their coding and structure.

In case of doubt, do not assign the subdivision --**Databases**. Example:

Title: The national dairy database. 520 ## ‡a Collection of dairy-related educational materials, lists, and software tools gathered from land-grant universities and dairy industry organizations. Includes over 700 documents with 3,750 pages of material on such topics as herd and animal health, facilities and equipment, business management, etc. Contains 46 software programs, 750 tables/charts, and an expertise database. Designed to assist producers, educators, consultants, veterinarians, the media, and others in the dairy industry.

650 #0 ‡a Dairying.
650 #0 ‡a Dairy farming.
650 #0 ‡a Dairy product industry.

[Note: Although this item calls itself a database, the accompanying information describes this CD-ROM as consisting of over 3,000 pages of documents and research reports. There is no indication of distinct data elements that might be manipulated, nor is any software present which might manipulate the data. This computer file probably lacks the formal structure of a database and thus, the subdivision –Databases is not assigned.]

3. Special cases. Do not use the subdivision --Databases for the following types of works:

- Computer files that have the structure of and present themselves as reference-type works, such as directories, bibliographies, catalogs, dictionaries, encyclopedias, indexes, or other similar types. Assign instead the pertinent form headings or form subdivision under subjects. (If one of these computer files is also a database, do not further subdivide by --Databases and do not assign another subject for the database.) Examples:

Title: *The American business disk*.

520 ## ‡a Business listings compiled from nationwide yellow pages.

650 #0 ‡a Business enterprises ‡z United States ‡v Telephone directories.

Title: *DESIS desertification bibliography*.

520 ## ‡a A referral database with 3,896 references, from 1967 to 1988, to conventional and nonconventional documents on desertification and its control. Indexed by author and subject and geographical descriptors. The database is accompanied by CD-ISIS database management software and is available as a CD-ISIS database or in ISO 2709 format. Its formatted output, titled World desertification bibliography, is provided in ASCII text.

650 #0 ‡a Desertification ‡v Bibliography.

Title: *Brody's medical dictionary*.

520 ## ‡a Complete electronic medical dictionary with over 40,000 entries.

650 #0 ‡a Medicine ‡v Dictionaries.

- Collections of non-textual data that are not specifically formatted and encoded for the purposes of manipulation of the data. Assign only the headings appropriate to contents of the files; do not assign the subdivision --Databases. Example:

Title: *SoundWAV. Volume 1* : *the ultimate 16-bit stereo* .WAV collection.

- 520 ## ‡a Contains over 600 megabytes of digitized sounds in the .WAV files. Playable in sixteen-bit stereo, eight-bit stereo, and eight-bit mono.
- 650 #0 ‡a Sounds.

4. Works with electronic resources as accompanying materials. When a work being cataloged is accompanied by a computer file that constitutes at least 20% of the overall work and when the contents of the computer file are judged to be significant, assign the appropriate topical headings for the computer file (cf. H 180, sec. 1). Use the above guidelines in determining when to use the subdivision --Databases following such headings. Examples:

Title: *The economic geography of Fujian : a sourcebook.* [accompanying disks contain compressed locational data (15 files) and statistical data (49 files)]

651 #0 ‡a Fukien Province (China) ‡x Economic conditions ‡x Statistics ‡v Databases.

650 #0 ‡a Geographical positions ‡z China ‡z Fukien ‡v Databases.

650 #0 ‡a Geographic information systems.

B. SCM H 1580.5. Electronic Serials

1. Assign appropriate headings and subdivide by **--Periodicals**.

LCCN sn 96004817

130	0		‡a American journal of agricultural economics (CD-ROM)
245	1	0	‡a American journal of agricultural economics.
650		0	‡a Agriculture ‡x Economic aspects ‡z United States ‡v Periodicals.
650		0	‡a Agriculture ‡x Economic aspects ‡v Periodicals.
650		0	‡a Agriculture ‡z United States ‡v Periodicals.
650		0	‡a Agriculture ‡v Periodicals.

Do not subdivide or further subdivide by **--Databases** unless the serial is also a database, in which case apply 2.

2. Assign **--Databases** if the serial is also a database. Do not further subdivide by **--Periodicals**. Caution: many LCDB serial records for works that are no longer considered databases have not been updated and still have the obsolete subdivision. For example, LCCN sn 94004104, Art index (CD-ROM : H.W. Wilson Company) is a periodical index, not a database. LCDB records cannot be used as models without careful review.

LCCN 92646048 (not in LCDB; in LC Online Catalog; subdivision is used correctly; cited in SCM H 1580.5)

245	0	0	‡a Software information database.
588			‡a Description based on: May '91; title from disc label.
650		0	‡a Computer software ‡v Databases.

3. Serials about databases. **[Topic]--Databases--Periodicals**.

Annual index in 3 subject areas, issued on floppy disks. (Caution: LCCN sn 95037032 for this title is not consistent with the SCM example)

245	0	0	‡a TRC databases for chemistry and engineering comprehensive index.
650		0	‡a Thermodynamics ‡x Databases ‡v Indexes ‡v Periodicals.
650		0	‡a Thermochemistry ‡x Databases ‡v Indexes ‡v Periodicals.
650		0	‡a Engineering ‡x Databases ‡v Indexes ‡v Periodicals.

Assign **Databases--Periodicals** or **Relational databases--Periodicals** to electronic serials whose subject is databases.

4. "**Reference-type works**. Do not assign the subdivision -- **Databases** to electronic serials that have the structure of and present themselves as reference-type works such as bibliographies, catalogs, collections of abstracts,

directories, dictionaries, indexes, or other similar types. Instead, assign the appropriate form headings or the appropriate subjects subdivided by the pertinent form subdivision. Further subdivide by **--Periodicals** unless the subdivision is one not further subdivided by --Periodicals according to the provisions of **H 1927, sec. 2** . If one of these electronic serials is also a database, do not further subdivide by **--Databases** and do not assign an additional subject for the database."

LCCN sn 94004104 (Orbis record corrected to follow SCM)

130	0		‡a Art index (CD-ROM : H.W. Wilson Company)
245	0	0	‡a Art index.
650		0	‡a Art ‡x Periodicals ‡v Indexes ‡v Periodicals.
650		0	‡a Design ‡x Periodicals ‡v Indexes ‡v Periodicals.
650		0	‡a Architecture ‡x Periodicals ‡v Indexes ‡v Periodicals.
650		0	‡a City planning ‡x Periodicals ‡v Indexes ‡v Periodicals.

C. Software programs

Summarized from the SCM: Subject Cataloging Training Guide. The training guide is internal training documentation used by LC and is only intermittently available via the Desktop.

Authority records for software programs are in the names file (NAF) established as uniform titles (130); they are retrieved in Orbis using Staff Title or Staff Subject. Former practice allowed software programs to be established in SAF & some may still turn up in that file. If a heading needed for a bib. record is only found in SAF, it must be established in NAF. (SCM H 2070)

C1. **Names of software programs** are unqualified unless there is a conflict (see **RDA 6.27.1.9**). The qualifier used to break a conflict is **(Computer file)**. Two examples from RDA 6.27.1.9:

130	0		‡a Nutcracker (Choreographic work)
130	0		‡a NuTCRACKER (Computer file)

The qualifier **(Computer program)** is obsolete as a qualifier for named software programs; it is now used exclusively for types of computer programs & devices (in plural form).

Examples:

Lotus 1-2-3 (Computer file) [n86-111216] <formerly: *Lotus 1-2-3 (Computer program)* in the subject file>

WordPerfect Office [n9l-4474] <no conflict, no qualifier>

Exceptionally, **(Computer file)** is used as a qualifier to facilitate retrieval. The heading **MS-DOS (Computer file)** is qualified because **DOS** is a stop word (or was a stop word) in one of the systems LC used, and **MS** is the abbreviation for manuscript.

C2. **Types of Computer Programs**. As noted above, **(Computer program)** is no longer used to qualify named software programs, but bear in mind that the qualifier continues to be used for types of computer programs, which are established in SAF. These headings can only be used as subjects and the authority records are searched on Orbis as Staff Subject.

Examples:

Text editors (Computer programs) [sh85-134303]

DOS device drivers (Computer programs) sh90-4446

Windows (Computer programs) [sh88-5220] <not to be confused with **Microsoft Windows (Computer file)** n 88027331, which is in NAF & searched on Orbis using Staff Title>

C3. Names of databases are also established in NAF as uniform titles (130); retrieved in Orbis with Staff Title.

ADABAS n9l-80700

Former (obsolete) policy for names of databases was to qualify by **(Data base)**. <yes, 2 words>

As indicated in the previous section, use the free-floating subdivision **--Databases** for works discussing or consisting of one or more databases.

C4. Use the free floating subdivision **--Data processing** for works discussing the use of computers.

C5. Information retrieval systems. Named information retrieval systems are in the subjects file.

Jamia (Information retrieval system) sh90-4822

BURK III (Information retrieval system) sh90-5253

Other examples of information retrieval systems found in SAF: LEXIS (Information Retrieval System), LCS (Information Retrieval System), JURIS (Information System); see list under the LCSH heading: **Information storage and retrieval systems**.

C6. Subdivision --Software. The free-floating subdivision is applied to works cataloged as software, not to works cataloged as books with accompanying software. The free-floating subdivision **--Juvenile software** may also be used, based on the coding for the Audience in either 008 or 006.

Per **SCM H 2070 (Software and works about software)**:

If the primary content of the CD-ROM (or diskette) is a software program:

a. Assign at least one heading to bring out the topic or genre of the software, e.g. **Electronic spreadsheets--Software**.

"b. **Elements that are not brought out in subject headings**. Do not assign subject headings to bring out the program language, the make or model of the computer, or the operating system, since access to these elements is provided in the descriptive cataloging data."

c. Do not assign the name of the computer program as a subject when cataloging the program itself. Assign only the appropriate topical headings, as instructed in a. above. However, assign the name of computer program A as a subject if you catalog a computer program B used to exploit computer program A.

If the primary content of the CD-ROM (or diskette) is about a software program:

a. Assign the name of the program. If a name authority record cannot be found for the program, search the LC online catalog and use the name (if title main entry) or name/title combination as found on any records for the program. If no record is found, search Orbis. If no record is found, use the name of the program as found on the item being cataloged.

b. Assign at least one heading to bring out topic/application. If the topic/application heading does not bring out the computer aspect implicitly, add the free-floating subdivision **--Computer programs**.

A Microsoft Office tutorial on CD-ROM:

630	0	0	‡a Microsoft Office.
650		0	‡a Business ‡v Computer programs.

But, a Microsoft Word tutorial on CD-ROM:

630	0	0	‡a Microsoft Word.
650		0	‡a Word processing.

Note that **--Computer programs** is not used as a form subdivision to indicate that the content of the CD-ROM is in electronic form.

245	0	4	‡a The CD-ROM Judaic classics library.
650		0	‡a Rabbinical literature.
650		0	‡a Jewish law.
630	0	0	‡a Bible. ‡p O.T. ‡v Commentaries.

D. Classification & Call Numbers

Per **SCM F 710**, software is classed in the same number in which a book about the software would be classed. (LC does not do full shelflisting so a book number isn't assigned; YUL policy requires full shelflisting; book number & date should be assigned.)

Use the format term **CD** as the last element of the call number. If "(LC)" is used, **CD** should be the last element of the call number before "(LC)." The format term **CD** can be used for CD-ROMs, digital audio discs, CD-RWs, etc.

852	0	1	‡b sml ‡h F1236.5 ‡i D533 **CD** (LC) **<serial>**
852	0	0	‡b sml ‡h TR647 ‡i .M367 2002 **CD** (LC) **<monograph>**

7. Examples

OCLC #79274003 (edited)

Leader:

Type of Record	a	Language Material
Bibliographic Level	s	Serial
Encoding Level	I	Full-level Input by OCLC
Cataloging Form	i	ISBD punctuation include

006 - Additional Material Characteristics (Computer File)

Target Audience	_	Unknown or Not Specified
Form of Item	q	Direct Electronic
Type of File	d	Document
Govt Publication	_	Not a Government Publication

007 Physical Description (c-Computer File). OCLC record used "u" Unknown for Sound on Medium, etc.

Specific Material Designation	o	Optical Disc
Color	u	Unknown
Dimension	g	4 3/4 in. or 12 cm

Sound on Medium (& remaining fields)	u	Unknown

008 (abridged to key elements; Frequency/Regularity entered in the OCLC record but generally we use |)

Publication Status	c	Serial Currently Published
Date 1	2014	
Date 2	9999	
Place of Publication	ilu	Illinois
Form of Item	q	Direct Electronic
Entry Convention	0	Successive Entry
Language	eng	English
Cataloging Source	d	Other [not pcc]

Variable Fields:

040			‡a SLA ‡b eng ‡e rda ‡c SLA
022			‡a 1535-9689
043			‡a n-us---
050		4	‡a KF1355.A53 ‡b R43
245	0	0	‡a Recent developments in business and corporate litigation.
264		1	‡a Chicago, Illinois : ‡b Business and Corporate Litigation Committee, ABA, ‡c [2014]-
300			‡a CD-ROMs ; ‡c 4 3/4 in.
310			‡a Annual
336			‡a text ‡b txt ‡2 rdacontent
337			‡a computer ‡b c ‡2 rdamedia
338			‡a computer disc ‡b cd ‡2 rdacarrier
362	1		‡a Began with: 2014 edition.
500			‡a CD-ROMs contain full text.
504			‡a Includes bibliographical references.
515			‡a 2014 edition- issued in 2 discs.
588			‡a Description based on: 2014 edition; title from disc label.
588			‡a Latest issue consulted: 2014 edition.
538			‡a System requirements: PC; CD-ROM drive; Adobe or other PDF reader.
650		0	‡a Commercial law ‡z United States ‡x Trial practice.

710	2		‡a American Bar Association. ‡b Business and Corporate Litigation Committee, ‡e issuing body.
776	0	8	‡i Print version: ‡t Recent developments in business and corporate litigation ‡w (OCoLC)879273816
780	0	0	‡t Annual review of developments in business and corporate litigation

Source URL:https://web.library.yale.edu/cataloging/cd-roms

Links
[1] http://web.library.yale.edu/smlbass-policies-processes-media [2] https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media [3] https://web.library.yale.edu/cataloging/smlbass-policies-processes-media/item-types [4] https://web.library.yale.edu/cataloging/cd-roms/copy [5] https://web.library.yale.edu/cataloging/cd-roms/5xx/title-edition [6] http://www.loc.gov/standards/valuelist/rdacarrier.html [7] https://web.library.yale.edu/cataloging/sound-recordings/music-popular [8] https://web.library.yale.edu/cataloging/sound-recordings/non-music-checklist [9] http://www.loc.gov/standards/valuelist/rdacontent.html [10] http://www.loc.gov/standards/valuelist/rdamedia.html [11] http://en.wikipedia.org/wiki/Magneto-optical_drive [12] http://en.wikipedia.org/wiki/CD-R [13] http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/#4