Cataloging CD-ROMs and Other Direct Access Electronic Resources: Copy Cataloging Checklist

To: Technical Services Staff

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Scope

This document applies to direct access electronic resource cataloged with reference to RDA. Direct access resources have a physical carrier that can be described (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.

CAUTION: DO NOT use these guidelines for video (e.g. DVDs) or sound recordings (e.g. audio CDs) For YUL guidelines on video refer to: Searching, Selecting, and Verifying Video Cataloging Copy for Preliminary and Cataloged Records [1]

Fixed Fields

Leader:

Type of record/Bibliographic Level. In current cataloging, these fields are coded 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 music scores) on CD-ROM: c/m
- Biological abstracts on compact disc: a/s
- a master's thesis on CD-ROM: t/m
- a "database" of 18 th century digitized prints: k/m

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

COPY CATALOGING POLICY: Accept the leader coding as given in the cataloging copy. The Type of Record/Bibliographic codes should not be updated. When searching, prefer a record with the type of record code used in current cataloging, all things being equal.

008 Form if Item and Original Item

Form of Item = **q: Direct Electronic** (note: older records used **s: Electronic)**

For serials, **Original Item** fixed fields should be **s: Electronic**.

007 Physical Characteristics

MANDATORY. **A 007 field should be created if it is not present in the cataloging copy**. 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 Apply. 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. If you don't normally work with scores or atlases, consult with your supervisor for the correct values for 007. For the second 007, select Computer File. (Click NEW and select) and follow the 007 guidelines for Computer Files below.

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 disc** for floppy discs

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.

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 forComputer File**. Click 006 to open. Select Computer File and click NEW at the bottom of the window. (The 006 is needed for limiting searches on Orbis.) When the appropriate values have been selected, click the APPLY button and click the CLOSE button.

There are only 3 fields in 006.

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

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	006
Art Image	k	c
Game	m	g
Interactive Multimedia	m	i
Map	e	c
Music	c	c
Numeric Data	m	a
Photograph	k	c
Text	a	d

When in doubt, use u=Unknown

For more detail, refer to Cataloging Electronic Resources: OCLC-MARC Coding Guideline, Field 006, "Type" and "File" Coding [2]

Government Publication: same coding used for books.

Variable Data Fields: 020-250

020 ISBN

ISBN is mandatory, if applicable. Record as appears on the item, if is not already in the record.

024 Other Standard Identifier (UPC)

This field is optional, retain if it is in the record.

028 Publisher Number

Publisher number can be found of the spine of the container, on the disc label, retain if it is in the record.

040 Cataloging Agency

Subfield $e rda must present.

041 Language

This field is mandatory when there are multiple languages on the resources. Consult with catalog librarian, if it doesn't present in the record.

Example: Text in both English and French. Must also has correspondent 546 Language notes.

041	0		‡a eng ‡a fre
546			‡a In English and French.

043 Geographic Area Code

Retain if it is in the record.

100/110/111 Creator Main Entry

For conference proceedings, the name of conference heading should be in the main entry (111). For 100 and 110

add relationship designator terms, if it isn't in the record. See RDA 18.5, and using terms in RDA Appendix I, find a relator term which describes the relationship of the person of corporate body to the resource and put that in a $e. If there are multiple applicable terms, put them in repeated $e subfields.

| 100 | 1 | | ‡a Shakespeare, William, ‡d 1564-1616, ‡e author. |
| 110 | 1 | | ‡a World Trade Organization, ‡e author, ‡e issuing body. |

*** Current practice, DO NOT add relator term to conference heading.

| 111 | 2 | | ‡a Joint Conference on Digital Libraries ‡n (4th : ‡d 2004 : ‡c Tuscon, Ariz.) |

130 / 240 Preferred title

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.

Example: Qualifier (form) added to break the conflict with the title print version

130	0		‡a World motor vehicle market report (CD-ROM)
245	1	0	‡a World motor vehicle market report
264		1	‡a [Research Triangle Park, NC : ‡b Overseas Automotive Council, Automotive Aftermarket Suppliers Association, ‡c c2009]-
300			‡a CD-ROMs ; ‡c 4 3/4 in.

COPY CATALOGING: Retain if it is in the record.

245 Title Proper.

Title should be taken from the label. If the resource is digital text and has a title page, use the title page or, alternatively, the label.) Accept the capitalization that already used in the record.

Reminder: **GMD** (‡h [electronic resource]) is obsolete in RDA cataloging. Delete it if is in the record.

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).

If there is a statement of responsibility, add it in ‡c. Only the first is required. If there are many names, the record may transcribe the first name and follow with [and number others], or the record may transcribe all the names. COPY CATALOGING: accept whichever form that present in the record.

Example: Only first name is transcribed.

245	1	0	‡a Preserving virtual worlds ‡c Jerome McDonough [and mine others].

Example: Transcribe all Statement of Responsibility.

245	1	0	‡a Preserving virtual worlds ‡c Jerome McDonough & Robert Olendorf, Graduate School of Library & Information Science, University of Illinois at Urbana-Champaign, 501 E. Daniel Street, Champaign, IL 61820, Matthew Kirschenbaum, Kari Kraus, Doug Reside & Rachel Donahue, College of Information Studies, Maryland Institute for Technology in the Humanities, University of Maryland, College Park, MD 20742-7011, Andres Phelps & Christopher Egert, Interactive Games & Media Department, B. Thomas Golisano College of Computing & Information Sciences, Rochester Institute of Technology, Rochester, NY 14623-5603, Henry Lowood & Susan Rojo, Humanities Research Group, Stanford University Libraries, Green Library, 557 Escondido Mall, Stanford University, Stanford, CA 94305-6004.

246 Variant Titles

Retain if it is in the record.

Example: Variant titles

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.

250 Edition Statement

Transcribe and edition statement that appears on the source. Prefer the same source as the title proper. If the edition is merely a number of other such designation with no accompanying words, add an appropriate word in brackets. If a resource lacks an edition statement but is known, supply and edition statement in brackets (RDA 2.5.2.3).

250			‡a [Version] 1.7.
250			‡a Interactive version.

Variable Data Fields: 264-3xx

246 Publication Statement

The source of information would preferably be from the same source as the title, but if it is not there it may be taken from the disc label, accompanying material, or container (RDA 2.2.4)

Transcribe places of publication and publishers' names in the form in which they appear on the source of information (RDA 2.8.1.4) You may transcribe it exactly as it appears, including capitalization and punctuation or apply Appendix A (old AACR2 capitalization), whichever is easier (YUL decision). However, do not abbreviate anything which is not abbreviated on the piece. When place of publication isn't on the source, supply the place of publication if it can be ascertained from other sources. Avoid using "Place of publication not identified" if it is possible.

If there is more than one publisher, record the first place and publisher (RDA 2.8.2).

Examples:

264		1	‡a Bern, Switzerland : ‡b Presence Switzerland PRS, ‡c [2006]

If there are multiple publishers, they go in the same 264 field.

264		1	‡a [Ghana] : ‡b Ghana Geological Survey Department ; ‡a [Germany] : ‡b BGR, Bundesanstalt für Geowissenschaften und Rohstoffe, ‡c [2006?]

If the publisher cannot be identified, input the phrase: "Publisher not identified" in brackets (RDA 2.8.4.7) in the 264 ‡b, and you must add a distributor, if stated, in another 264 field with second indicator 2. If there is no distributor, transcribe the manufacturer in another 264 field with second indicator 3 (RDA 2.10)

264		1	‡a [Place of publication not identified] : ‡b [publisher not identified], ‡c [2002]
264		2	‡a Chatsworth, Calif. : ‡b Image Entertainment, ‡c [2002]

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.

300 Physical Description

Accept the extent statement as found on the cataloging copy.

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.

Examples:

300			‡a 1 CD-ROM : ‡b sound, color ; ‡c 4 3/4 in. + ‡e 1 user's guide + 5 booklets + 1 poster
300			‡a CD-ROMs ... **<for a serial**>
300			‡a 3 Photo CDs : ‡b color ; ‡c 4 3/4 in.
300			‡a 2 DVD-ROMs : ‡b color ; ‡c 4 3/4 in. + ‡e 1 user guide
300			‡a 1 floppy disks ; ‡c 5 1/4 in.
300			‡a 3 diskettes : ‡b color ; ‡c 3 1/2 in.
300			‡a 3 computer card ; ‡c 9 x 6 cm
300			‡a 1 CD-ROM (xxii, 555 pages) : ‡b color ; ‡c 4 3/4 in.
300			‡a 1 CD-ROM (200 remote-sensing images) : ‡b color ; ‡c 4 3/4 in.
300			‡a 1 CD-ROM (135, xxii pages) : ‡b illustrations (some color) ; ‡c 4 3/4 in.

For cataloging audio CDs, refer to: Cataloging of Popular & Traditional Music Sound Recordings [3]and Non-Music Sound Recordings Checklist [4]

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

336 / 337 / 338

Required 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 [5].

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

List of authorized Carrier Types, with MARC codes [7].

Example: CD-ROM with audio and color images, plus a sheet of printed text accompanying. Codes in subfield b (‡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>*

347 Digital File Characteristics

Required for audio CDs & video DVDs but nor for direct access electronic resources (i.e. CD-ROM)

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

347			‡a audio file ‡a text file ‡a image file ‡2 rda

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

Variable Data Fields: 4XX-6XX

4XX Series (490/830)

Required. Must be transcribed exactly as it appears on the source per 490 field, including capitalization and punctuation or apply Appendix A (old AACR2 capitalization), whichever is already in the record. Search Authority File for authorized form of series title heading, record the authorized form in 830 field.

Notes Related to Manifestation Attributes (Title-Edition-Series)

500 Sources of title note

Required.

500			‡a Title from disc label.
500			‡a Title from container insert.

Carrier & Summary Notes

516 Digital File Characteristics

Required under RDA for direct access electronic resources.

Examples

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

538 System Detail

Required if applicable.

Examples

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.
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.

520 Summary, etc.

Retain if it is already in the record. Do not add one.

Examples

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

Other notes

Retain if they are in the record and relevance to the item in hand.

6XX Subject Headings

Required. If the record lacks subject headings, forward to Catalog Librarians.

Depend on the nature of the work, the subdivision "‡v Database" may be assigned to the record.

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

Links
[1] http://web.library.yale.edu/cataloging/video/searching-for-copy [2]
http://www.oclc.org/support/services/worldcat/documentation/cataloging/electronicresources.en.html#4 [3]
https://web.library.yale.edu/cataloging/sound-recordings/music-popular [4]
https://web.library.yale.edu/cataloging/sound-recordings/non-music-checklist [5]
http://www.loc.gov/standards/valuelist/rdacontent.html [6] http://www.loc.gov/standards/valuelist/rdamedia.html [7]
http://www.loc.gov/standards/valuelist/rdacarrier.html