

Provider-Neutral Approach Checklist

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Procedure for Provider-Neutral Approach:

Note: The OCLC macro GenerateERecord can be used to simplify this work. For large collections, contact [Eva Bolkovac](#) [1] for information on automating this process.

Checklist for Digitized General Collections Using the Provider-Neutral Method

Create an e-Variant record by cloning the bibliographic record for the tangible object. Delete values that pertain only to the format of the tangible object as instructed below. In addition, modify or enter values for the online resource following these guidelines (create 776 first).

FIXED FIELDS

Field	Coded Data
Leader	Retain values from the original record, including: <ul style="list-style-type: none">• Type of record• Bibliographic Level• Encoding Level• Cataloging Form
006 Additional Material Characteristics (add an 006 to describe the online resource)	Additional Characteristics: <ul style="list-style-type: none">• m = Computer file Form of Item <ul style="list-style-type: none">• o = Online Type of File <ul style="list-style-type: none">• [Apply appropriate code]d = document (most common)
007 Physical Description	c = Electronic Resource

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Field	Coded Data
(add an 007 to describe the online resource)	<ul style="list-style-type: none"> • Specific material designation: r = Remote • Dimension n = Not applicable
008 General Description	<p>Form of Item</p> <ul style="list-style-type: none"> • o = Online <p>Cataloging source</p> <ul style="list-style-type: none"> • d = Other <p>Retain other values from the original record including the Publication Status, Date 1</p>

VARIABLE FIELDS

Only fields that need to be modified, deleted, or added are included in this checklist. Instructions in *italics* are local Yale practices. Simply add fields in *italics* to p-n records imported from OCLC.

Field	Action and Field text
001 Voyager Bib Id	Delete
005 Date and Time of Latest Transaction	Move to 776 ±w Delete
015 National Bibliography Number	Delete
016 National Bibliographic Agency Number	Delete
020 International Standard Book Number	Move ISBNs for the tangible resource from ±a to ±z
022 International Standard Serial Number	Move ISSN for the tangible resource from ±a to ±y
024 Other Standard Identifier	Move identifiers for the tangible resource from ±a to ±z

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Field	Action and Field text
028 Publisher or Distributor Number	Move numbers for the tangible resource from <code>\$a</code> to <code>\$z</code>
035 System Control Number	Delete (New 035 will be system-generated)
040 Cataloging Source	Change <code>\$a</code> and <code>\$c</code> to CtY-[YUL library code] Retain or add <code>\$b eng</code> Add <code>\$e pn</code> <code>040 // \$a CtY \$b eng \$e pn \$c CtY</code> <code>040 // \$a CtY \$b eng \$e rda \$e pn \$c CtY</code> <code>040 // \$a CtY \$b eng \$e rda \$e dcrmb \$e pn \$c CtY</code>
079 OCLC Master Record Number	Move 079 from original record to 776 <code>\$w</code> Delete New 035 will be system-generated
245	Remove GMD <code>\$h</code>
300 Physical Description	Use <code>\$a</code> 1 online resource. If available, add subunits and duration in parentheses. Retain <code>\$b</code> for illustrative matter, color, sound, etc. Delete <code>\$c</code> <code>300 // \$a 1 online resource (ix, 50 pages) : \$b illustrations, maps</code> <code>300 // \$a 1 online resource (1 video file (88 min.)) : \$b sound, color, with black and white sequences</code>
336 Content Type	Retain original value. Add a value for records derived from records missing 336. <code>336 // [content type [2]] ?b [content type code [3]] ?2 rdacontent</code>
337 Media Type	Do not retain original value. <code>337 // \$a computer \$b c \$2 rdamedia</code>
338 Carrier Type	Do not retain original value. <code>338 // \$a online resource \$b cr \$2 rdacarrier</code>

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Field	Action and Field text
344 Sound characteristics	<p>Optional. Retain, add or modify if necessary. Use concise terms and specific subfield codes.</p> <p>344 \ \$a digital \$2 rdatr</p> <p>Subfields \$3, \$g, \$c, \$d, \$e can be added after the file is digitized if it is important to keep track of this information.</p> <p>344 \ \$3 Yale University Library \$g stereo \$2 rdacpc</p>
347 Digital File Characteristics	<p>Core for cartographic resources only. Retain, add or modify if necessary. Use concise terms and specific subfield codes.</p> <p>347 \ \$a video file \$3 rdaft</p> <p>Subfields \$3, \$b, \$c, \$d, \$e can be added after the file is digitized if it is important to keep track of this information</p> <p>347 \ \$3 Yale University Library \$b MPEG-4 \$c 116.6 MB</p>
362 Dates of Publication and/or Sequential Designation	<p>Change “Began with” to “Print version began with”</p> <p>362 1/ \$a Print version began with: 1925.</p>
506 Restrictions on Access Note	<p>506 // \$a Unrestricted online access.</p>
530 Additional physical form Available Note	<p>If original is kept, use</p> <p>530 // \$a Also available in original print \$u Oribis handle</p> <p>If a reprint is available, use</p> <p>530 // \$a Also available in reprint \$u Orbis handle</p>
533	<p>533 // \$a Digital reproduction. \$b New Haven, Conn. : \$c Yale University Library, \$d [date]. \$n [call number of the original digitized resource, e.g., SML Hae87 1 M85] \$5 CtY</p>
588 Source of Description Note	<p>588 // \$a Description based on print record [or other appropriate wording].</p>
590 Local Note	<p>For records created before the digitization process is completed, temporarily add</p> <p>590 // \$a Digitization in progress. Online content available soon.</p> <p>Delete note when content becomes available.</p>

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Field	Action and Field text
776 Additional Physical Form Entry	776 08 \$i [Relationship information, e.g. Print version, Also issued as, DVD version, etc.]: \$t [Title]. \$h [Physical description, e.g. ix, 50 pages : illustrations, 20 cm] \$w (DLC) [number from 010] \$w (OCoLC) [number from 079] Other subfields may be added.
76x-78x Linking Entries	Most 76x-78x imported from the record for the tangible object will need to be deleted. Use cataloger's judgment. For instance, 776 linking to a microfilm record can be kept. However, 780/785 fields linking to print serials records should be deleted.
830 Series Added Entry	Use to gather items as a specific collection (similar to FindIt Digital Collection facet). Follow the policy for creating tracing Yale collections {under development Fall 2020} 830 /0 \$a Day Missions Periodicals. \$e CtY
856 Electronic Locations and Access	856 40 \$y [Linking text, e.g. Online book, Streaming video] \$u [URL to access copy in the DCS or consortial system including HathiTrust]
955	Insert HathiTrust object identifier in \$b followed, if applicable, by the volume number in \$v

MFHD	Action and Field Text
852 Location	For records ready for export to OCLC, add 852 80 \$b yulintx \$h None \$z Online resource For records not ready or not appropriate for export to OCLC, add 852 80 \$b yulint \$h None \$z Online resource
583 Action Note	Add only to MFHD of the e-Variant record if a reprint has been made from the digitized 583 0/ \$a reproduced in print \$c [Time/date of action] \$k [Action agent, e.g. vendor or
583 Action Note	[This will be added automatically to e-Holdings following file ingestion into Preservica. 583 0/ \$a transferred to optimal storage \$c [Time/date of action] \$k [Action agent, e.g.
583 Action Note (MFHD of original record)	583 0/ \$a digitized \$c [Time/date of action] \$k [Action agent, e.g. YUL Preservation De

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Source URL: <https://web.library.yale.edu/cataloging/provider-neutral-approach-checklist>

Links

[1] [109:97:105:108:116:111:58:101:118:97:46:98:111:108:107:111:118:97:99:64:121:97:108:101:46:101:100:117](#); [2] <https://www.oclc.org/bibformats/en/3xx/336.html> [3] <http://www.loc.gov/standards/valuelist/rdacontent.html>