

# CHECKLIST FOR CATALOGING NUMERIC DATASETS

FIXED FIELDS <span style="float: right;"><i>(Required fields are marked in bold. Instructions in orange are local Yale practices)</i></span>	
Field	Coded Data
<b>Leader</b>	Type of record: m=Computer File <ul style="list-style-type: none"> <li>• Bibliographic Level:                             <ul style="list-style-type: none"> <li>○ m=Monograph/item (most common)</li> <li>○ i=Integrating resource</li> <li>○ s=Serial</li> </ul> </li> <li>• Encoding level: _=Full level</li> <li>• Cataloging Form: i=ISBD</li> </ul>
006 Additional material characteristics: m=Computer file	<i>(m=Computer file is not necessary since it would duplicate information in Leader/006)</i>
<b>006 Additional material characteristics:</b> <b>s=Continuing resource</b> <i>(if applicable)</i>	Additional Characteristics: s=Continuing resource Type of Continuing Resource: <i>(selected)</i> <ul style="list-style-type: none"> <li>• n=Newspaper</li> <li>• p=Periodical</li> </ul> Form of Item: <ul style="list-style-type: none"> <li>• o=Online</li> <li>• q=Direct electronic <i>(for CD-ROMs, DVD-ROMs, etc.)</i></li> </ul> Nature of Entire Work: <i>(selected)</i> <ul style="list-style-type: none"> <li>• f=Handbooks</li> <li>• o=Reviews</li> </ul>
<b>007 Physical Description</b>	c=Electronic Resource <ul style="list-style-type: none"> <li>• Specific Material Designation:                             <ul style="list-style-type: none"> <li>○ b=Chip cartridge <i>(for flash drives)</i></li> <li>○ e=Disc cartridge, type unspecified <i>(for external hard drives)</i></li> <li>○ o=Optical disc <i>(for CD-ROMs, DVD-ROMs, etc.)</i></li> <li>○ r=Remote <i>(for online format)</i></li> </ul> </li> <li>• Dimension:                             <ul style="list-style-type: none"> <li>○ g=4 3/4 of 12 cm <i>(for standard CD-ROMs)</i></li> <li>○ n=Not applicable <i>(for online format)</i></li> <li>○ <input type="checkbox"/>=No attempt to code <i>(for external hard drives, USB flash drives, etc.)</i></li> </ul> </li> </ul>
<b>008 General Description</b>	Publication Status Date 1/Date 2 Place of publication Form of Item: <ul style="list-style-type: none"> <li>• o=online <i>(for online version)</i></li> <li>• q=direct electronic <i>(for CD-ROMs, DVD-ROMs, external hard drives, USB flash drives, etc.)</i></li> </ul> Type of file: <ul style="list-style-type: none"> <li>• a=Numeric data</li> </ul>

	Language Cataloging source: d=Other
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VARIABLE FIELDS <i>(Required fields are marked in bold. Instructions in orange are local Yale practices)</i>		
Field	Field Text	Notes
<b>040 Cataloging Source</b>	040 //  a CtY  b eng  e rda  c CtY	<i>(for original cataloging)</i>
	040 //  d CtY	<i>(for copy cataloging)</i>
041 Language Code	041 x/  a [Language code(s)]	
043 Geographic Area Code	043 //  a [Geographic code(s)]	
050 Library of Congress Subject Heading	050 /4  a [LC call number]	
<b>090 Local Call Number</b>	090 //  a yuldset 090 //  a yuldsetnum	<i>(add both to all statistical datasets)</i>
1xx Main Entry	1xx xx  a [Creator or uniform title].	
<b>245 Title Statement</b>	245 xx  a [Title] :  b [subtitle],  f [inclusive dates of contents if applicable].	
246 Varying Form of Title	246 3/  a [Variant title]	
<b>264 Publication Information</b>	264 /1  a [Location of publisher] :  b [Publisher],  c [Date].	
<b>300 Physical Description</b>	<ul style="list-style-type: none"> <li>300 //  a 1 CD-ROM ;  c 4 3/4 cm +  e documentation</li> <li>300 //  a 1 external hard drive</li> <li>300 //  a 1 online resource</li> <li>300 //  a 1 USB flash drive</li> </ul>	
<b>336 Content Type</b>	336 //  a computer dataset  b cod  2 rdacontent	
<b>337 Media Type</b>	337 //  a computer  b c  2 rdamedia	
<b>338 Carrier Type</b>	<ul style="list-style-type: none"> <li>338 //  a computer disc  b cd  2 rdacarrier</li> <li>338 //  a online resource  b cr  2 rdacarrier</li> <li>338 //  a other  b cz  2 rdacarrier</li> </ul>	<i>(for CD-ROMs, DVD-ROMs, etc.) (for online format) (external hard drives, USBs, etc.)</i>
347 Digital File Characteristics <i>(include each type of subfield ( a,  b,  c) in a separate field)</i>	347 //  a data file  2 rdaft	<i>(file type)</i>
	347 //  b [Encoding format, e.g. XLSX]  b [additional encoding format, e.g. ASCII]	
	347 //  3 [Materials specified if available, e.g. compressed [format], uncompressed [format]]  c [File size]	<i>(subfield 3 is not repeatable; use separate fields for each format)</i>
500 General Note	500 //  a [Additional notes if necessary, e.g. Documentation in README file].	<i>(when applicable)</i>
<b>506 Restrictions on Access Note (if applicable)</b>	506 //  a Access restricted by licensing agreement and agreement to terms of use.	<i>(for resources that require staff mediation)</i>
	506 //  a Access restricted by licensing agreement.	<i>(for all other licensed datasets)</i>

520 Summary, etc.	520 //  a [Summary including keywords (e.g. "dataset," "data mining," and "statistical methods," geographic and topical coverage, and inclusive dates of contents].	
538 System Details Note	538 //  a [System requirements if special software is required].	
<b>588 Source of Description Note</b>	<ul style="list-style-type: none"> <li>588 0/  a Description based on [source record, e.g. database, print] record.</li> <li>588 0/  a Description based on online resource (viewed [Date]); title from [Location]</li> <li>588 0/  a Description based on [source of description]; title devised by cataloger.</li> </ul>	
<b>590 Local Note</b>	590 //  a Access is available to the Yale community.	
<b>6xx Subject Access</b>	6xx x0 [Geographic location, Topical heading, etc.]  v Statistics.	<i>(sample subject format; see the Detailed Instructions for additional information)</i>
<b>655 Genre/Form</b>	655 /7  a Statistics.  2 lcgft 655 /7  a Data sets.  2 lcgft	<i>(add both to all statistical datasets)</i>
7xx Added Entries	7xx xx  a [Corporate or personal name.]	<i>(do not use for YUL location)</i>
76x-78x Linking Fields <i>(use catalogers' judgement to add when applicable and useful)</i>	776 08  i [Relationship information, e.g. Also issued as, Online version, etc.]:  t [Title].  h [Physical description, e.g. 1 computer optical disc]  w [Record control number]	<i>(additional physical format, especially if we retain it)</i>
	786 08  i Based on (work):  t [Title]  w [Record control number]	<i>(link to data source title, e.g. census report)</i>
	787 08  i Related work:  t [Title]  w [Record control number]	<i>(link to related title)</i>
<b>856 Electronic Locations and Access</b>	856 40  y Online dataset  u [URL]	<i>(for unmediated resources with one link)</i>
	856 40  y Online dataset  u [URL] 856 42  3 [Link text of related resource, e.g. Documentation]  u [URL]	<i>(for unmediated resources with multiple links)</i>
	856 40  y For data access contact <a href="mailto:researchdata@yale.edu">researchdata@yale.edu</a>  u <a href="mailto:researchdata@yale.edu?subject=data%20access%20inquiry%20from%20Quicksearch">mailto:researchdata@yale.edu?subject=data%20access%20inquiry%20from%20Quicksearch</a>	<i>(for resources that require staff mediation)</i>
<b>946 Local Data</b>	946 //  a DO NOT EDIT. DO NOT EXPORT.	

MFHD	Field Text	Notes
<b>852 Location</b>	852 80  b yulint  h None  z Online resource	<i>(for online format)</i>
	852 80  b yulintx  h None  z Online resource	<i>(for online format hosted locally)</i>
	852 00  b [Location code]  h [Classification part]  i [Item part]	<i>(for physical items)</i>