

CHECKLIST FOR CATALOGING TEXT & IMAGE DATASETS

NOTE

Datasets for single publications (e.g. a newspaper or journal) can be cataloged following provider-neutral guidelines. See *Checklist for Cataloging Text & Image Datasets Using the Provider-Neutral Method* for instructions.

FIXED FIELDS <i>Required fields are marked in bold. Instructions in orange are local Yale practices</i>	
Field	Coded Data
Leader	Type of record: m=Computer File <ul style="list-style-type: none"> • Bibliographic Level: <ul style="list-style-type: none"> ○ m=Monograph/item (<i>most common</i>) ○ i=Integrating resource ○ s=Serial • Encoding level: _=Full level • Cataloging Form: i=ISBD
006 Additional Material Characteristics <i>(add 006 for type(s) of resource)</i>	Additional Characteristics: a=Books Form of Item: <ul style="list-style-type: none"> • o=Online • q=Direct electronic (<i>for CD-ROMs, DVD-ROMs, etc.</i>) Literary Form: (<i>selected</i>) <ul style="list-style-type: none"> • 0=Non-Fiction • 1=Fiction • d=Drama • e=Essays • i=Letters • p=Poetry • s=Speeches
	Additional Characteristics: g=Projected medium Form of Item: <ul style="list-style-type: none"> • o=Online • q=Direct electronic (<i>for CD-ROMs, DVD-ROMs, etc.</i>) Type of Material: <ul style="list-style-type: none"> • f=Filmstrip • m=Moving image • v=Videorecording
	Additional Characteristics: k=Two-dimensional non-projectable graphic Form of Item: <ul style="list-style-type: none"> • o=Online • q=Direct electronic (<i>for CD-ROMs, DVD-ROMs, etc.</i>) Type of Material: (<i>selected</i>) <ul style="list-style-type: none"> • c=Art reproduction • i=Picture

	<p>Additional Characteristics: s=Continuing resource Type of Continuing Resource: <i>(selected)</i></p> <ul style="list-style-type: none"> • n=Newspaper • p=Periodical <p>Form of Item:</p> <ul style="list-style-type: none"> • o=Online • q=Direct electronic <i>(for CD-ROMs, DVD-ROMs, etc.)</i> <p>Nature of Entire Work: <i>(selected)</i></p> <ul style="list-style-type: none"> • f=Handbooks • o=Reviews
	<p>Additional Characteristics: t=Manuscript language material Form of Item:</p> <ul style="list-style-type: none"> • o=Online • q=Direct electronic <i>(for CD-ROMs, DVD-ROMs, etc.)</i> <p>Government publications: <i>(selected; use if applicable)</i></p> <ul style="list-style-type: none"> • f=Federal government • i=International intergovernmental • l=Local • s=State, provincial, territorial, dependent, etc. <p>Literary Form: <i>(selected)</i></p> <ul style="list-style-type: none"> • 0=Non-Fiction • 1=Fiction • i=Letters • s=Speeches
<p>007 Physical Description</p>	<p>c=Electronic Resource</p> <ul style="list-style-type: none"> • Specific Material Designation: <ul style="list-style-type: none"> ○ b=Chip cartridge <i>(for flash drives)</i> ○ e=Disc cartridge, type unspecified <i>(for external hard drives)</i> ○ o=Optical disc <i>(for CD-ROMs, DVD-ROMs, etc.)</i> ○ r=Remote <i>(for online format)</i> • Dimension: <ul style="list-style-type: none"> ○ g=4 3/4 of 12 cm <i>(for standard CD-ROMs)</i> ○ n=Not applicable <i>(for online format)</i> ○ <input type="checkbox"/>=No attempt to code <i>(for external hard drives, USB flash drives, etc.)</i>
<p>008 General Description</p>	<p>Publication Status Date 1/Date 2 Place of publication Form of Item:</p> <ul style="list-style-type: none"> • o=online <i>(for online version)</i> • q=direct electronic <i>(for CD-ROMs, DVD-ROMs, external hard drives, USB flash drives, etc.)</i> <p>Type of File:</p> <ul style="list-style-type: none"> • c=Representational <i>(images, including maps)</i> • d=Document • e=Bibliographic data

	<ul style="list-style-type: none"> • g=Moving image • (do not use m=Combination) <p>Language</p> <p>Cataloging source: d=Other</p>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------

VARIABLE FIELDS <i>Required fields are marked in bold. Instructions in orange are local Yale practices)</i>		
Field	Field Text	Notes
040 Cataloging Source	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 LC Call Number	050 /4 a [LC call number]	
090 Local Call Number	090 // a yuldset	<i>(add to all datasets)</i>
	090 // a yuldsetmediated	<i>(add to all mediated datasets)</i>
	090 // a yuldsetimg	<i>(add to all image datasets)</i>
	090 // a yuldsettxt	<i>(add to all text datasets)</i>
1xx Main Entry	1xx xx a [Creator or uniform title.]	
245 Title Statement	245 xx a [Title] dataset : b [subtitle], f [inclusive dates of contents] g [bulk dates of contents if applicable].	
246 Varying Form of Title	246 3/ a [Variant title] dataset	
264 Publication Information	264 /1 a [Location of publisher] : b [Publisher], c [Date].	
300 Physical Description	<ul style="list-style-type: none"> • 300 // a 1 CD-ROM ; c 4 3/4 cm + e documentation • 300 // a 1 external hard drive • 300 // a 1 online resource • 300 // a 1 USB flash drive 	
336 Content Type	336 // a computer dataset b cod 2 rdacontent	<i>(for all datasets)</i>
	<ul style="list-style-type: none"> • 336 // a text b txt 2 rdacontent • 336 // a still image b sti 2 rdacontent • 336 // a three-dimensional moving image b tdm 2 rdacontent • 336 // a two-dimensional moving image b tdi 2 rdacontent 	<i>(add additional content type(s))</i>
337 Media Type	337 // a computer b c 2 rdamedia	
338 Carrier Type	<ul style="list-style-type: none"> • 338 // a computer disc b cd 2 rdacarrier • 338 // a online resource b cr 2 rdacarrier • 338 // a other b cz 2 rdacarrier 	<i>(for CD-ROMs, DVD-ROMs, etc.)</i> <i>(for online format)</i> <i>(external hard drives, USBs, etc.)</i>
347 Digital File Characteristics <i>(include each type of subfield (a, b, c) in a separate field)</i>	<ul style="list-style-type: none"> • 347 // a text file 2 rdaft • 347 // a image file 2 rdaft • 347 // a video file 2 rdaft 	<i>(file type; match 336)</i>
	<ul style="list-style-type: none"> • 347 // b [Encoding format, e.g. JPEG] b [additional encoding format, e.g. XML] 	

	<ul style="list-style-type: none"> 347 // b [Encoding format, e.g. DVD video, MP4, etc.] b [additional encoding format] 	
	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>
505 Formatted Contents Note	505 00 t [Title 1] dataset (inclusive dates of contents for Title 1) -- t [Title 2] dataset (inclusive dates of contents for Title 2) t [Title 3] dataset (inclusive dates of contents for Title 3).	<i>(use catalogers' judgement to add decide whether an enhanced contents note would be useful)</i>
506 Restrictions on Access Note <i>(if applicable)</i>	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, geographic and topical coverage, and inclusive dates of contents. Begin with the phrase: "Dataset of materials for text data mining (TDM) ...", "Dataset of articles for text data mining (TDM) ...", "Dataset of materials for optical pattern recognition...", etc., geographic and topical coverage, and inclusive dates of contents].	
538 System Details Note	538 // a [System requirements if special software is required; do not make note of standard information].	
583 Action Note	583 0/ a [Action, e.g. transformed digitally, transferred to optimal storage] c [Time/date of action] k [Action agent, e.g. Preservica] 2 [Source of term, e.g. pda] 5 [Institution to which field applies, e.g. CtY]	<i>(for materials with digital copies added to Preservica)</i>
588 Source of Description Note	<ul style="list-style-type: none"> 588 0/ a Description based on [source record, e.g. database, print] record. 588 0/ a Description based on online resource (viewed [Date]); title from [Location] 588 0/ a Description based on [source of description]; title devised by cataloger. 	
590 Local Note	590 // a Access is available to the Yale community.	
6xx Subject Access	6xx x0 a [Subject heading] †v Databases .	<i>(retain subject headings of source database, deleting †v Databases)</i>
	6xx x0 a [Data mining subject headings].	<i>(see the detailed instructions for additional information)</i>
655 Genre/Form	655 /7 a Text corpora. 2 lcgft	<i>(add to text datasets)</i>
	655 /7 a Pictures. 2 lcgft	<i>(add to image datasets)</i>
	655 /7 a Data sets. 2 lcgft	<i>(add to all datasets)</i>
	655 /7 a [Additional genre heading(s) to reflect contents of the dataset] 2 lcgft	<i>(see the detailed instructions for additional information)</i>
7xx Added Entries	7xx xx a [Corporate or personal name.]	<i>(do not use for YUL location)</i>

740 Dataset Collection Name	740 X/ a [Cataloger supplied title, usually based on the collection title of the data source, e.g. Archives unbound (a database collection) → Archives unbound dataset collection].	<i>(based on vendor's database collection not 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 source title, e.g. newspaper)</i>
	787 08 i Related work: t [Title] w [Record control number]	<i>(link to related title, e.g. database)</i>
856 Electronic Locations and Access	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, Manifest, etc.] u [URL]	<i>(for unmediated resources with multiple links)</i>
	856 40 y For data access contact researchdata@yale.edu u mailto:researchdata@yale.edu?subject=data%20access%20inquiry%20from%20Quicksearch	<i>(for resources that require staff mediation)</i>
946 Local Data	946 // a DO NOT EDIT. DO NOT EXPORT.	

MFHD	Field Text	Notes
852 Location	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>