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# DETAILED INSTRUCTIONS FOR CATALOGING NUMERIC DATASETS

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## INTRODUCTION

This document outlines procedures for cataloging numeric datasets, including remote and direct electronic formats. A numeric dataset is a collection of data arranged into columns and rows. Statistical software may be necessary to define, manipulate, and extract variables and cases within the data file.

## GUIDELINES FOR FIXED FIELDS

*(Required fields are marked in bold. Instructions in orange are local Yale practices)*

- **Leader:**
  - Type of Record: m=Computer file
  - Bibliographic Level:
    - m=Monograph/item *(treat as monograph unless it is specifically noted to be a continuing resource)*
    - i=Integrating resource
    - s=Serial
  - Encoding level: \_=Full level
  - Cataloging Form: i=ISBD

 Leader

Record Status	c : Corrected or revised
Type of Record	m : Computer file
Bibliographic Level	m : Monograph/item
Type of Control	_ : No specific type of control
Encoding Level	_ : Full level
Cataloging Form	i : ISBD punctuation included
Multipart resource record level	_ : Not specified or not applicable
Length of the length-of-field portion	4 : Number of characters in the leng
Length of the starting-character-position portior	5 : Number of characters in the start
Length of the implementation-defined portion	0 : Number of characters in the impl
Undefined	0 : Undefined

- 006 Additional material characteristics: m=Computer file
  - *(m=Computer file is not necessary since it would duplicate information in Leader/006)*
- **006 Additional material characteristics: s=Continuing resource** *(if applicable)*
  - Type of Continuing Resource (selected):
    - n=Newspaper
    - p=Periodical
  - Form of Item:
    - o=online *(for online version)*
    - q=direct electronic *(for CD-ROMs, external hard drives, USB flash drives, etc.)*
  - Nature of Entire Work (selected):
    - f=Handbooks
    - o=Reviews

- 007:
  - Physical Description: c=Electronic Resource
  - Specific Material Designation:
    - b=Chip cartridge (for flash drives)
    - e=Disc cartridge, type unspecified (for external hard drives)
    - o=Optical disc (for CD-ROMs, DVD-ROMs, etc.)
    - r=Remote (for online format)
  - Dimension:
    - g=4 ¾. or 12 cm (for CD-ROMs, DVD-ROMs, etc.)
    - n=Not applicable (for online format)
    - ☐=No attempt to code (for external hard drives, USB flash drives, etc.)

○ Ex. 1: Online format

007 - Physical Description (c - Computer File)

<input type="checkbox"/> Video Recording	<input type="checkbox"/> Remote Sensing Image	<input type="checkbox"/> Unspecified
<input type="checkbox"/> Kit	<input type="checkbox"/> Notated Music	<input type="checkbox"/> Sound Recording
<input type="checkbox"/> Projected Graphic	<input type="checkbox"/> Microform	<input type="checkbox"/> Nonprojected Graphic
<input type="checkbox"/> Map	<input checked="" type="checkbox"/> Computer File	<input type="checkbox"/> Globe
Specific Material Designation	r : Remote	
Original vs. Reproduction Aspect (OBSOLETE)	_ : (OBSOLETE) Undefined	
Color	☐ : No attempt to code	
Dimension	n : Not applicable	
Sound on Medium	☐ : No attempt to code	
Image Bit Depth	☐☐☐ : No attempt to code	
File Format	☐ : No attempt to code	
Quality Assurance Target(s)	☐ : No attempt to code	
Antecedent/Source	☐ : No attempt to code	
Level of Compression	☐ : No attempt to code	
Reformatting Quality	☐ : No attempt to code	

○ Ex. 2: CD-ROM or DVD-ROM

007 - Physical Description (c - Computer File)

<input type="checkbox"/> Video Recording	<input type="checkbox"/> Remote Sensing Image	<input type="checkbox"/> Unspecified
<input type="checkbox"/> Kit	<input type="checkbox"/> Notated Music	<input type="checkbox"/> Sound Recording
<input type="checkbox"/> Projected Graphic	<input type="checkbox"/> Microform	<input type="checkbox"/> Nonprojected Graphic
<input type="checkbox"/> Map	<input checked="" type="checkbox"/> Computer File	<input type="checkbox"/> Globe
Specific Material Designation	o : Optical disc	
Original vs. Reproduction Aspect (OBSOLETE)	☐ : (OBSOLETE) No attempt to code	
Color	☐ : No attempt to code	
Dimension	g : 4 3/4 in. or 12 cm.	
Sound on Medium	☐ : No attempt to code	
Image Bit Depth	☐☐☐ : No attempt to code	
File Format	☐ : No attempt to code	
Quality Assurance Target(s)	☐ : No attempt to code	
Antecedent/Source	a : File reproduced from original	
Level of Compression	☐ : No attempt to code	
Reformatting Quality	☐ : No attempt to code	

- 008:
  - Publication Status
  - Date 1/Date 2
  - Place of publication
  - Form of Item:
    - o=Online
    - q=direct electronic (*for CD-ROMs, DVD-ROMs, external hard drives or USB flash drive*)
  - Type of File:
    - a=Numeric data
  - Language
  - Cataloging source: d=Other

- Ex.1: Online numeric dataset

008 - General Description (Computer)

Publication Status	s : Single known date/probable date
Date 1 (yyyy)	2002
Date 2 (yyyy)	_____
Place of Publication	nju : New Jersey
Frequency (OBSOLETE)	_ : (OBSOLETE) No determinable frequency
Regularity (OBSOLETE)	_ : (OBSOLETE) Not applicable
Audience	_ : Unknown or not specified
Form of item	o : Online
Type of File	a : Numeric data
Govt. Publication	_ : Not a government publication
Language	eng : English
Modified Record	_ : Not modified
Cataloging Source	d : Other

- Ex.2: Direct electronic resource numeric dataset

008 - General Description (Computer)

Publication Status	s : Single known date/probable date
Date 1 (yyyy)	2009
Date 2 (yyyy)	_____
Place of Publication	dcu : District of Columbia
Frequency (OBSOLETE)	_ : (OBSOLETE) No determinable frequency
Regularity (OBSOLETE)	_ : (OBSOLETE) Not applicable
Audience	_ : Unknown or not specified
Form of item	q : Direct electronic
Type of File	a : Numeric data
Govt. Publication	_ : Not a government publication
Language	eng : English
Modified Record	_ : Not modified
Cataloging Source	d : Other

- **040 Cataloging Source:**
  - 040 // |a CtY |b eng |e rda |c CtY
- **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 (for all datasets)
  - 090 // |a yuldsetnum (for all statistical datasets)

090		‡a yuldset
090		‡a yuldsetnum
- **1XX Main Entry**
- **245 Title Statement:**
  - 245 XX |a [Title] : |b [subtitle], |f [inclusive dates of contents if applicable]
- **246 Varying Form of Title:**
  - 246 3/ |a [Variant title]

245	0	0	‡a Carbon Disclosure Project public climate change data, ‡f 2010-2018.
246	3		‡a CDP climate change data
- **250 Edition:** (if applicable)
  - (Note: Include any edition and/or version statement as appropriated. When in doubt, give edition and/or version statement in a 5xx note area.)
- **264 Publication Information:**
  - 264 /1 |a [Location of publisher] : |b [Publisher], |c [Date].
- **300 Physical Description:** \*\*\* (include number of files for closed sets if known but NOT for continuing resources)\*\*\*
  - 300 // |a 1 computer disc (5 text files) ; |c 4 ¾ cm
  - 300 // |a 1 external hard drive (10 text files)
  - 300 // |a 1 USB flash drive (15 text files)
  - 300 // |a 1 online resource (1 million text files)
  - 300 // |a 1 online resource (if number of files is unknown or resource is incomplete)
- **336 Content Types:**
  - 336 // |a computer dataset |b cod |2 rdacontent (for numeric datasets)
- **337 Media Types:**
  - 337 // |a computer |b c |2 rdamedia
- **338 Carrier Types:**
  - 338 // |a computer disc |b cd |2 rdacarrier (for CD-ROMs, DVD-ROMs, etc.)
  - 338 // |a online resource |b cr |2 rdacarrier (for online versions)
  - 338 // |a other |b cz |2 rdacarrier (for external hard drives, USB flash drive, etc.)
- **347 Digital File Characteristics:** (include each type of subfield (|a, |b, |c) in a separate field)
  - 347 // |a data file |2 rdaft
  - 347 // |a image file |2 rdaft
  - 347 // |a text file |2 rdaft
  - 347 // |b [Encoding format] |b [additional encoding format]

- 347 // |3 [Materials specified if available, e.g. compressed [format], uncompressed [format]] |c [File size]  
(do not include for continuing resources)

300		‡a 1 online resource (18 data files, 8 text files)
336		‡a computer dataset ‡b cod ‡2 rdacontent
337		‡a computer ‡b c ‡2 rdamedia
338		‡a online resource ‡b cr ‡2 rdacarrier
347		‡a data file ‡2 rdaft
347		‡3 Compressed ‡b XLSX ‡b PDF
347		‡c 15 MB

- 500 General Note:

- 500 // |a Accompanied by ....
- 500 // |a Documentation in README file.
- 500 // |a Numeric survey data.

- 505 Formatted Contents Note:

505	0	0	‡t CDP climate change investor data -- ‡t CDP climate change supply change data -- ‡t CDP climate change questionnaires.
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- **506 Restrictions on Access Note:** (if applicable)

- 506 // |a Access restricted by licensing agreement and agreement to terms of use. (for resources that require staff mediation)
- 506 // |a Access restricted by licensing agreement. (for all other licensed datasets)

- 520 Summary Note:

- (Note: use keywords to maximize discoverability, e.g. “dataset,” “statistical data mining,” and “statistical methods”; include information on geographic, topical, and chronological coverage)

- 538 System Details Note: (If special software is required; do not make note of standard information)

538		‡a System requirements: SPSS software and Adobe Acrobat.
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- **588 Source of Description Note:**

- 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 Headings and Genre Terms:**

- Add additional detailed access points as appropriate:
  - 6xx /0 |a [Geographic location, Topical heading, Corporate body, etc.] |v Statistics.
  - 655 /7 |a Biostatistics. |2 lcgft
  - 655 /7 |a Census data. |2 lcgft
  - 655 /7 |a Judicial statistics. |2 lcgft
  - 655 /7 |a Medical statistics. |2 lcgft
  - 655 /7 |a Vital statistics. |2 lcgft
- Add the following genre terms to all numeric dataset records:
  - 655 /7 |a Statistics. |2 lcgft
  - 655 /7 |a Data sets. |2 lcgft
  - 655 /7 |a [Additional genre heading(s) to reflect type of statistic, e.g. *Biostatistics, Census data, Medical statistics, Vital statistics, etc.* ] |2 lcgft

- 710 Corporate Name:

- 710 X/ |a [Corporate body, including author or publisher. Do NOT include field for specific Yale Library location].

- 76x-78x Linking Entry Fields: *(use catalogers' judgement to add when applicable and useful)*
  - 776 Additional Physical Form Entry:
    - 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]
  - 786 Data Source Entry:
    - 786 08 |i Based on (work): |s [Uniform title]. |t [Title]. |k [Series] |w [Record control number]
  - 787 Other Relationship Entry:
    - 787 08 |i Related work: |s [Uniform title]. |t [Title]. |k [Series] |w [Record control number]
- **856 Electronic Location Access:**
  - For unmediated resources with one link:
    - 856 40 |y Online dataset |u [URL]
 

```
856 4 0 #y Online dataset #u http://ssrs.yale.edu/data/SSDA/presrescd/
```
  - For unmediated resources with multiple links:
    - 856 40 |y Online dataset |u [URL]
    - 856 42 |3 [Link text of related resource, e.g. Documentation] |u [URL]
 

```
856 4 0 #y Online dataset #u http://ssrs.yale.edu/data/SSDA/brazilcensus/
```

```
856 4 2 #3 Codebook #u http://ssrs.yale.edu/data/SSDA/brazilcensus/brazil_census_1980_codebook.pdf
```
  - For resources that require staff mediation:
    - 856 40 |y For data access contact [researchdata@yale.edu](mailto:researchdata@yale.edu) |u <mailto:researchdata@yale.edu?subject=data%20access%20inquiry%20from%20Quicksearch>

```
856 4 0 #y For data access contact researchdata@yale.edu #u
mailto:researchdata@yale.edu?subject=data%20access%20inquiry%20from%20Quicksearch
```
- **946: Local Data:**
  - 946 // |a DO NOT EDIT. DO NOT EXPORT. *(required for licensed materials)*

<b>MFHD</b>
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- 852 80 |b yulint |h None |z Online resource *(for all online datasets)*

```
852 8 0 #b yulint #h None #z Online resource
```
- 852 80 |b yulintx |h None |z Online resource *(for online format hosted locally)*

```
852 8 0 #b yulintx #h None #z Online resource
```
- 852 00 |b [Location code] |h [Classification part] |i [Item part] *(for physical items)*

```
852 0 0 #b sml #h HC59.3 #i .E68 2014 DVD (LC)
```