

DETAILED INSTRUCTIONS FOR CATALOGING GEOSPATIAL DATASETS

INTRODUCTION

This document outlines procedures for cataloging spatial datasets, including remote and direct electronic formats. A spatial dataset stores data as coordinates (raster data) and/or topology (vector data). Spatial datasets are often accessed, manipulated or analyzed through Geographic Information Systems (GIS).

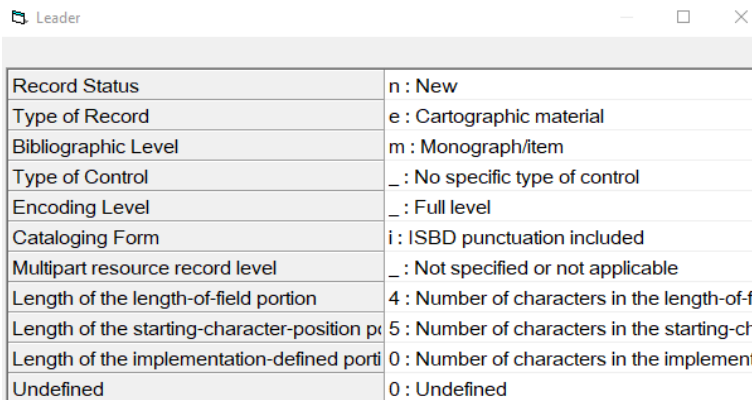
For more details on cataloging cartographic materials, consult: ["Original Cataloging for Cartographic Resources."](#)

GUIDELINES FOR FIXED FIELDS

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

- **Leader:**

- Type of Record: e=Cartographic material
- 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



Field Name	Code
Record Status	n : New
Type of Record	e : Cartographic material
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 length-of-fi
Length of the starting-character-position p	5 : Number of characters in the starting-ch
Length of the implementation-defined porti	0 : Number of characters in the implement
Undefined	0 : Undefined

- **006 Additional material characteristics: m=Computer File**

- Form of Item:
 - o=online (*for online version*)
 - q=direct electronic (*for CD-ROMs, external hard drives, USB flash drives, etc.*)
- Type of File:
 - c=Representational (*images, including maps*)
 - **(do not use m=Combination)**

- **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	<input type="checkbox"/> : No attempt to code	
Dimension	n : Not applicable	
Sound on Medium	<input type="checkbox"/> : No attempt to code	
Image Bit Depth	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> : No attempt to code	
File Format	<input type="checkbox"/> : No attempt to code	
Quality Assurance Target(s)	<input type="checkbox"/> : No attempt to code	
Antecedent/Source	<input type="checkbox"/> : No attempt to code	
Level of Compression	<input type="checkbox"/> : No attempt to code	
Reformatting Quality	<input type="checkbox"/> : 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)	<input type="checkbox"/> : (OBSOLETE) No attempt to code	
Color	<input type="checkbox"/> : No attempt to code	
Dimension	g : 4 ¾ in. or 12 cm.	
Sound on Medium	<input type="checkbox"/> : No attempt to code	
Image Bit Depth	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> : No attempt to code	
File Format	<input type="checkbox"/> : No attempt to code	
Quality Assurance Target(s)	<input type="checkbox"/> : No attempt to code	
Antecedent/Source	a : File reproduced from original	
Level of Compression	<input type="checkbox"/> : No attempt to code	
Reformatting Quality	<input type="checkbox"/> : No attempt to code	

• 008 General Description:

- Publication Status
- Date 1/Date 2
- Place of publication

- o Relief (*if applicable*)
- o Material: z=Other
- o Form of Item:
 - o=Online
 - q=direct electronic (*for CD-ROMs, DVD-ROMs, external hard drives or USB flash drive*)
- o Language
- o Cataloging source: d=Other

- o Ex.: Direct electronic spatial dataset

008 - General Description (Map)	
Publication Status	s : Single known date/probable date
Date 1 (yyyy)	2005
Date 2 (yyyy)	---
Place of Publication	nyu : New York (State)
Relief 1	_ : No relief shown
Relief 2	_ : No relief shown
Relief 3	_ : No relief shown
Relief 4	_ : No relief shown
Projection	_ : Projection not specified
Prime Meridian (OBSOLETE)	_ : (OBSOLETE) Prime meridian not specified
Material	z : Other
Govt. Publication	_ : Not a government publication
Form of Item	q : Direct electronic
Index	0 : No index
Special Format Characteristics 1	_ : No specified special format characteristics
Special Format Characteristics 2	_ : No specified special format characteristics
Language	eng : English
Modified Record	_ : Not modified
Cataloging Source	d : Other

GUIDELINES FOR VARIABLE FIELDS

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

- **034 Coded Cartographic Mathematical Data:**

- o *(Note: record the coordinates (|d, |e, |f, and |g) in the Decimal Degree format. If the coordinates come from sources other than the map itself, record the source code in subfield 2, e.g. "|2) bound" if using the Klokan Bounding Box tool.)*
- o 034 x/ |a a |d [westernmost longitude] |e [easternmost longitude]|f [northernmost latitude]|g [southernmost latitude] |2 bound
- o 034 0/ |a a |d [westernmost longitude] |e [easternmost longitude]|f [northernmost latitude]|g [southernmost latitude] |2 bound
- o 034 1/ |a a |b [scale information] |d [westernmost longitude] |e [easternmost longitude]|f [northernmost latitude]|g [southernmost latitude] |2 bound

034 0 †a a †d -067.500000 †e -059.000000 †f 047.550000 †g 043.000000 †2 bound

- **040 Cataloging Source:**

- o 040 // |a CtY |b eng |e rda |c CtY

- **041 Language Code:**

- o 041 X/ |a [Language code(s)]

- **043 Geographic Area Code:**

- o 043 // |a [Geographic code(s)]

- **050 LC Call Number:**

- o 050 /4 |a [LC call number]

- 052 Geographic Classification:
 - 052 // |a [Geographic classification area code] |b [Geographic classification subarea code] |d [Populated place name]

052		‡a 3201
052		‡a 3200
- 090 Local Call Number:
 - 090 // |a yuldset *(for all datasets)*
 - 090 // |a yuldsetgis *(for all spatial datasets)*

090		‡a yuldset
090		‡a yuldsetgis
- 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]
- 250 Edition: *(if applicable)*
 - Include any edition and/or version statement as appropriated. When in doubt, give edition and/or version statement in a note area (5xx).
- 255 Cartographic Mathematical Data
 - 255 // |a [Statement of scale] ; |b [Statement of projection] |c [Statement of coordinates recorded in degrees, minutes, and seconds]

255		‡a Scale 1:250,000 ‡c (E 7°39'46"--E 9°11'04"/N 51°42'06"--N 50°57'31")
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- 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 *(mandatory for all datasets)*
 - 336 // |a cartographic dataset |b crd |2 rdacontent *(for GIS or Vector spatial data)*
 - 335 // |a cartographic image |b cri |2 rdacontent *(for scanned or digitized (raster) spatial data)*
- 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 // |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)*

347		‡a data file ‡2 rdaft
347		‡3 Compressed file ‡b GDB

- 352 Digital Graphic Representation: *(data type if applicable)*
 - 352 // ‡a [Direct reference method] : ‡b [Object type] ; ‡q [Format of digital image]

347		‡a data file ‡2 rdaft
347		‡b GDB ‡b Excel
352		‡a Vector : ‡b polygon ‡q Arc/Info
- 500 General Note:
 - 500 // ‡a Accompanied by
 - 500 // ‡a Documentation in README file.
- **506 Restrictions on Access Note:** *(if applicable)*
 - 506 // ‡a Access restricted by licensing agreement and agreement to terms of use. *(for resources that require mediation by staff)*
 - 506 // ‡a Access restricted by licensing agreement. *(for all other licensed datasets)*
- 520 Summary Note:
 - *(Note: use keywords to maximize discoverability, e.g. “dataset,” “data mining,” and “spatial data mining.”)*
- 522 Geographic Coverage Note: *(include free text information not reflected in 65x field)*
 - 522 // ‡a County-level data from Maryland.
 - 522 // ‡a Little Italy (Hartford, Conn.)
- 538 System Details Note: *(if special software is required; do not make note of standard information)*

538		‡a System requirements: CD-ROM drive, Geographic Information Systems (GIS) software that reads ESRI Shapefile and GeoTIFF formats , and Microsoft Word.
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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 the following genre terms to all geospatial dataset records:
 - 655 /7 ‡a Geospatial data. ‡2 lcgft
 - 655 /7 ‡a Data sets. ‡2 lcgft
 - Add additional detailed access points as appropriate:
 - 6xx /0 ‡a [Geographic location, Topical heading, Corporate body, etc.] ‡v Maps.
 - 650 /0 ‡a Geographic information systems ‡z [Geographic location].
 - 655 /7 ‡a Geodatabases. ‡2 lcgft
 - 655 /7 ‡a Maps. ‡2 lcgft *(there are additional genre headings for numerous specific types of maps)*
 - 655 /7 ‡a Raster data. ‡2 lcgft
 - 655 /7 ‡a Vector data. ‡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/indiamaps/1991/
 - 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/indiamaps/loksabha/
 856 4 2 #3 Documentation #u http://ssrs.yale.edu/data/SSDA/indiamaps/loksabha/doc
 - For resources that require staff mediation:
 - 856 40 |y For data access contact 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)*

MFHD

- 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 G8015 2011 #i L3 CD (LC)