Original Cataloging of Remote Electronic Resources at Harvard
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Standing Subcommittee on Serials, Series and Continuations
March 26, 2007
Original Cataloging of Remote Electronic Resources at Harvard
March 26, 2007

Introduction:

This document is intended to provide guidance to technical services staff concerning the acquisition and cataloging of electronic resources at Harvard.

Remote access electronic resources include any electronic resource that is accessed through a computer network, whether the Internet or the Harvard E-Research Portal. The term does not include direct access electronic resources, such as CD-ROMs and DVDs that are accessed through a stand-alone computer.

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1. Definitions Included in this Document

The definitions of the terms used in this document are listed below. These definitions have been culled from a variety of resources, including the *Anglo American Cataloging Rules, 2nd Edition*, the *CONSER Cataloging Manual*, the Online Dictionary of Library and Information Science, and two Harvard College Library documents, *Cataloging Videorecordings on DVD-V* and *Cataloging Videorecordings on VHS*.

This list is not intended to be exhaustive.

**Aggregator Database:** a collection of journals or other publications, the content of which is made available electronically through a vendor. Content is usually presented as full-text and is cross-searchable by means of a search engine. An example of an aggregator database is JSTOR. *See also database.*

**Blog:** A Web page that provides frequent continuing publication of Web links and/or comments on a specific topic or subject (broad or narrow in scope), often in the form of short entries arranged in reverse chronological order, the most recently added piece of information appearing first. An example in the field of library and information science is LISNews.com, which accepts postings from its readers. Also known as a Weblog. The process of maintaining a blog is known as blogging.

**CD-ROM:** Compact Disc-Read Only Memory. A small plastic optical disk similar to an audio compact disc, measuring 4 3/4 inches (12 centimeters) in diameter, used as a publishing medium and for storing information in digital format.

**Continuing Resource:** A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources.

**Database:** A large, regularly updated file of digitized information (bibliographic records, abstracts, full-text documents, directory entries, images, statistics, etc.) that may be related to a specific subject or field, consisting of records of uniform format organized for ease and speed of search and retrieval and managed with the aid of database management system (DBMS) software. The database content is created by the database producer. Some databases also have a print version. Many database producers lease the content to one or more database vendors that provide electronic access to the data after it has been converted to machine-readable form, which can be accessed via the Internet or on a device such as a CD-ROM, using proprietary search software.

**Database Management System:** A computer application designed to control the storage, retrieval, security, integrity, and reporting of data in the form of uniform records organized in a large searchable file called a database.
Direct Access: The use of electronic resources via carriers (e.g., discs/disks, cassettes, cartridges) designed to be inserted into a computerized device or its auxiliary equipment.

DVD: A type of optical disk of the same size as a compact disc (4 3/4 inches) but with significantly greater recording capacity, partly because it is double-sided. Visually, DVDs are indistinguishable from audio CDs or CD-ROMs. Technically, with finer grooves, smaller markings and a special laser to read them, DVDs can store up to seven times more data than CDs. There are several types of DVDs:

DVD videodiscs: Generally used for videorecordings, e.g. feature films, documentaries, or other types of moving pictures.

DVD-A (Audio): Similar to a standard audio CD for recording sound.

DVD-ROM: Similar to a CD-ROM, a read-only disc that contains data; requires a DVD-ROM drive in a computer.

DVD-R (Recordable): A data storage disc used mainly for archiving information.

E-Book: See Electronic Book

E-Journal: See Electronic Journal

E-Research @ Harvard Libraries: the public name of the Harvard implementation of the Ex Libris MetaLib product. This tool allow users to locate e-resources by name, keyword or subject; to locate e-journal titles in a single listing; to search across multiple resources with a single search; to save and manage search results, e-resource sets, and lists of favorite e-journals; to click on Find It @ Harvard buttons for all search results in order to locate items at Harvard. Searching multiple resources at once is accomplished by means of federated searching.

Electronic Book (E-Book): A digital version of a traditional print book designed to be read on a personal computer or an e-book reader (a software application for use on a standard-sized computer or a book-sized computer used solely as a reading device).

Electronic Journal (E-Journal): A digital version of a print journal, or a journal-like electronic publication with no print counterpart (example: EJournal), made available via the Web, e-mail, or other means of Internet access. Electronic journals are serials, defined as a continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion.

Electronic Resource: Material (data and/or program(s)) encoded for manipulation by a computerized device. This material may require the use of a peripheral directly connected to a computerized device (e.g., CD-ROM drive) or a connection to a computer network (e.g., the Internet). The scope of this document is limited to Electronic Resources that are connected to a computer network.

Federated Searching: Also known as “cross catalog searching” and “metasearching.” A search for information using software designed to query multiple networked information resources via a single interface. Metasearch engines are designed to search local and remote library catalogs, abstracting and indexing databases, full-text aggregator databases,
and digital repositories using standardized protocols, such as Z39.50. Some federated search systems provide deduping and rank results by relevance or allow sorting by other criteria. At Harvard, federated searching is available through E-Research @ Harvard Libraries.

**Find It @ Harvard**: This is the name of the Harvard SFX service. A resource-linking technology that allows users of research databases to link directly from an article citation or abstract in an external database to a variety of related resources determined by the local library or institution. *Find it* can provide access to the full text of an article (if available) or to local holdings in the HOLLIS catalog. It permits context-sensitive linking between web-based resources in which the actual links are customized to reflect licensed digital resources available to users affiliated with Harvard.

**Integrating Resource**: A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing. Examples of integrating resources include updating loose-leafs and updating Web sites.

**Link Resolver**: A link resolver is a software application which contains information on all the electronic collections to which a library subscribes. It decodes the bibliographic data contained in the OpenURL, searches to locate a full-text copy of the reference, and then generates a link to the full-text (if found). It can also search library catalogues to display records for print holdings. It may also offer to submit an inter-library loan request if the item is not located.

**MARCit!**: A product offered by Ex Libris that loads MARC records of electronic journals into the HOLLIS Catalog.

**Metadata**: Information that refers to one or more other pieces of information that can exist as separate physical forms. In short, data about data. Any type of description can be considered metadata. Examples include library catalog information, encoded text file headers, and driver's license data. In the information technology world the term is often used to indicate data which refers to digital resources available across a network. Metadata can be categorized as descriptive, structural, and administrative. *Descriptive metadata* facilitates discovery, identification, and selection; for example, descriptive metadata is information that describes the item, such as title, author, publisher, subject, physical dimensions, etc. *Structural metadata* describes the internal structure of complex objects; Structural metadata is information about how the item is put together or arranged such as the table of contents page, individual page numbers, illustration and plates pages, etc. It basically describes the structure of an item, such as a book, so that all of the pages of that item can be displayed in the correct order. Structural metadata may also include information that supports navigation among the components of a complex object. Examples include, turning pages of a book, jumping to a particular chapter or page, or switching between images and corresponding text. *Administrative metadata* aids in the management of resources, for example, administrative metadata may include information about acquisition, access restrictions, provenance, preservation, and treatment decisions, etc. Other types of administrative metadata about a digital item may include resolution, bit depth, type of equipment used, and so forth.

**Metalib**: A federated searching tool produced by Ex Libris. MetaLib is an information portal to library collections. It enables institutions to provide their patrons with access to...
information resources such as catalogs, reference databases, citation databases, subject gateways, and e-journals. The Harvard implementation of Metalib is known as E-Research @ Harvard Libraries.

**OpenURL:** An OpenURL is an Internet protocol, based on the ANSI/NISO Z39.88 standard maintained by NISO, the National Information Standards Organization. An OpenURL is a standardized format (syntax) for transferring bibliographic data (metadata) in a URL. The data usually describes an article or a journal. In other words, OpenURL is a way of organizing data in a URL and pointing it to a destination. For example, when searching E-Research@Harvard or the HOLLIS Catalog, a user might find a reference to an electronic resource, which is "OpenURL enabled". The reference contains a link and when a user clicks on this link, the database generates an OpenURL. An OpenURL is made up of three elements: 1) The address of the link resolver; 2) The source database, and 3) the metadata describing the reference, using the standard OpenURL syntax and field names.

**Podcast:** Podcasting, a portmanteau of Apple's "iPod" and "broadcasting", is a method of publishing files to the Internet, allowing users to subscribe to a feed and receive new files automatically by subscription, usually at no cost. It first became popular in late 2004, used largely for audio files.

**Portal:** Tool or set of tools for organized knowledge discovery that assists identification and selection of appropriate target resources; provides federated searching and information retrieval of descriptive metadata from multiple, diverse target resources, including but not limited to commercial or licensed electronic resources, databases, Web pages, and library catalogs; manages access to target resources and portal functionalities for authenticated user communities based on various user classes and roles. An example of a portal is the Harvard Libraries Web Site (http://lib.harvard.edu).

**PURL (Persistent URL):** A type of URL (Uniform Resource Locator) that does not point directly to the location of an Internet resource, but rather to an intermediate resolution service (PURL server) that associates the stable PURL with the actual URL, and returns the URL to the client, which then processes the request in the usual manner.

**Remote Access:** The use of electronic resources via computer networks.

**SACD (Super Audio):** Competing audio standard to DVD-A

**SFX:** A product of Ex Libris that allows users of research databases to link directly from an article citation or abstract in an external database to a variety of related resources determined by the local library or institution. SFX is also a database that contains holdings information for remote access electronic journals. At Harvard, the public name of the SFX service is called Find It @ Harvard.

**URI (Uniform Resource Identifier):** A means of referring to a resource on the web.

**URL (Uniform Resource Locator):** A type of URI that identifies a resource via a presentation of its primary access mechanism (e.g., its network “location”). The same resource, or different versions of it, may be available simultaneously at other Internet addresses. The first part of the URL designates the URI schema used to access the resource. For example, http:// indicates that the resource is accessible through the
Hypertext Transfer Protocol. The remaining parts of a URL are separated by either a dot or a slash. After a domain name, URLs are case sensitive. See also OpenURL and PURL.

**URN (Uniform Resource Name):** A uniform resource identifier that consists of a namespace identifier and a string that names a resource through a namespace server.

**Weblog:** see Blog.

**Wiki:** Based on a Hawaiian term meaning "quick" or "informal." A Web application that allows users to add content to a collaborative hypertext Web resource (coauthoring), as in an Internet forum, and permits others to edit that content (open editing). Authorizations and passwords are not required, and content can be changed by anyone simply by clicking on a "edit" link located on the page. A wiki may have policies to govern editing and procedures for handling edit wars. Activity within the site can be watched and reviewed by any visitor to the site. The first wiki was the Portland Pattern Repository established by Ward Cunningham in March 1995. The term also refers to the collaborative server software used to collectively create such a Web site, allowing Web pages (stored in a database) to be easily created and updated. A prime example is Wikipedia (http://en.wikipedia.org/wiki/Wiki).

**Z39.50 Protocol:** A standard which specifies a technical protocol for searching and retrieving information from multiple remote online catalogs or other Z39.50-compliant databases, regardless of the native search commands of those individual catalogs or databases. "Z39.50" refers to the numbers of the ISO and ANSI/NISO standards (ISO 23950 and ANSI/NISO Z39.50). The Library of Congress is the maintenance agency and registration authority for both standards, which are technically identical (http://www.loc.gov/z3950/agency).

### 2. Bibliographic and Holdings Records: General Catalog Policies and Guidelines

These guidelines are intended to assist catalogers and to promote consistency in the preparation of catalog records that will appear in the HOLLIS Catalog. These guidelines are directed to the original cataloging of remote electronic resources used by faculty, students and staff at Harvard; many of these resources are acquired under the auspices of the Digital Acquisitions and Collections Committee (DACC).

Unlike traditional library materials, electronic resources are generally not under the library’s physical control. Catalogers adding bibliographic and/or holdings records for electronic resources to HOLLIS will, in most cases, register the resource with the E-Resource Management & Licensing Group, which in turn will provide the cataloger with a URN that will be used to maintain access to the electronic resource. Section 9 provides information on how to register an electronic resource with the E-Resource Management & Licensing Group.

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2. Additional guidelines may apply to the creation of bibliographic and holdings records for digital preservation resources.

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2.1 Which Bibliographic Record to Use

In HOLLIS, Harvard libraries generally follow a single-record approach for multiple versions (HUL Bibliographic Standards 3.10). Under this policy, information describing various kinds of reproductions and electronic versions of a work is included in holdings records that are attached to the bibliographic record for the original (usually print) title.

If a resource presents itself as an electronic version of the original publication in another format, add a holdings record for the electronic resource to the record for the original. For example, scanned images of a journal or the online version of an index may be cataloged by adding a separate holdings record to the bibliographic record for the print. Please note that adherence to the single-record approach is maintained even if there is no bibliographic record in HOLLIS for the print version.

Harvard applies the following guidelines to all formats:

In HOLLIS, the single-record approach is used when the original and online versions have equivalent content or when the online version has no significant additional content. Different manifestations (for example, Postscript, Word, .pdf, WordPerfect, ASCII) of an electronic document or resource are cataloged on a single record. The single-record approach is also used when the online version lacks full-text or has only selected full-text from the original. When records are exported out of HOLLIS into other databases, such as OCLC, holdings information regarding an electronic version may appear on a bibliographic record in that database for the electronic version.

Separate records are used when the online version has a significant additional content not present in the original. The choice of a separate record approach in such cases means that the versions are not considered equivalent (for monographs, defined by LCRI 1.0, Edition or Copy) and the difference of the online version from the original is significant to users.

It is often the case that a portion of an archival or manuscript collection is digitized. See Section 7.1 for more information on how to treat these resources.

2.2 Single Record Approach

- The body of the description represents the original version.
- Code 008/23 (form of item) for the original version
- At any encoding level other than full-level cataloging, field 530 is not used to convey the existence of an online version (since the presence of a URN in the public display fulfills this function).
- For continuing resources:

4 This differs somewhat from CONSER’s single-record approach for electronic resources (cf. CONSER Cataloging Manual, section 31.2.5) that uses note fields and field 856 in the OCLC bibliographic record to give information about electronic versions of a work.

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Use the 740 field to describe the online version if its title differs from that of the original print manifestation. Note that former cataloging practice was to add the word “online” in parentheses; do NOT include this wording for prospective cataloging.

Use the 776 field instead to describe the online version if its ISSN differs from that of the original print manifestation. Use subfield $$i$$ to specify the format.

- For unitary (monographic) resources with a different title for the electronic manifestation, record this title with the appropriate 7XX field.
- Identify the URN in field 856 (in the bibliographic record in OCLC/RLIN; in a holdings record in the HOLLIS Catalog)
- Do not add an 006 field for electronic resources/computer files

Harvard practice requires the use of field 007 in the holdings record of the electronic version; example 1 (Inventiones…) illustrates the single-record approach for a unitary resource with examples of associated holdings records. Example 2 (Central government debt…) illustrates the single record approach for a continuing resource with example of associated holdings records.

2.2.1 Editing Existing Records in HOLLIS

In most cases it is not practical or feasible to update older practices in existing bibliographic records describing electronic resources in HOLLIS. However, at the cataloger’s discretion, an existing record may be edited as necessary to record:

- updates in content
- changes in system details
- changes in access points (or additional access points), including title, series, author, and corporate body
- changes in resource access (to be recorded in the holdings record)
- a conversion of the record’s format (e.g., a bibliographic record describing an updating resource being converted from a unitary (monographic) record to one in the current format for integrating resources), in conjunction with other updates.
- there are many records in HOLLIS that currently do not follow the prescribed single- vs. separate record approach. It is best to make the record(s) conform to this policy, if possible (e.g., merge an existing record describing an electronic resource with the record describing its print equivalent). If the records to be merged contain only holdings for the library responsible for the merging, this should present no problems. In more complex cases involving holdings for several different Harvard libraries, merging may not be practical and should be decided on a case by case basis with the consent of all the libraries involved.

5 CONSER practice: when using the single-record approach, do not add an 007 field for the electronic version to the OCLC record if the bibliographic record is for another format.
Note that catalogers should send such titles either to database management (currently located in the Office for Information Systems), or, if a serial, to the CONSER office. In addition, a change in physical format requires a new record (see Section 2.4).

2.2.2 Consultation with the CONSER Office Regarding Changes to Existing CONSER Records

When working with CONSER-authenticated records, catalogers should consult with the CONSER office before making edits to existing records to ensure consistency with national CONSER practices.

2.3 Separate Record Approach

In the separate record approach, the electronic and non-electronic versions of a resource are cataloged on separate bibliographic records, each describing the respective versions as original editions. See example 3 (The Life of John Sterling…) for a separately-cataloged electronic resource which is not equivalent to any one print publication. A separate record is also created if the electronic version is not equivalent in content to the original. Example 4 (International Organizations Online) illustrates a resource that is still published in print but where the electronic version contains additional content that makes it nonequivalent to the original. The fields required for the minimum level of cataloging for the separate record are found in the following sections:

- General guidelines used for all materials: Section 4
- Additional fields for Continuing Resources/Integrating Resources: Section 5
- Additional fields for Continuing Resources/Serials: Section 6

2.4 New Record for Change in Physical Format

If the physical format of a continuing resource changes (e.g., the print publication ceases and is replaced by a microform or electronic version), the change is treated like a title change and a new record is created in accordance with Library of Congress practice. For an electronic monograph resource, follow the guidelines laid out in AACR2 sections 21.2b1, and 21.3a. For continuing resources, follow the guidelines laid out in AACR2 section 21.3b.

Example 5 (America history and life) illustrates a change in the format of a resource. The original is a serial in its print manifestation, but continues exclusively as an online integrating resource, thus requiring the separate record approach.

2.5 Copy Cataloging of Electronic Resources

When copy cataloging using a record from OCLC or a database via Z39.50 for remote electronic resources, ensure that the bibliographic record to be chosen truly represents the resource being cataloged. Apply the guidelines described in Sections 2.1, 2.2, and 2.3 of this document regarding the use of the single- vs. separate-record approach. For example,
copy cataloging describing a print resource can (and should) be used if the cataloger judges the content described to be equivalent to that of the electronic resource. Example 6 (Basic and clinical pharmacology) illustrates a print resource with an electronic full-text version that contains the equivalent information to the print resource. If the bibliographic record chosen specifically describes the electronic resource being cataloged (i.e., follows the separate-record approach), edit the record, if necessary, to ensure that it contains the fields required for the minimum level of cataloging as found in the following Sections 4, 5 and 6 of this document.

Additional fields may be added in accordance with section 3.8 of the HUL Bibliographic Standards. Don’t remove information unnecessarily; however, remove any redundant or erroneous information (per HUL Bib Standards section 3.9). Also remove any copy-specific information created by the original inputting library.

As for batch loaded records, as described in the separate document, MARC Record Batch Loads for Networked Electronic Resources (currently in preparation), the cataloging for these resources is to be considered complete. However, any obvious errors should be corrected if happened upon at a later date. Note that MARCit! records require users to report problems to OIS. Please include the URL when reporting these records.

3. The Uniform Resource Name (URN) and Other Access Information

3.1 URNs in MARC 21 and Harvard Policies for URNs

The MARC 21 Format for Bibliographic Data and the MARC 21 Format for Holdings Data, each a communications format, incorporate a variety of options for including Uniform Resource Identifier/Uniform Resource Name (URI/URN) information in bibliographic and holdings records. Electronic resources added to the HOLLIS Catalog for use by the Harvard community should be registered with the E-Resource Management & Licensing Group, which will assign a URN that will be added to the 856 field of the holdings record. See Section 9 of this document for more information on workflows for submitting electronic resources for naming.

Harvard Libraries will continue to record URNs in the 856 field of the holdings record for resources that are either:

- the resource described in the bibliographic record
- a version of the resource
- part of the resource

This use of 856 is consistent with Harvard single-record practice (HUL Bibliographic Standards 3.10).
3.2 Input of URN Data

Any URN that is entered in a HOLLIS Catalog record should be verified to ascertain that the resource is accessible at that address. When a bibliographic utility record is loaded in Aleph, a holdings record must be created for the resource and the 856 and/or 506 from the bibliographic record copied into the holdings.

Detailed information on indicators and subfields used in field 856 may be found in OCLC Bibliographic Formats and Standards: http://www.oclc.org/bibformats/en/8xx/856.shtm.

3.3 URN in 856 Field in Harvard Holdings record

HOLLIS resources are assigned URNs by staff in the E-Resource Management & Licensing Group of the HUL Office for Information Systems; such URNs are provided to catalogers along with titles to be cataloged as part of a regular production cycle. Persistent URNs are generated by the Name Resolution Service, maintained by OIS. For information on the Name Resolution Service, please see http://hul.harvard.edu/ois/systems/nrs/.

Examples of OIS-assigned URNs:

The OIS-assigned URN for the monograph *The Life of John Sterling* is:

http://nrs.harvard.edu/urn-3:hul.ebookbatch.NLIB_batch:ocm49294708

The OIS-assigned URN for *Harvard studies in classical philology* is:

http://nrs.harvard.edu/urn-3:HUL.ejournals:sfx110978977972770

Note that the presence of field 506 in any holdings record will generate the text in public display of holdings that “At least one location has information and/or restrictions on access. Click on the holdings link(s) for specific information.” The patron and/or public services staff will have to access each holdings separately to determine if there are any restrictions for access to a particular electronic resource.

3.4 URNs in Note Fields in Bibliographic Record

Regarding the use of URNs in 5XX fields, Harvard University policy is to prefer adding such notes to the holdings record field 856 with second indicator 2, and use subfield $$3 to identify contents. Harvard University Library policy also permits using some 5XX fields with subfield $$u. These fields include:

505: Formatted contents note

514: Data quality note

516: Note for type of computer file or data

520: Summary, etc.

521: Target Audience

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534: Original version note
545: Bibliographic and historical data
552: Entity and attribute information note

Example 7 (Aurel Stein on the Silk Road) illustrates a link to a Table of Contents included in field 856 in the holdings record.

3.4.1 Use of URN in the 555 Field

Harvard University Library policy prefers using field 555, subfield $$u for Harvard-prepared and maintained finding aids (example 8 Anthony, Susan B., Autographed letter); subfield $$u may also be used for finding aids of other institutions. Do not use field 555 with subfield $$u for cumulative indexes; use Harvard holdings record 856 with second indicator 2, and use subfield $$3 to identify indexes.

3.5 URNs in Note fields in Harvard Holdings Record

As with note fields in the bibliographic record, Harvard University policy is to prefer adding such notes to the holdings record field 856 with second indicator 2, and use subfield $$3 to identify contents. Harvard University Library policy also permits using some 5XX fields with subfield $$u. These fields include:

563: Binding information
583: Action note

3.6 Public Display of URNs

The HOLLIS OPAC displays URNs from the 856 field in the holdings record as well as from note fields found in the bibliographic record. URNs contained in field 856 will display in the Internet Link section that begins the display of holdings information found in the Full Record display, with the exception of 856 fields with second indicator value 2. Note field URNs will display in the bibliographic display of fields on the Full Record.

URNs will also display in the Digital Resources base of the OPAC. The criteria for display of resources in the Digital Resources base, as of the date of publication of this document, are the presence of any of the following:

- 852 field subfield $$b=NET
- Record FMT=CF
- LDR byte 06 value=m
- 856 field containing the following second indicator values: blank, 1 and 2

---

6 The criteria here is currently under review by the Harvard METAPAC Committee.

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• 007 field bytes 00-01 value=co or cr
• 505 field subfield $$u$
• 520 field $$u$
• 530 field $$u$
• 555 field $$u$

### 3.7 Providing Access to Supplementary Electronic Resources

In addition to supplements included with a text, many publishers are beginning to include supplementary material on a companion website. In these cases, a library should record the physical text on its holdings record. Libraries should then create a NET location and an 856 field to record the location of the companion website. Example 9 (Physical anthropology and archaeology) illustrates a printed text with a companion website.

### 4. Original Cataloging of Electronic Resources

The guidelines below are intended to provide Harvard minimum cataloging requirements for a separately-cataloged electronic resource.

- Additional fields for the original cataloging of separately cataloged electronic continuing resources/integrating resources can be found in Section 5.

- Additional fields for the original cataloging of separately-cataloged electronic continuing resources/serials can be found in Section 6.

Catalogers should follow the HUL Bibliographic Standard in creating originally-cataloged records for electronic resources. At the national level, several standards are in use or have been proposed to provide guidance on minimum or minimal requirements for creating records for electronic resources. These include:

- The BIBCO Core Record for Monograph Electronic Resources: [http://www.loc.gov/catdir/pcc/bibco/coreelectro.html](http://www.loc.gov/catdir/pcc/bibco/coreelectro.html)

- The National Minimal Level Record (used for all formats, not just electronic resources; encoding level 7): [http://www.loc.gov/marc/bibliographic/nlr/](http://www.loc.gov/marc/bibliographic/nlr/)

- The “Access Level” record currently in development at the Library of Congress (specific to unitary electronic resources and continuing integrated resources, encoding level 3.) See the report *Defining an “Access Level” MARC/AACR Catalog Record*, which can be downloaded from the following website: [http://www.loc.gov/catdir/access/report_final.pdf](http://www.loc.gov/catdir/access/report_final.pdf).

If using one of the standards above, a cataloger should view the standard as a “floor, not a ceiling,” and should include sufficient information based on cataloger’s judgment. Catalogers may add additional elements determined to be essential for meeting the needs of library patrons.

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4.1 Collective Resources with Different Levels of Information

Some electronic resources are presented as collective resources with two or more “levels” of information. The cataloger should use judgment about what level of a given resource to catalog. Two issues to consider are ease of access for the user and how similar print sources would be treated. For example, a collective resource might be cataloged as one item, with or without a contents note or analytics. Alternatively, or in addition, a subset of the resource with its own web page may be cataloged. Or, an individual document within the resource may be cataloged separately. Examples 10, 11 and 12 (Multilaterals Projects; Atmosphere and space, and the Convention on registration of objects launched into outer space) illustrate examples of collective resources with two or more “levels” of information.

4.2 Selecting the Chief Source of Information for a Unitary or Integrating Resource

Web-based resources can provide challenges to the cataloger when selecting the chief source of information. The Access Level Record report referenced in Section 4 provides some useful guidance in this area:

In choosing a chief source of information for web-based resources, consider only prominent sources within the resource itself in which the information required for area 1 (title proper), area 2 (edition statement), and area 4 (date of publication, distribution, etc.), is formally presented (e.g., title screen(s), main menu, home page, file header). If the information in these sources varies in degree of fullness, prefer the source that provides the most complete information. If more than one source qualifies as the chief source of information, choose one as the chief source in accordance with AACR2 rule 1.0A3.

Treat a sequence of formally presented sources of information for areas 1, 2, and 4 (e.g., a sequence of title screens) as a single source of information.

If the information required for areas 1, 2 and 4 is not available from prominent, formally presented sources within the resource itself, take it from one of the following sources (in order of preference): the publisher’s Web page; an “about” file; online documentation accompanying the resource; a published description of the resource; a catalog or metadata record produced by another agency.7

Since electronic reproductions are cataloged in HOLLIS on the record for the original publication (cf. HUL Bibliographic Standard 3.11.3.1), follow the rules for selecting the chief source of information in whatever chapter of AACR2 applies to the original (e.g. 2.0B1 for books).

---

7 Defining an “Access Level” MARC/AACR Catalog Record Project Report, Appendix C: Draft Cataloging Guidelines.

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4.3 Mandatory Fields in Records for Separately Cataloged Resources

The bibliographic description for separately-cataloged electronic resources must include the following fields:

| 006 and 008 | See 4.3.2 below. Subfield values determined by coding of LDR/06 described below. |
| 245         | subfield [h|electronic resource] |
| 250         | Edition statement-mandatory if applicable; see 4.3.3 below. |
| 538         | Note giving the mode of access |
| 500         | Note giving the source of the title/date of viewing of resource (see 5.3.8 for additional information regarding electronic integrating resources). |

4.3.1 Leader Information in Separately Cataloged Resources

Code Leader/06 only as specified in the MARC 21 Format for Bibliographic Data; note particularly the definition on code m for computer files:

Code m indicates that the content of the record is for the following classes of electronic resources: computer software (including programs, games, and fonts), numeric data, computer-oriented multimedia, online systems or services. For these classes of materials, if there is a significant aspect that causes it to fall into another Leader/06 category, code for that significant aspect (e.g., vector data that is cartographic is not coded as numeric but as cartographic). Other classes of electronic resources are coded for their most significant aspect (e.g., language material, graphic, cartographic material, sound, music, moving image). In case of doubt or if the most significant aspect cannot be determined, consider the item a computer file.⁸

See example 3 for a separately-cataloged electronic monograph.

See Section 5.3.1 for Leader information pertaining to electronic Continuing Resources/Integrating Resources. See Section 6.1.1 for Leader information pertaining to electronic Continuing Resources/Serials.

4.3.2 006 and 008 Values

For electronic resources coded as a computer file (LDR/06=m; see 4.3.1).

006 (Computer Files/Electronic Resources): Not used. (Use 006 only to represent other additional material characteristics, if necessary--e.g. maps)

008/26: Code Type of File with the appropriate value (e.g., i for interactive multimedia)

⁸ MARC 21 Format for Bibliographic Data, Leader – Guidelines for Applying Content Designation [pages dated 2001]

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For electronic resources not coded as a computer file (i.e., LDR/06 does not contain value m):

006 (Computer Files/Electronic Resources): Code Form of Material (byte 00) as m; code Type of Computer file (byte 09) with an appropriate value (e.g., d for document).

008: Code Form of Item as s (electronic).
---For Books, Continuing Resources, Mixed Materials, Music (scores and sound recordings), this is byte 23.
---For Maps and Visual Materials, this is byte 29.

### 4.3.3 Edition Statements

Record the edition statement as it appears in the chief source of information, following instructions in AACR2 rules 1.2B and 9.2B. When cataloging born-digital resources (i.e., those that are not electronic reproductions), do not supply an edition statement taken from a source other than the chief source of information. Do not construct an edition statement to reflect differences that are not reflected in an edition statement appearing in the chief source of information (e.g. corrections of misspellings of data, changes in the arrangement of contents, changes in the output format or the display medium, and changes in blocking factors, recording density, etc.). Note that these instructions may vary from LCRI 9.2.B3.

Since electronic reproductions are cataloged in HOLLIS on the record for the original publication (cf. HUL Bibliographic Standard 3.11.3.1), follow the rules for recording or supplying edition statements in whatever chapter of AACR2 applies to the original.

### 4.3.4 Fields Not Present in Records for Separately Cataloged Resources

Do not use field 300 in records for remote-access electronic resources.

Do not use field 655 to indicate an electronic resource as form/genre. For use of the 655 field at Harvard, please see the information posted at the Harvard University Library Bibliographic Standards Committee website, http://hul.harvard.edu/cmtes/haac/Form_Genre.htm.

### 4.4 Holdings Data Considerations

#### 4.4.1 Mandatory Holdings Fields for Electronic Resources

The holdings record for an electronic resource must include the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>007</td>
<td>For computer files/electronic resources (used in bibliographic record in OCLC or RLIN). For specific information concerning the use of the 007 field at Harvard, see the HUL Bibliographic Standards document 007 Physical Description Fixed Field [R] in Holdings Records in the</td>
</tr>
</tbody>
</table>

9 IBID.

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HOLLIS Catalog, found at http://hul.harvard.edu/cmtes/haac/ssssc/007_FixField_200311.pdf.

See Section 5.3.4 for 007 information relevant to electronic continuing resources.

| 852 $b, $c | The sublibrary designation for an electronic resource available to the entire Harvard community should be 852 $b NET. The collection should be $c GEN.

An electronic resource accessible only from within an individual Harvard library or at some limited set of physical devices should be cataloged using that unit’s sublibrary code; for example, use of a unit’s code is appropriate for CD-ROMs, other electronic resources that are mounted on a single machine, resources available only on a unit’s LAN, or a unit-specific site license. In such instances, the unit’s sublibrary code is used in 852 subfield $b$ and the collection code of NET in 852 subfield $c$.

| H09 | Whether using a unit’s sublibrary code or a sublibrary code for networked resource (e.g. NET), always add a field H09 subfield |k with content as netxxx where “xxx” is the cataloging unit’s sublibrary code.

Optionally, units may also add an additional reporting subfield, $m$, to the H09 field.

Use only lowercase letters for the entire content of H09; the reporting system is case-sensitive.

| 506 | Restrictions imposed on access, if any, are noted in the holdings record in field 506, e.g., For a resource restricted by IP address:

506 $a Available from workstations connected to the Harvard network

For a resource restricted by login/password:

506 $a Available to users with a valid Harvard ID.

For a resource restricted by faculty:

506 $a Available only to current Harvard Business School faculty, students and staff.
4.4.3 Holdings Record Fixed Field Information

For holdings record fixed fields, in general, use whatever values apply to material.

Match Holdings Record LDR/06 – Type of Record with Bibliographic Record LDR/07 – Bibliographic Level. That is, when Bibliographic Level is s (serial), code Type of Record as y (serial); otherwise, code Holdings Type of Record as x. Code Holdings Type of Record as x for Web sites. Holdings Type of Record code v is not likely for network resources. Harvard policy is to encode holdings records for electronic resources at level 1.

4.4.4 Access Restrictions for Different Electronic Versions

For different versions with the same access restrictions, create one holdings record with 852 subfield $$b$$ NET with a single 506 field and multiple 856 fields. For different versions with different access restrictions, create a separate holdings record for each different access restriction, each with an 852 subfield $$b$$ NET and with appropriate 506 and 856 fields.

When a URN for the resource, for a version of the resource, or for a part of the resource is input in an 856 field, the coding of the second indicator (Relationship) of the 856 field specifies the relationship between the electronic resource identified in the 856 field and the item described in the bibliographic record. Subfield $$3$$ in the 856 field is used to provide further information about the relationship if it is not a one-to-one relationship.

4.4.5 Fixed Field Values for Electronic Consortia Purchases

(008/06,07,12,16)

Harvard policy recommends the following values for University library-wide purchases of electronic resources:

Byte 06: Receipts or Acquisitions Status: Value 1
Byte 07: Method of Acquisition: Value z
Byte 12: General Retention Policy: Value 1
Byte 16: Completeness: Value 4

4.4.6 Textual Holdings Field (field 866)

A bibliographic record that describes an electronic resource should, if applicable, include a note indicating the coverage and/or coverage dates of the electronic resource.

Although Harvard policy is to discourage the use of the 866 field, it may not be practical to maintain holdings information for electronic resources in paired 853-855/863-865 fields, particularly if the resource is not something that the library physically receives. For the majority of remote-access resources for which the library receives no change
notification and over which the library has no control, consider using an open holdings statement or none at all, rather than giving detailed information which will grow inaccurate and obsolete.

The 866 field should be formatted to resemble the characteristics of those holdings added by the MARCit! Record loads, e.g.:

866 30 $$8 0 $$a Volumes 1-2. $$z Full Text
866 30 $$8 0 $$a Volumes 1-4 (2000-2003). $$z Full Text
866 30 $$8 0 $$a Volume 1 and all following, added as published. $$z Full Text

See Section 6.1.10 for additional examples of electronic continuing resources/serials.

5. Additional Information for the Original Cataloging of Continuing Resources/Electronic Integrating Resources

The guidelines below are intended to provide additional minimum cataloging requirements for separately cataloged electronic integrating resources. An integrating resource is defined as “A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing. Examples of integrating resources include updating loose-leafs and updating Web sites.”

5.1 Identifying Continuing Resources/Electronic Integrating Resources

The document Cataloging Electronic Resources: OCLC-MARC Coding Guidelines, provides a useful way to differentiate electronic integrating resources from serials:

Apply the current AACR2 definitions of monograph and serial to electronic resources. Treat as serials (Bibliographic Level:s or b) only those continuing resources issued in a succession of discrete parts with no predetermined conclusion. The parts may constitute an issue, or in some cases, an individual article.

Applying the current AACR2 definitions may result in different manifestations receiving different cataloging treatment. For example, a manifestation in print form, such as an annual directory, is cataloged as a serial whereas it is cataloged as an integrating resource when the directory takes on the form of an electronic file that is continuously updated. The Library of Congress and CONSER adhere to current definitions, and OCLC recommends its users do the same. Remotely accessed electronic resources of a dynamic nature that are currently excluded from serial treatment are:

10 AACR2, 2005 update.

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• Databases (including directories, A&I services, etc.) Example 13 (Medieval illuminated manuscripts) and example 14 (the Drexel Museum Project historic costume collection) illustrate records for these databases.

• Web portals (e.g., E-Research@Harvard) Example 15 (AnthroSource) illustrates a web portal resource

• Web sites (e.g., the Harvard University home page, blogs, wikis and podcasts) Example 16 (Harvard University Home Page) illustrates a web page

• Electronic discussion groups (e.g., SERIALST)

• Online public access catalogs (e.g., HOLLIS, Worldcat)

• Online services (e.g. America Online)

These electronic resources should be cataloged as integrating resources or monographs, as appropriate.  

5.2 Record Format for Continuing Resources/Integrating Resources

Prior to July 2006, most integrating resources were cataloged using the Books Format. Beginning in July 2006, OCLC began supporting the coding of bibliographic records for integrating resources, directing catalogers to use the format for Continuing Resources (formerly Serials) to create new records in OCLC. If users export a continuing resource/integrating resource record from OCLC into the Harvard Aleph system, the record will come in as a format SE record.

Prospectively, staff creating records for integrating resources should use the SE format. Staff should add the 006 field for non-textual integrating resources.

5.3 Additional Elements for Cataloging Continuing Resources/Electronic Integrating Resources

In addition to the fields specified in Section 4 of this document, there are additional cataloging requirements for separately-cataloged electronic integrating resources. The fields listed here were derived from the OCLC document Cataloging Electronic Resources: OCLC-MARC Coding Guidelines.

Bibliographic Record:

5.3.1 Leader

<table>
<thead>
<tr>
<th>Byte</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
</table>


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<table>
<thead>
<tr>
<th>Byte</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>06 Type of Record</td>
<td>a</td>
<td>Includes printed, microform and electronic language material.</td>
</tr>
<tr>
<td>07 Bibliographic Level</td>
<td>i</td>
<td>Integrating resource. Do not use value s (serial) or value m (monograph) for an integrating resource.</td>
</tr>
<tr>
<td>5.3.2 006 Field</td>
<td></td>
<td>Continue to include a computer file 006 for electronic integrating resources. For a textual electronic integrating resource, the typical computer file 006 field will be coded as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Type:</strong> m</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>File:</strong> d</td>
</tr>
<tr>
<td>5.3.3 008 Field</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06 type of Date/Publication</td>
<td>c,d or u</td>
<td>Use value c for continuing resource currently published</td>
</tr>
<tr>
<td>Publication Status</td>
<td></td>
<td>Use value d for continuing resource ceased publication</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use value u for continuing resource status unknown.</td>
</tr>
<tr>
<td>18 Frequency</td>
<td>k or blank</td>
<td>If the resource is truly “continuously updated” (e.g., a constantly updating database, a newspaper’s Web site that gets updated as news occurs, etc.), use the Frequency code k, which means the item is updated more frequently than daily. When the resource is updated less frequently than daily and none of the other frequency codes apply, use blank.</td>
</tr>
<tr>
<td>19 Regularity</td>
<td>r or x</td>
<td>If using k in byte 18, use r. If using blank in byte 18, use x.</td>
</tr>
<tr>
<td>21 Type of continuing</td>
<td>d or l or w</td>
<td>Use d for updating databases</td>
</tr>
<tr>
<td>resource</td>
<td></td>
<td>Use l for updating looseleafs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use w for updating web sites</td>
</tr>
<tr>
<td>23 Form of item</td>
<td>s</td>
<td>Electronic</td>
</tr>
</tbody>
</table>
5.3.4 Use of 007 in the Holdings Record

Code byte 00 as c

Code byte 01 as r

For specific information concerning the use of the 007 field at Harvard, see the HUL Bibliographic Standards document 007 Physical Description Fixed Field [R] in Holdings Records in the HOLLIS Catalog, found at http://hul.harvard.edu/cmtes/haac/ssscc/007_FixField_200311.pdf.

5.3.5 Former Titles Proper

For former titles proper of integrating resources, use field 247 in the form:

247 10 $$a [Title] $$f <Dates>

For changes in titles other than titles proper, use field 246. See LCRIs 12.7A2, 12.7B4.1, 12.7B4.2, 12.7B5.2, 12.7B6.2 for details. Fields 246 and 247 should not end with a period unless the final word is an abbreviation.

5.3.6 Date of Publication (field 260 subfield $$c or field 362)

Search site for date of first mounting, earliest copyright date, etc. (check places such as bottom of first screen, “About” link, etc.) See AACR2 rule 1.4F8 and its LCRI for details on the way dates are recorded for integrated resources.

When a beginning date is explicitly stated in the resource, record it in 260 subfield $$c; when the beginning date is not explicitly stated in the resource, omit 260 subfield $$c and give the beginning date in 362/1 if ascertainable. If the publication date of the first iteration is stated explicitly on the later iteration, the publication date of the first iteration should be supplied in square brackets in the publication, etc., area.

- When there is no date information present anywhere in the resource, omit 260 subfield $$c and give approximate date in 362/1:
  
  362 1 $$a Began in 1990s.

- When there is only a single copyright date, omit 260 subfield $$c and give approximate beginning date in 362/1.

- When there is a range of copyright dates, suggesting that the first date may be beginning date, omit 260 subfield $$c and give probable beginning date in 362/1, based on first copyright date:

  362 1 $$a Began in 1998?
5.3.7 Frequency Note (field 310)
Use “Frequently updated” or other appropriate frequency note for integrating resources, according to AACR2 rule 12.7B1, using field 310, current publication frequency. Field 310 should not end with a period unless the final word is an abbreviation:

310  $$a Frequently updated

5.3.8 “Description based on” note (field 500)
In addition to the source of title note required in Section 4.3, the “Description based on” note must be present for electronic integrating resource records, according to AACR2 rules 9.7B22 and 12.7B23:

500  $$a Description based on contents viewed [Date]

“Source of title” note and “description based on” note may be combined into a single note, as follows:

500  $$a Title from title screen (viewed on [Date])

5.3.9 Preceding/succeeding work (fields 780 and 785)
When applicable, make a linking entry (780/785) for a preceding and/or succeeding work if that work is one that the user is likely to associate with the resource (e.g. a directory formerly issued in print that has been updated and succeeded by the remote access resource represented in the record).

6. Additional Information for the Original Cataloging of Electronic Continuing Resources/Serials

The guidelines below are intended to provide additional minimum cataloging requirements for separately-cataloged electronic continuing resources/serials.

A serial is defined in the following manner:

A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series.12

Example 17 (Caucasian journal of European affairs) illustrates an example of a continuing resource/serial record.

Also note that at the present time rules regarding the cataloging of CONSER records are changing. The recommendations listed in this section may require future refinement based on changes in CONSER national policy,

12 . Anglo-American Cataloging Rules, Chapter 9 (Electronic resources); Chapter 12 Continuing resources, and the corresponding Library of Congress Rule Interpretations

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6.1 Additional Elements for Cataloging Continuing Resources/Electronic Serials

In addition to the fields specified in Section 4 of this document, there are additional cataloging requirements for separately-cataloged electronic serials.

6.1.1 - Leader

<table>
<thead>
<tr>
<th>Byte</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>06 Type of Record</td>
<td>a</td>
<td>Includes printed, microform and electronic language material.</td>
</tr>
<tr>
<td>07 Bibliographic Level</td>
<td>s</td>
<td>Serial</td>
</tr>
</tbody>
</table>

6.1.2 006 and Holdings 007 Field

See Section 5.3.2 and Section 5.3.4 for coding information for the 006 and 007 fields.

6.1.3 Publication, Distribution, etc. (Field 260)

If a place of publication is readily available for an online resource (i.e., within one page link of the home page and/or issue being described), supply that place in field 260 $$a. Otherwise, supply [S.l.] in field 260 $$a. Code the fixed field country code as appropriately as possible.

6.1.4 Current and Former Publication Frequency (Fields 310 and 321)

Always provide the current frequency in field 310. It is not required to provide the former frequency in field 321. If using copy where the frequency in field 310 is no longer current and a field 321 is present, update field 310 to reflect the current frequency and replace existing field 321 information with “Frequency varies” regardless of how many former frequencies there are.

6.1.5 Dates of publication/designation, unformatted style only (field 362, first indicator 1)

See Section 5.3.6 for more information.

6.1.6 Source of title, Description based on, and Latest Issue Consulted notes (field 500)

Routinely provide only the following 500 notes, but provide them on all records: Source of title, issue on which the description is based (DBO); latest issue consulted (LIC), if applicable.
6.1.7 Added entry fields (730 and 740, Linking fields (fields 76X-78X))

Follow CONSER and MARC guidelines for supplying all linking entry fields except: 773 (host item), 774 (constituent unit entry), and 787 (non-specific relationship), which are not required. It is not required to make added entries (730, 740) that duplicate the linking entry field(s).

Prospectively, use 776 $i rather than a 530 note, to describe any additional physical formats available.

6.1.8 Added entry – hierarchical place name (field 752)

National guidelines indicate that this entry applies to newspapers only; do not add for electronic continuing resources. Harvard University Library policy permits the use of field 752 for locally cataloged resources.

6.1.9 Textual Holdings Field (field 866)

A bibliographic record that describes an electronic resource should include a note indicating the coverage dates of the electronic resources. The 866 field should be formatted to have the same characteristics as those holdings added by the MARCit! Record loads, e.g.:

- 866 30 $$8 0 $$a Available from 1979 until 1999. $$z Full Text
- 866 30 $$8 0 $$a Available from 2001. $$z Full Text
- 866 30 $$8 0 $$a Available from 1997. Most recent 1 year(s) not available. $$z Full Text
- 866 30 $$8 0 $$a Available from 1991 until 2000. $$z Full Text
- 866 30 $$8 0 $$a Available from 1977. Most recent 1 month(s) not available. $$z Full Text

If the resource is registered with the E-Resource Management & Licensing Group, it will be added to SFX and updates to that record will be made in subsequent MARCit! record loads. Maintenance of the 866 will not be required at this point, as the coverage dates will be updated with the latest information.

If a cataloger decides to update coverage information prior to the holdings being overlaid in a MARCit! dataload, please notify the CONSER office. CONSER will confirm with the SFX Knowledge Base that this change has been reflected for future MARCit! dataloads.

Frequently, it will not be practical to maintain holdings information in paired 853-855/863-865 fields, particularly if the resource is not something that the library physically receives. For the majority of remote-access resources for which the library receives no change notification and over which the library has no control, consider using

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an open holdings statement or none at all, rather than giving detailed information which will grow inaccurate and obsolete.

### 6.2 Major vs. Minor Changes

The national CONSER office has been reviewing the CONSER standard record over the course of the past year. A Working Group was formed to make recommendations on changes in the CONSER record for both print and online continuing resources serials. In July 2006, CONSER released the *Access Level Record for Serials Working Group Final Report*, which calls for a significant overhaul of the CONSER standard record.\(^{13}\)

While the revised CONSER standard record has not been nationally released as of the date of this publication, the *Access Level Record* report does contain some useful information for serials catalogers who are contemplating title changes for serials, particularly in helping to determine whether such a title change is a major change, requiring a new record, or a minor change, that can be reflected in the existing record. The *Access Level Record Report*, Appendix E, provides “rules of thumb for problematic situations.”

**Rules of thumb for problematic situations:**

- Resource-type words: If the word can be used with an indefinite article, consider it a resource-type word (using this guideline, *newspaper* is a resource-type word; *news* is not a resource-type word). Frequency words are not considered resource-type words (though commonly used that way in English). In case of doubt, consider a word to be a resource-type word.

- Minor Word Variations: In case of doubt, consider a different representation to be the same word but use caution and perhaps a dictionary in the case of different grammatical forms since words like *man* and *male* are different words with different meanings.

- Geographic term or government body? When the serial is issued by or associated with a government body, consider a geographic term to be a representation of the corporate body’s name (e.g., *California facts and figures* issued by an agency of the California state government).

- Change of meaning or subject matter: Limit the application of this rule to changes that would be reflected in subject headings, and cases where the publisher indicates that the title change reflects a change in scope.

**Title change analysis**

Changed titles might include multiple changes simultaneously. The cataloger must determine whether any of the changes are considered major (since multiple minor changes are collectively still considered minor). Answering the questions on the following chart can help:

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Cataloger’s Judgment</th>
<th>Disposition</th>
</tr>
</thead>
</table>


Working in collaboration with Harvard University’s Office for Information Systems, the Harvard College Library’s Preservation and Imaging Services Department and the Weissman Preservation Center, production templates have been developed for MARC holdings records designed for various Harvard digital preservation projects and programs. A document describing the details of these templates and of other related local practices can be found at: [http://preserve.harvard.edu/cataloging/digitalholdingsrecords.pdf](http://preserve.harvard.edu/cataloging/digitalholdingsrecords.pdf).

### 7.1 Digitization of Portions of Archival or Manuscript collections

It is often the case that a portion of an archival or manuscript collection is digitized. In this case, the cataloger may point to the electronic resource on the collection-level record by creating a holdings record describing the portion digitized and adding a NET holding (see example 18, Denison House. Records, 1890-1984 (inclusive)).

In addition to the collection-level record, the cataloger may also decide to create an analytic record, cataloging only the digitized portion (see example 19, Louise Marion Bosworth Papers, 1890-1946; Expense account book, 1908-1909). Note: These are examples of current practice. Harvard-wide standards are in the process of being finalized and system enhancements are being developed. Once the standards are complete, they will be announced and made available.

### 8. Further Questions

The practice and standards for cataloging electronic resources continue to evolve and the nature of electronic resources themselves continue to change. This document cannot answer all questions about the cataloging of electronic resources; it assumes a solid knowledge of current principles and practices in cataloging. Questions that arise in
connection with the cataloging of serials may be directed to the Harvard CONSER Office (tel. 6-5981 or e-mail Ruth Haas at rshaas@fas.harvard.edu). Other questions concerning the cataloging of electronic resources may be referred to Ann Sitkin (6-2109; sitkin@law.harvard.edu), chair of the Standing Subcommittee on Bibliographic Standards and Policy.

9. Workflows for Obtaining URNs for Electronic Resources

This section describes the process for obtaining a URN for an electronic resource from OIS. Libraries that wish to create a record with a URL for an electronic resource without obtaining a URN from OIS are responsible for keeping the URL up to date.

9.1 Originally Cataloged Electronic Books

If adding a new e-book to HOLLIS/Aleph that will be available to the entire Harvard community:

- Create and/or export bibliographic record
- If needed, add bibliographic record fields defined in Section 4 of this document
- Create holdings record with 852 field $b NET $c GEN
- Add 506 with restriction note, if applicable
- Add 007 to holdings record
- Fill out the E-book Information Template available from the E-Resource Management & Licensing iSite at: [http://isites.harvard.edu/k11228](http://isites.harvard.edu/k11228)
- OIS reports URN back to unit—unit adds this to 856 field

9.2 E-Journals: E-Journal Registration Process

- Create and/or export bibliographic record
- If needed, add bibliographic record fields defined in Sections 4 & 6 of this document
- Create holdings record with 852 field $b NET $c GEN
- Add 506 with restriction note, if applicable
- Add 007 to holdings record
- Fill out an E-Journal Submission Form (JIT) form available from the E-Resource Management & Licensing iSite at: [http://isites.harvard.edu/k11228](http://isites.harvard.edu/k11228)
- Please report free (i.e. no charge) e-journals as well, using the FREE E-Journal Submission Form also available from the iSite
- OIS reports URN back to unit—unit adds this to 856 field.
- OIS adds record to SFX; URN added to HOLLIS via MARCit!

9.3 E-Journals that do not have an ISSN

If you wish to add an E-journal title that does not have an ISSN:

- Check ISSN Database for ISSN entry.
- If there is an entry, follow E-Journal registration process for titles with ISSN (see Appendix A)

9.3.1 If the Title Does Not Have an ISSN

- Add and/or export bibliographic record
- If needed, add additional bibliographic fields as outlined in Section 6 of this document.
- Create holdings record with 852 field $$b NET $$c GEN
- Add 506 with restriction note, if applicable
- Add 866 field with coverage information
- Add 007 to holdings record
- Fill out an E-Journal Submission Form (JIT) form available from the E-Resource Management & Licensing iSite at: http://isites.harvard.edu/k11228
- Please report free (i.e. no charge) e-journals as well, using the FREE E-Journal Submission Form also available from the iSite
- OIS reports URN back to unit—an adds this to 856 field.
- OIS adds record to SFX; URN added to HOLLIS via MARCit.

9.3.2 CONSER Submissions to the ISSN Offices
- If the CONSER Office does not find an ISSN, CONSER will CONSERize record and send record to US ISSN Office (if US publication) or to appropriate foreign entity requesting an ISSN. The ISSN office will add ISSN and contact CONSER office
- CONSER notifies OIS and this record will ultimately be added to the SFX database
- Record will match on future load and NET MRCIT holdings will be created, NET GEN holdings will be suppressed

9.4 ISSN Submission Workflow

Here are the details for requesting submissions for ISSNs to the CONSER office:
- Submissions include all types of publications falling into the definition of a serial, i.e., print or non-print publications issued in parts, usually bearing issue numbers and/or dates, and expected to continue indefinitely
- In order for CONSER to submit a title to the US ISSN Center a resource must be published in the United States
- International bodies headquartered in the US are the responsibility of the ISSN Center in Paris
- Submissions can include magazine, newspapers, annuals (such as report, yearbooks, and directories), journals, memoirs, proceedings, transactions of societies and monographic series
- Submissions can include ceased titles, if considered important
- Submissions can include government publications and newsletters, if considered important
- For non-US publications, CONSER Office staff will search titles in the ISDS Register and, if found, ISSN information will be added to the CONSER record
- There is no need to send surrogates to the HUL/CONSER Office; the CONSER record is considered to be enough for verification
- Be sure that the bibliographic record has information about a recent issue consulted either in the 362 field or in a 500 “Latest issue consulted” note
- To receive an ISSN assignment send bibliographic titles and OCLC record numbers to: Ruth Haas (rshaas@fas.harvard.edu) or by interoffice mail to Ruth’s attention at HUL/CONSER Office, HCLTS, 625 Massachusetts Ave., Cambridge, Massachusetts
9.5 Adding New Databases

If adding a new database to HOLLIS/Aleph that will be available to the entire Harvard community:

- Create and/or export bibliographic record
- If needed, add bibliographic record fields defined in Sections 4-5 of this document
- Create holdings record with 852 field $b NET $c GEN
- Add 506 with restriction note, if applicable
- Add 007 to holdings record
- If not already filled out, complete an E-Resource Description Form available from the E-Resource Management & Licensing iSite at: [http://isites.harvard.edu/k11228](http://isites.harvard.edu/k11228)
- Please report free (i.e. no charge) databases as well, using the FREE Resource Acquisition and Description Form from the iSite
- OIS reports URN back to unit—unit adds this to 856 field.
- OIS adds record to E-Research.

9.6 Adding New Website

If adding a website to HOLLIS/Aleph that will be available to the entire Harvard community:

- Create and/or export bibliographic record
- If needed, add bibliographic record fields defined in Section 5 of this document
- Create holdings record with 852 field $b NET $c GEN
- Add 506 with restriction note, if applicable
- Add 007 to holdings record

9.7 Adding an Electronic Resource Restricted to a Particular Harvard Community

Any electronic resource that is cataloged in HOLLIS/Aleph but restricted to a particular community is maintained completely by the library that creates the record. The URL is not registered with the E-Resource Management & Licensing Group and the resource is not added to SFX or E-Research.

Electronic resources that are restricted to a particular Harvard community may be a directly accessed resource, such as a CD-ROM available over a single computer workstation or networked locally, or a remotely available resource that is restricted to a particular patron population.

- Create and/or export bibliographic record
- If needed, add bibliographic record fields defined in Sections 4-6 of this document
- Create holdings record with 852 field $b [your Sublibrary code] $c NET
- Add 506 with restriction note, if applicable
- Add 007 to holdings record
10. References

10.1 National Standards

1. Anglo-American Cataloging Rules, Chapter 9 (Electronic resources); Chapter 12
Continuing resources, and the corresponding Library of Congress Rule Interpretations

2. BIBCO. Monographic Electronic Resources: BIBCO Core Record Standards. Program
for Cooperative Cataloging http://www.loc.gov/catdir/pcc/bibco/coreelectro.html


5. CONSER. Integrating Resources: a Cataloging Manual. Appendix A to the BIBCO
Participants’ Manual and Module 35 of the CONSER Cataloging Manual. Program for
Cooperative Cataloging http://www.loc.gov/catdir/pcc/bibco/irman.pdf

Project Report, Appendix C: Draft Cataloging Guidelines.

7. Library of Congress. Guidelines for Coding Electronic Resources in Leader/06.
Library of Congress http://www.loc.gov/marc/ldr06guide.html

Congress http://www.loc.gov/marc/856guide.html

http://www.loc.gov/marc/formatintegration.html

10. MARC 21 Concise Format for Bibliographic Data. Library of Congress
http://www.loc.gov/marc/bibliographic/ecbdhome.html

11. OCLC. OCLC Bibliographic Formats and Standards. Special Cataloging Guidelines:
Electronic Resources
http://www.oclc.org/bibformats/en/specialcataloging/#CHDIDIDB

Practice for Integrating Resources. OCLC
http://www.oclc.org/support/documentation/worldcat/tb/252/default.htm#newcoding

(Note that Nancy Olson’s guide, Cataloging Internet Resources: A Manual and Practical
Guide, is now considered by OCLC to be obsolete).
http://ublib.buffalo.edu/libraries/units/cts/olac/capc/stnir.html


10.2 Harvard University Standards


http://hul.harvard.edu/cmtes/haac/ssssc/Cataloging_Network_Resources.pdf (note: this document is currently undergoing revision)

http://hul.harvard.edu/cmtes/haac/HUL_Bibliographic_Standards.pdf

4. Harvard University Library Bibliographic Standards: Form/Genre Added Entries
http://hul.harvard.edu/cmtes/haac/Form_Genre.htm

10.3 Harvard College Library Technical Services Documentation

1. Cataloging Books with Accompanying Media
http://hcl.harvard.edu/technicalservices/policies/cataloging/accompanying_media.pdf

2. Cataloging CD-ROMs or DVD-ROMs Requiring the Use of a Computer. Rev. 09/01/06 (currently in revision)

3. Cataloging Internet Resources: Monographs

10.4 General Documentation

1. Reitz, Joan M. *ODLIS: Online Dictionary for Library and Information Science*.  
http://lu.com/odlis/

**Examples**

Cataloging policy for remote electronic resources is in constant development. As explained in Section 2.2.1, ‘in most cases it is not practical or feasible to update older

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practices in existing bibliographic records describing electronic resources in HOLLIS. Therefore, it is best to learn from the following examples and not rely primarily on records in the HOLLIS catalog. These examples follow the current Harvard cataloging practice as of the last revision of this document."

**Example 1 – Monograph – *Inventiones* -Single Record approach- print and online versions: Bibliographic Record**

Snippets of bibliographic record showing the following fields:

- 008 byte 23 coded for the original version
- No other fields denoting electronic version added, as there is no variant title between original and electronic version.

FMT BK
LDR 01411nam 22003618a 4500
008 960213s1996 ncu s001 0 eng
010 |a 96006232
020 |a 0807822930 (cloth : alk. paper)
020 |a 0807846007 (pbk. : alk. paper)
1001 |a Otter, Monika.
24510 |a Inventiones : |b fiction and referentiality in twelfth-century English historical writing / |c by Monika Otter.
300 |a x, 230 p. ;|c 25 cm.

**Example 1 – Print Holdings Record**

Holdings Record – WID Location for print version

LDR 00270nu 22001211n 4500
LKR |a HOL |l HVD01 |b 006965848
001 008866136
005 20020607041712.7
008 960719|| | ||||uu |960910
CAT |a CONV |b 00 |c 20020610 |l HVD60 |h 1138
8520 |b WID |c WIDLC |h DA129.5 |i .O88 1996
H08 |a c |b 20020630

**Example 1 – NET Holdings Record**

Holdings Record – NET Location for online version

LDR nx 22 1n 4500
007 cr|cn | ||||| |
008 0306161p 1 4001uu 0000000
506 |a Available to users with a valid Harvard ID and PIN.
852 |b NET |c GEN
Example 2 – Continuing Resource – Central Government Debt -
Single Record approach-print and online versions: Bibliographic Record

Snippets of bibliographic record showing the following fields:

- 008 byte 23 coded for the original version

FMT SE
LDR 01202cas 22003374a 4500
008 010426c20009999fr ar s i0 0eng c
010 |a 2001242098
24500 |a Central government debt : |b statistical yearbook =
Dette de l'administration centrale : annuaire statistique / |
c OECD.
24631 |a Dette de l'administration centrale : annuaire
statistique
260 |a Paris : |b Organisation for Economic Co-operation
and Development, |c c2001-
300 |a v. : |b ill. ; |c 28 cm.
310 |a Annual
3620 |a 2000-
4901 |a Statistics/statistiques
7102 |a Organisation for Economic Co-operation and
Development.
830 0 |a Statistics (Organisation for Economic Co-operation
and Development)

Example 2 Print Holdings Record

Holdings Record – LIT Location for print version

LDR 00312ny 22001334n 4500
008 0104244p 8 0001uueng0010515
8520 |b LIT |c GEN |h HJ8001 |i .C46 |z Latest in Reference
85320 |8 1 |a (year/year) |i (year) |w a
86340 |8 1.1 |a 1980/1999 |i 2000 |w g
H08 |a c |b 20020630
H80 |a HCL |b LIT |d 20041231 |e HCL library of record
selection committee

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Example 2 – NET Holdings Record
Holdings Record - NET GEN Location for online version

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDR</td>
<td>ny 22 zi 4500</td>
</tr>
<tr>
<td>007</td>
<td>cr</td>
</tr>
<tr>
<td>008</td>
<td>0212031z 1 4001uu 0000000</td>
</tr>
<tr>
<td>506</td>
<td>a Available to users with a valid Harvard ID.</td>
</tr>
<tr>
<td>852</td>
<td>b NET</td>
</tr>
<tr>
<td>85641</td>
<td>u <a href="http://nrs.harvard.edu/urn-3:hul.eresource:souroecd">http://nrs.harvard.edu/urn-3:hul.eresource:souroecd</a></td>
</tr>
<tr>
<td>H09</td>
<td>k netssp</td>
</tr>
<tr>
<td>H08</td>
<td>a c</td>
</tr>
</tbody>
</table>

Example 3 – Life of John Sterling - Separate Record Approach for Electronic Version of Monograph

Snippets of bibliographic record showing the following fields:

- 006 field added and coded as electronic
- 008 byte 23 coded s for electronic
- 245 $$h [electronic resource] added
- 538 field added
- 500 field (source of title) added

FMT BK
LDR cam 22002892a 4500
006 m|||| |||d|u|||||||
008 010511s199u ilu s 000 0beng|d
020 |a 0585008922 (electronic bk.)
1001 |a Carlyle, Thomas, |d 1795-1881.
260 |a Champaign, Ill. : |b Project Gutenberg ; |a Boulder, Colo. : |b NetLibrary, |c [199-?] |
538 |a Mode of access: World Wide Web.
500 |a "Project Gutenberg Editor's note: the text is taken from the printed "Sterling Edition" of Carlyle's complete works, in 20 volumes."
7102 |a NetLibrary, Inc.

Example 3 – NET Holdings Record
Holdings Record

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDR</td>
<td>nx 22 1i 4500</td>
</tr>
<tr>
<td>007</td>
<td>cr</td>
</tr>
<tr>
<td>008</td>
<td>0512031z 1 4001uu</td>
</tr>
</tbody>
</table>

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Example 4 – Yearbook of International Organizations/International Organizations Online: Separate Records for NonEquivalent Versions

Example 4a: Bibliographic Record: Yearbook of International Organizations – Original Print Version

FMT SE
LDR ^^^^^cas^^2200565^a^4500
24500 |a Yearbook of international organizations.
77608 |i Also issued on CD-ROM as part of: |t Yearbook plus of international organizations and biographies |w (DLC)^^2004206714 |w (OCoLC)39938120
77608 |i Also available via the World Wide Web as part of: |t International organizations online
78000 |t Annuaire des organisations internationales |w (DLC)sf 83001178 |w (OCoLC)4744342
7871 |t International association statutes series |g 1988- |x 0933-2588 |w (DLC)^^91642163 |w( OCoLC)18869311
830 0 |a Publication (Union of International Associations)

Example 4a Holdings record for print version (serial)

LDR 00777ny^^^22002294n^4500
008 8902135p^^^^8^^^1001uueng0010808
8527 |2 ZHCL |b WID |c HD |h Int 17.7 |z Latest issue held in Loker Reading Room under call number: RR4201.22 |z Next to latest issue held in Lamont in Government Documents Reference collection under call number: JX1904.A41 (L)
85300 |8 1 |a ed. |i (year)
85300 |8 2 |a (year) |b v.
85300 |8 3 |a +ed. |b v. |i (year)
H08 |a c |b 20020630

Example 4b New Bibliographic Record for Change of Physical Format (electronic integrating resource)

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Example 4b Holdings record for new record after change of physical format (electronic integrating resource)

LDR ^^^^^nx^^^22^^^^^1n^4500
LKR |a HOL |l HVD01 |b 010238296
007 cr|bn |l
008 0606201p^^^^1^^^4001uu^^^000000
506 |a Available to users with a valid Harvard ID
852 |b NET |c GEN
85640 |u http://nrs.harvard.edu/urn-3:hul.eresource:yrbkintl
H08 |a c |b 20020630
H09 |k netsssp

Example 5: America, History and Life –Began as Serial in Print, Continues Exclusively as Online Integrating Resource

Example 5a: Bibliographic Record: American, history and life – Original Print Version

Snippets of bibliographic record:

LDR 03207cas 2200565 a 4500
008 890222c19899999cauqx1p ai 0 a0eng d
010 |a 89659058 |z sn 89044080
0220 |a 0002-7065

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Example 5a Holdings record for print version (serial)

LDR 00353ny 22001454n 4500
005 20020607111351.6
008 0009065p 8 1001uueng0020607
8520 |b WID |c HD |h E171 |i .A488x |z Consult circ. desk
85300 |8 1 |a v. |b no. |i (year)
86341 |8 1.1 |a 26-31 |i 1989-1994
H08 |a c |b 20020630

Example 5b New Bibliographic Record for Change of Physical Format
(electronic integrating resource)

Snippet of bibliographic record:

FMT BK
LDR 02204cam 2200493 a 4500
006 m d
006 sbr dss ai 0||| 2
008 981214m19649999cau sai 000 0 eng d
24500 |a America, history and life |h [electronic resource].

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Example 5b: NET Holdings

LDR 00441ny 22001691n 4500
005 20030310131854.0
007 cr|un|||||||||
008 0009091z 1 4001uu 0020315
506 |a Available to users with a valid Harvard ID.
8520 |b NET |c GEN |h E151
85640 |u http://nrs.harvard.edu/urn-3:hul.eresource:amhis lif
H08 |a c |b 20020630
H09 |k netwid

Example 6 – Basic and Clinical Pharamcology.-Print and Online Versions Identicial. No Harvard Holdings for Print Resource; Print Bibliographic Record Used for Online Holdings

Snippet of bibliographic record showing the following fields:

- 008 byte 23 coded for original version
Example 6: NET Holdings (only holdings on title)

- 856 contains second indicator 1 in accordance with MARC practice

Example 7 - Aurel Stein on the Silk Road - Electronic Table of Contents URN added to field 856 in the holdings record

No changes required to bibliographic record.

Example 8 – Anthony, Susan B. … Autograph letter - Use of field 555, subfield $$u$$ for Harvard-prepared and maintained finding aids

Snippet of bibliographic record to show use of 555 field

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Example 9 – Physical anthropology and archaeology

Text with companion website – Bibliographic Record

FMT BK
LDR 00922pam 2200289 a 45e0
006 m|||g|||m| ||||||
008 010517s2002 njuab b 001 0 eng
1001 |a Ember, Carol R.
24510 |a Physical anthropology and archaeology / |c Carol R. Ember, Melvin Ember, Peter N. Peregrine.
250 |a 1st ed.
300 |a xiv, 319 p. : |b ill. (some col.), col. maps ; |c 28 cm. + |e 1 CD-ROM (4 3/4 in.)
500 |a "This first edition ... is a much expanded and revised version of the physical and archaeology sections of Ember and Ember's Anthropology"--P. viii.
538 |a System requirements: Macintosh computer; CD-ROM drive.
538 |a System requirements: Windows; CD-ROM drive.
500 |a Companion Website offers chapter objectives, study questions and links to additional materials and information.

Example 9: NET Holdings Record for Companion Website

Note: This holdings record created in addition to the holdings for the print text.

LDR nx 22 li 4500
005 20031119132127.0
007 cr|cn ||||||
008 03110512 1 4001bb 0000000
852 |b NET |c GEN
85642 |3 Companion website |u http://www.prenhall.com/ember
H09 |k nettoz
H08 |a c |b 20020630

Examples 10, 11, 12 – Multilaterals Project - Collective Titles

Example 10 Multilaterals Project – Bibliographic Record

Snippet of bibliographic record

FMT SE
LDR 01581nai 2200265 a 4500

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Example 10 – NET Holdings

```
LDR 00335nx 22001451n 4500
007 cr|cn ||||||||
008 9505081z 1 4001uu 0000307
852 |b NET |c GEN
85640 |u http://www.fletcher.tufts.edu/multilaterals.html
H08 |a c |b 20020630
H09 |k netlaw
```

Example 11 – Atmosphere and space (Differing levels of the resource, part 2): Bibliographic Record

```
Snippet of bibliographic record

FMT SE
LDR 02068nai 2200265 a 4500
006 m||| | | |d| | ||||
008 020608c1992/9999mau x w sz 0||| 2eng d
24500 |a Atmosphere and space |h [electronic resource].
260 |a [Medford, Mass.] : |b Edward Ginn Library, The Fletcher School, Tufts University, |c 1992-
538 |a Mode of access: World Wide Web.
500 |a Title from Web page (viewed on 20 Feb. 2003).
7102 |a Fletcher School of Law and Diplomacy.
```

Example 11 – NET holdings

```
LDR 00352nx 22001571n 4500
007 cr|cn ||||||||
008 9505010z 1 4001uu 0000307
852 |b NET |c GEN
85640 |u http://www.fletcher.tufts.edu/multi/atmos.html
```

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Example 12 – Convention on Registration of Objects (Differing levels of the resource, pt. 3): Bibliographic Record

Snippet of bibliographic record

FMT BK
LDR 00663nam 2200193 a 4500
006 m| | | | | |d | | |
008 950508s199u mau sz 000|0 eng d
24500 |a Convention on Registration of Objects Launched into 
Outer Space (1975) |h [electronic resource].
260 |a [Medford, Mass. : |b Fletcher School of Law and 
Diplomacy, Tufts University, |c 199-]
440 0 |a Multilaterals Project
440 0 |a [Atmosphere and space]
538 |a Mode of access: World Wide Web.
500 |a Title from Web page caption (viewed on 20 Feb. 
2003).
500 |a "BH653.txt."
500 |a Series statement from home page.

Example 12 – NET Holdings

LDR 00357nx 22001571n 4500
007 cr|bn | | | | | | |
008 9505081z.1 4001uu 0010829
852 |a NET |c GEN
85640 |u http://www.fletcher.tufts.edu/multi/texts/BH653.txt
H08 |a c
H09 |k netlaw

Example 13 – Medieval illuminated manuscripts (Record 
describing continuing resource/integrating electronic 
resource/database)

Snippet of bibliographic record

FMT SE
LDR nai 22003014a 4500
006 m| | | | | |d | | |
008 070215c20009999ne x d sc 0||| 2eng d
1102 |a Koninklijke Bibliotheek (Netherlands)
24510 |a Medieval illuminated manuscripts |h [electronic 
resource].
24631 |a Middeleeuwse verluchte handschriften

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Example 13 – NET HOLDINGS

<table>
<thead>
<tr>
<th>LDR</th>
<th>nx 22</th>
<th>ln 4500</th>
</tr>
</thead>
<tbody>
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<td>LKR</td>
<td>a HOL</td>
<td>l HVD01</td>
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<td>007</td>
<td>cr</td>
<td>cn</td>
</tr>
<tr>
<td>008</td>
<td>070215iz</td>
<td>1</td>
</tr>
<tr>
<td>852</td>
<td>b NET</td>
<td>c GEN</td>
</tr>
<tr>
<td>85640</td>
<td>a <a href="http://www.kb.nl/kb/manuscripts">http://www.kb.nl/kb/manuscripts</a></td>
<td></td>
</tr>
<tr>
<td>H08</td>
<td>a c</td>
<td>b 20070215</td>
</tr>
<tr>
<td>H09</td>
<td>k netwid</td>
<td></td>
</tr>
</tbody>
</table>

Example 14 – The Drexel Museum Project historic costume collection (Record describing continuing resource/integrating electronic resource/database)

Note: Follow same convention for holdings as Example 12

Snippet of bibliographic record

<table>
<thead>
<tr>
<th>FMT</th>
<th>SE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDR</td>
<td>nai 22002654a</td>
</tr>
<tr>
<td>006</td>
<td>m</td>
</tr>
<tr>
<td>008</td>
<td>070215c20039999pau</td>
</tr>
<tr>
<td>24630</td>
<td>a Historic costume collection</td>
</tr>
<tr>
<td>2461</td>
<td>i HTML header:</td>
</tr>
<tr>
<td>260</td>
<td>a Philadelphia :</td>
</tr>
<tr>
<td>3621</td>
<td>a Began in 2003?</td>
</tr>
<tr>
<td>538</td>
<td>a Mode of access: World Wide Web.</td>
</tr>
<tr>
<td>500</td>
<td>a Title from home page (viewed on Feb. 15, 2007).</td>
</tr>
<tr>
<td>520</td>
<td>a A searchable database of archival data and detailed graphics for the Drexel Historic Costume Collection, housed in the College of Media Arts &amp; Design and the Drexel Collection, Drexel University, Philadelphia, PA., as well as objects loaned to the project for inclusion in the database. This site provides detailed information for fashion and textile design students, fashion professionals, historic costume scholars, and followers of fashion trends, current and past. Garments from the collection are viewable in 3D panorama. Rich details are displayed as &quot;hot spots&quot; on the panoramas.</td>
</tr>
<tr>
<td>61020</td>
<td>a Drexel University</td>
</tr>
<tr>
<td>7102</td>
<td>a Drexel Digital Museum Project.</td>
</tr>
<tr>
<td>7102</td>
<td>a Drexel University.</td>
</tr>
</tbody>
</table>
Example 15 – AnthroSource - Web portal: Bibliographic Record
Note: Follow same convention for holdings as Example 12
Snippet of bibliographic record

FMT SE
LDR cai 2200349Ia 4500
006 m|||g|||d| |||||l
008 050412c200u9999vau x w s a 0||| 2eng d
24500 |a AnthroSource |h [electronic resource].
2463 |a AS anthrosource
2463 |a Anthro source
260 |a Arlington, VA : |b American Anthropological Association in partnership with the University of California Press.
538 |a Mode of access: World Wide Web.
500 |a Title from home page (viewed June 3, 2005).
520 |a Electronic archive of all AAA journals through 2003; includes access to archival content housed at JSTOR for key publications; also includes access to current issues of eleven of the AAA's most critical peer reviewed publications.
7102 |a American Anthropological Association.
7102 |a University of California Press.

Example 16 – Harvard University web page -Web site: Bibliographic Record
Note: Follow same convention for holdings as Example 12
Snippet of bibliographic record

FMT SE
LDR 00826nai 2200193 a 4500
006 m|||g|||d| |||||l
008 020608c199u9999maudr w s 0||| 2eng d
1102 |a Harvard University.
24510 |a Harvard University |h [electronic resource] : |b [Web site].
2461 |i HTML header: |a Welcome to Harvard University
260 |a [Cambridge, Mass. : |b Harvard University]
310 |a Updated daily
3621 |a Began in the 1990s.
538 |a Mode of access: World Wide Web.
500 |a Title from home page (viewed on Sept. 11, 2003).
520 |a Includes information about all aspects of Harvard University including academics, admissions, campus life, alumni, directories, libraries and museums, information technology, administration and employment.
61020 |a Harvard University.
Example 17 – Caucasian Journal of European Affairs-Original Cataloging of Online Continuing Resource/Serial

Snippet of Bibliographic Record

<table>
<thead>
<tr>
<th>FMT SE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDR cas 2200337 a 4500</td>
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<tr>
<td>006 m</td>
</tr>
<tr>
<td>008 060328c20069999aj qr pss 0 Oeng c</td>
</tr>
<tr>
<td>24500</td>
</tr>
<tr>
<td>2461</td>
</tr>
<tr>
<td>24613</td>
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<td>260</td>
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<td>310</td>
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<tr>
<td>3620</td>
</tr>
<tr>
<td>538</td>
</tr>
<tr>
<td>500</td>
</tr>
<tr>
<td>546</td>
</tr>
</tbody>
</table>

Example 16 – NET HOLDINGS

| LDR ny 22 4n 4500 |
| 007 cr|cn |||||||
| 008 0702151z 1 4001uu 0000000 |
| 852 |b NET |c GEN |
| 85640|u http://nrs.harvard.edu/urn-3:hul.eresource:ces-az.org/cjea |
| H08 |a c |b 20070215 |
| H09 |k netwid |

Example 18 – Denison House records-Collection-Level Record Describing Digitized Portions of an Archival or Manuscript Collection

Snippet of bibliographic record:

<table>
<thead>
<tr>
<th>FMT MX</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDR 04317cpc 22007457a 4500</td>
</tr>
<tr>
<td>008 850617i18901984mau eng d</td>
</tr>
<tr>
<td>010</td>
</tr>
<tr>
<td>0351</td>
</tr>
<tr>
<td>1102</td>
</tr>
<tr>
<td>24500</td>
</tr>
<tr>
<td>300</td>
</tr>
</tbody>
</table>

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351 |a Arranged in three series: I. History. II. Administration. III. Program.
520 |a Minutes, annual reports, day books, photos, scrapbooks, clippings, pamphlets, posters, and invitations comprise the collection. The records are incomplete; there are gaps in the annual reports, 1920-1934 and 1943-1948, and very few records from 1949-1960; much financial information is lacking, and there is almost no correspondence. Also included are reminiscences by Vida Scudder and a 1980 slide show.
524 |a Denison House Records. Schlesinger Library, Radcliffe College.
5558 |a Unpublished finding aid; |d most Schlesinger Library finding aids are also available in the National Inventory of Documentary Sources in the United States (Chadwyck-Healey, 1984-).
5550 |a Electronic finding aid available |u http://nrs.harvard.edu/urn-3:RAD.SCHL:sch00182
830 0 |5 net |a Open Collections Program at Harvard University. |p Emigration and immigration.

Example 18: Holdings Record

LDR nx 22 1n 4500
005 20061026122623.0
007 cr||n |||||a|p
008 0610261z 8 4001aa 0000000
506 |a No restrictions on use.
843 |a Electronic reproduction. |b Cambridge, Mass. : |c Harvard College Library Digital Imaging Group, |d 2006. |f (Open Collections Program at Harvard University. Emigration and immigration). |7 s2006 maun s
852 |b NET |c GEN
8564 |3 folders 72-77 |u http://nrs.harvard.edu/urn-3:RAD.SCHL:957849 |z Provides access to page images of this portion of the collection
8564 |3 folders 80-86 |u http://nrs.harvard.edu/urn-3:RAD.SCHL:957852 |z Provides access to page images of this portion of the collection
H08 |a c |b 20061026
H09 |k netsch |m phqe07

Example 19 – Louise Marion Bosworth Papers, 1890-1946; Expense account book, 1908-1909- Analytic Record Describing Digitized Portion of an Archival or Manuscript Collection

Snippet of Bibliographic Record:

FMT BK
LDR ntdaa22 7a 4500
008 030709i19071908mau 000|0deng d

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1001 |a Bosworth, Louise Marion, |d 1881-1982.
300 |a 1 v. (unpaged) ; |c 23 cm.
5202 |a Consists of one of Bosworth's four personal account books (from folder 160 of Bosworth's Papers, 1890-1946 (inclusive)). It seems that some of her subjects in the Women's Educational and Industrial Union survey used similar account books. Cover of account books reads "2, Louise Marion Bosworth."
5550 |a Electronic finding aid for Louise Marion Bosworth Papers (85-M71) available |u http://nrs.harvard.edu/urn-3:RAD.SCHL:sch00053
77308 |i From Harvard University, Radcliffe Institute, Schlesinger Library: |a Bosworth, Louise Marion, 1881-1982. |t Papers, 1890-1946 (inclusive) |w (MH)000605349
830 0 |5 net |a Open Collections Program at Harvard University. |p Women and work.

Example 19: NET Holdings
LDR nx 22 ln 4500
007 cr||n |||||a|p
008 0402241z 8 4001aa 000000
506 |a No restrictions on use.
852 |b NET |c GEN
85641 |u http://nrs.harvard.edu/urn-3:RAD.SCHL:127177 |z Provides access to page images of this portion of collection
H08 |a c |b 20050530
H09 |k netsch |m phqq04