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Art Prints

MINIMUM MARC FIELDS:

- 007 Physical description fixed field
- 020 Price
- 092 Classification
- 100 Artist
- 245 Title
- 260 Publication distribution
- 300 Physical description
- 534 Original version
- 6XX Subject headings

BOOK LABEL FORMAT

**ARTPRINT
DEWEY
NAME OF ARTIST or 1ST WORD
OF TITLE
TITLE|h[art print]**

POLICY:

Classify the works as to the country most often associated with the artist, usually the country of birth. Consult DDC 22.

Classifications should be cut off at the fourth digit (or less) past the decimal point. Do not automatically cut off at the fourth digit but determine where the most logical break is in the classification. Continue to be as specific as possible.

Search in OCLC for records. When not available, consider using Duplicate title or Add title wizards in Sirsi for new records.

Consult with appropriate Central Reference staff when necessary information is not available.

Art prints are only available at the Central branch (2-2005).

Fixed fields

000 Fixed field

This field is edited to match art print in hand if you use Duplicate title or Add title in Sirsi

This should be the most common settings.

000			
	k		Two-dimensional nonprojectable graphic
	m		Monograph/Item
			No specific type of control [Blank]
	I		Full-level cataloging
	a		AACR2

001 Control number

This field will contain the OCLC control number with prefix of ocm or ocn if a record is imported from OCLC.

008 Fixed field

This field is edited to match art print in hand if you use Duplicate title or Add title in Sirsi. Fill in using information available with the art print.

008	100528	
	s	Single known date / probable date
	2004	
		Date element not applicable [4 Blanks]
	nyu	
	nnn	Not applicable
		Unknown or not specified [Blank]
		Not a government publication [Blank]
		None of the following [Blank]
	c	Art reproduction
	n	Not applicable
	N/A	Language
		Not modified [Blank]
	d	Other

Variable fields**020 ISBN**

Subfield a: Verify that the ISBN in the record matches the publisher and format. If the ISBN does not match the ISBN on the on order record, verify which ISBN is correct for the title in hand. Leave only the correct ISBN in record.

Subfield c: Add the correct price, when available.

035 System control number

This is the title control number from the Control tab. When using Duplicate title to create new record, be sure to cut and paste the title control number for the new record into this field. If there is an 001 field, you will not need to take this step.

040 Cataloging Source

KNJ ‡d KNJ

043 Geographic Area Code

Add for country of origin of art work if known

049 Local holdings

KNJA

09X

Use only one 092 field in the record. *Delete all other 09X fields.*

092 Local Call Number

Subfield a: ARTPRINT Dewey classification, author's last name or first significant word of the title

ARTPRINT 759.11 Lewis

100 Personal Name

Use authorized form of personal name in 100 field.

100 1 Tanner, Henry Ossawa,|d1859-1937.

245 Title

245 14 The banjo lesson|h[picture] /|cHenry Tanner.

260 Publication, Distribution, Etc.

Supply as available on artwork and accompanying invoice.

New York :|bShorewood Reproductions,|cc2001.

300 Physical description

1 art print : ‡b col. ; ‡c65 x 47 cm.

Do not include the matting when calculating the dimensions of the print.

Notes

500 General notes

500 Mounted.
 500 AP784 (Publisher number from print)

534 Original version note

Complete as many subfields as possible of the 534 with as little research as possible. This field provides information about the medium and dimensions of the original art work, when available.

‡p Reproduction of: ‡t Femme nue en plein air, ‡c 1876. ‡e 1 art original : oil , col. ; 79 x 64 cm. ‡l in Louvre Museum, Paris.

SUBJECT ACCESS:

Minimum headings:

650 0 Painting, Modern -- xxth century -- Country
 650 0 Painting, Origin -- xxth century
 650 0 Style of art (Impressionism, Surrealism, etc.)
 690 Art prints.

INVENTORY

NEW CALL NUMBER: USE WHAT IS IN THE 092 ON THE BIB RECORD
 CLASS SCHEME: ASIS
 LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER
 PRICE: Retail Price

TYPE: ARTPRINT
 HOME LOCATION: NOHOLD
 ITEM CAT 1: ARTPRINT
 ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

These should be set to AVAIL SOON for initial current location.

Call Number and Item Maintenance

The banjo lesson [picture] / Tanner, Henry Ossawa, 1859-1937.

Control | Bibliographic | Call Number/Item | Bound-with

The banjo lesson [picture] - 1
 ARTPRINT 759.13 Tanner -
 0032480969 - 1 - ARTPR

Date created: 10/5/2006
Date last charged: 12/22/2009
Date due: 2/20/2010,23
Last discharged: 12/7/2009,17
Date inventoried: Never
Times inventoried: 0
Previous user ID: 041030771
Last activity: 12/22/2009
In-house uses: 0

Call number information

Call number: ARTPRINT 759.13 Tanner Class scheme: ASIS
 Call library: CENTRAL
 Shadow call number

Item information

Item ID: 0032480969 Copy number: 1
 Type: ARTPRINT Item library: CENTRAL
 Home location: NOHOLD Current location: CHECKEDOUT
 Item cat1: ARTPRINT Item cat2: ADULT
 Media desk: Number of pieces: 1
 Total charges: 15 Price: \$16.00

Permanent: Circulate:
 Shadow item

LABELS

One (1) book label required for each art print.

Great Books

POLICY

These are books purchased from a special fund, and checked out to library patrons who belong to the Great Books discussion group. After the group is finished with a book, it is re-cycled to the circulating collection.

The group meets at the Central and Lackman branches (2-2005).

Books have a memorial plate inside pages (2-2005)

In memory of
Dr. Sidney Rubin
A true supporter of the
“Great Books”

BIBLIOGRAPHIC RECORD

Books are title entry.

092 GREAT BOOKS 808.8 (First word or first 8 letters of the title of the book)

440 0 Great Books Foundation 50th Anniversary series

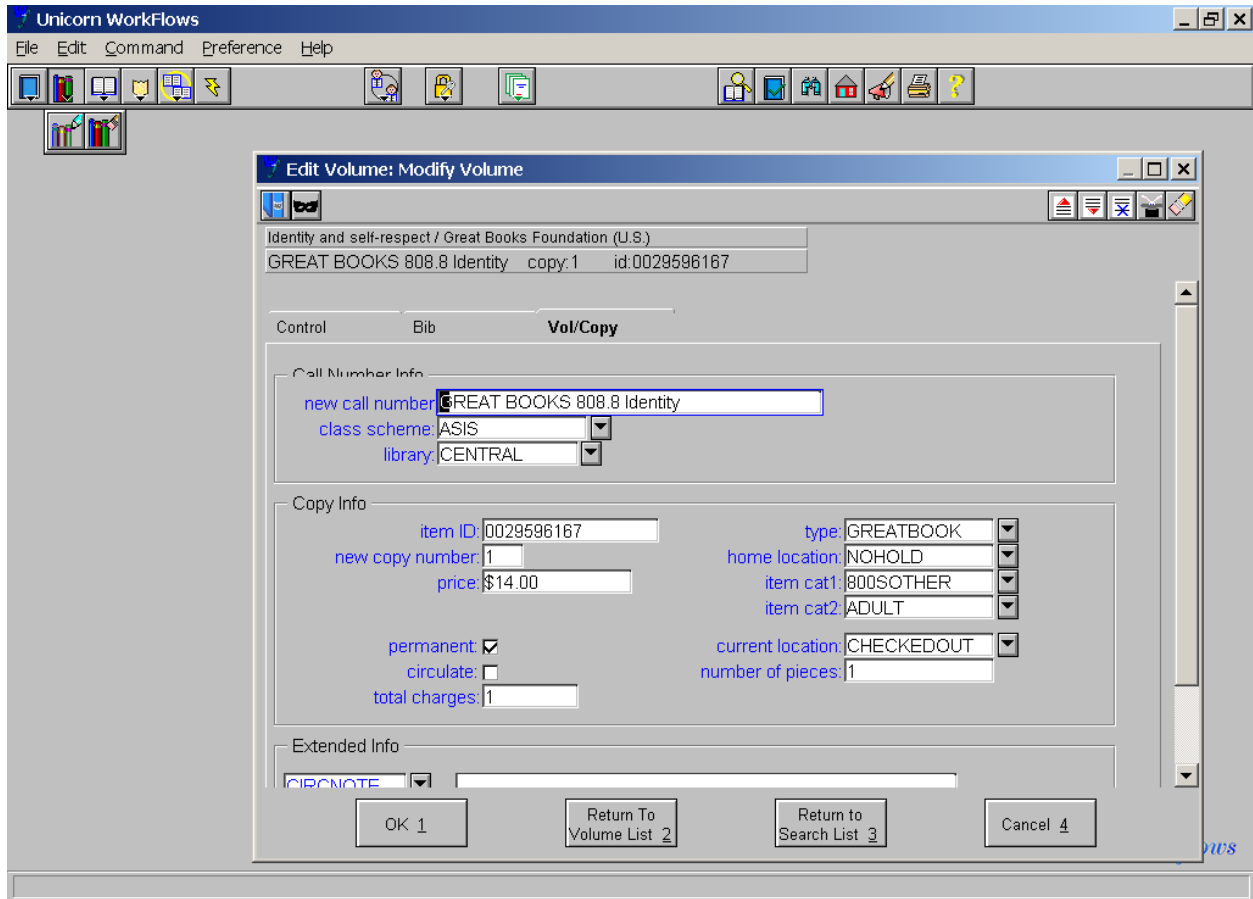
INVENTORY

NEW CALL NUMBER: GREAT BOOKS 808.8 PLUS THE FIRST WORD OF THE TITLE (Limit 8 characters)
CLASS SCHEME: ASIS
LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER
PRICE: Retail Price

TYPE: GREATBOOK
HOME LOCATION: NOHOLD
ITEM CAT 1: 800SOTHER
ITEM CAT 2: ADULT

CIRCNOTE: RETURN TO THE READER’S ADVISOR LIBRARIAN AT CENTRAL



LABELS

These books are not branched stamped.

Spine Label:

GREAT
 BOOKS
 808.8
 First Word of the title (limit 8 characters)

Book Club-to-Go Kits**MINIMUM MARC FIELDS:**

020 ISBN and Price
 092 Classification
 100 Author
 245 Title
 260 Publication distribution
 300 Physical description
 4XX Series (as applicable)
 6XX Subject headings

BOOK CLUB TO GO JOHNSON COUNTY LIBRARY AUTHOR TITLE PRICE OCR 10 BOOKS

LARGE PRINT BOOK CLUB TO GO
JOHNSON COUNTY LIBRARY

AUTHOR**TITLE****PRICE****OCR****8 BOOKS****POLICY:**

Book Club-to-Go kits are kits containing multiple copies of popular titles to use for a book discussion group, appropriate for adults. The kits will have regular or large print paperbacks. Each kit comes in a black bag and contains the following items: 10 regular print books for fiction kits, varying numbers of copies for Business kits or 8 large print books of a title and an information sheet or binder created by Collections, Readers Advisory, or Outreach staff. All book club kits float.

Each kit contains a specific title.

BUSINESS BOOK CLUB TO GO
JOHNSON COUNTY LIBRARY

AUTHOR**TITLE****PRICE****OCR****[#] BOOKS (NUMBER OF COPIES WILL VARY)**

Collection Development Staff will select the titles based on input from the public and the staff and the availability of resources

Cataloging will supply the bibliographic record, link the kits and supply book labels for the kit.

Processing will apply the labels and make the kit shelf ready.

Circulation period is 60 days.

Kits may be renewed 1 time.

Interlibrary loan requests will not be accepted.

Kits are shelved at the Central Resource Library.

Kits are holdable.

No limit on the number of kits you can check out.

If items are missing from the kit, the patron will be charged for each missing item.

Cost of items can be found in the full item record of the kit.

Replacement cost for an entire kit will be the price of the copies of the book and the price of the bag. The bag price is currently \$10.10. Replacement cost for an item will be the price of the item.

Control Tab

Make Record format VM in Sirsi.

Bibliographical Record

Bibliographic records are original to JCL, and not OCLC records.

Fixed field

Change the Dates subfield to reflect the current calendar year.

Edit 000 and 008 fields with the following settings for regular print and business kits:

	Tag	Ind.	
	000		
		o	Type of record
		m	Bibliographic level
			Type of control
		I	Encoding level
		a	Descriptive cataloging form
	008		
		040823	
		s	Single known date / probable date
		2004	
			Date element not applicable [4 Blanks]
		ksu	
			Running time for motion pictures and videorecordings
			Unknown or not specified [Blank]
			Not a government publication [Blank]
			None of the following [Blank]
		b	Kit
			Not applicable [Blank]
		eng	
			Not modified [Blank]
		d	Other

Edit 000 and 008 fields with the following settings for large print kit:

Tag	Ind.	Content:
▲ 000		
	o	Type of record
	m	Bibliographic level
		Type of control
	I	Encoding level
	a	Descriptive cataloging form
▼ 001		ocn419859133
▼ 003		OCoLC
▼ 005		20100223012809.0
▲ 008		
	090627	
	s	Single known date / probable date
	2010	
		Date element not applicable [4 Blanks]
	ksu	
		Running time for motion pictures and videorecordings
		Unknown or not specified [Blank]
		Not a government publication [Blank]
	d	Large print
	b	Kit
		Not applicable [Blank]
	eng	
		Not modified [Blank]
	d	Other

020 ISBN

The default price for a kit must be listed on the bib record as the first 020 field. Current price of the bag is \$10.10.

List the ISBN and price for the title. Use the 13-digit ISBN. No 020 required for the information sheet.

Example for 10 book kit and bag: 020 Kit: |c \$80.00
 020 9780151008117 (book) : |c \$6.99

035 System Control Number

This will contain the Title control number for the kit. If using Duplicate title, replace the OCLC record control number or ISBN with the Sirsi title control number from the Control tab. If using Add title, add an 035 and use the Sirsi record control number from the Control tab.

040 Cataloging source

JCL goes in this field.

049 Local Holdings

JCL goes in this field.

If editing in OCLC or doing off line editing change this to JCL instead of KNJA.

092 Dewey Number Local

Prefix is KIT BOOK CLUB TO GO followed by the title of the book for regular print kits

Example: 092 KIT BOOK CLUB TO GO LIFE OF PI

Prefix is KIT LARGE PRINT BOOK CLUB TO GO followed by the title of the book for large print kits

Example: 092 KIT LARGE PRINT BOOK CLUB TO GO THE SHACK

Prefix is KIT BUSINESS BOOK CLUB TO GO followed by the title of the book for business kits

Example: 092 KIT BUSINESS BOOK CLUB TO GO THE RIDDLE

100 Author

Use authorized form for the author when available.

245 Title

This contains the title.

Example” 245 10 Book Club to go| h[kit] ;|bLife of Pi.

245 10 Large print Book Club to go|h[kit] ;|bThe shack.

245 10 Business Book Club to go|h[kit] ;|bThe riddle.

246 Additional Title

The title of the book is repeated as an alternate title entry

Example: 246 30 Life of Pi

260 Publication, Distribution, Etc.

Publishing information is placed in brackets:

Example: [Shawnee Mission, Kan. : |b Johnson County Library, |c 2004.]

Note: Dagger “c” is the year the kit was created.

300 Physical Description

The record will contain a 300 field.

Examples: 300 10 books ;|c 23 cm. +e1 information sheet.

For large print:

300 8 books ;c23 cm. +e1 binder.

For business kit:

300 11 books ;c24 cm. (*The number of copies in the business kits will vary*)

490 SERIES

Add series if noted.

505 Contents notes

Example: 505 0 Life of Pi (10 copies) -- 1 information sheet.

505 0 Brava Valentine (8 copies) – 1 binder

505 0 The riddle (11 copies)

520: Summary, Etc. Notes.

Add to record.

650 Topical Term Subject

Use subject headings which reflect the topic of the book.

Example: 650 0 Survival after airplane accidents, shipwrecks, etc.|vFiction.

650 0 Human-animal relationships|vFiction.

650 0 Storytelling|vFiction.

650 0 Teenage boys|vFiction.

650 0 Ocean travel|vFiction.

650 0 Zoo animals|vFiction.

650 0 Orphans|vFiction.

690 Local Subject Headings

For the large print kits, add 690 Large print Book Club to go kits.

690 Large print.

For the business kits, add 690 Business Book Club to go kits.

These local subject headings are required for all Book club kits.

Example: 690 Book clubs (Discussion groups) |v Kits.

690 Book Club to go kits.

Inventory

REGULAR PRINT KITS

ITEM TYPE BKCLUB60
 ITEM CATEGORY 1 BKCLUBTOGO
 HOME LOCATION ONSHELF
 RENEWAL LIMIT: 1
 ITEM LEVEL: A

CIRC NOTE: List the individual items in the kit

Circ Note Example: 10 PBK BKS, 1 INFORMATION SHEET

LARGE PRINT KITS

ITEM TYPE BKCLUB60
 ITEM CATEGORY 1 BKCLUBTOGO
 HOME LOCATION ONSHELF
 RENEWAL LIMIT: 1
 ITEM LEVEL: A

CIRC NOTE: List the individual items in the kit

Circ Note Example: 8 PBK BKS, 1 BINDER

Put the call number overflow in the Public note.

BUSINESS KITS

ITEM TYPE BKCLUB60
 ITEM CATEGORY 1 BKCLUBTOGO
 HOME LOCATION ONSHELF
 RENEWAL LIMIT: 1
 ITEM LEVEL: A

CIRC NOTE: List the individual items in the kit

Circ Note Example: 11 BKS

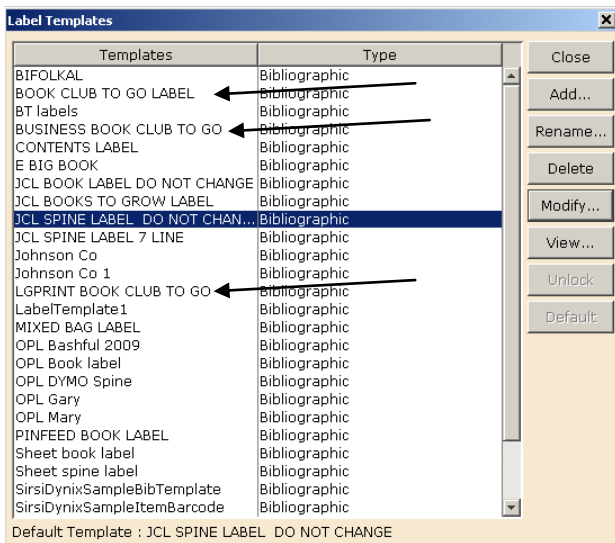
Put the call number overflow in the Public note.

Labels

Item labels:

Book labels are required for each copy of the title in the kit and for the outside of the bag. The information sheet and binder does not require a label.

For labels, you can choose the appropriate Book Club to go label template as the default label in the Label designer. The information in the Book labels needs to be edited for each kit. Consider whether dropping the initial article will add more space for significant words or for a logical break in the title for the label content. Print only one set of labels at a time for each barcode for a title with multiple kits. You can scan the barcode into the OCR line.



An alternative method to print labels is listed below.

In Reports, set up 1 label for each kit. Do the number of labels at the time of printing. Bring up the report after running it. Unlick View log. Choose sp 1 7 lines to format labels. Go to Edit and Select all. Go to Format and select Font. Choose Tahoma, Regular and 10. Click Ok. You will need to edit labels to have the correct information on each line. Use backspace and arrow keys to navigate and delete. Do not use Insert or Delete. Be sure to copy the Bar code, so you can paste it in the correct line.

To print, DO ONLY ONE SET OF LABELS FOR EACH BARCODE AT A TIME. Go to File and click on Print. The printer will be EPSON. In page range, type the page you will be printing. Each label counts as a page. Click on the label you want to print, and the page number of the label will be in the Page number of the middle gray tool bar on the lower left of your screen.

Youth Book Club to Go Kits

MINIMUM MARC FIELDS:

020 ISBN and Price
 092 Classification
 100 Author
 245 Title
 260 Publication distribution
 300 Physical description
 4XX Series (as applicable)
 6XX Subject headings

BOOK CLUB TO GO JOHNSON COUNTY LIBRARY AUTHOR TITLE PRICE OCR 15 BOOKS

POLICY:

J and YA Book Club to go Kits are kits containing multiple copies of popular titles to use for a book discussion group, appropriate for youth grades 4-8 and grades 9-12. Each kit comes in a black bag and contains the following items: 15 paperback copies of a title and an information sheet created by Collections and Readers Advisory.

Each kit contains a specific title.

Collection Development Staff will select the titles based on input from the public and the staff and the availability of resources

Cataloging will supply the bibliographic record, link the kits and supply book labels for the kit.

Processing will apply the labels and make the kit shelf ready.

Circulation period is 60 days.

Kits may be renewed 1 time.

Interlibrary loan requests will not be accepted.

Kits are shelved at the Central Resource Library.

Kits are holdable.

No limit on the number of kits you can check out.

If items are missing from the kit, the patron will be charged for each missing item.

Cost of items can be found in the full item record of the kit.

Replacement cost for an entire kit will be the price of the copies of the book and the price of the bag. The bag price is currently \$10.10. Replacement cost for an item will be the price of the item.

Bibliographical Record**Control Tab**

Make Record format VM in Sirsi.

Bibliographical Record

Bibliographic records are original to JCL, and not OCLC records.

Fixed field

Change the Dates subfield to reflect the current calendar year.

Edit 000 and 008 fields with the following settings for regular print kits:

Tag	Ind.	
000		
	o	Type of record
	m	Bibliographic level
		Type of control
	I	Encoding level
	a	Descriptive cataloging form
008		
	040823	
	s	Single known date / probable date
	2004	
		Date element not applicable [4 Blanks]
	ksu	
		Running time for motion pictures and videorecordings
		Unknown or not specified [Blank]
		Not a government publication [Blank]
		None of the following [Blank]
	b	Kit
		Not applicable [Blank]
	eng	
		Not modified [Blank]
	d	Other

020 ISBN

The default price for a kit must be listed on the bib record as the first 020 field. Current price of the bag is \$10.10.

List the ISBN and price for the title. Use the 13-digit ISBN. No 020 required for the information sheet.

Example for 10 book kit and bag: 020 Kit: |c \$80.00
 020 9780151008117 (book) : |c \$6.99

035 System Control Number

This will contain the Title control number for the kit. If using Duplicate title, replace the OCLC record control number or ISBN with the Sirsi title control number from the Control tab. If using Add title, add an 035 and use the Sirsi record control number from the Control tab.

040 Cataloging source

JCL goes in this field.

049 Local Holdings

JCL goes in this field.

If editing in OCLC or doing off line editing change this to JCL instead of KNJA.

092 Dewey Number Local

Prefix is KIT BOOK CLUB TO GO followed by the title of the book for regular print kits

Example: 092 KIT BOOK CLUB TO GO LIFE OF PI

100 Author

Use authorized form for the author when available.

245 Title

This contains the title.

Example” 245 10 Book Club to go| h[kit] :|bThe plain Janes.

246 Additional Title

The title of the book is repeated as an alternate title entry

Example: 246 30 Plain Janes

260 Publication, Distribution, Etc.

Publishing information is placed in brackets:

Example: [Shawnee Mission, Kan. : |b Johnson County Library, |c 2008.]

Note: Dagger “c” is the year the kit was created.

300 Physical Description

The record will contain a 300 field.

Examples: 300 15 books ; |c 23 cm. +e1 information sheet.

490 SERIES

Add series if noted.

505 Contents notes

Example: 505 0 The plain Janes (15 copies) -- 1 information sheet.

520: Summary, Etc. Notes.

Add to record.

650 Topical Term Subject

Use subject headings which reflect the topic of the book. Use appropriate subdivisions based on the current cataloging of the title in the kit

Example: 650 0 Teenage girls|vYoung adult fiction.
 650 0 Suburban life|vYoung adult fiction.

But ...
650 0 Adventure stories ‡v Young adult or Juvenile literature.

690 Local Subject Headings

These local subject headings are required.

Example: 690 Book clubs (Discussion groups) ‡v Kits.
 690 Book Club to go kits.

700 Joint Author or Responsible Person

Enter the author or authors here.

Inventory

You can preset Item type, home location, Item categories 1 and 2 and price for inventory in Call numbers and items properties. The Circ note has to be edited during inventory.

CALL NUMBER:	KIT BOOK CLUB TO GO + THE TITLE (Limit 40 characters)
ITEM TYPE	BKCLUB60
HOME LOCATION	ONSHELF
ITEM CATEGORY 1	BKCLUBTOGO
ITEM CATEGORY 2	YA OR JUVENILE
NUMBER OF PIECES:	1
PRICE:	Price of kit and bag
CIRC NOTE:	15 PBK BKS

Labels

Book labels:

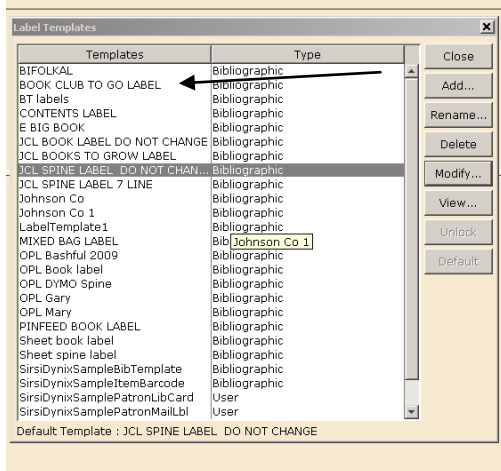
Book labels are required for each copy of the title in the kit and for the outside of the bag. The information sheet does not require a label.

Book labels need to be edited so they read as follows:

Book labels are required for each copy of the title in the kit and for the outside of the bag—16 book labels total.

Procedures for making book label

For labels, you can choose the Book Club to go template as the default in the Label designer.



Bi-Folkal Kits

BI-FOLKAL JOHNSON COUNTY LIBRARY KIT TITLE PRICE NO RENEWAL BAR CODE NUMBER
--

POLICY

Bi-Folkal Kits are theme-based, multi-media kits designed to stimulate the memories of older adults as a part of JCL's Outreach efforts to serve patrons who would otherwise have difficulty reaching a location for service. Kits are packaged in a blue and yellow or a red bag, and usually contain 2 or more of the following types of materials: videos, DVDs, CDs, slides, sound cassettes, booklets, and realia. They are housed at Cedar Roe.

OCLC SEARCHING

Records are found in OCLC. To find a record enter the ISBN, if available, or do a Browse title search for the kit title.

BIBLIOGRAPHIC RECORD**Fixed Field**

Type: o For kits in yellow and blue bags

Type: g For kits in red bags with slides only

006 Additional material characteristics

Add for the audiovisual parts of the kit—DVD, audiocassettes (spoken and musical), CD, slides, as necessary

007 Additional physical characteristics

Add for the audiovisual parts of the kit—DVD, audiocassettes (spoken and musical), CD, slides

1XX Author

There are no 1XX fields. All Bi-Folkal kits are title main entry.

020 ISBN

Take the price from the print out. If there is not price, the default price is \$150.00

092 Call number

KIT followed by Dewey class and cutter from title

245 Title

All kits are title main entry. After the title in the subfield “a” add (TO REQUEST, CALL 826-4600, ext. 64384). This is entered in parenthesis and all caps. The General Material Designation [kit] is always present in the subfield h, following the title proper.

260 Publishing information

Add the publisher information (Bi-Folkal Productions) as found in subfield “b”.

300 Physical description

Some records will have more than one 300 field. Do not alter the OCLC record. More than one 300 field is acceptable. Just be sure all materials are listed.

490 Series

All records must have the series statement Bi-Folkal kit with first indicator 0.

538 System requirements

This is the first 5XX note. It includes the media requirements for the AV materials--DVD, compact disc player, audiocassette player (Sound accompaniment compatible for automatic or manual operation.), slide projector.

520 Summary

A summary, or brief cataloger-created description, is required.

5XX Notes

If any of the individual items have a different title or statement of responsibility than the collective title, state in a 500 note. You may combine the information in one 500 note, or enter separate notes.

650 Subject headings

Add or retain all appropriate subject headings.

690 Local subject headings

Add a 690 of Kits. Indicators are blank, blank.

700 Added authors

Add or retain all personal author added entries for the kit as a unit or the individual items.

710 Added corporate authors

Add or retain any appropriate corporate author added entries. Every record should have a 710 for Bi-Folkal Productions. Indicators are 2 blank.

740 Added title entries

Add or retain all 740's with the titles of individual items that differ from the collective title. The first indicator can be 1,2,3,4,5,6,7,8 or 9, depending on the number of non-filing characters. Second indicator is 2.

INVENTORY

NEW CALL NUMBER: USE WHAT IS IN THE 092 ON THE BIB RECORD (Prefix is always KIT)

CLASS SCHEME: ASIS

LIBRARY: CEDAR ROE

ITEM ID: BAR CODE NUMBER

PRICE: Use price on the kit or the default of \$150.00

TYPE: KITBIFOLKAL

HOME LOCATION: OUTREACH

ITEM CAT 1: KITSAD

ITEM CAT 2: ADULT

NUMBER OF PIECES: TOTAL NUMBER OF PIECES IN THE KIT

CIRCNOTE: IDENTIFY THE DIFFERENT PIECES IN THE KIT

Example: 20 SLIDES, 1 SCRIPT, 1 DVD, CD, 2 CASSETTES

LABELS

Six (6) book labels required for the yellow and blue kits.

However, if the kit contains an audio tape, make extra labels for each tape. Contents notes for the bag are created from contents note with kit

Label format for the yellow and blue bag:

BI-FOLKAL

JOHNSON COUNTY LIBRARY

Kit Title

Price

NO RENEWAL

Bar code number

Red bags will need 2 labels for the bag and the slide carousel. Contents are noted on the last two lines of book label.

Label format for the red bag :

BI-FOLKAL

JOHNSON COUNTY LIBRARY

Kit Title

Price

NO RENEWAL

Bar code number

[NUMBER] SLIDES, 1 SCRIPT, [OTHER MEDIA AS CAN FIT ON TWO LINES, AS NEEDED]

INVENTORY

NEW CALL NUMBER: USE WHAT IS IN THE 092 ON THE BIB RECORD (Prefix is always KIT)
 CLASS SCHEME: ASIS
 LIBRARY: CEDAR ROE

ITEM ID: BAR CODE NUMBER
 PRICE: Use price on the kit or the default of \$150.00

TYPE: KITBIFOLKAL
 HOME LOCATION: OUTREACH
 ITEM CAT 1: KITSAD
 ITEM CAT 2: ADULT

NUMBER OF PIECES: TOTAL NUMBER OF PIECES IN THE KIT

CIRCNOTE: IDENTIFY THE DIFFERENT PIECES IN THE KIT

Example: 20 SLIDES, 1 SCRIPT, 1 DVD, CD, 2 CASSETTES

LABELS

Six (6) book labels required for the yellow and blue kits.
 However, if the kit contains an audio tape, make extra labels for each tape. Contents notes for the bag are created from contents note with kit

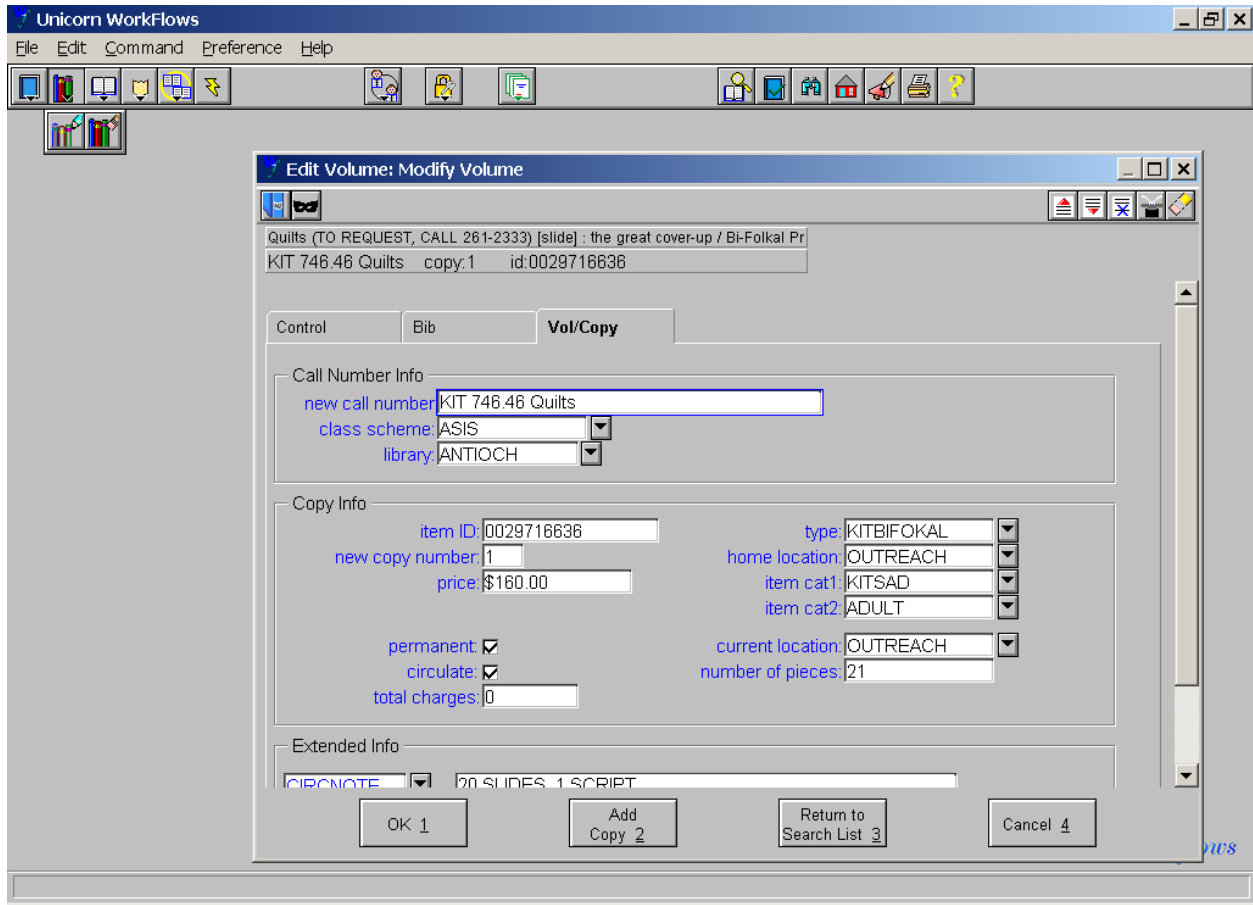
Label format for the yellow and blue bag:

BI-FOLKAL
 JOHNSON COUNTY LIBRARY
 Kit Title
 Price
 NO RENEWAL
 Bar code number

Red bags will need 2 labels for the bag and the slide carousel. Contents are noted on the last two lines of book label.

Label format for the red bag :

BI-FOLKAL
 JOHNSON COUNTY LIBRARY
 Kit Title
 Price
 NO RENEWAL
 Bar code number
 [NUMBER] SLIDES, 1 SCRIPT, [OTHER MEDIA AS CAN FIT ON TWO LINES, AS NEEDED]



Books to Grow

**BOOKS TO GROW
JOHNSON COUNTY LIBRARY
KIT TITLE
PRICE
NO RENEWAL
OCR**

**CONTENTS:
5 BOOKS
1 CD (+ BOOK OR BOOKLET)
1 DVD (+ BOOK OR BOOKLET)
1 ACTIVITY FOLDER**

Books to grow kits consist of one compact disc (sometimes with a book or booklet), 1 DVD (sometimes with a book or booklet), 5 books and an activity folder created by the Youth Services Outreach Specialist. The award winning Books to grow kits in the blue bags began as a service for daycare providers. The blue bags are circulated by reserving them through Outreach Services. The program has since expanded to 4 branches, OP, GA, AN, and LA. These kits are available at OP, GA, AN, and LA as part of the regular circulating YS collection.

Each kit is built around a specific theme. The YS Outreach Services Specialist will supply the theme and the kits to catalog. Only 1 barcode is used per kit and each kit will need 11 book labels.

Setting up the bib record.

The bibliographic records are set up on SIRSI only. The easiest way to set up a record is to copy an earlier record with Duplicate record.

Fixed field Change the Dates subfield to reflect the current calendar year.

07 field There are 2- 007 fields, one each for the video and audio. Edit the subfields to match the items in hand.

035 Delete the 035 field.

092 Call number: Prefix is EKIT and title of the kit in all caps.

EKIT ABC'S

245 Contains title of Kit. The "h" subfield contains the GMD "kit" Indicators are 00.
Bugs \$ h [kit]

246 Indicators are 3 blank
Books to grow :|bBugs

260 Publishing information is placed in brackets: [Shawnee Mission, Kan. : Johnson County Library, (current year)]

[Shawnee Mission, Kan. : \$ b Johnson County Library, \$ c 1994.]

300 The record will contain multiple 300 fields. One for the audio; one for the video and one for the books.
490 The kits have the series note: Books to grow

- 521 The note reads:Preschool, primary, elementary
- 500 This note reads: Includes folder with bibliography, activity ideas, and evaluation form.
- 500 This note reads: Includes activity sheet.
- 505 Content note contains title, author, and format for each piece of the kit.

CONTENTS: Amazing insects [book] / Laurence Mound -- Be nice to spiders [book] / Margaret Bloy Graham -- It's a good thing there are insects / Allan Fowler -- Outside inn [book] / George Ella Lyon -- Very busy spider [book] / Eric Carle -- Insects [videorecording] -- Caterpillar and the polliwog [sound recording] / Jack Kent.

- 650 Create headings which reflect the topic, genre and format of items in the kit.
- 650 Include LCSH of Audio-visual materials.
- 690 Local subject heading is Kits.

For linking, the Outreach kits and the branch kits have no renewals. The Outreach kits only are shadowed by item.

INVENTORY

Inventory kits for ANTIOCH as follows (kits are in blue bags):

NEW CALL NUMBER: USE WHAT IS IN THE 092 ON THE BIB RECORD
 CLASS SCHEME: ASIS
 LIBRARY: ANTIOCH

ITEM ID: BAR CODE NUMBER
 PRICE: Use default price of \$150.00

TYPE: KITOUTRCH
 HOME LOCATION: OUTREACH
 ITEM CAT 1: KITSAD
 ITEM CAT 2: ADULT

NUMBER OF PIECES: TOTAL NUMBER OF PIECES IN THE KIT

CIRCNOTE: IDENTIFY THE DIFFERENT PIECES IN THE KIT

Example: 5 BOOKS, 1 AUDIO, 1 VIDEO, 1 ACTIVITY FOLDER

Inventory circulating kits (currently AN, GA, LA, OP)

NEW CALL NUMBER: USE WHAT IS IN THE 092 ON THE BIB RECORD
 CLASS SCHEME: ASIS
 LIBRARY:

ITEM ID: BAR CODE NUMBER
 PRICE: Use default price of \$150.00

TYPE: KIT
 HOME LOCATION: ONSHELF
 ITEM CAT 1: KITSYO
 ITEM CAT 2: JUVENILE

NUMBER OF PIECES: TOTAL NUMBER OF PIECES IN THE KIT

CIRCNOTE: IDENTIFY THE DIFFERENT PIECES IN THE KIT

Example: 5 BOOKS, 1 AUDIO, 1 VIDEO, 1 ACTIVITY FOLDER

Labels

Twelve book labels are required.

However, if an audio and/or video come with a book, additional labels will be required.

Blue bag	1 label
Books	5 labels
Video	1 label
Audio	1 for the plastic audio bag or cassette

Book labels need to be edited so they read as follows:

BOOKS TO GROW
 JOHNSON COUNTY LIBRARY
 KIT TITLE
 PRICE (‡150.00)
 (NO RENEWAL)
 BAR CODE NUMBER

Content Label

Each kit requires a content label.

Print one label per bag.

Label should contain the following information:

CONTENTS
 5 BOOKS
 1 AUDIO (+ BOOK OR BOOKLET) – if needed)
 1 VIDEO (+ BOOK OR BOOKLET) – if needed)
 1 ACTIVITY FOLDER

ONLY DO ONE SET OF LABELS FOR EACH BARCODE AT A TIME

Mixed Bag

These uncataloged kits are assembled by the Youth Services Outreach Specialist. The regular Mixed bag contains 25 books and an activity folder.

Bibliographical Record

The bibliographic records are set up on Sirsi only. There is an existing record for Mixed bag. Use this record for added kits. If necessary, the easiest way to set up a record is to copy an existing record. In the Duplicate Record function--do the search title Mixed bag. Select the record from the hit list, and go into the full bib record. At the arrow prompt type "c" and return. At the top left corner of the bibliographic record you will see the phrase "New record". The cursor will be in the top left of the fixed field. You are now able to edit the record to conform to the materials in hand.

In the fixed field change the Dates subfield to reflect the current calendar year. Copy the record control into the 035 field. This will replace the Sirsi number in that field.

092

The call number is MIXED BAG and is in all caps.

Example: 092 ꞑa MIXED BAG

245

This field contains the title of the kit Mixed bag followed by the telephone number of the Youth Services Outreach Coordinator in parenthesis for the Antioch copies only. Information in parenthesis is typed in capital letters.

Subfield h contains the GMD "kit".

Indicators are 00.

Example: 245 00 Mixed bag (TO REQUEST, CALL 261-2343) ꞑh [kit].

260

Publishing information is placed in brackets

Example: 260 [Shawnee Mission, Kan. : ꞑb Johnson County Library, ꞑc 2007.]

300

The record will contain number of copies of books and information for the activity folder.

Example: 300 ꞑa 25 v. + ꞑe 1 folder. (28 cm.)

490

The kits will all have the series note—Mixed bag.

Indicators are 0 blank

Example: 490 0 Mixed bag

500

Each record will have a 500 note that reads as follows:

Example: 500 Includes folder.

690

Local subject headings are Mixed bag kits and Kits.

Example: 690 Mixed bag kits.
 690 Kits.

INVENTORY

Inventory kits for ANTIOCH as follows (kits are in black bags):

NEW CALL NUMBER: USE WHAT IS IN THE 092 ON THE BIB RECORD
CLASS SCHEME: ASIS
LIBRARY: ANTIOCH

ITEM ID: BAR CODE NUMBER
PRICE: Use default price of \$160.00

TYPE: KITOUTRCH
HOME LOCATION: OUTREACH
ITEM CAT 1: KITSAD
ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT PIECES IN THE KIT

Example: 25 BOOKS, 1 FOLDER

LABELS**Book Labels:**

Six (6) book labels are required.

Black bag 1 label
Folder 1 label
YS Librarian 4 for the Youth Services Outreach Librarian

Book labels need to be edited so they read as follows:

MIXED BAG
JOHNSON COUNTY LIBRARY
\$160.00
NO RENEWAL

BAR CODE NUMBER
25 BOOKS
1 FOLDER

ONLY DO ONE SET OF LABELS FOR EACH BARCODE AT A TIME

Mixed Bag-Holiday Books

These uncataloged kits are assembled by the Youth Services Outreach Specialist. The Mixed bag-Holiday books contain 20 books. Since this is an uncataloged item, no bibliographic record is required.

INVENTORY

Inventory kits for ANTIOCH as follows (kits are in black bags):

NEW CALL NUMBER: USE WHAT IS IN THE 092 ON THE BIB RECORD

CLASS SCHEME: ASIS

LIBRARY: ANTIOCH

ITEM ID: BAR CODE NUMBER

PRICE: Use default price of \$80.00

TYPE: KITOUTRCH

HOME LOCATION: OUTREACH

ITEM CAT 1: KITSAD

ITEM CAT 2: ADULT

NUMBER OF PIECES: TOTAL NUMBER OF PIECES IN THE KIT

CIRCNOTE: IDENTIFY THE DIFFERENT PIECES IN THE KIT

Example: 20 BOOKS, 1 ACTIVITY FOLDER

LABELS

Six (6) book labels are required.

Blue bag 1 label

Activity Folder 1 label

YS Librarian 4 for the Youth Services Outreach Librarian

Book labels need to be edited so they read as follows:

MIXED BAG-HOLIDAY BOOK

JOHNSON COUNTY LIBRARY

PRICE \$80.00

(NO RENEWAL)

BAR CODE NUMBER

Content Label

Each kit requires a content label. Use the label format to create the book label for contents. The label should have the following format.

CONTENTS

20 BOOKS

1 ACTIVITY FOLDER

Number of bag (see front pocket-supplied by Outreach Librarian)

ONLY DO ONE SET OF LABELS FOR EACH BARCODE AT A TIME

High School Read (HS READ)

<p>HS READ LAST NAME FIRST NAME Month/Year</p>

POLICY

The HS READ books are a collection of paperbacks that have been selected by the fiction specialist of the Johnson County Library from titles on reading lists at high schools in Johnson County.

Books will be checked out for 3 weeks

Books may be renewed up to 3 times
 Holds may not be placed on an HS READ book
 Items will not appear on the send item lists

<p>HS READ DEWEY LAST NAME Month/Year</p>
--

BIBLIOGRAPHICAL RECORD

Search for the title in Workflows, and add the ISBN number to the closest bibliographic record match found.

If the title is not found in Workflows, then import a new record from OCLC.

SPINE LABELS

Spine labels for HS READ books:

Fiction HS READ

Author's Last Name (limit 8 characters)
 Author's First Name (limit 8 characters) **(Do not add if nonfiction title)**
 Month and year are only added when the title has not been previously published. Most HS Read titles will not need a date.

HS READ
Last name
First name
Month/Copyright Yr

Fiction example: HS READ
 Austen
 Jane
 Month/Year

Non-Fiction HS READ

Dewey numbers are used for non-fiction titles **(check existing 092 fields for that title, if new record required)**
 Author's Last Name (limit 8 characters)

Month and year are only added when the title has not been previously published. Most HS Read titles will not need a date.

HS READ
DEWEY
Last name
Month/Copyright Yr

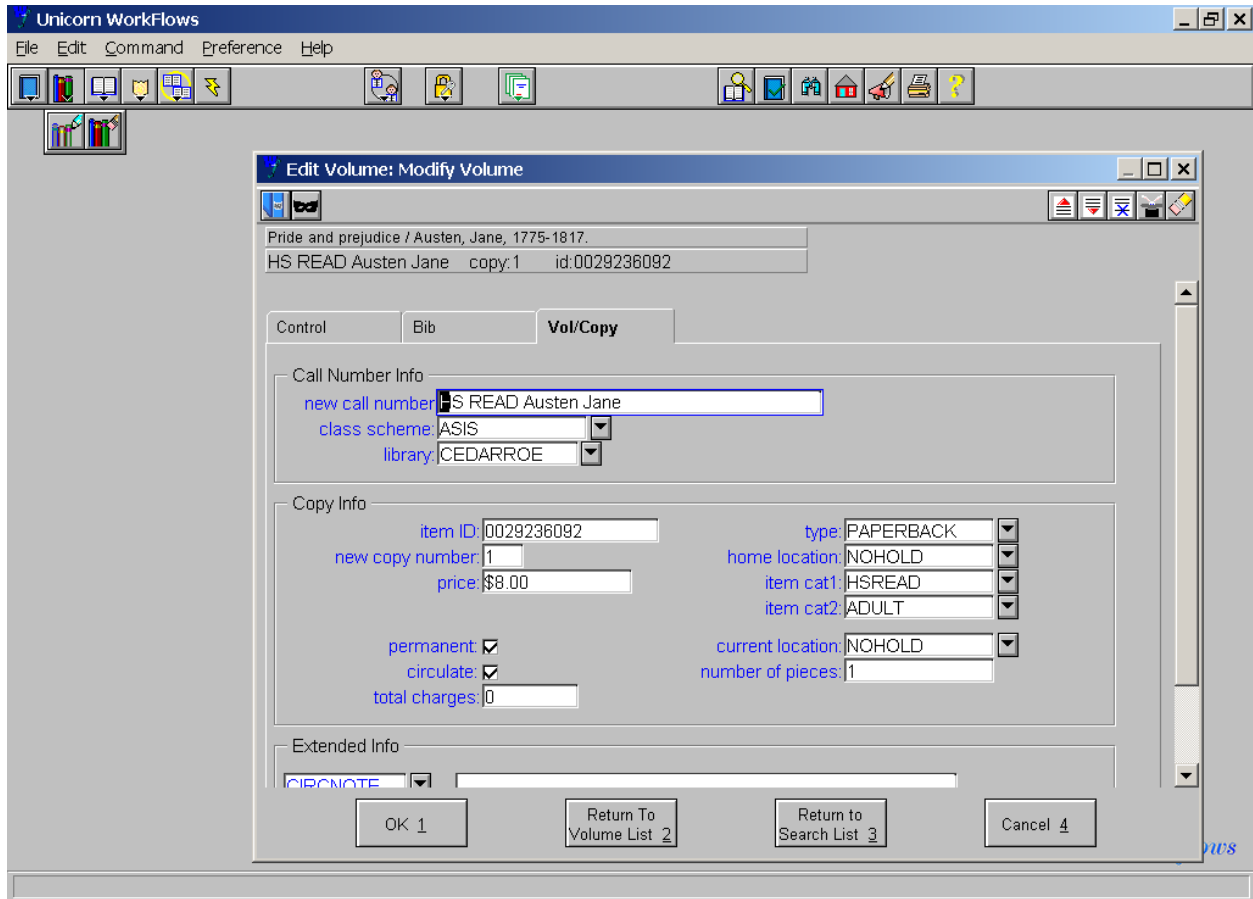
Nonfiction example: HS READ
 822.33
 Shakespe

INVENTORY

NEW CALL NUMBER: **HS READ** Author's Last Name and Author's first Name—limit 8
 characters each
 CLASS SCHEME: ASIS
 LIBRARY: OWNING BRANCH

ITEM ID: BAR CODE NUMBER
 PRICE: Retail Price

TYPE: **PAPERBACK**
 HOME LOCATION: **NOHOLD**
 ITEM CAT 1: **HS READ**
 ITEM CAT 2: ADULT, JUVENILE OR YA (Use whatever is in the 092 field of the record you are currently using)



Adult New Reader

POLICY

This collection is a resource collection of materials for adults learning to read. Copies ordered for this collection will be housed initially at Antioch and Oak Park libraries with supplemental collections at DeSoto and Gardner libraries. These four branches sponsor Project Finish programs (2-2005).

Collection includes both fiction and non-fiction titles.

All books will have full bib records and are not to be added to existing bibliographic records even when they are an identical match.

Titles will all be classified as ADULT material, and have sixth grade reading level or lower using the Fry reading levels.

All books are circulating copies.

Holds may be placed on books.

Can be renewed 3 times

Reader's Advisory will have a bibliography available, and it will be given to the teachers of project finish.

BIBLIOGRAPHIC RECORD

All NEW READERS will have their own unique full bibliographic record.

Do not add copies to existing records even if they are an exact match.

Classifications of the NEW READERS may be different from an existing bibliographic record, since these are books that are in the adult collection and an existing record may be youth.

When importing records be sure that you do not overlay an existing record.

BIBLIOGRAPHIC FIELDS092 Dewey Number (Local)

Prefix: READER -- for fiction and non-fiction titles.

Dates: Only use the date when the book has a copyright date in the current or preceding year.

Fiction: READER GENRE followed by author's surname, first name (limit 8 characters) and date (use date if the copyright date is the current or the preceding year).

Examples: READER FICTION Smith Ann 2005
READER MYSTERY Smith Ann

Non-Fiction: READER Dewey Number, author's last name and the date (use date if the copyright date is the current or the preceding year).

Biographies: READER BIO Last Name and 1st Initial of whom the book is about all in capital letters, followed by the author's last name and the date (use date if the copyright date is the current or the preceding year).

Examples: READER 616.9792 Gedatus
READER 616.722 Peacock 2005
READER BIO WOODS T. Sirimarc 2005
READER BIO KWAN M. Kwan

650 Topical Term Subject

Remove all ‡v juvenile subdivisions from the bibliographic record

690 Local Subject

Each bibliographical record will have a 690 field of Adult New Reader.

Example: 690 Adult new reader.

INVENTORY

NEW CALL NUMBER: WHAT IS IN THE 092 FIELD ON BIBLIOGRAPHICAL RECORD

CLASS SCHEME: ASIS

LIBRARY: OWNING BRANCH

ITEM ID: BAR CODE NUMBER

PRICE: Retail Price

TYPE: BOOK

HOME LOCATION: ONSHelf

ITEM CAT 1: NEWREADER

ITEM CAT 2: ADULT

LABELSFiction:

READER

FICTION

Surname (Limit 8 characters)

First Name (Limit 8 characters)

Date (use date if the copyright date is the current or the preceding year).

Non-Fiction

READER

Call Number

Cutter

Date (use date if the copyright date is the current or the preceding year).

READER

BIO

LAST NAME

1st INITIAL followed by a period

Author's Last name

Date (use date if the copyright date is the current or the preceding year).

After books have been inventoried they are to be charged to the TECH user with a due date of NEVER.

Internet Resources

How cataloging Internet resources **is different** from cataloging print resources:

- 007** The Control Field for Computer Files is always present.
- 245** The General Material Designation [Web site] (245 ‡h) is always present in the Title and Statement of Responsibility, immediately following the title proper.
- 246** A greater number of Varying Forms of Title tend to be needed.
- 256** A File Characteristics note is sometimes present
- 300** A Physical Description is occasionally present.
- 538** A Mode of Access Note is always present.
- 500** A Source of Title Proper Note is always present.
- 520** A Summary, or brief cataloger-created description, is commonly used.
- 856** The Electronic Location and Access field is always present.

Fixed Field**Bibliographic Level (BLvl)**Serial (s) vs. Monograph (m)

A serial is an item issued in successive parts bearing numerical or chronological designations, and intended to be continued indefinitely. Anything else is considered to be a monograph.

2 different kinds of “monographic” Internet resources—static and dynamic

Static – resources with content that is fixed, finite, not subject to change. How to identify a Static Internet Resource

- Presence of a single date of publication or copyright
- Presence of a fixed edition statement
- Existence of a print counterpart
- Any other signs that its content is fixed and unchanging

Dynamic -- resources with content that is ongoing, continuing, subject to continuous change. How to identify Dynamic Internet Resources.

- Presence of a range of dates of publication or copyright
- Presence of content sections such as “What’s New”, “Events & Activities”, “New Exhibitions”, etc. Any other signs that its content is ongoing and changing.

Type of Record

Most common possibilities are as follows:

m	computer file
e	cartographic material
a	language material

Type of Date

The majority of monographic resources will use one of two Type of Date codes:

“s” (Single Date)	when the resource is static (fixed or finite).
“m” (multiple dates)	when the resource is dynamic (continuing or ongoing).

Example: DtSt: m

Date 1 and Date 2

Static resources have a single date of publication, which is entered in the Date 1 element, and the Date 2 element is blank.

Dynamic resources have multiple dates of publication: a beginning date entered in the Date 1 element, and an indefinite ending date represented by entering “9999” in the Date 2 element.

Whenever you have a probably date in 260 ꞑc represented by a hyphen taking the place of a missing digit, you use the character “u” (“unknown”) for the indeterminable digit in the corresponding Date 1 element. “9999” represents the open, indefinite ending date of a continuing resource.

Example: Dates 199u,9999

Form of item

Coded “s” if it is a serial, and “m” if it is not.

006

In records for electronic resources where the Type Code is not “m”, the cataloging rules mandate the including of the 006 field.

Contains 18 character positions (00-17) that provide coding information about special aspects of the item being cataloged that cannot be coded in full 008 (Fixed-Length Data Elements).

For Internet resources the 006 field is used primarily whenever the type of Record Code is other than “m” for computer file. Use it also to “hard code” the record for the computer file or electronic aspect in addition to its primary content aspect.

When the predominant content of the resource is textural, cartographic, visual, etc. adding the 006 field provides fixed coding for a compute file to the record.

007**007 field for computer files is mandatory in all catalog records for Internet resources.**

Field contains special information about the physical characteristics of the resource in coded form

Two of 007 data elements must always contain the same values.

‡a “c” for computer file
‡b “r” for remote

092 Call number

All call numbers begin with the prefix WEBSITE followed by the Dewey number. Since these documents aren't filed, there are no cutters used.

1XX Main entry

Enter a work under the heading for the person or corporate body chiefly responsible for creating the intellectual content of the work. If no person or corporate body can be established as the main entry, use title as the main entry. Title main entry is quite common for Internet resources.

When in doubt, enter the resource under title, and provide added entries for persons and corporate bodies named in the resource.

100 Main Entry under Personal Author

To establish a person as the main entry for an internet resource look for statements of responsibility such as “written by Barbara Smith,” or “created and maintained by Tom Jones.”

110 Main Entry under Corporate Author

In general establish a corporate body as the main entry for an Internet resource only when the resource is issued by the corporate body and consists of information about the corporate body, its internal policies, its resources (collections), reports of committee, laws, or proceedings of conferences.

130 Main Entry under Uniform Title

In general enter an Internet resource under a uniform title main entry when it is a work of sacred scripture, or an early anonymous work.

Main Entry under Title

Select title as the main entry for an Internet resource in the following situations.

If no person(s) or corporate body can be established as the main entry.

If the Internet resource is a collection of works by different persons or bodies.

In Some cases, a uniform title main entry is required.

245 Title and Statement of Responsibility

Preferred source of information for the title of (monographic) Internet resources is the formal title display that appears at the top of the opening screen or home page screen.

Other sources for the title proper:

HTML source coding

Internet coded headers such as SGML, XML or TEI

Sub-page within a web site

Any source internal to the resource itself

“Welcome to....” should not be considered part of the title proper, and should be omitted when transcribing the title.

The rules for capitalization, punctuation and the second filing indicator are the same as for other resources.

A Source of Title Note (500 field) is required in all MARC records for Internet resources.

For any additional reference to finding the title of an Internet resource, check <http://ublib.buffalo.edu/libraries/units/cts/olac/capc/stnir.html>

General Material Designator

The GMD for Internet resources is “electronic resource” in AACR2. For local usage, use “Web site.”.

Required on all catalog records of Internet resources.

In the MARC record the GMD (General Material Designator) is coded in subfield ⚭h in the 245 field. The GMD is always entered in square brackets ([Web site]) and always immediately follows the title proper, and precedes any parallel or other title information and/or statements of responsibility in the catalog record.

Parallel titles and other title information

Comes after the GMD, and in sub-field ⚭b on the MARC record.

A parallel title is always preceded by an equal sign (=). Other title information such as a “subtitle” is always preceded by a colon (:). There must always be a space both before and after these punctuation marks.

A parallel title is present when the title of the resource appears in more than one language.

When other title information is present, it is transcribed into the MARC record in tag 245, subfield ⚭b, preceded with a space, colon, space after the GMD. If it is not clear that the information displayed on the

screen was intended as additional title information, you may omit it from the record. Sub-titles often change far more frequently than titles proper.

Statement of Responsibility

In a MARC record the statement of responsibility is entered in the 245 ‡ c.

A formal statement naming persons or corporate bodies as having responsibility for the intellectual or artistic content of the resource

Must appear as a prominent part of the formal “title display”. Normally this comes at the top of a web page or of the home page for a web site.

A statement of responsibility is always preceded by a forward slash with a space both before and after it.

Not required on a MARC record

The names of persons or corporate bodies that appear somewhere else within the resource, for example at the bottom of a web page, separated from the title statement, are not considered part of a formal statement of responsibility. These persons or bodies may be named in a note and may be added as access points, but they are not part of a statement of responsibility. If judged important enough to include in a statement of responsibility area, these names would have to be entered in brackets.

Most online monographic texts have a formal statement of responsibility.

Most institutional and other large web sites, for which multiple persons and the units within an organization are responsible, do not have a formal statement of responsibility.

246 Varying form of title

Varying forms of titles includes the following:

Different forms of the title displayed on the same opening screen, on the home page, or on different sub pages within a web resource.

The HTML source code title, when it differs from the title display.

A parallel title in another language.

Alternate forms of a title, when it includes numbers or symbols.

Enter variant titles in field 246 with appropriate indicators. Omit articles and punctuation at the end of the field.

1st indicator Note/added entry controller

The 246 first indicator controls the generation of a note and or title added entry

0 Note, no added entry

- 1 Note, added entry
- 2 No note, no title added entry
- 3 No note, added entry

Second indicator – Type of title

The 246 second indicator value indicates the type of title contained in the field and also controls the generation of a note and an associated display constant.

The second indicator values include the following which are likely to be among the more common for monographic Internet resources.

Blank No type specified: used for the following

- Corrected forms of title (to indicate misspellings)
- Titles from sources other than 245 (HTML source title)
- “At head of title” information
- Alternate forms of title

0 Portion of title: used for a portion of the full title (except parallel titles) required for added entry process

1 Parallel title: used to give access to forms of the title in another language

250 Edition Statement

If the resource contains the word “edition,” “revised edition,” “new edition,” or a similar phrase that indicates the information was previously available in a different form, that word or phrase is considered to be an edition statement, and is transcribed exactly as it appears.

Related terms such as “version,” “level,” “release,” or “update” can indicate an edition statement, however, these terms are used to indicate major or minor changes in an item; and may not be a reliable guide to indicate a new edition.

An Internet resource that is continually updated, such as the home page for an individual, business or university does not have an edition statement.

Differences that do not constitute a new edition include:

- differences in printer-related file formats (e.g. ASCII vs. PostScript)
- differences in file type (text vs. pdf format)

For Internet resources that are frequently updated it is recommended that the edition statement be omitted, and an appropriate note be provided.

Example: 500 ‡a Frequently updated; Last update: 12/18/99.

256 Computer File Characteristics

AACR2 rules limit the designation to one of the following:

- ‡a Computer data
- ‡a Computer program
- ‡a Computer programs
- ‡a Computer data and program
- ‡a Computer data and programs

The above designations may be further defined when cataloging electronic resources.

Computer File Characteristics area has two parts: the designation (or type of material), and the extent of the resource. Prescribed source of information for computer file characteristics is “any source.”

The extent of resource consists of the number of bytes or files that comprise the content of the data or program.

Extent of resource may be given when the information is available. This information is not required.

If the resource is in a compressed form, this information may be omitted.

The number of records and/or bytes may be given for a data resource. The number of statements and/or bytes may be given for a program.

When a resource is available in a variety of formats (text, html, pdf, compressed), use the 856 field to record file size and related details concerning compression, etc.

260 Place, Publisher, and Dates of Publication

All resources accessible on the Internet are treated as being “published,” since they have all been “made public” and “distributed” to multiple users via the Internet.

Usual AACR2 rules apply as to abbreviations, punctuation, and capitalization and so on.

The publisher of an Internet resource is the person or corporate body responsible for making the resource available on the Internet. Designers or host of the site itself do not fall into this category. In some cases the publisher is the same as the creator of the resource.

As long as the name of the publisher and the place of publication are explicitly stated somewhere within the resource, whether on a home page or other sub-page within a Web site, you can state them in the 260 field without brackets. You only need to use brackets, if you are getting them from another **external source** or **inferring** them from information given within the source itself. Very often the cataloger must go to other sub-pages of a Web site or to the larger site to which a resource belongs in order to find either the publisher name or the place of publication or both.

300 Physical Description

For pdf files, that are static, a physical description for subfields a (extent of item) and b illustrations is possible.

490 Series Statements

Series statements are rarely found on dynamic Internet resources.

Record a series statement only when one is present.

Apply MARC coding to a series statement for Internet resources the way you would for monographs.

The prescribed source of information for series statements on Internet resources is the title screen or screens. Series statements on Internet resources are most commonly found on electronic versions of documents previously issued in print, especially technical reports and government publications.

Enter the series title as it appears on the Internet in a 490 field.

Check relevant authority files for the correct form of the series title.

Include volume or other numbering in the subfield ⚭v.

Use 490 0 field for series statements that are not traced, traced using a modified norm of the series title.

For series statements that are traced using a different form of the title enter the series tracing in an 8XX field.

538 Mode of Access

Mandatory for Internet resources.

The most frequently used Mode of Access notes are as follows:

Examples: 538 ⚭a Mode of access: Internet.
 538 ⚭a Mode of access: World Wide Web.

538 System Requirements Note

A second 538 specifically for “System Requirements” is added to records for Internet resources only, when an Internet resource requires specific software, hardware, or peripheral devices beyond a computer with general Internet access. The System Requirements note is used to specify these additional requirements—examples include: Adobe Acrobat, unzipping software, a special kind of printer, etc.

The note should begin with the words “System requirements:”. Field is repeatable.

516 Type of Computer File or Data

Optional for Internet resources.

This is mandatory in CONSER records for online serials, where it is used instead of the File Characteristics area in the 256 field.

Can be used to provide an additional description of the specific type of electronic resource being described in the catalog record.

Example: 516 ‡a Text (Electronic journal).

Field is repeatable.

500 Source of the Title Page
Mandatory for Internet resources.

Normally begins with the words “Title from”.

500 Item described

Highly recommended for all dynamic monographic resources; required for serial resources when not cataloging from the first issue.

This note is used for any kind of “dynamic,” “ongoing,” “continuing” Internet resource, where the content changes over time.

In series cataloging this note has been prescribed for identifying the issue used as the basis for the description, when the description is not based on the first issue. For dynamic monographic Internet resources it has become standard practice to include a note identifying the date on which the resource was viewed for cataloging.

Example: 500 ‡a Viewed on May 1, 2000.
 500 ‡a Description based on: January 15,2000.

Bibliographic description notes can be combined, when the information they contain logically goes together.

Example: 500 ‡a Title from title screen. (Viewed on 2000-05-01).

5XX Notes

General rule for notes is that any important bibliographic information not apparent from, or that cannot be fitted into the other areas of description should be included in notes.

Some of the more common kinds of additional notes that may be used in different kinds of catalog records for Internet resources include the following:

502 Dissertation Note
504 Bibliographical Reference Note
505 Contents Note
506 Restrictions of Access Note
515 Numbering Peculiarities Note
520 Summary Note
534 Original Version Note
521 Target Audience Note

- 522 Geographic Coverage Note
530 Additional Physical formats – Available Note
556 Information About Documentation Note
546 Language Note

520 Summary Note

A concise, objective, free-text description of the resource.

530 Additional Physical Formats Available Note Many resources on the Internet are also available in another form, such as a print version of an electronic book or electronic serial, a CD-ROM version of an electronic index or database, etc.

The 530 Additional Formats Available Note is used to provide this information, when it is readily apparent from examining the Internet resource.

650 Subject Access

Treat Internet resources like any other type of material in terms of the number and kinds of subject headings assigned. Assign to the item being cataloged, one or more subject headings that summarize the contents of the item.

Assign the heading that represents the predominant topic of the item being cataloged as the first subject heading. If you cannot describe the predominant topic in a single heading, assign as the first and second headings the terms that express the predominant topic.

Assign subject headings for the topic of the resource being cataloged (what an item is about) rather than the form of the resource (what an item is).

For local usage add the following 650 field:

650 0 Web sites.

To every 6XX add ‡v Databases.

7XX Added Entries

Added entries provide searchable access to the bibliographic description of an item in addition to access provided by the main entry.

Make added entries in addition to the main entry to provide access to people and corporate bodies with a relationship to the work such as multiple authors, web page creators, maintainers, and editors, and universities or corporate bodies that host or sponsor the web sites.

If the Internet resource names 1-3 persons or bodies responsible for the creation of the work, choose one as the main entry, and make added entries for the others.

Where 4 or more persons or bodies are responsible for the creation of the work, make an added entry only for the one named first in the chief source of information.

If the main entry is under title, make added entries for persons or bodies having a relationship to the work.

Include added entries for appropriate names or titles that users might think to search under.

If a person or body's relationship to the work is not obvious from the bibliographic description, provide justification for the added entry in a note.

856 Electronic Location and Access

Most commonly used indicators and subfields for this field are as follows:

1st Indicator of 4 to indicate HTTP access method
 2nd indicator of 0 when the resource itself is being cataloged.
 ‡u for the URL of the resource being cataloged
 ‡z for a public note, when applicable

The first indicator specifies the method of access for electronic entered in the body of the 856 field. First Indicator Values are as follows:

Value	Description
Blank	No information provided
0	Email
1	FTP (File Transfer Protocol)
2	Remote login (Telnet)
3	Dial-up
4	HTTP (Hyper Text Transfer Protocol)
7	Method of access is specified in ‡2

The second indicator specifies the relationship between the electronic location entered in the 856 field and the resource being described by the bibliographic record. Second Indicator Values are as follows:

Value	Description
Blank	No information provided.
0	The resource itself
1	A version of the resource
2	A related resource
8	No display constant generated

Repeat the 856 field in a bibliographic record in the following situations:

When more than one method may be used to access the electronic resource.

When more than one URL may be used to access the electronic resource, as is the case with different language versions and mirror sites.

Subfield 3: Materials Specified (Not Repeatable)

When different parts of the cataloged item such as a table of contents, or related resources have different electronic locations, use †3 to specify the part that is accessible using the URL in the subfield †u.

Subfield †3 precedes the †u to which it applies

856 40 †3 AUTOCAT archives †u <http://listserv.acsu.buffalo.edu/archives/autocat.html>

856 42 †3 AUTOCAT Website †u <http://ublib.buffalo.edu/libraries/units/cts/autocat/>

Subfield z: Public Note (Repeatable)

Subfield †z contains a note that displays to the public about the electronic resource.

Subfield †z may contain information about accessing the resource, or about the resource itself.

856 40 †u <http://purl.access.gpo.gov/GPO/LPS3224> †z scroll down web page listing to find clickable issue to view

856 40 †u <http://www.moca.go.kr/english/mainga.htm> †z English version

INVENTORY

NEW CALL NUMBER: WHAT IS IN THE 092

CLASS SCHEME: ASIS

LIBRARY: CENTRAL

ITEM ID: LEAVE THE SIRSI GENERATED BARCODE

IF YOU MODIFY A PRINT RECORD REMOVE ONE DIGIT FROM THE OCR

PRICE: \$0.00

TYPE: ELECTRONIC

HOME LOCATION: ELECTRONIC

ITEM CAT 1: GOVDOC OR APPROPRIATE REFERENCE

ITEM CAT 2: ADULT

CIRCNOTE: NONE NEEDED