

## Guideline for Cataloging e-Books

### Objective

Search, evaluate, select and catalog free e-books available on the Internet according to library policies and standards.

### Description

Two types of e-books may be selected: reproduction of a print format and not reproduction of a print format, i.e. originally published in digital format. Determine whether the e-book has been originally published in digital format or is a reproduction of the print format. Many resources can provide this information. If we cannot determine if the original version of the e-book is digital or print, we may treat it as original digital version. The library catalog should be consulted to avoid duplications.

### MARC format

e-Books which are reproductions of prints are treated almost as normal, except that they need MARC fields 533 and 856. E-books that are not reproductions need more additional MARC fields: 530 (instead of 533) and 538. Fields 540 and 856 are common to both type e-books.

Start by input all needed **fixed length fields** at the beginning of the bibliographic record:

Language  
 Skip number  
 Location (for e-books should always be *ae**b**k*, i.e. online access e-book)  
 Cataloging date (current date)  
 Bibliographic level (for e-books should always be *e computer files*)  
 Material type (for e-books should always be *d e-resource*)

**020** ISBN. Input ISBN for original e-books and reproduction from print e-books if there is any.

**041** Describes the language of the e-book (if possible, also any translation of the original document).

**1XX** Describes the main entry responsible of the e-book (e.g. personal name, corporate name, meeting name).

**245** Describes the main title of the e-book. Subfield "**h [electronic resource]**" must be added after the title. Subfield codes "**b**" (for subtitles) and "**c**" (for author(s) responsibility) are described as usual. Add indicators 1 and 2 according to MARC 21 Bibliographic Data. Example:

**245** [1 0] Adviser, teacher, role model, friend**h**[electronic resource] :**l**bon being a mentor to students in science and engineering /**lc**National Academy of Sciences, National Academy of Engineering, Institute of Medicine.

**260** Describes the e-book publication and/or distribution responsibility. Tag 260 is described as usual, as for a print book. Subfield codes "**a**" (place of publication, distribution, etc.), "**b**" (name of publisher, distributor, etc.), and "**c**" (date of publication, distribution, etc. ) are also described as usual as for a print book.

**300** Describes the physical details of the e-book. Descriptive field 300 is coded as in the original print version for e-books that are print reproductions and have bibliographic record in library catalog in print format. However, subfield codes "**b**" and "**c**" are omitted in original e-books, because is

difficult to determine the number of pages and size. For downloadable e-books in PDF, Text free, or Word document, give the file size instead. Examples:

300 # # laOne html e-book.  
300 # # laOne pdf e-book (351KB)  
300 # # laOne word doc e-book (230KB)

**505** Describes any content notes that the cataloger deems to be important.

**520** Describes a summary of the e-book. Try to give a brief description of the document so the user can get a glimpse of the contents.

**530** Additional physical form available note; use this MARC field for **original e-books** (not print reproductions).

Examples:

530 # # laAvailable in computer file accessed online.

or

530 # # laAvailable via WWW.

If in html and located in the *Web* = Available via WWW ; if located in the library server in any file format = Available in computer file accessed online.

**533** Describes an e-book **reproduction of original print** (i.e. an electronic version of a print book). Reproduction is given as a note in field 533 when it differs from the information describing the original.

The most important subfields are:

la Type of reproduction  
lb Place of reproduction  
lc Agency responsible for reproduction  
ld Date of reproduction  
le Physical description of reproduction

Example:

533 # # laE-book.lbWashington, DC :lcNational Academy of Sciences,ld2000.leHtml online access

**NB:** 530 and 533 are not used together in the same bib record; omit field 533 for original e-books, or omit 530 for e-books that are reproductions of print.

**538** For system requirements (only if there are any system requirements).

Example:

538 # # laRequires Acrobat Reader.

**538** For mode of access. Omit this information for both types of e-books. Omit for e-books that are print reproductions, because this information will be supplied in field 533, subfield code “e”, and omit for original e-books, because this information can be referred in field 530.

**540** Terms governing use and reproduction. In this field we describe all the known and relevant issues related to intellectual responsibility and reproduction.

**6XX** Subject access entries and terms (Subject Headings). For e-books that are not reproductions, always add the free-floating subdivision “lx Electronic information resources” to the respective subject heading.

**7XX** Describes one or more secondary responsibilities of the e-book (e.g. personal name, corporate name, meeting name).

**856** Electronic location and access; this field contains the information needed to locate and access an electronic resource. It should be added in a bibliographic record when that resource is available electronically.

Required indicators:

Indicator 1: access method

Indicator 2: relationship

First indicator 4: HTTP access method.

Second indicator 0: core resource.

Second indicator 2: related resource.

Required subfields:

**u** Uniform Resource Identifier

**z** Public note

NB: We may use some core subfields only which are marked in “bold” to foster the process, and to achieve a better display in webpac for library users.

Example:

856 [4 0] **lu**[http://www.nap.edu/books/0309074452/html/lzPreparing Our Teachers: opportunities for better reading instruction](http://www.nap.edu/books/0309074452/html/lzPreparing%20Our%20Teachers%3A%20opportunities%20for%20better%20reading%20instruction)

856 [4 2] **lz**(viewed 16 July 2004)

MARC field 856 provides the book *WWW* location, when the e-book is accessed online, or provides a link to the library server, when the e-book is available to download. If linked to the library server, add the following location:

<http://library.umac.mo/ebooks/filename>

Filename is the bibliographical record number plus the format of the document.

Example:

**856** [40] **lu**<http://library.umac.mo/ebooks/b11655744.pdf>

**919** Used to control/confirm e-book bibliographic records (reproduction and non-reproduction from print), as well as for statistical purposes; add subfield **lc** to indicate the type of e-resource and the name of the cataloger.

Example:

**919 lcebpa**

“**eb**” stands for the e-resource type = e-book; “**pa**” stands for the first two letters of the cataloger’s English name (e.g. “pa” for Paulo). These should be input in “small letters”.

## Final remarks

e-Book bibliographic records do not need attached item records.

e-Books that which pagination vary significantly from the original print are generally not treated as reproductions. Instead, they follow the rules for an original e-book, and there is no field 533. The fixed field generally reflects the e-resource and not any print equivalent.

For e-books that are reproductions, and are already in library catalog, use the existing bibliographic record already in the library catalog.

Downloaded e-book files should also be saved in the library network drive N (N:\LIB\Cat\EMATERIALS\EBOOKS) for verification before being transported to library computer server.

e-Book file formats should be either in word doc., pdf, txt, exe, and Microsoft Reader. Other e-books in other formats, that are not standard, need to be discussed on case by case basis.

Create also an additional 856 field to link to the source provider, i.e. the one who hosts or publishes the e-book.

**Template of an original e-book for quick reference  
(via WWW)**

<b>Language</b>	eng English	<b>Cat. Date</b>	25-09-2006	<b>Bib Code 3</b>	
<b>Skip</b>	4	<b>Bib Level</b>	e COMPUTER FILES	<b>Country</b>	wau Washington
<b>Location</b>	aebk Online Access	<b>Material Type</b>	d e.RESOURCE	<b>MARC Type</b>	

y      **041**      0 #      eng

t      **245**      0 4      The changing transitions to adulthood in developing countries[electronic resource] :lselected studies /lcynthia B. Lloyd... [et al.], editors, Panel on Transitions to Adulthood in Developing Countries, National Research Council.

p      **260**      # #      Washington, D.C. :lbThe National Academy of Sciences,lc2006.

r      **300**      # #      One html e-book.

n      **500**      # #      Open searchable book. Download, copy, and past is not allowed. Viewers may read the whole book online or print page by page in PDF format. Click on text to turn pages. Chapters may be selected by clicking on the table of contents or from the "chapter selector window".

n      **530**      # #      Available via WWW.

n      **540**      # #      Page image presentation framework, not designed to replace the printed book. Free, browsable, non-proprietary, fully and deeply searchable version of the publication which has been made freely available, to inexpensively and quickly produce the material available online.

n      **520**      # #      Serving as a companion to Growing Up Global, this book from the National Research Council explores how the transition to adulthood is changing in developing countries in light of globalization and what the implications of these changes might be for those responsible for designing youth policies and programs. Presenting a detailed series of studies, this volume both complements its precursor and makes for a useful contribution in its own right. It should be of significant interest to scholars, leaders of civil society, and those charged with designing youth policies and programs.

d      **650**      # 0      Young adultslzDeveloping countrieslxElectronic information resources

d      **650**      # 0      YouthlzDeveloping countrieslxElectronic information resources

d      **650**      # 0      AdulthoodlzDeveloping countrieslxElectronic information resources

d      **650**      # 0      School-to-work transitionlzDeveloping countrieslxElectronic information resources

b      **700**      1 #      Lloyd, Cynthia B.,ld1943-

b      **710**      2 #      National Research Council (U.S.).lbPanel on Transitions to Adulthood in Developing Countries

y      **856**      4 0      luhttp://www.nap.edu/catalog/11524.html#toclzThe Changing Transitions to Adulthood in Developing Countries : Selected Studies

y      **856**      4      2      lz(viewed 25 September 2006)

y      **919**                lcebpa

**Template of an original e-book for quick reference  
(located in the library server)**

<b>Language</b>	eng English	<b>Cat. Date</b>	29-09-2006	<b>Bib Code 3</b>	
<b>Skip</b>	0	<b>Bib Level</b>	e COMPUTER FILES	<b>Country</b>	vau Virginia
<b>Location</b>	aebk Online Access	<b>Material Type</b>	d e.RESOURCE	<b>MARC Type</b>	

y     **041**    0 #    eng

a     **100**    1 #    Bigges, Walter,|dd. 1586

t     **245**    1 0    Drake's Great Armadahl[electronic resource] /lcWalter Bigges.

p     **260**    # #    Richmond, Va. :|bDiesel eBooks,lc[200?].

r     **300**    # #    One e-book (40 KB).

n     **500**    # #    Text prepared from a 1910 edition, published by Collier Son Company, New York, N.Y.

n     **530**    # #    Available in computer file accessed online.

n     **538**    # #    Microsoft Reader ebook. Requires Microsoft Reader.

n     **540**    # #    Copyright: Non-commercial use. Free download from Diesel eBooks.

d     **650**    # 0    Voyages and travelsy16th century|xElectronic information resources

d     **650**    # 0    Authors, Englishy16th century

b     **700**    1 #    Lloyd, Cynthia B.,|d1943-

y     **856**    4 0    luhttp://library.umac.mo/ebooks/b15750243.litlzDrake's Great Armada

y     **856**    4 2    luhttp://www.microsoft.com/reader/downloads/pc.asplzNeed Microsoft Reader?  
Download it here!

y     **856**    4 2    luhttp://www.diesel-ebooks.comlzPublisher: Diesel eBooks

y     **856**    4 2    lu(viewed 28 September 2006)

y     **919**    #     lcebpa

**Template of a reproduction of original print e-book for quick reference  
(print version already in library catalog)**

<b>Language</b>	eng English	<b>Cat. Date</b>	21-07-2005	<b>Bib Code 3</b>	
<b>Skip</b>	0	<b>Bib Level</b>	e COMPUTER FILES	<b>Country</b>	mdu Maryland
<b>Location</b>	multi *	<b>Material Type</b>	d e.RESOURCE	<b>MARC Type</b>	

\* **multi** = **ab**, or **ar** + **aebk**

i      **020**    ##    0889366446 (pbk.)

y      **041**    0 #    eng

c      **090**            GF 50**l**Joh

t      **245**    0 0    Lore :**l**capturing traditional environmental knowledge /**l**edited by Martha Johnson.

p      **260**    ##    Ottawa :**l**Dene Cultural Institute and International Development Research Centre,**l**c1992.

p      **260**    ##    Ottawa, ON :**l**International Development Research Centre,**l**c1992.

r      **300**    ##    xxiii, 116 p. ;**l**c22 cm.

n      **500**    ##    Also available online, in e-book format.

n      **500**    ##    Proceedings of a conference held July 23-27, 1990, in Fort Good Hope, N.W.T.

n      **504**    ##    Includes bibliographical references.

n      **505**    0 #    Foreword -- Acknowledgments -- Introduction -- Canada's North -- The South Pacific -- The African Sahel -- Northern Thailand -- Appendix.

n      **520**    ##    Lore breaks new ground in the study of these questions. It is the result of an unusual and important workshop. Researchers from around the globe slept on beds of spruce bows, in Dene tradition, and experienced the scenery of the majestic MacKenzie River in the Northwest Territories of Canada.

n      **533**            Ebook.**l**Ottawa, ON :**l**International Development Research Centre,**l**d2004.**l**eHtml  
online access

n      **540**            Copyright: free online reading from the publisher's website (usage conditions may  
apply).

d      **650**    # 0    Ecology**l**vCongresses

d      **650**    # 0    Human ecology**l**vCongresses

d      **650**    # 0    Environmental protection**l**vCongresses

d      **650**    # 0    Conservation of natural resources**l**vCongresses

d      **650**    # 0    Economic development**l**xEnvironmental aspects**l**vCongresses

b	<b>710</b>	2 #	Dene Cultural Institute (Yellowknife, N.W.T.)
b	<b>710</b>	2 #	International Development Research Centre (Canada)
b	<b>700</b>	1 #	Johnson, Marthalq(Martha Charlton)
y	<b>856</b>	4 0	luhttp://www.idrc.ca/en/ev-9324-201-1-DO_TOPIC.htmlzLORE : Capturing Traditional Environmental Knowledge
y	<b>856</b>	4 2	luhttp://web.idrc.ca/lzPublisher: International Development Research Centre (IDRC)
y	<b>856</b>	4 2	lz(viewed 8 April 2005)
y	<b>919</b>		lcebpa

~~~The End~~~~



