CCLINC CATALOGING POLICIES:

eBooks and Electronic Resources

The purpose of the CCLINC online catalog is to be a viable tool for patrons to access library information, NOT to index the Internet. The mere fact that a resource is accessible via the Internet does not warrant the inclusion of its bibliographic record in the CCLINC catalog. Other factors weigh into account: scale of collection, utility to patrons, impact on system resources, etc. With these factors considered, the following CCLINC cataloging policies address the cataloging of eBooks and electronic resources available via Internet access.

Previous Cataloging Policies Remain in Effect

The policies in this document are additions to the current body of CCLINC cataloging policy. They do not replace or supersede any existing policies. Prior existing cataloging policies are outlined in **CCLINC Cataloging: Policies and Procedures.** Among the applicable existing polices which remain in effect are:

- Batch loading of MARC bibliographic records is forbidden. Bibliographic records must be created or imported singly.
- CCLINC catalogers are restricted to editing only those bibs where theirs is the only holdings attached. "Editing" in this case does NOT mean willy-nilly changing any- and everything on the record until it "looks" right. "Editing" is allowed only in the sense of completing incomplete (i.e., CIP) records or adding new but congruent information to existing records (i.e. URLs or contents notes).
- Any creation, selection, importation, or editing of bibliographic records will be done in conformance with AACR2. **Under NO CIRCUMSTANCES shall anyone EVER alter the bibliographic record for one edition of a title to reflect another edition.**
- Anyone not clear on the difference between "editions" (i.e., 1, 2, 3, rev., unabridged, etc.) and "versions" (as in "print" versus "electronic") should contact LTS or the current Cataloging Subcommittee Chairperson for clarification. The same "edition" can exist in different "versions."
- If in doubt, don't "edit" or "add" at all – contact LTS for instructions or request that they make the desired changes.
- Where two or more libraries' holdings are attached to any existing CCLINC bib, then
- the responsibility for editing such bibs automatically reverts to LTS. If changes, such
- as adding an 856 field, need to be made, the CCLINC cataloger desiring such changes
- should contact LTS with the appropriate information.
- Any additional bibs which are imported or created to represent the titles/editions already reflected in CCLINC will be 'merged' by LTS as duplicate records.

NetLibrary (NCLIVE or locally purchased)

MARC bib records for NetLibrary titles will NOT be loaded into CCLINC.

- There is not enough space on the server for the 24,132 MARC bibs that currently represent the NCLIVE NetLibrary titles, not to mention the almost 1.5 million holding records that would be required.
- Even if there were NetLibrary bibs in CCLINC, each library would have to add holdings (call number and copy) to each of the 24,132 bibs individually in order for the titles to appear in a local search.
- To add bibs to CCLINC on such a scale would require a batch load. CCLINC has a long-standing policy forbidding batch loads of MARC bib records, due to the unavailability of reliable match points and the potential for duplicate records.
- Such a load would cause the NetLibrary titles, with their more contemporary pubdates, to appear in iLink hit lists before most of the libraries' own resources.

NetLibrary holdings CAN be indicated in CCLINC in the following manner:

If a MARC bibliographic record exists in CCLINC for the print version of a book that is also available as a NetLibrary eBook, then an 856 field and holdings information referencing the eBook version may be added to that existing MARC bib. The print book and the eBook must be the same work (i.e., title AND edition must match.)

- If the cataloger's library is the only holder of the print version, the cataloger may add a properly tagged 856 field to the 'print' bib which links to the NetLibrary eBook.
- If more than one library has holdings attached to the 'print' bib, then the cataloger may request that LTS add the 856 field with the NetLibrary eBook link.
- For such titles to then show in the library's public catalog, holdings information (call number and copy) for the eBook will have to be added to the 'print' bib.

Other eBooks

Owned vs. Licensed: For an eBook to be cataloged in CCLINC, it must be owned by at least one CCLINC library or be an NCLIVE permanent resource (excluding NetLibrary). Resources which are licensed or leased under a term agreement should NOT be cataloged. Free or "public domain" eBooks such as those available through Project Gutenberg are by definition "not owned" and do not qualify.

Cataloging eBooks: Where a MARC bibliographic record exists for the print version of the work (either in CCLINC or OCLC), that bib should be used in CCLINC to represent the eBook version also. An example of this is Arts & Humanities through the Eras. The electronic version of this title is available to CCLINC through NC LIVE's purchase of the Gale Virtual Reference Collection, and the print version of the same title is owned by CCLINC libraries (see CCLINC record o60314212).

A properly-tagged 856 field should be added to the 'print' bib, linking to the eBook version. Corresponding holdings information (call number and copy) should be created. MARC bibs for eBook formats should not be imported or created unless NO record for the corresponding print version exists. As stated above, MARC bibs for NetLibrary titles

should not be imported or created AT ALL; rather, holdings for NetLibrary e-books may be adding to bibs for the print version of those titles which may already exist in CCLINC.

- This policy is meant to prevent unnecessary extra bibs, where CCLINC libraries may already own or acquire print copies of the same titles, as is the case with the Gale Virtual Reference Library titles available through NCLIVE.
- Cataloging practice is already moving in the direction of consolidating different formats under one record. FRBR is a cataloging model under development by IFLA which will codify such practice.
- CCLINC already has a precedent for this practice: serial titles which exist in both print and microform versions. Holdings for microform versions of serials are added to the MARC bibs for the print versions of the titles.

Web-based editions of reference titles issued serially: Many governmental, academic, and organizational titles which have been issued in print in the past are now being made accessible through the Internet. An example of this is <u>Statistical Abstract of the United States</u>, as seen in OCLC bib no. 1193890. **Where these titles are represented by *serial* bibliographic records** (usually annuals), a properly-tagged 856 field may be added to the serial record to denote the **continuance of the title** in a web-based format. Holdings information (call number and copy) may then be added to reflect the availability of the web-based editions.

The master records for such titles in the OCLC database have often been updated to include the 856 information. Where this is so, the 'new' version of the OCLC record should be downloaded and used to 'replace current record' (update) the older CCLINC version. Finding such updated OCLC records is preferred to creating 856 fields in CCLINC, because often the OCLC records have Permanent URLs (PURLs) which are not always known or available to local catalogers.

Responsibilities

Where any eBook (excluding NetLibrary titles) or other electronic resource is owned by, and accessible to, the entire CCLINC consortium (such as NCLIVE permanent resources), it will be the responsibility of LTS to identify/import or create an appropriate bib record for the title, with a properly-tagged 856 field.

- As stated above, where bibs exist for the print versions of eBook/electronic resource titles, the MARC bib for the print version will be used, with a properly-tagged 856 field added to reflect availability of the eBook/electronic resource.
- In such cases where LTS imports, creates or edits such bibs, they will notify the CCLINC cataloging contacts. It is then the responsibility of the local catalogers to add holdings (call number and copy) if they choose to do so.
- The NC LIVE permanent resources currently include
    - the Chadwycke-Healey Literature collections
    - North American Women's Letters & Diaries (Alexander Street)

- the Greenwood Electronic Media collections
- the Sanborn "North Carolina" Maps
- the Gale Virtual Reference Library titles.

Where any eBook (excluding NetLibrary titles) or other electronic resource is the property of a single CCLINC library or group, but not CCLINC as a whole, the responsibility shall rest with that library or group to initiate the cataloging of such resources.

- Again, where bibs exist for the print versions of eBook/electronic resource titles, the MARC bib for the print version will be used, with a properly-tagged 856 field added to reflect availability of the eBook/electronic resource.
- If such bibs are identified in CCLINC and the bibs already have multiple holders, local catalogers are not permitted to edit them. Catalogers must request that LTS add the 856 field or 'replace current record' with an updated OCLC bib, as appropriate.
- LTS is always available to assist local catalogers in the creation of bibs and/or 856 fields.

Testing Links

Where any cataloger (LTS or local) creates an 856 field, they will test the link in iLink to make sure that it works, particularly before notifying other CCLINC catalogers of the availability of the record.