Draft Interim Guidelines for Cataloging Electronic Resources

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B19.1   INTRODUCTION

B19.1.1   Background

The Library of Congress has become increasingly engaged in the world of those electronic resources requiring the use of a computer (hereafter referred to as "electronic resources"; *cf.* the formal definition given in DCM B19.3). In the early 1980s it began to assign International Standard Serial Numbers (ISSN) to directly accessed serial electronic resources and in 1988 to those that are online. In the early 1990's the Library, through the Cooperative Online Serials (CONSER) Program, began to address the cataloging of online serial resources, with an emphasis on those available on the Internet. It began to catalog monographic computer files in the late 1980's. In the early 1990's, the Library began the digitization of original materials from its special collections under the aegis of the American Memory program. In 1996 an informal group of staff members with interests in issues relating to digitization, not only of original materials in special collections, but also including some book materials, met on an irregular basis to begin exploring issues of common interest.

While the group's initial concern was the cataloging treatment of materials that LC was digitizing from its own collections, it also encountered issues that relate to the bibliographic control of material in special collections, particularly "special format" material whose mode of expression is other than that of language material (non-manuscript language material) or whose modes of expression are mixed (i.e., collections of mixed material). Even so, the issues are not solely the domain of these materials, as the group discovered with some of the collections of language materials (e.g., various pamphlet collections; broadside collections). Cataloging electronic reproductions of material held by the Library as well as cataloging other electronic resources, whether electronic manifestations of new or already existing material, raises several issues. One of the most important is the use of one record or two to describe closely related content. Thus a medium that spans both general and special cataloging requires Library-wide application of a standard set of guidelines to ensure clarity in bibliographic records both for public catalog users and for effective bibliographic control.

It has been the intent of the Cataloging Policy and Support Office (CPSO) to develop conceptual guidelines for the cataloging of electronic resources. That effort has been delayed for various reasons, and toward the end of 1996, stimulated by increased activities in the area of digitization, CPSO invited a small group of staff members to develop interim guidelines for cataloging electronic resources. These guidelines are the result; they have been reviewed within LC by representatives of the units most directly concerned with cataloging electronic manifestations, particularly by the staff members mentioned above. Additional consultations were held with Copyright Office staff, and some changes were made to some of the terminology that had originally been proposed to accommodate the copyright perspective.

B19.1.2   Purpose and Character of DCM B19

The purpose of DCM B19 is to establish an interim set of guidelines to be used for cataloging electronic resources in the Library of Congress based on a common conceptual context and a common terminology. The intent of the guidelines is to apply to resources of divergent character produced under varying circumstances and managed by different entities, a set of conventions for bibliographic control that will enable generalized, standard practice to the extent judged practicable in a diverse, dynamic environment. DCM B19 attempts to be more than just a "how to" manual. It also

endeavors to engage the electronic world on a broader scale by providing a conceptual framework for treating electronic resources. This framework is followed by the establishment and definition of concepts and terms appropriate to electronic resources in an attempt to ensure clear communication based on a common understanding. The guidelines then include:

1)　　　policies on when to use multiple records and when to use a single record;
2)　　　conventions developed especially for the single-record technique;
3)　　　directions for indicating the existence of other physical formats (530 field);
4)　　　directions related to electronic location (856 field);
5)　　　directions relating to collocating records (710 field) and linking them (76X-78X fields);
6)　　　directions relating to identifying in MUMS those records related to a specific project (985 field; mandatory for American Memory projects).

The overall guidelines try to show how the cataloging of all electronic resources fits together, but they do not cover the specifics of all resources. DCM B19.8 (Appendix 1) gives a tabular presentation of electronic resources and the documentation applicable to cataloging them. This table shows that the specific guidelines in DCM B19 are more nearly oriented to electronic reproductions of materials held by the Library, for example, using a single-record approach for delineating these electronic manifestations. This emphasis is driven by the fact that the digitizing efforts of the Library of Congress and the need for their public representation as viable resources compel immediate attention. In meeting the needs of the Library of Congress in this regard, it remains to be seen whether the guidelines developed for these LC materials will necessarily be applicable elsewhere.

The one obvious lacuna in the current document is the absence of guidelines relating to the treatment of Internet resources--particularly with respect to which ones should be represented in the catalog, under what circumstances, and in what detail. This is because the collection development guidelines for electronic resources are only now beginning to be formulated. Thus the issues related to cataloging these materials have not been fully confronted. One question of concern is the impact the nature of the medium itself will have. For tangible non-electronic materials, their very tangibility fixes the intellectual content. This tangibility is common across all items in a particular manifestation, thus allowing the description of one item to apply to all the others in the manifestation. Changes in physical characteristics are used to surmise that there are changes in content, which is the basis of creating a new bibliographic record. With respect to cataloging remotely accessed electronic resources, it will be interesting to see what the impact of the accessing mode will be, particularly, with regard to

1)　　　the basis for determining that the content is "fixed," absent tangibility as a basis for doing this;
2)　　　the basis for determining that the content has changed, again, absent tangible characteristics for doing this.

On a more mundane level there are issues relating to

1)　　　the disposition of information that is universal and that which is local;
2)　　　determining who we are providing the information for (again universal/local);
3)　　　"custody" (is it relevant?);
4)　　　classification (should we attempt to classify?).

B19.1.3 **Reasons Why the *Guidelines* Are Interim**

The *Guidelines* are interim for the following reasons:

1) some of the copyright and collection development guidelines with respect to remotely accessed electronic resources are only now beginning to be formulated; the universe of material for which bibliographic control is to be applied will have a substantial impact on the resources available for this purpose and will in turn influence the nature of the conventions themselves (the larger the number of materials to be controlled the less labor intensive the conventions to control them can be);

2) the dynamic nature of the environment of electronic resources is profoundly affecting the standards upon which current conventions of bibliographic control rest; it is necessary to monitor the changes that are developing in AACR2, in USMARC, and in such international activities as the *ISBD (ER) : International Standard Bibliographic Description for Electronic Resources* and the IFLA study on the *Functional Requirements for Bibliographic Records*, and make adjustments accordingly;

3) experiments applicable to particular kinds of resources (e.g., serials and CONSER policies; the BEONLINE project for business and economic resources) are under way with evaluation of results and implications for policy guidelines still to be determined;

4) system considerations at LC are in a state of flux, particularly with the impending procurement of an Integrated Library System; hypertext links are still not available in the traditional interfaces to MUMS and SCORPIO; once this feature is more widely available, perceptions of which resources should be represented in the catalog and how data need to be depicted may change.

B19.2   CONCEPTUAL FRAMEWORK

The *Interim Guidelines* establish a common context through the use of entities and concepts derived from an entity analysis technique and based on work done heretofore in LC as part of information modelling and in the more recent work that resulted in an IFLA study: *Functional Requirements for Bibliographic Records: Final Report* (July 1997). The following entities/concepts, applicable to all forms of material, are taken directly from the aforementioned IFLA study in a condensed but usually directly quoted form. They are stated here because they provide a vocabulary that clarifies conceptually what is currently embodied in a bibliographic record.

work   a distinct intellectual or artistic creation; a *work* is an abstract entity

expression   the intellectual or artistic realization of a *work* in the form of alpha-numeric, musical, or choreographic notation, sound, image, object, movement, etc., or any

combination of such forms; an *expression* is the specific intellectual or artistic form that a *work* takes each time it is "realized"; inasmuch as the form of *expression* is an inherent characteristic of the *expression*, any change in form (e.g., from alpha-numeric notation to spoken word) results in a new *expression*; similarly, changes in the intellectual conventions or instruments that are employed to express a work (e.g., translation from one language to another) result in the production of a new *expression*

manifestation
the physical embodiment of an *expression* of a *work*; as an entity, manifestation represents all the physical objects that bear the same characteristics, in respect to both intellectual content and physical form; when a *work* is realized, the resulting *expression* of the *work* may be physically embodied on or in a medium such as paper, audio tape, video tape, etc.; the physical embodiment constitutes a *manifestation* of the work; in some cases there may be only a single physical exemplar produced of that *manifestation* of the *work* (e.g., an author's manuscript, a tape recorded for an oral history archive, an original oil painting, etc.); in other cases there are multiple copies produced in order to facilitate public dissemination or distribution

item
a single exemplar of a *manifestation*; an item is a concrete entity; it is in many instances a single physical object (e.g., a copy of a one-volume monograph, a single audio cassette, etc.); with respect to intellectual content and physical form, an item exemplifying a *manifestation* is normally the same as the manifestation itself; however, variations may occur from one item to another, even when the items exemplify the same manifestation, where those variations are the result of actions external to the intent of the producer of the manifestation (e.g., damage occurring after the item was produced, binding performed by a library, etc.)

The entities described above and as shown in the following diagram (now quoting from the IFLA report, p. 12-13) "represent the different aspects of user interests in the products of intellectual or artistic endeavour. The entities defined as *work* (a distinct intellectual or artistic creation) and *expression* (the intellectual or artistic realization of a *work*) reflect intellectual or artistic content. The entities defined as *manifestation* (the physical embodiment of an *expression* of a *work)* and *item* (a single exemplar of a *manifestation*), on the other hand reflect physical form.

The relationships depicted in the diagram indicate that a *work* may be realized through one or more

than one *expression* (hence the double arrow on the line that links *work* to *expression*). An *expression*, on the other hand, is the realization of one and only one *work* (hence the single arrow on the reverse direction of that line linking *expression* to *work*). An *expression* may be embodied in one or more than one *manifestation*; likewise a *manifestation* may embody one or more than one *expression*. A *manifestation*, in turn, may be exemplified by one or more than one *item*; but an *item* may exemplify one and only one *manifestation* ...

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┌─────────────────────┐
│                     │
│       Work          │
│                     │
│                     │
└─────────────────────┴──────────────────────┐
                      │                       │
                      │      Expression       │
 is realized through >>│                      │
                      │                       │
          >>          │                       │
                      └───────────────────────┴──────────────────────┐
                                              │                       │
                                              │     Manifestation      │
                        is embodied in  >>    │                       │
                                              │                       │
                              >               │                       │
                                              └───────────────────────┴──────────────────────┐
                                                                      │                       │
                                                                      │        Item           │
                                                is exemplified by >>   │                       │
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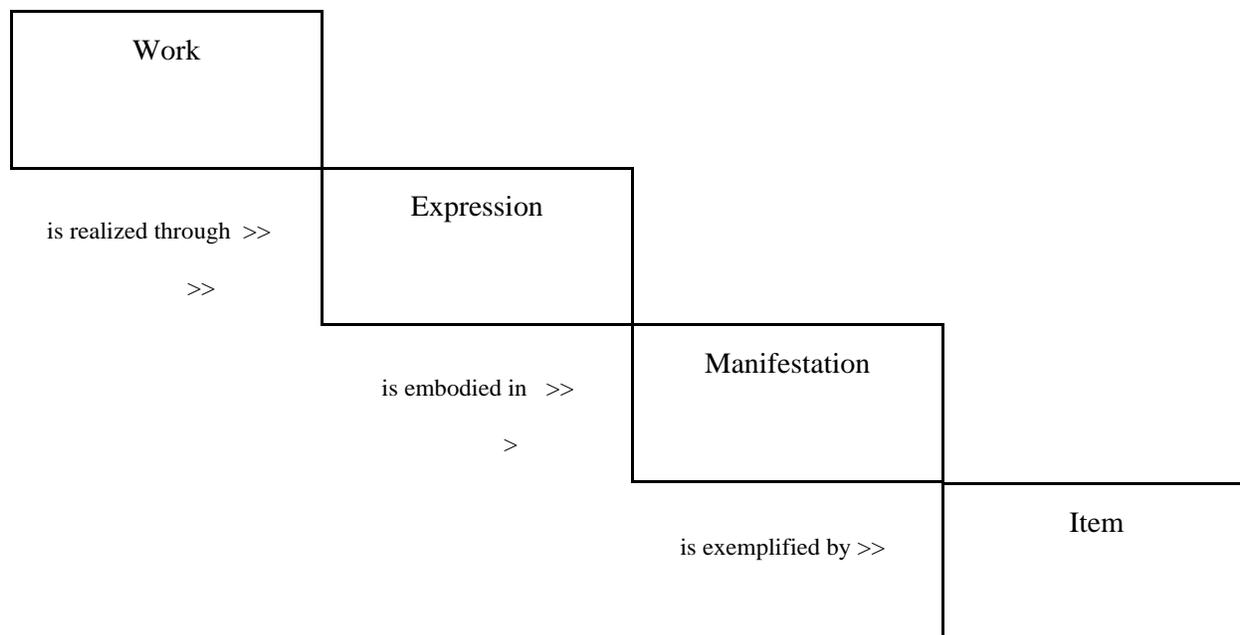
B19.3   BASIC CONCEPTS/TERMS

The *Guidelines* use the following basic concepts and terms with their associated definition to establish a consistent vocabulary, recognizing that there may not always be full agreement in particular cases. The basic concepts/terms are presented alphabetically for ease of reference. Some apply at a general level, others are more nearly related to electronic resources themselves. Additional concepts/terms are given in DCM B19.9 (Appendix 2).

Accessing mode -   A concept that characterizes the means of access to an electronic resource; it is applicable at the item level.

a.   *Direct access* - The term used to characterize access to an electronic resource resident in a carrier such as a computer disk or a CD-ROM that a user physically inserts into a computer, typically a microcomputer.

Observation: A tangible resource may also be accessed in an online mode as if remote (e.g., networked CD-ROMS; data copied onto UNIX hosts).

b.   *Remote access* -   The term used to characterize access to an electronic resource resident in a carrier that a user cannot physically handle, i.e., a resource accessed, processed, executed, etc. remotely. Frequently this involves connection through a computer network. This type of access is often referred to as "online" access.

Adjunct *see under* **Selected relationships**

Aggregates/Components -   Concepts pertinent to the make-up of a work. A work may be an integral unit or it may represent an aggregate of individual works (e.g., a compilation), a set of individual monographs brought together by a common theme or topic (e.g., a series), or a group of private papers organized by an archive as a single collection. A work may also represent an intellectually or artistically discrete component of a larger work, e.g., an article in a journal, a monograph in a series. Entities at the aggregate or component level are seen as the same as entities at the integral unit level.

Compilation - An electronic anthology whose constituent elements have been brought together and selected, coordinated, or arrnaged to form a new work.

Components *see under* **Aggregates/Components**

Computer file *see under* **Electronic resource**

Counterpart *see under* **Selected relationships**

Delineation - A technique used in lieu of separately cataloging a manifestation whereby detailed information about that manifestation is given in the bibliographic record for another manifestation; simply noting the existence of another manifestation does not constitute what is meant by delineation

Digital resource *see under* Electronic resource

Directly accessed electronic resource *see under* **Physicality**

Electronic conference -   A conference held in a virtual mode that takes place within the context of an interactive software environment running on the Internet. Headings for such conferences are treated the same as those for other conferences except headings for electronic conferences do not contain the name of the local place or other

location in which the conference was held.

Electronic discussion group - The term used to refer to a forum conducted electronically; these services, commonly called newsgroups and listservs, allow a computer user to post messages to, and read messages from, a group of people who have a common interest, usually by means of the Internet, a commercial online service, or electronic mail. For cataloging purposes, treat such a discussion group as a work entered under title (X30 series of tags).

Electronic resource - The term used to refer to a manifestation of a work encoded for manipulation by computer. The manifestation resides in a carrier accessed either directly or remotely. It is the term used in the revised *ISBD (ER)* and serves in lieu of other terms currently in use such as computer file or digital resource. Some electronic resources may require the use of a peripheral device attached to a computer (e.g. a CD-ROM player). Note that for these *Guidelines* this term does not include "electronic" resources that do not require the use of a computer, e.g., music compact discs, videodiscs.

Intangible electronic resource *see under* **Physicality**

Managerial responsibility - A concept pertinent to the responsibility for maintenance, preservation, use, etc. of an electronic resource; it is applicable at the manifestation and item levels.

a. *LC responsible*

b. *LC not responsible*

Observations: Related to selection status. LC is either responsible for maintenance, use, preservation, etc. or not. An example is JSTOR, a service for which LC pays a fee to make it available to the users at LC but for which LC bears no responsibility with respect to maintenance.

Mode of expression - The means through which the intellectual or artistic content of a work is realized in the form of alpha-numeric, musical or choreographic notation, graphic, image, object, movement, sound, etc., or any combination of such forms.

Not selected for LC's collections *see under* **Selection status**

On shelf *see under* **Storage location**

Online access *see under* **Accessing mode**

Physicality - A concept pertinent in the context of workflow issues; it is applicable at the manifestation level.

  a.   Directly accessed electronic resource -

  The term used to refer to an electronic resource whose carrier is "touchable," e.g., a CD-ROM. Although a manifestation might conceivably consist of a single item, more typically it consists of multiple items. This type of electronic resource is sometimes referred to as a "tangible" electronic resource.

  b.   Remotely accessed electronic resource -

  The term used to refer to an electronic resource whose carrier does not embody a direct, "touchable" physicality. In contrast to a typical directly accessed manifestation, a remotely accessed manifestation usually consists of a single item (site), although that item may be mirrored or copied and therefore exist at several storage locations. This type of electronic resource is sometimes referred to as an "intangible" electronic resource, i.e., incapable of being touched or perceived by touch.

Remote access *see under* **Accessing mode**

Remotely accessed electronic resource *see under* **Physicality**

Reproduction - A reproduction is a manifestation that replicates an item or a group of items or another manifestation (e.g., a reprint with no changes) and that is intended to function as a substitute. The reproduction may be in a different physical format from the original. Reproduction is a mechanical rather than an intellectual process. The physical characteristics of the reproduction such as color, image resolution, sound fidelity are influenced by the particular mechanical process used to create it, and therefore may differ from those of the original. Reproductions are usually made for such reasons as the original's limited availability, remote location, poor condition, high cost, or restricted utility.

Selected relationships

The following terms characterize selected relationships with respect to the equivalency or relatedness of the intellectual and artistic content. These relationships apply at the manifestation level. Those that pertain to equivalency indicate whether it is for all the work or only a part of it.

a. *Counterpart -* The equivalence is at the work level. The concept applies so long as the equivalence is there, even though the content may be repackaged. In LC there are instances in which an electronic finding aid contains digital surrogates and is therefore in and of itself an equivalence of the collection to which it refers.

b. *Subset -* The equivalence is for only a portion of a work, e.g., a table of contents in electronic form.

c. *Adjunct -* There is no equivalence but there is relatedness. Examples are non-cumulative supplements, finding aids that are not counterparts, publisher's home pages as gateways to information about their serials.

Selection status - A concept pertinent to whether a resource is regarded as forming a part of the Library's collections or not; it is applicable at the manifestation and item levels.

a. *Selected for LC's collection.*

b. *Not selected for LC's collection.*

Observations: Need to determine whether or not we regard it as a formal part of our collection. Issues of "passing through" data elements in copy cataloging records (the data element is in the record but LC does not actively supply it but retains it in the reissued record), especially 856 fields when we do not plan to "maintain" the information other than for our own location.

Special format divisions - The term used in these *Guidelines* to refer collectively to the American Folklife Center, the Geography and Map Division, the Manuscript Division, the Motion Picture, Broadcasting and Recorded Sound Division, the Music Division, the Prints and Photographs Division, and the Rare Book and Special Collections Division.

Storage location

a. *On shelf -* This term characterizes directly accessed electronic resources.

    b.   *Mounted*
        in LC -   This term characterizes remotely accessed electronic resources. Mounting may be done by ITS or another unit; it may be in ITS or anywhere else within the Library. An example is the Daguerreotype Collection.

    c.   *Mounted outside*
        LC -   This term characterizes remotely accessed electronic resources. The mounting is outside LC and may also include joint custodial arrangements as well as no LC custody. An example is JSTOR.

Subset *see under* **Selected relationships**

Tangible -   In the context of these *Interim Guidelines*, a term used to refer to non-electronic library materials that are capable of being touched or perceived by touch.

B19.4   BASE GUIDELINES (GENERAL)

Use the following base guidelines in determining the cataloging treatment of a particular electronic resource. In general, the cataloging treatment applied depends upon important factors related to the creation of the electronic resource itself, most importantly whether the resource is a sole manifestation or one of multiple manifestations and the realization of the work as a matter of time, i.e., whether it is judged to be a monograph or a serial.

B19.4.1   Content Versus Carrier (Electronic Resources)

How to characterize records for electronic resources in terms of their primary form of material (the issue of "content versus carrier") has been widely discussed. AACR2 is oriented toward basing cataloging treatment on carrier. Until 1997 the definition of computer file in USMARC (Leader/06 code"m") also indicated that the record would be coded for carrier. However, as a result of a change approved by MARBI in June 1997, Update No. 3 (July 1997) to the *USMARC Bibliographic Format* revised the definition of code "m" to allow for computer files to be coded for their most significant aspect. That definition now reads:

     Code m indicates that the content of the record is for the following classes of electronic resources: computer software (including programs, games, 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.

In conjunction with this change, field 007 for computer files is now mandatory in any record
representing an item whose carrier is a computer file.

Directly accessed electronic resources have been treated as computer files at LC as
have most of those accessed remotely. Directly accessed electronic resources have been represented in
the COMPUTER FILES file, the BOOKS file (those that accompany books), and, with format
integration, in the SERIALS file. With respect to cataloging remotely accessed electronic resources,
LC has been most active in cataloging electronic serials/journals and electronic counterparts or subsets
of tangible, original items or collections. In most cases, the latter do not receive separate catalog
records; instead, they are delineated in records for the original items or collections. The special format
divisions are interested in providing an integrated approach to the bibliographic records for the
materials of interest to them. Currently, that is done through the disposition of physical files under
MUMS, essentially by type of material. Under an ILS it will be a requirement to be able to approach
the catalog in a similar way as at present but it will probably be a logical disposition instead of a
physical one.

In the future when the shift in approach from carrier to content is implemented at LC,
fundamental changes in the current LC environment will be required. Those electronic resources
judged to have a significant aspect other than that of a computer file would now be represented in the
file appropriate to what is judged to be the significant aspect. For example, if the significant aspect of a
monographic electronic resource is judged to be language material, that resource would be represented
in the BOOKS file, not the COMPUTER FILES file (use of the GMD "[computer file]" will continue).
As of the current writing, not all the details of the impact of this change have been worked out, but it is
assumed that staff in the Computer Files/Microforms Team will continue to catalog those general
monographic electronic resources not pertaining to the materials of interest to the special format
divisions. However, they will do so by working in the file judged appropriate to the resource being
cataloged.

It is further assumed that special format divisions will continue to focus on cataloging
(except for Music, RBSCD) and servicing material acquired for the collections in their custody. The
change in approach that emphasizes content will, as described above, mean that electronic resources
will now be represented throughout the files that constitute the catalog, not just in the COMPUTER
FILES file. An issue of potential significant impact relates to those computer-related electronic
resources acquired by the special format divisions for their collections. As of this writing, it is not clear
how some of these materials will be treated with respect to 1) who will catalog these materials and 2)
what cataloging treatment they will receive. It is assumed that those judged to be cartographic
materials will continue to be cataloged by staff in the Geography and Map Division (G&M); those
judged to be serials will be cataloged in the Serial Record Division (SRD)). The treatment of other
monographic materials is less clear. For example, will a directly accessed electronic resource
manifested in multiple copies whose significant aspect is judged to be moving image be cataloged in
MBRS under the AMIM rules and, if circumstances warrant, added to the record for another
manifestation? This would be in lieu of being cataloged according to the general rules of AACR2 as a
manifestation receiving a separate record by staff either in MBRS or in SMCD. The Library of

Congress will develop/change workflow and cataloging policies related to "content vs. carrier" issues and will make them available to the larger cataloging community.

B19.4.2   Monograph or Serial

Apply the current AACR2 definitions of monograph and serial to electronic resources. Treat digitized texts, individual Web sites, and indeterminate works not issued in separate parts, particularly databases, as monographs. Treat as serials indeterminate works issued in separate, designated parts. The parts may constitute an issue, or in some cases, an individual article.

Applying the current 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 a monograph when the directory takes on the form of an electronic file that is continuously updated. This practice may change, but for the present LC and CONSER adhere to current definitions. Remotely accessed electronic resources of a dynamic nature that are currently excluded from serial treatment are:

> Databases (including directories, A&I services, etc.)
> Electronic discussion groups (e.g., SERIALST)
> Electronic discussion group digests (e.g., AUTOCAT digest)
> Gopher servers (e.g., LC-MARVEL)
> Online public access catalogs (e.g., OCLC, RLIN)
> Online services (e.g., America Online)
> Web sites (e.g., the CONSER home page)

B19.4.3   Single Manifestation

An electronic resource that exists solely in a single manifestation, e.g., a publication that exists solely online, by definition is represented by a single bibliographic record in the same manner as other non-electronic resources that exist in a single manifestation. Currently, those judged to be monographs are cataloged as computer files by the Computer Files/Microforms Team of the Special Materials Cataloging Division (SMCD) or as cartographic materials by staff in the Geography and Map Division (G&M) or, if judged to be accompanying material, by the general cataloging divisions. Those judged to be serials are cataloged in the Serial Record Division (SRD). Both monographs and serials are cataloged according to AACR2R, LCRIs, DCM, LCSH, SCM, LCC, USMARC, and supplementary documentation appropriate to each category of material. The detailed guidelines and conventions applicable to these materials are not repeated in DCM B19 (cf. DCM B19.8 (Appendix 1)).

B19.4.4   Multiple Manifestations

An electronic resource that is another manifestation of a work is likely to be one of the following:

> a)   a manifestation that is a counterpart or subset of a published resource (tangible or otherwise, usually directly accessed) or an adjunct to it;
>
> b)   a directly accessed manifestation that is

1)   a counterpart or subset of a tangible resource (either at the collection level or item level or both);
2)   an adjunct to material described in 1) immediately above;
3)   a reproduction in electronic form done by or for the Library of Congress of a resource (including material that may have been published) held by the Library;

c)   a remotely accessed manifestation that is

1)   a counterpart or subset of a tangible resource (either at the collection level or item level or both);
2)   an adjunct to material described in 1) immediately above;
3)   a reproduction in electronic form done by or for the Library of Congress of a resource (including material that may have been published) held by the Library.

Materials in categories a) and b) are usually cataloged by staff in the Computer Files/Microforms Team, SMCD (computer files), or in G&M (cartographic materials) or in SRD, depending upon whether the resource is judged to be a monograph or a serial. Materials in category c) are usually delineated by staff in the special format division that has custody of the tangible, non-electronic resource.

Note that a manifestation of conventionally published materials, including directly accessed electronic resources, usually consists of multiple copies. Unique collections usually occur in a single instance, although electronic manifestations of the original collection may be mirrored or copied and therefore exist at several storage locations. The data elements contained in the USMARC bibliographic format are predicated on data elements common to all the copies of a manifestation. Those applicable to a particular copy are generally treated as "local" or as holdings information. This concept is less appropriate to a unique tangible resource such as an archival collection, although this does not preclude the concept of "copy specific" as applied to a particular item in a collection when the manifestation of the item itself consists of multiple copies.

B19.4.5   **Single/Multiple Records for Multiple Manifestations (Electronic Resources)**

B19.4.5.1   *Criteria for determining single/multiple record approach*

The policy for applying a single/multiple record approach is stated in DCM B19.4.5.2.-3. The criteria for determining whether to employ a single-record or multiple-record approach that form the basis of the policy are stated in DCM B19.4.5.1.1-4 below.

B19.4.5.1.1   **Acquisitions/Initial Bibliographic Control (IBC) criterion**

Determine the processing state of the electronic resource from the perspective of acquisitions or the need for IBC data. The degree of detail required for the management of initial and subsequent acquisitions actions may influence the employment of a single or multiple record approach as may the workflow steps required subsequent to the acquisitions process.

B19.4.5.1.2   Citation criterion

A user must be able to get to the manifestation cited in the record the user is observing. When a single bibliographic record includes one or more citations to multiple manifestations, each citation the user is observing must state clearly and succinctly the content of the manifestation(s) cited:

1)   for the directly accessed, the format of the manifestation more than likely requires a separate record to fulfill the citation criterion;

2)   for the remotely accessed, a separate record is less likely to be needed to fulfill the citation criterion unless the content among multiple manifestations varies substantially.

B19.4.5.1.3   Interlibrary loan (ILL) criterion

The receiver of a request must know which manifestation is being requested and the initiator of a request must know the manifestation(s) available for loan:

1)   for multiple directly accessed manifestations, multiple bibliographic records make it more clear which manifestation is being requested;

2)   employment of a single bibliographic record that represents both tangible and remotely accessed manifestations is unlikely to cause confusion with respect to the manifestation available for loan, since it is unlikely someone would request the loan of a remotely accessed resource;

3)   when a single bibliographic record represents both a tangible manifestation (electronic or otherwise) and a remotely accessed one and the Library "holds" only the latter, it is more likely to cause confusion with respect to the manifestation held and whether it s likely to be available for loan.

B19.4.5.1.4   Bibliographic details criterion

When there is more than one manifestation, the significant bibliographic details of each need to be recorded to identify and to access each. When using a single record that includes one or more delineations, it is necessary to find ways to indicate the significant bibliographic details of all the manifestations, not just those for the primary one.

In the past the Library of Congress has attempted to provide catalog records not only for use in the catalogs of the Library of Congress but also of use in the catalogs of other libraries. For economic reasons, the present *Guidelines* now provide for the use of a single record to represent more than one manifestation in the cases outlined below. This necessarily focuses on the needs of the Library of Congress but may pose difficulties on other libraries that may wish to represent such resources in their catalogs.

B19.4.5.2   Policy for applying single/multiple record approach

B19.4.5.2.1   General policy

The policy is for the categories listed in DCM B19.8 (Appendix 1) and is stated in this

section as follows:

Multiple Manifestations (Electronic Resources) Policy for Applying Single/Multiple Record Approach		
Electronic Resource (another manifestation)	Policy	Example
Directly accessed manifestation	In cataloging a **directly accessed** electronic resource that is **another manifestation** of a work, employ a **multiple-record** approach (represent each manifestation by a separate record).	California books CD-ROM Warren Commission CD-ROM
Remotely accessed manifestation (LC collection)	In cataloging a **remotely accessed** electronic resource that is **another manifestation** of an **LC collection**, employ a **single-record** approach (delineate the electronic counterpart, subset, or adjunct by adding information about it to a record for the original), since there currently appear to be no instances in which this approach violates the criteria set forth above in DCM B19.4.5.1.1-4.	Daguerreotype Collection
Remotely accessed manifestation (one -to-one reproduction)	In cataloging a **remotely accessed** electronic resource that is a **one-to-one electronic reproduction** of another item, employ a **single-record** approach (delineate/note the electronic counterpart, subset, or adjunct by adding information about it to a record for the original), since there currently appear to be no instances in which this approach violates the criteria set forth above in DCM B19.4.5.1.1-4.	A remotely accessed California book A panoramic map A JSTOR title HTML conference proceeding

Multiple Manifestations (Electronic Resources) Policy for Applying Single/Multiple Record Approach		
Electronic Resource (another manifestation)	Policy	Example
Other remotely accessed manifestation (including a compilation from LC collections)	In cataloging a **remotely accessed** electronic resource that is **neither of the two categories of remotely accessed resources mentioned immediately above**, (or if there is doubt that the resource in hand fits one of the two categories mentioned above), employ a **multiple-record** approach (represent each manifestation by a separate record).	American variety stage American treasures of the Library of Congress

B19.4.5.2.2 **Exceptional practice for both electronic and non-electronic (usually microform) manifestations of the same collection**

In addition to electronic manifestations, special format divisions often have non-electronic manifestations (usually microforms) of their original items or collections or portions of them. Current LC policy for microform reproductions of general materials is a two-record policy; in most cases these microforms are serviced in the Microform Reading Room. Ideally, the same policy would apply to microforms of material housed in LC special format divisions. However, using a single-record approach as an exception to the general policy is justified by the following mitigating circumstances:

1) it is more practical to provide information about the microform manifestation in the bibliographic record for the original collection, particularly when the microform is also serviced in the special format division and often serves as a surrogate for use in a reading room in lieu of the original materials;
2) staff in the special format division are probably more knowledgeable about the shelf numbering scheme and other aspects of the material.

(When this approach is used, it is important, in the absence of a separate record for the microform manifestation, to include significant details about the microform manifestation, e.g., extent, in addition to the statement of additional availability.)

Conversely, when the microforms of material housed in a custodial division are serviced in the Microform Reading Room, it is better to represent the microforms in separate records. Staff in the Special Materials Cataloging Division are more likely to be familiar with the treatment of these microforms than are staff in special format divisions.

This clarification is needed because as more and more special materials are digitized, the records for the original item or collection may often represent multiple manifestations.

B19.4.6   **Multiple Manifestations in a Single Record (Electronic Resources)**

Two techniques are available for indicating the existence of an electronic manifestation in a record for another manifestation. Both are in lieu of LC's cataloging the remotely accessed resource separately.

B19.4.6.1   Delineate another manifestation

When using a single record to describe a tangible resource and also to delineate an electronic manifestation, consider the information provided in the delineation of the electronic resource as being in lieu of a separate catalog record. Use the 530 field (Other Physical Form Available Note) to focus all the information about the electronic resource in one place. Organize the delineation to include at least:

1) an introductory phrase indicating the additional availability of an electronic manifestation;
2) the name or title of the electronic manifestation if it varies from that of a tangible counterpart or subset;
3) information about the content of the electronic manifestation when it varies from that of the original, e.g., a subset of the original or additional material;
4) general information about access, particularly any restrictions on access or information about availability.

If a finding aid in electronic form is involved and it is the kind that incorporates actual material from the collection such that the finding aid itself becomes a remotely accessed electronic manifestation of the content of the collection or a subset of it, describe this special condition in the delineation (this does not preclude providing a brief mention of the existence of a finding aid in field 555).

As the 530 examples in DCM B19.5.2.1.2 illustrate, the data making up a particular delineation are not prone to a structured presentation; therefore, the flexibility of the 530 field was chosen for delineation over the more structured 533 field. Also use of the 530 field avoids any implication that the original is not held, an implication often associated with the use of field 533.

When the electronic manifestation bears a title different from that of the tangible resource, provide uncontrolled title access through the title that differs. Do this by means of a 740 field with indicator values set to 0♭ (*cf.* the 740 examples in DCM B19.5.2.1.2). This is an exception to the general LC policy of providing title access through a controlled form (730).

B19.4.6.2   Note the existence of another manifestation

The cataloging rules have long provided for indicating the existence of another manifestation in a note (field 530), usually in a very brief statement.

With respect to serials, CONSER's *Interim Guidelines for Online Versions* allow CONSER institutions either to create separate records or to note the existence of an remotely accessed electronic manifestation on the record for the print (or other) serial. Practically speaking, this policy is quite similar to delineating; however, there is a difference in the intent. The CONSER guidelines aim

to retain the integrity of the print (or other) record in a shared database in which separate records for the remotely accessed electronic manifestation might exist or be created later. Thus, field 007 is not given in such records and 530 notes tend to be less detailed than those given in records for LC's special collections. Field 740 may also be given when the title of the remotely accessed electronic manifestation differs from that of the original.

LC applies the CONSER single record option only for one-to-one reproductions of serials (e.g., JSTOR; *cf.* Example 3) and in other cases creates separate records.

B19.4.7   Multiple Presentations of the Same Electronic Resource

If an electronic resource is available in multiple presentations that may be generated from different underlying digital representations, e.g., images in TIFF or JPEG format, it is not necessary to acknowledge the condition.

B19.4.8   Electronic Resources in Bibliographical References

With respect to bibliography notes, interpret the term "bibliographical references" to include all kinds of resources, including electronic resources; do not give any special treatment to, or provide special mention of, the latter.

B19.5   ELECTRONIC MANIFESTATION--ORIGINAL IN NON-ELECTRONIC FORM--
               SPECIFIC GUIDELINES

B19.5.1   General

        This is the condition in which an electronic resource is the digitized counterpart to,
subset of, or an adjunct to, a tangible manifestation of a work, and the decision has been made to
represent the electronic manifestation in the catalog. Determine, according to DCM B19.4.5.2, whether
it is preferable to do this by a single- or multiple-record approach (the single-record approach requires a
record for the original, tangible manifestation; one may already exist or it may need to be created).

B19.5.2   Electronic Manifestation Is Remotely Accessed

        It is possible to delineate or note the electronic manifestation in the record for another
manifestation as described in DCM B19.4.6.1-2 respectively.

B19.5.2.1   Single-record approach--delineating technique

B19.5.2.1.1   General

        Under this approach, delineate the electronic manifestation in the record for another
manifestation as described in DCM B19.4.6.1.

B19.5.2.1.2   Guidelines for individual data elements

        Use the following guidelines to individual data elements to delineate a
counterpart/subset/adjunct of an electronic manifestation that is remotely accessed (*cf.* Examples 1-2):

        506 (Restrictions on Access Note)

        It is unlikely there will be restrictions on access relating to the electronic manifestation.
Should such occur, however, do not use this field; instead, mention them in the delineation in the 530
field.

        516 (Type of Computer File or Data Note)

        Do not use this field.

        530 (Additional Physical Form Available Note)

        This field must always be present; use it to delineate the remotely accessed electronic
resource as described in DCM B19.4.6.1. For remotely accessed manifestations of tangible LC
materials, a general reference to the Library of Congress Web site is sufficient, since the specific
location is always given in an 856 field. For uniformity of presentation, use the terminology illustrated
in the following examples to the extent practicable:

```
530 ## $a Available also through the Library of Congress Web site
```

under title: America's first look into the camera:
daguerreotype portraits and views ... (Earlier title:
Daguerreotypes, 1842 -1862.) This finding aid in
electronic form, with reproductions, captions, and
subject indexing for each image, was produced in 1995
for the National Digital Library Program, American
Memory collections.
   (*Cf.* Example 1; note that the dates have been left off
   the Web site title because they change as more
   material is added)

530 ## $a Available also through the Library of Congress Web site
         under title: Color photographs from the FSA and OWI, ca.
         1938-1944. This finding aid in electronic form contains
         reproductions with full caption information and subject
         indexing for each image.

530 ## $a Available also through the Library of Congress Web site
         under title: Documents from the Continental Congress and
         the Constitutional Convention 1774-1789. At least one
         facsimile image of each broadside is presented along
         with a narrative introduction.
530 ## $a Available also as part of a microfilm with title:
         Continental Congress and Constitutional convention
         Collections. Washington, D.C. : Library of Congress
         Photoduplication Service. 1 microfilm reel ; 35 mm.
            (Two delineations in a single record; *cf.* Example 2)

530 ## $a Available also through the Library of Congress Web site
         in two forms: as facsimile page images and as full text
         in SGML.

530 ## $a Available also through the Library of Congress Web site
         as a raster image.

538 (System Details Note)

Do not use this field. Ordinarily, it is not necessary to state explicitly that a browser or
other client software is required to access Internet resources, since the protocols necessary should be
obvious from the 856 field (e.g., mode of access is http). However, if a browser alone does not obtain
access (e.g., a RealAudio player is also required), state that additional requirement in the 530
delineation. Use judgement in stating any additional requirement, given the fact that the pace of
technological change may rapidly make available tomorrow what is not available today. Requirements
that are unlikely to be widely available are resources aimed at specialized communities in which the
content is only available in a discipline-specific or industry-specific format (e.g., documents available
in Postscript).

555 (Cumulative Index/Finding Aids Note)

For an electronic manifestation, use the phrase "finding aid available in electronic
form." If a finding aid in electronic form is involved and it is the kind that incorporates actual material
from the collection such that the finding aid itself becomes a remotely accessed electronic
manifestation of the collection or a subset of it, describe this special condition in the delineation.

710 (Added Entry - Corporate Name)

If the resource being delineated is an LC collection or part of an LC collection to which access is desirable, provide the access through an added entry unless it would be the same as that of the 245 title in the collection-level record in which the delineation is being recorded. See also DCM B19.10 (Appendix 3) for a more extended discussion of the use of this field for collocating records.

740 (Added Entry - Uncontrolled Related/Analytical Title

When the electronic manifestation bears a title different from that of the tangible resource, provide uncontrolled title access through the title that differs. Do this by means of a 740 field with indicator values set to 0♭ (*cf.* Example 2). This is an exception to the general LC policy of providing title access through a controlled form (730).

```
740 0# $a Documents from the Continental Congress and the
        Constitutional Convention 1774-1789.
740 0# $a Continental Congress and Constitutional Convention
        Collections.
```

76X-78X (Linking Entries)

See DCM B19.10 (Appendix 3), particularly DCM B19.10.3.

856 (Electronic Location and Access)

For remotely accessed manifestations of tangible LC materials, this field must always be present. Use it to indicate the location of the electronic manifestation. The conventions applicable to this field are in a state of flux and will continue to change for some time to come. For a detailed description of the use of this field, see *Guidelines for the Use of Field 856* prepared by the Network Development and MARC Standards Office and located at:

```
http://lcweb.loc.gov/marc/856guide.html
```

In addition, use the following guidelines in creating the field.

Use subfield $3 to characterize the remotely accessed resource when it is a subset or an adjunct, i.e., it does not equate to the original. Capitalize the first word. Use subfield $3 in all cases of finding aids whether counterpart or not.

Use the following subfields when providing a URL or URN to indicate the location of an remotely accessed electronic manifestation for LC materials (*cf.* Example 1):

$g   Uniform Resource Name as applicable for American Memory materials

$u   Uniform Resource Locator as applicable

$2   Access method (use "http" for Web resources)

Note that it is not possible to access a remotely accessed electronic resource "directly" by means of a hot link from the traditional access to MUMS or via telnet. Instead, it is necessary to access the record from a search interface that supports hot links (i.e., one of the Web interfaces) or to approach the resource directly via a Web browser.

In the special case of serial titles available through JSTOR, the Library wants to encourage readers to use those versions, not the paper ones. Because SCORPIO has not yet been updated to display the 856 field in records for serials, the 051 field is being used temporarily to signal the existence of the remotely accessed electronic version of a serial. The electronic location is given in subfield $a and the statement "ELECTRONIC COPY" is given in subfield $c (*cf.* Example 3). This is an interim measure, and these 051 fields will not be migrated to the ILS.

Use the following subfields when not providing a URL or URN to indicate the location of an remotely accessed electronic manifestation for LC materials (*cf.* Example 4):

> $d   Path; use for aggregate
>
> $f   Electronic name; use for item
>
> $2   Access method; use the term "file"

985 (Record History)

The 985 field is available to identify the records in MUMS related to a particular project. Its use is optional except for American Memory projects. Do all notation in lowercase to facilitate input/update. If multiple unit/collection designations are involved, record each in a repeated 985 field. Use the following additional guidelines:

1.   Subfield $a (Agency that keyed record/Record history; use for unit/collection designation). Use subfield $a to designate a unit and a collection; separate the two with a slash (rarebk/pre1801); if more than one designation is applicable, repeat the 985 field instead of using a repeated $a subfield as in

```
985 ## $a rarebk/mad
985 ## $a rarebk/ya
```

"Collection" in this context is loosely defined to include "formal" collections and configurations of materials relevant to the context of American Memory. The following RBSCD designations illustrate the use of subfield $a to designate a unit and a collection.

```
985 ## $a rarebk/bdsides
985 ## $a rarebk/mad
985 ## $a rarebk/mur
985 ## $a rarebk/pre1801
985 ## $a rarebk/rosen
985 ##  $a rarebk/ya
```

2.   Subfield $e (Responsible LC application; use for project, special

application). Use subfield $e to designate a project or special application; if more than one designation is applicable, use a new 985 field as needed instead of a repeated $e subfield. The following RBSCD designations illustrate the use of subfield $e. Note that field 985 with "ammem" in subfield $e is mandatory for any project associated with American Memory.

```
985 ## $e ammem    [American Memory project]
985 ## $e pam      [Bound Pamphlet project]
985 ## $e rbc      [Rare Book Collection existing record or
                    arrearage]
```

3.   Subfield $f (Online cataloger maintenance; use for staff code). Use of subfield $f to give a staff code is optional. If more than one code is applicable, do *not* use a repeated $f subfield; instead, separate each code with semicolon space (parallel to the convention in the 955 field) as in

```
985 ## $f vp51 10-12-90; ta05 12-05-91
```

006 (Fixed-Length Data Elements - Additional Material Characteristics)

Do not use the 006 for computer file.

007 (Physical Description Fixed Field)

There is a need to provide access to the subset of records in the catalog that represents an electronic resource by means of a single data element. Therefore, when an remotely accessed electronic resource is delineated, include an 007 field in the record. Use value "c" (Computer file) in character position 0 and value "r" (Remote) in character position 1. Use a fill character (|) in the remaining character positions (2-5):

```
007 ## $a cr||||
```

If more than one remotely accessed electronic resource is delineated, it is only necessary to provide a single 007 field. In the unlikely event that a single record in which delineation is used represents both directly and remotely accessed electronic resources, include a single 007 field for each different accessing mode:

```
007 ## $a cr||||
007 ## $a co||||
```

B19.5.2.2   Single-record approach--noting technique (remotely accessed electronic resource)

B19.5.2.2.1   General

For monographs, the technique used in applying a single record approach is that of delineating described in general in DCM B19.4.6.1 and in more detail in DCM B19.5.2.1. For serials, the technique used in applying a single record approach is that of noting the existence of an remotely accessed electronic serial resource described in general in DCM B19.4.6.2 and in more detail in DCM B19.5.2.2.2 below. Other guidelines may also be found in the *CONSER Editing Guide* and in the *CONSER Cataloging Manual*.

B19.5.2.2.2   Guidelines for individual data elements (online serial)

Use the following guidelines to individual data elements to note the existence of an online serial resource (*cf.* Example 3):

506 (Restrictions on Access Note)

Do not use this field. Instead, mention any restrictions in access in the 530 field.

516 (Type of Computer File or Data Note)

Do not use this field.

530 (Additional Physical Form Available Note)

Use this field to note the existence of an online serial counterpart/subset/adjunct as described in DCM B19.4.6.2. For material available through the Internet, a general reference to the source is sufficient, since the specific location is always given in an 856 field. For uniformity of presentation, use the terminology illustrated in the following examples to the extent practicable:

```
530 ## $a Scanned images of back issues also available to
            subscribers of JSTOR via the World Wide Web.

530 ## $a Available also on the Internet (Letters section only;
            for some issues only).

530 ## $a Some issues available also via the Internet at the
            Argonne Web site.

530 ## $a Some issues available also via Internet.

530 ## $a Issues for <spring 1996-   > available also on the
            Internet via the World Wide Web.

530 ## $a Data available also online via EIA Web Site.

530 ## $a Some issues or data available also via Internet.
```

538 (System Details Note)

Do not use this field. Ordinarily, it is not necessary to state explicitly that a browser or other client software is required to access Internet resources, since the protocols necessary should be obvious from the 856 field (e.g., mode of access is http). However, if a browser alone does not obtain access (e.g., a RealAudio player is also required), state that additional requirement in the 530 notation. Use judgement in stating any additional requirement, given the fact that the pace of technological change may rapidly make available tomorrow what is not available today. Requirements that are unlikely to be widely available are resources aimed at specialized communities in which the content is only available in a discipline-specific or industry-specific format (e.g., documents available in Postscript).

740 (Added Entry - Uncontrolled Related/Analytical Title)

When the electronic manifestation bears a title different from that of the tangible resource, provide uncontrolled title access through the title that differs. Do this by means of a 740 field with indicator values set to 0# . This is an exception to the general LC policy of providing title access through a controlled form (730).

856 (Electronic Location and Access)

This field must always be present; use it to indicate the location of the electronic resource. Use the guidelines in DCM B19.5.2.1.2 and in other documentation relevant to cataloging serials in creating the field; note the following issue relevant to representing a remotely accessed electronic resource in a record:

> It is probably inadvisable to include local information (e.g., whether a particular resource or service is available to users of the LC system) in an 856 field in a shared environment; a local note (590) is available for monographs but not for serials (consider 506 with subfield $5?).

006 (Fixed-Length Data Elements - Additional Material Characteristics)

Do not use the 006 for computer file.

007 (Physical Description Fixed Field)

Do not use the 007 for computer file.

B19.5.2.3   *Multiple-record approach (remotely accessed electronic manifestation)*

B19.5.2.3.1   General

Under this approach, catalog the electronic resource and use a separate bibliographic record to represent it in the catalog (*cf.* Example 5). Materials judged to be monographs are cataloged as computer files by the Computer Files/Microforms Team, SMCD or as cartographic materials by staff in G&M. In the future when the change described in DCM B19.4.1 (Content Versus Carrier (Electronic Resources)) is implemented at LC, materials in the former category will be coded in the Leader (MUMS FFD 41) according to their significant aspect. Those judged to be serials are cataloged in the Serial Record Division. Staff in these units follow well-established cataloging conventions appropriate to the materials they catalog (cf. DCM B19.8 (Appendix 1)).

B19.5.2.3.2   Guidelines for individual data elements

Use the following guidelines to individual data elements in the bibliographic record for the electronic resource:

506 (Restrictions on Access Note)

Use as appropriate, e.g., to indicate, in a general way, material available only through

licensing. Use field 590 (Local Note) to indicate that monographic material is available to users of the Library of Congress system at LC.

530 (Additional Physical Form Available Note)

Use this field to indicate the availability of another manifestation.

```
530 ## $a Available also in print form.
```

The overall policy for indicating the availability of another manifestation on records, applicable also to directly accessed electronic resources (*cf.* DCM B19.5.3), is as follows:

1)   for general cataloging related to monographs, use field 530 to indicate the availability of other manifestations when that information is readily available; provide the information in the record for the item being cataloged; if multiple manifestations are being cataloged simultaneously, provide the information in the record for each; if one of the manifestations has already been cataloged, do not go back and add the information to the record for that form;

2)   for cataloging related to materials in special format divisions, use field 530 to indicate the availability of other manifestations when that information is readily available; in cases of multiple manifestations represented by separate records, the decision of whether to provide the information in all the relevant records is at the discretion of the division or cataloging unit;

3)   for cataloging related to serials, follow the CONSER and LC guidelines laid out in documentation described elsewhere (*cf.* DCM B19.8 (Appendix 1)); in general, the policy is to indicate other availability in all relevant records.

538 (System Details Note)

Use this field as appropriate. For resources on the Internet, ordinarily it is not necessary to state explicitly that a browser is necessary for access in a "Systems requirement:" note, since the protocols necessary should be obvious from the "Mode of access:" note and field 856. However, if a browser alone does not obtain access (e.g., a RealAudio player is also required), state that additional requirement in a "Systems requirement:" note. Use judgement in stating any additional requirement, given the fact that the pace of technological change may rapidly make available tomorrow what is not available today. Requirements that are unlikely to be widely available are resources aimed at specialized communities in which the content is only available in a discipline-specific or industry-specific format (e.g., documents available in Postscript).

710 (Added Entry - Corporate Name)

If the resource being cataloged is part of an LC collection to which access is desirable, provide the access through an added entry using the form of the name of the collection determined to be the form used to provide such access (cf. DCM B19.10 Appendix 3)).

76X-78X (Linking Entries)

See DCM B19.10 (Appendix 3), particularly DCM B19.10.3.

856 (Electronic Location and Access)

This field must always be present; use it to indicate the location of the electronic resource. Use the guidelines in DCM B19.5.2.1.2 in creating the field; note the following issue relevant to representing a remotely accessed electronic resource in a separate record:

> It is probably inadvisable to include local information (e.g., whether a particular resource or service is available to users of the LC system) in an 856 field in a shared environment; a local note (590) is available for monographs but not for serials (consider 506 with subfield $5?).

985 (Record History)

See the guidelines for this field under DCM B19.5.2.1.2.

006 (Fixed-Length Data Elements - Additional Material Characteristics

Do not use the 006 for computer file.

007 (Physical Description Fixed Field)

Include an 007 field and use value "c" (Computer file) in character position 0 and value "r" (Remote) in character position 1. Use a fill character (|) in the remaining character positions (2-5):

```
007 ## $a cr||||
```

B19.5.3   Electronic Manifestation Is Directly Accessed

Materials in this category are usually cataloged using a multiple-record approach by staff in the Computer Files/Microforms Team, SMCD (computer files), or staff in G&M (cartographic materials) or in SRD, depending upon whether the resource is judged to be a monograph or a serial. Staff in these units follow well-established cataloging conventions appropriate to the materials they catalog (cf. DCM B19.8 (Appendix 1).

B19.6   ELECTRONIC MANIFESTATION--ORIGINAL IS A DIRECTLY ACCESSED ELECTRONIC RESOURCE--SPECIFIC GUIDELINES

This is the condition in which a remotely accessed electronic resource is the counterpart to, subset of, or an adjunct to, an original directly accessed electronic manifestation of a work (e.g., a Web manifestation of a CD-ROM resource, *cf.* Example 6), and the decision has been made to represent the remotely accessed electronic manifestation in the catalog. Determine, according to DCM B19.4.5, whether it is preferable to do this by a single- or multiple-record approach (the single-record

approach requires a record for the original, directly accessed electronic manifestation; one may already exist or it may need to be created). If the decision is to use a single-record approach, follow the guidelines in DCM B19.5.2.1; if a multiple-record approach, those in DCM B19.5.2.3.

B19.7   ELECTRONIC COMPILATION--SPECIFIC GUIDELINES

          This is the condition in which selected items are digitized and are put together to form what constitutes, in essence, a "new work" whose manifestation is a remotely accessed electronic resource (theoretically, this does not preclude the work (or parts of it?) being further manifested as a directly accessed electronic resource). Using a separate-record approach, describe such a compilation as a computer file (i.e., carrier) or cartographic material and code it in the Leader (MUMS FFD 41) as appropriate. In the future when the change described in DCM B19.4.1 (Content Versus Carrier (Electronic Resources)) is implemented at LC, continue to describe the compilation as a computer file (i.e., carrier) but code in the Leader according to its significant aspect (i.e., content; (*cf.* Example 7)). Reflect the characteristics of the work in the cataloging of it; for example, treat as an open entry when there is evidence the work is not stable or fixed; characterize the work in a more general way in a note or notes. Be flexible about whether to relate, through analytic added entries, the compilation to one or more of the collections from which it is made up. If such added entries are given, limit their number to five. If more than five collections are involved, give added entries for the five judged to be most important. If there is doubt about which are most important, give added entries for the first five based on order in which they are mentioned in the record. Do not use linking entry fields.

B19.8   Appendix 1: **Tabular Presentation of Electronic Resources and the Documentation
Applicable to the Cataloging of Them**

DIRECTLY ACCESSED (DA) Electronic Resources				
Category		Cataloged/ Delineated By	Documentation	Example
Published Monographic Item	Electronic Original	Separate Record Created by CF/M Team/G&M	AACR2R, LCRIs, DCM, LCSH, SCM, LCC, USMARC, & supplementary documentation appropriate to each category of material	CD-ROMs, disks
	Electronic Manifestation of Original (Non-Electronic or Electronic)	Separate Record Created by CF/M Team/G&M	AACR2R, LCRIs, DCM, LCSH, SCM, LCC, USMARC, & supplementary documentation appropriate to each category of material	California books CD-ROM Warren Commission report CD-ROM
Published Serial	Electronic Original	Separate Record Created by SRD	AACR2R, LCRIs, DCM, LCSH, SCM, LCC, USMARC, & supplementary documentation appropriate to serials cataloging	Directly accessed electronic journal (CD-ROMs, disks)
	Electronic Manifestation of Original (Non-Electronic or Electronic)	Separate Record Created by SRD	AACR2R, LCRIs, DCM, LCSH, SCM, LCC, USMARC, & supplementary documentation appropriate to serials cataloging	CD-ROM/disk manifestation of print journal
Unpublished Manifestation of Original LC Collection	(Counterpart, Subset, Adjunct)	Delineated by Staff in Special Format Divisions	AACR2R, LCRIs, DCM, LCSH, SCM, LCC, USMARC, & supplementary documentation appropriate to each category of material with particular emphasis on DCM B19	Surrogate manifestation to be served in a Special Format Division RR in lieu of an original

B19.8   Appendix 1: **Tabular Presentation of Electronic Resources and the Documentation**
Applicable to the Cataloging of Them

REMOTELY ACCESSED (RA) Electronic Resources				
Category		Cataloged/ Delineated By	Documentation	Example
Published Monographic Item	Electronic Original	Separate Record Created by CF/M Team/G&M	Same as for DA + DCM B19	HTML conference proceeding
	Electronic Manifestation of Original (Non-Electronic/Electronic)	Sep Rec/Delineation Done by CF/M Team/G&M or other appropriate staff	Same as for DA + DCM B19	A California book (delineation on record for original book) A panoramic map (delineation on record for original map)
Published Serial	Electronic Original	Separate Record Created by SRD	Same as for DA + DCM B19	Electronic journal A Project MUSE title
	Electronic Manifestation of Original (Non-Electronic/Electronic)	Sep Rec/Notation Done by SRD	Same as for DA + DCM B19	A JSTOR title (notation on record for original title)
RA Manifestation of an Existing Collection Unique to LC	(Counterpart, Subset, Adjunct)	Delineated by Staff in Special Format Divisions	Same as for DA + DCM B19	Daguerreotype Collection
Compilation of Materials from LC Collections	(Counterpart, Subset, Adjunct)	Separate Record Created by CF/M Team and Possible Delineation by Staff in Special Format Divisions	Same as for DA + DCM B19	American variety stage American treasures of the Library of Congress California books

B19.9   Appendix 2: **Additional Concepts/Terms**

**Character of work as
a matter of time** -   A concept applicable at the work level.

    a.   *Determinate* -   The work is intended to be complete in a specific
period of time, i.e., it is not intended to continue
indefinitely.

    b.   *Indeterminate* - The work is intended to continue indefinitely.

Completed *see under*   **Realization of a determinate work as a matter of being
completed**

Determinate *see under* **Character of work as a matter of time**

Dynamic *see under* **Realization of work as a matter of time**

Extensible *see under Dynamic under*   **Realization of work as a matter of time**

In progress *see under*   **Realization of determinate work as a matter of being
completed**

Indeterminate *see under* **Character of work as a matter of time**

**Realization of a determinate
work as a matter of being
completed** -   A concept pertinent to whether a determinate work is
regarded as being completed or not and applicable at
the expression, manifestation, and item levels; it
applies to any particular state (e.g., an initial state,
another edition).

    a.   *In progress* -   The term used to characterize a work that is regarded as
being uncompleted.

    b.   *Completed* -   The term used to characterize a work that is regarded as
being completed.

**Realization of work as
a matter of time** -   A concept applicable at the expression, manifestation,
and item levels.

    a.   *Static* - The realization of a work at the expression, etc. levels is
accomplished in a specific period of time.

    b.   *Dynamic* -   The realization of a work at the expression, etc. levels
occurs indefinitely. The realization may be extensible
(as in a tangible serial), revisable (as in a tangible
loose-leaf), or extensible and revisable (as in a tangible
loose-leaf).

Static *see under* **Realization of work as a matter of time**

Observations: With respect to electronic resources, those that are directly accessed can be static or dynamic; most of those accessed remotely tend to be dynamic but can also be static. New terms are emerging to describe attributes such as "extensible" for a work whose life continues and the intellectual content is "added to" and "revisable" for a work whose life continues and the intellectual content is undergoing "replacement" (in the loose-leaf for updating sense). New patterns are emerging within the remotely accessed. Currently, some serials are being "rearranged," i.e., only a current issue contains a numeric and/or alphabetic, chronological, or other designation with previous issues rearranged into a "database" with loss of the issue designations.

B19.10   Appendix 3: **Collocating Records/Linking Records**

B19.10.1   BACKGROUND

B19.10.1.1   Need for Collocating and Linking Records

The special format divisions of the Library have custody of collections that they need to identify for various reasons, e.g., access, historical record, publicity. Their needs encompass both that of collocating records, i.e., the capacity to elicit from the catalog all the records relating to a particular named collection, and that of managing and relating records representing hierarchical groupings within a collection. The need for relating hierarchical groupings is particularly characteristic of larger collections.

Over the past years several techniques within the separate divisions have been used for collocating and linking records. More recently, with the increasing number of digitization projects stimulated by the National Digital Library Program (NDLP), the question has arisen whether there is a need for a uniform approach to collocating and linking records. The Cataloging Policy and Support Office (CPSO) reviewed the issues with staff from the divisions involved and has concluded there are sound reasons for a flexible approach in accommodating the varying characteristics of the materials in the custody of the special format divisions and the techniques used for their bibliographic control.

B19.10.1.2   Past Practice

The following techniques have been used:

1)   series (440); the name of the collection chosen for access to it is given in a bracketed series note/added entry in records representing items in the collection or constituent parts of the collection;

2)   added entry for name of the collection; the name of the collection chosen for access to it is given in an added entry in records representing items in the collection or constituent parts of the collection; the name of the collection is treated as a corporate body and is tagged 710;

3)   linking entry; the data relevant to referring to the record being linked to is given in a linking entry; for vertical relationships, field 772 has been used in records for a single issue, a supplement, or a special issue to provide information about the related parent record; field 773 has been used in records for constituent units to provide information about the related host item record.

B19.10.1.3   Future Practice

It is better to distinguish between the collocating function and the linking function and to apply the appropriate technique to each:

1)   for the collocating function, use the added entry technique;

2)   for the linking function, use a linking entry field appropriate to the condition; use field 773 to express a vertical relationship between a record representing an item in a collection or a part of a collection and the record representing the collection as a whole; use field 776 to express a horizontal relationship;

3)   if it is desirable to provide both functions, use both techniques

4)   if neither function is required, do not use either technique.

B19.10.1.4   Series Technique

There are rare cases in which material in collections coming to LC has been numbered. In such cases, the series technique is an appropriate one to use if the material has been numbered in a

way that lends itself to use of this technique.

B19.10.2   COLLOCATING RECORDS

B19.10.2.1   Added Entry Technique

Use the added entry technique for collocating records for the following reasons:

1)   flexibility; unlike the linking entry technique, this technique does not require structuring the main entry of the collection-level record under the name of the collection to be used for access;

2)   the special format divisions can choose the collections for which they want to provide access and the character string (name) through which they want to provide that access;

3)   this technique is the one that has most commonly been used in LC, it is consistent across materials (general and special), and it is predictable for users of the catalog;

4)   this technique can be applied both to collection level and to item level records in support of being comprehensive;

5)   this technique is more straight forward in support of governing the headings in bibliographic records through authority records than is the linking entry technique.

CPSO initially advocated continuing the practice of treating names of collections as corporate names and content designating them as X10. In a meeting with staff from the special format divisions, however, it became clear that, although there was not unanimous agreement on this point among staff from those divisions, there were persuasive reasons for treating the names of collections as titles (X30). CPSO now needs to:

1)   assess the impact of such a change;
2)   formulate the guidelines to be followed after the change;
3)   develop a plan for managing the change.

B19.10.3   LINKING RECORDS

B19.10.3.1   General

Linking entry fields may provide additional access by means of indexing (currently, some, but not all, are indexed in LC). They also have the potential of supporting instantaneous navigating among records although that capability is not now available at LC. For linking among records, use the linking entry fields for the following reasons:

1)   this technique is specifically designed for linking records, not for collocating *per se*;

2)   when divorced from collocating, this technique supports flexibility because it frees the special format divisions from needing to ensure that main entry access in the bibliographic record for a collection be the same as the character string used for access purposes; for example:

```
245 00 $a Resolved:  we are now free states.
300 ## $a 2 broadsides.
```

```
710 2# $a Continental Congress Broadside Collection
        (Library of Congress)
773 0# $a United States. $b Continental Congress. $t
        Continental Congress broadsides $w (DLC)
        90-898267
```

3)   this technique facilitates the management of records for hierarchical groupings, especially in large collections.

B19.10.3.2   Policy for Linking Records

As indicated above, the focus on linking records is more a matter of managing records, providing additional access, and supporting navigation than it is a matter related to the cataloging of electronic resources *per se*. However, in the course of dealing with issues related to electronic resources, issues relating to linking have arisen that needed to be addressed. The overall policy for linking among records is as follows:

1)   for general cataloging related to monographs and monographic component parts, do not link records except:

   a)   for so-called "In analytics" in which the retrieval of the component part is dependent upon the physical identification and location of the host item or container (field 773);
   b)   for a reproduction microform (link to the record for the original (field 776));

2)   for cataloging related to materials in special format divisions, the decision to link is at the discretion of the division or cataloging unit;

3)   for cataloging related to serials and serial component parts, follow the CONSER and LC guidelines laid out in documentation described elsewhere (*cf.* DCM B19.8 (Appendix 1)); in general, the policy is to link.

B19.10.3.3   Guidelines for Linking Entry Fields (Decision Has Been Made to Link Records)

Use the following guidelines:

1)   for monographs and monographic component parts, only use a linking entry field when there is another record to which a record can be linked;

2)   use field 773 (Host Item Entry) to express a vertical link; for example, in the record for a constituent unit, use field 773 to link to the record for the collection as a whole; in general, do not link from a larger bibliographic unit to a constituent unit (field 774);

3)   use field 776 (Additional Physical Form Entry) to express a horizontal link; for example, between a record that represents a non-electronic tangible resource and its counterpart electronic manifestation).

4)   always give in subfield $w the LCCN of the record being linked to;

5)   use in the linking entry the bibliographic data constituting the main entry access of the record being linked to; use subfields $a and $t for a main entry (1XX)/title (240/245) combination; use subfield $t for entry under title (245).

Observations:

We need to explore further issues related to using linking records for LC collections as follows:

1)   the actual linking mechanism will be dependent upon that of the ILS;
2)   it would appear that if the actual linking mechanism is control number, then that raises the question of what is the function of the bibliographic data given in the linking entry; technically, all that would be required would be a control number; if so, does that mean the bibliographic data, if any, are serving more an "informational" function and the requirements for the form in which they are given can be less rigorous?

B19.11   Appendix 4: **Examples**

B19.11.1   EXAMPLE 1

```
001 bb ‡a 95-861318 ‡b PP ‡c r97
050 00 ‡a Guide Record ‡u <P&P>
245 00 ‡a Daguerreotype Collection (Library of Congress) ‡h [graphic].
260 bb ‡c 1839-1864.
300 bb ‡a <599    > photographs : ‡b daguerreotypes.
351 bb ‡a Organized into one filing series with the call number prefix DAG.
520 0b ‡a The majority of the daguerreotypes are portraits by American
          photographers, including many by the Mathew Brady studio and the
          first American daguerreotype, made by Robert Cornelius. The
          collection also includes some early architectural views, outdoor
          scenes, and copies of works of art. Portraits are primarily of men,
          chiefly politicians, but also artists, journalists, and
          entertainers. Some of the portraits are occupational daguerreotypes
          that show workers with the tools of their trade. Unidentified people
          appear in more than 200 images. Among the architectural views are
          the White House, Capitol, Patent Office, and the General Post Office
          in Washington, D.C., by John Plumbe, and street scenes in
          Philadelphia. The 30 images from the American Colonization Society
          Records are of Liberian government officials and colonists and
          relate to the Society's resettlement program for African Americans;
          includes images taken by Rufus Anson and Augustus Washington.
555 8b ‡a Finding aid available in electronic form.
506 bb ‡a Daguerreotypes served by appointment only.
540 bb ‡a No known restrictions on reproduction.
530 bb ‡a Available also through the Library of Congress Web site under title:
          America's first look into the camera: daguerreotype portraits and
          views ...  (Earlier title: Daguerreotypes, 1842-1862.) This finding
          aid in electronic form, with reproductions, captions, and subject
          indexing for each image, was produced in 1995 for the National
          Digital Library Program, American Memory collections.
530 bb ‡a For some of the daguerreotypes by Brady's studio, prints from glass
          copy negatives are available in LOT 13129.
530 bb ‡a For daguerreotypes by John Plumbe, reference prints are available
          in LOT 11338.
500 bb ‡a New daguerreotypes are added to the collection as they are acquired.
541 bb ‡c Most Brady studio daguerreotypes from transfer; ‡a U.S. Army War
          College ; ‡d 1920; ‡e (DLC/PP-1920:46153).
541 bb ‡c Gift, purchase, and deposit; ‡a various sources; ‡d 1926-present.
610 24 ‡a American Colonization Society ‡x People ‡y 1840-1850.
650 b7 ‡a Buildings ‡y 1840-1850. ‡2 lctgm
650 b7 ‡a Artists ‡y 1840-1860. ‡2 lctgm
650 b7 ‡a Entertainers ‡y 1840-1860. ‡2 lctgm
650 b7 ‡a Government officials ‡z Liberia ‡y 1840-1850. ‡2 lctgm
650 b7 ‡a Journalists ‡y 1840-1860. ‡2 lctgm
650 b7 ‡a Politicians ‡y 1840-1860. ‡2 lctgm
655 b7 ‡a Daguerreotypes ‡y 1840-1870. ‡2 gmgpc
655 b7 ‡a Portraits ‡y 1840-1870. ‡2 gmgpc
700 1b ‡a Brady, Mathew B., ‡d 1823 (ca.)-1896.
700 1b ‡a Cornelius, Robert, ‡d 1809-1893, ‡e photographer.
740 0b ‡a America's first look into the camera: daguerreotype portraits and
          views.
740 0b ‡a Daguerreotypes, 1842-1862.
852 bb ‡a Library of Congress ‡b Prints and Photographs Division ‡e
          Washington, D.C. 20540 USA ‡n dcu
```

B19.11.1   EXAMPLE 1 (CONTINUED)

```
856 7b̸ ǂ3 Finding aid ǂu http://lcweb2.loc.gov/ammem/daghtml/daghome.html
        ǂ2 http
040 b̸b̸ ǂa DLC ǂc DLC ǂd DLC ǂe gihc
043 b̸b̸ ǂa n-us---
007 b̸b̸ ǂa kh|bh#
007 b̸b̸ ǂa cr||||
985 b̸b̸ ǂa pp/dag ǂe ammem
005 b̸b̸ ǂa 19970807171531.3
908 b̸b̸ ǂa
```

B19.11.2   EXAMPLE 2

```
001 bb ‡a 90-898267 ‡c r974
050 00 ‡a Cont Cong no. 1-242 ‡u <Rare Bk Coll : Bside Coll>
110 10 ‡a United States. ‡b Continental Congress.
245 10 ‡a Continental Congress broadsides.
260 bb ‡c ca. 1774-1778.
300 bb ‡a <ca. 260  > pieces.
520 0b ‡a Contains broadsides and other documents pertaining to the work of
          the Continental Congress during the Revolutionary War and
          Confederation period.  Items include acts, resolutions, committee
          reports, treaties, and proclamations.  Many of the documents
          represent drafts of resolutions and bills which eventually passed in
          a different form; some items have manuscript annotations which are
          not elsewhere recorded.  Some pieces exist in multiple copies.
530 bb ‡a Available also through the Library of Congress Web site under title:
          Documents from the Continental Congress and the Constitutional
          Convention 1774-1789.  At least one facsimile image of each
          broadside is presented along with a narrative introduction.
530 bb ‡a Available also as part of a microfilm with title: Continental
          Congress and Constitutional Convention Collections.  Washington,
          D.C. : Library of Congress Photoduplication Service.  1 microfilm
          reel ; 35 mm.
561 bb ‡a Some pieces have been transferred from the Manuscript Division,
          Library of Congress.
651 b0 ‡a United States ‡x Politics and government ‡y 1775-1783.
651 b0 ‡a United States ‡x Politics and government ‡y 1783-1789.
610 10 ‡a United States. ‡b Continental Congress.
710 2b ‡a Continental Congress Broadside Collection (Library of Congress)
740 0b ‡a Documents from the Continental Congress and the Constitutional
          Convention 1744-1789.
740 0b ‡a Continental Congress and Constitutional Convention Collections.
852 bb ‡a Library of Congress ‡b Rare Book and Special Collections Division ‡e
          Washington, D.C. 20540-4862 USA ‡n dcu
856 7b ‡u http://lcweb2.loc.gov/bdsds ‡2 http
040 bb ‡a DLC ‡c DLC ‡d DLC ‡e appm
051 bb ‡a Microfilm 90/3000 ‡u <MicRR> ‡c Microfilm.
043 bb ‡a n-us---
007 bb ‡a cr||||
005 bb ‡a 19970802130030.2
985 bb ‡a rarebk/bside ‡e ammem
```

B19.11.3   EXAMPLE 3

```
001 ‡‡ ‡a 34-16980 ‡c r97
005 ‡‡ ‡a 19970613083547.0
010 ‡‡ ‡a ‡‡‡34016980‡//r97
012 ‡‡ ‡a -3-7n9706130044-p----- 111
022 0‡ ‡a 0012-9682 ‡z 0098-1699
030 ‡‡ ‡a ECMTA7
032 ‡‡ ‡a 030930 ‡b USPS
035 ‡‡ ‡a (OCoLC)1567366
037 ‡‡ ‡b Econometrica, Tieto Ltd., Bank House, Ba Hill Rd., Clevedon, Avon
            BS21 7HH, England
040 ‡‡ ‡a MnMULS ‡c MnMULS ‡d CtY ‡d MnMULS ‡d NSDP ‡d OCoLC ‡d InU ‡d NSDP ‡d
            MH ‡d AIP ‡d NSDP ‡d AIP ‡d MH ‡d AIP ‡d NSDP ‡d MH ‡d TxU ‡d DLC ‡d
            InU ‡d DLC
041 0‡ ‡a engfre
042 ‡‡ ‡a nsdp ‡a lc
050 00 ‡a HB1 ‡b .E2
051 ‡‡ ‡a www.jstor.org/fcgi
            -bin/jstor/lisstjournal.fcg/00129682?frame=frame&dpi=3 ‡c ELECTRONIC
            COPY
082 ‡‡ ‡a 330.5
210 0‡ ‡a Econometrica
222 ‡0 ‡a Econometrica
245 00 ‡a Econometrica :‡b journal of the Econometric Society.
260 ‡‡ ‡a Chicago, Ill. : ‡b Econometric Society, the University of Chicago,
300 ‡‡ ‡a v. : ‡b ports., diagrs. ; ‡c 26 cm.
310 ‡‡ ‡a Bimonthly ‡b <, Mar. 1975- >
321 ‡‡ ‡a Quarterly, ‡b 1933-
362 1‡ ‡a Began in Jan. 1933.
500 ‡‡ ‡a Published: Evanston, Ill. : Econometric Society, <Nov. 1979->
500 ‡‡ ‡a Description based on: Vol. 15, no. 1 (Jan. 1947); title from cover.
510 1‡ ‡a Management contents ‡b 1974-
510 1‡ ‡a Social sciences index ‡x 0094-4920
510 2‡ ‡a ABI/INFORM ‡b Mar. 1972-Mar. 1973
510 2‡ ‡a Index of economic articles in journals and collective volumes ‡x
            0536-647X
510 2‡ ‡a Mathematical reviews ‡x 0025-5629
310 ‡‡ ‡a With supplements.
530 ‡‡ ‡a Scanned images of back issues also available to subscribers of J
            -STOR via the World Wide Web.
546 ‡‡ ‡a English and French.
555 ‡‡ ‡a Vols. 1 (1933)-20 (1952).  1 v. (Supplement to v. 20); v. 21 (1953)
            -45 (1977).  1 v.; v. 46 (1978)-55 (1987).  1 v.
650 ‡0 ‡a Economics ‡x Periodicals.
650 ‡0 ‡a Economics, Mathematical ‡x Periodicals.
710 2‡ ‡a Econometric Society.
776 1‡ ‡t Econometrica (Online) ‡w (DLC)sn‡97023014 ‡w (OCoLC)35705710
850 ‡‡ ‡a InU ‡a MH ‡a MH-CS ‡a MH-KG ‡a TxU
856 7‡ ‡z Online version: ‡u http://www.jstor.org/fcgi
            -bin/jstor/listjournal.fcg/00129682?frame=frame&dpi=3 ‡2 http
936 ‡‡ ‡a Vol. 54, no. 6 (Nov. 1986) LIC
```

B19.11.4   EXAMPLE 4

```
001 ƀƀ ‡a 75-693072 ‡b MAPS ‡c r93
050 00 ‡a G3974.A5A3 1903 ‡b .D7
052 ƀƀ ‡a 3974 ‡b A5
100 1ƀ ‡a Dry, Camille N.
245 00 ‡a Bird's eye view looking northwest, city of Anniston, Calhoun County,
          Alabama. ‡c Drawn by C. N. Dry.
260 ƀƀ ‡a N[ew] Y[ork] ‡b Chas. Hart, lith., ‡c c1903.
300 ƀƀ ‡a map ‡c 58 x 87 cm.
507 ƀƀ ‡b Perspective map not drawn to scale.
500 ƀƀ ‡a Indexed for points of interest.
510 4ƀ ‡a LC Panoramic maps (2nd ed.), ‡c 3
530 ƀƀ ‡a Available also through the Library of Congress Web site as a Raster
          image.
952 ƀƀ ‡a AACR2
651 ƀ0 ‡a Anniston (Ala.) ‡x Aerial views.
752 ƀƀ ‡a United States ‡b Alabama ‡d Anniston.
710 2ƀ ‡a Charles Hart Litho.
852 0ƀ ‡a Library of Congress ‡b Geography and Map Division ‡e Washington,
          D.C. 20540-4650 USA ‡n dcu
856 7ƀ ‡d g3974a ‡f pm000030 ‡2 file
007 ƀƀ ‡a crlmn#
040 ƀƀ ‡a DLC ‡c DLC ‡d DLC
985 ƀƀ ‡a GMD/PM ‡e ammem
005 ƀƀ ‡a 19970609101211.6
```

B19.11.5   EXAMPLE 5

```
001 bb ‡a 96-801286
050 00 ‡a Z674.8
082 10 ‡a 025.04 ‡2 12
110 2b ‡a Network Advisory Committee. ‡b Meeting ‡d (1994 June 12-14 : ‡c
        Washington, D.C.)
245 10 ‡a Community connections ‡h [computer file] : ‡b the national
        infrastructure and civic networks : proceedings of the Library of
        Congress Network Advisory Committee, June 12-14, 1994.
256 bb ‡a Computer data.
260 bb ‡a Washington, D.C. : ‡b Network Development and MARC Standards Office,
        Library of Congress, ‡c 1996.
490 1b ‡a Network planning paper ; ‡v no. 27
538 bb ‡a Mode of access: World Wide Web or gopher.
500 bb ‡a Title from home page.
500 bb ‡a "2/16/96."
530 bb ‡a Available also in print form.
520 bb ‡a Full text of a Network Advisory Committee (NAC) meeting which was
        held to update participants on developments affecting the public
        interest in the national information infrastructure, to inform NAC
        members of the status and outlook for community and civic networks,
        and to advise the Library of Congress on the draft of its strategic
        plan to create the national digital library.  Includes meeting
        agenda, list of attendees, foreword by the NAC chair, presentations
        and discussion.
505 2b ‡a Introduction to community connections / Jane Williams --
        Administrative connections / David Lytel -- Legislative connections
        / Robert Gillespie -- Cyberspace for everyone? / Ronald Doctor -- An
        overview of civic networking / Christinger Tomer -- CapAccess /
        Richard Civille, Janice Snyder Anderson -- Blacksburg Electronic
        Village / Joseph Wiencko -- Three Rivers Free-Net / Robert
        Croneberger -- Selfin Free-Net / Elizabeth Curry -- Discussion with
        community networks panel -- Review of Civic networks in the United
        States / Peter R. Young.
650 b0 ‡a Library information networks ‡z United States ‡x Congresses.
650 b0 ‡a Wide area networks (Computer networks) ‡x Access ‡z United States ‡x
        Congresses.
710 2b ‡a Library of Congress. ‡b Network Development and MARC Standards
        Office.
830 b0 ‡a Network planning paper (Online) ; ‡v no. 27.
856 7b ‡u http://www.loc.gov.nac/nac27 ‡2 http
856 7b ‡u gopher://marvel.loc.gov/11/services/libinforg/nac/nac27 ‡2 gopher
040 bb ‡a DLC ‡c DLC ‡d DLC
043 bb ‡a n-us---
007 bb ‡a cr||||
005 bb ‡a 19960327110309.6
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B19.11.6   EXAMPLE 6

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001 ƀƀ ‡a 96-802206
050 00 ‡a TK5105.888 ‡u <1996 00558> ‡u <MRC>
082 10 ‡a 025.04 ‡2 12
111 2ƀ ‡a International WWW Conference ‡n (5th : ‡d 1996 : ‡c Paris, France)
245 10 ‡a Proceedings of the 5th International World-Wide Web Conference ‡h
        [computer file] : ‡b May 6-10 1996, Paris, France.
246 30 ‡a World-Wide Web Conference
256 ƀƀ ‡a Computer data.
260 ƀƀ ‡a Amsterdam : ‡b Elsevier Science, ‡c [1996]
300 ƀƀ ‡a 1 computer laser optical disc ; ‡c 4 3/4 in. + ‡e 1 insert.
538 ƀƀ ‡a System requirements for IBM: 386SX or higher; 4MB RAM; MSDOS; HTML
viewer software (e.g., Netscape); CD-ROM drive.
538 ƀƀ ‡a System requirements for Macintosh: Macintosh; 4MB RAM; System 7.0 or
        higher; HTML viewer; CD-ROM drive.
500 ƀƀ ‡a Title from disc label.
500 ƀƀ ‡a Also published as a special issue of: Computer networks and ISDN
        systems (Vol. 28, issues 7-11, 1996).
530 ƀƀ ‡a Available also through the Internet.
520 ƀƀ ‡a Contains 58 HTML-formatted technical papers accepted for
        presentation at the 5th International World-Wide Web Conference, 7th
        to 9th of May, 1996, in Paris.
020 ƀƀ ‡a 0444825010
650 ƀ0 ‡a World Wide Web (Information retrieval system) ‡x Congresses.
650 ƀ0 ‡a Internet (Computer network) ‡x Congresses.
710 2ƀ ‡a Elsevier Science Publishers.
730 0ƀ ‡a Computer networks and ISDN systems.
856 7ƀ ‡u http://www5conf.inria.fr ‡2 http
040 ƀƀ ‡a DLC ‡c DLC ‡d DLC
007 ƀƀ ‡a co||||
007 ƀƀ ‡a cr||||
005 ƀƀ ‡a 19961003151449.7
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B19.11.7   EXAMPLE 7

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001 ᵇᵇ ‡a 96-802670
050 00 ‡a PN1968.U5 ‡u <1996 01525> ‡u <MRC>
082 10 ‡a 793.8 ‡2 12
245 00 ‡a American variety stage ‡h [computer file] : ‡b vaudeville and
          popular entertainment, 1870-1920 / ‡c American Memory, Library of
          Congress.
246 30 ‡a Vaudeville and popular entertainment, 1870-1920
256 ᵇᵇ ‡a Computer data.
260 ᵇᵇ ‡a Washington, D.C. : ‡b Library of Congress, ‡c 1996-
538 ᵇᵇ ‡a Systems requirements: World Wide Web (WWW) browser software.
538 ᵇᵇ ‡a Mode of access: Internet.
500 ᵇᵇ ‡a Title from title screen dated Oct. 31, 1996 (viewed on Feb. 12,
          1997).
500 ᵇᵇ ‡a "Groups of theater posters and sound recordings will be added to
          this anthology in the future."
520 ᵇᵇ ‡a Multimedia collection containing digitized versions of selected
          Library of Congress holdings.  Represents diverse forms of popular
          entertainment, especially, vaudeville, that thrived from 1870-1920.
          Includes 334 English and Yiddish language playscripts, 146 theater
          playbills and programs, sixty-one motion pictures, and 143
          photographs and twenty-nine memorabilia items documenting the life
          and career of Harry Houdini.
505 1ᵇ ‡a Houdini -- Theater playbills and programs -- Sound recordings
          (coming soon) -- Motion pictures -- English playscripts -- Yiddish
          playscripts
650 ᵇ0 ‡a Vaudeville ‡z United States ‡x History ‡y 20th century.
650 ᵇ0 ‡a Vaudeville ‡z United States ‡x History ‡y 19th century.
650 ᵇ0 ‡a Vaudeville ‡z United States ‡x Film catalogs.
650 ᵇ0 ‡a American drama ‡y 20th century.
650 ᵇ0 ‡a American drama ‡y 19th century.
650 ᵇ0 ‡a Yiddish drama ‡y 20th century.
650 ᵇ0 ‡a Yiddish drama ‡y 19th century.
650 ᵇ0 ‡a Theater programs ‡z United States.
650 ᵇ0 ‡a Playbills ‡z United States.
600 10 ‡a Houdini, Harry, ‡d 1874-1926.
710 2ᵇ ‡a Library of Congress. ‡b National Digital Library Program.
856 7ᵇ ‡u http://lcweb2.loc.gov/ammem/vshtml/vshome.html ‡2 http
952 ᵇᵇ ‡a Cataloged using WebExplorer browser software.
040 ᵇᵇ ‡a DLC ‡c DLC ‡d DLC
043 ᵇᵇ ‡a n-us---
007 ᵇᵇ ‡a cr||||
005 ᵇᵇ ‡a 19970116111119.4
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