

**CATALOGING CD-ROMS: MONOGRAPHIC CATALOGING**  
**(using OCLC Connexion Client)**  
(rev. May 2007; rls)

**REQUIRED FIELDS/SUBFIELDS:**

Field	Example	Notes
<b>Type</b>	<b>Type: a</b> (language material; <b>most common</b> )  Use other codes as appropriate	<b>BE SURE TO CODE THE APPROPRIATE RECORD TYPE</b> (usually language material (a) or computer file (m)). <b>Be sure to check the data on the disc to verify which type is correct. Sometimes it's difficult to see the opening screen; consult with a colleague or TAC if need be. Consult OCLC's document "Cataloging electronic resources" for details ("additional resources")</b>
<b>006</b>	<b>006 field:</b> Computer Files Format 006 Information T006: m Audn.: File: d GPub:  <b>Resulting 006 in bib. record:</b> 006 [m d ]	<b>To create 006:</b> <b>Edit: Guided entry: Insert 006: Books [etc.]: (Fill in appropriate categories): [O.K.]</b> <b>To edit 006:</b> <b>Edit: Guided entry: Edit: (Fill in appropriate categories): [O.K.]</b>  <b>Warning: do not code the 006 directly</b> <b>Note: If Type: m in 008, then use 006 for books instead</b>  <b>File:</b> a Numeric data; b Computer program; c Representational; <b>d Document (most common);</b> e Bibliographic data (for bibliographic citations); f Font; g Game; h Sound; i Interactive multimedia; j Online system or service; m Combination; u Unknown; z Other  <b>GPub:</b> Should match the fixed field
<b>007</b>	\$a c \$b o \$d c \$e g \$f u	Example describes a 4 ¾ inch CD-ROM (standard), multicolored (\$d), with unknown sound characteristics (\$f). <b>Other possible codes: \$d a (one color); n (N/A); u (unknown). \$f a (has sound)</b>
<b>008</b>	<b>Form: s</b> (all CD-ROMs) <b>Orig: s</b> (for simultaneous publications on the web and CD-ROM)	For textual monographs, follow the same guidelines as for paper format monographs
<b>245</b>	\$a Title \$h [electronic resource] : \$b subtitle / \$c statement of responsibility.	Order of choice for <b>chief source: title screen</b> , other formally-presented evidence within the source, disc label, accompanying information issued by the publisher (ex., booklet), jewel case, or other container
<b>300</b>	<b>Example 1:</b> \$a 1 CD-ROM : \$b col. ; \$c 4 ¾ in. <b>Example 2:</b> \$a 2 CD-ROMs : \$b col. ; \$c 4 ¾ in.	
<b>538 system requirements</b>	\$a System requirements: Windows 95, NT, or higher, or, Mac OS 8.0 or higher, 5 MB hard disc.	Standard note beginning "System requirements." Includes information about minimum hardware and operating system needed to view the CD-ROM. If the CD-ROM runs on multiple systems, separate 538 notes may be used
<b>500 Source of title</b>	\$a Title from title screen.	<b>Always include a source of title note</b>

**049 CODING:**

**NOTE: The following examples follow the policies set by the ACCM. See the ACCM document for more information. For further details on 049s in general, see the 049 synopsis document. Both are listed under “Additional resources.”**

**examples:**

1. CD-ROM by itself:

049 CLUR \$I L1234567890

2. CD-ROM **and** accompanying material, at the same location:

049 CLUR \$I L1234567890 [barcode is for CD-ROM]

**--Do not input separate \$a in 049 for accompanying material, if same location code is used for main item**

**--Make a printout, and route printout and items to EDIT box for post-cataloging editing. Holdings and items records will be created post-cataloging**

3. CD-ROM **as** accompanying material, at the same location:

049 CLUR \$I L1234567890 [barcode is for book]

**--Do not input separate \$a in 049 for accompanying material, if same location code is used for main item**

**--Make a printout, and route printout and items to EDIT box for post-cataloging editing. Holdings and items records will be created post-cataloging**

4. CD-ROM **as** accompanying material, in different locations:

Book + CD-ROM for SEL EMS Stacks and SEL EMS AV:

049 CLUE \$I 1234567890 \$a[CD-ROM]CLUE \$o smav \$I 9876543210

**--Make a printout, and route printout and items to EDIT box for post-cataloging editing**

5. CD-ROM **and** accompanying material, in different locations:

CD-ROM + Booklet for SEL EMS AV and SEL EMS Stacks:

049 CLUE \$o smav \$I 1234567890 \$a[Booklet] CLUE \$I 9876543210

**--Make a printout, and route printout and items to EDIT box for post-cataloging editing**

### **ADDITIONAL RESOURCES:**

1. “Guidelines for Coding Electronic Resources in Leader/06”:

<http://lcweb.loc.gov/marc/ldr06guide.html>

2. “Cataloging Electronic Resources: OCLC-MARC Coding Guidelines”:

<http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/default.htm>

3. For more information about the 006 field (OCLC standards):

<http://www.oclc.org/oclc/bib/006.htm>

4. ACC document: “Policies for Cataloging CD-ROMs”:

<http://staff.library.ucla.edu/groups/accm/policies.asp>

5. For Serials cataloging: “CD-ROM Serials: Cheat Sheet”:

<http://wwwtest.library.ucla.edu/libraries/cataloging/sercat/specproc/cdroms.htm>

6. For information about formatting 049s: “049 input standards in OCLC—Synopsis”:

[Accessible on the I drive]

I:\YRL-CopyCat\Copy Cataloging Voyager\049InputStandardsinOCLC.doc

### **ADDITIONAL NOTES:**

#### **Order of Notes for Monographs**

516	Nature and scope
<b>538</b>	<b>Mode of access/System requirements</b>
546	Language or script
<b>500</b>	<b>Source of title proper</b>
500	Statements of responsibility
500	Edition and history
520	Summary note
506	Restrictions on use

#### **538 System Requirements**

Use this order:

1. Name (or model)
2. Amount of memory (RAM; Hard disk space)
3. Name of operating system
4. Software requirements
5. Required or recommended peripherals

## EXAMPLES OF CD-ROM BIBLIOGRAPHIC RECORDS

### CD-ROM: simple cataloging of a CD-ROM

Type: a            ELvl: I            Srce:            Audn:            Ctrl:            Lang: eng  
BLvl: m            Form: s            Conf: 0            Biog:            Mrec:            Ctry: pau  
                  Cont: e            GPub:            LitF: 0            Indx: 0  
Desc: a            Ills:            Fest: 0            DtSt: s            Dates: 1999,

010 \_\_ 98-32408

040 \_\_ DLC \$c YJL

006 \_\_ [m d ]

007 \_\_ c \$b o \$d c \$e g \$f a

050 00 AE5

090 \_\_ AE5 \$b .C66 1999

049 \_\_ CLUR \$1 L1234567890

245 00 Computer desktop encyclopedia \$h [electronic resource].

250 \_\_ 2<sup>nd</sup>. ed.

260 \_\_ Point Pleasant, PA : \$b Computer Language Co., \$c 1999.

300 \_\_ 1 CD-ROM ; \$c 4 ¾ in.

538 \_\_ System requirements: IBM-compatible PC; Microsoft Windows 3.1 or higher, CD-ROM drive, VGA color monitor.

500 \_\_ Title from disc label.

520 \_\_ A source of computer terms, concepts, important products, and interesting items. Provides more than 10,000 definitions, illustrations, photos, diagrams and charts from micro to mainframe.

650 \_0 Electronic encyclopedias.

710 2\_ Computer Language Company.



**Book + CD-ROM accompaniment, at the same location**

**--Do not input separate \$a in 049 for accompanying material, if same location code is used for main item**

**--Make a printout, and route printout and items to EDIT box for post-cataloging editing. Holdings and items records will be created post-cataloging**

Type: a	ELvl:	Srce:	Audn:	Ctrl:	Lang: eng
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: nyu
	Cont:	GPub:	LitF: 0	Indx: 1	
Desc: a	Ills: a	Fest: 0	DtSt: s	Dates: 1994,	

010 \_\_ 93-48538

040 \_\_ DLC \$c DLC

020 \_\_ 0442017731

050 00 QA76.9.D33 \$b H45 1994

049 \_\_ CLUR \$1 L1234567890 [NOTE: barcode is for book]

100 1\_ Held, Gilbert, \$d 1943-

245 10 Personal computer file compression : \$b a guide to shareware, DOS, and commercial compression programs / \$c Gilbert Held.

260 \_\_ New York, NY : \$b Van Nostrand Holland, \$c c1994.

300 \_\_ xix, 260 p. : \$b ill. ; \$c 24 cm. + \$e 1 CD-ROM (4 ¾ in.).

538 \_\_ System requirements for accompanying disc: IBM-compatible PC; DOS.

500 \_\_ Includes index.

650 \_0 Data compression (Computer science)

650 \_0 Shareware (Computer software)

**CD-ROM + accompanying material, at the same location**

**--Do not input separate \$a in 049 for accompanying material, if same location code is used for main item**

**--Make a printout, and route printout and items to EDIT box for post-cataloging editing. Holdings and items records will be created post-cataloging**

Type: a            ELvl: I            Src: d            Audn:            Ctrl:            Lang: eng  
BLvl: m            Form: s            Conf: 0            Biog:            MRec:            Ctry: dcu  
                  Cont:            GPub:            LitF: 0            Indx: 0  
Desc: a            Ills:            Fest: 0            DtSt: s            Dates: 1999,

040 \_\_ IAD \$c IAD

006 \_\_ [m d ]

007 \_\_ c \$b o \$d c \$e g \$f a

090 \_\_ G1 \$b .N27 1999

049 \_\_ CLUR \$1 L1234567890 [NOTE: barcode is for CD-ROM]

245 04 The complete national geographic \$h [electronic resource] : \$b one hundred and ten years of National Geographic Magazine on CD-ROM.

260 \_\_ Washington, D.C. : \$b The Society, \$c c1999.

300 \_\_ 1 CD-ROM : \$b sd., col. ; \$c 4 ¾ in. + \$e 1 user's guide.

538 \_\_ System requirements: Windows 95 or Windows 98; Pentium 90MHz or faster processor; 24MB RAM; 70MB free hard-disk space; SVGA video card supporting 16-bit sound card and speakers; 4X CD-ROM drive.

538: \_\_ System requirements: Macintosh; Power PC or higher; System 7.5 or higher; 32MB RAM; 70MB hard-disk space; 640 x 480 16-bit color; 4X CD-ROM drive.

500 \_\_ Title from disc label.

520 \_\_ Presents National Geographic on CD-ROM for the years 1888-1998.

650 \_0 Geography.

630 00 National geographic.

710 2\_ National Geographic Society (U.S.)

753 \_\_ IBM \$c Windows 95 Windows 98

753 \_\_ Macintosh \$c System 7.5

**Book + CD-ROM accompaniment, at different locations**

**NOTE: This item will require post-cataloging ORION2 editing. After updating, make a printout, and put the printout and items into the "O2 edits 049" box on the pickup shelves**

Type: a            ELvl:            Srce:            Audn:            Ctrl:            Lang: eng  
BLvl: m           Form:            Conf: 0            Biog:            MRec:            Ctry: nyu  
                  Cont:            GPub:            LitF: 0            Indx: 1  
Desc: a           Ills: a           Fest: 0           DtSt: s           Dates: 1994,

010 \_\_ 93-48538  
040 \_\_ DLC \$c DLC  
020 \_\_ 0442017731  
050 00 QA76.9.D33 \$b H45 1994  
049 \_\_ CLUE \$l L1234567890 \$a[CD-ROM] CLUE \$o smav \$l 9876543210  
100 1\_ Held, Gilbert, \$d 1943-  
245 10 Personal computer file compression : \$b a guide to shareware, DOS, and commercial compression programs / \$c Gilbert Held.  
260 \_\_ New York, NY : \$b Van Nostrand Holland, \$c c1994.  
300 \_\_ xix, 260 p. : \$b ill. ; \$c 24 cm. + \$e 1 CD-ROM (4 ¾ in.).  
538 \_\_ System requirements for accompanying disc: IBM-compatible PC; DOS.  
500 \_\_ Includes index.  
650 \_0 Data compression (Computer science)  
650 \_0 Shareware (Computer software)

**CD-ROM + accompanying material, at different locations**

**NOTE: This item will require post-cataloging ORION2 editing. After updating, make a printout, and put the printout and items into the "O2 edits 049" box on the pickup shelves**

Type: a            ELvl: I            Srce: d            Audn:            Ctrl:            Lang: eng  
BLvl: m           Form: s            Conf: 0            Biog:            MRec:            Ctry: dcu  
                  Cont:            GPub:            LitF: 0            Indx: 0  
Desc: a           Ills:            Fest: 0           DtSt: s           Dates: 1999,

040 \_\_ IAD \$c IAD  
006 \_\_ [m d ]  
007 \_\_ c \$b o \$d c \$e g \$f a  
090 \_\_ G1 \$b .N27 1999  
049 \_\_ CLUE \$o smav \$l L1234567890 \$a[Booklet] CLUE \$l 9876543210  
245 04 The complete national geographic \$h [electronic resource] : \$b one hundred and ten years of National Geographic Magazine on CD-ROM.  
260 \_\_ Washington, D.C. : \$b The Society, \$c c1999.  
300 \_\_ 1 CD-ROM : \$b sd., col. ; \$c 4 ¾ in. + \$e 1 user's guide.  
538 \_\_ System requirements: Windows 95 or Windows 98; Pentium 90MHz or faster processor; 24MB RAM; 70MB free hard-disk space; SVGA video card supporting 16-bit sound card and speakers; 4X CD-ROM drive.  
538: \_\_ System requirements: Macintosh; Power PC or higher; System 7.5 or higher; 32MB RAM; 70MB hard-disk space; 640 x 480 16-bit color; 4X CD-ROM drive.  
500 \_\_ Title from disc label.  
520 \_\_ Presents National Geographic on CD-ROM for the years 1888-1998.  
650 \_0 Geography.  
630 00 National geographic.  
710 2\_ National Geographic Society (U.S.)  
753 \_\_ IBM \$c Windows 95 Windows 98  
753 \_\_ Macintosh \$c System 7.5