

Integrating Resources (IRs) cataloging cheat sheet: LOCAL SUPPLEMENT

For the most part, follow the [CONSER Cataloging Manual module 35](#) for cataloging IRs. This document outlines local UCSD and SCP IR cataloging practices and is a supplement to the [RDA print integrating resources cataloging cheat sheet](#) (CCM 35, appendix A) and [RDA online integrating resources cataloging cheat sheet](#) (CCM 35, appendix B). [NOTES: Databases are analyzed only by request. DDA platforms are cataloged at the database level only by request]

(OCLC)=enhance fields in OCLC

(LOCAL)=local metadata, add to Roger only

MARC tag	Instructions
040 \$b eng \$e rda (OCLC)	Add for all IRs. All IRs should be redescribed to RDA whenever possible since IR cataloging is always based on the latest iteration.
040 \$e pn (OCLC) See also: 588	For online IRs only, add \$e pn only if the resource is available through more than one provider. If in doubt, do not code as provider-neutral.
050 (OCLC)	Print IR: Add LC call number, if lacking. Online IR: Add LC class number, if lacking. For CONSER records, use 050 14 For non-CONSER records, use 050 _4
588 DBO (OCLC)	If the online IR is available through more than one provider (provider-neutral record): 588 __ Description based on online resource; title from database home page (<i>source, viewed date</i>). If the online IR is unique: 588 __ Description based on contents viewed on [<i>date</i>]; title from [<i>source</i>]. (<i>database home page, advanced search screen, etc.</i>)
588 LIC (OCLC)	Print IR: Not used. Online IR: Optional. The 588 LIC is not usually added to online IR records but there may be situations in which it would be helpful to add it. Use cataloger's judgement. Example: Sometimes online IRs have versions, namely updating PDFs. May add a 588 Latest version consulted: note, if deemed helpful. 588 __ Latest version consulted: May 9, 2006 (viewed April 27, 2017).

<p>590 (local content notes for online IRs) (LOCAL) See also: 856 \$3</p>	<p>Optional: In addition to an 856 \$3 note, catalogers may also add a 590 note to reflect the local license/subscription information, noting specifics if necessary.</p> <p>590 __ UCSD subscribed titles: ...[list titles] ... 590 __ UCSD subscribed databases: ... [list databases] ... 590 __ UCSD is licensed for the following titles: ... [list titles] ... 590 __ UCSD is licensed for the following collections/components: ... [list titles] ...</p> <p>See also: Content notes for databases and Local notes (590 field)</p>
<p>773 Host item entry (LOCAL)</p>	<p>Optional: Add a 773 when cataloging online database components, if helpful for identifying relationships to the larger database. Use cataloger's judgement. Sometimes selectors request this.</p> <p>245 00 ProQuest historical newspapers. \$p Los Angeles times. 773 0_ \$i Contained in (work): \$tProQuest historical newspapers. \$d [Ann Arbor, Mich.] : UMI \$w (DLC) 2015254026 \$w (OCoLC)48770319</p>
<p>793 (title hook) (LOCAL)</p>	<p>Print IRs: Check Added entries for gifts and other collections for applicable 793s. "Melanesian Collection," "RefCollection," and "SIO Collection" are the most popular ones. Online IRs: Check the eresources tracking pages (UCSD or CDL). Only apply 793s with "... databases" to eresources coded BLvl: i. For "database-like" resources with content that is not updating or integrating, and not coded BLvl: i, apply the appropriate "... online monographs" 793 title hook.</p>
<p>856 \$3 (local content notes for online IRs) (LOCAL)</p>	<p>Online IRs: Required if applicable. Add an 856 \$3 note to indicate that not all content is licensed for online IRs. Also use 856 \$3 to record coverage date(s) of content, if applicable.</p> <p>856 40 \$3 Selected protocols licensed only. See list below. ... 856 40 \$3 Selected components licensed only. See below. ... See also: Content notes for databases</p> <p>For a newspaper database with content from 1858-present: 856 40 \$3 1858- \$z ProQuest. Restricted to UCSD IP addresses ...</p>
<p>856 \$z (LOCAL)</p>	<p>Online IRs: Generally, do not add package names in the 856 \$z for online IRs unless necessary for identification.</p> <p>856 40 \$z Restricted to UCSD IP address \$u ... 856 40 \$z Restricted to UC campuses \$u ...</p> <p>However, add a package name if there are multiple providers:</p>

	<p>856 40 \$z EBSCO. Restricted to UCSD IP address \$u ... 856 40 \$z ProQuest. Restricted to UCSD IP address \$u ...</p>
856 \$u (OCLC)	Create BibPURLs for open access online IRs.
Miscellaneous Non-MARC	
Bibliographic record (LOCAL)	<p>UCSD: Code MAT TYPE for the primary aspect of resource. If applicable, NET records with CDL access should be updated locally with the correct MAT TYPE.</p> <p>SCP: Always code IRs as MAT TYPE: s, regardless of primary aspect of resource.</p>
Checkin records (LOCAL)	<p>UCSD: Create checkin records for textual IRs only. Nnet checkin records for online IRs are used by CARS for compiling statistics for “databases.” For instructions on creating checkin records for analyzed online IRs, see: Analytics procedure.</p> <p>SCP: Create checkin records for all online IRs since they are all coded MAT TYPE: s.</p> <p>ACQTYPE (C): If we have access that is completely open access, then record this as “g” (gift). If any access to the subscription is paid, use the default of “p” (purchase).</p>
LHRs (LOCAL)	<p>UCSD: Do not create or send LHRs for IRs.</p> <p>SCP: Create and send LHRs for online IRs.</p>