

Integrating Resources (IRs) cataloging cheat sheet: LOCAL SUPPLEMENT

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). See also additional local supplement: [Content notes for databases](#).

UCSD local cataloging policy for IRs:

- Databases are analyzed only by request.
- DDA platforms are cataloged at the database level only by request.
- Do not catalog blogs or news services.
- Do not add 773 in-analytic fields for database components except 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 0_ Online resource; title from database home page (<i>source, viewed date</i>). If the online IR is unique: 588 0_ 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.

	<p>Example: Sometimes online IRs have versions, namely updating PDFs. May add a 588 Latest version consulted: note, if deemed helpful. 588 1_ May 9, 2006 (viewed April 27, 2017).</p>
<p>590 (local content notes for online IRs and website printouts) (LOCAL) See also: 856 \$3</p>	<p>Optional: In addition to public note in the electronic portfolio or collection record, 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] ... \$\$9 LOCAL 590 __ UCSD subscribed databases: ... [list databases] ... \$\$9 LOCAL 590 __ UCSD is licensed for the following titles: ... [list titles] ... \$\$9 LOCAL 590 __ UCSD is licensed for the following collections/components: ... [list titles] ... \$\$9 LOCAL</p> <p>Occasionally a selector will want a printout of a website to be cataloged. UCSD policy is to catalog printouts of websites as websites. Add a 590 field to reflect this:</p> <p>590 __ UCSD has bound printout shelved in Geisel. \$\$9 LOCAL 590 __ SSH Docs has printout of PDF file. \$\$9 LOCAL 590 __ UCSD has bound printout (with amendments through November 3, 1998) shelved in San Diego Documents Reference collection. \$\$9 LOCAL 590 __ UCSD has paper copy printout of PDF version of website. \$\$9 LOCAL</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 08 \$i Contained in (work): \$tProQuest historical newspapers. \$d [Ann Arbor, Mich.] : UMI \$w (DLC) 2015254026 \$w (OCoLC)48770319</p>
<p>973 (title hook) (LOCAL)</p>	<p>Print IRs: Check Added entries for gifts and other collections for applicable 973s. "Melanesian Collection," "RefCollection," and "SIO Collection" are the most popular ones. Online IRs: Check the eresources tracking pages (UCSD or CDL). Only apply 973s 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" 973 title hook.</p>
<p>856 \$u (OCLC)</p>	<p>Create BibPURLs for open access online IRs.</p>

Miscellaneous Non-MARC	
Content notes for online IRs (formerly 856 \$3 and \$z) (LOCAL)	<p>Online IRs: Required if applicable. Add contents to the Public note of the electronic portfolio or collection record to indicate content licensed for online IRs. Also add the coverage date(s) of content, if applicable. See: Content notes for databases</p>
Access notes for online IRs (formerly 856 \$z) (LOCAL)	<p>Online IRs: Generally, do not add package names for online IRs unless necessary for identification.</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>
Electronic collection records (LOCAL)	<p>UCSD: For instructions on documenting analytic treatment decisions for online IRs, see: Analytics procedure.</p> <p>To provide access:</p> <ol style="list-style-type: none"> 1. CARS will activate an existing CZ portfolio or electronic collection or create a local one. Guiding principle: If there a CZ portfolio or electronic collection record for the resource and it has the correct URL, use it regardless of Ex Libris' supplied resource type (e.g., book, journal, database, website, etc.). <ol style="list-style-type: none"> a. Websites and databases with CZ portfolios: Activate it, if it has the correct URL, regardless of Ex Libris' supplied resource type b. Websites and databases with CZ electronic collection records: Activate it, if it has the correct URL, regardless of Ex Libris' supplied resource type c. Websites without full text service (i.e., not in CZ): Create local electronic portfolio as resource type: Website. d. Databases without full text service (i.e., not in CZ): Create local electronic collection record as resource type: Database e. Websites and databases with full text service (i.e., not in CZ): Create local electronic collection record as resource type: Aggregator or Selective package--Full text or Selected full text <p>SCP: TBD</p>
OCLC LHRs (LOCAL)	<p>UCSD: Do not create or send LHRs for online IRs.</p> <p>SCP: Create and send LHRs for online IRs.</p>