

Web archives cataloging cheat sheet

Create catalog records at the **collection level**, not the seed level. Catalog web archives as integrating resources, following the [CONSER Cataloging Manual module 35](#) for cataloging IRs. This document outlines specifics on how to handle certain aspects of web archives and is based on the May 2017 draft report from the OCLC Web Archives Metadata Working Group. For local integrating resources cataloging practices, see also: [Supplemental integrating resources cataloging cheatsheet](#).

MARC tag	Instructions
FF: SrTp (Type of continuing resource)	Code “w” for website.
008/23 Form of item (Form)	Code “o” for online.
008/18 Frequency (Freq)	For web archive collections that are captured at a set interval, code freq for the frequency of crawl. For all other web archives, codes “u” for unknown. Note: Crawl frequency in Archive-It is set at the seed level, and in most cases there is no uniform frequency within a collection. Therefore, using a code other than “u” in freq will be rare.
040 \$b eng \$e rda	Add for all web archives. Since these are unique resources, do not add \$e pn for provider neutral.
050	Add LC class number
1xx (creator)	Record the person/corporate body responsible for creating the content of the archived website(s) as the creator. Record corporate bodies that are responsible for the content, but do not meet RDA’s definition of a creator (see RDA 19.2.1.1.1), and any additional creators after the first, in 7xx’s. For a collection of websites of diverse authorship, do not record a creator. 100 __ Smith, John, \$e creator.
245	As web archives are non-self-describing resources, titles are devised. Base the devised title on the collection name provided by the selector, appending “web archive” to the end. Examples: <i>Collection name in Archive-It: Presto Studios</i> 245 10 Presto Studios web archive . 588 __ Description based on contents viewed on July 4, 2017; title devised by cataloger . <i>Collection name in Archive It: J.R. Beyster Collection</i>

	245 10 J.R. Beyster collection web archive. 588 __ Description based on contents viewed on July 4, 2017; title devised by cataloger.
264 _1 (publisher)	Record the library as the publisher, using the date of web capture in \$c. For closed collections, the date of content on the archived website(s)--if readily available--may be included in a 520 summary of content note. Local policy for this collection is to code the first indicator of the 264 as "blank." <i>on going collection</i> 264 _1 [La Jolla, California] : \$b [UC San Diego Library], \$c 2016- <i>single capture</i> 264 _1 [La Jolla, California] : \$b [UC San Diego Library], \$c 2017. <i>closed/ceased collection</i> 264 _1 [La Jolla, California] : \$b [UC San Diego Library], \$c 2015-2016.
264 _2 (distributor)	Local policy for this collection is to code the first indicator of the 264 as "blank." 264 _2 [San Francisco, California] : \$b Archive-It
300	300 __ 1 online resource
310	If the collection has a set crawling frequency, record it. Otherwise omit the 310. 310 __ Captured monthly Note: Crawl frequency in Archive-It is set at the seed level, and in most cases there is no uniform frequency within a collection. Therefore, most records will not have a 310.
362	Always record the date the web archive was first captured. For closed/ceased collections also include the date of final capture. <i>on going collection</i> 362 _1 First captured: May 31, 2016. <i>single capture</i> 362 _1 Captured: June 11, 2016. <i>closed/ceased collection</i> 362 _1 First captured: June 1, 2015; last captured: Dec. 24, 2016.
520	Short description of the web archive. For closed/ceased collections, include the date of the content of the archived website(s), if readily available.

	520 __ Archive of websites related to the life and career of Dr. J. R. Beyster (1924-2014), including Dr. Beyster's blog. Dr. Beyster was the founder, chair, and CEO of SAIC, a research and development firm based in San Diego.
545 (bio/hist)	Optionally, include a short biography or administrative history note. This may be particularly helpful for archives of ceased websites. 545 1_ The Center for the Humanities was established in 1996 to promote research and other activities in humanistic lines of inquiry at UC San Diego. Its goal was to promote interdisciplinary research on issues surrounding human experience and knowledge and to facilitate collaborations that inquire into issues that have confronted our diverse societies. The activities of the Center ranged from collaborative research groups to public events. It also offered tools and assistance to faculty and graduate students to advance their research goals. The Center for the Humanities was absorbed into the new Institute for the Humanities in 2017.
588 DBO	588 __ Description based on contents viewed on [<i>date</i>]; title devised by cataloger. (see 245 for additional details)
6xx	Web archive selector will provide some subject keywords. Convert into LCSH syntax.
655	Include a genre heading for Web archives (LCSH). If appropriate, add additional genre headings in accordance with the UC San Diego Library Policy for Form/Genre Headings or Special Collections & Archives Genre Terms policies. 655 _0 Web archives.
710 (collector)	Provide an access point for the library as collector. (Use relationship designator collector.) 710 2_ UC San Diego Library, \$e collector.
7xx	Provide additional access points for agents responsible for content of archived websites as seen fit.
793 (title hook)	793 0_ UCSD open access databases. \$p Archive-It.
856 \$z	856 40 \$z Archive-It.
856 \$u	Use native Archive-It URL.

Other notes:

- Local decision: do not authenticate web archive records.