University of Arkansas, Fayetteville -- Cataloging
Check List for Loading Record Sets

1. Is the record set for the correct format? Electronic or print or microform? Check the 006 field and subfield h in the 245 field. See the procedure “Cataloging Internet Monographs” [http://libinfo.uark.edu/webdocs/cataloging/Internetmonos.pdf](http://libinfo.uark.edu/webdocs/cataloging/Internetmonos.pdf) for more information.

2. If a location code other than “main” is needed, edit the 049 field to the correct OCLC 4 letter code. For example, for “internet”, change AFUA to AFUT. Some selectors do desire call numbers for Internet records. Notations are made in record log in the cataloging folder on Giovanni.

3. Does the record set have an 050 or 090 field? Call numbers are used in InfoLinks for collection development evaluations.

4. Set up a local “series” in a 830 0 field. Add a series statement for the electronic package, if applicable, in field 830. (As these are locally-created headings, do not give as a 490 1/830 pair.) For example:

   830 0 Wiley InterScience electronic books

   REMEMBER TO SEND CHERYL CONWAY AN EMAIL WITH NEW SERIES TITLES.

5. If appropriate add a 506.
   506 Electronic access limited to current UAF students, faculty, and staff. This field is usually added when the set is purchased and not free.

6. Add the local 690 field as appropriate: Text (Electronic), Text (Electronic book) or Text (Electronic journal).

7. If appropriate, add a 710 field for the electronic vendor. For example,
   710 2 BioOne (Organization)
   BioOne is the organization responsible for publishing a group of electronic journals.

8. Use the 949 field to create an item record. An item record is required for InfoLinks to display a status box with the location.

9. Is the set from a vendor? Bcode3 should have code “v” for vendor. This is to let us know that the records were not cataloged individually. This field can be added with the 999 field and subfield f.

10. If the set has been purchased and has an 856 field, it will be necessary to use global update (or MARCEDIT) to edit that URL to our local proxy URL. If the 856 needs a proxy remember to add the 506.

11. Remember to use the DO NOT OVERLAY load table if there is a chance that the record set would overlay InfoLinks records.
12. Let Cathy know to clear the headings report for large record sets. The report does not do well with over 5000 records.

13. Enter the starting and ending bib numbers in the spreadsheet in the Cataloging Folder on Giovanni.

EXAMPLE RECORD:
Those fields listed in bold have been added.
=049 \$aAFUT
=050 \$aPN6161b.L63
=100 1\$aLocke, David Ross,\$d1833-1888.
=245 10\$aEkkoes from Kentucky\$h[electronic resource]/\$cby Petroleum V. Nasby [pseud.] ... Bein a perfect record uv the ups, downs, and experiences uv the dimocrisy, doorin the eventful year 1867, ez seen by a naturalized Kentuckian. Illustrated by Thomas Nast.
=260 \$aBoston $bLee and Shepard,$c1868.
=300 \$a324 p. :bfront., plates. ;c19 cm.
=506 \$aElectronic access limited to current UAF students, faculty, and staff
=510 4\$aWright, L. H. Amer. fiction, 1851-1875,$c1568
=510 4\$aAmer. fiction, 1774-1910 (microfilm, 1970-1978 ed.),$cv. 2 (1851-1875), reel L-10, no. 1568
=530 \$aIssued also in print and on microfilm.
=533 \$aElectronic reproduction.$b[Bloomington, Ind.] $cIndiana University Digital Library Program for the Committee on Institutional Cooperation, $d[2001 or 2002.]$f(Wright American fiction, 1851-1875).$nDigitized image of the microfilm version produced in Woodbridge, CT by Research Publications (later called Primary Source Microfilm).$nMode of access: Internet.
=610 20\$aDemocratic Party (U.S.)
=651 \$aUnited States$xEconomics and government$y1865-1869
=690 \$aText (Electronic book)
=700 1\$aNast, Thomas,$d1840-1902.Seillus.
=710 2\$aIndiana University.$bDigital Library Program.
=710 2\$aCommittee on Institutional Cooperation.
=776 1\$aMicrofilm$w(OCoLC)2200483
=830 \$aWright American Fiction online books
=856 40\$uhttp://purl.dlib.indiana.edu/iudl/wright2/wright2-1568
=949 \$g1\$s$inter$sj$r-$t43
=999 \$fv