SERIALS: COPY CATALOGING FOR ELECTRONIC SERIALS AND INTEGRATING RESOURCES

Internet resources are cataloged using the appropriate OCLC format, with use OCLC guidelines. If no OCLC record is retrieved, an original record will be created by the appropriate cataloger if the resource is judged to be stable. If there is doubt about the permanence of the Internet resource, a MillCat brief bibliographic may be created by a cataloger. Before cataloging, search the Internet and verify the address of the site, if you do not have a list from a selector (Marilyn, Judy Ganson, etc.).

DEFINITIONS:
An electronic serial, like a print serial, is expected to continue indefinitely and has separate numbered discrete parts. Examples of electronic serials are: Global health promotion and Endocrine abstracts.

An electronic integrating resource resembles the print loose leaf format. It is added to or changed by means of updates which do not remain discrete and are integrated into the resource. As with the electronic serial, it is expected to continue indefinitely. Examples of electronic integrating resources are: GreenFILE, CAB abstracts, and Butterflies and moths of North America.

If the Serials Department has exported an OCLC record, begin with Step B. If the Serials Department has not exported a record, search OCLC for a record, begin with Step A.

A. SEARCHING OCLC

1. The suggested OCLC search strategy is the scan title search.

2. In OCLC Connexion Client, with the cursor in the search window, type: scan tiw=[journal title]. For example: scan tiw=benchmarking an international journal.

3. The OCLC Client will retrieve a list of Results. Criteria which assist in identification of the correct record are the title (245 field), the fixed field Form, and the use of the qualifier (Online). Look for the title that matches the search. Some titles will have the qualifier (Online) in the 130 field. Currently, OCLC follows the CONSER (Cooperative Online Serials Program) policy of the Aggregator-Neutral Record. The policy directs the creation of only one electronic serial record to represent all serial manifestation of a single electronic serial. However, in the past, when more than one online publisher published the title, more than one record was created and may still exist in OCLC. In these cases, the qualifier will also often have the publisher’s name; for example, (Online : MCB University Press).
Basic identifying characteristics:
The fixed field Form will have the code “s” for Electronic.
The 245 field should have |h (subfield h) [electronic resource]
When there is a choice of records, review the Enc Lvl and prefer a record with code blank.

4. After the correct record has been retrieved, export the record into MilCat. If in doubt, consult with the LAT III or the serials cataloger.

B. VERIFYING THE MILCAT RECORD (EXPORTED BY ANOTHER DEPT.)

1. Do you have the correct MilCat full bibliographic record? See section A.3. Compare the 245 field and 362 field to the online title screen and the serials search sheet (or shelflist, if recataloging). Differences? Give all the materials to the LAT III or cataloger.

2. Check the EntryCnv code in the 008 fixed fields line; it must be 0 (zero, successive entry) or 2 (Integrating entry) and the Bib lvl must be s. Note: the export table may insert code “m” in the MilCat Bib lvl fixed field if the title is an integrating resource. If that is the case, change the “m” to “s”. If the fixed fields do not match, search OCLC for the correct record or give the materials to the LAT III or serials cataloger.

3. No conflicts? Edit the MilCat bibliographic record; ask the serials cataloger or LAT III about fields not on this checklist or that do not have clear examples and/or instructions in the OCLC serials format book.

4. Open the URL to verify that the link connects to the correct title and content.

EDITING THE RECORD

1. Check the MilCat fixed fields:
   a. Enter x in BCODE3, if not present.
   b. Enter the current date in the CAT DATE: field, if not present.
   c. Enter the “inter” MilCat location in the LOCATION field.
   d. When the resource is an integrating resource change the Bib lvl to the code, “s”.

2.

3.

4.
2. Leader, 006, and 007 fields. Check the codes marked with ✓.
[NOTE: Fields named Undefined are not listed below and will have a blank value.]

<table>
<thead>
<tr>
<th>MILCAT LEADER</th>
<th>OCLC FIELD NAMES</th>
<th>CODE VERIFICATION REQUIRED AND MOST COMMONLY USED CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>REC LENGTH</td>
<td>Not displayed</td>
<td>Accept; system supplied.</td>
</tr>
<tr>
<td>REC STAT</td>
<td>Rec stat</td>
<td>Accept; system supplied.</td>
</tr>
<tr>
<td>✓REC TYPE</td>
<td>Type</td>
<td>Code=a. If any other code, consult cataloger.</td>
</tr>
<tr>
<td>✓BIB LEVL</td>
<td>BLvl</td>
<td>Code=s (serial) or Code=i (integrating resource) If code is “m”, change to i.</td>
</tr>
<tr>
<td>ARC CTRL</td>
<td>Ctrl</td>
<td>Accept.</td>
</tr>
<tr>
<td>CHAR ENC</td>
<td>Not displayed</td>
<td>Accept.</td>
</tr>
<tr>
<td>IND CNT</td>
<td>Not displayed</td>
<td>Accept; system supplied.</td>
</tr>
<tr>
<td>SFLD CNT</td>
<td>Not displayed</td>
<td>Accept; system supplied.</td>
</tr>
<tr>
<td>BASE ADDRESS</td>
<td>Not displayed</td>
<td>Accept; system supplied.</td>
</tr>
<tr>
<td>✓ENC LEVL</td>
<td>ELvl</td>
<td>Code=blank (Full level, Library of Congress) Code=I (Full level, OCLC library) Accept records with these levels; may use other level records; however, other levels may indicate less complete records.</td>
</tr>
<tr>
<td>✓CAT FORM</td>
<td>Desc</td>
<td>Code=a (cataloged under latest cataloging rules)</td>
</tr>
<tr>
<td>LINKED REC</td>
<td>Not displayed</td>
<td>Accept; system supplied.</td>
</tr>
<tr>
<td>LEN FIELD</td>
<td>Not displayed</td>
<td>Accept; system supplied.</td>
</tr>
<tr>
<td>LEN START</td>
<td>Not displayed</td>
<td>Accept; system supplied.</td>
</tr>
<tr>
<td>LEN IMPL</td>
<td>Not displayed</td>
<td>Accept; system supplied.</td>
</tr>
<tr>
<td>Updated</td>
<td>Replaced</td>
<td>Accept; system supplied.</td>
</tr>
</tbody>
</table>

006 - If not present, add a 006 field for continuing resources. Consult cataloger for any other codes in 006.

<table>
<thead>
<tr>
<th>MILCAT 006</th>
<th>OCLC FIELD NAMES</th>
<th>CODE VERIFICATION REQUIRED AND MOST COMMONLY USED CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓TypeCode</td>
<td>Type</td>
<td>Code=m (Computer file/electronic resources)</td>
</tr>
<tr>
<td>✓FileType</td>
<td>File</td>
<td>Code=d (Document)</td>
</tr>
</tbody>
</table>
007 - If not present, add a 007 field for continuing resources. Consult cataloger for other 007 codes.

<table>
<thead>
<tr>
<th>MILCAT 007</th>
<th>OCLC FIELD NAMES</th>
<th>CODE VERIFICATION REQUIRED AND MOST COMMONLY USED CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mat Catg</td>
<td>Displayed as subfield a</td>
<td>Code=c (Electronic Resource)</td>
</tr>
<tr>
<td>Spec Mat</td>
<td>Displayed as subfield b</td>
<td>Code=r (Remote)</td>
</tr>
</tbody>
</table>
| Color      | Displayed as subfield d | Code=b (Black and white)  
Code=c (Multicolored)  
Usually coded b or c, there are other codes.  
Clicking on the term Color will display the list of codes. Accept code. |
| Dimens     | Displayed as subfield e | Code=n (Not applicable) |
| Sound      | Displayed as subfield f | Code= blank (Silent)  
Code=u (Unknown)  
Code= (a) Sound on medium  
Code= | (No attempt to code)  
Usually, this code will be blank, u, or |. |
| ImageBit   | Displayed as subfield g | Frequently Code= | (No attempt to code) |
| File Fmt   | Displayed as subfield h | Frequently Code= | (No attempt to code) |
| QA Targt   | Displayed as subfield i | Frequently Code= | (No attempt to code) |
| Ant/Srce   | Displayed as subfield j | Frequently Code= | (No attempt to code) |
| Lvl Comp   | Displayed as subfield k | Frequently Code= | (No attempt to code) |
| RfmtQual   | Displayed as subfield l | Frequently Code= | (No attempt to code) |

3. 008 field. - Check the fixed fields, marked with ✓, in the 008 line on MilCat.

<table>
<thead>
<tr>
<th>MILCAT 008 FIELDS</th>
<th>OCLC FIELD NAMES</th>
<th>CODE VERIFICATION REQUIRED AND MOST COMMONLY USED CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Ent</td>
<td>Entered</td>
<td>Accept; system supplied</td>
</tr>
</tbody>
</table>
| Pub Stat          | DtSt             | c=currently published  
d=ceased publication |
<p>| Date One          | Dates            | 4 digit date, beginning date of publication |
| Date Two          | Dates            | 4 digit date, ending date of publication. If the title is currently published, the digits will be 9999. |
| Country           | Ctry             | Verify that the correct county code has been used. Clicking on the term County will display |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓Freq</td>
<td>Freq</td>
<td>The frequency code must match the variable field, 310. Clicking on the term Freq will display the list of codes.</td>
</tr>
<tr>
<td>✓Regular</td>
<td>Regl</td>
<td>The regular code is used with the frequency code to indicate if the frequency is followed regularly. Clicking on the term Regular will display the list of codes.</td>
</tr>
<tr>
<td>✓Ser Type</td>
<td>SrTp</td>
<td>Internet serials: the code will usually be p (periodical) or blank (published annually or less frequently). Integrating resources: *d (updating database) or **w (updating web site). Newspapers: Code n (newspapers) Refer newspapers to the Serials Cataloger.</td>
</tr>
<tr>
<td>✓FormOrig</td>
<td>Orig</td>
<td>Code: blank (none of the following) Code: s (electronic)</td>
</tr>
<tr>
<td>✓FormItem</td>
<td>Form</td>
<td>Must be code: s (electronic)</td>
</tr>
<tr>
<td>NatEntWk</td>
<td>EntW</td>
<td>Usually blank</td>
</tr>
<tr>
<td>Content1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓Govt Pub</td>
<td>GPub</td>
<td>Usually blank. Clicking on the term Govt Pub will display the list of codes.</td>
</tr>
<tr>
<td>✓Conf Pub</td>
<td>Conf</td>
<td>Code 0 (zero) not a conference Code 1 (one) conference</td>
</tr>
<tr>
<td>✓OrigAlph</td>
<td>Alph</td>
<td>Usually a (Basic Roman). Clicking on the term OrigAlph will display the list of codes.</td>
</tr>
<tr>
<td>✓EntryCnv</td>
<td>S/L</td>
<td>Internet serials: the code will be 0 (successive entry. [S/L code is 1; do not accept these records.] Integrating resources: the code will be 2 (Integrating entry)</td>
</tr>
<tr>
<td>✓Language</td>
<td>Lang</td>
<td>Usually eng (English) Clicking on the term Language will display the list of codes.</td>
</tr>
<tr>
<td>Modified</td>
<td>MRec</td>
<td>Accept; system supplied.</td>
</tr>
<tr>
<td>Cat Srce</td>
<td>Srce</td>
<td>Accept</td>
</tr>
</tbody>
</table>
* Updating database is defined as a collection of logically interrelated data stored together in one or more computerized files.
** Updating Web site is defined as a web site that is updated, but does not fit into one of the other codes, such as database, newspaper or periodical.

4. Check the remaining 0XX fields:

   a. 022 (ISSN) - Check and edit; or add, if necessary.
   b. 030 (CODEN) - Check and edit; or add, if necessary.
   c. 035 – Accept this field.
   d. 041 - This field is used with the 546 note field and should contain the correct language codes or codes.
   e. 049 - Ignore or delete this field.
   f. Also delete the 055, 060, 061, 069, 070, 071, 080, 082, 092 and 096 fields.
   g. 090 or 050 - Subfield a of the 090 field will be entered in a call number field of the internet item record in order for the call number link will work. (Supervisor will delete the field after checking is completed.)

NOTE: If no LC call number is present, give to the serials cataloger to assign one.

5. 130 - Check the 130 field for a qualifier. The current cataloging rules require a 130 field if the continuing resource is the electronic version of a printed edition. The correct qualifier is (Online). For example; Journal of the American Board of Family Medicine (Online)
If the qualifier is not there, add it. If there is no 130 field and a print edition has been published, add a 130 field with the qualifier. The 130 field will follow this example:

u 130 0 [Title same as 245 title subfield a] (Online)

6. Check the 2XX fields:

   a. 222 - Add a 222 field if not present. (NOTE: You can use copy and paste to add the 222 field.) The 222 field should match the 130 if present and the 245 for all other titles. Enter more than one 222 in the following circumstances:

   • English articles are present, a, an, the: create one 222 with the article and one 222 without the article.
   • A parallel title is present: create a 222 for each language version of the title.
   • A 130 field has a geographic qualifier: create a 222 without the qualifier and create one with the qualifier, if not already present.
   • When the 245 title is initialism only: add or create 222 for initialisms with and without spaces, if it seems necessary.
b. 245 - The title should be the title from the online title screen. In many cases, there will be a photographic representation of the print journal cover. For electronic internet serials and integrating resources, the title may be taken form the title screen or a similar display from the terminal or a printout of that screen. If no such screen is available, the title may be taken from the home page, web page or the file itself; such as the “about” screen. If there is no title, a bracketed title will indicate that it is cataloger supplied.

- 1st indicator - 0 (zero) except when a 100, 110 or 111 field is present and the title is a distinctive title.
- 2nd indicator - 0-9 to indicate the non-filing characters. This number should match the number in the MilCat SKIP fixed field.
- Add, if not present in the 245 field, |h[electronic resource]
- Occasionally, a 245 field will have a parallel titles; that is, the title in another language.
  For example: t245 00 Hua hsia wen chai |h [electronic resource] |b China news digest. In these cases, the parallel title should be entered in a 246 field.
- Occasionally, a 245 field will have a statement of responsibility; that is, an author.
  For example: t245 00 IETF Networking Group meeting |h [electronic resource] /|c IETF Networking Group.


c. 246 - Check these titles against the electronic version of the journal. The 2nd indicator will be a numerical code for the type of added title entry given. This field is used to create an access point for variations of the title. See OCLC MARC21 for the types of variant titles.

  NOTE: Subfield “i” may be used with 246 to display the source of the title. For example:
  246 1 |iAdditional title:|a[Title as it appears in another portion of the online journal]

d. 247 Ask the serials cataloger about this field. It is used in limited circumstances.

e. 260 - Check the place, publisher, and date from the first online issue. If you do not have access to the first issue published, delete the date in |c. NOTE: edit if necessary. A typical 260 field would be:
  p 260 Chicago, Ill. :|bAmerican Library Association, |c2007-

7. Check the 3XX fields:
a. 300 - There is no 300 field for electronic serials. However, with a pdf version, some records may contain a 300 field. Delete the 300 field.

b. 310 - Add if not present. The frequency note is required and should match the fixed field "Freq". The frequencies for electronic serials are the same as print serials. For example, code "m" equals monthly, "a" equals annual.

r 310  Monthly
r 310  Annual

For integrating resources, additional frequency notes may be used. For example:
r 310  Updated monthly.  [Freq would be code m.]
r 310  Continuously updated.  [Freq would be code k. This is defined as more than daily and the Regl code will be n (normalized irregular).]

Many integrating resources do not have a stated frequency and the Freq code is u (Unknown). In these cases the 310 field is omitted.

Code lists are available in OCLC MARC21.

c. 362 - If the beginning/ending enumeration is completely unknown, this field will not be entered.

362 0 - Use this field when the first online issue is available, and/or the last published issue online. Typical examples are:
r 362 0  Vol. 1, no. 1 (Jan. 1995)-
r 362 0  2005-
r 362 0  No. 1 (1995)-no. 5 (1999)

362 1 - Use the Began with note when you do not have access to the first and/or last published issue; however, another source has that information. Example:

362 1  Began with: Vol. 1 (June 1998).

NOTE: When you use the 362 1 field, you must add a 500  Description based on: ... note. For example:


8. 4XX field: Consult the procedure, Series Authority Procedures for Copy Cataloging. Note: 4XX fields are now obsolete.
9. Check the 5XX fields:

a. 500 - Description based on: This note must be added when the first issue published is not available. Use the 362 1 field with this note.

b. 500 - Title from home page. Or Title from title screen. This is combined with the viewing date; for example,
   n500 Title from title screen (viewed Apr. 4, 2002).
   n500 Title from home page (viewed June 4, 2008).

There may also be a note to give the latest issue consulted, for example:

c. 500 - All other general notes, accept them unless an error is obvious.

d. 506 - Use restrictions note.
   For subscriptions of either electronic serials or integrating resources, which will have a proxy URL, add this note:
   n 506 Electronic access limited to UAF current students, faculty, and staff. Add this note when any of the URLs is in the proxy format. Do NOT add this note if the electronic resources are free; that is, none of the URLs has the proxy format. If there are any exceptions in the format of this note, the wording will be supplied on the serial form.

e. 515 - Use to describe numbering irregularities. See OCLC MARC21 format or CONSER Manuals for examples.

f. 516 – Follow CONSER policy, delete the note:
   n516 Text (electronic journal)

g. 530 - Add or check this field if the journal is an online version of the print journal. When a 530 field is present, there should also be a 776 field. For example,
   n530 Electronic version of: [title]
   n530 Electronic version of print title.

h. 538 - Add or edit, if necessary, a 538 mode of access note field. Also use this note to give E-mail address:
n538 Mode of access: World Wide Web.

n538 Mode of access: Electronic mail on Internet from almanac@joe.uwex.edu; send message: subscribe joe; guide available from almanac@joe.uwex.edu; send message ejoe guide.

Some records may also have a 538 note field for the System Requirements. For example, n 538 System requirements: Web browser.

Accept this note if present; do not add unless there are unusual system requirements.

i. 546 - Language note. Used when the title is a translation or is in several languages.

NOTE: You must also have a 046 field. For example:

n546 Text in English and French.

j. 550 - Issuing body note. Use when more than one corporate body has issued a serial. For example:

n550 Organ of the Potomac-side Naturalists’ Club.

OR

n550 Vols. for 1878-1902 issued by the Bureau of Statistics (Dept. of the Treasury); 1903-11 by the Bureau of Statistics (Dept. of Commerce and Labor); 1912-37 by the Bureau of Foreign and Domestic Commerce; 1938- by the Bureau of the Census.

k. 555 - Index note, accept if present.

l. 570 - Editor note, accept if present.

10. 580 notes and linking fields:

a. 760-777, 787 linking fields: If a 580 note is present with linking entry fields 760-777 and 787, you can ACCEPT the note. The linking fields do not display in the OPAC and do not create a problem of repeating the same information.

b. 780 and 785 linking fields: The 780 and 785 fields do display in the OPAC and, for most of the combinations of the these fields and indications, special labels are displayed in the OPAC, creating a note; therefore,

- DELETE the 580 note, if present, in records with a 780 field.
- DELETE the 580 note, if present, in records with a 785 field which has a second indicator of 0, 1, 2, 3, 4, or 5.
- ACCEPT or ADD the 580 note with a 785 field which has a second indicator of 6 or
7. These are:

785 06 Split into____________and___________________
785 07 Merged with_______________to form____________
(See your OCLC serials format for more information.)

11. 590 note: When the Serials Dept. is printing a second copy of an online title, add a 590 note to describe that copy. For example:

n590  Arkansas Collection archival copy printed from online PDF
n590  CD-ROM copied from online PDF

In this case, the online copy is the published copy and the print copy is not officially published. Our local decision is to include this note and to add an 860 field to document the holdings of the printed copy.

11. 6XX fields.

   a. Check the 65X fields. There should be at least one 650 or 651 field with a first indicator of 0 (zero). If there is not, give it to the serials cataloger to add a subject heading.

   b. Accept 655 fields.

   c. 690 for electronic serials, add a 690 subject to enable the electronic journal list on MilCat. This local subject is added to all electronic serials whether free or paid subscription. It will always be:
      d690  Text (Electronic journal)

   d. 690 for integrating resources, add a 690 subject to enable the electronic database list in Infolinks, the library catalog. It will always be:
      d 690  Text (Electronic)

   e. 690 for free electronic resources. For any free electronic resource, add the 690:
      d 690  Open Access journal
      Add this note for all journals having a “free” URL even if one of the electronic resources is
a paid subscription; that is, the URLs have the proxy format.

12. Check the following 7XX fields:

a. 776 – Additional physical form entry. Most often, this field links the record to the print edition. For example:
   q 776 1 |tLabour history|w(OCoLC)8118863
   Note: there should be a 530 field in the record.

b. 780 - This field links your record to the preceding title. Compare the printout of the previous title to this field. Edit the field if the title in subfield a does not match the 245 title subfield a or the 130 uniform title. For example:
   x780 05 Science monthly|gJan. 1958|x0096-3771|w(DLC) 16010072|w(OCoLC)1765233

c. 785 - This field links your record to the succeeding title. Compare the printout of the succeeding title to this field. Edit the field if the title in subfield a does not match the 245 title subfield a or the 130 uniform title. For example:
   z 785 00 Gulf Oil Corporation.|sAnnual report (1979)|w(DLC)sn 97047115|w(OCoLC)11882245
   z 785 00 |tJournal of the American Academy of Child and Adolescent Psychiatry|x0890-8567|w(DLC) 87640752|w(OCoLC)14404226

d. Subfields most frequently used in 780 and 785 fields and which should be correct:
   - |a Main entry heading, which matches the 1XX field of the linked record. Note: the subfield a does not display.
   - |t Title, which matches either the 130 or 245 field of the linked record.
   - |s Uniform title, which matches the 240 of the linked record. Note: when a |s is present in the record, there will not be a |t.
   - |w Record control number, which is the OCLC number from the 001 field of the linked record or the DLC number from the 010 field of the linked record.
   - |x International Standard Serial Number, which if from the 022 field of the linked record.
   - For other subfields, consult the OCLC MARC21 Format.

13. 800-830 - Consult the procedure, Series Authority Procedures for Copy Cataloging. Consult the series authority record for the local series created to gather groups of electronic journals. A list of these “series” is also available at:
Add or edit, if necessary, 856 fields (if more than one mode of Internet access is available, repeat the field). Determine that access is available for all 856 fields. Normally, there is only one 856 field; however, on occasion, the library will have access through more than one online provider. For an example, search the title Science (New York, N.Y.) in InfoLinks, the library catalog. IF YOU ARE IN DOUBT ABOUT THE FORMAT OF AN 856 FIELD, CONSULT THE SERIALS CATALOGER.

Definitions: For the purposes of the 856 field format, a named provider is the corporate body which appears at the beginning of the 830 local series field. When adding the provider to the |z, always omit the words, online journals and other phrases; such as, electronic journals, online resources, or full-text journals. For example: JSTOR is the provider when the series is JSTOR online journals. Duke University Press is the provider when the series is Duke University Press online journals. When necessary to distinguish between more than one access point, the general phrase, Provider web site. is used when no 830 local series field matches the URL in the 856 field.

Ignore any 856 fields which have been entered by LAW. One example is the ejournal titles in the HeinOnline journals series.

The format of 856 field is:

a. MilCat tag = y
b. MARC21 tag = 856
c. Indicators: first indicator = 4 (HTTP access for the resource)
   second indicator = 0 (this is the electronic resource, not a related resource)
   If you are in doubt about the indicators, consult the serials cataloger.
d. Indicators: first indicator = 4 (HTTP access for the resource)
   second indicator= 2 (Related resource, an item which is less than full content)
e. |u = the URL (Uniform Resource Locator); that is, the http address (which is given on the work forms) A proxy URL will begin, http://0- and library.uark.edu will be within the URL. A proxy URL indicates that the electronic resource is a paid subscription. A URL without these elements will be for “free” or open access electronic resources.

NOTE: It is very helpful to copy and paste the URL from the online journal, rather than trying to type it. If you are working on a group of title with the same basic URL, create a macro and type in only the information that is not exactly the same. For example, the unique element in a URL may be the ISSN or a title code assigned by the publisher.

f. |z Holdings and notes

g. Order of notes in subfield z: See Appendix 1 for abbreviations of months and seasons.

- holdings examples:  
  |zNo.25- .  
  |zv.20 no.6 (June 2005)- .  
  |zLatest edition only.  
  Use the period to mark the end of the holdings portion of  
  |z.

- notes examples: See Appendix 2 for Approved Limited Retention Notes.  
  [Most recent 2 years not available] (example of limited retention)
  
  Prefer these phrases for consistency.  
  [Password available at Ref Desk]  
  [Individual registration required]

  [Select Publications, then select PBG newsletters to view online version]

  NOTE: Subfield z cannot be repeated.  
  Use the square brackets to mark the end of the note portion of the  
  |z.

  Other examples from Millennium:  
  t 245 00 American forests  
  p 260 Washington, D.C. :|bAmerican Forestry Association,  
  y85640|http://www.americanforests.org/productsandpubs/magazine/index.php|zWin. 2001- . [Selected articles]

  |zno.1 (June 1998)- . [Select publications, then select PBG newsletters to view online version.] (From record for PGB breeding and genetics newsletter) NOTE: Select is the preferred term rather than click or Click on.

  |zv.77 (1940)-v.96 (1949) [Transactions of the Electrochemical Society displayed with the Journal of the Electrochemical Society.] (From record for Transactions of the Electrochemical Society)
Also:

|zv.21 (1992)-v.36 (2007).  [Annual review of biophysics and biomolecular structure displayed with Annual review of biophysics.] (From record for Annual review of biophysics and biomolecular structure)
NOTE: These two examples are for cases when the provider has not clearly displayed a former title. It is necessary to open the volumes to see the former title. Displayed with is the preferred term rather than “via”.

|z1999/2000-.  [Select from Publications list.] (From record for the Annual report / Center of Excellence for Poultry Science, .b26431828) NOTE: This can be used for instances when the URL opens at the publications list. Do not try to give complex instructions in these cases; prefer the simpler note, Select from Publications list. However, there will be some titles which are on a list with resources as well as publications. The note may vary for these situations, for example:
|zLatest edition only.  [Select ASBPA Directory from list.] (from record .b17593955)

- examples used with the 856 42 fields:
  |zLSU AgCenter web site.
  Note that this related resource does not have any volume information and points the library user to a web site, a group of web pages. The phrase web site is the preferred phrase.
  (example from A.E.A. information series, .b14015626)

If there is a related resource with a volume, use the example below.
|z2002-.  [Index only. In menu on left, select "Zeitschriften". Then select "Deutsche Vierteljahrsschrift ... " Scroll to the bottom, for index.]
Note that the example gives the user directions to find the related resource. This is a complex direction, generally be concise whenever possible and avoid this type of note as web sites frequently change. If possible prefer to use either the, Select from Publications list note; or, the [245 title] displayed with [prominent
title on web site] note.

- provider name or phrase added when the record has an 830 field created to identify a specific group of electronic journals. Use the period to mark the end of the provider name portion of the |z. Add the phrase, Provider web site, when there is more than one URL and one or more of the URLs does not have a named provider.

EXAMPLES: One URL with named provider:
AJS review |h[electronic resource]
\n\ny 856 40 |uhttp://0-www.jstor.org.library.uark.edu/journals/03640094.html\z 1 (1976)- . [Most recent 5 years not available] JSTOR.
\ns 830 0 JSTOR online journals

Note that usually the provider name is incorporated into the URL in some form.

Two URLs:

Normally, there will be only one URL for each subscription. However, if there is more than one URL, check for an 830 field which matches the URL and add that form to the correct 856 |z. In the example below, the provider is JSTOR. When there is not an 830 field to match the 856, add the phrase, “Provider web site.” For example:

\nu 130 0 American music (Sonneck Society)
\nt 245 00 American music
\np 260 Champaign, Ill. :bSonneck Society and the University of Illinois Press, \cc 1983-
\ns 830 0 JSTOR online journals
\ny 856 41 |uhttp://0-www.jstor.org.library.uark.edu/journals/07344392.html\z 1 (1983)- . [Most recent 2 years not available] JSTOR.

In the example below, there are two 830 fields and two providers which are added to the subfield z of the 856 field.

\nu Antimicrobial agents and chemotherapy (Online)
\nt Antimicrobial agents and chemotherapy |h[electronic resource]
\np 260 Washington, DC :bAmerican Society for Microbiology, \cc 1972-
\ns 830 0 ASM online journals
\ns 830 0 PubMed Central online journals
\ny 856 40 |uhttp://aac.asm.org/contents-by-date.0.shtml\z 1 (1972)- . ASM.
\ny 856 40 |uhttp://pubmedcentral.com/tocrender.fcgi?action=archive&journal=82\z 1 (1972)- .
Examples of the 856 field with the indicators 42:
Note that the underlined phrases indicate that the URL links to content that is less than or different than the full-text journal.

**t 245 00 Comparative drama**

**p 260** [Kalamazoo, MI : |bComparative drama]


**y 856 42** |uhttp://www.wmich.edu/compdr/Pages/essayindex.htm |zIndex only.

**OR**

**u 130 0 Publication (Arkansas Water Resources Research Center)**

**p 260** Fayetteville, AR : |bUniversity of Arkansas, |c1971-1991

**y 856 42** |uhttp://www.uark.edu/depts/awrc/pubs-PUB.htm |zSelected issues only.

**OR**

**t 245 00 Crop management |h[electronic resource]**


**y 856 42** |uhttp://www.plantmanagementnetwork.org/cm/trials/ |zVariety trials.

**OR**

**t 245 10 PNW bulletin**

**p 260** [S.I.] : |bPacific Northwest Cooperative Extension,

**y 856 42** |uhttp://extension.oregonstate.edu/catalog/ |zSelected issues . [In "Search entire catalog" box, enter the search term "pnw"]

**OR**

**t 245 00 2020 brief**

**p 260** Washington, D.C. : |bIFPRI,

**y 856 42** |uhttp://www.ifpri.org/2020/welcome.htm |zIFPRI web site.

**t 245 00 A.E.A. information series**

**p 260** Baton Rouge, La. : |bDept. of Agricultural Economics and Agribusiness, Louisiana State University and Agricultural and Mechanical College, Agricultural Experiment Station,

**y 856 42** |uhttp://www.lsuagcenter.com/ |zSelected issues only. [AT LSU AgCenter web site, enter A.E.A. information series in search window.]
15. 945 - add your initials to the record.

16. For integrating resources, add a 947 local note.

17. Add an unlinked item record. Codes are:

- **Itype = 43**
- **location = inter**
- **status = h or j. Use h (ASK AT REF) when a password is needed for the journal; for all other item records use j (ON INTERNET).**

The class number portion (subfield a) of the call number will be entered in an 090 field. Copy subfield a from the 090 or 050 field. For example, QA76.

In the item record, insert a 090 call number field. Paste or type the copied classification number. For example:

```
I21698934 Last updated: 01-14-97 Created: 12-19-96 Revision: 5
01 COPY #: 1  08 PATRON#: 0  14 RECAL DA: - -  20 INTL USE : 0
02 ICODE1: 0  09 LCHKIN: - -  15 TOT CHKOUT: 0  21 COPY USE: 0
03 ICODE2: -  10 # RENEWALS: 0  16 TOT RENEW: 0  22 IMESSAGE:
04 I TYPE: 43  11 # OVERDUE: 0  17 LOCATION: inter23 OPACMSG:
05 PRICE: $0  12 ODUE DAT: - -  18 LOAN RULE: 0  24 YTCIRC: 0
06 OUT DATE: 13 IUSE3: 0  19 STATUS: h  25 2YRCIRC: 0
07 DUE DATE: - -
26 090 S544
```

For example, the Journal of extension (.b17183984), [a serial cataloged on the computer file format], can be accessed on the Internet through electronic mail, http, and gopher. All other fields in this bibliographic record are fields appropriate to the serial nature of this title.

If there is a password also add a note field with the following parts: login: ______ password: _______ restrictions: _________ initials date. Remember the status will be “h”, Ask at Ref.

For example:

```
I22882492 Last updated: 11-28-00 Created: 03-13-98 Revision: 3
01 COPY #: 1  08 PATRON#: 0  15 RECAL DA: - -  21 INT USE1: 0
02 ICODE1: 0  09 LCHKIN: - -  16 TOT CHKOUT: 0  22 INT USE2: 0
03 ICODE2: -  10 INVDA: - -  17 TOT RENEW: 0  23 IMESSAGE:
04 I TYPE: 43  11 # RENEWALS: 0  18 LOCATION: inter24 OPACMSG:
05 PRICE: $0.00  12 # OVERDUE: 0  19 LOANRULE: 0  25 YTDCIRC: 0
06 OUT DATE: - - 13 ODUE DAT: - -  20 STATUS: h  26 2YRCIRC: 0
07 DUE DATE: - - 14 INT USE3: 0
```
18. Do NOT enter a local holdings record in the OCLC union list system. Do NOT update the bibliographic record on OCLC.

19. View the entire bib and item record(s) in InfoLinks, the library catalog to verify that the records display correctly. Open the URL to verify that the online link connects to the correct title and content.

20. After editing, give to supervisor to check.

21. Count as one title under NONBOOKS, SERIALS, Internet Res. or Internet Res (Free) (if we do not have a subscription or license).

Appendix 1: Month abbreviations: Season abbreviations:

<table>
<thead>
<tr>
<th>Jan.</th>
<th>Spr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb.</td>
<td>Sum.</td>
</tr>
<tr>
<td>Mar.</td>
<td>Fall</td>
</tr>
<tr>
<td>Apr.</td>
<td>Aut.</td>
</tr>
<tr>
<td>May</td>
<td>Win.</td>
</tr>
<tr>
<td>June</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td></td>
</tr>
<tr>
<td>Aug.</td>
<td></td>
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<tr>
<td>Sept.</td>
<td></td>
</tr>
<tr>
<td>Oct.</td>
<td></td>
</tr>
<tr>
<td>Nov.</td>
<td></td>
</tr>
<tr>
<td>Dec.</td>
<td></td>
</tr>
</tbody>
</table>

Appendix 2: Approved Limited Retention Notes for Electronic Resources

Recent issues only.
Current edition only.
Current year only.
Latest edition only.
Latest year only.
Most recent [no.] years not available. Such as, Most recent 3 years not available.

Note: Use the word “current” for titles published more frequently than annually. Use the word “latest” for titles published annually or less frequently.