MULTIPLE FORMATS:

This situation usually occurs with serial Internet resources; the publisher may duplicate all or a portion of a serial title on the Internet. In these situations, local cataloging policy is to use the bibliographic record for the paper edition and add notes which direct the patron to the Internet. Two examples which duplicate the paper edition are: GSA today (.b16713278) and Newsletter (Commission on Preservation and Access) (.b17475429). The American school board journal (.b10012199) recently added a supplement, titled Electronic school to the Internet.

HOWEVER, if the paper edition has ceased publication or all of the paper issues will be discarded, then the title should be cataloged with the computer file format. See SERIALS: COPY CATALOGING FOR ELECTRONIC JOURNALS; or, if you are not trained, give to LAT III.

1. Open InfoLinks database maintenance and update. Usually, the bib record number will be on your list or form. Search with this number. Verify that you have the correct record.

2. Change the fixed field location code to "multi". Add the location code "inter" to the list of location codes.

3. To add the 856 field, open Netscape. Type in the URL from the form; or, if there is a list or group of titles, enter the general http address for the organization/group of titles. For example: http://www.acm.org/dl/ Find the alphabetical listing of the journals for Mullins Library. In this example, it was possible to click on “publication list alphabetical”.

Normally, there will only be one URL. Delete other URLs, if necessary.

4. Search for your titles on the list and click on it. Highlight the URL (http://.....) for the specific title. Click on edit, then copy. Return to InfoLinks and enter an 856 field. For example:

   856 41 |uhttp://www.acm.org/pubs/contents/journals/cacm/
   856 41 |uhttp://www.geosociety.org/pubs/gsatoday/gsatoday/htm

NOTE: For the 856 field, the first indicator will almost always be 4; this indicator shows that the resource has HTTP access. If it is not 4, change to 4. The second indicator will almost always be 1, this indicator means that this is the URL will link to the internet version of the resource (usually the print edition) on the bibliographic record.

If the electronic resource is not the entire journal, add |z note in the 856 field. The first indicator will still be 4; however, the second indicator will be 2 to indicate that the URL links to a related resource (not a version of the entire resource). An example is:

   856 42 |zAccess the supplement, Electronic school.|uhttp://www.electronic-school.com
Another example is: 856 42 |zAbstracts only.|uhttp:www. .... If you are in doubt about the indicators, consult the serials
cataloger.
If the correct 856 field subfield u is already in the record, accept it. If the 856 field subfield u is different, delete the field and add the 856 field indicated on the form or list by the Serials Dept. or Marilyn.

5. Add an 860 field. Make it the first LIB HAS note in the record.

   860 |sINTERNET:|zOnline full-text access: [date and/or no. from journal list or website]- Available at: [URL address from 856 field]  For example:

   860 |sINTERNET:|zOnline full-text access: 1985- Available at: http://www.acm.org/pubs/contents/journals/cacm/

NOTE: If the website is not the entire journal, enter into subfield z the correct information. For example:

   860 |sINTERNET:|zSupplement titled Electronic school available at: http://www.access.digex.net/~nsbamags/e-school.html

   860 |sINTERNET:|zAbstracts also available at: http://www.karger.ch/journals/kib/kibcont.htm [example not from InfoLinks]

NOTE: If a password is required, add "Password available at REF DESK." to 860 note. For example:

   860 |sINTERNET:|zOnline full-text access: 1995- Available at: http://www.adsa.uicu.edu/institutions/ Password available at REF DESK.

6. This is now rare but if the journal is also accessed by email, enter a 538 note. For example:

   538 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 e-joe guide.

7. Add a 690 subject to enable the electronic journal list on the web InfoLinks. It will always be:

   690 Text (Electronic journal)

8. Add your initials to the 945 field; or, add a 945 field if there is not a 945 field present in the record.

9. Add an unlinked item record. Itype = 43, location = inter, status = h or j. Use h (ASK AT REF) when a password is needed for the journal; for the other item record use j (ON INTERNET).

   The class number portion of the call number will be entered in an 090 field. Either write down that call number portion (subfield a or h) or use the "e" command and toggle to the bib record, copy subfield a or h in the 090 or 050 field. For example, QA76.
In the item record, insert an 090 call number field. Paste or type the copied classification number.
If you have copied the class number, you will then need to toggle back to the bib record, copy the 856 field (URL).
Toggle back to the item record.
Insert an 099 call number field and paste the 856 field (URL)

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 ODUEN DAT: - -  18 LOAN RULE: 0  24 YTCIRC: 0
06 OUT DATE: 13 IUSE3: 0  19 STATUS: j  25 2YRCIRC: 0
07 DUE DATE: --
26 090 QA76

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: inter 24 OPACMSG:
05 PRICE: $0.00  12 # OVERDUE: 0  19 LOANRULE: 0  25 YTDCIRC: 0
06 OUT DATE: - - 13 ODUEN DAT: - -  20 STATUS: h  26 2YRCIRC: 0
07 DUE DATE: - - 14 INT USE3: 0
27 090 L11
28 099 http://www.edreview.org
29 NOTE login: 134187 password: harvard restrictions: none bkc
11/28/00

10. Do NOT enter any holdings data for the Internet resource in the local data record in the OCLC union list system.

11. Make a printout of the InfoLinks bibliographic record after editing and place in the Unit Head’s basket to check the record.

12. Count as a RECATALOGED SERIALS, in the appropriate location box on the statistics sheet.