

CDL Cataloging Guidelines

Decision Points

Originally conceived by SOPAG Electronic Resources Cataloging Task Force, 1999

Revised March 2003 by Becky Culbertson

Revised October 2008 by SCDPP WG

The following list of Decision Points is intended to foster consistency in SCP records

A. WHEN TO USE A SINGLE RECORD (SERIALS and CALIFORNIA DOCUMENTS)

A single record is used in any one of the following situations:

- When a print record for the title exists
- Equivalent content
- The content of the paper and electronic versions are the same but the titles differ
- For serials, the content is equivalent but the presentation differs (e.g., articles are added to an issue by the publisher as soon as they are ready, rather than releasing complete issue)
- The titles of the print and electronic versions of serials change simultaneously and the content remains the same

B. WHEN TO USE A SEPARATE RECORD

A separate record is used in any of the following situations:

- No print record exists
- Resource is an electronic monograph (exception: state government documents)
- Resource is a database or web site (e.g., integrating resource)
- Resource exists only in electronic form
- Content of electronic resource differs significantly from print resource
- A resource which is a continuing resource undergoes a change in format, usually from print to electronic
- The original text cannot be definitively identified

C. SPECIFIC APPLICATION

Single records:

Add fields to reflect electronic access (007, 530 or 776, 793, 856) to all print records* for which equivalent content is available at an electronic site. Do not add 856 fields for related resources.

Separate records:

When cataloging electronic versions separately, include 776 fields linking the print and electronic versions. Such links may be created for other versions, (e.g., microform, CD-ROM), but are not required. SCP catalogers will not attempt to create or maintain links to all versions. Do not add 856 fields for related

resources.

EQUIVALENT CONTENT

Normally, if the print version was the source of the electronic version (e.g., scanned image, PDF file), add electronic access information to the print version record. Use the print record regardless of whether the print title is owned by a UC library. Base this judgment on the appearance of the journal articles themselves; do not consider hypertext links, home pages, splash screens, licensing information, and other secondary pages as additional content sufficient to merit separate records.

For databases, if the print equivalent is cataloged on the serial format, yet the online equivalent calls for integrating resource cataloging, separate records will be used. Campuses are free to add the electronic information locally to more than one version. Omission of commercial advertising, incidental illustrations, time dependent announcements, and other such ephemeral data is not sufficient cause for separate records. However evidence of the omission of articles which would make the electronic version an unsatisfactory substitute for an article cited in an index or footnote requires that separate descriptions be created. For example:

New York times.

New York times on the Web.

The web version does not correspond to the print version. The online version contains no pagination so finding an article from an index is difficult. Articles are archived for only 365 days and require a premium subscription for access. The online version provides features not in the print, such as real-time stock tickers, weather reports, and searches of *Britannica*.

In case of doubt, use the single record technique and add an appropriate caveat, e.g.:

856 41 \$3 Selected article text for . . .

TITLE VARIATIONS:

Is the main title the same? If the titles of the electronic and print version are different but there is no prominent evidence that the content or scope of the articles is different, use the print record (as long as the Bib Level remains the same). Make a 7xx added entry for the variant title(s). For example,

245 00 Physical review B.
740 0 Physical review B online.
740 0 PRB online.

Usually the electronic title is given in a 740 field. Occasionally, such as with organizational directories or annual reports, a 710 \$a/\$t field is appropriate. Do not use 730 fields for electronic titles when using the single record technique. Note that title variations found on the original print version are recorded in field 246, whereas variations on the electronic version are given in the 740 field of the print record.

When an electronic version is described in a separate record, use the 246 for e-version title variations.

TITLE CHANGES (SERIALS):

If the title of the print and electronic versions changes simultaneously, create successive records using the single record technique. For example: (selected fields only)

245 00 Midwest journal of political science
362 0 v. 1-16; May 1957-Nov. 1972.
530 Also issued online.
785 00 \$t American journal of political science
856 41 \$3 v.1(1957)-v.16(1972). \$z JSTOR. Restricted to UCB, UCI, UCD, UCLA, UCR, UCSB, and UCSC \$u <http://www.jstor.org/journals/00263397.html>

245 00 American journal of political science
362 0 v. 17- Feb. 1973-
530 Also issued online.
780 00 \$t Midwest journal of political science
856 41 \$3 v.17(1973)- [Last 3 years not available online]. \$z JSTOR. Restricted to UCB, UCI, UCD, UCLA, UCR, UCSB, and UCSC \$u <http://www.jstor.org/journals/00925853.html>

If the titles change but all content (both old and new titles) is at a single site, give the run of the serial in the 856 \$3 as appropriate for each title and add the URL in 856 \$u. The URLs themselves may or may not be the same in all the related records (e.g., SFX OpenURLs, PIDS, PURLs) but they will all resolve to the same site. (Selected fields only)

OCLC:	3470263	Rec stat:	c	Used:	19990330
Entered:	19771207	Replaced:	19980924		
Type:	a	ELvl:		Ctrl:	Lang: eng
BLvl:	s	Form:		MRec:	Ctry: vau
S/L:	0	Orig:		ISSN:	Alph:
Desc:	a	SrTp:	p	DtSt:	d
	007	Cont:		Dates:	1892,1894
	050 00				
	245 00				
	246 30				
	260				
	300				
	310				
	362 0				
	530				
	651 0				
	651 0				
	710 2				
	785 00				
(DLC)	05032195				
	856 41				

007 c \$b r \$d c \$e n \$f u
050 00 F221 \$b .W71
245 00 William and Mary College quarterly historical papers.
246 30 Quarterly historical papers
260 Williamsburg, Va. : \$b The College, \$c 1892-1894.
300 2 v. : \$b ill. ; \$c 25 cm.
310 Quarterly
362 0 Vol. 1, no. 1 (July 1892)-v. 2, no. 4 (Apr. 1894).
530 Also issued online. 651 0 Virginia \$x Genealogy \$v Periodicals.
651 0 Virginia \$x History \$v Periodicals.
651 0 United States \$x History \$v Periodicals.
710 2 College of William and Mary.
785 00 \$t William and Mary College quarterly historical magazine \$w
(DLC) 05032195 \$w (OCoLC)2393831
856 41 \$3 v.1(1892)-v.2(1894). \$z JSTOR. Restricted to UC campuses \$u <http://www.jstor.org/journals/00435597.html>

OCLC:	2393831	Rec stat:	c
-------	---------	-----------	---

Entered: 19760824 Replaced: 19980924 Used: 19990330
 Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng
 BLvl: s Form: Conf: 0 Freq: q MRec: Ctry: vau
 S/L: 0 Orig: EntW: Regl: r ISSN: Alph:
 Desc: a SrTp: p Cont: DtSt: d Dates: 1894,1943
 007 c \$b r \$d c \$e n \$f u
 050 00 F221 \$b .W71
 245 00 William and Mary College quarterly historical magazine.
 246 30 Quarterly historical magazine
 260 Williamsburg, Va. : \$b The College, \$c 1894-1943.
 300 48 v. ; \$c 24 cm.
 310 Quarterly
 362 0 Vol. 3, no. 1 (July 1894)-v. 27, no. 4 (Apr. 1919) ; 2nd ser.,
 v. 1, no. 1 (Jan. 1921)-2nd ser., v. 23, no. 4 (Oct. 1943).
 530 Also issued online.
 651 0 Virginia \$x History \$v Periodicals.
 651 0 United States \$x History \$v Periodicals.
 710 2 College of William and Mary.
 780 00 \$t William and Mary College quarterly historical papers \$w
 (OCoLC)3470263 \$w (DLC) 97647503
 785 00 \$t William and Mary quarterly \$x [0043-5597](#) \$w (OCoLC)1607858 \$w
 (DLC)sc 78001108
 856 41 \$3 v.3(1894)-v.27(1919);new ser:v.1(1921)-v.23(1943). \$z JSTOR. Restricted
 to UC campuses \$u <http://www.jstor.org/journals/00435597.html>

OCLC: 1607858 Rec stat: c
 Entered: 19750907 Replaced: 19990312 Used: 19990330
 Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng
 BLvl: s Form: Conf: 0 Freq: q MRec: Ctry: vau
 S/L: 0 Orig: EntW: Regl: r ISSN: 1 Alph: a
 Desc: SrTp: p Cont: DtSt: c Dates: 1944,9999
 007 c \$b r \$d c \$e n \$f u
 022 0 [0043-5597](#)
 050 00 F221 \$b .W71
 245 04 The William and Mary quarterly.
 260 Williamsburg, Va. [etc.] \$b Institute of Early American History
 and Culture.
 300 v. \$b ill. \$c 25 cm.
 310 Quarterly
 362 0 3d ser., v. 1- Jan. 1944-
 530 Also issued online.
 550 Issued by: William and Mary College, 1944-45.
 651 0 Virginia \$x History \$v Periodicals.
 651 0 United States \$x History \$v Periodicals.
 710 2 Institute of Early American History and Culture (Williamsburg,
 Va.)
 710 2 College of William and Mary.
 780 00 \$t William and Mary College quarterly historical magazine
 ViW
 856 41 \$3 3rd ser:v.1(1944)- [Latest 5 yrs. not available online]. \$z JSTOR.
 Restricted to UC
 campuses \$u <http://www.jstor.org/journals/00435597.html>

\$\$

TITLE CHANGES (INTEGRATING RESOURCES)

If the title proper of the same integrating resource changes, change the title on the existing record to reflect the latest title. Do not create a new record. Also add 247 fields to the records to show the former titles.

Example: (selected fields only)

Type	a	ELvl	l	Srce	d	GPub		Ctrl		Lang	eng
BLvl	i	Form	s	Conf	0	Freq	m	MRec		Ctry	mdu
S/L	2	Orig	s	EntW		Regl	r	Alph			
Desc	a	SrTp	d	Cont	a i r	DtSt	c	Dates	1994		9999

245	0	0	DAAI #h [electronic resource] : #b design and applied arts index.								
247	1	0	Design and applied arts index #f <Dec. 14, 2004>								

OTHER CHANGES (INTEGRATING RESOURCES)

If there are changes over time to other data elements (issuing body, other title information, place of publication, publisher, etc.), do not create a new record. Change the description on the existing record to reflect the current iteration. Give the information that appeared on earlier iteration in a note if considered important. The earliest date of the integrating resource, regardless of the changes in title, will be retained in subfield "c" of the publication, distribution, etc., area.

CHANGE IN PHYSICAL FORMAT

A change in format from paper to electronic should be recorded by closing the print record and creating a separate record for the electronic. The SCP will provide such cataloging for CDL-licensed titles promptly to avoid unnecessary claiming or inquiries from campuses. In this case, close the print record (fixed fields, 260, 362, 793 \$g, 856 \$3). Add 776 and 78x linking fields to both records.

Example: (selected fields only):

Entered:	19891227	Replaced:	19990119	Used:	19990218						
Type:	a	ELvl:		Srce:	d	GPub:		Ctrl:		Lang:	eng
BLvl:	s	Form:		Conf:	0	Freq:	b	MRec:		Ctry:	ilu
S/L:	0	Orig:		EntW:		Regl:	x	ISSN:	1	Alph:	a
Desc:	a	SrTp:	p	Cont:		DtSt:	d	Dates:	1990,1998		

022 0 [1047-949X](#)
 245 00 ALCTS newsletter.
 260 Chicago, IL : \$b Association for Library Collections & Technical Services, American Library Association, \$c 1990-c1998.
 362 0 Vol. 1, no. 1-v. 9, no. 4-6 (1998).
 785 10 \$t ALCTS newsletter online \$x [1523-018X](#) \$w (DLC)sn 98005101 \$w (OCoLC)40507269

OCLC: 40507269 Rec stat: c
 Entered: 19981216 Replaced: 19981224 Used: 19990319
 Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng
 BLvl: s Form: Conf: 0 Freq: b MRec: Ctry: ilu
 S/L: 0 Orig: EntW: Regl: x ISSN: 1 Alph: a
 Desc: a SrTp: p Cont: DtSt: c Dates: 1998,9999
 006 [m d]
 007 c \$b r \$d c \$e n
 022 0 [1523-018X](#) \$y [1047-949X](#)
 082 10 020 \$2 13
 090 Z688.5 \$b .A43
 245 00 ALCTS newsletter online \$h [electronic resource]
 260 Chicago, IL : \$b Association for Library Collections & Technical Services, American Library Association, \$c c1998-
 310 Six no. a year
 362 0 Vol. 10, no. 1 (Dec. 1998)-
 500 Title from homepage.
 710 2 Association for Library Collections & Technical Services.
 780 00 \$t ALCTS newsletter \$x [1047-949X](#) \$w (DLC) 91649699 \$w (OCoLC)20820888
 793 0 Open access resource selected by the UC libraries. \$g a
 856 40 \$3 v.10(1998)- \$u http://www.ala.org/alcts/alcts%5Fnews/index.html

If the electronic and paper versions were published simultaneously prior to the cessation, also include 007, 530, 776, 793, and 856. Use an open \$3 "Materials included" note in the 856.

Entered: 19791204 Replaced: 19990122 Used: 19990217
 Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng
 BLvl: s Form: Conf: 0 Freq: q MRec: Ctry: ilu
 S/L: 0 Orig: EntW: Regl: r ISSN: 1 Alph: a
 Desc: a SrTp: p Cont: DtSt: d Dates: 1980,1997
 007 c \$b r \$d u \$e n \$f u
 022 0 [0196-1799](#)
 110 2 Library and Information Technology Association (U.S.)
 245 10 LITA newsletter.
 260 Chicago : \$b The Association, \$c 1980-c1997.
 362 0 No. 1 (winter 1980)-v. 18, no. 4 (fall 1997).
 776 08 \$i Online version: \$a Library and Information Technology Association (U.S.)
 \$t LITA newsletter (Online) \$x [1079-123X](#) \$w (DLC)sn 94004077 \$w (OCoLC)31406418
 785 00 Library and Information Technology Association (U.S.) \$t LITA
 newsletter (Online) \$x [1079-123X](#) \$w (DLC)sn 94004077 \$w (OCoLC)31406418

793 0 Open access resource selected by the UC libraries. \$g i
 856 41 \$3 v.16(1995)-v.18(1997). \$u http://www.lita.org/newslett/index.html

OCLC: 31406418 Rec stat: c
 Entered: 19941104 Replaced: 19990122 Used: 19990324
 Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng
 BLvl: s Form: Conf: 0 Freq: q MRec: Ctry: ilu
 S/L: 0 Orig: EntW: Regl: r ISSN: 1 Alph: a
 Desc: a SrTp: p Cont: DtSt: c Dates: 1995,9999
 006 [m d]
 007 c \$b r \$d c \$e n \$f u
 022 0 [1079-123X](#) \$y [0196-1799](#)
 050 14 Z678.9.A1
 082 10 020 \$2 12
 110 2 Library and Information Technology Association (U.S.)
 240 10 LITA newsletter (Online)
 245 10 LITA newsletter \$h [electronic resource].
 246 2 Library and Information Technology Association newsletter
 260 Chicago, IL : \$b The Association, \$c c1995-
 310 Quarterly
 362 0 Vol. 16, no. 2 (spring 1995)-
 500 Description based on: Vol. 16, no. 2 (spring 1995); title from
 journal home page (viewed Jan. 13, 1999).
 580 Beginning with v. 19, no. 1, issued in online format only.
 650 0 Libraries \$x Automation \$v Periodicals.
 650 0 Library science \$x Technological innovations \$v Periodicals.
 650 0 Library science \$x Data processing \$v Periodicals.
 776 08 \$i Print version: \$a Library and Information Technology Association (U.S.).
 \$t LITA newsletter \$x [0196-1799](#) \$w (DLC) 84647365 \$w (OCoLC)5757570
 780 10 Library and Information Technology Association (U.S.). \$t LITA
 newsletter \$x [0196-1799](#) \$w (DLC) 84647365 \$w (OCoLC)5757570
 793 0 Open access resource selected by the UC libraries. \$g a
 856 40 \$3 v.16(1995)- \$u http://www.lita.org/newslett/index.html

For government document serials, it can be very difficult to ascertain whether a print version still exists. Campuses are not expected to do any investigation beyond their normal procedures to determine the status of the print version. In case of doubt as to whether the print version has ceased, leave the bibliographic fields open, and do not create a separate record.

ELECTRONIC VERSION EQUIVALENT TO MULTIPLE PRINT RESOURCES

Make added entries for the print resources, if fewer than 10. For example, *Web of science* includes the content of *Science citation index*, *Social science citation index*, and *Humanities citation index*. Create a separate record for *Web of science* and make related work added entries for each of the three print titles. Note that the following record has 730s and one 740 for the added entries. The 730s are for the titles of the separate print indexes; the 740 02 was added because the title does not exist in print form but only as a part of the *Web of science*.

Example: (Selected fields)

```
OCLC: 40309342          Rec stat:    c
Entered: 19981113       Replaced:   19981214      Used: 19990215
Type: a   ELvl: I      Srce: d   Audn:      Ctrl:      Lang: eng
BLvl: i   Form:        Conf: 0    Biog:      MRec:      Ctry: pau
          Cont:        GPub:      Fict: 0    Indx: 0
Desc: a   Ills:        Fest: 0    DtSt: m    Dates: 1998,9999
006      [m           e           ]
007      c $b r $d m $e n
090      AI3 $b .W42
245 04   The web of science citation databases $h [electronic resource].
246 1    $i On usage guidelines page: $a ISI Web of science databases
246 1    $i HTML source title: $a ISI citation database search version
4.0
246 1    $i Also known as: $a Institute for Scientific Information
citation databases

260      Philadelphia, PA : $b Institute for Scientific Information, $c
c1998-
538      Mode of access: World Wide Web.
500      Title from Web page (viewed on Nov. 13, 1998).
520      Provides access to the Science citation index expanded, Social sciences
citation index and Arts & humanities citation index; database coverage: 1975-
present.
650 0    Science $v Indexes.
650 0    Social sciences $v Indexes.
650 0    Arts $v Indexes.
650 0    Humanities $v Indexes.
710 2    Institute for Scientific Information.
730 0    Social sciences citation index.
730 0    Arts & humanities citation index.
730 0    Science citation index.
740 02   Science citation index expanded.
793 0    CDL licensed databases.
856 40   $3 1975- $z Restricted to UC campuses $u http://www.webofscience.com/
```

```
OCLC: 4122996          Rec stat:    c
Entered: 19780809       Replaced:   19981214      Used: 19990306
Type: a   ELvl:        Srce: d   GPub:      Ctrl:      Lang: eng
BLvl: s   Form:        Conf: 0    Freq: f    MRec:      Ctry: pau
S/L: 0    Orig:        EntW: i    Regl: r    ISSN: 1    Alph: a
Desc:      SrTp:      Cont:      DtSt: c    Dates: 1976,9999
007      c $b r $d u $e n
022 0    0162-8445
050 00   AI3 $b .A63
245 00   Arts & humanities citation index.
246 3    Arts and humanities citation index
260      Philadelphia, $b Institute for Scientific Information.
300      v. $c 29 cm.
362 0    1976-
530      Issued also online as one of 3 databases comprising the Web of
```


science citation databases.

650 0 Periodicals \$x Indexes \$v Periodicals.
650 0 Humanities \$x Periodicals \$v Indexes \$v Periodicals.
650 0 Arts \$x Periodicals \$v Indexes \$v Periodicals.
740 0 Web of science citation databases.
793 0 CDL licensed databases.
856 41 \$z Restricted to UC campuses \$u <http://www.webofscience.com/>

OCLC: 1604320 Rec stat: c
Entered: 19750907 Replaced: 19981214 Used: 19990329
Type: a ELvl: Srce: d GPub: Ctrl: Lang: eng
BLvl: s Form: Conf: 0 Freq: z MRec: Ctry: pau
S/L: 0 Orig: EntW: i Regl: x ISSN: 1 Alph: a
Desc: SrTp: Cont: DtSt: c Dates: 1961,9999

007 c \$b r \$d u \$e n

022 0 [0036-827X](#) \$z [0559-829X](#)

050 00 Z7401 \$b .S365

060 0 ZQ 1 S411

245 00 Science citation index.

260 Philadelphia, \$b Institute for Scientific Information.

300 v. \$c 31 cm.

362 0 1961-

500 "An international interdisciplinary index to the literature of science."

530 Issued also online as one of 3 databases comprising the Web of science citation databases.

650 0 Science \$x Periodicals \$v Indexes \$v Periodicals.

650 0 Science \$x Indexes \$v Periodicals.

650 2 Science \$v indexes.

710 2 Institute for Scientific Information.

730 0 Web of science citation databases.

793 0 CDL licensed databases.

856 41 \$z Restricted to UC campuses \$u <http://www.webofscience.com/>

OCLC: 1784460 Rec stat: c
Entered: 19731030 Replaced: 19981214 Used: 19990324
Type: a ELvl: Srce: GPub: Ctrl: Lang: eng
BLvl: s Form: Conf: 0 Freq: t MRec: Ctry: pau
S/L: 0 Orig: EntW: i Regl: n ISSN: 1 Alph: a

007 c \$b r \$d u \$e n

050 00 Z7161 \$b .S65

060 0 Z 7161 S678

245 00 Social sciences citation index.

260 Philadelphia, \$b Institute for Scientific Information.

300 v. \$c 28 cm.

310 Three no. a year with annual and quinquennial cumulations

530 Issued also online as one of 3 databases comprising the Web of science citation databases.

650 0 Social sciences \$v Indexes \$v Periodicals.

710 2 Institute for Scientific Information.

730 0 Web of science citation databases.

793 0 CDL licensed databases.

An exception may be made if the relationships are ambiguous, e.g., *Dissertation abstracts*.

CATALOGERS' JUDGMENT

As in many cataloging situations under AACR2, catalogers will encounter situations not covered by rules or guidelines. They will need to apply judgment using the spirit of the rules and their experience. One underlying principle is that if an electronic serial contains the content of the print publication, a single record should be used. If the electronic resource contains additional material, the cataloger must decide whether the supplementary data is significant enough to merit a separate description. We consider that databases are inherently so different from print versions that the single record approach is never appropriate for them. Catalogers are free, on a local campus basis, to add links to print versions of these databases.

An advantage of the shared cataloging model is that these decisions only need to be made once, by SCP catalogers, and other campuses can benefit from their solutions.