Guideline for Cataloging Websites

Objective

Search, evaluate, select and catalog websites available on the Internet that might contain useful resources, according to library policies and standards.

Description

Different types of websites may be selected: websites containing information about an organization and its activities, and publications, websites containing e-books and/or e-articles, and websites containing one or more free e-journals.

MARC format

Start by input all needed **fixed length fields** at the beginning of the bibliographic record:

> Language
> Skip number
> Location (for websites should always be *aeweb*, i.e. online access website)
> Cataloging date (current date)
> Bibliographic level (for website should always be *e computer files*
> Material type (for website should always be *d e-resource*)

020 / 022 ISBN/ISSN; usually there is no information for this tag, unless if stated in any website with an individual free e-journal.

041 Describes the language of the website.

1XX Describes the main entry responsible for the website (e.g. personal name, corporate name, meeting name).

245 Describes the main title of the resource. Subfield "**h [electronic resource]**" must be added as usual. Subfield codes "**b**" (for subtitles) and "**c**" (for author(s) responsibility) are described as usual, if any. Use indicators 1 and 2 according to MARC 21 Bibliographic Data.

260 Describes the resource publication and/or distribution responsibility. Tag 260 is described as usual (as for a monograph). Subfield codes "**a**" (place of publication, distribution, etc.), "**b**" (name of publisher, distributor, etc.), and "**c**" (date of publication, distribution, etc.) are described as usual.

300 Describes the physical details of the website:
- o For free databases containing e-books and/or e-articles, describe as "*One website*".
- o For websites containing information about an organization and its activities, describe as "*One website*".
- o For websites containing one or more free e-journals, describe as follows:
    - - With one free e-journal: "*One free online journal*".
    - - With several free e-journals: "*Free online journals*".

362 Contains the beginning/ending date(s) of a e-journal and/or the sequential designations used on each part. Maybe added to <u>websites of individual e-journals,</u> if there is any beginning/ending date(s) known.

> Required indicators:
> Indicator 1: format of date
> > 0 Formatted style
> > 1 Unformatted note
>
> Indicator 2: unformatted note
> > # Undefined

NB: For information on subscribed e-journals, please refer to "Guidelines for Cataloging e-Journals".

505 Describes any content notes that the cataloger deems to be important.

520 Describes a summary of the website. Try to give a brief description of the website so the user can get a glimpse of the contents.

540 Describes any terms of intellectual responsibility that may govern use and reproduction of its contents.

6XX Subject access entries and terms (Subject Headings). Add the free-floating subdivision "**|xPeriodicals**" to subject headings of <u>individual e-journals' websites</u>.

- o For websites containing free e-books add the following subject heading: ***650 # 0 Electronic books***.
- o For websites containing free e-journals add the following subject heading: ***650 # 0 Electronic journals***.

Beside the necessary access entries, describing the website contents, add the following extra access entry to all kinds of websites: ***650 # 0 Web sites***. This allows identify the websites quickly, by subject heading search.

7XX Describes one or more secondary responsibilities, directly or indirectly responsible for the website (e.g. personal name, corporate name, meeting name).

856 Electronic location and access. This field contains the information needed to locate and access an electronic resource. It should be added in a bibliographic record when the resource is available electronically.

> Required indicators:
> Indicator 1: access method
> Indicator 2: relationship
>
> > First indicator 4: HTTP access method.
> > Second indicator 0: core resource.
> > Second indicator 2: related resource.

Required subfields:
u Uniform Resource Identifier
z Public note

> NB: We may only use some core subfields which are marked in "bold" to foster the process, and to achieve a better display in webpac for library users.
> Example:
> 856 [4 0] |**u**http://apdl.rice.edu/|**z**Advanced Placement Digital Library

856 [4 2] |**z**(viewed on 9 February 2007)

919 Used to control/confirm website bibliographic record, as well as for statistical purposes.

Subfield |**c** indicates the type of e-resource and the name of the cataloger.

Example:
919 |cwepa

"**we**" stands for the e-resource type = website; "**pa**" stands for the first two letters of the cataloger's English name (e.g. "pa" for Paulo). These should be input in "small letters".

Template of a Website for quick reference
(website of an organization/institution)

Language	eng English	Cat. Date	08-02-2007	Bib Code 3	
Skip	0	Bib Level	e COMPUTER FILES	Country	enk England
Location	aeweb Online Access	Material Type	d e.RESOURCE	MARC Type	

y   **041**   0 #   eng

a   **110**   2 0   Welcome Trust

t   **245**   1 4   Wellcome Trust|**h**[electronic resource].

p   **260**   # #   London :|**b**Welcome Trust,|**c**2007.

r   **300**   # #   One website.

n   **500**   # #   News and features, reposts, guides science and medicine, newsletters, education resources, activities, conferences, highlights, quicklinks.

n   **520**   # #   The Wellcome Trust's mission is to foster and promote research with the aim of improving human and animal health.

d   **650**   # 0   Science|**x**Electronic information resources

d   **650**   # 0   Medicine|**x**Electronic information resources

d   **650**   # 0   Education|**x**Electronic information resources

d   **650**   # 0   Web sites

y   **856**   4 0 |**u**http://www.wellcome.ac.uk/|**z**Wellcome Trust

y   **856**   4 2 |**z**(viewed on 8 February 2007)

y   **919** |**c**wepa

Template of a Website for quick reference
(website of an individual e-journal)

Language	eng English	Cat. Date	15-01-2007	Bib Code 3	
Skip	0	Bib Level	e COMPUTER FILES	Country	cc China
Location	aeweb Online Access	Material Type	d e.RESOURCE	MARC Type	

y   **041**   0 #   eng

t   **245**   0 4   Hong Hong Kong journal|**h**[electronic resource] :|**b**the quarterly online journal about issues relating to Hong Kong and China /|**c**Robert Keatley, editor ; Carnegie Endowment for International Peace.

p   **260**   # #   Washington, DC :|**b**Carnegie Endowment for International Peace,|**c**2006- .

r   **300**   # #   One free online journal.

r   **362**   1 #   First published on January 2006, issue one; latest issue on cataloging date: January 2007, issue one.

n   **500**   # #   Published quarterly.

n   **505**   2 #   Commentary, Timeline, Issues archive, About us, Feedback, Useful Links.

n   **520**   # #   The Hong Kong Journal is a free quarterly, online publication designed to provide thoughtful writing about political, economic and social issues relating to Hong Kong and its neighborhood. Foundation-financed, it is hosted by the Carnegie Endowment for International Peace in Washington, DC. It has no political agenda or ideological mission; its goal is to publish original articles that analyze and explain important trends affecting Hong Kong, and to make them available to all those interested in developments there-including those who might influence national policies.

n   **536**   # #   Supported by Carnegie Endowment for International Peace.

n   **540**   # #   Public domain e-journal.

d   **651**   # 0   Hong Kong|**x**Politics and government|**v**Periodicals

d   **651**   # 0   China|**x**Politics and government|**v**Periodicals

d   **651**   # 0   Hong Kong|**x**Economic conditions|**v**Periodicals

d   **651**   # 0   China|**x**Economic conditions|**v**Periodicals

d   **651**   # 0   Hong Kong|**x**Social conditions|**v**Periodicals

d   **651**   # 0   China|**x**Social conditions|**v**Periodicals

d   **651**   # 0   Hong Kong|**v**Periodicals

d   **651**   # 0   China|**v**Periodicals

d   **651**   # 0   Far East|**v**Periodicals

d   **650**   # 0   Electronic journals

d   **650**   # 0   Web sites

b   **700**   1 #   Keatley, Robert

b   **710**   2 #   Carnegie Endowment for International Peace

b   **710**   2 #   Carnegie ChinaNet

y   **856**   4 0 |**u**http://www.hkjournal.org/index.html|**z**Hong Kong Journal : the quarterly online journal about issues relating to Hong Kong and China

y   **856**   4 2 |**u**http://www.carnegieendowment.org/|**z**Publisher: Carnegie Endowment for International Peace

y   **856**   4 2 |**z**(viewed on 14 January 2007)

y   **919** |**c**wepa

Template of a Website for quick reference
(website with several free e-journals)

Language	eng English	Cat. Date	07-01-2005	Bib Code 3	
Skip	0	Bib Level	e COMPUTER FILES	Country	sw Sweden
Location	aewebOnline Access	Material Type	d e.RESOURCE	MARC Type	

y   **041**   0 #   eng

t   **245**   0 4   Directory of open access journals|**h**[electronic resource] /|**c**Project Coordinator, Lund University Libraries, OSI, Open Society Institute,The Scholarly Publishing and Academic Resources Coalition.

p   **260**   # #   Lund, Sweden :|**b**Lund University Libraries,|**c**2004.

r   **300**   # #   Free online journals.

n   **500**   # #   Title from title screen.

n   **505**   2 #   Full text journals searchable at article level, news, questions & answers, browse by journal and title feature, boolean search by article, subject tree.

n   **520**   # #   The Directory of Open Access Journals is a project coordinated by Lund University Libraries. It aims to promote the open access to scientific and scholarly journals thereby promoting their increased usage and impact without charging readers or institutions for access.

n   **538**   # #   Mode of access: Internet.

n   **538**   # #   Free user registration online is accepted.

n   **540**   # #   Open access journals are journals that use a founding model. Users may "read, download, copy, distribute, print, search, or link to the full texts" of the journals' articles "as mandatory for a journal to be included in the directory".

d   **650**   # 0   Electronic journals

d   **650**   # 0   Electronic publications

d   **650**   # 0   Web portals
d   **650**   # 0   Web sites|vDirectories

b   **710**   2 #   Lund University.|bLibrary

b   **710**   2 #   Open Society Institute

b   **710**   2 #   The Scholarly Publishing and Academic Resources Coalition

u   **740**   0 2   Open access journals|**h**[electronic resource].

y   **856**   4 0 |**u**http://www.doaj.org/|**z**Directory of Open Access Journals

y   **856**   4 2 |**z**(viewed 7 January 2005)

y   **919** |**c**wepa

~~~The End~~~