

Computer File Cataloging
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MARC Format Selection And Other “Top Of The Record” Coding

I. MARC Record Type Code and Type of Computer File Code

Type = type of MARC record. “Use to differentiate records for various types of machine readable information and specific types of materials” (*OCLC BF & S*)

File = Type of computer file. Indicates type of computer file. Will appear in the fixed fields in record type m, or in the 006 field if other than record type is used.

A. Selecting the MARC record type code

You cannot automatically use MARC record type “m” anymore!
When choosing the MARC format to use:

- Load the computer file if possible.
- Don’t be misled by buzzwords in the packaging.
- If the computer file is merely a reproduction of another type of material, code for the original material type.

B. Computer file record: [MARC record type m]

- Software programs [computer file type b]
- Games [computer file type g]
- Fonts [computer file type f]
- Computer oriented multimedia [computer file type m]
- Online systems or services [computer file type j]
- Numeric data [computer file type a]

If the item is inextricably computer-bound, if there could be no true equivalent in a world without computers, use type code m.

C. Print record: [MARC record type a]

- Books [computer file type d]
- Bibliographic databases [computer file type e]
- Documents [computer file type d]
- Full text databases [computer file type d]
- Journals [computer file type d]

The presence of search software is not enough to transform any of these into type “m.”

If the same thing could be in print without the search software, could be used, and would make sense, then the presence of the search software is incidental— more like having a book with an index.

D. Serial print record [MARC record type a, BibLvl s, computer file type d]

– The item must meet all aspects of the AACR2 definition of a serial:

A publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely.

Warning! Print serials have a way of turning into monographs in the electronic world.

E. Cartographic record: [MARC record type e, computer file type c]

- Maps
- GIS data

A map is always cartographic material, regardless of format.

F. Sound recording record: [MARC record type i or j, computer file type h]

- Sound effects
- Music files with no visual component

G. Visual record: [MARC record type g or k, computer file type c]

- Slide show without text or with minimal text
- Images

If the material is primarily musical (pictures of sheet music) or cartographic (pictures of maps), code for those elements rather than the visual.

II. A new fixed field code

Form code: Type “s” is used to indicate that an item is computer-based when that item is not cataloged on a type m record.

III. 006/007

006 – For OCLC cataloging, use the computer file 006 if you are not using a type “m” record.

– Note: 006 is optional in the MARC format and is not sanctioned by CONSER.

007 – Always add the computer file 007 to electronic material records regardless of the record type used. Add other 007 fields as appropriate.

– Recently some new subfields have been added to the Computer File 007. These fields are optional and they present information that you are unlikely to know unless your library or university produced the computer file.

Final words: Don't get stressed! If you aren't sure, use, record type "m."

The Cataloging Record

I. Pick your chief source of information

If you have loaded the software this is easy. The preferred chief source is the title screen or other internal sources

2nd: The carrier or its labels. Note that a label is "any permanently affixed paper, plastic, etc. label that is added by the publisher, creator, etc. of the file, as opposed to those added locally and as opposed to the container itself." So those titles stamped on the CD-ROM are in fact labels.

3rd: Accompanying documentation

4th: The container

5th: Other published descriptions of the file

6th. Other sources

II. Title

Retain eccentricities of capitalization if they are used consistently. (Example: WordPerfect) Make as many title added entries as needed to clarify unconventional spelling and word spacing (Title added entry: Word perfect).

General material designation: computer file (until further notice).

III. Edition

Make a note if the version statement does not come from the same source as the title proper.

The word "Version" does not get abbreviated. Example: V[ersion] 1.1

IV. File characteristics area

A required field. The current allowable terms are:

256 Computer data

256 Computer program(s)

256 Computer data and program(s)

Use this only on type “m” records.

V. Publication, Distribution, Etc.

If you’ve gotten this information from an internal source, the labels, the container, or the accompanying materials, you don’t need to bracket it. Bracket if you’ve added something, if you are guessing, or if it has been supplied from an external source, like from a catalog or an order slip.

Ignore a date on the container unless it is the only date available. Then it can be used to infer a date of publication.

VI. Collation

“Computer optical discs” is the current official LC term for CD-ROMs.

Other physical details: sd. for sound, col. for 2 or more colors.

Record the size in inches for floppies, CD-ROMS, and cartridges.

VII. Notes

Use AACR2 note order. Required notes have been bolded.

- 500 Nature and scope
- 538 System requirements**
- 546 Language and script
- 500 Source of title proper**
- 500 Variations in title
- 500 Statements of responsibility
- 500 Edition and history
- 516 File characteristics
- 500 Publication, distribution, etc.
- 500 Physical description
- 500 Accompanying material
- 500 Series
- 502 Dissertations
- 521 Audience
- 530 Other formats
- 520 Summary
- 505 Contents
- 500 Numbers
- 59x Copy being described, library’s holdings, and restrictions on use
- 501 “With” note

Required notes

538 – System requirements: Make and model of the computer on which the file is designed to run; the amount of memory required; the name of the operating system; software requirements; peripherals.

Try to make the statement short and readable. Use separate statements for multiple operating systems if you can't make a readable statement combining them.

500 – Source of title. This is a note for your fellow catalogers. Always make this note.

One Recommended Note

520 – Summary. Try to add a summary note to all CF, even on “a” and “e” materials. Users appreciate these notes. Your subject analysis is probably not ideal for media materials, and the summary can be more exact. It will also add useful key words.

VIII. 753 Field. Technical details of computer files.

This is a MARC field, not in AACR2. LC no longer uses this field.

XI. Access Points/Added Entries

Other titles: Make added entries titles for:

- Normalized spellings and word separation.
- Variant titles and subtitles from locations other than the chief source of information.
- Make as many title added entries as needed.

Main entry:

Personal name main entries are infrequent in computer files, which tend to be creations of collective activity. The rules for choice of main entry are the same as for other materials.

Added entries:

Make added entries for:

- The Publisher (assumed to be responsible for the content in some respect).
- Software companies responsible for the content of the work.
- Writers and editors who perform more than merely technical functions.

Do not trace:

- Programmers, technical editors, composers, consultants, other persons with functions that are solely technical.

Summary – Fixed Fields

Type of record (the most common types for computer files)

m = computer files (software, interactive multimedia, games, fonts, numeric data)
a = language material (books, serials, other textual language materials)
e = cartographic materials (maps, atlases, globes, celestial charts, remote sensing images)
i = nonmusical sound recording (sound effects)
j = music sound recording
c = printed music
g = projected graphics (videos, slides, movies, transparencies)
k = nonprojected graphics (activity cards, charts, prints, computer graphics)

File = type of computer file

a = numeric data
b = computer program (software)
c = representational (pictorial or graphic data, includes maps)
d = document (texts of any kind)
e = bibliographic data
f = font
g = game
h = sound
i = interactive multimedia (use only if using the interactive multimedia cataloging guidelines)

j = online system or service (online systems or services that may contain non-bibliographic data: online library systems, FTP sites, electronic bulletin boards, or network information centers)

m = combination

u = unknown

z = other

Form = Form of item

s = electronic

Print format

Type: a ELvl: I Srce: d Audn: Ctrl: Lang: eng
BLvl: m Form: s Conf: 0 Biog: MRec: Ctry: inu
 Cont: GPub: LitF: 0 Indx: 1
Desc: a Ills: abc Fest: 0 DtSt: s Dates: 1999,

006 [m d]

007 c |b o |d c |e a |g- - - |h u |i u |j u |k u |l u

020 1578600278

090 E591 |b .U58 1999

245 04 The Civil War CD-ROM II |h[computer file] : |b official records of the Union and Confederate Navies in the War of the Rebellion / |c developed by Phillip Oliver.

246 3 Official records of the Union and Confederate Navies in the War of the Rebellion.

250 Ver[sion] 1.5.

260 Carmel, Ind. : |b Guild Press of Indiana, |c 1999.

300 1 computer optical disc : |b col. ; |c 4 3/4 in. + |e 1 user's guide (11 p. ; 12 cm.)

538 System requirements: IBM or 100% compatible PC, 386 or higher processor; 4MB RAM (16 MB recommended); Windows 3.1 or later (Windows 95 or Windows 98 recommended); CD-ROM drive (4x or faster).

500 Title from disc label.

500 Originally issued by the Naval War Records Office, published in book format by Government Printing Office, 1894-1922. 30 volumes numbered: ser. 1 v.1-27; ser. 2 v.1-3.

520 Contains 30 volumes of Navy Official Records from 1861-1865, including dispatches and reports of engagements of both the Confederate and Federal navies.

610 10 United States. |b Navy |x History.

610 10 Confederate States of America. |b Navy |x History.

610 10 Confederate States of America. |b Navy

651 0 United States |x History |y Civil War, 1861-1865 |x Naval operations.

700 1 Oliver, Phillip.

710 1 United States. |b Naval War Records Office.

710 2 Guild Press of Indiana.

Map format

Type: e ELvl: I Srce: d Relf: Ctrl: Lang: eng
BLvl: m Form: s GPub: SpFm: MRec: Ctry: meu
CrTp: e Indx: 0 Proj: DtSt: s Dates: 1998,
Desc: a
006 [m c]
007 a |b i |d c |e z
007 c |b o |d c |e g |f a
034 0 a
043 n-us--- |a n-cn---
090 G3301.A25 1998 |b .D45
110 2 DeLorme Mapping Company.
245 10 AAA Map'n'go |h [computer file] / |c DeLorme.
246 30 AAA Map and go
246 3 Map'n'go
246 3 Map and go
246 3 DeLorme Map'n'go
246 3 DeLorme Map and go
250 Version 4.0.
255 Scales differ.
260 Yarmouth, ME : |b DeLorme, |c c1998.
300 1 computer optical disc : |b sd., col. ; |c 4 3/4 in. + |e 1 user's guide (16 p. : ill ; 12 cm.) + 1 map.
538 System requirements: IBM-compatible PC with 486/66 MHz processor or better ; 8 MB RAM, 10 MB minimum of hard disk space; Microsoft Windows 95 or Windows NT 4.0 or later; Super VGA card; 256-color monitor; mouse, CD-ROM drive; printer.
538 System requirements for 3Com PalmPilot connection: Palm OS 2.0 or later ; PalmPilot Personal, Professional, or PalmPilot 1000 or 5000 with 1 MB Professional Upgrade ; DeLorme adapter cable.
500 Title from disc label.
520 A trip planner for destinations in North America, includes 1998 AAA Tour book data, U.S. highway exit service information, lists of local attractions and their Web site information, a weather almanac, and radio station listings. The user can print his own travel plan map with a list of places to see and stay, including photos and graphics, customize his route with labels, symbols and notes. Reverse routing option and speed limits allow the user to set route according to driving style. Includes optional link to the satellite Global Positioning System.
650 0 Roads |z North America |v Maps
650 0 Travel |x Planning.
710 2 American Automobile Association.

Interactive multimedia

Type: m BLvl: I Srce: d Audn: Ctrl: Lang: eng
BLvl: m File: m GPub: MRec: Ctry: xxu
Desc: a DtSt: s Dates: 1998,

007 c |b o |d c |e g |f a
020 1894142004
043 e-fr--- |a n-us-pa
090 ND547.5.I4 |b P3 1998
245 02 A passion for art |h [computer file] : |b Renoir, Cezanne, Matisse and Dr. Barnes / |c Corbis
Publishing and the Barnes Foundation.
250 Windows version.
256 Computer data and programs.
260 [S.l.] : |b Corbis Corporation : |b I. Hoffmann + Associates Inc., |c c1998.
300 1 computer optical disc : |b col., sd. ; |c 4 3/4 in. + |e 1 user's guide.
440 0 H + A art & music
538 System requirements: IBM PC with 486/25 or faster processor; 8MB RAM; Windows 3.1.
(Windows 95 or later recommended); 256-color Super VGA display; 8-bit Windows compatible
sound card and speakers; Mouse; double-speed CD-ROM drive.
500 Title from title screen.
508 Producer/director, Curtis G. Wong ; writers, Margaret Burnette, Paul Gregutt, Curtis Wong.
520 A tour of the private Barnes Foundation collection of post-impressionist paintings. The user can
explore each room of the foundation's collection, view paintings full screen or in detail, examine papers
from the archives of the Barnes Foundation, and display the paintings as a slide show.
500 "H00426"--Disc label.
600 10 Barnes, Albert C. |q (Albert Coombs), |d 1872-1951 |x Art collections |v Catalogs
610 20 Barnes Foundation |x Art collections |v Catalogs
650 0 Painting, French |v Catalogs
650 0 Post-impressionism (Art) |z France |v Catalogs
650 0 Painting, Modern |y 19th century |z France |v Catalogs.
650 0 Painting, Modern |y 20th century |z France |v Catalogs
650 0 Painting |z Pennsylvania |z Merion |v Catalogs
650 0 Painting |x Private collections |z Pennsylvania |z Merion |v Catalogs
600 10 Barnes, Albert C. |q (Albert Coombs), |d 1872-1951.
700 1 Wong, Curtis G.
700 1 Burnette, Margaret.
700 1 Gregutt, Paul.
710 2 Barnes Foundation.
710 2 Corbis Corporation.
7102 I. Hoffmann + Associates Inc.
753 IBM-compatible computer

753 CD-ROM player

Serial

Type: a ELvl: Srce: d GPub: f Ctrl: Lang: eng
BLvl: s Form: s Conf: 0 Freq: q MRec: Ctry: dcu
S/L: 0 Orig: EntW: Regl: r ISSN: 1 Alph: a
Desc: a SrTp: Cont: DtSt: c Dates: 1994,9999

006 [m d f]

007 c |b o |d u |e g |f u

012 |i 9411 |k 1 |l 1

022 0 1073-4929

037 |b Library of Congress, Cataloging Distribution Service, LA208,
Washington, DC 20541-5017

042 lc |a nsdp

050 00 Z693 |u <1997 00824> <MRC>

069 1 SR0082846

070 0 Z693.C38

072 0 X200

082 10 025 |2 12

110 2 Library of Congress.

210 0 Cat. desk.

222 0 Cataloger's desktop

245 10 Cataloger's desktop |h [computer file] / |c Library of Congress.

260 [Washington, D.C.] : |b Cataloging Distribution Service, |c c1994-

300 computer optical discs ; |c 4 3/4 in.

310 Quarterly

362 0 1994, issue 1-

538 System requirements: IBM PC/AT compatible with Intel compatible 80386 or greater processor; 4 megabytes of RAM (windows users), 8 megabytes RAM (OS2 users); MS DOS version 5.0 or higher (Windows users); Microsoft Windows 3.1 or OS/2 version 2.1; monitor capable of displaying graphics and compatible video card (EGA/VGA recommended) CD-ROM drive with Microsoft Extensions.

538 System requirements for network installation: on the server: 80386 Intel compatible processor; 8 MB RAM, 2MB free disk space; MS DOS 5.0 or higher; Network Software; CD-ROM drive with Microsoft Extensions; on the workstation: 80386 or greater Intel compatible processor; 4 MB RAM, 500 K free disk space.

500 Title from disc label.

500 "Folio infobase."

500 Accompanied by: Software user's guide, Quick reference card, and Introduction to the infobases.

650 0 Descriptive cataloging |v Rules.

650 0 Subject cataloging |v Rules.

650 0 Classification, Library of Congress.

650 0 MARC formats |z United States.

710 2 Library of Congress. |b Cataloging Distribution Service.
936 1994, issue 3 (Nov. 1994) LIC

