

Guidelines for Cataloging e-Journals

Objective

Review and catalog all of these e-journals (EJ) records according to Library policy and standards.

Description

Catalog and classify the EJ that have been subscribed and uploaded to the library catalog.

Many of the EJ records are full MARC records, containing detailed description, including call numbers and LC subject headings. However, some of them need to be revised.

The contents of EJ records are coordinately provided by our database vendors and downloaded from Chinese University of Hong Kong Library.

- To complete records with insufficient contents, check other library catalogs, such as Library of Congress, and collect the cataloging data.
- For records not found in other library catalogs, perform original cataloging and classification.
- For EJ records duplicated in our library catalogs, DO NOT combine them or delete either of them. Just let them remain for the sake of data uploading.

MARC Format

Some tags are generated by the system: DO NOT delete or change them. They are tag 035, 506, 530, 599, 773, 856, 910, and 919.

In this stage of our project, all the authority records are not necessary to be created.

For the EJ from Chinese databases, the cataloging language should be according to the content of the journal and not to the title.

The cataloging details of the EJ project are highlighted as follows:

1. Fixed Length Fields

Language = Select the appropriate language

Location = aejrl

Cat. Date = Need not change

Bib Level = sSerials

Material Type = cCONT. RESOURCE

2. Tags

022

Match records from other library catalogs with ISSN. The string in subfield lz often gives the ISSN of print journals.

035 (cannot be deleted or changed)

This tag is used to check duplication.

090

Designate broad class no. and avoid using too specific ones. This class no. may be used to generate corresponding categories in the future. Subfield lb is not necessary.

130, 222, 210

In order to make the search results clear, do not retain these tags. Tag 245 is the only title entry and main entry.

245

If the subfield lh[electronic resource] is at the end of Tag 245, a full stop (.) is needed.

246

Add lh to demonstrate the general material definition in tag 246 if which is applicable.

260, 300, 362

Do not add these tags if they are not available in the downloaded records.

5XX

Be careful of the downloaded data in Tag 5XX. Check carefully if they are describing our collection accurately and necessarily.

Do not delete or change Tag 506, 530, and 599, which are generated by the system.

For English EJ, the description in Tag 506 and 530 should be as follows:

- Tag 506 - Access restricted to eligible UMAC library users.
- Tag 530 - Online version of print publication

For Chinese EJ, the description in Tags 506 and 530 should be as follows:

- Tag 506 - 只供本校讀者使用.
- Tag 530 - 紙本期刊網絡版

Tag 599 is used for the coverage of library collection. It is useful for library users.

6XX

Use LC Subject Headings.

For downloaded records, only select the 6XX as subject headings when their second indicators are “0”.

Subfield lx with “*Electronic information resources*” is not necessary.

Tag 653 & 655 have to be deleted.

It is suggested that the maximum of subject headings for original cataloging is three.

710

Use Tag 710 to describe the EJ editor. Considering the nature of the EJ, usually the editor is a corporation. Thus, Tag 710 is necessary instead of tags 700 & 711.

773 (Cannot be deleted or changed)

This tag is used to provide a code to generate the EJ title lists of individual databases. It is of importance for data management.

856 (Cannot be deleted or changed)

This tag is used to provide the URLs which are linking to our library EJ collection.

919 & 910 (Cannot be deleted or changed)

Keep these tags for data management.

961 (must be added)

It is a critical tag which is a symbol of review status. Add a string “*stable*” (in lower case) in subfield la when the record is already reviewed, and with full information. Otherwise, the record will remain waiting for further reviews.

EJ bibliographic record example (please pay attention the tags in red)

English E-Journal

Language	English	Cat. Date	14-02-2006	Bib Code 3	
Skip	0	Bib Level	sSERIALS	Country	
Location	aejrlOnline Access	Material Type	cCONT. RESOURCE	MARC Type	

MARC Leader#####nas 22##### a 4500

o 001 ej0039-3746
y 008 750907c19609999ne bx1p 0 a0eng d
i 022 0 0039-3746
y 035 ej0039-3746
y 041 0 eng
c 090 L 11
t 245 0 0 Studies in philosophy and educationlh[electronic resource].
p 260 Dordrecht [etc.] :lBKluwer Academic Publishers [etc.]
r 310 Six no. a year,lb1999-
r 362 0 v. 1- ; Sept. 1960-
n 599 EBSCOhost databases online access: Jan 2003- ; fulltext delay -- 12 months
n 599 EBSCOhost electronic journals service online access: Jan 2002-Jul 2004
n 599 SpringerLink online access: Jan 1997 -
n 506 Access restricted to eligible UMAC library users
n 530 Online version of print publication
n 515 Publication suspended spring 1976-winter 1979 and 1980-89.
n 555 V. 1-5, 1960/61-1966/67 in v. 5.
d 650 0 EducationlxPhilosophy/vPeriodicals
d 650 0 EducationlvPeriodicals
d 650 0 PhilosophylvPeriodicals
w 773 0 ltAcademic search premier
w 773 0 ltEBSCOhost databases
w 773 0 ltEBSCOhost electronic journals service
w 773 0 ltSpringerLink
y 856 4 0 luhttp://library.umac.mo/wam/ej_ebhost.asp?t=SPS&db=aph lzEBSCOhost
databases (Jan 2003- ; fulltext delay -- 12 months)
y 856 4 0 luhttp://ejournals.ebsco.com/direct.asp?JournalID=102999 lzEBSCOhost
electronic journals service (Jan 2002-Jul 2004)
y 856 4 0 luhttp://www.springerlink.com/openurl.asp?genre=journal&issn=0039-3746
lzSpringerLink (Jan 1997 -)
y 919 llUM_Ejournal
y 910 ej-full
y 961 stable

Chinese E-journal

Language	Chinese	Cat. Date	14-09-2005	Bib Code 3	
Skip	0	Bib Level	sSERIALS	Country	
Location	aejrlOnline Access	Material Type	cCONT. RESOURCE	MARC Type	

MARC Leader#####nas 22##### a 4500

o 001 ej0253-2670

y 008 eng d

i 022 0253-2670

y 035 ej0253-2670

y 041 0 chi

c 090 R 602

t 245 0 0 中草藥lh[電子資源].

p 260 北京 :lb 中國學術期刊(光盤版)電子雜誌社
 所有“中國期刊網”之出版社資料(tag260)統一為以上之描述

r 310 月刊

r 362 第1卷第1期-

n 599 中國期刊全文數據庫網上檢索: 1994 -

n 599 萬方數據資源系統網上檢索: 1999 -

n 506 只供本校讀者使用.

n 530 紙本期刊網絡版.

d 650 0 Medicinal plantslzChinalvPeriodicals

d 650 0 藥用植物lz 中國lv 期刊

d 650 0 Materia medica, VegetablelzChinalvPeriodicals

d 650 0 藥物學, 植物lz 中國lv 期刊

w 773 0 lt 中國期刊全文數據庫

w 773 0 lt 萬方數據資源系統

y 856 4 0 luhttp://www.cnki.net/ lz 中國期刊全文數據庫 (1994 -)

y 856 4 0 luhttp://hk.wanfangdata.com.cn/wf/~kjzk/zcy/index.html lz 萬方數據資源系統 (1999 -)

y 919 llUM_Ejournal

y 910 ej-brief

y 961 stable

A template of standardized EJ record below is for your fast references.

Language	English	Cat. Date	04-08-2005	Bib Code 3	
Skip	0	Bib Level	sSERIALS	Country	
Location	aejrlOnline Access	Material Type	cCONT. RESOURCE	MARC Type	
00X	001, 006, 007, 008 remain				
022	lz (ISSN of print version)				
035	Remain				
041	No need to input if downloaded records are not available				
090	Use broad class no.				
130	Obsolete				
222	Obsolete				
210	Obsolete				
245	Main entry				
246					
260	No need to input if downloaded records are not available				
300	Obsolete				
310	No need to input if downloaded records are not available				
362	No need to input if downloaded records are not available				
440	490 & 830 also represent series title				
5XX	Check 506, 515, 520, 530, 538, 555, 599 & etc. Make sure they are describing UM Lib collection.				
6XX	Use LCSH & Check the Indicator for downloaded records, 655 is obsolete.				
710	Corporate names only				
773	Remain				
780	Preceding entry				
785	Succeeding entry				
856	URLs of UM Lib collection remain (Cannot be deleted or changed)				
919	Remain (Cannot be deleted or changed)				
910	Remain (Cannot be deleted or changed)				
961	Add “stable” in la once you finish reviewing.				