

CDL Conventions for Cataloging Electronic Resources

Originally created by the SOPAG Electronic Resources Cataloging Task Force in 1999

Revised March 2003 by Becky Culbertson

Revised November 2008 by SCDPP WG

Revised September 2009 by Renee Chin

The Shared Cataloging Program (SCP) is responsible for creating the "official" CDL record that is distributed to the campuses. The SCP adheres to national standards for cataloging California Digital Library (CDL) resources, with additional fields and suggested wording to aid in consistent presentation and clustering in the UC Union Catalog. Name and series headings should conform to the forms found in the LCNAF or, if not available, established according to AACR2r as interpreted by LC. Content designation should conform to the USMARC Format for Bibliographic Data, as implemented by OCLC. LC classification, LCSH, and MeSH are required where appropriate. When copy cataloging, it is not required to upgrade the descriptive information to conform to AACR2r. Use authorized headings and accurate tagging while accepting description and choice of access points found on existing records. Accurate content designation and cataloging consistency are especially important to facilitate migration to successor systems. Campuses should, however, make local changes as needed to accommodate their local system specifications and uploading into the UC Union Catalog.

Contents

1. [Electronic serials](#)
2. [Electronic monographs](#)
3. [Electronic Integrating Resources](#)

1. Electronic serials

For cataloging of CDL licensed online serials, SCP catalogers should use the single record approach whenever possible, regardless of the original manifestation of the resource. For the most part, single records should be accepted as is unless they are incorrect. Latest

entry description will not be used. The online resource will always be consulted in the cataloging process but the print version will be retrieved when needed for problem solving. If you have the print version in hand, you may update the master record with information such as title, frequency, and publisher changes. Note that these are only general cataloging guidelines. You should refer to the CONSER cataloging guidelines and [UCSD serial composite record cataloging](#) guidelines where more information is warranted.

The "separate record" is used when creating a record describing the electronic version itself. This technique is used when no print version exists or when the nature or content of the print and electronic versions differ substantially. Separate serial records should be cataloged according to the CONSER Cataloging Manual, Module 31, Remote Access Computer Files <http://lcweb.loc.gov/acq/conser/module31.html>, following the aggregator neutral record approach and the CONSER Standard Record cataloging guidelines.

The table below outlines the elements that should be present in the SCP record. For information about which elements to include in the OCLC master record, refer to the [CONSER cataloging guidelines](#) and [UCSD serial composite record cataloging guidelines](#).

| MARC tag | Single record | Separate record | Notes |
|--|---|---|--|
| Fixed fields | Accept as is | Select the appropriate workform and code the fixed fields per national standards | |
| 001, 035, and 901 (Unique and permanent numeric or alpha-numeric record ID numbers for record output) | OCLC numbers are automatically generated in the 001 and 035 fields upon export. Local record numbers for the source catalog record appear in the 901 field in MELVYL. | OCLC numbers are automatically generated in the 001 and 035 fields upon export. Local record numbers for the source catalog record appear in the 901 field in MELVYL. | Example: 001 __ 46763253 035 __ (OCoLC)46763253 901 \$a UCIb12345678 (From an III system) |

| | | | |
|--|--|--|---|
| 006 (Additional material characteristics) | Do not use, unless there is accompanying material | Add if missing. Required only to code the first byte (e.g., 006 __m) | It is possible to have multiple 006 fields. For example, a digital atlas serial is coded in the 008 field as cartographic material with a 006 field for computer file and a 006 field for serial. |
| 007 \$a \$b (Physical description) | Add if lacking. Note that only \$a and \$b are required | Add if lacking. Note that only \$a and \$b are required | Example: 007 __ c \$b r |
| 022 (ISSN) | Accept as is. If an ISSN needs to be added as a result of SFX idiosyncrasies, record the ISSN in 022 \$y | Record the e-ISSN in \$a; record the print ISSN in \$y | Never add a qualifier to an ISSN |
| 050 (LC call number) | If lacking, add a LC classification or call number (050 14 \$a for CONSER records and 050 _4 \$a for non-CONSER records). Do not cutter LC classification numbers. | If lacking, add a LC classification or call number (050 14 \$a for CONSER records and 050 _4 \$a for non-CONSER records). Do not cutter LC classification numbers. | For newspapers, use classification number "AN". LC classification not required for state government documents. |
| 086 (Caldocs call number) | Add if available (Caldocs only) | N/A | |

| | | | |
|--|---|---|---|
| 099 (temporary call number) | Add if 086 does not exist (Caldocs only) | N/A | |
| 130 (Uniform title main entry) | Accept as is | Do not add (Online) qualifier. | |
| 245 (Title proper) | Accept as is | The title proper should be the one that appears on the first or earliest issue available from the publisher's website (or other preferred sources host/archiving site, print record, any other type of aggregation). If multiple titles appear on the first/earliest issue, prefer the one that corresponds to the print version (if known) | |
| 245 \$h (General material designation) | N/A | Use \$h [electronic resource] | |
| 246 (variant title, title added entries) | Do not use 246 for variants of the electronic title, use 740 0_ instead | Leave existing 246s. If appropriate, add a >246 for the version you are describing/cataloging. | |
| 260 (Place of publication, publisher, and date) | Accept as is | The place and publisher should be from the first/earliest issue and applicable to all versions of the e-serial (no providers or aggregators in 260 \$a \$b). In most cases, the place and publisher given will be that of the print. 260 \$c is not required | If 260 \$a and \$b are impossible to determine, use [S.l. : \$b s.n.,]. |
| 300 \$a (extent of publication) | Accept as is | Omit this field unless the item being cataloged is cataloged as a reproduction | |

| | | | |
|--|--------------|--|---|
| 310/321 (Frequency) | Accept as is | If lacking, transfer and record frequencies as apparent from the online serial or from information found in other records (e.g., print). If you edit the 310, be sure to edit FF Frequency to correspond | |
| 362 (Numbering) | Accept as is | If first issue has been digitized but is not available to the cataloger, use: "362 1_ Began with" If the first issue has not- or is not known to have been digitized, use: "362 1_ Print began with" If editing the >362, be sure to edit FF: Date(s) to correspond. Use an unformatted note 362 1_ | |
| 440/490/830/890 (Series) | Accept as is | Delete if an aggregator name has been treated as a series title. | |
| 500 (DBO/Title source note) | Accept as is | In general, do not edit a title source note unless it is incorrect. Use what's in the record if appropriate. If editing is necessary, record an explicit indication of the provider in the title source and "Description based on" notes. Also, record the file format if available in multiple formats. [e.g., 500 Description based on: Vol. 1, no. 1 (1997); title from Publisher's statement page on the World Wide Web site (viewed Sept. 15, 1997).] | The wording of notes is left to the cataloger's judgment. Catalogers are strongly encouraged to accept the wording found in copy cataloging if it is clear and succinct. Do not strive for consistency. |

| | | | |
|--|---|---|--|
| 500 (Latest issue consulted note) | Do not use “electronic surrogate” for the LIC | Record the latest issue consulted if applicable. Example: 500__Latest issue consulted: Vol. 5, no. 1 (Jan. 1995) (OCLC FirstSearch, viewed Jan. 10, 1998) | |
| 500/550 (Provider notes) | Accept as is | Delete if present | |
| 506 (Access restriction note) | N/A | Delete. Unless serial itself is restricted, such as "classified" and the restriction applies to all versions of the e-serial | |
| 516 (Type of computer file or data) | N/A | Delete. Retain only if unusual format (e.g., need special Chinese software to read). Delete any "Text (electronic journal)" notes | |
| 530 (Additional physical form) | Prefer 776 \$i. However, do not delete if present. Add a 530 note if 776 cannot be created. | Prefer 776 \$i. However, do not delete if present. Add a 530 note if 776 cannot be created. | Examples of 530 notes: Also issued online. Also issued in print. Also issued on microfilm and online. |
| 538 (System details note) | N/A | Delete system requirements notes. “Mode of access” notes may be retained but do not add if lacking. (e.g., 538__Mode of access: World Wide Web). | |

| | | | |
|--|--|---|---|
| 599 (local note to earmark CDL records for distribution to the UC campuses) | See: http://www.cdlib.org/services/collections/scp/updates/599.html | See: http://www.cdlib.org/services/collections/scp/updates/599.html | |
| 650 (LCSH) | With the exception of some newspapers and general subject journals, assign at least one LCSH | With the exception of some newspapers and general subject journals, assign at least one LCSH | |
| 650 (MeSH) | Assign at least one MeSH heading for Biomedical electronic titles | Assign at least one MeSH heading for Biomedical electronic titles | |
| 740 (Added entry— uncontrolled related title) | Add any titles referring to the electronic version in this field, instead of the 246. Use first indicator “0” and second indicator “blank.” 740 0_ Hematology and cell therapy electronic edition. | N/A | 740 Added title entries do not need justification per the CONSER standard record cataloging guidelines. |

| | | | |
|---|--|--|--|
| 776 (Additional Physical Form Linking Entry) | Add as appropriate. Do not add a 776 field if \$t (title) is the only piece of information to be linked. Add a 776 field only if you can also supply \$x (ISSN) and/or \$w DLC and/or \$w OCoLC. Add \$a (main entry heading) if appropriate. Use \$i in lieu or 530 note to describe the physical format being linked per the CONSER standard record cataloging guidelines. | Add as appropriate. Do not add a 776 field if \$t (title) is the only piece of information to be linked. Add a 776 field only if you can also supply \$x (ISSN) and/or \$w DLC and/or \$w OCoLC. Add \$a (main entry heading) if appropriate. Use \$i in lieu or 530 note to describe the physical format being linked per the CONSER standard record cataloging guidelines. | Examples: 776 08 \$i Online version: \$t European heart journal (Online) \$w (OCoLC)403095 76 776 08 \$i Microform version: \$t American journal of international law \$w (DLC)sf 84019125 \$w (OCoLC)666146 9 |
| 76X-78X (Linking fields) | Record as needed. For 776, see above | Record as needed. For 776, see above | |
| 773 (Host Item Entry) | N/A | Sometimes found on records for titles in aggregator databases. If present, change FF BLvl from "b" (serial component part) to "s" (serial). | |

| | | | |
|---------------------------------------|---|---|--|
| <p>793 (Local added entry)</p> | <p>Add a 793 field for every electronic access point on a record (i.e., there should be at least one 793 field for every 856 field in a record). The 793 field consists up to 3 subfields: \$a (package name), \$p (subpackage name, if applicable) and \$g (subscription status).</p> <p>793 0_ Project Muse online journals. \$g a 793 0_ Open access resource; selected by the UC Libraries. \$p DOAJ. \$g i</p> | <p>Add a 793 field for every electronic access point on a record (i.e., there should be at least one 793 field for every 856 field in a record). The 793 field consists up to 3 subfields: \$a (package name), \$p (subpackage name, if applicable) and \$g (subscription status).</p> <p>793 0_ Project Muse online journals. \$g a 793 0_ Open access resource; selected by the UC Libraries. \$p DOAJ. \$g i</p> | <p>For a list of authorized title entries (793 \$a, \$p), consult the CDL eresources tracking page. For detailed instructions on how to set up 793 \$a, refer to Guidelines for setting up 793 \$a for electronic resources or how to code the 793 \$g, refer to Using 793 \$g to Code Status of Access to E-Serial Content, and its Supplement.</p> |
|---------------------------------------|---|---|--|

| | | | |
|---|---|---|--|
| <p>856 \$3 (Coverage info)</p> | <p>The coverage/holdings information in the 856 \$3 should reflect the numerical designations of the title being cataloged (i.e., coverage in the 856 \$3 should parallel 362 field). Record the coverage information using the NISO level 3 (modified level 4 detailed) holdings standard. In modified level 4 detailed holdings, the whole volume and year is recorded when coverage begins with issue 1 of that volume [e.g., v.1:no.1(2005:Jan.) is recorded as v.1(2005)] or ends with the last issue of the ending coverage [e.g., v.12:no.12 (2005:Dec.) is a complete volume, therefore, record as v.12(2005)]. "Detailed holdings" [i.e., volume:issue number(year:month)] are recorded when the beginning volume does not begin with issue 1 or when the ending volume is incomplete. 856 41 \$3 v.76:no.4(2003:Aug.)- \$z Blackwell-Synergy. Restricted to UC campuses \$u http://uclibs.org/PID/5885</p> | <p>The coverage/holdings information in the 856 \$3 should reflect the numerical designations of the title being cataloged (i.e., coverage in the 856 \$3 should parallel 362 field). Record the coverage information using the NISO level 3 (modified level 4 detailed) holdings standard. In modified level 4 detailed holdings, the whole volume and year is recorded when coverage begins with issue 1 of that volume [e.g., v.1:no.1(2005:Jan.) is recorded as v.1(2005)] or ends with the last issue of the ending coverage [e.g., v.12:no.12 (2005:Dec.) is a complete volume, therefore, record as v.12(2005)]. "Detailed holdings" [i.e., volume:issue number(year:month)] are recorded when the beginning volume does not begin with issue 1 or when the ending volume is incomplete. 856 40 \$3 v.76:no.4(2003:Aug.)- \$z Blackwell-Synergy. Restricted to UC campuses \$u http://uclibs.org/PID/5885</p> | <p>Use "Selected full text for ..." in \$3 when SFX target indicates.</p> <p>Do not record gaps in coverage.</p> |
|---|---|---|--|

| | | | |
|--|---|---|--|
| <p>856 \$z (Public note)</p> | <p>Record the publisher package name, followed by the restriction and/or navigation notes in the 856 \$z . Use a period to separate the publisher package name and other notes, but do not add a period before the \$u.</p> <p>856 41 \$3v.1(1939)- \$z BMJ via HighWire. Current 12 months restricted to UC campuses; all other issues available to all (with one-time personal registration) \$u http://openurl.cdlib.org/?sid=SCP:SCP&genre=article&__char_set=utf8&issn=0003-4967</p> | <p>Record the publisher package name, followed by the restriction and/or navigation notes in the 856 \$z . Use a period to separate the publisher package name and other notes, but do not add a period before the \$u.</p> <p>856 40 \$3v.1(1939)- \$z BMJ via HighWire. Current 12 months restricted to UC campuses; all other issues available to all (with one-time personal registration) \$u http://openurl.cdlib.org/?sid=SCP:SCP&genre=article&__char_set=utf8&issn=0003-4967</p> | <p>As package names are subject to change without notice, always consult the CDL resources tracking page to verify package names</p> |
|--|---|---|--|

| | | | |
|---|---|---|---|
| <p>856 \$u (Electronic access & location)</p> | <p>Do not use URLs found in the OCLC master record. Add a persistent URL in \$u.</p> <p>Some types of persistent URLs utilized by SCP:</p> <ul style="list-style-type: none"> PIDs BibPURLs GPO PURLs Digital Archive Links (DALs) Archival Resource Keys (ARKs) | <p>Do not use URLs found in the OCLC master record. Add a persistent URL in \$u.</p> <p>Some types of persistent URLs utilized by SCP:</p> <ul style="list-style-type: none"> PIDs BibPURLs GPO PURLs Digital Archive Links (DALs) Archival Resource Keys (ARKs) | <p>As URL syntaxes are subject to change without notice, always consult the CDL eresources tracking page to verify the type of URL to be used and how to construct URLs for each package.</p> <p>See the Serial composite record cataloging guidelines for: Ordering of multiple 856 fields</p> |
|---|---|---|---|

| | | | |
|---------------------------------|--|--|--|
| 920 (Location codes) | Include a 920 field for each participating campus. The 920s are used for identifying how to split the weekly SCP MARC files Example: 920 UCB 920 UCD 920 UCI 920 UCLA | Include a 920 field for each participating campus. The 920s are used for identifying how to split the weekly SCP MARC files Example: 920 UCB 920 UCD 920 UCI 920 UCLA | |
|---------------------------------|--|--|--|

2. Electronic monographs

SCP catalogers should use the separate record approach and [Provider-Neutral cataloging policy](#) for cataloging electronic monographs. Create an original record for the electronic version if one does not exist, or choose the separate record that fits your version, and edit it according to the table below. If you are adding a second access point, add it to the local record and distribute the SCP record as an update.

As of August 1, 2009, SCP catalogers have also been upgrading the descriptive information in the master OCLC records for e-monographs to make them Provider-Neutral compliant.

Also refer to the following document for more details about Caldocs cataloging:
<http://www.cdlib.org/services/collections/scp/docs/cadocsonline.doc>

| MARC tag | Separate record | Notes |
|----------|-----------------|-------|
|----------|-----------------|-------|

| | | |
|--|---|--|
| Fixed fields | Accept as is | |
| 001, 035, and 901 (Unique and permanent numeric or alpha-numeric record ID numbers for record output) | OCLC numbers are automatically generated in the 001 and 035 fields upon export. Local record numbers for the source catalog record appear in the 901 field in MELVYL. | Example: 001 __ 46763253 035 __ (OCoLC)46763253 901 \$a UCIb12345678 (From an III system) |
| 006 (Additional material characteristics) | Add if lacking. Required only to code the first byte. | Example: 006 __ m |
| 007 \$a \$b (Physical description) | Add if lacking | Example: 007 __ c \$b r |
| 020 (ISBN) | Accept as is. Input e-ISBNs in \$a and print-ISBNs in \$z. | |
| 050 (LC call number) | Accept as is. Do not add if lacking. | |
| 100/110/111/130 (main entries) | Accept as is | |
| 245 (Title proper) | The title proper should be the one that appears on the website for the version being described. Or, if using <i>Description based on print version record</i> , it should be the same as the 245 on the print record. | Prefer source of title proper in this order: DBO print PDF title page HTML title page |
| 245 \$h (General material designation) | Use \$h [electronic resource] | |

| | | |
|---|---|--|
| <p>246 (variant title, title added entries)</p> | <p>Leave existing 246s but change them as common sense dictates.</p> <p>Example: Added title entry for spine title on print version transferred to DBO print record.</p> <p>(print record) 246 18 Handbook of chemistry</p> <p>change to:</p> <p>(PN record) 246 13 Handbook of chemistry</p> | <p>246 1_ \$i Available from some providers with title: \$a _____</p> <p>246 13 ___ <i>all other variant titles</i> ___</p> <p>246 31 ___ <i>parallel titles</i> ___</p> |
| <p>260 (Place of publication, publisher, and date)</p> | <p>In most cases, the place, publisher, and date of publication given will be that of the print.</p> | <p>If 260 is impossible to determine, use [S.l. : \$b s.n., \$c n.d.].</p> |
| <p>300 \$a (extent of publication)</p> | <p>Use:</p> <p>300 ___ 1 online resource (<i>pagination info</i>) : \$b <i>ill. info</i></p> <p>Example:</p> <p>300 ___ 1 online resource (28 p.) : \$b <i>ill.</i>, maps</p> | <p>Do not use \$c.</p> |

| | | |
|--|---|---|
| 440/490/830/890 (Series) | <p>Continue to follow PCC guidelines for series and verify all series.</p> <p>Delete if an aggregator name has been treated as a series title. Delete (Online) qualifier if present. [e.g., 830 _0 Developer's notebook series (Online)]</p> | |
| 500 (Title from: note) | <p>In general, do not edit a title source note unless it is incorrect. Use what's in the record if appropriate. If editing is necessary, record an explicit indication of the provider in the title source. [e.g., 500 Title from copyright page (Safari, viewed Apr. 14, 2008).]</p> <p>Or, if applicable use:</p> <p>500 Description based on print version record.</p> | <p>The wording of notes is left to the cataloger's judgment. Catalogers are strongly encouraged to accept the wording found in copy cataloging if it is clear and succinct.</p> |
| 500/550 (Provider notes) | <p>Delete aggregator-specific notes if present. (e.g., 500 __ Issued as part of Safari Books Online)</p> | |
| 506 (Access restriction note) | <p>Delete if present</p> | |
| 516 (Type of computer file or data) | <p>Delete if present</p> | |
| 530 (Additional physical form) | <p>Prefer 776 \$i Print version: ____</p> <p>Otherwise, use if applicable:</p> <p>530 __ Also issued in print.</p> | |

| | | |
|--|--|--|
| 538 (System details note) | <p>Use 538 only for uncommon system requirements. If in doubt, consult your supervisor.</p> <p>Delete all common mode of access notes (e.g., 538__Mode of access: World Wide Web, PDF, etc.)</p> | |
| 599 (Local note to earmark CDL records for distribution to the UC campuses) | <p>See: http://www.cdlib.org/services/collections/scp/updates/599.html</p> | |
| 650 (LCSH) | <p>Assign at least one LCSH(exception: Knovel titles)</p> | |
| 650 (MeSH) | <p>Assign at least one MeSH heading for Biomedical electronic titles (not applicable to Caldocs).</p> | |
| 655 (genre/form heading) | <p>Delete 655 headings that refer to the physical carrier (e.g., 655_7 Electronic books) and have \$2 local. Retain all other 655 headings.</p> | |
| 710 (Added entry— corporate name) | <p>Do not add 710 for digitizers or providers. Delete if present.</p> <p>Example: 710 2_ Safari Books Online (Firm)]</p> <p>For Caldocs only: Add corporate name entries for private companies that share responsibility with the government agency for the publication.</p> <p>710 2_ California Energy Commission. \$b Assessments Division 710 2_ JP DiNapoli Companies, Inc.</p> | |

| | | |
|--|--|---|
| 730/740 (Added entry— uncontrolled related title) | Use: 246 1_ \$i Available from some providers with title: \$a _____ 246 13 ___ <i>other titles</i> ___ | Change 730/740s as appropriate if derived from print. See 246 . |
| 776 (Additional Physical Form Linking Entry) | Add 776 \$i for the print version if applicable. | |
| 793 (Local added entry) | Add a 793 field for every electronic access point on a record (i.e., there should be at least one 793 field for every 856 field in a record). The 793 field consists up to 2 subfields: \$a (package name) and \$p (subpackage name, if applicable). 793 0_ IEEE Xplore online conference proceedings. 793 0_ Open access resource; selected by the UC Libraries. \$p Caldocs online monographs. | For a list of authorized title entries (793 \$a, \$p), consult the CDL eresources tracking page . |
| 856 \$3 (Materials specified) | For multivolume monographic sets, use for designating specific volumes. Example: 856 40 \$3 v.1. \$z ACM Digital Library ... 856 40 \$3 v.2. \$z ACM Digital Library ... | |
| 856 \$z (Public note) | Record the publisher package name, followed by the restriction and/or navigation notes in the 856 \$z. Do not use \$z for Caldocs. Use a period to separate the publisher package name and other notes. 856 40 \$z Knovel. Restricted to UCB, UCI, UCLA, UCM, and UCSD | As package names are subject to change without notice, always consult the CDL eresources tracking page to verify package names. |

| | | |
|---|--|---|
| 856 \$x (Nonpublic note used to indicate which campus provided the record) | Do not use (as of Sept. 29, 2009) | |
| 856 \$u (Electronic access & location) | Do not use URLs found in the OCLC master record. Add a universal URL or persistent URL (BibPURL for Caldocs) in \$u. Some types of persistent URLs utilized by SCP for monographs: PIDs BibPURLs GPO PURLs IEEE Xplore durable links Archival Resource Keys (ARKs) | As URL syntaxes are subject to change without notice, always consult the CDL resources tracking page to verify the type of URL to be used and how to construct URLs for each package. Order multiple 856 fields alphabetically by package name in 856 \$z. |

| | | |
|--|--|--|
| 920 (location codes, used for identifying how to split the weekly SCP MARC files) | <p>Include a 920 field for each participating campus.</p> <p>Example:</p> <p>920 UCB</p> <p>920 UCD</p> <p>920 UCI</p> <p>920 UCLA</p> | |
|--|--|--|

3. Electronic Integrating Resources

For CDL licensed databases, SCP catalogers should catalog them as Integrating Resources. Description of Integrating Resources should reflect the current iteration of the resource.

Pay close attention to the URLs for databases as they tend to be subscription specific and sometimes campus-specific. If campus-specific authenticated URLs are required for access, contact [Jayne Dickson](#) at the CDL to create an interim screen.

| MARC tag | Integrating resources record | Notes |
|--------------|--|-------|
| Fixed fields | Use Continuing Resources workform and code BLvL: i and Entry Convention S/L: 2. Code the fixed fields per national standards. | |

| | | |
|--|---|--|
| 001, 035, and 901 (Unique and permanent numeric or alpha-numeric record ID numbers for record output) | OCLC numbers are automatically generated in the 001 and 035 fields upon export. Local record numbers for the source catalog record appear in the 901 field in MELVYL. | Example: 001 __ 46763253 035 __ (OCoLC)46763253 901 \$a UCIb12345678 (From an III system) |
| 006 (Additional material characteristics) | Add if missing. Required only to code the first byte | Example: 006 __m |
| 007 \$a \$b (Physical description) | Add if lacking. Note that only \$a and \$b are required | Example: 007 __ c \$b r |
| 050 (LC call number) | If lacking, add a LC classification or call number. Do not cutter LC classification numbers. | LC classification not required for Caldocs |
| 086 (call number) | Add if available (Caldocs only) | |
| 099 (temporary call number) | Add if 086 does not exist (Caldocs only) | |
| 130/240 (Uniform titles) | Accept as is | |
| 245 (Title proper) | The title proper should be the one that currently appears on the website being described. | |
| 245 \$h (General material designation) | Use \$h [electronic resource] | |
| 246 (variant title, title added entries) | Leave existing 246s. If appropriate, add 246 for variant titles | |
| 247 (Former title) | Former titles are recorded in the 247 field. Input the current title in 245. | |
| 260 (Place of publication, publisher, and date) | The earliest date of the integrating resource, regardless of the changes in title, will be retained in 260 \$c. | |

| | | |
|--|--|---|
| 300 \$a (extent of publication) | N/A | |
| 310/321 (Frequency) | Record frequency if known. Examples: 310 __ Frequently updated 310 __ Updated six times a year | |
| 362 (Numbering) | Record if applicable. (e.g., 362 1_ Began in 1999) | |
| 440/490/830/890 (Series) | N/A | |
| 500 (DBO/Title source note) | In general, do not edit a title source note unless it is incorrect. Use what's in the record if appropriate. [e.g., 500 __ Title from quick search screen (viewed Sept. 21, 2004)] | The wording of notes is left to the cataloger's judgment. Catalogers are strongly encouraged to accept the wording found in copy cataloging if it is clear and succinct. Do not strive for consistency. |
| 500/550 (Provider notes) | Record if applicable (e.g., 550 __ Made available through: ABC-Clio) | |
| 506 (Access restriction note) | N/A | |
| 516 (Type of computer file or data) | N/A | |
| 520 (Contents/summary note) | Record if applicable | |

| | | |
|--|--|---|
| 530 (Additional physical form) | Record if applicable | |
| 538 (System details note) | Use: 538__ Mode of access: World Wide Web. | |
| 599 (local note to earmark CDL records for distribution to the UC campuses) | See: http://www.cdlib.org/services/collections/scp/updates/599.html | |
| 650 (LCSH) | With the exception of some newspapers and general subject journals, assign at least one LCSH | |
| 650 (MeSH) | Assign at least one MeSH heading for Biomedical databases | |
| 730 (Analytical entry) | Record if applicable. (e.g., use for tracing titles of databases within databases: 730 02 CRC Press. \$p ENGnetBASE) | |
| 740 (Added entry—uncontrolled related title) | Record if applicable. Example: 740 02 ENGnetBASE. | |
| 76X-78X (Linking fields) | Record if applicable. Example of 776: 776 1_ \$t Current protocols in bioinformatics \$w (DLC) 2002191048 \$w (OCoLC)50913756 \$z 0471250937 | |
| 773 (Host Item Entry) | N/A | |
| 793 (Local added entry) | The 793 field can consist up to 2 subfields: \$a (CDL licensed/open access databases), and sometimes also \$p (subpackage name, if applicable). 793 0_ CDL licensed databases. 793 0_ CDL open access databases. 793 0_ CDL licensed databases. \$p UC image service collections. | For a list of authorized title entries (793 \$a, \$p), consult the CDL eresources tracking page . |

| | | |
|---|---|--|
| 856 \$3 (Coverage info) | Record if applicable | |
| 856 \$z | Record the restriction note in the 856 \$z if applicable. If open access, do not record 856 \$z. 856 40 \$z Restricted to UC campuses | |
| 856 \$u (Electronic access & location) | Do not use URLs found in the OCLC master record. Add a persistent URL in \$u. If campus-specific authenticated URLs are required for access, contact CDL to create an interim screen. | |
| 920 (location codes) | Include a 920 field for each participating campus. The 920s are used for identifying how to split the weekly SCP MARC files. Example: 920 UCB 920 UCD 920 UCI 920 UCLA | |