

## COMPUTER FILE CATALOGING

### Procedures Manual

rev. 10/17/07

Use the following guidelines to catalog computer files and electronic media on a physical medium (CD-ROM, disk, etc.). See also “Internet Cataloging” for tips on remote-access electronic resources.

### **Special Features of Electronic Resources**

Computer files and other electronic resources are cataloged according to chapter 9 of *AACR2*.

**Chief source of information:** Take from “formally presented evidence” such as title screen, main menu, file header, etc. Prefer the source which provides the most complete information.

**Main entry:** Although the main entry may be under personal name if between one and three persons can be determined to be chiefly responsible for the work as a whole, title main entry is more common due to the mixed responsibility for various aspects of electronic materials. Rarely will corporate author main entry be used since most electronic media are unlikely to qualify for corporate author main entry under the provisions of AACR2 21.1B2.

**245: Title proper.** Select the fullest title that applies to the work as a whole when the title proper varies in the chief source chosen for the work. Use 246 field to record variant titles. Always give source of title proper in a note. **GMD** = [electronic resource].

**250: Edition statement.** The following words may be interpreted as "edition": version, issue, level, release, and update. Give source of information in a note if different from the title proper.

**256: Computer file characteristics.** Area no longer used in AACR2.

**260: Publication, distribution, etc.** Always include the name of the distributor if given. Give the latest date found whether the date is for the software, documentation, etc.

**300: Physical description.** Use terms in common usage to describe the materials. Optionally, use the prescribed specific material designations listed in *AACR2* 9.5B1.

2 computer disks ; 5 1/4 in.

1 computer disk ; 3 1/2 in.

2 CD-ROMs : sd., col. ; 4 3/4 in. + 1 booklet + 1 user guide (CD-ROM)

**538: System requirements.** Give as first note in record. Precede note with the phrase “System requirements:” and list the following characteristics in the order prescribed below. Separate each element by a semicolon with no space before it:

- Make and model of the computer(s) on which the file is designed to run;
- Amount of memory required;
- Name of the operating system;
- Software requirements including programming language;
- Kind and characteristics of any required or recommended peripherals;
- Type of any required or recommended hardware modifications.

**500: Source of title.** Always note the source of the title proper. E.g.:

Title from title screen.

**508, 511: Statements of responsibility.** Give lengthy statements of responsibility relating to the whole work not recorded in field 245 or notes.

**520: Summary.** Give a brief objective summary of the content of the work unless other parts of the description provide sufficient information.

**505: Contents.** List individually named parts of the item.

**6XX: Subject headings.** Appropriate form subdivision should be added to each subject heading if appropriate:

- |v Databases (not used on reference-type works.)
- |v Software
- |v Juvenile software
- |v Interactive multimedia

**Fixed Fields.** Values include the following information:

- Type = usually “m”, but chose predominate aspect.
- File = one character code indicating type of computer file.
- Form of item = “s” (for electronic)

**007: Physical Characteristics.** Required field. Some common values below:

- |a = c for electronic resource
- |b = o for optical disc, j for magnetic disk
- |d = a for one color, b for black and white, c for multicolored
- |e = a for 3 ½ in, g for 4 ¾ in. or 12 cm, o for 5 ½ in.
- |f = blank for no sound, a for sound, u for unknown

## **Shelving Location, Classification, and Processing**

Location: Physical electronic resources are usually interfiled among the books in our regular collections. Occasional items with high-interest reference content may be assigned to Media.

Classification: Use the SuDoc number for anything being shelved in Documents. Use LC classification for anything else.

Processing: Make sure items going into the main collection are put into something like a CD shelf binder if they are not pre-packaged in something study.

## **Basic References for Further Information**

*Anglo-American Cataloging Rules*. 2<sup>nd</sup> ed. (see chapter 9).

*CONSER Cataloging Manual, module 30* (for direct-access electronic serials).

[OCLC Bibliographic Formats and Standards](#). 3<sup>rd</sup> ed.

Weitz, Jay. [Cataloging Electronic Resources : OCLC-MARC Coding Guidelines](#). rev. 2006 July 11.