The following document describes the elements agreed upon for use in SCP produced bibliographic records for monographic e-resources. In addition, HOTS has committed to using the same elements in locally produced cataloging when monographic e-resources are cataloged on separate records.

**Specialized Data Requirements for Creation of Shared Cataloging Program (SCP) Electronic - Textual - Monograph Separate Records**

Prepared by the Shared Cataloging Steering Committee

Approved by the UC Heads of Technical Services

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Monograph records created and/or distributed by a campus acting as an SCP agent will be separate bibliographic records for the electronic versions. Cataloging records for government documents, however, will be created following the single record concept technique. If the electronic version is a reproduction, the records for them will be created and distributed as reproduction records in accordance with LCRI 1.11A. Occasionally record sets will be available directly from the vendor or from OCLC as a WorldCat set.

This document describes the specialized fields and data elements which will be added to each SCP record in addition to standard descriptive bibliographic metadata. Some fields/data are mandatory elements for a SCP record; these are indicated below. Other fields are desirable and dependent on the specific cataloging situation. The potential purpose of including each field is also noted. Questions regarding use of these fields should be directed to the SCP Program Manager at UC San Diego.

**Requirements:**

1. **001 field**. (Record Control Number) (001 field in Innovative). In the cases where the record is cloned as a separate electronic record, the control number of the source print record (usually the OCLC number) will have an “eo” appended to the OCLC number at the end. If the record used is a “true” OCLC record, the 001 field will contain the OCLC number alone. A Non-OCLC control numbers will always be suffixed by a vendor code (to distinguish it from an OCLC number).

   **Use of field:** Mandatory.
   **Potential purpose:** Use: Unique identification and record matching

2. **0006 field**. (Fixed Field Additional Material Characteristics (006 field)). This field acts as an extension of the 008 field, in that it allows more information about different characteristics of the resource to be brought out than would be allowed in just the fixed field for one format. The value for 006/00 (form of material) byte is “m” for computer file and for 006/09 (type of computer file) byte is “d” for textual documents. The audience byte will be blank and the GPub will be filled in as appropriate.

   **Use of field:** Mandatory.
   **Potential purpose:** Use: Identification and retrieval of electronic format

3. **007 field**. (Physical Characteristics of the Resource (007 field)). This field contains coded information as to the physical characteristics of the resource. The values in this case are always “c” in byte subfield “a” and “r” in byte subfield “b.”
<table>
<thead>
<tr>
<th>Field</th>
<th>Use of field:</th>
<th>Potential Use purpose:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Form-008/23 (Form of item (008/23))</td>
<td>Mandatory</td>
<td>Identification and retrieval of electronic format</td>
</tr>
<tr>
<td>5. 010 field (Library of Congress Control Number (010 field))</td>
<td>Optional</td>
<td>Identification and retrieval of electronic format</td>
</tr>
<tr>
<td>6. 020 field (ISBN)</td>
<td>Optional</td>
<td>Unique identification and retrieval by additional title</td>
</tr>
<tr>
<td>7. 245 field (Title Statement (245 field))</td>
<td>Mandatory</td>
<td>Identification of electronic format</td>
</tr>
<tr>
<td>8. 246-13 (Varying Form of Title—Other Title (246-13 field))</td>
<td>Optional</td>
<td>Identification and retrieval by additional title</td>
</tr>
<tr>
<td>9. 599 field (Differentiable Local Note (599 field))</td>
<td>Mandatory</td>
<td>Convey processing information to receiving libraries</td>
</tr>
<tr>
<td>10. 655 field (Genre (655 field))</td>
<td>Mandatory</td>
<td>Identification and retrieval of electronic format</td>
</tr>
</tbody>
</table>
10. **793 field (Added entry (either 710 or 730 field)).** This field is used to provide a unique author or title added entry used on all records in a particular package. This for the purpose of collocating all titles within that package. May have multiple “hooks” if the resource is represented in more than one package. The first indicator is for non-filing characters and will generally be “0.” Examples:

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00793 0 IEEE Xplore online conference proceedings 10 2 MD Consult (Online service) or 730 0 Literature Online reference works.

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**Use of field:** Mandatory.

**Potential Use purpose:** Identification and retrieval by package name.

12. **776 field. (Additional Physical Form Entry (776 field)).** This field has information about the other available physical forms of the target item in a horizontal relationship. We will use “Original” in subfield **$c** followed by any existing ISBN standard numbers transferred from the 020 field(s) of the source print record in occurrences of subfield **$z**. This subfield may be repeated as necessary. In addition, the OCLC control number for the print version (001 field in Innovative) will be transferred to the Record Control Number (subfield **$w**). Example:

776 1 $c Original $z 0581135343 $w (OCoLC)12345.

**Use of field:** Desirable, if available.

**Potential Use purpose:** Identification of equivalent versions in another format; could be used for creating merged sets.

13. **856 field (Electronic Location and Access (856 field)).** This field will contain either a PID or an equally “permanent” URL. There may be a subfield **$3** if there is a multi-volume set with different volumes at different URLs. It will also have a subfield **$z** with a short form of the package name and any access restrictions and **$x** with the name of the SCP cataloging agency that created the record. Mandatory. Example:

$z ENGnetBASE. Restricted to UC campuses $x SCP UCSD $u http://uclibs.org/PID/122.

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In those cases where the record set bypasses the SCP cataloging agency and goes directly from the vendor to the campus, the name of the vendor will appear in the **$x**. Example:

$z EEBO. Restricted to UC campuses. $x SCP ProQuest $u http://uclibs.org/PID/123.

**Use of field:** Mandatory.

**Potential Use purpose:** Subfield **$x** is a new proposal; will identify SCP records and the cataloging agency (especially if SCP expands to include other campuses creating SCP cataloging).

14. **533 field. (Reproduction Note) (533).** This note is used when the fact that the piece being described is an electronic reproduction. Even
through byte “$b” : Even though this subfield is a required element in MARC21, we are opting not to include this as it would only supply $b S.l. and this is not useful. (Subfield “$n”): This will include the Mode of access note and any application restrictions on access notes. Example:

533 Electronic reproduction. $n Mode of access: World Wide Web. Restricted to UC campuses. The actual description will vary depending on the package being cataloged, but will contain the following elements: Type of reproduction (subfield “a”); Place of reproduction (subfield “b”). The place of reproduction will be

Use of field: Mandatory if applicable. Potential Use: Carries the publication details about the reproduction per LCRI 1.11A.

15. Local fields.

a. 901. Record ID. The record ID will be the III record number generated by UCSD (if sent from UCSD) or a number assigned by the vendor in the case of vendor-originated records.

______901  $a UCIb12345678 [(from an III system)]

b. 901. Source Identifier. The identifier is a data element that shows the source (SCP) that sent it. In many systems, the source identifier is part of the record ID.

______901-  $a UCRb12345678 [(UCR III record)]
______901  $a CDLb12345678 [(SCP record if from an III system)]

c. 920. Location Code. A separate 920 field is output for each campus subscriber. This contains the location code that represents the campus.

______920  $a UCR
______920  $a UCSF