E-Book Cataloging Procedures
Cataloging & Metadata Services Department
University of Colorado at Boulder Libraries

Beginning in April 2006, the Cataloging & Metadata Services Department (C&MS) will create *separate* bibliographic records for print and electronic reproductions. These procedures outline the steps to be followed for e-books when either:

A1. There is a record available in OCLC for the electronic reproduction, which meets provider-neutral guidelines *(see p.2)*;

A2. There is a record available in OCLC for the electronic reproduction which does *not* meet provider-neutral guidelines *(see p. 4)*; or

B. There is no OCLC record available, and an electronic reproduction record will be cloned from the existing print record *(see p.11).*

Please note: some e-book records in Chinook will contain a 956 field with a code. This field is being used to track e-book records added to the database through a batch load process. Please do not edit or delete this field.

Changes effective 25 January 2008:

➢ C&MS ceases to add 655 headings for electronic books; the "eb" constant data in Connexion has been revised accordingly

➢ New scoping and search refinement capabilities in Chinook now allow users to limit search results by electronic versions of resources. These refinements rely on the presence of a 006 field and an item location of 'web.' Please carefully follow the procedures below to include these features.

Changes effective January 2009:
1. Series authority records no longer contain e-book cataloging instructions. These can now be found in brief bibliographic records with "E-BOOK" at the end of the series name; e.g., "New directions for evaluation (E-BOOK)".

2. Due to outsourced authority control, we no longer bring in authority records to support headings in Chinook. However, we continue to check for proper form & tracing of name, series & subjects headings – just as for all monographs.

Change effective April 2009: We may now use vendor-specific records (e.g., NetLibrary) & edit as needed.

Changes effective 01 August 2009:

➢ C&MS University of Colorado at Boulder Libraries follows the Program for Cooperative Cataloging (PCC) guidelines for Provider-Neutral E-Monographs <http://www.loc.gov/catdir/pcc/bibco/PN-Final-Report.pdf>. These procedures reflect the guidelines recommended in that document.

A1. E-BOOK *WITH* ELECTRONIC REPRODUCTION RECORD AVAILABLE IN OCLC, RECORD IS PROVIDER-NEUTRAL

TO BEGIN:

1. Catalog the print copy of the e-book (as appropriate).

2. Call up the record for the electronic reproduction in OCLC Connexion. Records should be on a 'Books' work form, not 'Computer files.'

3. Open the brief bib (ending in "E-BOOK") for the series in Millennium. (See example on page 17.)

   Using the URL provided in the 856 of the brief bib, open the publisher's Web page, to find the electronic resource. Ensure that the resource viewed is the correct one. If the record already contains an 856 |u that links to the correct item, retain it as-is.

CHARACTERISTICS OF A PROVIDER-NEUTRAL RECORD:

Provider-neutral records will have some identifying features. In general, they will be devoid of content that ties the resource to a specific provider or vendor. Some specific features include:

- "1 online resource" – in all records. May (or may not) be followed by pagination in parentheses
- Some records with varying titles reflected as:
  246 1 $i Available from some providers with title: $a …
- "Description based on print version record"– in some records
- No access restrictions notes in the records
- Some records will have multiple URLs from different providers

IN OCLC, ADD OR EDIT THE FOLLOWING FIELDS AS NEEDED:

1. **008/Form** fixed field = s

2. **006** and **007** fields: Do not edit these fields if they are already in the record (with the exception of the 006, which should <u>always</u> read "[m   d   ]"). If there are no 006/007s in the record, add new fields by using macro "**ebk006007**".

       006   [m   d   ]
       007   c |b r |d u |e n

4. **090** field: DO NOT ADD OR EDIT CALL NUMBERS, EVEN IF INCOMPLETE.

5. **245** field: add the **<u>GMD</u>** after subfield |a of the 245, if it's not already in the record.

       With cursor at point where GMD should be inserted, *Macro:* **"GMDer"**

       Note: Subfield |h precedes subfield |b, but comes after subfields |n and |p

       245 10 Making fried chicken **|h [electronic resource]** : |b Southern style

7. **4XX** fields: if the e-book record does *not* have a series statement, but the print book is part of a series, add the 440 or 490/830 [unbracketed] in the e-book record.
   ISSNs: When the e-version is being used as the basis of the description and only one ISSN appears in the resource being described, record that ISSN in the 490 field. If both a print ISSN (p-ISSN) and an electronic ISSN (e-ISSN) appear in the resource being described, record the e-ISSN. When the print version is being

used as the basis of the description, use whatever ISSN appears on that record. If no ISSN appears in the existing record, do not add any ISSN to the 490 field

9. **505** field: cut and paste 505 notes from the print record, if and when they seem useful. Refer to the "Guidelines for Enhancing Contents Fields" section of the Monographic Copy Cataloging Manual (http://norcount/LibSharePoint/CatPractice/default.aspx) for more information on this field.

12. **655** field: delete the genre heading "Electronic books" if it appears in the record.

14. **740** field: *Only* **for local use; do not include in OCLC record**. Add this field in OCLC *after* replacing the record, or in Millennium after exporting from OCLC. If directed by the brief bib, complete the 740 field with the name of the database or subscription. If it is *not* part of a larger purchase, the brief bib will not contain such directions and you will not add a 740 field. If the same e-book is available in multiple databases, add multiple 740 fields. Use macro "**740eb**" to add 740s.

16. **856** field: Use subfield "u" for URLs that are general (not institution specific). If the record already contains a subfield "u" that links to the correct item, retain it as-is, as long as it is not institution-specific. Delete all other 856 fields.
Subfield "z": **Only for local use; do not include in OCLC record**. Add this field in OCLC *after* replacing the record, or in Millennium after exporting from OCLC. Edit subfield |z of 856 field to conform to local practice. Standard wording for 856|z is "Connect to online resource".

14. **<u>Validate the record</u>**.

15. Export edited record into Chinook. The above changes to the OCLC record will not be permanent.

A2. E-BOOK *WITH* ELECTRONIC REPRODUCTION RECORD AVAILABLE IN OCLC, RECORD IS *NOT PROVIDER-NEUTRAL*

TO BEGIN:

1. Catalog the print copy of the e-book (as appropriate).

2. Call up the record for the electronic reproduction in OCLC Connexion. Records should be on a 'Books' work form, not 'Computer files.' In the case of multiple records, if there is a PCC record, use that; otherwise, use the best record, based on cataloger's judgment. If you judge the records equal in terms of quality, choose the record with the most holdings. Apply constant data file "pn ebook" to insert most of the required fields and some of the language.

3. Open the brief bib (ending in "E-BOOK") for the series in Millennium. (See example on page 17.)

    Using the URL provided in the 856 of the brief bib, open the publisher's Web page, to find the electronic resource. Ensure that the resource viewed is the correct one. If the record already contains an 856 |u that links to the correct item, retain it as-is.

IN OCLC, ADD OR EDIT THE FOLLOWING FIELDS AS NEEDED:

1. **008/Form** fixed field = s

2. **006** and **007** fields: Do not edit these fields if they are already in the record (with the exception of the 006, which should <u>always</u> read "[m   d   ]"). If there are no 006/007s in the record, add new fields by using macro "**ebk006007**".

        006   [m   d   ]
        007   c |b r |d u |e n

3. **020** field: if the e-book record has no ISBN, add one (preferably from the e-book itself if one appears there, otherwise from the print if applicable). It is not necessary to add multiple ISBNs. Do not add qualifiers after ISBNs. If there is an electronic ISBN (e-ISBN) as well as other ISBNs, record the e-ISBN in field 020 |a as the first ISBN, record other ISBNs in 020 |z, and copy the print ISBN (p-ISBN) to field 776 |z. If it is unclear which format the ISBN represents—as often occurs with simultaneously issued versions—then use |z for any ISBN in the e-version record

        020   9780387894683 (Online)
        020 |z9780387098241 (Print)

4. **090** field: DO NOT ADD OR EDIT CALL NUMBERS, EVEN IF INCOMPLETE.

5. **245** field: add the **GMD** after subfield |a of the 245, if it's not already in the record.

    With cursor at point where GMD should be inserted, *Macro:* **"GMDer"**

    Note: Subfield |h precedes subfield |b, but comes after subfields |n and |p

    245 10 Making fried chicken **|h [electronic resource]** : |b Southern style

6. **300** field: Use "1 online resource" in $a. *If available*, include the pagination in parentheses followed by any illustrative matter, e.g., 1 online resource (25 p.) : $b ill. Exclude the original subfield "c". Examine any subfield "e" in the record, to make sure it is still applicable

        300   1 online resource (xix, 345 p.) : |b ill.

7. **4XX** fields: if the e-book record does *not* have a series statement, but the print book is part of a series, add the 440 or 490/830 [unbracketed] in the e-book record.
ISSNs: When the e-version is being used as the basis of the description and only one ISSN appears in the resource being described, record that ISSN in the 490 field. If both a print ISSN (p-ISSN) and an electronic ISSN (e-ISSN) appear in the resource being described, record the e-ISSN. When the print version is being used as the basis of the description, use whatever ISSN appears on that record. If no ISSN appears in the existing record, do not add any ISSN to the 490 field

8. **500** fields: add or retain **either** a "source of title" note **or** a "description based on print/other format version record" note. Do not add the other if one is present; do not add both if neither is present; delete the second if both are present.

>   500   Title from home page (National Academies Press Web site, viewed Jan. 9, 2009).

(Include this as the first note if the record is for a born-digital resource, or is being created without the aid of an existing record for another format.)

>   500   Description based on print version record

(Use when the record is based on the print or other format version record. Add a 776 field [see below] for that record.)

Delete "Issued by", "Issued as part of", etc. notes which specify provider names

9. **505** field: cut and paste 505 notes from the print record, if and when they seem useful. Refer to the "Guidelines for Enhancing Contents Fields" section of the Monographic Copy Cataloging Manual (http://norcount/LibSharePoint/CatPractice/default.aspx) for more information on this field.
10. **506** field: delete this field about restricted access.
11. **516** field: delete this field about computer file type
12. **530** field: delete "Also available in print" notes from copy.

13. **533** field **(rarely used - use only for records for DLF Registry of Digital Masters and other digital preservation projects.)**: this field describes the electronic reproduction. Use with subfield "5"

Edit existing field or use macro "**533eb**" to add the field. If using the macro, add place and publisher, and edit the date.

>   533   Electronic reproduction.|bBoca Raton, Fla. :|cCRC Press,|d2002.|nMode of access: World Wide Web.|nSystem requirements: Adobe Acrobat Reader.

13a. **538** field **(rarely used - use only for records for DLF Registry of Digital Masters and other digital preservation projects.)**: Use with subfield "5"

14. **655** field: delete the genre heading "Electronic books" if it appears in the record.

15. **700/710/711/730** fields: delete these fields if they represent package/provider names (records for DLF Registry of Digital Masters and other digital preservation projects excepted).

16. **740** field: **Only for local use; do not include in OCLC record**. Add this field in OCLC without replacing the record, or in Millennium after exporting from OCLC. If directed by the brief bib, complete the 740 field with the name of the database or subscription. If it is *not* part of a larger purchase, the brief bib will not contain such directions and you will not add a 740 field. If the same e-book is available in multiple databases, add multiple 740 fields. Use macro "**740eb**" to add 740s.

17. **776** field: Used in conjunction with a 500 "Description based on print/other format version record" note, otherwise not used. **NOTE: you will need the OCLC print/other format version record number when using this field.** Enter the OCLC number in the 776 field in Connexion. Click *Edit* -> *Insert from Cited Record* (or press <Alt><E><I>, or select from the right-click menu for records). See screenshot below from

    http://www.oclc.org/support/documentation/connexion/client/cataloging/catquickref/ Manually add "‡i (*other format)* version:", and ‡a before author name, if present.

    776 08 ‡i Print version: ‡t Adequacy of evidence for physical activity guidelines development. ‡d Washington, D.C. : National Academies Press, c2007 ‡z 9780309104029 ‡w (DLC) 2007275779 ‡w (OCoLC)86110262

Insert data from related records (fields 760 - 787)

Build a field in the 760 to 787 range and automatically insert data from a bibliographically related (cited) record:

	Action
1	**While logged on**, retrieve the record in which to build a field.
2	Add a blank field using **Edit > Cut Copy Paste > Insert Blank Field**, or position the cursor in the field above and press <Enter>.
3	Enter one of the following tags: **760, 762, 765, 767, 770, 772, 773, 774, 775, 776, 777, 780, 785, 786, or 787**
4	Enter appropriate indicators.
5	In the field, enter the OCLC number of the related record to cite.
6	Click **Edit > Insert from Cited Record** (or press <Alt><E><I>. **Note:** This command is also on the right-click menu for records. **Example:** Create a new field and enter tag **780**, indicators **0 0**, and OCLC number **11553638**. The client puts the OCLC number in ‡w and enters data from record 11553638: **780 0 0 Episcopal Church. Diocese of Southern Ohio. ‡t Journal of the ... annual convention ‡w (OCoLC)11553638**

18. **856** field: Use subfield "u" for URLs that are general (not institution specific). If the record already contains a subfield "u" that links to the correct item, retain it as-is, as long as it is not institution-specific. Delete all other 856 fields.

    Subfield "z": **Only for local use; do not include in OCLC record**. Add this subfield in OCLC without replacing the record, *or* in Millennium after exporting from OCLC. Edit subfield |z of 856 field to conform to local practice. Standard wording for 856|z is "Connect to online resource". Alternately, Use macro "**856eb**" to add 856, *without replacing the record*.

19. **<u>Validate the record</u>**.

20. Export edited record into Chinook. Make local edits in Millennium if not made in OCLC before export.

MILCAT CHINOOK EDITING:

1. Using item template *ebooks2,* add an item record for the e-book:

```
I47379923           Last updated: 02-18-03 Created: 02-17-03 Revision: 12
 01 COPY #: 1       08 PATRON#: 0     15 RECAL DA:  -  - 21 INTL USE : 0
 02 ICODE1: 13      09 LPATRON: 0     16 TOT CHKOUT: 0   22 COPY USE: 0
 03 ICODE2: -       10 LCHKIN:   -  - 17 TOT RENEW: 0    23 IMESSAGE:
 04 I TYPE: 42      11 # RENEWALS: 0  18 LOCATION: web   24 OPACMSG: -
 05 PRICE: $0.00    12 # OVERDUE: 0   19 LOANRULE: 0     25 YTDCIRC: 0
 06 OUT DATE:  -  - 13 ODUE DAT:  -  - 20 STATUS: -      26 2YRCIRC: 0
 07 DUE DATE:  -  - 14 IUSE3: 0
```

2. Apply "cat macro" (to make Cat Lvl=a in bib record and add cataloger's 946).

3. If not done in OCLC, add local 740 as needed according to brief bib, and 856|z "Connect to online resource".

3. Call number: do not edit or add call numbers (even if the record has no 090).

4. Check headings and make them comply with the National Authority File, as needed. Remember that cataloging the electronic *before* cataloging the print may cause erroneous 'B' designations when checking headings in Chinook. Place NACO work on NACO shelf.

5. Add cataloger's initials in 946. Do not add a 948 stats field.

6. Save the record.

7. Finally, the most important step of all is: **Check functionality of URL in the OPAC**.

EXAMPLE: Provider-neutral OCLC record for an electronic reproduction

OCLC	244745694	No holdings in COD – no other holdings

Books	▼	Rec stat	c	Entered	20080901		Replaced	20091008142227.3
Type	a	ELvl	K	Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form	s	Conf	0	Biog		MRec		Ctry	gw
		Cont	b	GPub		LitF	0	Indx	0		
Desc	a	Ills	a	Fest	0	DtSt	s	Dates	1996 ,		

006			m d
007			c ‡b r ‡d u ‡e n ‡f u
040			CUS ‡c CUS ‡d CUS ‡d OCL ‡d CUS ‡d ZYF ‡d CUS
020			‡z 3540617345 (alk. paper)
020			‡z 9783540617341 (alk. paper)
024	7		10.1007/BFb0105423 ‡2 doi
050		4	QC20.7.N6 ‡b N6615 1996
090			‡b
049			CODA
245	0	0	Nonlinear physics of complex systems ‡h [electronic resource] : ‡b current status and future trends / ‡c Jürgen Parisi, Stefan C. Müller, Walter Zimmermann, eds.
260			Berlin ; ‡a New York : ‡b Springer, ‡c c1996.
300			1 online resource (xiii, 388 p.) : ‡b ill.
490	1		Lecture notes in physics, ‡x 0075-8450 ; ‡v 476
504			Includes bibliographical references.
500			Description based on print version record.
650		0	Nonlinear theories.
650		0	Mathematical physics.
700	1		Parisi, Jürgen, ‡d 1951-
700	1		Müller, S. C. ‡q (Stefan C.), ‡d 1949-
700	1		Zimmermann, Walter, ‡d 1955-
730	0		Provider Neutral Task Force (PCC) example records.
776	0	8	‡i Print version: ‡t Nonlinear physics of complex systems. ‡d Berlin ; New York : Springer, c1996 ‡z 3540617345 ‡w (DLC) 96041822 ‡w (OCoLC)35559124
830		0	Lecture notes in physics ; ‡v 476.
856	4	0	‡u http://www.springerlink.com/openurl.asp?genre=issue&issn=1616-6361&volume=476

EXAMPLE: Provider-neutral OCLC record for a born-digital e-book

OCLC	244745677	No holdings in COD - no other holdings

Books ▼	Rec stat	c	Entered	20080901		Replaced	20090120225456.4

Type a	ELvl K	Srce d	Audn	Ctrl	Lang eng
BLvl m	Form s	Conf 0	Biog	MRec	Ctry vau
	Cont	GPub	LitF d	Indx 0	
Desc a	Ills	Fest 0	DtSt s	Dates 2003 ,	

006			m d
007			c ‡b r
040			CUS ‡c CUS ‡d CUS ‡d OCL ‡d CUS
050		4	PS3556.A3485
090			‡b
049			CODA
100	1		Faigao-Hall, Linda, ‡d 1948-
245	1	0	State without grace ‡h [electronic resource] / ‡c Linda Faigao-Hall.
260			Alexandria, VA : ‡b Alexander Street Press, ‡c 2003.
300			1 online resource (100 p.)
500			Title from table of contents page (Alexander Street Press Web site, viewed Aug. 11, 2008)
655		0	American drama ‡x Women authors.
655		7	American drama ‡x Filipino American authors. ‡2 local
730	0		Provider Neutral Task Force (PCC) example records.
856	4	0	‡u http://www.aspresolver.com/aspresolver.asp?WODR;PL007414
856	4	0	‡u http://www.aspresolver.com/aspresolver.asp?AADR;PL007414
936			Example 2. Source record: #83262417; secondary source record: #180772455. Merged born digital records--same publisher but two different databases

EXAMPLE: Edited reproduction record in Chinook

B. E-BOOK *WITHOUT* ELECTRONIC REPRODUCTION RECORD AVAILABLE IN OCLC

TO BEGIN:

1. Catalog the print copy in OCLC Connexion.

2. Open the brief bib for the series in Millennium. (See example on page 17 of these procedures.)

3. Using the URL provided in the 856 of the brief bib, open the publisher's Web page, to find the electronic resource. Ensure that the resource viewed is the correct one. If the record already contains an 856 |u that links to the correct item, retain it as-is. Apply constant data file "pn ebook" to insert most of the required fields and some of the language.

IN OCLC, ADD OR EDIT THE FOLLOWING FIELDS AS NEEDED:

1. To derive a new record: **CTRL + ALT + C**
    When prompted whether to transfer fixed field values, select: **YES**

2. To add constant data:

    Type: **CTRL + U**

    Type constant data name in box: **pn ebook.** Choose **both** fields option.

3. **020** field: if the e-book record has no ISBN, add one (preferably from the e-book itself if one appears there, otherwise from the print if applicable). It is not necessary to add multiple ISBNs. Do not add qualifiers after ISBNs. If there is an electronic ISBN (e-ISBN) as well as other ISBNs, record the e-ISBN in field 020 |a as the first ISBN, record other ISBNs in 020 |z. If it is unclear which format the ISBN represents—as often occurs with simultaneously issued versions—then use |z for any ISBN in the e-version record

    020   9780387894683 (Online)
    020 |z9780387098241 (Print)

4. **090** field: do not add or edit call numbers, even if incomplete.

5. **245** field: add the **GMD** after subfield |a of the 245.

    With cursor at point where GMD should be inserted, *Macro:* **"GMDer"**

    Note: Subfield |h precedes subfield |b, but comes after subfields |n and |p

    245 10 Making fried chicken **|h [electronic resource]** : |b Southern style

6. **263** field: Delete (these will not validate in OCLC).

7. **300** field: Use "1 online resource" in $a. *If available*, include the pagination in parentheses followed by any illustrative matter, e.g., 1 online resource (25 p.) : $b ill. Exclude the original subfield "c". Examine any subfield "e" in the record, to make sure it is still applicable

    300   1 online resource (xix, 345 p.) : |b ill.

8. **4XX** field: retain the series field [unbracketed] in records for the electronic versions, even if a series statement doesn't appear in the e-book itself (sometimes the series page is not digitized).

ISSNs: When the e-version is being used as the basis of the description and only one ISSN appears in the resource being described, record that ISSN in the 490 field (see http://www.oclc.org/bibformats/en/4xx/490.shtm). If both a print ISSN (p-ISSN) and an electronic ISSN (e-ISSN) appear in the resource being described, record the e-ISSN. When the print version is being used as the basis of the description, use whatever ISSN appears on that record. If no ISSN appears in the existing record, do not add any ISSN to the 490 field

9. **500** fields: add or retain *either* a "source of title" note *or* a "description based on print/other format version record" note. Do not add the other if one is present; do not add both if neither is present; delete the second if both are present.

> 500   Title from home page (National Academies Press Web site, viewed Jan. 9, 2009).

(Include this as the first note if the record is for a born-digital resource, or is being created without the aid of an existing record for another format.)

> 500   Description based on print version record

(Use when the record is based on the print or other format version record. Add a 776 field [see below] for that record.)

Delete "Issued by", "Issued as part of", etc. notes which specify provider names

10. **530** field: delete "Also available online" notes.

11. **653** field: delete this field in the derived record if it appeared in the print record.

12. **6XX** fields: delete foreign-language subject headings in the derived record if they appear in the record for the print. Follow copy cataloging procedures for treatment of foreign language headings in the print record.

13. **740** field: **Only for local use; do not include in OCLC record**. Add this field in OCLC *after* saving the record but before export, or in Millennium after exporting from OCLC. If directed by the brief bib, complete the 740 field with the name of the database or subscription. If it is *not* part of a larger purchase, the brief bib will not contain such directions and you will not add a 740 field. If the same e-book is available in multiple databases, add multiple 740 fields. Use macro "**740eb**" to add 740s.

14. **776** field: Used in conjunction with a 500 "Description based on print/other format version record" note, otherwise not used. **NOTE: you will need the OCLC print/other format version record number when using this field.** Enter the OCLC number in the 776 field in Connexion. Click *Edit* -> *Insert from Cited Record* (or press <Alt><E><I>, or select from the right-click menu for records). (See screenshot above) Manually add "‡i (*other format)* version:", and ‡a before author name, if present.

> 776   ‡i Print version: ‡t Adequacy of evidence for physical activity guidelines development. ‡d
Washington, D.C. : National Academies Press, c2007 ‡z 9780309104029 ‡w (DLC) 2007275779 ‡w (OCoLC)86110262

15. **856** field: Use subfield "u" for URLs that are general (not institution specific). If the record already contains a subfield "u" that links to the correct item, retain it as-is, as long as it is not institution-specific. Delete all other 856 fields.
    Subfield "z": **Only for local use; do not include in OCLC record**. Add this field in OCLC *after* saving the record but before export, or in Millennium after exporting from OCLC. Edit subfield |z of 856 field to conform to local practice. Standard wording for 856|z is "Connect to online resource".

16. **Control headings** (with possible exceptions for East Asian, South Asian or Arabic names without authority records).

17. **Validate** the record. **(SHIFT + F5)**.

18. Save the record in OCLC. If you have been authorized to update holdings in OCLC, do so; then export it.

19. Those who are not authorized to update holdings in OCLC: give the save file # to Jane Zumwalt who will revise, update and export record. Jane will then return the record to the copy cataloger for Chinook editing.

MILCAT CHINOOK EDITING:
Copy cataloger will complete the following Chinook editing:

1. Using item template *ebooks2,* add an item record for the e-book:

```
I47379923              Last updated: 02-18-03 Created: 02-17-03 Revision: 12
 01 COPY #: 1       08 PATRON#: 0      15 RECAL DA:  -  - 21 INTL USE : 0
 02 ICODE1: 13      09 LPATRON: 0      16 TOT CHKOUT: 0   22 COPY USE: 0
 03 ICODE2: -       10 LCHKIN:   -  -  17 TOT RENEW: 0    23 IMESSAGE:
 04 I TYPE: 42      11 # RENEWALS: 0   18 LOCATION: web   24 OPACMSG: -
 05 PRICE: $0.00    12 # OVERDUE: 0    19 LOANRULE: 0     25 YTDCIRC: 0
 06 OUT DATE:  -  - 13 ODUE DAT:  -  - 20 STATUS: -       26 2YRCIRC: 0
 07 DUE DATE:  -  - 14 IUSE3: 0
```

2. Make **Cat Lvl=o** in bib record.

3. Add cataloger's **946**.

4. If not done in OCLC, add local 740 (if needed according to brief bib) and 856|z "Connect to online resource".

5. Verify headings. Remember that cataloging the electronic *before* cataloging the print may cause erroneous 'B' designations when checking headings in Chinook.

6. Save record.

7. And the most important step of all is: **Check functionality of URL in OPAC.**

8. Put NACO on shelf, as needed. Original cataloger: update OCLC and Chinook headings and authority records as required by the NACO. Add the cat date to the Chinook record.

EXAMPLE: Constant data: *pn ebook*

EXAMPLE: OCLC record for original print version

| OCLC | | 183914601 | Held by COD - 117 other holdings; 7 other IRs | | | | | |

Books ▼   Rec stat c   Entered 20080618   Replaced 20090425043039.9

Type	a	ELvl			Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form			Conf	0	Biog		MRec		Ctry	dcu
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505	0	0	‡g Introduction — ‡t Review of macro-micro approaches for evaluating the distributional impacts of macroeconomic reforms / ‡r [Moataz El-Said] — ‡t Distributional impacts of indirect tax and public pricing reforms: a review of methods and empirical evidence / ‡r [David Coady] — ‡t Analyzing the impact of trade liberalization and devaluation on poverty / ‡r [Alejandro Simone] — ‡t Distributional impact of agricultural sector reforms in Africa: a review of past experience / ‡r [David Newhouse].
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