University of Oregon's Electronic Journal Cataloging Practices
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outline of cataloging portion of a panel presentation given at
Online Northwest 2000

I.   Entry of E-Journals Into the Cataloging Stream

   A. E-mail notification
      -- From Systems
      -- Sent after the journals are up and working on the appropriate web page
         (E-journal page, e-newspaper page, indexes page, etc.)
      -- The e-mail includes the following information:
         *   Title as found on the appropriate web page
         *   Subject that it's found under
         *   Vendor/aggregator name
         *   How we're getting it (gift or purchase, rec'd on another order, etc.)
         *   The URL (the least important to include, because we always access the title and
            use the URL found on the library's web page as the hotlink in the catalog record)

   B. Cataloging Priority
      -- Remote serials, as well as several other categories of serials, always get Priority
         cataloging
         *   This means that only those titles needing an original record, or requiring original
            cataloging will get backlogged
         *   Reasons for remote journals being Priority:
            1. They are already mounted and available to the public
            2. There is no physical piece that can be backlogged
            3. Most also fit into another Priority category: paid subscriptions or title changes
      -- Printout of email from Systems is put on the serials cataloging priority shelf. The
    printout is also what goes into the backlog if that becomes necessary.

II. The Cataloging

   A. Who does it?
      -- Usually the serial copy catalogers
      -- I do original cataloging and serve as the consultant for problems
      -- It is not uncommon to have problems

   B. Standards that we use
      -- CONSER's one-record option, with local practice decisions added, used liberally.
         *   One record for paper and online versions whenever we own any volumes of the
            title in paper--even when we do not have a current subscription
         *   One record for both versions even when the titles are different
         *   One record for both even when the online version is in reality a database
            1. If we do not own the print, a database would be cataloged according to the
               current national rules--which means as a monograph

rev.1, 2/2/00

* When the print version ceases, we follow national rules and treat as a format change--which means cataloging the online version on a separate record
* Reason for using one-record option: Survey of public service librarians indicated they preferred this option

-- Local modifications to CONSER one-record option:
  * Include the URL in the 530 note. Reason: to display the address when being accessed in the text-based catalog or when the patron can not immediately gain access for some other reason
  * Always add a title added entry with the title of the online version qualified by the word "Online," even when the titles on both versions are the same. Reasons for this:
    1. Allows immediate identification of availability of online title from a browse screen
    2. Allows "Online" to be included in keyword searching, in order to limit the hits to only electronic resources
    Field used is 740. Reason for this: the title is not a valid title according to the cataloging rules, and is not represented by another bibliographic record (the requirements for a 730 title added entry)
  * The public note that displays for the hot link (856 $z) always begins: "Go to...", which causes the display in our catalog of: "Click on the following to: Go to..."

-- Local modifications to CONSER rules for cataloging the electronic resource separately (used when we do not own the print, and when the format changes):
  * Always include both a System Requirements note and a Mode of Access note
  * Include the URL in the Mode of Access note (same reason as above)
  * Each record must have either a uniform title qualified by the word "Online" or a 740 with the title qualified by "Online". (same reason as above)

-- Our local routine can be found on the web at: http://libweb.uoregon.edu/catdept/home/serials/Cataloging_Internet_Serials.html

-- Orbis Guidelines for Cataloging Electronic Resources
  * Another set of guidelines, approved by our consortium for use in the union catalog
  * UO has not yet implemented these Guidelines but plans to do so soon
  * Differences between the Orbis Guidelines and the local routine currently in place, when one-record is used for both formats:
    1. Optional 006
    2. If the online version has a different ISSN, add a second 022 field with (Online) in parentheses after the ISSN
    3. Add a second Journal Title Index entry with the title on the record, qualified by "Online"
    4. Include as many title and corporate body added entries as necessary
    5. Add 506 and 590 as needed for restrictions on access notes

-- The Orbis Guidelines for Cataloging Electronic Resources is available on the web at: http://libweb.uoregon.edu/orbis/staffhome/cataloging_elec_resources.html
* Includes guidelines for both monographs and serials

III. Record maintenance

A. URLs
-- All URL checking is done in the monographic Non-Book Cataloging Team
-- If a URL on a serial record needs maintenance, Serials Team is notified
-- In reality, most URL-related problems are brought to our attention via Systems or public services
-- URL maintenance is done as a priority
-- It is more problematic when dealing with large packages of ejournals because usually all of the records will need to be updated
-- With individual subscriptions and free titles, we must rely on manual URL checking done in the Non-Book Team, and notification from public services as problems are encountered.
-- Innopac's new Web Access Management software will hopefully be very useful for maintaining URLs

B. Cessations:
-- Could be cessation of either the print, or the electronic, or both
-- Always requires some time of priority record maintenance in the Catalog Dept. (unlike regular print cessations, which we do not try to keep up with)
-- If the paper ceases and is replaced by an online version, we:
    1. Close out the record for the paper, linking forward
    2. Recatalog the online version onto its own record, as per the cataloging rules
-- If the online version ceases, but the paper version continues, we:
    1. Withdraw the online format if we no longer have access to any issues online
    2. Leave the online format in the catalog, with appropriate notes concerning coverage dates, if we will continue to have access to the issues online
-- If both versions cease:
    1. Close out the record
    2. Withdraw the online version if the issues are no longer available, or make notes concerning coverage if access to the online issues will continue

C. Cancellations:
-- Could be cancellation of the print, or the electronic, or both
-- Usually requires some type of priority record maintenance in the Catalog Dept.
-- If only the paper version is cancelled, there is no maintenance of records in the Catalog Dept. (except for closing out holdings in OCLC union list)
-- If the online version is cancelled and access to all issues will cease: must withdraw the online title from the catalog

   -- If the online version is cancelled but access to purchased issues will continue: input notes as necessary

 D. Change of vendor/aggregator
   -- URL maintenance usually required
   -- Possible maintenance of added entries
   -- Possible maintenance of notes

 E. Withdrawal of all print volumes
   -- Requires recataloging the online version on its own record, in addition to the withdrawal of the print version

IV. Current happenings in the international cataloging world

 A. What's happening with the rules
   -- Revision of AACR Chapter 12 to include:
    * All continuing resources
    * Integrating entry for integrating resources
    * New definitions
    * Lots of other stuff!
   -- Harmonization of the three most important sets of serials cataloging rules currently in use:
    * AACR
    * ISSN
    * ISBD-S (now ISBD-CR)

 B. What else is happening?
   -- CONSER's work with having aggregators provide catalog records along with access to the titles--the experiment is going very well
   -- OCLC's work with cataloging ejournal titles in aggregators according to the Major Microforms model

 C. What does it mean?
   -- Radical changes to the rules will be forthcoming, and we will change our guidelines as necessary
   -- With purchased record sets, hopefully we will have far fewer ejournals to catalog, and recatalog, in the future!