

Fast-cataloging e-books (LTS Procedure #3e) - FOLIO (DRAFT)

Scope: This document outlines special considerations for **e-books** during the fastcat procedure. It assumes that staff are already familiar with [LTS Procedure #4, Fastcat](#) and [LTS Procedure #3c, Fast-cataloging](#). We strive to keep the e-fastcat procedure as close to our regular fastcat procedure as possible. The differences outlined below are largely due to either (a) additional/different cataloging fields required for an e-resource, or (b) the lack of a tangible item in the e-resource format.

Please note that this procedure covers only e-books, not e-journals, databases, or websites. Some fields in the MARC leader will indicate that the item is an e-book, however, the definition of an e-book is still fuzzy enough that we also employ the "You know it when you see it" rule of thumb; if an e-resource looks more like a website or a serial than an e-book, please route it to Original Cataloging for a cataloger's analysis.

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Unit: E-Resources Unit

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Date of next review: February 2022

To fastcat an e-book, please refer to the [LTS Fastcataloging procedure](#), with the following alterations/considerations:

Multivolume works may be cataloged either as one volume per bib, or multiple volumes on a single bib, depending on how the volumes are hosted and sold. Accept bibs that describe only a single volume; these are eligible for e-fastcat.

If any changes are required to the MARC bibliographic data other than adding/updating/deleting the following fields do not fastcat. Refer these to cataloging.

MARC fields that may be added, edited or deleted (using quickMARC): 506, 856, 899, 906

There is no need to edit the 040.

In the MARC record view, review and verify

- **Leader's** "Type of Record" and "Bibliographic Level" are "am".
- **006** correct: "o" for online; "d" for document.
- **007** correct: "r" for remote.
- **008** "Form of Item" correct: accept either "o" or "s". If incorrect, correct to "o".
- **020:** Verify that the ISBN in the book is also on the bib record. Accept any additional ISBNs on the record.
- **Record must contain**
 - RDA 33x fields for "computer" and "online resource":
 - **336** |a text |2 rdacontent
 - **337** |a computer |2 rdamedia
 - **338** |a online resource |2 rdacarrier
- **245** |a should match the title as per the title page of the e-book itself. (This is not a divergence from print, but merits emphasis due to the increased number of places an e-book interface may denote some version of the title.) If 245|h exists on an RDA record, delete the 245|h.
- **Check the publication date.** This should be truly the publication or copyright date, but sometimes it's written as the digitization date. Do not accept digitization date in the 260 or 264 field.
- **Pagination:** accept "1 online resource", with or without pagination. Route to copy cataloging only if the pagination discrepancy is so seriously wrong that it may describe the wrong book.
- **Dimensions:** accept the absence of a 300 |c. As intangible items, e-books do not have a size measurement.

Editing the instance record:

- Unsuppress the record if needed
- Change the **instance status** to **cataloged** and add the appropriate **cataloged date**.
- Add the **Statistical code** "Special format: ebk – Ebook"

Cataloged date

2021-08-03



Instance status term

Cataloged (folio: cat)

Mode of issuance

single unit

Statistical code

Special format: ebk - E-book

Add statistical code

- Add a **transaction data in Administrative note** using the „f macro. It should read
date:YYYYMMDD ttype:f userid:[netid] ploc:its

Transaction data

date:20210803 ttype:f userid:lew235 ploc:its



Editing the holdings record:

- Unsuppress the record if needed
- Holdings type: Monograph
- Permanent location: **serv,remo**
- Call number: Type = Library of Congress classification, add **ONLINE** to the **call number prefix**

Holdings type

Monograph

Add statistical code

Location

Holdings location

Permanent

serv,remo (serv,remo)

Location look-up

Temporary

Select location

Location look-up

Shelving order

Shelving title

Holdings call number

Copy number

Call number type

Library of Congress classification

Call number prefix

ONLINE

Call number

SF991 .G67 2018

Call number suffix