

Pre-Cataloging Electronic Resources

Pre-Cataloging for Electronic Resources

Requests for cataloging are usually received from the Electronic Resources staff. Sometimes requests to catalog titles available free online are received from Collection Development librarians. Also, notification about title additions for some packages (JSTOR, Project MUSE, and DigiZeitschriften) are received directly from the provider or from their website. Cataloging has agreed to do pre-cataloging for such requests as soon as possible, so that users can access those titles from the url links in the bibliographic records. Final cataloging is later completed by the Serials Catalog Librarian.

1. Search title in Sirsi; if a record is found for the online version, add the new url to that record in an 856 field. Add the EZProxy prefix to urls if required:

856 40 \$u <http://www.webaddress.com>

856 40 \$u <http://ezproxy.rice.edu/login?url=http://www.webaddress.com>

Also, click on the **Vol/Copy** tab and make sure the **Home Location** is not set to WITHDRAWN (if it is, change it to: **INTERNET**)

2. If no record is found in Sirsi, search on OCLC, with Format: Computer files (**/com**) (note: if you don't find anything, search again with Format: Continuing Resources (**/ser**))
3. If an OCLC record is found, export to Sirsi.

4. If there are multiple records, prefer:
 - a. records with 042 field "lcd"
 - b. records with BibLvl "1"
 - c. successive entry records (EnclLvl "0")
 - d. earliest record
 - e. JSTOR records

(If in doubt, pick one and export it; add a note about any questions or problems to the serials cataloger.)

5. After export, search the title in Sirsi; add the new url (from the cataloging request received from Electronic Resources, etc.) in the 856 field:

856 40 \$u<http://www.newurl.com>

Delete any other 856 fields already in OCLC record.

Note: If the url is not on the printout or list, you can get it from searching the title in Serials Solutions:

<http://ps4ps6lm2r.search.serialssolutions.com/>

Right click the hot link next to the appropriate publisher/vendor and copy the url (use the **second** http: field, after the one that starts: <http://ps4ps6lm2r.search.serialssolutions.com/>)

6. If no record was found on OCLC, make a note on the title list indicating this, and create brief temp bib record in Sirsi, including:

245 00 <title>.

856 40 \$u<http://www.newurl.com>

7. Return all lists & printouts to Serials Cataloger, so that cataloging can be completed at a later date.
8. When doing pre-cataloging, the Serials Cataloger should check for any order records attached and if one is found, code it RECEIVED.