

## Cataloging Printouts of Internet Resources

Technical Services frequently receives printouts of Internet resources for cataloging. These are not resources that have been purchased as electronic monographs or have been received as part of a paid subscription. Our peer institutions recognize the capturing of content from Internet resources as an acceptable form of acquisition and collection development. Technical Services requests that the Library Resources Council develop a standard policy for acquiring and adding these resources to our collection. What follows are policies for what will be accepted for cataloging and what cataloging treatment will be applied.

### Cataloging Issues

Selectors must provide the web address for the original electronic resource, as well as the date printed. This information may be supplied on the PRTY form. If the web address is no longer active, then this should be noted on the PRTY form. The selector is responsible for ensuring that the printed material is not in violation of copyright or licensing agreements. The following will not be accepted for cataloging:

1. Printouts of web resources that are for sale and that have not been purchased for RUL.
2. Printouts from resources that specifically state that copying or printing is not permitted.

### Workflow

A. If the original electronic resource is still available, the bibliographic record will describe the original electronic resource, with a note referencing the printout:

1. Follow guide to cataloging e-monographs
2. Add a 590 local note indicating availability of the printout.

*Example:* 590 \_\_ Special Collections copy: Printout (printed Aug. 11, 2008).

3. Add holdings for both the printout and the online versions.

B. If the original electronic resource is no longer available, follow LCRI 1.11A for Non-Microfilm Reproductions:

- The fixed fields reflect the original electronic resource, with the exception of Form, which is coded *r*.

- Fields 245, 250, 260, and all material-specific details and series information reflect the original electronic resource. The exception is the use of a GMD in the 245 field. Do not add a GMD to the 245 field.
- Do not include a 300 field.
- Add a 533 note to reflect the reproduction, in this case, the printout. Publication information reflects the institution that printed the resource.

*Example:*     533 \_\_ Printout.|bNew Brunswick, N.J. :|cRutgers  
University,|d2008.|e25 p. ; 28 cm.|nPrinted from website (Aug. 11,  
2008); no longer available online.

- Add a holding for the printout.

Approved by the Central Technical Services Managers,  
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Revised, Melissa De Fino, October 6, 2010