

Records for Multiple Formats
Prepared by Elizabeth Leister
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Background

In 2002, the Public Services Council and the Technical Services Council (reconstituted as the User Services Council and the Library Resources Council) agreed to move forward with the project of merging records as recommended by the Format Merge Group (see http://www.libraries.rutgers.edu/rul/staff/pub_serv/reports/format_merge.shtml for the report).

RUL Policy

All manifestations of a single work, including print, microform, and electronic (both direct and remote access) are cataloged on a single record, hereafter referred to as a “root record”. This practice applies to serials, monographs (including dissertations), and cartographic materials. Different editions of monographs having even slightly differing content are treated as different expressions of the work, and are cataloged separately. However, serials that are reproduced as plain text, with or without graphics, are treated as a manifestation of the printed journal. Moving images and audio materials will continue to use a separate record approach.

The following hierarchy applies when merging 2 or more IRIS records for different formats or when adding information about a newly acquired manifestation of a work already represented by a record in IRIS with the exceptions noted below. Note: this process may require recataloging if a newly acquired manifestation would have been the root record.

Select the root record according to the table below with the following three exceptions.

- Federal document monographs and other non-serial materials (e.g., maps, posters) with records provided by MARCIVE: the record for the remote electronic version will be the primary root record. If no online record has been provided, these materials will follow the above hierarchy. However, moving images will maintain a separate record approach.
- UMI reproductions of theses and dissertations are cataloged separately from ETD and original manuscript versions of theses and dissertations.
- Printouts of born digital texts see:
http://www.libraries.rutgers.edu/rul/staff/technical_services/cataloging/cataloging_printouts_of_internet_resources.pdf

Formats at RUL	Root record
Print /microform	Print
Print/electronic (direct or remote)	Print
Microform/electronic (direct or remote)	Microform
Electronic (direct)/electronic (remote)	Electronic direct

The root record should contain all prescribed, standard bibliographic information for the primary format, including the GMD for microforms. Add information about other formats to the root bibliographic record according to the following guidelines.

Monographs:

- **530** field indicating other available formats (Examples: “Also available online”; “Also available on microfiche and online”)
- 740 for a variant online title
- **856** 41 field with the appropriate link (and restriction note if applicable) when the root record includes online access
- RU-ONLINE holding

Note: the root record for **non-serial cartographic materials** will be cataloged following the procedures for monographs.

Serials:

- **007** field for each additional format with the first two bytes provided (Examples: cr, for an online resource; co, for a CD-ROM)
- **530** field for other available formats that will not have a uniform title in a 776 field, generally microforms, (Example: “Also available on microfiche”), or for an online version with a different title (Example: Also available online under the title JPP)
- 740 for the variant online title (Example: 740 0 JPP)
- **776** field indicating both the availability of another format and a uniform title, primarily for direct and/or remote electronic versions (Example: |iAlso available on CD-ROM:|tJournal of plant physiology (CD-ROM)|x0024-7788). The introductory text can include other information about the online resource if desired (Example: |iAlso available online in a searchable database format:|tMLA Bibliography (Online) Note: this field is required for other versions having a separate issn whether or not Rutgers owns the other version.
- **856** 41 field with the appropriate link (and restriction note if applicable) when the root record includes online access
- RU-ONLINE holding