

Selecting and Cataloging Web Resources for Inclusion Into the MCCC CD Library Catalog (April 2007)

The mission of the Maricopa Community Colleges' Libraries is to support, enhance and improve the teaching and learning programs of the Colleges by acquiring, managing and promoting the use of information resources in a variety of formats and delivery methods.

The principles and guidelines outlined herein are intended to serve as a general guide for Web site collection development and cataloging decisions.

Selection Principles to be considered in selecting Web links:

1. The site is open to everyone and does not require membership or fees. (Some may require registration and later fees if users want to access full service.).
2. It is usually possible to reach the site and it is seldom down or overloaded.
3. It is not necessary to download additional software to navigate the site.
4. The purpose of the site is clearly stated.
5. Author and title information are clearly identified.
6. There are clear instructions on how to use the site.
7. The site employs navigation buttons or links, enabling the user to locate a particular page easily.
8. All parts of the site are functioning.
9. The page is stable and does not move or disappear frequently.
10. The user can back out of the site and does not get stuck looping between pages.
11. Duplication of print resources is acceptable for free Internet resources since it provides an additional point of use.

Access in the MCCC CD Catalog

All resources selected and forward to Library Technology Services for cataloging will be added as a resource that can be accessed by all the Colleges.

MARC Cataloging Standard

A MARC Cataloging Record will be created for each resource based on current AACR2 and cataloging guidelines of CONSER and the Library of Congress. Some current guidelines and practices can be found at:

Guidelines

[CONSER's Interim Guidelines for Cataloging Online Versions of Serials](#)
[LC's Draft Interim Guidelines for Cataloging Electronic Resources](#)

Coding

[Use of Fixed Fields 006/007/008 and Leader Codes in CONSER Records](#)
[Guidelines for Coding Electronic Resources in Leader/06](#)
[Cataloging Electronic Resources: OCLC-MARC Coding Guidelines](#)

Documentation

Aggregator Neutral Records

CONSER's Module 31: Remote Access Computer File Serials

CONSER's Module 33.18: Electronic Newspapers

Cataloging Internet Resources: A Manual and Practical Guide, 2nd ed. by *Nancy Olson*

Guidelines for the Use of Field 856

Presentations/Online Tutorials

Transforming AACR2: Using the revised rules in Chapters 9 and 12

Introduction to Cataloging Electronic Integrating Resources / OLAC

LTS cataloging practice:

1. Each site will contain a Library of Congress classification number.
2. The 856 field of the MARC record contains the active link to the resource. LTS will use the link given by the requestor. If multiple links to the resource are available or needed for access it is the requestor's responsibility to provide *all* url links to LTS with a description of what each link accesses.
3. LTS will use general accepted cataloging practice to describe the resource. If specific resource description is desired the requestor must provide that information to LTS at the time the request for cataloging is made.

Database maintenance:

When a site has changed, is no longer active or would not meet current selection practice, it is the responsibility of the Colleges to notify LTS to remove the catalog record and associated item records.

When an automated url checker program is installed, LTS will use the report generated to determine if a site has changed url and the catalog record needs to be edited or if the site is no longer accessible LTS will delete the catalog record and associated item records.

To request LTS catalog a site or to submit changes related to a previously-cataloged website, please submit an LTS helpdesk request using the following template for information needed.

Request for LTS to Catalog Web Site for the MCCCCD Catalog

College:

Contact/requestor:

Name of Web Site:

Web site url link (please copy and paste from search engine):

Notes about site that you wish to be added to the catalog record: