Cataloging eBooks

eBooks are digital reproductions of a print title or are born digital (never in print format). When cataloging eBooks you will have one of these scenarios:

1. A MARC record is available for your eBook.
2. You can find a record for the print version, but not the eBook. You need to modify the print version's record to match your eBook.
3. No record can be found for either the print version or the eBook. You'll need to catalog the eBook using the eBook Template. *See handbook, Cataloging/Advanced Cataloging/Cataloging eBooks*.

A Marc Record is available for your eBook

1. Follow the INFOhio cataloging method by checking your own database for an existing record.

    a. If you find a record, verify the 856 tag is correct.

    b. If you don't find an eBook record in your database, search for a record in SmartPort.
        - *Capture and save* as a NEW record. Remove oisl from the Title Control Number Source and replace it with "k". The record will load as new with a unique Title Control number. This will prevent it from overlaying another record.

        Title control number source: k   **1b**
        Indexed MARC tag number: ils
        Call sources: ATDEWEYLOC,949,,
        Library: LEHS

        - *Verify* the 856 tag is correct.
        - *Add* item information. See pg.4 of this document.

Modify a record for the print version to match your eBook

1. If you didn't find an eBook record in SmartPort, continue searching for a print version. You can export it and then modify it.

    a. *Locate* the print version record in SmartPort.

    b. *Capture and save* as a NEW record. Remove oisl from the Title Control Number Source and replace it with "k". The record will load as new with a unique Title Control number. This will prevent it from overlaying another record.

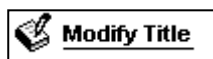   Title control number source: k   **1b**
        Indexed MARC tag number: ils
        Call sources: ATDEWEYLOC,949,,
        Library: LEHS

2. *Click* on the Cataloging Wizard.

3. *Set properties*

    [Modify Title]

    Behavior | Defaults | Helpers
    Search preferences
    Type: KEYWORD
    Index: Title
    Library: ALL
    Editor display options
    ● MARC View   **3**
    ○ Descriptive view

    a. *Right Click* on the Modify Title Wizard.
    b. *Change* the properties to MARC View.

4. ***Click*** on Modify Title Wizard.

    Modify Title: screen displays.

5. ***Locate*** the title you want to modify. Your imported record should be the Current record. ***Click*** Modify.

    Modify Title screen displays*.*

6. ***Update or add an 040 tag***.

    a. Add subfield d (|d) with your LC/NUC code to the 040 tag. There can be more than one |d.
    b. If you do not know your code, it can be found at
        http://lcweb.loc.gov/marc/organizations/
    c. If there is no 040 tag, create one and enter
        your code in subfield d of the 040.
        i.   Click on the tag number lower than 040.
        ii. Right click and select Add Field After.
        iii. Type 040 in the box.
        iv. Tab to the contents area and enter |d
             plus your code.

	Data source	003		IJPBB
	Date/time stamp	005		20061012163458.0
	LCCN	010		97029718
	ISBN	020		0689832133 :|c$17.07
	Local system #	035		(Sirsi) i9780689832130
	Local system #	035	**6**	pbb00000055796
	Cataloging source	040		DLC|cDLC|dDLC|dIJPBB
	LC Call Number	050	00	PZ7.C88135|bCl 2000

7. **Add a 655 tag – genre**
    a. Right click where you want the 655 tag, add a field, and type 655. There can be more than
        one 655 tag, so even if there is already a 655 tag, add a new one.
    b. Tab to the indicator box. First indicator is
        blank, second indicator is zero (0).
    c. In the Contents area, ***type*** Electronic books.

Genre index term	655	0	Electronic books.

8. ***Add a 690*** tag.
    a. Right click where you want the 690 tag, add a field, and type 690. There can be more than
        one 690 tag, so even if there is already a 690 tag, add a new one.
    b. In the Contents area, ***type*** eBook|2local.

Local subject	690	**8**	eBook|2local.

9. ***Add an 856 tag.*** *(If there already is an 856, be sure it links where you want. If not, add a new 856*
    above *it.)*

    a. Right ***Click*** on the last tag number lower than 856.
        In the sample, it is 710. If there is already an 856
        tag, put this before it.
    b. ***Select*** Add Field After.
    c. ***Type*** 856 in the tag number box.
    d. ***Press*** tab.

author	700	1	Cronin, Doreer
author	710	2	Scholastic Inc.
author	**9b** 710	2	Weston Woods
note	903	**Add Field Before**	
		Add Field After	
		Append Field	

    e. ***Add*** the indicators 40. (The 4 means it's a web resource and the 0 means it's the actual
        resource .)
    f. ***Press*** tab.

g. *Type |u* and **paste** in the url.

h. *Type |y* and **enter** text you want to display when you hover over the link icon in the opac. This is especially important if the record has more than one link. (ex. |yRead eBook)

NOTE: *The hover display is not working yet, but continue adding |y to your records so they'll be ready when this enhancement is complete.*

Electronic resource	856	40	|uhttp://www.america.gov/media/pdf/books/free-at-last.pdf|yRead online
INFOhio template	989		Derived Record

10. ***Add a 989 tag - IMPORTANT*!**

   1. **Type** Derived Record

11. **Click** Save.

Add an item and call number

Even though you do not have a physical item, you should assign a dumb barcode to your eBooks.

1. You can change the call number from XX to EBOOK. This displays nicer in the online catalog and makes it more obvious it is an eBook.
2. Call numbers options can include:
    a. EBOOK
    b. EBOOK FIC ABC
    c. EBOOK 123.45 ABC
    d. EBOOK BIO LINCOLN
3. Making the item group EBOOK, will allow students to do a search in the online catalog – no search term needed to display all eBooks. Doing a general or all fields search for ebook, will bring up records with an eBook ISBN included, whether or not your item is an eBook.
4. Making the material type EBOOK will change the icon in the online catalog.
5. The item will indicate the building for the eBook, i.e. it may be for elementary rather than high school.
6. You have the option of adding a public note.
7. You will be able to run a shelflist to get a list of all your eBooks.

Jane Eyre
EBOOK_MACKIN F BRONT
Brontœ, Charlotte, 1816-1855.
[Burnsville, Minn. : Mackin Classics, 2012?]
In early nineteenth-century England, an orphaned young woman accepts employment as a governess and soon finds herself in love with her employer who has a terrible secret.
2012
Click here to view book
Electronic Resources
Available: 1

Place Hold

Library	Call Number	Item Group	Material Type	Status	Item Holds
HS	EBOOK_MACKIN F BRONT	Ebook Collection	E-Book	Available	Reserve This Copy