Internet Cataloging Procedures

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Internet resources are vital in meeting the instructional and research needs of academic libraries. To ensure access by the University community, the University Libraries will make available appropriate Internet resources. According to Nancy B. Olson, AInternet resources to be cataloged should be selected as carefully as any other material that is added to the collection. Collection developers or managers, faculty selectors, and other library staff may be involved. . . . An institution needs to develop a collection development policy for electronic resources, just as for any other type of material@ (Olson, p. 2). Selection criteria, therefore, must adhere to the WKU Libraries Collection Development Statement (1992), regardless of format. The process for the selection and acquisition of Internet resources must conform to existing University Libraries guidelines and procedures. The library liaisons serve as liaisons with departmental faculty and other library users in determining resources that best support curricular and research needs (see Attachment 1).

Although most Internet resources are readily accessible, some resources require special viewers, such as Adobe Acrobat Reader for viewing PDF files, and a TIFF viewer for viewing TIFF documents. A music resource may require a sound card and a music player to be installed on the user=s computer. Without this required hardware and software, hot links in the OPAC cannot lead users to the desired information. Therefore, it is very important to examine the requirements of each resource to determine how to catalog it and how to provide technical support if needed@ (Zhang, p. 109).

The Task Force reviewed the guidelines and procedures for selection and placement of electronic resources in use by the two University Libraries committees reviewing electronic resources, the Electronic Information Resources Committee (EIRC) and the Web Site Team (WST) (see Attachments 2 and 3). EIRC procedures provide for the addition of remote location and other relevant information to TOPCAT records for electronic access when we own the print version or we subscribe to an online resource. Requests for new electronic resources are made through the EIRC by submitting an Electronic Information Resources Request Form (Attachment 4). WST guidelines do not currently address requests for linked resources on TOPCAT.

The Task Force also investigated the use of OCLC CORC as a method for cataloging Internet resources. Currently, OCLC CORC records are instantaneously added to the WorldCat database. Records created in WorldCat are loaded into the OCLC CORC database within 48 hours of creation. Given the evolving interchange between OCLC CORC and WorldCat, the Task Force feels the selection of the cataloging method should be left to the discretion of the cataloger.

The Task Force recommends the following processes for acquiring, cataloging, and making available Internet resources:

1. If an Internet resource is without cost to the Libraries' materials budget and the requestor only desires that a link be provided on the University Libraries' website, the request is
submitted to the WST chair. This type of request does not require an Electronic Information Resources Request Form.

2. If the Internet resource, whether purchased or without cost, is expected to add value to TOPCAT, the request is submitted to the EIRC chair.
   - If a cataloging record already exists for the print item, the URL link request should be sent to the EIRC chair. No Electronic Information Resources Request Form required.
   - If no cataloging record exists for the link, then the request should be submitted to the EIRC chair using the Electronic Information Resources Request Form.

3. The EIRC chair will forward the request to the appropriate DLATS unit coordinator for cataloging.

4. The choice of OCLC method for cataloging (Connection or WorldCat) should be left to the discretion of the cataloger.

5. EIRC and WST should review their guidelines and procedures on at least an annual basis to ensure responsiveness to evolving technologies and consistency with current practices.

Sources:


CYBERSTACKS(sm).@ <http://www.public.iastate.edu/~CYBERSTACKS/>

Internet Library for Librarians.@ <http://itcompany.com/inforetriever/>


OCLC’s CORC. @ <http://www.oclc.org/oclc/corc/index.htm>

Project Aristotle(sm).@ CYBERSTACKS(sm).<http://www.public.iastate.edu/~CYBERSTACKS/Aristotle.htm>

Task Force members: Rose Davis (Chair), Connie Foster, Elaine Moore, Jack Montgomery, Sue Lynn Stone, and Haiwang Yuan