

Digital data cataloging in MARC

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Scope

This document is intended to provide local policy and best practice guidance to catalogers on interpreting fields relevant to digital cartographic materials using the RDA content standard. The intended audience for this document is copy catalogers reviewing an existing record as well as original catalogers creating a new, full-level record.

For more detailed information, see the *RDA Toolkit* using LC/PCC practice. RDA section 3.19.8 specifically covers digital representations of cartographic content. A great resource is the book *RDA and Cartographic Resources* by Paige Andrew, Susan Moore and Mary Larsgaard (call number Z695.6 .A555 2015 (Main Library)).

All suggested codes in this document apply to digital images, datasets, and collections, including:

- digital orthophotos or remotely-sensed images
- geospatial data (vector or raster)
- graphic images created by software (such as GIS)

The media on which the images, datasets, or collections are stored may include:

- CDs (including CD-ROM)
- DVDs (including DVD-ROM)
- Computer hard drive or other local storage unit
- Online (via a URL)

For cataloging scanned maps, please see [Scanned map cataloging in MARC](#).

For cataloging digital data using only a minimal bibliographic record, please see [Digital data cataloging in MARC - Minimal records](#).

General Information

For more detailed information, see *Cartographic materials : a manual of interpretation for AACR2*. Appendix H provides basic information about cartographic electronic resources. Appendix J provides basic information about remote-sensing images.

Another resource is the article *Cataloging/metaloging digital geospatial data* by Mary Larsgaard (online at:http://biblioteca.uam.es/cartoteca/documentos/larsgaard_english.pdf).

Cataloging Standards

Unless otherwise specified, information in this document applies to RDA content standards.

The OCLC Level I and Level K input standards for each of the fixed and variable fields below are listed in parentheses following the field code/number.

- **Level I** represents full or complete cataloging;
- **level K** represents minimal-level cataloging.

The RDA standard does not specify whether a field is mandatory or optional. Rather, RDA identifies elements considered to be the minimum set, or "core" elements, and those elements that are core if they are applicable, or "core if". See the RDA documentation for the list of "core" and "core if" elements.

Information regarding Quality Assurance can be found on OCLC's website at <http://www.oclc.org/bibformats/en/quality.html>.

Leader-Fixed Fields

Below are the typical codes for each of the leader fields, given in the order they appear in OCLC Connexion. For more detailed information, or to look for other code options, see <http://www.oclc.org/bibformats/en/field/008summary.html>.

Template - MAPS

(Many cartographic electronic resources records in OCLC are coded as Type m for computer file; however, the cartographic aspect outranks the computer file aspect, so use type e here, and add a 006 field with subfield \$a coded as "m". See <http://www.loc.gov/marc/cfmap.html>)

Type

e (cartographic materials)

BLvl

m (monograph titles)
c (collection of materials not originally published, distributed, or produced together)
i (integrating resource)
s (serials)

CrTp

a (single map - use for a born-digital or scanned map (e.g. PDF))
b (map series) - use for born-digital or scanned maps (e.g. PDF)
c (map serial) - rare
z (other) - use for GIS data

Desc

i (ISBD - follows ISBD punctuation) (not an RDA requirement, but is a LC PCC best practice)

Elvl

See <http://www.oclc.org/bibformats/en/quality.html> section 5.1 'Upgrading Minimal-level records' to determine if the record can be upgraded

I (full-level cataloging)
K (minimal-level cataloging)

Form

q (direct electronic - i.e. requires a computer to read the physical carrier; used for CDs, DVDs, etc.)
o (online - the resource is accessed by means of hardware and software connections to a communications network; used for digital files on a server.)
NOTE: Older records may use "s" for 'electronic'. However, this now only applies to electronic materials that do not require a computer to be read (such as a music CD or video DVD) These records should be changed to "q" or "o".

Indx

0 (no index - appropriate for most digital materials)
1 (index available) (include in a 500 note as well)

Src

d (creator of original cataloging data is from an OCLC-member institution, such as UCSB)

GPub

l (local government agency publication)
s (state government agency publication)
f (federal/national government agency publication)
(blank) (not a government publication)

Proj

Compare with 255 \$b (see projection options at <http://www.oclc.org/bibformats/en/field/255b.html>)
Add the code only if the projection information is available.

Relf

Compare with a possible 500 field note (see relief options at <http://www.oclc.org/bibformats/en/field/500.html>)
This code is not applicable to GIS data and imagery.
(blank) (no relief shown)

SpFm

Special format codes are at <http://www.oclc.org/bibformats/en/field/spfm.html>
z (other format - can be used for GIS data, but not necessary)
(blank - no specified format characteristics)

DtSt

Compare with and match to 260 \$c or 264 \$c and 'Dates' field below (see 260 or 264 fields below for more information)
s (single publication (or copyright) date - also use for dates in brackets or with question marks in 260 \$c or 264 \$c)
m (initial/terminal dates of a map series published over several years)
r (reprint date - for republications or facsimiles of earlier maps)
t (both publication and copyright dates)
q (questionable date - you use this when inferring a date from a range of dates)

Ctrl

(blank) (not under archival control)

MRec

(blank)

Dates

Compare with 'DtSt' field above; enter the 4-digit year as applicable:
if DtSt = s, only use the first date field
if DtSt = m, first date field is beginning year (should match 260 or 264 \$c); second date field is ending year (may or may not be provided in 260 or 264 \$c)
if DtSt = r, first date field is current revision date; second date field is most recent prior publication date
if DtSt = t, first date field is publication date; second date field is copyright date
if DtSt = q, first date field is earliest year, second date is the latest year; dates must be entered in both date fields

NOTE: Use 'u' for any unknown digits, i.e. 194u for an uncertain year some time between 1940 and 1949; uuuu for an unknown year.

Lang

This is the language associated with the material being cataloged.

eng (English) - or see http://www.loc.gov/marc/languages/language_name.html for a list of codes by language name

Ctry

This is the country of publication, not the country of data coverage.

Compare with 260 \$a or 264 \$a - see http://www.loc.gov/marc/countries/countries_name.html for a list of countries (and US states)
If the country is unknown, enter xx

Variable Fields - 0XX

NOTE: Listed below are the fields and codes most relevant to digital cartographic materials cataloging. This is not an exhaustive list of all the fields in a record.

006 - Additional Material Characteristics

This field is important for computer files, especially when the Type in the leader is "e" (cartographic materials).

In Alma, the coding for the 006 would be m#####o#c#####

The following positions are used:

00 - characteristic (mandatory)

= m (computer file/electronic resource)

05 - audience (optional)

see <http://www.oclc.org/bibformats/en/field/audn.html> for codes

06 - form of material (same as "Form" in the Leader) (mandatory if applicable or readily available)

= q (direct electronic)

= o (online)

09 - type of computer file (optional)

= c (representational - used for GIS data, remote sensing, and scanned maps)

see <http://www.oclc.org/bibformats/en/field/file.html> for other codes

11 - government publication (same as "GPub" in the Leader) (mandatory)

= l (local government agency publication)

= s (state government agency publication)

= f (federal/national government agency publication)

= (blank) (not a government publication)

007 - Physical Description

Only the most common codes for digital cartographic materials are shown below, and therefore the list is not exhaustive. Remote-sensing images are coded differently from other electronic resources; thus the two cases are shown separately below.

Electronic Resource (see <http://www.oclc.org/bibformats/en/0xx/007comp.html>)

\$a - category of material (mandatory)

c (electronic resource)

\$b - specific material designation (mandatory)

o (optical disc - this is used for CD-ROMs and DVD-ROMs)

r (remote - this is used when the datasets are stored on a server or computer hard drive)

\$d - color (mandatory)

a (one color other than black)

b (black and white)

c (multicolored - uses more than one color - most common)

m (mixed - contains one color, black and white, and/or multicolored objects)

n (not applicable - use for GIS data)

\$e - dimensions

g (4 3/4 in. - the typical dimensions of an optical disc)

n (not applicable)

\$h - file formats (number of file formats used)

a (one file format)

m (multiple file formats)

u (unknown)

\$j - antecedent/source

see <http://www.oclc.org/bibformats/en/0xx/007comp.html> for codes

Remote-sensing Image (see: <http://www.oclc.org/bibformats/en/0xx/007remote.html>)

\$a - category of material (mandatory)

r (remote-sensing image)

\$b - specific material designation (mandatory)

u (unspecified)

\$c - not used

(blank)

\$d - altitude of sensor

a (surface)
b (airborne)
c (spaceborne)
n (not applicable)
u (unknown)

\$e - altitude of sensor

a (low oblique)
b (high oblique)
c (vertical)
n (not applicable)
u (unknown)

\$f - cloud cover - see the list of percentages at <http://www.oclc.org/bibformats/en/0xx/007remote.html>

n (not applicable)
u (unknown)

\$g - platform construction type - see the list of options at <http://www.oclc.org/bibformats/en/0xx/007remote.html>

n (not applicable)
u (unknown)
z (other)

\$h - platform use - see the list of options at <http://www.oclc.org/bibformats/en/0xx/007remote.html>

n (not applicable)
u (unknown)
z (other)

\$i - sensor type

a (active - sensor measures the strength of the reflections of its transmissions)
b (passive - sensor measures the strength of transmissions sent to the remote target)
u (unknown)
z (other)

\$j - data type - see the list of options at <http://www.oclc.org/bibformats/en/0xx/007remote.html>

034 - Coded Cartographic Mathematical Data

Local policy: always add if missing (and applicable)

Verify if 034 is present. If not, it should be added. Compare this field to the 255 field. A typical 034 would look like the example below.

Scale (\$a and \$b)

In the case of GIS data and remote sensing images, scale is irrelevant, in which case the 034 first indicator is "0" and no \$b is entered. The 255 subfield \$a should show "Scale not given".

Coordinates (\$d through \$g)

The coordinates (or extent of a dataset) should be entered as westernmost longitude, easternmost longitude, northernmost latitude, southernmost latitude.

If coordinate information is not available, establish the W-E-N-S furthest most points for subfields d,e,f,g, respectively, using various online tools or GIS software. The [Coordinates for Catalogers](#) document is helpful for countries and states in the U.S. For additional help with determining coordinates, see the online bounding box tool at <http://boundingbox.klokantech.com/>, or for US places see the Latitude and Longitude Lookup at <http://www.lat-long.com/>.

If you are comfortable with GIS software, you can use it to determine coordinates, but make sure that the workspace projection is set to Geographic Coordinate System in decimal degrees.

NOTE If \$d through \$g are in the degree-minutes-seconds (DMS) format, code as: HDDMMSS = Hemisphere (1 letter - W, E, N, or S), Degrees (3 digits), Minutes (2 digits), Seconds (2 digits). Add "0"s as necessary to have exactly the number of specified digits (2 or 3).

Example:

034 0_ \$a a \$d W1740000 \$e W0620000 \$f N0720000 \$g N0170000

For decimal degrees (DD), use the format: ddd.dxxxxx = degrees.decimal degrees (Use the minus sign ("-") to indicate western or southern hemisphere, e.g. -110.2300)

If the map's coordinates are in DD, there is no need to convert the values to DMS, and vice versa. Either format is acceptable. (It is rare to see coordinates given in DD on paper maps, though that format is very common with digital data.)

To convert between DMS and DD, you can use the online tool at http://www.calculatorcat.com/latitude_longitude.phtml

043 - Geographic Area Code

Include multiple codes in multiple \$a subfields to match all 651/650 geographic subdivisions.

See <http://www.loc.gov/marc/geoareas/> for a complete list of geographic area codes.

049 - Local Holdings

We no longer need to change the 049 field to CUTO. This was only used in Aleph.

052 - Geographic Location

Include multiple 052 fields to match all 651/650 geographic subdivisions.

099 - Local Call Number

Add the MIL call number in the 099 field, confirming that the map classification is accurate.

Although this field is optional in RDA, it is local practice to always add this field to a record.

Variable fields - 2XX

245 - Title Statement

\$a - Title

Check the CD/DVD case cover, disc cover, and any readme files accompanying the material for title information. Do not use the file name of a GIS dataset or image as the title proper. The title from a disc label or CD/DVD cover is preferred.

If the CD/DVD was created strictly to transfer data from the publisher to the library, and the disc label is hand-written, this disc and its label are not included in the bibliographic record. This was just a method of transfer, not the actual carrier.

For digital materials without formal titles (which is common for GIS datasets and imagery), create a short, descriptive title and enter it within brackets. Typically, the form would be [<location, subject, year (situation date)>], such as [Sonoma County GIS data, 2015].

Examples:

245 10 \$a [Data from UCSB Interactive Campus Map].

245 10 \$a [Butte County GIS parcel data, 2016].

\$b - Remainder of title

If the title proper does not indicate the geographic region covered and/or the subject portrayed, then add a brief phrase in brackets in subfield \$b indicating the geographic region and/or subject.

250 - Edition Statement

The edition statement relates to the resource as a whole, not the software used to run the data.

255 - Cartographic Mathematical Data

This field contains information about the material's scale, projection, and bounding coordinates. Verify the information in the 255 field. If not present, it must be added.

The coordinates should be entered as westernmost longitude, easternmost longitude, northernmost latitude, southernmost latitude (see 034 field).

Scale (\$a)

For GIS datasets and remote-sensing images, use "Scale not given" unless the material has a scale statement or has scale as part of the title information.

Examples of 255 \$a:

255 \$a Scale not given – used for most GIS data and remote-sensing images

Projection (\$b)

Include the projection in \$b if it is stated on the digital material. Put the appropriate code for the projection in the 'Proj' field of the Leader. If no projection information is given, or if there is no projection, do not enter a subfield \$b.

Use the exact wording provided on the material and do not abbreviate projection.

Coordinates (\$c)

If at least one of the coordinates has a value for minutes or seconds other than zero, include minutes and seconds for *all* coordinates in \$c (with two digits each for minutes and seconds).

Examples:

Degrees-minutes: (W 74°50' --W 74°40'/N 45°05'--N 45°00')

Decimal degrees: (E 079.5333265--E 086.216635/S 012.583377--S 020.419000)

NOTE: If you are using ArcGIS or other GIS program to determine the coordinates, keep in mind that they may be expressed as part of a projected coordinate system (such as UTM Zone 10N meters), not latitude and longitude. In that case, change the projection in the layer properties to a Geographic Coordinate System (GCS) and record the values for the extent of the dataset (or use a conversion tool such as <http://www.rcn.montana.edu/resources/converter.aspx>).

Examples of complete 255 fields:

255 \$a Scale approximately 1:164,000 \$c (W 122°24'--W 121°33'/N 37°51'--N 36°52').

255 \$a Scale not given \$c (E 124°00'--E 131°20'/N 43°00'--N 33°00').

255 \$a Scale 1:63,360 ; \$b transverse Mercator projection \$c (W 136°00'--W 130°30'/N 60°00'--N 54°00'). – *Note semicolon between scale statement and projection statement*

256 - Computer File Characteristics

This field is no longer used for electronic resources.

264 - Production, Publication, Distribution, Manufacture, and Copyright Notice

For remote-sensing images:

- Government agencies typically contract out to private companies to fly an area to create aerial photographs. In those cases, the private company would be the body responsible for creating the images and the government agency would be the publisher.
- The situation date (date of the image) can be used to infer the publication date if no publication date is given.

For downloaded data where we are creating the "package" (eg, county GIS and parcel data), second indicator is 1. Digital datasets are still considered released or issued, thus grouped under "Publication" in MARC.

Example:

264 _1 \$a [Butte Co., Calif.] : \$b [Butte County Information Systems], \$c [2016]

Variable fields - 3XX

300 - Physical Description

Extent (\$a)

Record the extent of the carrier, with the extent of the contents in parentheses (e.g. 1 computer disc (184 remote-sensing images). See RDA 3.4.1.7. Use a carrier type listed in RDA 3.3.1.3. If none of the terms in the list is appropriate, use another concise term or terms in common usage to indicate the type of unit.

An online resource is "[a] digital resource accessed by means of hardware and software connections to a communications network."

- If the data is available via the Internet (via a web browser), use "1 online resource" (e.g. "1 online resource (2 maps)").
- If the data is stored on a local server (accessed via a library computer), no matter how it was obtained (download, CD, DVD, etc.), use "1 online resource" e.g. 1 online resource (125 shapefiles, 2 geodatabases).

Other physical details (\$b)

For digital materials such as GIS data, this subfield can be omitted. For remote-sensing images filmed with infrared film, use either "infrared color" (for color) or "infrared" (for black and white).

Dimensions (\$c)

Record the dimensions of the CD or DVD here. For digital files stored on a server or hard drive, do not enter subfield \$c.

A typical CD/DVD is 4 3/4 inches wide.

Accompanying Material (\$e)

Use subfield \$e for hard copy accompanying material, not for digital readme files. However, make sure to include in a note field if there are electronic manuals or readme files with the data.

Examples of complete 300 fields:

300 \$a 2 computer discs (100 remote-sensing images) : \$b color ; \$c discs 4 3/4 in.

300 \$a 1 computer disc (4 maps) : \$b color ; \$c disc 4 3/4 in. +\$e 1 user's guide

300 \$a 1 external hard drive (2,000 remote-sensing images) : \$b color +\$e 1 index map sheet (102 x 145 cm)

300 \$a 1 online resource (10 shapefiles)

336 - Content Type

The most common cartographic content type for digital data is cartographic dataset. A remote sensing image or a PDF of a scanned map would be a cartographic image.

The subfield \$b content type code is optional. If it is already in a record, leave it. If it is not in a record, do not add it. When adding the 336 field using the macro, the code will be automatically added, and it can be left in.

Examples:

336 \$a cartographic dataset \$2 rdacontent

336 \$a cartographic image \$2 rdacontent

337 - Media Type

The most common cartographic media type for digital data is computer.

The subfield \$b media type code is optional. If it is already in a record, leave it. If it is not in a record, do not add it. When adding the 337 field using the macro, the code will be automatically added, and it can be left in.

Example:

337 \$a computer \$2 rdamedia

338 - Carrier Type

The most common cartographic carrier types for digital data are computer disc and online resource. If the dataset is stored on a local network server, then the carrier type would be "online resource".

The subfield \$b carrier type code is optional. If it is already in a record, leave it. If it is not in a record, do not add it. When adding the 338 field using the macro, the code will be automatically added, and it can be left in.

Example:

338 \$a computer disc \$2 rdacarrier

338 \$a online resource \$2 rdacarrier

342 - Geospatial Reference Information

This field is not commonly used. Therefore, it is local policy not to add this field.

343 - Planar Coordinate Data

This field is not commonly used. Therefore, it is local policy not to add this field.

347 - Digital File Characteristics

Core for digital cartographic resources

This field is used to record technical specifications related to the digital encoding of text, image, and other types of data in a resource. (See RDA 3.19.) This field is a core element for LC/PCC for digital cartographic resources.

This field and all subfields listed here are repeatable. End the field with the non-repeatable subfield \$2 rda.

File Type (\$a)

The most common file types are:

- data file
- image file
- program file
- text file

Encoding Format (\$b)

This is the schema, standard, etc. used to encode the digital file. The most common formats are:

- GIF
- JPEG
- TIFF
- DEM
- PDF

If the format is not found in RDA 3.19.3.3, use another concise term as appropriate.

- shapefile
- GDB

File Size (\$c)

Record the file size if it can be readily ascertained and is considered important for identification or selection.

Resolution (\$d)

This is the "...clarity or fineness of detail in a digital image, expressed by the measurement of the image in pixels, etc."

Examples:

347 \$a data file \$b GDB \$2 rda
347 \$a data file \$a image file \$b shapefile \$b TIFF \$2 rda
347 \$a data file \$b DEM \$d 30-meter pixels \$2 rda

352 - Digital Graphic Representation

Core for digital cartographic resources (if not included in the 300 or 347)

Information does not need to be repeated in both the 347 and 352 fields.

Although some of this information may also appear in the 655 genre form field, this is the appropriate place to indicate whether the digital material is a vector or raster file, whether it is a point, polygon, or line vector file, and whether it is a shapefile, ECW, coverage, etc. The 352 field is repeatable. Subfield \$b is repeatable if there is more than one vector type. Subfields \$a and \$q (among others) are not repeatable within the same 352 field.

Examples:

352 \$a Vector :\$b polygon ;\$q shapefile.
352 \$a Vector :\$b polygon, \$b point ;\$q shapefile.
352 \$a Raster :\$q ECW.
352 \$a Raster :\$b pixel ;\$q geoTIFF.
352 \$a Raster :\$b pixel ;\$q grid.

Variable fields - 4XX

490-830 - Series Statement-Series Added Entry

If the digital material is a CD or DVD that is issued as part of a series, enter the series statement into the 490 field if it is not already there. The 490 wording must match the wording provided on the digital material.

- If there is an LC authority record for the series, add a 490 and use 1 for the first indicator; then add an 830 with the authorized form of the series.
- If there is no LC authority record for the series, add a 490 and use 0 for the first indicator; do not add an 830.

If you see a 440 field, change it to a 490 and follow the guidelines above. 440 is obsolete.

Variable fields - 5XX

5XX - Notes

The notes fields below are listed in numerical order, except for the mandatory 538 field.

The order of notes is not specified in RDA, though it is good practice to continue to follow the AACR2 order of notes.

538 - System Details

Use this field to list the system requirements for viewing the digital material.

Examples:

538 \$a System requirements: PC; software that supports the ECW compressed image format (plugins and standalone software included); DVD-ROM drive.

538 \$a System requirements: ArcGIS or other compatible GIS software.

538 \$a Written in ASCII format; documentation files written in ASCII and WordPerfect 5.1 formats.

500 - Source of Title

Use this field to indicate the source of the title listed in the 245 field.

Example:

500 \$a Title from disc label.

500 - General Notes

Information you might put in a 500 note includes:

- uncompressed file size
- information from a readme file
- accompanying materials (these may also appear in a 300 field)
- projection, coordinate system, and datum information (projection also appears in the 034 and 255 fields, as well as the Leader/Fixed Field "Proj").

505 - Formatted Contents Note

Use this field to enter titles of separate works or parts of an item or the table of contents.

514 - Data Quality

If data quality information is provided, enter it in a 514 note.

520 - Summary

Use this field to summarize the contents of a CD or DVD.

522 - Geographic Coverage

This field is not commonly used. Therefore, it is local policy not to add this field.

530 - Additional Physical Form Available

This is where you can indicate if the resource is available in an additional form from the publisher, such as *also* being available online.

This is NOT used to indicate that we have made a digital copy of either a paper or digital object.

Usage:

- If you want to add a URL, it may be best to use the 856 field with subfield \$u.
- If the additional physical form has a catalog record, use a 776 linking field rather than a 530 note.

Examples:

530 \$a Also available via Internet from the USGS web site.

530 \$a Also available online.

552 - Entity and Attribute Overview

If this information is readily available, enter it in the 552 field. In most cases, this information will only be available within FGDC or ISO standard

metadata. The information does not need to be copied from these sources to the MARC record.

590 - Local Notes

We no longer add 590 local notes to direct people to the MIL service desk.

We no longer add 590 local notes to give the path to the data file. Use the 856 instead.

Variable fields - 6XX

650 - Topical Term

If the data has a subject, record a 650 \$a with an LC authorized subject heading, followed by a \$z (state, region, country), \$z (city, region, place, if applicable), followed by \$v Maps (aerial views, etc.), \$v Databases, and/or \$ Remote-sensing images as appropriate.

The authority for these headings is the *Library of Congress Subject Headings* (LCSH).

Keep in mind that the subject fields (except the subfield \$v Form subdivision) describe what the work is about, not what the work is. This is not the place to add CD-ROMs, etc. as a subject if the material being cataloged actually is a CD-ROM.

Example:

650 _0 \$a Transportation \$z United States \$v Maps \$v Databases.

651 - Geographic Name

The record should have at least one LC authorized geographic heading in the 651 field, and more, if necessary. Even if a geographical term appears in the 650, enter it in the 651 as well.

Include a 651 field for the geographic region using an LC authorized subject heading (LC Name Authority File), followed by \$v Maps (aerial views, etc.), \$v Databases, and/or \$v Remote-sensing images as appropriate.

Examples:

651 _0 \$a Yuba County (Calif.) \$v Maps.

651 _0 \$a Pakistan \$v Maps \$v Databases. (use for GIS data)

651 _0 \$a San Diego County (Calif.) \$v Remote-sensing images.

655 - Genre Form

Although this field is optional, local practice is to include it for digital cartographic materials.

Use a genre term from the *Library of Congress Genre/Form Terms* (first indicator blank, second indicator 7, and add \$2 lcgft).

Examples:

655 _7 \$a Geospatial data. \$2 lcgft

655 _7 \$a Topographic maps. \$2 lcgft

655 _7 \$a Vector data. \$2 lcgft

655 _7 \$a Raster data. \$2 lcgft

655 _7 \$a Geodatabases. \$2 lcgft

Variable fields - 7XX

76x-78x Linking Entry Fields

If the item being cataloged is related to another item that has already been cataloged, these fields are used to link bibliographically to those other materials. For more information, see <http://www.oclc.org/bibformats/en/7xx/76x-78x.html>.

776 - Linking Entry-Additional Physical Form

This field is used to provide information about other physical forms of the described material that are cataloged separately.

Example:

776 1_ \$i Disc version: \$t Esri business analyst for desktop. \$d [Redlands, CA] : [Esri], [2013] \$h 1 computer disc (5 maps) : color. \$w (OCoLC)71555035

Variable fields - 8XX

830 - Series Added Entry-Uniform Title

See **490-830 - Series Statement-Series Added Entry**

856 - Electronic Location and Access

This field is used to record the path to the data on svmwindows (accessed via the Collaboratory computers).

For data files, use first indicator "7" and second indicator "0". Enter the path to the data in subfield \$d. Add a subfield \$2 with "file".

Example:

856 70 \$d \\MIL\DataCollection_unrestricted\MIL\7030s_25_i7 \$2 file

This field can also be used to list a URL for online access.

If the URL is for the material being cataloged, use second indicator "0". If the online resource is another version of the material being cataloged (such as a web version of the data on the CD we are cataloging), then use second indicator "1". A link to supporting document online can be entered, using second indicator "2", and using subfield \$3 to explain what that supporting document is.

In order to create a hyperlink, put the URL in subfield \$u. If you want more descriptive text, put that text in subfield \$z.

Examples:

856 41 \$u <http://purl.access.gpo.gov/GPO/LPS35833>

856 41 \$u <http://purl.access.gpo.gov/GPO/LPS35833> \$z PURL leads to a screen from where the document may be downloaded. Adobe Acrobat Reader required for some files

856 42 \$3 Finding aid \$u <http://www2.loc.gov/ammem/ead/jackson.sgm>
