How to Catalog eBooks and eReaders in Minerva

Overview
Process for cataloging an eReader containing eBooks

eReader
1. Find record for your ereader already in Minerva.
2. Attach an item for each of your ereader units to the appropriate bib.

eBook
3. Find or create an appropriate bib record for the eBook.

Link
4. Link the bib record for the eBook to the item record of the eReader.

Repeat
5. Repeat steps 3-4 for all other eBooks on the device.

Only one item record will be created for each unit – the item with the barcode and call number of the ereader. Do not make additional item records for eBooks—you will attach the same item to all bibs on the same reader.

Before You Begin
It isn't necessary to create a new location for these devices, but make sure that you have Maine InfoNet staff set up loan rules using the combination of your location, itype, patron type, etc.
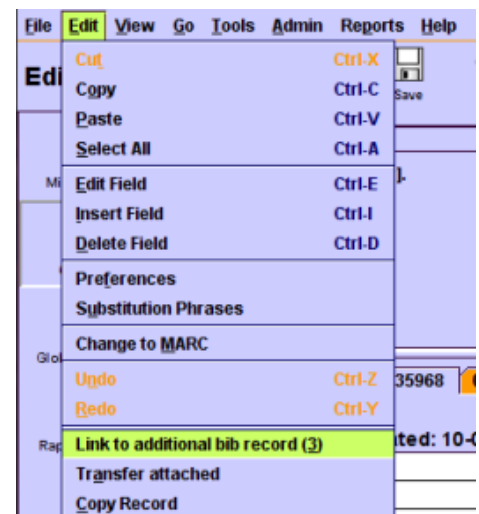
Each e-reader is an item record. It is attached to multiple bibliographic records, which describe both the device and the titles it contains.

Adding eReaders and Their Contents to the Catalog

1) **Find the bib record** for your ereader device. There should be only 1 bib record in the catalog for each version of a device. See list attached for bib numbers for devices through 2012. If you need a new device cataloged, contact InfoNet staff.

2) **Attach an item** and **add your library location** to the bib record as usual.
   a) e-Reader item records should include:
      i) A **call number** that clearly identifies the specific unit. For example: "Kindle 1". So that a patron could name it exactly just from the call number.
      ii) A **barcode**
      iii) A **serial number** as a secondary for of ID in an x field.
      iv) Any **message** you may want to pop up (in an m field) or **notes** you wish to include about the item (in an x field)
      v) **itype**: whatever itype you use for readers at your library. A good choice is 171 (non-requestable equipment)
      vi) **icode2**: "z" (non-contributing) so it does not appear in MaineCat

3) Still in the item, **attach to additional bib records** for all of the ebooks on that specific device. **Repeat** these steps as many times as necessary to add each additional ebook. If an existing bib record for your eBook. doesn't exist, import or create one, following the Minerva guidelines for cataloging eBooks. (See help at end of this document)

   a) **Click** on the **Edit** menu (not the button), and select **Link to additional bib record**
   b) **Find the next additional title's bib record** to attach to. Make sure it is a correct match (as you would find any bib record).
   c) When you find the correct bib record, **click Use Bibliographic Record** or **Use Bib** button to attach.

   … while still in the item record …

4) Add your library location to the additional bib records so they will be scoped and display correctly for your library.
   a) **Right Click** on each bib number down under "Also linked to Bib record(s): and pick **Update bibliographic record**
   b) **Edit** the bib to add your location if it is not already there
   c) **Repeat** so that your location is in all of the relevant bibs.

A completed item record for an e-Reader would look something like this:

b28405377

TITLE   Kindle [equipment].

LOCATIONS   sjc , fml

| Summary | Record i60335993 | 1 Item-level Hold | 0 Bib-Level Holds |

i60335993   Last Updated: 10-09-2012   Created: 10-09-2012   Revisions: 7

COPY #	1	LCHKIN	- -	LOCATION	fmlfi
ICODE1	0	INVDA	- -	LOANRULE	0
ICODE2	z	IN LOC	0	STATUS	-
I TYPE	1	# RENEWALS	0	INTL USE	0
PRICE	$0.00	# OVERDUE	0	CO.. USE	0
OUT DATE	- - :	ODUE DATE	- -	IMESSA..	
OUT LOC	0	IUSE3	0	OPACMSG	
DUE DATE	- -	RECAL DATE	- -	YTDCIRC	
PATRON#	0	TOT CHKOUT	0	LYCIRC	
LPATRON	0				

c   090   KINDLE C

Specific details of THIS one reader (item)

b   30000000000002
x   Serial Number: B00E 1492 1066 W004
m   DEREGISTER AND TURN OFF WIRELESS WHEN CHECKING O..

Attached to multiple bibs that describe other items as well

Also linked to Bib record(s):

b28476803, b28407702

The summary view of an e-reader device would look something like this: with multiple libraries all attached to the single device bib.

	#	Record Number	LOCATION	BAR CODE	VOLUME
☐	1	i59157264	sjc	31912001235992	
☐	2	i5915729x	sjc	31912001236008	
☐	3	i59157343	sjc	31912001236016	
☐	4	i59157379	sjc	31912001236024	
☐	5	i59157392	sjc	31912001236057	
☐	6	i59157434	sjc	31912001236073	
☐	7	i60335968	fml7d	30000000000000	
☑	8	i60335981	fml7d	30000000000001	
☐	9	i60335993	fmlfi	30000000000002	
☐	10	i60336006	fmlfi	30000000000003	

b28405377

TITLE   Kindle [equipment].

LOCATIONS   sjc , fml

Summary | Record i60335981 | 0 Item-Level Holds | 0 Bib-Level Holds

View i ITEM ▼   Attach New Item | Delete | Move | Select

The public display of a device would look something like this (unscoped).

Title	Kindle [equipment].	
Publisher	[Seattle, Wash. : Amazon.com, 2010]	

LOCATION	CALL NO.	STATUS
St. Joseph's College	KINDLE 1	AVAILABLE
St. Joseph's College	KINDLE 2	AVAILABLE
St. Joseph's College	KINDLE 3	AVAILABLE
St. Joseph's College	KINDLE 4	AVAILABLE
St. Joseph's College	KINDLE 5	AVAILABLE
St. Joseph's College	KINDLE 6	AVAILABLE
Falmouth ML 7 Day	KINDLE A	DUE 10-09-12 LIBR USE ONLY
Falmouth ML 7 Day	KINDLE B	LIBR USE ONLY
Falmouth ML Fiction	KINDLE C	1 HOLD
Falmouth ML Fiction	KINDLE D	AVAILABLE

Edition	Version 4.0.1.
Physical description	1 Kindle reader (graphite) ; 6.5 x 4.5 x 0.34 in. + leather cover.
Note	Wireless reading device.
	Wi-Fi.
	Amazon's 6" diagonal E Ink display, optimized with proprietary waveform and font technology, 600 x 800 pixel resolution at 167 ppi, 16-level gray

The summary view of an ebook bib would look something like this:

The public display of an ebook title would looks something like this. Notice how a patron would be able to tell which specific devices have the ebook they want. Also, a patron placing a hold on this bib would be put in line for the next item/reader *available to them* with this title on it.

Author	McClung, David.
Title	The avalanche handbook [electronic resource] / David McClung and Peter Schaerer.
Publisher	Seattle, WA : Mountaineers Books, c2006.

LOCATION	CALL NO.	STATUS
St. Joseph's College	KINDLE 1	AVAILABLE
St. Joseph's College	KINDLE 2	AVAILABLE
St. Joseph's College	KINDLE 3	AVAILABLE
St. Joseph's College	KINDLE 4	AVAILABLE
St. Joseph's College	KINDLE 5	AVAILABLE
St. Joseph's College	KINDLE 6	AVAILABLE
Falmouth ML 7 Day	KINDLE A	DUE 10-09-12 LIBR USE ONLY
Falmouth ML Fiction	KINDLE C	1 HOLD
Falmouth ML Fiction	KINDLE D	AVAILABLE

Edition	3rd ed.
	Kindle ed.
Note	Electronic reproduction created for storage on eBook reader device.
	Description based on print version record.

To Remove ebooks from your ereader item

Get the bib number of the ebook title you want to remove

Open the item you want to remove it from from the summary list of the ereader (i.e. you can't break an additional link if you're in the bib record that you want to remove).

Right click on the bib number for the ebook and click **Remove link to bibliographic record**.

You can also delete an ereader item and that will obviously break the links. You will still need to remove your location from the relevant bibs.

APPENDIX - Cataloging Electronic Books in Minerva with RDA

Definition: A digital version of a traditional print book designed to be read on a personal computer or an eBook reader (a software application for use on a standard-sized computer or a book-sized computer used solely as a reading device). Synonymous with digital book, e-book, ebook, and online book. (ODLIS)

Rules of the Road for Cataloging Electronic Books in Minerva:

- Kindles, Ipads, NOOK's, and Rocket eReaders are cataloged as equipment, not as electronic books.
- Electronic books need their own bibliographic record because the material type of the print counterparts are different. Print books have a material type of "a PRINTED MTL" and electronic books have a material type of "x E BOOK".
- Any url links and login instructions that do not pertain to all Minerva libraries must be put in the item record.

General Rules:
- Body of record (AACR areas 1-6; MARC 2XX, 3XX, 4XX) describes online document.
- Notes and added entries (AACR area 7; MARC 5XX, 7XX) note existence of related print version.

What to Notice:

Marc Leader:
- LDR/06 =" **a**" language material
- Material Type = "x" E Book

006: Field for Electronic Resources (additional coding for electronic/computer aspects of the resource)
- Typecode = "m" computer file electronic source
- File Type = "d" Document

007: Physical Description Fixed Field (Code for the electronic aspects of the resource)
- Mat Catg = "c" Electronic Resource

008: Fixed Field (Code for the continuing resource aspects of the resource)
- Form Item = "s" electronic
- Date Type = "s" single

020:   ISBN
- Use only the ISBN that applies to the eBook. If importing a record be sure to delete those for print and other versions.

245: Title and Statement of Responsibility
- Do not use a GMD per RDA.

264 |c: Single Date of Publication

- For non-serial (continuing) electronic resources subfield |c should represent the original print resource.

300: Physical Description
- No physical Description for remote access e-resources (internet resources)

533: Reproduction Note
- This note should describe the type of reproduction, place, publisher, date, notes about the reproduction.
- Electronic reproduction. |bFarmington Hills, Mi:|cGale, |d2008.|nAvailable via World Wide Web.

538: System Requirement Note / Mode of access
- Note special hardware/software requirements and means of access for this resource.

776: Additional physical Form
- Optional: add a formatted 776 "additional physical form" added entry for the physical copy.

856: Electronic location and access
- URL and note should be placed in item record for Minerva records.
- 856 4 0 |zLibrary Access |uhttp://www.loc.gov

AACR2 Example of an eBook Record as Contained on an eReader

LANG   eng   CAT DATE   08-13-2011   INITIALS -
SKIP   4   MAT TYPE   x   COUNTRY   nyu
LOCATION   multi   INPUT LIBR   -
MARC Leader   #####cam 22##### a 4500
LOCATIONS   asc ,asd ,fml
o   001   464268230
y   003   OCoLC
y   005   20110113021927.0
y   006   m   d
y   007   cz gn |||a||||
y   008   091109s2009   nyu   s   000 1 eng d
o   019   435437678
i   020   9780307272300 (ebook)
y   035   (OCoLC)464268230|z(OCoLC)435437678
y   040   TEFOD|cTEFOD|dTEFOD|dORE|dDMM|dNDD|dIAD|dINFON
y   041   1   eng|hswe
y   043   e-sw---
y   050   1 4   PT9876.22.A6933|bF5713 2009eb
y   082   0 4   839.73/8|222
a   100   1   Larsson, Stieg,|d1954-2004.
u   240   1 0   Flickan som lekte med elden.|lEnglish
t   245   1 4   The girl who played with fire /|cStieg Larsson ; translated from the Swedish by Reg
Keeland.
p   264   1   New York :|bAlfred A. Knopf,|c2009.
n   500   Electronic reproduction created for storage on eBook reader device.
n   500   Description based on print version record.
n   520   On the eve of publisher Mikael Blomkvist's story about sex trafficking between Eastern
Europe and Sweden, two investigating reporters are murdered. And even more shocking for Mikael Blomkvist: the
fingerprints found on the murder weapon belong to Lisbeth Salander--the troubled, wise-beyond-her-years genius
hacker who came to his aid years before.
d   650   0   Human trafficking|vFiction.
d   650   0   Journalists|zSweden|zStockholm|vFiction.
d   650   0   Computer hackers|zSweden|zStockholm|vFiction.
d   650   0   Murder|xInvestigation|vFiction.
d   651   0   Stockholm (Sweden)|vFiction.
d   655   7   Suspense fiction.|2lcsh
d   655   0   Electronic books.
b   700   1   Keeland, Reg,|d1943-
q   776   0 8 |iPrint version:|aLarsson, Stieg, 1954-2004.|sFlickan som lekte med elden. English.|tgirl
who played with fire.|b1st U.S. ed.|dNew York : Alfred A. Knopf, 2009|z9780307269980|w(DLC)
2009014053|w(OCoLC)262433336
y   929   fml

E Books

Language material

Computer file/Electronic Resource

Document

Electronic Resource

Electronic

Single known date/probable date

For non-serial electronic resources, subfield |c should represent the original print resource.

Additional Physical Form entry, describing the physical book.

eReader Bib records for Attaching

b2869594x	Kindle
b28696001	Kindle 2
b28696153	Kindle 3
b28696177	Kindle 4
b28696232	Kindle 5
b28696074	Kindle Dx
b28696104	Kindle Dx Graphite
b28696335	Kindle Fire
b28793651	Kindle Fire Hd
b2879364x	Kindle Fire Hd 8.9
b28696153	Kindle Keyboard
b28696268	Kindle Paperwhite
b28696207	Kindle Touch
b28804624	Kobo Ereader
b28804491	Kobo Glo
b28804466	Kobo Mini
b28804429	Kobo Touch
b28804260	Nook
b28804296	Nook Color
b28804399	Nook Hd
b28804284	Nook Simple Touch
b28804375	Nook Tablet
b28793833	Sony Reader Daily Edition 2009
b28793924	Sony Reader Daily Edition 2010
b28793882	Sony Reader Pocket Edition 2009
b28793973	Sony Reader Pocket Edition 2010
b28793882	Sony Reader Prs 300
b28793973	Sony Reader Prs 350
b2879378x	Sony Reader Prs 500
b28793808	Sony Reader Prs 505
b28793857	Sony Reader Prs 600
b28793948	Sony Reader Prs 650
b28793821	Sony Reader Prs 700
b28793833	Sony Reader Prs 900
b28793924	Sony Reader Prs 950
b2879400x	Sony Reader Prs T1
b28794023	Sony Reader Prs T2
b28793857	Sony Reader Touch Edition 2009
b28793948	Sony Reader Touch Edition 2010

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