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UNIMARC *Guideline no. 6: Electronic Resources*

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Abstract:

This paper will provide an overview of UNIMARC Guideline no. 6: Electronic Resources. The Guideline shows how the UNIMARC format is to be used when creating bibliographic records for electronic resources. Several aspects of describing electronic resources using UNIMARC format will be discussed.

IFLA UBCIM publishes a series of guidelines on using UNIMARC for different types of materials. The purpose of the guidelines is to facilitate the creation of bibliographic records by specifying the general model for encoding UNIMARC records for specific type of material, providing data elements and UNIMARC location, and full record examples. The first guideline in the Guideline series was a draft version of the *UNIMARC Guideline no. 3* for computer files issued in June 1995 (1995-06-23). The guideline complied with *International Standard Bibliographic Description for Computer Files - ISBD(CF)* or more specifically with *UNIMARC Manual: Bibliographic Format*, 2nd ed. (1994) which provided fields for recording computer files as provisional. *ISBD(CF)* published in 1990 was replaced in 1997 with its revised edition under the title *International Standard Bibliographic Description for Electronic Resources - ISBD(ER)*. To assure conformity to the *ISBD(ER)* in terminology and description of fields for the use of electronic resources *UNIMARC Manual*, Update 2 of the 2nd ed. published in March 1998, contains redefinition of the provisional fields. The first print version of the *UNIMARC guideline no. 6: Electronic resources* published in 1999 (1999-09-01) resulted from meetings of the IFLA Permanent UNIMARC Committee during which data elements used to describe electronic resources were compiled and their location in UNIMARC was determined. The revised electronic version of *the Guideline* posted on the IFLANET in 2000 (2000-08-22) (<http://www.ifla.org/VI/3/p1996-1/guid6.htm>) includes changes dictated by comments and requests from the users. As a result of the revision of the UNIMARC Manual Update 3 it also contains changes of the expanded UNIMARC field 135 Coded Data Field: Electronic Resources (e.g. codes for master files) and the field 856 Electronic Location and Access (e.g. subfields \$e, \$j, \$u, and \$x).

UNIMARC Guideline for electronic resources shows how the UNIMARC format is to be used when creating records for electronic resources. *The Guideline* gives instructions as to what is important to consider while cataloguing/creating bibliographic description for an electronic resource using UNIMARC format, and which tags require special attention.

1. Types of electronic resources (data, programs, and/or their combination)

Tag 135 Coded data field: Electronic resources should correspond with text expression in tag 230 Material specific Area: Electronic Resources Characteristics.

2. Access (remotely accessed vs. locally accessed resources)

Electronic resources are treated in two different ways depending on whether access is local or remote. There are certain differences in use of the following fields:

Locally accessed electronic resources	Remotely accessed electronic resources
135 Coded data field: Electronic resources	135 Coded data field: Electronic resources
215 Physical Description	215
230 Material Specific Area: Electronic Resources Characteristics	230 Material Specific Area: Electronic Resources Characteristics
304 Notes Pertaining to Title and Statement of Responsibility	304 Notes Pertaining to Title and Statement of Responsibility
336 Type of Electronic Resource Note	336 Type of Electronic Resource Note
337 System Requirements Note	337 System Requirements Note
856 Electronic Location and Access	856 Electronic Location and Access

3. Electronic resources which share characteristics of another form (medium)

According to ISBD(ER) *The Guidelines* gives two options for cataloguing these resources: A) In the bibliographic description the item is treated primarily as an electronic resource (the record has code "1" in the Record Label, Type of Record character position 6); fields relevant to other types of materials are added. B) The bibliographic description is based on the specific type of material (the Record Label, Type of Record has the value of the type of material described); fields relevant to electronic resource are added.

4. Electronic resources available in different types of carriers, presented in multiple formats and structures

There are two possible options to describe these resources: A) All carriers may be described in the same bibliographic record: grouped in the subfield 215 \$a or with each carrier occupying a repeatable field 215 ; B) Each different physical carrier may be described in separate bibliographic records (both records can be linked with field 452 Edition in a Different Medium).

The revised edition of the Guideline for electronic resources also contains 21 examples of both locally and remotely accessed resources.