



Topic: eBooks

Related Topics: Call Number and Item Maintenance bulletin #11, FirstSearch Help File: Sending detailed WorldCat MARC records to Library Resources

Introduction: When your school purchases an eBook from a vendor, you are purchasing access to their database of electronic resources. A URL will be provided to you from them allowing you to access that database. At Library Resources a MARC record will be exported from WorldCat into WorkFlows, which will include your URL log-in to access that database.

Step 1

When you receive your licensed confirmation email from the vendor, which will have your eBook title and eISBN, you will need to check WorkFlows to see if there is already a MARC record for that eBook.

Things to look for in the MARC record in WorkFlows to make sure you have the correct bibliographic are: *Figure 1*

- Title [electronic resource]
- ISBN
- Reproduction Note (533 field): This should have your vendor listed.
Example: Electronic reproduction.|bFarmington Hills, Mi:|cGale,|d2005.|nAvailable via World Wide Web
- Technical details (538 field): This tells how you will access the record.
example: Mode of access: World Wide Web

fig 1

American Civil War reference library [electronic resource] / Hillstrom, Kevin, 1963-

Control | **Bibliographic** | Call Number/Item | Bound-with

Shadow title

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc	a	Entrd	040916	Dat_Tp	s	Date1	2000
Date2		Ctry	miu	Illus	abc	Audience	j
Repr	s	Cont	bi	GovtPub		ConfPub	0
Festschr	0	Indx	1	Fiction	0	Blog	
Lang	eng	Mod_Rec		Source	d		

.. Label	Tag	Ind.	Contents
key	001		ocm56517197
Data source	003		OCoLC
Date/time stamp	005		20061009035134.0
Added material codes	006		m **j***c** *****
Fixed field data	007		cr*bn-----
Cataloging source	040		VPL cVPL dOCLCQ dXY4
ISBN	020		07B7691410 (electronic bk.)
ISBN	020		97B07B7691417 (electronic bk.)

Step 2

What to do if there is a MARC Record in WorkFlows for your eBook:

1. Follow WorkFlows Bulletin 13 Call Number and Item Maintenance directions for Add Call Number.

2. In the holdings field under Call Number/Item tab: *Figure 2*

- The call number will have a superscript EBOOK
- example: EBOOK 973.7 H
- The item type will be INTERNET R
- The home location will be WWW
- Under Extended information in the Contents field type in: Password available for (Your school name) students.

fig. 2

Call Number and Item Maintenance

American Civil War reference library [electronic resource] / Hillstrom, Kevin, 1963-

Control Bibliographic Call Number/Item Bound-with

American Civil War reference library [e]
EBOOK 973.7 H - DIMOND
3182090001847 - 1 - INTERN
EBOOK 973.7 H - SOUTH
31860900054073 - 1 - INTERN

Item information

Item ID: 3182090001847 Copy number: 1
Type: INTERNET R Item library: DIMOND
Home location: WWW Current location: WWW
Item cat1: Item cat2:
Media desk: Number of pieces: 1
Total charges: 0 Price: \$0.00
 Permanent: Circulate:
 Shadow item

Extended information

Tag	Contents
STAFF	Password available for Dimond High students.

Return to Search Save Add Call Number Add Item Delete Close

3. After you've added your school you will need to send the following to Library Resources:

- A printout of the email from the vendor along with your URL for your schools log-in.
example: [http://infotrac.galegroup.com/itweb/Your schools account link goes here](http://infotrac.galegroup.com/itweb/Your%20schools%20account%20link%20goes%20here)
- A printout of the MARC record from WorkFlows with your school two letter code and barcode.
- Once Library Resources receives these items, an 856 field with your schools log-in will be added to the MARC record and you will receive an email letting you know that it is ready to use.

Step 3

What to do if there is NO eBook MARC Record in WorkFlows for your eBook:

1. Follow FirstSearch Help File for sending detailed WorldCat MARC records to Library Resources.

- Things to look for when searching for your electronic book in WorldCat: *Figure 3*
- Internet Resource Computer File
- ISBN (e-book) or ISBN (electronic bk.)

fig. 3

2004 2nd ed.

English Internet Resource Computer File

Worthington, Ohio : Linworth Pub., ; ISBN: 1586832069 (e-book) 9781586832063 (e-book) 1586831755 (pbk.) 9781586831752 (pbk.)

- Access: This should reflect the vendor. example: Access: <http://0-galenet.galegroup.com>
- Reproduction Notes: This should reflect the vendor who reproduced the printed version for the electronic book. *Figure 4*

fig. 4

Note(s): Includes bibliographical references (p. 126-127) and index./ **Reproduction:** Electronic reproduction./ Farmington Hills, Mi:/ Gale,/ 2005

2. Once you have found the correct record in WorldCat you will need to send the WorldCat printout to Library Resources.

- Add your school two letter code and a barcode to the printout.
- Attach a copy of your confirmation email from the vendor along with your URL for your schools log-in.

3. You will receive an email from Library Resources once the MARC record is in WorkFlows.

Questions contact Terri Schweizer at 742-6093