

Cataloging ETDs at West Virginia University

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Acquisitions sends an email message to the Authorities/Cataloging Librarian for each new ETD (with subject line ETD APPROVAL). Two copies of the message are printed, one goes to the Library Technical Assistant, and the other is kept in the Librarian's files. The LTA searches for the ETD in the ETD database, does the descriptive cataloging on OCLC using a constant data record (saving the new record in the OCLC save file), and creates a personal name authority record (if necessary). The LTA then gives the paperwork to the Librarian who pulls his copy of the ETD APPROVAL message from his file. The Librarian then checks for errors, assigns subject headings (Library of Congress or MeSH), establishes the personal name authority, edits and updates the record on OCLC, assigns the WVU department local 710 added entry, adds the 530 local note, and imports the OCLC record into Voyager database. If there is a provisional record added to Voyager by Acquisitions, it is overlaid by the imported record. If there is no provisional record in Voyager, the imported record is added to the database. After the bibliographic record is updated, the holdings record is either updated or added. A paper copy of the ETD bib record is filed by year and author. For problems (passwords needed for ETD viewing, difficulties in viewing ETDs, duplicate ETD entries, changes in URLs), the Librarian emails the Acquisitions contact person resolution.

Unique features of ETD cataloging

Fixed field in OCLC

ETDs are considered to be published, so they coded **a** in the Type field (unlike paper theses which are coded **m** (for manuscript)).

The contents field (Cont) is coded **b** (for bibliography, if needed), and **m** (new MARC code for thesis, see *OCLC Technical Bulletin 227*). The illustration code (Ills), however, is left blank because there is no 300 field in an ETD record. The collation is described in a 500 note (please see examples).

The government publications field (Gpub) is coded **s** (for state publication), for paper theses it is left blank.

ETDs also have a 006 field (coded **m** for Computer File), where the Type of File is coded **d** (for Document), and Govt. Publication is coded **s** (for State)

Variable fields in OCLC

WVU adds a local call number in the 099 field. This is a different call number scheme than the one we use for paper theses and dissertations. It consists of the following:

Cataloging ETDs at West Virginia University

099 Electronic |a Thesis |a [year] |a [last name of author]

e.g. Electronic |a Thesis |a 2000 |a Smith

In the event that there are multiple ETD authors with the same last name, the first letter of the first name of the author is added:

e.g. Electronic |a Thesis |a 2000 |a Smith, J.

In the event that there are multiple ETD authors with the same last name, and the same letter of the first name, the entire first name is used:

e.g. Electronic |a Thesis |a 2000 |a Smith, James
 Electronic |a Thesis |a 2000 |a Smith, John

The date in the call number is the date of the degree.

Although an ETD has no real physical location, we have added this call number to aid in the retrieval of the ETDs.

When an ETD is restricted to Campus use, we add the following 506 note to the bib record:

506 Restricted access; |d WVU campus users.

The 506 is the last 5XX note in the OCLC bib record, but it is changed to the first 5XX note in the Voyager bib record.

After an ETD bib record has been updated on OCLC, a 530 and a 710 field are added. The 530 is a local note:

530 WVU users: Also available in print for a fee.

The 710 field is an added entry for the department granting the degree:

710 2 West Virginia University. |t Thesis. [Name of Department].

e.g. West Virginia University. |t Thesis. Education.

Use of the 710 field is a carry-over from the paper theses and dissertations cataloging. It allows the searching of theses and dissertations by department in the Voyager database.

Cataloging ETDs at West Virginia University

All ETDs have an 856 field in the bib record. It is constructed as follows:

856 4 |u [http://etd.wvu.edu/templates/showETD.cfm?recum=\[number assigned to the ETD\]](http://etd.wvu.edu/templates/showETD.cfm?recum=[number assigned to the ETD])

After the ETD bib record has been updated/created, the URL is added to the MFHD holdings record.

In the case of ETD dissertations, a microfilm copy is still produced (as it was with paper dissertations). When the microfilm copy arrives, another holdings is created using the same call number scheme as the paper dissertation microfilm copy.

Item records are not created for ETDs.