

MARC Records Information For The Business and Management Collection

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1. Introduction

HST understands the significant impact MARC records have on the integration of electronic resources into the research & library infrastructure. We have therefore worked with King's College London Bibliographic Services department to develop high-quality, standards-compliant records.

The explanatory information below should help answer some frequently asked questions.

2. Catalogue updates: frequency & modus operandi

HST adds roughly two new series (containing between 7 and 15 talks each) to the collection every quarter. New talks may also be added to, or cross-listed in a previously-released series. Files of MARC records for new talks are issued on a monthly and quarterly basis, together with updated comprehensive files which contain records for the complete collections (including all new talks). The quarterly records overlap the contents of monthly records of the same period and subscribers need not upload both the monthly and quarterly records.

New subscribers should upload the most recent comprehensive file. From then on, they should import the quarterly or monthly update files of new records as they become available.

Revisions

When talks are updated, or cross-listed in new series, the records in the comprehensive file are revised to take account of this. The revisions are logged in the monthly release notes. Separate files of revised records are only provided if the revisions are substantial.

Deletions

Deleted records will be removed from the comprehensive file and made available in a separate file with the relevant monthly updates. Records are marked for deletion by 'd' in position 5 of the Leader, and by a note field containing the text 'DELETED'.

3. Record format

i. Cataloguing standards

The records comply with AACR2 and MARC21 and follow the guide **Best Practices for Cataloging Streaming Media** (2008) prepared by the OLAC Cataloging Policy Committee Streaming Media Best Practices Task Force
It is proposed to make the records available in RDA in due course.

ii. Character sets

The records are supplied with UTF-8 encoding. You can use MarcEdit to convert to MARC-8.

iii. Subject Headings

The records contain Library of Congress Subject Headings (LCSH) for some series.

iv. Authority control

Personal names have been matched to the Library of Congress Authorities whenever possible.

v. MARC 21 coding and fields

- a. The Leader position 6 has been coded 'g' 'Projected medium'.
- b. The records contain Physical Description control fields (007) for Electronic resource and for Video recording.
- c. The Collection ISSN **2059-7177** has been added to field 490 in subfield x, preceded by a comma.
- d. Field 505 contains detailed contents to support keyword searching.

4. Comments / Feedback / Suggestions

HST welcomes all comments and/or suggestions on how to make the HST MARC records as useful as possible to you, your faculty & students.

Please direct your comments to: support@hstalks.com