

Journal Archives in Electronic Physical Format, Cataloging

When a collection of journal articles is received in an electronic, physical format, such as a DVD-ROM, CD-ROM or flash drive, it is monographic by nature and is cataloged as a monograph.

However, because it is an archive of past journal articles, it will also be cataloged for inclusion on the Journal list.

1. Catalog title as a monograph.
2. For inclusion on the Journal list:
 - a. Add a DVD-ROM (or CD-ROM, etc.) item record to the serial record for the journal title. It's OK to add to a print record.
 - b. Under the MARC holdings,
 - i. Add a MEDIA location for the holding library.
 - ii. Add an |x note in the 852 explaining that the item is cataloged as a monograph and giving the OCLC# or CATKEY.

Examples:

DVD-ROM cataloged as monograph on #o01754597.

Flash drive cataloged as monograph on CATKEY # 12345.

- iii. In the 866, add a summary holdings note, such as:

\$80 \$a1972-2005 historical backfile on DVD-ROM.

\$80 \$a1985-2015 historical backfile on flash drive.

See Journal of forensic sciences for example (#o01754597)