

eBook Overview

Terminology

eBook: for INFOhio documentation purposes, **eBook** appearing in this format refers to eBooks cataloged by INFOhio personnel and held in the INFOhio ERES database. INFOhio eBooks are accessible through ISearch.

ebook: a book composed in or converted to digital format for display on a computer screen or handheld device. For INFOhio documentation purposes, **ebook**, appearing in this format, is a **purchased** item, cataloged by library staff for circulation within their libraries.

ebook reader: A handheld device specialized for reading electronic books.

Circulation/Cataloging Options

One ebook reader can hold multiple titles, so locating titles in the online catalog is an important consideration when determining how to catalog an ebook reader and ebook titles. The cataloging method chosen will depend on personal preference and ease of cataloging/maintenance as it pertains to each individual circumstance. Other items to consider include how you wish to have the items circulate, ease of searching for contents, and time involved in creating and maintaining the ebook collection.

There are three recognized methods for cataloging ebook readers and item contents:

1. Catalog each ebook reader as a piece of equipment, adding a 505 contents note tag to include each title contained on the ebook reader and a separate 700 added author tag for each author. Consider when adding price – do you want to include cost of ebooks also? Will you update price each time a new title is added?

Circulation/Search considerations:

When searching for a title in your catalog, the ebook reader version of the book will appear in title or author search results. However, since there is no subject or series information for these titles, the search options are limited.

When circulating the ebook reader, regardless of the number of ebooks/items that are cataloged on the device, it counts as one circulation.

2. Catalog the ebook reader as a piece of equipment, cataloging each ebook/item and creating a circulation set.

Circulation/Search considerations:

Since the ebook reader will circulate as a set, the ebook reader and all the ebooks/items cataloged on the device will circulate when a single item is scanned during checkout.

Example: if there are 6 ebooks on the ereader, it will count as 7 circulations

Search results will be more accurate since students will be able to perform any type of search and get the appropriate results.

Value will be more accurate since the ereader and all titles will have prices.

3. Catalog each title with its own full record and insert a note field that indicates which ereader(s) contain that title (ex. ebook is on Nook #3 and Kindle #2) .

Circulation/Search considerations:

Only the device is checked out, counting as one circulation.

Search results will be more accurate since students will be able to perform any type of search and get the appropriate results. However, the librarian will have to maintain a separate record keeping system to track which titles are on which devices.

Options	Cataloging	Circulation	Circulation Stats	Searching Considerations
Equipment with content on one record	Catalog the ereader and list titles loaded on it in a 505 tag.	Check out the ereader.	Counts as one circulation.	Titles may not come up in a subject search.
Separate equipment and content records	Catalog the device and each ebook separately with a detailed marc record.	Create a circ set. Scan just the ereader at checkout.	Counts as multiple circulations with one scan.	Subject or series searches will bring up these titles.
Separate equipment and content records	Catalog the device and each ebook with a detailed marc record. Put a note in the item record to indicate device containing the ebook.	Check out the ereader.	Counts as one circulation.	Librarian can't easily identify all the titles on each ereader while using Workflows.

Tips for cataloging:

1. Review circulation policies prior to determining which item group to use for ebook reader devices.
2. If using holds, review holds policies with your ITC staff, especially if you intend to allow patrons to place holds on ereader devices.
3. Do **NOT** create a record for an ebook title by adding a new call number to an existing title/record. This can create unforeseen circumstances when placing holds. *Be sure ebooks are on a separate record!*
4. Item Groups appropriate for ebooks and devices:

EBOOK – ebook Collection
EREADER – ereader Collection
EQUIPMENT – Equipment

5. Material Types appropriate for ebooks and devices:

AUDIODEV	Dedicated Audio Device
DIGITALDEV	Digital Device
EBOOK	E-Book
ELECRESRCE	Electronic Resource

Examples of item groups and material types when cataloging specific item types:

Playaways

Item group – AUDIOBOOK
Material type – AUDIODEV (vs. CD or Cassette)

iPod or MP3 Player

Item group – EQUIPMENT
Material type – AUDIODEV

eReaders, such as Nook, Kindle, etc.

Item group – EREADER
Material type – DIGITALDEV

See online manual for specifics of cataloging – Advanced Cataloging