



Best Practices for Digital Surrogates

While not a replacement for print retentions, knowing the presence of digital surrogates can assist in assessing risk and access to the material. As shared print programs work to accurately identify and understand the collective retained print collections, some individual libraries have begun to identify where the print item has an equivalent digital version and/or to digitize local materials.

According to contemporary cataloging practice, digital surrogates are described in separate bibliographic records from the original. Depending on institutional practice, separate records for the digital surrogate and the print version may refer to each other via the 776 field (see GPO examples below) and the 856 41 is used in either or both records to indicate the digital surrogate's URL and program source (i.e., Google Books, HathiTrust, etc). In earlier cataloging practice, the 856 field was used to represent the digital surrogate in the print record in place of creating a separate record.

Best Practice

These recommendations are meant to reflect the current state of the landscape for finding and recording digital surrogates of existing monograph retentions. Should an institution or program want to create and/or record digital surrogates, asking the questions above and reviewing the following steps are suggested best practices:

1. Consider the following questions:
 - Is there a digital surrogate?
 - Where there is a digital surrogate, who is the provider?
 - Is the surrogate open access, where open access means that the item is digitally available without access or use restrictions?
 - Has the digital surrogate been validated? If so, how was it validated and when? Validation would include checking that the URL is still valid.

2. When an institution/program attempts to find digital surrogates for its retained monographs, it should record any answers to the questions above according to program-level cataloging practice. According to contemporary cataloging practice, digital surrogates are described in separate bibliographic records from the original. Depending on institutional practice, separate records for the digital surrogate and the print version may refer to each other via the 776 field and the 856 41 is used in either or both records to indicate the digital surrogate's URL and program source (ie. Google Books, HathiTrust, etc).

3. The bibliographic information determined in the bullet above should be recorded both locally and in OCLC's master bibliographic record (if not already present) to facilitate discovery and access across programs.

Metadata for Digital Surrogate Examples

CRL: <http://catalog.crl.edu/record=b2861719~S1>

This is the record for the digital surrogate. Note use of the 856 field for an online resource and the source of the digital surrogate. It also identifies the print version in the 776 field.

```

LEADER 00000cam a22003371a 4500
001 775443523
003 OCoLC
005 20130211115805.0
006 m o d
007 cr bn|||||
008 120207s1919 cu o 000 0 spa d
035 (OCoLC)775443523
037 33-063|bLLMC
040 LLMC2|cLLMC2|dOCLCQ
043 nwcw---
049 CRL
099 LLMC
100 1 Alemán, Ricardo M.,|db. 1891
245 14 Las sociedades mercantiles en el derecho vigente
|h[electronic resource] :|bestudio y comentario de los

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títulos I y II del libro segundo del Código de comercio,
 con las leyes que lo completan y modifican, así como del
 derecho extranjero y la jurisprudencia referentes a las
 sociedades mercantiles / |cRicardo M. Alemán ; prólogo del
 dr. Octavio Averhoff y Pla
 260 Habana : |bR. Veloso, |c1919
300 1 online resource (vii, 412 p.)
 588 Description based on online resource; title from PDF title
 page (LLMC Digital, viewed Feb. 7, 2012)
 650 0 Corporation law |zCuba
 650 0 Partnership |zCuba
 650 0 Banking law |zCuba
 650 7 Compañías |xLegislación |zCuba. |2bidex
 650 7 Sociedades regulares colectivas |zCuba. |2bidex
 650 7 Derecho bancario |zCuba. |2bidex
[776](#) 08 |iPrint version: |aAlemán, Ricardo M., b. 1891. |tSociedades
 mercantiles en el derecho vigente. |dHabana : R. Veloso,
 1919 |w(DLC) 28006036 |w(OCOLC)3196011
[856](http://www.llmc.com/searchResultVolumes2.aspx?ext=true&catalogset=33063) 40 |uhttp://www.llmc.com/searchResultVolumes2.aspx?ext=true&catalogset=33063 |zLLMC Digital
 949 |*recs=b;dfilt=b;bn=LLMC;

Example from the MAC proposal 2019-01

Printed Resource, Enriched by Information About Electronic Versions in Field 856 Subfields \$e and \$7

LDR 02031nam a2200385 c 4500
 001 BV038963812
 003 DE-604
 007 t
 008 020829s1575 |||| 00||| ita d
 026 ## \$e amea Sita i,Po stme 3 1575R \$2 fei
 035 ## \$a (OCOLC)886439526
 041 0# \$a ita
 100 1# \$a Sansovino, Francesco \$d 1521-1583 \$e Verfasser \$0 (DE-588)119255901 \$4 aut
 240 10 \$a Ritratto delle più nobili et famose città d'Italia
 245 10 \$a Ritratto Delle Piv Nobili Et Famose Città D'Italia Di M. Francesco Sansouino\$bNel Qval Si
 Descrivono Particolarmente gli edifici sacri & profani così publici come priuati, le famiglie illustri, gli
 huomini letterati, i personaggi di conto così morti come uiui & i dominij loro : Con Altre Cose Notabili Che
 In Esse Si contengono per ordine di Alfabeto : Con Le Reliqvie De' Santi, Le Fertilità De Territori la qualità
 de paesi, et il numero de gli habitanti
 246 13 \$a Città d'Italia
 264 #1 \$a In Venetia \$c MDLXXV.
 300 ## \$a145 Blätter, 1 ungezähltes Blatt\$c4
 500 ## \$a Bibliographischer Nachweis: EDIT16 - CNCE 60583

751 ## \$a Venedig \$0 (DE-588)4062501-1 \$2 gnd

776 08 \$i Elektronische Reproduktion \$d Rom : Bibliotheca Hertziana, 2007

776 08 \$i Elektronische Reproduktion \$d München : Bayerische Staatsbibliothek, 2012 \$

ourn:nbn:de:bvb:12-bsb10162119-7

856 4# \$e <http://rightsstatements.org/vocab/NoC-NC/1.0/> \$u

<http://mdz-nbn-resolving.de/urn:nbn:de:bvb:12-bsb10162119-7> \$x Resolving-System \$z kostenfrei

\$3 Volltext // Exemplar mit der Signatur: München, Bayerische Staatsbibliothek -- 4 Ital. 376 \$7 12

856 4# \$u <http://rara.biblhertz.it/Bb780-1750> \$x Digitalisierung \$z kostenfrei \$3 Volltext // Exemplar mit der Signatur: Rom, Bibliotheca Hertziana -- Bb 780-1750 raro

See Congress Network Development and MARC Standards Office. (2018, December 12). MARC PROPOSAL NO. 2019-01.

Retrieved June 3, 2019, from <http://www.loc.gov/marc/mac/2019/2019-01.html>

Example GPO Records

Online record for OCLC #604660376 with GoogleBook, HathiTrust, and GPO links and a 776 for the print record. ([pdf](#))

040 OCLCE \$b eng \$e pn \$c OCLCE \$d OCLCQ \$d OCLCF \$d OCLCO \$d
OCL \$d OCLCQ \$d ZWU \$d OCLCA
019 609115671 \$a 762432118
042 dlr
043 nces---
050 _4 F1483 \$b .E682 2001
074 1063-K-11
074 1063-K-11 (online)
086 0_Y 3.P 31:19/NO.38
090
049 MBBB
245 00 El Salvador : \$b implementation of the Peace Accords / \$c edited by
Margarita S. Studemeister.
260 Washington, DC (1200 17th St., NW, Washington 20036) : \$b U.S.
Institute of Peace, \$c 2001.
300 1 online resource (62 pages).
336 text \$b txt \$2 rdacontent
337 computer \$b c \$2 rdamedia
338 online resource \$b cr \$2 rdacarrier
490 1_ Peaceworks ; \$v no. 38
504 Includes bibliographical references (pages 54-57).
506 \$3 Use copy \$f Restrictions unspecified \$2 star \$5 MiAaHDL
533 Electronic reproduction. \$b [S.l.] : \$c HathiTrust Digital Library, \$d 2010.
\$5 MiAaHDL
538 Master and use copy. Digital master created according to Benchmark for
Faithful Digital Reproductions of Monographs and Serials, Version 1. Digital
Library Federation, December 2002. \$u
<http://purl.oclc.org/DLF/benchrepro0212> \$5 MiAaHDL

583 1_ digitized \$c 2010 \$h HathiTrust Digital Library \$i committed to
preserve \$2 pda \$5 MiAaHDL
588 0_ Print version record.
651 _0 El Salvador \$x Politics and government \$y 1992- 650_0 Political
parties \$z El Salvador.
650 _0 Democratization \$z El Salvador.
650 _0 Civil supremacy over the military \$z El Salvador.
650 _7 Civil supremacy over the military. \$2 fast \$0 (OCoLC)fst00862881
650 _7 Democratization. \$2 fast \$0 (OCoLC)fst00890123
650 _7 Political parties. \$2 fast \$0 (OCoLC)fst01069410
650 _7 Politics and government \$2 fast \$0 (OCoLC)fst01919741
651 _7 El Salvador. \$2 fast \$0 (OCoLC)fst01205530 648 _7 Since 1992 \$2
fast
700 1_ Studemeister, Margarita S.
710 2_ United States Institute of Peace.
776 08 \$i Print version: \$t Salvador. \$d Washington, DC (1200 17th St., NW,
Washington 20036) : U.S. Institute of Peace, 2001 \$w (OCoLC)46804073
830 _0 Peaceworks ; \$v no. 38.
856 40 \$3 Google \$u <http://books.google.com/books?id=8YI6AAAAMAAJ>
856 40 \$3 Google \$u <http://books.google.com/books?id=-3-2fL3g8UgC>
856 40 \$3 Google \$u <http://books.google.com/books?id=yCn56f-66bkC>
856 40 \$3 HathiTrust Digital Library, Full view \$u
<http://catalog.hathitrust.org/api/volumes/oclc/46804073.html> 856 40 \$u
<http://purl.access.gpo.gov/GPO/LPS11631> \$z Adobe Acrobat Reader
required

Print record at OCLC #46804073 with multiple GPO links and two 776 to online records. The presence of the two 776s in the print record and the divergence in the links between the records illustrate some of the record maintenance issues that occur. ([pdf](#))

40 AWC †b eng †c AWC †d GPO †d AFQ †d MTG †d OCLCF †d OCLCQ †d
OCLCO †d OCL †d VBC
†d VGM †d OCLCA †d DHA †d EZC †d INT †d YOU †d OCLCQ †d TYC †d
OCLCQ †d XFF
019 81939238 †a 183921513
042 pcc
043 nces---
050 4 F1483 †b .E682 2001
074 1063-K-11
074 1063-K-11 (online)
082 04 327.172 †b P355w, 2001, no.38
086 0_Y 3.P 31:19/NO.38
086 0_Y 3.P 31:19/no.38
090
049 MBBB
245 00 El Salvador : †b implementation of the Peace Accords / †c edited by
Margarita S. Studemeister.
260 Washington, DC (1200 17th St., NW, Washington 20036) : †b U.S.
Institute of Peace, †c 2001.
300 62 pages ; †c 28 cm.
336 text †b txt †2 rdacontent
337 unmediated †b n †2 rdamedia
338 volume †b nc †2 rdacarrier
490 1_ Peaceworks ; †v no. 38
500 Shipping list no.: 2001-0160-P.
500 "First published January 2001"--Title page verso.
530 Also available via Internet from the USIP web site (PDF version).
Address as of 5/1/01:
<http://63.104.169.22/pubs/Peaceworks/pwks38.pdf>; current access is
available via PURL.
504 Includes bibliographical references (pages 54-57).

505 0_ 1. Introduction / Margarita S. Studemeister -- 2. Building the Rule of
Law in post-war E. Salvador / Margaret Popkin -- 3. Demilitarizing public
security: lessons from El Salvador / Gino Costa -- 4. Demilitarizing and
democratizing Salvadoran politics / Ricardo Córdova Macías -- 5. The UN's
role in peace-building in El Salvador / Teresa Whitfield -- 6. El Salvador and
Colombia: lessons of the peace process / Cynthia J. Arnson -- 7. Conclusion:
assessing the results of the peace process / Fen Osler
Hampson.
520 SCOTT (copy 1): From the John Holmes Library collection.
651 0 El Salvador †x Politics and government †y 1992-
650 0 Political parties †z El Salvador.
650 0 Democratization †z El Salvador.
650 0 Civil supremacy over the military †z El Salvador.
650 7 Civil supremacy over the military. †2 fast †0 (OCoLC)fst00862881
650 7 Democratization. †2 fast †0 (OCoLC)fst00890123
650 7 Political parties. †2 fast †0 (OCoLC)fst01069410
650 7 Politics and government †2 fast †0 (OCoLC)fst01919741
651 7 El Salvador. †2 fast †0 (OCoLC)fst01205530
648 7 Since 1992 †2 fast
700 1_ Studemeister, Margarita S.
710 2_ United States Institute of Peace.
776 08 †i Online version: †t Salvador. †d Washington, DC (1200 17th St.,
NW, Washington 20036) : U.S. Institute of Peace, 2001 †w
(OCoLC)604660376
776 08 †i Online version: †t Salvador. †d Washington, DC (1200 17th St.,
NW, Washington 20036) : U.S. Institute of Peace, 2001 †w
(OCoLC)609115671
830 0 Peaceworks ; †v no. 38. 856 41 †u
<http://purl.access.gpo.gov/GPO/LPS11631> †z Adobe Acrobat Reader
required 856 41 †u <http://www.usip.org/pubs/peaceworks/pwks38.pdf>
856 41 †u <http://purl.access.gpo.gov/GPO/LPS11631> †z Connect to Online
Version. (PDF) 856 41 †u <http://purl.access.gpo.gov/GPO/LPS11631>;
target="_blank" †z Connect to Online Version. (PDF) 029 1_ AU@ †b
000022773790 029 1_ NZ1 †b 7810173