

# Digital Catalog Scope

**To appear, Bib records must have Bib Location:  
“wsle” WSL Digital Collections**

**To maintain “wsle” Bib Location in the record, an Item, Checkin or Order record must have one of the following Locations:**

## Northwest & Digital Scopes

### **“wnbw” WSL Digital Classics**

Used for books digitized by WSL. Use **Item template “wnbw”**  
Have “Washington State Library. Classics in Washington History” in  
MARC 710  
URL has <http://www.secstate.wa.gov/history/publications>  
MARC 856|z should say “View online version from Washington State  
Library”

*Will generate Bib Locations of “wslnw” and “wsle” to appear in  
the NorthWest and Digital scopes [and all “wslnw” will appear in  
General Collection scope and State Library scope]*

### **“wnqw” WSL Digital Maps**

Used for maps digitized by WSL. Use **Item template “wnqw”**  
URL has <http://www.secstate.wa.gov/history/>  
MARC 856|z should say “View online version from Washington State  
Library”

*Will generate Bib Locations of “wslnw” and “wsle” to appear in  
the NorthWest and Digital scopes [and all “wslnw” will appear in  
General Collection scope and State Library scope]*

### **“wsleb” WSL NW eBooks & websites**

Used for full text eBooks or informational websites NOT digitized by  
WSL. Use **Item template “wsleb”**  
URLs vary.  
MARC 856|z should say “View online version” if exact match.  
If other edition, MARC 856|z should say “View online version” and  
further information as to the publisher, date or source of the digitized edition. For  
example “View digital version, Early western travels, volume 21 from Library of  
Congress” or “View digital Version (Philadelphia: Carey, Lee & Blanchard,  
1836)  
For websites, MARC 856|z should say “View website online”

*Will generate Bib Locations of “wslnw” and “wsle” to appear in  
the NorthWest and Digital scopes [and all “wslnw” will appear in  
General Collection scope and State Library scope]*

# State Publications & Digital Scope

## State Publications & Digital scopes

### **“wdwi” WA State Docs Electronic**

Used for State Publications files stored by WSL (“ePubs”).

**Use Item template “wdwi”**

Have “Washington State Library. Electronic State Publications” in MARC 710

URL has <http://www.secstate.wa.gov/library/docs/>

MARC 856|z should say “View online version”

*Will generate Bib Locations of “wsldw” and “wsle” to appear in the WA State Publications and Digital scopes [and all “wsldw” will also appear in the State Library scope]*

### **“wdww” WA State Docs Web**

Used for State Publications files stored at other agencies. **Use Item template “wdww”**

URLs vary.

MARC 856|z should say “View online version”

*Will generate Bib Locations of “wsldw” and “wsle” to appear in the WA State Publications and Digital scopes [and all “wsldw” will also appear in the State Library scope]*

## Newspapers & Digital Scope

### **“wcpj” WSL Digital Newspaper**

Used for full text newspapers digitized by WSL. **Use Item template “wcpj”**

URL has <http://www.secstate.wa.gov/history/>

MARC 856|z should say “View digital version from Washington State Library”

*Will generate Bib Locations of “wslp” and “wsle” to appear in the Newspaper and Digital scopes. [and all “wslp” also appear in the State Library scope]*

### **“wcpw” WSL Newspaper Website**

Used for newspaper websites or full text NOT digitized by WSL.

**Use Item template “wcpw”**

URLs vary.

For websites, MARC 856|z should say “[title of newspaper] website” or other identifying information.

For other full text, MARC 856|z should say “View online version [holdings dates]”

*Will generate Bib Locations of “wslp” and “wsle” to appear in the Newspaper and Digital scopes. [and all “wslp” also appear*

## Journals and Digital scopes

### **“wslej” WSL eJournals**

Used for any full text journals/serials. Use Item template “wslej”  
URLs vary.

MARC 856|z should say “View online version” and include dates of  
coverage where possible.

*Will generate Bib Locations of “wslj” and “wsle” to appear in  
the Digital and Journal scopes. [and “wslj” will also appear in  
State Library scope]*

## General Collections & Digital scopes

### **“wslw” WSL Web Resources**

Used for any other website. Use Item template “wslw”

URLs vary.

For websites, MARC 856|z should say “View website online”

For full text documents, MARC 856|z should say “View online  
version”

*Will generate Bib Locations of “wsl” and “wsle” to appear in  
the Digital and State Library scopes [and “wsl” will also appear  
in the General Collections and State Library scopes]*

## GUIDELINES.

### **Item records should be created at the time the 856 link is added.**

Since there is no physical works to process, an item record is all that's needed to "finish" the record. Whoever adds the 856 link should also add the item record.

### **Every category of 856 link needs its own item record.**

If there are two 856 fields on a State Publication, one for the agency and one for Electronic State Publications, then there should be two item records, one with Location "wdww" and one with "wdwi".

### **Only one item record is needed for each category of links.**

If there are three 856 fields on a Northwest book record, one for each of three different editions, only one item record (with location "wsleb" for **WSL NW eBooks & websites**) needs to exist.

### **When the last remaining 856 link of a category is deleted, the corresponding item record should be deleted as well.**

If, using the State Publication example above, the agency 856 link is deleted then the "wdww" item record should be deleted.

If, using our Northwest example above, two of the 856 links are removed, as long as one link remains the attached "wsleb" item record should remain as well. But when the last 856 link for a related website is deleted, then the item record should be deleted as well.

### **856 fields you don't want used for scoping.**

In some cases there is an 856 link to information which, while somewhat useful, isn't worth adding as content to the digital catalog. For example, Table of Contents links. In these cases do NOT add an item record. DO add MARC 856|xNot scoped note so that we don't have to check these links in the future.

### **DBM, as part of its monthly record checks, should create a list of all bibliographic records with an 856 field without the |xnot scoped note and without any item record with one of the appropriate Item Locations.**

Bib records with 856 fields should have appropriate item records added.

### **DBM, as part of its monthly record checks, should create a list of all bibliographic records without an 856 field but that have an item record with a digital Item Location.**

Bib records without 856 fields should have the item records with digital locations deleted after an attempt has been made to identify and add the appropriate link.

### **DBM as part of its monthly record checks, should create a list of all bibliographic records with a MARC 856|u but without an 856|z.**

All MARC 856 fields should have some text message for public display in the |z subfield. See above scopes for standard messages.