**Best Practice: Adding Digital Bookplates in Bibliographic Records**

Adopted November 30, 2015

**Background**

Ex Libris recommends encoding digital bookplates data in bibliographic records for display in Primo.

Currently, four CSU libraries have implemented digital bookplates using different approaches: Fresno and SJSU input digital bookplates information in item records; Northridge uses a local field (970) in the bibliographic record to encode the image of the digital bookplate, which displays as a thumbnail in the local catalog; and Sacramento uses separate fields in the bibliographic record to encode both the link in “856 42” field, which displays the link to the bookplate in Primo, and a bookplate ID in 909 field, which allows for retrieval of all items with the assigned digital bookplate (for an example, *see* [Buddhism in practice](http://onesearch.csus.edu/SACRAMENTO%3Adefault_scope%3ACSS_ALMA21129739680001671)).

**Scope**

This recommendation is restricted to the encoding methods for digital bookplates. This does not cover other fields used to record gifts/endowment/trust using local notes (e.g., 590 field) and/or local collection titles (e.g., 79X field). These will be covered in a separate recommendation.

**Proposal**

To standardize the practices for adding digital bookplates in bibliographic records, two approaches are recommended:

1. Encode link to digital bookplates using **956 field (Local Electronic Location and Access)**

in the bibliographic record. (Note: Pre-migration, field must include $9 LOCAL).

956 42 $u <http://library.csus.edu/bookplates/friends.html>

1. Encode link to the image of the digital bookplate in **975** field in the bibliographic record to display a thumbnail of the bookplate, as illustrated in this example (Harvard): [The family jewels: the CIA, secrecy, and presidential power.](http://id.lib.harvard.edu/aleph/013803988/catalog) (Note: Pre-migration, field must include $9 LOCAL).

975 \_ \_ $t<span class="bookplate">Generously Provided By: Bonita J. Campbell<a href="http://library.csun.edu/WISE" target="\_blank"><img src="http://suncat.csun.edu/screens/Campbell\_Bookplate\_small.jpg" height="183" width="146" alt="Bonita J. Campbell Collection Digital Bookplate Image"></a></span></span>

**Rationale**

The options above will accommodate libraries wishing to (A) provide only a link to the digital bookplate information (gift, collection), or (B) display a thumbnail of the digital bookplate. In addition, options recommended cause minimal impact to those libraries which have already implemented digital bookplates. The options ensure the appropriate use of fields as “local bib extensions” in Alma in lieu of using fields that apply to the master record in the Network Zone.