
ELECTRONIC RESOURCES & SERIALS ACCESS DEPT.

Serials Cataloging Unit

Copy Cataloging Microforms

rev. 4/2005

Microform Reproductions are cataloged according to LCRI Chapter 11, by which the description is based on the original and the details of the microform are given in a 533 field.

INCOMING SHELF

1. Preservation microforms usually arrive from the Preservation Department, usually accompanied by the hard copy volumes. Please give them to Natasha.
2. If the microform is an added reel to an existing Aleph serial record, route it to CADM.

NOTE: If possible update ULS before sending it to CADM. If it is not possible to update ULS, please attach a note with a film: ULS is not updated).

If microform is a new serial, search and export from OCLC the appropriate matching record. If no matching OCLC record is available, give the piece(s) to Natasha, who will catalog the title as an original.

It is not necessary to update the temp record already in Aleph that the piece(s) were ordered on. Verify if an item exists and that its Item Processing Status is set to: **SC**. If the Temp record is not present in Aleph, create one per the procedures for *Creating a Temporary Bibliographic Record*.

3. Fill out a TPF by recording the appropriate codes and put the title either on the priority shelves or in Natasha's box.

COPY CATALOGING

1. Verify record selection. Check the place of reproduction and agency responsible for reproduction against the 533 field (|b and |c). Examine the microform in the Lower Level to determine the micro-reproduction details.

NOTE: If in revision, make a photocopy of reproduction agency, place of reproduction, date of reproduction, physical characteristics, missing pages, and photocopy of the first and last title pages in the run.

2. Search Aleph to see if we have the print original. Update print bibliographic record (530 / 776) reciprocal notes and add a 852 |z note in the holdings: **Additional holdings in microformat**.

Fixed Fields

Microforms that are reproductions of previously published works. Therefore, the elements of the fixed fields should reflect that original title. The only exception is:

008/23 - Form of reproduction (**a** – microfilm or **b** - microfiche)

Variable Fields

007 - carries coded data relating to the physical characteristics of the microform. Check for the presence of service copy in the ||

a - master negative **b** - printing master **c** - service copy

245 - Title should contain the title of the hard copy as reproduced. If not already present, at the end of the field, add **|h [microform]**. **|h** comes after **|a**, **|n**, **|p**, but before **|b** and **|c**. Check to make sure that a hard stop (.) is present at the end of the field.

533 - This is the most important note for a reproduction. It provides information relating to the microform.

|a - Specific material designation (i.e. Microfilm, Microfiche, Microcard)

|m - Date of publication and/or sequential designation of issues reproduced

|b - Place of reproduction

|c - Agency responsible for reproduction

|d - Date title was microfilmed

|e - Physical description

|f - Series/when analyzing a serial in a microform set

|n - Notes about the reproduction

776 - Link to the original

780/785 - Links to the earlier/later titles. When no record is found for the same reproduction, give the cataloging entry (|a and |t) and the ISSN (|x), if available, but do not include the |w.

Changes

- Title changes – governed by the same rules as the print.
- Micropublisher changes – require new record. However, a reproduction that is published by a succession of publishers or a publisher which changes its name requires only one record. Include a note using 533 |n.

MULTIPLE TITLES FILMED TOGETHER

When you have multiple titles on a reel (that are not title changes), you will want to describe these titles in notes in the bibliographic and holdings records.

BIBLIOGRAPHIC RECORD - 1-8 works filmed together

Create a bibliographic record for each title. Describe the number of reel(s) that the particular title is found in the 533 |e. The first title will have a 533 note |n **Filmed with other titles**. Titles 2-8 will have a 533 note |n **Filmed with [first title]**.

BIBLIOGRAPHIC RECORD - 9 or more works filmed together

Create one bibliographic record for the first title. Add 533 |n **Filmed with other titles**. Optional: list titles as 740 (title added entries)

HOLDINGS/ITEMS - 1-8 works filmed together

Create 8 bibliographic records and 8 holdings. The first title will have an 866 |z note:
Filmed with other titles. Title 2-8 will have:

852 |x Filmed with [system number of first title]
866 |z First title on reel: USA today.

Firm order only: create one item record for each bibliographic record based on the first and last issue.

HOLDINGS/ITEMS - 9 or more titles filmed together

Create one holdings record. Add 866 |z Filmed with other titles. ***Firm order only:***
create one item record for the first title on reel.

HOLDINGS

Check dates on the microform against the 362 field. More times than not, the title will need to be manually checked to make sure that the information provided is accurate. Check for any missing issues statement at the beginning of the title. If such statement is not available, do not check every single issue. Only check the first and last issue on the film.

If we have a print record, check the holdings statement on the print record for consistency. Add 852 |z note: **Additional holdings in paper format** (micro holdings record) or **Additional holdings in microformat** (print holdings record).

Remember to use compress statements at the highest level of enumeration, if volumes are complete.

Example:

v.1(1951)-v.12(1962)

instead of v.1:no.1(1951:Jan. 2)-v.12:no.12(1962:Dec. 29)

SINGLE RECORD OR SEPARATE RECORDS

Separate records are used most of the time. Use separate records when we have two firm orders covering different items in microform and print.

Make sure both the print and micro-format records reciprocal notes.

- Add 852 |z note: Additional holdings in paper format / Additional holdings in microformat
- Use 852 41 on all microformats. This is a relatively new change. You may see some microfiche titles that have 852 81, please change them.
- Use 852 41 |j for filing whether Microfilm, Microfiche, or Microcard

Create one item record for the entire run per the procedures for ***Creating Microfilm & Microfiche Items.***

Item Process Status = 97 (non-circulating)

Circulation Note: "PIECES: [number of reels – we don't count fiche/cards]"

Union Listing Notes for multiple versions:

Micro ULS: #07391311 001 158 For hardcopy see #12345678. 52-116 1926-1989

Print ULS: #04215378 001 046 Retained in hardcopy until microfilm received. For microfilm see #07391311

The single record approach is used when we have simultaneous subscriptions to both print and microform. When in revision, consult Natasha before doing a single record with multiple holdings.

Microfilm title

Bibliographic record - Suppress display

Holdings record

LDR - cy2n

852 41 |j Microfilm or Microfiche 4 x 6, etc.

852 41 |x (non-public note) **SUPPRESSED; SEE ACTIVE [SYS. print record]**

ULS information is not posted to the suppressed record. It will be posted to the holdings record on the **active** record, but will have the OCLC # of the micro title.

SINGLE RECORD APPROACH - Suppressed Bibliographic Record

	130	0	a	Mercurio (Santiago, Chile)	
	245	03	a	El mercurio	
			h	[microform].	
	260		a	Santiago, Chile :	
			b	[s.n.,	
	300		a	v. :	
			b	ill. ;	
			c	59 cm.	
	310		a	Daily	
	362	1	a	Began June 1, 1900.	
	500		a	Description based on: Año 10, no. 4,307 (1 de set. de 1909).	
	525		a	Some issues accompanied by supplements.	
	580		a	Also published in afternoon ed. as: Ultimas noticias (Santiago, Chile).	
	533		a	Microfilm.	
			b	Washington, D.C. :	
			c	Library of Congress Photoduplication Service.	
			e	microfilm reels ; 35 mm.	
	651	0	a	Santiago (Chile)	
			v	Newspapers.	
	752		a	Chile	
			d	Santiago.	
SINGLE	775	1	t	Ultimas noticias (Santiago, Chile)	
APPRO	776	1	c	Original	
Suppre			w	(DLC)sn 89049985	
Holding			w	(OCoLC)11968119	
	850		a	ICRL	
	994		a	ED	
			b	IND	
	936		a	Año 97, no. 34,836 (31 de oct. de 1996) LIC	
	902		a	Suppress display	

**RECORD
ACH -
ssed
s Record**

<i>Leader</i>	<u>LDR</u>	—	—	^^^^^cy^^^^22^^^^^2n^4500
<i>Bib. Control N.</i>	<u>004</u>	—	—	ACW3435
<i>Phys. Descrip.</i>	<u>007</u>	—	—	hd^afu---baca
<i>Fixed Data</i>	<u>008</u>	—	—	9301274^^^^^^8^^^^0^^^^^^^0020125
<i>Link</i>	<u>LKR</u>	—	<u>a</u>	HOL
			<u>i</u>	NDU01
			<u>b</u>	0662586
<i>Location</i>	<u>852</u>	<u>41</u>	<u>a</u>	InNd
			<u>b</u>	MICRO
			<u>c</u>	NEWCO
			<u>j</u>	Microfilm N26
			<u>x</u>	SUPPRESSED; SEE ACTIVE SYS.788564

Active Print title

Bibliographic record - Reciprocal Notes (530 / 776)

Holdings records - One holdings for print and one for the microformat

Print Holdings: LDR - cy2n (usually)
 , 008/06 = 4 (Currently received)
 852 |z Retained in hardcopy until microfilm received
 852 |x ULS note for print with note **For microform copy, see #[OCLC]**

Microform Hldgs: LDR - cy4n
 008/06 = 4 (Currently received)
 852 41 |j Microfilm, Microfiche 4 x 6, etc.
 852 |x ULS note for micro with note **For hard copy, see #[OCLC]**
 852 |x ACTIVE, SEE SUPPRESSED SYS. [Aleph sys. micro]
 866 - Microform holdings

SINGLE RECORD APPROACH - Active Print Record with 2 Holdings (Print / Micro)

<i>LCC No.</i>	<u>050</u>	<u>0</u>	<u>a</u>	Newspaper
<i>Local Call No.</i>	<u>099</u>	—	<u>a</u>	News-
			<u>a</u>	paper
<i>Main Unit Title</i>	<u>130</u>	<u>3</u>	<u>a</u>	Mercurio (Santiago, Chile)
<i>Main Title</i>	<u>245</u>	<u>03</u>	<u>a</u>	El mercurio.
<i>Imprint</i>	<u>260</u>	—	<u>a</u>	Santiago, Chile :
			<u>b</u>	[s.n.]
<i>Physical Des.</i>	<u>300</u>	—	<u>a</u>	v. :
			<u>b</u>	ill.

1. Messages | 2. Tag Information | 3. Browser | 4. HOL Records

HOL Library:

LKR Text	HOL No.	
KELLO GEN	862420	Edit
MICRO NEWCO	1922597	Create

SINGLE RECORD APPROACH - Print Holdings

HO System No. 862420 El mercurio. (Mercurio (Santiago, Chile))	
<i>Leader</i>	LDR — — ^^^^^cy^^^22^^^^^2n^4500
<i>Bib. Control N.</i>	004 — — ADN8932
<i>Phys. Descrip.</i>	007 — — ta
<i>Fixed Data</i>	008 — — 9301274^^^^^4^^^0^^^^^^^0020221
<i>Link</i>	LKR — — <u>a</u> HOL <u>i</u> NDU01 <u>b</u> 0788564
<i>Location</i>	852 81 <u>a</u> InNd <u>b</u> KELLO <u>c</u> GEN <u>h</u> news <u>z</u> Current issues retained until microform copy is received. <u>z</u> Currently received. <u>x</u> ULS: #11968119 001 044 Retained in hardcopy until microfilm received. For microfilm see #13486931.

SINGLE RECORD APPROACH - Micro Holdings

HO System No. 1922597 El mercurio. (Mercurio (Santiago, Chile))	
<i>Leader</i>	LDR — — ^^^^^cy^^^22^^^^^4n^4500
<i>Phys. Descrip.</i>	007 — — hd^afu---bucu
<i>Fixed Data</i>	008 — — 0202204^^^^^8^^^2^^^^^^^0050201
<i>Link</i>	LKR — — <u>a</u> HOL <u>i</u> NDU01 <u>b</u> 000788564
<i>Location</i>	852 41 <u>a</u> InND <u>b</u> MICRO <u>c</u> NEWCO <u>j</u> Microfilm N26 <u>z</u> Currently received. <u>x</u> ACTIVE; SEE SUPPRESSED #0662586 <u>x</u> ULS #13486931 001 048 For hardcopy see #11968119. 1986-1996,1998-1999,2001-
<i>Text. Hoja Biblón</i>	866 41 8 0 <u>a</u> 1986-1990
<i>Text. Hoja Biblón</i>	866 41 8 0 <u>a</u> 1991:jan.1-1991:oct.23,

For more examples, see sys. no. 764403 (print with multiple holdings) and sys. no 900291 suppressed microfiche record. ULS examples: OCLC #2790154 and OCLC #14442308.

ENDING PROCESSING

Microfilm titles

For any microfilm title, property stamp each reel box. On the surface with the box's content information, stamp the Microfilm stamp in an open spot (Lower Level staff will assign the microfilm accession/call number). Record the system number on the upper edge near the box's opening. Send a note to Lower Level staff with corrected labeling information as it pertains to the title on the box.

If it is a new title, add 599 to the bib record. Complete TPF – count number of titles and units.

Microfiche titles

For any microfiche title, record the system number on the face of the first fiche sheet's envelope. Make sure all the fiche sheets/envelopes pertaining to one title are kept together.

If it is a new title, add 599 to the bib record. Complete TPF – count number of titles. Do not count single fiche.

Routing

Non subscription titles. Place microforms on the receiving location's shelf in the Bibliographic Access Dept.

Subscription titles. Add a return note to ADM record. Return microforms to Serials Acquisitions for check-in.