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**ELECTRONIC RESOURCES & SERIALS ACCESS DEPT.**  
**Serials Cataloging Unit**

**Documentation for the  
CHICANO SERIALS COLLECTION**

November 29, 2005

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**Series authority record:**

OCLC#6095453,  
Aleph sys no. 798452

Established name: *Chicano serials collection*

**Series bibliographic collection level record:**

Aleph sys no.#2086554

This record describes Chicano Serials Collection. It gives our users an idea what sections and reels we have received so far. It has two holdings records, for the microfilm reels and for the print guide, and one item record for the print guide.

We do not have a standing order for this title. However, this is an ongoing project. The library will purchase new titles as they become available and this record will need to be updated.

I added call number to this record: field 090, E184.5 .M5C45  
Per Barb's request, this call number must be used on all bibliographic records of this collection.

Location: MICRO GEN Microfilm G1

**Organization:**

You will be working with a printed guide that is organized by section number. You can start your cataloging work with section 1.

Each **bibliographic record** should contain the following elements:

*Collection level call number:*

090 00 E184.5 .M5C45

*Microform series statement:*

Field 533, subfield f and field 830



### Previously cataloged titles:

Some titles have already been purchased and cataloged. Check for duplicate titles in Aleph when you are cataloging. When you come across previously cataloged titles, you need to complete the following steps:

- update collection level record, sys no. #2086554: holdings record ( 852, subfield \$z - total number of reels and 866 field) ; item record (description and circulation information)
- update bibliographic record of previously cataloged title:
  - add collection call number to bibliographic record, field 090, E184.5 .M5C45
  - if necessary, add collection series statement. All titles associated with this collection must be linked together via series statement field 533, subfield \$f, and field 830, subfield \$v.
- you may also need to change the microfilm number in order to bring the title with the rest of the collection. Please notify Shelly by e-mail when you change microfilm number on the holdings record, include the following information: sys number, title, old shelving number. Shelly will create new label for the reel box.
- if you come across a duplicate title, please bring it to Shelly's attention. Our local policy is not to keep duplicates. Do not create second holdings record.

Holdings record, Location: MICRO GEN Microfilm G1 section #, reel #, item # (for multiple titles filmed on one reel)

You will create individual records for all titles, even when more than 8 titles are filmed together.

### **What to do when you do not find a record in OCLC**

- Search OCLC for another microfilm or print record. Clone print/micro record using local procedure: *Cloning a microfilm record from another record in OCLC*. Save the record to OCLC online file. Make a print out of the record and give it to Natasha for review.
- If you cannot find any records in OCLC, send the title to Natasha for original cataloging. If it is a title filmed with other titles and the first title has a record in OCLC, catalog the first title. Add 740 title added entry field for other title which doesn't have separate record in OCLC and give a print out to Natasha. Natasha will catalog it and will remove 740 field from the record.

### **Statistics**

Fill in TPF form for collection level record. Count number of titles 1, number of pieces 640 (per order record).

At the end of each week, send a list of cataloged titles (130 title information, or 245 if no 130) to Shelly Bates and Lisa Steinbarger. Shelly will be doing labeling and keeping track of the titles that are being cataloged in the collection. Please also notify Shelly if you come across any duplicates and if you need to change a microfilm number on previously cataloged titles.

You will be keeping a running total of the number of titles you've cataloged every week. At the end of the month, give the total number of titles to Lisa and put that number of titles on the Incoming Titles Count form in A8 and B23.

There will be no TPFs filled out for these titles. You will also not count the number of reels because we already counted and reported them (see October 2005, Unit statistics) when the collection was cataloged as one title.

When cataloging the titles you will add the 599 (new title) note. It is important to remember that subsequent title changes **DO NOT** get 599s, only the first title.

You will create individual item records for each cataloged titles. Fill in the following fields:

2. General Information(Tab 1):

SubLibrary, Collection, Material Type (Film), Holdings Link, Call number, Enum Levels

Description (add generic statement)

Item Status (97 until new "suppressed microform item status" is available)

3.General Information (Tab 2):

Circ Note: add the total number of pieces. Please note, that when cataloging the titles you will add the total number of reels to holdings record, field 852 subfield \$z. If multiple titles are filmed together on one reel, add the total number of reels to all holdings record. However, the following needs to be added to Item records, circulation information:

first record on reel: PIECES [add number of pieces]

other titles on reel: PIECES 0

4.Serial Information

Add arrival date, if needed.

6.Holdings

Make sure the item is linked to a holdings record.