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## **ELECTRONIC RESOURCES & SERIALS ACCESS DEPT.**

### **Serials Cataloging Unit**

# **Cloning an Original OCLC Record for Microfiche from an Existing Record**

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This checklist is similar to that of cloning microfilm records.

This checklist will guide you in the creation of a new OCLC record for a microfiche title where none currently exists for our micro-publisher. First, you will need to find the OCLC record for which you are going to base the new microfiche record on, whether it be another microfiche record for a different publisher or from the original print record. If you have a choice between the original print record and another micro-publisher, then choose the original print record.

Do not clone from a record if its Encoding Level is **NOT** coded full: blank, "1", or "I". Consult with Natasha if these Encoding Levels are **NOT** available.

When creating a new record in OCLC, all headings (names, series, and subjects) must be verified against the OCLC authority file. Make a printout of the base record. You will need it to fill out the various fields in the new record.

### **Derive New Record**

Once you've found the record you want to derive (whether it is the print original or another micro-publisher), use the command: **Ctrl + Alt + C** to derive a new record for the same format.

### **Apply Constant Data**

We have constant data that will populate certain fields in the bibliographic record with common text. To apply constant data, use the command: **Ctrl + U** and in the box type **SERMICRO** and make sure the option "Both" is checked.

### **Fixed Fields**

If the original record has Description coded: (**Desc. a**) then code the new record as **a**, but if the original record is not coded: (**Desc. a**), then leave that element blank.

If the original record was a newspaper (**SrTp.: n**) then the new record must have the following codes: **Orig.: e** and **SrTp.: n**. If the original record was not a newspaper (**SrTp.: p**) then the new record will have the same coding, but the **Orig.** element of the new record will be blank.

### **Variable Field: 007**

You may need to adjust certain key elements in order for the 007 to match our microfiche. These elements can be obtained from examining both the shelf-list card and the front matter on the microfiche.

Most important are:

**|d positive or negative**

a = positive  
b = negative

**|e dimensions of the fiche**

l = 3 x 5 in.  
m = 4 x 6 in.  
o = 6 x 9 in.

**|f reduction ratio of the fiche**

a = Low reduction (less than 16x = 16:1)  
b = Normal reduction (for 16x-30x = 16:1-30:1)  
c = High reduction (for 31x-60x = 31:1-60:1)  
d = Very high reduction (61x-90x = 61:1-90:1)  
e = Ultra high reduction (over 90x = over 90:1)  
v = Reduction ratio varies  
u = Unknown

The |f is an alphabetical element followed by a three-digit numerical code for the reduction ratio.

**Example:** |f b 030 (Normal reduction at 30:1)

If the reduction is known, but the amount of reduction is not known, you can enter just the reduction code but leave - - - for the numerical elements.

**Example:** |f b - - - (Normal reduction, size not known)

Do not guess, if there is no reduction information on the cards or fiche, the code:|f u - - -

CONSER only requires ratio for titles with ratio of less than 4:1 or greater than 90:1 otherwise you can do - - - unless you KNOW the ratio.

**Variable Field: 245**

At the end of the field, add |h [microform]. |h comes after |a, |n, |p but before |b and |c

**Example: Journal of library science |h [microform] : |b an academic journal for library students. ¶**

**Variable Field: 533**

Edit the [ ] subfields based on information obtained from the microfiche. When filling in the desired information, remove the [ ].

**|a Microfiche. |b [Enter place of filming] : |c [Enter agency responsible], |d [date of filming. If no date, put . at end of |c]. |e [number of - ONLY if title is complete] microfiches : [positive/negative] ; [size if not 4 x 6 in. (11 x 15 cm)] cm.**

**Note:** If the place of publication is not explicitly identified on the fiche, but is known, put the |b information in [ ].

**Variable Field: 776**

Add the OCLC number of the original record to the |w of the 776.

**Linking Fields**

If the record being derived from had a 780 / 785, these fields will be copied over to the new record. However, we cannot have 780 / 785 linking from a microfiche record to a print record,

therefore delete |x and |w fields unless we have the corresponding microfiche, then enter the OCLC number of the microfiche title for which we have in |w.

### **Deleting Fields**

Delete all fields which do not pertain to our copy, such as: 210, 222, 530, 580, and linking fields (7xx).

You can delete certain fields of a record by using the command **Alt + Del** when your cursor is in the field you want to delete.

### **Adding Fields**

Add the following fields from the print record, which were deleted when you derived the record: 022 (as is), 043, or 090 (if the print record call number had an 050 - place that call number in an 090 field - we should not add 050 to the microfiche record for it is a LC only field. All our call numbers should go in an 090).

Use the command **Enter** on the line above where you want to enter a new field. This will create a blank field for you to enter information.

### **Final Edits & Preparing the Record**

Make sure fields are lined up (i.e. 776 before 780 / 785, etc).

Reformat the record, using: **Ctrl + R** and then validate the record, using: **Shift + F5**. If you get an error message that you do not understand, consult with Natasha.

### **Save the Record**

You can save the record that you've just finished creating either in the online save file or locally on your computer's save file. To save a record online, use: **Ctrl + Alt + V**. If you want to save the record locally, use: **F4**.

You can search the save files for your record. For the online save file, use: **Ctrl + F3** and for the local save file, use: **F3**.

***Give TPF, and all handouts to Natasha when title is finished for revision.***

### **Adding the Record to OCLC**

Once the record has been revised and it is ready to be added to OCLC(**Shift + F7**) to produce the record (create record in OCLC with a new number) and update holdings by adding our symbol to the record.

The record is now ready for export into Aleph. Export and finish cataloging per: *Copy Cataloging Microforms and Creating Microfilm & Microfiche Items*.

If we have a print counterpart in Aleph, make sure that you update it by adding:  
Reciprocal notes (530 / 776)  
Holdings: 852 |z Additional holdings in microformat / Additional holdings in paper format as well as updating the print ULS in the 852 |x and in OCLC.

### **Statistics**

When creating an original record, record your stats on the TPF as **1 Title and 0 Units**.

On the TPF, check off **RETROSPECTIVE CONVERSION and ORIGINAL MICRO. OCLC RECORD** so that it can be counted separately from the rest of the Retrospective Conversion titles. Also use A8 / B23 for the TPF and Incoming Titles Count form.