
ELECTRONIC RESOURCES & SERIALS ACCESS DEPT.

Serials Cataloging Unit

Cloning an Original OCLC Record for Microfilm from an Existing Record

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This checklist will guide you in the creation of a new OCLC record for a microfilm 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 microfilm record on, whether it be another microfilm 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".

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: **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: **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 microfilm. These elements can be obtained from examining both the shelf-list card and the front matter on the microfilm reel.

Most important are:

d positive or negative	e dimensions of the microfilm	f reduction ratio of the film
a = positive b = negative	a = 8 mm. d = 16 mm. f = 35 mm. g = 70 mm. h = 05 mm.	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: St. Joseph forum |h [microform].

Variable Field: 533

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

|a Microfilm. |b [Enter place of filming] : |c [Enter agency responsible], |d [date of filming. If no date, enter . at end of |c]. |e [Number of] microfilm reels ; [size] mm.

Note: If the place of microfilming is not explicitly identified on the reel, but is known, put the |b information in []. **Also:** DO NOT add the number of microfilm reels if the title is not complete.

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 microfilm record to a print record.

Delete |x and |w fields unless we have the corresponding microfilm, then enter the OCLC number of the microfilm 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: **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.