Monograph Microform Copy Cataloging

Most microforms we catalog are reproductions of materials originally published in paper format. Complete guidelines for cataloging reproductions can be found in OCLC Bibliographic Formats and Standards. However, the main point is that the bibliographic description should be based on the original print publication using AACR2 chapters appropriate to that material. Data relating to the reproduction is placed in a secondary position (most notably the 533 field).

Publications issued originally in microform are much more rare in our library. Such materials are cataloged according to AACR2 chapter 11, where complete guidelines may be found.

ERIC microfiche are all cataloged on .b16666161, ERIC [documents on microfiche]. The ED number is entered (minus prefix) in the volume field of the item record.

If you receive a microopaque (i.e., microcard), ask your supervisor.

I. Searching for Bibliographic Records

If the microfilm or microfiche is a new acquisition, skip to step I B. If the item already has a call number, this means the title was previously cataloged, although not necessarily in InfoLinks. First search the shelflist, and pull the card if found.

A. Searching InfoLinks. Search for the record in InfoLinks using a title or call number search. (The title in the 245 and that on the fiche header might not match exactly.) For reproductions, if you find an InfoLinks record with a 533 field, and the form (microfilm or microfiche) matches, go on to Step II. For original microform publications, the title, publication information, edition, and physical description must match.

B. Searching OCLC. If you do not find a matching record in InfoLinks (or the title is a new acquisition), search OCLC.

1. Determining a match

   a. Microform reproductions. In order to be a match, the record must first describe the same original print publication as the microform in hand, including title proper, place of publication, publisher, date, and edition.

      Secondly, it must match in several key areas of reproduction. Check field 533. You may use an existing microform record if:

         • the form (microfilm vs. microfiche) matches the item in hand, and
         • the reproduction publisher matches the item. (Exception: a change in publishers between issues or parts of a serial or multipart item is allowable.)

      The following differences are allowable:

         • a difference in polarity (positive vs. negative)
         • a difference in reproduction publication date
b. **Original microform publications.** In order to be a match, the record must describe the microform in hand, including title proper, place of publication, publisher, date, and edition.

2. **Matching microform record found.** If there is a matching record, update the library’s holdings using the [F8] key and export the record ([F5]) to InfoLinks. Then continue with step II.

    If there is more than one matching record, choose the best one for cataloging. If you are uncertain as to whether a record matches, or as to which is best, ask your supervisor.

3. **No matching microform record found.** If there is no record for a microform reproduction, but there is a record for the original print publication, create a new record according to the procedure “Deriving OCLC Records for Microform Reproductions.” If there is no print record at all, give to your supervisor.

    If there is no microform record for an original microform publication, give to your supervisor.

II. **Editing the Bibliographic Record**

   A. **Fixed Field.** For reproductions, all fixed fields elements should reflect the *original print* version. For original microform publications, the fixed field should describe the microform edition. Verify against [Bibliographic Formats and Standards](#) and correct as needed. The following are important elements:

   - **Lang** verify and correct. Common Codes Are: eng (English); fre (French); ger (German); and spa (Spanish). For others, refer to [MARC Code List for Languages](#).
   - **Skip** should match second filing indicator in 245
   - **Location** main
   - **Cat Da** fill in today’s date (omit this step when not blank)
   - **Bib Lvl** m (if “s,” give to the head of the Serials Cataloging Unit)
   - **Mat Type:** t manuscript language material (use for theses/dissertations)
     a language material (all other monographs)
   - **Bcode3:** x
   - **Country:** appropriate code from [MARC Code List for Countries](#) (should match 260) or “xx” for thesis/dissertation
B. 007. Expand and edit the field as needed. To do this, place the cursor in the field and [Ctrl][R].

Mat Catg  
- h

Spec Mat  
- d microfilm reel  
- e microfiche  
- g microopaque (i.e., microcard)

Pos/Neg  
- a positive (black text, white background)  
- b negative (white text, black background)

Dimens  
- d 16 mm microfilm  
- f 35 mm microfilm  
- l 3 × 5 in. microfiche or microopaque  
- m 4 × 6 in. microfiche or microopaque  
- o 6 × 9 in. microfiche or microopaque

RedRange  
- accept whatever is in the record (or default)

RedRatio  
- accept whatever is in the record (or default)

Color  
- b black and white

Emulsion  
- a silver halide (shiny on one side and dull on the other)  
- b diazo (shiny on both sides)

Generatn  
- c

BaseFilm  
- a

**Note:** If there is no 007 field, you will have to add one. Key [Enter], then “y” for the InfoLinks tag and “007” for the field. Type “h” and [Ctrl][R], then fill in the subfields.

C. 008. Expand and edit the field as necessary. To do this, place the cursor in the field and [Ctrl][R]. The following field is the only one you need to check:

FormItem  
- a microfilm
   - b microfiche
   - c microopaque

**Note:** In some older records, “FormItem” may be missing. If this is true, expand the “MARC Leader” line and look at REC TYPE. If the code is “n,” change it to “a,” and the correct elements should then display when you expand the 008 (see attached).

D. 020. This field should contain only an ISBN assigned to the reproduction or original microfilm publication. Delete any ISBNs for the original print version.

E. 050/090 call number. Most microfilm and microfiche titles receive Library of Congress call numbers. There are a couple exceptions: ERIC microfiche are cataloged together under the local call number (tag “z”) ERIC, and should you ever receive microcards, you should ask your supervisor.
a. If there is a Library of Congress call number (050/090):

- Search it in InfoLinks to make sure the Cutter is correct for filing with our other call numbers. You may have to adjust the Cutter number.
- Make certain the date has a letter “a” after it (e.g., 1992a), unless the item is an original microform publication.

b. If there is no LC call number, write “call #” on the printout and give it to your supervisor when you are done with other steps.

F. 1xx main entry. The record will usually (but not always) have a 100, 110, 111, or 130 heading. These should be searched in the InfoLinks authority file and corrected as necessary. You may also need to search the OCLC file and export a record. If there is no authority for the heading, give to your supervisor or establish it.

G. 245 title. Make sure title doesn’t appear to have any glaring misspellings, and that the MARC coding is correct (i.e., there is a |c for the statement of responsibility, etc.). In addition:

- Make certain there is a |h with the GMD [microform].
- Also check the filing indicator and the “skip” element in the fixed field.

For original microfilm publications, the chief source of information is the title frame, defined in AACR2 as “a frame containing written or printed material not part of the subject content of the item,” and “a frame, usually at the beginning of the item, bearing the full title and, normally, publication details of the item.” If the title is taken from another source, transcribe the title in square brackets, and give the source in a note.

For original microfiche or microopaque publications, the chief source is normally the title frame. However:

- if there is no title frame or if the information there is insufficient, treat the eye-readable data printed at the top (the “header”) as the chief source of information, or

- if the title on the header appears in a shortened form but appears in a fuller form on the accompanying eye-readable materials or the container, treat the accompanying eye-readable materials or the container as the chief source of information. In this case, make a note giving the source of the title proper.

If the title is taken from any other source, transcribe it in square brackets, and give the source in a note.

H. 246 variant title. For fiche, the title on the header may not exactly match what is in the 245. This is fine, but add a 246 for a title on the header if it uses different wording. Compare the 245 and the fiche header carefully so you will catch any differences. The appropriate 246 format is:

246 1_ |i Title on fiche header: |a Blah blah blah blah

For all microforms, add 246 entries if the container or other sources bear different titles.
I. **250.** For reproductions, this should reflect the *original print* (not the microform) publication. The edition of the microfilmed item must match the edition statement in the bib record.

Edition statements may also apply to original microform publications. Prescribed sources for this field are the title frame, rest of the item, and container, and information taken from other sources must be transcribed in square brackets.

J. **260.** For reproductions, this should reflect the *original print* (not the microform) publication. You can normally trust the information in the bib record, but look to make sure the MARC coding is correct. Also, for microfiche, make certain that the date in 260 |c matches the date printed in the right-hand corner of the fiche header. If it doesn’t, show it to your supervisor.

For original microform publications, the 260 describes the microform edition. Prescribed sources of information for this field are the title frame, rest of the item, and container. If you take the information from accompanying eye-readable material or another source, transcribe the elements in square brackets.

K. **300.** This field is for the physical description of the item.

1. For reproductions, the 300 should reflect the *original print* (not the microform) publication. You will have to trust the dimensions, but pagination and presence or absence of illustrations can be verified and corrected. Also make sure the MARC coding is correct.

2. For original microform publications, this field will contain the microform details. The following are the subfields:

   |a **Extent.** Give the number of physical units followed by the appropriate term: microfiche(s), microfilm reel(s), microopaque(s).
   
   |b **Other physical details.** If the microform is negative (white text, black background), it should be indicated, as should the presence of illustrations.
   
   |c **Dimensions.** If the dimensions of a microfiche are other than 10.5 × 14.8 cm., the height × width should be given in centimeters. The width of microfilm should be given in millimeters, and the height × width of a microopaque should be given in centimeters.
   
   |e **Accompanying material.** Record the details of significant accompanying materials in 300 |e. (For less important materials, a note is usually sufficient.) This subfield is proceeded by a “+” sign.

   For example:

   300 3 microfiches : |b negative, ill. + |e 1 guide (30 p. : ill. ; 22 cm.)
   300 1 microfilm reel ; |c 35 mm.

L. **4xx/8xx series statement.** For microform reproductions, series statements apply to the *original print* publication.
For original microform publications, series statements apply to the microform edition. The prescribed sources of information are the title frame, rest of the item, and container. Series statements from other sources should be transcribed in square brackets.

Refer to “Copy Cataloging for Monographs: Phase 2” for complete series instructions.

M. 5xx. These fields contain notes about the item.

1. **Reproductions.** Most notes describe the *original print* publication. Read through them and correct any typos or other errors you find. Also add or verify the following note:

   a. **533.** This note describes the reproduction. Check to make certain it accurately describes the item in hand. Pay particular attention to the statement of polarity. The following are the subfields:

      |a Microfilm
      Microfiche

      |b Place of reproduction. If none, give as [S.l.]

      |c Publisher of reproduction. If none, give as [s.n] (Note that if both place and publisher are unknown, the two abbreviations are enclosed in a single set of brackets.)

      |d Date of reproduction. If unknown, give a questionable or incomplete date in brackets. For example:

      [1985?]
      [198-?]
      [19--?]

      (Note that if publisher and date or place, publisher, and date are unknown, the information is enclosed in a single set of brackets.)

      |e Physical description. For fiche, give the number; for film, give number of reels and dimensions (i.e., film width). Also give polarity if **negative** (precedes dimensions). For example:

      3 microfiches : negative
      2 microfilm reels : negative ; 35 mm

      |f Series statement/numbering for the reproduction. Enclose in parentheses and separate numbering with space ; space. For example:

      (CIHM/ICMH microfiche series ; no. 00123)

Here are examples of complete 533 fields:

2. Original microform publications. All notes pertain to the microfilm edition. They may contain information about the nature and scope of the material, statements of responsibility, edition and history, language, intended audience, etc. For the complete list of applicable notes, consult AACR2 Chapter 11. There should not be a 533 note.

N. 539. Accept as found in the record (only applies to reproductions).

O. 6xx. If the record has no 6xx fields (600, 610, 650 _0), notify your supervisor. Otherwise, check the existing headings in the authority file and correct as necessary. You may also need to search the OCLC file and export records. If there is no authority for a particular heading, give to your supervisor.

P. 7xx. The record may have 700, 710, 711, or 730 headings (with or without +t). These should be searched in the InfoLinks authority file and corrected as necessary. You may also need to search the OCLC file and export records. If there is no authority for a particular heading, give to your supervisor or establish it.

Q. 945. Add your initials. If there are already initials in the record, type <space> / <space> and your initials at the end.

III. Item Record(s) and Physical Processing

Note: Item record and physical processing issues for microopaques (Itype 18 and location "micro") have yet to be resolved. In the rare case that you might get these materials, ask your supervisor, who will in turn consult with the Head of Periodicals.

A. Microfiche. Place all fiche for a given title in a single envelope and create one item record unless the bibliographic work consists of several volumes or there are more than ten fiche sheets. If the work consists of multiple volumes, place the fiche for each volume in a separate envelope and create the corresponding number of item records. If there are more than ten sheets for a work or volume, place them in multiple envelopes of 10 sheets each (the last envelope may contain fewer), and create the corresponding number of item records. (Sometimes an extra envelope is also necessary for the title header to be legible.)

1. IType microfiche
   7 microfiche
   21 ERIC microfiche
   21 ERIC microfiche

2. Location microfiche (monograph)
   mficm mini microfiche

3. Status: - (if you have time to label and reshelve it soon. Try not to let materials sit around in Cataloging too long without a status of "b.")
4. Barcode  Insert the barcode number (tag "b") in the item record. Apply the barcode label to the front of the envelope, in the upper right corner of the pocket portion of the envelope (under the exposed portion of the fiche).

5. IMessage  In the case of microfiche, if an envelope contains more than one sheet, insert a message field (tag "m") with the number of sheets followed by the word "mfiche." For example:

2 mfiche

6. Volume  If the work consists of several bibliographic volumes, add a volume field to each item record created. For example:

v.1

If there are more than ten sheets for a work or volume, insert a volume field in each item record created. Use the designations "sh." and/or "v." as appropriate. For sheet numbers, use the form found on the header. For example:

sh.1-10
sh.a-j
v.1 sh.1-10
v.1 sh. a-j

7. Label  If there is not already a correct call number label adhered, print one and apply it to the upper left corner of the pocket portion of the envelope (under the exposed portion of the fiche). Note that if there is a "message" field in the item record, the information should appear on the label.

B. Microfilm. Create one item record for each microfilm reel/box.

1. Itype  6

2. Location  mfilm

3. Status  - (if you have time to label and reshelve it soon. Try not to let materials sit around in Cataloging too long without a status of "b.")

4. Barcode  Insert the barcode number in the item record and place the barcode label on the microfilm box. To do so, hold the film box with the title/call number facing you. Turn the box so the call number faces left. Then place the label in the upper right corner of the side of the film box facing you now.

5. Volume  If there is more than one reel of microfilm for a title, insert a volume field in each item record. Microfilm boxes often have a reel number, but dates or other information may also be found. Generally always include the reel number if present, because it is the most helpful for locating the box on the shelf. Also add other information if it will help the user determine which reel is needed. The guiding principle is to use what is on the box,
although standardization is necessary when the boxes vary greatly. If you are uncertain, ask your supervisor.

Use the designation “reel,” not “roll.” Consult “Standard Abbreviations for Item Records” as needed for other designations, and observe the following conventions for entering the data:

a. Since these are monographs, place item records in order from earliest to latest.

b. Always use the following abbreviations for months and seasons, using upper and lower case as shown.

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<thead>
<tr>
<th>Abbreviation</th>
<th>Month/Season</th>
</tr>
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<tr>
<td>Ja</td>
<td>January</td>
</tr>
<tr>
<td>F</td>
<td>February</td>
</tr>
<tr>
<td>Mr</td>
<td>March</td>
</tr>
<tr>
<td>Ap</td>
<td>April</td>
</tr>
<tr>
<td>My</td>
<td>May</td>
</tr>
<tr>
<td>Je</td>
<td>June</td>
</tr>
<tr>
<td>Jy</td>
<td>July</td>
</tr>
<tr>
<td>Ag</td>
<td>August</td>
</tr>
<tr>
<td>S</td>
<td>September</td>
</tr>
<tr>
<td>Oc</td>
<td>October</td>
</tr>
<tr>
<td>N</td>
<td>November</td>
</tr>
<tr>
<td>D</td>
<td>December</td>
</tr>
<tr>
<td>Spr</td>
<td>Spring</td>
</tr>
<tr>
<td>Sum</td>
<td>Summer</td>
</tr>
<tr>
<td>Fall</td>
<td>Fall</td>
</tr>
<tr>
<td>Win</td>
<td>Winter</td>
</tr>
</tbody>
</table>

c. Do not leave a space after volume designations ending in a period. For example:

v.1 but reel 1

d. Use a leading “0” for single digit dates (e.g., Ja 07).

e. Use four digits for years (e.g., 1986).

The following are examples:

reel 23 reel 1 ser.1 Ja 01 1775–Ap 25 1797

5. Label

If there is not already a correct call number label adhered, print one and apply it on the “spine” side of the box bearing the title label. Place it so no information is covered, trimming the label as needed. Then place clear tape over the call number label.

IV. OCLC Holdings

If you did not export the record from OCLC in step I B, check to see if our holdings have been updated in OCLC. Call up the OCLC record by typing “[number]” in the “Command Line Search” box. If the display does not read “Held by AFU” in the first line of the record, type [F8] to update our holdings. The message should change from “No holdings in AFU” to “Held by AFU.”
V. **Statistics**

A. **Newly-acquired materials.** Record totals on the the Non-Books statistics sheet in the “OCLC” section of the appropriate category (microfiche, ERIC microfiche, microfilm, or microcard). Count one title per OCLC bibliographic record edited in InfoLinks. Under “Pieces,” count each physical unit (reel of microfilm, microfiche sheet, or individual microcard), whether they are housed in the same or separate containers.

B. **Previously-cataloged materials.** If the title already has a call number label, it was previously cataloged and counted. Search for a shelflist card and convert if found. On the Recataloging form under “Recatalogued NonBooks,” locate the correct format (microfiche, microfilm, microcards, ERIC microfiche), and count one title per OCLC record created.
### Expanded MARC Leader and 008 Field

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<tr>
<th>Field</th>
<th>Value</th>
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<td>Last Updated: 04-07-2005 Created: 10-19-1994 Revisions: 7</td>
</tr>
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<td>LANG</td>
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<td>D</td>
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<td>Content2</td>
<td>b</td>
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<td>Govt Pub</td>
<td>Content1: Abstract: d</td>
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<tr>
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<td>s 440</td>
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<tr>
<td>n 600</td>
<td>Summaries also in French</td>
</tr>
<tr>
<td>n 504</td>
<td>Includes bibliographical references</td>
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<tr>
<td>n 633</td>
<td>Microfiche (b)Paris: [c: OECD,]1994a, e5 microfiche, 11 x 15 cm</td>
</tr>
<tr>
<td>n 639</td>
<td>s19944#14(4)</td>
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