These items SHOULD have records in OCLC. They are cataloged like other reproductions on microfiche, such as the OECD fiche. A few points:

1. **Searching OCLC for records.** Most of these books have been printed and reproduced more than once, so be sure to get the correct OCLC record. We want one that has “Afro-American rare book collection” in the series (830 or 440) and “Microfiche. $b Denver : $c Information Resources Division, Kistler Data Management” as the publication information in the 533 note.

You may use a **sca ti** search, author/title derived search, etc., but this is an instance where OCLC keyword searching may be helpful. To do this, you must specify what field a word comes from, after the command “fin” (find). For instance:

```
fin se rare and se book and se principle and au scott
```

Looks for the words “rare” and “book” in the series fields, “principle” in the title fields, and “scott” from the author fields. This combination gets you the correct record for *The lost principle* by John Scott. You don’t have to use words from both author and title, just whatever seems best. Do use the series keywords to make sure you are getting the correct series. Hint: choosing unusual keywords usually gets more precise results.

2. **Editing the record.** Check the usual fields, being especially attentive to:

   - Form: b
   - 007  h $b e $d a $e m $f b--- $g b $h a $i c $j a
   - 090  see below (#4)
   - 100  Check the authority files in InfoLinks and OCLC and export records as necessary.
   - 245  Must include $h [microform] (and, of course, the title must match the title on the fiche)
   - 830  Contains the series statement: Afro-American rare book collection. However, the **volume numbering** will be changed—instead of a number (“v. 15”), we will use the author’s last name (“Ade, George”) in subfield v. There should be a period at the end of the field. See #4 below for more information.
   - 830 0 Afro-American rare book collection.
   - 945  your initials

3. **Tag (update) the record in OCLC and export it.**

4. **Item records.** Warning!! This is unusual! This set is being treated as an “analyzed” series, which means that although they have separate bib records, they have the same call number, and there is also a single bib record for the whole set that affects the individuals. This means there are some unusual details for both **item records** and **call numbers**.
Call numbers. Each individual bib record has two 090 fields. The first is for the call # “stem”:

090 E185.5 $b .A34

The second is for the call # with the volume numbering:

090 E185.5 $b .A34 Ade, George

Whoa! Yes, that volume number looks weird. Since this series isn’t really numbered (the volume numbers in the 830 in the OCLC records were made up by the catalogers), we are using the authors’ names as the “volume.” You can take this straight off the fiche header, but you may shorten the name somewhat if necessary (“Coleman, Lucretia” instead of “Coleman, Lucretia H. Newman”). If you have questions, or if there are two names conflicting with each other, consult Kate.

Item records. The item records for analytics must be created on the set record (in this case .b1418977x) and then linked to the individual record (the one you are putting the two call number fields into).

Create the record as normal, with I Type = 7, location = mfic, barcode, message with # of fiche in the envelope, etc. (do put all fiche for one volume in 1 envelope if possible—we can put up to 10 fiche in 1 envelope). Then link the record:

while the item record is in front of you, hit X to link
input the .b number of the individual record
answer Y for yes if the correct bib record displays
a message will appear in the item record: ALSO LINKED TO BIB RECORD .b[etc.]

It is easy to delete links so don’t panic if you find you’ve linked to the wrong record.

5. Labels, etc. Create labels for these fiche (try to put all fiche of one volume into one envelope) and apply. Kate will check and they will be re-shelved.

6. Statistics. These count on the Recataloged sheet, under NonBooks, in the Microfiche box. Count 1 title for each bib record and 1 volume for each sheet of fiche. Also count any authority records you export or set up.

kmk08/16/2002