Monograph microfiche that are already cataloged but were living in the Serials microfiche drawers:

1. Make sure the fiche is a monograph and not a serial. Look at the item location code in InfoLinks:
   if it is **mficc** it is a monograph. Proceed with step #2.
   If it is **mfiche** it is a serial. Return the fiche to the Periodicals room and drop it in the “fiche to be reshelved” box next to the fiche readers.

You can look at this through the “public” version of InfoLinks if you like—the location code will display at the bottom of the screen. It looks a little different, but it may require less typing if you want to search them all in a batch.

**PER MFICHE-THESES** is for monographs.
**PER MIFICHE** is for serials.

2. Check for an item record. If there is none, add a new one. If there is one (all of them should already have it), check the following fields:
   - **Itype = 7**
   - Location – mficc
   - Status = - (unless you need to keep it for a long time to process; then use “b”)

   Apply the barcode and insert the barcode field.
   Insert a message (“m”) to list the number of fiche in the envelope if there is more than one.

3. Make sure the call number on the fiche envelope shows the correct location. It should say **mficc** at the top of the call number. Anything else (microfiche, mfiche, avmfch) is incorrect and must be crossed out and replaced with mficc. You may print out new labels if you like, or you can simply use a fine-tipped pen and VERY NEATLY cross out the incorrect location code and write in mficc at the top of the call number.

4. Count these, not on a formal statistics sheet; just count each fiche once on a sheet for Kate. She wants to keep track of how many of these fiche we had to “transfer” from the serial to the monograph drawers.

5. Give the fiche to Natsuki to re-shelve.