The physical education theses on microfiche we receive from the University of Oregon are cataloged as other reproductions are: the description is based on the original item, and certain data is added to reflect the reproduction itself.

I. Finding the Record

Search for OCLC cataloging copy.
   If there is a record for the actual fiche (look at the 533), **update** the library’s holdings and **export** the record (u;xpo).
   If there is more than one record for the fiche, see a cataloger for guidance.
   If there is no record for the fiche version, but there IS a record for the original thesis, create a new “related” record by using the “mft” and “new” commands (check with Kate about this for more information).
   If there is no record at all, set fiche aside for cataloger.

II. Editing the Record in InfoLinks

A. Fixed Fields

**InfoLinks Fixed Fields**
LANG: eng
LOCATION: main
BIB LVL: m
BCODE3: x
CAT DATE: fill in today’s date when you are done editing the record.
MAT TYPE: should be “t” for manuscript material, NOT “a” for monographs.
COUNTRY: should be “xx” since the original work is considered an unpublished manuscript.

**007** (Infolinks subfield tag / OCLC subfield delimiter)
You will have to “expand” this field in order to edit it. Hit F for full-screen edit, then position the cursor at the 007. Hit Ctrl X to expand the field into individual subfields, then move the cursor around from one to another. When you are done with the field, hit either Ctrl X to de-expand it or Ctrl E to leave full-screen edit. The subfields show in **bold** below are important, and should be checked. The other subfields are less crucial and you can ignore them.

**Mat Catg / $a: h (microform)**
**Spec Mat / $b: e (fiche)**
Pos/Neg / $d: b (negative image: white print on black pages)
Dimens / $e: m (dimensions 4 x 6 in.)
RedRange / $f: b (normal reduction ratio)
Color / $g: b (monochrome rather than color)
Emulsion / $h: u or blank is appropriate
Generatn / $i: c (service copy)
BaseFilm / $j: u or blank is appropriate
This field also requires “expanding” in order to edit. See explanation under 007. The FormItem subfield is the most important.  
Enc lvl: You can ignore this; K, M, etc. level records do not need to be shown to cataloger.  
Cat form: a for AACR2 punctuation; i or blank for other systems (you can basically ignore this one, too)  
Country: should match InfoLinks COUNTRY (xx)  
Date One: date of original thesis  
FormItem: b (microfiche)

B. Control Fields

049  
AFUA for main library

C. Variable Fields

090    Library of Congress call number  
If there is no 090, give the record to a cataloger when you have finished your other editing so she can assign a call number.

If 090 is present, check the $b (or add $b) for Cutter number and date. The Cutter should allow the item to file alphabetically by main entry in our catalog. The date should be the date of the original thesis followed by a small letter “a” to indicate that the item is a reproduction (e.g., “1974a”).

*The following fields describe the original publication. They should be checked for obvious typos or errors in format (punctuation, etc.), but you do not need to go view the microfiche itself to check this information UNLESS you notice a major discrepancy between the information you can read on the header of the fiche (the printed area at the top, readable by the naked eye) and what’s in the record. In other words, accept what the copy says unless the title or information in the thesis note (502) differ remarkably between fiche header and record.*

245    Title and statement of responsibility  
Hopefully will match header information, more or less. DON’T FORGET the GMD “microform” in $h:

245 14 The effect of forced physical education on bookish kids who hate sports already $h [microform] : $b a cross-cultural study / $c by Rosemary Lavender.

260    Publication information  
Should consist solely of $c with the year for the original thesis.

260 $c 1977.
300  **Physical description**  
Again, this describes the original, not the microform. You can accept what the record says.

300  vi, 72 leaves : $b$ ill. ; $c$ 28 cm.

502  **Thesis note**  
Note that these theses were written at various institutions; the U of Oregon is simply the distributor, as it were.


504  **Bibliographical references note**  
504  Includes bibliographical references (leaves 70-72).
(Used when the bibliography appears in one place within the thesis)
504  Includes bibliographical references.
(Used when bibliographical references are scattered throughout the thesis)
There’s no need to go read the fiche and confirm which of the two options is appropriate–just trust what’s in the copy.

*The next fields describe the reproduction itself.*

533  **Reproduction note**  
$\textbf{Sa}$ Type of reproduction: Microfiche.
$\textbf{Sb}$ Place of reproduction: Eugene, Or.
$\textbf{Sc}$ Agency responsible for reproduction: Microform Publications, University of Oregon
$\textbf{Sd}$ Date of reproduction: as appropriate (will match the digits after “UO” on the fiche; e.g., “UO-77” on fiche = 1977 in $\textbf{Sd}$).
$\textbf{Se}$ Physical description of reproduction: 1 [2, 12, etc.] microfiche : negative. Note that we do not give dimensions since these fiche are standard size (10.5 x 14.8 cm.).
$\textbf{Sn}$ Note about reproduction: may include the UO number on the fiche (e.g., “UO 80 23–UO 80 25”). Verify this information if it’s present but you don’t need to add this subfield if it’s not.
$\textbf{S7}$ Fixed fields for reproduction: This information comes from the 539 in an OCLC record; it is converted to $\textbf{S7}$ of 533 when you export the record. If this information is not present in the record to begin with, add it as $\textbf{S7}$. The data included are as follows:

- Type of date: s (single date)
- Date 1: as appropriate (e.g., 1977)
- Date 2: blank (4 spaces)
- Place of publication: oru (Oregon)
- Frequency: n (N/A)
- Regularity: blank
- Form of item: b (microfiche)

A complete 533 looks thus:

539 Fixed-Length data elements of reproduction note
This field exists only in the wild imagination of OCLC and, when exported from OCLC to InfoLinks, turns into $7 of 533, as described above. If you see it in an OCLC record, check the accuracy of the data. If neither 539 nor $7 of 533 is present, you must add it as $7. You can do this either by adding $7 to 533 in InfoLinks or OCLC, or by adding 539 to the OCLC record before exporting to InfoLinks. The latter is probably the easiest and most accurate (no need to count up those 4 blank spaces, etc.).

945 Your initials
Enter your initials (duh).

III. Authority Work
Authority work for microfiche will be done at point of cataloging, unlike books, but like videos and other special materials. Usually this will involve only the author’s name (100), though if additional access points are included (700, 710, etc.), they should also be checked.

Name authority
Compare the 100 to the 245 $c and see if they match. A birthdate appearing in 100 that isn’t in 245 is OK and can be ignored. What you’re looking for are differences between the actual names: spelled-out initials, different spellings, nicknames, etc. If the names don’t match, check with a cataloger after you’ve done the following work:

A. Search the authority file in InfoLinks.
If we have an authority record for the individual, make sure the 100 in the bib record matches the authorized heading. If there is no record, proceed to:

B. Search the authority file in OCLC.
If there is a record in the OCLC AF, make sure the 100 in the bib record matches the authorized heading, and export the authority record.
If there is no record, or you are not sure the heading matches, proceed to:

C. Set up a new authority record by filling out a workform or by giving the card to Database Maintenance.
If you are filling out a workform:
Fill out the 100 to match the 100 from the bib record. Add a 670 to indicate the work the name is taken from. The 670 looks thus:

670 Author’s thesis [microfiche] :$b (John M. Infield)

If you are giving the printed card to Database Maintenance:
*Make sure that the name on the first line of the card matches the 100 in the bib record.
*Write “100 1_” next to the name.
*At the bottom of the card, or on the back, write “670 Author’s thesis [microfiche].”
*If the name includes a spelled-out intitial (e.g., Craig, Peter S. (Peter Stebbins)), somewhere on the card you should write: “400 1_ Craig, Peter Stebbins” so Rose will know to make a cross-reference. Otherwise, don’t worry about making cross-references as long as the name on the card matches the bib record 100.

**If there are conflicts between the name you are setting up and another author’s name, or any other authority problem, ask a cataloger. Don’t forget to show a cataloger any example of 100 and 245 $c not matching.

Subject Authority
Subject headings (6xx) do not need to be searched, but IF THERE ARE NO SUBJECT HEADINGS IN THE RECORD, you must give it to a cataloger so she can assign subjects.

IV. Item Records
Create a new item record for the fiche. Only one item record is needed to cover multiple fiche cards that are all crammed into the same envelope.

A. Hit A to add a record.
B. Choose I for item record.
C. Choose 5 for new item
D. Hit Enter at the “copy” prompt.
E. Type 7 for ltype for microfiche.
F. Type mficc for location.
G. Status should be “-” for “check shelves”
H. Stick barcode onto fiche ENVELOPE (not the fiche itself) and wand it in at the “barcode” prompt.
I. Choose Yes so the system will check for duplicates.
J. Hit E to return to editing the bib record or S to view the summary.
K. Select A to add the item record to InfoLinks.
L. Hit Y to view call number display box and make sure you have added Cutter and year to call number.
M. Hit Q to exit the record.

If this is a newly received fiche, check it off the Packing/Checking Slip that comes with each box of new fiche. You can just cross out the author’s name on the list.

Also for newly arrived fiche, make sure that all cards for one title are put into one envelope. Currently the publisher sends each card in its own envelope, so you will have to combine the multi-card items into one envelope and set the other envelopes aside (do not throw them away). However, if there are 5 or more cards for one title, we may have to use a second envelope. Check with Kate.

Create labels for the fiche following the procedures Janell has explained, and apply to upper
right-hand corner of front of envelope. As of Aug. 2001, it has been decided that a label with just the call # (as opposed to call # and title) is acceptable.

**Write or stamp** the word “Thesis” in red ink on the front of the envelope (somewhere that won’t interfere with the barcode or call# label).

Give fiche to Periodicals staff for **shelving** by placing it on the shelving truck behind the Periodicals desk, or shelve it yourself in the drawer.
Extra Notes for Retrospective Cataloging of Microfiche

Pull the microfiche in their envelopes from the cabinet in the Periodicals room. It’s best to pull no more than 20-25 at a time. Mark on your copy of the printed list which ones you have pulled.

Carefully scrape the little “pseudo-call-number” label off the fiche (it is located on the fiche’s upper corner). Don’t erase the pencilled call # on the envelope. (Yes, you could do this step at any point in the process; it doesn’t HAVE to be done at this point.)

Make sure that the requisite number of fiche are present in the envelope. The header contains the statement, “Card 1 of 4” (or whatever); count the fiche to make sure there actually ARE 4 in the envelope. If not, ask a cataloger.

When you find the record for the fiche in OCLC (assuming that there is a record for the fiche version of this work), update AFU holdings when you export the record. You can stack the commands by using “u;xpo”.