On Demand Photocopy and Microform Publications, Original Input in OCLC for LATIIIs

For on demand photocopy reproductions and on demand microform reproductions such as UMI, ERIC, etc. When good copy is available on OCLC for the original publication use these procedures to create an original record. Using the marked fields for transfer command transfer all the relevant information from the record for the original publication to a new original record:

Choose a good record for the original publication.

LC policy

The Library of Congress (LC) follows Anglo-American Cataloguing Rules, first edition (AACR1) for descriptions of microform and "on demand" photocopy reproductions of previously existing materials. The principles of AACR1, described in LCRIs for AACR2, chapter 11, state that you should base the bibliographic description on the original publication and place data relating to the reproduction in a secondary position.

LC applies AACR2 1988 rev. for the form of the description of the original and for choice and form of access points (headings). You should follow LC policy.

The Geography and Map Division of LC catalogs certain types of photocopies as originals. It catalogs map facsimiles according to Cartographic Materials, A Manual of Interpretation for AACR2, not AACR1. See fields 533 and 534 for more information.

NLC policy


OCLC policy

You should follow LC policy when cataloging microform and "on demand" photocopy reproductions (e.g., those issued by ERIC, NTIS, and University Microfilms International). Emphasize the original item and describe the reproduction in a note. Follow AACR2 rules for the form and content of the description of the original and for choice and form of entry.

Do not create a new record if you retrieve a record coded for the reproduction. Instead, edit the record for local use.

Use the General Material Designation (GMD) "microform" for microform reproductions. Do not use a GMD for photocopies.
Coding the fixed field for reproductions

In September 1991, OCLC implemented USMARC Update No. 3 changes to fixed-field coding practices for microform and macroform reproductions cataloged according to LCRIs for AACR2, chapter 11. The following list summarizes the changes:

Code fixed-field elements except Form for the original item described in the body of the entry, not for the reproduction, which you describe in field 533.

Code the fixed-field element Form for the type of reproduction described in field 533.

Use field 539 for fixed-field data relating to the reproduction described in field 533. Field 539 is optional.

If you search using a date qualifier, you may want to search using both the original date and the date of reproduction because records can be coded with either. Database conversions have corrected many, but not all records coded with previous practices.

Guidelines

Use the following guidelines for fixed-field elements and variable fields. Use a workform appropriate for the original work.

<table>
<thead>
<tr>
<th>Element</th>
<th>Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Code for the original work:</td>
</tr>
<tr>
<td>a</td>
<td>Language material, printed or microform</td>
</tr>
<tr>
<td>b</td>
<td>Music, printed or microform</td>
</tr>
<tr>
<td>c</td>
<td>Music, manuscript</td>
</tr>
<tr>
<td>d</td>
<td>Map, printed or microform</td>
</tr>
<tr>
<td>e</td>
<td>Map, manuscript, including microform</td>
</tr>
<tr>
<td>f</td>
<td>Projected media</td>
</tr>
<tr>
<td>g</td>
<td>Sound recording, nonmusical</td>
</tr>
<tr>
<td>h</td>
<td>Sound recording, musical</td>
</tr>
<tr>
<td>i</td>
<td>Two dimensional nonprojectable graphic representations</td>
</tr>
<tr>
<td>j</td>
<td>Three-dimensional artifacts and naturally occurring objects</td>
</tr>
<tr>
<td>k</td>
<td>Language material, manuscript, including microform</td>
</tr>
</tbody>
</table>

BLvl Use the BLvl code appropriate to the original
Form            Code for the appropriate form of reproduction
Ctry            Code for the country of the publisher, producer, or executor of the
original found in field 260 subfield ‡a
Orig            Serials. Code for the original
Freq            Serials. Code for the original
Regl            Serials. Code for the original
DtSt            Books, visual media, manuscripts, maps, sound recordings,
scores. Code for the original
Desc            Use code a for new cataloging
Dates            Books, visual media, single manuscripts, maps, sound
recordings, scores. Enter date(s) of original
                   Manuscript collections. Enter date of earliest piece of the original
                   in DATE 1. Enter date of latest piece of the original in DATE 2
                   Serials. Enter beginning date of the original in DATE 1. Enter
                   ending date of the original in DATE 2
007            For preservation activities using microfilm, code ‡i (Generation) for
                   bibliographic records that describe preservation masters ("first
generation masters" or "printing masters")
                   Include coding for preservation masters that describe service copies
                   if the institution creating the bibliographic record was also responsible
                   for the filming. In these cases, you may input multiple 007 fields. The first
                   007 field should describe the version that is described in the physical
                   description
                   Use additional 007 fields to describe any first generation masters or
                   printing masters
020            Books, visual materials, maps, scores. If an ISBN is assigned to the
                   microform reproduction, enter the ISBN in 020 subfield ‡a. Do not
                   enter an ISBN assigned to the original
022            Serials. Enter the ISSN assigned to the original serial
Enter a main entry heading as appropriate under AACR2 1988 rev. rules for choice and form of heading (chapters 21-25). You must search the OCLC Authority File to verify the form of entry.

Serials. Enter the key title assigned to the original serial.

Enter the title of the original transcribed according to AACR2 1988 rev., chapters 1-12, appropriate to the original publication.

Enter the publication information of the original transcribed according to AACR2 1988 rev. chapters 1-12, appropriate to the original publication.

Enter the physical description of the original constructed according to AACR2 1988 rev., chapters 1-12, appropriate to the original publication. Do not enter the size if it cannot be determined.

Enter a note describing the reproduction after all notes that pertain to the original. Begin the note with the appropriate term ("Microfilm," "Microfiche," "Photocopy," "Printout," etc.). Include the following information, as applicable:

‡a Type of reproduction
‡b Place of publication
‡c Agency responsible for reproduction
‡d Date of reproduction
‡e Physical description of reproduction
‡f Series statement for reproduction
‡n Note about reproduction (Optional)

Enter a note in field 539 for the coded information pertaining to the reproduction described in field 533. Enter the note after field 533. Include the following, as applicable:

‡a Type of date/Publication status
‡b Date 1/Beginning date of publication
‡c Date 2/Ending date of publication
‡d Place of publication, production, or execution
‡e Frequency
‡f Regularity
‡g Form of item (Optional)

Enter a note to link the reproduction to the original
‡c Qualifying information
‡w Record Control number