

CATALOGING MICROFORMS – MONOGRAPHIC CATALOGING

(rev. Aug. 2004)

Note

1. This document replaces “Cataloging Microforms: YRL Cataloging (March 1999)” and “Cataloging Department Memo 1995-2: Microfiche Processing (Nov. 8, 1995).”
2. Please refer to the following documents for additional information:
 - a. “049 Input Standards in OCLC—Synopsis”

<http://www.library.ucla.edu/libraries/cataloging/catpolproc.html>

Background

For years, many microform materials that came to the YRL Cataloging Department were cataloged and processed for the Microform Reading Room. Lack of shelving space became a major concern, and has since continued following the integration of that unit with the Audio-Visual Service. Unless otherwise indicated on the paperwork accompanying the material, all microform is to be cataloged for the SRLF, with the owning unit designated as the YRL Microform and Media Service. Any accompanying material should be shelved in the Microform and Media Service.

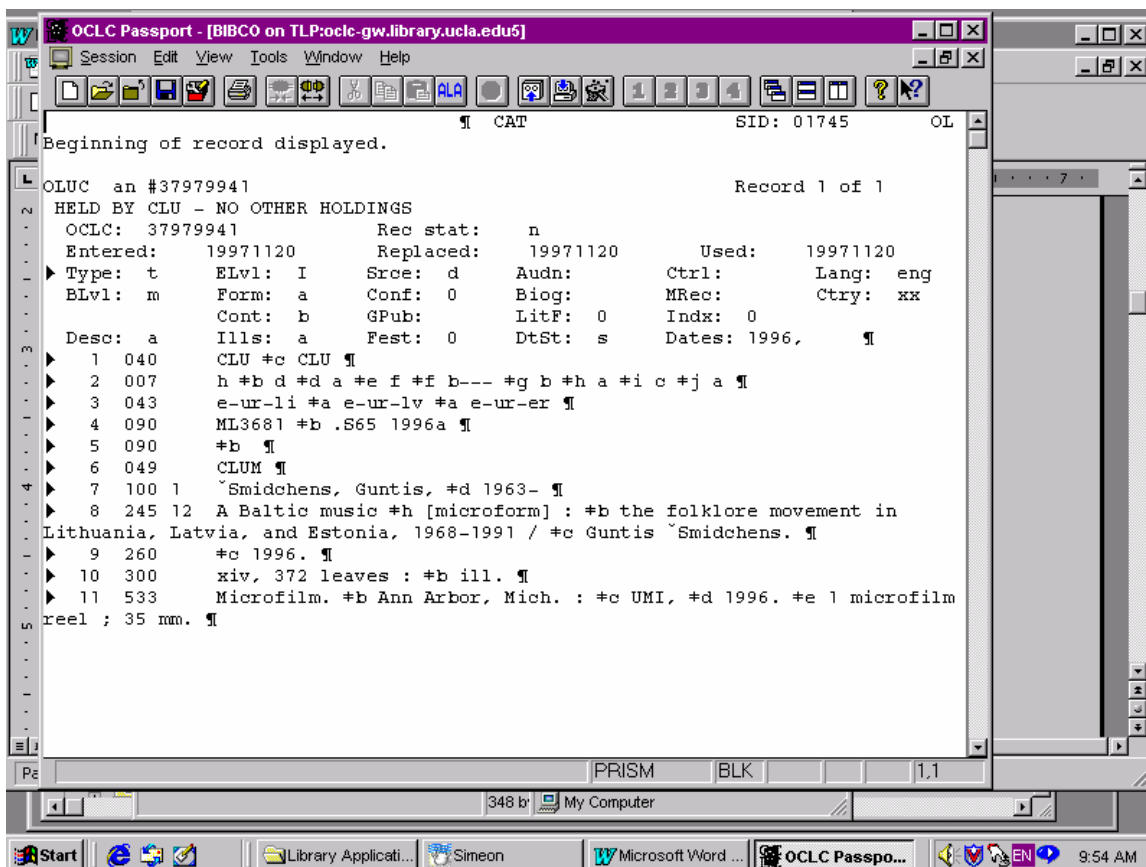
Policy

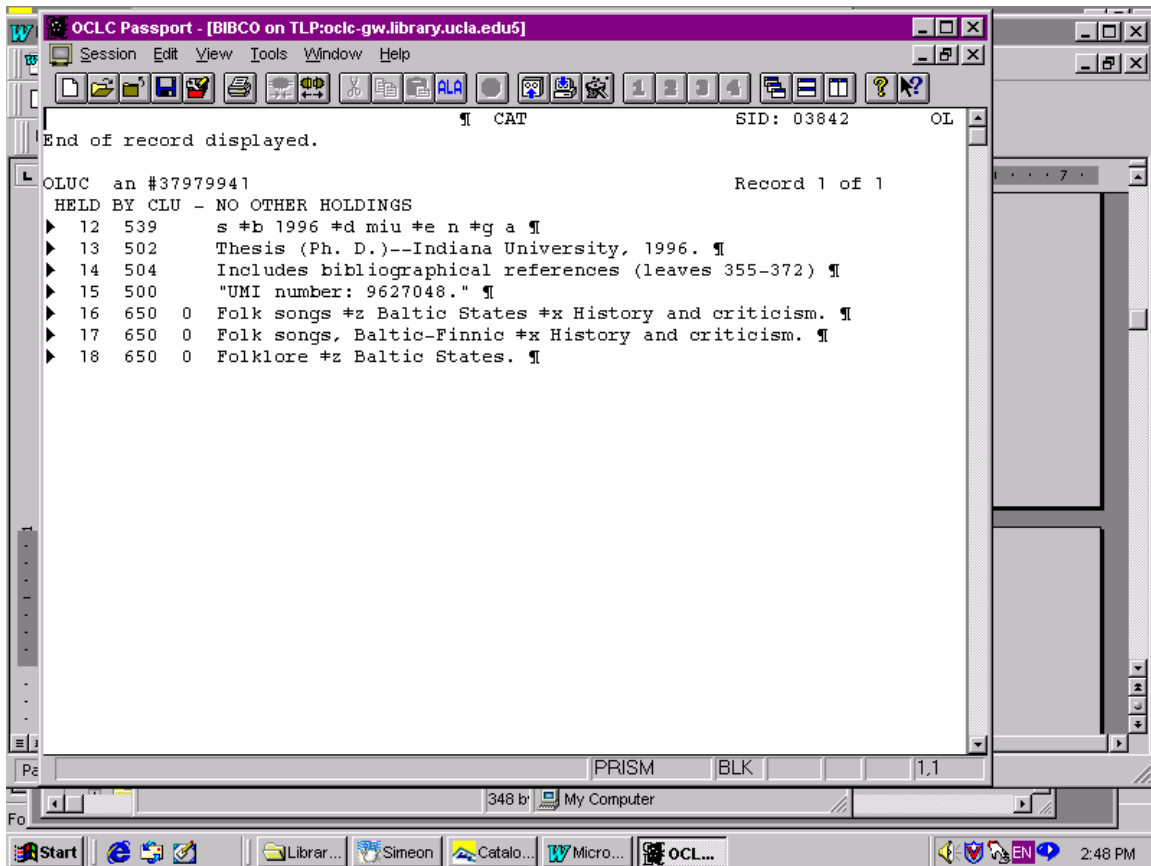
Microform material is to be cataloged following AACR2r and the Library of Congress Rule Interpretations. As with other material coming into the Department, the inputting and editing of records should be done in accordance with MARC21 Format for Bibliographic Data (available on the Cataloger’s Desktop). Following those guidelines and standards, any microform material, whether cataloged originally or not, must be represented by a record which describes the format of that material. (One exception to this policy was made for a retrospective conversion project involving copies of UCLA Dissertations on varying formats. This exception is no longer valid).

Microform that is issued with an accompanying guide should be cataloged on the same bibliographic record. If a guide is published at a later date, has a different title and is not issued by the same body, catalog it on a separate bibliographic record.

The treatment of an item that is published as a microform edition differs from that of a microform issued as a reproduction of previously published material. Items that are microform publications of materials prepared or assembled specifically for bringing out an original edition in microform are cataloged according to chapter 11 of AACR2r. Items that are microform reproductions of previously published materials, including microform copies of dissertations, are cataloged according to chapter 11 of LCRI. Bibliographic information on a record for a microform reproduction must reflect the original publication in these areas: fixed field (except the *Form* element, explained

below), title, statement of responsibility, edition, publication information, physical description, and series. LCRI chapter 1.11 also contains information about Facsimiles, Photocopies, and other Reproductions.





Instructions

Search OCLC for a record that accurately represents the microform in hand, and catalog according to established policy and procedures noted above. The following guidelines highlight and summarize specific bibliographic fields that pertain to the cataloging of microform publications. They also illustrate current local practice. Use them in conjunction with AACR2r, LCRI, and MARC21 Format for Bibliographic Data.

008 Fixed Field

Fill in the **Form** element of the fixed field with the appropriate code: **a=microfilm**
b=microfiche

007 Physical Description Fixed Field

This field is *required* when cataloging microform.

(Refer to MARC21 Format for Bibliographic Data)

subfield a=category of material: use *h*, for microform

subfield b=specific material designation: code as appropriate

subfield c=obsolete—do not use

subfield d=positive/negative aspect: code as appropriate

subfield e=dimensions of the microform: code as appropriate

subfield f=reduction ratio range/reduction ratio: code as appropriate, using four-character positions

subfield g=color: code as appropriate

subfield h=film emulsion: code as appropriate

subfield i=copy generation: code as appropriate (use *a* for master negative)

subfield j=base of film: code as appropriate

Example of a positive microfiche:

007 \$a h \$b e \$d a \$e m \$f b--- \$g b \$h a \$i c \$j a

Example of a master negative microfilm reel:

007 \$a h \$b d \$d b \$e f \$f v--- \$g b \$h a \$i a \$j a

245 Title Statement

Use subfield h with the appropriate GMD, [microform], immediately following the subfield a:

\$a Ecce homo \$h [microform] : \$b how one becomes what one is / \$c Friedrich Nietzsche.

260 Publication, Distribution, Etc.

When a microform is a *reproduction of previously published material*, the information in this field should reflect that of the original edition. The 533 field will contain the details of the publication of the reproduced material.

300 Physical Description

When the microform is an *edition issued in microform*, code the 300 to represent the *item in hand*. For a microform that is a *reproduction of previously published material*, code the 300 to the *original edition*.

Microform edition: 300 \$a 2 microfilm reels : \$b ill. ; \$c 35 mm.

Previously published material now issued in microform:

300 \$a 756 p. : \$b ill. ; \$c 28 cm.

533 Reproduction Note

(Refer to MARC21 Format for Bibliographic Data)

This field is mandatory when cataloging a microform that is issued as a **reproduction of previously published material**. Do not use the 533 field when cataloging an edition issued in microform.

subfield a=type of reproduction
 subfield b=place of reproduction
 subfield c=agency responsible for reproduction
 subfield d=date of reproduction
 subfield e=physical description of reproduction
 subfield f=series statement of reproduction (if applicable)

533 \$a Microfilm. \$b Ann Arbor, Mich. : \$c UMI Reprints on Demand, \$d 1991. \$e 2 microfilm reels ; 35 mm.

533 \$a Microfiche. \$b Needham, Mass. : \$c Omnisys, \$d 1998. \$e 2 microfiches. \$f (French Revolutionary pamphlets on microfiche ; no. 8856)

POLICY CHANGE:

539 Fixed-Length Data Elements of Reproduction Note (OPTIONAL)

This field is optional when cataloging a microform that is issued as a **reproduction of previously published material**.

Do not use the 539 field when cataloging an original issue on microform.

subfield a=type of date/ publication status (use code used in DtSt element of the fixed field)
 subfield b=date 1/beginning date of publication (use first date in \$d of 533)
 subfield c=date2/ending date of publication (use second date in \$d of 533, if present)
 subfield d=place of publication (use 2 or 3 letter code for place of reproduction)
 subfield e=frequency (*always* use code *n*)
 subfield f=regularity (for serials only; do not use this subfield)
 subfield g=form of item (use code found in fixed field element *Form*)

These 539 fields are formatted based on the 533 examples above:

539 \$a s \$b 1991 \$d miu \$e n \$g a
 539 \$a s \$b 1998 \$d mau \$e n \$g b

For items with an accompanying guide

NOTE: Accompanying indexes and guides will be housed in M&MS unless indicated otherwise.

EXAMPLE:

300 8 microform reels ; \$c 35 mm. + \$e guide (xiv, 56 p. : ill. ; 28 cm.)

500 Accompanied by a printed guide, entitled: Guide to records of the U.S. Department of State relating to internal affairs of Czechoslovakia, 1955-1959.

740 02 Guide to records of the U.S. Department of State relating to internal affairs of Czechoslovakia, 1955-1959.

For materials consisting chiefly of print volume (monograph or serial) with accompanying microfiche. (This applies when the materials physically reside with the print volume):

1. Process as a single unit with a single location and call number. We do not shelve these materials separately unless explicitly directed to do so.
2. Call number in the record will be for the print volume only. Do not include separate call number for the microfiche. Note presence of microfiche in the 300 field.
 - a. OCLC example for a book accompanied by microfiche:

090 AM101.O85 \$b T7 1983
049 CLUR
300 xiii, 382 p. : \$b ill. ; \$c 26 cm. + \$e 5 microfiches (11 x 15 cm.)

NOTE regarding the call number (090): When cataloging a microform that is a reproduction of previously published *material*, always use the original date of publication with an *a* in the call number.

090 ML3681 \$b .S65 1996a

Formatting the 049 field in OCLC

The 049 must include the location code for the owning unit, the input stamp, and when applicable, the SRLF designation:

049 [Microfilm] CLYD \$n ASK AT YRL PUBLIC SERVICE DESK--In process for SR
049 [Microfiche] CLYD \$n ASK AT YRL PUBLIC SERVICE DESK--In process for SR

Accompanying Material

NOTE: Separate holdings and items are created when cataloging materials of varying formats on the same bibliographic record. Because of the way Voyager currently loads these records, additional editing must be done post-cataloging.

*****Microform and accompanying materials are being cataloged for DIFFERENT locations***:**

When microform is issued with accompanying material of a different format, catalog the microform for the SRLF (unless otherwise indicated), and catalog the accompanying material (guide, index, etc.) for the Microform and Media Service. If both items are cataloged on the same record, the owning unit must be input in a separate \$a in the 049, and the input stamp for the microform (Microfilm, Microfiche) must be entered in brackets before the four-letter code of the owning unit:

049 [Microfilm] CLYD \$n ASK AT YRL PUBLIC SERVICE DESK--In process for SR \$a [Guide] CLYD

049 [Microfiche] CLYD \$n ASK AT YRL PUBLIC SERVICE DESK--In process for SR \$a [Guide] CLYD

*****Microform and accompanying materials are being cataloged for the SAME location***:**

NOTE: Input standard used to create separate holdings records for the same location for accompanying materials of different format can only be accomplished in Voyager if the "location codes" for both main and accompanying items are different.

--Do not input separate \$a in 049 for accompanying material, if same location code is used for main item

--Make a printout, and route printout and items to EDIT box for post-cataloging editing. Holdings and items records will be created post-cataloging

049 [Microfilm] CLYD [item record for accompanying Guide will be added post-cataloging]

049 [Microfiche] CLYD [item record for accompanying Guide will be added post-cataloging]

*****IN ALL CASES CITED ABOVE***:**

Write call number on fiche envelope, film box, and accompanying material, if any.

Post -Cataloging Edit: Route all cataloged materials and OCLC record printout to **Edit Box** (for Records Management).

Microform Cataloging Guidelines--Synopsis:

Catalog microform for SRLF or Microform & Media Service (M&MS) as indicated on workform.

If the workform does not indicate SRLF or M&MS, catalog for SRLF or consult the Bibliographic Control Coordinator.

Accompanying material (index, guide, etc.) will be cataloged for M&MS unless indicated otherwise.

049 in OCLC must include input stamp ([Microfilm], [Microfiche]) and location code:

- 049 format for works consisting only of microform:
049 [Microfilm] CLYD
049 [Microfiche] CLYD
- 049 format for microform with accompanying material (microform for SRLF and guide/index/sup. for M&MS):
049 [Microfilm] CLYD \$n ASK AT YRL PUBLIC SERVICE DESK--In
process for SR \$a [Guide] CLYD
049 [Microfiche] CLYD \$n ASK AT YRL PUBLIC SERVICE DESK--In
process for SR \$a [Guide] CLYD

NOTE: Because of the way holdings and items records are created in Voyager, post-cataloging editing will need to be done in Voyager.

- 049 format for microform with accompanying material (two copies of the guide: one copy to M&MS and the second copy to SRLF):
049 [Microfiche] CLYD \$n ASK AT YRL PUBLIC SERVICE DESK--In
process for SR \$a [Guide] CLUR \$n ASK AT YRL PUBLIC SERVICE DESK--
In process for SR \$a [Guide] CLYD

Write call number on materials: fiche envelope, film box, and accompanying material (guide, index, sup.), if any.

Route all cataloged materials and OCLC record printout to **Edit Box** (for Records Management post-cataloging edit).

Catalog according to appropriate rules for description given in AACR2 and the Library of Congress Rule Interpretations.