

Monographic Cataloging of UCLA-produced Positive, Master Negative & Print Negative Microfilms

SRLF's Preservation Microfilming Service occasionally produces microfilm copies of titles held by the UCLA Library. They produce three generations of microfilm: a positive copy, a print negative, and a master negative. Generally, the positive copy goes to a library or client, or is deposited at SRLF. The print negative goes to SRLF, and the master negative is sent to NRLF (both as non-circulating).

1. Create a record for the UCLA-produced microfilm copy in OCLC. The record should have three 007 fields (for the positive, the print negative, and the master negative).

Example:

The screenshot shows the OCLC CatME interface with a record for a microfilm. The record details are as follows:

```
OCLC: 52916451      Rec stat: c
Entered: 20030826   Replaced: 20030826   Used: 20030826
Type: a   BLvl: I   Srce: d   Audn:   Ctrl:   Lang: fre
BLvl: m   Form: a   Conf: 0   Biog: b   MRec:   Ctry: ne
Cont:     GPub:   LitF: 0   Indx: 1
Desc: a   Ills: af   Fest: 0   DtSt: s   Dates: 1726,
```

The 007 fields are:

```
040  CLU #c CLU
007  h #b d #d b #e f #f b--- #g b #h a #i a #j a
007  h #b d #d b #e f #f b--- #g b #h a #i b #j a
007  h #b d #d b #e f #f b--- #g b #h a #i c #j a
```

The 049 field is:

```
049 [Microfilm] CLYD #o [ASK AT YRL PUBLIC SERVICE DESK--In process for SR]
```

The 100 field is:

```
100 1 Saint-Evremond, #d 1613-1703.
```

The 245 field is:

```
245 10 Oeuvres de Monsieur de Saint-Evremond #h [microfilm] : #b publi`ees sur ses manuscrits, avec la vie de l'auteur; par Mr. Des Maizeaux ...
```

The 250 field is:

```
250 4. ed. rev`ue, corrig`ee & augment`ee. / #b Enrichie de figures grav`ees par B. Picart le Romain.
```

The 260 field is:

```
260 A Amsterdam : #b Chez C`ovens & Mortier, #c 1726.
```

The 300 field is:

```
300 5 v. : #b ill., plates ; #c 17 cm.
```

The 500 field is:

```
500 Title vignettes, head-pieces.
500 Title in red and black.
500 "La vie de Monsieur de Saint-Evremond": v. 1, p. [1]-366.
500 Includes indexes.
500 Master microfilm held by: UCLA (CLU).
```

The 533 field is:

```
533 Microfilm. #b Los Angeles, Calif. : #c UCLA Library Reprographic Service, #d 2003. #e 5 microfilm reels : negative ; 35 mm.
```

The 539 field is:

```
539 s #b 2003 #d cau #e n #g a
```

The 600 field is:

```
600 10 Saint-Evremond, #d 1613-1703.
```

2. Once the item is cataloged, route the print negative to Karen May at SRLF with a copy of the record. If a positive copy is deposited at SRLF, treat as any other microfilm deposit. The master negative should be routed to NRLF at the following address:

Virginia Moon
Deposits Manager
UC Northern Regional Library Facility
Richmond Field Station – Bldg. 400
47th & Hoffman Blvds.
Richmond, CA 94804-4698

(NOTE: Package can be sent UPS with insurance and tracking.)

Ginny Moon can be reached with questions at 510-642-6244, or by email at vmoon@library.ucla.edu.