Item Records for Microform (SML Procedures)

Beginning Mar. 1, 2005, staff should begin assigning an item record for each microfilm reel in order to facilitate transfers to LSF.

Acquisitions staff will create item records for newly received microfilm. If the microfilm is a preexisting contin order, create item records for the next item received after the start date. Cataloging staff will create item records for reels retrieved from the cataloging backlogs.

The **barcode** should be attached to the center of the narrow side of the box opposite the side used for the label. If the box is unlabelled at the point of receipt, attach the barcode to a narrow side not used when the box is opened.

For serial and multipart sets, the ENUM/CHRON should be consistent with the MFHD 866.

If the MFHD 866 records by reel number, record the reel number in ENUM.

If the MFHD 866 records numeric designation or numeric designation (chronology), record numeric designation in ENUM or numeric designation and chronology in ENUM and CHRON respectively.

If the MFHD 866 numeric designation uses captions, use the same caption in the ENUM. If a range of number is used, the caption is only entered once.

If a complete serial is on one reel, record both numeric and chronological designation for the serial in ENUM and CHRON.

If a complete multipart is on one reel, record numeric designation for the multipart in ENUM.

If no MFHD 866 has been created, and the publisher has recorded both numeric (or numeric/chronological) designation AND a reel number on each box, use the numeric (or numeric/chronological) designation in ENUM/CHRON. CAUTION: only numeric designation (ENUM) is entered for multipart monographs. If you're not sure whether the item is a serial or a multipart monograph, consult with your supervisor or catalog department staff. TIP: generally if 300 $a has "reels," handle as a multipart (example 4), but see also example 3.

For a multi-item set, if no MFHD 866 has been created, and the publisher has not recorded numeric/chronological designation on the boxes, Acquisitions should create item records and attach the barcodes without ENUM/CHRON. Cataloging will provide the data based on examination of the reels. EXCEPTION: if the microfilm set is a collection (historical papers, individual archival collection), and the set comes with a guide, and the guide maps the set to reel numbers, record the reel number in ENUM. When in doubt, consult with SML Cataloging staff. EXCEPTION: If a fully cataloged record is found using reel numbers in 300, use the reel number in ENUM.

If more than one serial is recorded on a given reel, record the ENUM/CHRON for the first serial title on the reel and create a MFHD only for the first serial title on the reel. Catalogers should apply the Voyager bound with procedures for handling the data for the other titles on the reel.

Microfiche Item Records

Use one item record for the set for status tracking only; do not enter ENUM/CHRON. Since the item record is only used for status tracking, the barcode should be attached to a card, not to the microfiche, its sleeve, or any container supplied by the publisher.

EXAMPLE 1. Serial title on multiple reels

245	0	4	‡a The quarterly journal of pure an?d applied mathematics ‡h [microform].	
260			‡a London : ‡b J.W. Parker, ‡c 1855-1927.	
300			‡a 50 v. : ‡b ill. ; ‡c 23 cm.	

| 362 | 0 | | ‡a [Vol. 1, no. 1] (Apr. 1855)-v. 50, no. 4 (Sept. 1927)= No. 1-no. 200. | |
| 533 | | | ‡a Microfilm. ‡b New Haven, CT : ‡c Yale University Library, ‡d 2004. ‡e 10 microfilm reels ; 35 mm. ‡7 | |

MFHD

| 852 | 8 | 1 | ‡b smlmic ‡h Film ‡i S4003 ‡x SM?L: from QA1 Q38 | |
| 866 | | 4 | 1 | ‡8 0 ‡a v.[1](1855)-v.50(1927) | |

Item Record, Reel 10 (no. of volumes on the reel has been indicated by the publisher's label):

Label prints as:	Item Type	Item record field label	Item record field value	Label prints as:	
	Microform	ENUM	v.46-50	Film S4003 v.46-50 1914	
		CHRON	1914/?15-1923/27		

EXAMPLE 2. Serial title complete on one reel

245	0	4	‡a The archaeological review ‡h [microform].	
260			‡a London : ‡b D. Nut?t, ‡c 1888-1890.	
300			‡a 4 v. ; ‡c 26 cm.	
362	0		‡a v. 1 (Mar. 1888)-v.4 (Jan. 1890)	
533			‡a Microfilm. ‡b Ann Arbor, Mich. : ‡c University Microfilms, ‡d [2004] ‡e 1 microfilm reel ; 35 mm. ‡7 s2004	

MFHD

| 852 | 8 | 1 | ‡b smlmic ‡h Film ‡i S1930 | |
| 866 | | 4 | 1 | ‡8 0 ‡a v.1(1888)-v.4(1890)? | |

Item record for the reel:

Item Type	Item record field label	Item record field value	Label prints as:	
Microform	ENUM	v.1-4	Film S1930 v.1-4 1888-1890	
	CHRON	1888-1890		

EXAMPLE 3. Multipart. Volume number used in MFHD.

100	1		‡a Sumner, Charles?, ‡d 1811-1874.	
240	1	0	‡a Works. ‡f 1900	
245	1	0	‡a Charles Sumner ‡h [microform] : ‡b his complete works / ‡c with introduction by George Frisbie Hoar	
260			‡a Boston : ‡b Lee & Shepard, ‡c 1900.	
300			‡a 20 v. : ‡b ports. ; ‡c 24 cm.	
533			‡a Microfilm. ‡b New Haven, CT : ‡c Micrographic Systems of Connecticut, ‡d 1986. ‡e 4 microfilm reel s1986 ctun a	

MFHD

| 852 | 8 | 1 | ‡b smlmic ‡h Film ‡i B5054 | |
| 866 | | 4 | 1 | ‡8 0 ‡a v.1-v.20 | |

Item Record for reel 4 (no. of volumes on the reel has been indicated by the publisher's label):

Item Type	Item record field label	Item record field value	Label prints as:<	
Microform	ENUM	v.16-?20	Film B5054 v.16-20	
	CHRON			

EXAMPLE 4. Multipart. Reel number used in MFHD.

245	0	0	‡a Australia, colonial life and settlement. ‡n Part 3, ‡p Letters received, 1788-1825 ‡h [microform] : ‡b the colonial secretary's papers 1788-1825, from the State Records Authority of New South Wales.	
260			‡a Marlborough : ‡b Adam Matthew, ‡c c2002.	
300			‡a 32 microfilm reels ; ‡c 35 mm.	

MFHD

| 852 | 8 | 1 | ‡b smlmic ‡h Film ‡i B18845 | |
| 866 | | 4 | 1 | ‡8 0 ‡a reel 41-reel 72 | |

Item Record for reel 72

Item Type	Item record field label	Item record field value	Label prints as:	
Microform	ENUM	reel 72	Film B18845 reel 72	
	CHRON			

RELATED DOCUMENTS

ENUM/CHRON FIELDS IN VOYAGER ITEMS FOR SERIALS [1]

MARKING [2]

MULTIPART MONOGRAPH POLICIES AND PROCEDURES: ITEM RECORDS AND MARKING and CLASSED TOGETHER ANALYZED. ITEM RECORDS [3]

Source URL:https://web.library.yale.edu/cataloging/serials/enum-chron/microform

Links
[1] https://web.library.yale.edu/node/679 [2] https://web.library.yale.edu/node/754 [3] https://web.library.yale.edu/cataloging/multipart-workflow/mfhd-Item-fascicles