

## Yale Dissertations: Microfilm

### Searching/Creating

1. Search Orbis and retrieve the bibliographic record for the archival thesis (and possibly a record for a photocopy of the archival thesis).
2. Create a NEW record for the microfilm version.
3. Verify that the template is for the microfilm Yale dissertation. The current RDA template for the variable fields should look like the illustration following. If it does not, follow the instructions for changing templates under Yale Dissertations: Archival Copy, but change the file to: RDA YALE DISS MIC.TEM

040			1a CtY 1b eng 1e rda 1c CtY
100	1		1a , 1e author.
245	1	x	1a : 1b / 1c .
264		0	1c 2014.
300			1a leaves : 1b illustrations ; 1c 29 cm
336			1a text 1b txt 12 rdacontent
337			1a microform 1b h 12 rdamedia
338			1a microfilm reel 1b hd 12 rdacarrier
500			1a Title from title page surrogate.
502			1b Ph. D. 1c Yale University 1d 2014.
533			1a Microfilm. 1b Ann Arbor, MI : 1c ProQuest, 1d 2014. 1e 1 microfilm reel ; 35 mm.
590			1a SMLMIC: Dissertations may also be available in electronic form to the Yale community. For more information, consult with a reference librarian.
690		4	1a Thesis : Yale University, Graduate School,
690		4	1a UMI no <NOT YET AVAILABLE>
776	0	8	1i Reproduction of (manifestation): 1b <author>. 1t <title proper>. 1d 2014. 1h leaves ; 29 cm

Note: do not bracket the production date (264 \_0).

Note: do not add copyright date or dates to 264 \_0. If there is a copyright date, optionally you may create a second 264 with 2nd indicator 4. Use the copyright symbol (on Voyager, CTRL-ALT-C) not "c." Do not end 264\_4 with a period. If a 264 \_4 field is added, the 008 date configuration should be changed to Publication Status t, with Date 1 the production date and Date 2 the copyright date.

Example:

Publication Status t Date 1 2014 Date 2 2014

264	0	© 2014.
264	4	© 2014 <optional>

Note: Do not add \$w <ID number of original> to 776.

4. The Leader template, when opened (click on the Leader button) will look like this:

Leader

Record Status	n : New
Type of Record	a : Language material
Bibliographic Level	m : Monograph/item
Type of Control	_ : No specific type of control
Encoding Level	7 : Minimal level
Cataloging Form	i : ISBD punctuation included
Multipart resource record level	_ : Not specified or not applicable
Length of the length-of-field portion	4 : Number of characters in the length-of-field portion of a Directory ent
Length of the starting-character-position portion	5 : Number of characters in the starting-character-position portion of a
Length of the implementation-defined portion	0 : Number of characters in the implementation-defined portion of a Dir
Undefined	0 : Undefined

OK

Cancel

There is nothing to update in the leader template. Note that the encoding level is 7 for minimal level standard. For now, we will consider any copy of the archival thesis to be published (i.e., not a manuscript), so the Type of Record will be "a" rather than "t." This may change if OCLC and PCC policies are clarified. The descriptive fields and the 100 field follow RDA and the LC-PCC Policy Statements to the extent possible, so the Cataloging Form is i [ISBD] rather than a [AACR2].

5. The 008 template will look like this:

**008 - General Description (Book)**

Publication Status	s : Single known date/probable date
Date 1 (yyyy)	2014
Date 2 (yyyy)	_____
Place of Publication	xx : No place, unknown, or undetermined
Illustrations 1	_ : No illustrations
Illustrations 2	_ : No illustrations
Illustrations 3	_ : No illustrations
Illustrations 4	_ : No illustrations
Audience	_ : Unknown or not specified
Form of Item	a : Microfilm
Contents 1	m : Theses
Contents 2	_ : No specified nature of contents
Contents 3	_ : No specified nature of contents
Contents 4	_ : No specified nature of contents
Govt. Publication	_ : Not a government publication
Conf. Publication	0 : Not a conference publication
Festschrift	0 : Not a festschrift
Index	0 : No index

Literary Form	0 : Not fiction (not further specified)
Biography	_ : No biographical material
Language	eng : English
Modified Record	_ : Not modified
Cataloging Source	d : Other

OK

Cancel

6. The 007 will look like this.

**007 - Physical Description (h - Microform)**

<input type="checkbox"/> Computer File	<input type="checkbox"/> Globe	<input type="checkbox"/> Tactile Material
<input type="checkbox"/> Video Recording	<input type="checkbox"/> Remote Sensing Image	<input type="checkbox"/> Unspecified
<input type="checkbox"/> Kit	<input type="checkbox"/> Notated Music	<input type="checkbox"/> Sound Recording
<input type="checkbox"/> Projected Graphic	<input checked="" type="checkbox"/> Microform	<input type="checkbox"/> Nonprojected Graphic
		<input type="checkbox"/> Motion Picture

Specific Material Designation	d : Microfilm reel
Original vs. Reproduction Aspect (OBSOLETE)	_ : (OBSOLETE) Undefined
Positive/Negative Aspect	a : Positive
Dimensions	f : 35 mm.-Microfilm
Reduction Ratio Range	b : Normal reduction
Reduction Ratio	_____
Color	b : Black-and-white
Emulsion on Film	a : Silver halide
Generation	c : Service copy
Base of Film	p : Safety base, polyester

There is nothing to update or check in 007. All fields have been pre-loaded in the template.

7. From the Window menu, select Tile to display the new microfilm record and the cataloged record for the archival dissertation side-by-side. Copy and paste the 100, 245 and 300 information in the archival record to the microfilm template. See the example on the next page. Use the information in these fields to complete the 776 field in the microfilm template. Save the updated record to the database.

8. Use the [Yale University Library Microform Accession Numbers](https://web.library.yale.edu/cataloging/cms/yale-dissertations-minimal/microfilm) [1] website to create a call number for the reel(s). From the Voyager bibliographic record, create a MFHD by clicking on the New Hldgs icon on the toolbar. Copy the number to the new MFHD using the following pattern:

852	8	0	‡b smlmic ‡h Film ‡i
			D<shelf number>

Save the new MFHD to Orbis.

8. Write the call number on the reel box in pencil. Microtext staff will create the box label. Leave the reel(s) on the shelf assigned for Microtext pick-up.

**Source URL:** <https://web.library.yale.edu/cataloging/cms/yale-dissertations-minimal/microfilm>

## Links

[1] <https://libapp.library.yale.edu/AccessionNumber/>