

Microform Reproductions

Revision in process (September 2016)

Follow the the [LC-PCC PS for 1.11](#) [1]:

If a microform set is a collection of reproductions, but the set as a whole is "born microform," the record for the collection as a whole should be cataloged as a new microform work under RDA. However, if the set is analyzed, if the individual analytics are reproductions of (presumably) printed resources, the analytic records are allowed to follow the [LC-PCC PS for 1.11](#) [1].

Clone the record from the record for the original resource:

Leader

- ?Record the cataloging form associated with the record for the original resource:
 - i (ISBD) for a record derived from an RDA record
 - a for a record derived from an AACR2 record, etc.

008

Label	Code	Instruction
Publication Status		
Date 1		
Date 2		
Place of Publication		
Form of Item		a, b, or c
Cataloging Source		d

007

See sections 1a and 2a

Variable Data Fields:

- record all manifestation elements (title, statement of responsibility, publication statement, extent, etc.) of the **original resource** and add/modify the following fields:

			Based on RDA record	Based on pre-RDA re
040			‡a CtY ‡b eng ‡e rda ‡c CtY	‡a CtY ‡b eng ‡c CtY
050			Copy only ‡a	
336			‡a Record content type regardless of cataloging rules followed ‡2 rdacontent	
337			‡a microform ‡2 rdamedia (Record regardless of cataloging rules followed)	
338			‡a microfilm reel ?or ‡a microfiche ‡2 rdacarrier (Record regardless of cataloging r	
533			‡a Format of the reproduction. ‡m Sequential designation of issues reproduced (for se reproduction. If unknown, record ‡b [Place of publication not identified] : ‡c [publisher r reproduction. ‡f (Series statement of the reproduction). ?n Note about reproduction.	
776	0	8	For monographs (optional):	

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		Based on RDA record	Based on pre-RDA record
		‡i Reproduction of (manifestation): ‡a Author. ‡t Title ‡d Publication statement ‡h Extent statement	
		For serials (optional):	
		‡i Print version: ‡a Author. ‡t Title ‡d Publication statement ‡h Extent statement ‡w (Country)	

RELATED DOCUMENTATION

[Reproduction Cataloging \(Tangible Resources\)](#) [2]

1a. Microfilm Reproductions (Purchased): Fixed Fields

Fixed Fields

Enter values for the original monograph or serial according to the MARC 21 Bibliographic Format. In addition, enter values for the microform following these guidelines:

Basic guidelines (see the MARC 21 Bibliographic Format for more detail).

Leader

Label	Code	Notes
Type of Material	a	Language material
Bibliographic Level	m or s	Monograph or Serial
Encoding Level	1	Full level, Material Not Examined
ISBD punctuation	blank or i	Use "i" for ISBD punctuation; blank if pre-ISBD. If the Leader for the original source uses "a" change to "i"

008

Label	Code	Notes
Publication status	s or m	Use code for the date of the original
Dates 1-2		Use date or dates of the original; enter reprint date in 533
Form of Item	a	Microfilm
Cataloging Source	d	Other. Do not use c (Cooperative Cataloging)

007

Select the Microform tab

Label	Code	Definition
Specific Material Designation	d	Microfilm reel
Original vs Reproduction		Ignore. (If a value has been entered for derived copy cataloging, leave value as is.)
Positive/Negative Aspect	a	Positive
	b	Negative
Dimensions	f	35 mm
	d	16 mm

Reduction Ratio Range		"Generally, the specific reduction ratio is recorded when it is ultra high (code e in 007/05). If the ratio is not ultra high, recording the specific ratio is less essential. The numeric value of the reduction ratio, using three digits, is right justified with leading zeros (e.g., 015, 048). A hyphen is used for unknown digits in the reduction ratio (e.g., 03-, 1--, or ---). Three fill character () are used when no attempt has been made to code this data element."--MARC 21. If the reduction ratio is not explicit, use range code u and hyphens rather than
	a	Low (less than 016)
	b	Normal (016-030)
	c	High (031-060)
	d	Very High (061-090)
	e	Ultra High (over 090)
	u	Unknown
Color (selected codes)	b	Black and White
	c	Multicolored
	m	Mixed
Emulsion on film	a	Silver Halide (use as the default value)
	u	Unknown
Generation	c	Service Copy
Base	a	Safety Base (use for pre-1980 production)
	p	Safety Base, polyester (use for post-1980 production)

1b. Microfilm Reproductions (Purchased): Variable Fields

Identifier fields: 010, 020, 022, etc. Do not copy from the original record.

040: Enter as

040			‡a CtY ‡b eng ‡c CtY <do not enter ‡e rda>
-----	--	--	--

Retain **041** and **043**. Do not create **042 pcc**.

050 _4 Copy ‡a only.

Descriptive fields

1. 245, 250, 260, 300, 490: copy as found in the catalog record for the original. For 246, use either 246 _1 or 246 31. Do not include any 246 ‡i notes that are manifestation-specific, e.g. 246 _1 ‡i Cover title: ‡a ...

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2. Do not add ‡h [microform]

3. Do not re-tag 260 to 264. If the copyright date is used in the original record's ‡c, use the date with lowercase "c"

Content designators

Add 336, 337, 338 for content, media, and carrier type. Subfield codes are optional.

336		‡a text ‡b txt ‡2 rdacontent
337		‡a microform ‡b h ‡2 rdamedia
338		‡a microfilm reel ‡b hd ‡2 rdacarrier

533. Make a 533 note for the reproduction. 533 first and second indicators are blank.

The following subfields are the ones most commonly used. For a full listing of the subfields, check MARC 21 Bibliographic Format.

Code	Definition
‡a	Type of reproduction (i.e. Microfilm)
‡b	Place of reproduction
‡c	Agency responsible for reproduction
‡d	Date of reproduction
‡e	Physical description of reproduction ___ reels ; ___ mm.)
‡f	Series statement of reproduction
‡m	Dates and/or sequential designation of issues reproduced
‡n	Note about reproduction

‡7 Fixed-length data elements of reproduction. Subfield 7 is always the last subfield in 533. Subfield 7 contains fifteen character positions (0-14)

Note: when cataloging directly on OCLC enter ‡7 information/codes in separate variable field 539. Field 539 is only used in OCLC; it is not MARC standard. When cataloging in Orbis, do not use field 539; enter the data in 533 ‡7. Records uploaded from Orbis to OCLC have ‡7 converted to 539 as part of the batch load. Records exported from OCLC have 539 converted to ‡7. See Bibliographic Formats and Standards for data entry guidelines when cataloging on OCLC. In OCLC, 539 is always entered directly after 533.

‡7 Character Position	Definition
0	Type of date/publication status (for monographs use s or m; for serials use c, d or u)
1-4	Date 1 (for monographs use date of reproduction found in ‡d of 533; for serials use original beginning date of publication of the issues that have been reproduced as indicated in ‡m of 533)
5-8	Date 2 (for monographs use 4 blank spaces if no second date of reproduction found in ‡d of 533; for serials use original ending date of publication of the issues that have been reproduced as indicated in ‡m of 533)
9-11	Place of publication, production, or execution (use country code for the

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	reproduction)
12	Frequency (for monographs use n; for serials use code that indicates frequency of reproduction)
13	Regularity (for monographs use 1 blank space; for serials use code that indicates the regularity of the reproduction)
14	Form of item (use a)

Access Points

1. Include relationship designators for creators only: 100 1_ ‡a Smith, John, ‡d 1955- ‡e author.
2. If a series is traced, use the same form as the original series added entry.
3. Other access points: copy as found on the bibliographic record for the original. Modify to current form if the current form is readily available. (Backstage should be able to flip established AAPs to the current form)

1c. 533 Examples

Examples (Monograph)

Note: in the two monograph examples,

4 blank spaces after ‡7 s1981

1 blank space after dcun

533		‡a Microfilm. ‡b Washington, D.C. : ‡c Library of Congress, Photoduplication Service, ‡d 1981. ‡e 1 microfilm reel ; 35 mm. ‡7 s1981 dcun a
-----	--	---

533		‡a Microfilm. ‡b Washington, D.C. : ‡c United States Historical Documents Institute, ‡d [1972] ‡e 12 microfilm reels ; 35 mm. ‡7 s1981 dcun a
-----	--	---

Examples (Serial)

533		‡a Microfilm. ‡m 1962-1965. ‡b Ann Arbor, Mich. : ‡c University Microfilms International, ‡d 1988. ‡e 1 microfilm reel ; 35 mm. ‡7 d19621965miuuua
-----	--	--

533		‡a Microfilm. ‡m 1950-1954. ‡b Millwood, N.Y. : ‡c KTO Microfilm, ‡d 1966. ‡e 5 microfilm reels : negative ; 35 mm. ‡7 d19501954nyuara
-----	--	--

COPY SPECIFIC NOTES

If it is considered necessary to record notes reflecting the difference between the original and the reproduction in the record for the microfilm, generally prefer 533 ‡n.

533		‡a Microfilm. ‡b Ann Arbor, Mich. : ‡c ProQuest, ‡d 2004. ‡e 1 microfilm reel ; 35 mm. ‡n Plates not reproduced. ‡7 s2004 miun a
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1d. Microform Reproductions (Purchased): MFHD & Item Record

MFHD

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852 first indicator 8 (other classification scheme).

852 second indicator 0 or 1 as appropriate.

Location **smlmic** (or other location as appropriate). The location smlmic includes EAC and MSS microfilms.

Call numbers used by the SML Cat. Dept.:

Monographs. Assign accession number for Film B using the [YUL Accession Number Tool](#) [3]

852	8	0	‡b smlmic ‡h Film ‡i B[accession number]
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Serials. Assign accession number from the Film S shelflist using the [YUL Accession Number Tool](#) [3].

852	8	1	‡b smlmic ‡h Film ‡i S[accession number]
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Newspapers. Until Oct. 2012, newspapers were assigned Yale classification An, and the title cutter construction was based, exceptionally, on the Cutter table (which has a more detailed expansion than the LC table). Shelflisting against a separate An shelflist was required. From Oct. 2012, reflecting the steep decline in newspaper microform purchases, microform newspaper call numbers are constructed following the standard accession number procedures used for microform serials & are shelflisted against the Film S or NS shelflists.

NOTE: For a *purchased* negative service copy, use Film B or Film S call number. Do not assign Film N or Film NS call number.

CALL NUMBERS FOR OTHER LOCATIONS: assign according to the appropriate scheme for the location.

Volume Holdings

Create volume holdings for the microfilm replacement when appropriate.
Record bibliographic information, not information regarding physical reels.

Item Record

Procedures for SML:

- An item record is created for each microfilm reel and a barcode is affixed to each microfilm box at time of receipt.
- Item type is microform
- For multi-part monographs or serials, the ENUM and CHRON fields in the item record should indicate the volumes and/or years represented on the microfilm reel.
- After the title is cataloged, the item record is discharged and the microfilm is sent to Preparations.

For other locations, follow appropriate procedures.

1e. Microfilm Reproductions (Purchased): Example

Divinity copy, revised.

Leader

Label	Code	Notes
Type of Record	a	Language material
Bibliographic Level	m	Monograph

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Encoding Level	1	Full level, material not examined
Cataloging Form	i	ISBD punctuation (not "a")

007

Select tab microform.

Label	Code	Notes
Specific Material Designation	d	Microfilm reel
Positive/Negative Aspect	a	Positive
Dimensions	f	35 mm - Microfilm
Reduction Ratio Range	a	Low reduction
Reduction Ratio	014	
Color	b	Black-and-white
Emulsion on film	a	Silver halide
Generation	c	Service copy
Base of Film	a	Safety-base, undetermined

008

Mandatory fields

Label	Code	Notes
Publication Status	s	Single date
Date 1	1951	original date
Date 2	blank	
Place of Publication	nyu	original place of publication
Form of Item	a	Microfilm
Language	eng	English
Cataloging Source	d	Other

Variable Data Fields

Comment: 040: add †b eng but no †e rda. 050 _4: only †a. 100: add relationship designator †e. 245: No †h microform. 260: do not retag to 264 _1; leave copyright date as is. 300: AACR abbreviations as is. 336-337-338: added; subfield codes are optional. Added †7.

040			†a CtY-D †b eng †c CtY-D †d CtY
050		4	†a BV43
100	1		†a Monks, James Lawrence, †e author.
245			†a Great Catholic festivals / †c by James L. Monks. <no †h [microform]>
260			†a New York : †b Henry Schuman, †c c1951.
300			†a 110 p., [8] p. of plates : †b ill. ; †c 23 cm.
336			†a text †b txt †2 rdacontent
337			†a microform †b h †2 rdamedia
338			†a microfilm reel †b hd

Microform Reproductions

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			‡2 rdacarrier
490	0		‡a Great religious festivals series
500			‡a Includes index.
505	0		‡a Christmas.--The Epiphany.--Easter, its background.--The grandeur of Easter.--Pentecost.--Corpus Christi.--The Assumption of the Blessed Virgin Mary.
533			‡a Microfilm. ‡b Washington, D.C. : ‡c Library of Congress Photoduplication Service, ‡d 1986. ‡e 1 reel ; 35 mm. ‡7 s1986 dcun a
650		0	‡a Fasts and feasts ‡x Catholic Church.

MFHD

MFHD service copy

852	8	0	‡b Isfdiv ‡h Film ‡i B2500
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MFHD for printing master (in most cases purchased microfilm is positive copy only)

852	8	0	‡b Isfdivr ‡k Suppressed ‡h Film ‡i ND71 ‡x Printing master negative
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1f. Microform Reproductions (Purchased): Example (Serial)

Record derived locally from LC/CONSER cataloging for the original print serial; modified or corrected.

Leader

Label	Code	Notes
Type of Record	a	Language material
Bibliographic Level	s	Serial
Encoding Level	1	Full level, material not examined
Cataloging Form	i	ISBD punctuation (not "a")

007

Select tab microform.

Label	Code	Notes
Specific Material Designation	d	Microfilm reel
Positive/Negative Aspect	a	Positive

Microform Reproductions

Published on Yale University Library (<https://web.library.yale.edu>)

Dimensions	f	35 mm - Microfilm
Reduction Ratio Range	a	Low reduction
Reduction Ratio		No attempt to code
Color	b	Black-and-white
Emulsion on film	a	Silver halide
Generation	c	Service copy
Base of Film	a	Safety-base, undetermined

008

Mandatory fields

Label	Code	Notes
Publication Status	c	Serial item currently published
Date 1	1976	Original issuing date
Date 2	9999	
Place of Publication	nyu	original place of publication
Frequency	m	Monthly <not mandatory>
Regularity	r	Regular <not mandatory>
Type of Continuing Resource	p	Periodical
Form of Item	a	Microfilm
Entry Convention	0	Successive entry
Language	eng	English
Cataloging Source	d	Other

Variable Data Fields

Comment: 040: add ‡b eng but no ‡e rda. A number of fields should have been removed at the time of cataloging: 010, 022, 037, 042, 050 00, 070, 072, 082, 210, 222, since none of them applied to the item in hand. Removed 13 obsolete 510 fields; probably still valid at the time of cataloging. Re-tagged DBO note from 500 to 588 (cataloging probably pre-dates introduction of 588). The 525 field for the supplement needs to be verified; a microfilm version may not have been issued with the microfilm serial. The two 740 02's are linked to the 525 supplement note. If the 525 is not applicable, then the 740 02's should be deleted as well. Changed subfield x to subfield v in 650's (cataloging probably pre-dates introduction of the form subdivision). Removed: ‡w (DLC) 76646892 ‡w (OCoLC)2675792 from 785 since these link to the print version.

040			‡a CtY ‡b eng ‡c CtY
050		4	‡a TR845
245	0	0	‡a SMPTE journal : ‡b publication of the Society of Motion Picture and Television Engineers. <no ‡h [microform]>
246	1		‡a Society of Motion Picture and Television Engineers journal
260			‡a [Scarsdale, NY] : ‡b The Society,
300			‡a v. : ‡b ill., ports. ; ‡c 29 cm.
310			‡a Monthly
336			‡a text ‡b txt ‡2 rdacontent

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337			‡a microform ‡b h ‡2 rdamedia
338			‡a microfilm reel ‡b hd ‡2 rdacarrier
362	1		‡a Began with Jan. 1976.
588			‡a Description based on: Vol. 91, no. 9 (Sept. 1982); title from cover.
555			‡a 1976-1980 as v. 92, no. 1 (Jan. 1983, pt. 2).
525			<i>‡a Has separately paged supplement published each year as pt. 2 of one of the monthly issues of the Journal called: Directory for members, 1997; Worldwide directory for members, 1998- <??></i>
533			‡a Microfilm. ‡b Ann Arbor, Mich. : ‡c UMI, ‡d [2001?-] ‡e microfilm reels ; 35 mm. ‡7 m20019999miu a
650		0	‡a Cinematography ‡v Periodicals.
650		0	‡a Television ‡v Periodicals.
710	2		‡a Society of Motion Picture and Television Engineers.
740	0	2	<i>‡a Directory for members. <??></i>
740	0	2	<i>‡a Worldwide directory for members. <??></i>
780	0	0	‡t Journal of the SMPTE
785	0	5	‡a Society of Motion Picture and Television Engineers. ‡t Directory for members - Society of Motion Picture and Television Engineers, inc.

MFHD

852	8	1	‡b smlmic ‡h Film ‡i S3862
866	4	1	‡8 0 ‡a v.85(1976)-v .110(2001)

2a. Microfilm Reproductions (Created In-House): Fixed Fields

Leader and 008 follow the same pattern as Microfilm Reproductions (Purchased)

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Leader

Label	Code	Notes
Type of Material	a	Language material
Bibliographic Level	m or s	Monograph or Serial
Encoding Level	1	Full level, Material Not Examined
ISBD punctuation	blank or i	Use "i" for ISBD punctuation; blank if pre-ISBD. If the Leader for the original source uses "a" change to "i"

008

Label	Code	Notes
Publication status	s or m	Use code for the date of the original
Dates 1-2		Use date or dates of the original; enter reprint date in 533
Form of Item	a	Microfilm
Cataloging Source	d	Other. Do not use c (Cooperative Cataloging)

007

In addition, create three **007s**. Values will be the same as Microfilm Reproductions(Purchased) above, except Generation values should be:

- a** first generation (master)
- b** printing master
- c** service copy

Create 007s in reverse order, service copy first, first generation master last.

Service copy:

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007 - Physical Description (h - Microform)

Computer File Globe Tactile Material

Video Recording Remote Sensing Image Unspecified Map

Kit Notated Music Sound Recording Text

Projected Graphic Microform Nonprojected Graphic Motion Picture

Specific Material Designation	d : Microfilm reel
Original vs. Reproduction Aspect (OBSOLETE)	r : (OBSOLETE) Reproduction
Positive/Negative Aspect	a : Positive
Dimensions	f : 35 mm.-Microfilm
Reduction Ratio Range	a : Low reduction
Reduction Ratio	009
Color	b : Black-and-white
Emulsion on Film	a : Silver halide
Generation	c : Service copy
Base of Film	p : Safety base, polyester

◀ 1 of 3 ▶

Printing master:

Microform Reproductions

Published on Yale University Library (<https://web.library.yale.edu>)

007 - Physical Description (h - Microform)

Computer File Globe Tactile Material

Video Recording Remote Sensing Image Unspecified Map

Kit Notated Music Sound Recording Text

Projected Graphic Microform Nonprojected Graphic Motion Picture

Specific Material Designation	d : Microfilm reel
Original vs. Reproduction Aspect (OBSOLETE)	r : (OBSOLETE) Reproduction
Positive/Negative Aspect	b : Negative
Dimensions	f : 35 mm.-Microfilm
Reduction Ratio Range	a : Low reduction
Reduction Ratio	009
Color	b : Black-and-white
Emulsion on Film	a : Silver halide
Generation	b : Printing master
Base of Film	p : Safety base, polyester

◀ 2 of 3 ▶

First generation master:

007 - Physical Description (h - Microform)

Computer File Globe Tactile Material

Video Recording Remote Sensing Image Unspecified Map

Kit Notated Music Sound Recording Text

Projected Graphic Microform Nonprojected Graphic Motion Picture

Specific Material Designation	d : Microfilm reel
Original vs. Reproduction Aspect (OBSOLETE)	r : (OBSOLETE) Reproduction
Positive/Negative Aspect	b : Negative
Dimensions	f : 35 mm.-Microfilm
Reduction Ratio Range	a : Low reduction
Reduction Ratio	009
Color	b : Black-and-white
Emulsion on Film	a : Silver halide
Generation	a : First generation (master)
Base of Film	p : Safety base, polyester

◀ 3 of 3 ▶

2b. Microfilm Reproductions (Created In-House): Variable Fields

Follow the guidelines in *Microfilm Reproductions (Purchased): Variable Fields*, but enter also:

037 Use this field to record the microfilm storage number for the first generation (master)

NOTE: For SML, place of reproduction and agency responsible for reproduction will usually be: ‡b New Haven, Conn. : ‡c Yale University Library.

The 533 should describe all microfilm copies represented on the MFHDs.

Example. Note spacing in ‡7:

4 blank spaces after ‡7 s1990

1 blank space after ctun

533		‡a Microfilm. ‡b New Haven, Conn. : ‡c Yale University Library, ‡d 1990. ‡e 1 microfilm reel ; 35 mm. ‡7 s1990 ctun a
590		‡a NEGATIVE FILM AVAILABLE FOR REPRODUCTION

COPY SPECIFIC NOTES

Do not add the MFHD public note 852 ‡z NEGATIVE FILM AVAILABLE FOR REPRODUCTION. Instead, add as 590 note in the bibliographic record.

Generally avoid recording routine processing information about the original, e.g. the original call number, as a staff note in 852 ‡x or ‡z. Copy specific notes entered in 852 may result in a misleading display when the Voyager bound-with technique needs to be applied in situations where multiple bibliographic records are created for a single reel (or fiche).

If detailed notes about the original hard copy have been entered in the 590 of the original record, revise the location given at the beginning of the 590 note to reflect the current location of the microfilm and qualify the current location by citing the call number of the original copy. If needed, record information about the reproduction in 533 \$n.

If the original lacks a 590 note with details about the original hard copy, and it is considered necessary to record notes about the original in the record for the microfilm, record in 590 preceded by the current location of the microfilm. Qualify the current location by citing the call number of the original copy. If needed, record information about the reproduction in 533 \$n.

533		‡a Microfilm. ‡b New Haven, Conn. : ‡c Yale University Library, ‡d 1995. ‡e 1 microfilm reel ; 35 mm. ‡n Plates not reproduced. ‡7 s1995 nyun a
590		‡a SMLMIC (Copy filmed: SML DT123 B27 1976): Imperfect: all after p. 70 wanting.
590		‡a NEGATIVE FILM AVAILABLE FOR REPRODUCTION
533		‡a Microfilm. ‡b New Haven, Conn. : ‡c Yale University Library, ‡d 2005. ‡e 1 microfilm reel ; 35 mm. ‡7 s2005 mdun a
590		‡a SMLMIC (Copy filmed: BEIN Zc50 855gr).
590		‡a NEGATIVE FILM AVAILABLE FOR REPRODUCTION

2c. Microfilm Reproductions (Created In-House): MFHD & Item

Records

MFHD

Create a MFHD for each generation:

1st Location (Service copy):

852 first indicator 8 (other classification scheme). Second indicator 0 or 1 as appropriate.

Location **smlmic** (or other location as appropriate). The location smlmic includes EAC and MSS microfilms.

Call numbers used by the SML Cat. Dept.:

Monographs. Assign a Film B accession number using the [YUL Accession Number Tool](#) [3].

852	8	0	‡b smlmic ‡h Film ‡i B[accession number]
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Serials. Assign a Film S accession number using the [YUL Accession Number Tool](#) [3].

852	8	1	‡b smlmic ‡h Film ‡i S[accession number]
-----	---	---	--

Newspaper call numbers: *Until Oct. 2012, newspapers were assigned Yale classification An, and the title cutter construction was based, exceptionally, on the Cutter table (which has a more detailed expansion than the LC table). Shelflisting against a separate An shelflist was required. From Oct. 2012, reflecting the steep decline in newspaper microform purchases, microform newspaper call numbers are constructed following the standard accession number procedures used for microform serials & are shelflisted against the Film S or NS shelflists.*

CALL NUMBERS FOR OTHER LOCATIONS: *assign according to the appropriate scheme for the location.*

2nd Location (Printing master, formerly called Master negative):

852 first indicator 8 (other classification scheme). Second indicator 0 or 1 as appropriate.

Location **smlmic** (or other location as appropriate). The location smlmic includes EAC and MSS microfilms. The MFHD must be suppressed from public view. Click on the System Tab and click Suppress from OPAC. In 852, always follow the ‡b location subfield with **‡k Suppressed**. Follow ‡i with **‡x Printing master**.

Call numbers used by the SML Cat. Dept.:

Monographs. Assign a **Film N** accession number using the [YUL Accession Number Tool](#) [3].

852	8	0	‡b smlneg ‡k Suppressed ‡h Film ‡i N[accession number]‡x Printing master
-----	---	---	--

Serials AND newspapers. Assign a Film NS accession number using the [YUL Accession Number Tool](#) [3].

852	8	1	‡b smlneg ‡k Suppressed ‡h Film ‡i NS[accession number] ‡x Printing master
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CALL NUMBERS FOR OTHER LOCATIONS: *assign according to the appropriate scheme for the location.*

3rd Location (First generation (master))

The MFHD must be suppressed from public view. Click on the System Tab and click Suppress from OPAC. In 852, always follow the ‡b location subfield with **‡k Suppressed**. Follow ‡i with **‡x First generation (master)** and a 2nd **‡x <archival barcode number> (Iron Mtn.)**

852	8	0	‡b smlpres ‡k Suppressed ‡h <call number assigned by Preservation Dept ‡i> ‡x First generation (master) ‡x <barcode number> (Iron Mtn.)
-----	---	---	---

Volume holdings

Create volume holdings for the microfilm replacement when appropriate.

Record bibliographic information, not information regarding physical reels.

Item Record**Service copy (positive microfilm):**

Procedures for SML:

- An item record is created for each microfilm reel and a barcode is affixed to each microfilm box at time of receipt
- Item type is microform
- For multi-part monographs or serials, the ENUM and CHRON fields in the item record should indicate the volumes and/or years represented on the microfilm reel.
- After the title is cataloged, the item record is discharged and the microfilm is sent to Preparations.

For other locations, follow appropriate procedures.

Printing master (formerly called Master negative):

- An item record is created for each microfilm reel and a barcode is affixed to each microfilm box at time of receipt.
- Item type is microform
- For multi-part monographs or serials, the ENUM and CHRON fields in the item record should indicate the volumes and/or years represented on the microfilm reel.
- After the title is cataloged, the item record is discharged and the microfilm is sent to Preparations.
- All printing masters are stored in LSF.

First generation (master):

If the first generation (master) is sent to LSF, follow the same procedures as for the printing master above.

If the first generation (master) is sent to the Iron Mountain Storage, follow appropriate procedures.

2d. Microfilm Reproductions (In-House): Example

Original cataloged by LC, record for in-house microfilm created by YUL:

Leader

Note that the original record was not cataloged using ISBD, so Cataloging Form is blank.

Label	Code	Notes
Type of Record	a	Language material
Bibliographic Level	m	Monograph
Encoding Level	1	Full level, material not examined
Cataloging Form	blank	Non-ISBD punctuation

007

Select tab microform.

Label	Code	Notes
Specific Material	d	Microfilm reel

Microform Reproductions

Published on Yale University Library (<https://web.library.yale.edu>)

Designation		
Positive/Negative Aspect	a	Positive
Dimensions	f	35 mm - Microfilm
Reduction Ratio Range	a	Low reduction
Reduction Ratio	014	
Color	b	Black-and-white
Emulsion on film	a	Silver halide
Generation	c	Service copy
Base of Film	a	Safety-base, undetermined

008

Only mandatory fields are listed.

Label	Code	Notes
Publication Status	s	Single date
Date 1	1853	original date
Date 2	blank	
Place of Publication	enk	original place of publication
Form of Item	a	Microfilm
Language	eng	English
Cataloging Source	d	Other

Variable Data Fields

Comments: Derived from the YUL record for the original. 040 error: the 040 was copied from the original. Corrected form in the example. Unable to determine whether the 035 was copied from the original, so it's been left in the example. 050_4 class number from the LC record.

035			‡9 FMC3857YL <?>
040			‡a CtY ‡b eng ‡c CtY <YUL record had: ‡a DLC ‡c CLE ‡d YUS ‡d CtY>
043			‡a n-us--- ‡a s-----
050		4	‡a DA68.12
100	1		‡a Chesterton, George Laval, ‡e author.
245	1	0	‡a Peace, war, and adventure : ‡b an autobiographical memoir of George Laval Chesterton.
260			‡a London, ‡b Longman, Brown, Green and Longmans, ‡c 1853.
300			‡a 2 v. ‡c 19 cm.
336			‡a text ‡b txt ‡2 rdacontent
337			‡a microform ‡b h ‡2 rdamedia
338			‡a microfilm reel ‡b hd ‡2 rdacarrier
533			‡a Microfilm. ‡b New Haven, CT : ‡c Yale

Microform Reproductions

Published on Yale University Library (<https://web.library.yale.edu>)

			University Library. ‡d 1999 ‡e 1 reel. 35 mm. ‡7 s1999 ctu a
651		0	‡a United States ‡x History ‡y War of 1812 ‡v Personal narratives.
651		0	‡a South America ‡x History ‡y Wars of Independence, 1806-1830.

MFHD

MFHD for service copy. Removed ‡z NEGATIVE FILM AVAILABLE FOR REPRODUCTION

852	8	0	‡b smlmic ‡h Film ‡i B17519:4
-----	---	---	----------------------------------

MFHD for Printing Master. System Tab: should be checked for suppression in OPAC. Location will flip to **Isfpresr**. For "filmed with" procedures, see [Bound with Procedures](#) [4].

852	8	0	‡b smlneg ‡k Suppressed ‡h Film ‡i N14448 ‡x Printing master ‡z Filmed with 3 other titles
-----	---	---	---

3a. Microfiche (Always Purchased): Fixed Fields

Enter values for the original monograph or serial according to the MARC 21 Bibliographic Format. In addition, enter values for the microform following these guidelines:

Basic guidelines (see the MARC 21 Bibliographic Format for more detail):

008	
Form of item	b (microfiche)
007	Select Microform
Specific Material Designation	e (microfiche)
Original vs. Reproduction	Ignore. (If a value has been entered for derived copy cataloging, leave value as is.)
Positive/Negative Aspect	a (positive) b (negative) etc.
Dimensions	m (11 x 15 cm., standard microfiche size)
Reduction Ratio Range	a (low; reduction ratio less than 016) b (normal; reduction ratio between 016-030) c (high; 031-060) d (very high; 061-090) e (ultra high; over 090) u(unknown)

Microform Reproductions

Published on Yale University Library (<https://web.library.yale.edu>)

Reduction Ratio	"Generally, the specific reduction ratio is recorded when it is ultra high (code e in 007/05). If the ratio is not ultra high, recording the specific ratio is less essential. The numeric value of the reduction ratio, using three digits, is right justified with leading zeros (e.g., 015, 048). A hyphen is used for unknown digits in the reduction ratio (e.g., 03-, 1--, or ---). Three fill character () are used when no attempt has been made to code this data element."--MARC 21. If the reduction ratio is not explicit, use range code u and hyphens rather than	
Color	b (black and white) c (multicolored) m (mixed) etc.	
Emulsion on Film	a (silver halide) (use as default) u (unknown)	
Generation	c (service copy)	
Base	a (safety base; use for pre-1980 production) p (safety base, polyester; use for post-1980 production)	

EXAMPLE:

007 - Physical Description (h - Microform)

Computer File Globe Tactile Material
 Video Recording Remote Sensing Image Unspecified Map
 Kit Notated Music Sound Recording Text
 Projected Graphic Microform Nonprojected Graphic Motion Picture

Specific Material Designation	e : Microfiche
Original vs. Reproduction Aspect (OBSOLETE)	_ : (OBSOLETE) Undefined
Positive/Negative Aspect	a : Positive
Dimensions	m : 4x6 in. or 11x15 cm.-Microfiche and Microopaque
Reduction Ratio Range	u : Unknown
Reduction Ratio	---
Color	b : Black-and-white
Emulsion on Film	a : Silver halide
Generation	c : Service copy
Base of Film	p : Safety base, polyester

1 of 1

3b. Microfiche (Always Purchased): Variable Fields, MFHD, Item Record

Variable Fields

Follow the guidelines in *Microfilm Reproductions (Purchased): Variable Fields*.

533 subfields specific to microfiche: **533 ‡a Microfiche**

533 ‡e <no.> microfiches <Dimensions are usually not given for microfiches prior to RDA>

EXAMPLE (MONOGRAPH)

Note: in the monograph example,

4 blank spaces after **‡7 s1978**

1 blank space after **oncn**

533			‡a Microfiche. ‡b [Ottawa] : ‡c National Archives of Canada, ‡d [1978?] ‡e 2 microfiches. ‡7 s1978 oncn b
-----	--	--	--

EXAMPLE (SERIAL)

533			‡a Microfiche. ‡m Jan. 1930-Nov. 1945. ‡b Glen Rock, N.J. : ‡c Microfilming Corp. of America, ‡d 1975. ‡e 66 microfiches. ‡7 d19301945njmrb
-----	--	--	---

MFHD

Microform Reproductions

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852 first indicator 8 (other classification scheme). Second indicator 0 (single part monograph) or 1 (serial or multipart monograph) as appropriate.

Location smlmic (or other location as appropriate). The location smlmic includes EAC and MSS microfilms.

Call numbers used by the SML Cat. Dept.:

Monographs. Assign accession number for Film B using the [YUL Accession Number Tool](#) [3].

852	8	0	‡b smlmic ‡h Fiche ‡i B[accession number]
-----	---	---	---

Serials. Assign accession number from the Film S shelflist using the [YUL Accession Number Tool](#) [3].

852	8	1	‡b smlmic ‡h Fiche ‡i S[accession number]
-----	---	---	---

CALL NUMBERS FOR OTHER LOCATIONS: assign according to the appropriate scheme for the location.

Volume holdings

Create volume holdings for the microfiche replacement when appropriate.

Record bibliographic information, not information regarding number of fiches.

Item Record

Procedures for SML:

Only one item record is created for the microfiche(s) and the barcode is affixed to a card, which accompanies the microfiche(s) when sent for cataloging. After the title is cataloged, the item record is discharged and the microfiche(s) is sent to the Microtext Room with a printout of the copy holdings record. The item record should then be deleted.

For other locations, follow appropriate procedures.

3c. Microfiche Example

Divinity cataloging, modified.

Leader

Coding represents the original (unpublished) resource, not the reproduction.

Label	Code	Notes
Type of Record	t	Manuscript material
Bibliographic Level	m	Monograph
Encoding Level	1	Full level, material not examined
Cataloging Form	i	ISBD punctuation <not "a">

008 (Abridged)

Coding represents the original resource except for Date and Form

Label	Code	Notes
Publication Status	r	Reprint/reissue date & original date
Date 1	2010	date of reproduction
Date 2	2010	date of original production

Microform Reproductions

Published on Yale University Library (<https://web.library.yale.edu>)

Place of publication	xx	No place, undetermined, or unknown
Form of Item	b	Microfiche
Contents 1	b	Bibliographies
Contents 2	m	Theses
Language	eng	English
Cataloging Source	d	Other <do not use "c">

007 h-Microform

If the publisher provides specific information, in this case Reduction Ratio and Emulsion, the cataloger should ignore the default codes.

Label	Code	Notes
Specific Material Designation	e	Microfiche
Positive/Negative Aspect	b	Negative
Dimensions	m	11 x 15 cm: Microfiche
Reduction Ratio Range	c	High reduction
Reduction Ratio	032	
Color	b	Black and white
Emulsion on Film	b	Diazo
Generation	c	Service copy
Base of film	p	Safety base, polyester

Variable Data Fields

040			‡a CtY-D ‡b eng ‡c CtY-D
100	1		‡a Kira, Joshua Ryan, ‡e author.
245	1	2	‡a A critique of Robert Adams' view of Abraham's dilemma / ‡c by Joshua Ryan Kira.
260			‡c 2010.
300			‡a 96 leaves ; ‡c 28 cm.
336			‡a text ‡b txt ‡2 rdacontent
337			‡a microform ‡b h ‡2 rdamedia
338			‡a microfiche ‡b he ‡2 rdacarrier
502			‡a Thesis (S.T.M.)--Yale Divinity School, 2010.
504			‡a Includes bibliographical references.
533			‡a Microfiche. ‡b Portland, Or. : ‡c Theological Research Exchange Network, ‡d 2010. ‡e 1 microfiche : negative. High reduction. ‡f (Theological Research Exchange Network ;

Microform Reproductions

Published on Yale University Library (<https://web.library.yale.edu>)

			#051-0130). ‡7 s2010 orun b
650		0	‡a Religion and ethics.
600	1	0	‡a Adams, Robert Merrihew.
600	1	0	‡a Isaac ‡c (Biblical patriarch) ‡x Sacrifice.
600	0	0	‡a Abraham ‡c (Biblical patriarch)
630	0	0	‡a Bible. ‡p O.T. ‡p Genesis XXII ‡x Criticism, interpretation, etc.

4a. Cataloging of Guides Accompanying Microforms

Following a long period of consultation with RSC and lengthy experimentation by the History/Social Science Team in the Catalog Dept., we have decided to implement some changes in the treatment of printed guides to microform sets. In the past it was common for such guides to be cataloged on separate records from the microform itself. They were often received (and even ordered) separately as well. **Beginning about two years ago the Catalog Dept. began a test program of cataloging guides on the same records as their microforms, treating them as pseudo second copies.** It allowed patrons to access complete information about our particular microform holdings and the user aids for them on a single record rather than having to search further for information about finding aids and guides. (See examples below) The new treatment was well received by Public Services staff. Our intention now is to treat all new microform guides in this fashion. It is hoped that guides will also be ordered and received on the same record as the microform sets.

EXAMPLE 1

BIBLIOGRAPHIC RECORD

245	0	4	‡a The Lyndon B. Johnson national security files. ‡p Vietnam ‡h [microfilm] : ‡b National security files, 1963- supplement / ‡c project coordinator, Robert E. Lester.
260			‡a Bethesda, MD : ‡b University Publications of America, ‡c c1996.
300			‡a 18 microfilm reels ; ‡c 35 mm.
500			‡a Guide has call no.: Microtext Ref. DD232.5 +S76 1997
590			‡a Guide has call no.: Microtext Ref. DS558 .V5554 1997 Oversize.
740	0	2	‡a Guide microfilm edition of The Lyndon B. Johnson national security files. Vietnam : national sec 1963-1969 : first supplement.

HOLDING RECORD FOR MICROFILM

852	0	0	‡b smlmic ‡h Film ‡i .B16407
-----	---	---	------------------------------

ITEM RECORD FOR MICROFILM

Copy: 0

HOLDING RECORD FOR MICROFILM GUIDE

852	0	0	‡b smlmicr ‡h DS558 ‡i.V5554 1997 ‡m Oversize
-----	---	---	---

Microform Reproductions

Published on Yale University Library (<https://web.library.yale.edu>)

Searching Steps:

First search for a microform record in OCLC by title and format in OCLC Search Window. Be sure you select a record matching the format, e.g. microfiche, microfilm. A microfiche record cannot be used for microfilm except as variant copy but then you have to edit the fixed fields.

If exact copy is found, use it (Example: you have a microfilm set created by LC and find LC copy)

If variant copy is found, use that (Example: Columbia created a microfilm for a monograph for a Yale patron request and the U. of Utah microfilmed it, too, and has its record in OCLC—you can use it as a base for your version or create an entirely new record for the Columbia microfilm.

If no usable copy is found, search for a usable bibliographic record for the original item. You will use this record to build a microform record.

EDITING

Consult [Microform Reproductions](#) [5], for overall guidance for editing record or cataloging record, MFHD, and Item Records, etc.

Fixed fields

Variable fields: 245 [GMD], 300, mandatory 533

MFHD

Item Records See "[Microform Reproductions \(Purchased\): MFHD & Item Record](#) [6]" and "[Microfiche \(Always Purchased\): Variable Fields, MFHD, Item Record](#) [7]" for more detailed instructions.

Barcoding:

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

ASSIGNING MICROFORM ACCESSION NUMBERS

Use the new automated tool for [assigning microform accession numbers](#) [3] for everything, *except* newspapers. You log on using your netid.

The Accession Number Tool comes with an online User's Guide.

Microfilm newspapers are assigned an "An" number and sub-arranged by title following the Cutter-Sanborn Three Figure Table rather than the LC table.

The Cutter Table is divided into "Consonants, Except S" and "Vowels and A".

For title: 245 Haverhill gazette ‡h [microform]

Microtext

Film

An

H297 ? Look at list for corresponding first 3 letters of your title, then use first letter for consonants + corresponding digits from Cutter Table + adjustment to fit into Shelflist.

The letter S uses first 2 letters and vowels use first two letters. Second letter in lowercase.

For title: 245 Scotsman : or Edinburgh political and literary journal ‡h [microform]

Microform Reproductions

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Microtext
Film
An
Se178

For title: 245 The Apollo, or, Chestertown spy ꝥh [microform]

Microtext
Film
An
Ap205

Two old copies are shelved in our Reference Collection in CMS.

Background of old Microform Shelflists:

There are separate paper shelflist files for service copy microfilm monographs, service copy microfilm serials, master negative copy microfilm monographs, master negative microfilm serials, dissertation microfilm (service copies), monograph microfiches and serial microfiches. All microfiche holdings are service copies.

We no longer use the paper shelflists to determine the call number (i.e. accession number) and to file a slip as a placeholder for the new number when cataloging microforms in CMS. As of 2012, we use the online Microform Accession Number assignment tool, with the exception of newspapers. The 3 drawers that constitute the “Shelflist” for newspapers are located in CMS along with the other old shelflists.

(Source: [Shelflisting. Accession Section](#) [8])

RELATED DOCUMENTS

[Cataloging of Guides Accompanying Microforms](#) [9]

[Item Records for Microform \(SML Procedures\)](#) [10] This document has information on barcoding and status tracking to Preparations.

PRESERVATION MICROFILMS

Catalogers should not be getting preservation microfilms which include masters and printing masters (negatives) from which a service copy is created. CMS catalogers work with “service” copies only. If you feel you might have a preservation film in hand, consult with a Librarian. We would have to consult with Preservation.

[Enum/Chron Fields in Voyager Item Records for Serials \(and Multiparts\)](#) [11]

Source URL: <https://web.library.yale.edu/cataloging/reproductions-rda/microform/intro>

Links

[1] http://access.rdatoolkit.org/lcpschp1_lcps1-99044.html [2] <https://web.library.yale.edu/cataloging/reproductions-rda> [3] <https://libapp.library.yale.edu/AccessionNumber/> [4] <https://web.library.yale.edu/cataloging/bound-procedures> [5] <https://web.library.yale.edu/cataloging/reproductions-rda/microform/intro> [6] <https://web.library.yale.edu/cataloging/reproductions-rda/microform/microfilm-purchased-mfhd-item> [7] <https://web.library.yale.edu/cataloging/reproductions-rda/microform/microfiche-var-mfhd> [8] <https://web.library.yale.edu/cataloging/shelflisting-intro/shelving-accession-number> [9] <https://web.library.yale.edu/cataloging/reproductions/microform-guides> [10] <https://web.library.yale.edu/cataloging/serials/enum-chron/microform> [11] <https://web.library.yale.edu/cataloging/serials/enum-chron>