

1d. Microform Reproductions (Purchased): MFHD & Item Record

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MFHD

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](#) [1]

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](#) [1].

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.

Source URL: <https://web.library.yale.edu/cataloging/reproductions-rda/microform/microfilm-purchased-mfhd-item>

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Links

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