

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](#) [1].

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](#) [1].

852	8	1	‡b smlmic ‡h Film ‡i S[accession number]
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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](#) [1].

852	8	0	‡b smlneg ‡k Suppressed ‡h Film ‡i N[accession number]‡x Printing master
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Serials AND newspapers. Assign a Film NS accession number using the [YUL Accession Number Tool](#) [1].

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

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.

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

Links

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