

### 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)	
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	

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

	production) p (safety base, polyester; use for post-1980 production)	
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#### 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

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