
Microforms Transferred to the Library Shelving Facility

Standards for Bibliographic, MFHD, and Item Records

Recommendation:

The *Task Force to Recommend Guidelines for Microforms Transferred to the Library Shelving Facility* has proposed that, initially,

- the transfer process should begin with microfilm only
- the microfilm should be a single title on one or more reels
- the title should be represented by a unique microfilm Orbis record, complete with appropriate bibliographic description, MFHD, and item record(s), if appropriate.

Each microform transferred to the Library Shelving Facility (LSF) must have a bibliographic record that follows the [Appropriate Bibliographic and Holdings Record for Monographs](#) [1]. [1]document prepared for LSF or a similar document, [Appropriate Bibliographic and Holdings Record for Serials transferred to LSF](#) [2]. [2]with additional requirements for particular microform fixed and variable fields.

Generally, when the library holds both a service copy and a negative printing master copy, only the service copy should be transferred to LSF. However, at the time the service copy is transferred, the MFHD for the negative printing master should be updated to follow current processing guidelines for negative printing masters.

Bibliographic Record:

Original microforms:

Additional Required Fixed Fields:

- FORM OF ITEM should have the appropriate value selected, e.g., "a" for microfilm, "b" for microfiche.
- 007 (Microform) needed for each generation of film.

Additional Required Variable Fields:

- 245 Title statement should include subfield h [microform]
- 300 Physical description of microform should be in 300 field

([Please see example # 1](#)) [3]

Reproduction microforms:

Additional Required Fixed Fields:

- FORM OF ITEM should have the appropriate value selected, e.g., "a" for microfilm, "b" for microfiche.
- 007 (Microform) needed for each generation of film.

Additional Required Variable Fields:

- 245 Title statement should include subfield h [microform]

- 533 Reproduction note should be present.

([Please see example #2 for serials and example #3 for monographs](#)) [3]

MFHD 852:

Original and Reproduction microforms:

- First indicator **8**
- Second indicator 0 if single-part monograph; 1 if multipart monograph or serial
- **Use original location code in 852 \$b; location appropriate LSF code will be assigned by LSF staff.**

Most microfilm call numbers are entered as:

Single-part:

852	8	0	\$b <original location> \$h Film \$i <shelf number>\$x <Staff notes>\$z <Public notes>
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Multipart or Serial:

852	8	1	\$b <original location> \$h Film \$i <shelf number>\$x <Staff notes>\$z <Public notes>
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MFHD 86x:

Original microforms:

The MFHD 86x fields should reflect the numeric and/or chronological designation of microform.

Reproduction Microforms:

The MFHD 86x fields should follow the standards and guidelines set forth for the original print serials and multi-part monographs.

Item Record:

Original and Reproduction microforms:

- There should be a barcode for each physical reel of film, packet of fiche, or box of microcards transferred to LSF. For microfilm, the barcode should be affixed to the box, not the reel.
- ENUM and/or CHRON data should be present for serials; ENUM data should be present for multipart
- Data in ENUM/CHRON should reflect data in MFHD 86x
- Item type should be changed to: **lsfr**. LSF software will use the item type to update the location. Do not update the Permanent Location on the item record. EXCEPTION: Divinity item type is changed to: **lsfc**

LSF Microforms Records: Examples

Example #1

BIBLIOGRAPHIC RECORD

Click to view fixed field examples:

Note: "made-up" example created in OrbDev.

008 American medical periodicals (see example **1a** on [LSF Microform Images](#) [4])

007 American medical periodicals (see example **1b** on [LSF Microform Images](#) [4]) NOTE: If reduction ratio is unknown (u), enter hyphens (---)

001 6039085

005 20021210134736.0

007 hd afu|||baca

010: : |a 98176074

020: : |a 0892351500 (guide : acid-free paper)

035: : |a (CStRLIN)DCLC98176074-B

040: : |a DLC |c DLC

043: : |a n-us---

050:10: |a R152

050:00: |a Microfilm 99/2 (R)

082:00: |a 610/.5 |2 21

245:00: |a American medical periodicals |h [microform].

246:1 : |i Title on container: |a American medical periodicals, 1797-1900

260: : |a Woodbridge, Conn. : |b Research Publications, Inc., |c 1986-1994.

300: : |a 750 microfilm reels ; |c 35 mm.

500: : |a Accompanied by a printed guide, entitled: American medical periodicals : guide to the microfilm collection (iv, 185 p. ; 28 cm.).

650: 0: |a Medicine |z United States |v Periodicals.

650: 0: |a Medicine |z United States |x History |y 18th century |v Sources.

650: 0: |a Medicine |z United States |x History |y 19th century |v Sources.

710:2 : |a Research Publications, Inc.

MFHD:

852	8	1	‡b smlmic ‡h Film ‡i B54321
866	4	1	‡8 0 ‡a reel 1-reel 750

ITEM RECORD (made-up example; reel one of 750):

Title:	American medical periodicals [microform]			
Location:	smlmic	Call #	Film B54321	
Barcode	39002026974478	Temp Loc:	—	
Perm Loc:	smlmic	Temp Type	—	
Item Type:	lsfr	Media Type	—	

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Enum:	1	
Chron:	—	
Year:	—	
Caption:	—	
Free text:	—	
Spine:	—	

Example #2 (Serial)

BIBLIOGRAPHIC RECORD:

Click to view fixed field examples:

008 The West Country magazine (see example 2a on [LSF Microform Images](#) [4])

007 #1: Service copy (transfers to LSF) (see example 2b on [LSF Microform Images](#) [4])

007 #2 Negative Printing Master (does not transfer to LSF) (see example 2c on [LSF Microform Images](#) [4])

007 #3 Master Negative (held offsite in secure storage not at LSF) (see example 2d on [LSF Microform Images](#) [4])

001 3947370

005 20020514154012.0

007 hd|afa010bacp

007 hd|bfa010babp

007 hd|bfa010baap

035: : |a (CtY)FSA0314

035: : |9 FKK6422YL

040: : |a CtY |c CtY

043: : |a e-uk-en

245:04: |a The West Country magazine |h [microform].

260: : |a Denham, Bucks. : |b Westaway Press, |c 1946-1952.

300: : |a 7 v. : |b ill. ; |c 22 cm.

310: : |a Quarterly

362:0 : |a [Vol. 1], no. 1 (summer 1946)-v. 7, no. 3 (autumn 1952).

500: : |a Place of publication varies.

533: : |a Microfilm. |m v.1-7 (1946-1952):[Gaps] |b New Haven, CT : |c Yale University Library, |d 1996. |e 1 reel ; 35 mm. |7 s1996 cty a

590: : |a Copyright restrictions apply on each volume for 75 years after date of publication.

695:04: |a NEH British History Preservation Project - 1996

651: 0: |a Great Britain |x History.

927: : |a 9705RO

928: : |a AC031197

948: : |a SML : from Byd |a 35c

MFHDS (Note that a MFHD is not made for the Master Negative copy)

MFHD 1 (Service copy)

852	8	1	‡b smlmic ‡h Film ‡i S3206 ‡z NEGATIVE FILM AVAILABLE FOR REPRODUCTIO N
866	4	1	‡8 0 ‡a v.1:no.1(1946:summer)-v. 6:no.3(1951:autu mn),

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866	4	1	8 0 a v.7:no.1(1952:spring)-v.7:no.3(1952:autumn)
-----	---	---	---

MFHD 2 (Negative Printing Master copy): System Tab. Verify that "Suppressed from OPAC" is enabled.

Negative printing master copies were converted from NOTIS without indicators. The appropriate indicators should be added at the time the service copy is transferred, even though the negative printing master copy is not generally transferred.

Volume holdings for negative printing masters were generally not recorded on NOTIS if a service copy was available (volume holdings were recorded only for the service copy). Record also the volume holdings in 86x if the printing master copy is readily at hand at the time of the transfer but note that volume holdings must be verified against the actual physical inventory. Do not record volume holdings if the printing master is not readily available for physical inventory, i.e., do not simply copy the service copy holdings without verifying the actual negative printing master holdings.

Before:

852	—	—	b smlneg k Suppressed h Film i NS676 z Master negative
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After (note also the update from z to x):

852	8	1	b smlneg k Suppressed h Film i NS676 x Master negative
-----	---	---	--

ITEM RECORD (made up example):

Title:	The West Country magazine [microform]		
Location:	smlmic	Call #	Film S3206
Barcode	39002026974445	Temp Loc:	—
Perm Loc:	smlmic	Temp Type	—
Item Type:	lsfr	Media Type	—
Enum:	1-7		
Chron:	1946-1952		
Year:	—		
Caption:	—		
Free text:	—		
Spine:	—		

Example #3 (Monograph)

BIBLIOGRAPHIC RECORD

Click to view fixed field examples:

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

008 Builders of united Italy (see example 3a on [LSF Microform Images](#) [4])

007 #1 Service copy (transfers to LSF) (see example 3b on [LSF Microform Images](#) [4])

007 #2 Printing Master (does not transf to LSF) (see example 3c on [LSF Microform Images](#) [4])

007 #3 First generation master (held offsite in secure storage) (see example 3d on [LSF Microform Images](#) [4])

001 804325

005 20020514072022.0

007 hdrafa009baca

007 hdrbfa009baba

007 hdrbfa009baaa

035: : |a (CStRLIN)CTYG89-B13024

035: : |a (CtY)SN02409.2

035: : |9 AEN3481YL

040: : |a CtY |c CtY

043: : |a e-it---

090: : |b Film B6325:2

100:1 : |a Holland, Rupert Sargent, |d 1878-1952.

245:10: |a Builders of united Italy |h **[microform]**, |c by Rupert Sargent Holland; with eight portraits.

260:0 : |a New York, |b H. Holt and company, |c 1908.

300: : |a vii, 349 p. |b 8 port.(incl. front.) |c 20 cm.

505:0 : |a Alfieri, the poet. -- Manzoni, the man of letters. -- Gioberti, the philosopher. -- Manin, the "Father of Venice." -- Mazzini, the prophet. -- Cavour, the statesman. -- Garibaldi, the crusader. -- Victor Emmanuel, the king.

533: : |a Microfilm. |b New Haven, CT : |c Yale University Library, |d 1989. |e 1 reel. 35 mm.

600:10: |a Alfieri, Vittorio, |d 1749-1803.

600:10: |a Manzoni, Alessandro, |d 1785-1873.

600:10: |a Gioberti, Vincenzo, |d 1801-1852.

600:10: |a Manin, Daniele, |d 1804-1857.

600:10: |a Mazzini, Giuseppe, |d 1805-1872.

600:10: |a Cavour, Camillo Benso, |c conte di, |d 1810-1861.

600:10: |a Garibaldi, Giuseppe, |d 1807-1882.

600:00: |a Victor Emmanuel |b II, |c King of Italy, |d 1820-1878.

651: 0: |a Italy |x History |y 1849-1870.

928: : |a AC031297

MFHDS (Note that a MFHD is not made for the Master Negative copy)

MFHD for the service copy

852	—	—	‡b smlneg ‡k Suppressed ‡h Film ‡i NS676 ‡z Master negative
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MFHD for Printing Master; the Master negative note indicates only that a Master negative exists (MFHD has been updated to follow current guidelines, but the copy represented usually is not transferred.)

Prior to update:

852	—	—	‡b smlneg ‡k Suppressed ‡h Film ‡i NS676 ‡z Master negative
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After update:

852	—	—	‡b smlneg ‡k Suppressed ‡h Film ‡i N5260:2 ‡x Master
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ITEM RECORD (made up example):

Title:	Builders of united Italy [microform]		
Location:	smlmic	—	Film S3206

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Barcode	39002026974445		Temp Loc:		
Perm Loc:	smlmic		Temp Type		
Item Type:	lsfr		Media Type		
Enum:	—				
Chron:	—				
Year:	—				
Caption:	—				
Free text:	—				
Spine:	—				

RELATED DOCUMENTS

[LSF Microform Images](#) [4]

Based on the report of the Task Force to Recommend Guidelines for Microforms Transferred to the Library Shelving Facility; original document written by Rebecca Mugridge 12 Sept. 2000; 2002 revision by Steven Arakawa; 2008 rev. S. Arakawa for CPDC

Source URL: <https://web.library.yale.edu/cataloging/catman/microforms-transferred-library-shelving-facility>

Links

[1] <https://web.library.yale.edu/cataloging/catman/appropriate-records-for-lsf-transfer> [2]

<https://web.library.yale.edu/cataloging/catman/appropriate-serial-records-for-lsf-transfer> [3]

<https://web.library.yale.edu/cataloging/catman/microforms-transferred-library-shelving-facility-examples> [4]

<https://web.library.yale.edu/cataloging/catman/lsf-microform-images>