

## 8. Special Procedures for Microform and Non-Print Items

**8-1.** If a microform set is a reproduction of a single work,

- record *bibliographic* volumes in 866
- record physical parts (reels or microfiches) in field 533
- NOTE: former practice was to record bibliographic holdings in 866 only if the set was incomplete

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### Example 8-1a:

Bibliographic record:

100        1        ‡a Trudeau, G. B., ‡d 1948-  
245        1        0        ‡a Doonesbury in the 80s ‡h [microform] / ‡c Garry Trudeau.  
300        ‡a 3 v. ; ‡c 30 cm.  
533        ‡a Microfilm. ‡b New Haven : ‡c Yale University Photographic Services, ‡d 1991. ‡e 1  
             microfilm reel ; 35 mm.

On MFHD:

866        4        1        ‡8 0 ‡a v.1-v.3

**Example 8-1b.** Note that the Yale microfilm set is incomplete, even though the cataloging for the reproduction represents a complete set.

245        0        0        ‡a Encyclopedia of Irish saints ‡h [microform].  
300        ‡a 10 v. ; ‡c 29 cm.  
533        ‡a Microfilm. ‡b New Haven : ‡c Yale University Photographic Services, ‡d 1991. ‡e  
             microfilm reels ; 35 mm.

On MFHD:

866        4        1        ‡8 0 ‡a v.1-v.8

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**8-2.** If a microform set is a collection of reproductions, record the number of physical items (e.g. reels, fiche) in 866. LOCAL YALE PRACTICE: For unnumbered microfilm reels, supply enumeration in square brackets preceded by *reel*. Record holdings for unnumbered microfiche as a total count or, if the number of pieces is large, an estimate. (ANSI 5.5.3 Extent of Unit, p. 28)

**Example 8-2a.** A collection of titles previously published separately in hard copy. The reels in this Example are not numbered.

245        0        0        ‡a Africana library ‡h [microform].  
300        ‡a microfilm reels ; ‡c 35 mm.

On MFHD:

866        4        1        ‡8 ‡a reel [1]-reel [30]

**Example 8-2b.** A collection of titles previously published separately in hard copy. The microfiches in this Example are numbered.

245        0        0        ‡a 50 museum catalogs ‡h [microform].  
300        ‡a 100 microfiches

On MFHD:

866        4        1        ‡8 0 ‡a no.1-no.100

NOTE: if multiple titles are reproduced locally on a single reel, do not treat as a collection. Each title should be cataloged separately, with the same call number and location used in copy holdings. In that case, volume holdings will only be appropriate for an individual title if the original title was itself a multipart monograph.

**8-3.** If a microform set is original, record the number of physical items (e.g. reels, fiche) in 866. Local Yale practice: For unnumbered microfilm reels, supply enumeration in square brackets preceded by *reel*.

Example 8-3a. In this example, the microfiches are numbered.

110        2        ‡a Columbia University. ‡b School of Library Service.  
245        1        0        ‡a Subject catalog of the Columbia University School of Library Service ‡h [microform].

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Episode 11. Calling all cars ; Episode 12. Eloise ; Episode 13. Whitecaps.

MFHD (default)

866 4 1 ±8 0 ±a videodisc 1-videodisc 4

MFHD (optional)

866 4 1 ±8 0 ±a episode 1/3

866 4 1 ±8 0 ±a episode 4/7

866 4 1 ±8 0 ±a episode 8/10

866 4 1 ±8 0 ±a episode 11/13

**8-5.** Optionally, accompanying material may be recorded if considered to be important. Accompanying material is considered to be a "secondary bibliographic unit" and is recorded in the 866 holdings statement according to the scheme: <primary bibliographic unit> + <secondary bibliographic unit>.

EXAMPLE:

866 4 1 ±8 0 ±a [Disc 1]-[Disc 4] + 1 book

**8-5a.** Angle brackets for "specific extent" may be used for clarification. Note that the accompanying material here is identified by the name found on the item (always entered in quotation marks). Based on ANSI-1999, Example 20, p. 43.

866 4 1 ±8 0 ±a v.1-v.3 + "Sources" <CD-ROM>

**8-6.** If the item described consists of multiple basic bibliographic units, or if it is difficult to distinguish among primary and secondary units within a given set of items, use the plus mark to separate two or more basic bibliographic units.

245 0 0 ±a Marcel Duchamp ±h [kit].

300 ±a 1 catalog (1 folded sheet, unpagged) : ±b ill. ; ±c 34 cm. + ±e 1 publisher insert ([4] p. : port. ; 34 cm.)

300 ±a 1 catalog essay (unpagged) : ±b ill. ; ±c 34 cm. + 1 picture (34 x 24 cm.) laid in.

300 ±a 1 portfolio : ±b ill. (some col.) ; ±c 34 cm.

300 ±a 1 photograph : ±b sepia ; ±c 11 x 15 cm.

300 ±a 1 sound cassette (in black velvet-covered cassette box, with a facsimile of a breast attached to the container)

300 ±a All in wooden box ; ±c 38 x 38 x 6 cm. in slipcase 39 x 38 x 7 cm.

MFHD

866 4 1 ±8 0 ±a 1 catalog + 1 publisher insert + 1 catalog essay + 1 picture + 1 portfolio + 1 photograph + 1 sound cassette

**8-7. LOCAL PRACTICE:** For music scores, parts are not recorded as separate basic bibliographic units.

Items held: 1 score (2 v.) + (parts) flute, 1st oboe, 2nd oboe, bassoon, timpani, 1st violin, 2nd violin, viola, violoncello.

Recorded as:

866 4 1 ±8 0 ±a 1-2

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Source URL: <https://web.library.yale.edu/cataloging/multipartmfhdrev/8>