# 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

#### Example 8-1a:

### Bibliographic record:

```
100 1 ‡a Trudeau, G. B., ‡d 1948-
```

1 0 ‡a Doonesbury in the 80s ‡h [microform] / ‡c Garry Trudeau.

300 ‡a 3 v.; ‡c 30 cm.

‡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.

```
0 0 ‡a Encyclopedia of Irish saints ‡h [microform].
```

300 ‡a 10 v.; ‡c 29 cm.

‡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
```

**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 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.

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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300 ‡a 200 microfiches On MFHD: 866 ‡8 0 ‡a no.1-no.200 Example 8-3b. In this example, the microfilm reels are not numbered. 110 2 ‡a Bailey Museum. ‡a Catalog of the Bailey Museum, Schenectady, N.Y. ‡h [microform]. 245 300 ‡a 93 microfilm reels; ‡c 35 mm. On MFHD: 866 ## 18 0 ## reel [1]-reel [93] Record holdings 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 8-3c.** In this example, the microfiches are not numbered. 245 ‡a Profiles of the rich and famous ‡h [microform]. 300 ±a 25 microfiches On MFHD: 866 4 ‡8 0 ‡a 25 microfiches **Example 8-3d.** In this example, the microfiches are not numbered. 110 ‡a Barnum Museum. 245 ‡a Catalog of the Barnum Museum, Bridgeport, Conn. ‡h [microform]. 300 ‡a microfiches On MFHD: 866 ‡8 0 ‡a ca. 1200 microfiches NOTE: for large microform sets, especially microfiche, the caption and numbering used in the guide may be more useful for adders (and the user) than the caption and numbering used on the piece (e.g. the header). If the guide is more helpful than the piece, use the guide to create the volume holdings. For an example, see the Orbis record for the Chadwyck-Healey microfilm set The nineteenth-century (Orbis 774882 (bib)/888917 (MFHD) (old NOTIS no.AEE1685). 8-4. LOCAL PRACTICE: For other unnumbered, multipart non-print items, record the specific class of material to which the units belong followed by cataloger supplied enumeration in square brackets. Use a standard term from AACR2 (rule 5, chapters 2-11) for a specific material designation (SMD); the correct term will usually be in the 300 field. However, If the 505 contents note on the bibliographic record has cataloger supplied part numbers, record the cataloger supplied enumeration instead. Example 8-4a. No 505; default local practice for non-print items used to record unnumbered parts. 245 ‡a Dreamland burns ‡h [videorecording] / ‡c Squat Theatre; written by Stephen Balint. 300 ‡a 2 videocassettes (125 min.): ‡b sd., col; ‡c 1/2 in. MFHD: 866 4 ‡8 0 ‡a videocassette [1]-videocassette [2] **Example 8-4b.** 505 present. Volume holdings recorded to be consistent with the contents note. 245 0 ‡a Beckett on film ‡h [videorecording] / ‡c Blue Angel Films; Tyrone Productions. 300 ‡a 4 videodiscs (10 hrs., 48 min.) :‡b sd., col., b&w ; ‡c 4 3/4 in. + ‡e 1 book (39 p. : ill. ; 505 0 0 ‡g [Disc 1] ‡t Waiting for Godot <etc.> MFHD: 4 ‡8 0 ‡a [Disc 1]-[Disc 4] 866 Optionally, if the bibliographic parts do not match the physical parts, record the bibliographic parts. 130 ‡a Sopranos (Television program). ‡k Selections. 245 1 ‡a The Sopranos., n The complete fourth season ‡h [videorecording] / ‡c Chase Films; a Brad Grey Television production in association with HBO Original Programming; producers, Martin Bruestle ... [et al.]; writers, David Chase ... [et al.]; directors, Allen Coulter ... [et al.]. 300 ‡a 4 videodiscs (ca. 800 min.) : ‡b sd., col. ; ‡c 4 3/4 in. ‡a Disc 1. Episode 1. For all debts public and private; Episode 2. No-show; Episode 3. 505 0 Christopher -- Disc 2. Episode 4. The weight; Episode 5. Pie-O-my; Episode 6.

Everybody hurts; Episode 7. Watching too much television -- Disc 3. Episode 8. Mergers & acquisitions; Episode 9. Whoever did this; Episode 10. The strong, silent type -- Disc 4.

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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: <pri><pri><pri><primary bibliographic unit</p>

#### **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 ‡a Marcel Duchamp ‡h [kit]. ‡a 1 catalog (1 folded sheet, unpaged) : ‡b ill. ; ‡c 34 cm. + ‡e 1 publisher insert ([4] p. : 300 port.; 34 cm.) 300 ‡a 1 catalog essay (unpaged) : ‡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 ‡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

Source URL: https://web.library.vale.edu/cataloging/multipartmfhdrev/8