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-		
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

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.						
245	0	C) ‡a 50 museum catalogs ‡h [microform].			
300			‡a 100 microfiches			
On MFHD:						
000						

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.

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

8. Special Procedures for Microform and Non-Print Items

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

300 ‡a 200 microfiches
On MFHD:
866 4 1 ±8 0 ±a no.1-no.200
Example 8-3b. In this example, the microfilm reels are not numbered.
110 2 ‡a Bailey Museum.
245 1 0 ‡a Catalog of the Bailey Museum, Schenectady, N.Y. ‡h [microform].
300 ‡a 93 microfilm reels ; ‡c 35 mm.
On MFHD:
866 4 1 ‡8 0 ‡a 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 0 0 ‡a Profiles of the rich and famous ‡h [microform].
300 ‡a 25 microfiches
On MFHD:
866 4 1 ‡8 0 ‡a 25 microfiches
Example 8-3d. In this example, the microfiches are not numbered.
110 2 ‡a Barnum Museum.
245 1 0 ‡a Catalog of the Barnum Museum, Bridgeport, Conn. ‡h [microform].
300 ‡a microfiches
On MFHD:
866 4 1 ‡8 0 ‡a ca. 1200 microfiches
NOTE: for large microform sets, especially microfiche, the caption and numbering used in the guide may be m
useful for adders (and the user) than the cantion and numbering used on the niece (e.g. the header). If the gui

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	0	0	‡a Dreamland burns ‡h [videorecording] / ‡c Squat Theatre ; written by Stephen Balint.				
300 ‡a 2 videocassettes (125 min.) : ‡b sd., col ;			‡a 2 videocassettes (125 min.) : ‡b sd., col ; ‡c 1/2 in.				
MFHD:							
866	4	1	\$ 0 \$\pm a\$ videocassette [1]-videocassette [2]				
Example	Example 8-4b. 505 present. Volume holdings recorded to be consistent with the contents note.						
245	0	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			‡a 4 videodiscs (10 hrs., 48 min.) :‡b sd., col., b&w ; ‡c 4 3/4 in. + ‡e 1 book (39 p. : ill. ;				
			19 cm.)				
505	0	0	‡g [Disc 1] ‡t Waiting for Godot <etc.></etc.>				
MFHD:							
866	4	1	‡8 0 ‡a [Disc 1]-[Disc 4]				
Optional	Optionally, if the bibliographic parts do not match the physical parts, record the bibliographic parts.						
130			0 ‡a Sopranos (Television				
			program). ‡k Selections.				
245	1	4	+•····································				
			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.				
505	0		‡a Disc 1. Episode 1. For all debts public and private ; Episode 2. No-show ; Episode 3.				
			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.				

	ofoult)		Episode 11. Calling all cars ; Epi	sode 12. Eloise ; Episode 13	3. Whitecaps.	
MFHD (d 866	4	1	\$\$ 0 \$\$ videodisc 1-videodisc 4			
MFHD (o	ptional)					
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			
			mpanying material may be recorde			
			secondary bibliographic unit" and is		gs statement according to the	
scheme:	<prima< td=""><td>ry bił</td><td>oliographic unit> + <secondary bib<="" td=""><td>liographic unit>.</td><td></td></secondary></td></prima<>	ry bił	oliographic unit> + <secondary bib<="" td=""><td>liographic unit>.</td><td></td></secondary>	liographic unit>.		
	г.					
EXAMPL 866	.⊏. 4	1	‡8 0 ‡a [Disc 1]-[Disc 4] + 1 boo	k		
			for "specific extent" may be used		a accompanying material here is	
			e found on the item (always entered			
p. 43.	by the	nam	e found on the term (always effect	a in quotation marks). Dase		
866	4	1	‡8 0 ‡a v.1-v.3 + "Sources" <cd< td=""><td>-ROM></td><td></td></cd<>	-ROM>		
	-		ibed consists of multiple basic bibli		cult to distinguish among	
			ary units within a given set of items			
bibliograp			, , , , , , , , , , , , , , , , , , , ,			
245	0	0	‡a Marcel Duchamp ‡h [kit].			
300						
300					(34 x 24 cm.) laid in.	
300	‡a 1 portfolio : ‡b ill. (some col.) ; ‡c 34 cm.					
300			‡a 1 photograph : ‡b sepia ; ‡c ?			
300 ‡a 1 sound cassette (in black velvet-covered cassette box, with			vith a facsimile of a breast			
attached to the container)						
300			‡a All in wooden box ; ‡c 38 x 38	3 x 6 cm. in slipcase 39 x 38	5 x 7 cm.	
MFHD						
866	4	1	‡8 0 ‡a 1 catalog + 1 publisher i photograph + 1 sound cassette	nsert + 1 catalog essay + 1	picture + 1 portfolio + 1	
8-7. LOCAL PRACTICE: For music scores, parts are not recorded as separate basic bibliographic units.						
		ore (2	2 v.) + (parts) flute, 1st oboe, 2nd o	oboe, bassoon, timpani, 1st	violin, 2nd violin, viola,	
violoncello.						

Recorded as: 866 4

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