Microforms cataloging

This page is provided in an effort to document decision-making concerning handling of both monograph and serial microforms, whether reproductions of previously published print materials or titles first published in microform. Responsibility for these materials rests with the appropriate Section Head for Monographs or Serials. Suggested changes to policies/procedures should be taken to the Cataloging Policy Group.

All microform materials, whether monograph or serial, government document or privately published, microfilm or microfiche, are now being housed at SATELLITE BOOKBOT. Subcollections previously defined for SATELLITE or DHHILL, including MICROFORM, US-DOCS-MF (for U.S. depository microfiche), or NCDocs-MF (for state depository microfiche) can now be assigned to SATELLITE BOOKBOT, as they generally use separate classification schemes. Branch microforms should all be in location MICROFORM. Use Item types MICROFICHE or MICROFILM to distinguish between media formats, as are housed in separate cabinet ranges. Also note that, while Cataloging keeps statistics on the number of microforms added for its own internal use, ARL microform statistics are generated elsewhere, as the bulk of these materials are sent directly from Acquisitions to the collection, bypassing Cataloging.

<table>
<thead>
<tr>
<th>Source of publication</th>
<th>Adds stats</th>
<th>Deducts stats</th>
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</thead>
<tbody>
<tr>
<td>Commercial publisher</td>
<td>Acquisitions</td>
<td>Acquisitions</td>
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<tr>
<td>Federal docs</td>
<td>Cataloging</td>
<td>Cataloging</td>
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<tr>
<td>NC docs</td>
<td>Cataloging</td>
<td>Cataloging</td>
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### Monographs (non-government)

**Classification:** Monographs not published by either state or federal government agencies are not classified using any standardized classification scheme, but rather assigned the next available microfiche or microfilm accession number. This is true for both individual titles purchased separately, and for larger sets whose members might be cataloged individually, while being kept in a single accession number with other members of the set. It is also true for those cases where we have an LC-classified print version of the publication in the stacks. The new accession number can be found through a browse of call numbers in the appropriate format range (MF or MFM). Go to the end of the list and then create a new call number that is one number beyond the last used. Where a microform monograph is held in both DH Hill and a branch, the DH Hill accession number has often been carried over to the branch.

**MulVer:** Wherever possible, microreproductions of print resources should be cataloged using copy describing the print record, with specific format noted in MFHD and volume holdings. In single-record situations, publication information specific to the microreproduction may be entered into 843 of the holdings tab, following the model of a bibliographic record 533.

**Holdings:** Create one call number/volume record for each branch. If holdings are incomplete, add |z to the call number with a summary holdings statement. This is not necessary where we own the complete set of fiche comprising the title, as described in the 300 field. Thus, if the 300 says there are 15 microfiche sheets for the title you do not need to repeat this in |z.

**Examples**

300 82 microfilm reels ;|c35 mm. +|e1 guide
Call number: Mfm402|zReel 36
Call number: Mfm402|zReel 50-52
Call number: Mfm402|zGuide
but
300 253 microfiches :|bill. ;|c11 x 15 cm.
Call number: Mf260 (have full set--no |z necessary)

### Monographs (NCSU theses/dissertations)

**Classification:** North Carolina state documents in microfiche are still classed and shelved using the NCDocs number assigned by the State Library. This is contrary to policy for print monographs, which are now integrated into the LC classified stacks, but is a policy that shall stand until such time as we are able to reclassify the entirety of this run. Given that the NC document numbers are unique and allow patrons to locate described titles directly, there is really no need to reclassify these materials. Microform state documents are housed in their own range of cabinets and have the class scheme NCDOC.

**MulVer:** State Library policy is to add microreproduction data to existing print records rather than creating new records describing only the reproduction. We will follow this policy as well.

**Holdings:** Create one call number/volume record with dummy barcode to describe holdings for each branch. If holdings are incomplete, add |z to the call number with a summary holdings statement. This is not necessary where we own the complete set of fiche comprising the title, as described in the 300 field. Thus, if the 300 says there are 15 microfiche sheets for the title you do not need to repeat this in
Monographs (federal government)

**Classification:** US federal documents in microform will be classed and shelved using the Superintendent of Documents (SuDoc) number assigned by GPO. Microform federal documents are housed in their own range of cabinets and have the class scheme SUDOC.

**MulVer:** GPO policy is to add microreproduction data to existing print records rather than creating new records describing only the reproduction, although this is not followed strictly. 074 with parenthetical qualifier (e.g., “MF” or “microfiche”) is used to identify the GPO item number for microforms. We will follow GPO’s policy of combining print and microform descriptions in a single (print) record. 11/26/18 Current FDLP policy is to catalog separately as a reproduction, see: [https://www.fdlp.gov/cataloging-guidelines/bibliographic-cataloging/microfiche](https://www.fdlp.gov/cataloging-guidelines/bibliographic-cataloging/microfiche)

**Holdings:** Create one call number/volume record with dummy barcode to describe microfiche holdings (separate from print). If holdings are incomplete, add |z to the call number with a summary holdings statement. This is not necessary where we own the complete set of fiche comprising the title, as described in the 300 field. Thus, if the 300 says there are 15 microfiche sheets for the title you do not need to repeat this in |z.

Monographs (technical reports from ERIC, NTIS, etc.)

**Classification:** Technical reports from ERIC, NTIS, NASA and other agencies are organized using their report numbering sequences with class scheme ALPHANUM.

**MulVer:** These titles are not generally cataloged except by special request from a Collection Manager. Access is generally through reference indexes maintained by the funding agencies. Catalog separately as a reproduction.

**Holdings:** Create one call number/volume record with dummy barcode to describe microfiche holdings. If holdings are incomplete, add |z to the call number with a summary holdings statement. This is not necessary where we own the complete set of fiche comprising the title, as described in the 300 field. Thus, if the 300 says there are 15 microfiche sheets for the title you do not need to repeat this in |z.

Serials (non-government)

**Classification:** Unlike monographs, new non-government microfilm or microfiche serials should be classified into the LC classification system. This maintains consistency between the new periodicals display, shelving in the stacks, and within the microforms collection. Previously, all microform serials were assigned either to MF1 or Mfm2 with no internal organization by title or class. An intermediary card catalog had to be consulted to locate particular titles within the collection, using cabinet and drawer numbers. This practice was discontinued in 1998/99 when holdings were reclassified prior to moving the collection into new storage cabinets. Use class scheme LC.

**MulVer:** In theory, all current serial microform receipts should appear as holdings on records describing the original print resource, whether we currently own that resource in print or not. In practice however, there are many cases where a microform record was used to describe microform-only titles. In single-record situations, publication information specific to the microreproduction may be entered into MFHD 843, following the model of a BIB 533.

**Holdings:** Create one call number/volume record with dummy barcode to describe microform holdings. Add |z to the call number with a summary holdings statement where possible. If holdings are spotty with multiple gaps, use a call number/volume record for each block. In all cases for serials, add a MARC holdings record with summary holdings statement in 866. Gaps in holdings will be indicated using standard holdings nomenclature.

**Examples**

<table>
<thead>
<tr>
<th>Call number</th>
<th>Description</th>
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<tbody>
<tr>
<td>AN2 .L67 CUR-PER</td>
<td>300 v. ;</td>
</tr>
<tr>
<td>AN2 .L67/1974- MICROFORMS</td>
<td>Call number:</td>
</tr>
</tbody>
</table>

300 microfiches ;|c11 x 15 cm. |
| Call number: PN98 .P67 P668|zV.1(1990)-V.4(1993) MICROFORMS |

Serials (government)

**Classification:** These should be classified using the appropriate NC document or SuDoc number supplied with the record (086).

**MulVer:** It is supposed to be both government and local policy to combine multiple format holdings on a single bib record, but GPO in particular, is noted for its adhocery on this issue. We will attempt to combine holdings where separate records describe print and micro versions of the same title.

**Holdings:** Create one call number/volume record with dummy barcode to describe microfiche holdings. Add |z to the call number with a summary holdings statement where possible. If holdings are spotty with multiple gaps, use a call number/volume record for each block. In all cases for serials, add a MARC holdings record with summary holdings statement in 866. Gaps in holdings will be indicated using standard holdings nomenclature.
Microfilm/Microfiche guides

In early summer 2013, microform guides were dispersed largely to the circulating stacks of DHHILL to enable patrons to identify microform materials of interest now housed in the bookBot at Hunt. Guides lacking class numbers were provided with such, even where this call number was not in line with the accession call numbers used in the original microform set. Where there were duplicate guides, the second/third/fourth copy should have gone to the bookBot itself.

- item type=BOOK
- Library=DHHILL
- Home location=STACKS