

## Module 32. Microform and Print on Demand Serials

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## Module 32. Microform and Print on Demand Serials

From the mid to late 20<sup>th</sup> Century, many serials were issued in microform, either as reproductions of print originals or, less commonly, as original microform publications. Pre-RDA cataloging rules varied in their treatment of microforms. *AACR2's chapter 11* instructed that both reproduction and original microforms were to be cataloged in the same manner with the description based on the microform. Since this differed from longstanding US practice, Library of Congress responded with *LCRI Chapter 11* which called for the description to be based on the original, with details of the microform added in a note. RDA continued the practice of *AACR2 11*, but PCC and LC, after reviewing the matter, chose to retain using the original as the basis for cataloging reproduction microfilms. There were a number of reasons for this decision, including the determination that users generally considered the microform reproductions as surrogates or substitutes for the original, especially in the case of serials. Additional information on the history of microfilm cataloging may be found in *Section 32.3.3.1* "A brief history of the cataloging of reproductions and the implementation of RDA."

While digital reproductions are becoming more prevalent than microfilm reproductions, the latter are still being produced and are still considered an important means of preservation. Microfilm reels and microfiche are the most common forms. Aperture cards and microopaques, along with the equipment to view them, have been relegated to the status of "legacy formats." This module primarily covers microfilm and microfiche, with an additional section devoted to the reproduction format commonly known as "Print on Demand."

### *This module will discuss:*

- How to distinguish original microform manifestations from reproduction microform manifestations
- How to catalog original microform manifestations
- Methods for cataloging reproduction microform manifestations
- A brief history of reproduction cataloging
- Special problems associated with the cataloging of microforms
- Methods for cataloging print on demand reproductions

## References

### Current RDA and PCC practice:

*RDA* 1.11

LC-PCC PS for *RDA* 1.11

"Managing Microforms in the Digital Age", American Library Association, August 16, 2013. 3. Microform Terminology", American Library Association, August 20, 2013. (<http://www.ala.org/alcts/resources/collect/serials/microforms03>. Accessed March 29, 2021).

*PCC Task Group on RDA Microform Reproductions Cataloging* (October 2013) (available at <http://www.loc.gov/aba/pcc/documents/RDA-Micro-TG-report.docx> as of June 2017))

*PCC Standing Committee on Standards. SCS Response: PCC Task Group on RDA Microform Reproductions Cataloging Report* (April 2014) (available at <http://www.loc.gov/aba/pcc/documents/RDA-Micro-TG-report.docx> as of June 2017)

*Reconsidering the cataloging treatment of reproductions* (April 2010) (<http://www.loc.gov/aba/pcc/reports/reproductions.pdf> as of June 2015)

### **Historical practice:**

*AACR2/LCRIs*: Chapter 11/LCRI Chapter 11

*Cataloging Service Bulletin*. No. 14 (fall 1981), no. 37 (summer 1987). Washington : Cataloging Distribution Service, Library of Congress. (*CSB*)

*CONSER Editing Guide*. Appendix M and fields 007 (Microforms) 533, 539, 776 (*CEG*)  
*MARC 21 Format for Bibliographic Data, Including Guidelines for Content Designation*. Prepared by Network Development and MARC Standards Office. Washington: Cataloging Distribution Service, Library of Congress. (*MARC 21 Bibliographic*)

Graham, Crystal. *Guidelines for Bibliographic Records for Preservation Microform Masters*. Association of Research Libraries, 1990. (*ARL guidelines*)

*Guidelines for Bibliographic Description of Reproductions*. Prepared by a task force of the American Library Association's ALCTS/CCS Committee on Cataloging: Description and Access, 1993. (CC:DA guidelines)

*OCLC Guide to Preservation Data*. Dublin, Ohio, 1991 (*OCLC*)

Multiple Versions Forum (Airlie, Va. : Dec. 5-8, 1989). *Report from the Multiple Versions Forum*. Washington : Network Development and MARC Standards Office, Library of Congress, 1990.

*Preservation Microfilming: A Guide for Libraries and Archivists*. Edited by Nancy E. Gwinn for the Association of Research Libraries. 2<sup>nd</sup> ed. Chicago: American Library Association, 1996. (*Gwinn, edited*)

*Preservation Microfilming: A Guide for Libraries and Archivists*. Edited by Nancy E. Gwinn for the Association of Research Libraries. Chicago: American Library Association, 1987. (*Gwinn*)

## Definitions used in this module

**Acetate film.** Safety film with a base composed principally of cellulose acetate or triacetate. Commonly used during the large commercial microfilming projects from the 1950s through the mid-1980s. (*Gwinn*) (*ALA*)

**Announcing a commitment to preserve.** An OCLC technique through which a minimal level bibliographic record is created to queue future preservation action. After the preservation action is completed, the minimal-level record is upgraded to the full level. (*OCLC*)

**Aperture card.** A card with one or more rectangular openings, or apertures, specifically prepared for the mounting or insertion of a piece of photographic film containing one or more microimages. The cards were usually EAM (Electrical Accounting Machine) punched cards, commonly known as IBM cards, which were standardized for use in card-handling machines. Such cards contained only one aperture and most frequently had only one microimage. Aperture cards require specialized aperture card readers and reader/printers. (*MARC 21 Bibliographic*) (*ALA*)

**Base.** A transparent plastic material, usually of cellulose triacetate or polyester, upon which a photographic emulsion or other material may be coated. (*Gwinn*)

**Cloning.** The process of using another bibliographic record for a manifestation (usually the original print version) to create a new bibliographic record for a reproduction microform of the same manifestation (*ARL guidelines*). Also known as “deriving.” (*OCLC*)

**Commercial microform.** A microform that is created and sold by a micropublisher. Commercial microforms are service copies; the micropublisher may or may not hold the master negative. (*CCM*)

**Computer-output microform (COM).** Any microform on which human-readable data are recorded directly from digital data by a computer without a printout as the intermediary. (*Gwinn, edited*)

**Deriving.** See Cloning.

**Diazo film.** The emulsion consists of sensitized layers composed of diazonium salts that react with couplers to form dye images. The color of the image is determined by the composition of the diazonium compound as well as the couplers used in the process and may be black, violet, or another color. (*MARC 21 Bibliographic*)

**Emulsion.** A single or multilayered coating consisting of light-sensitive materials in a medium carried as a thin layer on a film base. (*Gwinn*)

**Generation.** One of the successive stages of photographic reproductions. Preservation master negative is the film actually used in the camera and is often referred to as the camera negative or the first-generation film. In some standards, it is called the film storage copy. Ideally it would

only be used once, to generate a second master negative, known as the printing master or a second-generation or intermediate film. (It is a "direct dupe" in micrographics jargon.) The copy to be used by readers is known as the third generation, service copy, distribution copy, or work copy. (*Gwinn, p. 117, 140, 191*)

**Header (microform).** The eye-readable portion at the top of microfiche, usually containing the title and an indication of the contents of each sheet. (*AACR2*)

**Master.** A microform from which duplicates or intermediates can be made. (*Gwinn*)

**Master negative.** Any film, but generally the camera microfilm, used to produce further reproductions, such as intermediaries, distribution copies, or service copies. (*Gwinn*)

**Microfiche.** A sheet of film bearing a number of microimages in a two-dimensional array. (*RDA Glossary*). A transparent sheet of photographic film containing microimages arranged in a grid pattern (a two-dimensional array) and having a heading that contains identifying information in text that is large enough to be read without magnification. (*MARC 21 Bibliographic*)

**Microfiche cassette.** Analogous to the sound tape cassette. Consists of a strip of photographic film wound onto a double core, housed in a protective container. Microfiche cassettes require reading equipment (readers and reader-printers) that is specifically adapted for their use. Usual film lengths are 100 ft (approximately 30 m.) or less. Common film width is 16 mm and usual reduction ratios are generally the same as those of microfilm reels and cartridges. (*MARC 21 Bibliographic*)

**Microfilm cartridge.** Consists of a strip of photographic film wound onto a single core (or hub), housed in a protective container. Microfilm cartridges require reading equipment (readers and reader-printers) that is specifically adapted for their use. Normally, the end of the film is left free for threading into such equipment. Common film lengths, widths, and reduction ratios are the same as those of microfilm reels. (*MARC 21 Bibliographic*)

**Microfilm cassette.** Analogous to the sound tape cassette. Consists of a strip of photographic film wound onto a double core, housed in a protective container. Microfilm cassettes require reading equipment (readers and reader-printers) that is specifically adapted for their use. Because they are double-cored, they are not threaded when used in such readers and reader-printers. Usual film lengths are 100 ft (approximately 30 m.) or less. Common film width is 16 mm and usual reduction ratios are those of microfilm reels and cartridges. (*MARC 21 Bibliographic*)

**Microfilm reel.** Consists of a strip of photographic film wound onto an unenclosed flanged holder (or reel) generally 9 cm in diameter. Microfilm reels require manual threading when used in readers and reader-printers and require equipment that is adapted for their use. Film lengths are usually 100 ft. (approximately 30 m) or less. For microimages produced by filming textual and graphic materials, the most common film widths are 35 mm and 16 mm and reduction ratios commonly range from about 10:1 to about 20:1. Sixteen millimeter film with effective ratios of either 24:1 or 48:1 is most often used for COM (Computer-Output-Microfilm) microimages. (*MARC 21 Bibliographic*)

**Microfilm slip.** A short strip of microfilm cut from a roll. (*MARC 21 Bibliographic*)

**Microfilm roll.** A wound length of microfilm not on a reel, cartridge, etc. (*MARC 21 Bibliographic*)

**Microform.** Media used to store reduced-size images not readable to the human eye, designed for use with a device such as a microfilm or microfiche reader. Includes both transparent and opaque micrographic media (*RDA Glossary*). A *microimage* is a unit (e.g., a page) of textual, graphic, or computer-generated material that is contained on aperture cards, microfiche, microfilm, or microopaques, and that is too small to be read without magnification. Microforms may be reproductions of existing textual or graphic materials or they may be original publications. (*MARC 21 Bibliographic*)

**Microform set.** Bibliographically separate works that are collected as a new work, in microfilm or microfiche. The set may be finite or ongoing. The individual titles may be monographs, serials, or a combination of both. (*CCM*)

**Microopaque.** A card or sheet of opaque material bearing a number of microimages in a two-dimensional array (*RDA Glossary*). Microopaques resemble microfiche and usually have identifying information in text that is large enough to read without magnification. (*MARC 21 Bibliographic*)

**Micropublication.** (See Original microform manifestation.)

**Micropublisher.** A publisher that is responsible for both publishing and producing a microform. A micropublisher may be compared to a commercial publisher for printed publications. (*CEG*)

**Microproducer.** A body that produces microforms for bodies, such as a universities. The microproducer may be compared to a printer of printed publications. (*CEG*)

**Multiple versions.** Pre-FRBR term referring to publications that are identical in content but different in physical format. (*CCM*)

**Original microform manifestation.** A microform that is first issued in this format (usually microfiche), rather than being reproduced from an existing print manifestation. These are also referred to as *micropublications* or *computer output microfilms*, since they are most commonly generated from computer data (*CCM*)

**Nitrate film.** Photographic film with a film base composed principally of cellulose nitrate. Because nitrate film is highly flammable, it has largely been replaced by acetate film. (*Gwinn*)

**Polarity.** The dark to light relationship of an image. A negative has light images on a dark background; a positive has dark images on a light background. (*Gwinn, edited*)

**Preservation master.** A first-generation or camera microfilm produced according to archival

standards and stored under archival conditions. It is generally used only to produce printing masters. (*Gwinn*).

**Print on demand.** a print reproduction that is not printed until an order is received, is printed using digital techniques, or for which the source is a digital document such as a PDF file (*LC-PCC PS for RDA 1.11*).<sup>1</sup>

**Printing master.** A negative that has been produced expressly for the purpose of making additional copies. (*Gwinn*)

**Prospective cataloging.** A technique for recording preservation data whereby a full-level bibliographic record is created for a microform or preservation photocopy in advance of the actual filming or photocopying being completed. (*OCLC*)

**Queue.** An announcement that preservation of an item will occur at some future time. (*OCLC*)

**Reduction ratio.** The relationship (ratio) between the dimensions of the original and the corresponding dimensions of the microimage; e.g., reduction ratio is expressed as 1:24. (*Gwinn, edited*)

**Reproduction.** An exact copy of the content of a resource made by mechanical or electronic means (*RDA Glossary*). An item that is a copy of another item and is intended to function as a substitute for that item. The copy may be in a different physical format from the original. Reproduction is a mechanical rather than an intellectual process. Due to the particular mechanical process used to create it, physical characteristics of the reproduction, such as color, image resolution, or sound fidelity may differ from those of the original. Reproductions are usually made for such reasons as the original's limited availability, remote location, poor condition, high cost, or restricted utility. (*CC:DA guidelines*)

**Service copy.** A microform copy which is distributed for end use. (*Gwinn*)

**Silver film.** A film which is sensitized with silver halide (a compound of silver and one of the following elements known as halogens: chlorine, bromine, iodine, and fluorine). Silver film is considered by many to be the only film suitable for archival purposes. (*Gwinn*)

**Target.** An aid to technical or bibliographical control that is photographed on the film preceding or following the document. The target is considered part of the microform product. Some targets are eye-readable, including brief title and author information, call numbers, accession numbers, and container or set numbers. (*Gwinn*) (*ALA*).

**Title frame.** One or more frames, usually found at the beginning of a resource produced on film (motion picture, filmstrip, etc.) containing identifying textual information which is not part of the subject content of the resource and which is used as the preferred source of information in creating the description (*RDA Glossary*. See also *LC-PCC PS for 1.11* and *32.3 of this module*)

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<sup>1</sup> The definition of 'Print on Demand' is still under PCC discussion as of 1/15/2019



**Vesicular film.** A film in which the light-sensitive component is suspended in a plastic layer. On exposure, the component creates optical vesicle (bubbles) in the layer. These bubbles form the latent image. The latent image becomes visible and fixed by heating the plastic layer and then allowing it to cool. Vesicular films are commonly blue or beige in color. They do not appear to have much contrast (very high density) until projected in a microfilm reader. (*MARC 21 Bibliographic*)

## 32.1. Decisions that affect the bibliographic treatment of microforms

Before cataloging a microform, a number of questions must first be answered:

- Is the microform an original microform manifestation or a reproduction?
- Is the microform a serial?
- If the microform is a serial reproduction, will the record reflect the service copy alone or will it include a printing master and a preservation master?

### 32.1.1. Is the microform an original microform manifestation or a reproduction?

The first decision that must be made is whether the microform has previously existed in some other format. In most cases, the other format is the original print version (that is, it was issued first as a traditional paper serial). The decision is critical because it will determine the rules applied to the cataloging of the microform.

#### a. Original microform manifestation

Original microforms, also called micropublications, are first issued in a micro format, rather than reproduced from a printed manifestation. Before the advent of the Internet and the World Wide Web, computer-output microfiche was a common means of publishing and republishing frequently updated content in an economical and space-saving form. Throughout the 1980s and 1990s a number of library catalogs were published in this format as were formerly printed indexes.

Microform publications which replace print publications are cataloged as original microforms. Those that are published simultaneously with a print (or other format) version are treated as reproductions even if the print did not exist before the microform. In case of doubt, treat the microform as a reproduction.

Microform sets, which contain a number of bibliographically unrelated manifestations, are treated as original microforms, because as a bibliographic compilation they are unique even though the individual contents may consist of reproduction manifestations. For example, the *American Periodical Series* reproduces a large number of periodicals from the 19th and 20th centuries. Because these serials never existed in such a collection prior to their filming, the series is considered an original microform. The individual titles composing the set, if separately cataloged, are treated as reproductions. See *CCM 32.1.2.c* to determine whether a set should be cataloged as a monograph or as a serial.

#### b. Reproduction microforms

A reproduction microform is a work having a bibliographic and/or physical identity which existed prior to the microform. (See above for a more complete definition.)

### c. How to distinguish original microform manifestations from reproductions

#### 1) Appearance

Original microform manifestations are often computer-produced and have a formatted title frame that may or may not resemble a printed title page as to its typography, layout, etc. Reproductions, however, are copies of the original manifestation. A separate title frame may be included, but often the reproductions of the original issue title pages or covers will serve as the title frames. Reproductions of 19<sup>th</sup> and early 20<sup>th</sup> Century serials may include volume title pages only, with the issue title pages and/or covers having been removed prior to filming.

#### 2) Presence of a catalog record for the print version of the serial

Another way to determine whether the microform is original or reproduction is to search databases and catalogs. If a bibliographic record for the print version is found, then consider the microform to be a reproduction. Make sure that the print record and the reproduction cover the same or part of the same span of time (that is, one does not continue the other). If the latter is the case, see *CCM 32.2.2.b*.

### 32.1.2. Is the microform a serial?

#### a. Original microform manifestations

For original microform manifestations, follow the RDA rules for the definition of a serial<sup>2</sup>. The intended publication pattern of original microforms can be difficult to determine when the information has been computer-generated and no introductory text has been added. Very often there is no information other than the presence of some form of numbering or chronological designation that might indicate that the microform is a serial. In such cases, consider the type of information contained and the probability that it will be issued on a recurring basis.

For example, the now ceased *Dun's Business Identification Service* was published solely on microfiche. The only identifying information appears on the eye-readable header as:

DUNN'S BUSINESS IDENTIFICATION SERVICE  
COPYRIGHT D&B 1992/PROPERTY OF D&B DEC 1992

There is no indication of frequency and the date "Dec. 1992" is not a clear chronological designation. The title, however, indicates the type of information that would require routine updating. (This publication has been cataloged as a serial and was, in fact, issued semiannually.)

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<sup>2</sup> A resource issued in successive parts, usually numbered, that has no predetermined conclusion (e.g., a periodical, a monographic series, a newspaper). Includes resources that exhibit characteristics of serials, such as successive issues, numbering, and frequency, but whose duration is limited (e.g., newsletters of events) and reproductions of serials. (*RDA Glossary*).

## **b. Reproduction microforms**

For reproductions, the treatment of the original print version usually determines the treatment of the microform.<sup>3</sup> It doesn't matter whether the publication being reproduced is ongoing or complete (i.e., dead). For instance, a single microfilm reel containing a serial that was issued from 1901 to 1903 is treated as a serial.

## **c. Microform sets**

A microform set which contains bibliographically separate manifestations, including serials, such as *English literary periodicals*, is treated as a monograph if the set is finite and not intended to continue indefinitely. If a set is continuous, such as a collection of annual reports that is itself issued annually, the set is treated as a serial.

### **32.1.3. Will the record reflect the service copy alone or include preservation and printing masters?**

Microfilming activities may result in three "generations" of microform:

- 1) a preservation master
- 2) a printing master (from which service copies are made)
- 3) a service copy

When a library acquires a microform from an outside source, it is the service copy that is acquired and used by the library patron. The catalog record reflects only the service copy.

When an institution is cataloging a title produced through a preservation microfilming program, the records created represent the preservation master, the printing master, and the service copy (if all three are generated). All generations are represented by a single bibliographic record. Under no circumstances should separate records be made for different generations resulting from a single filming operation, so long as they are in the same physical format. (If the first generation is a microfilm but the subsequent generations are on microfiche, separate records are required.)

Distinguishing preservation masters from "commercial" service copies is important because policies relating to their cataloging vary, as described below. (See also *CEG: 533, 776, and Appendix M.*)

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<sup>3</sup> If the original print version was improperly cataloged as a monograph, the treatment would not necessarily be the same for the microform.

## 32.2. Cataloging original microforms

Original microform serial manifestations are cataloged according to *RDA* chapter 2. Since these are not reproductions do not apply the rules that begin with “Facsimiles and reproductions.”

### 32.2.1. Description

The description of original serial microform manifestations is similar to that of other serials in many aspects. The areas described below are those which pertain specifically to microforms and which have not already been covered in CCM modules 1-18.

#### a. Preferred source

The preferred source is the title frame (*RDA* 2.2.2.2). If there is no title frame, an eye-readable header, commonly found on microfiche, may be used as a substitute. If the title on the header is given in an abbreviated form, or, as is the case with most microfilms, if there is no eye-readable header, the container or accompanying material may be substituted as the preferred source.

#### b. Authorized access point (130/240)

Supply authorized access points as needed according to *RDA* 6.2 and 6.27; *RDA* 6.19 and 6.29 (for legal works); and *CCM Module 5*.

#### c. Title proper (245)

Transcribe the title proper following *RDA* 2.3.2 and *CCM Module 6*. Always give the source of title at the end of the “Description based on:” note in 588, preceded by a semicolon:

```
588 ## $a ... ; title from title frame.
```

```
588 ## $a ... ; title from eye-readable header.
```

```
588 ## $a ... ; title from container.
```

#### d. Publisher, distributor, and manufacturer (264)

*RDA* 2.8-2.11. Sources for the micropublisher, distributor, and/or manufacturer are generally the microform title frame, container, the micropublisher's accompanying printed sales information, or the micropublisher's web site. Sources from outside of the resource itself must be bracketed. If no information is available, input *[Place of publication not identified]* : \$b *[Publisher not identified]* in the appropriate 264 field (*RDA* 2.8.2.6, *RDA* 2.8.4.7, and related rules in *RDA* 2.9-2.10).

**e. Designation/Description based on note (362/588)**

*RDA 2.17.5.3.* If the original microfilm does not have clearly stated volume, issue numbers, and/or chronological designations, consider each reel, sheet of microfiche, or other unit as constituting an issue. If reels or sheets of microfiche are not numbered or otherwise uniquely designated, supply numbering or construct a designation based on how a user might best identify the unit or units that might constitute an issue.

```
362 1# $a Began with reel 1 in 1985; ceased with reel 260
      in 1997.
588 ## $a Description based on: Sheet MM-1 of 5 (1976);
      title from eye-readable microfiche header.
588 ## $a Latest issue consulted: 1998 update.
```

**f. Physical description (Extent, content type, media type, and carrier type) (300, 33x)**

See *CCM Module 11* for general treatment of this area. As with other serials, the extent for microforms consists of the appropriate carrier type preceded by the number of units if the serial is complete and the information is known (*RDA 3.4.1.3*). Otherwise, list the carrier type only in plural form. See *RDA 3.3.1.3* for the full list of microform carrier types.

```
300 ## $a microfilm reels
300 ## $a microfiches
300 ## $a 8 microfilm reels
300 ## $a 1 microfilm cassette
300 ## $a microfilm reels
300 ## $a 105 microfiches
```

Other physical details include the polarity of the microform when it is a reading negative (if considered important for identification or selection) (*RDA 3.14.1.3*), and the presence of illustrations (*RDA 7.15.1.3*), including color illustrations (*RDA 7.17.1.3/LC-PCC PS for 7.17.1.3*).

```
300 ## $a microfilm reels
300 ## $a microfiches : $b negative, illustrations
300 ## $a 20 microfilm reels : $b color illustrations
```

Record the height and width of microfiche in cm (*RDA 3.5.1.4.7*)

```
300  ##  $a microfiches ; $c 10.5 x 14.8 cm
```

```
300  ##  $a 5 microfiches ; $c 12 x 17 cm
```

Record the diameter of the microfilm reel in centimeters followed by the width the film in millimeters (*RDA 3.5.1.4.9*).

```
300  ##  $a microfilm reels ; $c 9 cm, 35 mm
```

```
300  ##  $a microfilm reels : $b illustrations ; $c 9 cm, 16
mm
```

*RDA 3.5.1.4* also includes instructions for recording dimensions of less commonly encountered microform carrier types, such as microfilm cassettes (*RDA 3.5.1.4.3*) and microopaques (example under *RDA 3.5.1.4.1*)

Following the extent, always provide the “content type” (*RDA 6.9*; field 336), “media type” (*RDA 3.2*; field 337), and “carrier type” (repeating the same term used in 300, this time in singular form) (*RDA 3.3*; field 338). The content, media, and carrier types for microfilm and microfiche are listed below.

*Microfilm:*

```
336  ##  $a text $b txt $2 rdacontent
337  ##  $a microform $b h $2 rdamedia
338  ##  $a microfilm reel $b hd $2 rdacarrier
```

*Microfiche:*

```
336  ##  $a text $b txt $2 rdacontent
337  ##  $a microform $b h $2 rdamedia
338  ##  $a microfiche $b he $2 rdacarrier
```

## g. Fixed field elements

### 1) 008 and leader

For original microforms, code MARC fixed field elements for the microform, as instructed by the *CEG*. Two elements, 008/23 Form of item (“Form” on OCLC) and 008/22 Form of original item (“Orig” on OCLC) are also coded. Both elements are coded because the form of item (e.g., microfiche) is also the form of the original. See *CEG*: 008/22 and 008/23 for further information.

### 2) 007

Field 007 carries coded data relating to the physical characteristics of the microform. CONSER Standard Record guidelines require only the first two elements: Category of material (007/00 or \$a: always “h” for microforms) and Specific material designation (007/01 or \$b). Some institutions may desire to code all elements, depending on the needs of their users and staff. For

instruction on the full coding and use of field 007, see 32.3.3.o below, *CEG: 007 and Appendix M*; and *MARC 21 Format for bibliographic data*. All examples in this module will include full coding.

### 32.2.2. Special problems

#### a. Lack of information

A frequently occurring problem with cataloging original microforms is lack of information. It is not unusual to be faced with microfiche on which there is no title frame and the title on the eye-readable header consists of no more than a set of letters or a common word such as "List" or "Index." In addition, there may be no clue as to the micropublisher, manufacturer, or distributor. Also, as already noted above, difficulties may arise in determining what constitutes an actual "issue" of the microform. One hopes that someone else has cataloged it, but even searching WorldCat, other utilities, online catalogs, and the Internet can be a challenge. A better source may be acquisition data, other accompanying material, or the micropublisher's website. If the microfiche is a government publication, it may be possible to determine the issuing agency through a series or set of letters and numbers. Unfortunately, there is no easy answer to the cataloging of these publications and a certain amount of detective work may be necessary to provide adequate identification.

#### b. Change in physical medium

According to *RDA 1.6.2.2*, a new record is created when the media type or carrier type of a serial changes. In the case of original microforms, this happened most frequently when print copy was continued by microfiche. If no major title change accompanies the media type or carrier type change, this constitutes a change in manifestation only and not a change in work. Therefore, do not add an authorized access point to the new record or modify an existing authorized access point (See also *CCM 16.4.1*). Link the titles using a MARC 776 field. Include a note in \$i referencing the version (print, microfiche, etc.) and the date range (if known). The following examples are for a print serial that ceased and was reissued only in microfiche.

*Print record:*

```
245 00 $a Bibliografi til Norges historie / $c utarbeidet
ved Universitetsbiblioteket I Oslo.
336 ## $a text $b txt $2 rdacontent
337 ## $a unmediated $b h $2 rdamedia
338 ## $a volume $b he $2 rdacarrier
776 08 $i Microfiche version, 1976- : $t Bibliografi til
Norges historie $w (DLC)sn 85021859 $w
(OCOLC)12395352
```



*Microfiche record:*

```
245 00 $a Bibliografi til Norges historie / $c utarbeidet  
ved Universitetsbiblioteket I Oslo.  
336 ## $a text $b txt $2 rdacontent  
337 ## $a microform $b h $2 rdamedia  
338 ## $a microfiche $b he $2 rdacarrier  
776 08 $i Print version, 1916-1975: $t Bibliografi til  
Norges historie $w (DLC) 36020800 $w (OCoLC)1519728
```

## Examples of original microform records

**Fig. 32.1. Original microform**

[Partial record]

Type: a	ELvl:	Srce: c	GPub: f	Ctrl:	Lang: eng
BLvl: s	Form: b	Conf: 0	Freq: q	MRec:	Ctry: at
S/L: 0	Orig: b	EntW: b	Regl: r	Alph: a	
Desc: i	SrTp: p	Cont:	DtSt: u	Dates: 1978	uuuu

```

007      $a h $b e $d b $e m $f u--- $g b $h u $i c $j u
010    ## $a 93-640474
040    ## $a HUH $b eng $e rda $c HUH $d DLC
022    ## $a 0314-1608
042    ## $a pcc
050    00 $a Microfiche (o) 93/6007
245    00 $a SALSSAH on COM : $b serials in Australian libraries, social
        sciences and humanities.
246    13 $a Serials in Australian libraries, social sciences and
        humanities
264    #1 $a Canberra : $b National Library of Australia, $c 1978-
300    ## $a microfiches : $b negative ; $c 10.5 x 14.8 cm
310    ## $a Quarterly
336    ## $a text $b txt $2 rdacontent
337    ## $a microform $b h $2 rdamedia
338    ## $a microfiche $b he $2 rdacarrier
362    1# $a Began with Sept. 1978.
580    ## $a Includes all entries which originally appeared in SALSSAH
        supplements and those which appeared in SALSSAH newly reported
        titles.
588    ## $a Description based on: Sept. 1978; title from eye-readable
        header.
588    ## $a Latest issue consulted: Dec. 1994.
650    #0 $a Social sciences $v Periodicals $v Bibliography $v Union
        lists.
650    #0 $a Humanities $v Periodicals $v Bibliography $v Union lists.
650    #0 $a Periodicals $v Bibliography $v Union lists.
710    2# $a National Library of Australia, $e author.
787    1# $t Serials in Australian libraries, social sciences and
        humanities: a union list. Newly reported titles
787    1# $t Serials in Australian libraries, social sciences and
        humanities: a union list. Supplement

```

This is a typical record for an original microform. Notice that the title has been taken from the eye-readable header and appears only in an abbreviated form. The spelled-out title also appears on the item and has been separately traced in field 246. The carrier type "microfiches" is given in field 300.

**Fig. 32.2. Original microform: change of format**

[Partial record]

Type: a	ELvl:	Srce: c	GPub: f	Ctrl:	Lang: eng
BLvl: s	Form: b	Conf: 0	Freq: f	MRec:	Ctry: dcu
S/L: 0	Orig: b	EntW: c	Regl: r	Alph: a	
Desc: i	SrTp: p	Cont: c	DtSt: d	Dates: 1979 1982	

```

007      $a x h $b e $d b $e m $f u--- $g b $h u $i c $j u
010    ##  $a 94-640693
040    ##  $a BCD $b eng $e rda $c BCD $d DLC
022    ##  $a 0163-7363
043    ##  $a n-us-
042    ##  $a pcc
050    00  $a Microfiche (o) 94/4567
110    2#  $a Library of Congress. $b Copyright Office, $e author.
222    #0  $a Catalog of copyright entries. Fourth series. Part 8. Renewals
245    10  $a Catalog of copyright entries, fourth series. $n Part 8, $p
        Renewals.
246    13  $a Renewals
264    #1  $a Washington, D.C. : $b Copyright Office, Library of Congress :
        $b For sale by the Superintendent of Documents, U.S. Government
        Printing Office, $c 1983-
300    ##  $a microfiches : $b negative ; $c 10.5 x 14.8 cm
310    ##  $a Semiannual
336    ##  $a text $b txt $2 rdacontent
337    ##  $a microform $b h $2 rdamedia
338    ##  $a microfiche $b he $2 rdacarrier
362    1#  $a Began with vol. 2, no. 1 (January through June 1979); ceased
        with vol. 5, no. 2 (July-December 1982).
588    ##  $a Description based on: Vol. 2, no. 1 (January through June
        1979); title from eye-readable header.
588    ##  $a Latest issue consulted: Vol. 5, no. 2 (July-December 1982).
650    #0  $a Copyright $z United States $v Catalogs $v Periodicals.
776    08  $i Print version, 1916-1975: Library of Congress. Copyright
        Office. $t Catalog of copyright entries, fourth series. Part 8,
        Renewals $x 0163-7363 $w (DLC) xxxxxxxx $w (OCoLC)xxxxxxx

```

This is a record for an original microform which continues the same title previously issued in print.

**Fig. 32.3. Original microform: microfilm set**

Type:	a	ELvl:		Srce:	c	GPub:		Ctrl:		Lang:	eng
BLvl:	s	Form:	a	Conf:	0	Freq:		MRec:		Ctry:	enk
S/L:	0	Orig:	a	EntW:		Regl:	x	Alph:			
Desc:	i	SrTp:		Cont:		DtSt:	c	Dates:	1986	9999	

```

007      $a h $b d $d a $e f $f u--- $g b $h u $i c $j a
010    ## $a 91651120 $z sn 90039842
040    ## $a ABC $b eng $e rda $c ABC $d DLC
022    ## $a 1059-9908
043    ## $a n-us---
042    ## $a pcc $a nsdp
245    00 $a Alternative press collection.
264    #1 $a Ann Arbor, MI : $b University Microfilms International, $c
      1989-
300    ## $a microfilm reels ; $c 9 cm, 35 mm
310    ## $a Irregular
336    ## $a text $b txt $2 rdacontent
337    ## $a microform $b h $2 rdamedia
338    ## $a microfilm reel $b hd $2 rdacarrier
362    1# $a Began with 1986, reel 1.
515    ## $a Reels for 1986-<1987> also called: Unit 1-<unit 2>
588    ## $a Description based on: 1986, reel 1; title from microfilm
      container label.
588    ## $a Latest issue consulted: 1987, reel 29.
650    #0 $a Underground press publications $z United States.
710    2# $a University Microfilms International.
780    00 $t Underground newspaper collection

```

For an example of a serial record for a title within a microform set, see fig. 32.13

## 32.3 Cataloging reproduction microforms

Reproduction microforms are cataloged according to the *LC-PCC Policy Statement to RDA 1.11*, which is largely based on recommendations made in the PCC Standing Committee on Standard's response to the PCC Task Group on RDA Microform Reproductions Cataloging Report. This document recommends maintaining, with some modifications, the *status quo*, in which the description is based on the original hard copy serial and the details of the microform are given in a note (MARC field 533). This practice deviates from *RDA 1.11*, which instructs that elements such as publisher be recorded as they relate to the reproduction, and details of the original be given as part of a related manifestation.

### 32.3.1. A brief history of the cataloging of reproductions and the implementation of RDA

Cataloging practices for microform reproductions vary across institutions. Although *AACR2* provided detailed instructions for the cataloging of microforms (*AACR2 chapter 11*), Library of Congress and many American cataloging agencies deviated significantly from those guidelines when it came to the cataloging of microform reproductions (*see the LCRI to AACR2 11*), while other national libraries such as Library and Archives Canada/Bibliothèque et archives Canada followed them more closely.

Other institutions chose not to catalog reproductions at all, instead representing them by adding holdings statements for microform manifestations to the bibliographic record for the print manifestation. The reasons for this practice included avoiding the cost of describing microforms separately, as well as a sense that patrons were not well served by separate, format-specific records. The most notable example of this practice was the United States Newspaper Program, which used a single bibliographic record for each title, with format-specific information noted in the OCLC local data record.<sup>4</sup> Many libraries have also chosen different treatments for different serials titles, depending on whether or not the print title is also held.

When microform was the dominant method of preservation reformatting, it was important that information on the availability of preservation microfilm be shared among reproducing agencies, to facilitate cooperation and avoid duplicate filming. The best means for this notification was to catalog the reproduction. To encourage the cataloging of preservation microforms, the Association of Research Libraries in 1990 published its *Guidelines for Bibliographic Records for Preservation Microform Masters*, prepared by Crystal Graham. In 1992, CONSER adopted an "interim" approach for the cataloging of reproductions, as expressed in Appendix M of the *CEG*, which was based on the ARL guidelines.

ARL and CONSER guidelines mandated the creation of separate records for microform reproductions. The record for the reproduction could be derived or "cloned" (see below) from the record for the original manifestation. Special exceptions from standard CONSER policy allowed the input of *AACR1* and latest entry records for reproductions.

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<sup>4</sup> The USNP was discontinued in 2011, replaced by a digitization project called National Digital Newspaper Program; see: <http://www.neh.gov/us-newspaper-program> and <http://www.neh.gov/divisions/preservation/national-digital-newspaper-program>.

Efforts were made to find a "multiple versions" solution, by which a single bibliographic record could be used to describe both the original and its reproduction(s). One such approach was recommended in 1989 as the outcome of the Multiple Versions Forum, held in Airlie, Va. This "two-tier" hierarchical approach consisted of a master (core) bibliographic record with attached holdings records describing the different versions.

A second hierarchical model was recommended in 1993 by an ALA/CCDA Multiple Versions Task Force. Concerned that including the bibliographic information for the microform and the holdings in one record would be too confusing to users, the Task Force recommended a "three-tier" approach wherein a "core" record, a separate bibliographic description for the microform, and a holdings record were deployed to describe microform reproductions.

The basic problem that these "tiered record" models encountered was keeping their hierarchies intact--particularly the relationship between bibliographic and holdings data. Since cataloging in general, and serials cataloging in particular, is a highly distributed enterprise, any approach that required multiple bibliographic records to be maintained in a synchronized fashion ran into the technological challenge posed by multiple catalogers working on the same data in multiple databases. Therefore, CONSER retained the earlier approach of creating (generally through derivation) discrete records for microform reproductions.

In 2011 and 2012, as the implementation of *RDA* drew near, the question of how best to deal with microform reproductions resurfaced. Although *RDA* itself contains few instructions that specifically pertain to microforms (manifestation-specific details excepted, for example, *RDA 3.10.4, "Details of generation of microform"*), it places a renewed emphasis on a cataloger's fidelity to what appears on sources of information.<sup>5</sup> As previously mentioned, with respect to reproductions of any kind, *RDA 1.11* mandates that the reproduction itself be treated as the basis of description for core elements, and details of the original recorded as information pertaining to a "related manifestation".

The 2012 PCC Task Group on Microform Reproductions Cataloging investigated a number of approaches to cataloging reproduction microforms, weighing in great detail the advantages and disadvantages of each. In its [report](#), the Group did not recommend adhering to *RDA* as the mandatory method for cataloging microform reproductions, instead recommending that catalogers of microform reproductions continue the practice of deriving bibliographic data from the original, and recording the details of the reproduction in a separate note (MARC field 533). This decision was formalized as the *LC-PCC Policy Statement to RDA 1.11* in 2015.

The Library and Archives Canada is cataloging reproduction microforms according to *RDA* and not the LC-PCC Policy Statement, though LAC may have its own policy statements offering guidance for cataloging reproduction microforms.

[The PCC Standing Committee on Standards response to this report](#) provides a number of reasons behind the policy statement to *RDA 1.11*. These include, first, the fact that most extant records for microform reproductions are cataloged based on the original manifestation of the resource, so

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<sup>5</sup> Generally expressed under the rubric of "representation" (see *RDA 0.4.3.4*, "The data describing a resource should reflect the resource's representation of itself").

adding new records based primarily on the microform manifestation may confuse catalog users. This is particularly true for information about a resource's publication: if catalogers followed a strict application of *RDA*, the publisher (reproducer) of the microform would appear in the publication statement and the publisher of the original in a separate note in *RDA* records, and vice versa in pre-*RDA* records. Thus users would face an inconsistency when they attempted to find and identify resources only available as microform reproduction. (It is, moreover, an open question whether the microform publisher is of any particular value to users when it comes to identifying a resource, since they are, presumably, searching for the original resource, and accessing it as a reproduction only because the original is not available to them.) In addition, because microform is no longer the primary format for preservation reproduction, fewer records are being created for microform reproductions. It seems highly unlikely that *RDA* records for microform reproductions will ever form more than a small percentage of the corpus of records for reproductions, and any substantial changes from pre-*RDA* practice at this point would probably not result in substantial returns. Moreover, the cloning of existing records is highly efficient and allows microform reproductions to be cataloged by staff who may not have the expertise to catalog such materials according to *RDA*.

### 32.3.2. Methods of cataloging reproductions

There are several methods for cataloging reproductions. In all of these methods, the description is based on the original hard copy publication, with details of the microform given in the 533 note. All reproductions, including reproductions of reproductions, should be considered reproductions of the hard copy serial.

#### a. Cloning

When a bibliographic record is available online for the hard copy serial, it may be cloned to produce the record for the reproduction. The record for another microform version of the same serial may also be used. In OCLC this is done by selecting Edit → Derive → New Master Record or clicking the derive icon. Cloning copies the variable fields for the hard copy record to a new record, to which are added the fixed field codes and the specific fields relating to the microform (e.g., 533). This method is the most efficient way of cataloging reproductions. Be sure, however, to delete from the microform record any data, outside of the bibliographic description, that relates only to the hard copy, such as the price or subscription address. Also be sure to delete from the cloned record any LCCN (MARC field 010) that may appear on the record for the hard copy, so that the LCCN will not be duplicated in the reproduction record. ISSNs and ISSN related data may be retained (MARC field 022, 210, and 222)

Cloning may also be done from another microform version of the same serial.

When cloning records, all headings (names, series, and subjects) must be verified against the authority files. When creating an *RDA* bibliographic record, all name, series, and subject headings must be *RDA* acceptable – that is, they must not contain a 667 field stating, “THIS FIELD CANNOT BE USED UNDER RDA UNTIL THIS RECORD HAS BEEN REVIEWED AND/OR UPDATED.” Catalogers are **encouraged** to update any non-*RDA* authority records they encounter, but headings with this 667 field **must** be updated to *RDA* before they can be used

in an *RDA* record. Undifferentiated personal name headings should not be used. More details are available at

<http://www.loc.gov/aba/pcc/rda/PCC%20Post%20RDA%20Test%20Guidelines.html>.

The degree to which the description is reviewed when cloning records is a matter of institutional policy. Some institutions routinely consult the microform to be sure that data in the hard copy record applies in every way to the microform. Other institutions may choose to accept the data in the hard copy record without reviewing the microform. When the microform is not consulted, set the encoding level to value "1" (issue not consulted).

**PCC Coding:** According to *LC-PCC PS for 1.11*, when the record for a microform reproduction is cloned from an existing pre-*RDA* record for the original print resource, and that print record is coded PCC, it is not required to re-describe the record for the reproduction as *RDA*. The reproduction record may be coded as PCC, and the descriptive cataloging rules for the original print record may be retained.

**However**, if a record for a microform reproduction is cloned from an existing pre-*RDA* record for the original print resource, and that print record is **non-PCC**, the reproduction needs to be **completely re-described as *RDA***; otherwise the record for the reproduction cannot be coded as PCC.

You may see records not coded “rda” in the MARC 040 field which nevertheless contain data typical of *RDA* records – for instance, spelled-out words that would have been abbreviated in pre-*RDA*. These records will appear because of automated changes being made on a regular basis to the OCLC database. When dealing with these records, bear in mind that a reproduction record cloned from a non-PCC print record still cannot be coded as “rda” in the MARC 040 field unless the cataloger re-describes the entire record as *RDA*. For more details, you may consult the PCC Guidelines on Hybrid Bibliographic Records.

## **b. Transcription from catalog cards**

When there is no cataloging online for the hard copy, cataloging data may be taken from a catalog card, preferably an LC card. Record data in accordance with CONSER policies for retrospective conversion (*see CEG: B5*). Please note that this method, once generally preferred over original cataloging, is no longer commonly used.

## **c. Original cataloging**

If an online record for the hard copy (or another microform version) cannot be found, create a new record. Base the description (MARC fields 245-4XX) on the original hard copy serial, as reproduced. Omit information that is not readily available, such as the size of the original (300 \$c). Give the details of the microform in field 533. Follow guidelines in the *CEG* for the coding of fixed field elements, including field 007.

Cloning is generally preferred over original cataloging because it makes efficient use of existing records as well as collocating the records for the hard copy and the microform. Nonetheless, there are circumstances when records created under superseded rules are unsatisfactory,



incomplete, or misleading, and cataloging the reproduction originally is judged more expeditious than cloning (and possibly re-describing) an existing record. For example, current rules for choice of entry and the definition of a title change occasionally make it possible to create a single record rather than a succession of records as required by older rules. Whether or not to make use of existing cataloging is a matter of institutional policy. Some institutions may prefer to have RDA cataloging for all titles and may not wish to work with existing records based on earlier rules.

#### **d. Prospective cataloging and queuing**

When cataloging preservation microforms, a library may enter a catalog record before the filming has been completed in order to alert other libraries of a decision to film the item. This technique is known as "prospective cataloging." When the characteristics of the preservation copy-to-be can be accurately predicted and the time between the decision to preserve and the date of preservation action is short, the library may create a bibliographic record describing the copy-to-be. This record may be created by any of the means described above: cloning, transcription from the catalog card, or original cataloging of the hard copy in hand. Prospective cataloging has not been common for some time, but may still take place at some institutions.

Another technique for notifying other libraries of preservation decisions is "queuing." In OCLC, this is accomplished by adding a statement in MARC field 583 \$a: "queued for preservation."

### **32.3.3. Description of reproductions**

Because we are not adhering to *RDA* for the cataloging of reproduction microforms, some of these instructions may contradict the instructions for facsimiles and reproductions that you find in *RDA Toolkit* for specific bibliographic elements in *RDA*. For instance, *RDA* instructs that edition statements relating only to the hard copy should be recorded as belonging to a related manifestation, while this module instructs that hard copy edition statements be recorded in MARC field 250. Remember that for CONSER cataloging of reproduction microforms, bibliographic information is taken from the hard copy. We will follow RDA's guidelines for each element as if we were cataloging a print version.

Also remember to check for LC-PCC Policy Statements, linked under each instruction, within the body of *RDA Toolkit*.

#### **a. Preferred source**

When cloning or transcribing from catalog cards, give the description as it appears on the catalog record for the first or earliest issue of the hard copy.

When cataloging originally, use as the preferred source the title page of the hard copy serial, as reproduced. If there is no title page, use the cover or other preliminaries. A common problem with the cataloging of reproduction microforms occurs when there is no title page and the cover has been removed during the filming process. The only source of title may be the editorial or contents page and the title may vary from that given on the cover. In such cases, use the title

from the best available source. Order of preference for title page substitutes is given in *RDA* 2.2.2.2.

Another frequently occurring situation is the presence of volume title pages which replace individual title pages. Although a volume title page generally should not be used as the chief source (*CCM* 3.2.5.b), it may be used for reproduction microforms when there is no other source of the title.

### **b. Authorized access point representing the work (1XX)**

When cloning or transcribing from a catalog card, the choice of authorized access point representing the work (this was known as the “main entry” under *AACR2*) should be the same as that for the hard copy serial. For original cataloging, follow the instructions in *RDA* 19.2.1.1.1-19.2.1.1.3 to determine whether a corporate body or other entity should be recorded in MARC 1XX as a creator. See also *LC-PCC PS for 19.2.1.1.1* and *CCM Module 4*. Name headings should be authoritative.

### **c. Title statement (245)**

The title statement contains the title of the hard copy as reproduced. Titles on the microform headers and the container should not be included in the title statement. Record such titles in field 246, as explained below.

When cloning or transcribing catalog cards, give the title statement as it appears on the record(s) for the hard copy. If the source record is a pcc-coded pre-*AACR2* record, do not revise the title statement to conform to current practices (e.g., do not omit other title information or add a statement of responsibility). However, remember that if you are cloning a **non-pcc-coded** record created under any set of pre-*RDA* cataloging rules, your new record **must** be re-described as *RDA* if you want to code it as pcc.

When cataloging originally, record the title in MARC field 245 according to *RDA* 2.3.2-2.3.5; see also *CCM Module 6*.

The general material designation (GMD), once added to all records for microform serials, is no longer being used. Instead, CONSER catalogers are using the 336-338 fields, whether or not the entire record is being re-described as *RDA*. See 32.3.3.i, below, for more details.

### **d. Authorized access point for serial work or expression (130/240)**

Under *RDA*, the title chosen to represent a work is called the “preferred title.” When the preferred title is not the same as the title statement in MARC field 245 – for instance, when it requires additions to distinguish it from another work with the same title – it is recorded in MARC field 130. This practice is in many ways similar, in function and in construction of the authorized access point, to the practice of assigning a uniform title under *AACR2*. See *CCM* 5 for more details.

When cloning an *RDA* print record, the same authorized access point should be retained and used for the microform reproduction. A new authorized access point with an addition such as “(Microfilm)” is **not** assigned to distinguish the microform reproduction from the hard copy or from other versions of the microform. However, if the first issue is available on the microform, and the hard copy was described based on a later issue, assign an authorized access point qualifier, if one is needed, based on the earliest information, even if this means changing the qualifier in the hard copy record.

So, for instance, if we were cataloging a microfilm reproduction of the print title:

```
130 0# $a Flash (Athens, Ga.)
...
588 ## $a Description based on: No. 4 (Dec. 1983); title
      from caption.
```

and microfilm coverage reached back to the first issue, which turned out to have been published in Atlanta, the authorized access point qualifier for both print and microfilm records would become:

```
130 0# $a Flash (Atlanta, Ga.)
[made up example]
```

When cloning a pcc-coded print record that was cataloged according to *AACR2* and assigned a uniform title, the same uniform title should be added to the record for the reproduction microform. This assures that both file together and can be easily identified as being the same bibliographic item. As with the authorized access point in *RDA*, a new uniform title is not assigned to distinguish the microform reproduction from the hard copy, or from any other reproduction. If the first issue is available on the microform, and the hard copy was described based on a later issue, assign any needed uniform title qualifier based on the earliest information, even if this means changing the qualifier in the hard copy record.

When cloning a pcc-coded **pre-AACR2** record, do not assign a uniform title to distinguish serials with the same title. Uniform titles are not added to pre-AACR2 records because they were not defined under earlier rules.

### e. Variant titles (246)

Follow guidelines for variant title access as expressed in *RDA* 2.3.6, *CEG* field 246, and *CCM* Module 7. For microforms, an important access point can be the title found in the eye-readable microfiche header or on the container. The microform itself may also contain variant titles not found in the hard copy.

```
246 1# $i Title on container: $a New Brunswick royal
      gazette

246 1# $i Title on microfilm title frame: $a Newsline
```

## **f. Edition statement**

If cloning a record from a hard copy serial that was issued with an edition statement, retain this statement in field 250. The process of creating a microform reproduction does not constitute a varying "edition" from the original. Do not record an edition statement such as "Microform edition" when cataloging microform reproductions, even if it appears on the piece. Remember that the description is for the hard copy.

For original cataloging, record the hard copy edition statement according to *RDA 2.5.1.4-2.5.1.6*.

## **g. Publication, distribution area (264)**

For original records, record the publishing details of the hard copy serial in MARC field(s) 264, following *RDA 2.8.1-2.8.6*.

Under *RDA*, if no publisher appears on the resource, and none can be supplied, the distributor may be recorded in the 264 field, and if the distributor is unknown, the manufacturer may be recorded. *RDA 2.9-2.10* gives instructions for recording this information. See also *CCM 10*. *CCM 10* also gives instructions on when to include the date in the 264 \$c.

For cloned records where the print record was created under pre-*RDA* rules and does not need to be re-described because it is coded pcc, publisher information appears in MARC field 260. *CEG field 260* provides more detailed information about this field.

Record the publishing details of the microform in subfields \$b, \$c, and \$d of field 533. (See below.)

## **h. Designation/Description based on note (362/588)**

When cloning a pcc record or transcribing a catalog card, give the designation of the first and/or last issue(s) (MARC field 362) as it appears on the record for the hard copy. If the scope of the microform reproduction is greater than that covered by the hard copy record, consider making changes to the hard copy record. For example, the serial may have ceased and the complete run is given in the microform but the hard copy record shows the serial as ongoing. In another situation, the microfilm may contain the first issue while a record for the hard copy has a "Description based on" note for a later issue. If this is the case, evaluate the description in the hard copy record against the first issue as reproduced to see if changes are needed. If the MARC record has no 362 field indicating when the serial began or ceased, and this information is readily ascertainable from the microform reproduction, consider adding the information to the hard copy record as well as the reproduction record, in an unformatted 362 field (first indicator "1"). In such cases, also change the fixed field dates as needed.

When the scope of issues expressed by the hard copy record is greater than that covered by the microform, the information should be included/retained in the record for the microform. Remember that the record covers the entire serial, regardless of the number of issues reproduced. The extent of issues published is expressed in field 362 while the extent of issues reproduced is

expressed in subfield \$m of field 533.

When re-describing a cloned non-pcc record as RDA, change any formatted 362 fields (first indicator “0” to unformatted 362 fields (first indicator “1.”) Current practice for CONSER catalogers is always to use an unformatted 362. So, for example:

```
362 0# $a No. 74-
```

*Becomes:*     362 1# \$a Began with: No. 74.  
                  *[made up example]*

When cataloging originally, record the numerical/chronological designation of the first and/or last issue in an unformatted 362 field whenever the information is available, whether or not the reproduced first and last issue are actually in hand. If the cover and other preliminaries have been removed from the first/earliest issue, take the designation from anywhere in the issue. If not found elsewhere, record the designation from the volume title page, when available. If the information is not readily available, prefer to omit the 362 field rather than guess at a starting numerical/chronological designation. For more information, see *CCM Module 8* and *RDA 2.6*.

*RDA 2.17.13.3.1* states that a note identifying the basis for description of the resource should not be included when it is the first issue also recorded in MARC field 362. However, CONSER catalogers provide a "Description based on" note **even if the description is based on the first issue**. When cataloging originally, also provide a note giving the source of title, even when it is the reproduction of the title page, although *RDA 2.17.2.3* provides a list of title sources that do not require a note. Combine these two notes in a single MARC field 588. Also provide a “Latest issue consulted” note when you have examined issues of the microform, even if the latest issue consulted is the final issue also recorded in MARC field 362. As with the “Description based on” note, we do this although it conflicts with the instruction at *RDA 2.17.13.3.1*. (See also *CCM 8*.)

If your institution does not routinely consult the actual microfilm, you might provide one 588 in a cloned record, reading: “Description based on print version record.” This note could also be used in conjunction with a “Latest issue consulted” note in certain circumstances, as described below.

Some examples of how your 588 fields might look:

```
588 ## $a Latest issue consulted: Reproduction of original
      print version of 7e année, no 40 (3 octobre 1886).
```

For a reproduction microfilm record based mostly on a print record, but with later reproduced issues in hand that were also consulted when creating the new record:

```
588 ## $a Description based primarily on print version
      record.
588 ## $a Latest issue consulted: Reproduction of original
      print version of numéro 218 (27 novembre au 03
      décembre 1995).
```

For a record based on a PCC microfilm record for another micropublisher, when no additional issues are examined:

```
588 ## $a Description based on Library of Congress
      microfilm record.
```

(Where “Library of Congress” is the micropublisher for the other record).

### i. Physical description (300, 33X)

Record the physical details of the hard copy serial in field 300. Accept the description as found when cloning from the record for the hard copy. If the serial is complete and is not expressed as such on the hard copy record, add the number of volumes to the microform record when this information is readily available. When doing original cataloging, give the extent ("volumes") and illustration statement, if appropriate, but omit the size as it is impossible to determine the size of the original from the reproduction.

Remember that records cloned from non-pcc hard copy must be redescribed as *RDA*, which will include spelling out words that appeared as abbreviations under earlier cataloging rules – for instance, “v.” and “ill.” in the 300 field. Metric symbols such as “cm” are not considered abbreviations under *RDA*, and do not need to be spelled out, but should not end with a full stop.

Whether or not the record for the reproduction is being redescribed as *RDA*, provide content type, media type, and carrier type (MARC fields 336, 337, and 338, respectively) for the resource. The term for content type (MARC field 336) should be “text.” The term for media type (MARC field 337) should be “microform.” The term in the carrier type (MARC field 338) will reflect the resource’s specific microform carrier type (such as “microfilm reel” or “microfiche”). A list of carrier types appears at *RDA* 3.3.1.3. Entering these fields can be greatly simplified by using the macro available in OCLC Connexion Client.

Record the physical description of the microform in subfield \$e of field 533. If differences between the physical characteristics of the original and the microform reproduction are considered significant, add a note in field 533 subfield \$n.

```
300 ## $a volumes ; $c 24 cm
336 ## $a text $b txt $2 rdacontent
337 ## $a microform $b h $2 rdamedia
338 ## $a microfilm reel $b hd $2 rdacarrier
533 ## $a Microfilm. $m 1925-1934. $b Woodbridge, Conn.: $c
      Research Publications, Inc., $d 1988., $e Microfilm
      reel ; 35 mm. $n Color illustrations reproduced in
      black and white.
```

*[made up example]*

## j. Series (4XX/8XX)

Record series statements associated with the hard copy in field 490. All traced series must be represented by a series authority record. The series tracing is given in fields 490 and 8XX. Series associated with the microform are given in subfield \$f of field 533. If the microform series is traced, give the series heading in field 8XX. For further information, see *CCM 32.3.5b*. *RDA's* guidelines on recording series statements appear at 2.12. *CCM 12* also has more details about interpreting series authority records and recording series statements.

## k. Notes

Notes relating to the hard copy serial precede the reproduction note, field 533, in the appropriate 5XX fields. Notes about the microform are given in subfield \$n of field 533.

When cloning or transcribing catalog cards, notes may be retained or omitted, based on catalogers' judgment. On cloned records it is most expedient to retain notes unless the information obviously does not apply to the microform version, such as a note stating the presence of a cumulative index that is not included on the film. In general, retain notes justifying added entries and those citing related titles (i.e., links). "Dashed-on" notes representing supplements and indexes may be found on some pre-*AACR* catalog cards. Such notes generally represent items that would today be cataloged separately. (See *CCM 17* for instructions on when these kinds of related works should and should not be cataloged separately.) When appropriate, link the records using the appropriate 580 and/or 7XX fields (see also *CCM 14*), and create a separate record for the related item if it has also been reproduced.

## l. Field 533

This field provides most of the information relating to the microform reproduction. The following information is given, as appropriate. When information is taken from a source other than the microform, include it in brackets. For further information, see *CEG: field 533*.

**\$a Form of reproduction.** Use one of the following designations: aperture card, microfiche, microfilm, or microopaque. In most cases, microfiche or microfilm will be the appropriate designation.

**\$m Dates of publication and/or sequential designation of issues reproduced.** Subfield \$m contains the extent of the original publication that has been reproduced. While *LC-PCC PS 1.11* makes no mention of this field, the Association of Research Libraries' *Guidelines for Bibliographic Records for Preservation Microform Masters* requires \$m in records for preservation masters and considers it optional for printing masters and service copies. The subfield was defined in the early 1990's and does not appear on records created prior to its definition. The data in subfield \$m is given in the form specified for holdings data in *NISO Z39.71 (Holdings Statements for Bibliographic Items)* rather than in the form prescribed by *RDA* for field 362. Follow guidelines in the *CEG* for formatting subfield \$m. Input subfield \$m following subfield \$a.

533 ## \$a Microfilm. \$m v.15-25 (1927-1937):[Lacks v.23:no.7] \$b Cambridge, Massachussetts : \$c Harvard University Library Reprographic Service, \$d 1992. \$e microfilm reels ; 9 cm, 35 mm

**\$b Place of reproduction.** Input in subfield \$b the location of the agency responsible for the reproduction or its distribution that is given in 533 \$c. Per the instructions in *LC-PCC PS 1.11*, follow *RDA* instructions for recording place of publication (*RDA* 2.8.2). For example, if place of publication is not known, give [Place of publication not identified]. When the microform has been produced for the responsible agency by a contractor, the place given in subfield \$b should be that of the responsible agency or distributor, not the place of the contractor.

533 ## \$a Microfilm. \$m 1943-1968. \$b Evanston, Illinois : \$c Filmed by Research Publications, Inc. for the American Theological Library Association, \$d 1994. \$e 25 microfilm reels ; 9 cm, 35 mm

*[Research Publications, Inc. is in Connecticut, but the American Theological Library Association is in Illinois]*

**\$c Agency responsible for reproduction.** Consider the agency responsible for the reproduction to be the agency that selected the material to be filmed, arranged for filming, exercised control over production formats, has overall responsibility for quality, etc. Follow *RDA* instructions for recording agency responsible for reproduction (*RDA* 2.8.1.3 for *facsimiles and reproductions* as well as *RDA* 2.8 in general). For example, if the agency is unknown, give “[publisher not identified]. In addition to recording the microproducer, transcribe the name of the agency from which to secure copies if it is both different from the microproducer and considered important for access.

533 ## \$a Microfilm. \$b Washington, D.C. : \$c Library of Congress Preservation Microfilming Office : \$c Available from Library of Congress Photoduplication Service. \$e 1 microfilm reel ; 9 cm, 35 mm

**\$d Date of microreproduction.** Give the dates of filming when available. If the filming is ongoing, leave the date open. Omit the dates of reproduction when not available. Do not use incomplete dates, such as 198- or 19 -. If the date is not given in subfield \$d, input a period after the information given in subfield \$c. Additionally, include a period at the end of subfield \$d when the date is not left open.

533 ## \$a Microfilm. \$b La Jolla, Calif. : \$c University of California, San Diego, \$d 1993- \$e microfilm reels ; 9 cm, 35 mm

533 ## \$a Microfilm. \$b Bedford, N.Y. : \$c African Imprint Library Services. \$e 5 microfilm reels ; 9 cm, 35 mm

**\$e Physical description of microreproduction.** Give the extent of the reproduction in terms of the carrier types listed at *RDA* 3.3.1.3. For microfilm, add one of the terms: cartridge, cassette, reel, roll, or slip, as appropriate. Add to microfiche the term cassette, if appropriate. When the



serial is complete, the number of reels or microfiches may be added, if known.

If more than one serial is included on a single microfilm reel, express the extent of item as: "1 microfilm reel." See also *CCM 32.3.5c*.

Record the dimensions of the carrier as instructed in *RDA 3.5.1.4*. Instructions for microfiches and microfilm reels, the most common carriers, can be found at *3.5.1.4.7* and *3.5.1.4.9*, respectively.. If \$f follows \$e, add a period at the end of the subfield. If not, omit the period at the end of the subfield.

**\$f Series statement of microreproduction.** Record the series statement of the microform in subfield \$f. If the series is traced, record the series in field 8XX as it appears in the series authority record. All traced series must be represented by a series authority record. Do not consider stock numbers of micropublishers to be series. Enclose the series statement in parentheses.

```
533  ##  $a Microfilm. $b New Canaan, Connecticut. : $c
        Readex Microprint Corporation. $e 1 microfilm reel ;
        9 cm, 35 mm. $f (Early American newspapers).
```

When analyzing a serial in a microform set, give the entry for the set as the series and the reel number as the series numbering. Separate the series and its numbering with a semicolon.

```
533  ##  $a Microfilm. $b Woodbridge, Connecticut. : $c
        Research Publications, Inc., $d 1982. $e 6 microfilm
        reels ; 9 cm, 35 mm. $f (History of photography
        periodicals ; P1).
```

**\$n Notes about the reproduction.** Subfield \$n was defined in 1994. Prior to its definition, notes relating to the microform were tagged "500" and input following field 533. One common note about the reproduction is the "Filmed with: "note: a note that provides the titles of other serials included on the microform. Other possible notes are: "Issues filmed out of order", "Missing pages", or notes about other defects in the reproduction. Some institutions add a note concerning the master negative, such as: \$n Master microform held by: CUS. Repeat subfield \$n when more than one note is given.

```
533  ##  $a Microfilm. $m 1935-1939. $b New York : $c New
        York University. $e 6 microfilm reels ; 9 cm, 35 mm
        $n Missing pages. $n Some issues filmed out of
        order.
```

### **m. Field 539 Fixed field data relating to microform**

This field was defined by OCLC and is used to carry fixed field data related to the microform. Recording this information is optional and this field is not used by the Library of Congress. For further details, see *CEG: field 539*.

## n. Linking fields

### 1) Links to the hard copy serial (776)

The Association of Research Libraries' *Guidelines for Bibliographic Records for Preservation Microform Masters* requires that links must be made between records for print serials and microfilm reproductions of those serials when a record represents a preservation master. *LC-PCC PS 1.11* states that recording the link to the print original in field 776 is optional for all microform reproduction records. It is suggested that the link be recorded regardless of which generation is being described in the microform reproduction record. Use either "Reproduction of (manifestation):" or "Print version" in \$i. See *CCM Module 14* and *CEG: field 776* for additional information on formatting field 776.

```
776 08 $i Print version: $t Appleton's booklovers magazine
      $w (DLC)$f 88092263
```

```
776 08 $i Reproduction of (manifestation): $t Appleton's
      booklovers magazine $w (DLC)$f 88092263
```

In cases where a microfilm reproduction record must be re-described under RDA because the record for the print version is not a CONSER-authenticated record, it is possible that the record for the print manifestation may be represented by more than one pre-AACR2 record. In this case, give multiple subfield \$w's in one 776 field. For more complete information, see *CEG: field 776*.

### 2) Links to earlier/later titles (780/785)

Links to earlier/later titles should reflect a one-to-one relationship. That is, a microform reproduction record for a serial should link to a record for an earlier and/or later microfilm manifestation of a serial. If no such record exists, include only the authorized access point (if it differs from the title) and the title in subfields \$a and/or \$t of field 780/785. See *CEG* fields 780 and 785 for instructions on constructing links. When cloning print records, be sure to change or delete \$w that represent print manifestations.

## o. Fixed fields

### 1) 008 and Leader

The primary fixed field code for a reproduction is element 008/23 Form of item ("Form" on OCLC). Code this element with "a" for microfilm, "b" for microfiche, or "c" for microopaque. For Leader/18 Descriptive Cataloging Form ("Desc" on OCLC), record the value as "i" if the descriptive standard is RDA. If the record for the microform reproduction is cloned from a CONSER authenticated pre-RDA record, record the value used in the record being cloned. Code all other 008 fixed field data for the original. Note that prior to 1992 most of the elements were coded for the microform.) Libraries wishing to encode fixed field information for the microform may use the OCLC-defined 539, described earlier in this Module.

### 2) 007

Field 007 carries coded data relating to the physical characteristics of the microform.

As noted in 32.1.3 above, microfilming activities may result in three "generations" of microform:

- 1) the preservation master
- 2) the printing master (from which service copies are made)
- 3) the service copies

When a record represents more than one generation, input an 007 field for each generation. Input in the following order: service copy, preservation master, and printing master.

```
007      $a h $b d $d a $e f $f b--- $g b $h a $i c $j p
        [$i c = service copy]
007      $a h $b d $d b $e f $f b--- $g b $h a $i a $j p
        [$i a = preservation master]
007      $a h $b d $d b $e f $f b--- $g b $h a $i b $j p
        [$i b = printing master]
```

When a library acquires a commercially produced microform from an outside source, it is the service copy that is acquired and used by the library patron. A single 007 field for the service copy should be recorded.

```
007      $a h $b d $d a $e f $f b--- $g b $h a $i c $j a
```

When an institution is cataloging a title produced through a preservation microfilming program, the record may represent the preservation master, the printing master, and the service copies depending on how many generations are filmed. Record as many 007 fields as are necessary to describe the generations of microfilm in hand.

For all generations, all elements must be coded except subfield \$c. While code "u" may be used if information cannot be determined, catalogers should first consult preservation administrators within their institution for complete information.

For further details on coding field 007, see *CEG: field 007* and *Appendix M*.

## **p. Field 040**

If the microform reproduction record is being created using RDA as the descriptive standard, include "rda" in \$e of field 040. If the record is being cloned from an existing pre-*RDA* CONSER authenticated print record, do not include the "rda" code.

## **q. Call numbers and control numbers**

### Call numbers (field 050)

Classification is not required in CONSER records, but libraries who assign class numbers to microfilm reels are encouraged to add those class numbers to records. In cases where microform reproduction records are cloned from print records, it is recommended that class numbers found in the record be retained. In cases where a library assigns shelf numbers to microforms, these shelf numbers should not be added to CONSER-authenticated master records. Instead, record these shelf numbers in local records.

### Control numbers

When cloning or transcribing records for the hard copy, do not include the LC control number (010), NLC bibliographic record control number (016), Authentication center code (042), Postal registration number (032), or other control numbers from the copied record. The ISSN (022) and CODEN (030), however, should be included on the record for the reproduction as these numbers relate to both the hard copy and the reproduction.

## **r. Subject headings**

Subject headings cloned or transcribed from hard copy records should be verified to assure that they are currently valid and properly constructed and tagged. There is no form subdivision for microforms. For more information on formulating subject headings, consult *CCM Module 15*.

## **32.3.4. Changes**

### **a. Previously undetected changes**

In the course of cataloging a microform, heretofore undetected changes may be discovered. If such a change necessitates the creation of successive entry records, such as a title change or a change in issuing body used as a qualifier in the authorized access point, consider changing the corresponding hard copy records as well. If the changes do not affect the authorized access point and number of records, it is only necessary to revise the description for the microform record.

### **b. Title changes**

Title changes for reproductions are governed by the same rules as the hard copy, but may be much harder to find. A microform covering many years on numerous reels or fiche can challenge the cataloger to ensure that any and all title changes have been accounted for. Looking through microfilm, reel by reel, is tedious and time-consuming. First be sure to search all available sources for cataloging of the hard copy. If no existing cataloging is available, spot check the beginning, middle, and end of the microform to see if the title has changed. When there is no existing cataloging and changes are found, and there is doubt as to whether the changes constitute title changes, consider them to be title variations.

### c. Micropublisher changes

Create separate records for reproductions by different micropublishers. A continuous reproduction that is published by a succession of publishers or a publisher which changes its name requires only one record.

Commercial micropublishers frequently change name or location or are bought out by other companies and it can be a challenge to the cataloger to determine whether the item in hand is a separate reproduction or a continuous reproduction. Check the coverage of the film to see whether the issues that have been filmed overlap with the coverage on a microform reproduction record with a different micropublisher or whether there is a succession of issues. Look also for clues in the name that may indicate a name change. For example, there is a good possibility that *Record Retrieval Retention Corporation* and *3R Microfilm Service* are the same publisher, even though they are located in different places (New York and New Jersey). Furthermore, when successive issues of a serial are issued by *3R Microfilm Service* in Dayton, N.J. and then by *Micro-Data, Inc.*, also located in Dayton, N.J., one can assume that either it is the same publisher with a further name change, or one company bought out the other.

When a change is determined, add a note in subfield \$n of field 533. This information will keep other catalogers from creating new records for what may look like a different micropublisher.

```
533  ##  $a a Microfilm. $b Cranbury, New Jersey : $c 3R
        Microfilm Service. $e microfilm reels ; 9 cm, 35 mm.
        $n Publisher varies: Dayton, New Jersey : Micro-
        Data, Inc., 1990-
        [later issues of 3R film were published in Dayton]
```

When the microfilming duties are transferred from one institution to another, whether or not a new microfilm record is needed depends on who retains the master negative and sale-of-copy rights. If the new institution holds the master negative, a new microform record is needed. However, if an institution merely contracts-out the filming operation for its own materials to another body, but it is still done on the institution's behalf, a new record would not be needed.

## 32.3.5. Special problems

### a. Latest entry records

For preservation microforms, much of the existing cataloging is old and was created according to the ALA rules which called for latest entry cataloging. Under the provisions for latest entry, all title changes are recorded on one record and the description is based on the latest issue. Titles that are entered under corporate body that have notes indicating that the corporate name in the main entry has changed from an earlier name are also latest entry records. Latest entry records are identified by a "1" in fixed field element 008/34 (*S/L: Entry Convention* in OCLC). The presence of fields 247/547 is a clear indication of latest entry. In addition, field 550 combined with field 110 or 111 may indicate a latest entry record, depending on the information given in field 550.

If a CONSER-authenticated latest entry record is found, it may be cloned and the cloned record may be authenticated. If the latest entry record found is not CONSER-authenticated, the cloned record must be re-described using *RDA* in order to be authenticated.

## b. Series treatment

An institution may wish to treat a series in a microformat differently from that published in hard copy. For example, a hard copy series is treated as "analyzed in full, classified separately," but the corresponding series in microfiche is treated as "not analyzed, classed as a collection." When this is the case, a separate treatment decision is added to the series authority record, qualified with the appropriate term.

### Series authority record

```
644  ##  $a f $5 DLC
644  ##  $a n $5 DLC microfiche
645  ##  $a n $5 DLC
645  ##  $a n $5 DLC microfiche
646  ##  $a s $5 DLC
646  ##  $a c $5 DLC microfiche
```

## c. Multiple titles filmed together

When multiple serials (excluding title changes) are filmed together on a reel or set of reels, a comprehensive *RDA* record may be created. Within the reel(s) or fiche, analytics may be cataloged. If a cataloger chooses to create a comprehensive record, the source of title should be the introductory frame of the microform.

If a cataloger chooses to create records for each title, these analytic records should conform to the guidelines documented in this module. Give the total number of reels on which the title is found, if the information is readily available. Construct a note in subfield \$n beginning with "With:" or "Filmed with" but do not add linking fields to the record.

```
533  ##  $a Microfilm. $m v.1-4:no.1 (1906-1924) $b Ithaca,
      N.Y. : $c Preservation Services of Cornell
      University. $e 1 microfilm reel ; 9 cm, 35 mm. $n
      Filmed with: Memoirs (Horticultural Society of New
      York) .

533  ##  $a Microfilm. $b Chicago, Illinois : $c Department
      of Photoduplication, University of Chicago Library.
      $e 4 microfilm reels ; 9 cm, 35 mm. $n Filmed with
      other titles.
```

## Examples of reproduction microform records<sup>6</sup>

**Fig. 32.4. Commercial reproduction**

[Partial record]

Type:	a	ELvl:	1	Srce:	c	GPub:	f	Ctrl:		Lang:	eng
BLvl:	s	Form:	a	Conf:	0	Freq:	b	MRec:		Ctry:	mau
S/L:	0	Orig:		EntW:		Regl:	r	Alph:			
Desc:	i	SrTp:	p	Cont:		DtSt:	c	Dates:	2000	9999	

  

```

007      $a h $b d $d a $e f $f b--- $g b $h a $i c $j a
040    ## $a CLE $b eng $e rda $c CLE $d DLC $d OCLCQ $d OCLCF $d OCLCO
245    00 $a UU world : $b the magazine of the Unitarian Universalist
        Association.
264    #1 $a Boston : $b Unitarian Universalist Association, $c 2000-
300    ## $a volumes : $b illustrations ; $c 27 cm
310    ## $a Bimonthly
336    ## $a text $b txt $2 rdacontent
337    ## $a microform $b h $2 rdamedia
338    ## $a microfilm reel $b hd $2 rdacarrier
362    1# $a Began with: Vol. 14, no. 5 (Sept./Oct. 2000).
588    ## $a Description based on print version record.
533    ## $a Microfilm. $b Ann Arbor, Michigan : $c University Microfilms
        International. $e microfilm reels ; 9 cm, 35 mm.
610    20 $a Unitarian Universalist Association $v Periodicals.
710    2# $a Unitarian Universalist Association.
776    08 $i Print version: $t UU world $w (DLC) 00213104 $w
        (OCoLC)45123880
780    00 $t World (Boston, Mass.) $x 0892-2462 $w (OCoLC)22000921
850    ## $a DLC

```

This is a record for a commercially produced service copy. Note that there is only one 007 field, and no subfield \$m in field 533 (which is optional according to the Association of Research Libraries' *Guidelines for Bibliographic Records for Preservation Microform Masters*). Field 776 has been added in this record and is considered optional for service copies according to the Association of Research Libraries' guidelines document. Note also that there is no "Latest issue consulted" note, indicating that this record was cloned from a print version and no additional issues were consulted in creating the record.

<sup>6</sup> All examples have been revised for this module to reflect current cataloging policies and content designation. The online records may not reflect these changes.

**Fig. 32.5. Preservation reproduction**

[Partial record]

Type: a	ELvl:	Srce: c	GPub: f	Ctrl:	Lang: eng
BLvl: s	Form: a	Conf: 0	Freq: f	MRec:	Ctry: jm
S/L: 0	Orig:	EntW:	Regl: r	Alph:	
Desc: i	SrTp: p	Cont: o	DtSt: c	Dates: 1975 9999	

```

007      $a h $b d $d a $e f $f a--- $g b $h a $i c $j a
007      $a h $b d $d b $e f $f a--- $g b $h a $i a $j a
007      $a h $b d $d b $e f $f a--- $g b $h a $i b $j a
010    ## $a sn 94021231
040    ## $a CRL $b eng $e rda $c CRL $d DLC $d OCLCQ $d OCLCF $d OCLCO
037    ## $b Microfilm Sales, The Center for Research Libraries, 6050 S.
      Kenwood Ave., Chicago, IL 60637
042    ## $a pcc
043    ## $a cc-----
245    00 $a Caribbean journal of religious studies.
246    13 $a JRS
264    #1 $a Kingston, Jamaica : $b United Theological College of the West
      Indies, $c [1975]-
300    ## $a volumes ; $c 28 cm
310    ## $a Semiannual
321    ## $a Irregular, $b 1975-1976
336    ## $a text $b txt $2 rdacontent
337    ## $a microform $b h $2 rdamedia
338    ## $a microfilm reel $b hd $2 rdacarrier
362    1# $a Began with: Vol. 1, no. 1 (September 1975).
515    ## $a Publication suspended, 1977-1978; 1981.
515    ## $a Issue for July 1984 called: Special commemorative volume.
588    ## $a Description based on: Reproduction of original print version
      of vol. 1, no. 1 (September 1975); title from cover.
588    ## $a Latest issue consulted: Reproduction of original print
      version of vol. 12, no. 2 (Sept. 1991).
533    ## $a Microfilm. $m v.1-12 (Sept.1975-Sept.1991) $b Princeton, New
      Jersey : $c Filmed by Princeton University Libraries for the
      Latin American Microfilm Project at CRL, $d 1992. $e 1 microfilm
      reel ; 9 cm, 35 mm.
650    #0 $a Theology $v Periodicals.
650    #0 $a Christianity $z Caribbean Area $v Periodicals.
710    2# $a United Theological College of the West Indies.
776    08 $i Print version: $t Caribbean journal of religious studies $w
      (DLC) 76646824 $w (OCoLC)2049913
850    ## $a ICRL $a ICRL (master)

```

This is a preservation microfilm record. Note that there are three 007 fields which, in this case, represent the service copy, preservation master, and printing master; subfield \$m is given in field 533, and field 776 has been added to link to the record for the hard copy. Some preservation records may have only two 007 fields representing the service copy and preservation masters.



**Fig. 32.6a. Cloning: Hard copy record**

[Partial hard copy record]

Type: a	ELvl:	Srce: c	GPub:	Ctrl:	Lang: eng
BLvl: s	Form:	Conf: 0	Freq: m	MRec:	Ctry: ne
S/L: 0	Orig:	EntW:	Regl: r	Alph:	
Desc: a	SrTp: p	Cont: o	DtSt: d	Dates: 1980 1988	

```

010  ## $a 84646103 $z sc83001636 $z sn82020413
040  ## $a TXQ $b eng $c TXQ $d COO $d NYG $d NST $d IUL $d DLC
037  ## $b International Union of Local Authorities, 45 Wassenaarseweg
    2596 CG The Hague, Netherlands
042  ## $a pcc
050  00 $a JS42 $b .I6353
130  0# $a Local government (International Union of Local Authorities)
245  10 $a Local government : $b IULA newsletter / $c International
    Union of Local Authorities.
246  3# $a International Union of Local Authorities newsletter
246  30 $a I.U.L.A. newsletter
246  30 $a IULA newsletter
260  ## $a [The Hague, Netherlands : $b International Union of Local
    Authorities, $c 1980-1988]
300  ## $a 9 v. ; $b ill. ; $c 40 cm.
310  ## $a Monthly
362  0# $a Vol. 1, no. 1 (Jan. 1980)-v. 9, no. 11/12 (Nov./Dec. 1988)
500  ## $a Title from caption.
550  ## $a Monthly review of the International Union of Local
    Authorities.
650  #0 $a Local government $v Periodicals.
710  2# $a International Union of Local Authorities.
776  08 $i Microfilm version: $t Local government (International Union
    of Local Authorities) $w (DLC)sf 94090225
780  00 $t IULA newsletter $w (DLC)sf 83001120 $w (OCoLC)1604282

```

When a record exists for the hard copy serial, it may be "cloned" for the reproduction. By doing this the cataloger saves rekeying the same information. The degree to which the information found in the hard copy record is accepted or modified is a matter of institutional policy. Because the record being cloned is coded PCC, the cloned record can be CONSER-authenticated without having to be redescribed using *RDA*. Field 776 has been added to the record for the hard copy above to provide a link to the record for the preservation microfilm.

**Fig. 32.6b. Cloning: Microfilm record**

[Partial microfilm record]

Type:	a	ELvl:	1	Srce:		GPub:		Ctrl:		Lang:	eng
BLvl:	s	Form:	a	Conf:	0	Freq:	m	MRec:		Ctry:	ne
S/L:	0	Orig:		EntW:		Regl:	r	Alph:			
Desc:	a	SrTp:	p	Cont:		DtSt:	d	Dates:	1980	1988	

```

007      $a h $b d $d a $e f $f b--- $g b $h a $i c $j a
007      $a h $b d $d b $e f $f b--- $g b $h a $i a $j a
007      $a h $b d $d b $e f $f b--- $g b $h a $i b $j a
010    ##  $a 2019123456
040    ##  $a DLC $b eng $c DLC
042    ##  $a pcc
050    00  $a Microfilm (o) 92/4713
130    0#  $a Local government (International Union of Local Authorities)
245    10  $a Local government : $b IULA newsletter / $c International
        Union of Local Authorities.
246    3#  $a International Union of Local Authorities newsletter
246    30  $a I.U.L.A. newsletter
246    30  $a IULA newsletter
260    ##  $a [The Hague, Netherlands : $b International Union of Local
        Authorities, $c 1980-1988]
300    ##  $a 9 v. ; $b ill. ; $c 40 cm.
310    ##  $a Monthly
336    ##  $a text $b txt $2 rdacontent
337    ##  $a microform $b h $2 rdamedia
338    ##  $a microfilm reel $b hd $2 rdacarrier
362    0#  $a Vol. 1, no. 1 (Jan. 1980)-v. 9, no. 11/12 (Nov./Dec. 1988)
500    ##  $a Title from caption.
550    ##  $a Monthly review of the International Union of Local
        Authorities.
588    ##  Description based on print version record.
533    ##  Microfilm. $m v.1:no.1,v.1:no.3-v.4:no.7/8,v.9:no.11/12
        (Jan.1980,Mar.1980-July/Aug.1983,Nov./Dec.1988) $b Washington,
        D.C. : $c Library of Congress Preservation Microfilming Program
        : $c Available from Library of Congress Photoduplication
        Service. $e microfilm reels ; 9 cm, 35 mm.
650    #0  $a Local government $v Periodicals.
710    2#  $a International Union of Local Authorities.
776    08  $i Print version: $t Local government (International Union of
        Local Authorities_) $w (DLC) 84646103 $w (OCoLC) 6012964
780    00  $t IULA newsletter
850    ##  $a DLC $a DLC (master)

```

In this cloned record for the microfilm, the description has been left as it appeared on the hard copy record. The microfilm record can remain an *AARC2* record and still be coded pcc, because it was cloned from a pcc print record. If the print record had not been coded pcc, the record for the reproduction would need to be completely re-described as *RDA* in order to be coded pcc.

The 007, 533, and 776 fields have been added to describe the microfilm. The 33X fields have also been added, rather than using the \$h [microfilm] that was added to the 245 field under older

guidelines. The “description based on” note makes it clear that this record was cloned from a print version.

**Fig. 32.7. Latest entry and successive entries**

**Appleton's magazine.** v. 1-13; Jan. 1903-June 1909.  
 Philadelphia, The Library publishing company [1903-05];  
 New York, D. Appleton & company, 1905-09.  
     13 v. illus. (part col) plates (part col.) ports. (part col.) facsim.  
 24-25cm. monthly

Title varies: Jan. 1903-June 1905, The Booklovers magazine.  
     July 1905-June 1906, Appleton's booklovers magazine.  
     July 1906-June 1909, Appleton's magazine.  
     Absorbed the Booklover in July 1904.  
     No more published.

While the hard copy was represented in the Library of Congress by a latest entry record, another library has created successive records on OCLC. These have been cloned for the microform records as shown on this and the following page. Notice that, since the print records were not coded pcc, the microform records have been re-described as RDA.

[Partial OCLC records for the microform]

### Record 1

```

007      $a h $b d $d a $e f $f b--- $g b $h a $i c $j a
007      $a h $b d $d b $e f $f b--- $g b $h a $i a $j a
010 ##   $a 2019234567
040 ##   $a GUA $b eng $e rda $C GUA
042 ##   $a pcc
050 00   $a Microfilm 38393
130 0#   $a Booklovers magazine (Philadelphia, Pa.)
245 14   $a The booklovers magazine.
264 #1   $a Philadelphia : $b The Library Publishing Co., $c
        [1903-1905]
300 ##   $a 5 volumes : $b illustrations ; $c 25 cm
310 ##   $a Monthly
336 ##   $a text $b txt $2 rdacontent
337 ##   $a microform $b h $2 rdamedia
338 ##   $a microfilm reel $b hd $2 rdacarrier
362 1#   $a Began with: Vol. 1, no 1 (January 1903); ceased
        with: Vol. 5, no. 6 (June 1905).
588 ##   $a Description based primarily on print version
        record.
588 ##   $a Latest issue consulted: Reproduction of original
        print version of vol. 5, no. 6 (June, 1905).
533 ##   $a Microfilm. $m v.1-5 (1903-1905) $b Washington,
        D.C. : $c Library of Congress Preservation
        Microfilming Program ; $c Available from the Library
        of Congress Photoduplication Service. $e microfilm
  
```

reels ; 9 cm, 35 mm.  
 776 08 \$i Print version: \$t Booklovers magazine  
 (Philadelphia, Pa.) \$w (OCoLC)5951373  
 780 05 \$t Booklover \$g July 1904  
 785 00 \$t Appleton's booklovers magazine \$w (DLC)sf  
 88092263  
 850 ## \$a DLC \$a DLC (master)

**Record 2**

007 \$a h \$b d \$d a \$e f \$f b--- \$g b \$h a \$i c \$j a  
 007 \$a h \$b d \$d b \$e f \$f b--- \$g b \$h a \$i a \$j a  
 010 ## \$a 2019345678  
 040 ## \$a GUA \$b eng \$e rda \$c GUA  
 042 ## \$a pcc  
 050 00 \$a Microfilm 38393  
 245 00 \$a Appleton's booklovers magazine.  
 264 #1 \$a [New York, N.Y.] : \$b [D. Appleton & Company], \$c  
 [1905-1906]  
 300 ## \$a 2 volumes : \$b illustrations ; \$c 25 cm  
 310 ## \$a Monthly  
 336 ## \$a text \$b txt \$2 rdacontent  
 337 ## \$a microform \$b h \$2 rdamedia  
 338 ## \$a microfilm reel \$b hd \$2 rdacarrier  
 362 1# \$a Began with: Vol. 6, no. 1 (July 1905); ceased  
 with: Vol. 7, no. 6 (June 1906).  
 588 ## \$a Description based primarily on print version  
 record.  
 588 ## \$a Latest issue consulted: Reproduction of original  
 print version of vol. 7, no. 6 (June, 1906).  
 533 ## \$a Microfilm. \$m v.6-7 (1905-1906) \$b Washington,  
 D.C. : \$c Library of Congress Preservation  
 Microfilming Program : \$c Available from Library of  
 Congress Photoduplication Service. \$e microfilm  
 reels ; 9 cm, 35 mm.  
 776 08 \$i Print version: \$t : \$t Appleton's booklovers  
 magazine \$w (OCoLC)5951343  
 780 00 \$t Booklover \$g July 1904  
 785 00 \$t Appleton's magazine \$w (DLC)sf 88092264  
 850 ## \$a Au \$a DLC \$a DLC (master)

**Record 3**

007 \$a h \$b d \$d a \$e f \$f b--- \$g b \$h a \$i c \$j a  
 007 \$a h \$b d \$d b \$e f \$f b--- \$g b \$h a \$i a \$j a  
 010 ## \$a 2019456789  
 040 ## \$a GUA \$b eng \$e rda \$c GUA  
 042 ## \$a pcc  
 050 00 \$a Microfilm 38393  
 245 00 \$a Appleton's magazine.  
 264 #1 \$a [New York, N.Y.] : \$b [D. Appleton and Company],  
 \$c [1906-1909]  
 300 ## \$a 6 volumes : \$b illustrations ; \$c 25 cm  
 310 ## \$a Monthly  
 336 ## \$a text \$b txt \$2 rdacontent

337 ## \$a microform \$b h \$2 rdamedia  
338 ## \$a microfilm reel \$b hd \$2 rdacarrier  
362 1# \$a Began with: Vol. 8, no. 1 (July, 1906); ceased  
with: Vol. 13, no. 6 (June, 1909).  
588 ## \$a Description based primarily on print version  
record.  
588 ## \$a Latest issue consulted: Reproduction of original  
print version of vol. 13, no. 6 (June, 1909).  
533 ## \$a Microfilm. \$m v.8-13 (1906-1909) \$b Washington,  
D.C. : \$c Library of Congress Preservation  
Microfilming Program : \$c Available from Library of  
Congress Photoduplication Service. \$e microfilm  
reels ; 9 cm, 35 mm.  
776 08 \$i Print version: \$t Appleton's magazine \$w  
(OCoLC)8216490  
780 00 \$t Appleton's booklovers magazine \$w (DLC)sf  
88092263  
850 ## \$a AU \$a DLC \$a DLC (master)

**Fig. 32.8. Reproduction cataloged originally**

[Partial record for original: pre-AACR2]

```

010 ## $a sn78-5246
022 ## $a 0300-8851
041 0# $a eng $a ger
042 ## $a nsdp
222 #0 $a Herold der Wahrheit
245 00 $a Herold der Wahrheit.
260 ## $a Kalona, Iowa, $b Publication Board, Amish-
Mennonite Pub. Association.
362 1# $a Began in 1912. $z Cf. Ulrich's international
periodicals directory, 15th ed.
546 ## $a English or German.
776 1# $c Microfilm $d Mennonite Historical Library $w
(DLC)sn 94016008 $w (OCoLC)28627518

```

[Partial record for microfilm: RDA]

```

007      $a h $b d $d a $e f $f a010 $g b $h a $i c $j a
007      $a h $b d $d b $e f $f a010 $g b $h a $i a $j a
007      $a h $b d $d b $e f $f a010 $g b $h a $i b $j a
010 ## $a 2019567891
022 ## $a 0300-8851
040 ## $a GUA $b eng $e rda $c GUA
041 0# $a eng $a ger
042 ## $a pcc
130 0# $a Herold der Wahrheit (Elkhart, Ind.)
245 10 $a Herold der Wahrheit.
264 #1 $a Elkhart, Ind. : $b Mennonite Pub. Co., $c 1912-
300 ## $a volumes ; $c 24 cm
310 ## $a Semimonthly
336 ## $a text $b txt $2 rdacontent
337 ## $a microform $b h $2 rdamedia
338 ## $a microfilm reel $b hd $2 rdacarrier
362 1# $a Began with: Jahrg. 1, No. 1 (Jan. 1912).
500 ## $a Publisher varies.
515 ## $a Volumes designated Jahrg. 23-28 actually
constitute Jahrg. 24-30.
546 ## $a In English and German.
588 ## $a Description based on: Reproduction of original
print version of Jahrg. 1, No. 1 (Jan. 1912); title
from cover.
588 ## $a Latest issue consulted: Reproduction of original
print version of Jahrg. 45, No. 12 (Dec. 1912).
533 ## $a Microfilm. $m v.1-45 (1912-1956) $b Evanston,
Ill. : $c Filmed for the Mennonite Historical
Library by the American Theological Library
Association, $d 1993. $e 14 microfilm reels ; 9 cm,
35 mm. $f (Mennonite serials collection) $f (ATLA
serials preservation program ; ATLA film 1993-S016).

```

```
650  #0  $a Amish $v Periodicals.
650  #0  $a Amish Mennonites $v Periodicals.
776  08  $i Print version: $a Herold der Wahrheit $x 0300-
      8851 $w (DLC)sn 78005246 $w (OCoLC)1385749
830  #0  $a Mennonite serials collection.
830  #0  $a ATLA serials preservation program ; $v ATLA film
      1993-S016.
```

The cataloging institution has chosen to do RDA cataloging for the reproduction. As a result, the microform record has a qualified authorized access point in the 130 field (to distinguish it from another publication of the same title) and contains more information than the hard copy record.



**Fig. 32.10. Changes in micropublisher**

[Partial records]

**Record 1**

```

222  #0  $a WWD
245  00  $a WWD.
246  2#  $a W.W.D.
246  17  $a Women's wear daily
260  ##  $a New York : $b Fairchild Publications
300  ##  $a volumes : $b illustrations ; $c 39 cm
310  ##  $a Daily (except Saturdays, Sundays and holidays)
336  ##  $a text $b txt $2 rdacontent
337  ##  $a microform $b h $2 rdamedia
338  ##  $a microfilm reel $b hd $2 rdacarrier
362  1#  $a Began with: Vol. 132, no. 38 (Feb. 26, 1976).
588  ##  $a Description based on print version record.
533  ##  $a Microfilm. $b Cranbury, New Jersey : $c 3R
      Microfilm Service. $e microfilm reels ; 9 cm, 35 mm.
      $n Micropublisher varies: Micro-Data, Inc., Dayton,
      New Jersey, 1990-

```

**Record 2**

```

245  04  $a The monthly miscellany of religion and letters.
246  16  $a Monthly miscellany
264  #1  $a Boston : $b W. Crosby and company, $c 1839-43.
300  ##  $a 9 volumes ; $c 23 cm
362  1#  $a Began with: Vol. 1 (Apr. 1839); ceased with:
      Vol.9 (Dec. 1843).
336  ##  $a text $b txt $2 rdacontent
337  ##  $a microform $b h $2 rdamedia
338  ##  $a microfilm reel $b hd $2 rdacarrier
500  ##  $a Editors: 1839, C. Palfrey; 1940-1943, E.S.
      Gannett.
588  ##  $a Description based on: Reproduction of original
      print version of vol. 1 (Apr. 1839); title from
      title page.
588  ##  $a Latest issue consulted: Reproduction of original
      print version of vol. 9 (Dec. 1843).
533  ##  $a Microfilm. $m 1839-1843. $b Woodbridge,
      Connecticut : $c Research Publications
      International, $d 1985. $e 6 microfiches ; 11 x 15
      cm. $f (Selected Americana from Sabin's Dictionary
      of books relating to America ; fiches A-97, 021-97,
      026). $n Micropublisher varies: Louisville, Kentucky
      : Lost Cause Press.

```

In both of these examples, one commercial micropublisher has bought out or changed its name to another. The presence of the note in \$n of the 533 alerts other librarians to the fact that this is one continuous reproduction that should be represented by one record.

**Fig. 32.10. LAC record created according to *RDA 1.11***

[Partial record]

Type:	a	ELvl:		Srce:	d	GPub:	f	Ctrl:		Lang:	eng
BLvl:	s	Form:	a	Conf:	0	Freq:	u	MRec:		Ctry:	onc
S/L:	0	Orig:	e	EntW:		Regl:	u	Alph:	a		
Desc:	i	SrTp:		Cont:		DtSt:	d	Dates:	1986	9999	

```

007      $a h $b d $d a $e f $f u--- $g b $h a $i c $j a
007      $a h $b d $d b $e f $f u--- $g b $h a $i b $j a
010      $a cn 88031215
016      ## $a 880312157
022      ## $l 0839-3222
042      ## $a nlc
043      ## $a n-cn-on
055      02 $a FC3096*
082      0# $a 071/.1384 $2 19
049      ## $a CRLl
130      0# $a Ottawa citizen (1986)
210      0# $a Ott. citiz. $b (1986)
222      #0 $a Ottawa citizen $b (1986)
245      14 $a The Ottawa citizen
260      #1 $a [Calgary] : $b Commonwealth Microfilm Products, $c 1986-
300      ## $a microfilm reels : $b illustrations ; $c 35 mm
336      ## $a text $b txt $2 rdacontent
337      ## $a microform $b h $2 rdamedia
338      ## $a microfilm reel $b hd $2 rdacarrier
500      ## $a Issues reproduced: October 4, 1986-December 31, 2010.
534      ## $a $p Original version: $m Began with: October 4, 1986. $c
Ottawa : Southam Inc., 1986-. $n Daily. $n Publisher varies.
588      ## $a Description based on: October 4, 1986; title from original
masthead.
588      ## $a Latest issue consulted: December 31, 2010.
776      08 $i Reproduction of (manifestation): $t Ottawa citizen (1986) $x
0839-3222 $w (DLC)sn 90039466 $w (OCoLC)23003086
780      00 $t Citizen (Ottawa, Ont. : 1973)

```

The National Library of Canada follows *RDA 1.11* and bases the description of reproduction microforms on the reproduction. Details of the original are given in field 534. Other differences in NLC cataloging practice are explained in *CEG: C12*.

**Fig. 32.11. Microform reproduction of reprint**

[Partial record]

Type:	a	ELvl:		Srce:	c	GPub:	f	Ctrl:		Lang:	eng
BLvl:	s	Form:	b	Conf:	0	Freq:	u	MRec:		Ctry:	nyu
S/L:	0	Orig:		EntW:		Regl:	u	Alph:	a		
Desc:	a	SrTp:	p	Cont:		DtSt:	d	Dates:	1917	1919	

```

007      $a h $b e $d a $e m $f b--- $g b $h a $i c $j p
007      $a h $b e $d b $e m $f b--- $g b $h a $i b $j p
010    ##  $a 2019334567
019    ##  $a 6639169
042    ##  $a pcc
043    ##  $a n-cn-on
130    0#  $a Class struggle (New York, N.Y. : 1917)
245    14  $a The class struggle.
260    ##  $a New York : $b Greenwood Reprint Corp., $c 1968.
300    ##  $a 3 v. ; 23 cm.
336    ##  $a text $b txt $2 rdacontent
337    ##  $a microform $b h $2 rdamedia
338    ##  $a microfilm reel $b hd $2 rdacarrier
362    0#  $a Vol. 1, no. 1 (May/June, 1917)-v. 3, no. 4 (Nov. 1919).
490    1#  $a Radical periodicals in the United States, 1890-1960
500    ##  $a "Devoted to international socialism."
580    ##  $a Reprint. Originally published bimonthly, May/June 1917-May
        1919, monthly, Aug.-Nov. 1919 : New York : Socialist Publication
        Society.
588    ##  $a Description based primarily on print version record.
588    ##  $a Latest issue consulted: Reproduction of reprint of vol. 3,
        no. 4 (Nov. 1919).
533    ##  $a Microfiche of reprint. $b Westport, Connecticut : $c
        Greenwood Publishing Corporation. $e 18 microfiches ; 11 x 15
        cm.
650    #0  $a Socialism $v Periodicals.
700    1#  $a Boudin, Louis B. $q (Louis Boudianoff), $d 1874-1952.
710    2#  $a Socialist Publication Society (New York)
776    1#  $c Reprint $w (DLC)sn 88022015 $w (OCoLC)4364251
830    #0  $a Radical periodicals in the United States.

```

Records for microform reproductions of print reproductions of serials are created following the same rules as records for microform reproductions of serials. In this example, a microfilm record for a reproduction of a serial was cloned from a CONSER-authenticated record for the print version.

**Fig. 32.13. Microform sets**

Many microform sets contain serial titles. In most cases the set is finite and is cataloged as a monograph and is treated as an original microform. When the titles within the set are analyzed, they are treated as reproductions and the title of the set is included in the serial records as the authorized form of the series. If the set title conflicts with the authorized access point of another work, a qualified authorized access point should be constructed. This authorized access point is added to the monograph record for the set, and becomes the authorized form of the series statement used in the analytic records.

**Monograph record for a set (RDA)**

Type: a	ELvl:	Srce: c	Audn:	Ctrl:	Lang: eng
BLvl: m	Form: a	Conf: 0	Biog:	MRec:	Ctry: ohu
	Cont:	GPub:	Fict: 0	Indx: a	
Desc: i	Ills:	Fest: 0	DtSt: d	Dates: 1972	

```

007      $a h $b d $d a $e f $f b--- $g b $h a $i c $j a
010    ## $a 2019446789
040    ## $a GUA $b eng $e rda $c GUA
050    00 $a Microfilm 03791 (H)
130    0# $a Herstory (Wooster, Ohio)
245    10 $a Herstory .
264    #1 $a [Wooster, Ohio] : $b Micro Photo Division, Bell & Howell, $c
      1972.
300    ## $a 89 microfilm reels ; $c 35 mm
336    ## $a text $b txt $2 rdacontent
337    ## $a microform $b h $2 rdamedia
338    ## $a microfilm reel $b hd $2 rdacarrier
500    ## $a Newspapers, journals and newsletters by and about women and
      women's organizations, published primarily between 1969 and
      1971, from the collections of the Women's History Research
      Center, Berkeley.
500    ## $a Accompanied by guide entitled: Guide to the microfilm edition
      of Herstory.
710    2# $a Women's History Research Center.
710    2# $a Women's History Research Center. $t Guide to the microfilm
      edition of Herstory.

```

**Serial record for a title within the set (AACR2)**

Type:	a	ELvl:	7	Srce:	d	GPub:		Ctrl:		Lang:	eng
BLvl:	s	Form:	a	Conf:	0	Freq:	u	MRec:		Ctry:	ncu
S/L:	0	Orig:	e	EntW:		Regl:	u	Alph:	a		
Desc:	a	SrTp:	p	Cont:		DtSt:	u	Dates:	19uu	uuuu	

```

007      $a h $b d $d a $e f $f b--- $g b $h a $i c $j a
010    ##  $a 2019557891
042    ##  $a msc
050    00  $a Microfilm 03791 reel 21
245    00  $a To, for, by & about women.
246    30  $a To, for, by, and about women
260    ##  $a Charlotte, N.C. : $b Charlotte Women's Center
300    ##  $a v.
336    ##  $a text $b txt $2 rdacontent
337    ##  $a microform $b h $2 rdamedia
338    ##  $a microfilm reel $b hd $2 rdacarrier
588    ##  $a Description based on print version record.
533    ##  $a Microfilm. $b Wooster, Ohio : $c Micro Photo Division, Bell &
        Howell, $d 1972. $e microfilm reels ; 35 mm. $f (Herstory ; reel
        21).
650    #0  $a Feminism $v Periodicals.
710    2#  $a Charlotte Women's Center.
830    #0  $a Herstory (Wooster, Ohio) ; $v reel 21.
850    ##  $a DLC

```

The microfilm record for this title is cloned from a CONSER-authenticated pre-RDA record. As such, it does not need to be re-described.

## 32.4. Cataloging Print on Demand (POD) Reproductions and Photocopies

### 32.4.1. LC-PCC PS for 1.11,<sup>7</sup> section titled Print on Demand (POD) Reproductions and Photocopies<sup>8</sup>

The PCC has developed an approach for creating a single record for informally printed reproductions of a publication that is modeled on the reproduction cataloging technique used for microform reproductions and at the same time is provider neutral. That is, there will be only one record created for casual separate printed reproductions -- no matter how manufactured -- of the same original resource. Print reproductions can be photocopies of the original print item, printouts made from a microfilm version, printouts from PDF files found either online or on a physical carrier, or *Print on Demand* (POD) copies manufactured by a commercial service, etc. For example, printing an item from a HathiTrust or Archive.org (or other) PDF file is making a printed reproduction. So is contracting the services of a company such as CreateSpace to print from digital files specified copies of items originally published by another company. The policy statement provides the scope of using the approach: “Do not apply this technique to regular print publications, republications, reprints, facsimile reproductions, etc., or to microform reproductions. Use this technique only when the entire content of both the original resource and the reproduction is identical. Do not use it for a POD reproduction or photocopy of a book chapter or journal article. In case of doubt, do not apply this policy.”

The approach also should not be applied to formal conventionally published print republications (reprints) or facsimile reproductions. Neither should it be applied to *non-reproduction* POD versions of an item. That is, if a publisher prints its *original* physical items as they are ordered, this is not creating reproductions, but is rather a publishing strategy to avoid the cost of manufacturing and storing more physical copies of an item than can be subsequently sold. Said differently, this cataloging approach does not apply because of a change in the method through which a print serial can be acquired, from availability through a subscription to availability through issue-specific POD; that change can be handled in a note and field 037 in the record for the print serial. Finally, the approach does not apply to self-published items using POD services, since these items are also not reproductions. If it is impossible to clearly determine any of these possibilities, do not apply the policy.

This policy does not adhere to *RDA* 1.11 for the cataloging of facsimiles or reproductions, which directs that we record data relating to the reproduction in the record elements while describing the original item as a related work or manifestation. A study undertaken by the *PCC Task Group on RDA Microform Reproductions Cataloging*<sup>9</sup> determined that basing reproduction record elements on the original item was more valuable to users searching for materials based on the attributes of the original item.

The provider-neutral e-serial record was developed to fill the need for a single catalog record representing the online manifestation of a print title. The record does not contain information

---

<sup>7</sup> LC-PCC PS for 1.11: Facsimiles and Reproductions, October 23, 2014.

<sup>8</sup> The definitions of ‘Print on Demand’ and ‘Reproductions’ are still under PCC discussion as of 1/15/2019

<sup>9</sup> [www.loc.gov/aba/pcc/documents/RDA-Micro-TG-report.docx](http://www.loc.gov/aba/pcc/documents/RDA-Micro-TG-report.docx), 2013

specific to any one particular digital provider.<sup>10</sup> except for information that may be subfielded in the 856 *Electronic Location and Access* field containing the URL linking to a particular online version of a serial. The same concept can be deployed to create a single record that represents “multiple POD reproductions and photocopies of the same original resource.” If the cataloger so desires, the local version of the record Field 533 *Reproduction Note* subfields may contain data specific to a particular reproduction, but such details should not be included in the body of the record, or in the master record in OCLC so that the record for the print reproduction is ‘neutral’ and represents different instances of reproduction.

### 32.4.2. Description of printed reproductions

With some variations, creating a record for a POD reproduction and photocopy follows the same strategy described above in CCM 32 for the creation of records for microfilm reproductions – all manifestation elements such as title, edition statement, publication statement, extent of the resource, etc., describe the original publication. So, the easiest way to produce a record for a print reproduction is to clone (derive) the record for the original version, and adjust that record to represent printed reproductions.

If the record for the original version is a pre-RDA PCC authenticated serial record, it is permissible to replicate the pre-RDA cataloging practices in the new record for the printout reproduction; however, if the original record is a *non-PCC* record, the new record must be modified to conform to RDA rules if it is to be an authenticated CONSER record.

If a record for the original version is not available, information from a record for any format/version of the publication is useful. If there are no records available for any version, the cataloger must craft—as well as they are able from the information given on the printout reproduction in hand—a record which fundamentally describes the original publication. While for microfilm reproductions the original item is most likely to be printed material, a printed reproduction could be produced from various sources.

<b><i>Print reproduction source:</i></b>	<b><i>Record cloned from or based on rules for:</i></b>
Microfilm which itself was a reproduction of a printed original	Print version record
Microfilm [originally microfilm]	Microfilm version record [CCM Module 32.2]
Digital version which itself was a reproduction of a printed original	Print version record
Born digital online	Born digital online record [CCM Module 31]
Direct access electronic original, on physical carrier (i.e., CD, etc.)	Direct access electronic serial record [CCM Module 30]
Print	Print version record
Publication simultaneously in print and online	Assume Print version is the base record

<sup>10</sup> CONSER Cataloging Manual, 31.2 B.

**a. Fixed field values**

Leader/18 <i>Descriptive Cataloging Form</i>	Record the value 'i' (RDA) for RDA records. If the record is being cloned from an existing pre-RDA PCC record for the original resource, and is not being re-described as RDA, record the value used in the PCC record for the original resource.
006 <i>Fixed-Length Data Elements-Additional Material Characteristics</i>	If the original format was electronic, the record for the original format would have a 006 field for the computer file characteristics. Do not include this field in the derivative record for the print reproduction.
007 <i>Physical Description Fixed Field-General Information</i>	If the original format was electronic or microform, the record for the original format would have a 007 field for additional physical characteristics for that format. Do not include this field in the derivative record for the print reproduction.
008/6 <i>Type of Date/Publication Status</i>	Do not use the value 'r' (Reprint/original date). Retain the value 'c' (Continuing resource currently published) if the original serial is ongoing, or 'd' (Continuing resource ceased publication) if the original publication has ceased publication.
008/7-10, 008/11-14 <i>Date 1, Date 2</i>	Record the dates associated with the range of publication of the original serial.
008/15-17 <i>Place of publication</i>	Input the code for the latest place of publication, production, or execution associated with the original serial
008/22 <i>Form of original item</i>	Record the value which indicates the format of the original serial publication ignoring any intermediate formats (i.e., if printing from a PDF file filmed from an original print serial, the original format of the serial was print, not digital). # None of the following (print) a Microfilm b Microfiche o Online q Direct electronic s Electronic
008/23 <i>Form of item</i>	Record the value 'r' indicating the form of item in hand is a print reproduction
040 <i>Cataloging Source</i>	Record the code 'pn' in subfield \$e <i>Description conventions</i> to indicate the record is provider neutral.
040 <i>Cataloging Source</i>	Record the code 'rda' in subfield \$e <i>Description conventions</i> if the record is created according to the RDA cataloging code.



## b. 022 International Standard Serial Number

These kinds of reproductions will not be assigned an ISSN. The cataloger should record the ISSN of the original serial publication in 022 subfield \$y *Incorrect ISSN*.

```
022  ##  $l [linking ISSN] $y [ISSN of original publication]
```

## c. 037 Source of Acquisition

Record a commercial Print on Demand service provider as a source of acquisition if desired. Use multiple 037 fields as needed to record multiple providers.

```
037  ##  $b BiblioLabs, 100 Calhoun Street, Suite 200,  
         Charleston, SC 29401OD
```

```
037  ##  $b CreateSpace, 4900 Lacross Rd., North Charleston,  
         SC 29406
```

## d. Preferred source

If cloning from the record for the serial in its original format, leave the descriptive elements as they appear for the first or earliest issue of the original publication. *Option:* If the cataloger has in hand an earlier reproduced issue than the original print issue used for constructing the original record, and the information is different (change in publisher, evidence of title change, etc.) use the reproduced issue in hand as a surrogate to adjust the information in the derivative record. Consider also modifying the record for the original format to incorporate the new information discovered in the reprinted issues, if you judge the information is reliable and the changes are significant.

*In original record:*

```
264  #1  $a Santa Barbara, California : $b University of  
         California Santa Barbara  
588  ##  $a Description based on: Vol. 4, no. 6 (1962 June);  
         title from cover.
```

*Changed to:*

```
264  #1  $3 1959 January- : $a Louisville, Kentucky : $b  
         University of Louisville, $c 1959-  
264  31  $3 <1962 June-> : $a Santa Barbara, California : $b  
         University of California Santa Barbara  
588  ##  $a Description based on: Vol. 1, no. 1 (1959  
         January) (surrogate); title from cover.
```

If a record for the original format is not available, construct an original record for the reprinted issues whose descriptive elements simulate what the record for the original format would have looked like if created with the original issues in hand. Use as the chief source that source on the surrogate defined in RDA as the chief source for the format in which the original serial was issued (i.e., title page for a print serial, etc.).

### **e. Authorized access point representing the work (1XX)**

Whether cloning from the record for the original format, or creating an original record, the choice of the authorized access point representing the work (this was known as the “main entry” under AACR2) should be the same as it would be for the original serial. For original cataloging, follow the instructions in *RDA 19.2.1.1.1-19.2.1.1.3* to determine whether a corporate body or other entity should be recorded in a MARC 1XX field as a creator. See also *LC-PCC PS for 19.2.1.1.1* and *CCM Module 4*. Name headings should be authoritative if the record is to be authenticated.

### **f. Title statement and variant titles**

Field 245 *Title Statement* contains the title of the serial in its original format. If cloning the record for the original format to produce the record for the reprinted issues, preserve the title statement as it appears on the record for the original serial. If the 245 field on the original record includes subfield \$h *Medium* (i.e., the original serial was electronic or microform) remove this from the derived record for the printout reproduction.

Record other titles in field 246 *Varying Form of Title*, following the guidelines for variant title access as expressed in RDA 2.3.6, CEG field 246, and CCM Module 7.

### **g. Authorized access point for serial work or expression (130/240)**

When cloning an RDA record, the same authorized access point should be retained and used for the printed reproduction. When cloning from an authenticated record for the original print version that was cataloged according to AACR2 and assigned a uniform title (as the authorized access point was termed in pre-RDA terminology), the same uniform title should be retained in the record for the printed reproduction. This assures that both records file together and can be easily identified as being the same bibliographic item. When cloning from a pcc-coded **pre-AACR2** record, do not assign an authorized access point as these are not added to pre-AACR2 records because they were not defined under earlier rules. If the pre-AACR2 record is latest entry, code MARC 008/34 *Entry convention* as “1” for *Latest entry*.

### **h. Edition statement (250 *Edition Statement*)**

If cloning from the record for the original format, if that record had an edition statement, retain this statement in field 250 *Edition Statement*. If creating an original record with the reprinted issues in hand, record the edition statement according to RDA 2.5.1.4-2.5.1.6.

In the unlikely case that a POD provider is supplying an added edition statement on printouts it manufactures, this can be noted in the local version of the record in the 533 *Reproduction note* subfield \$n *Note about reproduction*.

### **i. Publication, distribution area (264 Production, Publication, Distribution, Manufacture, and Copyright Notice)**

For original records made with no information available other than what can be deduced from the reproduced issues in hand, record the publishing details in MARC field(s) 264, following *RDA 2.8.1-2.8.6* as though you were describing the original serial, based on the information you have. See also *CCM 10* for instructions on when to include the date in the 264 subfield \$c *Date of production, publication, distribution, manufacture, or copyright notice*. Also consult the CCM Module appropriate for the format of the original serial.

If cloning from an authenticated record for the original format created under pre-RDA rules, you do not need to re-create the description because the original record is coded 'pcc.' Consult the *CONSER Editing Guide* (CEG) for additional details concerning field 260 *Publication, Distribution, etc. (Imprint)* and field 264 *Production, Publication, Distribution, Manufacture, and Copyright Notice*. **Note:** If the record for the original format contains the initial and/or terminal date of publication/manufacture/copyright because that cataloger had the first/last issue(s) of the original serial in hand, do not remove these date(s) from the derivative record even if you do not have a printout of the first/last issue(s).

### **j. Designation/Description based on note (362 Dates of Publication and/or Sequential Designation/588 Source of Description Note)**

When cloning from a record for the serial in its original format:

- Retain the designation(s) of the first and/or last issue(s) in the MARC field 362 ***Dates of Publication and/or Sequential Designation*** as given. Since the new record must represent all instances of printout reproduction, it is provider neutral when the designations in field 362 encompass the entire issue sequence of the original serial publication.<sup>11</sup> **Exception:** when modifying to RDA guidelines a new record derived from a non-authenticated record for the original serial, change any formatted 362 fields (first indicator "0") to unformatted 362 fields (first indicator "1") and use the original data to construct an unformatted note retaining the abbreviations as given in the record for the original serial. In the case where the cataloger has the reprinted reproduction of the first original issue it is possible to edit the captions to reflect how they appeared on the original item.

---

<sup>11</sup> This is analogous to how a provider neutral electronic serial record indicates the designations for the full sequence of the serial, regardless of whether a particular electronic version contains all the issues.

*Unauthenticated AACR2 record for original serial:*

362 0# \$a Vol. 1, no. 1 (spring/summer 1987)-v. 6, no. 1 (1995).

*Authenticated RDA record for printout reproductions, first and last issues in hand:*

264 #1 \$a Began with: Volume 1, no. 1 (spring/summer 1987);  
ceased with: Volume 6, no. 1 (1995).

- Do not adjust the 588 “Description based on:” and/or “Latest issue consulted:” note(s) to reflect the printout issues in hand or to change the format cited.

*Record for printouts cloned from record for an originally online serial publication:*

362 1# \$a Began with: Volume 1, no. 1 (spring/summer 1987);  
ceased with: Volume 6, no. 1 (1995).  
588 ## \$a Description based on: Volume 1, number 1  
(January/February 1996); title from PDF title page  
(JSTOR, viewed August 12, 2015).  
588 ## \$a Latest issue consulted: Volume 15, number 2  
(March/April 2010) (JSTOR, viewed August 12, 2015).  
533 ## \$a Print reproduction.

- If you have the first or last reprinted issues, and the first or last issue(s) were not available in the original format when the original record was created, you may change the information in Field 362 to note the range of publication. In such a case modify the original “Description based on:” and/or “Latest issue consulted:” note(s) to reflect the first or last reprinted issue(s) in hand that supply the information, citing them as surrogates. Change the dates in subfield \$c *Date of publication, distribution, etc.* in field 260/264 and the Fixed Field dates to correspond.

*In original PCC AACR2 record:*

588 ## \$a Description based on: Vol. 16, no. 1 (1938 Jan.);  
title from title page.

*Records for both the original and printout versions changed to:*

362 1# \$a Began with: Vol. 1, no. 1 (1927 Jan.).  
588 ## \$a Description based on: Vol. 1, no. 1 (1927  
Jan.) (surrogate); title from title page.

- If the record for the original serial has no field 362 indicating the publication range, but this information is available either from a record for another format, the reprinted issues in hand, or a different reference source, supply the information in both the original record and the record for the printout version. Enter the information in an unformatted field 362 (first indicator = 1) as a note.

When constructing an original record using printout issues in hand:

- Enter the designation sequence with the first and/or last issue(s) in an unformatted 362 field if available from the reproduced issues. Information can also be taken from the record for another format or from a reference source, when the first and last reprinted issue(s) are not in hand. If no information is available from any source, do not try to estimate the initial/final dates of publication or designations.
- Always give both “Description based on:” and “Latest issue consulted:” notes even when the description is based on a printout of the first issue, and only that issue is in hand. Per CONSER practice, always give the source of the title in a note combined with the “Description based on:” note.
- When citing printout issues, cite them as surrogates.

*Original record for printout issues:*

```
362 1# $a Began with: Spring 2013.
533 ## $a Print reproduction.
588 ## $a Description based on: Spring 2013 (surrogate);
      title from title page.
588 ## $a Latest issue consulted: Spring 2014 (surrogate).
```

#### k. Physical description (300 Physical Description, 33X Physical Description Fields)

- If the original serial was in print format, and the cataloger is cloning from the record from the original record, in the derivative record retain the physical details of the original serial in field 300 **Physical Description**. Optionally, spell out formerly abbreviated terms.

*Original PCC AACR2 print serial:*

```
300 ## $a 11 v. : $b ill. ; $c 24 cm.
```

*Record for printout reproduction:*

```
300 ## $a 11 volumes : $b illustrations ; $c 24 cm.
533 ## $a Print reproduction.
```

If creating an original record, input information from the printout issues in hand or other reference source as though describing the original serial. Omit the size unless it can be determined from another reference source.

*Record for printout reproduction:*

```
300 ## $a volumes : $b illustrations
```

Remember that records cloned from non-authenticated records for the original serial and records created originally using the printout issues as surrogates must be described with RDA guidelines, which will include spelling out captions and chronological designations that appeared as abbreviations under earlier cataloging rules.

- If the original serial was in microform or online digital format, and you are cloning from the record for the original serial, change the content of subfield \$a *Extent* to represent the bibliographic volumes instead of the number of film pieces or the statement “1 online resource. If creating an original record from printout issues, also describe bibliographic volumes.

*Record for original microform serial:*

```
300 ## $a microfilm reels : $b ill. ; $c 16 mm.
```

*Record for printed out issues:*

```
300 ## $a volumes : $b illustrations
```

*Record for original digital online serial:*

```
300 ## $a 1 online resource (12 volumes)
```

*Record for printed out issues:*

```
300 ## $a 12 volumes
```

- If the physical dimensions of the reproduced print issues are considered significant, add a note in field 533 subfield \$e *Physical description of reproduction* on the local version of the record only. (See 533 *Reproduction Note* below).
- No matter the cataloging rules, enter values for MARC fields 336 *Content Type*, 337 *Media Type*, and 338 *Carrier Type* for printed items.

```
336 ## $a text $b txt $2 rdacontent
337 ## $a unmediated $b n $2 rdamedia
338 ## $a volume $b nc $2 rdacarrier
```

## **I. Series (490 Series Statement/8XX Series Added Entry Fields)**

Per usual practice, series associated with the original serial should be input in field 490 *Series Statement*. If the series is traced the cataloger must input an additional 8XX *Series Added Entry Field* containing the authorized form of the series for retrieval. Such authorized forms must be represented by a series authority record if the bibliographic record is to be PCC authenticated. If no series authority record exists, one should be created according to RDA standards.

### **m. Reproduction Note (Field 533 *Reproduction note*)**

In the version of the record in OCLC or other utility, only use subfield \$a *Type of reproduction* with the term “Print reproduction”. Other information describing the specific printout in hand would make the record non-provider neutral.

```
533 ## $a Print reproduction.
```

In the version of the record in the institution's local catalog, the cataloger may record information related to the specific print reproduction in hand if considered desirable. Field 533 *Reproduction note* has the following subfields:

a	Type of reproduction. Use the term "Print reproduction."
b	Place of reproduction (R)
c	Agency responsible for reproduction (R)
d	Date of reproduction (NR)
e	Physical description of reproduction (NR)
f	Series statement of reproduction (R). See section 'l' above.
m	Dates and/or sequential designation of issues reproduced (R). The extent of the reproduced issues for a particular instance of reproduction may be expressed in subfield \$m <b>in the local version of the record, using the guidelines in ANSI/NISO Z39.71-2006<sup>12</sup> to format the data. However, it would seem redundant to do so since the volume holdings record will indicate the reproduced issues the institution holds.</b>
n	<p><b>Note about reproduction (R).</b></p> <p>533   ##   \$a Print reproduction. \$n Printed in black and white.</p> <p>533   ##   \$a Print reproduction. \$n Spiral binding.</p> <p>533   ##   \$a Print reproduction. \$n Printed from HathiTrust PDF file, University of California copy.</p>

### n. Linking note to original publication

If the serial was originally a print publication, use field 775 *Other Edition Entry* to contain the linking note describing the original serial. Do not take into consideration intermediate reproductions. For example, if the printout in hand was made from a PDF that was itself produced from the original print publication, the link to the original publication is to the original print version and not the online PDF version. Catalogers may add the additional 776 *Additional Physical Form Entry* for another (sometimes intermediate) version, if desired.

<sup>12</sup> [https://groups.niso.org/apps/group\\_public/download.php/18121/Z39.71-2006\\_\(R2011\).pdf](https://groups.niso.org/apps/group_public/download.php/18121/Z39.71-2006_(R2011).pdf)

*On the record for the printout reproductions:*

```

775 08 $i Original print version: $t Bulletin (Texas
      Engineering Experiment Station) $w (DLC)sn 86001494
      $w (OCoLC)1431500
776 08 $i Online version: $t Bulletin (Texas Engineering
      Experiment Station) $w (OCoLC)659508064

```

If the serial was originally in a non-print format, use 776 *Additional Physical Form Entry* to contain the information noting the original version.

```

776 08 $i Original online version: $a Texas A & M
      University. Department of Teaching, Learning, and
      Culture. $t TLAC onward $w (DLC) 2014263107 $w
      (OCoLC)883916743
776 08 $i Printout reproduction of: $a Texas A & M
      University. Department of Teaching, Learning, and
      Culture. $t TLAC onward $w (DLC) 2014263107 $w
      (OCoLC)883916743

```

**o. Linking to other related publications**

The cataloger may include linking notes to related publications as usual. Do not input the record number for a record in a different format in the linking field. For example, if a serial has an earlier title, and you are constructing the record for a printout reproduction, you may enter the earlier title in a 780 *Preceding Entry*, **but not the record number for the original print/microfilm/online version.**

**Example 1***Original print version record:*

```

OCLC: 1431500
130 0# $a Bulletin (Texas Engineering Experiment Station)
245 10 $a Bulletin / $c Texas Engineering Experiment
      Station.
780 00 $t Texas Engineering Experiment Station (Series) $w
      (DLC) 2010263163 $w (OCoLC)539109570

```

*Record for printout reproduction:*

```

130 0# $a Bulletin (Texas Engineering Experiment Station)
245 10 $a Bulletin / $c Texas Engineering Experiment
      Station.
775 08 $i Original print version: $t Bulletin (Texas
      Engineering Experiment Station) $w (DLC)sn 86001494
      $w (OCoLC)1431500
780 00 $t Texas Engineering Experiment Station (Series)

```



**Example 2**

[partial records for imaginary example where original print ceases, continued by online version]

*Original print version record:*

```
245 00 $a Fungi evolution journal.
300 ## $a 35 volumes : $b illustrations ; $c 25 cm
362 1# $a Began with: Vol. 1, pt. 1, published in 1959;
      ceased with: v. 35 (2015).
776 08 $i Continued online: $t Fungi evolution journal
```

*Record for printout reproduction:*

```
245 00 $a Fungi evolution journal.
300 ## $a 1 online resource : $b illustrations
362 1# $a Print began with: Vol. 1, pt. 1, published in
      1959.
776 08 $i Print version: $t Fungi evolution journal
```

*Record for printed reproductions either printed from digital issues and/or photocopied from original print serial:*

```
245 00 $a Fungi evolution journal.
300 ## $a volumes : $b illustrations
362 1# $a Began with: Vol. 1, pt. 1, published in 1959.
533 ## $a Print reproduction.
776 08 $i Original print version: $t Fungi evolution journal
776 08 $i Online version: $t Fungi evolution journal
```

## Examples of Print-On-Demand and photocopy reproduction records

### Example 1: Oil Mill Gazetteer

Original print journal which has been both microfilmed and digitized. Printouts could be produced from either photocopying the print version, or printing from the digital version PDFs, or printing from a microfilm viewer.



Caption page 1

[Partial OCLC RDA record for the original print serial]

Type:	a	ELvl:		Srce:	c	GPub:		Ctrl:		Lang:	eng
BLvl:	s	Form:		Conf:	0	Freq:	m	MRec:		Ctry:	ilu
S/L:	0	Orig:		EntW:		Regl:	r	Alph:	a		
Desc:	i	SrTp:	p	Cont:		DtSt:	c	Dates:	1899	9999	

```

022 0# $a 0030-1442 $l 0030-1442 $2 1
245 00 $a Oil mill gazetteer.
246 1# $a Gazetteer
264 #1 $3 <January 1901-February 1904>: $a Schultenburg, Tex. : $b The
Stick[e]r
264 21 $3 <September 1906>-July 1911: $a Brownsville, Tex. : $b Jas. O
Bannon
264 21 $3 August 1911-<October 1911>: $a Shawnee, Oka. : $b S.M. Kanady
264 21 $3 <July 1914>-May 1928: $a Wharton, Tex. : $b Wharton Spectator
Printing
264 21 $3 June 1928-<June 1959>: $a Wharton, Tex. : $b Oil Mill
Gazetteer
264 21 $3 <June 1964-July 2003>: $a Houston, Tex. : $b Oil Mill
Gazetteer
264 21 $3 <January 2004>-October 2006: $a Champaign, Ill. : $b Oil Mill
Gazetteer
264 31 $3 November 2006- : $a Urbana, Ill. : $b Oil Mill Gazetteer
300 ## $a volumes : $b illustrations ; $c 24-30 cm
310 ## $a Monthly
336 ## $a text $b txt $2 rdacontent
337 ## $a unmediated $b n $2 rdamedia
338 ## $a volume $b nc $2 rdacarrier
362 1# $a Began in 1899.
500 ## $a The Oil Mill Gazetteer was preceded by mailings of the
meeting proceedings to the association membership. The magazine
was launched in 1899.

```

515   ##   \$a Numerous numbering irregularities.  
 525   ##   \$a Includes supplemental anniversary editions.  
 550   ##   \$a Official organ: Oil Mill Superintendents' Association,  
       <January 1901>-June 1915 ; National Oil Mill Superintendents'  
       Association, July 1915-June 1934 ; National Oil Mill  
       Superintendents' Association and Tri-States Cotton Seed Oil Mill  
       Superintendents' Association, July 1934-June 1951 ; National Oil  
       Mill Superintendents' Association and Tri-States Oil Mill  
       Superintendents' Association, July 1951-June 1953 ;  
       International Oil Mill Superintendents' Association and Tri-  
       States Oil Mill Superintendents' Association, July 1953-June  
       1995 ; International Oil Mill Superintendents' Association, July  
       1995-  
 580   ##   \$a In July 1912, absorbed: Southwestern machinist and engineer.  
 588   ##   \$a Description based on: Vol. 1, no. 10 (January 1901); title  
       from caption.  
 588   ##   \$a Latest issue consulted: Vol. 118 (June 2013).  
 710   2#   \$a Oil Mill Superintendents' Association, \$e issuing body.  
 710   2#   \$a National Oil Mill Superintendents' Association, \$e issuing  
       body.  
 710   2#   \$a Tri-States Cotton Seed Oil Mill Superintendents' Association,  
       \$e issuing body.  
 710   2#   \$a Tri-States Oil Mill Superintendents Association, \$e issuing  
       body.  
 710   2#   \$a International Oil Mill Superintendents Association, \$e  
       issuing body.  
 776   08   \$i Microfilm version: \$t Oil mill gazetteer \$w (OCoLC)45850855  
 776   08   \$i Online version: \$t Oil mill gazetteer \$w (DLC) 2014263056 \$w  
       (OCoLC)768062136  
 780   15   \$t Southwestern machinist and engineer  
 856   41   \$z Via Texas A&M \$u  
       <http://library.tamu.edu/ojs/index.php/omg/index>

## [Partial OCLC record for the digitized serial]

Type:	a	ELvl:		Srce:	c	GPub:		Ctrl:		Lang:	eng
BLvl:	s	Form:	o	Conf:	0	Freq:	m	MRec:		Ctry:	ilu
S/L:	0	Orig:	o	EntW:		Regl:	r	Alph:	a		
Desc:	i	SrTp:	p	Cont:		DtSt:	c	Dates:	1899	9999	

```

006      $a m      o d
007      $a c $b r
022      0#      $y 0030-1442 $l 0030-1442
245      00      $a Oil mill gazetteer.
300      ##      $a 1 online resource.
310      ##      $a Monthly
336      ##      $a text $b txt $2 rdacontent
337      ##      $a computer $b c $2 rdamedia
338      ##      $a online resource $b cr $2 rdacarrier
362      1#      $a Began in 1899.
588      ##      $a Description based on: Vol. 1, no. 10 (January 1901); title
                    from PDF caption (tamu site, viewed May 5, 2015).
588      ##      $a Latest issue consulted: Vol. 118 (June 2013) (tamu site,
                    viewed May 5, 2015).
776      08      $i Microfilm version: $t Oil mill gazetteer $w (OCoLC)45850855
776      08      $i Print version: $t Oil mill gazetteer $x 0030-1442 $w (DLC)sn
                    78005593 $w (OCoLC)4123894
780      15      $t Southwestern machinist and engineer
856      40      $z Via Texas A&M $u
                    http://library.tamu.edu/ojs/index.php/omg/index
856      40      $z HathiTrust Digital Library, Full view $u
                    http://catalog.hathitrust.org/api/volumes/oclc/4123894.html

```

## [Partial OCLC record for the microfilmed serial]

Type:	a	ELvl:	I	Srce:	d	GPub:		Ctrl:		Lang:	eng
BLvl:	s	Form:	a	Conf:	0	Freq:	m	MRec:		Ctry:	ilu
S/L:	0	Orig:		EntW:		Regl:	r	Alph:			
Desc:	i	SrTp:	p	Cont:		DtSt:	c	Dates:	1899	9999	

```

007      $a h $b d $d a $e f $f a--- $g b $h c $i c $j u
007      $a h $b d $d b $e f $f a--- $g b $h a $i a $j u
007      $a h $b d $d b $e f $f a--- $g b $h a $i b $j u
022      0# $a 0030-1442 $1 0030-1442
245      00 $a Oil mill gazetteer.
264      #1 $3 <January 1901-February 1904> : $a Schulenburg, Tex. : $b The
          Stick[e]r
264      31 $3 November 2006- : $a Urbana, Ill. : $b Oil Mill Gazetteer
300      ## $a volumes : $b illustrations ; $c 24-30 cm
310      ## $a Monthly
336      ## $a text $b txt $2 rdacontent
337      ## $a microform $b h $2 rdamedia
338      ## $a microfilm roll $b hj $2 rdacarrier
362      1# $a Began in 1899.
588      ## $a Description based on print version record.
533      ## $a Microfilm. $m v.1:no.10-v.50:no.12 (1901:Jan.-
          1946:June):[Gaps] $b College Station, Tex. : $c Microfilmed by
          Southwest Micropublishing, Inc. on behalf of Texas A & M
          University General Libraries, $d 2000. $e 18 microfilm reels ;
          35 mm. $f (USAIN state and local literature preservation
          project, Texas ; reel 461-478.1) $n Reel 478 also contains other
          titles.
710      2# $a Oil Mill Superintendents' Association, $e issuing body.
776      08 $i Print version: $t Oil mill gazetteer $x 0030-1442 $w (DLC)sn
          78005593 $w (OCoLC)4123894
780      15 $t Southwestern machinist and engineer
830      #0 $a USAIN state and local literature preservation project, Texas
          ; $v reel 461-478.1.

```

[Partial OCLC record which simultaneously represents a photocopy of original print issue(s), a printout from the PDF on the HathiTrust site or the institutional repository copy or other online source, or a printout from a film reader, etc.]

Type: a	ELvl:	Srce: c	GPub:	Ctrl:	Lang: eng
BLvl: s	<b>Form: r</b>	Conf: 0	Freq: m	MRec:	Ctry: ilu
S/L: 0	Orig:	EntW:	Regl: r	Alph: a	
Desc: i	SrTp: p	Cont:	DtSt: c	Dates: 1899 9999	

```

022 0# $1 0030-1442
040 ## $a TXA $b eng $e rda $e pn $c TXA
245 00 $a Oil mill gazetteer.
264 #1 $3 <January 1901-February 1904> : $a Schulenburg, Tex. : $b The
      Stick[e]r
264 31 $3 November 2006- : $a Urbana, Ill. : $b Oil Mill Gazetteer
300 ## $a volumes : $b illustrations ; $c 24-30 cm
310 ## $a Monthly
336 ## $a text $b txt $2 rdacontent
337 ## $a unmediated $b n $2 rdamedia
338 ## $a volume $b nc $2 rdacarrier
362 1# $a Began in 1899.
588 ## $a Description based on record for original print version.
533 ## $a Print reproduction.
710 2# $a Oil Mill Superintendents' Association, $e issuing body.
775 08 $i Original print version: $t Oil mill gazetteer $x 0030-1442 $w
      (DLC)sn 78005593 $w (OCoLC)4123894
776 08 $i Microfilm version: $t Oil mill gazetteer $w (OCoLC)45850855
776 08 $i Online version: $t Oil mill gazetteer $w (DLC) 2014263056 $w
      (OCoLC)768062136
780 15 $t Southwestern machinist and engineer

```

In the local catalog, details can be added concerning the print reproduction in the 533  
*Reproduction Note:*

```

533 ## $a Print reproduction. $m v.1:no.10-v.50:no.12
      (1901:Jan.-1946:June):[Gaps] $b College Station,
      Tex. : $c Photocopied by Texas A & M University
      General Libraries, $d 2015. $n Filmed from
      HathiTrust digital file of the Texas A&M copy of the
      original print serial.

```

**Example 2: Texas Veterinary Medical Diagnostic Laboratory. Operating Budget**

The Operating Budget is an annual digital report which can be printed out.

[Partial OCLC record for the digital serial]

```
Type:  a      ELvl:      Srce:  c      GPub:  s      Ctrl:      Lang:  eng
BLvl:  s      Form:  o    Conf:  0      Freq:  a      MRec:      Ctry:  txu
S/L:   0      Orig:  o    EntW:      Regl:  r      Alph:  a
Desc:  i      SrTp:  p    Cont:      DtSt:  c      Dates: 2002 9999
```

```
006  ##  $a m fo d s
007  ##  $a c $b r
040  ##  $a TXA $b eng $e rda $e pn $c TXA
037  ##  $b Texas A & M University System, Office of Budgets and
        Accounting. John B. Connally Building, 301 Tarrow, 3rd Floor,
        College Station, TX 77840-7896
043  ##  $a n-us-tx
110  2#  $a Texas Veterinary Medical Diagnostic Laboratory, $e issuing
        body.
245  10  $a Operating budget / $c Texas Veterinary Medical Diagnostic
        Laboratory.
246  1#  $a TVMDL operating budget
246  1#  $a Texas Veterinary Medical Diagnostic Laboratory operating
        budget
264  #1  $a [College Station, Tex.] : $b [Texas A & M University System,
        Division of Finance and Administration], $c [2002]-
300  #1  $a 1 online resource
310  ##  $a Annual
336  ##  $a text $b txt $2 rdacontent
337  ##  $a computer $b c $2 rdamedia
338  ##  $a online resource $b cr $2 rdacarrier
362  1#  $a Began with: Fiscal year ending August 31, 2002?
588  ##  $a Description based on: Fiscal year ending August 31, 2002;
        title from PDF cover (tamu site, viewed July 25, 2015).
588  ##  $a Latest issue consulted: Fiscal year ending August 31, 2008
        (tamu site, viewed July 25, 2015).
610  20  $a Texas Veterinary Medical Diagnostic Laboratory $x
        Appropriations and expenditures $v Statistics $v Periodicals.
776  08  $i Print version, -2001: $a Texas Veterinary Medical Diagnostic
        Laboratory. $t Operating budget $w (OCoLC)26596768
856  40  $u http://budget.tamu.edu/budget-archives/prior-years-budget/
```

[Partial OCLC record. The original officially published print version ceased in favor of the online version. This record is for printout reproductions homemade from the officially published digital serial.]

Type: a	ELvl:	Srce: c	GPub: s	Ctrl:	Lang: eng
BLvl: s	<b>Form: r</b>	Conf: 0	Freq: a	MRec:	Ctry: txu
S/L: 0	Orig:	EntW:	Regl: r	Alph:	
Desc: i	SrTp: p	Cont:	DtSt: c	Dates: 2002 9999	

```

037  ## $b Texas A & M University System, Office of Budgets and
      Accounting. John B. Connally Building, 301 Tarrow, 3rd Floor,
      College Station, TX 77840-7896 [production of the digital
      version]
043  ## $a n-us-tx
110  2# $a Texas Veterinary Medical Diagnostic Laboratory, $e issuing
      body.
245  10 $a Operating budget / $c Texas Veterinary Medical Diagnostic
      Laboratory.
246  1# $a TVMDL operating budget
246  1# $a Texas Veterinary Medical Diagnostic Laboratory operating
      budget
264  #1 $a [College Station, Tex.] : $b [Texas A & M University System,
      Division of Finance and Administration]
300  ## $a volumes
310  ## $a Annual
336  ## $a text $b txt $2 rdacontent
337  ## $a unmediated $b n $2 rdamedia
338  ## $a volume $b nc $2 rdacarrier
362  1# $a Began with: Fiscal year ending August 31, 2002?
588  ## $a Description based on: Fiscal year ending August 31, 2002;
      title from PDF cover page.
588  ## $a Latest issue consulted: Fiscal year ending August 31, 2008.
533  ## $a Print reproduction.
610  20 $a Texas Veterinary Medical Diagnostic Laboratory $x
      Appropriations and expenditures $v Statistics $v Periodicals.
776  08 $i Original online version: $a Texas Veterinary Medical
      Diagnostic Laboratory. $t Operating budget
856  41 $z Site of publisher's digital version: $u
      http://budget.tamu.edu/budget-archives/prior-years-budget/

```

In the local catalog, details can be added concerning the print reproduction in the 533  
*Reproduction Note:*

```

533  ## $a Print reproduction. $m 2002-2008 $n Locally made
      spiral bound printouts of the digital files.

```



**Example 3: Hélice**

[Partial OCLC record for the digital serial]

Type: a	ELvl:	Srce: c	GPub:	Ctrl:	Lang: spa
BLvl: s	Form: o	Conf: 0	Freq: a	MRec:	Ctry: sp
S/L: 0	Orig: o	EntW:	Regl: r	Alph:	
Desc: i	SrTp: p	Cont:	DtSt: c	Dates: 1996 9999	

```

006      m      o      d
007      $a c $b r
022      ##      $a 1887-2905
050      14      $a PN3435 $b .H45
130      0#      $a Hélice (Asociación Cultural Xatafi)
245      10      $a Hélice.
246      1#      $a Revista hélice
264      #1      $a [Spain] : $b Asociación Cultural Xatafi, $c [2006]-
300      ##      $a 1 online resource
310      ##      $a Annual, $b 2013-
321      ##      $a Frequency varies, $b 2006-2012
336      ##      $a text $b txt $2 rdacontent
337      ##      $a computer $b c $2 rdamedia
338      ##      $a online resource $b cr $2 rdacarrier
362      1#      $a Began with: Número 1 (Diciembre 2006).
500      ##      $a Reflexiones críticas sobre ficción especulativa.
515      ##      $a None published 2010.
515      ##      $a Issues for Octubre 2012- also called Volumen II, N° 1- .
588      ##      $a Description based on: Número 1 (Diciembre 2006); title from
                    PDF cover (revistahelice site, viewed May 23, 2014).

```

```

588  ##  $a Latest issue consulted: Volumen II. N° 3 (marzo 2014)
      (revistahelice site, viewed May 23, 2014).
650  #0  $a Fantasy fiction $x History and criticism $v Periodicals.
650  #0  $a Science fiction $x History and criticism $v Periodicals.
710  2#  $a Asociación Cultural Xatafi, $e issuing body.
856  40  $u http://www.revistahelice.com/

```

[Partial OCLC record for printouts from the digital serial]

```

Type:  a      ELvl:      Srce:  c      GPub:      Ctrl:      Lang:  spa
BLvl:  s      Form:  r    Conf:  0      Freq:  a      MRec:      Ctry:  sp
S/L:   0      Orig:  o     EntW:      Regl:  r      Alph:
Desc:  i      SrTp:  p     Cont:      DtSt:  c      Dates: 1996 9999

```

```

022  ##  $y 1887-2905
130  0#  $a Hélice (Asociación Cultural Xatafi)
245  10  $a Hélice.
246  1#  $a Revista hélíce
264  #1  $a [Spain] : $b Asociación Cultural Xatafi
300  ##  $a volumes
310  ##  $a Annual, $b 2013-
321  ##  $a Frequency varies, $b 2006-2012
336  ##  $a text $b txt $2 rdacontent
337  ##  $a unmediated $b n $2 rdamedia
338  ##  $a volume $b nc $2 rdacarrier
362  1#  $a Began with: Número 1 (Diciembre 2006).
500  ##  $a Reflexiones críticas sobre ficción especulativa.
515  ##  $a None published 2010.
515  ##  $a Issues for Octubre 2012- also called Volumen II, N° 1- .
588  ##  $a Description based on: Número 1 (Diciembre 2006); title from
      printed reproduction of PDF cover.
588  ##  $a Latest issue consulted: Volumen II. N° 3 (marzo 2014).
533  ##  $a Print reproduction.
650  #0  $a Fantasy fiction $x History and criticism $v Periodicals.
650  #0  $a Science fiction $x History and criticism $v Periodicals.
710  2#  $a Asociación Cultural Xatafi, $e issuing body.
776  08  $i Original online version: $t Hélice (Asociación Cultural
      Xatafi) $x 1887-2905 $w (DLC) 2015263122 $w (OCoLC)880441972
856  41  $z Original digital version: $u http://www.revistahelice.com/

```

Details added in the local catalog concerning the print reproduction in the 533 *Reproduction*  
*Note:*

```

533  ##  $a Print reproduction. $m 2006- $d College Station
      $c Cushing Memorial Library $n Locally made
      printouts produced as digital issues are published

```

**Example 4: Texas A & M University. Department of Teaching, Learning, and Culture.  
TLAC onward**

[Partial OCLC record for the printout issues made from the digital serial]

```

043  ## $a n-us-tx
050  14 $a LD5309 $b .A2326
110  2# $a Texas A & M University. $b Department of Teaching, Learning,
    and Culture, $e author.
245  00 $a TLAC onward / $c Department of Teaching Learning & Culture.
246  1# $a Teaching, learning, and culture onward
246  1# $a Teaching learning & culture onward
246  1# $a Onward
264  #1 $a College Station, TX : $b Department of Teaching, Learning &
    Culture, $c [2013]-
300  ## $a volumes : $b illustrations
310  ## $a Semiannual
336  ## $a text $b txt $2 rdacontent
337  ## $a unmediated $b n $2 rdamedia
338  ## $a volume $b nc $2 rdacarrier
362  1# $a Began with: Spring 2013.
588  ## $a Description based on: Spring 2013; title PDF cover
    (publisher's digital copy, viewed July 30, 2015).
588  ## $a Latest issue consulted: Spring 2014.
533  ## $a Print reproduction.
610  20 $a Texas A & M University. $b Department of Teaching, Learning,
    and Culture $v Periodicals.
776  08 $i Original online version: $a Texas A & M University.
    Department of Teaching, Learning, and Culture. $t TLAC onward $w
    (DLC) 2014263107 $w (OCoLC)883916743
856  41 $z Original digital version via Texas A&M University $u
    http://tlac.tamu.edu/newsroom/onward-magazine

```

**Example 5: AIA compensation report.**

Vendor sells PDF file, and purchasers may decide to convert to printed form either in-house or sending to commercial printer.

Type: a	ELvl:	Srce: c	GPub:	Ctrl:	Lang: eng
BLvl: s	<b>Form: r</b>	Conf: 0	Freq:	MRec:	Ctry: dcu
S/L: 0	Orig: o	EntW: s	Regl:	Alph:	
Desc: i	SrTp:	Cont:	DtSt: c	Dates: 2005 9999	

```

043  ## $a n-us---
050  #4 $a NA1995 $b .A33
245  00 $a AIA compensation report : $b a survey of U.S. architecture
      firms.
246  1# $a American Institute of Architects compensation report
246  1# $a Compensation report
264  #1 $a Washington, D.C. : $b American Institute of Architects
300  ## $a volumes : $b illustrations
310  ## $a Biennial, $b 2013-
321  ## $a Triennial, $b 2005-2011
336  ## $a text $b txt $2 rdacontent
337  ## $a unmediated $b n $2 rdamedia
338  ## $a volume $b nc $2 rdacarrier
362  1# $a Began with 2005.
580  ## $a 2005 issued originally in PDF format and print; original
      issues beginning with 2008 are only issued as PDFs, available
      for purchase from the AIA Bookstore.
588  ## $a Description based on: 2017 (surrogate); title from cover.
588  ## $a Latest issue consulted: 2017 (surrogate).
533  ## $a Print reproduction.
650  #0 $a Architects $x Salaries, etc. $z United States $v Statistics
      $v Periodicals.
650  #7 $a Architects $x Salaries, etc. $2 fast $0 (OCoLC)fst00813147
651  #7 $a United States. $2 fast $0 (OCoLC)fst01204155
655  #7 $a Periodicals. $2 fast $0 (OCoLC)fst01411641
655  #7 $a Statistics. $2 fast $0 (OCoLC)fst01423727
710  2# $a American Institute of Architects, $e issuing body. $4 isb
775  08 $i Original print version, 2005: $t AIA compensation report $w
      (DLC) 2002260723 $w (OCoLC)51063906
776  08 $i Online version: $t AIA compensation report

```