BACKGROUND: This instruction sheet provides guidelines for assigning subject headings to those microforms that receive full, rather than minimal level, cataloging. For guidelines on classification, see the Classification and Shelflisting Manual, F 650.

1. Subject headings. Assign a full set of subject headings in accordance with normal procedures. Do not assign any heading or subdivision to indicate that the original work is in the form of a micropublication.

2. Form subdivisions. If the publication is a collection of records, assign an appropriate subdivision to bring this out, such as –Archives, –Miscellanea, –Records and correspondence, –Sources, etc.

If the documents reproduced record the activities of a particular person or corporate body, assign the name of the person or body with a subdivision such as –Archives or –Library, as appropriate. Omit the heading, however, if the person or body named is merely housing the documents but had nothing to do with their preparation.

3. Geographic area codes and fixed field data. Assign these codes as appropriate.