

Preservation Reproductions (LTS Procedure #7)

Scope: This procedure outlines the process by which preservation photocopies and printouts of digital scans are cataloged. Most of this work is done in the Database Quality Unit. However, if the reproductions were made from uncataloged originals or if the originals were assigned a non-LC type call number (e.g. Pamphlet, ArW), Database Quality staff will consult with Original Cataloging staff for the creation of instance records and/or the assignment of call numbers.

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Unit: Database Quality Unit

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A. Preliminary check

1. If the original item was cataloged in the past, but **no catalog record is found in FOLIO**, forward to DBQ supervisor for processing. A FOLIO record will be created for the original before processing the preservation photocopy according to the instructions below for [Cataloged record found in FOLIO](#).
 2. If the reproduced material includes individual pieces of multipart items that were not recorded in FOLIO holdings for the original title, process them as [added volumes](#).
 3. If a **non-LC type call number (e.g. Pamphlet, ArW)** was assigned to the original, consult with Original Cataloging staff for the appropriate classification, and process following the guidelines below.
 4. If the call number and barcode from the original piece were photocopied, line out with pencil.
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B. Cataloged record found in FOLIO

1. All Items

a. [Withdraw](#) the original piece(s) if appropriate: usually the originals have been dis-bound for reproduction, and they can be withdrawn, but occasionally the original will be kept intact and transferred to Rare location instead, in which case we would NOT withdraw the original. To withdraw, add an **administrative note** to the **Instance record** with a transaction type of "w" for withdrawal. Record the number of pieces withdrawn at the end of the note, if more than 1:

Administrative note

date:20220920 ttype:w userid:pca1 ploc:its

[Add administrative note](#)

b. Process the preservation reproduction according to one of the following sets of instructions:

[Single Monographs](#)
[Multi-Part Monographs \(completely reproduced\)](#)
[Multi-Part Monographs \(partially reproduced\)](#)
[Serials](#)

2. Single Monographs

a. Create a **new holdings** record using the call number of the original. Add the date of the original, plus "a" at the end, to indicate that it is a reproduction. Do NOT add an explicit copy number to the preservation reproduction.

Call number exceptions:

- *Series class number:* Do **not** add date plus "a"
- *Batch matched call number (i.e. workletter "z" after date):* Change "z" to "a"
- *Call number with workletter "a" following date:* Add another "a" (Example: **1940aa**)
- *Non-LC type call number (i.e. Pamphlet, ArW):* Reclassify to LC type call number (consulting with catalogers as necessary) and add date plus "a"
- *Call number with workletter following cutter and no date:* Retain workletter in cutter and add date with "a" (Example: **TJ545 .H19x 1912a**)

b. If the height differs from the original height, do **not** modify the FOLIO Instance record, but make sure to note the measurement in the Holdings note for the Reproduction (see below). If appropriate, use the [size prefix/suffix](#) appropriate to the preservation reproduction in the holding record. **For example:** If the original was 24 cm, and the reproduction is 26 cm, make sure to designate the reproduction as **OVERSIZE**.

c. Add a **Holdings Note** with **Note type: Reproduction**, that contains the reproduction information. The note should include information about the agency responsible for the reproduction (i.e., the agency that selected the material to be reproduced, arranged for reproducing the material, exercised control over production formats, or has overall responsibility for quality), plus the date, if available. It should also contain copy-specific information regarding dimensions and local binding decisions, when applicable.

Examples:

^ **Holdings notes**

Note type *	Note *	Staff only
Reproduction	Preservation reproduction Ithaca, N.Y.: 2014 22 cm Cornell University Library	<input type="checkbox"/>
Add note		
Note type *	Note *	Staff only
Reproduction	Facsimile reproduction from digital master xxv, 896 p. : ill., maps ; 24 cm 1995	<input type="checkbox"/>

3. Multi-Part Monographs (completely reproduced)

Note: if individual volumes of the original set were never added to the FOLIO instance record, send to Cataloging for added volumes processing. Once the record has been updated, return to DBQ to complete processing.

Follow the above directions for [Single Monographs](#). If the call number for the original lacks a date, use the year of the **first volume published**.

- Add/modify the **Holdings Statement** (as well as the Statements for supplements and indexes, if applicable) for our volume holdings as necessary, making sure that they cover all of the reproduced volumes.

Multi-Part Monographs (partially reproduced)

Note: if individual volumes of the original set were never added to the FOLIO Instance record, send to Cataloging for added-volumes processing. Once the record has been updated, return to DBQ staff to complete processing, incorporating the following guidelines:

1. Use the holding record for the original multi-part copy. Use the same call number as the original volumes, even if the reproduced volumes are oversized.
2. Add the specific information for the reproduced volume to the Holdings Note Reproduction statement:

Example of Holdings Statement:

- Preservation reproduction. **Vol. 1, 8-10.** Ithaca, N.Y. : Cornell University Library, 2000. 35 cm.
3. If the **Holdings Statement** does not reflect the volume numbers of the reproduced pieces, update the Holdings Statement.
 4. Create item record. Add **"Preservation Reproduction"** to the **Item notes** field (Note Type: Note).

4. Multiple Title Monographs, bound together

Follow guidelines for [Bound With](#) material and for [Single Monographs](#) or [Multi-Part Monographs](#) as appropriate.

5. Serials

Follow all applicable directions from Multi-Part Monographs. Catalogers should refer previously uncataloged titles to LTS Serials or the Government Documents processor for creation of any required acquisitions and receiving records. Complete holdings statements for dead titles need to be established.

C. Final Steps

1. Pencil call number at the top left corner of the inside cover of the book(s).
2. [Barcode the piece\(s\)](#) and [create item record\(s\)](#).
3. Add an **Administrative Note** to the Instance record, using the value "a" for an added copy, "l" for an added location, or "mpost" for added volumes.
4. Place the preservation reproduction on the appropriate physical processing truck for marking.