

Microforms Processing (LTS Procedure #21a)

Scope: *This procedure summarizes instructions for processing microfilm and microfiche for individual libraries.*

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Unit: Cataloging

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NOTE: *The form of the word "microfiche" in the call number is still pending a final decision. It's best to continue following past practice for each specific library until a final decision has been made (e.g. Micro-fiche, Microfiche, Fiche).*

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Multiple Versions:

If CUL has the original print version of the microform, a mulver record should be used. Add a 2nd MFHD to the print record with an [843](#) reproduction note and an 007 line in the fixed fields for the microform.

Call Numbers:

All libraries listed below use an accession number except Hotel, which uses an LC-type call number. Use [CLAMSS](#) to assign the accession number (see [CLAMSS instructions](#)). NOTE: CLAMSS will not accept the "N" to represent a negative microfilm.

Barcoding:

Although LTS staff will not routinely barcode microfilm, there is a good possibility that some microfilms for Olin and Kroch will be barcoded (post-processing) by other staff in the library. If post-processing barcoding takes place, MFHDs may need to be updated by staff responsible for that work, in consultation with PCS staff as appropriate. Because of this, catalogers should try to anticipate the possibility of the material's being barcoded and keep that possibility in mind as they create holdings records, particularly in complex "film-with" situations.

Physical Processing:

Do not send to Physical Processing. Include a scrap card with the call number. Place on the departmental shelf.

Negative Microfilms:

Send all negative microfilms to the Annex. Add an orange Annex flyer. Add an "N" to the accession number.

- **MFHD note:** 852 |z Master Negative--Not for public use

When library owns another copy, either in print form or positive microfilm:

- Suppress MFHD. When the negative microfilm is cataloged on a separate bib from the print, suppress the bib and the MFHD.
- Item record - change item type to 'nocirc'

Filmed with:

In filmed-with situations, catalogers may choose to follow AACR2 1.7B21 and make a 501 note detailing the items with which the item is filmed. In most cases, however, following LCRI Chapter 11 will be more practicable: use a general note in the 533 |e "on 1 microfilm reel with other items" or "on 1 microfilm reel with another item." When there are several items filmed together, add the piece number to the call number for the individual items.

Guides: See [LTS procedure #23](#)

Individual Libraries

Library	Location & Call Number in 852	Notes
Africana	Accession number: afr h Micro-fiche 25 afr h Film 33	
ASTech (Math, Vet)	Accession number: math h Micro-fiche 14 *vet h Microfilm *vet h Microfiche *NB: Vet uses no accession number, simply word Microfiche or Microfilm	
Fine Arts (<i>All to Annex</i>)	Accession number: fine h Micro-fiche 105 fine h Film 33	Add "anx" to flyer
Hotel	LC type call number: hote h Fiche TX901 i .H67	
ILR	Accession number: ilr h Fiche 105 ilr h Film 33	
JGSM	Accession number: jgsm h Fiche 155 jgsm h Film 313	
Kroch (Asia)	Accession number: was h Fiche 105 ech h Film 1033 sasa,anx h Film N266	852 z Shelves in Olin Library Place in red basket in Serials shelf area
Music	Accession number: mus h Micro-fiche 12 mus h Film 13	
Olin	Accession number: olin h Microfiche 125 olin h Film 1533 olin,anx h Film N3007	Place in red basket on Serials shelf area
Mann (<i>All to Annex</i>)	Accession number: mann h Fiche 105 mann h Film 333 <i>Conversion to CLAMSS pending</i>	Add "anx" to flyer