

# Cataloging a Photocopy of a Rare Printed Item (LTS Procedure #90)

**Scope:** *This is the procedure that CMS rare materials catalogers use to catalog a photocopy of a rare printed item.*

**Contact:** [Margaret Nichols](#)

**Unit:** Cataloging & Metadata Services

**Date last reviewed:** 17 Nov 2022

**Date of next review:** September 2023

---

In the fixed fields, use "r" for the date code, and enter first the date of the photocopy, and then the date of the original.

In the 264 field, record publication/manufacture information for the photocopy.

In the 300 field, record the extent of the photocopy.

Add a 775 field to describe the original. (For more information, see RDA 27.1.1.3., LC-PCC PS.)

**Example:**

775 08 \$i Reproduction of (manifestation): \$a Mitchell, Margaret, 1900-1949. \$t Gone with the wind. \$d New York : Macmillan, 1936.

Call number: For the photocopy, use the same call number as you would for the original, only with an "a" at the end of the date.

**Example:**

QM 21 V57 1950a