

# Photocopy Cataloging Procedure

## Rev. III (20110711)

I. Initial Setup.....	1
II. OCLC Record found is for the Original and there is no photocopy record.....	2
III. OCLC Record for photocopy edition is available.....	6
IV. Appendix A: Call Number Formatting.....	7

For additional information not discussed in this procedure consult the following sources on which this document is based: **LCRI 1.11A: Facsimiles, Photocopies, and other Reproductions** and **LCRI 2.7B7: Edition and History: Republication**.

### I. Initial Setup

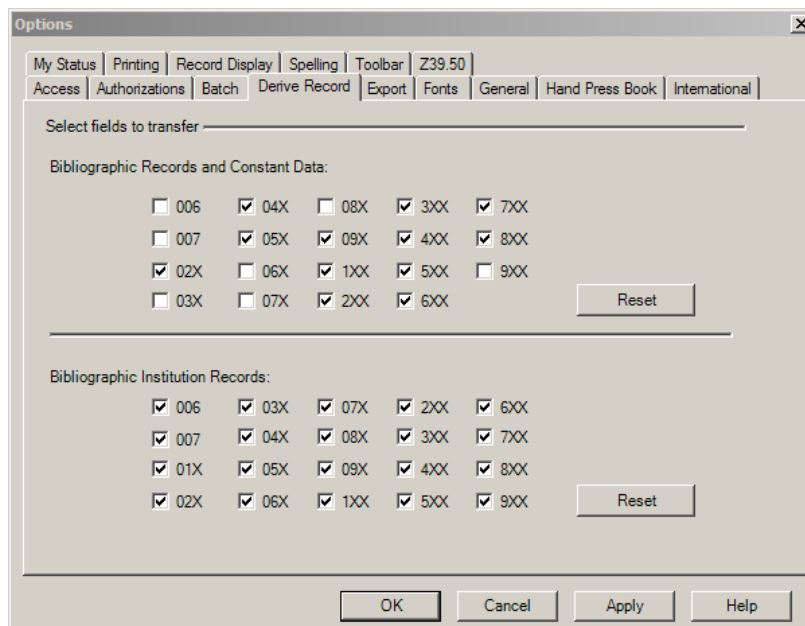
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Before you begin, make sure you've correctly set up OCLC record derivation by following the instructions below:

1. From the **Tools** menu, select **Options**.
2. Click on the **Derive Record**.
3. There are two sections in this window. Under the **Bibliographic Records and Constant Data** section, make sure the following options are checked:

02X, 04X, 05X, 09X, 1XX, 2XX, 3XX, 4XX, 5XX, 6XX, 7XX, 8XX

4. In the section called **Bibliographic Institution Records**, all the boxes should be checked.



*These options restrict or allow certain field ranges to be transferred from the original record to a new master record.*

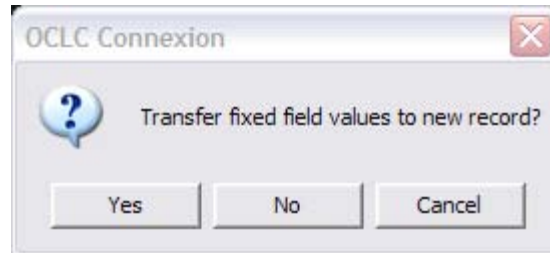
5. Press **Okay**.

- **Always begin by searching in Millennium by title.**
- Some books are produced and look like photocopies. These are usually government publications from foreign countries.
- Photocopies are usually from *UMI*, the *Library Photographic Service*, or the *University Bindery*.

## II. OCLC record is found for the original and there is no photocopy record.

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1. Derive from the original copy by navigating to the **Derive** submenu from the **Edit** menu, and select **New Master Record**, or use the following keystroke: **CTRL+ALT+C**.
2. The following dialog box will pop up, click **Yes**:



### Fixed Fields

- **Type** = (t or a, supplied from original)
- **ELvl** = K/I\* (Encoding level is supplied, change to k if different)

*\*Note: For catalogers who wish to create a new record at encoding level I, please review and correct all information in the record to include the fixed fields, control points, and subject headings.*

- **Srce** = d
- **BLvl** = m
- **Form** = r
- **Cont** = (supply/check if needed)
- **Desc** = a
- **Ills** = (supply/check if needed)
- **DtSt** = s
- **Dates** = Date of the original (from the 260)

- If the Original record has a blank **Desc** or a Desc with an **i**, then the record is most likely formatted with pre-AACR2 punctuation. Make sure to change punctuation in all Marc fields to ISBD punctuation.
- All other fixed fields should also be accurate for the original item. As necessary, add the appropriate missing fields or information.
- If the book has illustrations and they are not mentioned in the 300 field, add the appropriate code for the illustration in **Ills**.
- If illustration information is added to the 300, remember the fixed field labeled **Ills** should contain appropriate codes, i.e. a for ill., f for plates, etc.
- If 504 note is added, remember to add a **b** to the **CONT** in the fixed fields, etc.

## Variable Length Fields

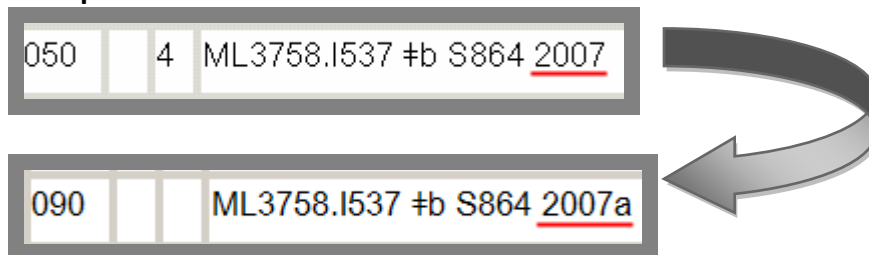
### 050 *Library of Congress Call Number*

- When there is an 050, copy and paste it into the 090 and add an **a** for photocopy to the date. The call number from the 090 will be used after the appropriate constant data has been applied to the new master record.
- After copying and pasting the call number into the 090, delete the 050 from the new master record.
- If a call number doesn't have a date add one from either the 260 ≠c or the 110/111 main entry, and add the **a** to the added date.
- If there are no dates available, add an **a** to the end of the last cutter.

#### **ISBD Punctuation/Form:**

*Please refer to Appendix A at the end of this document for call number formatting instructions.*

#### **Example:**



### 090 *Locally Assigned LC-type Call Number*

- If the call number doesn't have a date, add one from either the 260 ≠c or the 110/111 main entry. (This corrected call number will be added to the 090 in the 949\_1.)
- If the call number in the 090 has an **a** after the date in the call number, it is ready to copy into the ≠a subfield of the 090 in the 949\_1.

**Remember to Review OCLC record information and apply constant data with 949\_1.**

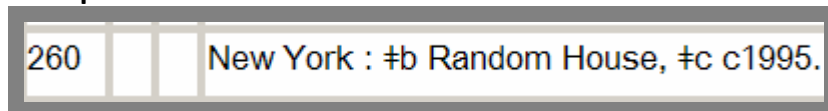
*If there is no call number in the record, assign one, add the date from the 260 or the 110/111 main entry, and add an **a** after the date.*

### 260 *Distribution and Publication (Imprint)*

#### **ISBD Punctuation/Form:**

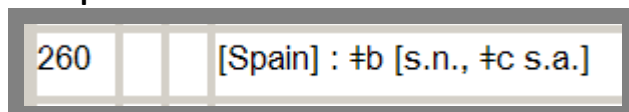
Place of Publication : ≠b Publisher, ≠c Date of Publication.

#### **Example:**



- Sometimes there will be no place of publication, no publisher, and no date information in the 260. When the country of the book can be ascertained, add the country in square brackets:

#### **Example:**



- When there is no publication information and the country and dates are not known, use the description:

[S.l. : #b s.n., #c s.a.]

**Example:**

260			[S.l. : #b s.n., #c s.a.]
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**300 Physical Description**

- #a contains preliminary pages (in Roman numerals), number of pages, and number of leaves of plates which can be numbered or unnumbered in the book
- #b contains illustration codes for example, ill., map(s), plates, etc.
- #c contains the height of the book in centimeters.

**ISBD Punctuation/Form:**

**Basic:**

*Includes at a minimum #a and #c.*

## p. ; #c ## cm.

**Example:**

300			180 p. ; #c 25 cm.
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**Complete:**

*Includes #a, #b, and #c*

xxx, ## p., [##] leaves of plates : #b ill.; #c ## cm.

**Example:**

300			iii, 234 p., [8] leaves of plates : #b ill.; #c 23 cm.
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**533 Reproduction Note**

- Use the appropriate OCLC Local Constant Data from one of the 3 selections:

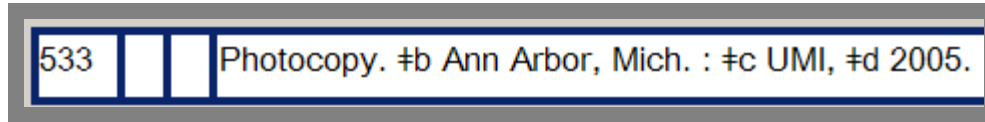
**Photo**, Library Photographic Service, Berkeley:

533			Photocopy. #b [Berkeley, Calif. : #c University of California, Berkeley, Library Photographic Service, #d 2005?]
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**Photo Bindery**, University Bindery in Oakland:

533			Photocopy. #b [Oakland, Calif.] : #c U.C. Library Bindery, #d 2005.
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**Photo UMI**, UMI photocopies (Ann Arbor, Mich.):



- To determine which Photocopy Constant Data applies:

**Photo:** There is usually no indication of where the photocopy was produced. Date for 533 is supplied by cataloger.

**Photo Bindery:** The bindery information and date is located on the page after the title page of the photocopy.

**Photo UMI:** The first page of the photocopy that has text also has the date of production.

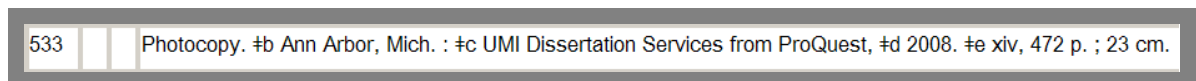
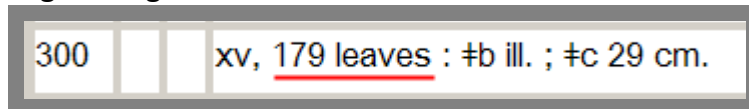
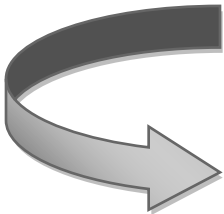
- When there is no knowledge of where the photocopy was produced, the default is **Photo** for the *Library Photographic Service*.
- Add #e when there is one or both of the following differences between the original and the photocopy:
  - a. A change from leaves to pages
  - b. A change in size
- #e refers specifically to the physical description of the reproduction, not the original.

**ISBD Punctuation/Form:**

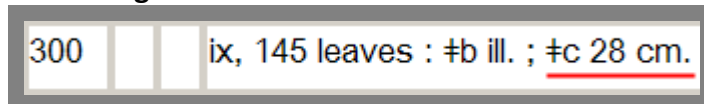
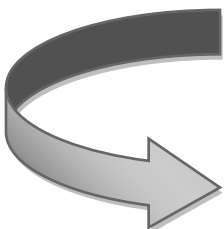
Photocopy. #b Place of publication : #c Publisher, #d #####. #e ## cm.

**Examples:**

**Page Change:**



**Size Change:**



### III. OCLC record for the photocopy edition is available

In many cases, a record for the reproduction or manuscript will be found alongside the record for the original item. For example:

Record	Description
1	Murphy, Sharon Ann. Security in an uncertain world : life insurance and the emergence of modern America / Sharon Ann Murphy. 2005. vi, 454 leaves : ill. ; 29 cm. [MANUSCRIPT] OCLC: 60820889, Holdings: 3
2	Murphy, Sharon Ann. Security in an uncertain world : life insurance and the emergence of modern America / Sharon Ann Murphy. 2005. vi, 454 leaves : ill. ; 29 cm. [MANUSCRIPT] [REPRODUCTION] OCLC: 166885169, Holdings: 1

The top record is the original record, and the bottom record is the photocopy reproduction, as indicated by the text **[MANUSCRIPT] [REPRODUCTION]**. You may also find records with the just the text **[REPRODUCTION]**, these are okay to use.

#### Review OCLC record information and apply constant data with 949\_1.

##### Fixed Fields

- The fixed fields for the photocopy record should always describe the original book, except the **Form** fixed field should contain an **r** for “reproduction”.
- If the record says **[MANUSCRIPT] [REPRODUCTION]** then the **Type** fixed field should contain a **t** for “manuscript”.
- The **Dates** fixed field should contain the dates from the original 260 and not from the reproduction.

##### Variable Length Fields

#### 090 *Library of Congress Call Number/ Locally Assigned LC-type Call Number*

- Make sure to copy and paste the 050 or 090 to the 090 in the 949\_1 (which is supplied by the constant data) and add a date and an **a** if they are not already present.

##### Example:

949	1	#z 090 #a ML3758.I537 #b S864 <u>2007a</u> #i barcode #l ma #t 1 #v MAIN
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- If there are no dates available, add an **a** to the end of the last cutter.

##### Example:

949	1	#z 090 #a ML3758.I537 #b <u>S864a</u> #i barcode #l ma #t 1 #v MAIN
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#### 533 *Reproduction Note*

- Most of the existing OCLC records being used for photocopies will be for UMI photocopy dissertations.
- As needed, change the date in the 533 to reflect when the UC Berkeley photocopy was produced.
- Remember the **≠e** is for changes to pagination and/or size only, so adjust the **≠e** accordingly.

#### IV. Appendix A: Call Number Formatting In OCLC and Millennium

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Call numbers consist of classification, 1-3 cutters, and a date (year). The following are examples of how to format call numbers in OCLC and Millennium. (class) = (classification)

- **For call number with classification that includes a decimal and one cutter:**

OCLC: 090 LA1167.53 ≠b. T43 1997  
(class includes .53) ≠b .(cutter) (date)

Millennium: Call No. 090 LA1167.53|b.T43 1997

- **For call number with a decimal and two cutters:**

OCLC: 090 DS59.8.M628 ≠b K49 2006  
(class includes .8).(cutter) ≠b (cutter) (date)

Millennium: Call No. 090 DS59.8.M628|bK49 2006

- **For call number with one cutter:**

OCLC: 090 HC237 ≠b .S55 2008  
(class) ≠b .(cutter) (date)

Millennium: Call No. 090 HC237|b.S55 2008

- **For call number with two cutters:**

OCLC: 090 DS59.K86 ≠b A28 2002  
(class).(cutter) ≠b (cutter) (date)

Millennium: Call No. 090 DS59.K86|bA28 2002

- **For call number with class and date cutter:**

OCLC: 090 BS1221 ≠b 2008  
(class) ≠b (date cutter)

Millennium: Call No. 090 BS1221|b2008

- **For call number with three cutters:**

OCLC: 090 DS59.D78A12≠bS93 1998  
(class).(cutter)(cutter) ≠b (cutter) (date)

Millennium: Call No. 090 DS59.D78A12|bS93 1998