

# Processing Microforms

## 1. MARKING AND BARCODING

The call number for microforms is preceded by the designation Microfilm or Film, Microfiche or Fiche, etc.

### Microfilm reels.

Write call number in ink on box and stamp the side of the box with the ownership stamp. Apply barcode to the top of the box if it does not cover information about the content. Otherwise, place it on the side of the box. Replacement boxes for crushed or missing reel boxes may be obtained from Government Publications.

### Microfiche.

Mark call number and ownership stamp on envelope of each fiche. A supply of microfiche envelopes is kept at the student workstation and extras may be obtained from Government Publications.

### Microopaque (microprint, microcard)

No longer currently received. Call number is marked on verso of each card with ownership stamp.

### Microform sets.

In the case of large sets, particularly those ongoing, stamps may be made with the call number. Sometimes peel off labels are made for smaller sets. Usually student help is used for stamping, including ownership stamp, for putting on labels, or writing call numbers. For large microfilm sets, the cataloger may find it easier to cut barcode sheets in strips and copy them, one strip per page. The call number will be written next to the appropriate barcode on the printed barcode sheet, and the item records can be linked to the bibliographic record when the barcoding is completed.

### Continuations, standing orders.

Some materials received on a standing order basis, e.g., microfilmed newspapers, journals replacing printed forms, are checked in, marked and stamped by Acquisitions personnel. Microfilm reels are barcoded and items linked to the bibliographical record. Statistics are reported monthly to the Marking Table.

## 2. STATISTICS

Except for microfilm, microforms are not barcoded by Cataloging staff. The Marking Table keeps a running total or manual count of all microforms. Catalogers assist the Marking Table by recording counts of the microforms they have cataloged at a designated place at the Marking Table. Reporting counts is vital for statistical purposes.

After processing is complete microforms are placed on the Government Publications shelf in Acquisitions. Large microform sets are taken directly to Government Publications.

## 3. Exceptions

The Government Document staff will occasionally bring a barcoded microfilm, but it is not linked to the Sirsi record. Be sure to give this to DBM. If there is a record, DBM will link the barcode as usual. If not, then the DBM will find and transfer the proper record and link the item as usual.