

TECHNICAL SERVICES BUREAU
Guideline No. 06-2015



Title: Cataloging newspapers on microfilm

Impact/benefit:

- Patrons
 - We have a rich collection of newspapers, and it merits accurate, detailed cataloging. Patrons will have a much better information for our holdings.
- Reference
 - PAC display improves; holdings info accurate
- ILL/Circulation
 - ILL staff worldwide will see accurate holdings info.
- Other
 - We won't be indicating our holdings of master negatives. It's unlikely that anybody would want to order a copy; this procedure emphasizes access for NMSL and ILL patrons.

Mainly affects the work of:

Principal Cataloger Documents Cataloger Dewey Cataloger Bureau Chief
 TSB Fed Docs Technician TSB State Docs Technician TSB Serials Technician
 PSB Librarians PSB Docs Librarian PSB Docs Technician
(Each cataloger has projects; this one is the Chief's!)

Policy involves these rules, systems:

RDA SALSA Polaris OCLC CONTENTdm other:

Policy involves these records:

bib auth item serial holdings/pub pattern check-in/issues Cdm
 other:

History:

Most of our newspapers were cataloged by the USNP project at UNM, specifically our microfilm holdings. UNM put our local holdings into WorldCat. Not all of the bibs are in SALSA. We need to reformat the designations in the Volume field of the SALSA item records so that they display better, and in chronological order.

Policy addresses these problems, needs:

We need to get all of our bibs into SALSA. We need to use a uniform display for our chronological designations. We need to maintain accurate holdings info in WorldCat.

Policy/Procedure:

Bib records

- We will load into SALSA the bib that describes the microform manifestation; be sure that it has 007 coded for microfilm (affects the PAC aspects based on TOM);
- For the records describing the microform manifestations we follow a "provider-neutral" policy. For example, if the publisher changes from Southwest Micropub. to Heritage Microfilm, we will continue to use the same SALSA bib record.
- We will follow LC/PCC, specifically the policy statement for RDA 1.11.
- In WorldCat USNP attached our holdings to the bib that describes the original print manifestation (USNP "master record")

Holdings records

WorldCat:

- update/create Local Holdings records for both:
 - the microfilm bib (we use separate bibs for each manifestation)
 - and the USNP master record (describes the original print manifestation)
- in SALSA we'll have only the bib describing the microfilm manifestation
- we will not update/create LH records related to master negative holdings, on both WorldCat records

SALSA:

- edit Volume field of item records to match USNP format for chronological designations
- edit both the item records linked to the bib and also any that are linked to issue (check-in) records
- if issue records have no corresponding item record, create one if needed
- delete issue records only if there is no item record linked to it
- new item records should fill the Volume field using USNP format for chronological designations
- Item records sort using the Volume field by numbers first, then characters (such as parenthesis marks), then finally alphabetically.
- make note of the holdings recorded in the bib record 866 fields that migrated from Horizon; then delete from the bib all of the 85x and 86x fields
- as appropriate, move item records to other bibs describing earlier titles, if necessary

Final steps for holdings conversion work:

- after you have checked all the item records, issue records, 866 fields, then compose a summary holdings statement, USNP format
- **SALSA:** enter that statement into the textual holdings field of the serials holdings record (make a "fake" closed pub pattern if necessary)
- **WorldCat:** enter that statement into the LH record for both the manifestation and master records
- Note: inventory work is based on existing 866 fields, issue records, item records

Format for chronological designations

- We will use the USNP format (see attachment)
- Since inventory work is based on records at hand (existing 866 fields, issue records, item records) and not on the film itself, we won't include day and/or month information if not indicated in the records at hand. For example:
 - 1976:1-12
 - 2008-2009
 - 2010

Note about item records created during serials check-in (item records attached to issue records)

- If there are item records attached to the issue records (this happens in Polaris via check-in for current titles) THEN in the PAC display those item records make a separate sort, listing after all of the "regular" item records. Furthermore, we cannot relink these item records if they were linked to the wrong bib.
- If for check-in we use the free-text style for recording issue designations THEN the item/issue records won't necessary sort well. In the PAC all issue records sort by an internal date automatically generated based on the chronology field of the issue record *but free-text check-in records have empty chronology fields*. We can't change the internal date. *Using free text can cause the issue records to sort in a seemingly illogical order, alas.*

This conversion work will take a long time!

Attachments:

- LC/PCC PS for RDA 1.11
- USNP format for chronological designations