



## Recommended elements in the bibliographic record of a microform surrogate

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The following elements are recommended for records of microform masters. Please note that not all elements are mandatory, some are only mandatory if applicable

**m = Mandatory**

**a = Mandatory if applicable**

### 1. Bibliographic information (m)

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Give a bibliographic description of the original work on a level equaling AACR2 level 1 or your national equivalent.

### 2. Precise copy of original (a)

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This is important information in all cases where the copy used for microfilming might differ significantly from other copies of the same bibliographic description: Old and rare books, books with provenance related notes, journals with possible variations of localized editions, etc.

### 3. Precise extent that have been filmed (for multi-volume works) (a)

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Give the volumes or issues of Journals and multi-volume works that have been filmed.

### 4. Registry mark (m)

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Your system should have the possibility to identify records for microform masters. This will be the basis for extraction or harvesting of records.

### 5. Master copy information (m)

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The institution who has produced the microform surrogate and the year of production can indicate of what quality the surrogate might be.

#### a. Place of production (m)

The place may help to identify the institution producing the microform.

#### b. Institution responsible for producing the microform (m)

The Producer of the master may be taken as an indication of quality by those experienced in the field.

#### c. Year of creation (m)

Year of production again is an indication of what technology may have been used when creating the master. Strive for precision, but supply an estimated year or range of years if the exact year is unknown; yyyy or yyyy-yyyy



#### **d. Location of microfilm master (m)**

It is essential to record information about where the master is archived and under which call number the microform can be found.

#### **e. Codes describing technical details of the master (m)**

A set of codes has been agreed internationally to record such features in a way that will be independent of language and will retain its meaning over time (MARC21 #007h and #007c and UNIMARC #130 and #135). These codes allow recording the most essential general features.

The codes used for MARC21, UNIMARC and other bibliographic formats can easily be selected on the [EROMM website](http://www.eromm.org).

### **6. Availability of use copies (m)**

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The records should contain information about the availability of use copies.