

**BACKGROUND:** *This instruction sheet provides guidelines for assigning subject headings to those microforms that receive full, rather than minimal level, cataloging. For guidelines on classification, see the **Classification and Shelflisting Manual, F 650.***

**1. Subject headings.** Assign a full set of subject headings in accordance with normal procedures. Do not assign any heading or subdivision to indicate that the original work is in the form of a micropublication.

**2. Form subdivisions.** If the publication is a collection of records, assign an appropriate subdivision to bring this out, such as **-Archives, -Miscellanea, -Records and correspondence, -Sources,** etc.

If the documents reproduced record the activities of a particular person or corporate body, assign the name of the person or body with a subdivision such as **-Archives** or **-Library**, as appropriate. Omit the heading, however, if the person or body named is merely housing the documents but had nothing to do with their preparation.

**3. Geographic area codes and fixed field data.** Assign these codes as appropriate.