

# THESES

*seh: 11/90*

*(Revised: March 4, 1997)*

*(Revised: August 15, 2003)*

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Bound copies of theses produced by Kutztown University graduate students are added to the Archives and Main Collections. The Main Collection copy utilizes the imprint stamp of **Theses** at the head of the call number. Theses require original cataloging.

As a precursor to full cataloging, individual records are created in the OCLC MicroEnhancer for the rudimentary, repetitive elements of the record. A constant data record is created in the MicroEnhancer with the following elements:

Fixed Fields: **Bib lvl:** m  
**Source:** d  
**Lang:** eng  
**Enc Lvl:** I  
**Ctry:** xx  
**Cont:** b  
**Desc:** a  
**Dat tp:** s

Variable Fields:

040            KZS ≠c KZS  
049            KZSA ≠a KZST  
100    ■    ■    .  
245    ■    ■    ≠b / ≠c by .  
260            ≠c 2003  
300            leaves : ≠b ; ≠c 29 cm.  
4■■    ■    ■  
5■■    ■  
500            Typescript.  
502            Thesis (M. .)—Kutztown University of Pennsylvania, 2003.  
504            Includes bibliographical references (leaves ).  
6■■    ■    ■  
6■■    ■    ■  
7■■    ■    ■  
710    2    0    Kutztown University of Pennsylvania. ≠b Department of .  
8■■    ■    ■  
949            KZSA ≠a KZST ≠c 2

Appropriate information is entered for the 100 and 245, 260, 300, 502, and 504 fields. When the abstract precedes the thesis, a 500 field is formatted as follows:

Abstract precedes thesis as 1 preliminary leaf.-  
Abstract precedes thesis as [5] preliminary leaves.

Subject headings may then be determined using the Library of Congress Subject Headings. Call numbers are devised according to the subject headings selected. An 043 field using the geographical codes must be created for each subject heading subfield with a geographical reference.

All records are saved to a file and either downloaded to a disc or copied to the appropriate shared drive to give the cataloging librarian easy access to the records. When cataloging has been completed, labels are generated for theses for the Main Collection. The Main Collection theses are also end processed: edge and property stamped; date due slips and barcodes attached; security strips inserted. Main Collection copies are linked following standard procedures.

Theses copies designated for the Archives collection receive no end processing. Voyager holding records are created for the Archives copies; the holding library is designated, but the call number is not inserted.

Statistics are recorded for the theses designated for the main collection; Archives theses' statistics are not recorded by Technical Services. Processed and linked theses for the main collection, as well as the Archive's copies, are delivered to Circulation for shelving.