

The Pacific Manuscripts Bureau Collection

Local processing guidelines for serial titles

Headquartered at the Australian National University, the Pacific Manuscripts Bureau (PMB) is a non-profit organization that specializes in the preservation of archives, manuscripts and rare printed materials related to the Pacific Islands. The PMB is sponsored by an international consortium of libraries specializing in Pacific research and, as such, the PMB collections are available only to customers of member libraries (UC San Diego is a member). The online collection is accessible to member libraries via IP authentication.

UC San Diego is entitled to all titles in the PMB (Series) and PMB doc series. The PMB materials were originally made available on microfilm only. In 2016, the PMB started digitizing their materials and UC San Diego changed its microfilm subscription to online only.

These procedures contain local processing notes for the PMB collection, both microfilm and online. Though microfilm is no longer received, the PMB microfilm processing notes are included here for historical purposes.

PMB Microfilm Processing (valid to 2015)

After receipt and checkin of microfilm by Serials Acquisitions, the reels are sent to the serials cataloger. The serials cataloger identifies and catalogs the serials and refers all non-serial reels to the monographs cataloger. When the cataloging is complete, return the reels to Serials Acquisitions for physical processing. "Restricted access" microfilm reels are given to Laura Chipps after processing and housed in locking cabinets.

The PMB may send replacement reels for items already received. Compare the content on the reels to see if it is identical. Check with the selector to find out if PMB intended for the original reel(s) to be discarded or whether both sets of microfilm should be retained.

Printed guidesheets for both the PMB (series) and PMB document series are photocopied (if needed) and filed in looseleaf binders (see titles #4 and #15 below, Guide to collections of manuscripts relating to the Pacific Islands). One copy of the binder is maintained and shelved in SSHRF.

1	DU17 .C66 1991
2	↳ Complete annotated catalogue, PMB manuscript series : microfilms PMB 1-1030 · · SSH ·
3	DU17 .C6615
4	↳ Guide to collections of manuscripts relating to the Pacific Islands. PMB · · SSH Ref, SSH ·
5	↳ Guide to collections of manuscripts relating to the Pacific Islands. PMB · · SSH, SSH Ref ·
6	DU17 .C6616 1997
7	↳ Pacific Manuscripts Bureau manuscript series : short title catalogue and index, microfilms PMB 1-113 · · SSH, SSH Ref ·
8	↳ Pacific Manuscripts Bureau manuscript series : short title catalogue and index, microfilms PMB 1-113 · · SSH, SSH Ref ·
9	DU17 .C662 1991
10	↳ Complete annotated catalogue, PMB printed document series : microforms PMB Doc. 1-400 · · SSH Ref, SSH ·
11	DU17 .C6623 1997
12	↳ Pacific Manuscripts Bureau printed document series : short title catalogue and index microfilms PMB · · SSH, SSH Ref ·
13	↳ Pacific Manuscripts Bureau printed document series : short title catalogue and index microfilms PMB · · SSH, SSH Ref ·
14	DU17 .C6625
15	↳ Guide to collections of manuscripts relating to the Pacific Islands. PMB Doc · · SSH, SSH Ref ·
16	↳ Guide to collections of manuscripts relating to the Pacific Islands. PMB Doc · · SSH, SSH Ref ·
17	↳ Guide to collections of manuscripts relating to the Pacific Islands. PMB Doc · · SSH, SSH Ref ·

The printed guidesheets for both the PMB document and PMB (series) are also available online at: <http://rspas.anu.edu.au/pambu/finals/searchLong.php> and cataloged at: <http://roger.ucsd.edu:80/record=b7029775~S2>

UC San Diego analyzes all items on the microfilm reels. Serials are cataloged on the print record using the single record approach. If the print record is not available, use the microform record. If no record is available, create an original record for the microform. See [Microform serials cataloging procedures](#) for more information.

PMB (Series) Microfilm Processing

All items on PMB (Series) reels are analyzed. Add the following fields to print or microform records, unless otherwise noted.

1. Add: 007 h \$b d
2. For reels with restricted access, add a 506 note. Example:
506 __ RESTRICTED ACCESS: Access to proceedings of closed sittings (reel 5) requires written permission of the Government of Nauru until Jan. 2008
Also add a corresponding non-MARC, internal tag "x" note to the item record:
x RESTRICTED ACCESS
3. Add: 530 __ Also issued on microfilm with series title: PMB (Series) xxx. (If using a microform record, do not add)
4. Add 793 0_ Melanesian Collection.
Also add a corresponding non-MARC, internal tag "x" note to item record:
x Melanesian Collection. Do not withdraw. Do not relocate to Annex or SRLF
For more information, see: [Added access points for gifts and other collections](#)
5. Trace the series and reel number as follows:
830 0_ PMB (Series) ; \$v 1125
6. If available, add a related resource link for the online reel list:

856 42 \$3 Reel list \$u

<http://asiapacific.anu.edu.au/pambu/reels/manuscripts/PMBxxx.PDF> \$x Valid related resource

7. BRANCH LOC: gslw
8. Call number: XF 2530 reel ##
 - a. Checkin record example:
C 099 __ **XF 2530 reel 210**
 - b. Item record example (use "v" tag when there is more than one physical reel):
C 099 __ **XF 2530 reel 210**
V **no. 4**
STATUS: o LIBRARY USE ONLY
 - c. Item and checkin LOCATION: cf

All items on P.M.B. document reels are analyzed. Add the following fields to print or microform records, unless otherwise noted.

1. Add: 007 h \$b d
2. For reels with restricted access, add a 506 note. Example:
506 __ RESTRICTED ACCESS. Access requires written permission from Morgan Tuimaleali'ifano, Department of History, University of the South Pacific, PO Box 2377, Government Buildings, Suva, Fiji
Also add a corresponding non-MARC, internal tag "x" note to the item record:
x RESTRICTED ACCESS
3. Add: 530 __ Also issued on microfilm with series title: P.M.B. document xxx. (If using a microform record, do not add)
4. Add 793 0_ Melanesian Collection.
Also add a corresponding non-MARC, internal tag "x" note to item record:
x Melanesian Collection. Do not withdraw. Do not relocate to Annex or SRLF
For more information, see: [Added access points for gifts and other collections](#)
5. Trace the series and reel number as follows:
830 0_ P.M.B. document ; \$v 1
6. If available, add a related resource link for the online reel list:
856 42 \$3 Reel list \$u <http://asiapacific.anu.edu.au/pambu/reels/docs/DOCxxx.PDF> \$x Valid related resource
7. BRANCH LOC: gslw
8. Assign call number: XF 2429 reel ##
 - a. Checkin record example:
C 099 __ **XF 2429 reel 10**
 - b. Item record example (use "v" tag when there is more than one physical reel):
C 099 __ **XF 2429 reel 10**

V **no. 2**
 STATUS: o LIBRARY USE ONLY
 c. Item and checkin LOCATION: cf

Item record example:

Summary		Record i39772652		0 Item-Level Holds		0 Bib-Level Holds																																																	
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ICTRL CD	-	IN LOC	0	STATUS	o LIBRARY USE ONLY																																																		
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PRICE	\$0.00	# OVERDUE	0	COPY USE	0																																																		
OUT DATE	- - :	ODUE DATE	- -	IMESSAGE	-																																																		
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DUE DATE	- -	TOT CHKOUT	0	YTDCIRC	0																																																		
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PMB Online Cataloging

In 2016, UC San Diego started receiving PMB titles online instead of on microfilm. Title lists are provided by PMB and the content may overlap with existing microfilm reels in our collection.

The digital content is somewhat problematic. Some titles may not have content because the PMB didn't finish uploading the content, other titles are inaccessible due to restricted access (contact PMB to verify) or other unknown reason, some of the URLs provided on the title list are inaccurate (the correct domain is: <http://asiapacific.anu.edu.au>), reel lists (contents lists) previously included for the microfilm are not available for the online content (yet), and the online interface utilizes open source software and is not user-friendly which makes it extremely difficult to do analytic cataloging. The PMB plans to upgrade their online interface in 2016 to include better viewing options.

The PMB online content is organized according to the microfilm collection from which it was digitized. UC San Diego analyzes all the online content.

1. Follow the provider-neutral guidelines for cataloging online PMB titles. For serials, follow the [serial composite records cataloging guidelines](#), treating the print version as the original manifestation. If the print version record is not available, use the microform record, followed by the online record. If no record is available, create an original record for the online version.
2. For reels with restricted access, add a 506 note. Example of an [online “Restricted access” title](#). Digital copies are available but readers need to get permission per the instructions. Example:

Register of all LMS Missionaries who have attended Takamoa Theological College - Pacific Manuscripts Bureau

Conditions of access and use area	
Conditions governing access	Restricted access. This material will not be available for reference without the written permission of the General Secretary of the Cook Islands Christian Church (email ciccgs@oyster.net.ck). Access to the digitised copy will not be permitted unless prior written approval has been granted by the owner or custodian (or his/her personal representative) to a reader, which may or may not include permission to make paper photocopies or digital copies. No paper or digital copies will be supplied by the Bureau to other persons or institutions without prior written approval from the owner or custodian or his/her personal representative.

Add a 506 note:

506 __ RESTRICTED ACCESS. Access requires the written permission of the General Secretary of the Cook Islands Christian Church or custodian or his/her personal representative. See Pacific Manuscripts Bureau website for restriction information

Add a corresponding non-MARC, internal tag "x" note to the item record:

X RESTRICTED ACCESS

Contact Kylie Moloney to add the restriction note to the PMB record if it's lacking.

Kylie Moloney, Executive Officer, Pacific Manuscripts Bureau

Email: kylie.moloney@anu.edu.au

3. Add: 530 __ Also issued on microfilm with series title: PMB (Series) xxx. (If using a microform record, do not add)
OR
Add: 530 __ Also issued on microfilm with series title: P.M.B. document xxx. (If using a microform record, do not add)
4. Add: 793 0_ Melanesian Collection.
5. Add: 793 0_ Pacific Manuscripts Bureau online journals.
Consult the [eresources tracking page](#) for more information.
6. Trace the series and reel number as follows:
830 0_ PMB (Series) ; \$v 1125
OR
830 0_ P.M.B. document ; \$v 1
7. BRANCH LOC: NET
8. Item and checkin LOCATION: nnet