

Identifying & Recording OCLC Numbers for Early English Books Online Resources

Background.

The task is to identify the OCLC numbers for the [Early English Books Online](#) (EEBO) versions of resources that the Libraries own on microfilm and to record the OCLC numbers in the appropriate rows and columns in the EEBO spreadsheet.

The EEBO spreadsheet contains a list of titles, URLs, and OCLC numbers for resources in the EEBO collection. Note that many EEBO collection titles in the spreadsheet do **not** have OCLC numbers while many do. Sheet 2 in the spreadsheet contains OCLC numbers of the Libraries' microfilm titles. These are used for workflow tracking and management.

The EEBO collection titles are interfiled in the main sheet with a list of the Libraries' microfilm titles and their OCLC numbers, which are in **purple font** (See Figure 1 in Appendix 2). The microfilm version OCLC records will be used to identify OCLC numbers for equivalent e-version records. For example, in Figure 1 there are three microfilm titles preceded and followed by similar EEBO titles lacking OCLC numbers. The procedures will instruct you on:

1. searching for and retrieving the e-version OCLC record matching the microfilm version record,
2. using the URL of the matching EEBO title to view the webpage of the resource for verification that the data at the webpage matches data in the microfilm and e-version OCLC records,
3. recording the OCLC number of the e-version record in the appropriate row and column in the spreadsheet,
4. using font color, highlighting and staff notes to notate the spreadsheet.

Procedures. Section 1.

NOTE: Procedures, Section 1 applies to straightforward matches. Some of the OCLC records you find may already have UMCP holdings on the matching e-version records.

For situations that aren't addressed by Section 1, refer to Procedures, Section 2.

NOTE: For any case not addressed by Section 1 or Section 2 of this document, enter "Yes" in the "Problems" column of the appropriate microfilm title row in the Work Status table in the M Drive.

1. Begin with the OCLC# (sheet 2) of the microfilm version record. Copy the number to locate your starting point in the main sheet. Choose the “Find & Select” function key, select “Find” and paste in the number to locate the microfilm title in the main sheet.
2. Next paste the microfilm version OCLC number into the Connexion client to perform a search that retrieves the record.
3. Save the microfilm record to your local file (optionally, print it out).
4. Use search limiters and data from the saved microfilm version record to retrieve the matching e-version record.

Data to be used as search keys consist of a title key word (or two); a keyword from the library/institution holding the original print version; and the date of publication. The search keys may retrieve no record, one record, or more than one record representing e-version resources.

See Figure 2 in Appendix 2 illustrating selected search keys and data from a microfilm record, and Figure 3 illustrating search keys and options (highlighted in pink) selected for limiting the search. Note that the option, “Retain search,” as seen in Figure 3 in Appendix 2, minimizes the amount of data re-entry required when moving from one microfilm version title to the next in the list.

The e-version records retrieved **must be viewed** to verify a match. *Please note: an Encoding Level 3 record, coded as Type of Record “m” for computer file, is **NOT** to be considered a match.* If a match is found, proceed to the next step.

5. When a record is found having matching data, e.g., pagination, STC numbers, etc., print it out, or if working in Connexion and in the spreadsheet separately, having one screen opened for Connexion and one opened for the spreadsheet, you may choose to use the split screen in Connexion, one screen having the saved microfilm version record displayed and the other having the online file of the matching e-version record displayed. Figure 5 in Appendix 2 illustrates the result of the search used in Figure 3. Note that the same data is present in both records as seen in Figures 2 and 5.

6. The objective is NOT to update our holdings on the matching e-version record, it is to record its OCLC number in the appropriate row and column in the spreadsheet. In other words, the objective is to identify the EEBO resource in the spreadsheet that's described by the e-version record. The title URLs from the similar/matching EEBO title(s) in the spreadsheet will be used to identify the matching EEBO resources.

To locate the matching EEBO resources in the spreadsheet we will use title matching, the OCLC numbers of the microfilm versions of the titles, and the URLs of the EEBO versions of the resources.

- a. If the EEBO title(s) line up in the spreadsheet either closely above or below the microfilm version title, first "eyeball" the URLs for the OCLC numbers of the microfilm version titles to determine if there is one having the OCLC number of the microfilm version record. If this is the case, select the URL as *the first matching EEBO title in the list*, copy and paste into your web browser, and skip to step c. Otherwise, proceed with step b.
- b. Copy the OCLC number of the microfilm version record and paste it into the search box with the "title_url" column selected. If this OCLC number is found in the URL string, choose the found URL as *the first matching EEBO title in the list*, then copy the URL and paste it into your browser.

Figure 7 in Appendix 2 shows the URL in the first matching EEBO title in this example as being copied (pointed to by the arrow) for pasting into the web browser.

- c. Examine the data at the webpage of the resource. If the data doesn't match those found in the microfilm and e-version records, move to the next matching EEBO title in the list. Repeat these steps until a match is found.
- d. If there are no matching EEBO titles closely above or below the microfilm version title, refer to Appendix 1 for guidance on finding matching titles further away in the list.

Figure 8 in Appendix 2 shows the data describing the e-resource at the EEBO webpage opened by a copied URL. Note at the webpage of the resource that the data matches that seen in the microfilm and e-version records. Note that the STC number to be matched with the microfilm and e-version records is in the EEBO Field, "**Bib name / number.**" Disregard the STC number in the EEBO Field, "UMI Collection / reel number."

7. Once a match is confirmed, that is, a match between the data in the microfilm and e-version records and the data at the webpage of the resource, return to the Connexion client and copy the **OCLC number of the e-version record**. It is important to use the “COPY CONTROL NUMBER” function in CONNEXION – if typing, carefully double check the number typed into the spreadsheet. **Please note: if more than one e-version record is a match, choose the one with having most holdings as the match. In the matching EEBO version row, after entering your initials in the staff notes column, type in (Dup) (being sure to include the parentheses), e.g.: EH (Dup)**

8. Paste the OCLC number of the e-version record into the appropriate column of the matching EEBO row, which is the “oclc_number” column in the row of the URL that opens the webpage of matching data. IN ADDITION, perform the following steps, as illustrated in Figure 9 (Please note: Image in Figure 9 captures the spreadsheet prior to the addition of the date column):
 - a. Highlight the matching EEBO title row in Orange (which is called a “Standard color” in the Fill color drop down box).
 - b. Add your initials in the staff notes column. Return to the Connexion client, close the e-version record, and open the saved microfilm version record. Copy its control number, and paste it into the staff notes column following your initials in the matching EEBO row.
 - c. Add the date in the date column of the matching EEBO title row. **Save the spreadsheet to update it.**
 - d. Return to the microfilm title row, add your initials in the staff notes column and date in the date column.
 - e. Highlight the microfilm title row of the spreadsheet in yellow.
 - f. **Save the spreadsheet to update it.**

Next return to the OCLC# sheet and highlight the OCLC number to notate that the work is completed, then move on to the next number.

9. Proceed to the next microfilm title and OCLC number in your list, and begin again with Procedures, Section 1.

Procedures. Section 2

*****Unless specified in the instructions below, do not use row highlighting or text coloring*****

A. No matching e-version OCLC record (after double checking the search keys)

1. In the microfilm version row, enter **OCLC** and **initials** in the staff notes column and the **date** in the date column as such: OCLC BG and 8/28/15
2. Save the file and move on to the next title in your list.

See Figure 4 in Appendix 2 for an example showing the staff notes field of the microfilm title row for which no equivalent e-version OCLC record can be found. [NOTE Figure 4 shows image of process prior to addition of separate Date column]

B. You find an OCLC number in the EEBO resource row that is different from the matching OCLC e-version record number that you found.

1. Call up the OCLC number from the spreadsheet in Connexion to verify it's wrong.
2. In the EEBO resource row, add your initials and the microfilm version OCLC number in the "staff_notes" column (in that order).
3. Next carefully type or paste in the correct OCLC number in the "oclc_number" cell in front of the incorrect OCLC number (leaving a space between each number)
4. **Change the font color of the row to red.**
5. Save the changes.
6. Return to the microfilm version title row, add your initials in the "staff notes" column and date in the date column.
7. **Highlight the microfilm version row in yellow**, save the spreadsheet to update it, and move on to the next title in your list.

C. You find that the matching EEBO resource row already has the matching e-version record number that you found via your Connexion search.

1. Copy the URL at the EEBO resource row of the OCLC number found, paste it into your browser, and examine the data at the webpage of the resource in order to verify that the data at the webpage of the resource **matches** the data found in the microfilm and e-version records.

2. Add your **initials** in the staff notes column, and **date** in the date column of the microfilm version title row.
3. **Highlight the microfilm title row of the spreadsheet in yellow**, save the spreadsheet to update it, and proceed to the next microfilm title and OCLC number in your list.

D. No matching EEBO titles

1. You found the matching e-version OCLC record, but you find no matching EEBO resource in the spreadsheet. Enter **TITLE** and your **initials** in the staff notes column and **date** in the date column of the microfilm version title row, e.g.: TITLE BG and 9/28/15

APPENDIX 1. Instructions for Finding Matching EEBO Titles Not Closely Above or Below the Microfilm Version Titles

Some of the microfilm version titles, for example, those beginning with the phrase “By the King,” do not interfile “one to one” with the e-version titles. Try the following steps to locate the equivalent e-version title in the spreadsheet:

1. Write the number down of the cell in the left hand column, column “1,” of the microfilm version you will be basing your search on. In the example shown Figure 10, the number is **48478**.
2. Copy the data in the “publication_title” column, column “A,” of the microform version row as seen in Figure 10 in Appendix 2.
3. Open the “Find & Select” function key, select “Find” and paste the copied data from column “A” into the “Find what” line as seen in Appendix 2 in Figure 11.

Next, remove the punctuation separating the “title” (By the King) from the “subtitle” as seen in Figure 11.

4. After having removed the punctuation, execute the search for the matching EEBO title in the “publication_title” column by hitting the “Find All” option.

If a match is found, write down the number of the cell in the left hand column, column “1,” of the match (it’s a good idea to write it down on the print-out of the e-version record). In the example shown in Figure 12 the cell number in column “1” of the resulting match is 48793. Next, jump to the column of the match, then return to Procedure, Section 1, Step 7.

5. If a match **isn’t found**, Excel provides an error message, “We couldn’t find what you’re looking for ...”

Try the following approach: Delete all but a small phrase from the title in the “Find and Replace” search box, and re-execute the search. Try to select as unique a phrase as possible. Next, look closely at the result set for a title that matches. Jump to each “cell” that matches until a title match is found, then write down its cell number (it’s a good idea to write it on the print-out of the e-version record), and return to Procedure, Section 1, Step 7 if a match is found.

Figure 14 in Appendix 2 shows an example (highlighted) from a title string used in a search which failed to find a match (note that only the beginning text was used because the title string is very long). Figure 15 in Appendix 2 illustrates the result of removing all

but a small phrase within the string, and re-executing the search. Be careful to scroll above and below the matching cells, because it is possible that slight variations in the title will cause the matching title to file nearby in the spreadsheet.

APPENDIX 2. Illustrations.

FIGURE 1. Microfilm version titles and OCLC numbers interfiled with EEBO collection titles.

1	publication_title	title_url	oclc_number
39806	An introduction of the eight partes of Latine speache. Short introduction of grammar generally to be used	http://gateway.proquest.com/openurl?url=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:226318023	
39807	An introduction of the eight partes of speche, and the construction of the same, compiled and sette foorthe by the commaundement of our moste gracious souerayne lorde the kyng.	http://gateway.proquest.com/openurl?url=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:54532384	
39808	An introduction of the eyght partes of speche, and the construction of the same /compiled and sette forthe by the comma[n]dement of our most gracious souerayne lorde the king.		24163816
39809	An introduction of the eyght partes of speche, and the construction of the same /compyled and set forthe by the commaundement of our most gracious souerayne lorde the kyng.		23850965
39810	An introduction of the eyght partes of speche, and the construction of the same /compyled and sette forth by the commaundement of our most gracious souerayne lorde the kyng.		21396964
39811	An introduction of the eyght partes of speche, and the construction of the same compiled and sette forthe by the comma[n]dement of our most gracious souerayne lorde the king	http://gateway.proquest.com/openurl?url=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:24163816	
39812	An introduction of the eyght partes of speche, and the construction of the same compyled and set forthe by the commaundement of our most gracious souerayne lorde the kyng. Short introduction of grammar	http://gateway.proquest.com/openurl?url=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:23850965	
39813	An introduction of the eyght partes of speche, and the construction of the same compyled and sette forth by the commaundement of our most gracious souerayne lorde the kyng. Institutio compendiana totius grammaticae	http://gateway.proquest.com/openurl?url=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:21396964	

FIGURE 2. Selected search keys and identifying data from a microfilm record.

OCLC		24163816	Held by UMC/LHR - 47 other holdings; 3 other IRs
		1 UMC holding in GLIMIR cluster; 47 other holdings in GLIMIR cluster of 1	
049		UMCP	
100	1	Lily, William , #d 1468?-1522.	
245	1 3	An introduction of the eyght partes of speche , and the construction of the same #h [microform] / #c compiled and sette forthe by the commau[n]dement of our most gracious souerayne lorde the king.	
260		Londini : #b In officina Thomæ Bertheleti ..., #c M.D. XLII [1542]	
300		[74] pages	
336		text #b bxt #2 rdacontent	
337		microform #b h #2 rdamedia	
338		microfilm reel #b hd #2 rdacarrier	
500		Attributed to Lily by STC (2nd ed.)--and NUC pre-1956 imprints.	
500		Imprint from colophon.	
500		"Cum priuilegio ad imprimendum solum"--Colophon.	
500		Signatures: A-H* I* (last leaf blank).	
500		Bound with: Alphabetum Latino Anglicum (STC 19.2)--and Institutio compendiaria totius grammaticae (STC 15610.5a).	
500		Reproduction of original in the British Library.	
510	4	STC (2nd ed.) #c 15610.6	
533		Microfilm. #b Ann Arbor, Mich. : #c University Microfilms International, #d 1985. #e 1 microfilm reel ; 35 mm. #f (Early English books, 1475-1640 ; 1845:1).	

FIGURE 3. Search keys (highlighted in yellow) and options selected for limiting the search (highlighted in pink).

The screenshot shows the OCLC Connexion interface with a search record for OCLC 24163816. A 'Search WorldCat' dialog box is open, displaying search criteria. The search keys are highlighted in yellow, and the search options are highlighted in pink.

Search WorldCat

Command Line Search: Enter numeric, derived, keyword, or scan search here...

Keyword/Numeric Search

Search for: **speche** Title (ti.)

AND [Any] Title (ti.)

AND **British** Notes (nt)

Language: [Any] Format: [Any] **Internet**

Source: [Any] **Microform** Years: **1542** Material Type: [Any]

Apply Language of Cataloging Limiter: **English**

Search Results: Display using GLIMIR clustering

Buttons: Enter Diacritics... Expand/Collapse, Settings..., OK, Cancel, Clear Search, Help

FIGURE 4. No OCLC record for e-version found after searching using data found in the microfilm version record.

publication_title	title_url	staff_notes	oclc_number
By the King a proclamation signifying His Maiesties pleasure, that all men being in office of government, at the decease of his most deare, and most royall Father, King James, shall so continue, till His Maiesties further direction.		OCLC 8/28/15	33150360
By the King a proclamation signifying His Maiesties pleasure, that all men being in office of government, at the decease of his most deare, and most royall Father, King James, shall so continue, till His Maiesties further direction.			33150361
By the King a proclamation signifying his Maiesties pleasure, to confirm by all meanes the estates of his subjects against all defects in their assurances, and all concealed titles.			33150033

FIGURE 5. The matching e-version record showing the same data present in the microfilm record.

OCLC 606468202 No holdings in UMC - 20 other holdings
No UMC holdings in GLIMIR cluster; 20 other holdings in GLIMIR cluster of 1

045	1	#b d1500 #b d1799
050	4	PA2077 #b .L54 1542
090		#b
049		UMCP
100	1	Lily, William , #d 1468?-1522 .
245	1 3	An introduction of the eyght partes of speche, and the construction of the same #h [electronic resource] / #c compiled and sette forth by the commau[n]dement of our most gracious souerayne lorde the king.
260		Londini : #b In officina Thomæ Bertheleti ..., #c M.d.xliii [1542]
300		1 online resource ([74] p.)
500		Attributed to Lily by STC (2nd ed.) and NUC pre-1956 imprints.
500		Imprint from colophon.
500		"Cum priuilegio ad imprimendum solum"--Colophon.
500		Signatures: A-H* I* (last leaf blank).
500		At reel 1845:1 a bound with: Alphabetum Latino Anglicum (STC 19.2) and Institutio compendiarie totius grammaticae (STC 15610.5a).
500		Item at reel 59:6 appears as STC 15605 (number changed in 2nd ed.).
500		Reproduction of original in the British Library.
510	4	STC (2nd ed.) #c 15610.6
588		Description based on print version record.
650	0	Latin language #x Grammar #v Early works to 1800 .
650	7	Latin language #x Grammar . #2 fast #0 (OCoLC)fst00993167

FIGURE 6. EEBO resource has a **wrong** OCLC number.

1	publication_title	title_url	staff_notes	oclc_number
25226	A short catechisme for housholders with praiers to the same adioyning. Short catechisme for householders	http://gateway.proquest.com/openurl?ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:99852151		
25227	A short catechisme for housholders with praiers to the same adioyning. Short catechisme for householders	http://gateway.proquest.com/openurl?ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:99856228		
25228	A short catechisme for housholders, with praiers to the same adioyning	http://gateway.proquest.com/openurl?ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:23369981	BG 10/8/15 23369981	606464421 71499156
25229	A short catechisme for housholders, with praiers to the same adioyning		BG 10/8/15	23369981
25230	A short catechisme for housholders, with prayers to the same adioyning	http://gateway.proquest.com/openurl?ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:99892903		607140531
25231	A short catechisme for housholders, with prayers to the same adioyning. Brief and necessary catechisme or instruction	http://gateway.proquest.com/openurl?ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:52633163		

FIGURE 7. The URL from the first matching EEBO title being copied for pasting into the browser.

1	publication_title	title_url	oclc_number	staff_note
39806	An introduction of the eight partes of Latine speache. Short introduction of grammar generally to be used	http://gateway.proquest.com/openurl?ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:226318023		
39807	An introduction of the eight partes of speche, and the construction of the same, compiled and sette forth by the commaundement of our moste gracious soueraigne lorde the kyng..	http://gateway.proquest.com/openurl?ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:54532384		
39808	An introduction of the eyght partes of speche, and the construction of the same /compiled and sette forth by the commaun[n]dement of our most gracious souerayne lorde the king.		24163816	
39809	An introduction of the eyght partes of speche, and the construction of the same /compyled and set forth by the commaundement of our most gracious souerayne lorde the kyng.		23850965	
39810	An introduction of the eyght partes of speche, and the construction of the same /compyled and sette forth by the commaundement of our most gracious souerayne lorde the kyng.		21396964	
39811	An introduction of the eyght partes of speche, and the construction of the same compiled and sette forth by the commaun[n]dement of our most gracious souerayne lorde the king	http://gateway.proquest.com/openurl?ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:24163816		
39812	An introduction of the eyght partes of speche, and the construction of the same compyled and set forth by the commaundement of our most gracious souerayne lorde the kyng. Short introduction of grammar	http://gateway.proquest.com/openurl?ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:23850965		
39813	An introduction of the eyght partes of speche, and the construction of the same compyled and sette forth by the commaundement of our most gracious souerayne lorde the kyng. Institutio compendiaría totius grammaticae	http://gateway.proquest.com/openurl?ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:21396964		
39814	An introduction of the first grounds or rudiments of arithmetick plainly explaining the five common parts of that most useful and necessary art, in whole numbers and fractions, with their use in reduction, and the rule of three direct. Reverse. Double. By way of question and answer; for the ease of the teacher, and benefit of the learner. Composed not only for general good, but also for fitting youth for trade. / By W. Jackson student in arithmetick	http://gateway.proquest.com/openurl?ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:99868922		

FIGURE 8. The webpage opened by the URL copied from the "title_url" column of the spreadsheet.

The screenshot shows a web browser window with the URL `eebo.chadwyck.com/search/full_rec?SOURCE=config.cfg&ACTION=ByID&ID=24163816`. The browser's address bar and tabs are visible at the top. The website header features the EEBO logo and navigation links like 'HOME', 'MARKED LIST', 'SEARCH HISTORY', and 'HELP?'. Below the header, there are search filters and options to view the document as a record, image, illustration, full text, or thumbnail. A 'Print record as' dropdown is set to 'Text (Short Record)' with a 'Print' button. There is also an 'Add to your Marked List' checkbox and a 'Durable URL' button.

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Title: An introduction of the eyght partes of speche, and the construction of the same compiled and sette forthe by the commau[n]dement of our most gracious souerayne lorde the king.

Author: [Lily, William, 1468?-1522.](#) [[Author page in Literature Online](#)]

Other authors: [Colet, John, 1467?-1519.](#)

Imprint: Londini : In officina Thomae Bertheleti ..., M.D.XLII [1542]

Date: 1542

Bib name / number: STC (2nd ed.) / 15610.6

Physical description: [74] p.

Notes: Attributed to Lily by STC (2nd ed.) and NUC pre-1956 imprints. Imprint from colophon. "Cum priuilegio ad imprimendum solum"--Colophon. Signatures: A-H4 I6 (last leaf blank). At reel 1845:1a bound with: *Alphabetum Latino Anglicum* (STC 19.2) and *Institutio compendiarie totius grammaticae* (STC 15610.5a). Item at reel 59:6 appears as STC 15605 (number changed in 2nd ed.).

Copy from: British Library

UMI Collection / STC / [59:06](#)

reel number: STC / [1845:1a](#)

Subject: [Latin language -- Grammar -- Early works to 1800.](#)

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FIGURE 9. Additions and changes to the spreadsheet made according to Procedures. Section 1, steps 6-10.

	A	B	E	I
	publication_title	title_url	staff_notes	oclc_number
39803	An introduction of algorisme, to learne to reckon with the pen or with counters, in whole numbers or in broken.[Introduction for to learne to reckon with the pen	http://gateway.proquest.com/openurl/ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:22685783		
39804	An introduction of algorisme, to learne to reckon with the pen or with the counters, in whole numbers or in broken.[Introduction for to learne to reckon with the pen	http://gateway.proquest.com/openurl/ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:99841982		
39805	An introduction of algorisme, to learne to reckon with the penne, or with the counters, in whole numbers or in broken.[Introduction for to learne to reckon with the pen	http://gateway.proquest.com/openurl/ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:99841275		
39806	An introduction of the eight partes of Latine speache.[Short introduction of grammar generally to be used	http://gateway.proquest.com/openurl/ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:22631802		
39807	An introduction of the eight partes of speche, and the construction of the same, compiled and sette forth by the commaundement of our moste gracious souerayne lorde the kyng.	http://gateway.proquest.com/openurl/ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:54532384		
39808	An introduction of the eight partes of speche, and the construction of the same /compiled and sette forth by the comma[n]dement of our most gracious souerayne lorde the kyng.		BG 8/21/15	24163816
39809	An introduction of the eight partes of speche, and the construction of the same /compiled and sette forth by the commaundement of our most gracious souerayne lorde the kyng.			23850965
39810	An introduction of the eight partes of speche, and the construction of the same /compiled and sette forth by the commaundement of our most gracious souerayne lorde the kyng.			21396964
39811	An introduction of the eight partes of speche, and the construction of the same compiled and sette forth by the comma[n]dement of our most gracious souerayne lorde the kyng	http://gateway.proquest.com/openurl/ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:24163816	BG 8/21/15 24163816	606468202
39812	An introduction of the eight partes of speche, and the construction of the same compiled and sette forth by the commaundement of our most gracious souerayne lorde the kyng.[Short introduction of grammar	http://gateway.proquest.com/openurl/ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:23850965		
39813	An introduction of the eight partes of speche, and the construction of the same compiled and sette forth by the commaundement of our most gracious souerayne lorde the kyng.[Instituto compendiaris totius grammaticae	http://gateway.proquest.com/openurl/ctx_ver=Z39.88-2003&res_id=xri:eebo&rft_id=xri:eebo:citation:21396964		
	An introduction of the first grounds or rudiments of arithmetick plainly explaining the five common parts of that most useful and necessary art, in whole numbers and fractions, with their use in reduction, and the rule of three direct. Reverse. Double. By way of question and answer; for the ease of the teacher, and benefit of the learner.	http://gateway.proquest.com/openurl/ctx_ver=Z39.88-		

FIGURE 10. Copy the data in the “publication_title” column, column “A,” of the microform version

	A	B	E	I
	publication_title	title_url	staff_notes	oclc_number
48474	By the King :a proclamation for the better discouery and preuention of burglaries, robberies, and other frauds and abuses, and for the suppressing of all secret and vnlawfull practises of retyayling brokers, and others which may occasion the same.			33150478
48475	By the King :a proclamation for the better furnishing of the nauy, and increase of shipping.			33150420
48476	By the King :a proclamation for the better incouragement and aduancement of the trade of East-Indye Company.			33150475
48477	By the King :a proclamation for the better making of saltpeter within this kingdom.			33150435
48478	By the King :a proclamation for the better ordering of those who repaire to the court for their cure of the disease called, the kings euill.		BG 8/26/15	33150391
48479	By the King :a proclamation for the better ordering of those who repaire to the court, for their cure of the disease called the kings euill.			33150430
48480	By the King :a proclamation for the better ordering of those who repaire to the court, for their cure of the disease called the kings euill.			33150426
48481	By the King :a proclamation for the better ordering the transportation of clothes, and other woollen manufactures, into Germany, and the low-countrys, and to restrain the transportation of wooll, woollfels, woollen-yarn, fullers-earth, and tobacco-pipe clay.			33150663
48482	By the King :a proclamation for the Brittish vnderakers to repaire into Ireland.			33150025
48483	By the King :a proclamation for the calling home of all such His Maiesties subjects as are now employed either by sea or land, in the seruices of the emperor, the king of Spaine, or the archduches.			33150293

FIGURE 11. The “Find and Replace” box is used to search for an EEBO match for a microfilm title. Punctuation separating the “title” from the “subtitle” is removed.

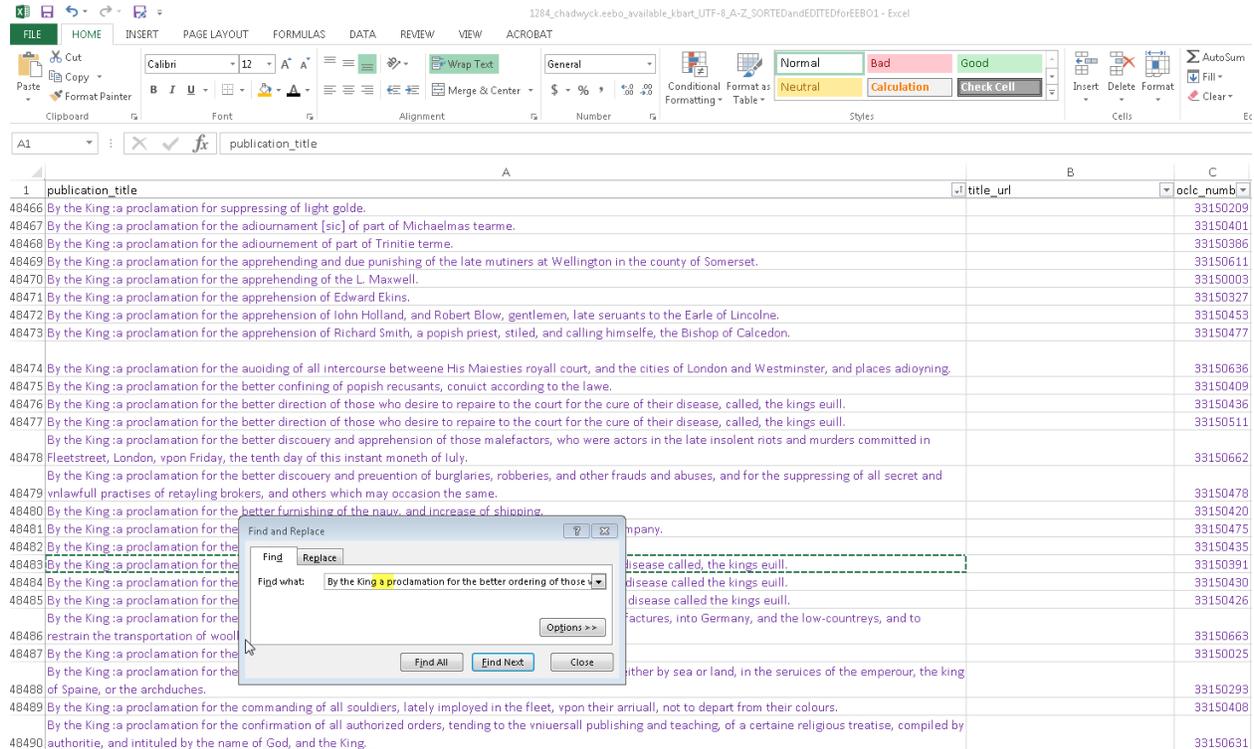


FIGURE 12. Execution of the search to find a title that doesn't interfere "one to one" with the e-version title.

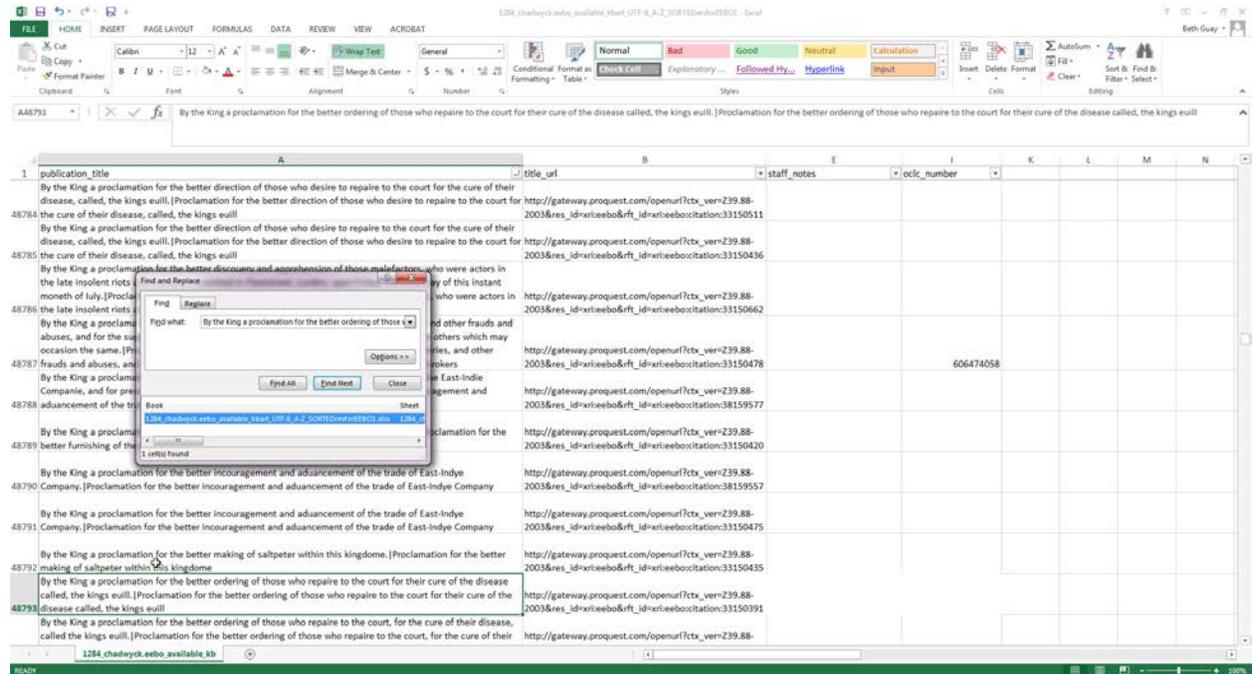


FIGURE 13. Initials and date added to the staff notes column, and the microfilm row of the spreadsheet highlighted.

	A	B	E	I
1	publication_title	title_url	staff_notes	cdc_number
48455	By the King :a proclamation for restraint of killing, dressing, and eating of flesh in Lent, or on fish-dayes, appointed by the law, to be hereafter strictly obserued by all sorts of people.			3315047#
48456	By the King :a proclamation for restraint of killing, dressing, and eating of flesh in Lent, or on fish-dayes, appointed by the law, to be hereafter strictly obserued by all sorts of people.			33150652
48457	By the King :a proclamation for restraint of the transportation of come.			33150252
48458	By the King :a proclamation for restraint of vnnesessarie resorts to the court.			3315031E
48459	By the King :a proclamation for setting the plantation of Virginia.			33150295
48460	By the King :a proclamation for setting the plantation of Virginia.			33150382
48461	By the King :a proclamation for suppressing of light golde.			33150205
48462	By the King :a proclamation for the adiournment [sic] of part of Michaelmas tearme.			3315040#
48463	By the King :a proclamation for the adiournment of part of Trinitie terme.			3315038E
48464	By the King :a proclamation for the apprehending and due punishing of the late mutiners at Wellington in the			3315061#
48465	By the King :a proclamation for the apprehending of the L. Maxwell.			33150005
48466	By the King :a proclamation for the apprehension of Edward Elkins.			3315032#
48467	By the King :a proclamation for the apprehension of Iohn Holland, and Robert Blow, gentlemen, late seruants to			33150455
48468	By the King :a proclamation for the apprehension of Richard Smith, a popish priest, stiled, and calling himselfe, the			3315047#
48469	By the King :a proclamation for the auoiding of all intercourse betweene His Maiesties royall court, and the cities of London and Westminster, and places adioyning.			3315063E
48470	By the King :a proclamation for the better confining of popish recusants, conuict according to the lawe.			33150405
48471	By the King :a proclamation for the better direction of those who desire to repaire to the court for the cure of their			3315043E
48472	By the King :a proclamation for the better direction of those who desire to repaire to the court for the cure of their			3315051#
48473	By the King :a proclamation for the better discouery and apprehension of those malefactors, who were actors in the late insolent riots and murders committed in Fleetstreet, London, vpon Friday, the tenth day of this instant.			33150662
48474	By the King :a proclamation for the better discouery and prevention of burglaries, robberies, and other frauds and abuses, and for the suppressing of all secret and vnlawfull practises of retayling brokers, and others which may			3315047E
48475	By the King :a proclamation for the better furnishing of the navy, and increase of shipping.			3315042C
48476	By the King :a proclamation for the better incouragement and aduancement of the trade of East-indya Company.			33150475
48477	By the King :a proclamation for the better making of saltpeter within this kingdom.			3315043E
48478	By the King :a proclamation for the better ordering of those who repaire to the court for their cure of the disease		BG 8/26/15	3315039#
48479	By the King :a proclamation for the better ordering of those who repaire to the court, for their cure of the disease			3315043C
48480	By the King :a proclamation for the better ordering of those who repaire to the court, for their cure of the disease			3315042E

FIGURE 14. Example of beginning text (highlighted) of a long title string used in a search which failed to find a match.

119698	The lieutenant of the Tower his speech and repentance, at the time of his death who was executed vpon Tower Hill, on the 20. day of Nouember, 1615 : together with a meditation and vow of his that hee made not long before he dyed. :
119699	The Lif of Saincte Katheryne
119700	The life and death of Iesus Christin part, summarily comprising his infirmities and sorroues, &c. : in a sermon preached before the Kings Maiesty at Royston in October last :/by Samuel Walsall ...
119701	The life and death of Iesus Christin part, summarily comprising his infirmities and sorroues, &c. : in a sermon preached before the Kings Maiesty at Royston in October last :/by Samuel Walsall ...
119702	The life of faith /by Samuel Ward ...
119703	The light of navigation :vwherein are declared and lively pourtrayed all the coasts and hauens, of the vvest, north and east seas : collected partly out of the books of the principall authors which haue written of navigation (as Lucas Iohnson Waghenaer and diuers others) partly also out of a manie other expert seafaring mens writings and verball declarations : corrected from manie faults, and inlarged with manie newe descriptions and cardes:: diuide into two books : heereunto are added (beside an institution in the art of navigation) new tables of the declination of the sonne, according to Tycho Brahes observations, applied to the meridian of Amsterdam : together with new tables and instructions to teach men the right use of the North Starre, and other firme starres, profitable for all seafaring men /by William Iohnson.

FIGURE 15. Remove all but a small phrase within the string and re-execute the search.

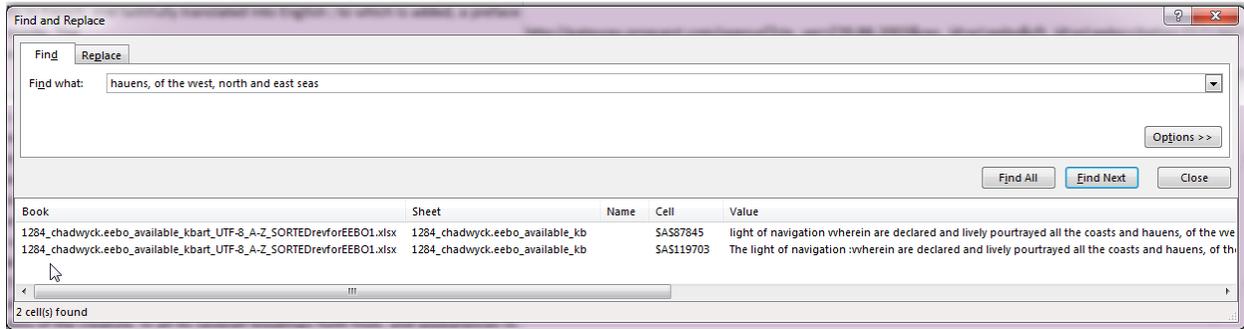


FIGURE 16. As described in the Appendix 1, use the number of the microfilm version resource that you made note of (see Appendix 1, step 1) in the top left hand column of the spreadsheet to return to the matching microfilm version's row in the spreadsheet.

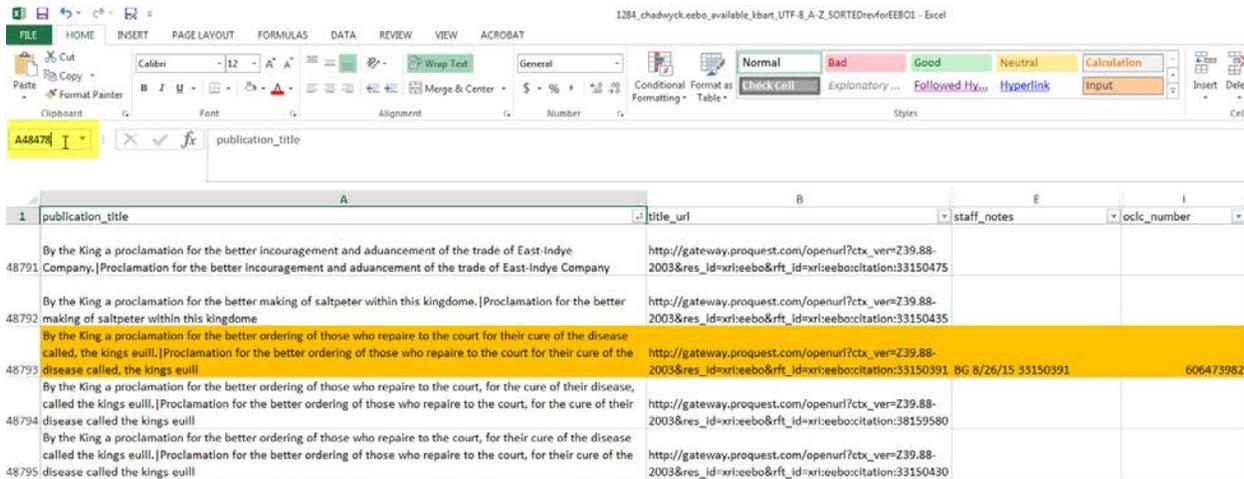


FIGURE 17. Examples of “matching” microfilm and e-version titles in the spreadsheet.

129515	Wandering-whores complaint for want of trading wherein the cabinet of her iniquity is unlockt and all her secrets laid open ... : also a full discovery of the whole trade of pads pimps, cheats, trappans, hectors ... and all other artists, who are, and have been students of Whittington Colledge, The
129516	Want of charitie iustly charged, on all such Romanists, as dare (without truth or modesty) affirme, that Protestancie destroyeth salvation in answer to a late popish pamphlet intituled Charity mistaken &c. :/by Christopher Potter ...
129517	Want of charitie iustly charged, on all such Romanists, as dare affirme, that Protestancie destroyeth salvation in answer to a late popish pamphlet intituled Charity mistaken &c. / by Christopher Potter ... Charity mistaken
129518	Want of charitie iustly charged, on all such Romanists, as dare affirme, that Protestancie destroyeth salvation. Or an answer to a late popish pamphlet intituled Charity mistaken &c. By Christopher Potter D.D. chaplaine to his Maty in ordinarie, and provost of Queenes Colledge in Oxford Charity mistaken, with the want whereof, Catholickes are unjustly charged
129519	Want of charitie justly charged on all such Romanists as dare (without truth or modesty) affirme, that Protestancie destroyeth salvation, or, An answer to a late popish pamphlet intituled Charity mistaken, &c.
129520	Want of charitie justly charged on all such Romanists as dare affirme, that Protestancie destroyeth salvation, or, An answer to a late popish pamphlet intituled Charity mistaken, &c. Answer to a late popish pamphlet intituled Charity mistaken, &c. Charity mistaken
129521	Want of charitie justly charged, on all such Romanists, as dare affirme, that Protestancie destroyeth salvation. Or An answer to a late popish pamphlet intituled Charity mistaken &c. By Christopher Potter D.D. chaplaine to his Maty in ordinarie, and provost of Queenes Colledge in Oxford Charity mistaken, with the want whereof, Catholickes are unjustly charged
	want of church-government no warrant for a totall omission of the Lords Supper. Or, A brief and scholastical debate of that question, which hath so wonderfully perplexed many, both ministers and people. Whether or no, the sacrament of the Lords Supper may be lawfully administred in an un-presbyterated church, that is, a church destitute of ruling elders. Wherein the affirmative is confirmed by many arguments, and cleared from objections, especially such as are drawn from the unavoidableness of mixt communions without ecclesiastical discipline. /

In most cases, the similar and/or matching titles for the EEBO versions of the resource will line up in the spreadsheet either closely above or below the microfilm version title. It is important to note that a “match” doesn’t necessarily mean a “perfect” match. For example, in the illustration in Figure 17 in Appendix 2 the parenthetical phrase, “(without truth or modesty)” in the microfilm version titles is lacking in the “matching” EEBO version titles, yet for the most part, the microfilm and e-version titles match: **For the purpose of this illustration**, a single match is highlighted in yellow, and a multiple match highlighted in pink.

Another example of an imperfect “match” can be seen with the microfilm and EEBO versions of titles with diacritics. For example, a microfilm version of a title in the spreadsheet appears as “Epistolã Joannis Ravisii Textoris non vulgaris eruditionis. :” while several EEBO versions appear starting about 10 rows below the microfilm version, with a title that begins , “Epistolae Joannis Ravisii Textoris non vulgaris eruditionis”

It is important to also note that some titles are neither closely above nor below the microfilm version title rows. See Appendix 1 for instructions for finding matching titles that are not closely above or below the microfilm version title rows.

Revision history: *Mar. 18, 2016:* added instructions for cases in which BOTH no OCLC record with matching data AND no matching EEBO titles; *Mar. 25, 2016:* fixed an error created by mixing up the instructions for two different situations in one text box (the cases of when you find that your matching OCLC record for the e-version already has UMC holdings vs. when you find an OCLC number in the “oclc_number” column of the EEBO resource row that is different from the matching OCLC record you found). *Aug. 4, 2016:* revised to accommodate addition of a separate date column (date was previously entered in staff note field); *March 13, 2017:* new steps with an additional worksheet in the spreadsheet containing the microfilm record OCLC numbers for ease of locating the numbers in the main sheet and managing workflow. Added a column to report problems not addressed by Sections 1 and 2 of the procedures. Removed instructions for printing out records. *May 26, 2017:* clarified and simplified Procedures, Section 2 (involving slight changes to Section 1 also). Revoked earlier instructions in a case of “BOTH no OCLC record with matching data AND no matching EEBO titles.” Revised treatment concerning matching e-version records when UMCP holdings are already attached. *June 7, 2017:* Additional procedural clarification for Procedures, Section 2