

# Oversize

## Oversize and Miniature (Mini) Criteria and Treatment

### What is Oversize?

Oversize is determined by height or width. If either of the measurements is larger than the standard measurement for that location, it is oversize. For example, a book with a G classification that measures 23 x 35 would be placed in oversize. This example is true for all locations.

#### Bird oversize definitions:

- 30-41 cm is oversize -- location is normal location for that call number in Bird, subfield k OVERSIZE, then call number.
- 42+ cm is flat - location is one of the bird,xl4 codes and the call number. (There is no |k)

#### Exceptions:

- For call numbers M (not ML or MT) or N-NX oversize begins at 36 cm.
- For M3 only, oversize is over 38 cm.
- Atlas Oversize is 31-50 cm
- Width of shelves in Atlas Collection is 23 cm. Anything 23 cm and over in width goes to Atlas Oversize. Holdings location is **maps,atlsf** (Atlas measuring 28 x 24 would go to Atlas Oversize)
- Atlas flat is over 50 cm. The mfhd location for an atlas flat is **maps,atlsh**
- Per map librarian, if oversize Atlas item is unable to stand without flopping over, make it flat.

#### Carnegie oversize definitions:

- 31-38 cm is oversize -- location is carn,over, subfield k OVERSIZE, and call number.
- 39-74 cm is flat - location is carn,xl Subfield k is FLAT and the call number.
- The special TR oversize in Carnegie is obsolete as of June 21, 2017. DO NOT USE LOCATION carn,trovrr.

#### ARR oversize definitions:

- 32-36 cm is oversize -- location is arr subfield k OVERSIZE then call number.
- 37 cm is oversize flat - location is arr Subfield k is FLAT and the call number.

#### Other Oversize Facts

- There is no oversize for any ref location.

### What is Miniature?

For all locations, books with a height of 17 cm or less are to be considered mini.

Previously, mini books were cataloged with their own location in Fine Arts Limited Access. This practice ceased August, 2012.

**Current practice:** miniature items should be sent to Preservation for casing. Once returned, barcode the item once on the case, note 2 parts in the item record, and set the location to where you would place the book normally (carn, bird,p, etc.) There is no special location for minis.