Parts 3-5: Authority Validation; Recording Information in the Or?bis MFHD; Item r?ecords

Part 3: Authority Validation

After completing the record, save it by clicking on the sailboat icon labeled "**Save to DB**." The authority validation window will appear. Validate all of the headings that appear on the record (name and series) according to established policy at:

[Authority control workflow for C&T staff](http://www.library.yale.edu/cataloging/authorities/ctacworkflow.htm) [1]

Part 4: Recording Information in the Or?bis MFHD

MFHDs for order records should be entered in the form:

852	8	1	‡b <location code> ‡k Suppressed ‡h On order ‡x sso

MFHDs for in-process records should be entered in the form:

852	8	1	‡b sml ‡k Suppressed ‡h In Process ‡x sso

Since the default is classed-separately, the record would normally be suppressed and no 866 would be created for the volume received (the receipt would be recorded in the Voyager Acquisitions module, however).

Part 5. Item r?ecords

The item record should be linked to the MFHD of the analytic bibliographic record. ENUM/CHRON data is not entered if the item record is linked to the analytic.

EXCEPTIONS:

If the series is NOT analyzed, the item record should be linked to the MFHD for the bibliographic series. Appropriate data should be entered in the ENUM/CHRON fields. In general, do not use **jour** item types for unanalyzed series volumes; use **circ**, **nocirc**, **reference**, etc. as appropriate.

If the title is classed-together analyzed (full or serial analytics), and some volumes are without an analyzable title (i.e., the volume only has the series title), then ALL item records should be linked (or re-linked) to the series bibliographic record. Appropriate data should be entered in the ENUM/CHRON fields.

Effective Date: February 18, 2014

Source URL:https://web.library.yale.edu/cataloging/workflow/sso/pt3-5

Links
[1] http://www.library.yale.edu/cataloging/authorities/ctacworkflow.htm