

Creating ORBIS records for Official Card Boxes for LSF Transfer

Creating ORBIS records

In order to move completed Official Catalog Boxes to LSF, nineteen ORBIS records will be created to keep track of the 9060 boxes of the Official Catalog cards. For the efficiency of this process, each record will describe a maximum of 500 boxes at the bibliographic, holding and item levels.

Bibliographic Record:

- Create a new bibliographic record by deriving from the template record:

- Leaders

Bibliographic level: m monograph/item

Encoding level: 7 minimal level

008 Fields

Date: 2002

Place of publication: ctu

Language: eng

110:2 : \$a Yale University \$b Library

245:10: \$a Official Catalog boxes ...through... \$p From ...

260: : \$a New Haven, CT \$b Yale University Library, \$c 2002

300: : \$a 500 boxes

500: : \$a The heading on the first card in the first of the 500 boxes is recorded in the 245 subfield p.

- Record box numbers in five digits; add leading zeros if a number is shorter than five digits
- Record the main entry of the first card within the 500 boxes in 245 subfield \$p. Begin \$p with the word "From."

Example

Tag	I1	I2	Subfield Data
035			#9 FNJ6368YL
110	2		#a Yale University. #b Library.
245	1	0	#a Official catalog boxes 00001 through 00500 #p From 1,3-dipolar cycloaddition chemistry.
260			#a New Haven, CT: #b Yale University Library, #c 2000.
300			#a 500 boxes
500			#a The heading on the first card in the first of the 500 boxes is recorded in 245 subfield p.

Holdings Record:

- Create five MFHD records for the holdings, each representing 100 boxes:
- Use "81" for the 852 field indicators
- Use "lsf" for the location code in 852 subfield
- Record the beginning and ending numbers of every array of 100 boxes in the call number fields #h and #i

Example:

MFHD 1: 852 81 #b lsf #h Box 00001-#i Box 00100
 MFHD 2: 852 81 #b lsf #h Box 00101-#i Box 00200
 MFHD 3: 852 81 #b lsf #h Box 00201-#i Box 00300
 MFHD 4: 852 81 #b lsf #h Box 00301-#i Box 00400
 MFHD 5: 852 81 #b lsf #h Box 00401-#i Box 00500

Item Records:

- Create one item record for each box:
- Use the New Items button or the Record >> Create Items to create an item record
- Wand a new barcode in the Barcode field
- Input the main entry if the first card in the box of the ENUM field following the instructions in [How to Input Main Entry Headings on Item Records](#) [1]

- Record the individual box number in the SPINE field

Example

Voyager Cataloging - [Item 3687154 for holding 5040627]

File Edit Record Item Display Options Window Help

New Open Save Search Headings Titles Save to DB New Higgs Get Higgs New Items Get Items Hierarchy Help

Title: Official catalog boxes 00001 through 00500 From 1,3-dipolar cycloaddition chemistry.

Location: lsf Call #: Box #00001 Box #00100

Barcode: 39002051491547 Temp. Loc.: [dropdown]

Perm. Loc.: lsf Temp. Type: [dropdown]

Item Type: lsf Media Type: [dropdown]

Enum: NASA SYMPOSIUM ON THE MAGNETIC

Chron: [text box]

Year: [text box]

Caption: [text box]

Free text: [text box]

Spine: Box #00003

Copy: 1 Pieces: 1 Price: \$0.00

2:19 PM

Main Entry Headings on Item Records

How to Input Main Entry Headings on Item Records:

- Click the Search button to bring up a search window
- Search the main entry heading of the first card
- Display from the index window a bib record that contains this heading
- Copy the form of heading from the bib record
- Switch to the item record window and paste the heading into the ENUM field
- Truncate the heading if necessary
- Type in the heading following the normalization rules below if the heading is not found from the search

ORBIS Normalization Rules:

- Leading articles are deleted for main title entries
- All alphabetic characters are set to upper-case
- Diacritics and leading characters are deleted
- Apostrophes are deleted; all other punctuation characters are replaced by a space
- Delimiters and subfield codes are deleted
- The music symbol for "flat" is replaced by its spelled out version (FLAT)
- The music symbol for "sharp" is deleted

- Greek characters are carried as upper-case alphabetic characters
- Superscripts are replaced by asteriks
- Subscripts are carried as simple numbers
- Data inside the angle brackets is deleted if the first four characters following the left angle bracket are "i.e."
- Following completion of the above normalization if more than one space in a row exists, the extra space is deleted
- Diagraphs are carried as two upper-case alphabetic characters

Examples:

Leading Articles

The history and Adventures of Little Henry (original)

HISTORY AND ADVENTURES OF LITTLE HENRY (normalized)

The Fight against Fraud

FIGHT AGAINST FRAUD (normalized)

Diacritics

K"oster, Albert (original)

KOSTER ALBERT (normalized)

N"ad"i al-Kit"ab al-'Arab"i (London, England) (original)

NADI AL KITAB AL ARABI LONDON ENGLAND (normalized)

'Abd al-Sal"am, A!hmad (original)

ABD AL SALAM AHMAD (normalized)

Apostrophes:

O'Hare, Aileen (original)

OHARE AILEEN (normalized)

People's Action for Cultural Ties (original)

PEOPLES ACTION FOR CULTURAL TIES (normalized)

Other Punctuation Characters:

Evan-Iwanowski, R.M. (original)

EVAN IWANOWSKI R M (normalized)

Fitzgerald-Jones, Sandra (original)

FITZGERALD JONES SANDRA (normalized)

Auto/biography studies (original)

AUTO BIOGRAPHY STUDIES (normalized)

Democracy & the Arts (original)

DEMOCRACY THE ARTS (normalized)

5% 10-15 Gold Debutantes (original)

5 10 15 GOLD DEBUTANTES (normalized)

Greek Characters:

‡-glucosidases (original)

BETA GLUCOSIDASES (normalized)

An ?- and ?- spectroscopic study (original)
ALPHA AND GAMMA SPECTROSCOPIC STUDY (normalized)

Superscript:

[A]²B-K (original)
A2 B K (normalized)

Subscript:

H2[subscript]S data reduction (original) H2S DATA REDUCTION (normalized)
More than One Space in a Row:

Wilson, H.B. (Harry Bristow). 1774-1853 (original)
WILSON H B HARRY BRISTOW 1774 1853 (normalized)

Freschi, Andrea, b. 1774 (original)
FRESCHI ANDREA B 1774 (normalized)

Milton, William, d. 1790 (original)
MILTON WILLIAM D 1790 (normalized)

Digraph:

Æ (original)
AE (normalized)

Æ gahmands bænk (original)
AE GAHMANDS BAENK (normalized)

Œuvres de P. Corneille (original)
OEUVRES DE P CORNEILLE (normalized)

Source

URL: <https://web.library.yale.edu/cataloging/catman/retrospective-conversion/creating-orbis-records-official-card-boxes-lsf-transfer>

Links

[1] <https://web.library.yale.edu/cataloging/catman/retrospective-conversion/creating-orbis-records-official-card-boxes-lsf-transfer/main-entry-headings-item-records>