

## Serials Card Catalog Location Guide

Sterling Memorial Library (SML) and Mudd

Two classification systems are used to arrange books in the SML stacks: Old Yale classification and Library of Congress (LC) classification. Most LC call numbers can be so identified by the presence of the designation "(LC)" as the last element of the call number. The exceptions are (1) D, PA-PZ, and Q, which are LC call numbers in which "(LC)" does not appear as the last element of the call number and (2) Near East, which appears as a stamp above an LC call number in which the designation "(LC)" does not appear as the last element of the call number.

Material with an Old Yale call number in one of the following classes (A B C F G H I J K) is shelved in the SML stacks; material with an Old Yale call number in one of the following classes (E L M N O P R S T U V W) is shelved in Mudd.

## Creating ORBIS records for the Serials Boxes for LSF Transfer

In order to move the completed Serials Catalog boxes to LSF, two ORBIS records were created to keep track of the 1118 boxes of the Serials Catalog cards. Each record describes a maximum of 559 boxes at the bibliographic, holdings and item levels.

### Bibliographic Record:

- The two bibliographic records were created by editing the following leader and MARC fields:
- Leaders

Bibliographic level: m monograph/item

Encoding level: 7 minimal level

008 Fields

Date: 2003

Place of publication: ctu

Language: eng

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

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

260: : \$a New Haven, CT \$b Yale University Library, \$c 2003

300: : \$a 559 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 559 boxes in 245 subfield \$p. Begin \$p with the word "From."

### Example

## Serials Card Catalog Location Guide

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The screenshot shows the Voyager Cataloging software interface. The title bar reads "Voyager Cataloging - [Bib 614499 : Serials catalog boxes 07943 through 08502 From 150000 SLOV.]". The menu bar includes File, Edit, Record, Display, Options, Window, and Help. The toolbar contains icons for New, Open, Save, Search, Headings, Titles, Save to DB, New Hldgs, Get Hldgs, New Items, Get Items, Hierarchy, and Help. The MARC tab is active, showing a record with the following fields:

Tag	I1	I2	Subfield Data
110	2		#a Yale University. #b Library.
245	1	0	#a Serials catalog boxes 07943 through 08502 #p From 150000 SLOV.
246	1		#i Labeled as: #a Official catalog boxes 07943 through 08502
260			#a New Haven, CT: #b Yale University Library, #c 2003.
300			#a 559 boxes
500			#a The heading on the first card in the first of the 559 boxes is recorded in 245 subfield p.
500			#a Official and Serials cards processed together and labeled continuously.

### 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 07943-#i Box 08050  
MFHD 2: 852 81 #b lsf #h Box 08051-#i Box 08160  
MFHD 3: 852 81 #b lsf #h Box 08161-#i Box 08270  
MFHD 4: 852 81 #b lsf #h Box 08271-#i Box 08400  
MFHD 5: 852 81 #b lsf #h Box 08401-#i Box 08500

### Item Records:

Create one item record for each box:

- Use the New Items button or select Record>>Create Items to create an item record

## Serials Card Catalog Location Guide

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- Wand a new barcode in the Barcode field
- Input the main entry of 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

\*Note that the catalog assistant entered a sequence of barcodes all at once thereby creating multiple item records rather than waiting for each fully processed box. This procedure was followed so that the serials boxes (the cards of which are in alphabetical order) would ultimately end up in numerical order. As a barcode was entered, a variable ("b") was added to the Enum field in place of the main entry heading. Additionally, individual box numbers were first entered in the Chron field when the main entry heading had not yet been entered. (This facilitates searching/retrieving the correct item record.)

IMPORTANT: When a fully processed box is ready to be sent to LSF the "b" is replaced with the appropriate main entry heading. Additionally, the individual box number is then moved to the Spine field.

### Example

The screenshot shows the Voyager Cataloging software interface for item 5249633. The form contains the following fields and values:

- Title: Serials catalog boxes 07943 through 08502 From 150000 SLOV.
- Location: Isl
- Call #: Box #07943 Box #08050
- Barcode: 39002058400020
- Temp. Loc.: [dropdown]
- Perm. Loc.: Isl
- Temp. Type: [dropdown]
- Item Type: Isl
- Media Type: [dropdown]
- Enum: 150000 SLOV
- Chron: [empty]
- Year: [empty]
- Caption: [empty]
- Free text: [empty]
- Spine: Box #07943
- Copys: 0
- Pieces: 1
- Price: \$0.00

## Latin American and other locations within Sterling (LC and Old Yale call numbers)

# Serials Card Catalog Location Guide

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## Old Yale call numbers (Latin American)

CARD	VOYAGER	OK TO MATCH TO
Argentina	‡b muddlamc ‡k Argentin	‡b lsf ‡b lsfbeir
Bahamas	‡b muddlamc ‡k Bahamas	‡b lsf ‡b lsfbeir
Barbados	‡b muddlamc ‡k Barbados	‡b lsf ‡b lsfbeir
Bermudas	‡b muddlamc ‡k Bermudas	‡b lsf ‡b lsfbeir
Bolivia	‡b muddlamc ‡k Bolivia	‡b lsf ‡b lsfbeir
Brazil	‡b muddlamc ‡k Brazil	‡b lsf ‡b lsfbeir
Central America	‡b muddlamc ‡k CentAm	‡b lsf ‡b lsfbeir
Chile	‡b muddlamc ‡k Chile	‡b lsf ‡b lsfbeir
Colombia	‡b muddlamc ‡k Colombia	‡b lsf ‡b lsfbeir
Costa Rica	‡b muddlamc ‡k CostRica	‡b lsf ‡b lsfbeir
Cuba	‡b muddlamc ‡k Cuba	‡b lsf ‡b lsfbeir
Dominican Republic	‡b muddlamc ‡k DomRepub	‡b lsf ‡b lsfbeir
Ecuador	‡b muddlamc ‡k Ecuador	‡b lsf ‡b lsfbeir
Falkland Islands	‡b muddlamc ‡k Falkland	‡b lsf ‡b lsfbeir
Guatemala	‡b muddlamc ‡k Guatemal	‡b lsf ‡b lsfbeir
Guiana	‡b muddlamc ‡k Guiana	‡b lsf ‡b lsfbeir
Guiana British	‡b muddlamc ‡k GuianaBr	‡b lsf ‡b lsfbeir

## Serials Card Catalog Location Guide

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Guiana Dutch	‡b muddlamc ‡k GuianaDu	‡b lsf ‡b lsfbeir
Guiana French	‡b muddlamc ‡k GuianaFr	‡b lsf ‡b lsfbeir
Haiti	‡b muddlamc ‡k Haiti	‡b lsf ‡b lsfbeir
Honduras	‡b muddlamc ‡k Honduras	‡b lsf ‡b lsfbeir
Honduras British	‡b muddlamc ‡k Hond Br	‡b lsf ‡b lsfbeir
Jamaica	‡b muddlamc ‡k Jamaica	‡b lsf ‡b lsfbeir
Latin America	‡b muddlamc ‡k Latin Am	‡b lsf ‡b lsfbeir
Mexico	‡b muddlamc ‡k Mexico	‡b lsf ‡b lsfbeir
Nicaragua	‡b muddlamc ‡k Nicarag	‡b lsf ‡b lsfbeir
Panama	‡b muddlamc ‡k Panama	‡b lsf ‡b lsfbeir
Paraguay	‡b muddlamc ‡k Paraguay	‡b lsf ‡b lsfbeir
Peru	‡b muddlamc ‡k Peru	‡b lsf ‡b lsfbeir
Porto Rico	‡b muddlamc ‡k PortoRic	‡b lsf ‡b lsfbeir
Salvador	‡b muddlamc ‡k Salvador	‡b lsf ‡b lsfbeir
South America	‡b muddlamc ‡k So Amer	‡b lsf ‡b lsfbeir
Trinidad	‡b muddlamc ‡k Trinidad	‡b lsf ‡b lsfbeir
Uruguay	‡b muddlamc ‡k Uruguay	‡b lsf ‡b lsfbeir
Venezuela	‡b muddlamc ‡k Venezuel	‡b lsf ‡b lsfbeir
Virgin Islands	‡b muddlamc ‡k VirginIs	‡b lsf

## Serials Card Catalog Location Guide

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		‡b Isfbeer
West Indies	‡b muddlamc ‡k Welnd	‡b Isf ‡b Isfbeer
West Indies British	‡b muddlamc ‡k WelndBr	‡b Isf ‡b Isfbeer
West Indies Dutch	‡b muddlamc ‡k WelndDu	‡b Isf ‡b Isfbeer
West Indies French	‡b muddlamc ‡k WelndFr	‡b Isf ‡b Isfbeer

### Other locations within Sterling (LC and Old Yale call numbers)

CARD	VOYAGER	OK TO MATCH TO
African Collection	‡b smlafr	
Andrews History Seminar Andrews Study History Seminar History Seminary	‡b smland OK to match to ‡b sml ‡k Hist Sem	‡b sml ‡k Hist Sem
American Oriental Society	‡b smlaos	
Arabic/Islamic Reading Room	‡b smlaris	‡b Isfnea
Asia Reading Room East Asia Reading Room East Asian Collection Oriental Division	‡b smlasi	
American Studies Reading Room	‡b smlamst	‡b Isf
Babylonian Collection Babylonian Seminary	‡b smlbab	
Chinese Reference Collection	‡b smlchir	
Franklin Collection	‡b smlfra	
Japanese Reference Collection	‡b smljpnr	
Judaica (obsolete as of 10/2/2018)	‡b smljud	‡b Isfjud ‡b Isfbeer
Judaic Studies Reference Judaic Studies Seminar	‡b smljudr	‡b Isfjud
Korean Reference Collection	‡b smlkorr	

## Serials Card Catalog Location Guide

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Linonia and Brothers I & b	‡b smlInb	‡b muddInb ‡b Isf
Map Collection Map Room	‡b smlmap	‡b Isfmapr
Map Collection Reference Map Room Reference	‡b smlmapr	‡b Isfmapr
Atlas Collection	‡b smlmapa	‡b Isfmapr
Atlas Collection Reference	‡b smlmapb	‡b Isfmapr
Numismatics Collection	‡b muddnum	‡b Isfbeir ‡b Isfmssr
Periodical Room	‡b smlper	‡b Isf
Philosophy Library Philosophy Study	‡b smlphi	
Bibliography Subject Bibliography Catalogue Reference Desk Reading Room Reference	‡b smlref	‡b Isf ‡b Isfbeir
Southeast Asia Reference	‡b smlsea	
Semitic Reference	‡b smlsem	
Sinological Seminar	‡b smlsin	
Slavic Reading Room	‡b smlsla	
Slavic Miniatures	‡b smlslam	
Slavic Reading Room Reference	‡b smlslar	
Zeta	‡b muddzeta	‡b Isfbeir ‡b Isf

## Library of Congress and Old Yale call numbers

### LC call numbers

CARD	VOYAGER	OK TO MATCH TO
A B C (except CJ) E F G H J K L M N P (except PA-PZ) R S T U V Z with (LC)	‡b sml	‡b Isf ‡b Isfbeir

## Serials Card Catalog Location Guide

Published on Yale University Library (<https://web.library.yale.edu>)

D PA-PZ Q without (LC)	‡b sml	‡b lsf ‡b lsfbeir
CJ with (LC)	‡b muddnum	‡b lsfmssr ‡b lsfbeir
A B C D E F G H J K L M N P R S T U V Z without (LC) stamped Near East or Near East Collection	‡b smlnea	‡b lsfnea
A B C D E F G H J K L M N P R S T U V Z with (LC) or without (LC) stamped Zeta	‡b muddzeta	‡b lsf ‡b lsfbeir

### Old Yale call numbers (no stamp)

CARD	VOYAGER	OK TO MATCH TO
A	‡b smly	‡b lsf ‡b lsfbeir
B	‡b smly	‡b lsf ‡b lsfbeir
C (except Cb4 90 and Cc5 5)	‡b smly	‡b lsf ‡b lsfbeir
Cb4 90, Cc5 5	BEINECKE DO NOT CONVERT	
E	‡b mudd	‡b lsf ‡b lsfbeir
F (except Fv1-Fv9999)	‡b smly	‡b lsf ‡b lsfbeir
Fv1-Fv9999	‡b smlasi	‡b smly ‡b lsf ‡b lsfbeir
G	‡b smly	‡b lsf ‡b lsfbeir
H	‡b smly	‡b lsf ‡b lsfbeir
I	‡b smly	‡b lsf ‡b lsfbeir
J	‡b smly	‡b lsf ‡b lsfbeir
Folio J	‡b smly ‡k Folio	‡b lsf ‡b lsfbeir



# Serials Card Catalog Location Guide

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JJ	‡b mudd	‡b lsf ‡b lsfbeir
K	‡b smly	‡b lsf ‡b lsfbeir
L	‡b mudd	‡b lsf ‡b lsfbeir
M (except Mhc8 and Mhm69)	‡b mudd	‡b lsf ‡b lsfbeir
Mhc8, Mhm69	BEINECKE DO NOT CONVERT	
N (except NZ)	‡b mudd	‡b lsf ‡b lsfbeir
NZ	BEINECKE DO NOT CONVERT	
O	‡b mudd	‡b lsf ‡b lsfbeir
P	‡b mudd	‡b lsf ‡b lsfbeir
R	‡b mudd	‡b lsf ‡b lsfbeir
S	‡b mudd	‡b lsf ‡b lsfbeir
T	‡b mudd	‡b lsf ‡b lsfbeir
U (except Uai)	‡b mudd	‡b lsf ‡b lsfbeir
Uai	BEINECKE DO NOT CONVERT	
V	‡b mudd	‡b lsf ‡b lsfbeir
W	‡b mudd	‡b lsf ‡b lsfbeir
X (except X346)	‡b smly	‡b lsf ‡b lsfbeir
XX	‡b mudd	‡b lsf ‡b lsfbeir
X346	BEINECKE DO NOT	

## Serials Card Catalog Location Guide

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	CONVERT	
Y (except Yna31)	‡b smlyal	‡b lsfmssr
Yna31	BEINECKE DO NOT CONVERT	
Z (except Zn ZNJ)	BEINECKE DO NOT CONVERT	
Zn ZNJ	‡b muddnum	‡b lsfmssr ‡b lsfbeir

### Old Yale call numbers (with stamp)

CARD	VOYAGER	OK TO MATCH TO
A B C F G H I J K X stamped Cole	‡b smly ‡k Cole	‡b lsf ‡b lsfbeir
E L M N O P R S T U V W stamped Cole	‡b mudd ‡k Cole	‡b lsf ‡b lsfbeir
A B C F G H I J K X stamped Wright	‡b smly ‡k Wright	‡b lsf ‡b lsfbeir
E L M N O P R S T U V W stamped Wright	‡b mudd ‡k Wright	‡b lsf ‡b lsfbeir
A B C F G H I J K x stamped Penniman	‡b smly ‡k Penniman	‡b lsf ‡b lsfbeir
E L M N O P R S T U V W stamped Penniman	‡b mudd ‡k Penniman	‡b lsf ‡b lsfbeir
A B C F G H I J K E L M N O P R S T U V W X Y Z stamped Zeta	‡b muddzeta	‡b lsf ‡b lsfbeir
A B C F G H I J K stamped Connecticut Hall	‡b smly	‡b lsf ‡b lsfbeir
E L M N O P R S T U V W stamped Connecticut Hall	‡b mudd	‡b lsf ‡b lsfbeir
L stamped Education	‡b mudd	‡b lsf ‡b lsfbeir
H stamped Romance Seminar	‡b smly	‡b lsf ‡b lsfbeir

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### Old Yale call numbers (numbers only)

CARD	VOYAGER	OK TO MATCH TO
8.71-17.25	‡b mudd	‡b lsf ‡b lsfbeir
21.03 - 61a.43	‡b mudd	‡b lsf ‡b lsfbeir

## Science, Social Science, Classics, Linguistics Seminar, Microforms Locations

**Science Libraries** (Astronomy Library, Engineering and Applied Sciences Library, Forestry Library, Geology Library, Kline Science Library, Mathematics Library, Ornithology Library)

CARD	VOYAGER	OK TO MATCH TO
Astronomy Library Observatory Library	‡b ast	‡b astref
Becton Computer Center Computer Center Library Department of Civil Engineering Dunham [Laboratory] Engineering and Applied Sciences Engineering Library Engineering Mechanics Engineering Reading Room Hammond Laboratory	‡b engn	‡b engn[xxxx] ‡b muddengn ‡b lsfeng ‡b lsfengr
Forestry Library Forestry School	‡b fes	‡b fes[xxxx] ‡b muddfes ‡b lsf for ‡b lsf forr
Economics Geology Library Geology Library	‡b geo	‡b geo[xxxx] ‡b muddgeo ‡b lsfgeo ‡b lsfgeor
Bingham Library Bingham Oceanographic Laboratory Bingham Library of Oceanography Biophysics Library Hartford Laboratory History of Science Kline Science Library Molecular Biophysics and Biochemistry Library Osborn Botanical Library Osborn Laboratory Osborn Memorial Laboratory Osborn Zoological Library	‡b ksl	‡b ksl[xxxx] ‡b muddksl ‡b lsfksl ‡b lsfkslr

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Physics Library Sloane Laboratory Sloane Physics Library Zoology Library		
Anthropology Library Peabody Museum Library	‡b kslant	‡b kslant[x] ‡b muddksl ‡b lsfksl ‡b lsfkslr
Mathematical Seminary Mathematics Library	‡b math	‡b math[xxxx] ‡b muddmath
Ornithology Library	‡b orn	‡b ornref

### Social Science Library (including Economic Growth Center and Statistics Library)

CARD	VOYAGER	OK TO MATCH TO
Administrative Sciences Library Economic Study Geography Library Industrial Administration Labor and Management Center Library Library of Applied Economics Political Science Library Social Science Library Sociology Library Street Traffic Library Transportation Library Urban Hall Library	‡b ssl	‡b ssl[xxxx] ‡b muddssl ‡b lsfssl ‡b lsfsslr
Economic Growth Center Library	‡b sslegc	‡b muddgdce ‡b lsfssl ‡b lsfsslr
Statistics Library	‡b stat	‡b stat[xxxx] ‡b lsfssl ‡b lsfsslr

### Other Locations (Classics Library, Linguistics Seminar)

CARD	VOYAGER
Classical Club Library Classics Library	‡b clas
Indological and Linguistic Seminar Library Linguistics Seminar	‡b ling

**No location or call number information in upper left corner of card**

CARD (SERIES STATEMENT)	VOYAGER
Americana Brace Variety Folio Pamphlets Goodrich Collection India Tracts Kingsley Miscellaneous pamphlets Kingsley Miscellaneous Sermons Kingsley Pamphlets	BEINECKE DO NOT CONVERT

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Kingsley Theological Miscellany Library of Americana Miscellaneous Pamphlets Miscellaneous Poems Plays Poems Porter Miscellany Scientific Miscellany Silliman Scientific Miscellany Silliman Miscellaneous Pamphlets Slavery Pamphlets Tracts U.S. Political pamphlets U.S. Civil War pamphlets	
Economic Tracts	‡b mudd

### Microforms

VOYAGER:

852 8 0 ‡b smlmic ‡h Film ‡i B[number]

852 8 0 ‡b smlmic ‡h Fiche ‡i B[number]

852 8 0 ‡b smlmic ‡h Film ‡i S618

## Serials Card Catalog OCLC Skip List

OCLC will skip the following types of cards:

- guide cards
- cards for headings
- cards for references
- cards representing added entries (author and title)
- temporary slips (acquisitions)
- cards marked "Discard"
- cards marked "Sample"
- series decision cards
- cards representing material in the following collections or locations:

### Art & Architecture

stamped Art, Art Library, School of Art

### Beinecke

stamped Beinecke, Beinecke Library, College Pamphlets, Rare Book Room, Western Americana, Western Americana Broad­sides

### British Art

stamped British Art, British Art Reference, Mellon Reference

### College Libraries

(1) marked CL (for College Libraries)

## Serials Card Catalog Location Guide

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(2) marked bk, br, cc, dc, es, je, mc, pc, sm, sy, tc, td

(3) stamped Berkeley, Branford, Calhoun, Davenport, Ezra Stiles, Jonathan Edwards, Morse, Peirson, Silliman, Saybrook, Trumbull, Timothy Dwight

### Connecticut Agricultural Experiment Station

stamped Connecticut Agricultural Experiment Station, Conn. Agr. Ex. Sta.

### Cowles Foundation

stamped Cowles Foundation, Cowles Foundation Library

### Cross Campus

stamped Cross Campus Library, German Reading Room, Mountaineering, Reserve Book Room

### Divinity

stamped Day Missions Library, Divinity Library, Divinity School Library, Trowbridge Reference Library

### Drama

stamped Drama Library

### Dwight Hall Library

stamped Dwight Hall Library

### Law

stamped Law Library, School of Law, Treatises Stack Room, Wheeler Treatises

### Lewis Walpole

stamped Lewis Walpole, Lewis Walpole Collection, Lewis Walpole Library

### Medical

stamped Dept. of Pediat., Dept. of Bacteriology, Dept. of Pharmacology, Dept. of Psychiatry & Mental Hygiene, Department of Psychology, Epidemiology and Public Health Library, Harvey Cushing Collection, Historical Library (Yale Medical School), Medical Library, Medical Library (Historical), Psychological Laboratory, School of Medicine Library, School of Nursing, Sterlin Hall of Medicine

### Music

stamped Lowell Mason Collection, Lowell Mason Library, Music Library, School of Music

### SML Arts of the Book

stamped Arts of the Book Room, Bookplate Collection, Carl P. Rollins Collection, Collection of the Arts of the Book Room, Graphic Arts Collection, Rollins Collection

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Source URL: <https://web.library.yale.edu/cataloging/catman/retrospective-conversion-serials-card-catalog>

### Links

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