

Bibliographic Records for Materials Transferred to the Library Shelving Facility

1. GENERAL PRINCIPLES FOR BOOKS AND SPECIAL COLLECTIONS

- Each title must have an appropriate bibliographic and MARC holdings (MFHD) record in Orbis.
- Appropriate record guidelines are defined for books and manuscript collections.
- Each item transferred to LSF must have an item record attached to the matching bibliographic record.
- Procedures must not be Voyager specific.
 - Review public notes in the MFHD (852 \pm z; equivalent to 'um' notes in NOTIS); if the note is system-specific, be deleted or re-worded in system-general terms; public notes that only apply to the original location should be deleted.
 - Do not reference Voyager ID numbers
- All temporary locations must be removed from item records before an item is transferred.
- An item identified for LSF at point of acquisition will receive no special priority or handling.
- No circulation activity will be performed as part of the transfer process.
- Transfer all copies of a particular edition and correct MFHDs to accurately reflect Library's holdings.

2. SERIALS AND MULTI-VOLUME SETS

Generally apply the following standards to serials and multi-volume sets. Exceptions should be discussed with the Chief Cataloging Librarian. For detailed guidelines refer to [Appropriate Bibliographic and Holdings Record for Serials Transferred to LSF](#) [1].

- Each serial or multi-volume set must have a MFHD which indicates:
 - Volumes not on shelf at time of transfer
 - Volumes not available for transfer
- Item record for each volume includes enumeration/chronology attached to the correct MFHD.
- Multi-volume sets are transferred in their entirety (no split sets).
- Serial titles are transferred in their entirety. If a serial has undergone title changes, all the volumes represented on a title (bibliographic record) must be transferred together.

If a title has already been split because some volumes are in Mudd and some are located in a school or departmental library, the following guidelines must apply to the copy being transferred to the LSF.

- Each MFHD for serials and multipart sets must indicate:
 - Volumes not on shelf at time of transfer
 - Volumes not available for transfer
- Item record for each volume including enumeration/chronology linked to appropriate MFHD

3. Pamphlets

For Sterling and recommended for school and departmental library pamphlet collections:

- Process individual pamphlets as they are identified through the generation of pickslips.
- In all cases where the individual pamphlets in a box are represented by title level records, the box level records will not be used to describe a collection and will be suppressed in Orbis.

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

Contact: dajin.sun@yale.edu [2]

Source URL: <https://web.library.yale.edu/cataloging/catman/bib-records-for-lsf-transfer>

Links

[1] <http://www.library.yale.edu/cataloging/lfs/lfsserials.htm> [2] <https://web.library.yale.edu/cataloging/catman/bib-records-for-lsf-transfer>