Local Policy

M & P Staff : Yale Policy on Subfield ‡v

- When creating new records, use subfield ‡v to code form subdivisions when appropriate according to Library of Congress practice.
- When modifying member copy by adding or changing subject headings, update existing subdivision coding as appropriate.
- In all other situations, changing ‡x to ‡v is optional.
- Supervisors are responsible for identifying the training needs of staff within their units and providing training accordingly.

C & T Staff : Yale Policy on Subfield ‡v

- If the bibliographic record is an exact match with the item in hand, accept subfield ‡v and subfield ‡x as they appear on the record.
- If the item in hand is a variant edition and an 040 CtY‡cCtY (or other Yale identifier) will be required in the bibliographic record, use subfield ‡v as appropriate according to Library of Congress practice. Give to supervisor for review.
- Supervisors are responsible for identifying the training needs of staff within their units and providing training accordingly.

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