0xx

035	Collection	Single Manuscript	Additional Guidelines: Beinecke [1]
040	Collection	Single Manuscript [2]	Additional Guidelines: Beinecke [3]
041	Collection	Single Manuscript	Additional Guidelines: Beinecke [4]
042	Collection	Single Manuscript	Additional Guidelines: Beinecke
043	Collection	Single Manuscript	Additional Guidelines: Beinecke [5]
079	Collection	Single Manuscript	Additional Guidelines: Beinecke
090	Collection	Single Manuscript	Additional Guidelines: Beinecke
099	Collection	Single Manuscript	Additional Guidelines: Beinecke [6]

035 (System Control Number)

Repeatable: yes
Indexed: Keyword
Additional Staff Indexes: Original Orbis Bib Number

Indicators:
1st
none
2nd
none

Subfields:
‡a System control number
‡z Cancelled/invalid system control number
‡9 Notis record key or search string for link from Finding Aid Database

Instructions:

See also:
035: Additional Guidelines: Beinecke [1]

System-Generated Fields

Do not edit or delete system-generated 035 fields. The following system-generated 035 fields are typically found in manuscript records:

Notis Keys. In records migrated from Notis to Voyager in 2002, an 035 ‡9 contains the Notis system record key. This key originally consisted of a three-character alphabetic range followed by a four-digit sequential number. During migration to Voyager, "YL" was added to the end of these keys. The list below shows Notis key spans and corresponding cataloging sources:

AAAxxxx - BZZxxxx	RLIN (cataloged in RLIN)
CAAxxxx - CZZxxxx	RLA (Beinecke print recon)

DAAxxxx - DZZxxxx	OCLC (tape load)
EAAxxx -	Electronic Scriptorium (CCL recon)
FAAxxx - FZZxxx	Created Online
PAAxxxx - PLPxxxx	GEAC (Circulation)

Example:
035 __ ‡9 FKY6244YL

Voyager Bibliographic Record ID. In records created in Voyager and exported to MARS, an 035 ‡a field containing the Voyager bib id number is system-generated when the record is returned by MARS. For more information on exporting records, see section on exporting bibliographic records [7].

Example:
035 __ ‡a 4075432

OCLC Institutional Record ID. System-generated following export of a new record to OCLC. Contains OCLC institutional record number, preceded by the code (OCoCL). This field is used in matching when a record updated in Voyager is re-exported to OCLC. For more information on exporting records, see section on exporting bibliographic records [7].

Example:
035__ ‡a (OCoLC)ocn702230877

Local Fields

Local use of the 035 field must be approved by the Head of Cataloging. Currently, three approved types of local 035 fields are used for special collections records: search strings that link from finding aids to the associated catalog records (see below), HVT numbers used by the Fortunoff Video Archives for Holocaust Testimonies, and Manuscripts and Archives microform numbers.

For new records created in Voyager, a new 035 field must be entered if a link between the Finding Aid Database and the associated catalog record is needed. Enter this search string in a subfield **‡9**, using the following syntax: (YUL)ead.[repository id].[ead id]. The "ead id" is a unique identifier for the text file containing the finding aid. The form of the repository and ead identifiers are determined locally.

Examples:

035 __ ‡a HVT-4257
(HVT number)
035 __ ‡a Film HM 216
(microform number)

035 __ ‡9 (YUL)ead.beinecke.wkent
035 __ ‡9 (YUL)ead.beinecke.prycejon
035 __ ‡9 (YUL)ead.divinity189
(finding aid links)

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040 (Cataloging Source)
Required

Repeatable: no
Indexed: Keyword

Indicators:
1st
none
2nd
none

Subfields:
‡a Original cataloging agency
‡b Language of cataloging
‡c Transcribing agency
‡d Modifying agency
‡e Description conventions

Instructions

See also:
040: Single Manuscript [2]
040: Additional Guidelines: Beinecke [3]

Subfields **‡a** and **‡c** contain the repository's NUC code. Subfield **‡b** contains the language code **eng**, for the language of cataloging. Subfield **‡e** contains the code for DACS. Subfield **‡d** is rarely used in manuscript cataloging.

Input subfields alphabetically by subfield delimiter, or optionally use a locally-determined order.

Examples:
040 __ ‡a CtY-BR ‡b eng ‡c CtY-BR ‡e dacs
040 __ ‡a CtY ‡b eng ‡c CtY ‡e dacs
040 __ ‡a CtY-M ‡b eng ‡c CtY-M ‡e dacs

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041 (Language Codes)

Repeatable: no
Indexed: Keyword

Indicators:
1st
0 Item is not a translation/does not include a translation
1 Item is or includes a translation
2nd
none

Subfields:
‡a Languages of text
‡h Language code of original
‡k Language code of intermediate translations

See the USMARC Code List for Languages on Cataloger's Desktop or on the Library of Congress website [11].

Instructions:

See also:
041: Additional Guidelines: Beinecke [4]

Use optionally when significant material in two or more languages is present. Determine significance by considering volume, research importance, and whether language skills are required to use major parts of the collection.

List each code in a separate subfield **‡a**. The first code must also appear in the 008 language field [12]. List subsequent codes in order of predominance in the collection.

See also 546 (Language note) [13].

Examples:

041 0_ ‡a eng ‡a fre ‡a spa ‡a ger ‡a ita ‡a hun
245 00 ‡a Memories of my youth, ‡f 1895-1915.
546 __ ‡a Chiefly in English, French, and Spanish. Also includes some material in German, Italian, and Hungarian.

041 0_ ‡a eng ‡h ger
245 10 ‡a Troubles of a bibliophile, or, Outpourings from the heart of a bookloving worldling : ‡b for Paul Hirsch on February 24, 1931 : [Leipzig?] / ‡c by Martin Breslauer ; translated by Ruth Frey Axe, ‡f [ca. 1935].

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042 (Authentication Code)

Repeatable: no
Indexed: Keyword

Indicators:
1st
none
2nd
none

Subfields:
‡a Authentication code

Instructions

Optionally use to identify a record in compliance with the Program for Cooperative Cataloging, BIBCO Standard Record (BSR) RDA Metadata Application Profile for Archival Collections [14], by entering the code "pcc."

Example:
042 __ ‡a pcc

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043 (Geographic Area Code)

Repeatable: no
Indexed: Keyword

Indicators:
1st
none
2nd
none

Subfields:
‡a Geographic area code

See the USMARC Code List for Geographic Areas on Cataloger's Desktop or on the Library of Congress website [15].

Instructions:

See also:
043: Additional Guidelines: Beinecke [5]

Use optionally when the subject matter of a collection is geographic, and when the catalog record includes at least one 651 (Subject Added Entry - Geographic Name) [16]. Use the most specific appropriate code.

List each code, in a separate subfield **‡a**. For each code, enter all seven characters and any hyphens, including any trailing hyphens.

Example:
043 __ ‡a np----- ‡a n-us-ca ‡a n-us-ri

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079 (OCLC Master Record Number)

Repeatable: no
Indexed: Keyword
Additional Staff Indexes: System Numbers

Indicators:
1st
none
2nd
none

Subfields:
‡a OCLC master record number
‡z Superceded OCLC master record number

Instructions:

System-generated, following export of a new record to OCLC. Do not edit or delete.

Contains OCLC master record number, preceded by the code ocn. This field is used in matching when a record updated in Voyager is re-exported to OCLC. For more information on exporting records, see section on exporting bibliographic records [7].

Example:
035__ ‡a ocn702150507

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090 (Local Call Number)

Repeatable: yes
Indexed: Keyword

Indicators:
1st
none
2nd
none

Subfields:
‡a Local classification number
‡b Local cutter number

Instructions:

Optionally use to record the call number, to facilitate keyword searching. Use of subfields is locally determined. Optionally, enter the whole call number in one subfield ‡a to enable keyword searching.

The call number must also be entered in the [Mfhd 852 field](#) [17], which is searchable by local call number indexing only.

Examples:
090 __ ‡a MS 450
090 __ ‡a RU 109

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099 (Local Call Number)

Repeatable: yes
Indexed: Keyword

Indicators:
1st
none
2nd
none

Subfields:
‡a Local classification number

Instructions:

See also:

[099: Additional Guidelines: Beinecke](#) [6]

Optionally use to record a former call number, to facilitate keyword searching. Wording is determined by local practice.

Examples:

099 __ ‡a Former call number: Uncat Mss 100

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Source URL:https://web.library.yale.edu/cataloging/manuscript/0xx

Links

[1] https://msu-cataloging-manual.beinecke.library.yale.edu/0xx#035 [2] http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions#040 [3] https://msu-cataloging-manual.beinecke.library.yale.edu/0xx#040 [4] https://msu-cataloging-manual.beinecke.library.yale.edu/0xx#041 [5] https://msu-cataloging-manual.beinecke.library.yale.edu/0xx#043 [6] https://msu-cataloging-manual.beinecke.library.yale.edu/0xx#099 [7] http://web.library.yale.edu/cataloging/manuscript/bibliographic-record#exporting_records [8] http://web.library.yale.edu/cataloging/manuscript [9] http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions [10] https://msu-cataloging-manual.beinecke.library.yale.edu/ [11] http://www.loc.gov/marc/languages/ [12] http://web.library.yale.edu/cataloging/manuscript/variable-control-fields#language [13] http://web.library.yale.edu/cataloging/manuscript/5xx#546 [14] https://www.loc.gov/aba/pcc/bibco/documents/PCC-RDA-BSR.pdf#page=20 [15] http://www.loc.gov/marc/geoareas/gacshome.html [16] http://web.library.yale.edu/cataloging/manuscript/6xx#651 [17] http://web.library.yale.edu/cataloging/manuscript/mfhd-record#852