

1xx

Field	Guidelines		
1XX	Collection	Single Manuscript [1]	Additional Guidelines: Beinecke [2]
100	Collection	Single Manuscript	Additional Guidelines: Beinecke [3]
110	Collection	Single Manuscript	Additional Guidelines: Beinecke
111	Collection	Single Manuscript	Additional Guidelines: Beinecke
130	Collection	Single Manuscript [4]	Additional Guidelines: Beinecke [5]

An 1XX field is required if a creator of the collection can be identified. For intentionally-assembled collections created by a YUL repository, use the repository name as 110, if possible.

Records with no 1xx and at least one 7xx: as of 2018 December, Archives at Yale will display the first 7xx as the primary creator. To ensure correct display, enter a 1xx.

See also [Single Manuscript Instructions](#) [1]

See also [1XX: Additional Guidelines: Beinecke](#) [2]

100 (Main Entry - Personal Name)

Repeatable: no

Indexed: Keyword

Additional Public Indexes: Author

Additional Staff Indexes: Staff Name Headings or Staff Name/Title Headings

Orbis Public Display Constant: Author/Creator

Punctuation: Ends with a mark of punctuation or a closing parenthesis. If final subfields are subfield **‡2**, **‡3**, **‡4**, or **‡5** a mark of punctuation precedes those subfields

Indicators:

1st

0 Forename

1 Surname

3 Family name

2nd

none

Subfields:

‡a Personal name

‡b Numeration

‡c Titles and other words associated with a name

‡d Dates associated with a name

‡e Relator term

‡q Fuller form of name

‡0 Authority record control number or standard number (see [Exporting Records](#) [6]/MARS Authority Processing)

Instructions:

See also:

[100: Additional Guidelines: Beinecke](#) [3]

Use for a personal name of the creator of the collection. Search Orbis and the Library of Congress authority file for an authority record, and use this form if one exists. If no authority record exists, create a heading in accordance with RDA rules and LC interpretations. Consult a NACO cataloger in your unit and the [Authority Control at Yale](#) [7] website for guidelines on when a new authority record should be created.

RDA rules and LC interpretations:

Personal names

‡d Dates:

Birth date: required if known.

Only birthday known, or still living: ‡d [yyyy]-

Death date: required if applicable and known.

Only death date known: ‡d -[yyyy]

To break a conflict, use the following standard terms as appropriate, for any century, spelling out all terms:

[yyyy] [Month] [dd]

approximately [yyyy]

active [yyyy]

active approximately [yyyy]

‡q Fuller form of name: required only to break a conflict not resolved by dates

‡c Titles and other words associated with a name

Required if applicable and known: Jr., Sr.; titles for saints, religious office, nobility

Use of terms of honor, such as Sir, Dame, Esq.: will be required if applicable, pending addition to RDA, projected for 2013 April.

To break a conflict not resolved by dates or titles, use a profession or occupation, capitalized and in parentheses:

‡c ([Occupation])

‡e Relator term

Optionally use the term "collector" to identify a person who assembled a collection but did not create the materials in it:

‡a [Name], ‡d [yyyy]-[yyyy], ‡e collector.

As of 2013 January, some LCAF records reflect interim RDA decisions, such as use of born/died instead of hyphens. Use these LCAF records as is.

Family names

Create a heading following RDA guidance for family name and qualifiers:

‡a Name

Type of family: required, using one of the following terms: Family, Dynasty, Royal house, Clan

Use standard form: ‡a [Name] ([Type])

‡c, ‡g, ‡d Qualifiers

Use as appropriate to break conflicts:

‡a [Name] (Family: ‡c [Place])

‡a [Name] (Family: ‡g [Name of prominent member of family], [yyyy-yyy])

‡a [Name] (Family: ‡d [yyyy-yyy])

For places, record a country, state, or city, using LCSH but separating jurisdictions with commas, not parentheses.

For prominent member of family, use LCAF or RDA rules for form of name and dates.

Do not use RDA headings for family names in 600; instead use the form established in LCSH, or create a heading in conformance with LCSH. An RDA family name in the 100 field refers to a specific family, while the same family name in LCSH collocates all families sharing that name.

Examples:

100 1_ ‡a Comfort, Aaron Ivins, ‡d 1827-1915.

100 1_ ‡a Austin, Stephen F. ‡q (Stephen Fuller), ‡d 1793-1836.

100 1_ ‡a Barbé-Marbois, François, ‡c marquis de, ‡d 1745-1837.

100 0_ ‡a Victoria, ‡c Queen of Great Britain, ‡d 1819-1901.

100 1_ ‡a Spender, Stephen, ‡d 1909-

100 1_ ‡a Smith, John, ‡d -1773.

100 1_ ‡a Smith, John, ‡d active 1719–1758.

100 1_ ‡a Smith, John, ‡d active approximately 1700-1720.

100 1_ ‡a Smith, John, ‡d 1719-approximately 1758.

100 1_ ‡a Frazer, John ‡c (Architect)

100 1_ ‡a Morgan, John Pierpont, ‡d 1837-1913, ‡e collector.

100 3_ ‡a Gregory (Family)

100 3_ ‡a James (Family : ‡c Summerton, S.C.)

100 3_ ‡a Peale (Family : ‡g Peale, Charles Willson, 1741–1827)

100 3_ ‡a Medici (Royal house : ‡g Medici, Lorenzo de', 1449–1492)

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110 (Main Entry - Corporate Name)

Repeatable: no

Indexed: Keyword

Additional Public Indexes: Author/Creator

Additional Staff Indexes: Staff Name Headings or Staff Name/Title Headings

Orbis Public Display Constant: Author

Punctuation: Ends with a mark of punctuation or a closing parenthesis. If final subfields are subfield ‡2, ‡3, ‡4, or ‡5 a mark of punctuation precedes those subfields

Indicators:

1st

0 Inverted name

1 Jurisdiction name

2 Name in direct order

2nd

none

Subfields:

‡a Corporate name or jurisdiction name as entry element

‡b Subordinate unit

‡0 Authority record control number or standard number (see [Exporting Records](#) [6]/MARS Authority Processing)

Instructions:

Use for the name of a corporate body that created the collection. Search Orbis and the Library of Congress

authority file for an authority record, and use this form if one exists. If no authority record exists, create a heading in accordance with RDA rules and LC interpretations. Consult a NACO cataloger in your unit and the [Authority Control at Yale](#) [7] website for guidelines on when a new authority record should be created.

RDA rules and LC interpretations:

‡b Subordinate unit: spell out Department

Examples:

110 2_ ‡a Hudson's Bay Company.

110 1_ ‡a California. ‡b Governor (1975-1983 : Brown)

110 2_ ‡a Beinecke Rare Book and Manuscript Library.

110 2_ ‡a Yale University. ‡b Library.

110 1_ ‡a South Dakota. Department of Public Safety (1973–1984)

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111 (Main Entry - Meeting Name)

Repeatable: no

Indexed: Keyword

Additional Public Indexes: Author

Additional Staff Indexes: Staff Name Headings or Staff Name/Title Headings

Orbis Public Display Constant: Author/Creator

Punctuation: Ends with a mark of punctuation or a closing parenthesis. If final subfields are subfield ‡2, ‡3, ‡4, or ‡5 a mark of punctuation precedes those subfields

Indicators:

1st

0 Inverted name

1 Jurisdiction name

2 Name in direct order

2nd

none

Subfields:

‡a Meeting name or jurisdiction name as entry element

‡c Location of meeting

‡d Date of meeting

‡e Subordinate unit

‡0 Authority record control number or standard number (see [Exporting Records](#) [6]/MARS Authority Processing)

Instructions:

Use for the name of a conference or meeting name that created the collection. Search Orbis and the Library of Congress authority file for an authority record, and use this form if one exists. If no authority record exists, create a heading in accordance with RDA rules and LC interpretations. Consult a NACO cataloger in your unit and the [Authority Control at Yale](#) [7] website for guidelines on when a new authority record should be created.

RDA rules and LC interpretations:

‡a Name: if needed for clarity, add: (Conference)

‡d Date: frequency (such as Annual or Biannual) is required if applicable

Examples:

111 2_ \$a Panama-Pacific International Exposition \$d (1915 : \$c San Francisco, Calif.)

111 2_ \$a BTR (Conference) (2nd : 2002 : University of New Mexico)

111 2_ \$a International Whaling Commission. \$b Annual Meeting.

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130 (Main Entry - Uniform Title)

Do not use for collections. For records of a serial publication use [110](#) for the publisher name. If the publisher name is not known, do not use 1xx, or optionally use the publication title as a corporate name in [110](#).

See also:

[130: Single Manuscript](#) [4]

[130: Additional Guidelines: Beinecke](#) [5]

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Source URL:<https://web.library.yale.edu/cataloging/manuscript/1xx>

Links

[1] <http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions#1xx> [2] <https://msu-cataloging-manual.beinecke.library.yale.edu/1xx> [3] <https://msu-cataloging-manual.beinecke.library.yale.edu/1xx#100> [4] <http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions#130> [5] <https://msu-cataloging-manual.beinecke.library.yale.edu/1xx#130> [6] http://web.library.yale.edu/cataloging/manuscript/bibliographic-record#exporting_records [7] <http://web.library.yale.edu/cataloging/authorities> [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/>
