

2xx

Field	Guidelines		
240	Collection	Single Manuscript [1]	Additional Guidelines: Beinecke
245	Collection	Single Manuscript [2]	Additional Guidelines: Beinecke [3]
246	Collection	Single Manuscript [4]	Additional Guidelines: Beinecke
250	Collection	Single Manuscript [5]	Additional Guidelines: Beinecke
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240 (Uniform Title)

See:

[240: Single Manuscript](#) [1]

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245 (Title Statement)

Required

Repeatable: no**Indexed:** Keyword**Additional Public Indexes:** Title, Author Sorted by Title**Additional Staff Indexes:** Title**Orbis Public Display Constant:** Title**Punctuation:** Ends with a period, even when another mark of punctuation or closing parenthesis is present unless the last word in the field is an abbreviation, initial, etc.**Indicators:**

1st

0 No title added entry

1 Title added entry

2nd

0-9 Number of nonfiling characters present

First indicator **0** is used when there is no 1XX and the 245 is the main entry. However, as the 245 field is always indexed in Voyager, regardless of first indicator, this indicator may be set as **1** or **0**, as determined by local practice.

Subfields:

‡a Title

‡b Remainder of title

‡c Remainder of title page transcription/statement of responsibility

‡f Inclusive dates

‡g Bulk dates

Subfields ‡a and ‡f are required. Use subfields in order: ‡a, ‡f, ‡g. Subfields ‡b and ‡c are not used for collections, but may be used for cataloging single items.

[General Collection Titles](#)

[Small Collection Titles](#)

See also:

[245: Single Manuscript](#) [2]

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

General Collection Titles

Instructions

Title (‡a)

Titles are constructed according to local practice, within the following guidelines. For collections with a 1XX main entry, generally repeat the main entry in direct order, as the first element in ‡a, followed by "papers," "archive," "collection," or another genre term or terms describing the predominant form of materials. The form of name may be truncated or may otherwise differ from the main entry, as determined by local practice. Use a space between initials in personal names.

For collections with no 1XX main entry, construct a title using topical and genre terms which will facilitate title searches and title browsing. Avoid using "miscellaneous" as the first word in the title, though this may have been done in the past. For new catalog records, use "miscellany" following a personal name or topical terms.

Although collection names are supplied rather than transcribed, they are derived from authorized sources of information (see DACS), and therefore bracketing of data is not necessary. For bracketing of dates, see [Dates](#) [9], below. Capitalize only the first word of the title and any proper names. See 520 and 500 notes regarding description of accompanying materials not accounted for in the 245.

Examples:

100 1_ ‡a Wilder, Thornton, ‡d 1897-1975.

245 10 ‡a Thornton Wilder papers, ‡f 1892-1991 ‡g (bulk 1935-1975).

(Collection of personal papers with 1XX main entry)

100 1_ ‡a West, Rebecca, ‡c Dame, ‡d 1892-

245 10 ‡a Rebecca West collection, ‡f 1913-[ongoing].

(Term of address in main entry not used in title)

110 2_ ‡a American Jewish Society for Service.

245 00 ‡a American Jewish Society for Service records, ‡f 1948-2000 (inclusive), ‡g 1951-1984 (bulk).

(Corporate records)

245 00 ‡a Account books recording fees for writs served in Stonington, Connecticut, ‡f 1811-1825.

245 00 ‡a Yale Collection of American Literature manuscript miscellany, ‡f [circa 1800-ongoing].

245 00 Texas legal documents, ‡f 1832-1895 ‡g (bulk 1832-1869).

(Title main entries)

Dates (‡f and ‡g)

Always provide inclusive dates in ‡f, stating the complete date span of materials. If most materials fall within a smaller date span, optionally supply bulk dates in ‡g. Use consistent wording and punctuation, as determined by local practice. For open-ended collections, for which additions are expected, use the current date span and update as necessary, or optionally use a date span ending in "-ongoing".

Examples, showing possible wording and punctuation:

‡f 1904-1987.

‡f 1904-1987 ‡g (bulk 1970-1980).

‡f 1904-1987 (inclusive), ‡g (bulk 1970-1980).

‡f 1904-1987 (inclusive), ‡g 1970-1980 (bulk).

‡f 1904-1987 (inclusive) ‡g (bulk 1970-1980).

If information can be supplied for undated or incorrectly dated materials, and this affects the date span of the collection, put supplied dates, in brackets, in ‡f and in the **Date 1** and **Date 2** codes in the 008 field. Note incorrect dates in a 520 field.

Examples:

245 ... ‡f [circa 1800-1900].

245 ... ‡f 1906-[1950].

245 ... ‡f 1927-[196-] (inclusive).

245 ... ‡f [1860]-1865.

520 ___ ... Earliest correspondence is misdated 1861.

Small Collection Titles**Instructions**

For small collections that do not have finding aid, catalog in conformance with DACS, using the instructions below and local practice. For full instructions about collection titles, see [General Collection Titles](#).

Repeat the main entry in direct order as the first element in ‡a, followed by "papers," "archive," "collection"; or one of these terms and a specific genre term; or up to two specific genre terms. Use specific genre terms if the bulk or research value is found mainly in these materials.

To describe a relationship between materials, use wording like "[genre] and [genre] related to ..." or "[genre] and papers from/related to ...". If one genre predominates, clarify this in a 520 note.

Examples:

100 1_ ‡a Allen, John Q.

245 10 ‡a John Q. Allen diaries and scrapbooks relating to the New York theater, ‡f 1915-1925.

300 ___ ‡a 1 ‡f linear feet (2 boxes)

520 ___ ‡a Daily diaries (10 v.) with extensive entries of activities, including commentary on people in theatrical circles and plays seen. Scrapbooks (2 v.) contain photographs, theater programs, ticket stubs, postcards and other printed ephemera.

1001_ ‡a Allen, John Q.

245 10 ‡a John Q. Allen letters and papers from his European tour, ‡f 1912-1913.

300 ___ ‡a .5 ‡f linear feet (1 box)

520 ___ ‡a Chiefly letters from family and friends, and retained copies of his outgoing letters, plus photographs, theater programs, tickets stubs, postcards and other printed ephemera.

100 1_ ‡a Allen, John Q.

245 10 ‡a John Q. Allen diaries and papers, ‡f 1915-1925.

300 ___ ‡a 1.5 ‡f linear feet (3 boxes)

520 ___ ‡a 14 volumes of diaries dated 1935-1945. Additional papers include clippings, notes, photographs, and other personal and professional memorabilia from his childhood and later life.

555 0_ ‡a Accompanied by a container list (in box 1).

100 1_ ‡a Jones, Peter R.

245 10 ‡a Peter R. Jones correspondence and diaries, ‡f 1915-1925.

300 ___ ‡a 1 ‡f linear feet (2 boxes)

520 ___ ‡a Weekly correspondence with family members from the period 1856-1902, and 25 diaries dated

1890-1914. The collection also includes a few early family photographs and theater programs.

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246 (Varying Form of Title)

Repeatable: yes

Indexed: Keyword

Additional Public Indexes: Title

Additional Staff Indexes: Title

Orbis Public Display Constant: Variant and Related Titles

Punctuation: Doesn't end with a mark of punctuation unless the last word in the field is an abbreviation, initial, etc.

Indicators:

1st

3 No note, added entry

2nd

_ No type specified

Subfields:

‡a Title proper/short title

‡i Display text

Instructions

See also:

[246: Single Manuscript \[4\]](#)

Use to give access to a former title of the collection. Enter the title in ‡a, preceded by explanatory text in ‡i. Do not use for a title of a work found within a collection; use [740 \[10\]](#) instead.

Example:

245 10 ‡a Jane Smith papers, ‡f 1920-2000.

246 3_ ‡i Collection formerly titled ‡a Jane Smith collection.

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250 (Edition Statement)

See:

[250: Single Manuscript \[11\]](#)

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260 (Imprint)

Repeatable: no

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

Indexed: Keyword

Orbis Public Display Constant: Published/Created

Punctuation: Ends with a mark of punctuation, a closing parenthesis, closing angle bracket, closing bracket, or a comma.

Indicators:

1st
none
2nd
none

Subfields:

‡a Place of publication, distribution, etc.

‡b Name of publisher, distributor, etc.

‡c Date of publication, distribution, etc.

Punctuation: 260 __ ‡a [Place]: ‡b [Name], ‡c [Date(s)].

Instructions:

This field is generally not used in mixed materials records. An exception is use by the Fortunoff Video Archive for Holocaust Testimonies, to record the place where the taping took place, the affiliate responsible for creating the videotape, and the date of taping.

Example:

260 __ ‡a Ramat Aviv, Israel : ‡b Beth Hatefutsoth, Nahum Goldman Museum of the Jewish Diaspora, ‡c 1985.

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Source URL:<https://web.library.yale.edu/cataloging/manuscript/2xx>

Links

[1] <http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions#240> [2]

<http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions#245> [3] [https://msu-](https://msu-cataloging-manual.beinecke.library.yale.edu/2xx#245)

<cataloging-manual.beinecke.library.yale.edu/2xx#245> [4] [<single-manuscript-instructions#246> \[5\] \[<instructions#260> \\[6\\] <http://web.library.yale.edu/cataloging/manuscript> \\[7\\]\]\(http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-</p></div><div data-bbox=\)](http://web.library.yale.edu/cataloging/manuscript/appendix-</p></div><div data-bbox=)

<http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions> [8] [<manual.beinecke.library.yale.edu/> \[9\] <http://www.library.yale.edu/cataloging/manuscriptcc/2xx.htm#dates> \[10\]](https://msu-cataloging-</p></div><div data-bbox=)

<http://web.library.yale.edu/cataloging/manuscript/7xx#740> [11]

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