

3xx

Field	Guidelines		
300	Collection	Single Manuscript [1]	Additional Guidelines: Beinecke [2]
351	Collection	Single Manuscript	Additional Guidelines: Beinecke [2]

300 (Physical Description)**Required****Repeatable:** yes**Indexed:** Keyword**Orbis Public Display Constant:** Description**Punctuation:** Doesn't end with a mark of punctuation unless the last word in the field is an abbreviation, initial, etc.**Indicators:**

1st
none
2nd
none

Subfields:

‡a Extent
‡b Other physical details
‡c Dimensions
‡e Accompanying material
‡f Type of unit
‡g Size of unit
‡3 Materials specified

[General Collections](#)[Small Collections](#)**General Collections****Instructions**

See also:

[300: Single Manuscript](#) [1][300: Additional Guidelines: Beinecke](#) [2]

Subfield ‡a is required. Subfield ‡f is optional. Subfield ‡3 specifies materials when multiple 300 fields are used. Other subfields are not used for collections, but may be used for cataloging single items. Subfield ‡c is required for single items.

The 245 and 300 fields should match, both describing either a collection or a single item.

Extent (‡a)

Always use subfield ‡a, and include at least the number of linear feet. Rounding of numbers and extent of decimal points are determined by local practice. If only subfield ‡a is used, also include the term "linear feet," the number of boxes, and, optionally, the number of other storage formats. Do not abbreviate words.

To calculate footage based on size and number of boxes, use local procedures, or use a [linear footage calculator](#) [3].

Examples:

300 __ \$a 10.50 linear feet

300 __ \$a 10.5 linear feet (5 boxes)

300 __ \$a 10 linear feet (5 boxes) + 2 broadside folders

Broadsides are not included in the linear footage.

300 __ \$a 49.6 linear feet (52 boxes, 12 rolled maps, 74 broadside folders)

Rolled maps and broadsides are extensive, and are therefore included in linear footage.

Type of unit (\$f)

Optionally, use subfield \$f, following subfield \$a. If both subfields \$a and \$f are used, only the number of linear feet is included in \$a; the term "linear feet," and, optionally, the number of boxes of other storage formats, are included in \$f.

Examples:

300 __ \$a 3.75 \$f linear feet (10 boxes)

300 __ \$a 0.21 \$f linear feet (1 box) + 1 portfolio

Small Collections

Instructions

Depending on local decisions about supplied titles and physical housing, physical description of a small collection may be expressed in various ways, such as:

Count of multiple bound volumes, boxed individually.

For example, a group of diaries in multiple volumes

Count of multiple unbound items, housed in one or more folders.

For example, a group of letters

Any of above, housed in one or more boxes, with linear footage.

For example, a small collection of diaries and letters

Physical description of similar materials can vary, depending on factors such as security, housing requirements, and local practice. In all cases, the bibliographic level, dates, and physical description must each account for all material named in the title, consistently describing the same a group of items. These elements should not include accompanying material mentioned only in a 500 or 520 note.

Examples:

A collection of three diaries, dated 1917-1951, in three volumes:

Leader/Bibliographic Level: c

\$a CtY-BR \$b eng \$c CtY-BR \$e dacs

300 __ \$a 3 \$f volumes

or 300 __ \$a 0.20 \$f linear feet (1 box)

A collection consisting of a diary in a single volume, dated 1917-1951, and two maps, dated 1910:

Leader/Bibliographic Level: c

008 Dates 1 and 2: 1910 and 1951

\$a CtY-BR \$b eng \$c CtY-BR \$e dacs

300 __ \$a 3 \$f items

or 300 __ \$a 0.20 \$f linear feet (1 box)

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351 (Organization And Arrangement)

Repeatable: yes**Indexed:** Keyword**Orbis Public Display Constant:** Organization**Punctuation:** Ends with a period.**Indicators:**

1st

none

2nd

none

Subfields:

‡a Organization

‡b Arrangement

‡3 Materials specified

Instructions:

See also:

[351: Additional Guidelines: Beinecke](#) [2]**Organization (‡a)**

Use to list series in a collection. Wording is determined by local practice. Separate series by periods. If a collection is arranged in series, use only subfield ‡a; do not use subfield ‡b.

Examples:

351 __ ‡a Organized into three series: I. Writings, 1915-1961. II. Correspondence, 1910-1954. III. Personal Papers, 1900-1957.

Arrangement (‡b)

Use to indicate alphabetical, chronological, or other arrangement for a small collection not organized into series.

Examples:

245 10 ‡a Jane Doe correspondence.

351 __ ‡b Arranged chronologically.

Materials specified (‡3)

Use to indicate a specific part of collection described in this field. Do not use punctuation between ‡3 and ‡b, so that these will display as one sentence in the OPAC.

Examples:

245 10 ‡a Jane Doe correspondence and drawings.

351 __ ‡3 Correspondence ‡b arranged chronologically

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Source URL:<https://web.library.yale.edu/cataloging/manuscript/3xx>

Links

[1] <http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions#300> [2] <https://msu-cataloging-manual.beinecke.library.yale.edu/3xx> [3] <https://collaborate.library.yale.edu/BeineckeLibrary/MsUnit/ProcessingManual/Wiki%20Pages/LinearFootageCalculator.aspx> [4] <http://web.library.yale.edu/cataloging/manuscript> [5] <http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions> [6] <https://msu-cataloging-manual.beinecke.library.yale.edu/>