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5XX Fields: General Instructions

See also:

[5XX: Additional Guidelines: Beinecke](#) [1]

Voyager will accept 5XX tags in any order, but using the above recommended order will simplify the OPAC display for 5XX fields displaying under the "Notes" label. Field order for other fields is determined by Voyager configuration documents.

Use subfield **‡3** (materials specified) in 5XX fields as necessary, particularly when describing components of large collections.

Avoid using abbreviations in note fields, unless transcribing a quote from the collection itself.

Example:

506 __ ‡3 Correspondence: ‡a restricted until 2020. Consult the appropriate curator for further information.

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500 (General Note)

Repeatable: yes

Indexed: Keyword

Orbis Public Display Constant: Notes

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st

none

2nd

none

Subfields:

‡a General note

‡3 Materials specified

Instructions

See also:

[500: Single Manuscript](#) [23]

[500: Additional Guidelines: Beinecke](#) [15]

Use sparingly, for general information for which no specialized note (5XX) field has been defined. Either 500 or [590 \(Local note\)](#) fields can be used for single notes. Use of these fields should be consistent, as determined by local practice.

Examples:

500 __ ‡a Audubon autograph lacking.

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500 __ ‡a Includes transcript of diaries.
500 __ ‡a Contents also cataloged individually.
500 __ ‡a On White House stationery.

245 __ ‡a English miscellaneous manuscripts collection, ‡f 1362-1945 (inclusive).
500 __ ‡a Additions to this collection will include accessions whose subject content is exclusively British, and which were created in Great Britain or by British citizens. Materials will not be transferred from other collections to this collection.

245 __ ‡a Civil War Manuscripts Collection, ‡f 1859-1900 (inclusive).
500 __ ‡a Further additions to this collection will meet departmental standards for additions to artificial collections and thus not amount to more than .25 linear feet of material or contain material in smaller quantities which warrant collection level status due to individual or subject content. Additions will include material generated during the Civil War period, 1861-1865, or the reminiscences, remembrances and recollections of individuals who were a party to events relating to the war.

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502 (Dissertation)

See:

[502: Single Manuscript](#) [27]

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505 (Formatted Contents)

Repeatable: yes

Indexed: Keyword

Additional Staff Indexes: Title

Orbis Public Display Constant: Contents

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st

Display constant controller

0 Contents

1 Incomplete contents

2 Partial contents

8 No display constant generated

2nd

Level of constant designation

_ Basic

0 Enhanced

Subfields:

‡a Formatted contents note

Instructions

See also:

[505: Single Manuscript](#) [28]

This field is rarely used. It may be useful for listing titles of individual items to facilitate keyword searching. Separate items with a space, hyphen, hyphen, space.

Example:

505 0_ ‡a Federal Farm Loan Bureau. Upper Yellowstone River Drainage Area, Montana / Report by J. Winter Smith -- Upper Glendive-Fallon Irrigation District, Project No. 15, Dawson and Prairie Counties, Montana. Report of the State Engineer to the Montana Irrigation Commission / C. S. Heidel [and] Fred E. Buck -- Red Lodge-Rosebud Irrigation District, Irrigation Project No. 10, Carbon County, Montana. Report of the State Engineer to Montana Irrigation Commission / C. S. Heidel [and] J. W. Smith -- Joliet & White Horse Bench Irrigation District Irrigation Project No. 11, Carbon County, Montana. Report of the State Engineer to Montana Irrigation Commission / C. S. Heidel [and] J. Winter Smith -- East Bench Irrigation District Irrigation Project No. 9, Beaverhead County, Montana. Report of the State Engineer to Montana Irrigation Commission / C. S. Heidel [and] Fred E. Buck -- Silver Irrigation District (Project No. 19) in Lewis and Clark County, Montana. Engineering report and recommendations / by the Public Service Commission of Montana -- Montana Joint Stock Land Bank. Lebo Valley, Montana / Report by J. Winter Smith -- Montana Joint Stock Land Bank. Madison River Drainage Area, Montana / Report by J. Winter Smith

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506 (Restrictions On Access)**Required**

Repeatable: yes

Indexed: Keyword

Orbis Public Display Constant: Access and Use

Indicators:

1st

_ No information provided

0 No restrictions

1 Restrictions apply

2nd

none

Subfields:

‡a Terms governing access

‡3 Materials specified

Instructions:

See also:

[506: Additional Guidelines: Beinecke](#) [8]

Use of first indicators is determined by local practice. First indicators 0 and 1 were established in 2006.

If there are no restrictions, enter a note stating this.

Example:

506 0_ This collection is open for research.

For collections with restrictions, use this field to reference entire collections or series withheld from reader use due to donor- or institution-imposed restrictions, or to reference restrictions which expire on a specified date. Include the

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expiration date in the 506 statement (see example, below). Also use for an in-process collection or a collection that is currently being microfilmed (see examples, below). When processing or microfilming is complete, delete the note.

See also [540 \(Terms governing use\)](#). Required use of microfilm surrogates may be indicated by either a 506 or 540 field, according to local practice.

Examples:

506 1_ ‡a The papers are closed to research during the lifetimes of Mr. & Mrs. Eugene V. Rostow and for a period of ten years thereafter.

506 1_ ‡a The papers are closed. Access granted through permission from Anne Morrow Lindbergh or two of the Lindbergh children. The personal family correspondence is restricted throughout the lifetime of Anne Morrow Lindbergh and for fifty years after her death.

506 1_ ‡a Permission for access must be obtained from the donor during her lifetime. For the ten year period thereafter, the donor asks that her husband, Robert L. Wald, or in the event of his unavailability, her daughter, Sarah Wald Stark, or such representative as either of them may designate, approve access to the papers.

506 1_ ‡3 Correspondence of A. K. Smiley: ‡a Closed until 2020. For further information consult the appropriate curator.

506 1_ ‡3 1924 Diary: ‡a Restricted fragile material. For further information consult the appropriate curator. (*Neither a film nor paper surrogate is available. Access to original material requires curatorial approval.*)

506 1_ In-Process Collection. Research use may require advance notice. Contact the Public Services Librarian for further information.

506 1_ ACCESS TEMPORARILY RESTRICTED. As of September 2004, this collection is scheduled for preservation microfilming. Researchers should contact the library in advance to determine availability.

100 1_ ‡a Jones, Paul S.

245 10 ‡a Diaries, ‡f 1843-1845.

300 __ ‡a 3 ‡v. ; ‡c 24 cm

506 1_ ‡a Restricted fragile material. Use microfilm instead of original.

530 __ ‡a Available on microfilm ‡b from Beinecke Rare Book and Manuscript Library, Yale University. (*Collection has been filmed.*)

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510 (Citation/References)

Repeatable: yes

Indexed: Keyword

Additional Staff Indexes: Citation/References

Orbis Public Display Constant:

1st Indicator 0: Citation/References

1st Indicator 1: Indexed In Its Entirety By

1st Indicator 2: Indexed Selectively By

1st Indicator 3 or 4: References

Punctuation: A comma is usually placed at the end of subfields ‡a, ‡b, ‡c and/or ‡x if another subfield follows. Field doesn't end with a mark of punctuation unless last word is an abbreviation, etc.

Indicators:

1st

Coverage/location in source

0 Coverage unknown

1 Coverage complete

2 Coverage selective

3 Location in source not given

4 Location in source given

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2nd
none

Subfields:

‡a Name of source
‡c Location within source
‡3 Materials specified

Instructions:

See also:

[510: Additional Guidelines: Beinecke](#) [11]

Use for the name of a publication in which materials have been cited, indexed, or abstracted. Give a separate 510 for each citation. Use Standard Citation Forms for Published Bibliographies (available on the Cataloger's Desktop). Apply the working principles in this volume when constructing new citations (section IV). When a bibliography is unnumbered, add specific location information (such as page number). As Orbis will supply a public display constant (see first indicator, above), do not input additional terms such as "References:" or "Indexed by:".

Do not confuse with [581 \(Publications Note\)](#).

Examples:

510 4_ ‡a Withington, ‡c 30
510 4_ ‡a Goddard & Kritzler, ‡c 235
510 4_ ‡a Yale. Ornithological Books, ‡c 95
510 4_ ‡a Yale University Gazette, 1971 April, Vol. 45, No. 4, ‡c "The Ellsworth Huntington Papers," by Geoffrey Martin, p.185-95
510 4_ ‡a The Harvey Cushing Collection of Books and Manuscripts, 1943, ‡c manuscript 52

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520 (Summary, Etc.)

Repeatable: yes

Indexed: Keyword

Orbis Public Display Constant: Summary

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st
Display constant controller
_ Summary
2nd
none

Subfields:

‡a Summary, etc. note
‡3 Materials specified

Do not use subfield **‡b** (expansion of summary note). Record the complete summary note in subfield **‡a**.

Instructions

See also:

[520: Single Manuscript](#) [29]

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

Use this field as a scope and content note. If there is a collection finding aid, derive this note from the description of the collection and the series descriptions in the finding aid. List materials found in the collection that reflect the major occupations/activities of the individual and/or organization, being as concise as possible. Use a [545 \(Biographical or historical data\)](#) field, however, for biographical data and historical information that puts the materials in context.

Begin in general terms and move to greater detail, stating information in the following order:

1. Forms of material present, including direct or implied reference to anything traced in the 655 field that is not otherwise apparent from the record. Optionally, note the presence of transcripts created by later owners or readers.
2. A brief summary of the particular research strengths of the collection either in terms of topics covered or formats particularly well represented.
3. Unusual features worth noting, if traced.
4. Characterization of the correspondents if not covered above, possibly listing individuals or types of correspondents (e.g. critics, historians.) Individuals specifically named should be traced as 600s. Use phrases like "Correspondents include ... " or "Principal correspondents are ..."

Follow Chicago Manual of Style for title capitalization, grammar, and style. Generally, spell out words, and avoid abbreviations. Enter a space between initials in personal names, as in an established heading. If a writer is unidentified, use "unidentified," rather than "unknown".

Although paragraphing is not possible within a single 520 field, multiple 520 fields will display as separate paragraphs in the OPAC.

Optionally, use subfield **‡3** to describe a specific item or group of materials within a collection. Subfield **‡3** is not repeatable in a single 520; enter multiple **‡3** subfields in separate 520 fields. When describing specific items, optionally add collation information to the description of the item in the 520 note.

Examples:

300 __ ‡a 2 ‡f boxes (1.5 linear feet)

520 __ ‡3 Letters: ‡a 7 autograph letters, signed (18 p.). Detailing events in San Francisco following the 1906 earthquake and fire.

520 __ ‡3 Diaries: ‡a 12 volumes, 1848-1850, covering his tenure as American ambassador to France.

100 1_ ‡a Vance, Cyrus R. ‡q (Cyrus Roberts), ‡d 1917-

245 00 ‡a Cyrus R. Vance and Grace Sloane Vance papers, ‡f 1942-2002 (inclusive).

520 __ ‡a The Vance papers primarily document Cyrus R. Vance's professional and personal activities. Of particular significance are background materials, correspondence, position papers, and handwritten meeting notes relating to SALT II negotiations between the United States and the Soviet Union; the Camp David Summit and the signing of the Middle East Peace Treaty; diplomatic relations with the Far East, especially China; and negotiations to release the American hostages in Iran. Proposals, reports, handwritten notes, and correspondence provide insight into the dispute between Greece and Turkey over Cyprus in 1967, federal recovery assistance to Detroit after the riot of 1967, and the Paris Peace Talks on Vietnam in 1968. Governmental statements and commentaries, draft bills, and Senate committee background materials from 1958 document Vance's involvement in the creation of the National Aeronautics and Space Agency (NASA). Extensive files of position papers, project proposals, meeting minutes, reports, publications, and handwritten notes document Vance's involvement with various events and organizations following his resignation from the Carter administration. The collection also contains manuscript drafts used for Vance's book *Hard Choices: Critical Years in America's Foreign Policy*.

110 2_ ‡a Coalition to Stop Trident.

245 00 ‡a Coalition to Stop Trident records, ‡f 1969-1996 (inclusive).

520 __ ‡a The records consist of administrative records, correspondence, publications, subject files, and photographs documenting the history, structure, philosophies, and activities of the Coalition to Stop Trident as well

as other groups working to stop the production and deployment of Trident submarines and missiles in Connecticut and New England. There are also subject files which place the local activities of these Connecticut groups into the context of the national and international disarmament movement.

100 1_ Ꞥa Gregory, Alyse, Ꞥd 1884-1967.

245 10 Ꞥa Alyse Gregory papers, Ꞥf 1888-1982 Ꞥg (bulk 1939-1967).

520 __ Ꞥa The collection consists chiefly of correspondence, with smaller amounts of diaries, writings, notebooks, artworks, photographs, and other personal papers. Also present are papers of others closely associated with Gregory, including papers of Llewelyn Powys; writings of John Cowper Powys and Edna St. Vincent Millay; and diaries of Gertrude Powys. Accompanying these is a small amount of correspondence and notes of Rosemary Manning, concerning Gregory's papers.

520 __ Ꞥa The collection documents Gregory's literary friendships and personal relationships, particularly with Llewelyn Powys, his siblings and the Powys circle, colleagues associated with The Dial, and the Gregory family; her writing and intellectual interests; and her efforts to edit her diaries and correspondence and those of Llewelyn Powys.

100 1_ Ꞥa Darrach, Bartow, Ꞥd 1831-1863.

245 10 Ꞥa Bartow Darrach letters, Ꞥf 1852-1856.

520 __ Ꞥa 115 ALS written by Bartow Darrach while living in Philadelphia, Pennsylvania; Kentucky; and Kansas Territory; most to his parents, James and Helena White Darrach, New York; his brother, William Bradford Darrach; and other family members in the East. Five letters are dated at Philadelphia, 1852-1853, and relate to the completion of Darrach's medical studies and his application to the United States Navy for an appointment as a medical officer. Approximately half of the letters are dated at Eddyville, Kentucky, 1853-1855, and concern Darrach's work in establishing a medical practice there.

520 __ Ꞥa Darrach moved to Kansas Territory in 1855; circa fifty letters dated at Osawatomie, 1855-1856, contain a detailed narrative of the lives of settlers and events of the Kansas border war, including discussion of elections and constitutional conventions; events in Lawrence and other fighting between free soil and slavery advocates; and the killings at Pottawatomie by John Brown and the subsequent sack of Osawatomie. The letters are accompanied by an ink and watercolor portrait, 1843.

245 __ Ꞥa Texas legal documents, Ꞥf 1832-1895 Ꞥg (bulk 1832-1869).

520 __ Manuscript legal documents, written in various hands and signed by court officers and other individuals. Most documents were filed at the Nacogdoches County Court and include docketing annotations on versos; also represented are courts of other Texas counties. Many documents relate to summoning of juries, probate court business, bonds for court appearances, and trial proceedings. Some early documents certify Republic of Texas citizenship, military service, and land bounties. Also present are a few documents concerning slavery and freedmen, elections, appointment of government officials, land tenure, and petitions for road construction. Some items are annotated or accompanied by holograph notes written by Alex Dienst, identifying writers of documents and their significance in Texas history.

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524 (Preferred Citation of Described Materials)

Repeatable: yes

Indexed: Keyword

Orbis Public Display Constant: Cite as

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st

Display constant controller

_ Cite as

2nd

none

Subfields:

‡a Preferred citation of described materials note

Instructions

See also:

[524: Single Manuscript](#) [30]

[524: Additional Guidelines: Beinecke](#) [19]

Use a consistent form that readers should use in citations, including at least title and location information. Optionally include a main entry, call number, or other identifying information which is not expected to change. Do not include a main entry if this name also appears in the title of the collection.

Examples:

524 __ ‡a John Vance Lauderdale Papers. Yale Collection of Western Americana, Beinecke Rare Book and Manuscript Library.

524 __ MSS 50, The Paul Bekker Papers in the Music Library of Yale University.

524 __ ‡a John Ashley Journal. Yale Collection of Western Americana, Beinecke Rare Book and Manuscript Library.

524 __ ‡a Anne Smiley, Journal of a Trip Home. General Collection, Beinecke Rare Book and Manuscript Library, Yale University.

524 __ ‡a Charles Augustus Lindbergh Papers. Manuscripts and Archives, Yale University Library.

524 __ ‡a Records of Kingman Brewster Jr. as president of Yale University (RU 11). Manuscripts and Archives, Yale University Library.

524 __ ‡a Edith A. Holocaust Testimony (HVT-279). Fortunoff Video Archive for Holocaust Testimonies, Yale University Library.

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530 (Additional Physical Form Available)

Repeatable: yes

Indexed: Keyword

Orbis Public Display Constant: Available In Other Forms

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st

none

2nd

none

Subfields:

‡a Additional physical form available note

‡b Availability source

‡c Availability conditions

‡d Order number

‡3 Materials specified

Instructions:

See also:

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

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This field contains information about additional physical formats, such as microforms or facsimiles, available for public use either at the repository and/or in published form. Do not use for transcripts; these are noted in [500 \(General note\)](#) and/or [520 \(Summary, etc.\)](#).

Note standard wording for **‡b** (see examples below); do not include time valued information (such as staff names, specific titles, PO Box #, etc.). Do not include price information.

If an entire series has been filmed, cite the series specifically. Use the simple phrase "Also available on microfilm" only when the entire collection has been filmed.

Do not confuse with [533 \(Reproduction note\)](#). A 530 field is not used in conjunction with a 533 field.

Examples:

530 __ ‡3 Correspondence, 1866-1912 ‡a available on microfilm ‡b from Beinecke Rare Book and Manuscript Library, Yale University.

530 __ ‡a Available on microfilm ‡b from Beinecke Rare Book and Manuscript Library, Yale University.

530 __ ‡a Portions available on microfilm ‡b from Beinecke Rare Book and Manuscript Library, Yale University.

530 __ ‡3 Series II. General Correspondence, and Series III. Diaries, Journals, Reminiscences, and Manuscripts ‡a also available on microfilm (12,171 frames on 14 reels, 35mm.) ‡b from Manuscripts and Archives, Yale University Library, ‡c at cost. ‡d Order no. HM140.

530 __ ‡3 Four logbooks kept during the Paris Peace Conference ‡a are available on microfilm (1 reel, 35mm.) ‡b from Manuscripts and Archives, Yale University Library, ‡c at cost. ‡d Order no. HM68.

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533 (Reproduction)

Repeatable: yes

Indexed: Keyword

Additional Staff Indexes: Title, Series Title

Orbis Public Display Constant: Notes

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st

none

2nd

none

Subfields:

‡a Type of reproduction

‡b Place of reproduction

‡c Agency responsible for reproduction

‡d Date of reproduction

‡e Physical description of reproduction

‡3 Materials specified

Instructions:

See also:

[533: Additional Guidelines: Beinecke \[6\]](#)

For use by a repository holding a copy of the material, not the original, normally in conjunction with a [535 \(Location of originals/duplicates note\)](#). The original is described in other fields of the record, including genre/form of the item in a [245 \(Title statement\)](#) [31] and/or [520 \(Summary, etc.\)](#), as appropriate. A record with a 533 field may also have

a [540 \(Terms governing use\)](#) note: "May not be duplicated". Form of Item in the 008 field must be set to a code other than _.

Do not confuse with [530 \(Additional physical form available\)](#). A 533 field is not used in conjunction with a 530 field.

Examples:

533 __ ‡a Microfilm. ‡b Washington, D.C. : ‡c National Archives and Records Administration, ‡d 1983. ‡e 9 reels ; 35mm.

100 1_ ‡a O'Malley, Jacob.

245 10 ‡a Jacob O'Malley financial records, ‡f 1945-1987.

300 __ ‡a 3 linear ft. (6 boxes)

520 __ ‡a Receipts, and tax records documenting O'Malley's income and expenses.

533 __ ‡a Microfilm. ‡b New Haven, CT : ‡c Beinecke Rare Book and Manuscript Library, ‡d 1989. ‡e 9 reels ; 35 mm.

535 1_ ‡a Originals located in: Jacob O'Malley Trust ; ‡b New York, NY.

540 __ ‡a May not be reproduced.

500 __ ‡Financial records retained by the O'Malley family following his death, to complete settlement of his estate. Copied by Beinecke Library for research purposes.

544 1_ ‡d Related Material: Jacob O'Malley Papers (YCAL MSS 999) ‡a Beinecke Rare Book and Manuscript Library.

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535 (Location of Originals/Duplicates)

Repeatable: yes

Indexed: Keyword

Orbis Public Display Constant: Notes

Punctuation: End with a period, unless the last word in the field is an abbreviation, initial, etc.

Indicators:

1st

Additional information about custodian

1 Holder of originals

2 Holder of duplicates

2nd

none

Subfields:

‡a Custodian

‡b Postal address

‡3 Materials specified

Instructions:

See also:

[535: Additional Guidelines: Beinecke \[7\]](#)

This field contains the name and location of the repository with custody of originals or duplicates of the described materials. Use only for locations of originals not held locally, and use only if all or a significant portion is involved. If the location is unknown, note this fact to avoid future confusion. If the described materials are on microfilm, include an [006 for projected medium \[32\]](#) (form of item=microfilm), to facilitate search limiting.

As this field is displayed with other 5XX fields in the OPAC under "Notes," differentiate from other notes by beginning with text such as "Originals located in..."

Examples:

535 1_ ‡a Originals located in: Niels Bohr Library, Center for History of Physics, American Institute of Physics ; ‡b New York, NY.

535 1_ ‡a Location of originals unknown.

535 1_ ‡a Originals retained by the family.

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540 (Terms Governing Use And Reproduction)

Repeatable: yes

Indexed: Keyword

Orbis Public Display Constant: Access and Use

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st

none

2nd

none

Subfields:

‡a Terms governing use and reproduction

‡b Jurisdiction

‡c Authorization

‡d Authorized users

‡3 Materials specified

Instructions:

See also:

[540: Additional Guidelines: Beinecke \[9\]](#)

This field contains information about terms governing the use of materials after access has been provided, such as constraints on duplication and handling not covered by general policies and practices. Optionally, also use this field for copyright information.

Examples:

540 __ ‡a Special restrictions governing use or reproduction of some materials apply. Consult the appropriate curator for further information.

540 __ ‡a Diaries may not be reproduced.

540 __ ‡a For research use only. May not be duplicated. Permission to copy must be obtained from the copyright holder. Consult the appropriate curator for further information.

540 __ ‡a Copyright has been transferred to Yale University.

540 __ ‡3 Original watercolor sketches in Boxes 1-5 ‡a may not be photocopied. Copies may be made from the black and white negatives in Boxes 7-8 or from the color slides in Box 9 or the copy negatives of the slides in Box 10.

540 __ ‡a The collection must be used under the supervision of a reference archivist.

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544 (Location Of Other Archival Materials)

Repeatable: yes

Indexed: Keyword

Orbis Public Display Constant: Notes

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st

Relationship

_ No information provided

0 Associated materials [located in another Yale repository, or a repository outside Yale]

1 Related materials [located in the same repository]

2nd

none

Subfields:

‡a Custodian

‡b Address [do not use specific postal codes, just city and state/province]

‡c Country

‡d Title

‡e Provenance

‡n Note

‡3 Materials specified

Instructions:

See also:

[544: Additional Guidelines: Beinecke](#) [17]

This field cites other materials within or outside the repository which are related to the described materials by provenance. Use only for significant materials with the same provenance as the materials in hand, for which this information is readily available and the provenance link is clear. Use a separate 544 for each citation. Enter subfield **‡d** before subfield **‡a**. Optionally, enter all information in a single subfield **‡n**.

As this field is displayed with other 5XX fields in the OPAC under "Notes," differentiate from other notes by beginning this field with either "Related material:", for related materials at your own repository or "Associated material:", for materials at another Yale repository, or a repository outside Yale.

Examples:

100 1_ ‡a Charles Augustus Lindbergh papers, ‡f 1830-1987 (inclusive), ‡g 1911-1974 (bulk).

544 1_ ‡d Related material: Anne Morrow Lindbergh Papers (MS 829) ‡a Manuscripts and Archives, Yale University Library.

544 0_ ‡d Associated material: Bronislaw Malinowski Papers, ‡a London School of Economics and Political Science.

544 1_ ‡d Related material: African Postcard Collection, MS 1575. ‡a Manuscripts and Archives, Yale University Library.

Or:

544 1_ ‡d Related material: Anne Morrow Lindbergh Papers (MS 829) Manuscripts and Archives, Yale University Library.

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545 (Biographical Or Historical Data)

Repeatable: yes

Indexed: Keyword

Orbis Public Display Constant: Biography/Historical Note

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st

Type of data

_ No information provided

0 Biographical sketch

1 Administrative history

2nd

none

Subfields:

‡a Biographical or historical data

Instructions:

See also:

[545: Additional Guidelines: Beinecke \[2\]](#)

Use this field for biographical and historical information on people or corporate bodies in the 1XX field, and/or information on any related people or corporate bodies. Generally, be as concise as possible; however, wording and length are not prescribed. For personal names, include name, birth and death dates (if not in 100 field), occupation(s), significant achievements (with dates), relevant education, and information on family. For a Yale graduate, mention the class year. Start with the most important identifying information (how the person or organization is best known), followed by whatever additional information is relevant to the material being cataloged. For corporate bodies, include as much of the following information as is available: full name, founding and closing dates, location, and purpose and function(s).

Provide a space between initials in personal names, just as in an established heading. Otherwise, it is not necessary to conform to the authorized form of the name in this field. For example, if birth and death dates are known, but the authorized form of the name does not include them, give them at the beginning of the 545 field, following the name.

Compose the 545 with the [520 \(Summary, etc.\)](#) in mind: the 520 gives collection content that reflects biographical information in 545. Optionally, use multiple 545 fields for notes on more than one individual or organization. If little or no biographical/historical information is available, the 545 field may be omitted, and any available information integrated in a 520 field.

Although paragraphing is not possible within a single 545 field, multiple 545 fields will display as separate paragraphs in the OPAC.

Examples:

545 __ ‡a Walter Millsap was from 1916 to 1919 an active member of the Utopian Llano colony, a socialist community which moved from its original location in California to Louisiana in 1917. Millsap was trustee of United Co-Operative Industries and head of the Llano Co-Operative Association.

545 __ ‡a Keikichi Akana Imamura was a salesman for Millsap's United Co-Operative Industries before World War II and an adjunct professor in Oriental languages at Yale University in the fall of 1945.

545 __ ‡a Richard Wright, journalist, novelist and lecturer, author of *Native Son* and *Black Boy*.

545 __ ‡a William Henry White graduated from Yale University in 1900. He went to Alaska during the Klondike Gold Rush, arriving in August, 1900, and initially serving as a representative of a thawing machine company, involving R. M. Elliot, H. C. Elliot, and White's father, George L. White. In September, 1900, William Henry White began working for the Office of the Gold Commissioner, Yukon Territory, Canada. He was appointed mining recorder for the Dawson District in January, 1901, and for the Forty Mile District in February, 1901. White returned to Waterbury, Connecticut, in July, 1901.

(*Yale graduate*)

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546 (Language)

Required

Repeatable: yes

Indexed: Keyword

Orbis Public Display Constant: Notes

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st

none

2nd

none

Subfields:

‡a Language note

‡b Information code or alphabet, (i.e. roman alphabet, braille, pictograms, arabic alphabet, hieroglyphics)

‡3 Materials specified

Instructions:

See also:

[546: Additional Guidelines: Beinecke \[4\]](#)

For collections in English, enter a note stating this.

Example:

546 __ In English.

For collections in languages other than English, or collections containing significant materials in languages other than English, use an appropriate note. If two or more non-English languages are present, give approximate importance, as appropriate (for example, "Chiefly in French; some letters in German"). If a language applies only to a specific group of materials, specify this in a subfield ‡3.

See also [041 \(Language codes\) \[33\]](#).

Examples:

546 __ ‡a Originals in English, translations in French.

546 __ ‡a Materials in English and Russian.

546 __ ‡a Chiefly in French, some letters in German.

546 __ ‡3 Notebooks ‡a in French.

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555 (Cumulative Index/Finding Aids)**Repeatable:** yes**Indexed:** Keyword**Orbis Public Display Constant:** Indexes/Finding aids**Punctuation:** Ends with a period unless another mark of punctuation or closing parenthesis is present.**Indicators:**

1st

Display constant controller

_ Indexes

0 Finding aids

2nd

none

Subfields:

‡a Cumulative index/finding aids note

‡3 Materials specified

‡u Uniform resource identifier

Instructions

See also:

[555: Single Manuscript \[34\]](#)[555: Additional Guidelines: Beinecke \[10\]](#)

Use for finding aids, indexes, card files, etc. The text of this field is determined locally. Use "finding aid" to refer to lists in Archives at Yale. If referring to other guides or listings not there, be specific (for example, "Preliminary list available for correspondence in box..."). For manuscripts for which analytics also have been made, use this field to note parts which have been individually cataloged.

Use first indicator 0 for finding aids.

Do not enter the words "Indexes:" or "Finding Aids:", as these terms are supplied in the OPAC field label.

Examples:

555 0_ ‡a Finding aid available.

555 0_ ‡a Finding aid available in repository and on internet.

555 0_ ‡a Preliminary list.

555 0_ ‡a Accompanied by a container list.

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

555 0_ ‡a Accompanied by a container list. Some items also cataloged separately.

555 0_ ‡a Preliminary container list available.

555 0_ ‡a Finding aid to correspondence available. Notebooks and Writings listed in the Manuscripts Card Catalog.

555 0_ ‡a Selected items also cataloged separately.

(Bound ms with several items; analytics done only selectively)

555 0_ ‡d Podeschi, John B. Dickens and Dickensiana: a Catalogue of the Richard Gimbel Collection in the Yale University Library. New Haven: The Library, 1980.

(To reference a printed catalog that serves as a finding aid)

555 0_ ‡3 Series I: ‡a finding aid available.

(partial finding aid only)

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561 (Ownership and Custodial History)

Repeatable: yes

Indexed: Keyword

Orbis Public Display Constant: Notes

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st
 none
 2nd
 none

Subfields:

‡a History
 ‡3 Materials specified

Instructions:

See also:

[561: Additional Guidelines: Beinecke \[14\]](#)

Use to record the source of acquisition. Optionally also include provenance information relating to previous owners. Statements can include information such as date, gift, purchase or other type of acquisition, full name of donor or vendor, and fund. If a purchase was made through an agent from an auction house, state the name of the auction house, and do not state the agent (for example, "Purchased from Sotheby's"). Do not include confidential information such as price, value, address, or phone number. Do not name people who have requested anonymity (see example, below). Optionally, if it is unclear whether materials were a gift or a purchase, use the phrase "Acquired from." The 561 field can be left out entirely if there is no provenance information available.

Optionally, if the donor is a Yale graduate, note that information as part of the donor name. Note that the correct format for citing the class is Yale [yyyy], e.g. Bequest of Paul Mellon (Yale 1929), 2000. Gift of Susan and John Doe (Yale 1954), 1974-1995. As in this last example, indicate Yale class date immediately following the corresponding name. In this case, John is a Yale graduate, while Susan is not.

Enter information in a single field. Do not use separate subfields for each indication of ownership. For collections with finding aids, this provenance statement here should match or closely follow that in the finding aid.

Do not use the 541 field (immediate source of acquisition); use the 561 for all provenance information included in the catalog record. The 541 field was originally intended to include confidential information, such as purchase price. Before RLIN21, the 541 field was part of the archival segment. The 541 field does not display to the public or other institutions, while the 561 field is publicly visible. Because Orbis does not mask any field, all fields are visible in the OPAC MARC view. For these reasons, Yale repositories maintain confidential information in local databases, and use 561 for all other provenance information.

Examples:

561 __ ‡a Gift of Charles Eberstadt, 1961.

561 __ ‡a Acquired by exchange, 1996.

561 __ ‡a Purchased from Goodspeed's Book Shop, Inc., 1950. Letter of Nov. 14, 1844 gift of Charles Goodspeed, 1952.

561 __ ‡a Gift of an anonymous donor in 1987.

561 __ ‡a Gift of Bret Jones, 1947. Formerly held in Manuscripts and Archives, Sterling Memorial Library, Yale University as MS 700 before transfer to Beinecke Library in 1996.

561 __ The Paul Bekker Papers were established in the Music Library of Yale University by Sarah Bekker in 1983.

561 __ ‡a Deposited by Robert F. Butts, 1985-1996, 2001-2003. Gift of Tam Mossman, 1996-1997, 2001. Gift of Richard Kendall, 1991-1992, and 1995, 1997, 1999, and 2001; Seth Network International, 1993-1995, 1997-1998; Norman Friedman, 1993; Madelon Rose Logue, 1996-2005; Ron Heckens, 1999; Anita Newell and Nancy Walker, 2000; Mary Rouen/Brass Ring Bookstore, 2000-2001; Moment Point Press, 2001; Rick Stack, 2001, 2002; Jobi Harris, 2001; Barry Noonan, 2001, 2004; Mary Dillman, 2001; Sue Watkins, 2001; Joyce Combs, 2002; Mike Flynn, 2002; and Lucy Gillis, 2002, 2003.

561 __ ‡a Acquired from John Q. Allen, 1945.

(Unclear whether a gift or purchase)

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562 (Copy And Version Identification)

Repeatable: yes

Indexed: Keyword

Orbis Public Display Constant: Notes

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st

none

2nd

none

Subfields:

‡a Identifying markings

‡b Copy identification

‡e Number of copies

‡3 Materials specified

Instructions:

See also:

[562: Additional Guidelines: Beinecke \[13\]](#)

Contains information which distinguishes a copy or version of an item, when more than one copy or version exists or could exist. Make a separate note for each copy.

Use rarely , as this information generally goes in a [500 \(General note\)](#) field.

Examples:

562 __ ‡e 3 copies: ‡b DVCam Master; ‡b Betacam SP dub; ‡b and 1/2 in. VHS with time coding.

562 __ ‡e 3 copies: ‡b VHS Master; ‡b Betacam SP dub; ‡b and 1/2 in. VHS with time coding.

(Multiple copies of a videotape)

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580 (Linking Entry Complexity)

Repeatable: yes

5xx

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

Indexed: Keyword

Orbis Public Display Constant: Notes

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st
none
2nd
none

Subfields:

‡a Linking entry complexity note

Instructions:

See also:

[580: Additional Guidelines: Beinecke](#) [18]

This field is used for a note expressing a complex relationship with another item, which cannot be adequately generated by a [773 \(Host Item Entry\)](#) [35] field. Though the 580 and 773 fields are rarely used, the 580 field has been used to relate materials to a record group within the University archives.

Example:

580 __ ‡a Forms part of Yale Record Group 46-A (YRG 46-A), records and materials broadly documenting Yale buildings, facilities, and grounds.

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581 (Publications)

Repeatable: yes

Indexed: Keyword

Orbis Public Display Constant: Publications

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st
Display constant controller
_ Publications
8 No public display constant generated
2nd
none

Subfields:

‡a Publications about described materials note

‡3 Materials specified

Instructions:

See also:

[581: Additional Guidelines: Beinecke](#) [12]

Use this field to give a citation for a publication based on use, study, or analysis of the materials described in the record, or to give other information about such a publication.

5xx

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

Do not confuse with [510 \(Citation/References Note\)](#).

Examples:

581 __ ‡a Charles II to Lord Taaffe: Letters in Exile, ed. Timothy Crist. Cambridge: Rampant Lions Press, 1974.

581 __ ‡a The George Eliot letters; edited by Gordon S. Haight. New Haven: Yale University Press, 1954-78.

581 __ ‡a Collected poems, 1912-1944 / H. D.; edited by Louis L. Martz. New York: New Directions, 1983.

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590 (Local Note)

Repeatable: yes

Indexed: Keyword

Orbis Public Display Constant: Local Notes

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st

none

2nd

none

Subfields:

‡a Local note

Instructions:

See also:

[590: Additional Guidelines: Beinecke \[16\]](#)

Use for additional notes, as determined locally.

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