6xx

Field	Guidelines		
6XX	Collection	Single Manuscript	Additional Guidelines: Beinecke [1]
600	Collection	Single Manuscript	Additional Guidelines: Beinecke [2]
610	Collection	Single Manuscript	Additional Guidelines: Beinecke
611	Collection	Single Manuscript	Additional Guidelines: Beinecke
630	Collection	Single Manuscript	Additional Guidelines: Beinecke
650	Collection	Single Manuscript	Additional Guidelines: Beinecke [3]
651	Collection	Single Manuscript	Additional Guidelines: Beinecke
655	Collection	Single Manuscript [4]	Additional Guidelines: Beinecke [5]
656	Collection	Single Manuscript	Additional Guidelines: Beinecke [6]
69X	Collection	Single Manuscript [7]	Additional Guidelines: Beinecke [8]

6XX Fields: General Instructions

See also:
6XX: Additional Guidelines: Beinecke [1]

Use for subject access to names (see also 700 (Added Entry - Personal Name) [9]). Generally, include the name in the 1XX field also in a 6XX field, as manuscript material, such as letters or personal papers, is as much about the person, corporate body, or meeting in the 1XX field as it is authored by that entity. Use also for correspondents and other creators of works present in the collection.

At least one 600, 610, 611, 630, 650, or 651 is required. Use additional 6XXs as appropriate. Justify all 6XXs by describing subject matter in a 520 (Scope and content note) [10]. Long lists of 6XXs for correspondents may be generally characterized, without being individually mentioned, in the 520 field.

Voyager indexes names in 6XXs as subjects and names in 7XXs [11] as authors. Yale repositories use 6XX, rather than 7XX, for listing correspondents.

Generally, put 6XX added entries in tag order, and in alphabetic order within each tag. Exceptions may be determined locally; for example, listing the creator of the collection as the first 6XX. The ordering of headings may change if headings are updated during MARS processing.

In the past, second indicator 4 was used with 6XX local headings, but this practice is no longer used. Use 69X fields for all local headings. When found in older records, 6XX headings with second indicator 4 should be updated to 69X headings.

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600 Subject Added Entry - Personal Name
600/610 Required

Repeatable: yes
Indexed: Keyword
Additional Public Indexes: Subject
Additional Staff Indexes: Names, Subject, Staff Subject Heading or Subject Subdivision
Orbis Public Display Constant: Subjects (Library of Congress)
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
0 Library of Congress Subject Headings/LC authority files

Subfields:
‡a Personal name
‡b Numeration
‡c Titles and other words associated with a name
‡d Dates associated with the name
‡e Relator term
‡q Fuller form of name
‡t Title of a work
‡v Form subdivision
‡x General subdivision
‡y Chronological subdivision
‡z Geographic subdivision
‡0 Authority record control number or standard number (see Exporting Records [15]/MARS Authority Processing)

Instructions:

See also:
600: Additional Guidelines: Beinecke [2]

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.

RDA rules and LC interpretations:

Personal names: see 100 (Main Entry - Personal Name) [16].

Family names: 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. LCSH family headings used as subjects should always be in 600, not in 650.

‡t Title: see 240 (Uniform Title) [17]

‡e Relator term:
If the OPAC field label does not sufficiently identify the relationship, optionally use a relator term. RDA may require use of "creator" or another relator term in 1xx and 7xx; a decision is pending as of 2013 January.

Use only terms from RDA Appendix I. A process for adding terms to Appendix I is pending as of 2013 January.

Don't trace nicknames unless they are bibliographically significant, and then only if this heading is authorized, or does not conflict with authorized headings and conforms to RDA.

Optionally use ‡v Archives for a major collection oof the subject's papers.

Examples:
600 10 ‡a Clarkson, Robert H. ‡q (Robert Harper), ‡d 1826-1884.
600 10 ‡a Millsap, Walter, ‡d 1886- ‡v Archives.
600 10 ‡a Smith, Jane, ‡e illustrator.
600 30 ‡a Gregory family.

Return to:

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610 (Subject Added Entry - Corporate Name)
600/610 Required

Repeatable: yes
Indexed: Keyword
Additional Public Indexes: Subject
Additional Staff Indexes: Names, Subject, Staff Subject Heading or Subject Subdivision
Orbis Public Display Constant: Subjects (Library of Congress)
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
0 Library of Congress Subject Headings/LC authority files

Subfields:
‡a Corporate name or jurisdiction name as entry element
‡b Subordinate unit
‡e Relator term
‡v Form subdivision
‡x General subdivision
‡y Chronological subdivision
‡z Geographic subdivision
‡0 Authority record control number or standard number (see Exporting Records [15]/MARS Authority Processing)

Instructions:

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.

RDA rules and LC interpretations:

See: 110 (Main Entry - Corporate Name) [18]

Use first indicator **1** when corporate name begins with place.

For headings without authority records, identify the geographic location in parentheses, if possible.

Examples:

610 20 ‡a Gila River Relocation Center.
610 20 ‡a Llano Colony (Secular Community)
610 10 ‡a Connecticut. ‡b Militia
(Authorized headings)

610 20 ‡a American Board of Commissioners for Foreign Missions ‡z Philippines.
(Authorized heading, with geographic subdivision)

610 20 ‡a Twin Buttes Railroad Company (Tucson, Ariz.)
(No authorized heading)

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611 (Subject Added Entry - Meeting or Conference)

Repeatable: yes
Indexed: Keyword
Additional Public Indexes: Subject
Additional Staff Indexes: Names, Subject, Staff Subject Heading or Subject Subdivision
Orbis Public Display Constant: Subjects (Library of Congress)
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
0 Library of Congress Subject Headings/LC authority files

Subfields:
‡a Meeting name or jurisdiction name as entry element
‡c Location of meeting
‡d Date of meeting
‡e Subordinate unit
‡q Name of meeting following jurisdiction name as entry element
‡v Form subdivision
‡x General subdivision
‡y Chronological subdivision
‡z Geographic subdivision
‡0 Authority record control number or standard number (see Exporting Records [15]/MARS Authority Processing)

Instructions:

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.

RDA rules and LC interpretations:

See: 111 (Main Entry - Meeting Name) [19].

Examples:

611 20 ‡a Alaska-Yukon-Pacific Exposition ‡d (1909 : ‡c Seattle, Wash.)
611 20 ‡a Stampede ‡d (1916 : ‡c Brooklyn, New York, N.Y.)
(Annual tournament of cowboy skills)

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630 (Subject Added Entry - Uniform Title Heading)

Repeatable:: yes
Indexed: Keyword
Additional Public Indexes: Subject
Additional Staff Indexes: Names, Subject, Staff Subject Heading or Subject Subdivision
Orbis Public Display Constant: Subjects (Library of Congress)
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
0-9 Number of nonfiling characters present
2nd
0 Library of Congress Subject Headings/LC authority files

Subfields:
‡a Uniform title
‡t Title of work
‡d Date of treaty signing
‡f Date of a work
‡l Language of a work
‡v Form subdivision
‡x General subdivision
‡y Chronological subdivision
‡z Geographic subdivision
‡0 Authority record control number or standard number (see Exporting Records [15]/MARS Authority Processing)

Instructions:

Use for a uniform title of a book or serial that is a subject 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.

RDA rules and LC interpretations:

See: 240 (Uniform Title) [17]

Examples:
630 00 ‡a Perspectives of new music.
630 00 ‡a New Yorker.
630 00 ‡a Lyell lectures.

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650 (Subject Added Entry - Topical Term)
Required

Repeatable: yes
Indexed: Keyword
Additional Public Indexes: Subject
Additional Staff Indexes: Names, Subject, Staff Subject Heading or Subject Subdivision
Orbis Public Display Constant: Subjects (Library of Congress)
Puncation: 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
none
2nd
0 Library of Congress Subject Headings/LC authority files

Subfields:
‡a Topical term or geographic name as entry element
‡c Location of event
‡d Active dates
‡e Relator term
‡v Form subdivision
‡x General subdivision
‡y Chronological subdivision
‡z Geographic subdivision
‡0 Authority record control number or standard number (see Exporting Records [15]/MARS Authority Processing)

Instructions:

See also:
650: Additional Guidelines: Beinecke [3]

Use for topical subject access. Search the Library of Congress Subject Headings (LCSH) through the Library of Congress Authorities [20] or Classification Web [21]. See the Chief Catalog Librarian to obtain a logon and password for Classification Web.

For large collections of personal papers, optionally use "[occupation] ‡v Archives". Do not use the subdivision "Correspondence," as this is implied in title words such as "papers," "records," or "collection". "Correspondence" is used as a subdivision for published collections of correspondence. For literary papers, optionally include a heading tracing national identity and chronological era. Note that "Translations into [language]" appears in subfield ‡v, while "Translations from [language]" appears in subfield ‡x.

Examples:

650 _0 ‡a String quartets.
650 _0 ‡a Piano music.
650 _0 ‡a Authors, English ‡v Archives.
650 _0 ‡a Woodwind quintets (Flute, clarinets (4)) ‡v Scores and parts.
650 _0 ‡a Big band music ‡v Scores and parts.
650 _0 ‡a English literature ‡v Translations into German.
650 _0 ‡a Quakers ‡z Great Britain ‡v Personal narratives.
650 _0 ‡a German literature ‡x Translations from English.
650 _0 ‡a Mexican War, 1846-1848 ‡x Naval operations, American.
650 _0 ‡a Authors, Russian ‡y 20th century.
650 _0 ‡a Frontier and pioneer life ‡z Oregon.

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651 (Subject Added Entry - Geographic Name)

Repeatable: yes
Indexed: Keyword
Additional Public Index: Subject
Additional Staff Index: Names, Subject, Staff Subject Heading or Subject Subdivision
Orbis Public Display Constant: Subjects (Library of Congress)
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
none
2nd
0 Library of Congress Subject Headings/LC authority files

Subfields:
‡a Geographic name
‡v Form subdivision
‡x General subdivision
‡y Chronological subdivision
‡z Geographic subdivision
‡0 Authority record control number or standard number (see Exporting Records [15]/MARS Authority Processing)

Instructions:

Use for topical geographic subject access. Use an established authority, if one exists. If not, create the heading in conformance with RDA, using Geonet, or, if necessary, a subject-specific print resource or other standard reference sources. Geonet and other sources are available through the Authority Control at Yale [22]webpage. For chronological subdivisions (‡y), follow instructions in LCSH (see 650) and the Subject Cataloging Manual (on Catalogers Desktop).

Examples:
651 _0 ‡a Mexico ‡x History ‡y 1821-1861.
651 _0 ‡a Cheyenne (Wyo.) ‡x Church history.

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655 (Index Term - Genre/Form)

Repeatable: yes
Indexed: Keyword
Additional Public Index: Subject
Additional Staff Index: Subject: Genre/Form, Subjects
Orbis Public Display Constant: Genre/Form
Punctuation: Subfield preceding subfield **‡2** ends with a mark of punctuation or closing parenthesis.

Indicators:

1st
none Basic

2nd
7 Source of heading specified in **‡2**

Subfields:
‡a Genre/form data or focus term
‡2 Source of term
‡0 Authority record control number or standard number (see Exporting Records [15]/MARS Authority Processing)

Instructions:

See also:
655: Single Manuscript [4]
655: Additional Guidelines: Beinecke [5]

Use to to give access to genre terms from a standard thesaurus specified in ‡2. Generally used only for substantive quantities of material, though may be used for smaller numbers of special photographic formats or a single occurrence of an especially rare item or format. Do not trace genres commonly found in collections, such as correspondence or literary manuscripts.

Use terms from the following thesauri, in this order of preference:

Getty Art & Architecture Thesaurus (AAT) [23]

Library of Congress Genre/Form Terms (LCGFT) [24]

Other established thesauri, including the following:

Rare Books and Manuscripts Section (RBMS) Controlled Vocabularies [25]

Library of Congress Thesaurus for Graphics Materials II: Descriptive Terms for Graphic Materials (GMGPC/TGM II) [26]

Optionally add an 006 Additional Materials Characteristics field [27] corresponding to each genre heading, to facilitate search limiting.

Genre/form terms should not be subdivided geographically, topically, chronologically, or by form. In limited cases terms from AAT or GMGPC may be subdivided, for example when the geographic or chronological association of a genre or form in a manuscript or archive differs significantly from the geographic or chronological association of the resource as a whole.

Examples:
655 _7 ‡a Diaries. ‡2 aat
655 _7 ‡a Photographic prints. ‡2 aat
655 _7 ‡a Daguerreotypes (photographs). ‡2 aat

655 _7 ‡a Vespers (Music) ‡2 lcgft
655 _7 ‡a Sketches. ‡2 aat
655 _7 ‡a Brocade bindings (Binding) ‡2 rbbin

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656 (Index Term - Occupation)

Repeatable: yes
Indexed: Keyword
Orbis Public Display Constant: Occupation
Punctuation: Subfield preceding subfield **‡2** ends with a mark of punctuation or closing parenthesis.

Indicators:
1st
none
2nd
7 Source of term specified in **‡2**

Subfields:
‡a Occupation
‡x General subdivision
‡y Chronological subdivision
‡z Geographic subdivision
‡2 Source of term

Instructions:

See also:
656 Additional Guidelines: Beinecke [6]

Use to give access to index terms for occupations or avocations reflected in the collection. Consider also including this term or a similar term in a 650 (Subject Added Entry - Topical Term). Inclusion of 650 fields may facilitate searching, as 650s are indexed as subject, while 656 fields are indexed by keyword only.

Optionally subdivide geographically (by state if in the United States; otherwise by country) and/or chronologically.

Standard thesauri are Library of Congress Subject Headings (lcsh) [21] and Art and Architecture Thesaurus (aat) [28]. When an appropriate term is not found in a standard thesauri, optionally use a local term followed by "**‡2** local".

Examples:
656 _7 ‡a Engineers. ‡2 lcsh
656 _7 ‡a Architects ‡z California. ‡2 lcsh
656 _7 ‡a Architects ‡z France. ‡2 lcsh
656 _7 ‡a Missionaries. ‡2 lcsh

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690, 692, 693 (Local Subject Added Entries)

Repeatable: yes
Indexed: Keyword
Additional Public Indexes: Special Collections Subject
Additional Staff Indexes: Subject, Special Collections Subject
Orbis Public Display Constant: Subjects (Local Yale)
Punctuation: Ends with a mark of punctuation or a closing parenthesis.

Indicators:
1st
See first indicators for 600, 610, 650, and 651
2nd

4 Source not specified

Subfields:

See subfields for 600, 610, 650, and 651

Instructions:

See also:
69X: Single Manuscript [7]
69X: Additional Guidelines: Beinecke [8]

Use to provide access to subject headings which are locally-created and are not controlled by Library of Congress Subject Headings (LCSH). Local subject headings are indexed in the OPAC as Special Collections Subjects only, and are not included in the Subjects index. Subfields and and first indicators for 692 (personal name), 693 (corporate name), 690 (topical term), and 691 (geographic name) conform to those for 600, 610, 650, and 651 fields, repectively. Use second indicator **4** for all 69X fields.

Use a 691 field only for an alternate form of a geographic heading that already has an authoritative form established in LCSH. Create new geographic authority records when needed (see 651 [29]). Generally, do not use 651 and 691 for the same geographic name in the same record. An exception has been made for the Fortunoff Video Archive for Holocaust Testimonies, which does use both established and local forms in the same record, to allow access to both the current form of a place name and the form used in the testimony.

Examples:

692 14 ‡a Purdy, James ‡x Presentation inscription to C. Van Vechten.
692 14 ‡a Van Vechten, Carl, ‡d 1880-1964 ‡x Presentation inscription from J. Purdy.
692 14 ‡a Alger, Abby L. ‡x Autograph.
692 14 ‡a Rescher, Oscar ‡x Ms. notes.
692 14 ‡a Beckford, William, ‡d 1760-1844 ‡x Binding.

693 24 ‡a Sangorski and Sutcliffe ‡x Binding.

690 _4 ‡a Binding ‡y 1550.

691 _4 ‡a L'vov (Ukraine)
691 _4 ‡a Lw'ow (Poland)
(Alternate forms of geographic headings used by Fortunoff Video Archive for Holocaust Testimonies)

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Source URL:https://web.library.yale.edu/cataloging/manuscript/6xx

Links

[1] https://msu-cataloging-manual.beinecke.library.yale.edu/6xx [2] https://msu-cataloging-manual.beinecke.library.yale.edu/6xx#600 [3] https://msu-cataloging-manual.beinecke.library.yale.edu/6xx#650 [4] http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions#655 [5] https://msu-cataloging-manual.beinecke.library.yale.edu/6xx#655 [6] https://msu-cataloging-manual.beinecke.library.yale.edu/6xx#656 [7] http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions#69x [8] https://msu-cataloging-manual.beinecke.library.yale.edu/6xx#690 [9] http://web.library.yale.edu/cataloging/manuscript/7xx#700 [10] http://web.library.yale.edu/cataloging/manuscript/5xx#520 [11] http://web.library.yale.edu/cataloging/manuscript/7xx#7xx [12] http://web.library.yale.edu/cataloging/manuscript [13]

http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions [14] https://msu-cataloging-manual.beinecke.library.yale.edu/ [15] http://web.library.yale.edu/cataloging/manuscript/bibliographic-record#exporting_records [16] http://web.library.yale.edu/cataloging/manuscript/1xx#100 [17] http://web.library.yale.edu/cataloging/manuscript/2xx#240 [18] http://web.library.yale.edu/cataloging/manuscript/1xx#110 [19] http://web.library.yale.edu/cataloging/manuscript/1xx#111 [20] http://authorities.loc.gov/ [21] http://classweb.loc.gov/ [22] http://web.library.yale.edu/cataloging/authorities [23] http://www.getty.edu/research/tools/vocabularies/aat/index.html [24] https://id.loc.gov/authorities/genreForms.html [25] https://rbms.info/vocabularies/index.shtml [26] https://id.loc.gov/vocabulary/graphicMaterials.html [27] https://web.library.yale.edu/cataloging/manuscript/variable-control-fields#006 [28] http://www.getty.edu/research/conducting_research/vocabularies/aat/index.html [29] http://www.library.yale.edu/cataloging/manuscriptcc/6xx.htm#651