7xx

Field	Guidelines		
7XX	Collection	Single Manuscript [1]	Additional Guidelines: Beinecke [2]
700	Collection	Single Manuscript	Additional Guidelines: Beinecke [3]
710	Collection	Single Manuscript	Additional Guidelines: Beinecke
711	Collection	Single Manuscript	Additional Guidelines: Beinecke
730	Collection	Single Manuscript	Additional Guidelines: Beinecke
740	Collection	Single Manuscript	Additional Guidelines: Beinecke [4]
773	Collection	Single Manuscript	Additional Guidelines: Beinecke [5]

7XX Fields: General Instructions

See also:
7XX: Single Manuscript [1]
7XX: Additional Guidelines: Beinecke [2]

Generally use 6XXs [6] for significant names represented in a collection. For a collection consisting of papers created by two or more people or corporate bodies, also make 7XX added entries for each name appearing in the 245, if not in the 1XX.

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700 (Added Entry - Personal Name)

Repeatable: yes
Indexed: Keyword
Additional Public Indexes: Author, Author Sorted by Title
Additional Staff Indexes: Name, Title, Staff Name and Name/Title
Orbis Public Display Constant: Also Listed Under
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
_ No information added

2 Analytical entry

Subfields:
‡a Personal name
‡b Numeration
‡c Titles and other words associated with a name
‡d Dates associated with a name
‡t Title of a work
‡e Relator term
‡0 Authority record control number or standard number (see Exporting Records [10]/MARS Authority Processing)

Instructions:

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

Use primarily to identify a secondary creator or collector responsible for assembling a collection, or an author, coauthor, illustrator, editor, and title of a work contained in a 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:

Personal and family names: see 100 (Main Entry - Personal Name) [11]

‡t Title: see 240 (Uniform Title) [12]

‡e Relator term:
If the OPAC field label does not sufficiently identify the relationship, optionally use a relator term.
Use only terms from RDA Appendix I. A process for adding terms to Appendix I is pending as of 2013 January.

See also: 600 (Subject Added Entry - Personal Name) [13]

Examples:

100 1_ ‡a Wolfe, Alfred.
245 10 ‡a Alfred and Bernard Wolfe papers, ‡f 1922-1995.
700 1_ ‡a Wolfe, Bernard.
(secondary creator of collection)

100 1_ ‡a Serge, Victor, ‡d 1890-1947.
245 10 ‡a Victor Serge papers, ‡f 1912-1994 ‡g (bulk 1936-1947)
351 __ ‡a Organized into five series: I. Correspondence, 1934-1947. II. Writings, 1912-1947. III. Subject Files, 1935-1947. IV. Personal Papers and Memorabilia, 1916-1947. V. Materials Collected by Vlady Kibalchich, 1949-1994.
700 1_ ‡a Kibalchich, Vlady, ‡e collector.
(secondary collector responsible for part of collection)

100 1_ ‡a Hardy, Thomas, ‡d 1840-1928.
245 10 ‡a Thomas Hardy collection, ‡f 1873-1929.
520 __ ‡a Letters by Thomas Hardy to various parties including J. M. Barrie, Arthur Locker, and Charles S. Prideaux, along with letters from his wives, Emma and Florence; manuscripts of writings by Hardy, including the complete holograph draft of "Far from the Madding Crowd", and a photograph of Hardy.
700 12 ‡a Hardy, Thomas, ‡d 1840-1928. ‡t Far from the madding crowd.
(author/title for work contained in the collection)

100 1_ ‡a A., David, ‡d 1928-
245 10 ‡a David A. Holocaust testimony (HVT-1153) ‡h [videorecording] ‡c interviewed by Dana L. Kline and

Lawrence L. Langer, ‡f March 3, 1989.
700 1_ ‡a Langer, Lawrence L., ‡e interviewer.
700 1 _ ‡a Kline, Dana L., ‡e interviewer.

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710 (Added Entry - Corporate Name)

Repeatable: yes
Indexed: Keyword
Additional Public Indexes: Author, Author Sorted by Title
Additional Staff Indexes: Name, Title, Staff Name and Name/Title
Orbis Public Display Constant: Also Listed Under
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
_ No information provided
2 Analytical entry

Subfields:
‡a Corporate name or jurisdiction name as entry element
‡b Subordinate unit
‡c Location of meeting
‡d Date of meeting or treaty signing
‡e Relator term
‡0 Authority record control number or standard number (see Exporting Records [10]/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) [14]

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

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

See also: 610 (Subject Added Entry - Corporate Name) [15].

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711 (Added Entry - Meeting Name)

Repeatable: yes
Indexed: Keyword
Additional Public Indexes: Author, Author Sorted by Title
Additional Staff Indexes: Author, Author Sorted by Title
Orbis Public Display Constant: Also Listed Under
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
_ No information provided
2 Analytical entry

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 [10]/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) [16]

See also: 611 (Subject Added Entry - Meeting or Conference) [17].

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730 (Added Entry - Uniform Title)

Repeatable: yes
Indexed: Keyword
Additional Public Indexes: Title
Additional Staff Indexes: Title, Staff Title
Orbis Public Display Constant: Also Listed Under
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
_ No information provided
2 Analytical entry

Subfields:
‡a Uniform title
‡t Title of a work
‡0 Authority record control number or standard number (see Exporting Records [10]/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: 240 (Uniform Title) [12]

See also 630 (Subject Added Entry - Uniform Title Heading) [18].

Examples:
730 0_ ‡a Bible.
730 0_ ‡a Independent Whig (Norwalk, Conn.)

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740 (Added Entry - Uncontrolled Related\Analytical Title)

Repeatable: yes
Indexed: Keyword
Additional Public Indexes: Title
Additional Staff Indexes: Title
Orbis Public Display Constant: Also Listed Under
Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:
1st
0-9 Number of nonfiling characters present
2nd
_ No information provided
2 Analytical entry

Subfields:
‡a Uncontrolled related\analytical title

Instructions:

See also:
740: Additional Guidelines: Beinecke [4]

Use for uncontrolled related titles mentioned in the 520 (Summary, etc.) [19], or for analytical titles used as an added entry. Omit initial articles.

Examples:
245 10 George Baehr papers, ‡f 1915-1978 (inclusive)
520 __ ...These papers form part of the Contemporary Medical Care and Health Policy Collection.
740 0_ ‡a Contemporary Medical Care and Health Policy Collection.

245 00 ‡a Patent medicine almanacs, ‡f 1843-1966.

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520 __ ‡a Almanacs issued annually by American companies to promote the sale of proprietary and other medicines.
740 02 ‡a Agricultural and family almanac.
740 02 ‡a Almanac and guide to health.
740 02 ‡a Almanac and weather forecasts.

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773 (Host Item Entry)

See also:
773: Additional Guidelines: Beinecke [5]

Currently not used. Instead, use 580 (Linking entry complexity note) [20] to describe relationship to a larger collection.

Formerly used for information concerning the host item for a component part of subunit described in the record.

Example of former use:
773 0_ ‡7 nnbc ‡t Fortunoff Video Archive for Holocaust Testimonies. ‡w (CStRLIN)CTYV88-A78

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Source URL:https://web.library.yale.edu/cataloging/manuscript/7xx

Links
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