

**8xx**

Field	Guidelines		
852	<a href="#">Collection</a>	Single Manuscript	<a href="#">Additional Guidelines: Beinecke</a> [1]
856	<a href="#">Collection</a>	Single Manuscript	<a href="#">Additional Guidelines: Beinecke</a> [2]

**852 (Location)****Required****Repeatable:** yes**Indexed:** Keyword**Orbis Public Display Constant:** none**Punctuation:** No mark of punctuation**Indicators:**

1st (shelving scheme)

\_ No information provided

2nd (shelving order)

\_ No information provided

**Subfields:**

‡a Location (custodian or owner)

‡b Sublocation or collection

‡e Address

**Instructions:**

See also:

[852: Additional Guidelines: Beinecke](#) [1]

Use to record location of the repository. Use of subfields, content, and wording are determined locally. This information was formerly recorded in the 851 field, which is now obsolete.

Note that this 852 field appears in the bibliographic record. A separate 852 field containing the call number appears in the [mfhd record](#) [3].

**Examples:**

852 \_\_ ‡a Beinecke Rare Book and Manuscript Library, Yale University, New Haven, CT

852 \_\_ ‡a Manuscripts and Archives, ‡b Yale University Library, ‡e Box 208240, New Haven, CT 06520-8240

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[8XX top](#)[Manuscript](#) [4] [Cataloging Guidelines](#) [4][Appendix A: Single Manuscript Instructions](#) [5][Beinecke Manuscript Cataloging Manual](#) [6]**856 (Electronic Location and Access)****Repeatable:** yes**Indexed:** Keyword

**Orbis Public Display Constant:** none [was "Electronic version" before 1/07]

**Punctuation:** No mark of punctuation

**Indicators:**

1st

\_ No information provided

4 HTTP

2nd

\_ No information provided

2 Related resource

**Subfields:**

‡3 Materials specified [linked text for Archives at Yale]

‡y Link text [linked text for other websites]

‡u Uniform resource identifier [URL or URN]

**Instructions:**

See also:

[856: Additional Guidelines: Beinecke](#) [2]

Use to create a link from the OPAC to a file in Archives at Yale or in another website.

Use subfield ‡3 or ‡y for text that will be hyperlinked in the OPAC. Use text that informs readers about the content of the linked information. Standard wording for finding aid links improves user experience. Catalogers should therefore consult with the Archival and Manuscript Description Committee for deviations from standard wording for 856 finding aid links.

Subfield ‡3 (**linked text for Archives at Yale**):

- For links to full finding aids in Archives at Yale, use "View a description and listing of collection contents in the finding aid"
- For links to partial finding aids, use language indicating which part of the finding aid users will be linked to, e.g. "Series I: View a description and listing of collection contents in the finding aid"

Subfield ‡y (linked text for other websites):

- Related finding aids at Yale: "Related material in [collection title] at [location]: View a description and listing of collection contents in the finding aid"
- Finding aid at an external institution: "View a description and listing of collection contents in an external finding aid at [institution name]:"
- Yale finding aids not in Archives at Yale (e.g. online PDF finding aids): View an online guide
- Analytic catalog record: Forms part of [collection title]: View a description and listing of the full finding aid

If more than one file or database is associated with the catalog record, enter multiple 856 fields, with text in each subfield ‡3 identifying the links.

Use subfield ‡z for a public note, such as instructions for paging.

**Examples:**

856 42 ‡3 View a description and listing of collection contents in the finding aid ‡u

<http://hdl.handle.net/10079/fa/beinecke.jobaker> [7]

*(link to full finding aid in Archives at Yale)*

856 42 ‡3 Miscellaneous Material: View a description and listing of collection contents in the finding aid ‡u

<http://hdl.handle.net/10079/fa/beinecke.spinmisc> [8]

*(link to partial finding aid in Archives at Yale)*

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856 42 †y View an online guide †u <http://divinity-adhoc.library.yale.edu/FindingAids/HR1468.pdf> [9]  
(link to non-Archives at Yale online finding aid)

856 42 †y Forms part of the Roger W. Moss Collection of manuscript, original art and printed material by and about Richard Shirley Smith: View a description and listing of the full finding aid †u <http://hdl.handle.net/10079/fa/ycba.mss.0017> [10]  
(link to a finding aid for an item, within a larger collection, within a catalog record for the individually-cataloged item)

856 41 †3 Sample images available †u [http://beinecke.library.yale.edu/dl\\_crosscollex/callnumSRCHXC.asp?WC=N&S...](http://beinecke.library.yale.edu/dl_crosscollex/callnumSRCHXC.asp?WC=N&S...) [11]  
(link to Beinecke Digital Library)

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**Source URL:**<https://web.library.yale.edu/cataloging/manuscript/8xx>

#### Links

[1] <https://msu-cataloging-manual.beinecke.library.yale.edu/8xx#852> [2] <https://msu-cataloging-manual.beinecke.library.yale.edu/8xx#856> [3] <http://web.library.yale.edu/cataloging/manuscript/mfhd-record#852> [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/> [7] <http://hdl.handle.net/10079/fa/beinecke.jobaker> [8] <http://hdl.handle.net/10079/fa/beinecke.spinmisc> [9] <http://divinity-adhoc.library.yale.edu/FindingAids/HR1468.pdf> [10] <http://hdl.handle.net/10079/fa/ycba.mss.0017> [11] [http://beinecke.library.yale.edu/dl\\_crosscollex/callnumSRCHXC.asp?WC=N&SS=N&CN=zzc10\\_864un](http://beinecke.library.yale.edu/dl_crosscollex/callnumSRCHXC.asp?WC=N&SS=N&CN=zzc10_864un)

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