

MFHD Policies for CMT

MFHD Policies (excerpt from [MFHD Policies and Procedures \[1\]](#)):

- 2.4. Use 852 first indicator 0 for LC classification numbers, NJ18 (obsolete), and SML special folio call numbers.
- 2.5. Use 852 first indicator 8 for non-LC call numbers, except SuDOC call numbers.
- 2.8. Use 852 second indicator 0 for single part monographs; use 852 second indicator 1 for serials and multipart.
- 2.9. Use 852 first and second indicator BLANK for suppressed copies. (NOTIS class code Z). Enter also **⌘k Suppressed**. If a call number had been assigned, retain the call number (retaining the call number will allow the dialog box to display **⌘k Suppressed** if there are multiple locations. If no call number was assigned because the 852 was created in error, enter **⌘k Suppressed ⌘h CIE** (CIE=Created in error; the ⌘h will guarantee that the Suppressed text will display when there are multiple locations. Suppressed 852s representing NOTIS Z'd location statements will have a conversion program supplied ⌘h without the CIE text; the ⌘h in those cases may not be visible).
- 2.10. Enter subfields in the following order: ⌘b ⌘k ⌘t ⌘h ⌘i ⌘m ⌘x ⌘z.
- 2.11. Use ⌘b for location code.
- 2.12. Use ⌘k for authorized text notes like Folio (use ONLY authorized notes.)
- 2.13. Use ⌘t for copy number, if copy number is recorded. Staff should consult with local supervisor re policy.
- 2.14. Use ⌘h before the call number.
- 2.15. Use ⌘i before the last cutter number. For non-LC call numbers use ⌘i to define the FIRST line break.
- 2.16. For YUL locations using LC classification, oversize, the call number must be followed by **⌘m Oversize**. (The oversize + will remain in the original position before the last cutter for non-LC call numbers.
- 2.17. Use ⌘m Oversize after ⌘i for titles defined as oversize for a given location if the call number uses LC classification. (Do not use with oversize non-LC call numbers.)
- 2.18. Use ⌘x for staff notes (these do not display in the OPAC). Only Cataloging & Acquisitions staff are authorized to enter staff notes in ⌘x.
- 2.19. Use ⌘z for OPAC notes. "Exploding note codes" should NOT be used in Voyager; consult the exploding note chart and copy the appropriate text into 852 ⌘z. Only Cataloging & Acquisitions staff are authorized to enter staff notes in ⌘z.
- 2.20. If you see ⌘2 locally as the last subfield in 852 when 852 first indicator 7 is used (7=non-LC classification locally defined) delete ⌘2 locally and change first indicator 7 to 8 (8=non-LC classification locally defined)
- 2.22. If call number is keyed in manually, use F9 to enter delimiters. DO NOT USE SHIFT REVERSE SLASH to enter the delimiter symbol (this was how the delimiter was entered in NOTIS). Entering the old NOTIS delimiter symbol will affect call number indexing adversely.
- 2.23. F2 function key will display the indicator value or delimiter options available; clicking will paste the value or function at the cursor position.
- 2.24. Use space (NOT semicolon) to define line breaks. EXCEPTION: The period indicating a line break in 050,

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090, or 852 fields should be retained when copied into 852; do not replace the period with a space.

2.25. Orbis2 location codes are NOT the same as Orbis1 location codes. If you need to change location, be sure to consult the Holdings Locations menu. (Position the cursor in 852 \dagger b before the current holdings location code and from the menu **Edit->Show holdings locations or ctrl-I**).

2.26. If a location is changed; the location must also be changed on all associated item records.

2.29. A separate MFHD record must be used for each copy; each MFHD record will have a different ID number; the ID number will not be the same as the bibliographic ID number.

2.30. System Tab: If the bib record is suppressed, the MFHD record is automatically suppressed.

2.31. System Tab: YUL policy. We will use local program to handle exporting; staff should not enable the OK to Export Tab. Also, staff should not enter fields 927/928 used to flag for export or authority processing on NOTIS. There will be separate staff training on exporting.

2.32. Fields 852, 866, 867, 868 are all part of the same MFHD record and are entered and displayed in the same window as the 852.

2.33. Field 866 with 1st & 2nd indicators BLANK BLANK is converted from the NOTIS OPR receipt lines. Receipt 866s appear before the volume holdings 866s. Index and supplement receipts are converted to 866 (not 867 or 868); there will usually be some text indication that the receipt is an index or supplement.

2.34. Fields 866/867/868 for volume holdings (as opposed to receipts) have first indicator 4, second indicator 1. Caution: Leaving out indicators will block display of holdings in Web Voyage.

2.35. Fields 866/867/868 for both receipts and volume holdings must have linkage field \dagger 8 0 entered before subfield delimiters a, x, or z. Caution: Leaving out linkage field will block display of holdings in Web Voyage.

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Note that period before cutter, if present, is retained when a number is copied from 050 or 090 or an 852 0. (The period has been replaced with a space on records converted from Orbis1. Although these call numbers represent actual records in Voyager, the period may not be present on the actual Voyager records.)

852	0	0	\dagger b ccl \dagger t 1 \dagger h BS185 1974 \dagger i .N38 (LC)
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852	0	0	\dagger b ccl \dagger h D559.912 \dagger i .P67X 1993
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852	0	0	\dagger b sml \dagger h E551.5 12th \dagger i .C76X 1996 (LC)
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852	0	0	\dagger b smlmicr \dagger h E807.1.R48 \dagger i A4 1986 Guide (LC)
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852	0	0	\dagger b sml \dagger h PS3569.H746 \dagger i R47X 1995
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LC classification with non-standard cutter insertion (Z9). **[no longer being used]**

852	0	0	\dagger b sml \dagger h PR6051.Y35 Z9 \dagger i B54 1983B
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LC Classification -- P and H. Occasionally, CMT staff may encounter a card where the first line of the call number is divided. For example:

PQ
7798.26
L39
P3

In such a case, the call number should be formatted as follows:

852	0	0	‡b sml ‡h PQ7798.26 L39 ‡i P3
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Similarly, a call number might appear on a card such as:

PT8176
.26
O84 [letter O--not zero]
A7

In such a case, the call number should be formatted as follows:

852	0	0	‡b sml ‡h PT8176.26 O84 ‡i A7
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Monograph analytic for classed together series. Analytic is a multipart item.

852	0	1	‡b sml ‡h BX3301 ‡i .A52 100:7,etc. (LC) ‡m Oversize ‡z Shelved using vol. no. of main series.
866	4	1	‡8 0 ‡a v.3=v.100:9

Serial. First 866 is receipt line. Includes volume holdings and index holdings (868).

852	0	1	‡b sml ‡h DT1 ‡i .J69 ‡z Current issues in SML Periodical Room.; ‡z (Section 18)
866			‡8 0 ‡a v.39:no.1(2001:Mar.)-v.39:no.3(2001:Sept.) ‡d 20020419
866	4	1	‡8 0 ‡a v.1(1963)-v.38(2000)
868	4	1	‡8 0 ‡a v.1/35(1963/1997)

Serial. First 2 866s are receipt lines. Includes volume holdings and supplement holdings (867). Note use of + and

‡m Oversize [+ no longer being used]

852	0	1	‡b smlper ‡h TX335.A1 ‡i C654 (LC)+ ‡m Oversize ‡z Current issues in SML Periodical Room ‡z (Section 5)
866			‡8 0 ‡a v.66:no.2(2001:Feb.)-v.66:no.9(2001:Oct.)
866			‡8 0 ‡a v.66:no.12(2001:Dec.) ‡d 20020226
866	4	1	‡8 0 ‡a v.7(1942)-v.63:no.10(1999),
866	4	1	‡8 0 ‡a v. 63:no.12(1999)-v.64:no.5(1999),
866	4	1	‡8 0 ‡a v.64:no.7(1999)-v.65:no.10(2000),
866	4	1	‡8 0 ‡a v.65:no.12(2000)

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867	4	1	‡8 0 ‡a Buying Guide (2000)
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Oversize and folios. All single monographs except 3rd example (multipart) and 4th example (serial). Note use of + sign at the end of the call number when full LC classification or NJ18 is used [NJ18 is no longer being used]; note use of **‡m Oversize** after the + sign. **[+ no longer being used]**

852	0	0	‡b sml ‡h QB66 ‡i S28X 1985+ ‡m Oversize
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852	0	0	‡b sml ‡k Folio ‡h N ‡i 35 (LC)
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852	0	1	‡b sml ‡h DG70.M66 ‡i M67+ ‡m Oversize ‡x Analyzable parts
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866	4	1	‡8 0 ‡a v.1-v.4
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852	0	1	‡b muddzeta ‡k FolioSer ‡t 1 ‡h N ‡i 12 (LC) ‡x OCLC RECON
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866	4	1	‡8 0 ‡a v.1(1906)-v.25(1922)
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Local classification (old Yale). Oversize with + symbol (note that + is NOT at the end of the call number).

852	8	0	‡b lsf ‡h Bn38 ‡i M26 +949B
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Local classification (old Yale). Numbers only call number with 0 [zero] for Oversize. Note that the zero here indicates the item is oversize; however, many of the Recon records provided to us conflict with that. That is, the size indicated in the bibliographic record is not considered oversize at all.

852	8	0	‡b mudd ‡h 23 ‡i . 07
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Local classification (old Yale). Oversize with 0 [zero]. Multipart item.

852	8	1	‡b smly ‡h Byzn ‡i 040
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866	4	1	‡8 0 ‡a v.1-v.3,
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866	4	1	‡8 0 ‡a v.5-v.9
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Suppressed holdings record (copy withdrawn). Note blank indicators.

852			‡b sml ‡t 2 ‡k Suppressed ‡h DG70.M66 ‡i M67 ‡m Over
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Suppressed holdings record (created in error). Note blank indicators.

852			‡b sml ‡k Suppressed ‡h CIE
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Microfilm monograph.

852	8	0	‡b smlmic ‡h Film ‡i B10017 ‡z NEGATIVE FILM AVAILABLE FOR REPRODUCTION.
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852	8	0	‡b fes ‡h Film ‡i B6
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Separate MFHD record for master negative copy of the above. Blank indicators for suppressed records.

852			‡b smlneg ‡k Suppressed ‡h Film ‡i N7888 ‡x Master negative
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Microfiche monograph analytic.

852	8	0	‡b smlmic ‡h Fiche ‡i S125 32-33
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Microform serial.

852	8	1	‡b smlmic ‡h Film ‡i S3345
866	4	1	‡8 0 ‡a 1863-1865

Text message “call number” examples. 852 indicator 7 if former NOTIS class code was T; 852 indicator 8 if former NOTIS class code was U. Note that is not used with 852 first indicator 8.

852	8	0	‡b fes ‡h no ‡i call number ‡z For call number contact Library staff at specified location
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Text message call number with 866 __ generated from NOTIS OPR receipt lines. The last 2 866 41s are generated from the NOTIS MHL D.

852	8	1	‡b sslper ‡h Shelved by title ‡z Current issues on Display Shelves
866			‡8 0 ‡a no.3751(2001:Oct.)
866			‡8 0 ‡a no.3752(2001:Oct.8)
866			‡8 0 ‡a no.3753(2001:Oct.15)
866			‡8 0 ‡a no.3754(2001:Oct.22)
866			‡8 0 ‡a no.3755(2001:Oct.29)
866			‡8 0 ‡a no.3756(2001:Nov.5)
866			‡8 0 ‡a no.3757(2001:Nov.12)
866			‡8 0 ‡a no.3758(2001:Nov.19)
866			‡8 0 ‡a no.3759(2001:Nov.26)
866			‡8 0 ‡a no.3760(2001:Dec.3)
866			‡8 0 ‡a no.3761(2001:Dec.10)
866			‡8 0 ‡a no.3762(2001:Dec.17)
866			‡8 0 ‡a no.3763(2001:Dec.24)

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866			‡8 0 ‡a no.3764 (2001:Dec.31)
866			‡8 0 ‡a no.3765(2002:Jan.14)
866			‡8 0 ‡a no.3766(2002:Jan.21)
866			‡8 0 ‡a no.3767(2002:Jan.28) ‡d 20020212
866	4	1	‡8 0 ‡a **See record for microfiche copy for additional
866	4	1	‡8 0 ‡a **holdings.

Local classification (Mathematics Library).

852	8	0	‡b math ‡h Conf ‡i StonyBrook 1969
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Local classification (Mathematics Library). Script I converted to capital L.

852	8	0	‡b math ‡h ALg ‡i F338a
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Local classification (old Yale). Leader v (multipart item).

852	8	1	‡b smly ‡h By4 ‡i 320
866	4	1	‡8 0 ‡a v.1-v.6

Local classification (old Yale). Folio text in ‡k.

852	8	0	‡b sml ‡k Folio ‡h B9
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Local classification (old Yale). Folio identified by double capital letters. Script I on book and cards converted by Recon to capital L.

852	8	1	‡b smly ‡h BBYzL ‡i 64f
866	4	1	‡8 0 ‡a v.1-v.2

Local classification (old Yale). Folio identified by double zeroes. Script I on book and cards converted by Recon to capital L.

852	8	1	‡b smly ‡h ByzL ‡i 0088
866	4	1	‡8 0 ‡a v.1-v.2

Local classification (old Yale). Unusual format on card. CMT staff may encounter a card with a call number formatted much like the example below. In such a case, the call number should be formatted in the MFHD as follows.

Example:

Hf75.1

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162

852	8	0	‡b smly ‡h Hf75 ‡i 1 162
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Local classification (old Yale). Economic Growth Center (EGC). All EGC call numbers begin with a country code which is followed by something that resembles an LC call number. These call numbers should be formatted like the following examples.

852	8	0	‡b sslegc ‡h 6V HG4517 ‡i ETBA2
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852	8	0	‡b sslegc ‡h 9J Z ‡i R4
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852	8	0	‡b sslegc ‡h 7C/A HC10 ‡i D6
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Source URL: <https://web.library.yale.edu/cataloging/catman/mfhd-policies>

Links

[1] <https://web.library.yale.edu/cataloging/mfhdpolpro>