

## Main Entry Headings on Item Records

How to Input Main Entry Headings on Item Records:

- Click the Search button to bring up a search window
- Search the main entry heading of the first card
- Display from the index window a bib record that contains this heading
- Copy the form of heading from the bib record
- Switch to the item record window and paste the heading into the ENUM field
- Truncate the heading if necessary
- Type in the heading following the normalization rules below if the heading is not found from the search

ORBIS Normalization Rules:

- Leading articles are deleted for main title entries
- All alphabetic characters are set to upper-case
- Diacritics and leading characters are deleted
- Apostrophes are deleted; all other punctuation characters are replaced by a space
- Delimiters and subfield codes are deleted
- The music symbol for "flat" is replaced by its spelled out version (FLAT)
- The music symbol for "sharp" is deleted
- Greek characters are carried as upper-case alphabetic characters
- Superscripts are replaced by asteriks
- Subscripts are carried as simple numbers
- Data inside the angle brackets is deleted if the first four characters following the left angle bracket are "i.e."
- Following completion of the above normalization if more than one space in a row exists, the extra space is deleted
- Diagraphs are carried as two upper-case alphabetic characters

Examples:

Leading Articles

The history and Adventures of Little Henry (original)  
HISTORY AND ADVENTURES OF LITTLE HENRY (normalized)

The Fight against Fraud  
FIGHT AGAINST FRAUD (normalized)

Diacritics

K̄oster, Albert (original)  
KOSTER ALBERT (normalized)

N̄ad̄i al-Kit̄ab al-ʿArab̄i (London, England) (original)  
NADI AL KITAB AL ARABI LONDON ENGLAND (normalized)

ʿAbd al-Sal̄am, A!hmad (original)

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ABD AL SALAM AHMAD (normalized)

Apostrophes:

O'Hare, Aileen (original)

OHARE AILEEN (normalized)

People's Action for Cultural Ties (original)

PEOPLES ACTION FOR CULTURAL TIES (normalized)

Other Punctuation Characters:

Evan-Iwanowski, R.M. (original)

EVAN IWANOWSKI R M (normalized)

Fitzgerald-Jones, Sandra (original)

FITZGERALD JONES SANDRA (normalized)

Auto/biography studies (original)

AUTO BIOGRAPHY STUDIES (normalized)

Democracy & the Arts (original)

DEMOCRACY THE ARTS (normalized)

5% 10-15 Gold Debutantes (original)

5 10 15 GOLD DEBUTANTES (normalized)

Greek Characters:

‡-glucosidases (original)

BETA GLUCOSIDASES (normalized)

An  $\alpha$ - and  $\gamma$ - spectroscopic study (original)

ALPHA AND GAMMA SPECTROSCOPIC STUDY (normalized)

Superscript:

[A]<sup>2</sup>B-K (original)

A<sup>2</sup> B K (normalized)

Subscript:

H<sub>2</sub>[subscript]S data reduction (original) H<sub>2</sub>S DATA REDUCTION (normalized)

More than One Space in a Row:

Wilson, H.B. (Harry Bristow). 1774-1853 (original)

WILSON H B HARRY BRISTOW 1774 1853 (normalized)

Freschi, Andrea, b. 1774 (original)

FRESCHI ANDREA B 1774 (normalized)

Milton, William, d. 1790 (original)

MILTON WILLIAM D 1790 (normalized)

Digraph:

Æ (original)

AE (normalized)

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Æ gahmands bænk (original)

AE GAHMANDS BAENK (normalized)

Œuvres de P. Corneille (original)

OEUVRES DE P CORNEILLE (normalized)

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### Source

**URL:** <https://web.library.yale.edu/cataloging/catman/retrospective-conversion/creating-orbis-records-official-card-boxes-lsf-transfer/main-entry-headings-item-records>