

Creating ORBIS records for the Serials Boxes for LSF Transfer

In order to move the completed Serials Catalog boxes to LSF, two ORBIS records were created to keep track of the 1118 boxes of the Serials Catalog cards. Each record describes a maximum of 559 boxes at the bibliographic, holdings and item levels.

Bibliographic Record:

- The two bibliographic records were created by editing the following leader and MARC fields:

- Leaders

Bibliographic level: m monograph/item

Encoding level: 7 minimal level

008 Fields

Date: 2003

Place of publication: ctu

Language: eng

110:2 : \$a Yale University \$b Library

245:10: \$a Serials Catalog boxes ...through... \$p From ...

260: : \$a New Haven, CT \$b Yale University Library, \$c 2003

300: : \$a 559 boxes

500: : \$a The heading on the first card in the first of the 500 boxes is recorded in the 245 subfield p.

- Record box numbers in five digits; add leading zeros if a number is shorter than five digits
- Record the main entry of the first card within the 559 boxes in 245 subfield \$p. Begin \$p with the word "From."

Example

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The screenshot shows the Voyager Cataloging software interface. The title bar reads "Voyager Cataloging - [Bib 614499 : Serials catalog boxes 07943 through 08502 From 150000 SLOV.]". The menu bar includes File, Edit, Record, Display, Options, Window, and Help. The toolbar contains icons for New, Open, Save, Search, Headings, Titles, Save to DB, New Hldgs, Get Hldgs, New Items, Get Items, Hierarchy, and Help. The MARC tab is active, showing a record with the following fields:

Tag	I1	I2	Subfield Data
110	2		#a Yale University. #b Library.
245	1	0	#a Serials catalog boxes 07943 through 08502 #p From 150000 SLOV.
246	1		#i Labeled as: #a Official catalog boxes 07943 through 08502
260			#a New Haven, CT: #b Yale University Library, #c 2003.
300			#a 559 boxes
500			#a The heading on the first card in the first of the 559 boxes is recorded in 245 subfield p.
500			#a Official and Serials cards processed together and labeled continuously.

Holdings Record:

Create five MFHD records for the holdings, each representing 100 boxes:

- Use "81" for the 852 field indicators
- Use "lsf" for the location code in 852 subfield
- Record the beginning and ending numbers of every array of 100 boxes in the call number fields #h and #i
-

Example:

MFHD 1: 852 81 #b lsf #h Box 07943-#i Box 08050
MFHD 2: 852 81 #b lsf #h Box 08051-#i Box 08160
MFHD 3: 852 81 #b lsf #h Box 08161-#i Box 08270
MFHD 4: 852 81 #b lsf #h Box 08271-#i Box 08400
MFHD 5: 852 81 #b lsf #h Box 08401-#i Box 08500

Item Records:

Create one item record for each box:

- Use the New Items button or select Record>>Create Items to create an item record

- Wand a new barcode in the Barcode field
- Input the main entry of the first card in the box of the ENUM field following the instructions in [How to Input Main Entry Headings on Item Records](#) [1]
- Record the individual box number in the SPINE field

*Note that the catalog assistant entered a sequence of barcodes all at once thereby creating multiple item records rather than waiting for each fully processed box. This procedure was followed so that the serials boxes (the cards of which are in alphabetical order) would ultimately end up in numerical order. As a barcode was entered, a variable ("b") was added to the Enum field in place of the main entry heading. Additionally, individual box numbers were first entered in the Chron field when the main entry heading had not yet been entered. (This facilitates searching/retrieving the correct item record.)

IMPORTANT: When a fully processed box is ready to be sent to LSF the "b" is replaced with the appropriate main entry heading. Additionally, the individual box number is then moved to the Spine field.

Example

The screenshot shows the Voyager Cataloging software interface for item 5249633. The form contains the following fields and values:

- Title: Serials catalog boxes 07943 through 08502 From 150000 SLOV.
- Location: lsf
- Call #: Box #07943 Box #08050
- Barcode: 39002058400020
- Temp. Loc.: [dropdown]
- Temp. Type: [dropdown]
- Item Type: lsf
- Media Type: [dropdown]
- Enum: 150000 SLOV
- Chron: [empty]
- Year: [empty]
- Caption: [empty]
- Free text: [empty]
- Spine: Box #07943
- Copys: 0
- Pieces: 1
- Price: \$0.00

Source

URL: <https://web.library.yale.edu/cataloging/catman/retrospective-conversion/creating-orbis-records-serials-boxes-lsf-transfer>

Links

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