

Gifts: Using MARC Holdings Field 541 to Record Donor Information

541 Procedures

541 is defined as "Immediate Source of Acquisition Note"

To record donor information, enter 541 field immediately after 852 and before other fields (866, etc.) in MFHD.

Use first indicator of 0 for private / non-public note. *Will not be visible in the OPAC. Optionally, enter donor information in 852 \$x if the information is not intended for display.*

Use first indicator of 1 for public note. *Will be visible in the OPAC.*

Use second indicator blank. *Undefined and only valid value.*

Use the following subfields in this order. The content of each subfield has semi-colon for ending punctuation.

‡3 Materials specified. Only used when specifying volumes.

‡c Method of acquisition. Always use term Gift.

‡a Source of acquisition. Use personal or corporate name. Don't record name for anonymous gifts.

‡d Date of acquisition. Use year gift is added. End field with a period or bracket.

Examples of public notes:

541 1_ ‡c Gift; ‡a David Stowe; ‡d 2010.

541 1_ ‡3 Vol. 2; ‡c Gift; ‡a Harold Attridge; ‡d 2008.

See screenshots on next page for examples.

Note: A macro (541.mex) has been pushed out to technical services workstations. Import it into the standard Macro Express files as needed. The macro will add a 541 on the next line after the cursor (the cursor can be positioned anywhere in 852). It is assigned by default to Ctrl-Shift-7.

The macro will generate the following line:

541 1_ ‡c Gift; ‡a NAME; ‡d 2010.

Replace NAME with the donor name.

For large collections it is recommend that you edit the macro to put in the name of the donor so that you don't have to edit the 541 each time you add it.

If the optional \$x is used instead of 541, the current Macro Express files include one under the name **852 |x Gift**. (The easiest way to find it is to look in the Acquisitions folder in the All Categories window of Macro Express) Although it is mapped to Ctrl-4, the macro is currently not activated. To activate, open the macro, click on the Properties tab, click on the Hot Key button (Ctrl-4 should appear), and save the update.

Searching for Donor Information in Orbis

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Published on Yale University Library (<https://web.library.yale.edu>)

Information from 541 may be searched in Orbis in the cataloging module and in the OPAC.

To search in the cataloging module, choose "Holdings Boolean" on the keyword tab. Search for the donor name, last name is usually enough, plus the word gift and possibly the location if the name is common. For example, search "div and gift and attridge" (without quotes) to find materials given by Harold Attridge to the Divinity Library. Materials now shelved at the LSF will have to be searched with the correct LSF location, for example, lsfdv.

To search in the OPAC, choose "Advanced Search" tab and search in "Holdings Keyword". Combine search terms of name, library location code, date and the word gift as necessary to retrieve results for a particular collection. For example, to search for all gifts from David Stowe, search this name as a phrase search.

See the screenshots for examples of both searches.

Holdings Examples with 541 Gift Notes

The screenshot shows the Voyager Cataloging interface. The window title is "Voyager Cataloging - [Hldg 9654770 (bib 9295050) : Future is watching : a history of the first 125 years...". The menu bar includes File, Edit, Record, Display, Options, Window, and Help. The MARC record is displayed in a table format with columns for Tag, I1, I2, and Subfield Data. The 541 field is highlighted in yellow and contains the text "Gift; David Stowe; 2010".

Tag	I1	I2	Subfield Data
852	8	0	‡b div ‡h In Process
→ 541	1		‡c Gift; ‡a David Stowe; ‡d 2010.

At the bottom of the window, there is a status bar with the text "Immediate Source of Acquisition Note" on the left and "5:44 PM" on the right.

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Voyager Cataloging - [Hldg 593411 (bib 515968) : John, a commentary on the Gospel of John / by Ern...]

File Edit Record Display Options Window Help

MARC System Bib Title(s) History

Leader 00318cy a22001334 4500

005: 20100406174536.0 007

008 930724 || __ | __ | __ || eng _ ____

	Tag	I1	I2	Subfield Data
→	014	1		‡a ACD8603YL003
	014	0		‡9 000613544
	852	0	1	‡b div ‡h BS2615.3 ‡i H3313 1984
	541	1		‡3 Vol. 2; ‡c Gift; ‡a Harold Attridge; ‡d 2008.
	866	4	1	‡8 0 ‡a v.1-v.2

5:45 PM

OPAC View

Author: [Chilton, Bruce.](#)

Title: Abraham's curse : child sacrifice in the legacies of the West / Bruce Chilton.

Edition: 1st ed.

Published: New York : Doubleday, c2008.

Description: 259 p. ; 25 cm.

Location: DIVINITY, Stacks

Call Number: BS1238.S24 C45X 2008

Status: Not Checked Out

Location: LSF- click "Place Requests" for delivery to any Yale library

Call Number: BS1238.S24 C45X 2008

Status: Not Checked Out

Provenance: Gift; Harold Attridge; 2008.

Subjects (Library of Congress): [Isaac, \(Biblical patriarch\) —Sacrifice.](#)

[Abraham, \(Biblical patriarch\)](#)

[Child sacrifice.](#)

Database: Yale University Library

Searching for 541 Gift Information in the Cataloging Module

The screenshot shows a search interface with a blue header bar labeled "Search". Below the header are four tabs: "Keyword", "Index Selection", "Builder", and "History". The "Keyword" tab is active. Underneath the tabs are three radio button options: "Boolean (not using relevance)", "Free Text (using relevance)", and "Holdings Boolean (not using relevance)". The "Holdings Boolean" option is selected. Below these options is a text input field labeled "Search for:" containing the text "div and gift and attridge". At the bottom of the interface are five buttons: "Do Search", "Cancel", "Clear", "Limit...", and "Remote...".

Searching for 541 Gift Information in the OPAC

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The screenshot shows the Orbis Yale University Library Catalog search page. The browser window title is "Orbis Yale University Library Catalog, Keyword Search - Mozilla Firefox". The address bar shows the URL "https://web.library.yale.edu/cataloging/gifts-MFHD-541". The page features a navigation menu with links: NEW SEARCH, LIBRARY CATALOGS, YOUR LIBRARY ACCOUNT, PLACE REQUESTS, BOOKBAG, BORROW DIRECT / ILL, HELP, and LOG OUT. Below the navigation menu, the "Database Name" is set to "Yale University Library". The search interface includes four tabs: Simple Search (selected), Advanced Search, Course Reserves, and New Books. The Simple Search section has three search rows. The first row has "Search for:" with the text "david stowe" and a dropdown menu set to "as a phrase". Below this row are radio buttons for "AND" (selected), "OR", and "NOT". The second and third rows have empty "Search for:" fields and dropdown menus set to "all of these". To the right of each search row is a "Search in:" dropdown menu, with the first set to "Holdings Keyword" and the others to "Keyword Anywhere". At the bottom of the search section, there is a "50 Records per page" dropdown, "Search" and "Clear" buttons, and a "MORE LIMITS" link. Below the search section is a "Builder Search" section with a search bar and a "Done" button.

Source URL: <https://web.library.yale.edu/cataloging/gifts-MFHD-541>