Variable Control Fields

Records with obsolete record type b were globally changed to record type p, as part of Webvoyage 7 upgrade, 2010 December.

Leader

Field	Guidelines		
Record Status	Collection	Single Manuscript	Additional Guidelines: Beinecke
Type of Record	Collection	Single Manuscript	Additional Guidelines: Beinecke
Bibliographic Level	Collection	Single Manuscript [1]	Additional Guidelines: Beinecke [2]
Type of Control	Collection	Single Manuscript	Additional Guidelines: Beinecke
Encoding Level	Collection	Single Manuscript	Additional Guidelines: Beinecke [3]
Cataloging Form	Collection	Single Manuscript	Additional Guidelines: Beinecke
Other Fields	Collection	Single Manuscript	Additional Guidelines: Beinecke

008

Field	Guidelines		
Publication Status	Collection	Single Manuscript [4]	Additional Guidelines: Beinecke [5]
Date 1 and 2	Collection	Single Manuscript [6]	Additional Guidelines: Beinecke [7]
Place of Publication	Collection	Single Manuscript	Additional Guidelines: Beinecke
Form of Item	Collection	Single Manuscript	Additional Guidelines: Beinecke
Language	Collection	Single Manuscript	Additional Guidelines: Beinecke
Modified Record	Collection	Single Manuscript	Additional Guidelines: Beinecke
Cataloging Source	Collection	Single Manuscript	Additional Guidelines: Beinecke
006	Collection	Single Manuscript	Additional Guidelines: Beinecke [8]
007	Collection	Single Manuscript	Additional Guidelines: Beinecke

Leader

Record Status
Required

Indexed: no

Codes:
a Increase in encoding level
c Corrected or revised
d Deleted
n New

Instructions:

Use **n** for all new records. Voyager will automatically update a record to **c** following any subsequent save. When a preliminary or recon Encoding Level [9] is upgraded to full level, the Record Status may be manually changed to **a**. However, coding will automatically change to **c** after subsequent saves, unless **a** is entered manually each time.

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Type of Record
Required

Indexed: Limit search by Item Type

Codes:
p Mixed materials

Instructions:

Code **p** for Mixed Materials, formerly known as Archives and Manuscripts Control (AMC), was introduced with format integration, and was implemented in 1996 March. The record type code for AMC records was **b**. Records with obsolete record type **b** were globally changed to record type **p** in 2010 December.

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Bibliographic Level
Required

Indexed: no

Codes:
m Single item
c Collection
d Subunit

Instructions

See also:
Bibliographic Level: Single Manuscript [13]
Bibliographic Level: Additional Guidelines: Beinecke [2]

Use **c** for collections or small groups of two or more items. Also use **c** for a collective record for items in a scrapbook, photograph album, or multiple manuscripts bound together or with into a printed work which has been cataloged separately.

Use **d** for a subunit of a collection or analytic for item in a collection or multiple manuscripts bound together.

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Type of Control
Required

Indexed: no

Codes:
_ No specified type of control
a Archival

Instructions:

Ue **a** for all manuscript materials. This field was introduced with format integration, and was implemented in 1996 March.

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Encoding Level
Required

Indexed: no

Codes:
_ Full level
1 Full level, material not examined
5 Preliminary or accession level record
7 Minimal level

Instructions:

See also:
Encoding Level: Additional Guidelines: Beinecke [3]

Use _ for full level cataloging. Use **1** for records converted from existing cataloging data, such as retrospective conversion of catalog cards. Use **7** for unprocessed collections with provisional cataloging, as well as for permanent brief catalog records. Code _, **1**, or **7** is required for export to utilities and MARS authority control. Change **1**, **5**, and **7** to _ when upgrading to full level.

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Cataloging Form
Required

Indexed: no

Codes:
i ISBD punctuation included

Instructions:

Use **i** for all records, indicating conformance to DCRM or DACS standards, and use of RDA headings. Code **i** may be used for retrospective conversion, whether or not headings are upgraded to RDA.

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Other Fields
Required

Codes for the following fields are supplied by Voyager. Do not edit these fields.

Multipart Resource Record Level: _
Length of the Length-of-Field Portion: **4**
Length of the Starting-Character-Position Portion: **5**
Length of the Implementation-Defined Portion: **0**
Undefined: **0**

These fields were added retrospectively to all records during a tag table update in 2008 May.

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008 (Mixed Material)

Publication Status (Type of Date)
Required

Indexed: no

Codes:
_ No dates given; B.C. date involved
e Detailed date
i Inclusive dates of collection
k Range of years of bulk of collection
n Dates unknown
q Questionable dates
s Single known date/probable date

Instructions

See also:
Publication Status: Single Manuscript [14]
Publication Status: Additional Guidelines: Beinecke [5]

Use **i** for a span of known dates or a span of dates qualified by "circa.". Note bulk dates, if appropriate, in subfield **‡g** of the 245 (Title Statement) [15].

If a known or estimated span of dates falls within one year, either use **i** and enter the year in both Date 1 and Date 2 [16], or use **s**, enter the year in Date 1, and leave Date 2 blank, according to local practice.

If all materials in a collection are known or estimated to have the same date, use **s**, enter the year in Date 1, and leave Date 2 blank.

Use **q** for a date span qualified by a question mark.

See also Date 1 and Date 2 [16].

Due to OCLC encoding requirements, do not use **m** multiple dates for records where bibliographic level is **c** collection.

Examples:

Publication Status i
Date 1 1845
Date 2 1962
245 ‡f 1845-1962 ‡g (bulk 1933-1960).

Publication Status i
Date 1 1861
Date 2 1865
245 ‡f [circa 1861-1865].

Publication Status i
Date 1 1840
Date 2 1840
245 ‡f 1840 Feb 19-May 20.
(local practice)

Publication Status i
Date 1 1840
Date 2 ____
245 ‡f 1840 Feb 19-May 20.
(local practice)

Publication Status e
Date 1 1915
Date 2 0523
245 ‡f 1915 May 23.
(all materials are dated 1915 May 23)

Publication Status q
Date 1 1801
Date 2 1805
245 ‡f [1801-1805?].

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Date 1 and Date 2

Required

Indexed: Limit search by Date (searches by date in this field, not ‡f in 245)

Codes:
_____ Data not yet supplied (fill in characters)

Instructions

See also:
Date 1 and Date 2: Single Manuscript [17]
Date 1 and Date 2: Additional Guidelines: Beinecke [7]

Each date consists of a four-digit year, with any unidentified digits represented by the letter **u**. Dates 1 and 2 must match dates in **‡f** in the 245 (Title Statement) [15].

For a collection acquired over a period of years, enter either the current date span, or 9999 in Date 2 and update Date 2 as new parts are accessioned, according to local practice.

Do not transcribe incorrect dates. Always enter correct dates in Dates 1 and 2 and in the 245 field. Note any incorrect dates appearing on the materials in a 520 (Summary, etc.) [18] or 500 (General note) [19].

See also Publication Status [20].

Examples:

Publication Status i
Date 1 1845
Date 2 1962
245 ‡f 1845-1962 ‡g (bulk 1933-1960).

Publication Status i
Date 1 18uu
Date 2 18uu
245 ‡f [1800s].
(letters from 19th century)

Publication Status i
Date 1 184u
Date 2 184u
245 ‡f [1840s].

Publication Status i
Date 1 1920
Date 2 9999
(ongoing gift; local practice)

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Place of Publication
Required

Indexed: no

Codes:

___ Data not yet supplied (choose from menu)

Instructions:

For collection-level records, this code represents the state of the repository where the materials are held. For all collection-level records, enter code **ctu**, for Connecticut.

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Form of Item
Required

Indexed: no

Codes:
_ None of the following
a Microfilm
b Microfiche
c Microopaque
d Large print
r Regular print reproduction (such as a photocopy)

Instructions:

This code reflects the predominant part of the materials being described. Use code **r** for reproductions in eye-readable print, such as photoprints and photocopies. If the repository holds both the original material and a reproduction, use code _, describe the original material in the record, and include a 533 (Reproduction note) [21].

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Language
Required

Indexed: Limit search by Language

Codes:
___ Data not yet supplied (choose from menu)

See the USMARC Code List for Languages on Cataloger's Desktop or on the Library of Congress website [22].

Instructions:

This code reflects the predominant part of the materials being described. If more than one language is represented, enter multiple codes in 041 (Language codes) [23].

See also 546 (Language note) [24].

Example:

Language eng : English

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Modified Record
Required

Indexed: no

Codes:
_ Not modified

Instructions:

Only code _ is valid for record type **p** (Mixed Materials).

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Cataloging Source
Required

Indexed: no

Codes:
_ National bibliographic agency (Library of Congress, or, National Library of Canada)
d Other sources (includes original record keyed by inputting library)

Instructions:

Always use code **d** for original cataloging.

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006 Additional Materials Characteristics

See also:
[006: Additional Guidelines: Beinecke](#) [8]

Use 006 fields to include record type codes in addition to code **p** (Mixed Materials). OPAC search limiting by item type is based on record type codes in the Leader and in any 006 fields present in the record. For example, manuscript material coded **p** in the Leader which contains substantial photographic material will be found by searches limited to photographic material only if an 006 for 2-D Nonprojectable materials has been included in the record.

See appendix [006 Codes](#) [26] for definitions of commonly used codes. For more information, see the [MARC21 Concise Format](#) [27] on the Library of Congress website.

See also [008 (Mixed Material)](#) [28].

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007 Physical Description

See also:
007: Additional Guidelines: Beinecke [29]

OPAC search limiting by medium is based on record type codes in the 007. Generally this field has not been used. Optionally, use to indicate the presence of microfilm in a collection.

For more information, see the MARC21 Concise Format [27] on the Library of Congress website.

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Source URL:https://web.library.yale.edu/cataloging/manuscript/variable-control-fields

Links

[1] http://www.library.yale.edu/cataloging/manuscriptcc/single_item_instructions.htm#bibliographic_level [2] https://msu-cataloging-manual.beinecke.library.yale.edu/variable-control-fields#bibliographic-level [3] https://msu-cataloging-manual.beinecke.library.yale.edu/variable-control-fields#encoding-level [4] http://www.library.yale.edu/cataloging/manuscriptcc/single_item_instructions.htm#publication_status [5] https://msu-cataloging-manual.beinecke.library.yale.edu/variable-control-fields#publication-status-type-of-date [6] http://www.library.yale.edu/cataloging/manuscriptcc/single_item_instructions.htm#date_1_and_date_2 [7] https://msu-cataloging-manual.beinecke.library.yale.edu/variable-control-fields#date-1-and-date-2 [8] https://msu-cataloging-manual.beinecke.library.yale.edu/variable-control-fields#006-additional-materials-characteristics [9] http://web.library.yale.edu/cataloging/manuscript/variable-control-fields#encoding_level [10] http://web.library.yale.edu/cataloging/manuscript [11] http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions [12] https://msu-cataloging-manual.beinecke.library.yale.edu/ [13] http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions#bibliographic_level [14] http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions#publication_status [15] http://web.library.yale.edu/cataloging/manuscript/2xx#245 [16] http://web.library.yale.edu/cataloging/manuscript/variable-control-fields#date_1_and_date_2 [17] http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions#date_1_and_date_2 [18] http://web.library.yale.edu/cataloging/manuscript/5xx#520 [19] http://web.library.yale.edu/cataloging/manuscript/5xx#500 [20] http://web.library.yale.edu/cataloging/manuscript/variable-control-fields#publication_status [21] http://web.library.yale.edu/cataloging/manuscript/5xx#533 [22] http://www.loc.gov/marc/languages/ [23] http://web.library.yale.edu/cataloging/manuscript/0xx#041 [24] http://web.library.yale.edu/cataloging/manuscript/5xx#546 [25] https://yaleedu.sharepoint.com/sites/YULBRBLCatalogManual/Catalog%20Manual/Forms/ByAuthor.aspx [26] http://web.library.yale.edu/cataloging/manuscript/appendix-c-006-additional-materials-characteristics-codes [27] http://www.loc.gov/marc/bibliographic/ecbdhome.html [28] http://web.library.yale.edu/cataloging/manuscript/variable-control-fields#008 [29] https://msu-cataloging-manual.beinecke.library.yale.edu/variable-control-fields