MARC holdings and local practice


See also MARC holdings and 590 notes for books and scores with accompanying audio/video recordings [3] | MARC holdings for 78 RPM recordings [4]

For official YUL Cataloging Depart policy, see MFHD policies & procedures [5] | MFHD examples [6]

Multipart monograph MFHD guidelines [7]

<table>
<thead>
<tr>
<th>Subfield codes for call numbers in the holdings record in Voyager</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡b Location code: ‡b Mus ‡b Musref</td>
</tr>
<tr>
<td>‡t Copy number, when there is more than one copy, goes in ‡t.</td>
</tr>
<tr>
<td>‡h The class number goes in ‡h.</td>
</tr>
<tr>
<td>When there are two cutter numbers, the first cutter number goes in ‡h</td>
</tr>
<tr>
<td>When there are three or more cutter numbers, all but the last cutter number goes in ‡h</td>
</tr>
<tr>
<td>‡i The remainder of the call number goes in ‡i</td>
</tr>
<tr>
<td>When needed, the plus sign or double plus sign should be the last element of ‡i</td>
</tr>
<tr>
<td>‡m For call numbers with a plus sign, include ‡m Oversize</td>
</tr>
<tr>
<td>For call numbers with a double plus sign, include ‡m Folio</td>
</tr>
<tr>
<td>‡2 For non-LC call numbers, include ‡2 localyale</td>
</tr>
<tr>
<td>‡z local notes</td>
</tr>
</tbody>
</table>

Location codes for music:

mus
muscar (carrel charges)
muscirc (used CDRMs)
musmic (microforms)
musoff1 (Librarian's Office, ML 107M (Non-Circ))
musoff2 (Tech Services, ML 106M (Non-Circ))
musoff3 (Librarian's Office, ML 112 (Non-Circ))

HSR:

mushsr
mushsrref (HSR reference)
musohm (OHAM)
musper (periodicals)
musrar1 (rare materials that live in the Music Library)
musrar2 (used to be for rare M and ML; not used anymore)
musrec (recordings)
musref (reference)
musres (permanent open reserve)
muszzz (no longer used; once used for desk copies in people's offices and for withdrawn/discarded copies; most of the MFHD are suppressed)

LSF:

lsfohmr (OHAM)
lsfmus
lsfmusr (rare materials including HSR materials except for individual recordings)
lshsrr (for HRS individual recordings)
**Multiple copies**

For an item with multiple copies, add ‡t 1, ‡t 2, etc. to the holdings record:

852 0 0 ‡b mus ‡t 1 ‡h M1001 B415 op.21 ‡i K1

852 0 0 ‡b mus ‡t 2 ‡h M1001 B415 op.21 ‡i K1

Change copy number to 2 in the item record, as well.

**Examples of MARC holdings**

- **multi-volume items:**
  852 0 1 ‡b mus ‡h M126 L387 ‡i G9+ ‡m Oversize
  866 4 1 ‡8 0 ‡a v.1-v.10

  See [Gap and non-gap breaks; line breaks](#) [8] for incomplete holdings.

- **multiple copies of multi-volume items:**
  852 0 1 ‡b mus ‡t 1 ‡h M23.5 O74 ‡i B6+ ‡m Oversize
  866 4 1 ‡8 0 ‡a v.1

  852 0 1 ‡b mus ‡t 2 ‡h M23.5 O74 ‡i B6+ ‡m Oversize
  866 4 1 ‡8 0 ‡a v.1

**Item records**

Record [enumeration](#) [9] designations go in the ENUM field in the Voyager item record

- The nonchronological scheme used by the publisher on the bibliographic unit to identify the individual bibliographic units of a serial and to show the relationship of a bibliographic unit to the serial as a whole.

Record [chronological designations](#) [10] go in the CHRON field in the Voyager item record

- The chronology is the different types of dates used by the publisher on the work to identify the individual bibliographic unit of a serial (for example, date of coverage, date of publication, date of printing, or date of reprinting).


- A caption is an alphabetic word or phrase attached as a prefix to the enumeration data that describes the type of data (for example, volume, Band, Heft, part, number, or tome)
- It is sufficient to transcribe the caption only at the beginning of the range to save space.
- In the absence of a caption, a generic one should be supplied, e.g. "v." The main objective is to make the Status line intelligible for the patrons to the extent possible.

**Source URL:** https://web.library.yale.edu/cataloging/music/musmfhd

**Links**

[1] http://web.library.yale.edu/cataloging/music
[8] http://web.library.yale.edu/cataloging/serialmfhd/gaps