Orbis and OCLC

? Music Cataloging at Yale [1] ?

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Diacritics and special characters by language


Note: this page was created with music cataloging in mind.

These are diacritics and special characters in languages encountered in music cataloging at Yale, as mapped for Orbis (Voyager). Not all diacritics are included, namely those for languages in which we do not catalog. For a complete list, see Diacritics and special characters [17] from Cataloging at Yale

See also ORBIS keys for diacritics and special characters arranged by name of diacritic/character with languages in which they are used [3]

Albanian | Armenian | Bulgarian | Catalan | Croatia [18] | Czech | Danish | Dutch | Estonian | Finnish | French | German | Greek (Modern) | Hungarian | Icelandic | Italian | Latvian | Lithuanian | Macedonian | Norwegian | Polish | Portuguese | Romanian | Russian | Slovak | Slovène | Spanish | Swedish | Turkish | Ukrainian | White Russian

<table>
<thead>
<tr>
<th>Language</th>
<th>Diacritic (and the letter(s) it affects) or special character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albanian</td>
<td>acute [19]: a, e, i, o, u</td>
</tr>
<tr>
<td></td>
<td>circumflex [21]: a, e</td>
</tr>
<tr>
<td>Armenian</td>
<td>ayn: ch, p, k, t, ts</td>
</tr>
<tr>
<td></td>
<td>macron [24]: e, o</td>
</tr>
<tr>
<td>Bulgarian</td>
<td>breve [25]: i, u</td>
</tr>
<tr>
<td></td>
<td>ligature [26]: ia, ia, iu</td>
</tr>
<tr>
<td>Language</td>
<td>Special Characters</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------</td>
</tr>
</tbody>
</table>
| Catalan    | acute [19]: a, e, i, o, u  
cedilla [20]: c  
dot at mid-line [29]  
graph [30]: a, e, o  
umlaut [22]: i, u |
| Croatian   | acute [19]: c  
eth (D with bar D)  
hacek [23]: c, s, z |
| Czech      | acute [19]: a, e, i, o, u, y  
circle above [31] (angstrom): u  
hacek [23]: c, d, D, e, n, r, s, t, T, z  
high comma, off center [32]: d, t |
| Danish     | ø [34], ø [34]  
circle above [31] (angstrom): a  
ø [34], ø [34]  
umlaut [22]: e, i |
| Dutch      | acute [19]: a, e  
circumflex [21]: a, e  
grave [30]: e  
umlaut [22]: e, i |
| Estonian   | õ [35], o  
umlaut [22]: a, o, u |
| Finnish    | circle above [31] (angstrom): a  
umlaut [22]: a, o |
| French     | acute [19]: e  
cedilla [20]: c  
circumflex [21]: a, e, i, o, u  
grave [30]: a, e, u  
OE [36], oe [36]  
umlaut [22]: e, i, u |
| German     | "ess-zet" ß  
umlaut [22]: a, o, u |
| Greek (Modern) | macron [24]: e, o |
| Hungarian  | acute [19]: a, e, i, o, u  
double acute [37]: o, u  
umlaut [22]: o, u |
| Icelandic  | acute [19]: a, e, i, o, u, y  
ø [33], ø [33]  
eth (D with bar D)  
OE [36], oe [36]  
thorn (Þ þ)  
umlaut [22]: o |
| Italian    | grave [30]: a, e, i, o, u  
acute [19]: e |
| Latvian    | cedilla [20]: l  
hacek [23]: c, s, z  
high comma, centered: g  
left hook [38]: G, k, l, n, r  
macron [24]: a, e, i, o, u |
| Lithuanian | hacek [23]: c, s, z  
right hook [39]: a, e, i, u  
macron [24]: u  
dot above [40]: e |
| Macedonian | acute [19]: g, k  
hacek [23]: c, s, z |
| Norwegian  | æ [33], æ [33]  
circle above [31] (angstrom): a  
ø [34], ø [34]  
umlaut [22]: a, o |
<table>
<thead>
<tr>
<th>Language</th>
<th>Mark</th>
<th>Characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polish</td>
<td>acute [19]: c, n, o, s, z</td>
<td>Polish L [41]: right hook [39]: a, e, dot above [40]: z</td>
</tr>
<tr>
<td>Portuguese</td>
<td>acute [19]: a</td>
<td>cedilla [20]: c, e, circumflex [21]: o, grave [30]: a, tilde [35]: a, e, i, o, u, umlaut [22]: u</td>
</tr>
<tr>
<td>Romanian</td>
<td>breve [25]: a</td>
<td>circumflex [21]: a, i, hacute [23]: r, left hook [38]: s, t</td>
</tr>
<tr>
<td>Russian</td>
<td>breve [25]: i</td>
<td>dot above [40]: e, f, y, ligature [26]: ia, IA, ie, IE, iu, IU, ts, TS, miagkii znak [27], verdi znak [28], umlaut [22]: e</td>
</tr>
<tr>
<td>Slovak</td>
<td>acute [19]: a, e, i, l, o, r, u, y</td>
<td>circle above [31] (angstrom): u, circumflex [21]: o, hacute [23]: c, d, D, e, L, n, r, s, t, T, z, high comma, off center: d, l, t, umlaut [22]: a</td>
</tr>
<tr>
<td>Slovene</td>
<td>acute [19]: a</td>
<td>circumflex [21]: o, hacute [23]: c, e, s, z</td>
</tr>
<tr>
<td>Spanish</td>
<td>acute [19]: a, e, i, o, u</td>
<td>tilde [35]: n, umlaut [22]: u</td>
</tr>
<tr>
<td>Swedish</td>
<td>circle above [31] (angstrom): a</td>
<td>umlaut [22]: a, o</td>
</tr>
<tr>
<td>Turkish</td>
<td>alif [42]</td>
<td>breve [25]: g, cedilla [20]: c, s, circumflex [21]: a, l, u, circumflex, Turkish i (i), dot above [40]: i, umlaut [22]: o, u</td>
</tr>
<tr>
<td>Ukrainian</td>
<td>breve [25]: i</td>
<td>ligature [26]: ia, IA, ie, IE, iu, IU, zh, ZH, miagkii znak [27], umlaut [22]: i</td>
</tr>
<tr>
<td>White Russian</td>
<td>breve [25]: i, u</td>
<td>ligature [26]: ia, IA, io, IO, iu, IU, miagkii znak [27], dot above [43]: e</td>
</tr>
</tbody>
</table>

Indexes in Voyager cataloging

[Music Cataloging at Yale](https://web.library.yale.edu) | Orbis and OCLC

Note: this page was created with music cataloging in mind.
Staff name headings search vs staff name/title headings search

The staff name headings search retrieves a headings list. The highlighted entry in the headings list includes the authority record for the personal name and indicates the number of bibliographic records with that name heading:

Voyager search: Staff name headings search
Search key: magini francesco

Clicking on the highlighted index entry will retrieve a titles index:

The staff name/title headings search also retrieves a headings list, in which there is no entry for the personal name only; only name/title entries:

Voyager search: Staff name/title headings search
Search key: magini francesco
Headings list vs title index

Headings list

Voyager search: Staff name/title headings search
Search key: bach johann sebastian

The results of this staff/name headings search is a headings list, with four columns.

Keep in mind that although the second column gives the number of bibliographic records represented by that heading, the number does not include the authority record.

Under this entry, there are actually two records: an authority record and a bibliographic record.
To retrieve the bibliographic record, click on the highlighted entry or click the "OK" button.

The bibliographic record will display:

To return to the headings list, click on the "Headings" button on the menu bar. At this point, there has been only one title retrieved, so the menu bar will only offer the option of going back to the headings list:
To get to the authority record, click on the “Authority” button.

You are given the option of selecting “one or more authority records,” although, in most cases there will be only one authority record:

To view the authority record, click on "OK" or on the highlighted entry.

The authority record will display:
To return to the headings list, click on the "Headings" button on the menu bar:

Further down in the headings list, you will find this authorized heading. It should have an authority record and four bibliographic records associated with it:

To get to the title index for the four bibliographic records, either click on the "OK" button or on the highlighted entry.
The titles index display:

<table>
<thead>
<tr>
<th>Staff Name/Title Headings Search</th>
<th>Author</th>
<th>Title</th>
<th>Imprint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bach, Johann Sebastian, 1685-1750, Ach Gott, wie manches Herzeleid (Cantata), BWV 3</td>
<td>Bach, Johann Sebastian, 1685-1750</td>
<td>Ach Gott! wie manches Herzeleid / J.S. Bach.</td>
<td>[S. l. : s. n., 19-?]</td>
</tr>
</tbody>
</table>

4 Records Found Search: Staff Name/Title Headings Search=bach johann sebastian

To retrieve any of the four bibliographic records, either double click on the entry or, if it is already highlighted, click the "OK" button.

Once the bibliographic record is displayed:
To return to the titles index, click on the "Titles" button on the menu bar.
To return to the headings list, click on the "Headings" button on the menu bar.
• It may or may not be the same name found in the heading in the first column.
  ◦ In the case of title main entry, this space is blank.
  ◦ The third column gives the title found in the 245.
  ◦ The fourth column indicates the imprint.

OCLC searching cheat sheet


Note: this page was created with music cataloging in mind.

Commands | Searches | Authority file searching | Other things to remember

Commands

command

help

send command

next screen or page up

previous screen or page back

go to first screen

go back to previous screen

next record

next screen in submenu

return to submenu
### Searches

**Phrase searches**  |  **Number searches**  |  **Search qualifiers**
---|---|---

#### Phrase searches

(See also **Phrase searches** from OCLC)

- **type**: personal name
  - **sca/pn [last first]**
  - **4,3,1**
  - **notes**: Surnames with a Mc or Mac prefix: If the prefix is followed by an uppercase letter, search the prefix as the single letter m. If the prefix followed by a lowercase letter, include the entire prefix in the search key. If in doubt, search both ways. Precede the derived search with a "[" to search the authority file.

- **type**: corporate name
  - **sca/cn [name]**
  - **4,3,1**
  - **notes**: Precede the derived search with a "[" to search the authority file.

- **type**: title
  - **sca/ti [title]**
  - **3,2,2,1**
  - **notes**: For uniform titles (130), precede the derived search with a "[" to search the authority file.

- **type**: subject
  - **sca/su [subject]**
  - **5,3**
  - **notes**: Precede the derived search with a "[" to search the authority file.

#### Number searches

(see also **Numeric Searching** from OCLC)

- **type**: LCCN
  - **fin/in [LCCN]**
  - **derived**: includes the first 2 numbers, hyphen, and the last 6 numbers. Precede the derived search with a "[" to search the authority file.

- **type**: ISMN
  - **fin/nn [number]**
  - **notes**: include only 2 letters and up to 10 numbers (see also **Music publisher number search** from OCLC)

- **type**: ISSN
  - **fin/sn [number]**
  - **notes**: include the hyphen between the 4th and 5th digits

- **type**: ISBN
  - **fin/bn [number]**
  - **notes**: omit hyphens

- **type**: OCLC control number
  - **fin/an [number]**
  - **#number**

### Search qualifiers

(Not used in searching the authority file)

- **qualifier**: format
  - **books**: /bks
  - **scores**: /sco
  - **recordings**: /rec
  - **visual materials**: /vis
  - **serials**: /ser

- **qualifier**: cataloging source
  - **Library of Congress**: /DLC

- **qualifier**: year of publication
  - **mcdy**: m=millennium c=century d=decade y=year

- **qualifier**: single year
  - **/mcdy**
  - **/mcdy-**
  - **/-mcdy**

- **qualifier**: range of single years
  - **/mcdy-y**

- **qualifier**: decade
  - **/mcdy?**
Authority file searching

The *browse search* is the best way to get to name/uniform title headings.

Type in the name, *with a comma separating the last and first names.*
If there are no other persons with that name, you can include an expanded term with no further additions to the search.
If there are other persons with that name, include at least the first year in the date portion of the heading *with no comma before date.*

When using more than one word of the title as the expanded term can be as little as the first initial of the title (excluding initial articles). Remove all commas or the search will take you to the end of the alphabet for the first word in your expanded term.
This search, with punctuation included:
sonatas, piano, h. xvi, 3
will take you to the end of Haydn's sonatas:

Other things to remember

If you will not be using OCLC for a substantial amount of time, logoff so that other catalogers will be able to access OCLC.

ORBIS keys for diacritics and special characters arranged by name of diacritic/character with languages in which they are used


Note: this page was created with music cataloging in mind.

These are the keys to which diacritics and special characters encountered in music cataloging at Yale are mapped for Orbis (Voyager). Not all diacritics are included, namely those for languages in which we do not catalog. For a complete list, see Diacritics and special characters [17] from Cataloging at Yale

See also Diacritics and special characters by language [47]

<table>
<thead>
<tr>
<th>Diacritic/Special character</th>
<th>ORBIS Keys</th>
<th>Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>acute</td>
<td>ctrl alt o or keypad 8</td>
<td>Albanian, Catalan, Croatian, Icelandic, Polish, Portuguese</td>
</tr>
<tr>
<td>Æ upper case ae lower case</td>
<td>ctrl alt q</td>
<td>Danish, Icelandic, Norwegian</td>
</tr>
<tr>
<td>alif</td>
<td>ctrl alt f or keypad 2</td>
<td>Korean, Japanese, Turkish</td>
</tr>
<tr>
<td>angstrom</td>
<td>ctrl alt shift / or alt keypad 3</td>
<td>Czech, Danish, Finnish, Norwegian</td>
</tr>
<tr>
<td>breve</td>
<td>ctrl alt shift . [period] or alt shift keypad 9</td>
<td>Bulgarian, Korean, Romanian, Russian</td>
</tr>
<tr>
<td>cedilla</td>
<td>ctrl alt h or keypad 6</td>
<td>Albanian, Catalan, French, Latvian, Latvian, Portuguese</td>
</tr>
<tr>
<td>circle above see angstrom</td>
<td>ctrl alt shift / or alt keypad 3</td>
<td>Albanian, Dutch, French, Polish, Turkish</td>
</tr>
<tr>
<td>circumflex</td>
<td>ctrl alt shift p or keypad 6</td>
<td>Croatian, Icelandic, Serbian</td>
</tr>
<tr>
<td>Æ upper case</td>
<td>win alt w</td>
<td>Albanian, Catalan, Croatian, Icelandic, Polish, Portuguese</td>
</tr>
<tr>
<td>Æ lower case</td>
<td>ctrl alt w</td>
<td>Albanian, Catalan, Croatian, Icelandic, Polish, Portuguese</td>
</tr>
</tbody>
</table>
## Orbis keys for diacritics and special characters

**Music Cataloging at Yale** [1]  |  [Orbis and OCLC] [15]

Note: this page was created with music cataloging in mind.

<table>
<thead>
<tr>
<th>Diacritic/Special character</th>
<th>ORBIS Keys</th>
<th>Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>dot above</td>
<td>ctrl alt shift n or alt keypad 1</td>
<td>Hebrew, Lithuanian, Polish, Russian, Turkish, White Russian</td>
</tr>
<tr>
<td>dot in middle</td>
<td>ctrl alt shift b or left parenthesis [</td>
<td>Catalan</td>
</tr>
<tr>
<td>dot below</td>
<td>ctrl alt n or keypad 1</td>
<td>Hebrew</td>
</tr>
<tr>
<td>double acute</td>
<td>ctrl alt shift o or alt keypad 8</td>
<td>Hungarian</td>
</tr>
<tr>
<td>grave</td>
<td>ctrl alt  or keypad 2</td>
<td>Catalan, Dutch, French, Italian</td>
</tr>
<tr>
<td>hácek</td>
<td>ctrl alt p or keypad 2</td>
<td>Armenian, Croatian, Czech, Hungarian, Slovak, Slovene</td>
</tr>
<tr>
<td>high comma, off center</td>
<td>ctrl alt shift :</td>
<td>Armenian, Czech, Georgian, Hebrew, Lithuanian, Polish</td>
</tr>
<tr>
<td>hook, left</td>
<td>ctrl alt shift h</td>
<td>Latvian, Romanian</td>
</tr>
<tr>
<td>hook, right</td>
<td>ctrl alt shift j</td>
<td>Lithuanian, Polish</td>
</tr>
<tr>
<td>ligature first half</td>
<td>ctrl alt shift k or keypad 0</td>
<td>Russian, Ukrainian, White Russian</td>
</tr>
<tr>
<td>ligature second half</td>
<td>ctrl alt shift l or alt keypad 0</td>
<td>Russian, Ukrainian, White Russian</td>
</tr>
<tr>
<td>macron</td>
<td>ctrl alt shift , [comma] or keypad 9</td>
<td>Armenian, Greek (Modern), Russian, White Russian</td>
</tr>
<tr>
<td>miagkii znak</td>
<td>ctrl alt g</td>
<td>Bulgarian, Hebrew, Russian, White Russian</td>
</tr>
<tr>
<td>musical flat</td>
<td>ctrl alt x</td>
<td></td>
</tr>
<tr>
<td>musical sharp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ø (slash O) upper case</td>
<td>win alt y</td>
<td>Danish, Norwegian</td>
</tr>
<tr>
<td>ø lower case</td>
<td>ctrl alt y</td>
<td></td>
</tr>
<tr>
<td>OE upper case</td>
<td>ctrl alt shift r</td>
<td>French, Icelandic</td>
</tr>
<tr>
<td>oe lower case</td>
<td>ctrl alt r</td>
<td>French, Icelandic</td>
</tr>
<tr>
<td>Polish L upper case</td>
<td>ctrl alt shift e</td>
<td>Polish</td>
</tr>
<tr>
<td>Polish L lower case</td>
<td>ctrl alt e</td>
<td>Polish</td>
</tr>
<tr>
<td>superior dot (dot above)</td>
<td>ctrl alt shift n or alt keypad 1</td>
<td>Albanian, Catalan, Chinese, Hungarian, Icelandic, Norwegian, Polish, Russian, Swedish, Turkish, Ukrainian</td>
</tr>
<tr>
<td>tilde</td>
<td>ctrl alt \ or keypad 5</td>
<td>Estonian, Portuguese, Spanish</td>
</tr>
<tr>
<td>tverdii znak</td>
<td>ctrl alt shift g</td>
<td>Bulgarian, Russian</td>
</tr>
<tr>
<td>umlaut</td>
<td>ctrl alt shift m or keypad 7</td>
<td>Albanian, Catalan, Chinese, Hungarian, Icelandic, Norwegian, Polish, Russian, Swedish, Turkish, Ukrainian</td>
</tr>
</tbody>
</table>

---

1. Music Cataloging at Yale
2. Orbis and OCLC
<table>
<thead>
<tr>
<th>Character</th>
<th>Keyboard Shortcuts</th>
<th>Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dot in middle</td>
<td>ctrl alt shift b or left parenthesis (</td>
<td>Russian, Catalan</td>
</tr>
<tr>
<td>Dot below</td>
<td>ctrl alt n or keypad 1</td>
<td>Hebrew</td>
</tr>
<tr>
<td>Double acute</td>
<td>ctrl alt shift o or keypad 8</td>
<td>Hungarian</td>
</tr>
<tr>
<td>Grave</td>
<td>ctrl alt ` or keypad 2</td>
<td>Catalan, Dutch, French,</td>
</tr>
<tr>
<td>Hacek</td>
<td>ctrl alt p or keypad 4</td>
<td>Armenian, Croatian, Czech,</td>
</tr>
<tr>
<td>High comma, off center</td>
<td>ctrl alt shift :</td>
<td>Serbian, Slovak, Slovenian</td>
</tr>
<tr>
<td>Hook, left</td>
<td>ctrl alt shift h</td>
<td>Latvian, Rumanian</td>
</tr>
<tr>
<td>Hook, right</td>
<td>ctrl alt shift j</td>
<td>Lithuanian, Polish</td>
</tr>
<tr>
<td>Ligature first half</td>
<td>ctrl alt shift k or keypad 0</td>
<td>Russian, Ukrainian, White</td>
</tr>
<tr>
<td>Ligature second half</td>
<td>ctrl alt shift l or keypad 0</td>
<td></td>
</tr>
<tr>
<td>Macron</td>
<td>ctrl alt shift , [comma] or keypad 9</td>
<td>Armenian, Greek (Modern),</td>
</tr>
<tr>
<td>Miagkii znak</td>
<td>ctrl alt g</td>
<td>Bulgarian, Hebrew, Russian</td>
</tr>
<tr>
<td>Musical flat</td>
<td>ctrl alt x</td>
<td></td>
</tr>
<tr>
<td>Musical sharp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>@ upper case</td>
<td>win alt y</td>
<td>Danish, Norwegian</td>
</tr>
<tr>
<td>Ø lower case</td>
<td>ctrl alt y</td>
<td></td>
</tr>
<tr>
<td>Oe upper case</td>
<td>ctrl alt shift r</td>
<td>French, Icelandic</td>
</tr>
<tr>
<td>Oe lower case</td>
<td>ctrl alt r</td>
<td></td>
</tr>
<tr>
<td>Polish L upper case</td>
<td>ctrl alt shift e</td>
<td>Polish</td>
</tr>
<tr>
<td>Polish l lower case</td>
<td>ctrl alt e</td>
<td></td>
</tr>
<tr>
<td>Superior dot</td>
<td>ctrl alt shift n or keypad 1</td>
<td></td>
</tr>
<tr>
<td>See dot above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tilde</td>
<td>ctrl alt \ or keypad 5</td>
<td>Estonian, Portuguese, Swi</td>
</tr>
<tr>
<td>Tverdii znak</td>
<td>ctrl alt shift g</td>
<td>Bulgarian, Russian</td>
</tr>
<tr>
<td>Umlaut</td>
<td>ctrl alt shift m or keypad 7</td>
<td>Albanian, Catalan, Chinese,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>German, Hungarian, Ice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spanish, Swedish, Turkish</td>
</tr>
</tbody>
</table>

### Searching music plate and publisher's numbers in Voyager

**Music Cataloging at Yale** [1] | **Orbis and OCLC** [15]

See also [Searching special characters in Voyager](#)

Under the "Non-Keyword" option, use the "Publisher Number (028a|b, 260d)" search.

<table>
<thead>
<tr>
<th>Number includes</th>
<th>Example</th>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space</td>
<td>UE 10769 01 0035 08</td>
<td><img src="image" alt="must include the space" /></td>
</tr>
<tr>
<td>Period(s)</td>
<td>U.E.7371</td>
<td><img src="image" alt="may include the periods or include them with a space following each period or omit the periods and replace with spaces" /></td>
</tr>
<tr>
<td>Ampersand</td>
<td>M&amp;M no. 1947</td>
<td><img src="image" alt="must include the ampersand" /></td>
</tr>
<tr>
<td>Period and Ampersand</td>
<td>B.&amp;H.15960</td>
<td><img src="image" alt="may include all or omit the periods and replace with spaces" /></td>
</tr>
</tbody>
</table>
period, ampersand, space

B. & H. 15966
° may include all or
° include periods but not spaces following them or
° omit the periods but not the spaces following them

must include the ampersand

B. & H. 1596
6
B. & H. 15966
B & H 15966

hyphen(s)

01-039561-85-1
° may include the hyphen(s) or
° may omit the hyphen(s), replacing with space(s)

01-039561 8 51

hyphen and space

PWM - 2384
° may include hyphen and spaces or
° may include hyphen but not spaces or
° may omit the hyphen, but include at least 1 space

PWM - 2384
PWM-2384
PWM 2384

two hyphens

15--4
° may include both hyphens or
° may omit both hyphens, but include at least 1 space or
° may include only one hyphen with or without spaces

15--4
15 4
15 - 4

diacritic

DTÖ 137
° must omit the diacritic

DTO 137

slash

MWV B XVII/2
° may include the slash or
° may omit the slash and replace with a space

MWV B XVII 2
MWV B

pound sign

WM #79
° must include the pound sign

WM #79

parentheses

651 (S.)
° may include the parentheses or
° may omit the parentheses and replace with spaces

651 (S.)
651 S.

comma

Misc 5, III
° may include the comma or
° may omit the comma, but not the space following it

Misc 5, III
Misc 5 III

Searching special characters in Voyager


Note: this page was created with music cataloging in mind.

See also Searching music plate and publisher's numbers in Voyager [9]

Comma, colon, semi-colon, period, apostrophe | Ellipses | Hyphen | Ampersand | Plus sign | Parentheses | Brackets
Musical flat sign | Musical sharp sign | Diacritics | Special alphabetic characters

See also Searching music plate and publisher's numbers in Voyager [9]

Searching titles in both the cataloging module and the OPAC:

- Titles containing words with internal commas cannot be retrieved unless the comma is included in the search string.
- Commas that occur between words are not affected and may be omitted when searching.

Comma, colon, semi-colon, period, apostrophe:
In the Voyager title search, omit or, if copying and pasting, include the punctuation.
Title: Beethoven's grand mass in D, op. 123
Search: beethovens grand mass in d op 123 or beethoven’s grand mass in D, op. 123

Title: Trio : no X, for alto flute, viola, and harp, 1977
Search: trio : no X, for alto flute, viola, and harp, 1977 or trio no X for alto flute viola and harp 1977

This title includes several different types of punctuation.
If omitting the apostrophe, do not leave a space.
If omitting the hyphen in "F-Dur" and the colon in "XV:39" you must include spaces in their place.

Title: Trio : no. 4, F-Dur (Hob. XV:39)
Search: trio : no. 4, F-Dur (Hob. XV:39) or trio no 4 F Dur Hob XV 39

Ellipses:
In a Voyager title search, include or omit the ellipses with or without a space after them.

Title: ... huésped de las nieblas ...
Search: ... huésped de las nieblas ... or huésped de las nieblas
Either search may be done with or without the diacritic

Hyphen:
In a Voyager title search, either include the hyphen in the search or delete it and replace it with a space

Title: Konzert f-Moll für Cembalo und Streichorchester BWV 1056
Search: konzert f-Moll für Cembalo und Streichorchester BWV 1056 or konzert f Moll für Cembalo und Streichorchester BWV 1056

versus a similar title without a hyphen:
In both, include the space in "f Moll"

Title: Konzert f Moll für Klavier und Orchester
Search: konzert f Moll für Klavier und Orchester

A hyphen in the name:
In a Voyager staff name headings search, either include the hyphens or omit the hyphens, in the name and date portions of the heading, and replace with spaces.

Name: Eckhardt-Gramatté, S. C. (Sophie-Carmen), 1899-1974
Search: eckhardt-gramatté, s. c. (sophie-carmen), 1899-1974 or eckhardt gramatté, s. c. (sophie carmen), 1899-1974 or eckhardt gramatté s c sophie carmen 1899 1974
Note: search with or without the comma.

Ampersand:
In a Voyager title search, you must include the ampersand. It cannot be omitted or spelled out.

Title: Sonata for violin & piano
Search: sonata for violin & piano

Plus sign:
In a Voyager title search, you must include the plus sign. It cannot be omitted or spelled out.

Title: Paduana + 2 galliards for 5 instruments
Search: paduana + 2 galliards for 5 instruments

Parentheses:
In a Voyager title search, either omit or, if copying and pasting, include the parentheses.

Title: 2e sonate (en mi majeur) pour violin et piano
Search: 2e sonate (en mi majeur) pour violin et piano or 2e sonate en mi majeur pour violin et piano

Brackets:
In a Voyager title search, either include the brackets or omit them and do not add spaces.
Title: Horn sonat[a]s  
Search: horn sonat[a]s or horn sonatas

**Musical flat sign:**
a Voyager title search, truncate the search to "sonata in b" and scroll down to the end of titles retrieved, which are in alphabetical order.

Title: Sonata in B? for clarinet and piano  
Search: sonata in b  
Note: The results are in alphabetical order; the musical flat sign is alphabetized at the end of the list of titles.  
or  
include the flat sign; do not substitute with a lower case "b": Sonata in B? for clarinet and piano

**Musical sharp sign:**
In a Voyager title search, **include** the sharp sign.

Title: Trio, F# minor, op. 1, no. 1 for pianoforte, violin and violoncello ?  
Search: Search using the pound sign (#), with or without commas or periods:  
trio, f# minor, op. 1, no. 1 for pianoforte, violin and violoncello or trio f# minor op 1 no 1 for pianoforte violin and violoncello  
If the search retrieves no results, try the search again using the UNICODE sharp sign (?), with or without commas or periods:  
trio, f? minor, op. 1, no. 1 for pianoforte, violin and violoncello or trio f? minor op 1 no 1 for pianoforte violin and violoncello

**Diacritics:**
In a Voyager title search, either omit **or**, if copying and pasting, include the diacritics.

Title: Sonate für Flöte (Altflöte) und Klavier, op. 25  
Search: sonate für flöte (altflöte) und klavier, op. 25 or sonate fur flote (altflote) und klavier, op. 25

**Special alphabetic characters:**

**Special one-letter characters such as Polish L, d with bar, slash o, etc.**
In a Voyager title search, substitute the character with the letter without the slash, bar, etc. **or**, if copying and pasting, search with the character.

Name: Aksdal, Bjørn  
Search: aksdal, bjorn or aksdal, bjorn  
Note: search with or without the comma.

**Special two-letter characters such as Æ, æ:**
In a Voyager title search, search either as individual letters **or**, if copying and pasting, with the character.

Title: Mediæval musical relics of Denmark  
Search: mediaeval musical relics of denmark or mediaeval musical relics of denmark

**Superscript o**
This character may also be input as a regular lower-case o, so it would make sense to search this title with and without the o.

In a Voyager title search, omit the superscript o and **replace** it with a lower case letter o.

Title: Symphonie n° 5 en ut dièse mineur  
Search: symphonie no 5 en ut dieze mineur

**The German Eszett: ß**
The ß should be input and searched as "ss".

Title: Baßschlüssel, das ist, Anleitung für Anfänger und Liebhaber der Setzkunst
Staff heading keyword searches in Voyager

Note: this page was created with music cataloging in mind.

° Staff headings keyword searches retrieve both bibliographic and authority records.

° There are four staff headings keyword searches: staff title headings, staff name headings, staff name/title headings, and staff subject headings.
  ° Voyager's SysAdmin manual lists subfields indexed in a staff subject subdivision headings keyword search, but this search does not seem to be available. Subject subdivisions can be searched as part of the staff subject headings keyword search, but without retrieving subject subdivision authority records (which are available only in LCDB).

° The filters in the staff headings searches may be used to limit by type of heading.

° Truncation is allowed in all four staff headings keyword searches:

<table>
<thead>
<tr>
<th>right truncation:</th>
<th>left truncation:</th>
<th>internal truncation:</th>
<th>combination:</th>
</tr>
</thead>
</table>

° The boolean operator "and" is the default and does not need to be included in a search.
  ° Including the boolean operator "and" retrieves the same results.
  ° A search with the boolean operator "not" takes a very long time.
  ° Plus (+) or minus (-) signs are ignored.

° Words of one or two characters may be used as individual search words or in a phrase!
  ° The search takes a long time.

° To search two or more words as a phrase, enclose the words in quotation marks. Searching "violin clarinet" retrieves different results than searching "clarinet violin."
  ° A staff headings keyword search using a phrase will search across subfields in the same field.
  ° Searching the phrase "sonatas oboe" in a staff name/title heading keyword search will retrieve records in which "sonatas, ‡m oboe" appears.

° A staff headings keyword search does not search across fields.
  ° A search employing multiple words retrieves only those records in which the words appear in the same field.
  ° For example, it will not retrieve authority records in which one word appears in the 1XX field and another word appears in a 4XX field.
  ° Exception: it is possible with a staff name/title heading keyword search to retrieve a record with one search words in the 100 and another in the 245/‡a or ‡b.

° Nesting with the boolean operator "or" is possible:
  ° When no other boolean operators are used, parenthesis are not necessary: allegros or adagios
  ° When other boolean operators are used, enclose the nested terms in parentheses:
    (carl or sebastian) bach
    (german or germany) music
  ° Truncation within nesting works:
    (german? or engl?) music
  ° The searches tend to be slower than other staff headings keyword searches.
    ° The boolean operator "not" may also be used, but as with any search using "not," it takes a long time.
**Staff name heading keyword searches**

<table>
<thead>
<tr>
<th>Bibliographic records</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Subfields indexed</td>
</tr>
<tr>
<td>100</td>
<td>‡adq also ‡bc</td>
</tr>
<tr>
<td>700</td>
<td>‡adqt also ‡bc</td>
</tr>
<tr>
<td>800</td>
<td>‡adkaptv also ‡bc</td>
</tr>
<tr>
<td>110</td>
<td>‡abcdgkn</td>
</tr>
<tr>
<td>710</td>
<td>‡abcdefgkl</td>
</tr>
<tr>
<td>810</td>
<td>‡abcdefgklptv</td>
</tr>
<tr>
<td>111</td>
<td>‡abcdefgklnpq</td>
</tr>
<tr>
<td>711</td>
<td>‡acdefgkl</td>
</tr>
<tr>
<td>811</td>
<td>‡acdefgklptv</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authority records</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>008/14, ‡a (main or added entry heading use) must exist in the record in order for the record to be indexed</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Subfields indexed</td>
</tr>
<tr>
<td>X00</td>
<td>‡abcdkq</td>
</tr>
<tr>
<td>X10</td>
<td>‡abcdgkn</td>
</tr>
<tr>
<td>X11</td>
<td>‡abcdebgknq</td>
</tr>
<tr>
<td>X51</td>
<td>‡ab</td>
</tr>
</tbody>
</table>

**Staff name/title heading keyword searches**

<table>
<thead>
<tr>
<th>Bibliographic records</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Subfields indexed</td>
</tr>
<tr>
<td>100</td>
<td>‡adfgklmnoprs</td>
</tr>
<tr>
<td>700</td>
<td>‡adfgklnoprt</td>
</tr>
<tr>
<td>800</td>
<td>‡adfgklnoprt</td>
</tr>
<tr>
<td>110</td>
<td>‡abcdgkn</td>
</tr>
<tr>
<td>710</td>
<td>‡abcdgkn up to t dfgklmnoprst</td>
</tr>
<tr>
<td>810</td>
<td>‡abcdgkn up to t dfgklmnoprst</td>
</tr>
<tr>
<td>111</td>
<td>‡abcddefgklnq</td>
</tr>
<tr>
<td>711</td>
<td>‡abcddefgklnq up to t fgklnpst</td>
</tr>
<tr>
<td>811</td>
<td>‡abcddefgklnq up to t fgklnpst</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authority records</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>008/14, ‡a (main or added entry heading use) must exist in the record in order for the record to be indexed</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Subfields indexed</td>
</tr>
<tr>
<td>X00</td>
<td>‡abcdkq up to tfgklmnoprt</td>
</tr>
<tr>
<td>X10</td>
<td>‡abcdgkn up to tdfgklmnoprstn</td>
</tr>
<tr>
<td>X11</td>
<td>‡abcdekgknq up to tfgklnpst</td>
</tr>
</tbody>
</table>

**Staff subject heading keyword searches**

<table>
<thead>
<tr>
<th>Bibliographic records</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Subfields indexed</td>
</tr>
<tr>
<td>130</td>
<td>‡adfgklmnoprs</td>
</tr>
<tr>
<td>440</td>
<td>‡anp</td>
</tr>
<tr>
<td>730</td>
<td>‡adfgklmnoprs</td>
</tr>
<tr>
<td>830</td>
<td>‡adfgklmnoprs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authority records</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>° Authority 008/14 = ‡a (main or added entry heading use) as non-series</td>
<td></td>
</tr>
<tr>
<td>° Authority 008/16 = (series heading use) as series</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Subfields indexed</td>
</tr>
<tr>
<td>X30</td>
<td>‡adfgklmnoprs</td>
</tr>
</tbody>
</table>
Types of staff searching in Voyager


Note: this page was created with music cataloging in mind.

This page demonstrates the differences between four types of non-keyword, staff searches using the same search key.

The search key is "bach johann"

The four staff searches are the names search, staff names search, staff subject headings search, and staff name/title headings search.

Staff name headings search | Staff subject headings search | Staff name/title headings search | Names search

Staff name headings search

The result of the "staff name headings search" is an alphabetical list of name headings. The number of bibliographic records for each heading is indicated. The word "authorized" indicates that there is a name authority record for that heading.
Staff subject headings search

Using the "staff subject headings search" retrieves authority records for headings that are used as subject headings as well as the bibliographic records that include those headings (6XX). This includes name-only authority records as well as name/uniform title authority records:

![Headings List](image)

Staff name/title headings search

The "staff name/title headings search" retrieves authority records for headings that are used as name headings as well as the bibliographic records that include those headings (1XX, 7XX):

![Headings List](image)
Scroll through the list to get to the point in the alphabet you need:

<table>
<thead>
<tr>
<th>Bibs</th>
<th>Staff Name/Title Headings Search Heading</th>
<th>Heading Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reference</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>Bach, Johann, 1604-1673. Our days are as a shadow</td>
</tr>
<tr>
<td></td>
<td>Authorized</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Bach, Johann, 1604-1673. Sei nun wieder zufrieden meine Seele</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Bach, Johann, 1604-1673. Sei nun wieder zufrieden meine Seele, English and German</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reference</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>Bach, Johann, 1604-1673. Sei nun wieder zufrieden</td>
</tr>
<tr>
<td></td>
<td>Authorized</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Bach, Johann, 1604-1673. Unser Leben ist ein Schatten</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Bach, Johann, 1604-1673. Unser Leben ist ein Schatten, English &amp; German</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reference</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>Bach, Johann, 1604-1673. We must vanish like a shadow</td>
</tr>
<tr>
<td></td>
<td>Authorized</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Bach, Johann, 1604-1673. Weint nicht um meinem Tod</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Bach, Johann August, 1721-1758. Io. Avasti Bachii Historia</td>
</tr>
</tbody>
</table>

6603 Headings Found    Search: Staff Name/Title Headings Search=bach johann

The best way to get to the exact point in the alphabet in staff name/title headings search is to use the full name heading with the first word of the uniform title.
Which will take you exactly to the place in the alphabetical index:

---

**Names search**

The names search is a local Yale search developed to make it possible to simultaneously search a name as both a name heading (1XX, 7XX, 8XX) and a subject heading (6XX). This search does not retrieve authority records.

When using the "names" search, the resultings are displayed in a titles index:
### Titles Index

<table>
<thead>
<tr>
<th>Names</th>
<th>Author</th>
<th>Full Title</th>
<th>Imprint</th>
</tr>
</thead>
</table>

4298 Records Found  Search: Names=bach johann

---

**Source URL:** https://web.library.yale.edu/cataloging/music/orbis-oclc

**Links**

1. [http://web.library.yale.edu/cataloging/music](http://web.library.yale.edu/cataloging/music)
2. [http://web.library.yale.edu/cataloging/music/diacrit](http://web.library.yale.edu/cataloging/music/diacrit)
3. [http://web.library.yale.edu/cataloging/music/voydiac](http://web.library.yale.edu/cataloging/music/voydiac)
4. [http://web.library.yale.edu/cataloging/music/staff](http://web.library.yale.edu/cataloging/music/staff)
5. [http://web.library.yale.edu/cataloging/music/staffkwsearch](http://web.library.yale.edu/cataloging/music/staffkwsearch)
6. [http://web.library.yale.edu/cataloging/music/staff1](http://web.library.yale.edu/cataloging/music/staff1)
7. [http://web.library.yale.edu/cataloging/music/searchinglcns](http://web.library.yale.edu/cataloging/music/searchinglcns)
8. [http://web.library.yale.edu/cataloging/music/searching-special-characters-in-voyager](http://web.library.yale.edu/cataloging/music/searching-special-characters-in-voyager)
12. [http://web.library.yale.edu/cataloging/music/oclcsear](http://web.library.yale.edu/cataloging/music/oclcsear)
14. [https://voyagermug.wordpress.com/](https://voyagermug.wordpress.com/)
15. [http://web.library.yale.edu/cataloging/music/ormbis-oclc](http://web.library.yale.edu/cataloging/music/ormbis-oclc)
16. [http://web.library.yale.edu/cataloging/music/language-tools](http://web.library.yale.edu/cataloging/music/language-tools)
17. [http://web.library.yale.edu/cataloging/macroexpress/documentation/diacritics-special-characters](http://web.library.yale.edu/cataloging/macroexpress/documentation/diacritics-special-characters)
18. [http://web.library.yale.edu/croatian](http://web.library.yale.edu/croatian)
19. [http://web.library.yale.edu/cataloging/music/voydiac#acute](http://web.library.yale.edu/cataloging/music/voydiac#acute)
20. [http://web.library.yale.edu/cataloging/music/voydiac#cedilla](http://web.library.yale.edu/cataloging/music/voydiac#cedilla)
21. [http://web.library.yale.edu/cataloging/music/voydiac#circumflex](http://web.library.yale.edu/cataloging/music/voydiac#circumflex)
22. [http://web.library.yale.edu/cataloging/music/voydiac#umlaut](http://web.library.yale.edu/cataloging/music/voydiac#umlaut)
23. [http://web.library.yale.edu/cataloging/music/voydiac#hacek](http://web.library.yale.edu/cataloging/music/voydiac#hacek)
24. [http://web.library.yale.edu/cataloging/music/voydiac#macron](http://web.library.yale.edu/cataloging/music/voydiac#macron)
25. [http://web.library.yale.edu/cataloging/music/voydiac#breve](http://web.library.yale.edu/cataloging/music/voydiac#breve)
26. [http://web.library.yale.edu/cataloging/music/voydiac#ligature](http://web.library.yale.edu/cataloging/music/voydiac#ligature)
27. [http://web.library.yale.edu/cataloging/music/voydiac#miagkiiznak](http://web.library.yale.edu/cataloging/music/voydiac#miagkiiznak)
28. [http://web.library.yale.edu/cataloging/music/voydiac#verdiiznak](http://web.library.yale.edu/cataloging/music/voydiac#verdiiznak)
29. [http://web.library.yale.edu/cataloging/music/voydiac#dotatmidline](http://web.library.yale.edu/cataloging/music/voydiac#dotatmidline)
30. [http://web.library.yale.edu/cataloging/music/voydiac#grave](http://web.library.yale.edu/cataloging/music/voydiac#grave)
31. [http://web.library.yale.edu/cataloging/music/voydiac#angstrom](http://web.library.yale.edu/cataloging/music/voydiac#angstrom)
32. [http://web.library.yale.edu/cataloging/music/voydiac#highcommaoffcenter](http://web.library.yale.edu/cataloging/music/voydiac#highcommaoffcenter)
33. [http://web.library.yale.edu/cataloging/music/voydiac#ae](http://web.library.yale.edu/cataloging/music/voydiac#ae)
34. [http://web.library.yale.edu/cataloging/music/voydiac#oslash](http://web.library.yale.edu/cataloging/music/voydiac#oslash)
Orbis and OCLC
Published on Yale University Library (https://web.library.yale.edu)

[35] http://web.library.yale.edu/cataloging/music/voodyiac#tilde
[36] http://web.library.yale.edu/cataloging/music/voodyiac#oe
[37] http://web.library.yale.edu/cataloging/music/voodyiac#doubleacute
[38] http://web.library.yale.edu/cataloging/music/voodyiac#hookleft
[39] http://web.library.yale.edu/cataloging/music/voodyiac#hookright
[40] http://web.library.yale.edu/cataloging/music/voodyiac#dotabove
[41] http://web.library.yale.edu/cataloging/music/voodyiac#polishl
[42] http://web.library.yale.edu/cataloging/music/voodyiac#alif
[43] http://web.library.yale.edu/cataloging/music/voodyiac#dotagove
[47] http://web.library.yale.edu/diacrit