**Orbis and OCLC**

[Music Cataloging at Yale](#) [1]?

- **Diacritics and special characters by language** [2]
- **ORBIS keys for diacritics and special characters arranged by name of diacritic/character with languages in which they are used** [3]
- **Staff searching in Voyager**
  - Types of staff searching in Voyager [4]
  - Staff heading keyword searches in Voyager [5]
  - Indexes in Voyager [6]
  - Searching LCCNs in Voyager [7]
  - Searching special characters in Voyager [8]
  - Searching music plate and publisher's numbers in Voyager [9]
- **Searching OCLC**
  - From OCLC:
    - User guide [10]
    - Reference card [11]
  - From Yale:
    - OCLC searching cheat sheet [12]
    - OCLC Connexion basics [13]
- [Voyager Music Users Group](#) [14]

---

**Diacritics and special characters by language**

[Music Cataloging at Yale](#) [1] | [Orbis and OCLC](#) [15] | [Language tools](#) [16]

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]

<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>cedilla [20]: c</td>
</tr>
<tr>
<td></td>
<td>circumflex [21]: a, e</td>
</tr>
<tr>
<td></td>
<td>umlaut [22]: e</td>
</tr>
<tr>
<td>Armenian</td>
<td>ayn: ch, p, k, t, ts</td>
</tr>
<tr>
<td></td>
<td>hacel [23]: e</td>
</tr>
<tr>
<td></td>
<td>nacron [24]: e, o</td>
</tr>
<tr>
<td>Bulgarian</td>
<td>breve [25]: i, u</td>
</tr>
<tr>
<td></td>
<td>canrabindu: u</td>
</tr>
<tr>
<td></td>
<td>ligature [26]: ia, ia, iu</td>
</tr>
<tr>
<td></td>
<td>miagki znak [27]</td>
</tr>
</tbody>
</table>

---

[Language](#) | 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 | Slovone | Spanish | Swedish | Turkish | Ukrainian | White Russian |
<table>
<thead>
<tr>
<th>Language</th>
<th>Symbols Used</th>
</tr>
</thead>
</table>
| Catalan    | acute [19]: a, e, i, o, u  
cedilla [20]: c  
dot at mid-line [29]  
grave [30]: a, e, o  
umlaut [22]: i, u |
| Croatian   | acute [19]: c  
eth (D with bar Ð)  
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     | Æ [33], æ [33]  
circle above [31] (angstrom): a  
Ø [34], ø [34] |
| Dutch      | acute [19]: a, e  
circumflex [21]: a, e  
grave [30]: e  
umlaut [22]: e, i |
| Estonian   | híde [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  
Æ [33], æ [33]  
eth (D with bar Ð)  
OE [36], oe [36]  
thorn (P ð)  
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>Accents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polish</td>
<td>acute [19]: c, n, o, s, z Polish L [41] right hook [39]: a, e dot above [40]: z</td>
</tr>
<tr>
<td>Portuguese</td>
<td>acute [19]: a 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 circumflex [21]: a, i hacek [23]: r left hook [38]: s, t</td>
</tr>
<tr>
<td>Russian</td>
<td>breve [25]: i 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 circle above [31] (angstrom): u circumflex [21]: o hacek [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 circumflex [21]: o hacek [23]: c, e, s, z</td>
</tr>
<tr>
<td>Spanish</td>
<td>acute [19]: a, e, i, o, u tilde [35]: n umlaut [22]: u</td>
</tr>
<tr>
<td>Swedish</td>
<td>circle above [31] (angstrom): a umlaut [22]: a, o</td>
</tr>
<tr>
<td>Turkish</td>
<td>alif [42] 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 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 ligature [26]: ia, IA, io, IO, iu, IU miagkii znak [27] dot above [43]: e</td>
</tr>
</tbody>
</table>

Indexes in Voyager cataloging


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

![Headings List](image)

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

![Titles Index](image)

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.
Titles index

- The first column indicates whether it is a reference, an authorized heading authority records, or, when the space is blank, a heading that has no authority record.
- The second column indicates how many bibliographic records include that heading.
  - If it is a reference, there should always be no ("0") bibliographic records with that heading.
  - If it is an authorized heading, there will usually be, but not always, at least one bibliographic record associated with it.
  - If it is neither a reference or an authorized heading, there will be at least one bibliographic record with that heading.
- The third column includes the heading itself.
- The fourth column indicates the heading type. In this case, they are all "personal name" headings.

The titles index has four columns.
- The first column includes the heading found in the bibliographic record.
- The second column indicates the main entry in the bibliographic record.

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, 1665-1750. Ach Gott, wie manches Herzleid (Cantata), Bwv 3</td>
<td>Bach, Johann Sebastian, 1665-1750.</td>
<td>Ach Gott! wie manches Herzleid / J.S. Bach.</td>
<td>[S. l. : s. n., 19-?]</td>
</tr>
</tbody>
</table>

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 [44] from OCLC)

<table>
<thead>
<tr>
<th>type</th>
<th>sc/a/fi/n</th>
<th>derived</th>
<th>notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>personal name</td>
<td>sca pn [last first]</td>
<td>4,3,1</td>
<td><strong>Surnames with a Mc or Mac prefix:</strong> 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 &quot;[&quot; to search the authority file. Precede the derived search with a &quot;]&quot; to search the authority file.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>corporate name</th>
<th>sca co [name]</th>
<th>4,3,1</th>
<th>Precede the derived search with a &quot;[&quot; to search the authority file.</th>
</tr>
</thead>
<tbody>
<tr>
<td>corporate name</td>
<td>sca cn [name]</td>
<td>4,3,1</td>
<td>Precede the derived search with a &quot;[&quot; to search the authority file.</td>
</tr>
<tr>
<td>title</td>
<td>sca ti [title]</td>
<td>3,2,2,1</td>
<td>For uniform titles (130), precede the derived search with a &quot;[&quot; to search the authority file.</td>
</tr>
</tbody>
</table>

| subject        | sca su [subject]  | 5,3     | Precede the derived search with a "[" to search the authority file. |

**Number searches** (see also Numeric Searching [45] from OCLC)

<table>
<thead>
<tr>
<th>type</th>
<th>sc/a/fi/n</th>
<th>derived</th>
<th>notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCCN</td>
<td>fin in [LCCN]</td>
<td>[number]</td>
<td>sc/a/fi/n: include the entire number with or without the hyphen derived: includes the first 2 numbers, hyphen, and the last 6 numbers. Precede the derived search with a &quot;[&quot; to search the authority file.</td>
</tr>
<tr>
<td>ISMN</td>
<td>fin nn [number]</td>
<td></td>
<td>sc/a/fi/n: include the initial &quot;m&quot;: do not include the hyphens example: fin nn m008058417</td>
</tr>
<tr>
<td>ISSN</td>
<td>fin sn [number]</td>
<td>[number]</td>
<td>sc/a/fi/n: include the entire number with or without the hyphen derived: include the hyphen between the 4th and 5th digits omit hyphens include only 2 letters and up to 10 numbers (see also Music publisher number search [46] from OCLC)</td>
</tr>
<tr>
<td>ISBN</td>
<td>fin bn [number]</td>
<td>[number]</td>
<td></td>
</tr>
<tr>
<td>Music number</td>
<td>fin mn [number]</td>
<td>mn: [number]</td>
<td></td>
</tr>
<tr>
<td>OCLC control number</td>
<td>fin an [number]</td>
<td># [number]</td>
<td></td>
</tr>
</tbody>
</table>

**Search qualifiers** (not used in searching the authority file)

<table>
<thead>
<tr>
<th>type</th>
<th>qualifier</th>
<th>notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>format</td>
<td>books: /bks scores: /sco recordings: /rec visual materials: /vis serials: /ser</td>
<td></td>
</tr>
<tr>
<td>cataloging</td>
<td>Library of Congress: /DLC</td>
<td></td>
</tr>
<tr>
<td>source</td>
<td>mcdy: m=millennium c=century d=decade y=year</td>
<td></td>
</tr>
<tr>
<td>year of</td>
<td>mcdy: /mcdy 2002</td>
<td></td>
</tr>
<tr>
<td>type of date:</td>
<td>mcdy: /mcdy- 2000</td>
<td></td>
</tr>
<tr>
<td>single year:</td>
<td>mcdy: /mcdy- 2000</td>
<td></td>
</tr>
<tr>
<td>range of single years:</td>
<td>mcdy-y 2000-2</td>
<td></td>
</tr>
<tr>
<td>decade:</td>
<td>mcdy?: /2007</td>
<td></td>
</tr>
</tbody>
</table>
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:

![Orbis and OCLC](https://web.library.yale.edu)

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, Russian</td>
</tr>
<tr>
<td>Æ upper case</td>
<td>ctrl alt q</td>
<td>Danish, Icelandic, Norwegian</td>
</tr>
<tr>
<td>æ lower case</td>
<td>ctrl alt f or keypad 2</td>
<td>Korean, Japanese, Turkish</td>
</tr>
<tr>
<td>alif</td>
<td>ctrl alt shift / or alt keypad 3</td>
<td>Czech, Danish, Finnish, Norwegian</td>
</tr>
<tr>
<td>angstrom</td>
<td>ctrl alt shift . [period] or alt shift keypad 9</td>
<td>Bulgarian, Korean, Romanian</td>
</tr>
<tr>
<td>breve</td>
<td>ctrl alt h or keypad 6</td>
<td>Albanian, Catalan, French, Lithuanian, Russian</td>
</tr>
<tr>
<td>cedilla</td>
<td>ctrl alt shift / or alt keypad 3</td>
<td>Albanian, Dutch, French, Polish, Turkish</td>
</tr>
<tr>
<td>circle above</td>
<td>see angstrom</td>
<td>Portuguese, Turkish</td>
</tr>
<tr>
<td>circumflex</td>
<td>ctrl alt shift p or keypad 6</td>
<td>Croatian, Icelandic, Serbian</td>
</tr>
<tr>
<td>ß (eth) upper case</td>
<td>win alt w</td>
<td>Albanian, Dutch, French, Portuguese, Turkish</td>
</tr>
<tr>
<td>ß lower case</td>
<td>ctrl alt w</td>
<td>Albanian, Dutch, French, Portuguese, Turkish</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>hacek</td>
<td>ctrl alt p or keypad 4</td>
<td>Armenian, Croatian, Czech, Slovak, Slovene</td>
</tr>
<tr>
<td>high comma, off center</td>
<td>ctrl alt shift :</td>
<td>Armenian, Czech, Georgian, Lithuanian, Polish, Russian</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 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, Ukrainian</td>
</tr>
<tr>
<td>miagkii znak</td>
<td>ctrl alt G</td>
<td>Bulgarian, Hebrew, Russian, Ukrainian</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></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 (dot above)</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, 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, Croatian, Serbian, Slovene, Turkish</td>
</tr>
</tbody>
</table>

---

[Page 14 of 26]
Searching music plate and publisher's numbers in Voyager


See also Searching special characters in Voyager [8]

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 example</th>
<th>search</th>
</tr>
</thead>
<tbody>
<tr>
<td>space</td>
<td>UE 10769 01 0035 08</td>
<td>➔ must include the space</td>
<td>UE 10769 01 0035 08</td>
</tr>
<tr>
<td>period(s)</td>
<td>U.E.7371 ° may include the periods or ° include them with a space following each period or ° omit the periods and replace with spaces</td>
<td>° may include the periods or ° include them with a space following each period or ° omit the periods and replace with spaces</td>
<td>U.E.7371 U. E. 7371 U E 7371</td>
</tr>
<tr>
<td>ampersand</td>
<td>M&amp;M no. 1947 ➔ must include the ampersand</td>
<td>➔ must include the ampersand</td>
<td>M&amp;M no. 1947</td>
</tr>
<tr>
<td>period and ampersand</td>
<td>B.&amp;H.15960 ° may include all or ° omit the periods and replace with spaces</td>
<td>➔ must include the ampersand</td>
<td>B &amp;H 15960</td>
</tr>
</tbody>
</table>
### Searching special characters in Voyager

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

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: Mediaeval 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 dièse 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

#### Bibliographic records

<table>
<thead>
<tr>
<th>Field</th>
<th>Subfields indexed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>‡adq also ‡bc</td>
<td>‡bc not listed in the Voyager SysAdmin manual; not ‡4</td>
</tr>
<tr>
<td>700</td>
<td>‡adq also ‡bc</td>
<td>‡bc not listed in the Voyager SysAdmin manual, up to ‡t; not ‡4</td>
</tr>
<tr>
<td>800</td>
<td>‡adkaptv also ‡bc</td>
<td>‡bc not listed in the Voyager SysAdmin manual, up to ‡t</td>
</tr>
<tr>
<td>110</td>
<td>‡abcdgkn</td>
<td>not ‡4</td>
</tr>
<tr>
<td>710</td>
<td>‡abcdefgkltv</td>
<td>up to ‡t</td>
</tr>
<tr>
<td>810</td>
<td>‡abcdefgkltv</td>
<td>up to ‡t</td>
</tr>
<tr>
<td>811</td>
<td>‡abcdefgkltv</td>
<td>up to ‡t</td>
</tr>
</tbody>
</table>

#### Authority records

° 008/14, ‡a (main or added entry heading use) must exist in the record in order for the record to be indexed

<table>
<thead>
<tr>
<th>Field</th>
<th>Subfields indexed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>X00</td>
<td>‡abcdkq</td>
<td></td>
</tr>
<tr>
<td>X10</td>
<td>‡abcdgkn</td>
<td></td>
</tr>
<tr>
<td>X11</td>
<td>‡abcdefgknq</td>
<td></td>
</tr>
<tr>
<td>X51</td>
<td>‡ab</td>
<td></td>
</tr>
</tbody>
</table>

### Staff name/title heading keyword searches

#### Bibliographic records

° 1XX/245 is not validated

<table>
<thead>
<tr>
<th>Field</th>
<th>Subfields indexed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>‡abcdkq</td>
<td>100 will be combined with the first found 240/243 ‡adfgklmnoprt</td>
</tr>
<tr>
<td>700</td>
<td>‡abcdkq up to t fgklmnoprt</td>
<td>or 245‡afgknps</td>
</tr>
<tr>
<td>800</td>
<td>‡abcdkq up to t fgklmnoprt</td>
<td>° Note: it is possible to retrieve a record with the search words in the 100 and the 245‡a or b</td>
</tr>
<tr>
<td>110</td>
<td>‡abcdgkn</td>
<td>110 will be combined with the first found 240/243 ‡adfgklmnopport</td>
</tr>
<tr>
<td>710</td>
<td>‡abcdgkn up to t dfgklmnoprst</td>
<td>or 245‡afgknps</td>
</tr>
<tr>
<td>810</td>
<td>‡abcdgkn up to t dfgklmnoprst</td>
<td></td>
</tr>
<tr>
<td>811</td>
<td>‡abcdefgkqnq up to t fgklnpst</td>
<td>or 245‡afgknps</td>
</tr>
</tbody>
</table>

#### Authority records

° 008/14, ‡a (main or added entry heading use) must exist in the record in order for the record to be indexed

<table>
<thead>
<tr>
<th>Field</th>
<th>Subfields indexed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>X00</td>
<td>‡abcdkq up to tfgklnoprt</td>
<td></td>
</tr>
<tr>
<td>X10</td>
<td>‡abcdgkn up to tdfgklmnoprstn</td>
<td></td>
</tr>
<tr>
<td>X11</td>
<td>‡abcdefgkqnq up to tfgklnpst</td>
<td></td>
</tr>
</tbody>
</table>

### Staff subject heading keyword searches

#### Bibliographic records

<table>
<thead>
<tr>
<th>Field</th>
<th>Subfields indexed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>130</td>
<td>‡adfgklmnoprs</td>
<td>will be combined only with 245 ‡afgknps; I was unable to search across the 130 and 245 fields</td>
</tr>
<tr>
<td>440</td>
<td>‡anp</td>
<td>untraced series (490 field) are not indexed</td>
</tr>
<tr>
<td>730</td>
<td>‡adfgklmnoprs</td>
<td></td>
</tr>
<tr>
<td>830</td>
<td>‡adfgklmnoprs</td>
<td></td>
</tr>
</tbody>
</table>

#### Authority records

° Authority 008/14 = ‡a (main or added entry heading use) as non-series
° Authority 008/16= (series heading use) as series

<table>
<thead>
<tr>
<th>Field</th>
<th>Subfields indexed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>X30</td>
<td>‡adfgklmnoprs</td>
<td>searches headings (130) (including SARs for non-traced series and series-like phrases) and references (430 and 530)</td>
</tr>
</tbody>
</table>

### Staff name heading keyword searches

#### Staff subject heading keyword searches
Bibliographic records

- Indicator 2 or ¶2 used to determine thesaurus
- Lead subfields stop at the first ¶t, v, x, y, z found
- Title subfields stop at first ¶v, x, y, z found

<table>
<thead>
<tr>
<th>Field</th>
<th>Subfields indexed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>600</td>
<td>¶abcdkq fgklmnoprt vxyz</td>
<td>using the &quot;LC subject headings&quot; filter will retrieve name/title authority record</td>
</tr>
<tr>
<td>610</td>
<td>¶abcdgkn dfgklmnpqrst vxyz</td>
<td></td>
</tr>
<tr>
<td>611</td>
<td>¶abcdegknq fgklnpst vxyz</td>
<td></td>
</tr>
<tr>
<td>630</td>
<td>¶adfgklmnopqrstuvwxyz</td>
<td></td>
</tr>
<tr>
<td>650</td>
<td>¶abcd vxyz</td>
<td></td>
</tr>
<tr>
<td>651</td>
<td>¶ab vxyz</td>
<td></td>
</tr>
</tbody>
</table>

Authority records

- Authority 008/14 = ¶a (main or added entry heading use) as non-series
- Authority 008/16= (series heading use) as series

<table>
<thead>
<tr>
<th>Field</th>
<th>Subfields indexed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>X00</td>
<td>¶abcdkq fgklmnoprt vxyz</td>
<td></td>
</tr>
<tr>
<td>X10</td>
<td>¶abcdgkn dfgklmnpqrst vxyz</td>
<td></td>
</tr>
<tr>
<td>X11</td>
<td>¶abcdegknq fgklnpst vxyz</td>
<td></td>
</tr>
<tr>
<td>X30</td>
<td>¶adfgklmnopqrstuvwxyz</td>
<td></td>
</tr>
<tr>
<td>X50</td>
<td>¶abcd vxyz</td>
<td></td>
</tr>
<tr>
<td>X51</td>
<td>¶vxyz</td>
<td></td>
</tr>
</tbody>
</table>

This table is derived from Voyager's V5 SysAdmin manual, p. A-1ff

Types of staff searching in Voyager

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

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:

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):
Scroll through the list to get to the point in the alphabet you need:

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
2. http://web.library.yale.edu/cataloging/music/diacrit
3. http://web.library.yale.edu/cataloging/music/voydiac
4. http://web.library.yale.edu/cataloging/music/staff
5. http://web.library.yale.edu/cataloging/music/staffkwsearch
6. http://web.library.yale.edu/cataloging/music/staff1
7. http://web.library.yale.edu/cataloging/music/searchinglccns
12. http://web.library.yale.edu/cataloging/music/oclcsear
15. http://web.library.yale.edu/cataloging/music/orbis-oclc
17. http://web.library.yale.edu/cataloging/macroexpress/documentation/diacritics-special-characters
18. https://web.library.yale.edu/croatian
19. http://web.library.yale.edu/cataloging/music/voydiac#acute
20. http://web.library.yale.edu/cataloging/music/voydiac#cedilla
21. http://web.library.yale.edu/cataloging/music/voydiac#circumflex
22. http://web.library.yale.edu/cataloging/music/voydiac#umlaut
23. http://web.library.yale.edu/cataloging/music/voydiac#hacek
24. http://web.library.yale.edu/cataloging/music/voydiac#macron
25. http://web.library.yale.edu/cataloging/music/voydiac#breve
26. http://web.library.yale.edu/cataloging/music/voydiac#ligature
27. http://web.library.yale.edu/cataloging/music/voydiac#miagkiiznak
28. http://web.library.yale.edu/cataloging/music/voydiac#verdiiznak
29. http://web.library.yale.edu/cataloging/music/voydiac#dotatmidline
30. http://web.library.yale.edu/cataloging/music/voydiac#grave
31. http://web.library.yale.edu/cataloging/music/voydiac#angstrom
32. http://web.library.yale.edu/cataloging/music/voydiac#highcommaoffcenter
33. http://web.library.yale.edu/cataloging/music/voydiac#ae
34. http://web.library.yale.edu/cataloging/music/voydiac#oslash
[35] http://web.library.yale.edu/cataloging/music/voydiac#tilde
[36] http://web.library.yale.edu/cataloging/music/voydiac#oe
[37] http://web.library.yale.edu/cataloging/music/voydiac#doubleacute
[38] http://web.library.yale.edu/cataloging/music/voydiac#hookleft
[39] http://web.library.yale.edu/cataloging/music/voydiac#hookright
[40] http://web.library.yale.edu/cataloging/music/voydiac#dotabove
[41] http://web.library.yale.edu/cataloging/music/voydiac#polishl
[42] http://web.library.yale.edu/cataloging/music/voydiac#alif
[43] http://web.library.yale.edu/cataloging/music/voydiac#dotagove
[47] http://web.library.yale.edu/diacrit