

Beinecke Manuscript Cataloging: Orbis Indexing and Opac Display

Source:

Based on Voyager config files and index tables created by Library IT. Compiled in 2011 by Karen Spicher, Manuscript Cataloging Coordinator, Beinecke Library.

Scope:

Indexing: cataloging module and Opac indexes other than Keyword.

Opac display: MARC fields, indicators, and subfields used by the Beinecke Manuscript Unit for cataloging manuscript collections and individual manuscripts coded as record types p (collections and single texts), k (visual materials), and d (music). For full field definitions and local cataloging policies, see:

[Yale University Manuscript Cataloging Guidelines](#) [1]

[Beinecke Manuscript Cataloging Manual](#) [2]

[Beinecke Visual Materials Cataloging Manual](#) [3]

[Beinecke Manuscript Music Cataloging Manual](#) [4]

Notes:

Indicator = x when any indicator displays the same Opac label.

Subfields are listed in Opac display order.

Contents:

[Variable Control Fields](#)

- [Leader](#)
- [008](#)
- [006](#)
- [007](#)

[Variable Data Fields, Bibliographic](#)

- [0xx](#)
- [1xx](#)
- [2xx](#)
- [3xx](#)
- [5xx](#)
- [6xx](#)
- [7xx](#)
- [8xx](#)

[Variable Data Fields, Mfhd](#)

[Variable Data Fields, Item](#)

[Opac Labels in Display Order](#)

Variable Control Fields			
Leader			
Field	Repeatable	Staff/Opac indexes	Opac label
Record Status	No	None	[Not displayed]
Type of Record	No	Limit: Type	Format

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p: Archives or Manuscripts			[Code displays as standard
k: Visual Material			
d: Manuscript Music			
Bibliographic Level	No	None	[Not displayed]
Type of Control	No	None	[Not displayed]
Encoding Level	No	None	[Not displayed]
Cataloging Form	No	None	[Not displayed]
Multipart Resource	No	None	[Not displayed]
[Other fields]	No	None	[Not displayed]
008			
Field	Repeatable	Staff/Opac indexes	Opac
Publication Status	No	Limit: Year	[Not displayed]
Date 1 and Date 2	No	Limit: Year	[Not displayed]
Place of Publication	No	Limit: Place	[Not displayed]
Connecticut: ctu			
Form of Item	No		[Not displayed]
Language	No	Limit: Language	[Not displayed]
Modified Record	No	None	[Not displayed]
Cataloging Source	No	None	[Not displayed]
[other fields]	No	None	[Not displayed]
Record types k and d			
006			
Field	Repeatable	Staff/Opac indexes	Opac
Record Type	No	None	[Not displayed]
[Other fields]	No	None	[Not displayed]
007			
Field	Repeatable	Staff/Opac indexes	Opac
Record Type	No	Limit: Medium	[Not displayed]
Visual materials: Nonprojected Graphic			
[Other fields]	No	None	[Not displayed]
Variable Data Fields, Bibliographic			
Field	Repeatable	Staff indexes	Opac i
028 xx	Yes	Publisher Number	None
Subfields: a, b			
Record types d			
035 __	No	Original System Number	None

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Subfields: 9			
040 ____ Subfields: a, b, c, e	No	None	None
041 x_ Subfields: a	No	None	None
043 ____ Subfields: a	No	None	None
044 ____ Subfields: a Record type k	No	None	None
047 ____ Subfields: a Record type d	No	None	None
048 ____ Subfields: a, b Record type d	No	None	None
079 ____ Subfields: a	No	System Numbers Oclc Master Record Number	None
099 _9 Subfields: a	Yes	None	None

Field	Repeatable	Staff Indexes	Opac Indexes
100 x_ Subfields: a, g, b, q, d, c, e	No	Staff Name Headings Staff Name/Title Headings Names Author	Author Author (sorted by title)
110 x_ Subfields: a, b	No	Staff Name Headings Staff Name/Title Headings Names	Author Author (sorted by title)

		Author	
111 2_ Subfields: a, b, d, c	No	Staff Name Headings Staff Name/Title Headings Names Author	Author Author (sorted by title)
130 0_ Subfields: a, l	No	Staff Title Headings Staff Name/Title Headings Title Names	Title
Field	Repeatable	Staff Indexes	Opac Indexes
240 10 Subfields: a, l	No	Staff Title Headings Staff Name/Title Headings Title	Title
245 x0 Subfields: a, b, f, g, c	No	Title	Title
246 3_ Subfields: i, a	Yes	Title	Title
250 __ Subfields: a	No	None	None
254 __ Subfields: a Record type d	No	None	None
260 __ Subfields: a, b, c	No	None	Publisher/Place/Date
264 _0 Subfields: a, b, c Record types k and d	No	None	Publisher/Place/Date
Field	Repeatable	Staff Indexes	Opac Indexes
300 __	Yes	None	None

Subfields: a, b, c, e			
306 ____ Subfields: a Used on record type d only	Yes	None	None
336 ____ Subfields: a, 2 Used in record types k and d only	No	None	None
337 ____ Subfields: a, 2 Used in record types k and d only	No	None	None
338 ____ Subfields: a, 2 Used in record types k and d only	No	None	None
351 ____ Subfields: a, b	Yes	None	None
Field	Repeatable	Staff Indexes	Opac Indexes
500 ____ Subfields: a	Yes	None	Notes
502 ____ Subfields: a	Yes	None	None
505 0 __ Subfields: 3, a	Yes	Title Contents: Title	None
506 x __ Subfields: 3, a	Yes	None	None
510 4 __ Subfields: a, c	Yes	Citation/References	None
520 ____	Yes	None	None

Subfields: a			
524 __ Subfields: a	Yes	None	None
530 __ Subfields: 3, a, b	Yes	None	None
533 __ Subfields: a, b, c, d, e	Yes	Title Series Title	Notes
535 1 _ Subfields: a, b	Yes	None	Notes
540 __ Subfields: 3, a	Yes	None	None
544 x _ Subfields: d, a	Yes	None	Notes
545 __ Subfields: a	Yes	None	None
546 __ Subfields: 3, a	Yes	None	Notes
555 0 _ Subfields: a	Yes	None	None
561 __ Subfields: 3, a	Yes	None	Notes
562 __ Subfields: 3, b	Yes	None	Notes
580 __ Subfields: a	Yes	None	Notes
581 __ Subfields: a	Yes	None	None
590 __	Yes	None	None

Subfields: a			
Field	Repeatable	Staff Indexes	Opac Indexes
600 x0 Subfields: a, b, q, d, c, t	Yes	Staff Subject Headings Staff Subject Subdivision Names Subjects †t: Title	Subject Browse Subject
610 x0 Subfields: a, b, t	Yes	Staff Subject Headings Subject Subdivision Names Subjects	Subject Browse Subject
611 x0 Subfields: a, d, c, t	Yes	Staff Subject Headings Subject Subdivision Names Subjects	Subject Browse Subject
630 x0 Subfields: a, l	Yes	Staff Subject Heading Subject Subdivision Subjects	Subject Browse Subject
650 _0 Subfields: a, z, y, x, v	Yes	Staff Subject Heading Subject Subdivision Subjects	Subject Browse Subject
651 _0 Subfields: a, z, y, x	Yes	Staff Subject Heading Subject Subdivision Subjects	Subject Browse Subject
655 _7 Subfields: a, z, y, 2	Yes	Subject: Genre/Form Subjects	Subject Browse Genre/Form
656 _7 Subfields: a, z, y, 2	Yes	None	None

690 _4 Subfields: a, y	Yes	Special Collections Subject Subjects	Special Collections Subject
692 14 Subfields: a, g, b, q, d, c, x	Yes	Special Collections Subject Subjects	Special Collections Subject
693 24 Subfields: a, b, x	Yes	Special Collections Subject Subjects	Special Collections Subject
Field	Repeatable	Staff Indexes	Opac Indexes
700 x_ Subfields: a, b, q, d, c, e, t	Yes	Staff Name Headings Staff Name/Title Headings Names Author ‡t: Title	Author Author (sorted by title)
710 x_ Subfields: a, b, e, t	Yes	Staff Name Headings Staff Name/Title Headings Names Author	Author Author (sorted by title)
711 x_ Subfields: a, d, c, t	Yes	Staff Name Headings Staff Name/Title Headings Names Author	Author Author (sorted by title)
730 0x Subfields: a, l	Yes	Staff Title Headings Staff Name/Title Headings Title Names	Title
Field	Repeatable	Staff Indexes	Opac Indexes
852 __ Subfields: a	Yes	None	None
856 4x Subfields: 3, u	Yes	None	None

Variable Data Fields, Mfhd			
Field	Repeatable	Staff Indexes	Opac Indexes
852 80 ‡b	Yes	Keyword/Holdings Boolean	Holdings Keyword
852 80 ‡h	Yes	Keyword/Holdings Boolean	Call Number (Local) Holdings Keyword
852 80 ‡i	Yes	Keyword/Holdings Boolean	Call Number (Local) Holdings Keyword
852 80 ‡x	Yes	Keyword/Holdings Boolean	Holdings Keyword
852 80 ‡z	Yes	Keyword/Holdings Boolean	Holdings Keyword
866 41 Subfields: 8, a	Yes	Keyword/Holdings Boolean	Holdings Keyword
Variable Data Fields, Item			
Field	Repeatable	Staff/Opac Indexes	Opac Label
Perm Loc	No	None	[Not displayed]
Item Type Noncirculating: nocirc	No	None	[Not displayed]
Enum	No	None	[Not displayed]
Item Statistics	Yes	None	[Not displayed]

Opac Labels in Display Order	
Author/Creator	
Uniform Title	
Title	

Edition	
Published/Created	
Physical Description	
Links	
Yale Holdings	
Location	
Call Number	
Status	
Library Has	
Notes (fields display in order as entered in Voyager; enter in the following order):	
	546 (Language)
	533 (Reproduction)
	535 (Location of Originals/Duplicates)
	562 (Copy And Version Identification)
	561 (Ownership and Custodial History)
	500 (General Note
	544 (Location Of Other Archival Materials)
	580 (Linking Entry Complexity)
Local notes	
Organization	
Access and Use	
Biographical/Historical note	
Summary	
Publications	
Variant and Related Titles	

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Other Formats	
Format	
Thesis Note	
Contents	
Indexes/Finding aids	
References	
Cite as	
Subjects	
Subjects (Local Yale)	
Genre/Form	
Occupation	
Also listed under	

Source URL: <https://web.library.yale.edu/cataloging/manuscript/orbis>

Links

[1] <http://web.library.yale.edu/cataloging/manuscript> [2] <https://yaleedu.sharepoint.com/sites/YULBRBLCatalogManual/Catalog%20Manual/Forms/ByAuthor.aspx> [3] https://yaleedu.sharepoint.com/sites/brbl/ts/ms/_layouts/15/start.aspx#/SitePages/Home.aspx?RootFolder=%2Fsites%2Fbrbl%2Fts%2Fms%2FShared%20Documents%2FManuals&FolderCTID=0x012000D5DF0EA8D536EE47A6EEB7380B3FE89B&View=%7BC16F4574%2DE6FE%2D4313%2D98BB%2D33CD6606A09B%7D [4] http://brbl-legacy.library.yale.edu/staffsite/MSS/Cat_manmusic.asp