

Appendix A: Single Manuscript Instructions

The following information supplements collection-level cataloging guidelines with instructions specific to cataloging of single manuscripts and collections without finding aids. These instructions are also accessible through links from corresponding sections in the collection-level guidelines.

Instructions for single items were revised in compliance with Descriptive Cataloging of Rare Materials (Manuscripts) ([DCRM\(MSS\)](#)) [1] in 2016.

[Leader: Bibliographic Level](#)

[006 \(Additional Materials Characteristics\)](#)

[008: Publication Status \(Type of Date\)](#)

[008: Date 1 and Date 2](#)

[008: Place of Publication](#)

[040 \(Cataloging Source\)](#)

[1XX \(Main Entry\)](#)

[130 \(Main Entry - Preferred Title\)](#)

[240 \(Uniform Title\)](#)

[245 \(Title Statement\)](#)

[246 \(Varying Form of Title\)](#)

[250 \(Edition Statement\)](#)

[264 \(Place and Date of Production\)](#)

[300 \(Physical Description\)](#)

[33x \(Content, Media, and Carrier Type\)](#)

[500 \(General Note\)](#)

[502 \(Dissertation\)](#)

[505 \(Formatted Contents\)](#)

[520 \(Summary, Etc.\)](#)

[524 \(Preferred Citation of Described Materials\)](#)

[555 \(Cumulative Index/Finding Aids\)](#)

[690, 692, 693 \(Local Subject Added Entries\)](#)

[7XX \(Added Entry\)](#)

Single Manuscript Instructions

Bibliographic Level

See also:

[Bibliographic Level: Additional Guidelines: Beinecke](#) [2]

Use **c** (collection) for both single item and collection-level records. Use of record type **p** and bibliographic level **c** collocates single items and collections for searching and enables export of single item records to Oclc. Single item records are identifiable by [006t \(manuscript language\)](#) [3] and [33x](#) [4] codes.

Before 2018 October, single manuscripts were coded **m** (monograph).

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript](#) [5] [Cataloging Guidelines](#) [5]

[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions

006 (Additional Materials Characteristics)

Appendix A: Single Manuscript Instructions

Published on Yale University Library (<https://web.library.yale.edu>)

For all single item records, enter [006t \(manuscript language\)](#) [3].

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript \[5\] Cataloging Guidelines \[5\]](#)

[Beinecke Manuscript Cataloging Manual \[6\]](#)

Single Manuscript Instructions

Publication Status (Type of Date)

See also:

[Publication Status: Additional Guidelines: Beinecke](#) [7]

Use **s** for a single date.

For a single item encompassing a range of dates, such as a diary, use **i**.

For a single item with an exact date, use **e**.

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

Examples:

Publication Status **s**

Date 1 1915

Date 2 _____

264 Ꞥc 1915.

Publication Status **i**

Date 1 1915

Date 2 1965

264 Ꞥc 1915 January 1-1965 June 16.

(diary)

Publication Status **e**

Date 1 1915

Date 2 0523

264 Ꞥc 1915 May 23.

(all materials are dated 1915 May 23)

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript \[5\] Cataloging Guidelines \[5\]](#)

[Beinecke Manuscript Cataloging Manual \[6\]](#)

Single Manuscript Instructions

Date 1 and Date 2

See also:

[Date 1 and Date 2: Additional Guidelines: Beinecke](#) [8]

Represent unidentified digits with the letter **u**.

Examples:

Publication Status **s**

Date 1 18uu

Appendix A: Single Manuscript Instructions

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Date 2 ____
264 ꝛ 1800s.

Publication Status s
Date 1 184u
Date 2 ____
264 ꝛ 1840s.

Publication Status i
Date 1 1810
Date 2 1814
264 ꝛ 1810 May 1-1814 April 3.
(*Diary kept over years*)

Return to:
[Appendix A: Single Manuscript Instructions top](#)
[Manuscript](#) [5] [Cataloging Guidelines](#) [5]
[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions Place of Publication

Enter a code for place of production, matching place of production in 264 ꝛa. Use the following codes:

Single place: [choose code for state or country]

Multiple places: vp [various places]
Optionally, enter a code for one state or country, and enter the same code, followed by other codes in [044](#).

Unidentified place: xx

Return to:
[Appendix A: Single Manuscript Instructions top](#)
[Manuscript](#) [5] [Cataloging Guidelines](#) [5]
[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions 040 (Cataloging Source)

See also:
[040: Additional Guidelines: Beinecke](#) [9]

For description convention in subfield ꝛe, use the following codes:
Single manuscript: dcrmmss
Small collection: dacs

Examples:

040 ____ ꝛa CtY-BR ꝛb eng ꝛc CtY-BR ꝛe dcrmmss
040 ____ ꝛa CtY ꝛb eng ꝛc CtY ꝛe dacs

Return to:
[Appendix A: Single Manuscript Instructions top](#)
[Manuscript](#) [5] [Cataloging Guidelines](#) [5]
[Beinecke Manuscript Cataloging Manual](#) [10]

Single Manuscript Instructions 1XX (Main Entry)

Appendix A: Single Manuscript Instructions

Published on Yale University Library (<https://web.library.yale.edu>)

See also:

[1XX: Additional Guidelines: Beinecke](#) [11]

Use for the creator or the collector of the intellectual content.

Examples:

100 1_ \$a Verney, Ralph, \$c Sir, \$d 1613-1696. (*writer of a diary*)

100 1_ \$a Traill, Thomas Stewart, \$d 1781-1862, \$e collector. (*assembler of a bound collection*)

110 1_ \$a United States. \$b Office of Indian Affairs. \$b Shoshone Agency. (*creator of a letter book*)

For an adaptation that has been changed significantly, use for the adapter.

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript](#) [5] [Cataloging Guidelines](#) [5]

[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions

130 (Main Entry - Uniform Title)

Repeatable: no

Indexed: Keyword

Additional Public Indexes: Title, Uniform Title as Main Entry

Additional Staff Indexes: Staff Name, Title, or Name/Title Headings

Orbis Public Display Constant: Uniform Title

Punctuation: Ends with a mark of punctuation or a closing parenthesis. If final subfields are subfield \$2, \$3, \$4, or \$5 a mark of punctuation precedes those subfields

Indicators:

1st

0-9 Number of nonfiling characters present

2nd

none

Subfields:

\$a Uniform title

\$l Language of a work

\$0 Authority record control number or standard number (see [Exporting Records](#) [12]/MARS Authority Processing)

Instructions:

See also:

[130: Additional Guidelines: Beinecke](#) [13]

Used for titles such as the Bible that don't have a specified author and are known to have been created under variant 245s. Search Orbis and the Library of Congress authority file for an authority record, and use this form if one exists. If no authority record exists, create a heading in accordance with RDA rules and LC interpretations.

RDA rules and LC interpretations:

Bible:

LCAF headings will be updated to RDA beginning in 2013 March. Updated headings will:

Spell out Old Testament and New Testament for multiple books from one testament

Omit Old Testament and New Testament for single books

Examples:

130 0_ \$a Bible.

130 0_ \$a Bible. \$p Old Testament.

130 0_ \$a Bible. \$p Kings.

Appendix A: Single Manuscript Instructions

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See also: [240 \(Uniform Title\)](#)

Example:

130 0_ ‡a Bible.

245 14 ‡a The hieroglyphick Bible, or, Selected passages in the Old and New Testaments

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript](#) [5] [Cataloging Guidelines](#) [5]

[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions

240 (Preferred Title)

Repeatable: no

Indexed: Keyword

Additional Public Indexes: Title, Author Sorted by Title

Additional Staff Indexes: Title

Orbis Public Display Constant: Title

Punctuation: Doesn't end with a mark of punctuation unless the last word in the field is an abbreviation, initial, etc.

Indicators:

1st

0 Not printed or displayed

1 Printed or displayed

2nd

0-9 Number of nonfiling characters present

Subfields:

‡a Uniform title

‡l Language of a work

Instructions:

Contains the uniform title for a work that has a 1XX (for those that do not have a 1XX, a 130 is used). A uniform title is used when a work has appeared under varying titles, necessitating a choice for the 245.

For a work that has been published, search Orbis and the Library of Congress authority file for an authority record, and use this form if one exists. If no authority record exists, create a heading in accordance with RDA rules and LC interpretations.

RDA rules and LC interpretations:

‡a Uniform title

Omit initial article.

For multiple works, record additional titles in one or more in 700 ‡t's, or optionally use: 240 10 ‡a Works. ‡k Selections

‡l Language

Do not use multiple languages of translation in ‡l. Record additional languages in one or more 700 ‡t's.

Music:

Spell out: arranged, accompanied, unaccompanied.

Use cello instead of violoncello.

Verify medium of performance in ‡m is valid in RDA.

Examples:

240 10 ‡a War and peace. ‡l French

245 13 ‡a La guerre et la paix ...

Appendix A: Single Manuscript Instructions

Published on Yale University Library (<https://web.library.yale.edu>)

In OPAC:

Author: Olmsted, Francis Allyn, 1819-1844.

Uniform Title: Incidents of a whaling voyage

Title: Journal of a voyage around Cape Horn, 1839-1841 ...

Physical Description: 2 v.

Same record in MARC:

040 __ \$a CtY-BR \$c CtY-BR \$e dcrmmss

100 1_ \$a Olmsted, Francis Allyn, \$d 1819-1844.

240 10 \$a Incidents of a whaling voyage

245 10 \$a Journal of a voyage around Cape Horn ...

300/1 __ \$a 2 volumes

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript](#) [5] [Cataloging Guidelines](#) [5]

[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions

245 (Title Statement)

[Devised Titles](#)

[Formal Title](#)

See also:

[245: Additional Guidelines: Beinecke](#) [14]

Either transcribe a [formal title](#) or [devise a title](#), according to instructions below.

For single manuscripts, do not use subfield \$f in 245. As of implementation of DCRM(MSS) in 2017, date of creation is recorded in 264 subfield \$c.

Devised Titles

If no formal title is present, or if the formal title is misleading, devise a title.

Do not use square brackets.

Use the following required subfields, in the following order and with the punctuation shown:

\$a : \$k.

Title Proper (subfield \$a)

Generally, include the following elements, as required, preferably in this order:

Creator name, in direct order (required if known)

Subject (optional)

Form/genre (required; optionally precede by “untitled”)

Examples:

245 10 \$a Edward T. Crosby diary ...

245 10 \$a Edward T. Crosby Civil War diary

245 10 \$a Joan Smith untitled poem ...

Optionally, use a succinct form of creator name.

Example:

100 1_ \$a Simpson, Evelyn Mary Spearing, \$d 1885-1963.

245 10 \$a Evelyn Simpson diary ...

Appendix A: Single Manuscript Instructions

Published on Yale University Library (<https://web.library.yale.edu>)

For the following form/genres, include additional elements, as required, preferably in the order shown, with the punctuation shown in the examples.

Correspondence

Creator name, in direct order (required if known)

Form, such as “letter” or another general term (required)

Geographic location of creator, in standard form, such as street address, city, state, country, or other geographic name (optional)

Recipient name, in direct order (required if known)

Geographic location of recipient, in standard form, such as street address, city, state, country, or other geographic name (optional)

Subject (optional)

Date of intellectual creation, in standard form (required)

Examples:

245 10 ‡a John Q. Allen letter, to George Gissing, 1868 January 3 ...

245 10 ‡a John Q. Allen letter, London, to George Gissing, Oxford, 1868 January 3 ...

245 10 ‡a Joan Smith letter, to an unidentified recipient, 1910 March 8 ...

245 10 ‡a Joan Smith letter, to an unidentified recipient, about travel to California, 1910 March 8 ...

245 00 ‡a Letter, to Joan Smith, 1910 March 8 ... [*letter writer is not identified*]

Legal documents

Creator name, in direct order (required if known)

Form, such as “will,” “deed,” “contract, or another general term (required)

Subject (optional)

Geographic location of creation, in standard form, such as street address, city, state, country, or other geographic name (optional)

Names of other major parties, in direct order (required if known)

Date of intellectual creation, in standard form (required)

Examples:

245 10 ‡a Joan Smith will, Boston, 1918 October 30 ...

245 10 ‡a John Smith contract with William Jones for transport of property, Charleston, South Carolina, 1830 June 18 ...

245 00 ‡a Commission appointing J.E. Bradshaw to command the Peshawar Battalion, 1850 April 15 ...

Sermons, speeches, and lectures

Creator name, in direct order (required if known)

Form, such as “sermon,” “speech,” “lecture,” or another general term (required)

Subject (optional)

Geographic location of delivery, in standard form, such as street address, city, state, country, or other geographic name (optional)

Appendix A: Single Manuscript Instructions

Published on Yale University Library (<https://web.library.yale.edu>)

Date of delivery, in standard form (optional)

Examples:

245 10 ‡a William Johnson lecture, Royal College of Medicine, London, 1900 September 8 ...

245 10 ‡a Ezra Stiles sermon on Psalms 39:9, New Haven, Connecticut, 1788 May 24 ...

245 00 ‡a Lecture on chemistry, undated ... [*creator is unidentified*]

Printed forms completed in manuscript

Devise a title as shown above.

Include a phrase such as "Printed document completed in manuscript" in a [520](#) note.

If an imprint is present, optionally include this information in a [500](#) or [520](#) note, and optionally trace the printer in a [710](#) [15] field and/or the title in a [246](#) [16] field.

Optionally, catalog as a printed item with manuscript annotations, in addition to or instead of cataloging as a manuscript.

Example:

245 00 ‡a Diary of a California gold miner and sailor, 1856 January-September ...

520 __ ‡a Printed "Daily Journal for 1856," published by Francis & Loutrel, New York, containing an autograph manuscript diary written by an unidentified writer from Rockland, Maine, ...

710 2_ ‡a Francis & Loutrel. ‡t Daily journal for 1856.

Material type (subfield ‡k)

Use "manuscript," "typescript," or another general term. Repeat this term in [520](#), optionally with more details. For more information on material type terms, see [DCRM\(MSS\)](#) [1], section 1D.

Examples:

245 10 ‡a John Q. Allen letter, to George Gissing, 1868 January 3 : ‡k manuscript.

520 __ ‡a Autograph letter, signed, ...

245 10 ‡a Joan Smith will, Boston, 1918 October 30 : ‡k manuscript.

520 __ ‡a Manuscript will in an unidentified hand, signed by Joan Smith ...

245 00 ‡a Lecture on chemistry, undated : ‡k typescript.

520 __ ‡a Lecture, typescript carbon, with brief manuscript annotations ...

Formal Titles

Transcribe a formal title, if an appropriate formal title is present.

Transcribe from one of the following sources, in order of preference: title page, colophon, caption, other source within the manuscript, source outside the manuscript.

If one source contains multiple versions of the title, prefer the most prominent, most descriptive, or earliest.

Generally, transcribe spelling errors or nonstandard spelling as is. Optionally, supply standard spelling in square brackets and give original spelling in a [500](#) note. Optionally, trace original spelling in a [246](#) [16] field.

Transcribe initials and acronyms without internal spaces.

Always note the source of a formal title in a [500](#) note, even if the source is the title page.

Use the following subfields, as required (in **bold**) or as needed, in the following order, and with the punctuation shown:

‡a : **‡b** : **‡k** / **‡c**.

Title Proper (subfield ‡a) and Other Title Information (subfield ‡b)

Examples:

245 10 ‡a Recueil de chansons ...

Appendix A: Single Manuscript Instructions

Published on Yale University Library (<https://web.library.yale.edu>)

245 10 ‡a Poetical ornithology ...

245 10 ‡a Four sermons : ‡b composed and preached in the years 1790, 91, and 92 ...

245 10 ‡a Willa Cather : ‡b an American author ...

Transcription issues and examples:

For titles in English, capitalize only first word and proper names:

245 10 ‡a Diary of my trip to California ...

transcription of: Diary of My Trip to California

For titles in other languages, capitalize according to standard rules for that language.

Optionally, simplify transcribed punctuation:

245 10 ‡a Diary of my trip to California, or, Happy trails ...

transcription of: Diary of my trip: to California (or "Happy Trails")

Optionally, abridge long titles after the first several words. Optionally, record the full title or explain the abridgement in a [500](#) or [520](#) note:

245 10 ‡a Memoranda : ‡b from a journal of tours made upon the Continent ... : with illustrations sketched upon the spot ...

500 ___ Title page includes list of destinations and mileage from London.

Material type (subfield ‡k)

Use "manuscript," "typescript," or another general term. Repeat this term in [520](#), optionally with more details. For more information on material type terms, see [DCRM\(MSS\)](#) [1], section 1D.

Examples:

245 10 ‡a Four sermons : ‡b composed and preached in the years 1790, 91, and 92 : ‡k manuscript.

520 ___ ‡a Autograph manuscript sermons, signed.

245 10 ‡a Willa Cather : ‡b an American author : ‡k typescript.

520 ___ ‡a Biography, typescript, with manuscript revisions and printer's annotations.

Statement of Responsibility (subfield ‡c)

If a statement of responsibility is present, transcribe it in subfield ‡c, following subfield ‡k.

If a transcribed statement of responsibility is in a different hand, indicate this in a [500](#) note.

Optionally, record names not intended as statements of responsibility, such as ownership signatures, presentation inscriptions, or other annotations, in a [520](#) or [500](#). If in doubt, record names in a [520](#) or [500](#).

Example:

100 1_ ‡a Wright, Richard.

245 10 ‡a Black boy : ‡k manuscript / ‡c by R. Wright.

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript](#) [5] [Cataloging Guidelines](#) [5]

[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions

246 (Varying Form of Title)

Repeatable:yes

Indexed: Keyword

Additional Public Indexes: Title

Additional Staff Indexes: Title

Orbis Public Display Constant:Variant and Related Titles

Punctuation: Doesn't end with a mark of punctuation unless the last word in the field is an abbreviation, initial, etc.

Appendix A: Single Manuscript Instructions

Published on Yale University Library (<https://web.library.yale.edu>)

Indicators:

1st
3 No note, added entry
2nd
_ No type specified

Subfields:

‡a Title proper/short title
‡i Display text

Instructions

Optionally use to give access to titles other than the title in the 245. Use only for titles that require indexing.

Optional uses include:

Spine, cover, or caption titles.

Former titles, such as a title used before full cataloging.

Variant spellings.

Printed titles present on items completed in manuscripts.

Known alternative title not present on the item.

Enter the title in ‡a, preceded by explanatory text in ‡i.

Examples:

245 10 ‡a Notes on travel to California ...

246 3_ ‡i Spine title: ‡a California diary.

245 10 ‡a Notes on travel to California ...

246 3_ ‡i Former title: ‡a Journal of a trip to California.

245 10 ‡a [Journal] of a voyage to Alaska ...

246 3_ ‡i Original title spelling: ‡a Journal of a voyage to Alaska

245 00 ‡a Diary of a California gold miner and sailor ...

246 3_ ‡i Printed title: ‡a Daily journal for 1856

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript](#) [5] [Cataloging Guidelines](#) [5]

[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions

250 (Edition Statement)

Do not use.

Optionally, transcribe a statement relating to a specified version of manuscript, such as a draft or proof identified by a name or number, in a [500](#) note.

If a manuscript created or used in preparation of an edition of a published work includes a statement relating to that edition, give the edition statement in a [500](#) or [520](#) note.

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript](#) [5] [Cataloging Guidelines](#) [5]

[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions

264 (Place and Date of Production)

Appendix A: Single Manuscript Instructions

Published on Yale University Library (<https://web.library.yale.edu>)

Repeatable: no

Indexed: Keyword

Orbis Public Display Constant: Production

Indicators:

1st

none

2nd

0 Production

Subfields:

‡a Place of production

‡c Date of production

Use the following required subfields, in the following order and with the punctuation shown:

‡a, ‡c.

Place of production (subfield ‡a)

Record a city and/or country, or other place of production, in a standard form, preferably conforming to LCSH, but without abbreviations or parentheses. Do not use square brackets.

For multiple places, record either all places, some places with omissions indicated, or a geographic term encompassing all places.

Indicate uncertainty with a question mark or "Place not identified".

For copies, record the place of reproduction, rather than intellectual creation.

The place recorded in 264 ‡a matches 008 Place of Production. Place of production may differ from the place of intellectual creation recorded in 245.

Date of production (subfield ‡c)

Record date or date span of production in a standard form. Do not use square brackets.

For single dates, include a day and month, as appropriate. Do not abbreviate months.

If no date is present, use outside sources to supply or estimate a date. For letters, if a postmark is present, use this as an estimated date.

Do not use the term "undated." If no date is present, and a date cannot be supplied, estimate a year, span of years, century, or other time period, using a question mark or "circa," as appropriate.

Dates recorded in 264 match Dates 1 and 2 in 008. Dates of production may differ from dates of intellectual creation in 245.

Examples:

264 _0 ‡a New Haven, Connecticut, ‡c 1926.

264 _0 ‡a Boston, ‡c 1926 May?

264 _0 ‡a Boston, ‡c 1926 May 5.

264 _0 ‡a Paris ; Berlin, ‡c circa 1867.

264 _0 ‡a Paris ; Berlin ; other places, ‡c circa 1867-1870.

264 _0 ‡a United States, ‡c 20th century.

264 _0 ‡a Place not identified, ‡c after 1950.

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript \[5\] Cataloging Guidelines \[5\]](#)

[Beinecke Manuscript Cataloging Manual \[6\]](#)

Single Manuscript Instructions

300 (Physical Description)

Required

See also:

[300: Additional Guidelines: Beinecke](#) [17]

Depending on local decisions about devised titles and physical housing, physical description of a single item may be expressed in various ways, such as:

Bound or unbound item, optional page count or estimate, and optional measurement.

Unbound item, or bound item in multiple volumes, housed in one or more boxes, with box count. Do not include linear footage.

For example, a lengthy unbound literary draft, housed in multiple folders in one or more manuscript boxes

Any of the above with accompanying material.

For example, a volume with an oversize map housed separately

Physical description of similar materials can vary, depending on factors such as security, housing requirements, and local practice. In all cases, the bibliographic level, dates, and physical description must each account for all material named in the title, consistently describing as a single item. These elements should not include accompanying material mentioned only in a 500 or 520 note.

Examples:

Diary, dated 1917-1951, in three volumes:

Leader/Bibliographic Level: m

008 Dates 1 and 2: 1917 and 1951

⌘a CtY-BR ⌘b eng ⌘c CtY-BR ⌘e dcrmmss

300 __ ⌘a 3 volumes

Or:

300 __ ⌘a 3 boxes

(Do not include linear footage)

Diary, dated 1917-1951, accompanied by clippings, dated 1965-1972:

Leader/Bibliographic Level: m

008 Dates 1 and 2: 1917 and 1951

⌘a CtY-BR ⌘b eng ⌘c CtY-BR ⌘e dcrmmss

300 __ ⌘a 1 volume (300 pages) ; ⌘c 28 cm

520 __ ⌘a Diary, holograph, accompanied by clippings dated 1965-1972...

Diary, dated 1917-1951, accompanied by two maps, dated 1910:

Leader/Bibliographic Level: m

008 Dates 1 and 2: 1917 and 1951

⌘a CtY-BR ⌘b eng ⌘c CtY-BR ⌘e dcrmmss

300 __ ⌘a 1 volume (300 pages) ; ⌘c 28 cm + ⌘e 2 maps

520 __ ⌘a Diary, holograph, accompanied by two maps dated 1910...

Instructions

Use the following subfields, as required (in **bold**), in the following order, and with the punctuation shown:

⌘a : ⌘b, ⌘c +⌘e.

Do not use abbreviations.

Extent (subfield ⌘a)

Record a count and standard term, such as item or volume.

Optionally, follow the term by a count or estimate of pages or leaves, in parentheses.

Use either "page(s)," when content is present of both sides; or "leaf" or "leaves" if content is present on one side only; or "sheet" for maps or broadsides.

Precede estimated counts by "circa."

Appendix A: Single Manuscript Instructions

Published on Yale University Library (<https://web.library.yale.edu>)

Other physical details (subfield ‡b)

Optionally, record details such as support material or illustrations.

Dimensions (subfield ‡c)

Optionally, record a measurement in the following format: h x w cm.

If an item is mounted on another sheet or inlaid in a space cut from a sheet, measure the item itself, optionally followed by the measurement of the sheet. Especially consider including measurement of the sheet if the item is unlikely to be removed.

Round up to the nearest centimeter.

Do not follow the symbol "cm" with period.

Accompanying material (subfield ‡e)

Optionally, record accompanying material, using counts and standard terms.

Examples:

300 __ ‡a 1 item

300 __ ‡a 1 volume

300 __ ‡a 1 volume (32 pages)

300 __ ‡a 1 volume (40 leaves) ; ‡c 28 x 20 cm

300 __ ‡a 1 volume (26 pages, 4 leaves, [34] pages) ; ‡c 34 x 24 cm

300 __ ‡a 1 volume (circa 300 pages)

300 __ ‡a 3 volumes

300 __ ‡a 6 items

300 __ ‡a 1 volume (32 pages) : ‡b illustrations ; ‡c 28 x 20 cm

300 __ ‡a 1 item (1 page) ; ‡c 33 x 20 cm, mounted on sheet 39 x 35 cm

300 __ ‡a 1 volume (circa 120 pages) ; ‡c 34 x 24 cm + ‡e 1 map

300 __ ‡a 1 item ; ‡c 35 x 66 cm, folded to 10 x 19 cm

300 __ ‡a 1 item ; ‡c 35 x 320 cm (rolled)

300 __ ‡a 1 item (70 pages in case) ; ‡c 20 x 24 cm

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript \[5\] Cataloging Guidelines \[5\]](#)

[Beinecke Manuscript Cataloging Manual \[17\]](#)

Single Manuscript Instructions

33x (Content, Media, and Carrier Type)

Repeatable: yes

Indexed: Keyword

Indicators:

1st

none

2nd

none

Subfields:

‡a Content type term

‡2 Source

Instructions:

For textual manuscripts, use the codes shown below.

33x fields are not defined in DCRM(MSS), but can be used in DCRM(MSS) records. They are required in DCRM

Appendix A: Single Manuscript Instructions

Published on Yale University Library (<https://web.library.yale.edu>)

records per local YUL decision. Complete lists of codes are in the [RDA toolkit](#) [18]:

Content: section 6.9.1.3

Media: section 3.2.1.3

Carrier: section 3.3.1.3

336 (Content type)

336 __ \$a text \$2 rdacontent

337 (Media type)

337 __ \$a unmediated \$2 rdamedia

338 (Carrier type)

Unbound item:

338 __ \$a sheet \$2 rdacarrier

Bound volume:

338 __ \$a volume \$2 rdacarrier

33x fields were implemented with DCRM(MSS) in 2016. In 2018, 33x fields were added retrospectively to pre-DCRM(MSS) single manuscript records, using the following codes:

336 __ \$a unspecified \$2 rdacontent

337 __ \$a unspecified \$2 rdamedia

338 __ \$a unspecified \$2 rdacarrier

Single Manuscript Instructions

502 (Dissertation)

Repeatable: yes

Indexed: Keyword

Orbis Public Display Constant: Dissertation

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st

none

2nd

none

Subfields:

\$a Dissertation note

Instructions:

Use for single manuscripts.

Example:

502 __ \$a Thesis (M.A.) - University College, London, 1969.

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript](#) [5] [Cataloging Guidelines](#) [5]

[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions

505 (Formatted Contents)

Repeatable: yes

Appendix A: Single Manuscript Instructions

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Indexed: Keyword

Additional Staff Indexes: Title

Orbis Public Display Constant: Contents

Punctuation: Ends with a period unless another mark of punctuation or closing parenthesis is present.

Indicators:

1st Display constant controller

0 Contents

1 Incomplete contents

2 Partial contents

8 No display constant generated

2nd Level of constant designation

_ Basic

0 Enhanced

Subfields:

‡a Formatted contents note

Instructions:

Optionally, use for single manuscripts.

Enter all contents in ‡a, using -- to divide parts.

Example:

245 10 ‡a Specimens of architecture, Grecian & Gothic ...

520 __ ‡a Anonymous. Consists of a title page followed by 12 architectural drawings in watercolor or graphite. All are mounted on larger leaves, and separated by brown guard-sheets. A frame for each drawing and a caption title has been added in pencil on each of the larger leaves (except for the final drawing, which is uncaptioned).

505 0_ ‡a At Sir R.C. Hoare's, Bart.; Stourhead -- Avanzi del tempio di Giove Tonante -- A Caen; Normandie -- Avanzi di una galleria, nella Villa Adria -- Croix antique; au nord de France -- Pronao del Tempio di Ercole, a Cora -- Arco Trionfale di Tito Vespasiano a Roma -- Lindisfarne Abbey Holy Isle; Northumberland -- Tempio della Sibilla, a? Tivoli -- At Alfreton, Derbyshire -- At Agrigentum.

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript](#) [5] [Cataloging Guidelines](#) [5]

[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions

520 (Summary, Etc.)

See also:

[520: Additional Guidelines: Beinecke](#) [19]

Begin by identifying genre and form, and continue with a brief description of content and subject matter. The description must justify subject headings. As appropriate, identify individual subjects and/or summarize groups of subjects. For example, names of correspondents in a letter book or names of geographic places in a diary may be summarized the description while listed individually as subject headings.

When describing individual letters, use the following standard terms, without abbreviations:

Autograph letter, signed

written in the author's hand, signed by the author

Autograph letter

written in the author's hand, not signed

Letter signed

written in a hand other than the author's, signed by the author

Typed letter, signed

typewritten, signed by the author

Typed letter

Appendix A: Single Manuscript Instructions

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typewritten, not signed

Examples:

100 1_ \$a Hagerman, James John, ‡d 1838-1909.

245 10 \$a James John Hagerman : ‡b memoirs of his life : ‡k typescript / ‡c written by himself at Roswell, New Mexico, in 1908.

264 _0 \$a Place of production unidentified, ‡c 20th century.

520 __ \$a Typescript, carbon, of a memoir written by James John Hagerman for his sons, possibly transcribed by his son Percy Hagerman. The memoir discusses Hagerman's early life in Michigan and student days at the University of Michigan; his experiences as a steamboat clerk on the Great Lakes; his work with the Milwaukee Iron Company and the dissolution of the Company; and his work with the Menominee Mining Company. The memoir briefly addresses the Colorado Midland Railway Company and Pecos Valley development, referring his sons to appended documentation; notes added by Percy Hagerman indicate that these documents were unavailable when the transcription was prepared.

100 1_ \$a Dalling, John.

245 10 \$a Observations on the present state of the island of Jamaica : ‡k manuscript.

264 _0 \$a London, ‡c 1774 May 14.

520 __ \$a Manuscript, in an unidentified hand, of a detailed description of the geography, population, economy, government, and social organization of Jamaica by John Dalling. Topics include agriculture, the sugar trade and the mechanics of a typical sugar plantation, slavery and slave customs, and relations between the races.

100 1_ \$a Brown, Frederic.

245 10 \$a Frederic Brown letter, London, to George Gissing, Oxford : ‡k manuscript.

264 _0 \$a London, ‡c 1868 January 3.

520 __ \$a Autograph letter signed, describing a dinner party Brown attended at Windsor Palace.

100 0_ \$a Buffalo Bill, ‡d 1846-1917.

245 10 \$a Buffalo Bill letter, Saint Louis, Missouri, to Joseph Witherspoon Cook, Greenwood, South Dakota : ‡k manuscript

264 _0 \$a Saint Louis, Missouri, ‡c 1896 May 23.

520 __ \$a Autograph letter, signed, responding to Joseph Witherspoon Cook's interest in a Dakota Indian boy taken prisoner by the United States Army at the Battle of Summit Springs. Buffalo Bill discusses actions of United States soldiers and himself in the battle, capture of the boy by Pawnee scouts employed by General Eugene A. Carr, and removal of the boy and other Indian prisoners to Fort Sedgwick, Colorado. He briefly discusses white captives held by Cheyenne Indians. The letter is written on pictorial letterhead of Buffalo Bill's Wild West Company.

100 1_ \$a Noyes, Charles P., ‡d 1842-1921.

245 10 \$a Charles Noyes autograph album : ‡k manuscript.

264 _0 \$a United States, ‡c 1772-1926.

520 __ \$a Autograph album containing letters written in response to Noyes' requests for autographs, signatures clipped from letters and franked envelopes, and other letters and documents. Most signers are politicians and writers of the Civil War era, including William Lloyd Garrison, Benjamin Harrison, Abraham Lincoln, Henry Wadsworth Longfellow, and Henry M. Waite. Notes and additional documents collected by family members are laid in.

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript](#) [5] [Cataloging Guidelines](#) [5]

[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions

500 (General Note)

See also:

[500: Additional Guidelines: Beinecke](#) [20]

Required notes

Appendix A: Single Manuscript Instructions

Published on Yale University Library (<https://web.library.yale.edu>)

Source of transcribed title

Examples:

500 __ \$a Title from title page.

500 __ \$a Title from spine.

Romanization of nonroman script

Examples:

500 __ \$a Title transliterated from the Greek.

500 __ \$a Romanization supplied by cataloger.

Optional notes

Devised titles

Example:

500 __ \$a Title devised by cataloger.

Physical features

Examples:

500 __ \$a On letterhead of H.M.S. Titanic.

500 __ \$a On White House stationery.

Manuscript material removed from a book or other printed item

Make a note referring to the printed item and/or include a note in the print record referring to the manuscript.

Especially consider making these notes if the printed item and manuscript share a common provenance.

Example:

500 __ \$a Removed from an imperfect copy of Thomas Loraine McKenney's History of the Indian Tribes of North America (Philadelphia: J.T. Bowen, 1848-1850), autographed on front wrappers of part 17 by R. M. Strattan, 242 Water Street.

Analytics

Example:

500 __ No. [#] of [#] items bound together.

Other notes

Use for other notes for which no specific 5XX field has been defined, such as variations in title, physical details, or transcripts; or for additional description of the artifact necessary for security. Treat each note or category of note as a separate field. Enter notes on physical condition notes only if the condition affects content or use, and the condition will not change through conservation treatment.

Examples:

500 __ \$a Spine title: Manuscritos Mexicanos.

500 __ \$a Includes transcript of diaries.

500 __ \$a Contents also cataloged individually.

500 __ \$a Audubon autograph lacking.

500 __ \$a Original binding; back cover lacking.

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript \[5\] Cataloging Guidelines \[5\]](#)

[Beinecke Manuscript Cataloging Manual \[6\]](#)

Single Manuscript Instructions

524 (Preferred Citation of Described Materials)

Required

See also:

[524: Additional Guidelines: Beinecke \[21\]](#)

Appendix A: Single Manuscript Instructions

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For formal titles, generally use the name in 1XX, in direct order, followed by a comma, followed by the title in 245 ¶a. For devised titles, use the title in 245 ¶a.

Do not include birth and death dates, unless needed to differentiate the name. Optionally change an authoritative name form to a simpler or more common form. Optionally truncate a long title statement, using as much as is needed to uniquely cite the item. Include 245 ¶b or a date of production only if necessary for a unique citation. Omit any square brackets used in 245.

For titles in English, only the first word in the title statement and proper names are capitalized in 245; in 524 citation, however, all significant words are capitalized (e.g. John Allen papers in 245; but John Allen Papers in 524). For titles in other languages, follow the Chicago Manual of Style.

Examples:

524 __ ¶a Anne Smiley, Journal of a Trip Home. General Collection, Beinecke Rare Book and Manuscript Library, Yale University.

formal title

524 __ ¶a John Ashley Journal. Yale Collection of Western Americana, Beinecke Rare Book and Manuscript Library.

devised title

100 1_ ¶a Pound, Homer L. ¶q (Homer Loomis), ¶d 1858-1942.

245 10 ¶a Homer L. Pound scrapbook ...

524 ¶a Homer L. Pound Scrapbook. Yale Collection of American Literature, Beinecke Rare Book and Manuscript Library, Yale University.

simplified form of name

If the main entry is a jurisdiction name, do not include periods between name elements, and use judgement in arranging elements in an order that makes sense in the title.

Examples:

110 1_ ¶a United States. ¶b Army. ¶b Connecticut Infantry Regiment, 29th (1864-1865)

524 __ ¶a United States Army Connecticut 29th Infantry Regiment Quartermaster Records. Yale Collection of Western Americana, Beinecke Rare Book and Manuscript Library.

For analytics, cite only the specific item described in record. Optionally, use [580](#) [22] to identify the relationship with host material.

Return to:

[Appendix A: Single Manuscript Instructions top](#)

[Manuscript](#) [5] [Cataloging Guidelines](#) [5]

[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions

555 (Cumulative Index/Finding Aids)

See also:

[555: Additional Guidelines: Beinecke](#) [23]

Use to indicate availability of a finding aid, container list, or similar tool.

Examples:

555 0_ ¶a Accompanied by a container list.

555 0_ ¶a Accompanied by a container list (in box 1).

housed in two or more boxes, with a container list

Return to:

[Appendix A: Single Manuscript Instructions top](#)

Appendix A: Single Manuscript Instructions

Published on Yale University Library (<https://web.library.yale.edu>)

[Manuscript](#) [5] [Cataloging Guidelines](#) [5]

[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions

690, 692, 693 (Local Subject Added Entries)

See also:

[69X: Additional Guidelines: Beinecke](#) [24]

Use optionally for local headings, such as provenance or binding terms.

Provenance Tracings

Use for physical evidence of former ownership, such as a bookplate, stamp, or signature, or for previous ownership with no physical evidence. Use 692 for personal names, and 693 for corporate bodies. Use second indicator 4 for all 69X headings. Optionally include additional provenance description in 520 or 500.

Enter the complete, authorized form of the name (when available) in **1a**. While local headings do not have to be unique, consider whether it is useful to trace common names that cannot be uniquely identified (for example W. Smith or J. Brown).

For reverse tracings for presentation inscriptions, optionally, enter an abbreviated form of the name in **1x**. For presentation inscriptions to a Yale library, enter the name of the library as it appears on the material. Do not make a reverse tracing.

Use the following list of subdivisions, or optionally using locally-determined standard terms. Optionally, include dates.

Autograph

Bookplate

Inscription (used for institutions)

Ms. notes

Ownership (no marks of provenance or presentation inscription with no name of presenter)

Presentation inscription to <forename initials> <surname>

Presentation inscription from <forename initials> <surname>

Stamp

Examples:

692 14 1a Van Vechten, Carl, 1d 1880-1964 1x Autograph.

692 14 1a Riou, Stephen 1x Presentation inscription from Mordach Mackenzie, 9 February 1754. (*inscription is dated 9 February 1754*)

692 14 1a Purdy, James 1x Presentation inscription to C. Van Vechten.

692 14 1a Van Vechten, Carl, 1d 1880-1964 1x Presentation inscription from J. Purdy.

692 14 1a Alger, Abby L. 1x Autograph.

692 14 1a Rescher, Oscar 1x Ms. notes.

692 14 1a Tinker, Chauncey Brewster, 1d 1876-1963 1x Presentation inscription to Yale Library.

Binding Tracings

Use for names associated with armorial bindings, with authorized form of name, if available, and **1x** Binder.

Example:

692 14 1a Newcastle, Henry Fiennes Pelham-Clinton, 1c Duke of, 1d 1720-1794 1x Binding.
armorial binding of the Duke of Newcastle

Use 690 to trace binding date.

Appendix A: Single Manuscript Instructions

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Example:

690 _4 ‡a Binding ‡y 1550.
binding made in 1550

Use [655](#) to trace types of bindings.

Use [7XX](#) fields to trace personal or corporate names of binders.

Return to:

[Appendix A: Single Manuscript Instructions top](#)
[Manuscript](#) [5] [Cataloging Guidelines](#) [5]
[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions

7XX (Added Entry)

See also:

[7XX: Additional Guidelines: Beinecke](#) [25]

Use to identify coauthors or other secondary creators. Optionally use to identify bookbinders.

Examples:

100 1_ ‡a Hagerman, James John, ‡d 1838-1909.

245 10 ‡a James John Hagerman : ‡b memoirs of his life : ‡k typescript / ‡c written by himself at Roswell, New Mexico, in 1908.

264 _0 ‡a Place of production unidentified, ‡c 20th century.

520 __ ‡a Typescript, carbon, of a memoir written by James John Hagerman for his sons, possibly transcribed by his son Percy Hagerman...

700 1_ ‡a Hagerman, Percy.

700 1_ ‡a Beckford, William, ‡d 1760-1844, ‡e binder.

710 2_ ‡a Sangorski and Sutcliffe, ‡e binder.

Return to:

[Appendix A: Single Manuscript Instructions top](#)
[Manuscript](#) [5] [Cataloging Guidelines](#) [5]
[Beinecke Manuscript Cataloging Manual](#) [6]

Single Manuscript Instructions

752 (Hierarchical place names)

Use to provide access to the place of production in a standardized form. Generally, record the name of the country (‡a), first order political division or state (‡b), and city (‡d), if this information is available. In certain instances, a city subsection (‡f) may also be recorded. Use the Name Authority File as the basis for the standardized form. In particular, the 781 field which shows the form of place name used in indirect subdivision. Not all of the elements for the standardized form will appear in a single authority record, however, so it may be necessary to assemble the standardized form from more than one NAF record.

Examples:

752 __ ‡a United States ‡b California ‡d San Francisco.

752 __ ‡a Mexico ‡d Mexico City.

752 __ ‡a Italy.

Return to:

[Appendix A: Single Manuscript Instructions top](#)

Appendix A: Single Manuscript Instructions

Published on Yale University Library (<https://web.library.yale.edu>)

[Manuscript \[5\] Cataloging Guidelines \[5\]](#)
[Beinecke Manuscript Cataloging Manual \[6\]](#)

Source URL: <https://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions>

Links

[1] <http://rbms.info/files/dcrm/dcrmmss/DCRMMSS.pdf> [2] <https://msu-cataloging-manual.beinecke.library.yale.edu/bibliographic-record> [3] <https://web.library.yale.edu/cataloging/manuscript/appendix-c-006-additional-materials-characteristics-codes#books> [4] <https://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions#33x> [5] <http://web.library.yale.edu/cataloging/manuscript> [6] <https://msu-cataloging-manual.beinecke.library.yale.edu/> [7] <https://msu-cataloging-manual.beinecke.library.yale.edu/variable-control-fields#publication-status-type-of-date> [8] <https://msu-cataloging-manual.beinecke.library.yale.edu/variable-control-fields#date-1-and-date-2> [9] <https://msu-cataloging-manual.beinecke.library.yale.edu/0xx#040> [10] <https://msu-cataloging-manual.beinecke.library.yale.edu/variable-control-fields> [11] <https://msu-cataloging-manual.beinecke.library.yale.edu/1xx> [12] http://web.library.yale.edu/cataloging/manuscript/bibliographic-record#exporting_records [13] <https://msu-cataloging-manual.beinecke.library.yale.edu/1xx#130> [14] <https://msu-cataloging-manual.beinecke.library.yale.edu/2xx#245> [15] <http://www.library.yale.edu/cataloging/manuscriptcc/7xx.htm#710> [16] <http://web.library.yale.edu/node/68626/edit#246> [17] <https://msu-cataloging-manual.beinecke.library.yale.edu/3xx> [18] <http://www.rdatoolkit.org/> [19] <https://msu-cataloging-manual.beinecke.library.yale.edu/5xx#520> [20] <https://msu-cataloging-manual.beinecke.library.yale.edu/5xx#500> [21] <https://msu-cataloging-manual.beinecke.library.yale.edu/5xx#524> [22] <http://web.library.yale.edu/cataloging/manuscript/5xx#580> [23] <https://msu-cataloging-manual.beinecke.library.yale.edu/5xx#555> [24] <https://msu-cataloging-manual.beinecke.library.yale.edu/6xx#690> [25] <https://msu-cataloging-manual.beinecke.library.yale.edu/7xx>