Catalog Management Team

Metadata and Catalog Management Team [5]
Cataloging Tools & Resources [6]

Web Forms

- E-Resource New Order [7]

E-Resources

Authority Control [33]
Catalog Maintenance

- Transfer [34]
- Reclassification [35]
- Transfer and Reclassification [36]
<table>
<thead>
<tr>
<th>Catalog Management Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Published on Yale University Library (<a href="https://web.library.yale.edu">https://web.library.yale.edu</a>)</td>
</tr>
</tbody>
</table>

### Cataloging Online Resource Request Form
- Request a MARC Record Load

### Authority Control
- ORBIS Heading Change Request Form

### Policies & Procedures

#### General
- 852 Subfield z Examples
- Creating a pamphlet record
- Delete/Retain Tag Table
- Heading Validation Policy for CMT staff
- MARC holdings records: Monographs
- MARC holdings records: Serials
- MFHD Examples and Policies
- Policies for Re-Use, Suppression, and Deletion of Orbis Records
- Relinking a MFHD

#### Retrospective Conversion: Official
- Location guide
- Skip list
- Undocumented locations
- Main Entry Headings in Item Records
- Creating ORBIS records for the Official Boxes

#### Retrospective Conversion: Serials
- Location guide
- Skip list
- CMT's Serials Training Manual
- Relinking a MFHD
- Main Entry Headings in Item Records
- Creating ORBIS records for the Serials Boxes

#### Retrospective Conversion: CJK
- Location guide
- Skip list
- Instructions on Old Yale Fv Call Numbers
- Reprint, Translations, and Place of Publication and Additional Notes

### Library Shelving Facility (LSF)
- LSF Transfers
- Appropriate Bibliographic Records and MFHDs for Monographs for LSF Transfer
- Appropriate Bibliographic and Holdings Record for Serials Transferred to LSF
- Bibliographic Records for Materials Transferred to the Library Shelving Facility
- Microforms Transferred to the Library Shelving Facility

### Resources
- Abbreviations List
- Cataloging Cheat Sheet
- CJK Romanization Tables
  - Chinese Romanization Converter
  - Wade-Giles to Zhuyin and Pinyin
  - Chinese Romanization Table
  - Japanese Romanization Table
  - Korean Romanization Table
- Filing Indicators
- Language Dictionaries Online
- LC Cataloging and Acquisitions Home
- LC Authorities
- LC Classification Outline
- MARC21 Standards
- OCLC Bibliographic Formats and Standards, Second Edition
- Romanization Tables: ALA-LC
- OCLC WorldCat

### Training
- Cataloging Templates Workshop