Creating a Pamphlet Record

Follow these guidelines when creating a pamphlet record in Voyager. Edit each record as instructed below.

**Bib Record**

**Leader**

Bibliographic level: c (Collection)

Encoding level: 1 (Full level, material not examined)

**008 Field**

Publication status: m (Multiple dates)

Date 1: 1uuu

Date 2: uuuu

Place of publication: (Fill in if known from 260)

Conf. Publication: 0 (Zero)

Festschrift: 0 (Zero)

Index: 0 (Zero)

Literary Form: 0 (Zero)

Language: eng

**Variable Fields**

110 2_ ‡a (Copy the corporate main entry from the card)

or

100 1_ ‡a (Copy the personal main entry from the card)

245 10 ‡a (Copy the title from the card in brackets; no ‡b is necessary)

300 __ ‡a v. ‡c (use only if the size is given)

610 20 ‡a (Copy from 110)

or

600 10 ‡a (Copy from 110)

650 _0 ‡a (Copy from the card, if any)

**Example 1:**
Creating a Pamphlet Record
Published on Yale University Library (https://web.library.yale.edu)

040 __ ‡a CtY ‡eng ‡c CtY

110 2_ ‡a Keokuk and Des Moines Railroad Company.

245 10 ‡a [Pamphlets. Financial history].

300 __ ‡a v. ‡c 31 cm.

610 20 ‡a Keokuk and Des Moines Railroad Company.

Example 2:

040 __ ‡a CtY ‡eng ‡c CtY

100 1_ ‡a Derleth, August William, ‡d 1909-1971.

245 10 ‡a [Pamphlets by and about August Derleth]

300 __ ‡a v.

600 10 ‡a Derleth, August William, ‡d 1909-1971.

Heading Validation

- Follow the Headings Validation Policy for CMT Staff [1]

MFHD (Holdings) Record

Old Yale call number:

852 8 1 ‡b ‡h ‡i

852 8 1 ‡b mudd ‡h Ngs58 ‡i Ae9c

LC call number:

852 01 ‡b ‡h ‡i

Note: we rarely create pamphlet records with an LC call number.

Oversize call number:

Old Yale: 852 8 1 ‡b ‡h ‡i

(for more examples, see MFHD examples and policies [2])

Example: 852 8 1 ‡b mudd ‡h Nda10 ‡i +Am35c

LC call number:

852 01 ‡b ‡h ‡i (LC) ‡m
Oversize

**Note:** we rarely create pamphlet records with an LC call number.

**Source URL:** https://web.library.yale.edu/cataloging/catman/creating-pamphlet-record

**Links**
[1] https://web.library.yale.edu/cataloging/catman/heading-validation-policy-cmt-staff
[2] https://web.library.yale.edu/cataloging/catman/mfhd-policies/examples-cmt