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:

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.

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