

## Procedure for Transferring Material

### CATALOG MAINTENANCE PROCEDURES FOR RECORDS REPRESENTING MATERIAL THAT IS TRANSFERRED

#### Transferring Unit Responsibilities

The unit initiating the transfer is responsible for updating existing ORBIS records. Do not inform the Catalog Management Team of transferred items.

#### Updating ORBIS

**MFHD Record:** Replace the existing ORBIS location code with the new location code to which the copy is transferred. The transferring unit will not add a new MFHD for the changed location. Add a subfield x to 852 and record the following information: 1) Transf. from 2) old location; 3) processing unit/individual initials 4) processing date in the format of MM/YYYY.

#### Example:

##### Original:

852 0 0 \$b sml \$h PR3457 \$i H85 1975

##### After transfer:

852 0 0 \$b ccl \$h PR3457 \$i H85 1975 \$x Transf. from SML; AS/SO 10/2001

**Item Records:** 1) Change perm loc to match location in the 852 subfield b in the holdings record; 2) Check item type and change if necessary; 3) Check Item Status (click on the graph button). If inappropriate status such as **Withdrawn** appears under status, remove it; and 4) Check Item Note (click on the quill pen button). If inappropriate note appears, remove it.

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