

Special Location Processing: M-Z

MATHEMATICS.

- Call number is pre-assigned & written on the verso of the t.p.
- Always use first indicator 8 for Math Library call numbers
- If the Math Library call number is not pre-marked on the verso of the t.p., cataloger should assume a call number is not used for the book in hand. In that case, enter on Orbis as :

Monograph:

852	8	0	‡b math ‡h shelved by title
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Serial:

852	8	1	‡b math ‡h shelved by title
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Hardcover books without call number should still go on the Binding Truck for plating and labelling.

Reminder: script "ell", common in Mathematics Library call numbers, is entered on Orbis as capital L

MICROFORM (smlmic). This catalog records SML's microform holdings and SML monographs with accompanying microforms (usually microfiche). Microform call numbers are for the most part sequential numbers preceded by a format "stamp" and letter, e.g. Film B1923 (for a monograph microfilm).

- Books with accompanying microfiche are cataloged for the Microform collection (not the Microtext Desk collection) with regular LC classification.
- For detailed cataloging procedures for microforms, click [here](#) [1].
- Status tracking to Catalog Dept. (NEW PROCEDURE BEGINNING MAR. 1 2005) **Microfilm**: one item record is assigned per reel. (Serials and some multipart will require ENUM/CHRON data on individual records.) EXCEPTION: Yale dissertations on microfilm are delivered directly from Mss&A to the Catalog Dept.; the microfilm reel boxes will be barcoded at the time of cataloging. **Microfiche**: one item record is assigned per MFHD, even if the MFHD represents multiple sheets. The barcode for microfiche sets is used solely for status tracking; do not affix it to the envelope of the microfiche.

<http://web.library.yale.edu/cataloging/serials/enum-chron/microform> [2]

- Printed guides for microform collections are recorded as a separate MFHD on the microform's bibliographic record. The printed guide will have a separate item record. Refer to:

<http://web.library.yale.edu/cataloging/reproductions/microform-guides> [3]

- Status tracking after cataloging. **Microfilm** is charged to Preparations and left on one of the Preparations pick-up trucks. EXCEPTION: Yale dissertations on microfilm are left on the Microtext pick-up shelf in the Catalog Dept. **Microfiche** is discharged and sent directly to the Microtext collection unmarked, although a printout with the call number is usually enclosed. Have the item record deleted after the item has been discharged. Leave the microfiche on the Microtext pick-up shelf in the Catalog Dept.

MICROTEXTS DESK (smlmicr). This catalog records the collection of reference books (indexes, guides, etc.) used by the MICROFORM collection. Do not confuse with the MICROFORM collection (smlmic). The MICROTEXTS DESK collection was known formerly as Microtexts Reference. Folio size books for the Microtext

Desk location do not get the Folio (in \$k); instead, \$m Oversize is used.

MUDD. Currently received serials and ongoing multipart forms formerly held at the Mudd Library: most of the titles were reclassified to LCC prior to the transfer of the Mudd collections to LSF. For titles that were not reclassified, the original number is now retained and the volume is added to the volume holdings of the LSF MFHD. Contact Catalog Management.

NEWSPAPER CALL NUMBER: Until Oct. 2012, newspapers were assigned Yale classification An, and the title cutter construction was based, exceptionally, on the Cutter table (which has a more detailed expansion than the LC table). Shelflisting against a separate An shelflist was required. From Oct. 2012, reflecting the steep decline in newspaper microform purchases, microform newspaper call numbers are constructed following the standard accession number procedures used for microform serials & are shelflisted against the Film S or NS shelflists.

NUMISMATICS. Formerly Mudd Numismatics. Collection now in LSF. Except for the titles specifically acquired for a different collection, materials classed in CJ in the curatorial collections automatically go to the Numismatics Collection. Procedures can be found at:

<http://web.library.yale.edu/cataloging/workflow/numismatics-090726> [4]

ORNITHOLOGY. Copy cataloging is done at Marx Science and Social Science Library. Original cataloging is done by the Marx Library liaison. Labeling and plating are done at Marx Library.

REFERENCE. The BIBLIOGRAPHY and SUBJECT BIBLIOGRAPHY collections were merged with the REFERENCE collection located in the SML Reading Room in the summer of 1997.

SCIENCE COLLECTIONS. Note that some classed together series do not have (LC) under the call number. Formerly, in such cases, call numbers for analytics did not get (LC) below the call number. In current procedures, classed together volumes with (LC) below the call number are shelved alongside volumes without (LC). If the series was originally established without (LC) and new volumes are received for cataloging, add (LC) to the new volumes. Update the 090 on the authority record to indicate that (LC) is entered under the call number. The cover record 852 is not updated.

If a classed together series includes both regular and oversize volumes, use a single MFHD to record holdings for both oversize and regular size volumes; use oversize in the 852 call number (revise the 852 if necessary) and in the 090. (Science library practice does not distinguish between regular and oversize in shelving location). NOTE: use of a single MFHD for regular and oversize monographic series is NOT SML practice.

YALE COLLECTION

1. The collection has its own classification scheme. YAL uses the same oversize dimensions as SML; use \$m Oversize following the Yale Collection call number in MFHD 852.
2. Monographs. Biographies of Yale graduates are organized by class year. If Manuscripts & Archives does not provide a graduation year, contact them.
3. Serials. Currently using local subject for student serial publications: 655_7 ‡a College student newspapers and periodicals ‡z Connecticut ‡z New Haven. ‡2 local. [Tag as local because LCSH does not permit geographic subdivision for genre/form headings]
4. EXCEPTION: books for the Yale Collection's reference collection should be classed in LCC. Use "(LC)" under all numbers and ‡k **MSSA Reference** preceding ‡h in 852.
5. NACO & Yale headings. Many departments & institutes have not been established, and many name changes for established corporate names have not been accounted for in the NAF. Be sure to use the name of the department or institute that corresponds to the item in hand.
6. All items come directly to the cataloger from MSSA & are picked up by MSSA staff after cataloging is completed; do not mark any item.
7. [Detailed guidelines for Yale Collection cataloging](#) [5].

ZETA. Locked collection formerly in SML. SML books with loose plates, other material that could be easily removed, gifts accepted under certain security conditions, and some non-print items were assigned to Zeta (generally but not always by selectors). The collection was moved to Mudd from SML ca. 1995. Current policy for

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

non-print materials is described above. Currently, print items that would have gone to Mudd Zeta are now flagged **LSFR**. They should be cataloged for the Orbis location already assigned in MFHD 852 \$b in Acquisitions, following the processing procedures for LSF. Items from the backlog flagged for Zeta: add an **LSFR** flag and use **smlzeta** as the location.

Source URL: <https://web.library.yale.edu/cataloging/cms/special-processing/special-location-m-z>

Links

[1] <https://web.library.yale.edu/cataloging/reproductions-rda/microform/intro> [2]

<http://web.library.yale.edu/cataloging/serials/enum-chron/microform> [3]

<http://web.library.yale.edu/cataloging/reproductions/microform-guides> [4]

<http://web.library.yale.edu/cataloging/workflow/numismatics-090726> [5]

<https://web.library.yale.edu/cataloging/special-collections/yale-collection-cataloging>