Staff Notes

A list of non-public notes, viewable only by staff. Use upper or lower case as indicated.

MFHD 852 ‡k ‡h ‡x

**anlyz** (=Analyzed; formerly entered as **anal**). Entered in 852 ‡x of the cover record's MFHD. Use when all volumes of the set are analyzed. See also: **part anlyz**

**CIE** (=Created in Error). This code is used in both ‡h and ‡x, depending on the situation. Examples:

On MFHD 87759:

```
85 2 0 0 ‡b sml ‡k
2 Suppressed ‡h
CIE ‡x use MFHD 87891
```

On MFHD 67891:

```
85 2 0 0 ‡b sml ‡h JL1211 ‡i .E95X 1993
(LC) ‡x CIE
on MFHD 87759
```

Please review required detailed procedures at:

[http://web.library.yale.edu/cataloging/deletion][1]

**cs** (=Classed separately). Entered in 852 ‡x of the serial record for classed separately monographic series when the series is a standing order. (The serial record is itself suppressed from public display).

CAUTION: the standing order series procedures document is not yet updated for Voyager.

**Desk Copy.** Entered in ‡h. Used for items purchased as desk copies for staff use, e.g.,

```
85 2 0 0 ‡b smlzzz ‡k
2 Suppressed ‡h
Desk Copy
```

Please review required detailed procedures at:

[http://web.library.yale.edu/cataloging/deletion][1]

**Exchange.** Entered in ‡h for items purchased for exchange purposes, e.g.,

```
85 2 0 0 ‡b smlzzz ‡k
2 Suppressed ‡h
Exchange
```

Please review required detailed procedures at:

[http://web.library.yale.edu/cataloging/deletion][1]

**Gift.** Entered by Acquisitions staff in ‡x. This note should not be deleted by Cataloging staff. On Voyager, this is the only indication that this MFHD does not have a Purchase Order linked to this record.

**Lost.** Entered in ‡x. Used when an item is lost from the collection, e.g.,

```
8520 0†b withdrawn ‡k
Suppressed
‡h JL1211 ‡i .E95X
1993 (LC) ‡x sml: Lost
08/02; cmt/xk
```

[1]: http://web.library.yale.edu/cataloging/deletion
Please review required detailed procedures at:

http://web.library.yale.edu/cataloging/deletion [1]

Marked for deletion. Entered in ‡x; replaces subfields ‡h and ‡i in situations where the record is to be deleted, e.g.,

852 00b sml ‡x Marked for deletion
2   OP

Please review required detailed procedures at:

http://web.library.yale.edu/cataloging/deletion [1]

OP (=Out of Print). Entered in ‡h. Used for items reported as out of print by the vendor, e.g.,

852 00b sml ‡k Suppressed ‡h
2   OP

part anlyz (=partially analyzed). Entered in 852 ‡x. Use when not all volumes of the set are analyzed. Use without further qualification in situations where all analyzable parts are analyzed but some parts lack a distinctive, analyzable title. Provide further explanation if only selected analyzable parts are analyzed, e.g. "852 ... ‡x part anlyz: v. 5, 11 only per selector request." A note of this type implies that any other parts are only analyzed if requested. Another example: "852 ... ‡x part anlyz: v.3 CIE." (Vol. 3 analyzed by mistake; no further volumes should be analyzed.) See also anlyz.

Recl. from <call number>. Entered in 852 ‡x. Include also unit/individual initials & processing date MM/YYYY.

Example:

852 00b sml ‡h
2   DA670 B9 ‡i
      A75 ‡x Recl. from Byb 70;
      as/sra 07/1997

Please review required detailed procedures at Procedures for Reclassification [2]:

Returned. Entered in ‡h. Used for blanket order or approval plan titles returned to the vendor (out-of-scope, duplicates, etc.), e.g.

852 00b sml ‡k Suppressed ‡h
2   OP Returned

Please review required detailed procedures at:

http://web.library.yale.edu/cataloging/deletion [1]

sso (=Series Standing Order). Entered in ‡x by Acquisitions staff. This note should not be deleted by Cataloging Staff. On Voyager, this is the only indication that this MFHD does not have a Purchase Order linked to this record.

Suppressed. Entered in ‡k.

For examples see CIE, Desk Copy, Exchange, Lost, OP, Returned, withdrawn.

Transf. from <Orbis location>. Entered in 852 ‡x. Include also unit/individual initials & processing date MM/YYYY.

Example:

8520 00b sml ‡h
2   ccl ‡h PR3457 ‡i
      H85 1975 ‡x Transf. from SML; AS/SO 10/2001

Please review required detailed procedures at Procedure for Transferring Material [3].

Transf. & recl. from <old location & call number>. Entered in 852 ‡x. Include also processing unit/individual
initials; processing date as MM/YYYY, e.g.:

<table>
<thead>
<tr>
<th>852</th>
<th>0</th>
<th>b</th>
<th>sml DQ55 G345</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>b</td>
<td>1920 x Transf. and recl.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>from MED Hist DG 920G;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>med/pb 4/2000</td>
</tr>
</tbody>
</table>

Please review required detailed procedures at [Procedure for Material that is Transferred and Reclassified](https://web.library.yale.edu/cataloging/catman/procedure-transferring-material) [4].

**withdrawn.** Entered in b (replaces Orbis location code) AND x. Used when an item is withdrawn from the collection, e.g.:

<table>
<thead>
<tr>
<th>852</th>
<th>0</th>
<th>b withdrawn k</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Suppressed h JL1211 i</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E95X 1993 (LC) x sml</td>
</tr>
<tr>
<td></td>
<td></td>
<td>withdrawn 08/03; cmt/xk</td>
</tr>
</tbody>
</table>

Please review required additional procedures for withdrawn items at: [http://web.library.yale.edu/cataloging/deletion](http://web.library.yale.edu/cataloging/deletion) [1]

**Source URL:** [https://web.library.yale.edu/cataloging/staff-notes](https://web.library.yale.edu/cataloging/staff-notes)

**Links**

[1] [http://web.library.yale.edu/cataloging/deletion](http://web.library.yale.edu/cataloging/deletion)
[2] [https://web.library.yale.edu/cataloging/catman/reclassification](https://web.library.yale.edu/cataloging/catman/reclassification)
[3] [https://web.library.yale.edu/cataloging/catman/procedure-transferring-material](https://web.library.yale.edu/cataloging/catman/procedure-transferring-material)
[4] [https://web.library.yale.edu/cataloging/catman/procedure-material-transferred-and-reclassified](https://web.library.yale.edu/cataloging/catman/procedure-material-transferred-and-reclassified)