

Staff Notes

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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	80	\$tb sml \$k
2		Suppressed \$h

CIE \$x use MFHD
67891

On MFHD 67891:

85	00	\$tb
2		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	80	\$tb 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	80	\$tb 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.,

852	0	\$tb withdrawn \$k
		Suppresse d \$h JL1211 \$i .E95X

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1993 (LC) ‡x sml: Lost
08/02; cmt/xk

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.,

8580	‡b sml ‡x Marked
2	for deletion

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.,

8580	‡b sml ‡k
2	Suppressed ‡h
	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:

8501	‡b
2	sml ‡h
	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.

8580	‡b sml ‡k
2	Suppressed ‡h
	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	1	‡b
		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.:

852	0	1	‡b
			sml \$h DQ55 \$i G345
			1920 \$x Transf. and recl.
			from MED Hist DG 920G;
			med/pb 4/2000

Please review required detailed procedures at [Procedure for Material that is Transferred and Reclassified](#) [4].

withdrawn. Entered in \$b (replaces Orbis location code) AND \$x. Used when an item is withdrawn from the collection, e.g.,

852	0	0	‡b withdrawn \$k
			Suppressed \$h JL1211 \$i
			.E95X 1993 (LC) \$x sml:
			withdrawn 08/03; cmt/xk

Please review required additional procedures for withdrawn items at:

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

Source URL:<https://web.library.yale.edu/cataloging/staff-notes>

Links

[1] <http://web.library.yale.edu/cataloging/deletion> [2] <https://web.library.yale.edu/cataloging/catman/reclassification>

[3] <https://web.library.yale.edu/cataloging/catman/procedure-transferring-material> [4]

<https://web.library.yale.edu/cataloging/catman/procedure-material-transferred-and-reclassified>