

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 ~~tb~~ ~~th~~ ~~tx~~

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

CIE (=Created in Error). This code is used in both ~~th~~ and ~~tx~~, depending on the situation. Examples:

On MFHD 87759:

85	80	tb sml tk
2		Suppressed th
		CIE tx use MFHD
		67891

On MFHD 67891:

85	00	tb
2		sml th JL1211 ti
		.E95X 1993
		(LC) tx CIE
		on MFHD 87759

Please review required detailed procedures at:

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

cs (=Classed separately). Entered in 852 ~~tx~~ 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 ~~th~~. Used for items purchased as desk copies for staff use, e.g.,

85	80	tb smlzzz tk
2		Suppressed th
		Desk Copy

Please review required detailed procedures at:

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

Exchange. Entered in ~~th~~ for items purchased for exchange purposes, e.g.,

85	80	tb smlzzz tk
2		Suppressed th
		Exchange

Please review required detailed procedures at:

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

Gift. Entered by Acquisitions staff in ~~tx~~. 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 ~~tx~~. Used when an item is lost from the collection, e.g.,

85	20	tb withdrawn tk
		Suppressed
		d th JL1211 ti .E95X

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		1993 (LC) 1 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 ~~1~~x; replaces subfields ~~1~~h and ~~1~~i in situations where the record is to be deleted, e.g.,

85	80	1 b sml 1 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 ~~1~~h. Used for items reported as out of print by the vendor, e.g.,

85	80	1 b sml 1 k
2		Suppressed 1 h
		OP

part analyz (=partially analyzed). Entered in 852 ~~1~~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 ... ~~1~~x part analyz: 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 ... ~~1~~x part analyz: v.3 CIE." (Vol. 3 analyzed by mistake; no further volumes should be analyzed.) See also **analyz**.

Recl. from <call number>. Entered in 852 ~~1~~x. Include also unit/individual initials & processing date MM/YYYY.

Example:

85	01	1 b
2		sml 1 h
		DA670 B9 1 i
		A75 1 x Recl.
		from Byb 70;
		as/sra 07/1997

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

Returned. Entered in ~~1~~h. Used for blanket order or approval plan titles returned to the vendor (out-of-scope, duplicates, etc.), e.g.

85	80	1 b sml 1 k
2		Suppressed 1 h
		Returned

Please review required detailed procedures at:

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

sso (=Series Standing Order). Entered in ~~1~~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 ~~1~~k.

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

Transf. from <Orbis location>. Entered in 852 ~~1~~x. Include also unit/individual initials & processing date MM/YYYY.

Example:

85	20	1 b
		ccl 1 h PR3457 1 i
		H85 1975 1 x Transf.
		from SML; AS/SO
		10/2001

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

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

852	0	1	\dagger b sml \dagger h DQ55 \dagger i G345 1920 \dagger x Transf. and recl. from MED Hist DG 920G; med/pb 4/2000
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Please review required detailed procedures at [Procedure for Material that is Transferred and Reclassified](#) [4].

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

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