Staff Notes

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

**MFHD 852 ‡k ‡h ‡x**

*analyz* (=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 analyz*

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

<table>
<thead>
<tr>
<th>On MFHD 87759:</th>
</tr>
</thead>
<tbody>
<tr>
<td>850 b sml ‡k</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On MFHD 67891:</th>
</tr>
</thead>
<tbody>
<tr>
<td>850 b</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

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.,

<table>
<thead>
<tr>
<th>On MFHD 87759:</th>
</tr>
</thead>
<tbody>
<tr>
<td>850 b smlzzz ‡k</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

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.,

<table>
<thead>
<tr>
<th>On MFHD 87759:</th>
</tr>
</thead>
<tbody>
<tr>
<td>850 b smlzzz ‡k</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

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.,

<table>
<thead>
<tr>
<th>On MFHD 87759:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8520 b withdrawn ‡k</td>
</tr>
<tr>
<td>d ‡h JL1211 ‡i E95X</td>
</tr>
</tbody>
</table>
1993 (LC) \(\ddot{x}\) 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 \(\ddot{x}\); replaces subfields \(\ddot{h}\) and \(\ddot{i}\) in situations where the record is to be deleted, e.g.,

\[
\begin{array}{c|c}
850 & \text{sml } \ddot{x} \text{ Marked for deletion} \\
2 & \text{OP}
\end{array}
\]

Please review required detailed procedures at:

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

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

\[
\begin{array}{c|c}
850 & \text{sml } \ddot{k} \\
2 & \text{Suppressed } \ddot{h}
\end{array}
\]

part anlyz (=partially analyzed). Entered in 852 \(\ddot{x}\). 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 ... \(\ddot{x}\) 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 ... \(\ddot{x}\) 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 \(\ddot{x}\). Include also unit/individual initials & processing date MM/YYYY.

Example:

\[
\begin{array}{c|c}
850 & \text{ccl} \\
2 & \text{PR3457 B9} \ddot{i} \\
& \text{A75 } \ddot{x} \text{ Recl. from Byb 70;} \\
& \text{as/sra 07/1997}
\end{array}
\]

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

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

\[
\begin{array}{c|c}
850 & \text{ccl} \\
2 & \text{Suppressed } \ddot{h} \\
& \text{Returned}
\end{array}
\]

Please review required detailed procedures at:

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

sso (=Series Standing Order). Entered in \(\ddot{x}\) 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 \(\ddot{k}\).

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

Transf. from <Orbis location>. Entered in 852 \(\ddot{x}\). Include also unit/individual initials & processing date MM/YYYY.

Example:

\[
\begin{array}{c|c}
8520 & \text{ccl} \\
2 & \text{PR3457 B9} \ddot{i} \\
& \text{H85 1975 } \ddot{x} \text{ Transf. from SML; AS/SO} \\
& \text{10/2001}
\end{array}
\]

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 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 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.:

<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 [1]

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

Links