HOUGHTON LIBRARY
of the Harvard College Library

A Manual for Creating Single-Item Manuscript Records in HOLLIS
Technical Services Department, Houghton Library

Contents

Preface

The following manual brings together material from cataloging rules (specifically those in *AACR2* and *APPM*),[1] MARC standards, the specifications for Aleph, and Houghton-specific rules. Its purpose is to give the cataloger a handy reference, and there is no attempt to cover all these kinds of rules, except possibly the last one, completely. In the places where you are most likely to want to consult the official sources, references are given to them. It is assumed in what follows that you have had the basic training in Aleph and can get around in it.

Chs. II, III and V of this manual are a revision of the departmental manual for cataloging single items in Hulpr (the system that Aleph superseded in July 2002). That manual was compiled by Chip Coakley and Barbara Wolff in March 2000 and revised in April 2001, and it was in turn an abridged and revised version of *All thumbs: A manual for single items in HOLLIS*, compiled by Betty Falsey in June 1997. The present version is by Chip Coakley, except for Appendix A which was written by Morris Levy.

This manual takes only occasional notice of *AMREMM*,[1] the cataloging manual for medieval, renaissance, and early modern mss. published by the Library of Congress in 2003. This is partly because the level of detail prescribed in that book is higher than what we attempt in Hollis;[2] and partly because we did not wish to introduce new cataloging rules that would apply to just a subset of the mss. in the Aleph database.

In 2004, a new manual *Describing archives: a content standard* (*DACS*) was published by the Society of American Archivists, purporting to replace *APPM*, but not in general dealing with the kinds of manuscripts ('single items' rather than collections[3]) that are the subject of the present manual. To what extent *DACS* will in future affect the rules in this manual remains unclear. This manual continues to serve for unfinished projects including retrospective cataloging of the existing Houghton Library collection.

Chapter IV, 'Holdings records for networked resources', was added in February 2007. It should be considered as guidance for the present time only, and not the final word on how these resources will be dealt with. As HUL and OCP continue to revise their policies and procedures for dealing with digitized material, Houghton policies will be revised accordingly.

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[1] Abbreviations used are:
   AACR2 = *Anglo-American cataloguing rules* (2nd ed. revised 1998)
   APPM = S. Henson, *Archives, personal papers and manuscripts* (2nd ed. 1989)
   AMREMM = G. Pass, *Descriptive cataloging of ancient, medieval, renaissance, and early-modern manuscripts* (2003).

[2] The Latin manuscripts at Houghton Library are the subject of a printed catalogue by Laura Light, (*Catalogue of medieval and renaissance manuscripts in the Houghton Library, Harvard University,* vol. 1. 1995; ongoing) where such detail is to be found.

[3] A 'collection' is specifically an item that is complex enough to warrant a finding-aid in the OASIS catalogue. For collections there is a separate cataloging manual, currently (Mar. 2007) being revised.

I
Forms of Material

The MARC 21 format identifies seven general forms of material: Books, Computer files, Maps, Music, Serials, Visual materials, Mixed materials. (The old name 'formats' for these is no longer used in the MARC documents, but is still used by Aleph.) These can be searched for in Aleph, the codes being BK, CF, MP, MU, SE, VM, MX respectively. They also have different specifications for field >008 in character positions 18-34.

Aleph will supply the template for the right 'Form of Material' for field >008 depending on what you enter in the Leader field, byte 06 'Type of Record'. The choices for 'Type of Record' are:

Aleph code (LDR/06)	Type of record	Form of Material (>008)
a	Printed language material	Books
t	Manuscript language material	Books
g	Projected medium	Visual materials
o	Kit	Visual materials
k	Two-dimensional nonprojectable graphic	Visual materials
r	Three-dimensional artifact or naturally occurring object	Visual materials
p	Mixed material (often an archival collection)	Mixed materials
c	Printed music	Music
d	Manuscript music	Music
i	Nonmusical sound recording	Music
j	Musical sound recording	Music
e	Cartographic material	Maps
f	Manuscript cartographic material	Maps
m	Computer file	Computer files

Any manuscript that is 'basically textual' (to use the language of the MARC 21 standard) should get the code **t** in Leader/06. Chs. II-IV of this manual take most of their examples from this type of record.

For music manuscripts, see Appendix A.

For graphic materials, for example a book of drawings or sketchbook with no or minimal text, use the code **k** ('two-dimensional nonprojectable graphic'). Then:

1. Use Aleph Help to fill in the parts of the >008 field that are specific to Visual materials.

2. Notice that different cataloging rules may apply to this material at various points. The present manual does not attempt to cover these. See *AACR2* ch. 8, 'Graphic materials'; also *Graphic materials: rules for describing original items and historical collections* (by Elizabeth W. Betz, Library of Congress 1982).

For maps or other forms of material, follow a similar procedure (referring, for example, to *AACR2* ch. 3, 'Cartographic materials').

For an item that has characteristics of more than one form, see on field >006 below.

II
Fields in the
bibliographic record

A **Boldface** heading means a field you may edit; lightface, one that is either system-supplied or not used by us.

LDR   Leader.

For fuller specifications of this field see 'MARC 21 Concise Format for Bibliographic Data' (http://lcweb.loc.gov/marc/bibliographic/ecbdldrd.html). In Aleph, the data are entered from a form. (Click on LDR and type Ctrl-F.) The usual values for the character positions, or bytes, are as follows. In position 06 the code t is for a 'basically textual' manuscript. (For other values, see ch. I above.) The caret ^ indicates a blank (but you may type ^); it is different from the 'fill character' | .

(05)	Record status	n	(new)
(06)	Type of record	t	(manuscript language material).
(07)	Bibliographic level	m	(monograph/item).
(08)	Type of control	^	(no specified type)
(17)	Encoding level*	^	(full level)
(18)	Descriptive cataloging form	a	(*AACR2*).

*For other encoding levels, see the Aleph documentation at:

http://hul.harvard.edu/ois/systems/aleph/docs/encoding_levels.pdf

but we do not use these.

001   Control number. System-supplied.

005   Date and time of latest transaction. System-supplied. (The date is the first 8 characters in the pattern *yyyymmdd*. The time is the second 8 characters in the pattern *hhmmss.f*, expressed in terms of the 24-hour clock.)

006   Additional material characteristics.

Use this field when an item has characteristics of a form of material additional to the main one entered in LDR/06. It is like an extra >008 field (>008 being non-repeatable). You might use it, for example, to capture the fact that an otherwise textual manuscript contains drawings. (You could then find it with a 'WFT' search under either BK or VM.)

There are 18 character positions (00-17).

(00)   Enter the code (as in LDR/08) for the additional form of material you want. (This is done by selecting from a menu.) Then:

(01-17)   correspond to LDR/18-34 for that form of material.

008   Fixed-length data elements.

For fuller specifications of this field see the MARC 21 documentation at (http://www.loc. gov/marc/bibliographic/ecbd008s.html). In Aleph, the data are entered from a form in the same way as for the LDR field. The following are the codes to enter in the Books format. (If

you have got a form other than Books, then character positions 18-34 will be different. Use Aleph Help to fill these in.)

The MARC 21 standard for a 'full level' record requires certain of these character positions (or bytes) to be filled in (see: http://www.loc.gov/marc/bibliographic/nlr/nlr00x.html). The entry for these may be blank, but it cannot be a fill character (|). These positions are shown in **bold** below. They do not correspond very closely with the Aleph form. (It is recommended that you make a template so that you can call up your own form and not the generic Aleph one.)

(**00-05**) Date entered on file   system-supplied.

(**06**)   Type of date.

b	B.C. date involved
i	inclusive dates for a collection. Use this for a group of distinct items, e.g. letters, that are bound together.[2]
s	single known or probable date
m	terminal dates. Use this for a work that is executed over a period of time that can be specified.[4] This would include a manuscript that contains annotations or additions made after its first copying.
n	date unknown
q	questionable date. Use this only for a single date that can be specified within a range of years. (This may be rather unusual.)

(**07-10**) Date 1

(**11-14**) Date 2

The value in (06) and the date(s) in (07-10) and (11-14) are determined by the date in the the $$f subfield of the >245 field. Date 2 is entered only if you have entered i, m or q in (06). Use 'u' for uncertain digits in dates. Also use 'u' as shown below for an undated item. Examples:

>245 $$f	(06)	(07-10)	(11-14)	
100 B.C. - 100 A.D.	b	^^^^	^^^^	
undated	n	uuuu	uuuu	
1892	s	1892	^^^^	
1892	i	1892	1892	*for a group of letters all dated 1892.*
1892-[1896?]	m	1892	1896	
1892, 1894, 1900	i	1892	1900	*for a group of 3 letters with these dates*
[1892?]	s	1892	^^^^	
[ca. 1892]	s	1892	^^^^	
1892 and undated	s	1892	^^^^	

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[4] Notice that there is no code to accommodate a collection of items whose inclusive dates are uncertain; nor is there one for an item that is executed over an uncertain period of time. Therefore, if you have an item like this, it seems you must specify years at beginning and end.

[not before 1875]	s	1875	^^^^
[between ca. 1900 and ca. 1916]	q	1900	1916
[not after 1916]	s	1916	^^^^
[164-]	s	164u	^^^^
[16--]	s	16uu	^^^^
[16--?]	s	16uu	^^^^

(**15-17**) Publication place

More exactly, 'place of publication, production, or execution'. If the place of writing of the ms. is explicitly stated, then fill this in using the MARC code list for countries (http://lcweb.loc.gov/marc/countries/). Otherwise, or if there was more than one place, use the code xx^ ('no place, unknown or undetermined').[5] If you are making a >500 note on place of writing, be sure the coding here agrees.

(18-21) Illustrations |||| (i.e., 4 fill characters)   no attempt to code.

(**22**) Target audience   ^   unknown or not specified.

(**23**) Form of item   ^   unless the item is a microform, in which case consult Aleph help for the codes to use.

(24-27) Nature of contents |||| (i.e., 4 fill characters)   no attempt to code.

(**28**) Government publication ^   not a government publication.

(29)   Conference publication |

(30)   Festschrift |

(31)   Index |

(32)   Undefined

(**33**) Literary form

0	Not fiction (not further specified)
1	Fiction
d	Dramas
e	Essays
f	Novels
h	Humor, satires, etc.
i	Letters
j	Short stories
m	Mixed forms
p	Poetry
s	Speeches
u	Unknown.

Notice that for some of these choices, there will be a corresponding >655 field.

(**34**) Biography

^	No biographical material
a	Autobiography
b	Individual biography

---

[5] 'Choice of a MARC code [here] is generally related to information in field 260' (MARC format specifications). Since we do not use this field, the status of this entry is problematic.

		c	Collective biography
		d	Contains biographical information
(**35-37**)	Language	3-letter code for the language of the item, for example:	

            eng   English
            grc   ancient Greek
            zxx   no linguistic content.
For a list of codes, see:
            http://www.loc.gov/marc/languages/langhome.html.

(**38**)	Modified record	^	Not modified
(**39**)	Cataloging source	d	Other.

STA   Status.

This field is optional. First indicator is 1. Use it to suppress display (which you might want to do for a record that is not finished, for example) or to 'logically delete'. In these cases, in subfield |a type:

SUPPRESSED   The record then will not display or be indexed in the OPAC, but will still display in the Search module in Aleph.

DELETED   The record will not display in the OPAC or the Search module in Aleph. It is still retrievable by its system number.

>01x-04x Number and code fields
>05x-08x Classification and call-number fields

There are just two fields that need consideration.

040   Cataloging source.

This field is now mandatory in full-level records. (See the OCLC 'Input Standards' taken over by Harvard's 'Bibliographic Standards' (June 2004, p. 11). Older practice did not require this field for Hollis-only cataloging.)

indicators   both blank

subfields:

\$\$a   Original cataloging agency. Enter 'MH-H'.

\$\$c   Transcribing agency. Enter 'MH-H'.

\$\$e   Description conventions. Enter 'appm' (for Henson, *APPM*).

Therefore the invariable form of this field is:

       040 __   \$\$a MH-H   \$\$c MH-H   \$\$h appm

041   Language code.

This field is used to supplement the 008 field (35-37), for which see above, when there are a number of languages, or to give information about translations.

indicators   1st   0   Item is not, or does not include, a translation.

                            1   Item is or includes a translation.

                   2nd   blank

subfields:

$$a   Codes describing languages of the text or its translation. This is repeatable.

$$g   Codes describing the language of significant accompanying material, e.g. marginal
            notes.

$$h   Codes describing language of original and/or intermediate translations. The codes
            for both these subfields are the same as in the >008 field.

example:

   041 1_ $$a eng $$a fre $$h grc

   *This is for a text in English and French translated from Greek. The >008 field
   bytes 35-37 are 'eng'.*

>1xx Main-entry fields

Note that in general, indicators and subfields are the same in all of the headings fields for
personal names, corporate names, meeting names, and uniform titles in the main-entry (>1xx),
subject added-entry (>6xx), and added-entry (>7xx) fields.

100   Main entry – personal name.

   This is the person predominantly associated with, or responsible for, the item; usually, the
   author. We do not use square brackets in the >100 field. If no author information is
   available, do not use this field; start the record with the title field >245 (see *AACR2* 21.5).

   Make sure that you enter the name in its authorized form. If the person does not appear in
   the LC name-authority file (*http://authorities.loc.gov/*)[6] and if the name is the same as that of
   another author in Hollis, then you may make an addition to it. See *AACR2* 22.17-20
   "Additions to distinguish identical names". Use dates if possible, but "fl." (= flourished)
   only for pre-20th-century persons. Otherwise use a fuller form of the name or a distin-
   guishing term, preferably one given on the item or in a reference book. See *AACR2* for
   examples and format. It is, however, acceptable to leave the name undifferentiated *(AACR2*
   22.20).

indicators: 1st   0   Forename.
                    1   Surname.
                    3   Family name.

             2nd blank.

subfields:

$$a   Personal name

$$b   Numeration

$$c   Title, term of address, or other associated phrase.

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[6] In using this web-site be aware that diacritical marks may not be conveyed.

$$q   Fuller form of name. The contents of this subfield go in parentheses.

$$j   "Attribution qualifier". The MARC 21 definition is subtle. When internal evidence suggests that the author (or artist; this subfield seems to be mostly for art) is *not* after all a well-known person but only "school-of", that person's name can be used as the main entry, followed by this subfield. See example.

$$d   Date.

$$e   Relator term. For a list of these, see >7xx below. These terms are rarely used in the >1xx field; probably only 'attributed name', 'compiler', 'collector', or 'recipient' would apply (notice the distinction between compiler and collector). The term 'correspondent' is not allowed in the >100 field.

End with a mark of punctuation. This usually means adding a full point, but do not do this when the text ends with a hyphen after a birth date or with a right parenthesis.

examples:

>   100 0_   John Paul, $$b II, $$c Pope, $$d 1920-
>
>   100 1_ $$a Stoddard, Roger E. $$q (Roger Eliot)
>
>   100 1_ $$a Mahaim, I. $$q (Ivan), $$e compiler.
>
>   100 1_ $$a Teilhard de Chardin, Pierre.
>   *Notice the old indicator 2 for a multiple surname is now obsolete.*
>
>   100 0_ $$aMoses $$c(Biblical leader)
>
>   100 0_ $$aCatherine, $$c of Alexandria, Saint.
>
>   100 3_ $$a Schramm family.
>
>   100 0_ $$a Reynolds, Joshua, $$c Sir, $$d 1723-1792, $$jPupil of.

110   Main entry, corporate name.

indicators: 1st   1   Jurisdiction name
                    2   Name in direct order.

       2nd   blank.

subfields:

$$a   Corporate name.

$$b   Subordinate unit (repeatable).

$$c   Location of meeting.

$$d   Date of meeting.

examples:

>   110 1_ $$a Great Britain. $$b Home Office.
>
>   110 2_ $$a Catholic Church.
>
>   110 2_ $$a Pennsylvania State University.
>
>   110 2_ $$a University of London. $$b Department of Music.
>
>   110 2_ $$a Labour Party (Great Britain). $$b Conference $$d (1979): $$c Blackpool, Lancashire, England.

130   Main entry, uniform title. On the OPAC this displays as '<u>Title</u>:' *above* the title you enter in the >245. This field is used for manuscripts of sacred scriptures and certain other anonymous classics. For cataloguing rules concerning the Bible, see *AACR2* 25.18.

indicators: 1st number of non-filing characters.

              2nd blank.

subfields. The most likely ones are as follows. Use in this order; but for the Bible, see *AACR2* 25.18A for the order of subfields. End each subfield with a mark of punctuation.

$$p name of a part or section of the work.

$$l language.

$$f   date of the work. This is to identify printed editions; do not use.

$$k form. Use "Selections" if applicable. Do not use "Manuscript" here: this will appear in the >245.

$$s version.

        130 0_ $$a Bible. $$p N.T. $$p Acts. $$l Greek. $$k Selections.

        130 0_ $$a Clavicula Salomonis. $$l French.

2xx Title fields

240   Uniform title. On the OPAC this displays as 'Title:' *above* the title you enter in the >245.

Use this field for a manuscript containing a literary work that already has a uniform title as a printed book.

Liturgical manuscripts. Also use this field for liturgical manuscripts, where the name of the church (usually 'Catholic Church') has already been given in the >110. See *AACR2* 25.19-23, including names of printed works of reference. Certain liturgical books have authorized uniform titles in English. To judge from the LC Authorities file (which is not always clear), these include:

        Antiphonary
        Benedictional
        Book of Hours
        Breviary
        Gradual (Pre-Vatican II)
        Missal
        Psalter.

Otherwise, use a uniform title that is in the language of the liturgy itself (normally Latin). For a list of Latin uniform titles see: http://www.ifla.org/VI/3/pubs/unititles.htm#4.

Omit initial articles (*AACR2* 25.2C1).

indicators: 1st 1   ('printed or displayed')

                2nd 0   (number of non-filing characters; but there being no initial article, this will be zero).

punctuation: this field ends without a mark of punctuation (unless the data include one).

subfields: $$a, $$p, $$l, $$k: as in >130. End all but the last with a mark of punctuation.

examples:

240 10 $$a Pickwick Papers. $$l French   (*Note no initial article.*)

240 10 $$a Laelius de amicitia   (*This is MS Lat 374.*)

240 10 $$a Ordo Missae   (*Only the Latin name has an authority record*)

240 10 $$a Book of hours   (*but in this case, it is the English name and not* Horae Beatae Virginis Mariae *that is the authorized title*)

240 10 $$a Euchologion. $$l Arabic

245   Title. For the cataloging rules applicable to this field, see *APPM* 1.1 and 4.1. (There are two significant local differences: see under subfields $$c and $$k below.)

Supplied titles. 'If a manuscript … lacks a title, supply one' (*AACR2* 4.1B2, with some examples). This will often be the case. See on $$a below.

Fragments. If you are cataloging a fragment of a manuscript, even a single leaf, you should consider this field as applying to the whole original manuscript. Thus:

245 10 $$a Gradual.   *not*   245 10 $$a Leaf from a Gradual.

The fact that the ms. is a fragment can then be stated in >520 (q.v.). For this example it might be:

520 A single leaf containing the hymn …

Sometimes it may not be clear what the whole ms. was. For example, you may have to make an educated guess whether a leaf comes from a whole New Testament or a book of Gospels. Explain in a >500 note if appropriate.

punctuation: End with a full point or mark of punctuation.

indicators: 1st   0   no title added entry. Always use if there is no >1xx (i.e., when the title itself is the "main entry").

1   title added entry. This will be wanted otherwise [except when first indicator is $$k?]

2nd   number of non-filing characters.

examples:

245 10 $$a Sophie's choice.

245 10 $$a California travel diaries. [diff *APPM* 1.1B5]

245 14 $$a The sound and the fury.

245 14 $$a Der öffentliche Dienst.

245 00 $$k Diary.

subfields:

$$a   This subfield is used whether you have transcribed a title from the item itself, or whether you are supplying one. We do <u>not</u> use square brackets to distinguish a title that has had to be

supplied by the cataloger (diff *AACR2*) – but use square brackets if expanding a title in a medieval or renaissance manuscript.

If there is a title, either on a title page or in a caption or colophon, then copy or extract from it. In this case, 'Transcribe the title proper exactly as to wording, order, and spelling, but not necessarily as to punctuation and capitalization. Give accentuation and other diacritical marks that are present' (*AACR2* 1.1B1). For German ß and French ligatured oe, see Appendix B to the present manual. In English, capitalize only the first letter of the main title, the subtitle and any proper nouns (*Chicago manual of style* 16.6). For details and for the rules in other languages see Appendix A in *AACR2*.

An exception to the rule about spelling is Latin in which *v* is used for *u*, etc. You should normalize the spelling (see Appendix B) in this field; then give the spelling as found in an added entry (>246).

If you are supplying a title, you should add a >500 note to say the source of the supplied title. If the title is entirely of your own devising, then the note should say 'Title supplied by cataloger.'

However, if the item can only be described by a genre word ('Letter', 'Album', etc.), then use subfield $$k (q.v. below) instead of $$a . [In this case, possibly first indicator should be 0: this is unclear. Hollis indexes it anyway.]

examples:

>245 10 $$a Commonplace book and abridgement of printed cases.
> *The title is supplied by the cataloger. Since it is more than just a genre term, the subfield is* $$a *not* $$k.

>245 10 $$a Stories of saints.
> *Again, the title is supplied by the cataloger.*

>245 10 $$a Ethyca : $$b a d[omi]no d[omi]no Io[ann]e Lacman primo tradita Lovanii varii annotationib[us] illustrata in pedagio falconis
> *This is MS Lat 277.*

$$b   Remainder of title (*APPM* 1.1E). This subfield is preceded by a space and a colon (*AACR2* 1.0C, 1.1A1). It is used in three cases.

1. If the item is a literary work and has a subtitle, the subtitle goes here. Example:

   245 10 $$a Traité des sièges : $$b de l'attaque et deffences des places

2. If a ms. has just two or three components but no collective title, you may give them all, separated by semicolons. This is an alternative to making up a collective title. The $$b subfield indicator will come before the second of the titles. (In this case it will be preceded not by a colon but by a semicolon.) Examples:

   245 10 $$a Hamlet ; $$b Romeo and Juliet ; Othello.

   245 10 $$a Ecatonfilea ; $$b Deifira.   (*This is MS Typ 1086.*)

3. For letters, the recipient, place of writing, etc. after the word 'letter' or 'letters' go here. Place of writing may be mentioned if given on the item and if considered important. (The recipient of the letter must get a >7xx added entry; q.v.) example:

   245 00 $$k Letters : $$b to Thomas Butler Chinn

$$c   Statement of responsibility. This subfield displays very awkwardly after subfields $$f and $$k, and we do not use it. If the ms. has a book-like title page that says 'by' or the like and you want to retain this phraseology, then run this information on in subfield $$b. Note that we do not follow *APPM* here. Example:

        245 10 $$a Receuil d'airs choisis : $$b dédié à Mademoiselle de Fouilleuse / par son très humble serviteur D*** : $$k manuscript, $$f 1760.

   not   245 10 $$a Receuil d'airs choisis : $$b dédié à Mademoiselle de Fouilleuse : $$k manuscript, $$f 1760 / $$c par son très humble serviteur D***.

$$k   Form. The MARC standard, *APPM*, etc. are not very specific and we have made our own interpretations as follows.

1. If a subfield $$a has been used, then a following subfield $$k should be used to record the physical form of the item.

    a. Normally, this will be the word 'manuscript'. The single word 'typescript' is also allowable. Do not give any further specification, e.g. 'autograph manuscript', 'typescript (photocopy)', here. Instead, relegate such specification to a >500 note. Note that after subfield $$a we do not use subfield $$k for the *literary* genre of an item (see example).

    b. For items that are more or less non-textual, the word 'manuscript' is not very suitable. For these, we allow other words in $$k. A common one is $$k 'drawings'. See also the example below.

2. For items that must simply be described by a genre term (letter, commonplace book, etc.), use $$k as the first subfield in place of subfield $$a. If necessary, $$k may be repeated, the second subfield $$k being the physical form of the item as in (1).

Any term in this subfield must be in the *AAT* or other thesaurus.

punctuation: preceded by a space and colon.

examples with annotations:

        245 10 $$a Treatise on the Court of Star Chamber : $$k manuscript, $$f 1635.
        245 10 $$a Commentary on the Old Testament : $$k manuscript, $$f 1888.

      Notice that the word 'manuscript' makes clear at once that these are not printed books.

        245 10 $$a The Lombard tradition :$$bchapters of autobiography : $$k typescript, $$f [194-]

      The same, except that the item is a simple typescript.

        245 10 $$k Letter : $$b to Henry VIII King of England, $$f1516.
        245 10 $$k Letters : $$b to Grant Richards, $$f 1905-1914.
        245 10 $$k Commonplace books : $$k manuscript, $$f [1810?]-1850.

      In these examples we have simply a genre, not a title; hence $$k *not* $$a.. *For letters, we do not normally add* '$$k manuscript'.

        245 00 $$a Commonplace book for moot court : $$k manuscript, $f [ca. 1625]
      Now the description is more than just a genre, hence is $$a. *We would have an added entry:*
         655 _7 Commonplace books.

245 10 $$aFour years at Yale : $$k manuscript, $$f 1903 Sept. 16-1907 Oct. 5.
Cf. APPM, 145. Note that the way APPM *uses* '$$k diary' *after the title is not in accordance with our rules. Instead we would have:*
520 __ A diary ….
655 __ Diaries.

245 10 $$a Psyllography :$$k silhouettes, $$f [1858]
520 __ An album of 22 silhouettes …

$$h   '**Medium**'. This is used when an item is a microform or stats (i.e., photostats); place in square brackets.

>245 00 $$a Diaries and itineraries : $$k manuscript $$h [microform] …

>245 10 $$a Journal of events in Parliament : $$k manuscript $$h [stats], $$f 1640-1642.

Note 'stats', not 'photostats' (a trademark): see *AAT*.

Make a >500 note to specify the location of the original ms., if possible. Also make a >655 entry for the kind of medium, e.g.

>655 7 Stats (copies) $$2aat

$$f   Dates. We follow *APPM* by putting the date of the item here (not in the >260 field, as would be inferred from *AACR2*). This subfield is preceded by a comma. Note:

1. For the form of dates, including uncertain and unspecified dates, follow the rules in *AACR2* (4.4) and *APPM* (1.1B5). *AMREMM* 4D2 (pp. 38-9) gives detailed guidance for older mss. with uncertain, or partly uncertain, dates .

2. For a diary or single letter, use exact dates if given on the item. Note the order of the elements: year   month (abbreviated)   day.

$$g   Bulk dates. This applies to collections and will not normally be wanted for single items.

246   Varying form of title. In Hollis it shows as a tracing under the heading 'Title:' near the end of the record. This field is the place to put the English-language title of an item for which you have used an original-language title in the >245; or vice versa. Also, if the title in >245 has '&' in it, or a peculiar spelling that might cause it to be missed in a search, you may enter here a title with 'and' spelled out, or a normalized spelling. Omit initial articles.

This field ends with no punctuation.

indicators: 1st   1   Use this if you want the variant title to appear also in the main body of the record under 'Notes' (as well as in the tracing under 'Other Titles'). You will need to use this indicator if you want to specify the source of the variant title. See on subfield $$i below.

3   Use this if you just want the tracing under 'Other Titles'.

2nd   blank No type specified.

                        8   Spine title   (but this does not display)

example:

            245 14 The poker & the tongs.
            246 3_   Poker and the tongs

subfields:

$$i   Text before the variant title in the note. The title itself goes in subfield $$a. Example:

       246 1_ $$i Title from f. 2v: $$a Pušaqa w-nuhara da-ktaba d-ᶜatiqta

As a special provision for Phillipps mss., we give each a >246:

       246 3_ Phillipps MS 2849

>3xx Physical description

Basically, we follow *AACR2* (4.5) for the physical description of an item.   Since some of the data here depend on decisions about the end-processing of the item, it is wise to know how this will be done before making the record. (See on >300 subfield $$c, and ch. IV 'Departmental Procedures' in this manual.)

300   Physical description.   This field displays as 'Description:'. It contains the physical description of the item, including its extent and dimensions, and may include information about other physical details (such as illustrations or medium if not paper) and information concerning accompanying material. Punctuation is conventional in this field and is noted below.

indicators: both blank.

subfields:

$$a   Extent: the number of physical volumes, leaves, pages, sometimes items, sometimes columns or lines. Think in terms of bibliographic entities, not supplies. You are counting what comes to us, not the containers we put it in: leaves, pages, items, not folders or boxes. (These are matters for a >500 note: q.v. and cf. *AACR2*, 4.7B10.) Notice that this is rule is different from that for collections where we do count cartons, boxes, etc.

Do not use subfield $$f ('type of unit').Thus: '$$a 3 items' *not* '$$a 3 $$f items'. (We differ here from *APPM*, 1.5.) Also, we do not record linear ft. for single items.

End with a space and colon if subfield $$b is following; otherwise, with space and semicolon.

For <u>bound</u> items other than early manuscripts, we use the style shown in the following examples. (Notice that this is the style of *APPM*, not *AACR2*.) If the ms. is already reasonably correctly foliated or paginated, use that number. Otherwise, if feasible, count the leaves disregarding blanks at front and back. Square brackets are only used in cases of complicated pagination (see the example below).

       300      $$a 1 v. (23 leaves) *whether or not they are numbered in the original ms.*

       300      $$a 1 v. (63 p.)

       300      $$a 1 v. (ca. 300 leaves)

       300      $$a 1 v. (leaves 81-149)

300     $$a 2 v. (56, 35 leaves)

300     $$a 1 v. ([4], 38 p.) *denoting 4 unnumbered pages (with significant writing on them; otherwise they wouldn't count) preceding 38 numbered ones.*

300     $$a 1 v. (10 items) *for e.g. a volume of letters or tracts*

For <u>bound medieval and renaissance manuscripts</u> we use the style of *AACR2*; thus:

300     $$a 54 leaves, bound

For <u>unbound</u> manuscripts (i.e., where the housing is a matter of end-processing only) follow the examples below.

300     $$a 23 leaves   *loose sheets*

300     $$a 1 bifolium

300     $$a 12 leaves in 1 quire   *leaves sewn or unsewn, with or without a paper cover*

300     $$a 3 leaves, envelope   *single letter*

300     $$a 2 items   *two letters*

300     $$a 1 drawing

$$b   Other physical details: for example, material on which the item is written if it is other than paper (note: we say 'vellum' and do not distinguish parchment), illustrations or included maps. This subfield is optional, and if used should be brief: you can get discursive in a >500 note. This subfield ends with a space and a semicolon and is followed by the $$c subfield.

Note again (as for subfield $$a) that this subfield should not be used to describe the housing (case, box, etc.) in which the item is kept.

examples:

300     $$a 1 leaf : $$b vellum

300     $$a 1 drawing : $$b on slate

The abbreviation 'ill.' ('illustrated') should be used in the case of a manuscript in which pictures accompany and illustrate the text (in the fashion of a printed book); and also for a medieval illuminated manuscript where the illumination is actually pictorial.

300     $$a 105 p. : $$b ill.

$$c   Dimensions. Give the height of an unbound manuscript in centimeters to the next whole centimeter up (i.e., never rounded down). Add the width if it is less than half the height or greater than the height. If the manuscript is kept folded, add the dimensions when folded (*AACR2*, 4.5D1). If bound, these instructions apply to the binding rather than the text block (*AACR2*, 2.5D). For visual material and for some single leaves, give both height and width in cm. It may be desirable to record the dimensions of the pictorial area. If there are items of different sizes, use the height or other dimensions of the largest one and add the words 'or smaller' (*APPM* 1.5D1).

Normally do not record the size of the housing (e.g., a case or pre-fab) of a manuscript here. Do this in a >500 note (q.v.). For an unbound manuscript it is desirable to know, or get, this information now, especially if it will change the item from 'MS' to 'fMS'.

Subfield $$c usually ends with the full point in 'cm.' but it may end instead with a plus sign if there is accompanying material.

examples:

300      $$a 2 leaves : $$b ill. ; $$c 20 x 35 cm., folded to 20 x 15 cm.

300      $$a 56 leaves ; $$c 28 cm.

> *These are the dimensions of the leaves, not of the housing. The latter example is a typescript (8½ x 11 in.).The pre-fab cases used at present are 30 cm. tall and the dividing line is 29 cm.; so typescripts will generally be* fMS.

300      $$a 40 leaves, bound : $$b vellum, ill. ; $$c25 cm.

300      $$a 1 drawing ; $$c image 16 x 15 cm. (*dimensions of the image, not the sheet*)

300      $$a 6 items ; $$c15 cm. or smaller. (*height of the largest item*)

$$e   Accompanying material: introduced by a plus sign, intended to carry all remaining data in the field. To some extent, you can decide what this is. If, for example, you have a sequence of leaves on which are successive drafts of a poem, you may define the entity as the whole sequence, and then foliation etc. should be for the whole sequence. But if you decide that only the latest draft is the entity, then the earlier ones will be 'accompanying material'.

example:

300      $$a 40 leaves, bound : $$b vellum ; $$c 25 cm. + $$e photograph.

340   Physical medium. Do not use this field, but put the information into >300 and >500.

>4xx Series statement

In rare cases, it might be desirable to trace the name of a series in which the text of a ms. was published. In such cases, use:

440   Series statement / Added entry - title:

440 _4 The Charles Eliot Norton Lectures, $$v 1939-1940

>5xx Notes

Our primary guide to the contents of the notes fields is *AACR2* (4.7). The fields are taken here in numerical order, but keep in mind that the Hollis OPAC displays them in a different order, with various headings, as follows: 545 (History Notes); 520 (Summary); 505 (Contents); 546 (Notes); 500 (Notes); 555 (Finding aids); 510 (Indexes); 524 (Cite as); 544 (Notes); 581 (Notes). The headings are repeated for each new tag, but suppressed for the second and subsequent notes with the same tag.

Most of the >5xx fields have the same rules for punctuation: end with a full point unless another mark of punctuation is present. (Since most people think notes look strange without full points at the end, try to avoid ending a note with any other mark of punctuation.) But >510 ends without a mark of punctuation.

The fields 506, 541, and 561 are not in the bibliographic record at all, but the holdings record (see chapter III of this manual), and they display below the call number on a separate 'Holdings' screen in the OPAC.

In all these >5xx fields the text of the note goes in subfield $$a unless otherwise stated.

500   General note.   Make separate notes for the following information, in this order.

Syntax. The note may begin with a phrase or a complete sentence, followed by a full point. After this full point, further information should be in complete sentences.[7]

>500   Note on nature, scope, or form (*AACR2* 4.7B1). This accommodates information that cannot be fitted into the >245. Note that abbreviations like 'ALS', 'DS', etc., listed in *APPM*, 14 n. 5, are not allowed. Write out 'Autograph letter, signed' etc.

> 500 __   Diary.
>
> 500__   Autograph manuscript, signed, with annotations in the hand of Charles Sumner.
>
> 500__   Photocopies, some negative.

>500   Source of title. If the >245 $$a subfield is a made-up title then this note should say

> 500 __   Title supplied by cataloger.

If the >245 is a title taken from the manuscript but from 'other than the chief source of information' (*AACR2* 4.7B3), then you need to specify here, e.g.

> 500 __   Title extracted from colophon (f. 312r).
>
> 500 __   Title from published edition.

>500   Additional statements of responsibility (*AACR2* 4.7B6). Make notes on authorship or on others involved as necessary for identification.

> 500 __   The item is unsigned. Goodman is the probable author.
>
> 500 __   Addressed to "L.S.".
>
> 500 __   Marginalia by Robert Graves.

>500   Date and place of writing, if it is considered necessary to give these more exactly than in the >245. If you have put a 'publication place' in the >008 field, you should record it here.

For an oriental or medieval manuscript, the scribe, place of writing, exact date of writing, etc. often appear together in a colophon, so this information is best kept together here.

> 500 __   Writen by Sh. Mateyos bar Paulos in Mosul in Šbat 2199 (Feb. 1888); copied from a manuscript dated 1520/1 from the Monastery of Mar Hnania which was written by Q. Mbarak (f. 316r).

>500   Additional physical details notes. Separate notes may be given here in this order for

---

[7] Thus write: 500 __   Wodehouse is the probable author. The preface is signed 'P.G.W.'
        or   500 __   Probable ascription to Wodehouse. The preface is signed 'P.G.W.'
    but not   500__   Probable ascription to Wodehouse. Preface signed 'P.G.W.'

(a) dimensions of page (h x w) and (h x w) the written area on the page.

(b) collation (if older than ca. 1600 or if fragmentary or otherwise interesting).

(c) handwriting, rubrication.

(d) illuminations or decoration (if any).

(e) damage (not detailed conservation notes, but such matters as missing leaves).

(f) binding. Describe the binding beginning if possible with 'Bound'. Help with terminology can be found at *http://palimpsest.stanford.edu/don/don.html*.

> 500 __   Bound in contemporary vellum over paper boards.
>
> 500 __   Bound by F. Bedford in full red morocco, gilt.

(g) housing. This information is useful for purposes of fetching. Therefore be sure to mention e.g.

> 500 __   In two boxes.

The standard form of words for a case (such as a 'pull-off case','tray case', 'slipcase', or (for a pre-fab) 'protective case') is:

> 500 __   In a red morocco pull-off case, 18 cm.

>500   Additional information about contents note. Use for information that cannot easily fit into the >505 formatted contents note and is not found in the references (>510). In principle this could include the incipits of texts; but we will not normally take space to give these.

>500   'Bound with' note. This is needed if the ms. consists of two or more originally separate mss. bound together, and if a record is made for each of them. Following Houghton's printed-book convention, the record for the first or primary component will say 'With this is bound,' and the other record(s) will say 'Bound with'.

> 500 __   With this is bound: Religious stories. *Primary record*
>
> 500__   Bound with: Stories of saints.   *Other record(s)*

Any notes or added entries pertaining to the binding (>500, >655) go on the primary record.

505   Formatted contents note. Displays as 'Contents:'.

This field is suited to recording the contents of manuscripts in such a way that a remote user could, for example, order a microfilm of particular page-openings. Note the punctuation space - two hyphens - space in between the individual works or sections that make up the ms. The titles of sections can follow the rubrics in the ms. (as in the Syriac example below), or can be conventional (as in the Latin example). The numbering of sections is optional, but advisable when each section is an independent text or is referred to later in the record. Further details about contents (e.g. incipits) have to go in a >500 note.

The list of contents may sometimes need to exceed Aleph's limit of 2000 characters for a field. In this case, split the note into 2 or more notes (and see on 2nd indicator below).

indicators 1st 0   'complete contents'
                      2   'partial contents'.

  2nd blank
            8   suppresses the display of 'Contents'. Use this for the second and subsequent >505 notes when you have had to split the field.

> 505 0_ (Ps-?)Augustine, Sermo CLV (imperfect at the beginning; PL 39. 2043; ff. 1r-2r) -- Leo, Sermo XLV de passio Domini rubricated for Wednesday of Holy Week

(imperfect at the end; PL 54. 361; f.2r-v) -- Bede, Homilia XXI in Quadragesima (imperfect at beginning and end; f. 3).

505 0_ 1. Story of Mar Shalita (ff. 83r-111v) -- 2. The triumph, that is a small part of the story of Mar Aksenaya who is Mar Philoxenus (111v-121v) …

For a literary manuscript of which most or all of the text has been edited, the contents need not be set out here. A reference to the published text can be given in >510, or in >581 if the publication uses our manuscript.

506   Restrictions on access note. This note is entered in the holdings record.

510   References note. Displays as 'References'.

Use for citations or references to published bibliographic descriptions or reviews of an item. These references should include printed Houghton catalogues where the ms. has appeared. Citations or references may be given in a brief form using generally recognizable abbreviations. Notice how we differentiate this field from >581 (below).

first indicator   4 = 'location in source given'; 3 = 'location in source not given'. If you use '4' then you will need subfield $$c.

0   supposed to = 'coverage unknown'; but in fact it results in the OPAC displaying 'Indexed by:' instead of 'References'.

subfields :

$$3 Material specified. Use this if only a part of the item is in question. If you have numbered the parts of the item in >505 you can use the number here. This subfield goes before $$a.

$$a Name of the source

$$c Location in source

punctuation: According to the MARC21 standard, you should not add a full point at the end of this field - although the standard seems to expect that 'systems' may add one. (Aleph does not do so.)

examples:

510 4_   Illuminated and calligraphic manuscripts at Harvard (1955), $$cno. 12

510 4_   P. Moraux, Aristoteles Graecus, $$cvol. 1 (1976), 110-17, with details of contents and provenance

510 4_   Light, Bible in the twelfth century, $$cno. 12, with further bibliography

510 4_   J. Wardrop in Harvard Library Bulletin $$c7 (1953): 223-4
              The title of the article need not be given.

510 4_   Baumstark, $$c296
              The standard reference for Syriac literature.

510 4_ $$3 No. 1 $$a BHG $$c 194

520   Scope and contents note. Displays 'Summary'.

For a collection, the contents are always described in prose in this field; but for a single item, the cataloger must decide whether this is the appropriate treatment. Other possibilities

are (1) not to describe the contents of the item at all beyond what is in >245; and (2) to give a formal and complete statement of the contents in >505.

Indicators are both blank. The MARC standard allows first indicators to generate different display constants, but Aleph does not do this.

example: 520 __ Letter books and ledgers of Alexander Gusdorf and his brother Gerson Gusdorf, who ran a general store in Taos, N.M.

524   Preferred form of citation. Displays as 'Cite as:'.

Most of the time this is simply the call number. If in doubt, consult the curator. Omit the shelving prefix (i.e., 'f', 'pf', 'b', etc.). Note the punctuation in the following example.

524 __   MS Typ 507. Houghton Library, Harvard University.

Occasionally, there are specified forms of citation. Note the order: title – call number:

524 __   Locker-Lampson-Warburg-Grimson Album (MS Eng 870). Houghton Library, Harvard University.

530   Additional physical form available note. Displays as 'Notes:'.

Note that this field is now in the bib. record, not (as in old Hollis) in the holdings record.

Use this field to call attention to microfilm editions, facsimiles or the like. But if the reader is *required* to consult that rather than the original, then do not use this field: the appropriate note is >506 in the Holdings record. Also do not use this field just to record that a ms. has been microfilmed. (This information may be put into an $$x note in the >852.).

Use this field also to call attention to a digital version of the item, in connection with field >856 in a 'net holdings record' (see ch. IV below). There is a subfield $$u in this field, for a URL, but do not be tempted to use it. This information goes in the >856.

subfields: $$c   Availability conditions pertaining to this additional physical form (but not to a digitized form: this goes in the >845 field in the net holdings record). Ask the curator.

Examples:

530 __ $$a Microfilm edition available: [publication information].

530 __ $$a Also available in an electronic version.
             If the whole ms. has been digitized. This note would be paired with an >856 *field in the net holdings record such as :*
             856 41 $$u http://nrs.harvard.edu/urn-3:FHCL.HOUGH:836376

530 __ $$a Selected color digital images available.
             If only part of the ms. has been digitized. This note would be paired with an >856 *field in the net holdings record such as :*
             856 41 $$u http://nrs.harvard.edu/urn-3:FHCL.HOUGH:836376 $$z Color images of ff. 1r, 20v, 31r-40r

544   Location of other archival materials. Displays as 'Notes:'.

Probably not very often wanted; but see examples at Hollis nos. 9240312 and 9480070.

545   Biographical and historical note. Displays as 'History Notes:'.

Use sparingly or not at all. This field is for brief data that a reader would not easily be able to find in reference books.

> 545 __   Sarah Jones was a Minnesota housewife.

546   Language note. Displays as 'Notes:'.

Make notes on the language(s) of the item, or on the fact that it is a translation or adaptation, unless this is apparent from the rest of the description (*AACR2* 4.7B2). Subfield $$b is used to record an alphabet other than the usual one. Make sure this field is consistent with field >041 (if you have used it) and the >008 bytes 35-37.

> 546 __   In Swedish.
>
> 546__   In French with Latin rubrics.
>
> 546__   In Syriac and Arabic $$b (some in Karshuni).

555   Finding aids note. Display depends on 1st indicator.

first indicator   0   displays as 'Finding Aids:'
                   blank displays as 'Indexes:'.

For single items this field can be used for a reference to a hard-copy catalogue that has more details than the Hollis record. (Other references should be done in field >510.)

subfields:

$$a   Index or finding aid. This is anything other than a book, e.g. a set of cards, or pages in the accession record in the Reading Room.

$$d   Bibliographic reference. This may be to a published or unpublished work that is separate from the item itself.

examples:

> 555 0_ $$d Light, Catalogue, 1: 181-7.
>   *I.e., Laura Light,* Catalogue of Medieval and Renaissance Manu-
>   scripts in the Houghton Library, Harvard University, *vol. 1: MSS
>   Lat 3-179.*

580   Linking entry complexity note. Displays as 'Linking notes:'. Not presently used, but it has been proposed to use this field when making a single-item record for something that is <u>in</u> a larger collection.

indicators: both blank.

An example would be a single set of missionary's personal papers, which were part of the ABC collection. These could have the added entry:

> 580 __   In: American Board of Commissioners for Foreign Missions. Archives.

581 Publication note. Displays as 'Publications:'.

The MARC standard defines this to be 'citation or information about a publication that is a *study or analysis of* the described materials'; but we use it only to record the publication *of the text* of the manuscript, i.e. specifically when the text has been published from *this* manuscript. (Otherwise use >510.) Use subfield $$3 before subfield $$a to specify part of the ms.

1st indicator blank generates the display constant 'Publications'. Normally use this.

        8   No display constant (in theory; but Aleph still generates 'Publications'). Use this if you want to type 'Published in' or the like in the body of the note.

examples:

    581 __I. Schnack and R. Scharffenberg, eds., Rainer Marie Rilke: Die Briefe an Karl und Elisabeth von der Heydt (Frankfurt, 1986).

    581 8_ $$3 Ff. 3r-6v $$a published in Journal of Semitic Studies 32 (1965): 32-40.

>6xx Subject and form/genre added entries

'If you are inputting Full-level records, subject added entries are required for items that normally receive subject headings (e.g., nonfiction that is not drama or poetry)' – *OCLC input standards*. A manuscript that resembles a printed book should receive subject added entries at more or less the same level as in a printed-book record. If there is no comparable book record, one or two subject added entries may suffice. Look particularly for persons as subjects (see on >600 below). Subject headings are especially important for material by anonymous or obscure authors that might not be found otherwise.

One function of these added entries is to bring together similar items (logbooks, commonplace books, diaries, etc.), and these 'form/genre' added entries should be used freely. (See on >655 below).

Fields >600, 610, 611, 630 display as 'Subject:'. Field >655 displays as 'Form/Genre:'.

600 Subject added entry – personal name.

indicators: 1st 0 Forename.
       1 Surname.
       3 Family name.

     2nd 0 ('Conforms to and is appropriate for use in *LCSH* and the Name authority files.')

subfields: $$a personal name, $$b numeration, $$c titles, $$q fuller form of name, $$d date (all as in >100), $$v form (as in >650).

punctuation: End with a mark of punctuation.

examples:

    600 10 $$a Leoncavallo, Ruggiero, $$d1858-1919.
         For a treatise or letter about Leoncavallo.

        600 30 $$a McAllister family.
                        For a genealogy of the family

        600 10 $$a Bernstein, Leonard, $$d1918-1990 $$v Portraits.

610   Subject added entry – corporate name.

indicators: 1st   1   Jurisdiction name (including ecclesiastical names).
                    2   Name in direct order.
            2nd   0   ('Conforms to and is appropriate for use in *LCSH* and the Name
                          authority files.')

subfields: $$a, $$b Subordinate unit (repeatable).

punctuation: End with a mark of punctuation.

611   Subject added entry – meeting name. This might occasionally be wanted. In this case
     see: http://lcweb.loc.gov/marc/bibliographic/ecbdsubj.html#mrcb610.

630   Subject added entry – uniform title.

This field is necessary specifically for manuscripts that are commentaries on the Bible.

punctuation: End with a mark of punctuation.

indicators: 1st   number of non-filing characters.
            2nd   0   (as for >600, >610).

subfields: $$a, $$f (date), $$l (language), $$p (part) (as for >130); plus **$$x** 'general
subdivison'.

example:

        630 00 $$a Bible. $$p N.T. $$p John $$x Commentaries $$x Early works to 1800.

650   Subject added entry – topical term

   Only subjects that are in *LCSH* should go in this field.   *LCSH* is available on line: go to
                    http://authorities.loc.gov/

   See the list below for old Houghton subject headings. If any are applicable, use them.

   End field with a mark of punctuation or a closing parenthesis.

indicators: 1st   blank ('no information provided')
            2nd   0   ('Conforms to and is appropriate for use in *LCSH* and the Name
                          authority files.')

example: 650 _0   Shuffleboard.

subfields ($$a is system-supplied):

$$v   Form subdivision. Form subdivisions indicate what the item is rather than what it is
     about. *This subfiled was introduced in 1999.*

        650 _0 $$a Trees $$vPictorial works.

      650 _0 $$a Military science $$v Early works to 1800.

$$x   General subdivision

      650 _0 $$a Universities and colleges $$x Corrupt practices.

$$y   Chronological subdivision

      650 _0 $$a Music $$y 500-1400.
      650 _0 $$a Architecture, Modern $$y 19th century.

$$z   Geographic subdivision

      650 _0 $$a World War, 1939-1945 $$x Campaigns $$z Tunisia.

      Note: no spaces are used in initals, acronyms, or abbreviations (except: W. Va.).

Subfields $$v, x, y, z are introduced by dashes, supplied by the system, in the display.

Old Houghton subject headings. These are usable and in *LCSH* unless otherwise noted.

Alchemy
American Indians *use* Indians of North America *or the tribe, e.g.* : Hopi Indians
Anaesthesia *use* Anesthesia
Architecture
Arctic exploration *use* Arctic expeditions
Armada, 1588
Book collecting
Bookbinding
Use Boston Massacre, 1770 *for* Boston Massacre
Use Boston Tea Party, 1773 *for* Boston Tea party
Breton language
Use Bunker Hill, Battle of, 1775 *for* Bunker hill, battle
Calligraphy
Chiromancy *use* Palmistry
Use Crime *and/or* Criminals *rather than* Crime and Criminals
Use Cryptography *for* Cryptanalysis
Cryptography
Dance
Espionage
Use Fortification *or* Siege warfare (*subdivided by place) for* Fortifications
Geometry
Harvard University, College, College Library, etc. *consult HOLLIS for Harvard headings,*
    or Catalog department for doubtful ones.
Heraldry
Jews
Libraries
Loyalists *for Tories use* American loyalists
Medicine
Navigation
Optics
Paleography
Paper
Petition of right
Photography

Phrenology
Physical science
Physics
Proportion (for a treatise)
Slavery
Sundials
Tobacco
Witchcraft
World War, 1939-1945

651   Subject added entry – Geographic name used as a subject.

(Do not use for jurisdiction names, which would be >610, nor for geographical names in phrases, which would be >650.)

End with a full point or right parenthesis.

indicators: 1st   blank.
             2nd   0   (as for >600, 610).

subfields:

$$a   Geographic name, including parenthetical qualifying information, if any   (for list of ambiguous terms, see *USMARC*).

     651 _0 $$a Chelsea (London, England)

$$x   General subdivision (not contained in $$y or $$z)

$$y   Chronological subdivision

     651 _0 $$a Uruguay $$x History $$y Great War, 1843-1852.

$$z   Geographic subdivision

     651 _0 $$a United States $$z Massachusetts $$y 1996.

655   Index term - form/genre.

'Form' terms designate materials distinguished by their physical character or structure of their contents; for example, daybooks, diaries, directories, journals, memoranda, questionnaires, syllabuses, or time sheets.

'Genre' terms (for textual materials; the definition is different for graphic materials) designate types of literature; for example, biographies, catechisms, essays, hymns, or reviews.

Use form/genre added entries whenever possible. As a rough guide, use the same added entries found in existing Houghton ms. records in Hollis; but more specific guidance can be found in the department's own list of terms. This also gives the correct source for each term in one or another of the various thesauri (see below under subfield $$2 for a list of these). Unless an item is really exotic it is unlikely to require a descriptor that is not already in this list. If you are quite sure that no term in the list will apply, then use, in this order: (a) a term in the *AAT* ; or (b) a term in another thesaurus; or (c) a term of your own making. The last of

these requires $$2 'local' in subfield $$2. The last of these requires permission of the curator. Add the term to the list.

Normally, subdivide by country and century.

punctuation: End the last subfield before $$2 with a mark of punctuation. This will usually be a full stop *or* a right parenthesis, but don't use both.

indicators: 1st   blank   'basic' (0 = 'faceted'; but we do not use this).

        2nd   0   LC subject heading

             7   term from any other thesaurus, which then is specified in subfield $$2.

subfields ($$a is system-supplied):

$$x   General subdivision

$$y   Chronological subdivision

$$z   Geographic subdivision

$$2   Source of term in $$a; required if other than *LC Subject headings*. The following codes are used:

    aat   *Art and architecture thesaurus.* This is the preferred source.

    gmgpc   *Thesaurus for graphic materials: TGM II, Genre and physical characteristic terms* (LC). A copy of this thesaurus, downloaded from the LC web-site, is in the MARC manuals folder in the departmental folder in the Groups directory (TGM2.rtf).

    rbbin   *Binding terms: a thesaurus for use in rare book and special collections cataloging.* (ALA)

    rbgenr *Genre terms: a thesaurus for use in rare book and special collections cataloging.* (ALA)

    rbpap   *Paper terms: a thesaurus for use in rare book and special collections cataloging.* (ALA)

            The three ALA manuals are not available online. (There is a set of copies on Mezzanine.) Note when using a term from rbbin or rbpap you must specify it in the $$a subfield as well as in the $$2 subfield. 'The qualifier will aid users who may not see or know how to interpret the coding for subfield $$2, and it also helps clarify terms which are ambiguous when taken out of context' (rbbin, p. vii). See the example of 'Armorial bindings' below.

    local   Use for a term (e.g., from the old Houghton catalog) that is not in *AAT* etc.

There is a list of 'Recommended form and genre terms for use with EAD markup' on the OIS web-site. Use these if applicable: see *http://hul.harvard.edu/ois/systems/oasis/fgterms.html.* Most of these terms are in aat.

Ancient, medieval and renaissance manuscripts. An "Ancient manuscript" is any manuscript, western or oriental, before 500. A "Medieval manuscript" is any western manuscript 500-1500. A "Renaissance manuscript" is the same 1500-1600. (Notice that for the purpose of this added entry, the Renaissance started in Italy in 1500! That is because these headings simply work as a chronological file.) Make added entries as follows:

      655 _7   Manuscripts, Ancient. $$2 local

655 _0　　Manuscripts, Medieval $$z Germany $$y 1400-1450.

655 _0　　Manuscripts, Renaissance $$z Italy $$y 1500-1550.

Note that the chronological subdivision for medieval and renaissance mss. is always a half century. If the manuscript is dated, use the half century in which the date falls. If its possible dates go over a boundary, e.g. [1440-1460] or [ca. 1400], then make two added entries, one for each of the half-century intervals in which it might fall.

The geographical name should be a modern country. For Flanders use "Belgium".

examples:

655 _7　　Cartoons $$z United States. $$y 20th century. $$2 gmgpc

655 _7　　Diaries $$z Belgium. $$2 aat

655 _7　　Armorial bindings (Binding) $$z France $$y 18th century. $$2 rbbin

655 _7　　Doublures (Binding) $$2 rbbin

655 _7　　Costume design drawing. $$2 gmgpc

655 _7　　Plays $$zUnited States $$y18th century. $$2 aat

655 _7　　Poems $$z England $$y19th century. $$2 aat

7xx　　Other added entries

For rules on when to make an added entry, see *AACR2* (21.29 - 21.30K2). Briefly, added entries are made:

1. for other collaborators when the main entry is for one only;
2. for other important associated names, according to circumstances, like 'copyist', 'annotator', 'former owner';
3. sometimes for the signer of a letter or document when the main entry is a corporate heading;
4. for recipients of letters ('correspondent' indicates letters to, as well as from, the person named).

Each added entry must have been already mentioned in the >245 or >5xx fields.

700/710　　Added entry – personal name/corporate name.

indicators and subfields: as for >100 and >110. In addition, note the subfields $$e and $$t.

punctuation: end each subfield with a mark of punctuation.

$$e　　relator term.   Use if appropriate, selecting from the following list. We do not use abbreviations (diff. *AACR2* 21.0D1). There is a much longer list at http://www.loc.gov/ marc/ relators/relaterm.html. (That list contains 3-letter codes, which we do not use.)

　　　　　　　　annotator
　　　　　　　　binder
　　　　　　　　calligrapher
　　　　　　　　collector
　　　　　　　　compiler

> copyist
> correspondent
> depositor
> donor
> editor
> illuminator
> illustrator
> former owner
> photographer
> recipient
> scribe
> signer
> translator

Use *scribe* for a medieval manuscript, usually *copyist* for a modern manuscript except when (a) the ms. is not a copy of anything else (in which case use *scribe*), or (b) the ms. is intended as calligraphy (in which case use *calligrapher*).

$$t title of a work. Use this in two different cases. 1. If the item is an adaptation of a work by another person, that person will get an added entry, and the name of the work should be entered in this subfield. 2. If the manuscript contains more than one work by more than one author, then all authors other than the main one will have added >700 entries, and the titles of their works are entered in this subfield. Omit articles. (Remember that if the component parts of the manuscript are works by the *same* author, you will not use this field and subfield, but >740 instead.) Example:

> 100 1   Bernard, $$c of Trevisan.
>
> 505 0_   1. Philosophie naturelle de messire Bernard comte de la Marche Trausane (ff. 1-48) -- 2. Opuscule de la philosophie naturelle de Denis Zacaire gentilhomme de la province de Guienne (50-113).
>
> 700 1   Zacaire, Denis, $$d 1510-1556. $$t Opuscule de la philosophie naturelle.

Note that if a name has already appeared as a main entry (i.e., in a >1xx field), it should not reappear as an added entry. For example, in a record for an exchange of letters, an added entry with the relator term $$e correspondent should be made for the person not named in the >100, but no additional entry will be made to indicate that the person in the main entry is the recipient of some letters as well as the writer of others.

$$5 Adding this subfield and code 'hou' will prevent the entry being uploaded to RLIN (when this uploading eventually happens). We use this after the names of former owners who are local; that is, donors of books to Harvard libraries who will not be of interest to users of other databases.

examples:

> 700 1_ Schröter, Christoph Gottlieb, $$d1699-1782, $$ecopyist.
>
> > *This added entry presumes that there is a note such as:*
> >
> > 500 __ In the hand of Christoph Gottlieb Schröter (1699-1782), copyist at the court of Dresden.
>
> 710 02 American Board of Commissioners for Foreign Missions, $$edepositor.
>
> 700 1_ Ward, T. W., $$c Mrs., $$e former owner.

       700 1_   Angel, Marie, $$e calligrapher and illustrator.

730 Added entry – uniform title.

Use this field instead of or in addition to >740 when there is a uniform title for the work in question. The most useful subfield is $$l (language).

punctuation: end each subfield with a mark of punctuation.

indicators: as for >740.

example:

       730 02 Pickwick Papers. $$l Portuguese.

740 Added entry – analytical title.

Use this field to record a title that is *part* of an item and is by the same author as the main entry. (If it is a question of a variant title for the *whole* item, the appropriate field is >246. If the work is by an author other than the one who is the main entry, the appropriate field is >700 with subfield $$t.)

punctuation: end with a full point.

indicators: 1st   0   (number of non-filing characters). Always use 0 and drop initial articles.
            2nd   2   ('analytical').

example:

      505 0_ Exercice du chrestien (pp. 1-18) -- Exercice spirituel durant la messe (19-44).
      740 02   Exercice du chrestien.
      740 02   Exercice spirituel durant la messe.

752   Added entry – hierarchical place name. We do not use this field.

III
Fields in the
holdings record

For a more complete guide to the holdings record in Aleph, see:
>   http://hul.harvard.edu/ois/systems/aleph/docs/holdings_guidelines.pdf

A **Boldface** heading means a field you may edit; lightface, one that is either system-supplied or not used by us.)

LDR   Leader. For the full specifications of this field see the document 'MARC 21 Format for Holdings Data'. In Aleph, the data are entered from a form. Click on LDR and type Ctrl-F. The usual values are:

Record status	n	(New).
Type of record	x	(Single-part item holdings).
Encoding level	1	(Holdings level 1).

STA   Status. Normally this field will not be used. If you want to suppress display of a record or 'logically delete' it, use the >STA field in the bibliographic record. If you type 'SUPPRESSED' in subfield $$a here, it is only the data from the holdings record that are affected (i.e., not indexed and not displayed on the OPAC).

LKR   Linker (an Aleph-specific field). This contains the record number of the associated bibliographic record. It is supplied by the system when the holdings record is created.

001   Control number. System supplied.

005   Date and time of latest transaction. System supplied.

008   Fixed-length data elements. For the full specifications of this field see the document 'MARC 21 Format for Holdings Data'. In Aleph, the data are entered from a form. Click on LDR and type Ctrl-F. The caret is a blank. The usual values are:

06	Receipt or acquisition status	2	(Received)
07	Method of acquisition	d	(Deposit)
		g	(Gift; this includes Bequest)
		p	(Purchase)
		u	(Unknown).
08-11	Intent to cancel	^^^^	(not applicable)
12	General retention policy	8	(Permanently retained)
13-15	Specific retention policy	^^^	(No specific policy)
16	Completeness	4	(not applicable to a single item)
17-19	Number of copies reported	^^^	
20	Lending policy	u	(not used in Aleph)

21	Reproduction policy	u	(not used in Aleph)
22-24	Language	^^^	(This would be the language of the record, not the item)
25	Separate or composite copy report	0 (zero)	
26-31	Date of report	system-supplied.	

506   Restrictions on access note. Use it for example with mss. before 1600 which have been filmed and to which access is restricted. This field is entered here in the holdings record but it displays both in the bib record (as 'Restrictions:') and the holdings record (as 'Note:').

Indicators undefined.

Put all the information in subfield $$a. Examples:

> 506 __ $$a Microfilm available in the Houghton Reading Room (reel 116 no. 5). Access to the original requires permission of the Curator of Manuscripts.

> 506 __ $$a Fragile, access restricted: consult Curator of Printing and Graphic Arts.

541   Immediate source of acquisition. (Note: in Hulpr we did not use this field.) This does not display to the public, so information that is wanted in the public display should be put into a >561 note (*q.v.*).

Indictors are blank. There is the possibilty of making first indicator 0 ('private'), but the Tech. Services department decided not to do this (11 Jan. 06).

Use subfields in the following order. Follow each lettered subfield with semicolon except the last with a full point.

'Acquisition' here means the acquisition of the item by the Harvard College Library. So if the item is a transfer from Widener, then this field refers to Widener's acquisition (by gift, purchase, etc.), not Houghton's. See the example below. The fact that it is a transfer can then be recorded in >852 $$x. But if the transfer was from an outside library, e.g., the Semitic Museum, Law School, etc., then use 'Transfer' in subfield $$c here, and the information refers to that transfer. Any information about how <u>that</u> library acquired the manuscript will count as 'Provenance' (>561).

If an item was acquired from more than one source (unusual for single items), this field should be repeated, using subfield $$3, which will display at the beginning of the field, to specify to which part each >541 field refers.

3   Materials specified

c   Method of acquisition, e.g., Purchase, Gift, Bequest, Deposit, Transfer (from outside HCL);

a   Source of acquisition: Name of the dealer (if purchased) or donor or depositor;

b   Address (if the information can be found);

d   Date of acquisition. Enter this date in the form: 2006 November 3, spelling the month out;

e   Accession number, minus the initial asterisk.

This subfield is also used for a former call number. (This allows searching on this call number.) If the old call number is within Houghton, then the Houghton accession number follows it, in parentheses, still with no asterisk. See the example below. If an old call number includes an asterisk, delete the asterisk. (Asterisks interfere with searching on this field.)

h   Purchase price: the amount followed by the fund name, which can be abbreviated, in parentheses. If the amount is unknown, enter the fund name without parentheses.

5   hou.

Examples:

541 __ $$c Purchase; $$a Thierry Bodin; $$d 2000; $$e 2000M-100; $$h $500 (Amy Lowell fund). $$5 hou

541 __ $$c Purchase; $$a Maggs; $$d 2002 September 2; $$e 2002M-1; $$h $4300 (Bks. for Houghton fund, funds presented by David Goldberg '54). $$5 hou

$$h $1,205 (Emsheimer fund); $12,708 (Phillips fund). (*multiple funds*)

541 __ $$c …. $$d1955; $$e MS Arabic 71 (55-286). $$5 hou

541 __ $$c Bequest; $$a Philip Hofer; $$d 1984; $$e 84M-1. $$5 hou

541 __ $$cPurchase; $$a unknown source; $$d 1923 March 19; $$e24278.116; $$h Degrand fund; $$5 hou   (*for an ex-Widener ms.: note the Widener call number in* $$*e.*)

541 __ $$c Old gift; $$a source unknown. $$5 hou

541 __ $$c Deposit; $$a Semitic Museum; $$d 1959. $$5 hou

541 __ $$c Gift; $$a Lawrence Lader; $$b 51 Fifth Avenue, New York, NY 10003; $$d 2003 $$e 2003M-35. $$5 hou

561   Ownership and custodial history. Displays 'Provenance:' both here and in the bib record.

Here we record provenance, also noting bookplates and ownership inscriptions that are on the item itself. Names that appear in this field need also need to be added entries (see on >700 in the bib. record), even large-scale collectors, except Philip Hofer. We do not give added entries for "donors" unless they were also "former owners".

Indictors are blank. There is the possibilty of making first indicator 1 ('not private'), but the Tech. Services department decided not to do this (11 Jan. 06).

If there is no information about provenance, it is not necessary to use this field.

Put into a second >561 field such information about the immediate source of acquisition (from the >541) as we want to be public. This includes the names of donors or depositors, and the fund name (but not the amount of money) for purchases. Subfields are $$a and $$5. For the immediate source of acquisition, use the <u>noun</u> forms 'Gift of' 'Bequest of' (*not* 'Given by' 'Bequeathed by') but the <u>verb</u> forms 'Purchased with' 'Deposited by'.

A ms. purchased *for* Harvard by a donor is considered a Gift. The purchase details may be recorded in >852 |x (*q.v.*).

For a purchase, use the full name of the fund (if necessary, see *Endowment funds of Harvard University*, in the Curator's office): thus "Treat fund" (that is its full name); "William

Bentinck-Smith Book fund"; "Peter P. F. Degrand bequest", "Osgood Hooker fund"; etc. The word "fund" or the like after a name is not capitalized. "Amy Lowell fund" is the correct style for that fund. For an acquistion on an old fund that is no longer listed, take the information from the bookplate, e.g., "Fund for Printing & Graphic Arts given by Philip Hofer" (rather than "Hofer fund"), or failing that the accessions record.

Examples:

    561 __ $$a Formerly Phillipps MS 3214. $$5 hou

    561 __ $$a Bequest of Philip Hofer, 1984. $$5 hou

    561 __ $$a Given to Justin Perkins by Mar Yohannan of Gavilan. $$5 hou

    561 __ $$a Bookplate of William Morris. $$5 hou

    561 __ $$a Purchased with the Amy Lowell fund, 1998. $$5 hou

A single record might have the following two >561 fields:

    561 __ $$a Acquired by the Harvard Semitic Museum from J. Rendel Harris, 1905 (accession no. 4064). $$5 hou

    561 __ $$a Deposited by the Harvard Semitic Museum, 1959. $$5 hou

For a medieval or other famous ms. you may record more details of ownership and purchase.

    561 __ $$aSotheby's sale, London 7 Dec. 2004, lot 38. $$5hou
                 MS Lat 389. No other information on provenance is known. The buyer was a dealer and need not be recorded.

    561 __ $$a Bookplate of John Eliot Hodgkin; his sale (London, Sotheby's, 12 May 1914, no. 750) to Dobell. Purchased from Atkinson, ca.1910, by George Herbert Palmer. $$5 hou
                 Very full information: MS Lat 191. A separate >561 note records that the ms. came by bequest of George Herbert Palmer.

562   Copy and version identification note. Do not use. This field is used by printed-book catalogers for 'copy-specific' information (e.g., binding); but for mss. we put such information into ordinary >500 notes.

852   Location. (This field is the successor of the 'LOC' in Hulpr.)

     indicators: 1st: 8   (shelving scheme: 'other scheme'). Always use this.

               2nd: blank   (shelving order: 'no information provided').

     subfields.

$$b   Sublocation or collection. Enter HOU. (This must be in CAPS.)

$$c   Shelving location. Again, the entries must be typed in CAPS. They are:

    GEN   if the call number has no prefix; otherwise

    F   f (i.e., folio: shelved with this-size items, that is, 29 cm. or taller)

    B   b (i.e., in the boxed-manuscript section of the Houghton stacks)

    HD   Harvard Depository

    PF   pf (i.e., portfolio: shelved with this-size items).

$$h   Call number.   Example:

> $$h MS Eng 607

An accession number may go here (including the asterisk and suffix (b), (f), (pf), etc. as necessary) in default of a call number, but since you will normally be assigning a call number, this will be exceptional.

$$m   Call-number suffix.   Use this for a special shelving location. Example:

> $$m Shelved in lobby X.1.1.

$$x   Non-public note. Uses for this note are:

a. to record former call numbers and locations. Examples:

> $$x formerly MS Coptic 5   (Or you may use 'r.f.' ('reclassified from'.) Remember to enter the old call number also in >541 subfield $$e)
> $$x Transferred from Widener (*call number can go here*), 2003
> $$x Hofer Bequest M-50

b. to record that an item has been microfilmed or photographed. (Do this if the item has a label with the information; but otherwise, do not search the files.) Examples:

> $$x Microfilm on file 81-334.
> $$x Neg. on file.

c. to record (if you want to do this) where the donor acquired the ms., especially if it was bought for the HCL (e.g., by Philip Hofer):

> $$x "bot of Maggs Bros 8/1/57 for £6-15-0 + post" - note by Hofer on verso.

$$z   Public note. Use this for shelving arrangements that need to be seen by reading-room staff. Example:

> $$z Shelved in a box with MS Typ 700.

OWN (An Aleph-specific field; required in order to save the record to the server.) This replicates the >852 subfield $$b; that is, 'HOU'. To enter this: make sure you have already done the >852, then choose Fix Record from the Edit menu. Highlight the option 'Create own field from 852 subfield b' and choose OK.

H01   HULPR record number. System supplied.

H03   HULPR record number in RLIN form (for converted records). System supplied.

H08 Cataloging status.

$$a   Enter 'c' (cataloged).

$$b   Enter 't' (today's date) if it is a new record; or 'o' (original date) if you are revising an old record.

H09 Reporting field. In subfield $$k enter a string of 8 characters consisting of:

the last two digits of the fiscal year (fiscal 05 started on 1 July 2005)

^ ^ o ^ (lower-case oh =original cataloging)

your 2 initials. If you are enhancing a preliminary (accessions) record, you will be replacing some existing initials with your own.

Example: H09 $$k 05^^o^js

IV
Holdings records
for networked resources

For general guidance on 'networked resources', including digitized versions of manuscripts, see the Harvard document:

> http://hul.harvard.edu/cmtes/haac/ssssc/Cataloging_Network_Resources.pdf

and the OCLC guidelines in:

> http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/

Harvard's policy is to prefer a 'single-record' approach, that is, to make a record for the original ms. and attach to it a separate holdings record for the digitized item. This is the procedure assumed here. In the bibliographic record for the item:

1. The >008 field refers to the original item only. Do not add an >006 field for the electronic version.

2. In the >530 field, specify the existence of the networked resource. See the examples under this field in chapter II of this manual.

3. The HUL document prescribes a local >655 field 'Computer network resources', but we do not make this now.

The making of the separate holdings record for a networked resource, as prescribed by this chapter, is presently restricted to staff who have specific permission arranged through a supervisor.

OWN   The system supplies 'net'.

LDR   Leader. The values are the same as for an ordinary holdings record:

Record status	n	(New).
Type of record	x	(Single-part item holdings).
Encoding level	1	(Holdings level 1).

007   Control field: electronic resource. Harvard practice requires the use of this field in the holdings record of the electronic version. (In the MARC standard, it is part of the bibliographic format.) Fill in bytes as follows:

(00)		c	electronic resource (system-supplied)
(01)	specific material designation	r	remote
(02)	undefined	^	(system-supplied)
(03)	color	a	one color
		b	black and white
		c	multicolored
		g	grayscale
		m	mixed
		n	not applicable
		u	unknown

		z	other
		|	no attempt to code
(04)	dimensions		n	not applicable
(05)	sound	^	no sound
		a	sound
		u	unknown
		|	no attempt to code
(06-13)	(various other things)	||||||||	(8 fill characters) no attempt to code

008   Fixed-length data elements. The bytes are exactly the same as for the ordinary holdings record (see chapter III) except for:

>   07   Method of acquisition   u   (Unknown)

506   Restrictions imposed on access to the electronic resource, if any. Examples of some actual restrictions are:

>   506 __ Available from workstations connected to the Harvard network.

>   506 __ Available to users with a valid Harvard ID number.

845   Access and reproduction note. Use the following form:

>   845 __ Permission to publish or reproduce should be obtained from the appropriate curator in Houghton Library.

852   Location.

Indicators: 1st: 0   (shelving scheme: 'no information provided').

>   2nd: blank   (shelving order: 'no information provided').

Subfields.   Enter: \$\$b NET   \$\$c GEN

856   Electronic location and access.   Displays 'INTERNET LINK:' in the bib record (no matter what indicators you use).

Indicators: 1st: 4   http.

>   2nd: 1   Version of resource. Use this when the resource is an electronic version <u>of</u> the item, or of <u>part of</u> the item. If a part of the item, use subfield \$\$3 or \$\$z (see below).

>   2   Related resource. Use when the electronic resource is <u>related</u> to the item, but is not the item itself. "Limit this use to electronic resources that have a specific bibliographic relationship to the resource described in the body of the record" (OCLC; but probably do not use this field for this purpose at all).

Subfields:

\$\$u   Uniform resource identifier (URI), which is either a URL (uniform resource locator, a normal web-address) or a URN (uniform resource name, assigned by Harvard OIS).

You will normally copy and paste in a URL, but should you have to transcribe one, you may need to use the *spacing tilde* (unicode %5F) or *spacing underscore* (unicode %7E).

$$z   Textual note. Displays in square brackets *after* the URL or URN. Use this subfield to say in a phrase what the digitized resource covers, whether the whole ms., or just selected leaves.

$$3   Materials specified. Displays *before* the URL or URN, followed by a colon. This is an alternative to $$z which, however, does not display so well, and we are generally not using it.

Examples:

856 41 $$u http://nrs.harvard.edu/urn-3:FHCL.HOUGH:912465 $$z Color images of entire work

856 41 $$u http://nrs.harvard.edu/urn-3:FHCL.HOUGH:912465 $$z Color image of f. 1r

856 41 $$3 f. 1r $$u http://nrs.harvard.edu/urn-3:FHCL.HOUGH:939457
An alternative to the previous example.

H08 Cataloging status. $$a Enter 'c' (cataloged). $$b   Enter 't' (today's date).

H09 Reporting field. This field is used by the URI-checking software to identify the unit responsible for maintaining the URI(s) in the holdings record.

$$k   nethou

V
Departmental procedures

Before starting the HOLLIS record.

If the item has not already got a call number, or if you are giving it a new 'MS' call number, go to the shelf-list and claim the next available number and write a short title against it.

If the item has no call number but only an old accession number, and is not a deposit, pull the pink slip from the Accessions drawer in the reading-room (formerly, bridge) catalogue.

Consider whether the item will be 'bMS', 'MS', 'fMS', or 'pfMS'. You need to know this for the >852 field of the record. If in doubt, consult with the Curatorial Assistant; but if the item, as housed, will be taller than 29 cm., you should call it fMS rather than MS.

If the item is a transfer from Widener, make sure that a senior cataloger has already changed the holdings record to say Houghton. Do not create a new holdings record.

When finished with the HOLLIS record.

Print it and show to the Curator for checking and approval.

Initiate a 'Single-item tracking form' for the item and attach the printed record to it. This form also reminds you of the final steps you have to take, namely:

1. If the item has an accession number up to *86M-, go to the accessions books in the Reading Room and find its entry. (Some items from later years also have accession records, unbound, in the department work room.) Write the call-number in the left margin, if it is not already recorded, and write an 'H' next to it in red pencil.

2. Attend to the shelf-list. If the item is an old entry on the list, check that it appears correctly. If you have to correct the shelf-list, alert the Curatorial Assistant so that the shelf-card is changed too. If it is a new item, you will already have entered it on the shelf-list, but make any changes necessary in the light of cataloging. In either case, mark an 'H' against the entry.

You can now hand over the item with the tracking form for end-processing.

Appendix A

Fields in the bibliographic record of especial importance to music manuscripts

This appendix is meant to highlight those fields and elements of fields in the bibliographic record that require distinctive treatment when cataloging single-item music manuscripts. For all other cases, the guidelines given in the main body of this document should be sufficient to catalog music manuscripts as well.

Portions of this appendix are borrowed from *Guidelines for cataloging manuscript music* by Karen Spicher, Beinecke Library Manuscript Unit, Yale University, c2000 (http://www.library.yale.edu/~kspicher/music/music%20cat%20oct%2001.htm).

LDR Leader.

(06)	Type of record	d	(manuscript music)

008 Fixed-length data elements.

In addition to those positions that are mandatory for full-level cataloging (00-05, 06, 07-10, 11-14, 15-17, 35-37, 38, and 39), the following positions must also be coded to meet the standard for full-level cataloging in the Music format:

Format of music	(20)	a	Full score
		b	Full score, miniature or study size
		c	Accompaniment reduced for keyboard
		d	Voice score
		e	Condensed score or piano-conductor score
		g	Close score
		m	Multiple score formats
		n	Not applicable
		u	Unknown
		z	Other
		|	No attempt to code
Format of item	(23)	^	None of the following (i.e., microfilm, microfiche, etc.).
Accompanying matter	(24-29)	^	No accompanying matter
		a	Discography
		b	Bibliography
		c	Thematic index
		d	Libretto or text
		e	Biography of composer or author
		f	Biography of performer or history of ensemble
		g	Technical and/or historical information on instruments
		h	Technical information on music

	i	Historical information
	k	Ethnological information
	r	Instructional materials
	s	Music
	z	Other
	|	No attempt to code

Literary text for   (30-31)   ^   Not applicable
sound recordings

130   Main entry, uniform title.

This field can be used for manuscripts from pasticcio operas, should the use of a uniform title be necessary.

subfields. The most likely ones are as follows:

$$k   form subheading (use only for "Selections").

$$l   language.

$$n   number of part or section of the work (use a date here to distinguish one pasticcio from another).

$$o   arranged statement for music.

$$s   version.

examples:

        130 0_ $$a Merope. $$s Vocal score. $$k Selections.

        130 0_ $$a Artaserse $$n (1775). $$l English; $o arr.

240   Uniform title.

Use this field for a single item or collection by a single composer, unless the uniform title would duplicate the 245 $$a. To determine a uniform title, first identify the composer and the work, if necessary distinguishing between the original work and an arrangement or the complete work and parts or excerpts. If the original and complete work is not readily identifiable from the item in hand, use reference sources such as the Library of Congress Authority File or the work list given for the composer in *The New Grove Dictionary*. Construct the uniform title according to the instructions in AACR2, chapter 25, sections 25-35.

subfields:

$$k   form subheading (use only for "Selections").

$$l   language.

$$n   number of part or section of the work.

$$o   arranged statement for music.

$$p   part or section of the work.

$$r   key for music.

$$s   version.

examples:

      240 10 $$a Otello. $$s Vocal score. $$k Selections. $$l English & Italian

      240 10 $$a Concertos, $$m piano, orchestra. $$n No. 3. $$p Con spirito

      240 10 $$a Sonatas, $$m violin, continuo, $$n B. g 10, $$r G minor

      240 10 $$a Préludes; $$o arr.

245   Title.

subfields:

$$a   This subfield is used when you have a title on the item itself, or when you are supplying one. In the latter case, you should add a 500 note to say 'Title supplied by cataloger'. If the title is derived from a caption, you should add a 500 note to say 'Caption title'. If the title is derived from the first line of text, you should add a 500 note to say 'Title from first line of text'.

examples:

>245 10 $$a Rondo.

^500 $$a Caption title.

      The title is supplied from the caption.

>245 14 $$a Una furtiva lagrima.

>500 $$a Title from first line of text.

      The title is supplied from the first line of text.

300   Physical description.

subfields:

$$a   Extent.

examples:

    300      $$a 1 piano score (23 leaves)

      The ms. is foliated and music on only one side of page.

    300      $$a [23] leaves of ms. music.

   The ms. is unfoliated and music on only one side of page.

    300      $$a 1 ms. score (38 p.)

   The ms. is paginated and music on both sides of the page.

    300      $$a 1 ms. vocal score ([38] p.)

   The ms. is unpaginated, but there is music on both sides of the page.

    300      $$a 2 v. of ms. music (56; 35 leaves)

   The ms. is in two volumes.

500   General note.

>500   Note on nature, scope, or form.

      500   For organ.
      500   For solo voices (SATB), chorus (SSATB), and orchestra.
      500   For two unspecified high voices, with original acc. arr. for keyboard instrument.

>500   Additional statements of responsibility.

      500 __   Text by Metastasio.
      500 __   Ms. mordents possibly by Johann Christian Bach.

505   Formatted contents note.

Optionally, this field is suited to recording the contents of manuscripts if this will facilitate keyword access to distinctive titles within a work, such as individual songs within a song cycle, or to titles within a collection of distinct pieces. Further details about contents (e.g. incipits) have to go in a 500 note.

    505 0_ The white house -- Paddy O'Carrol -- The Weymouth fete -- Miss Johnson's reel -- Harriot Elizabeth's reel -- The Holmesdale volunteers -- Mother Goose -- Madame Catalani's waltz -- Sir Samuel Hood's hornpipe -- The golden egg -- Tekeli -- The young hussar.

Appendix B

Helps with the transcription of foreign languages

Latin: Use v for consonants, e.g. vox, Victoria; u for vowels, e.g. uva, Ursa Major; and w for consonantal uu or vv.   Transcribe j as i, at least in pre-modern mss. For more detailed directions, see *AMREMM* 0F. (This seems to be meant to supersede some parts of LC rule interpretation 1.0E.)

German: Do not transcribe ß. (Aleph will not let you anyway.) Type ss (or sometimes in older mss., sz) as appropriate.

French: Transcribe œ as a ligature; do not separate the two letters. In a modern ms., supply and normalize accent marks 'in accordance with usage' (*AACR2* 1.0G1). But in older mss., do not do this (so *AMREMM*, 0F3). (Book catalogers apply this rule to pre-1821 books.)

Characters that are not on the keyboard may be inserted from an Aleph drop-down box, but it is quicker to do it from the keyboard using the unicode value of the character (F11 + unicode value + F11). There is a complete 'Guide to Unicode Values for Direct Input into Aleph' at:

http://hul.harvard.edu/ois/systems/aleph/docs/UnicodeCharacterRepertoireGuide.pdf

Some common characters are:

á	00E1	Á	00C1
à	00E0	À	00C0
â	00E2	Â	00C2
ä	00E4	Ä	00C4
ç	00E7		
é	00E9	É	00C9
è	00E8	È	00C8
ê	00EA	Ê	00CA
ñ	00F1	Ñ	00D1
ô	00F4	Ô	00D4
ö	00F6	Ö	00D6
œ	0153	Œ	0152
ü	00FC	Ü	00DC
£	00A3		