

Archival Cataloging Manual
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Leader

- Record Status: **n** for all new records
- Record Type: **p** for Mixed Materials (formerly known as Archives and Manuscript Control)
- Bibliographic Level: **c** for collections or small groups of 2 or more items;
d for a component of an archival unit described collectively elsewhere. A subunit may be items, folders, boxes, archival series, subgroups or subcollections. Identify the archival unit in field 773 so that the component may be located.
m for one item
- Type of Control: **a** for Archival
- Encoding Level: - for full level cataloging
7 for unprocessed collections with provisional cataloging
- Cataloging Form: **a** for AACR2

008 (Fixed Field) for Mixed Materials

- Publication Status: **i** for inclusive dates of collection
e for detailed date (month, day, year)
q for questionable date
s for single date

Date 1 and Date 2: EXAMPLES (when date is known):

Type 245 \$f Fixed field Date1,Date2

Inclusive 1934-1987 i 1934,1987

Bulk (bulk 1900-1965) k 1900,1965

Exact year 1934 s 1934,N/A

Exact date 1934 May 5 e 1934,0505

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Probable range ca. 1920-1975 i
192u,197u

EXAMPLES (when date is unknown):

Type 245 \$f Fixed field Date1,Date2

Century known: [19--] q 1900,1999
Probable century [19--?] q 19uu,199u
Decade known [193-] s 193u
Probable decade [193-?] s 193u
Probable date [1937?] s 1937

Place of Publication: Place of publication, production or execution. 2-3 letter MARC code. If no specific state or several states in US, use **xxu**. New York is **nyu**

Form of Item: Usually **blank**. **r** for eye-readable reproduction (e.g. photocopy)

Language: Three letter code for predominant language. If more than one, code multiple codes in 041. English is **eng**

Modified record: **Blank**

Cataloging Source: **d**

Variable Fields

040 (Cataloging Source): \$a **NNC-M** \$c **NNC-M** \$e **dacs (for HLS)**
\$a **NNC-RB** \$c **NNC-RB** \$e **dacs (for RMBL)**

041 0# (Language Code): Use only if more than one language present in materials
041 0# \$a eng \$a fre \$a spa \$a ger \$a ita \$a hun

Use in conjunction with 546
546 ## \$a Chiefly in English, French and Spanish. Also includes some materials in German, Italian and Hungarian.

043 ## (Geographic Area Code): Based on subject headings. See MARC code list.
043 ## \$a np----- \$a n-us-ny

1XX (Main Entry)

Collections can be so diverse that title main entry is often appropriate. 1XX main entries do, however, occur. Specific instances include collections of works, papers, etc., by one personal author or emanating from a single corporate body. Collections of laws governing one jurisdiction normally fall into this category, with main entry under jurisdiction. In addition, personal or corporate name main entry for materials cataloged archivally is permitted under the following circumstances:

- 1) when the collection consists of the papers of two or more persons, main entry is created either: (1) under the more prominent name or, (2) under the name of the person whose papers predominate;
- 2) when the collection is known under the name of the person who made the collection, main entry is under the name of that person, followed by the relator (\$e), "collector."

Most collections of personal papers will be entered under personal names. For lecture notes, speeches or oral histories, the main entry should be the person delivering the lecture or providing the information being described. Always use AACR2 form of name. The records of a corporate body will have that body as main entry.

100 (Personal name main entry):

First indicator: 0 Forename

1 surname

3 family name

100 1# \$a Washington, George, #d 1732-1799.

100 0# \$a Madonna, \$d1958-

100 3# \$a Jones family.

100 1# \$a Purland, Theodocius, \$e collector.

245 10 \$a Collection of materials on mesmerism, \$f 1842-1854

110 (Corporate name main entry)

First indicator 1 jurisdictional name

2 name in direct order

110 1# \$a United States. \$b Congress.

110 2# \$a Columbia University.

111 (Conference, convention, fair, etc. main entry)

First indicator 1 jurisdictional name

2 name in direct order

111 2# \$a Regional Conference on Mental Measurements of the Blind \$n (1st : \$d 1951 : \$c Perkins Institution)

245 (Title and statement of responsibility)

The **chief source of information** for archival materials is the finding aid prepared for those materials. In the absence of this source, treat provenance and accession records, then the materials themselves, supplemented by appropriate reference sources, as the chief source of information. **Follow DACS 2.3 for supplied title.**

Three segments are generally possible in a DACS supplied title:

- Name segment
- Nature of the unit being described segment
- Topic of the archival unit segment

Examples:

245 10 \$a Bessye B. Bearden papers

245 10 \$a Harvey family papers

245 10 \$a Eugenia Rawls and Donald Seawell theater collection

245 10 \$a British American Tobacco Company records

Use \$f for the collection's dates, and \$g for bulk dates (dates for which the materials bulk largest or are most significant). Do not condense century (i.e. 1940-1945, not 1940-45). If dates all fall within a given year, use year + months (e.g. \$f 1856 Jan.-Mar.)

245 00 \$a French Revolution manuscript collections, \$f 1668-1868 \$g (bulk 1788-1815)

1st indicator 0 No 1XX present

1st indicator 1 1XX present

2nd indicator Non-filing characters (including space)

Repeat the main entry as part of title proper. No need to enclose in square brackets

245 10 \$a John Adriani papers, \$f 1925-1988.

Provide other title information (\$b) to record additional information such as:

- place of writing
- place of delivery (of a speech or lecture or sermon)
- secondary titles found on the item itself
- occasion for the document's creation
- name(s) of person(s) also associated with the document (such as a will, deed, mortgage, lease, etc.)
- further descriptive word or phrase beyond the "form" used as \$a that might help to clarify the nature of the materials

If you are able to transcribe only portions of the title statement (\$a and \$b texts), enclose data derived from sources other than the item itself in [], to distinguish data transcribed from the original from data supplied from sources other than the item in hand.

245 10 \$a Lectures on midwifery : \$b [Edinburgh?], \$f 1854 [Jan]

If you cannot transcribe a formal title from the original to serve as the \$a, assign a title. Use a descriptive modifying term or phrase when the material has a very particular focus of interest, but word it as best you can to avoid creating the appearance of a formal title (e.g. use "nurse's diary" instead of "diary of a nurse in the Crimea.")

When assigning a title, do **not** repeat the main entry as the first element of Title Proper (\$a). When transcribing a title, use judgment to determine if a name appearing in an apparent "title page" or "heading" text on the material itself is appropriate as part of the \$a. In most cases, it should not be treated as such, but rather as the text of the \$c. Note, too, that the form information used in the place of a transcribed title is subfielded as \$a; additional descriptive information is treated as \$b Other Title Information.

100 1# \$a Cullen, William.

245 10 \$a Clinical cases and reports : \$b taken at the Royal Infirmary of Edinburgh / \$c by William Cullen, \$f 1771-1774.

For untitled speeches, lectures, etc.:

Supply a title consisting of an appropriate form (speech, address, etc.) followed by the place and/or occasion of the delivery, ending with the date:

245 10 \$a Lecture : \$b Royal College of Medicine, London, \$f 1856 May.

Description of the subject content is treated in the 520:

245 10 \$a Lecture : \$b Royal College of Medicine, London, \$f 1856 May.
520 ## \$a Holograph manuscript of a lecture on the merits of medical research carried out in a hospital environment.

For legal documents (wills, deeds, mortgages, leases, warrants, etc.)

Supply a title consisting of a word or brief phrase characterizing the document, the name(s) of the other person(s) concerned besides the individual cited in the main entry, and the occasion for the document if it can be expressed concisely, ending with the date of signing, e.g.

245 10 \$a Commission : \$b appointing A.B. Smith physician in Hood's Regiment, Army of Northern Virginia, \$f [ca. 1863 Apr 9].

Statement of Responsibility (\$c)

If an explicit Statement of Responsibility appears on the original (something along the lines of "by John Doe"), record this information in the \$c, after any \$b data, and \$f and \$g dates.

100 1# \$a Doe, John.
245 12 \$a A practical physic / \$c by J. Doe.

Except for letters and legal documents, if a signature appears on the item, either on the "title page" or at the end, and it seems intended as a mark of authorship, and there is every reason to believe the individual authored the text, transcribe the information as a statement of responsibility. Do not, however, precede the statement with a supplied [by]; that is implied by the / and \$c.

100 1# \$a Doe, John.
245 12 \$a A practical physic / \$c J. D.
Not
245 12 \$a A practical physic / \$c [by] J. D.

If in doubt, do not treat data as a statement of responsibility; simply note the appearance of the name, statement or signature on the document in a 500 note (or in the 520). Names of authors which clearly form part of a formal title should be treated as part of the title and transcribed in the \$a. Do not repeat them in the \$c unless they actually are repeated in a similar fashion on the item itself.

100 1# \$a Smith, John.
245 10 \$a John Smith's herbal remedies : \$b with theories and practice, \$f
1935 / \$c John Smith.

Form (\$k)

Form statements make unwieldy titles and can be handled in the 520. Therefore: information about form of material being cataloged is recorded in the 520 field, as the first statement in the field. Record expanded detail (e.g. carbon; revised; annotated) there.

Don't do:
245 10 \$a My years at Penn : \$k diaries, \$f 1903-1907.

Instead do:
245 10 \$a My years at Penn, \$f 1903-1907.
520 ## \$a Diaries of a medical student at Penn from 1903-1907.

246 (Varying Form of Title)

Do not include initial articles in \$a.

Use separate 246's for each varying form of title.

Use [sic] after common misspellings or typographical errors in the 245 \$a and correct in the 246 field. For names, abbreviations, or uncommon words, use [i.e., (correct spelling)] and correct in the 246 field. If there are several errors, correct all in a single 246 field, not in multiple fields.

245 10 \$a Obstetrics & gynecology
246 1# \$a Obstetrics and gynecology

245 10 \$a 20,000 leagues under the sea
246 1# \$a Twenty thousand leagues under the sea

245 14 \$a The memries [sic] of my youth
246 1# \$a Memories of my youth

245 10 \$a St. Bartheolomew's (i.e., St. Bartholomew's) Hospital ledger book
246 1# \$a Saint Bartholomew's Hospital ledger book

246 1# \$i Also known as: \$a Anglo-Dutch War collection

260 (Publication, Distribution, etc)

Not generally used in archival cataloging.

300 (Physical Extent)

This is usually given in linear feet, number of items, and number of boxes. This field is repeatable. If the collection includes materials in multiple formats, use a separate 300 field for each format.

\$3 used to indicate part of the collection that the organization or the arrangement applies to (NOT REPEATABLE).

\$b Physical characteristics such as illustrative matter, coloration, playing speed, groove characteristics, presence and kind of sound, number of channels, and motion picture presentation format. Expressed in centimeters, millimeters, or inches; may include a parenthetical qualifier giving the format of the item (e.g., (fol.), (8vo)).

\$f Terms such as page, volumes, boxes, cu. ft., linear ft., etc. that identify the configuration of the material and how it is stored.

For collections: Round off number of linear feet to nearest 1/10th and include in \$a.

300 ## \$a 31 \$f linear ft. \$a (27 \$f boxes)
300 ## \$a 1.5 \$f linear feet \$a (4 \$f ms boxes)
300 ## \$a 87 \$f items \$a (0.5 \$f linear ft.)

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300 ## \$a 40 \$f cu. ft.

300 ## \$3 Diaries: \$a 17 \$f v.

300 ## \$3 Correspondence: \$a 0.5 \$f linear ft.

300 ## \$3 Architectural drawings: \$a 6 \$f items.

[300 is repeatable for multiple statements of extent]

351 (Organization and Arrangement of Materials)

\$a Organization

\$b Arrangement

\$c Hierarchical position of the described materials relative to other records from the same source

\$3 used to indicate part of the collection that the organization or the arrangement applies to (NOT REPEATABLE).

351 ## \$a Arranged into the following series: [...]

351 ## \$3 Outgoing correspondence is in \$b chronological order; incoming correspondence is arranged alphabetically by correspondent

351 ## \$a Organized into 3 series: I. Personal, II. Lab notes, III. Photographs: arranged chronologically.

351 ## \$3 Permits for fishery operations, 1914-24 \$c subseries: \$b alphabetical by state then by year of renewal and within year by permit number

5XX (Notes)

Notes should be input in this prescribed order, NOT in MARC tag numeric order.

545 (Historical/Biographical Note)

Biographical information about an individual or historical information about an institution or an event used as the main entry of the bibliographic record for the described materials.

Be as succinct as possible, but include (as relevant to the material being described) the person's (or organization's) name, birth and death dates (if not in 100 field), occupation(s), significant achievements, with dates, and relevant education. Limit information on family, unless particularly germane to the collection contents. Use the most important identification first (how the person is best known) and then whatever additional biographical information is relevant to the material being cataloged. You do not have to use the authorized form of the name in this field. If the authorized form of the name doesn't include the dates and we know them, include them here right after the person's name.

For corporate bodies include full name, founding and closing dates (with location), plus function(s) and/or purpose(s).

As a general rule of thumb, give brief information on well-known figures (i.e. in basic reference sources), just enough to identify John Smith as that John Smith. For lesser known figures (i.e. a person for whom our only information is from the material itself or from dealer information) -- give more details. If there are multiple collections centered around a person, give only the biographical details that are pertinent to each collection. Don't repeat the person's name unless you're talking about more than one person.

Compose the 545 with the 520 in mind; 520 gives collection content that reflects biographical information in 545. Also, keep in mind that when there is almost no information about a person, you can skip the 545 and just integrate the information into the 520.

Use multiple 545 notes if you are giving lengthy notes on several individuals/organizations.

545 ## \$a City planner and architect.

545 ## \$a The Office of Geography provided research and other staff services for the interdepartmental Board on Geographic Names and the Secretary of the Interior on foreign geographic nomenclature.

520 (Summary)

Unformatted information that describes the scope and general contents of the materials. This could be a summary, abstract, annotation, review, or only a phrase describing the material.

List materials found in the collection which reflect the major occupations/activities of the individual and/or organization documented by the materials being cataloged (who, what, when, why information). Use 545, however, for biographical data and historical information that puts collection/item in context. For small collections, biographical information can be combined into the 520 field.

Begin in general terms, moving to greater detail. Begin with the forms of material present: this should include direct or implied reference to terms that may be traced in the 655 field that is not otherwise apparent from the record. Follow with a BRIEF summary of the particular research strengths of the collection either in terms of topics covered or formats particularly well represented. Note any unusual features. Note any significant correspondents. Individuals specifically named should be given subject access points (600s). Use phrases like "Correspondents include ... " or "Principal correspondents are ..."

Full information (e.g. carbon; revised; annotated) about the form of material being cataloged should be recorded in the 520 field, as the first statement in the field.

245 10 \$a In the palace of pain, \$f [1895?].

520 8# \$a Carbon typescript, revised, of an address delivered in London, October 2, 1895, and subsequently published in the London Times.

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100 1# \$a Reed, Walter.

245 10 \$a Letter : \$b Cuba, to Albert Truby, Washington, D.C., \$f 1893.

300 ## \$a 1 \$f item (4 p.) ; \$c 24 cm.

520 8# \$a ALS describing Reed's initial discovery of the mosquito as the carrier of the yellow fever virus.

If describing two or more major subgroups, either persons, organizations, or major topics, use separate 520s for each.

580 (Linking Entry Complexity Note)

A description of the complex relationship between the described item and other items. Larger collection that this collection is a part of. To be used in conjunction with field 773 to note complex relationships between other collections.

580 ## \$a Forms part of the Michael Heidelberger Papers.

773 0# \$7 nnc-m \$t Michael Heidelberger Papers. \$w [CLIO bib number for project set record]

530 (Additional Physical Format Available)

Availability information concerning a different physical format in which the described item is available.

530 field is **not** to be used in conjunction with 533 field.

\$3 is used to indicate what part of the collection the note applies to, if it doesn't apply to the whole collection.

530 ## \$3 Correspondence \$a also on microfilm.

530 ## \$a Available in microfilm as part of the Papers of Grover P. Stover; \$b Documentary Microfilms, 450 East 52nd St., New York, N.Y. 10006; \$c Buyers must acquire entire film set.

533 (Reproduction Notes)

Normally used in conjunction with field 535.

533 ## \$3 Correspondence consists of \$a photocopies.

533 ## \$a Photocopies (negative). \$b Copied at: Archives Nationales, Paris, France, \$d 1937.

245 10 \$a John Shaw Billings papers in the University of South Carolina Library, \$f 1856-1966 \$h [microform].

533 ## \$a Microfilm (negative). \$b Columbia, S.C. : \$c South Carolina Library, University of South Carolina, \$d 1983-1990. \$e 2 microfilm reels ; 35 mm.

535 (Location of Original/Duplicates)

The name and address of the repository that has custody of the original or a duplicate copy of the described material when either is housed in a repository different from that of the material being described.

Field contains the name and address for the repository with custody over originals or duplicates of the described materials. If location is known, cite it. If location is unknown, note this fact to avoid future confusion.

1st indicator 1 Holder of originals
 2 Holder of duplicates

EXAMPLES:

535 1# \$a Originals in: South Carolina Library, University of South Carolina; \$b Columbia, S.C.

535 1# \$a Location of originals unknown

535 1# \$a Originals retained by donor.

546 (Language Note)

Textual information on the language of the described materials. **Required even if all materials in English.** A description of the alphabet, script, or other symbol system (e.g., arabic alphabet, ASCII, musical notation system, bar code, logarithmic graphing) may also be included.

\$b The name of the alphabet, script, or information code that is used to record the language.

\$3 Used to indicate part of the collection the language note applies to.

546 ## \$a Materials entirely in English.

546 ## \$a Chiefly in English, French and Spanish. Also includes some materials in German, Italian and Hungarian.

546 ## \$a Originals in English, translations in French.

546 ## \$a Materials in English and Russian.

546 ## \$a Chiefly in French, some letters in German.

546 ## \$3 Notebooks \$a in French.

546 ## \$3 John P. Harrington field notebooks \$a Apache; \$b Phonetic alphabet.

546 ## \$3 Marriage certificate \$a German; \$b Fraktur.

There should be a corresponding **041 field** if more than one language:

041 0# \$a eng \$a fre \$a ger (materials in English, French and German)

041 1# \$a eng \$h fre (translated from French into English)

561 (Ownership and Custodial History, i.e. Provenance)

A copy-specific field that contains information concerning the ownership and custodial history of the described materials from the time of their creation to the time of their accessioning, including the time at which individual items or group of items were first brought together in their current arrangement or collation.

561 ## \$a Purchased by George Lincoln Burr for A.D. White in 1876. White gave the manuscript to Columbia University Libraries in 1904.

561 ## \$a Originally collected by Paul Jones and maintained by his nephew, John Smith after Jones' death. Purchased in 1878 by Henry Green, who added prints and drawings purchased at auctions in New York and Paris, 1878-1893.

561 ## \$a Records originally maintained within the GHA's administrative headquarters. Later removed to offsite storage

541 (Immediate Source of Acquisition)

Information on the immediate source of acquisition of the described materials. The field is used primarily for original or historical items or other archival collections.

\$a - Source of acquisition

\$d - Date of acquisition

\$e - Accession number

541 ## \$a Gift of Libby Anfinsen, \$d 1998-2000, \$e Accession #2000011, 2000-033, 2000-040.

583 (Action Note)

Actions taken, or to be taken. Repeat field 583 to record information about different actions.

583 ## \$3 Papers \$a Processed \$c 05/02/79 \$k mbb

583 ## \$3 Addition \$a Processed \$c 08/24/81 \$k mbb

506 (Restrictions on Access Note)

Information on the restrictions that govern access to or the limited distribution of the described materials.

506 ## \$a Access: Closed until 2010.

506 ## \$a Access: Pages 13-25 closed until Jan. 2025.

506 ## \$a Access: Permission required from interviewee.

506 ## \$3 Casework files and selected correspondence and administrative files \$a closed.

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506 ## \$3 Campaign materials, press releases and newspaper clippings from 1981 addition \$a require Donor's permission to see.

540 (Terms Governing Use and Reproduction)

Provide a link to Columbia University Libraries Publication and Digital Reproduction Policies and Procedures:

540 ## \$a Columbia University Libraries Publication and Digital Reproduction Policies and Procedures \$u

<http://www.columbia.edu/cu/lweb/services/preservation/publicationsPolicy.html>

Terms governing the use of the described materials (e.g., copyrights, film rights, trade rights) after access has been provided.

540 ## \$a Copyright by The Trustees of Columbia University in the City of New York. Permission required to cite, quote, and reproduce. Contact repository for information.

555 (Cumulative Index/Finding Aids Note)

1st indicator 0 Finding aids

\$c Degree of control

555 0# \$a Finding aid available in the Rare Books and Manuscript Reading Room and on Internet.

555 0# \$a Finding aid in repository; \$c folder level control.

555 ## \$a Card index in repository.

Links to finding aids:

555 0# \$u <http://www.columbia.edu/cu/libraries/indiv/rare/guides/Abzug/>

524 (Preferred Citation)

524 ## \$a John Brown Papers. Located in Rare Book and Manuscript Library Columbia University Libraries.

510 (Citation/References Note)

Citation for a published description of this collection.

510 3# \$a Anna B. Kuster Welty, No. 5601," by Dorothy M. Schullian, Journal of the History of Medicine and Allied Science.

581 (Publications About Described Materials Note)

A note for the citation of, or information about, a publication based on the analysis, study or use of the materials. Use field 581 also for citations to published sources, such as collection or exhibition catalogs, that contain photocopies or reproductions of items.

581 ## \$a Photographs published in: Mirer, Emma. Faces of Political Women, Boston: Whitehurst Press, 1984.

581 ## \$a Publications: Levine, Lawrence W. "William Shakespeare and the American People: A Study in Cultural Transformation." American Historical Review 89 (February 1984).

544 (Location of Other Archival Material)

\$a Custodian
\$b Address
\$c Country
\$d Title
\$e Provenance

The name and address of the custodian of materials that, at a previous time, have been part of the same collection or record group as the described materials.

544 ## \$d Burt Barnes papers; \$e Also located at; \$a State Historical Society of Wisconsin.

544 ## \$d Records of the Rhode Island Loan Office of the Bureau of Public Debt, 1776-1817; \$a Newport Historical Society; \$b 82 Touro Street, Newport, RI 02840; \$c USA; \$e Not transferred to the Second Bank of the United States at the time of its establishment, March 3, 1817.

500 (General Note)

General information for which a specialized 5XX note field has not been defined. Rarely used.

500 ## \$a Part of an ongoing collections program in the history of science.

500 ## \$a Books in this collection are cataloged individually.

6XX (Subject Headings)

2nd indicator 0 LCSH
 2 MeSH

600 (Personal Name Subject Heading), 610 (Corporate Name Subject Headings), 611 (Meeting Name Subject Heading)

Use for subject access to the main entry.

As a rule, put the name in the 100 field into the 600 field, because often the archival and manuscript material (such as letters or personal papers) is as much about the person as it is authored by the person. There are, however, exceptions to this, as when someone has written a book about someone or something else, and it is not logical to put the author into a 600 field but into the 700 field.

Choosing names: Significant personal or professional subjects of either correspondence or other nature significant to the collection should be included. Also, include a person if there is a large volume of letters sent to that person, but none are received from them.

Although there is no limit to the number of names one can include using this field, limit your choices to only the most significant names reflected by a collection.

Use authorized forms of names.

650 (Topical Subject Heading)

A subject added entry in which the entry element is a topical term.

651 (Geographic Name Subject Heading)

A subject added entry in which the entry element is a geographic name.

655 (Genre/Form Heading)

Terms indicating the genre, form, and/or physical characteristics of the materials being described.

2nd indicator 0 LCSH
 2 MeSH
 7 Source specified in \$2

\$2 Thesauri used:

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aat (Art and Architecture Thesaurus)

rbgenr (Genre Terms Created by the Bibliographic Standards Committee of RBMS)

655 #7 \$a Diaries \$2 aat

656 (Index Term/Occupation)

Contains terms giving occupations and avocations reflected in the contents of the described materials. It is NOT used to list the occupations of the creator, unless they are significantly reflected in the materials themselves.

Major sources for occupational terms and \$2 codes are:

aat (Art and Architecture Thesaurus)

lcsh Library of Congress Subject Headings

656 #7 \$a Politicians. \$2 lcsh

700, 710, 711 (Added Entries)

Added entries for people or organizations that are partly responsible for creating the collection or creating some of its material.

700 Personal name

710 Corporate Name

711 Committee, convention, festival, fair, etc.

773 (Linking Entry) For subunits and Items

Information concerning the host item for the constituent unit described in the record.

\$7 nnc-m for a manuscript/archival collection, nnpcc for HSL)

\$t Title of larger collection

\$w CLIO ID of larger collection

773 0# \$7 nnc-m \$t Michael Heidelberger Papers. \$w [CLIO bib number for project set record]

773 0# \$7 nnpcc \$t French Revolution manuscript collection. \$w [CLIO bib number for project set record]

852 (Location)

Identifies the organization holding the item or from which it is available. This field may also contain detailed information about how to locate the item in a collection.

852 ## \$a Columbia University. \$b Rare Book and Manuscript Library, \$e New York, NY. \$j Ms Coll/[Name of collection]

856 (Electronic Location and Access)

URL for other collection descriptions.

856 42 \$3 Finding aid \$u <http://www.columbia.edu/cu/libraries/indiv/rare/guides/Abzug/>

MFHD (MARC Format for Holdings Data) Record

Leader: If more than one piece, code Type of record as v (multipart item holdings)

008 Code as follows:

008 - General Description (Holding)	
Receipt Status	2 : Completed
Method of Acquisition	g : Gift
Cancellation Date (yymm)	_____
General Retention Policy	8 : Permanently retained
Specific Retention Policy - Policy Type	_ : No specific retention policy
Specific Retention Policy - Number of Units	*** Obsolete Code or Value Not Set ***
Specific Retention Policy - Unit Type	*** Obsolete Code or Value Not Set ***
Completeness	4 : Not applicable
Number of Copies	001
Lending Policy	b : Will not lend
Reproduction Policy	b : Will not reproduce
Language	*** Obsolete Code or Value Not Set ***
Copy Report	0 : Separate
Date of Report (yymmdd)	901128

852 Location and Call Number

852 8# \$b rbms \$h class number (or collection identifier)

866 ## \$z Textual Holdings Statement

\$z - Public note

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\$x - Nonpublic note

Used only for unprocessed accessions and offsite materials. A free text field used to provide short notes about holdings to patrons, not otherwise immediately evident from the bibliographic record.

866 ## \$z Unprocessed collection.

866 ## \$z Contact Archives staff for access.

866 ## \$z Material stored offsite; 24 hours notice required for delivery.