

# **Highlights from the American Almanac Collection**

*[introduction] = 242 words*

Almanacs have guided Americans' lives since the publication of *An Almanac for New England for the Year 1639*, the first almanac to be printed in the thirteen colonies. They were a staple of early American life—most families had only a Bible and an almanac for reading material—and provided both information and entertainment before the first American newspaper was established in 1704.

Almanacs contain a wealth of information, valuable both to their original users and to present-day researchers. Most of them give accurate calculations of the tides and movements of the sun and moon for each day of the year. Many owners used the pages of almanacs to record personal events, like family births and deaths and to state their reaction to national events.

Almanac publishers selected stories and essays to appeal to a wide range of the population. They also provide a window into everyday life, with tips for everything from making homemade manure to treating scarlet fever to baking biscuits.

Readers expected almanacs to include certain features, but each publisher or printer worked within the flexible framework to differentiate his (or occasionally her) publication from the others on the market. The almanacs in this exhibit, selections from the New-York Historical Society's American Almanac Collection, are representative of the many variations on the almanac that have been published in this country. Funding for the cataloging of this collection has been provided by the Council on Library and Information Resources (CLIR).

***Hutchins' Improved Family Almanac and Ephemeris ...  
for the Year of Our Lord 1847***

New York: H. & S. Raynor, [1846]

Two copies

The astronomical information in this issue of "Hutchins' Improved Family Almanac and Ephemeris" was calculated by David Young (1781-1852), the prominent almanac maker behind the long-running "Farmers' Almanac."

Typical information found in almanacs is seen here: weather and tide tables, astronomical information for the year, Christian holidays, and the Man of Signs (a figure surround by signs of the Zodiac that was used to predict which body parts were affected by the moon's movements). The calendar page for January is on the right.

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# Diaries

Many almanacs contained blank leaves that were used for diary entries. These leaves were either part of the original printing or added by the owner. Common notations in the margins of the calendar include the birth of livestock, crop sales, and weather.

*Hutchins' Improved Family Almanac and Ephemeris ... for the Year of Our Lord 1871*

New York: Howe & Ferry, [1870]

May 8, 1871:

“Cold windy day, wind N. West. The caisson for the N. York foundation for the Great Bridge from Brooklyn was launched today from Mr. Webb yard foot of six[th] street.”

October 1871:

“The Great fire in Chicago on the 7, 8, 9 of October 1871 may be compared to great fire in London which covered 500 acres and destroid [sic] 1300 houses, in Moscow 400 acres 1200 houses. Chicago burnt 1800 acres 18000 building and 85000 persons homeless.

[Oct.] 14<sup>th</sup> Remarkable fine for the season.

[Oct.] 21 made fire in basement stove today. Strong westerly wind.”

***Gaine's New-York Pocket Almanac for the Year 1776***

New York, N.Y.: H. Gaine, [1775]

The Society has a number of early American almanacs that belonged to the same unnamed Loyalist owner. His July 4 entry declares “this fatal day independency declared by the Congress – rivers of blood will flow in consequence of it – no peace for many years.”

Updates of battles (“Battle of White Plains. Rebels defeated but not pursued – Gen’l Howe says the River Bronx prevented it – N.B. A boy can jump over it.... Loyalists convinced Gen’l Howe does not do his duty nor mean to conquer the country”) are interspersed with the rhythms of everyday life.

***Poor Will's Pocket Almanack, for the Year 1802***

Philadelphia, [Pa.]: Joseph & James Crukshank, 1801

This almanac was owned by John Parrish (1729-1807), a Quaker abolitionist from Philadelphia. Parrish writes on subjects from the mundane (how to reduce swelling) to the serious (“Inquire into the case of the black girl that was shot.”). Parrish is best remembered for his 1806 pamphlet “Remarks on the Slavery of the Black People,” which warned that slavery would one day violently divide the country.

***Lady's Almanac for 1860***

Boston, Mass: Shepard, Clark, & Brown, [1859]

Intended for women, this small almanac contains advice for housekeeping and child-rearing, poems, illustrations, and miscellaneous facts and anecdotes. The owner noted when she went to church, the day her mother died, and the dates of trips.

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# Comic and Tragic Almanacs

## *Fisher's Comic 1849 Almanac*

New Orleans, La.: J.B. Steel, New Orleans stationers' warehouse, [1848]

Turner and Fisher, a printing firm in Philadelphia, published picture books, joke books, almanacs, and other ephemera. Comic almanacs like this one often featured eye-catching cover illustrations to attract readers. It is unclear whether the publisher, J. B. Steel, had permission to use Fisher's name. In the eighteenth and nineteenth centuries, printers often reprinted material without permission and passed it off as their own work.

Josh Billings (1818–1885)

*Josh Billings' Farmer's Allminax for the Year 1870 : Being Tew Years Since Leap Year, and Ninety-four Years Since*

***the Amerikan People Left Grate Brittain tew Take Care ov Herself, and Started a Snug Little Bizzines ov Their Own, Which I am Instructed tew State, iz Payin Well.***

New York: G.W. Carleton & Co., 1870.

*Josh Billings' Farmer's Allminax* was published yearly from 1870 to 1879. A parody of the traditional almanac form, Billings wrote in an eccentric dialect and peppered the book with his trademark humorous aphorisms.

“Josh Billings” was the pseudonym of American humorist, lecturer, and columnist Henry Wheeler Shaw. A contemporary of Mark Twain, he achieved comparable success in his time with his almanacs and books, including *Josh Billings, Hiz Sayings* (1865) and *Josh Billings' Cook Book and Picktorial Proverbs* (1880).

***Elton's Comic All-my-nack***

New York, N.Y.: R.H. Elton, [1834]

Though perhaps not so humorous to 21st-century sensibilities, this comic almanac was published by Robert H. Elton, a New York City-based publisher who also released children's books. His “all-my-nacks” were filled with caricatures, riddles, and pungent humor about the topics of the day, as well as hostility and derision towards people of color and anyone from a foreign land.

***Tragic Almanack 1843***

New York, N.Y.: C.P. Huestis, [1842]

This heavily illustrated almanac contains morbid accounts in breathless prose of suicides, steamship accidents, and fatal fires, but grisly murders provide most of the content. The cover illustration depicts the murder of Mary Rogers in July 1841, a case so well-known at the time that Edgar Allan Poe based his short story “The Mystery of Marie Rogêt” on it.

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# Non-English Almanacs

Reflecting the numerous languages spoken on the North American continent, almanacs have been printed in languages other than English since 1731, the year a German almanac was first published in the thirteen colonies. Subsequently, thousands of almanacs have been printed in the languages of immigrants and Native Americans.

*Der Gemeinnützige Landwirthschafts Calender, auf das Jahr, nach der Heilbringenden Geburt unsers Herrn Jesu Christi, 1814*

Lancaster, Pa.: Anton Albrecht, [1813]

A typical example of an early-nineteenth-century *fraktur* from the heavily German area of Lancaster, Pennsylvania. *Fraktur* is



a blackletter typeface that traces its roots back to Germany in the 1500s.

***Cherokee Almanac 1861***

Park Hill [Okla.]: Mission Press, Edwin Archer, printer, [1860]

This 1861 almanac is written in Cherokee, or *Tsalagi*, an Iroquoian language. Sequoyah (1776-1843), a Cherokee, invented a syllabary consisting of 85 vowels and consonants, with a character assigned to each. In 1821, he introduced his script to the Cherokee people and within a few years, thousands could read and write in their new syllabary.

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*[maps and fold-outs]*

***The American Almanac and Repository of Useful Knowledge, for the Year 1831***

Boston, Mass.: Published by Gray and Bowen, [1830]

This is the earliest known map of the path of a solar eclipse in an almanac. The map was engraved by George W. Boynton, Boston's leading engraver of the time.

***Bailey's Pocket Almanac, Being an American Register for the Year of our Lord 1786***

Philadelphia, Pa.: Francis Bailey, [1785]

This pocket almanac is inscribed to Ebenezer Hazard Esq., the Postmaster General of the United States from 1782 to 1789. The almanac includes a fold-out map enumerating rivers and lakes,

as well as those areas belonging to various Native American peoples.

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# Political and Social Issue Almanacs

Almanacs were an efficient way for organizations to advertise their causes and connect with supporters. Political parties regularly published their own almanacs, which contained election returns and governmental data. Other special interest groups, such as temperance unions and abolitionists, also put out their own almanacs.

***The American Anti-Slavery Almanac for 1836***

Boston, Mass.: Webster & Southard, [1835]

The American Anti-Slavery Society began publishing its almanacs in 1836. Its purpose was to educate the general public about the immorality of the American slave system by publishing thoughtful discourses on the subject and printing haunting images of the victims of slavery.

***The Whig Almanac, and United States Register, for 1849***

New York, N.Y.: Greeley & McElrath, [1848]

The Whig Party was a political power in the early to mid nineteenth century, but eventually broke up over the issue of slavery. President Zachary Taylor, the successful Whig candidate in the 1848 election, is featured on this cover. An article about the election and an overview of Europe in the same tumultuous year follow the usual almanac elements.

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# Patent Medicine Almanacs

Unscrupulous patent medicine manufacturers took advantage of the trust people had in almanacs by hiding their false claims in a familiar format. Consumers were led to associate the advertised products with something familiar and dependable.

“Patent medicines” were concoctions of unregulated ingredients that supposedly cured diseases but were never proven to do so. At best, patent medicines contained herbs that were neither helpful nor harmful. At worst, they contained alcohol, opium, or poisons like mercury and turpentine.

***Kickapoo Indian Almanac 1893***

[New Haven, Conn.: Healy & Bigelow, 1892]

The Kickapoo Medicine Company appropriated the name of the Kickapoo tribe to sell various patent medicines. The company was best known for putting on large-scale “medicine shows.” These traveling spectacles featured a cast of Native American and white performers pretending to be Kickapoo who would engage in mock battles and perform “war dances” while shilling for the company.

***Ayer’s American Almanac 1917***

Lowell, Mass.: Dr. J.C. Ayer & Co., [1916]

Dr. J.C. Ayer published a successful run of medical almanacs that used illustrations to appeal to customers. In adherence to the law enacted about a decade before this almanac was published, the ingredients of Dr. Ayer’s concoctions are listed—along with many reminders telling prospective users to consult with their doctors.

**Dr. D. Jayne & Son**

Dr. David Jayne (1799-1866), almanac publisher and founder of the thriving Philadelphia patent medicine company Dr. D. Jayne & Son, is credited with being one of the first to use an almanac as a way to reach customers. It is estimated that his company printed more than 500 million of his almanacs throughout a remarkable run of nearly one hundred years.

***Jayne's Medizinischer Calender und Gesundheits-  
Wegweiser.***

Philadelphia, Pa.: Dr. D. Jayne & Son, [1905]

Dr. D. Jayne & Son printed almanacs in many different languages in order to reach as wide an audience as possible. This almanac is in German and printed in *fraktur*, the main typeface used by German speakers until World War II.

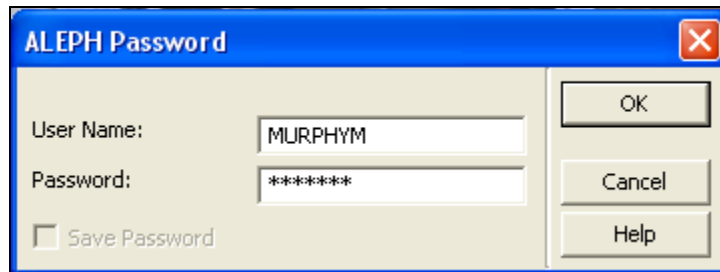
***Dr. Jayne's Medical Almanac and Guide to Health, 1881***

Philadelphia, Pa.: Dr. D. Jayne & Son, [1880]

# Cataloging Guidelines for the American Almanac Project

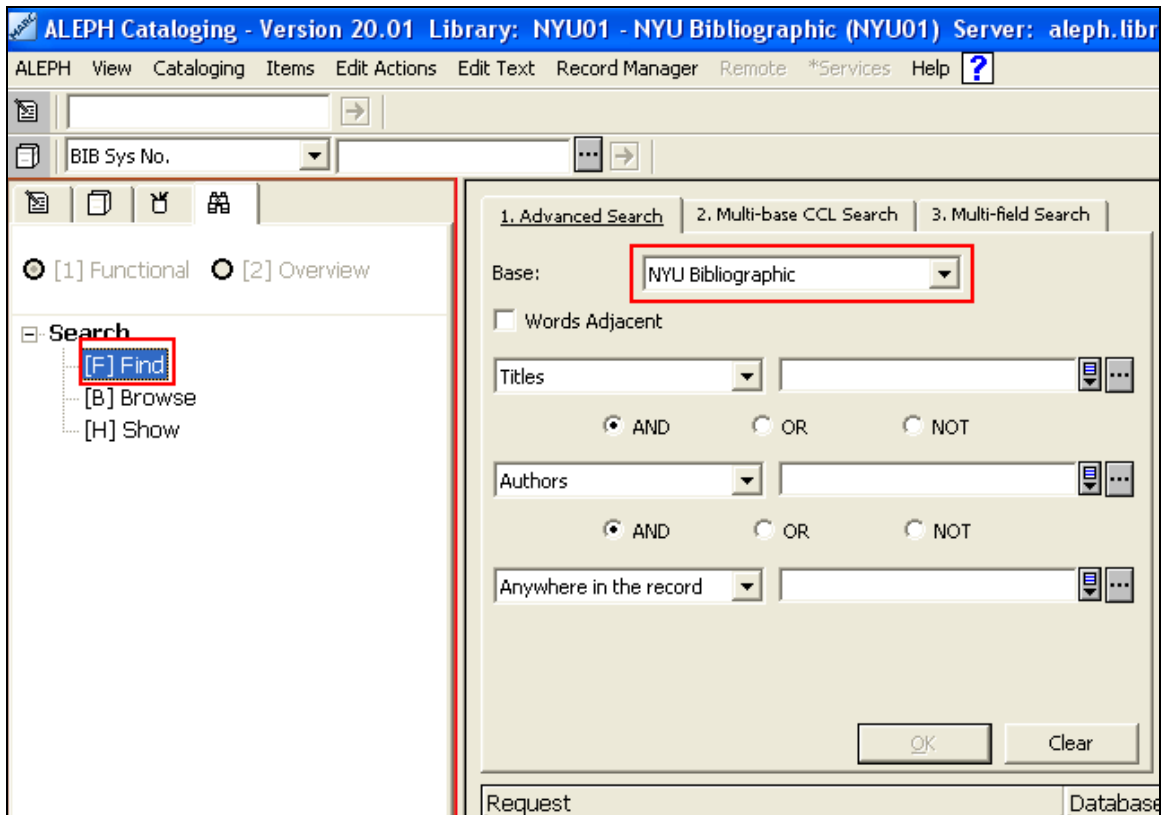
## Part I: Searching the ALEPH Client

To begin searching the ALEPH client, login as shown below:



A dialog box titled "ALEPH Password" with a blue header and a close button (X) in the top right corner. It contains three input fields: "User Name:" with the text "MURPHYM", "Password:" with "\*\*\*\*\*", and a checkbox labeled "Save Password" which is unchecked. To the right of the input fields are three buttons: "OK", "Cancel", and "Help".

Once you are logged in, you will want to search the ALEPH client to see if the almanac in hand is already held by N-YHS or another consortium library. There are two ways of doing this. The first is to use the “Find” interface, the other is to use the “Browse” interface. Search based on what format you feel most comfortable with. To use the “Find” interface, make sure you are on the “Find” screen and that the “Base” dropdown is set to “NYU Bibliographic”:



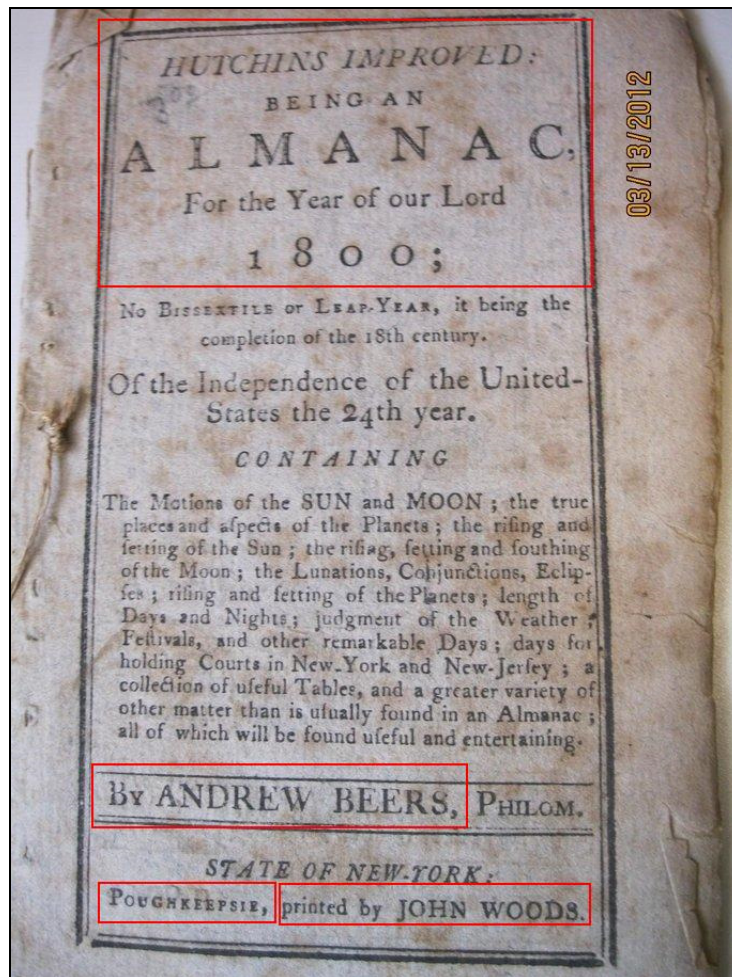
A screenshot of the ALEPH Cataloging software interface. The title bar reads "ALEPH Cataloging - Version 20.01 Library: NYU01 - NYU Bibliographic (NYU01) Server: aleph.lib". The menu bar includes "ALEPH", "View", "Cataloging", "Items", "Edit Actions", "Edit Text", "Record Manager", "Remote", "\*Services", and "Help". Below the menu bar is a search bar and a "BIB Sys No." dropdown. The main interface is divided into two panes. The left pane shows a "Search" menu with options: "[F] Find" (highlighted with a red box), "[B] Browse", and "[H] Show". The right pane is titled "1. Advanced Search" and contains a "Base:" dropdown menu with "NYU Bibliographic" selected (highlighted with a red box). Below this are three search criteria sections: "Titles", "Authors", and "Anywhere in the record". Each section has a dropdown menu, a text input field, and radio buttons for "AND", "OR", and "NOT". The "AND" option is selected in all three sections. At the bottom of the right pane are "OK" and "Clear" buttons. The status bar at the very bottom shows "Request" and "Database".

From this point, you can search the entire NYU consortium database for bibliographic records. When searching titles, always be sure to omit initial articles such as “A”, “An”, “The”, etc. (for a full list of initial articles, consult Appendix E of AACR2.)

Since many almanacs have very similar titles (or, in many cases, are serial publication with the exact same title every year) it is best to search across multiple variables such as “Year” and “Anywhere in the Record” to help limit your results.

Also, the acidic envelopes that the almanacs are housed in can provide important bibliographic information, many of them have “Not a duplicate” or other pertinent information hand written or typed on them. Be sure not to throw them away until you are done cataloging the item.

For example, let’s begin by searching for the work “Hutchins improved: being an almanac, for the year of our Lord, 1800”:



When searching for a title, be sure to take notice of the exact wording of the title, as well as the author, place of publication, and printer/publisher statements, as these will often vary slightly. Many popular almanacs were republished by a variety of printers/publishers in a variety of places, and making sure you get the exact correct record is key.



You can type as much as you want into the search field, there is no character limit. You can also include (or leave out) punctuation when searching. If you'd like, press the button in the red box below to view the entirety of what you've typed:

The screenshot shows a search interface with three tabs: "1. Advanced Search", "2. Multi-base CCL Search", and "3. Multi-field Search". The "Base" dropdown is set to "NYU Bibliographic". There is a checkbox for "Words Adjacent" which is unchecked. The "Titles" dropdown is set to "Titles" and the search field contains the text "Hutchins improved: being an alm". A red box highlights a small icon (a document with a magnifying glass) next to the search field. Below the search field are radio buttons for "AND", "OR", and "NOT", with "AND" selected. There are also fields for "Authors" and "Anywhere in the record" with their respective dropdowns and search fields. At the bottom, there are "OK" and "Clear" buttons, with "OK" highlighted by a red box.

Once you have entered the title, press "Ok." If a bibliographic record matches that title, your results screen will pop up. In this case, we do have a hit, but it is for an electronic version held by NYU:

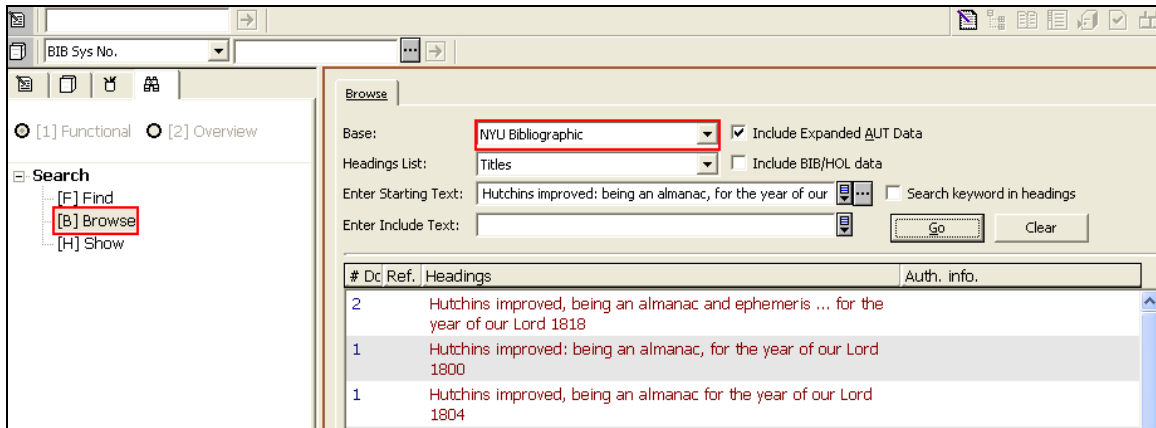
The screenshot shows the search results screen. At the top, there is a search bar with the text "(Titles= Hutchins improved being an almanac for the year of our lord 1800)". Below the search bar, there is a table with the following columns: "Doc no.", "Author", "Title", "Year", and "Status". The table contains one record:

Doc no.	Author	Title	Year	Status
1/1		Hutchins Improved: being an almanac, for the year of our Lord 1800 ...	1799	

Below the table, there is a "Jump to:" field. At the bottom, there are five tabs: "1. MARC Tags", "2. Full+Link", "3. MARC Public View", "4. Catalog Card", and "5. Citation". The "MARC Tags" tab is selected, showing a list of MARC tags and their values:

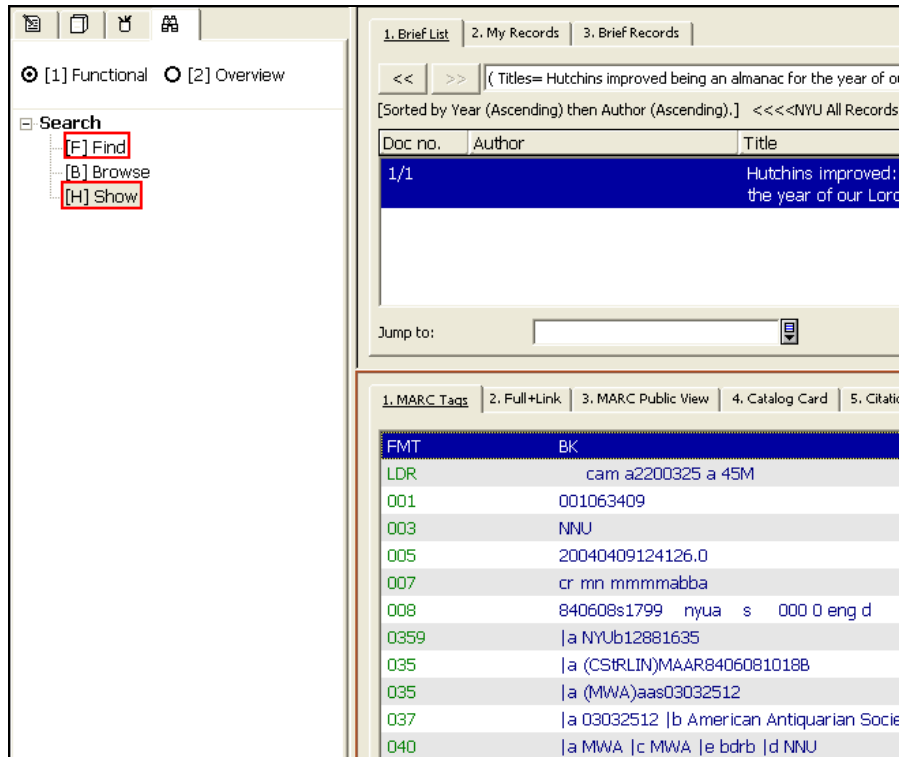
Tag	Value
FMT	BK
LDR	cam a2200325 a 45M
001	001063409
003	NNU
005	20040409124126.0
007	cr mn mmmabba
008	840608s1799 nyua s 000 0 eng d
0359	a NYUb12881635
035	a (CSIRLIN)MAAR8406081018B
035	a (MWA)aa03032512
037	a 03032512  b American Antiquarian Society (Worcester, MA)
040	a MWA  c MWA  e bdrb  d NNU
24500	a Hutchins improved: being an almanac, for the year of our Lord 1800 ...  h [electronic resource]  c By Andrew Beers, philom.

To search using the "Browse" function, make sure you are on the "Browse" screen and the "Base" is set to "NYU Bibliographic":

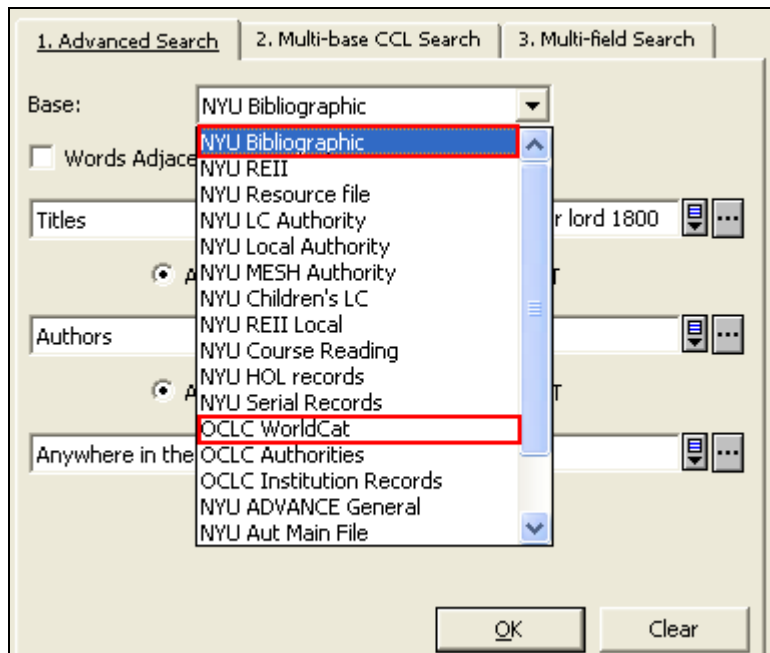


Again, do a title search for “Hutchins improved: being an almanac, for the year of our Lord, 1800.” You’ll notice that the “Browse” interface shows you similar titles before and after the title you are looking for. This is helpful because it is a broader searching function. You will notice that we get the same result as above, the electronic version held by NYU.

Since no copy is held by N-YHS or any other consortium library, we will need to search OCLC for a bibliographic record of the actual almanac to use in copy cataloging. As shown in the image below, you are currently on the “Show” pane of the ALEPH client (the word “Show” is shaded), which allows you to look at bibliographic records you have searched. To get back to the “Find” or “Browse” functions, simply click on the words “Find” or “Browse” (for the sake of clarity, all of the images in the next steps will use “Find”):



Once back in the “Find” or “Browse” panes, change the “Base” dropdown from “NYU Bibliographic” to “OCLC WorldCat”:



Searching OCLC can be a bit trickier; you will sometimes get hundreds of results since many of these publications have the exact same title (or a variation of that title.). So let's search “Hutchins improved: being an almanac, for the year of our Lord, 1800” again:

1. Advanced Search | 2. Multi-base CCL Search | 3. Multi-field Search

Base:

Words Adjacent

Titles

AND  OR  NOT

Year (Date1)

AND  OR  NOT

Year (Date1)

OK Clear

Refine

Field:

Words Adjacent

AND  OR  NOT

Refine Query:

Refine Clear Refine

Cross

AND Sets

OR Sets

First Set, Not Second

Second Set, Not First

Cross Set

Request	Database	No Records
( Titles= Greenleaf's New-York Connecticut and New-Jersey Almanack )	NYU01	0
( Titles= Greenleaf's New-York )	NYU01	0
( Titles= Greenleaf's New-York )	NYU01	31
( Titles= Hutchins improved being an almanac for the year of our lord 1800 )	NYU01	1
( System Number= 211428386 )	OCLCINSTITUTION	1
( Titles= Hutchins improved being an almanac for the year of our lord 1800 )	NYU01	1
( Titles= Hutchins improved being an almanac for the year of our lord 1800 )	NYU01	1
( Titles= hutchins improved being an almanac for the year of our lord 1800 )	WORLDCAT	6

Print/Send  
Remove  
Save  
Load  
Show

You will see that we got 6 results for that title in OCLC Worldcat. To view these results, click “Show” on the lower right.

1. Brief List | 2. My Records | 3. Brief Records

<< >> ( Titles= hutchins improved being an almanac for the year of our lord 1800 )

[Not sorted] <<<OCLC Worldcat>>>

Doc no.	Call No	Author	Title	Year
1/6	Z1215 .E37 First series no. 35172	Beers, Andrew,	Hutchins improved: being an almanac, for the year of our Lord 1800 ...	1799
2/6	Z1215 .E92 no. 35172 fiche	Beers, Andrew,	Hutchins improved: being an almanac, for the year of our Lord 1800 ...	1799
3/6		Beers, Andrew,	Hutchins improved: being an almanac, for the year of our Lord 1800 ...	1799

Sort  
Save As  
Print/Send  
My Records  
Catalog

Jump to:

1. MARC Tag | 2. Catalog Card | 3. Citation | 4. Full+Link | 5. MARC Public View

003	OCLC
005	20120309135315.0
006	m d
007	cr mn mmabba
008	840608s1799 nyua o 000 0 eng d
035	a (OCoLC)62830493  z (OCoLC)456853447
040	a MNU  b eng  c MNU  d OCLCG  d WEA  d NMM  d OCLCQ
050 4	a Z1215  b .E37 First series no. 35172
24500	a Hutchins improved: being an almanac, for the year of our Lord 1800 ...  h [electronic resource] /  c by Andrew Beers, philom.
260	a State of New-York :  b Poughkeepsie :  b Printed by John Woods.,  c [1799]

1/6  
<< >>  
Locate  
Show Like  
Headings  
External  
Link  
Item List  
Cataloging  
Items

You will be brought to the “Brief List” pane, which shows the search results in the top window and the detailed bibliographic record of each numbered result in the bottom window. OCLC searches bring in results in all formats (electronic versions, microfilm, originals, etc.) so it is important to select the bibliographic record that matches the actual “Book” format. As you can see above, the first result is for an electronic resource.

However, if you scroll down in your results, you will eventually find a bibliographic record for a book:

Doc no.	Call No	Author	Title	Year
5/6		Beers, Andrew,	Hutchins improved: being an almanac, for the year of our Lord 1800 ...	1799
6/6		Beers, Andrew,	Hutchins improved: being an almanac, for the year of our Lord 1800 ... /	1799

Jump to:

1. MARC Tags | 2. Catalog Card | 3. Citation | 4. Full+Link | 5. MARC Public View

FMT	BK
LDR	cam 22003015a 4500
001	ocn208144166
003	OCOLC
005	20120309135315.0
008	840608s1799 nyua 000 0 eng d
035	a (OCOLC)208144166
040	a MWA  e bdrb  c AQM  d OCLCG
24500	a Hutchins improved: being an almanac, for the year of our Lord 1800 ... /  c By Andrew Beers, philom.
260	a State of New-York: Poughkeepsie, :  b Printed by John Woods.,  c [1799]

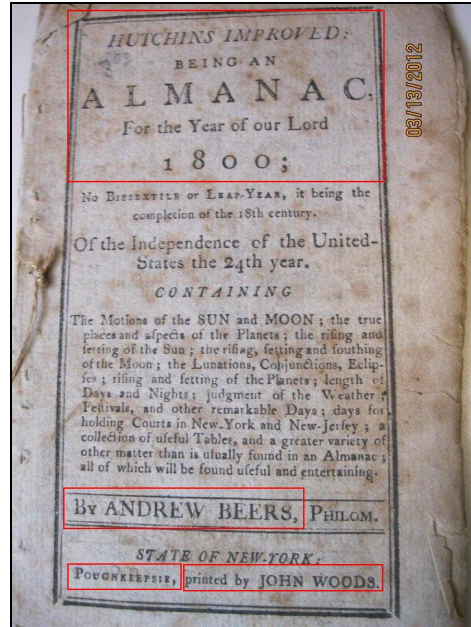
Be certain that the FMT (format) is “BK”, which represents monographs. Do not use records that say “SE” in FMT because they are serial records. We may do some serial cataloging later in the project, but for now lets focus on monographs.

You can tell “Book” results from “Electronic Resources” or “Microform” in that they don’t have the words “Electronic Resource” or “Microform” in the title:

24500	<b>NO</b>	a Hutchins improved: being an almanac, for the year of our Lord 1800 ...  h [electronic resource] /  c by Andrew Beers, philom.
24500	<b>NO</b>	a Hutchins improved: being an almanac, for the year of our Lord 1800 ..  h [microform] /  c by Andrew Beers, philom.
24500	<b>YES</b>	a Hutchins improved: being an almanac, for the year of our Lord 1800 ... /  c By Andrew Beers, philom.

When you are looking at a possible record to use for copy cataloging, be absolutely sure that it matches the item you have in hand. As mentioned earlier, check the exact wording of the title, author, place of publication and publisher/printer; these are usually a dead giveaway. In our case, we have found the correct record:

4. Full+Link	5. MARC Public View
20120313163105.0	
840608s1799 nyua 000 0 eng d	
a (OCoLC)208144166	
a MWA  e bdrb  c AQM  d OCLCG	
a Hutchins improved: being an almanac, for the year of our Lord 1800 ... /  c By Andrew Beers, philom.	
a State of New-York: Poughkeepsie, :  b Printed by John Woods.,  c [1799]	
a [36] p. :  b ill. ;  c 17 cm. (12mo)	
a Advertised in the American farmer (published by Woods at Poughkeepsie), Oct. 1799, as "An almanack for ... 1800."	
a Signatures: [A]*B² C* D² E* F².	
a The Anatomy is the only illustration.	
a Evans  c 35172	
a Drake, M. Almanacs,  c 6097	
a Almanacs  z New York (State)  y 1800.  2 rhnpr	



One issue that comes up with many almanacs is that they do not have a publication date on the title page. Given the way that almanacs were published, it is inferred that the publication date is the year previous to the stated year that the almanac covers. So for the record we see above, an implied date of [1799] is given for “Hutchins improved: being an almanac for the year of our Lord 1800.”

It is also important to make sure the page count of the item in hand matches the record you found. Many almanacs have unnumbered pages, so you will need to count them to be sure. If you find a discrepancy, double check the record, and also check to see if the item itself is not missing any pages (anytime you are unsure about this, I can help you.)

Once you have decided on a record you want to use, make note of the OCLC Number (Field 035) in the record:

035	a (OCoLC)208144166
040	a MWA  e bdrb  c AQM  d OCLCG
24500	a Hutchins improved: being an almanac, for the year of our Lord 1800 ... /  c By Andrew Beers, philom.

Write this number down on the brittle old envelope and do not dispose of the envelope yet; you will use it at a future point to call up the record for cataloging.

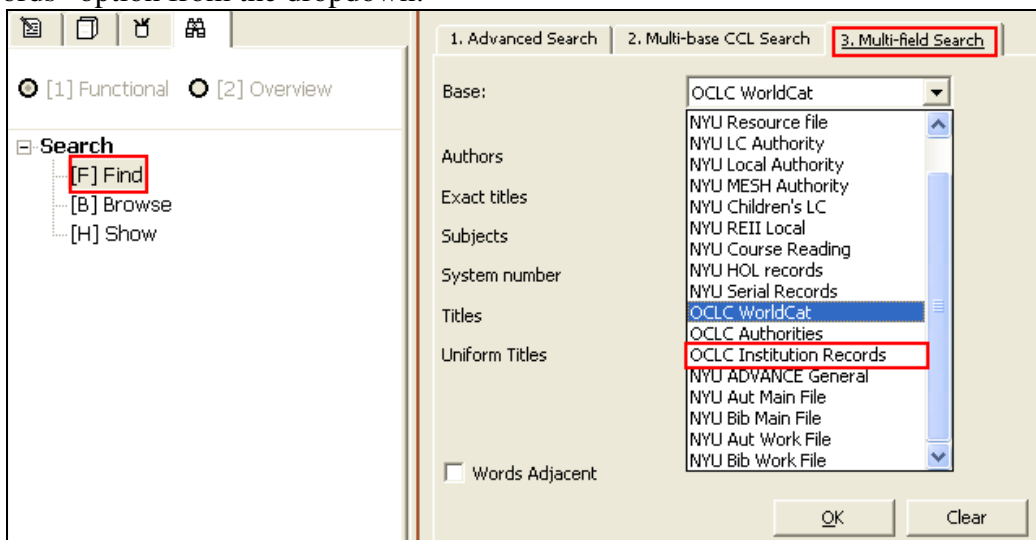
Many of the best records are made by the American Antiquarian Society, and their cataloging agency name (the 040 field) is either MWA or AQM. Library Company of Philadelphia also makes quality records, their cataloging agency name is AOX. Good records are made with “BDRB” (Bibliographic Description of Rare Books) and its successors, “DCRB” (Descriptive Cataloging of Rare Books) and “DCRMB” (Descriptive Cataloging of Rare Materials: Books) This is often indicated in le of the 040 field with “bdrb”, “dcrb”, or “dcrmb”:

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040 |a MWA |e bdrb |c AQM |d OCLCG
```

Another good way to find quality records is to search institution-specific OCLC records. These are bibliographic records that are not normally displayed in the OCLC interface, as it is often the case that one main bibliographic record represents the bibliographic records of every institution that holds that item. You will see listings for OCLC Institution Records at the end of OCLC records you search; in the 952 fields:

650 0	a Almanacs, American  y 1801.
7001	a Beers, Andrew,  d 1749-1824.
952	a 30551478  z AOX  b LIBRARY CO OF PHILADELPHIA  h Less-than-full batch  u 20080423
952	a 133249858  z AOX  b LIBRARY CO OF PHILADELPHIA  h Full  u 20100726
952	a 191535783  z AQM  b AMERICAN ANTIQUARIAN SOC  h Full  u 20100629
994	a Z0  b ZYU

These bibliographic records can be searched separately in the ALEPH client by switching to the “3. Multi-Field Search” tab in the “Find” pane, and selecting the “OCLC Institution Records” option from the dropdown:



You can also do this search in the “1. Advanced Search” tab, but I find it more useful to have certain tabs for certain steps in my search process (You may feel differently, it is

entirely up to what makes you more comfortable.) When searching the OCLC Institution Records, be sure search the OCLC Institution Record number that is in la of the 952 field:

650 0	a Almanacs, American  y 1801.
7001	a Beers, Andrew,  d 1749-1824.
952	a 30551478  z AOX  b LIBRARY CO OF PHILADELPHIA  h Less-than-full batch  u 20080423
952	a 133249858  z AOX  b LIBRARY CO OF PHILADELPHIA  h Full  u 20100726
952	a 191535783  z AQM  b AMERICAN ANTIQUARIAN SOC  h Full  u 20100629
994	a Z0  b ZYU

For the best possible record, it is also helpful to check lh to make sure that the cataloging level is "Full." You won't always find great bibliographic records, but looking for factors like these will help insure your success for finding a quality record. If the record meets your standards, make a note of the OCLC Institution Record number on your slip of scrap paper for future retrieval for cataloging (and also note that it is an OCLC Institution Record so the cataloger knows to search the "OCLC Institution Records" instead of the regular "OCLC WorldCat" dropdown) One way to distinguish OCLC Institution Records from regular OCLC records is to write "OCLC Inst [Number]" instead of just "OCLC [Number]" when recording the number on the brittle old envelope for future record retrieval.

If you find two institution records that differ in some regards but that seem equally good, and you're uncertain which one to use, write down both numbers, and I can help you decide which one to use.



## Part 2: Copy Cataloging in the Aleph Client

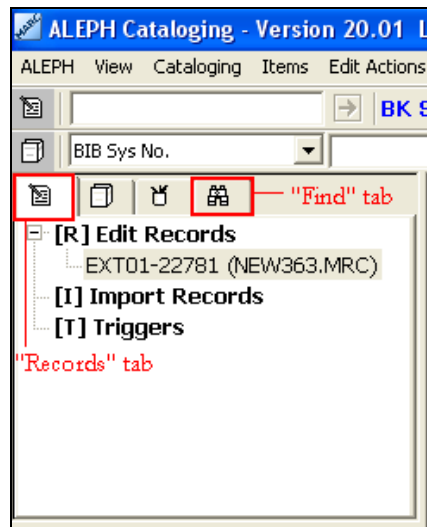
Once a bibliographic record has been found for the item in hand, and you are ready to catalog it, return to the “3. Multi-Field Search” tab in the “Find” pane, and make sure your “Base” dropdown is set to “OCLC WorldCat” or “OCLC Institution Records”, depending on what you are using:

The screenshot shows the Aleph Client search interface. The '3. Multi-field Search' tab is selected. The 'Base' dropdown menu is open, showing a list of search bases. The 'Find' button in the left pane is highlighted with a red box. The 'Base' dropdown menu is also highlighted with a red box, and the 'OCLC WorldCat' and 'OCLC Institution Records' options are highlighted with red boxes. The 'Words Adjacent' checkbox is unchecked. The 'OK' and 'Clear' buttons are visible at the bottom right.

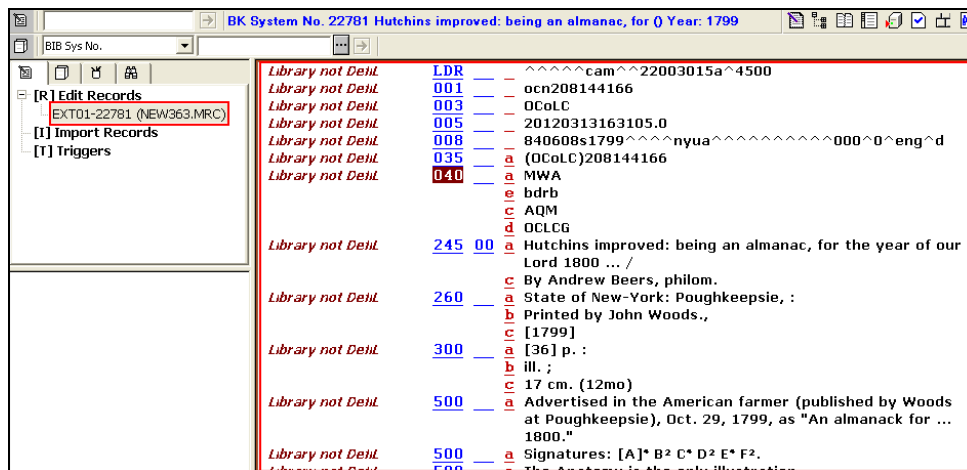
Once you have chosen your “Base”, enter the OCLC or OCLC Institution Record number into the field labeled “System Number” (The wording for this field is “System Number” for both OCLC WorldCat and OCLC Institution Records searchers) and press “OK” to call up the bibliographic record:

The screenshot shows the Aleph Client search interface. The '3. Multi-field Search' tab is selected. The 'Base' dropdown is set to 'OCLC Institution Records'. The 'System number' field contains the value '212021894'. The 'OK' button is highlighted with a red box. The 'Words Adjacent' checkbox is unchecked. The 'Clear' button is visible at the bottom right.

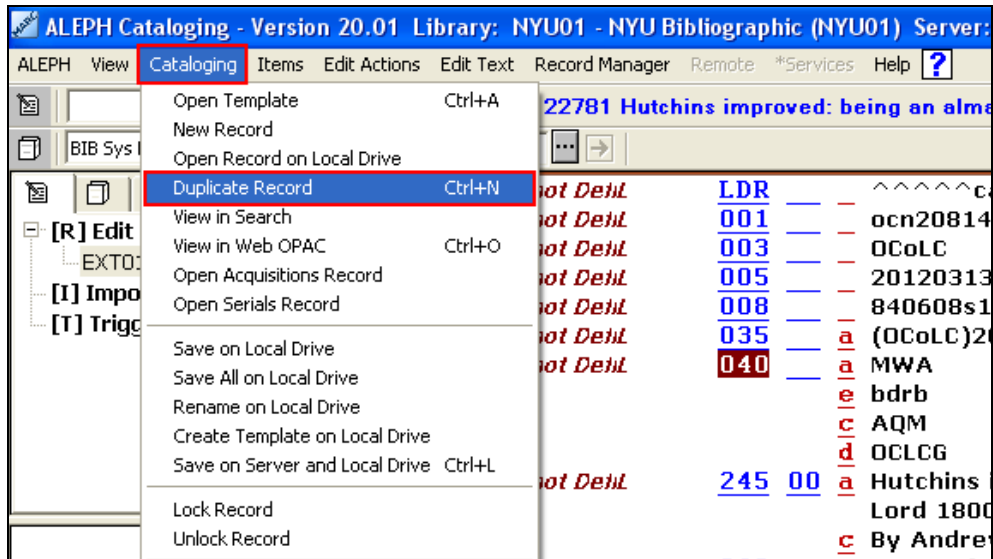
At this point, you will be brought to the “Records” tab in Aleph, which is different from the “Find” tab we have been using up until this point:



The record pulled from OCLC will be visible in your right window, and the record information will be visible in your upper left window as a shaded alphanumeric string starting with “EXT.”:

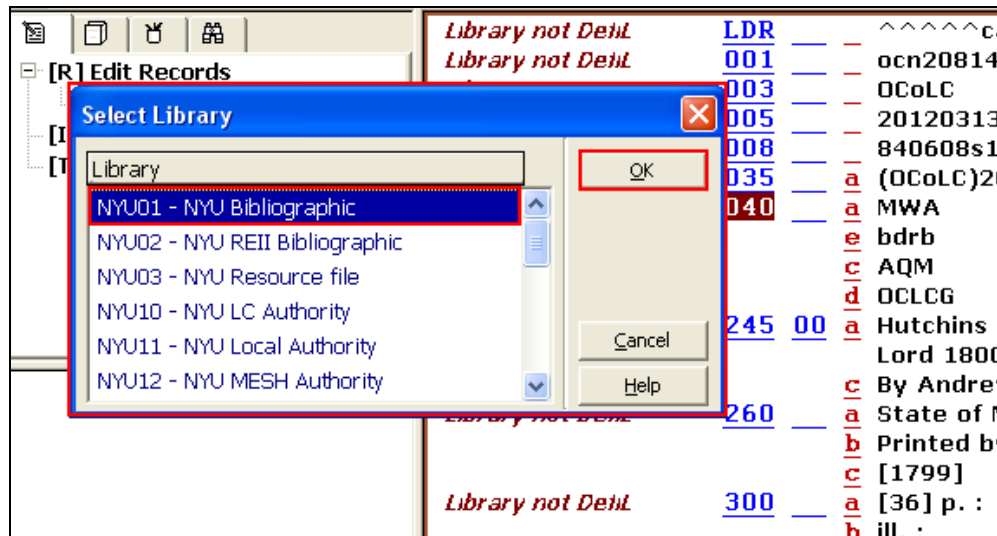


This is the actual OCLC record; we are not going to be editing it in any way, but rather duplicating it to our local server in order to make our own bibliographic record. There are two ways to duplicate a record. The first way involves clicking “Cataloging” on the toolbar running along the top of the Aleph interface and then clicking “Duplicate Record:

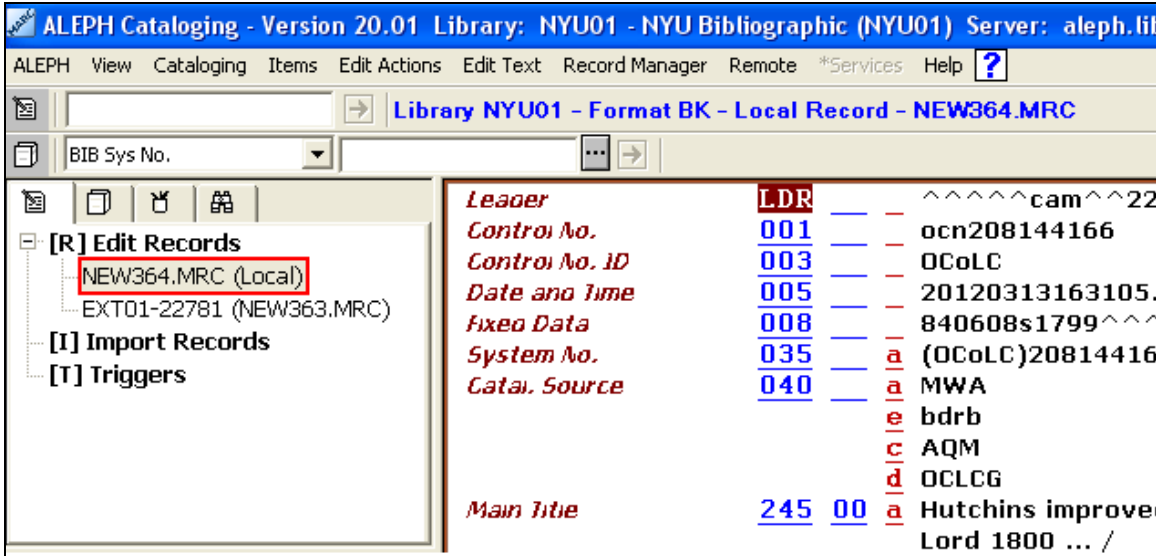


The second way involves making sure the MARC record is highlighted (simply click anywhere in the record) and pressing CTRL + N.

Regardless of which way you choose to duplicate the record, it will cause a window to pop up asking you where you want the record to be duplicated to. All bibliographic records are made and saved in "NYU01 – NYU Bibliographic", so make sure that is highlighted in blue before you click "OK" to proceed:



When you click “OK”, the record will be duplicated and appear above the OCLC record:

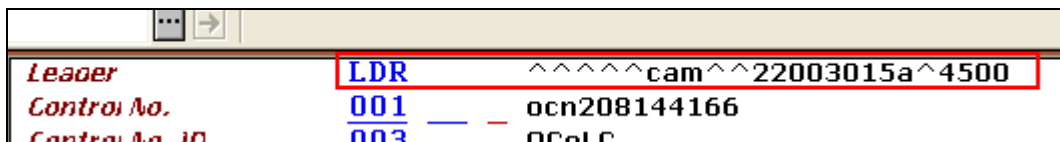


This “NEW” record will be the bibliographic record you edit, so make sure you do all your work in this record alone, and not the OCLC record. **Also, keep in mind that many records are quite complete and don’t need any additional tinkering. Avoid the temptation to change a record unless it is absolutely necessary to change it to meet our minimum standards. Nevertheless, there are certain steps you must take to insure that the record has everything needed to meet our minimum standards.**

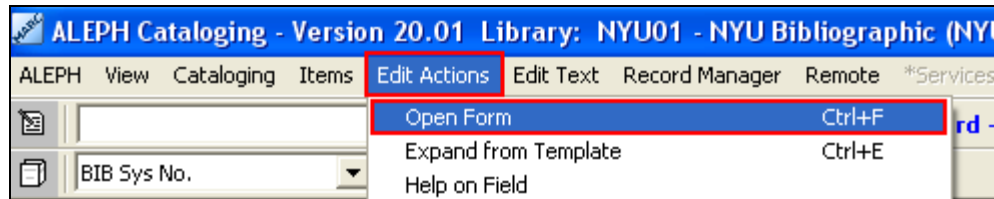
The next step in the process is to inspect sections of the bibliographic record to make sure that they are correct. Since MARC records have many, many fields, and it is sometimes difficult to remember them all (although you will get the hang of it quickly), consult OCLC’s complete list of MARC fields: <http://www.oclc.org/bibformats/en/> This webpage has descriptions and examples of every single MARC field in use, and was indispensable for me when I first began cataloging. Another good source of information about the MARC format is the Library of Congress’s MARC Standards web site at <http://www.loc.gov/marc/>.

## LDR Field

The first step in checking a record is correct is to check the Leader (LDR) field to make sure it is as it should be:



To open the LDR field for viewing, place your blinking cursor anywhere in the LDR field and press CTRL + F, or click “Edit Actions” on the toolbar and then click “Open Form”. You can also right-click and “Open Form”:



This will open the LDR field for viewing and editing in a new window. Your bibliographic record has not disappeared, but rather is below this new “LDR” window, and will re-appear once you click “OK” when you are finished inspecting the LDR. The LDR below is what you want to have for a good monograph record:

- Record Status (05) should be “c” which means “corrected”
- Type of Record (06) should be “a” which means “printed language material” (which every single item in this project is, so the “Type of Record” should not be anything other than “a”)
- Bibliographic Level (07) should be “m” which means “monograph”, since this record represents a “monograph”, i.e. a single book item.
- Type of Control (08) and Character coding scheme (09) should always be blank.
- Encoding level (17) will often contain a number such as “5”, you should always delete that number and make sure this field is blank to confirm that this record is fully encoded.
- Linked record requirement (19) is not used, and should be blank.

## 008 Field

Once you have completed checking the LDR, click “OK” to be brought back to the main MARC bibliographic record. The next field you will be checking is the 008, or “Fixed Data” field:

<i>Date and time</i>	005	20120313163105.0
<i>Fixed Data</i>	008	840608s1799^^^^nyua^^^^^^^^^^^^000^0^eng^d
<i>System No.</i>	035	a (ULCOLL)208144166

Open the 008 field the same way you would open the LDR; place your blinking cursor anywhere in the field and press CTRL + F, or click “Edit Actions” on the toolbar (or right-click and “Open Form” and then click “Open Form.” You will get another window like the LDR field. There are more fields in the 008 field to keep track of, but most of them will never be used during this project, and many pre-existing records already have the proper information in them:

- Type of date (06) should usually be “s” for “Single date.” If you come across a publication that you cannot precisely date, you would enter “q” for questionable date, and give a possible range of dates in which the item might have been published (please consult with me if you are unable to figure this out.)
- Date 1 (07-10) **should represent the Publication date, not the date of the year covered by the almanac.** Unless the publication date is explicitly stated on the title page, we can infer the publication date to be the year preceding the coverage of the almanac. To use the example from earlier, *an implied date of [1799] is given for “Hutchins improved: being an almanac for the year of our Lord 1800.”*

- Date 2 (11-14) is not used unless we are entering a “Range of dates” for a possible span of years during which an item might have been published; this won’t happen very often for almanacs, but please consult with me before using this field.
- Publication place (15-17) is used to represent the state or country where the work was published. Geographic locations are represented by a three-letter code, for example “New York State” is “nyu” and Washington, D.C.” is “dcu.” Clicking the grey box with the three black dots next to the Publication Place field opens a search window that allows you to track down the code by typing in “New York” or “Washington.” Make sure to have your search parameters “Sort By” function set on “Description” rather than “Value” so that you can search by place name and get the three-letter code as your result. You can also find the three-letter codes at [http://www.loc.gov/marc/countries/countries\\_name.html](http://www.loc.gov/marc/countries/countries_name.html).
- Illustration codes (18-21) is used to indicate whether there are illustrations present in the work, and what kind of illustrations exist. Thankfully, there are only 16 options to choose from, so it is a bit easier to fill these fields than Publication place. The Illustration codes fields also have the grey box with the three black dots that opens a list of possible choice. The most common one you will have is “a”, which basically means “illustrations.” Sometimes, you will have a portrait in the almanac of a person, such as this one of George Washington, in which case you will also want to have a “c” for “portraits” in one of the ~~other~~ Illustration code fields, ~~on top of the “a” that is already entered.~~



If there are no illustrations in the work (borders, typographic symbols and fancy lettering don’t count as illustrations) then you will leave all of the Illustration code fields blank. Also, disregard title pages with minor illustrations, but do take note of illustrated frontispieces (the page facing a title page) or extra title pages that are entirely illustrated, usually by means of a single engraving. If you feel a minor illustration on the title page is unique or important, you can describe it in a 500 field note (more on that later.)

- Target audience (22), Form of item (23), and Nature of contents (24-27) will not be used during this project, but if you see something in these fields or have questions, feel free to ask me.
- Govt. publication (28) is used to indicate whether a work is published by a national, state or local government. Again, we most likely won't be using this at all during the project, so leave it blank.
- Conference publ. (29) and Festschrift (30) are hardly ever used in normal cataloging, and will not be used during this project. Make sure each field has a zero in it.
- Index (31) is used to indicate the presence or absence of an index. Again, we will most likely not use this at all during this project. Make sure the field has a zero in it, unless your almanac has an index, which is very unlikely.
- Undefined (32) is always left blank.
- Literary form (33), for this project, will always be zero, "Not fiction."
- Biography (34), will almost always be blank, but if you come across a biographical almanac or something along those lines, consult with me.
- Language (35-37) will almost always be "eng" (English), but you might sometimes get almanacs in other languages. The Languages field should represent the language of the bulk of the work; a quote in Latin or a few lines in German does not merit changing the (35-37) field.
- Modified record (38) should be blank.
- Cataloging source (39) should usually be a "c" or "d.", [is often blank when the record is made by LC.](#)

Once you have completed checking the 008 field, click "OK" to close it. The 008 field may seem very labor intensive, but it will go quickly as you become more experienced with cataloging.



## 040 Field

The next field to work on is the 040 field, also known as the “Cataloging Agency” field. This is the field that will tell you who has done the original cataloging for this record:

```
Catal. Source 040  a MWA
                 e bdrb
                 c AQM|
```

Whenever you create a new bibliographic record by way of copy cataloging, you always mark that our institution has worked on it. To do this, place your cursor at the end of the last word of the last subfield (in the case of the image above, it is placed after the “M” in “AQM”, which is in the last subfield, “subfield c”) and press F7 to create a new subfield:

```
Catal. Source 040  a MWA
                 e bdrb
                 c AQM
New subfield created  a
```

Any new subfields created will automatically default as an “a.” You will be making new subfields a lot during the process of your cataloging, so take note on how to do it. To change the letter of the subfield, make sure your cursor is highlighting the actual subfield letter (in this case, the red “a” and press whichever key on the keyboard you want that subfield to become. In our case, we want to turn it into a subfield “d”, which represents the “Modifying agency” (that is, the library duplicating and editing this bibliographic record for its own purposes.) Once you have done that, type NHi into the field, our three-letter cataloging agency code. Always make sure that you use a capital “N”, capital “H”, and lowercase “i” when writing our cataloging agency code:

```
Catal. Source 040  a MWA
                 e bdrb
                 c AQM
                 d NHi
```

If you come across a less-than-perfect record and will be cataloging it using DCRMB (Descriptive Cataloging of Rare Materials: Books) then you would add a subfield “e” and the text “dcrmb” into the field after you’ve added the subfield “d” with our cataloging agency code. If a subfield “e” is already present in the record, do not change it.

## 100, 110, 111 Fields – Personal Name, Corporate Name, or Meeting Name

The 100, 110 and 111 fields are used for the “Main Entry” of a work. You cannot have more than one 1xx level field in a MARC record (that is, you can’t have a 100 and 110 field in the same record.) **We will not be using these fields very often, since almanacs often did not have a single author. Even if the title page says “By John Smith” or “By Jane Doe”, most of these people were *compilers* of the information in the almanacs, not originators of the intellectual content. We will most likely make them “added entries” (more on that later.)**

The main entry can be a personal name such as Mark Twain, Emma Goldman, or Ovid. Usually, a personal name is the name of the person chiefly responsible for the creation of the artistic or intellectual content of an item. Personal name main entries would go in the 100 field, based on pre-existing names in the LC Authorities database, or on AACR2 name construction rules if no LC authority record exists for a name. So, for example, “Mark Twain”, according to the LC Authorities database, is “Twain, Mark, 1835-1910”:

 2	1496	Twain, Mark, 1835-1910	personal name
---	------	------------------------	---------------

More information about the 100 field and personal names can be found here:

<http://www.oclc.org/bibformats/en/1xx/100.shtm>

The LC Authorities database is here: <http://authorities.loc.gov/>

It can also be a corporate name such as The New-York Historical Society, New York University, or Goldman Sachs. Corporate names are the names of agencies, associations, businesses, firms, governments, institutions, nonprofit enterprises, performing groups, etc. Corporate name main entries would go in the 110 field, based on pre-existing names in the LC Authorities database, or on AACR2 name construction rules if no LC authority record exists for a name. So, for example, “The New-York Historical Society” would be “New-York Historical Society” (excluding initial article “The”):

 1	214	New-York Historical Society	corporate name
---	-----	-----------------------------	----------------

More information about the 110 field and corporate names can be found here:

<http://www.oclc.org/bibformats/en/1xx/110.shtm>

The LC Authorities database is here: <http://authorities.loc.gov/>

Main entries can also be a conference or meeting name. Conference or meeting names are the names of athletic contests, conferences, exhibitions, expositions, world’s fairs, festivals, meetings and scientific expeditions. We will not use this main entry often (if ever) during the almanac project, but if you are interested in reading more about it:

<http://www.oclc.org/bibformats/en/1xx/111.shtm>

## 245 Field – Title Statement

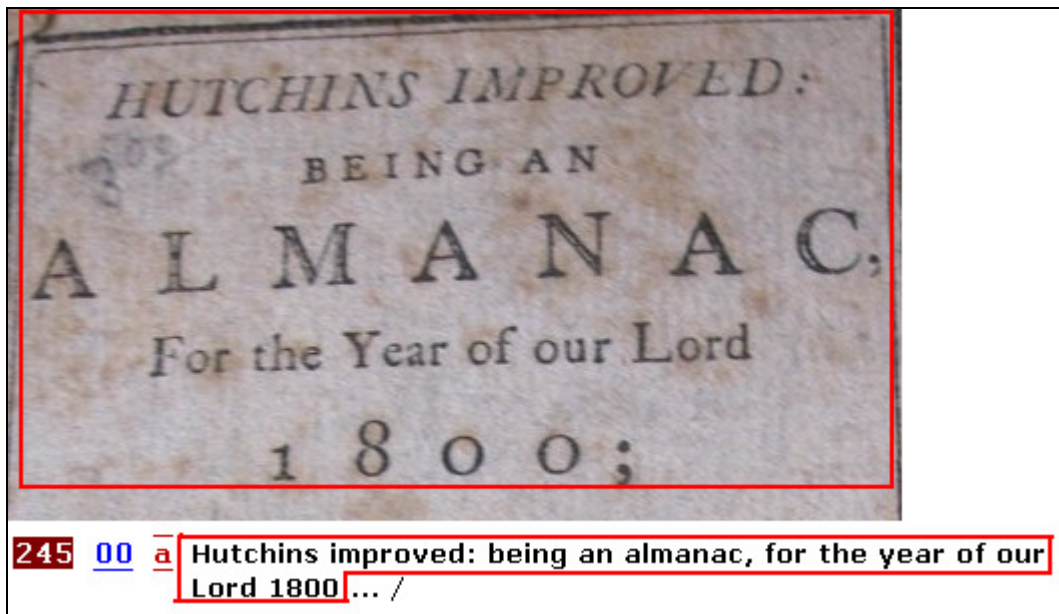
For almanacs 1850 and earlier, use DCRMB rules 1A-1E

For almanacs 1851 and later, use AACR2 rules 2.1 unless the record you are editing was created according to DCRMB, DCRB, or BDRB rules

The 245 field is the “Title Statement” field, where you input title information of the work you are cataloging or copy cataloging. This includes the “Title” (subfield “a”), “Remainder of Title” (subfield “b”), and “Statement of Responsibility” (subfield “c”):

This information is found in various section of the title page of the work. **Always be sure to use the title page for this information, and not the “wrappers” (often colored paper that wraps the text block that sometimes reproduces the title page) or “cover” (for hardbound almanacs) The only exception to this rule is if there is no title page, , the first actual page of the text block has no identifying title or imprint and the “wrapper” or “cover” serves as the title page.**

### Subfield “a” – Title (DCRMB 1B-1C) or (AACR2 2.1B, 2.1D)

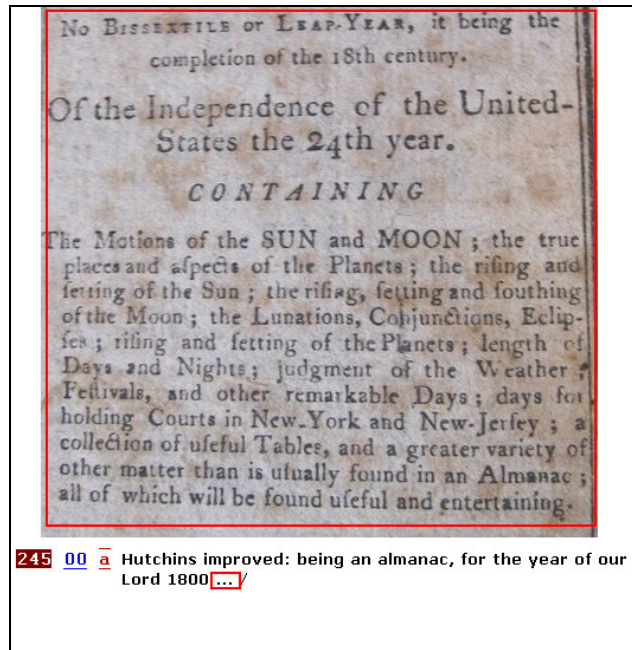


The beginning of the title always goes in subfield “a” of the 245 field. Normal ISBD (International Standard for Bibliographic Description) punctuation rules indicate that subfield “a” includes all the information up to and including the first mark of ISBD punctuation (i.e., an equal sign [=], a colon [:], a semicolon [;] or a slash [/]). However, this rule will sometimes be ignored by the American Antiquarian Society in their cataloging of early almanacs, and we will do the same. Rather than begin a subfield “b” (remainder of title) after the first mark of ISBD punctuation (in the case above, the colon after “improved”) we will put all title information as it appears in subfield “a”, up to the point where the date is stated (“ ... for the year of our Lord 1800.”) **Subfield “a” must**

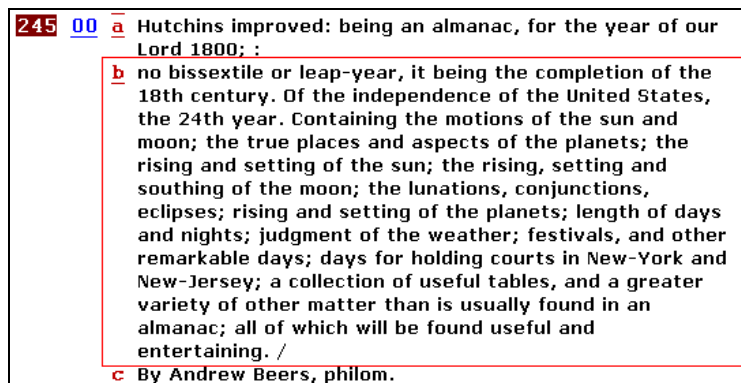
always end with a space and a colon ( : ) before making a subfield “b”, or as in the case above, a space and a forward slash ( / ) before making a subfield “c.”

### Subfield “b” – Remainder of Title (DCRMB 1D) or (AACR2 2.1E)

The “Remainder of title” information always goes in subfield “b.” This includes everything up to the “Statement of Responsibility” (which would be a statement like “By Jane Doe” or “Edited by John Smith”) The “Remainder of title” is shown below:



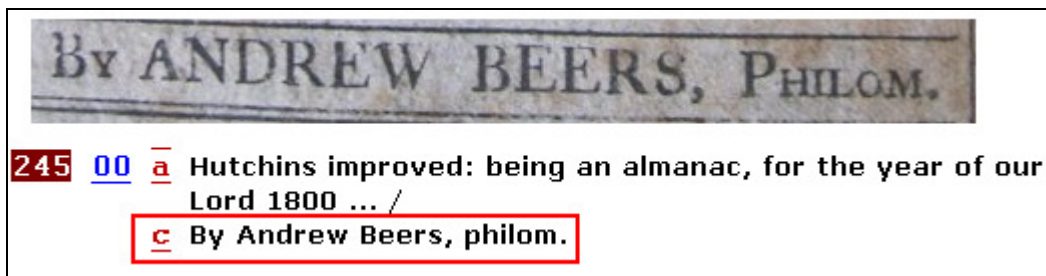
Notice that in this particular record there is nothing but an ellipsis where the “Remainder of title” information should be. It is sometimes the decision of the cataloger (based on rules laid out in AACR2 or DCRMB) to exclude extraneous or lengthy information. If the information above had been included in subfield “b” of the 245 field, it would look like this:



As you can see, it is a lot to type, and often quite lengthy. Because we are under time constraints for the project, we cannot give full transcriptions of every single word on the title page, and we must limit our transcriptions to essential title information (plus, it would most likely drive everyone on this project absolutely mad.) **Subfield “b” must always end with a forward slash ( / ) before making a subfield “c.”**

### **Subfield “c” – Statement of Responsibility (DCRMB 1E) or (AACR2 2.1E)**

The “Statement of Responsibility” information, i.e. who is responsible for the intellectual content of the work (whether it be their original ideas or a work of other ideas and information they gathered into one place) always goes in subfield “c.” This “Statement of Responsibility” represents the author, editor, or compiler of the work. The word to always look for when finding the “Statement of Responsibility” is “By”:



Often, the layout of the title page will make this easy for you, but sometimes it is not always clear. Look for statements like “Compiled by ...” or “Edited by ... ” as an indicator for the “Statement of Responsibility.” If, for example, the “Statement of Responsibility” were “Compiled by Andrew Beers, Philom.”, then your subfield “c” would look like this:

**c Compiled by Andrew Beers, philom.**

The “Compiled by” statement would become part of the “Statement of Responsibility.” **Subfield “c” always ends with a period.**

## A Brief Note on Field Indicators

The two **blue zeros** you see before the **subfield “a”** are the Field Indicators. Every MARC field has two field indicators. For demonstration purposes, I will use the 245 Field we are learning about to explain Field Indicators.

In this case, the first **blue number** is “Field Indicator 1”, which is used to determine whether or not the title should be an “added entry” (a work with an author in the 100, 110 or 111 fields has a “main entry” of that author, so the title in the 245 field is the “added entry.”) If the work has no main entry in a 100, 110, or 111 field, and the title of the work is the “main entry” then “Field Indicator 1” should be a **zero**, as shown:

<b>245</b>	<b>00</b>	<b>a</b>	<b>Hutchins improved: being an almanac, for the year of our Lord 1800 ... /</b>
		<b>c</b>	<b>By Andrew Beers, philom.</b>

If, however, you have a work with a “main entry” of an author in a 100, 110 or 111 field, then “Field Indicator 1” should be a **one**:

<b>100</b>	<b>1</b>	<b>a</b>	<b>Dimitrov, Georgi,</b>	← <b>Main entry in a 100 field</b>
		<b>d</b>	<b>1882-1949.</b>	
<b>245</b>	<b>10</b>	<b>a</b>	<b>The united front against fascism :</b>	
		<b>b</b>	<b>speeches delivered at the Seventh World Congress of the Communist International, July 25 - August 20, 1935. /</b>	
		<b>c</b>	<b>by Georgi Dimitroff.</b>	

<b>110</b>	<b>2</b>	<b>a</b>	<b>General Committee of Independent Republican Young Men</b>	← <b>Main entry in a 110 field</b>
			<b>of the City and County of New-York.</b>	
<b>245</b>	<b>10</b>	<b>a</b>	<b>Standing rules &amp; by-laws of the General Committee of Independent Republican Young Men of the City and County of New-York.</b>	

“Field Indicator 1” is a holdover from the days of card catalogs, when MARC records were used to generate catalog cards. It is no longer greatly significant in an online environment, but nevertheless, catalogers must continue to code it correctly according to the MARC format, as shown above.

The second **blue zero** is “Field Indicator 2.” In a 245 Field, the second **blue number** is used to count the number of nonfiling characters present. A nonfiling character is an individual letter of a word that will be skipped when the title is searched in the catalog. Because the number of nonfiling characters affects searching, it is very important to make sure that this indicator is correct. Take for example, the title below, where we see the number **four** in “Field Indicator 2.”:

245 14 a The iconography of Manhattan Island, 1498-1909 :  
b compiled from original sources and illustrated by  
photo-intaglio reproductions of important maps, plans,  
views, and documents in public and private collections /  
c by I.N. Phelps Stokes.

This four is to indicate the number of characters that the search function must skip in order for the title to be properly searched in the catalog. In this case, it counts the “T”, “h”, “e”, and the blank space before the “i” in “iconography”:

245 14 a The iconography  
1 2 3 4 (blank space)

As stated before, all MARC fields have field indicators, and knowing them is important to properly editing or creating a MARC record. I will not go into detail of all the field indicators for each MARC field in the document, as I want to try and keep it brief. However, I will explain in person (and you will see as you catalog) that remembering field indicators is pretty easy; and that you can always fall back on OCLC’s or LC’s MARC documentation as needed.



## 246 Field – Title Added Entry

You will sometimes need to make an added entry for a title if the first five words of the title in the 245 field contain abbreviations, signs and symbols, or other anomalies that might affect searching. Transcribe the 245 field as it appears on the item in hand, and make a 246 field “Title added entry” as needed. Some examples (Taken from Kansas State University Library cataloging guidelines: [http://www.lib.k-state.edu/depts/techserv/manual/cataloging/monographs/title\\_added.html](http://www.lib.k-state.edu/depts/techserv/manual/cataloging/monographs/title_added.html)):

### *Abbreviations*

Make a title added entry when an abbreviation occurs as one of the first five words of the title. Use the corresponding spelled out form of the abbreviation in the added entry.

245 10 St. Louis blues.  
246 3 Saint Louis blues

### *Signs and symbols, including ampersand (and other symbols representing the word and)*

If a sign or symbol occurs as one of the first five words of the title proper, make an additional title added entry substituting the written form of the sign or symbol.

245 10 A & B roads.  
246 3 A and B roads

245 10 Transforming #1.  
246 3 Transforming number one

## 250 Field – Edition Statement

**For almanacs 1850 and earlier, use DCRMB rules 2A-2E**

**For almanacs 1851 and later, use AACR2 rules 2.2 unless the record you are editing was created according to DCRMB, DCRB, or BDRB rules**

The 250 field is where you would place an edition statement of a work. Edition statements normally include the word “edition” “revision” or “issue.” You won’t come across edition statements often in Almanacs, since they were printed annually and it was rare to have multiple editions in a single year. However, it will happen, and I can assist you in understanding edition statements, and how to indicate them in the MARC record.



## 260 Field - Publication, Distribution, Etc. (Imprint)

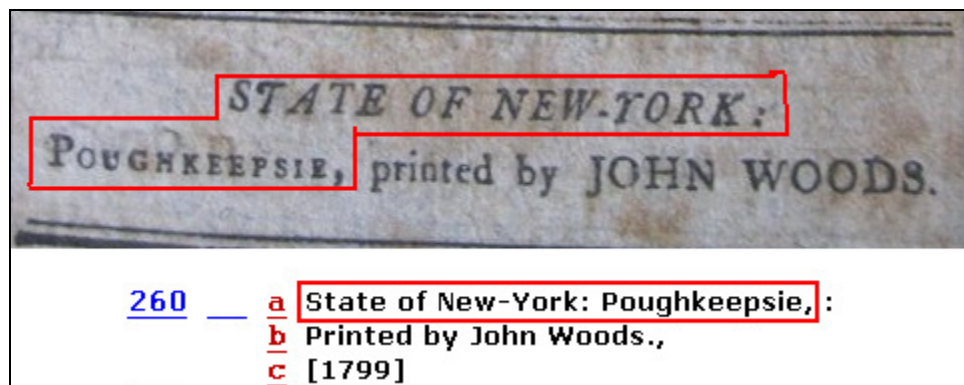
For almanacs 1850 and earlier, use DCRMB rules 4A-4G

For almanacs 1851 and later, use AACR2 rules 2.4 unless the record you are editing was created according to DCRMB, DCRB, or BDRB rules

The 260 field is the “Publication, Distribution, Etc. (Imprint)” field, where you put all of the information related to the publication of the work. This includes “Place of publication, distribution, etc.” (subfield “a”), “Name of publisher, distributor, etc.” (subfield “b”), “Date of publication, distribution, etc.” (subfield “c”) and sometimes, “Place of manufacture” (subfield “e”) and “manufacturer” (subfield “f”). Subfields “e” and “f” are most often used as a way to distinguish printer statements from publisher statements when they appear on different pages in the item you are cataloging.

### Subfield “a” - Place of publication, distribution, etc. (DCRMB 4B) or (AACR2 2.4C)

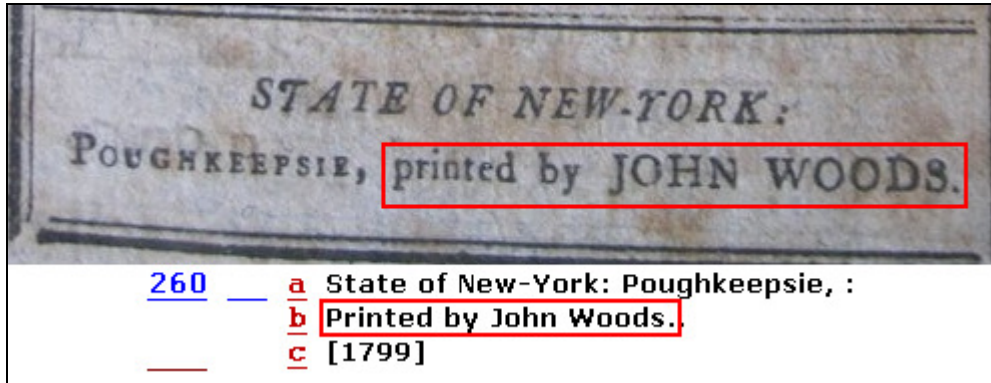
The “Place of publication, distribution, etc.” information always goes in subfield “a.” This information can be found on the title page, or sometimes on the colophon (the last page of the work.) The “Place of publication, distribution, etc.” is usually at the beginning of the imprint statement, which can usually be found at the foot of a title page:



The layout of the title page, and even the imprint itself, can sometimes be confusing. For example, the imprint above is written in an odd manner, “State of New York: Poughkeepsie.” Normally, imprints would just have a single city of publication (some have multiple cities, I will explain this in person when you come across one), “Poughkeepsie.” In the case of the “Place of publication, distribution, etc.” above, the city and state appear together, and should be entered as such in subfield “a.” **Subfield “a” is always ended with a space and a colon ( : ) before making a subfield “b.”**

**Subfield “b” – Name of publisher, distributor, etc. (DCRMB 4C) or (AACR2 2.4D)**

The “Name of publisher, distributor, etc.” information always goes in subfield “b.” This is usually the second statement in an imprint; you can tell because it will have wording like “Published by ...” or “Printed by ...” before the name of a person or business. For example:

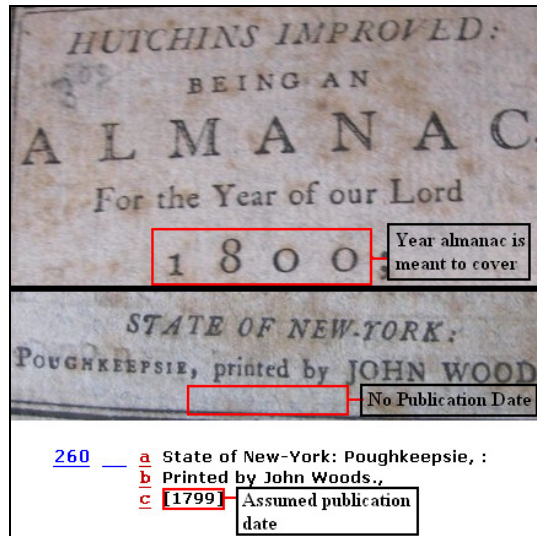


As you can see, the “Name of publisher, distributor, etc.” information is after the “Place of publication, distribution, etc.” information. This is often the case, but you will sometimes find this information in a different order in the imprint statement on the title page. You may also find information on the verso (back) of the title page, or even in the colophon. I can instruct you on how to deal with these situations in person.

**Subfield “b” is always ended with a comma ( , ) before making a subfield “c.”**

**Subfield “c” – Date of publication, distribution, etc. (DCRMB 4D) or (AACR2 2.4F)**

As mentioned earlier while discussing the 008 field, many of the almanacs do not have a publication date in the imprint. However, based on the cataloging practices of the American Antiquarian Society (which we are adopting) it can be assumed that the publication date of an almanac precedes the year it is meant to cover. So, using our ever-popular example of “Hutchins improved: being an almanac for the year of our Lord 1800”, we see the following:



As you can see, “Hutchins improved: being an almanac for the year of our Lord 1800” is issued for the year 1800, so it is inferred that it was published in the previous year, 1799. But since the year 1799 does not appear on the actual title page itself, we must put the date in square brackets when cataloging. **Subfield “c” is always ended with a period, unless the date is in brackets, at which point a period is not necessary.**

### A Brief Note on Square Brackets

Square brackets are used by catalogers to infer information that is not readily apparent. For example, if the almanac were called:

*“The Brooklyn Almanac for 1850”*

And the imprint were:

*“Printed by Jane Doe, 1849”*

We would venture a guess that the almanac itself was printed in Brooklyn, but since we are not absolutely sure, we would display it in the catalog record as this (also, a space and colon should follow the closed bracket in \$a. I forgot to add it when I was writing the directions!):

260 — a [Brooklyn, N.Y.?  
b Printed by Jane Doe,  
c 1849.

**Subfield “e” – Place of Manufacture (DCRMB 4E) or (AACR2 2.4G)  
and Subfield “f” – Manufacturer (DCRMB 4F) or (AACR2 2.4G)**

Subfields “e” and “f” can be used when you have multiple statements in an imprint representing multiple entities working in multiple locations (such as a the publisher being one company in one place and a printer being a single person in another place.) For example, a work can have the imprint:

*New York: Published by Jane Doe and Daughters. Brooklyn: Printed by John Smith. 1850.*

Which would look like this in MARC format:

<b>260</b>	<b>a</b>	New York :
	<b>b</b>	Published by Jane Doe and Daughters,
	<b>c</b>	1850
	<b>e</b>	(Brooklyn :
	<b>f</b>	Printed by John Smith)

This is done to make the information clearer in the MARC record. However, institutions like AAS sometimes choose to string it all into subfield “b”, which is permitted by DCRMB. It is the decision of the cataloger [\(Generally, I would only put it in \\$e and \\$f if it appears separately from the publisher statement on the item. If they appear together, I would be inclined to keep them together\)](#), and one we can decide on as the project progresses:

<b>260</b>	<b>a</b>	New York :
	<b>b</b>	Published by Jane Doe and Daughters. Brooklyn: Printed by John Smith,
	<b>c</b>	1850.

## 300 Field – Physical Description

For almanacs 1850 and earlier, use DCRMB rules 5A-5E

For almanacs 1851 and later, use AACR2 rules 2.5 unless the record you are editing was created according to DCRMB, DCRB, or BDRB rules

The 300 field is the “Physical Description” field, where you enter all the information related to the extent, appearance and size of the item. This information is found by physically inspecting the item: This includes “Extent” (subfield “a”), “Other physical details” (subfield “b”), and “Dimensions” (subfield “c”) **The physical description in a MARC record should always represent a “perfect” copy, or as close to “perfect” as can be determined. If you have a record from American Antiquarian Society that says [36] pages, and our copy is missing pages [32]-[34], don’t change the 300 field to reflect this. Instead, note the missing pages in a 500 field note (more on that later.)**

### Subfield “a” – Extent (DCRMB 5B) or (AACR2 2.5B)

Subfield “a” is used to record the physical extent of the item in hand. Since the pages of many almanacs are unnumbered, you will need to carefully count the number of pages, and be sure to exclude:

- “wrappers” (the covers that wrap around the text block, they are often a different color and have title information)
- “boards” (the hard covers that make up a hardcover book)
- “flyleaves” and “pastedowns” (the preliminary or closing blank pages that are often pasted down to the “boards” in hardcover books. You can often tell these apart from the paper of the text block in that it is a different type of paper, or different color.)
- Leaves of plates printed separately from the textblock (these are accounted for separately in subfield “a”)

It should be noted that almanacs in paper wrappers can sometimes have blank pages at the beginning and end that are part of the textblock; if that can be discerned, these should be included in your count. I will explain how to note these later.

**Always remember that a “leaf” is a sheet of paper with text on only one side, and “pages” are sheets of paper with text on both sides.**

Let us say, for example, that you have an almanac with a marbled paper wrapper. Ignore the [4] pages of the wrapper ([2] in front, [2] in back) and begin counting at the title page and count all the way to the final page with text. You count a total of 36 pages. This is the extent of your almanac, and should be expressed in the MARC record as follows, with the number appearing in square brackets and “p.” to represent the word “pages” (if you were to record the description in “leaves”, you would write out the whole word “leaves”):

<b>300</b>	—	<b>a</b>	[36] p. :
		<b>b</b>	ill. ;
		<b>c</b>	17 cm. (12mo)

Often, you will come across an almanac with a lot of pages of advertising at the beginning, end, and mixed into the text block. If the pages of the almanac are unnumbered, count the pages of advertising as part of the entire work (This is a practice that American Antiquarian Society does; we will follow it as well.)

Sometimes, the pages are numbered, which makes your life much easier. It can be assumed that the title page is “Page 1” even though it does not have a number written on it, as long as it follows a normal sequence of numbering. For example, the “Title Page” is p. [1], the verso of the title page (sometimes blank) is p. [2], and then the text begins on the next page that has an actual “3” on it. In this case, you would record it as follows:

<b>300</b>	—	<u>a</u> 36 p. : <u>b</u> ill. ; <u>c</u> 17 cm. (12mo)
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Other times, the pages are numbered, but the numbering begins after the title page with “1”. You still need to record the fact that the title page and its verso exist. To do this, you record both of them as in square brackets as “[2]” and then represent the normal numbering:

<b>300</b>	—	<u>a</u> [2], 36 p. : <u>b</u> ill. ; <u>c</u> 17 cm. (12mo)
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Still other times, you will have numbered pages for the text beginning with “1”, but the title page and its verso will be unnumbered, and there are several blank pages, or pages of advertisements at the beginning and end of the work. This is rare, but it happens. Let’s use as an example, an almanac that has [4] unnumbered pages of advertisements at the beginning, [2] unnumbered pages representing the title page and its verso, 36 numbered pages, and [8] blank pages at the end (that you have discerned are indeed part of the textblock.) You would record it as follows:

<b>300</b>	—	<u>a</u> [6], 36, [8] p. : <u>b</u> ill. ; <u>c</u> 17 cm. (12mo)
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To identify the makeup of these pages, 500 field notes need to be created to explain the pagination. I will explore the creation of 500 field notes in the next section, but for now, I will give you examples of how they would look. You should explain that the first [6] pages are in face [4] pages of advertisements and the title page like so (no need to mention the verso):

<b>500</b>	—	<u>a</u> Advertisements on p. [1-4] at beginning, t.p. is p. [5].
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You can also mention the blank pages at the end of the almanac in a separate note:

500 — a Last [8] p. blank.

These examples show some of the more common layouts I've come across, but it is by no means a complete list of examples. We can work together in person to learn this.

## Subfield “b” – Other physical details (DCRMB 5C) or (AACR2 2.5 C)

Subfield “b” is used to record “Other physical details”, such as whether general illustrations, portraits, maps, or other illustrative material is present in the work. The following things do not count as illustrations:

- Ornaments (such as ornamental fonts, or head-pieces and tail-pieces (ornamental bands at the top or bottom of a page),
- Illustrated wrappers or boards (covers of hardcovers)
- Illustrations on a title page
- Printer’s devices (Used more often in pre-1800 publications, these were a “maker’s mark” of the printer.)
- Tables containing words/numbers

If you want to, you can note a particularly interesting illustrated title page in a 500 note, but this is a decision of the cataloger.

Some entries into subfield “b” to describe illustrative matter should be entered as abbreviations. Here is what you should enter:

illustration, -s	ill.
facsimile, -s	facsim, facsims.
Genealogical tables	geneal.
portrait, -s	port., ports.
photograph, -s	photo., photos

For “map” or “maps”, “coat of arms”, “form” or “forms”, “music”, “plan” or “plans” and “sample” or “samples”, simply enter the entire word in singular or plural form to describe a single or multiple illustrations. **Only use “Photo” for actual photographs, not illustrations based on photographs.** Most of the time, you will simply enter “ill.” to indicate the presence of illustrations.

For example, if you have an almanac with just regular illustrations, you would enter “ill.” in subfield “b”:

300 — a [36] p. :  
b ill. ;  
c 17 cm. (12mo)

If this almanac has illustrations and a map, you would enter “ill., map” in subfield “b”:

<b>300</b>	—	<u>a</u> [36] p. :
		<u>b</u> ill., map ;
		<u>c</u> 17 cm. (12mo)

If this almanac has illustrations and two or more maps and two or more portraits:

<b>300</b>	—	<u>a</u> [36] p. :
		<u>b</u> ill., maps, ports. ;
		<u>c</u> 17 cm. (12mo)

### Subfield “c” – Dimensions (DCRMB 5D) or (AACR2 2.5D)

Subfield “c” is used to record the dimensions of an almanac. By this, we mean the height in centimeters. When measuring the height, always round up to the next centimeter. So if you measure something that is 16 centimeters and 7 millimeters, round it up to 17 centimeters, as shown:

<b>300</b>	—	<u>a</u> [36] p. :
		<u>b</u> ill. ;
		<u>c</u> 17 cm. (12mo)

Often the measurement will be followed by something like (12mo), (8vo), (4to). These are abbreviations for “duodecimo,” “octavo,” and “quarto,” which indicate the bibliographical format (the way sheets are printed and folded to make up each section, or “signature”, of the book.) This is something done in rare book cataloging, and we will not be doing it right away. However, if you find it in a record you are editing, leave it in.



## 500 Field – General notes

For almanacs 1850 and earlier, use DCRMB rules 7A-7B

For almanacs 1851 and later, use AACR2 rules 2.7 unless the record you are editing was created according to DCRMB, DCRB, or BDRB rules

There are many, many notes fields available in MARC. The most common ones you will be using are 500 and 510. The 500 notes is a “general notes” field. There are two kinds of 500 notes. “General” 500 notes, that represent aspects shared by every existing copy of a work, and “Copy Specific” 500 notes that pertain only to the copy belonging to our institution. **There is no limit to the number of 500 notes you can make.**

**The order of notes in the catalog record generally follows the order of elements in the bibliographic description. For example, notes about the title come first, followed by notes relating to the statement of responsibility, notes about the edition, notes about place, publisher or printer, and date, notes about physical description, etc. Copy-specific notes always come at the end.**

For example, if the almanac in hand has 37 numbered pages, and the last page is blank and unnumbered, and based on the record you found at American Antiquarian Society, field 300, subfield “a” is:

300 \_\_ a 37, [1] p. :

And contains a note that states:

500 \_\_ a Last page blank.

You can infer that this is a characteristic shared by all copies.

Copy-specific notes, like stated above, are for recording characteristics that are unique to the copy in our institution. **Be on the lookout for copy-specific notes in records from other institutions, and be sure to delete them. They often appear in the 590 field or in a 500 note with a subfield “5” to indicate the institution to which they apply.** Use “Copy-specific” 500 notes fields to record notes about:

- **Manuscript notations:** Many almanacs have names of former owners or other miscellaneous writing on its pages in either pen or pencil. For example, this almanac has someone’s name written on the last page:



To record the fact that our copy has this inscription, you would make a “copy specific” 500 note. All copy-specific notes must have a subfield “5” with our

cataloging agency signature (NHi). Always begin a copy-specific note with the phrase “N-YHS copy:” like so:

<u>500</u> — <u>a</u> N-YHS copy: p. [36] inscribed: "Peter Hegeman" <u>5</u> NHi
--

You should also make a 700 field note with Peter Hegeman’s name to trace him as an “associated name” or “former owner”, but we’ll get to that later. Also, if you are unable to read a name due to difficult handwriting (which is to be expected in the 18<sup>th</sup> and 19<sup>th</sup> centuries) then simply make your best guess for what is written in square brackets with a question mark (for example, if you couldn’t read “Peter” in “Peter Hegeman”, you would write “[P...?] Hegeman” in the note field. When This happens, don’t worry about making a 700 note since we aren’t sure of the name.

Many almanacs won’t always have names written on them, sometimes there will just be notes and scriblings and mathematic computations on one page or throughout. In which case, you will simply make a note saying:

<u>500</u> — <u>a</u> N-YHS copy: mss. notations on p. [1] <u>5</u> NHi
--

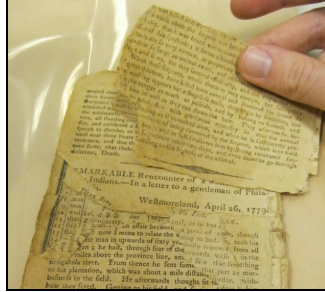
or:

<u>500</u> — <u>a</u> N-YHS copy: mss. notations throughout. <u>5</u> NHi
--

Don’t go crazy trying to document every note and scribble and list the pages they are on. Use your judgment. If you are trying to figure out which unnumbered page something is written on, don’t feel the need to count 150 unnumbered pages just to get the correct page number Just make a note saying:

<u>500</u> — <u>a</u> N-YHS copy: mss. notations. <u>5</u> NHi
---

- **Missing or damaged pages:** You will often come across an almanac that is missing pages, or the existing pages have been damaged to the point that they affect the reading of the text:



These damaged pages should be recorded in a copy-specific note like so:

<u>500</u>	—	<u>a</u>	N-YHS copy: imperfect: p. [32-36] damaged, some text affected.
		<u>5</u>	NHi

If it has been discerned that an almanac is missing pages, record the fact in a copy-specific note like so:

<u>500</u>	—	<u>a</u>	N-YHS copy: imperfect: missing p. 2-6.
		<u>5</u>	NHi

These are just a few example of times when copy-specific notes are made; we will discuss others as the project moves along and as you encounter various scenarios.

## 510 field - Citation/References Note

The 510 field will be used often during the almanac project, and sometimes multiple times per record. The main bibliographic resource we will be using during the project is Milton Drake's "*Almanacs of the United States.*" When you find an entry in Drake that matches the item you have in hand, you make a 510 note indicating the name of the resource (standard citations for resources can be found in *Standard Citation Forms for Rare Book Cataloging*, a copy of which can be found in my office) and the enumeration within the resource. For example, if the almanac I have is number 6097 in Drake, I would make a 510 note like so, with a "4" in the first indicator to note that "location in the [bibliographic] source is given", with the standard citation of the name of the resource in subfield "a", and the enumeration in subfield "c":

<u>510</u> <u>4</u> <u>a</u> Drake, M. <i>Almanacs,</i> <u>c</u> 6097
--

Please note that the 510 Citation/References note should appear after other general 500 notes in the record, but **before** the 500 copy-specific notes.

Other bibliographies, such as Charles Evans' *American Bibliography*, or Shaw & Shoemaker, can be entered as 510 notes as well. Use your judgment on the amount of time it takes you to track down these citation numbers, if it is becoming too consuming of a task, simply make an entry for Drake only. If no record exists in a bibliography of the item you have in hand, make a 500 note to that effect:

<u>500</u> <u>   </u> <u>a</u> Not in Drake, M. <i>Almanacs.</i>
--

The volumes for Evans, Shaw & Shoemaker, Checklist of American Imprints, and other bibliographies can be found in my office. However, at the time of writing this, I think I will transfer them to your desks for convenience sake!

## The English Short Title Catalog (ESTC)

For all pre-1801 almanacs (i.e. anything printed up to the year 1800) We will also make a 510 note regarding its existence in the English Short Title Catalog (ESTC.) We also need to report our holdings of this almanac to the ESTC. Directions for searching ESTC, making a 510, and reporting our holdings will be detailed at a later date, when we start working with pre-1801 imprints.

## 600, 610, 611, 650, 651 fields – Subject headings

Subject headings can be a tricky business, and thankfully we won't have to do them very often during this project. Almanacs, by nature, contain a myriad of information on many, many subjects. For the sake of time (and your sanity) we do not need to create subject headings for every single topic found in the almanac. In fact, we usually will only need to create one subject heading as a means of geographically tracing the almanac. We may sometimes use 600 fields (Personal name subject headings), 610 fields (corporate name subject headings) 611 fields (Meeting name subject headings), and 651 fields (Geographic name subject headings), but these instances will be rare, and I can explain them in person. **Library of Congress Subject Headings can be searched at [id.loc.gov](http://id.loc.gov)**

### 650 field – Topical subject heading

A practice of Yale University (and one we are going to adopt) is to create a 650 field to geographically trace the almanac like so:, with a “0” in the second indication to mark this is Library of Congress-style subject heading (we only use Library of Congress subject headings), the topical term in subfield “a” (which will almost always be “Almanacs, American”) and the geographic term in subfield “z” (in the style of Library of Congress Subject Headings, a list will be below):

<u>650</u>	<u>0</u>	<u>a</u>	Almanacs, American
		<u>z</u>	New York (State)

The possible combinations of “Almanacs, American – [State or Country]” usually consists of the regular spelling of the state in subfield “z”, although there are a few exceptions, based on LCSH rules, just to clarify the name:

Almanacs, American -- New York (State)  
Almanacs, American --Washington (State)

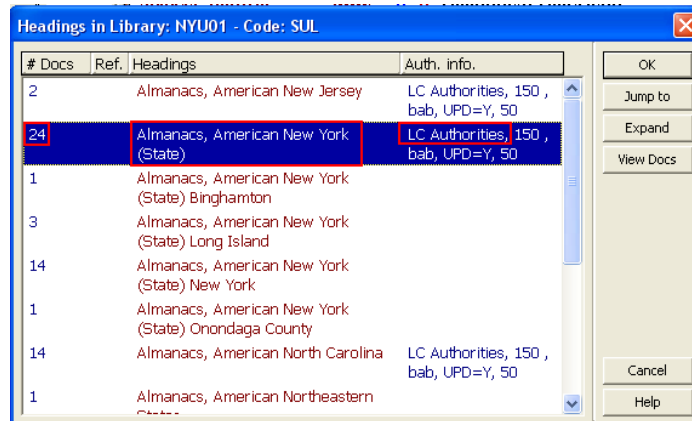
Additionally, if an almanac is heavily associated with a particular city, for example the name is “The New York City Almanac” or “The Newport, Rhode Island Almanac”, you can further subdivide the subject heading by adding another subfield “z” for the city:

<u>650</u>	<u>0</u>	<u>a</u>	Almanacs, American
		<u>z</u>	New York (State)
		<u>z</u>	New York.

<u>650</u>	<u>0</u>	<u>a</u>	Almanacs, American
		<u>z</u>	Rhode Island
		<u>z</u>	Newport.

We will be doing this as a means of geographically tracing the state from which the almanac originated, even if it is not about that state. For example, the “Farmer’s Almanac” was often published in New York State, even though it was meant for farmers all over. Regardless, we will still make a subject heading “Almanacs, American – New York (State)”

To make sure a subject heading string you have created is valid, press F3 anywhere in the 650 field to check it against existing subject headings in Aleph:



You'll notice that it is LC Authorities approved, and the number on the left (24) indicates the number of records this subject heading is used in. The higher, the better. However, you will notice that "Almanacs, American – New York (State) – Binghamton", among others, don't have the "LC Authorities" info. This doesn't mean that they are wrong, it just means that they don't exist in LC Authorities. But since "Almanacs, American – New York (State) – Binghamton" follows the subject heading construction rules laid out above, it is ok to use; if you have an almanac that fits that subject heading. Always look for proper construction of subject headings before using them.

**You can also just type the first few words of a subject heading and press F3 to pull up existing subject headings, and when you find the right one, simply press "OK" to transport the remainder of the subject heading into your record. This can help save time in that you don't always have to type the entire subject heading out.**

Additionally, if you find any almanacs published/printed in the Confederate states during 1861-1865, make an additional 650 field saying: **la Almanacs, American lz Confederate States of America**

In some instances, almanacs will be associated with a particular specific topic, for example, "*The Fireman's almanac and reference book, for the year 1860, : containing, in addition to the calender, [sic.] a memorandum of past fires for each day in the year, and various suggestions to prevent fires; also, a list of theaters, steamboats, hotels, churches & public buildings destroyed by fire; together with an account of several large fires in this and other countries, and information generally.*" In this case, the almanac seems to be very much focused on fires, and you should assign an appropriate subject heading. If you encounter an example such as this one, consult with me about assigning a correct subject heading.

## 655 Field – Genre terms

The 655 field, “Genre terms” (also known as Index Term–Genre/Form) is used to document the form, genre and/or physical characteristics of the materials being described. American Antiquarian Society likes to document the types of illustrations or other details about the physical format, and if you see those 655 fields, it is fine to leave them in the record (as long as they are not copy-specific.) However, we will really only focus on creating a genre term documenting:

- A “7” in the second indicator to note that the source of the genre term will be provided
- the format in subfield “a”, which will always be “Almanacs”
- a geographical subdivision in subfield “z” (similar to the geographical subdivision in a 650 field)
- the year the almanac covers in a subfield “y” (for example, “*Hutchins improved: being an almanac for the year of our Lord 1800*” would get an “1800” in subfield “y”)
- the source of the genre term specified in subfield “2” (in our case, it will always be “rbgenr” (the RBMS Controlled Vocabularies: Genre Terms thesaurus))

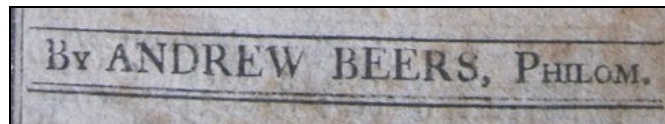
All in all, a well-constructed genre term heading should look like this:

<b>655</b>	<b>7</b>	<b>a</b>	<b>Almanacs</b>
		<b>z</b>	<b>New York (State)</b>
		<b>y</b>	<b>1800.</b>
		<b>2</b>	<b>rbgenr</b>

Additionally, if you find any almanacs published/printed in the Confederate states during 1861-1865, make an additional 655 field with: **la Almanacs lz Confederate States of America ly [date] l2 rbgenr**

## 700 field – Personal Name Added Entry (AACR2 Chapter 22)

The 700 field, “Personal Name Added Entry”, is where you would put the names of people that you want to make accessible in the bibliographic record for this almanac, but who are not the primary author or creator (the primary author or creator would go in a 100 field.) The name must be entered according the AACR2 standards. **Existing names can be searched in the Library of Congress Name Authority file (LC NAF) at [id.loc.gov](http://id.loc.gov).** For example, let’s look at “*Hutchins improved: being an almanac for the year of our Lord 1800*” again. You’ll see that the “Statement of Responsibility” says “By Andrew Beers, philom.”:



As we stated earlier, Andrew Beers is not the originator of the intellectual content in the almanac, but rather the compiler and calculator of the information within. As such, he gets a 700 field. 700 fields are constructed like so:

- “1” in the first indicator to indicate the surname of the person (if it is a person with just one name, such as “Ovid”, the first indicator would be a zero)
- The “Personal name” in subfield “a”, arranged in AACR2 fashion of “Last, First”
- “Dates associated with the name” in subfield “d”, such as birth and death dates (check the Library of Congress Name Authority File (LC NAF) for this information.)
- If headings do not appear in LC NAF, they can be constructed based on information from the item in hand and from reference sources; please talk with me before you try doing this.
- “Relator terms” in subfield “e” (we’ll talk about this in a moment.)

So a 700 field for Andrew Beers would look like this, based on checking the LC NAF or based on the existing 700 field brought in when copy cataloging:

<b>700</b>	<b>1</b>	<b>a</b>	<b>Beers, Andrew,</b>
		<b>d</b>	<b>1749-1824.</b>

It is very important to check the LC NAF to make sure you are not creating a conflict with another, identical name for a different person.

You can also press F3 while your cursor is anywhere in the 700 field to compare the name you just entered to an existing one in Aleph. This is sometimes easier than looking it up in the LC NAF, since Aleph will sometimes tell you when a name is already LC approved.



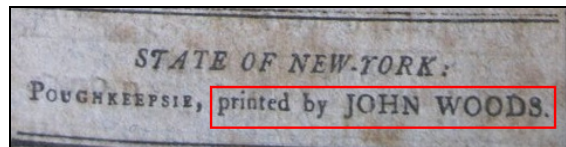
The “50+” number indicated that more than 50 records are using this correct form of the name, so you can assume it is right. The higher this number is next to the name, the more you can trust the entry.



Sometimes, you will come across a name with no “LC Authorities” next to it, This usually means that it has been constructed by a cataloger because the name doesn’t exist in LC. This is fine, just make sure that the name fits the item you have in hand. Just like with subject headings, this doesn’t mean that they are wrong, it just means that they don’t exist in LC Authorities. Always look for proper construction of name entries before using them (you will get used to what is correct and what is incorrect.)

**You can also just type the first few words of a name heading and press F3 to pull up existing name headings, and when you find the right one, simply press “OK” to transport the remainder of the name heading into your record. This can help save time in that you don’t always have to type the entire subject heading.**

Another example of when you should use the 700 field is to make a personal name added entry for a printer or publisher. If the printer or publisher is a company and not an individual, we would use a 710 field for “Corporate Name Added Entry” (more on that later.) When making a personal name added entry for a printer or publisher, you would use the subfield “e” mentioned earlier for the “relator term” describing the relationship between the name and the work. For example, the printer of “*Hutchins improved: being an almanac for the year of our Lord 1800*” is John Woods:



Following the same steps you used above for Andrew Beers, construct and search a 700 field for John Woods. The difference being, you will be adding a subfield “e” after the subfield “d” (dates) with the proper relator term. Always be sure to change the punctuation at the end of a subfield “d” to a comma before making the subfield “e” for the relator term. **(Relator terms can be found at the RBMS website, I will provide the link for you)** Since John Woods is the printer, the relator term “Printer” would go in subfield “e”:

<u>700</u>	<u>1</u>	<u>a</u>	Woods, John,
		<u>d</u>	b. 1765?,
		<u>e</u>	printer.

Another example of when you would make a 700 note is to indicate a name related to a copy-specific note. Remember “Peter Hegeman” and his copy-specific note from earlier?:



<u>500</u>		<u>a</u>	N-YHS copy: p. [36] inscribed: "Peter Hegeman"
		<u>5</u>	NHi

You would want to make a copy-specific added entry for Peter Hegeman. Following the same steps for Andrew Beers and John Woods, construct and search a 700 field for Peter Hegeman. You will most likely not find anything, since many of these owners have never been identified before. If you do come across something after you press “F3”, make sure that it is the same owner by double-clicking the blue-highlighted name to see other records where that name exists, and check to see if those other records have “Copy inscribed: Peter Hegeman.” (or whomever the person is.)

When constructing the 700 field, you have two options for a relator term: “associated name” or “former owner.” With regards to Peter Hegeman, we would add him as an “associated name” in subfield “e”, since we can’t say for certain that he actually owned this book; he very well might have just written his name in it, or someone else did. If the inscription said “Peter Hegeman’s book” or “To Peter Hegeman, from his friend Mark” or if the almanac had a bookplate of Peter Hegeman, we could then use “former owner” in subfield “e” (incidentally, his friend “Mark” that gave him the book could also get a 700 field with an “associated name”, if we knew his last name.) So for the images above, your 700 field should look something like this:

<u>700</u>	<u>1</u>	<u>a</u>	Hegeman, Peter,
		<u>e</u>	associated name.
		<u>5</u>	NHi

Also, always make sure always to add the subfield “5” with NHi to any copy-specific 700 notes!

## 710 field – Corporate Name Added Entry (AACR2 Chapter 24)

The 710 field works in the same way as the 700 field, except it is meant for corporate entities instead of individual people. For example, if the publisher of your almanac is “Jane Doe and Daughters”, and the printer is “John Smith”, you would make a 710 field (and a 700 field!) like this:

<u>710</u>	<u>2</u>	<u>a</u>	Jane Doe and Daughters,
		<u>e</u>	publisher.
<u>700</u>	<u>1</u>	<u>a</u>	Smith, John,
		<u>d</u>	1799-1850,
		<u>e</u>	printer.

Again, always follow AACR2 rules when constructing corporate names not found in Aleph or the LC NAF.

## 711 field – Meeting Added Entry (AACR2 Chapter 24.3F)

This will not be used often, but if you have reason to suspect a meeting or event should be included as an added entry (i.e. you have the “Almanac of the Democratic National Convention for 1860” then see me and I can show you how to make a 711, [and a 611 subject heading.](#))

## 752 field – Hierarchical Place Name

You will see this a lot in American Antiquarian Society records, it is used as a means of geographically tracing the place of publication. For example:

<u>752</u>	<u>   </u>	<u>a</u>	United States
		<u>b</u>	New York
		<u>d</u>	Poughkeepsie.

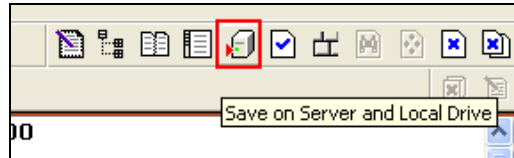
The more records you see, the better you will get the hang of making these. Know always that:

- Country goes in subfield “a”
- State/Province goes in subfield “b”
- Intermediate Political Jurisdiction goes in subfield “c” (Subfield “c” will only be used if, for example, the place of publication is “Jefferson County” with no city listed)
- City goes in subfield “d”

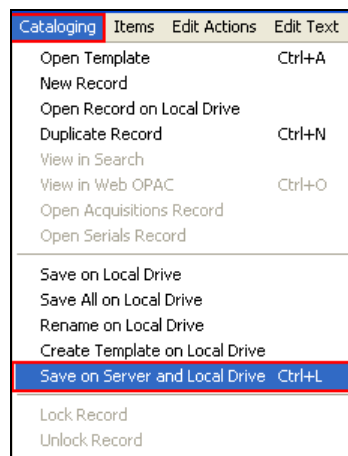
### Part III: Creating Item Records, Holdings Records, and Call Numbers

Once you have finished editing your “NEW” bibliographic record in the “Records” tab, you need to save it. you can save it one of three ways:

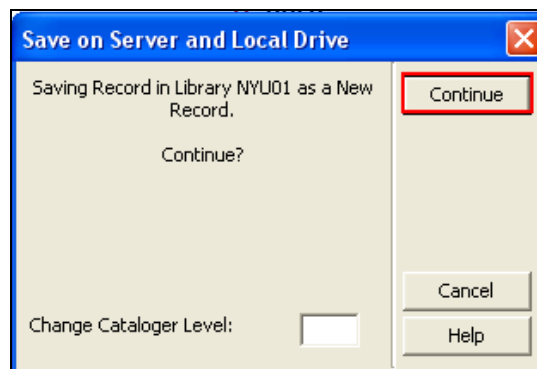
- By pressing CTRL + L
- By pressing the “Save on Server and Local Drive” button on the upper-right hand side of your Aleph client:



- By selecting the “Cataloging” dropdown on the bar at the top of the Aleph client, and then clicking “Save On Server And Local Drive”:

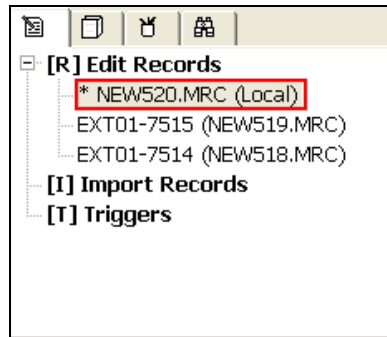


You will be asked “Saving in Library NYU01 (the server where all the bibliographic records exist) as a New Record. Continue?” Select “Continue” to save the record:

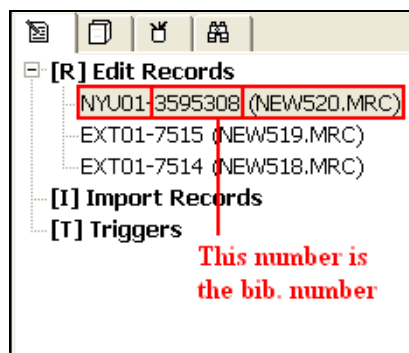


Once you click continue, you will sometimes get a popup window mentioning errors that might exist in the record. As we practice cataloging, I will show you which errors are important, and which errors can be ignored.

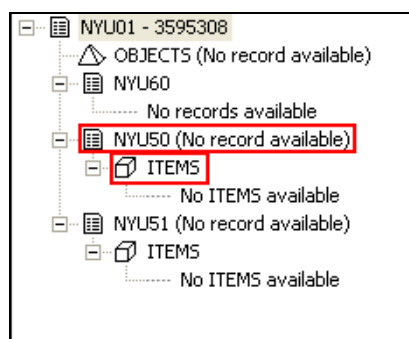
Once you have properly saved your record, the “NEW” record with the asterisk next to it:



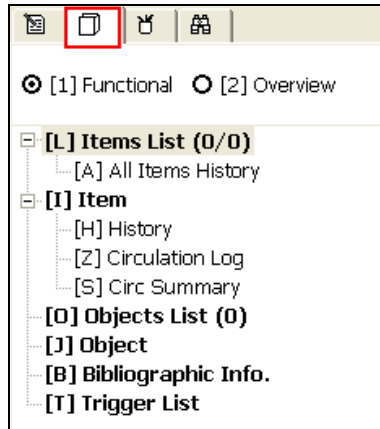
will become a bibliographic record in the NYU01 server, with its own bib. number:



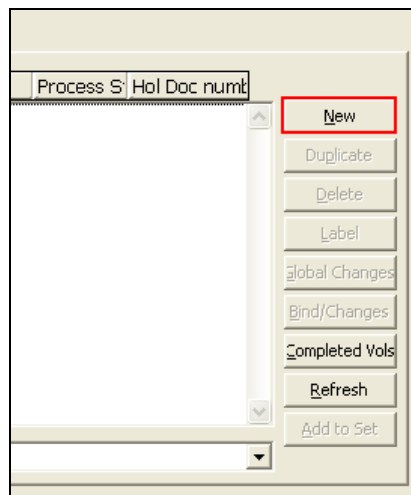
Once the bibliographic record has been saved, you can move on to making the item record. To begin, click the word “ITEMS” under the NYU50 tab (**don’t ever click it under NYU51**):



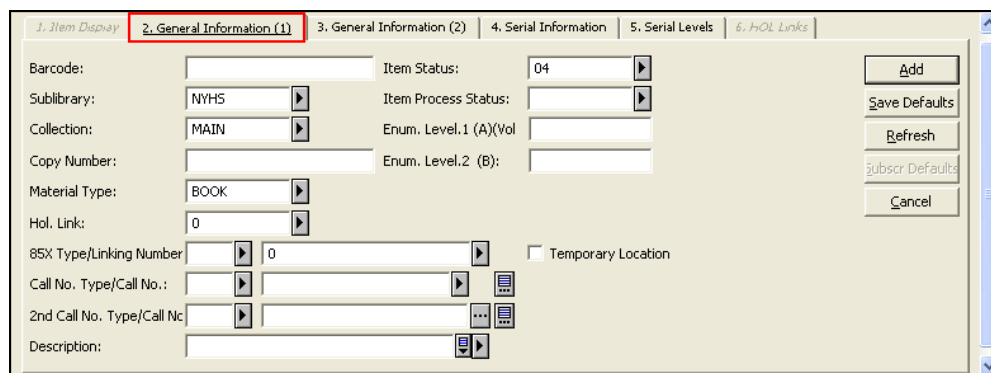
This will open up the Item editing pane in the “Items” tab:



To begin editing the items, press “New” in the middle-right hand corner of the items pane your Aleph client:



The items editing interface will open below. Right now, the only tab you will be working in is “2. General Information (1)”:



There are several steps that one needs to go through before leaving the items editing interface.

1. Make sure the “Sublibrary” is set to NYHS:

1. Item Display | 2. General Information (1) | 3. General Information (2) | 4. Serial Information | 5. Serial Levels | 6. HOL Links

Barcode: [ ] Item Status: 04 [▶]  
Sublibrary: NYHS [▶] Item Process Status: [▶]  
Collection: MAIN [▶] Enum. Level.1 (A)(Vol) [ ]  
Copy Number: [ ] Enum. Level.2 (B): [ ]  
Material Type: BOOK [▶]  
Hol. Link: 0 [▶]  
85X Type/Linking Number [▶] 0 [▶]  Temporary Location  
Call No. Type/Call No.: [▶] [▶] [▶]  
2nd Call No. Type/Call No.: [▶] [▶] [▶]  
Description: [▶] [▶]

Add  
Save Defaults  
Refresh  
Subscr Defaults  
Cancel

2. Make sure the “Collection” is set to ALMA (Almanacs). You can browse a list of available collection names by pressing the grey box with the black arrow next to the field:

1. Item Display | 2. General Information (1) | 3. General Information (2) | 4. Serial Information | 5. Serial Levels | 6. HOL Links

Barcode: [ ] Item Status: 04 [▶]  
Sublibrary: NYHS [▶] Item Process Status: [▶]  
Collection: ALMA [▶] ADMIN AdminOffice  
Copy Number: [ ] ALMA Almanacs  
Material Type: BOOK [▶] ARCH Archives  
Hol. Link: 0 [▶] ARCHI Architecture  
85X Type/Linking Number [▶] 0 [▶] BEEK Beekman Collection  
Call No. Type/Call No.: [▶] [▶] [▶] BLAB Book Lab  
2nd Call No. Type/Call No.: [▶] [▶] [▶] BROAD Broadsides  
Description: [▶] [▶] CIRCUC Circus  
DIR Directories  
HAWKS Hawks-Niblo Collection

Add  
Save Defaults  
Refresh  
Subscr Defaults  
Cancel

3. Make sure the “Material Type” is set to BOOK (you can use the grey button to list formats):

4. Make sure the “Item Status” is set to 04, which means “Library Use Only” (you can use the grey button to list statuses):

5. Make sure the “Item Process Status” is blank, which means “Not in Process” (you can use the grey button to list process statuses):

Once all of these steps have been completed, press “Add” to create your items record. Your item record will appear in the top window, and the “[6. Hol Links](#)” tab will appear:



Barcode	Sublibrary	Collector	Call number	Copy	Description	No.	Status	cc	Status	Process S	Hol	Doc num
3595308-10	NYHS	ALMA					04		Library Use Only		Not in Process	

Sort Options: [v]

1. Item Display | 2. General Information (1) | 3. General Information (2) | 4. Serial Information | 5. Serial Levels | **6. HOL Links**

Barcode:  Item Status:

Sublibrary:  Item Process Status:

Collection:  Enum. Level.1 (A)/Vol:

Copy Number:  Enum. Level.2 (B):

Material Type:

Hol. Link:   Temporary Location

85X Type/Linking Number:

Call No. Type/Call No.:

2nd Call No. Type/Call No.:

Description:

Click the “6. Hol Links” tab to create your holdings record, where you will enter the call number for the item. Consult the “Building a Call Number” section for information on how to make that call number.

Once in the “6. Hol Links” tab, press “Create New”:

1. Item Display | 2. General Information (1) | 3. General Information (2) | 4. Serial Information | 5. Serial Levels | **6. HOL Links**

Linked	Holding Text	Holding Re

Buttons: Edit, **Create New**, Link, UnLink

This will create your holdings record and link it to the item record you just made. To go into the holdings record and add the call number, click “Edit”:

1. Item Display | 2. General Information (1) | 3. General Information (2) | 4. Serial Information | 5. Serial Levels | **6. HOL Links**

Linked	Holding Text	Holding Re
<input checked="" type="checkbox"/>	NYHS ALMA	4378343

Buttons: **Edit**, Create New, Link, UnLink

The holdings record will then open up in the top window. It looks very similar to the Bibliographic record, in that it is constructed in MARC format with fields, indicators, and subfields. The only field you will be currently working with is the 852 field, the “Location field”:

<i>Leader</i>	<u>LDR</u>	—	—	^^^^^nx^^^a22^^^^^i^4500
<i>Owner</i>	<u>OWN</u>	—	a	NYHS
<i>Control No.</i>	<u>001</u>	—	—	004378343
<i>Bib. Control No.</i>	<u>004</u>	—	—	003595308
<i>Fixed Data</i>	<u>008</u>	—	—	1203222p^^^^8^^^^4001aaeng1000000
<i>Link</i>	<u>LKR</u>	—	a	HOL
			i	NYU01
			b	003595308
<i>Location</i>	<u>852</u>	—	b	NYHS
			c	ALMA
			a	NHi

To begin, make the first indicator in the 852 field an “8”, to indicate that the call number we are making is not an LC style call number. Then create subfields “h”, “i”, and “m”:

<i>Location</i>	<u>852</u>	<u>8</u>	b	NYHS
			c	ALMA
			<u>h</u>	
			<u>i</u>	
			<u>m</u>	
			a	NHi

In subfield “h”, you will put the first half of your call number, which is the AACR2 abbreviation for the state, followed by a space, followed the year that the almanac covers. Since we are cataloging “*Hutchins improved: being an Almanac for the year of our Lord 1800*”, and it was printed in New York, our subfield “h” will have “N.Y. 1800”:

<i>Location</i>	<u>852</u>	<u>8</u>	b	NYHS
			c	ALMA
			<u>h</u>	N.Y. 1800
			<u>i</u>	
			<u>m</u>	
			a	NHi

In subfield “i”, you will put a period, then the first cutter for the Main Entry (in this case, the title), followed by a blank space, followed by a second cutter for the city or town of publication (in this case, Poughkeepsie):

<i>Location</i>	<u>852</u>	<u>8</u>	<u>b</u>	NYHS
			<u>c</u>	ALMA
			<u>h</u>	N.Y. 1800
			<u>i</u>	.H88 P6
			<u>m</u>	
			<u>a</u>	NHi

Finally, in subfield “m”, you will enter “Non-circulating”. You can press the TAB key while your cursor is in subfield “m” to pull up a window that allows you to click “Non-circulating” and it fills the field automatically.

Once you have done all of these steps, save your holdings record the same way you would save your bib record. Now write the call number on the almanac the way Alan instructed, and voila! You are all finished! Place the almanac in its sling and envelope, write the call number in small lettering on the upper-left hand corner of the front of the envelope, and give the envelope to Miranda in batches for labeling. Good job!

## Part IV: Building Call Numbers Using AACR2 State Abbreviations and Cutter Tables

This project is different from many of our other cataloging projects in that we will not be making regular Library of Congress-style call numbers for the almanacs. Instead, we will be constructing our own local call numbers to accurately reflect the original physical arrangement of the collection. The first part of a call number will always be the AACR2 abbreviation for the state where the almanac was published or printed. Here is a list of states and their corresponding AACR2 abbreviation:

<b><u>NAME</u></b>	<b><u>AACR2R</u></b>
Alabama	Ala.
Alaska	Alaska
Arizona	Ariz.
Arkansas	Ark.
Bermuda	Bermuda
California	Calif.
Colorado	Colo.
Connecticut	Conn.
Delaware	Del.
Dist. of Columbia	D.C.
Florida	Fla.
Georgia	Ga.
Hawaii	Hawaii
Idaho	Idaho
Illinois	Ill.
Indiana	Ind.
Iowa	Iowa
Kansas	Kan.
Kentucky	Ky.
Louisiana	La.
Maine	Me.

Maryland	Md.
Massachusetts	Mass.
Michigan	Mich.
Minnesota	Minn.
Mississippi	Miss.
Missouri	Mo.
Montana	Mont.
Nebraska	Neb.
Nevada	Nev.
New Hampshire	N.H.
New Jersey	N.J.
New Mexico	N.M.
New York	N.Y.
North Carolina	N.C.
North Dakota	N.D.
Ohio	Ohio
Oklahoma	Okla.
Oregon	Or.
Pennsylvania	Pa.
Puerto Rico	P.R.
Rhode Island	R.I.
South Carolina	S.C.
South Dakota	S.D.
Tennessee	Tenn.
Texas	Tex.
Utah	Utah
Vermont	Vt.
Virgin Island	V.I.
Virginia	Va.
Washington	Wash.
West Virginia	W. Va.
Wisconsin	Wis.
Wyoming	Wyo.

So if your almanac was printed/published in New York State, or Brooklyn, New York, or Poughkeepsie, New York, the first part of the call number will be the AACR2 abbreviation “N.Y.” If an almanac has multiple places of publication and multiple publishers, always go with the state of the first place mentioned in the imprint.

### **Adding the Date of Coverage to the Call Number**

The next part of the call number is the year that the almanac **covers**. For example, *Hutchins improved: being an Almanac for the year of our Lord 1800* should have “**1800**” in the call number, and not “1799” (its supposed year of publication.)

### **Adding the Two Cutters for “Main Entry” and “City/Town of Publication”**

The next step in the process is to add two Cutter numbers to represent the “Main Entry” and “City/Town of Publication.” For that, we will be using the cutter table below. The Cutter table allows you to construct call numbers in a way that uniquely identifies the item in hand. A Cutter is built by taking the first letter of the word you want to Cutter and replacing the next 1-3 letters in the word with corresponding numbers from the Cutter table. Cuttering is helpful because it allows you to put items on the shelf in alphabetical order by main entry, place of publication, or other criteria:

<b>1. After initial vowel</b>								
for the second letter:	<b>b</b>	<b>d</b>	<b>l-m</b>	<b>n</b>	<b>p</b>	<b>r</b>	<b>s-t</b>	<b>u-y</b>
use number:	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>2. After initial letter S</b>								
for the second letter:	<b>a</b>	<b>ch</b>	<b>e</b>	<b>h-i</b>	<b>m-p</b>	<b>t</b>	<b>u</b>	<b>w-z</b>
use number:	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>3. After initial letters Qu</b>								
for the second letter:	<b>a</b>	<b>e</b>	<b>i</b>	<b>o</b>	<b>r</b>	<b>t</b>	<b>y</b>	
use number:	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	
<b>For initial letters Qa-Qt, use 2-29</b>								
<b>4. After other initial consonants</b>								

for the second letter:	a	e	i	o	r	u	y	
use number:	3	4	5	6	7	8	9	
<b>5. For expansion</b>								
for the second letter:	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
use number:	3	4	5	6	7	8	9	

Let's do a few examples. If you wanted to make a cutter for the name "Smith, John" your cutter would be

**.S65 = S + 6 ("m" entry in "after initial letter s" on the Cutter table) + 5 ("i" entry in "for expansion" on the Cutter table)**

Now say you have put this on the shelf, and your next item is by "Smith, James" and needs a Cutter. Since "Smith, James" comes before "Smith, John", you would alter your cutter to reflect this. Although a proper cutter for "Smith, James" would also be **.S65**, because this is already used by "Smith, John", you would make "Smith, James" **.S64** so his name would come alphabetically before "Smith, John" on the shelf.

### The First Cutter

Our first Cutter will be based on the Main Entry. Remember, if the title of the almanac is the Main Entry, use the title. If there is an author in the 100/110 field, use the author. **Always skip initial articles such as "the", "a", or "an" when making a cutter.**

Let's try and use *Hutchins improved: being an Almanac for the year of our Lord 1800* as an example. The name "Hutchins" is the first word of the title, so we will build a cutter out of that:

**.H88 = H + 8 ("u" entry for "after initial consonant" on the Cutter table) + 8 ("t" entry in "for expansion" on the Cutter table)**

It is entirely possible that there might be several of the same almanacs printed with the exact same title in the exact same way in a single year, the only different being that the publisher/printer or city/town of publication is different. If you can confirm that the almanacs in hand are exactly the same (save for the publisher/printer being different) then they would all get the same first cutter (representing the main entry) and get different 2<sup>nd</sup> cutters for the city/town of publication.

### The Second Cutter

The second Cutter should represent the city/town of publication mentioned in the imprint. For example, “Poughkeepsie” would be “.P6”, “New York City” would be “.N4” and “Newburgh” would be “.N5” (since Newburgh comes after New York City in an alphabetical list.)

If you find that you have multiple of the same almanac published in the same state and the same city/town, only that the first-named publisher/printer is different, then add another number to the second cutter reflecting:

The first letter of a corporate name (i.e. “Sword Brothers” would be 7 for “s” in the “for expansion” section of the Cutter table; “Jones, Gold and Co.” would be 5 for “j” in the “for expansion section of the Cutter table)

OR

The first letter of a last name in a personal name (i.e. the imprint says “Printed by Jane Doe” so you would choose 3 for “d” in “Doe” based on the “for expansion” section of the Cutter table)

### **Final Call Number**

So the final call number for our old favorite, *Hutchins improved: being an Almanac for the year of our Lord 1800*, which was printed in Poughkeepsie, N.Y., would look like this:

**N.Y.** (state of publication)  
**1800** (year of coverage)  
**.H88** (Cutter for “Hutchins”)  
**P6** (Cutter for city/town “Poughkeepsie”)

If we had another copy of the same almanac printed in Poughkeepsie, but it was printed by “Jane Doe” instead of “John Woods”, then we would add a 3 to the second Cutter for the “D” in “Doe”:

**N.Y.** (state of publication)  
**1800** (year of coverage)  
**.H88** (Cutter for “Hut”)  
**P63** (Cutter for city/town, Cutter for “Doe”)

When this happens, you don’t need to go back and change the second Cutter on the other item. The whole point of altering Cutters is to save you from having to re-do ones you’ve already made.



## Cataloging Record

Format Type: 001

Name Tag	Data
FMT	BK
LDR	nam a22 a 4500
008	s 000 0 eng d
040	a NHi  b eng  c NHi
24510	a :  b : /  c ; .
2463	a
260	a :  b ,  c  e ( :  f .)
300	a :  b ,  c cm.
500	a .
5104	a  c
500	a .  5 NHi
650 0	a Almanacs, American  z  z .
655 7	a Almanacs  z  y  2 rbgendr
7001	a ,  d ,  e .
7001	a ,  d ,  e .  5 NHi
7102	a ,  e .
752	a  b  d .
SYS	000000000

## Cataloging Record

Format Type: 001

Name Tag	Data
FMT	BK
LDR	nam a22 a 4500
008	s 000 0 eng d
040	a NHi  b eng  c NHi
24510	a [Title proper] :  b [other title information] : [subsequent other title information statements] /  c [statement of responsibility] ; [subsequent statement of responsibility and/or subsequent other title information statement].
2463	a [Varying form of title]
260	a [Place of publication, distribution, etc.] :  b [Name of printer(s), publisher(s), bookseller(s),  c [date of publication]  e ([Place of manufacture] :  f [Name of manufacturer].)
300	a [Extent, including number of plates] :  b [illustration description],  c [dimensions] cm.
500	a [General note]
5104	a [Reference citation]  c [number]
500	a [Copy-specific note].  5 NHi
650 0	a Almanacs, American  z [State]  z [City/County (if applicable)].
655 7	a Almanacs  z [State]  y [Year almanac covers]  2 rbgenn
7001	a [Personal name added entry],  c [Titles/words associated with name (if needed/applicable)],  d [dates associated with name (if needed/applicable)],  e [relator term].
7001	a [Personal name added entry],  c [Titles/words associated with name (if needed/applicable)],  d [dates associated with name (if needed/applicable)],  e [relator term].  5 NHi [if copy-specific]
7102	a [Corporate name added entry],  e [relator term].
752	a [Country name]  b [First order political division (for G.B., U.S. & Canada)]  d [City name].
SYS	000000000

## Serials Cataloging

### Part I: Editing and updating existing MARC records

The steps involved when cataloging serials are different than those for cataloging monographs. A MARC record for a monograph represents a finite, one-time publication. A MARC record for a serial represent a publication that is intended to continue over time. An important aspect of serial cataloging is the concept of successive entry vs. latest entry . Yale outlines this concept: <http://www.library.yale.edu/catman/serials/sermhld.htm> . The information found here has also been printed out and included with this document. We will be following the rules of “successive entry”, that is, a new (separate) bibliographic record be created each time the title or the issuing body (if it is used as the main entry) of the serial changes. If no successive entry record is found in BobCat or OCLC, you need to make a new record.

To begin, go into the stacks and pull all the volumes of the title you are working on, and search Bobcat for a record, and if no record exists, search OCLC for a record, just like you would in monograph cataloging. For the purposes of these directions, we will be working on AY64.I55, which is the “Information please almanac.”

### LEADER

Leader (Serial)			
Record status (05)	<input type="text" value="c"/>	Type of record (06)	<input type="text" value="a"/>
Bibliographic level (07)	<input type="text" value="s"/>	Type of Control (08)	<input type="text"/>
Character coding scheme (09)	<input type="text" value="a"/>	Encoding level (17)	<input type="text" value="1"/>
Descriptive cataloging form (18)	<input type="text"/>	Linked record requirement (19)	<input type="text"/>

**The leader in serial records functions much like that in monograph records, with a few differences. Above, see the uncorrected leader for “Information please almanac.” You should make the “Encoding level (17)” field blank, which means you will be upgrading the record to full-level.**

### Bibliographic level (07)

#### **Description/Instructions**

The bibliographic level is a one-character alphabetic code that indicates the bibliographic level of the record. The only code currently used for serials is code "s" which is automatically generated in the OCLC serial work form.

#### **Codes**

**s Serial.**

A publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), numbered monographic series, and the journals, memoirs, proceedings, transactions, etc. of societies.

**There are other codes used for serials in bibliographic level (07), but for the sake of regular serials cataloging, you will only be using “s.”**

## Descriptive cataloging form (18)

### Description/Instructions

The descriptive cataloging form is a one-character alphabetic code that indicates whether the record was formulated according to the *Anglo-American Cataloguing Rules*, 2nd Edition (AACR2).

### Codes

#### a AACR2.

Use for all records cataloged according to the provisions of AACR2, including choice and form of access points and bibliographic description.

Leader (Serial)			
Record status (05)	<input type="text" value="c"/>	Type of record (06)	<input type="text" value="a"/>
Bibliographic level (07)	<input type="text" value="s"/>	Type of Control (08)	<input type="text"/>
Character coding scheme (09)	<input type="text"/>	Encoding level (17)	<input type="text"/>
Descriptive cataloging form (18)	<input type="text" value="a"/>	Linked record requirement (19)	<input type="text"/>

**Above is a corrected leader for a serial record, based on the directions provided.**

## 008 Field

MARC 008 Fixed length data elements (CONTINUING RESOURCES)			
Date entered on file (00-05)	<input type="text" value="820519"/>	Type of date (06)	<input type="text" value="u"/>
Date 1 (07-10)	<input type="text" value="1947"/>	Date 2 (11-14)	<input type="text" value="uuuu"/>
Place of publication code (15-17)	<input type="text" value="nyu"/> ...	Frequency (18)	<input type="text" value="a"/>
Regularity (19)	<input type="text"/>	ISSN center (20)	<input type="text"/>
Type of continuing resource (21)	<input type="text"/>	Form of original item (22)	<input type="text"/>
Form of item (23)	<input type="text"/>	Nature of entire work (24)	<input type="text"/>
Nature of contents (25-27)	<input type="text"/> <input type="text"/> <input type="text"/>	Govt. publication (26)	<input type="text"/>
Conference publ. (29)	<input type="text"/>	Undefined (30-32)	<input type="text"/>
Alphabet/Script (33)	<input type="text"/>	Entry convention (34)	<input type="text" value="0"/>
Language (35-37)	<input type="text" value="eng"/> ...	Modified record (38)	<input type="text"/>
Cataloging source (39)	<input type="text" value="d"/>		

Above is the uncorrected 008 field for the “Information please almanac.” Important fields will be discussed below, but a majority of this 008 can be left as is.

## Type of date/Publication status (06)

### Description/Instructions

The type of date/publication status code indicates whether the serial is currently being published. The publication status is determined by knowledge of whether the publication is still being issued (regardless of whether the cataloging library still receives it).

### Codes

#### **c Currently published status.**

Use when an issue has been published within the last three calendar years. For example, during 2013, consider years 2011, 2012, and 2013 as the last three years.

#### **d Dead status.**

Use only when the publication is known to have ceased or has been continued by a different entry (i.e. “**The Atlantic**” becomes “**The Monthly Atlantic Magazine of Things and Stuff.**”) Use this code for the "dead" record whenever a change in author or title requires that a successive entry record be created

#### **u Unknown.**

Use when there is no evidence that the serial has been published within the last three calendar years, and there is no clear indication that the serial has ceased.

Most of the stuff we will be working with will already have this information figured out in the local bib record or OCLC bib record. However, many of our local records were made a long time ago, and title/publication information might have changed; or more knowledge about the publication history of the serial may have surfaced, thus leading to more complete records in OCLC. You may want to look up the title in OCLC to see if you can copy information from that record to make ours more complete. The best serial records are known as “CONSER records” which meet the standards of the Cooperative Online Serials Program, or CONSER, run by the Library of Congress. All CONSER records will have a 042 field with information in it, and it will look similar to this:

040	a NSD  b eng  c NSD  d DLC  d OCLCQ  d OCLCQ
0410	a eng  a rus
042	a pcc  a nsdp
05000	a PN6010.5  b .P35
08210	a 808  2 13
1300	a Palimpsest (New Haven, Conn.)
222 0	a Palimpsest  b (New Haven, Conn.)
24510	a Palimpsest.

Use these CONSER records when copy cataloging, and when updating existing local records. In the case when a CONSER record does not exist, simply try and find the best quality record in OCLC. It is also important to search for MARC records that follow the rules of “Successive entry” which were mentioned earlier. For the “Information please almanac”, a better record exists under (OCoLC)4790494. Using that record, you would change the “type of date/publication status” in our “Information please almanac” record from “u” to “d.”

### Date 1 (07-10) and Date 2 (11-14)

#### **Description/Instructions**

The beginning and ending dates of publication contain the complete or partial chronological dates of the serial. Dates used are based on the chronological designation from field 362 (formatted or unformatted) (See pages 17-19) or, when no chronological designation is given in field 362, from the date of publication in field 260 (this can get tricky. Most serials will have a title like “The first annual report of Serials Catalogers Anonymous for 2013” and, even though it was published in 2014, the “Date 1” would be 2013, since that is the chronological designation. However, if the title is simply “The first annual report of Serials Catalogers Anonymous” with a publication date of 2014, then the “Date 1” would be 2014) In a few cases, the beginning/ending dates may be based on information given in a 5XX note. Do not input a complete date (e.g., 1994 rather than 199u) unless that date is given somewhere in the record.

DEFAULT CODE (Beginning date): **none**

DEFAULT CODE (Ending date): **9999**

#### **Editing instructions**

1. Beginning date. Always input four characters, whether or not the exact beginning date is known.
2. Ending date and the publication status. The ending date contains four digits which depend on the publication status of the serial. When the status is current (code "c"), the ending data need not be input on OCLC because it defaults to "9999". When the status is dead (code "d"), input a complete or incomplete date (as explained below). When the status is unknown (code "u"), input "uuuu."
3. Form of date. When the exact date is not known, give the date to the closest century or decade, using the letter “u” for the unknown portion. If the date is totally unknown, use “uuuu.”

Decade known, exact year unknown:

Input as: *188u*

Century known; exact decade and year unknown:  
input as: *19uu*

Century unknown (date completely unknown):  
input as: *uuuu*

Give the exact date when available, even when the certainty of the date is questioned

*Dates: 18uu, 1878*

362 1\_ \$a Ceased with 1878?

4. Source of date: 362 or 260. Beginning/ending dates are most often based on dates given in 362, or the information given in subfield \$c of field 260.

*DATES: 1984, 9999*

362 0\_ \$a Vol. 3, no. 2 (Feb. 1984)-

**(This is a situation where the source is from the 362)**

*DATES: 1982, 9999*

260 \_\_ \$c 1982-

362 0\_ \$a 1-

**(In this situation, the source is the 260 \$c, or the publication date. The serial lacks chronological designation, so the publication date is the only date available.)**

If the exact beginning date is unknown and a “Description based on” note is input rather than a 362 field do not Use the date given in the “description based on” note as the beginning date. Input the date to the closest known decade or century by using the letter “u.” **(Of course, if the year is known, just not the month of date, put in the full year.)**

*DATES: 197u, 9999*

500 \_\_ \$a Description based on: Vol. 2, no. 2 (Feb. 1976).

*DATES: 1982, 9999*

362 1\_ \$a Began in 1982.

500 \_\_ \$a Description based on: No. 3 (June 21, 1982)

**(You would know that this began in 1982, because it was a weekly publication, and the chances of such a long period of time elapsing between no. 2 and no. 3 are slim)**

*DATES: uuuu, 9999*

500 \_\_ \$a Description based on: Report for 2005.

When both chronological designation (362 field) and publication date (260 \$c) are input, always use the chronological designation in the Date 1 and Date 2 fields:

*Dates: 1871, 1888*

260 \_\_ \$a New York : \$b Appleton and Sons, \$c 1872-1889

362 1\_ \$a No. 1 (1871)-No. 17 (1888)

**(The example above illustrated a situation where the “First annual report for the year 1871” was published in 1872)**

### **Place of publication (15-17)**

#### **Description/Instructions**

The place of publication, production, or execution is a two or three character code assigned from the *MARC Code List for Countries*. The place of publication code reflects the information from the latest piece cataloged at the time of initial input. If the record is updated at a later time and the place has changed, the place of publication code should be updated when the change is mentioned in a note. Because AACR2 cataloging is based on the earliest issue, the country code may not necessarily reflect the place found in field 260 subfield \$a.

**Not much different from the Place of publication in monograph records, though the 008/260 difference can be tricky sometimes. Hopefully, we won't come across it too often.**

### **Frequency (18) and Regularity (19)**

#### **Description/Instructions**

The Frequency and Regularity elements contain codes for the current frequency and the intended regularity of issuance and are based on information given in field 310 (**See pages 15-17**). The current frequency, as expressed in note form in the 310 field, should be determined before these elements are coded. Consider the stated intent of the publisher when coding the regularity.

**The Frequency/Regularity can get pretty confusing sometimes, so hopefully we don't deal with anything too complex. When in doubt, you can always put “u” for “unknown” in both fields. However, much the work of figuring out frequency and regularity has already been done in OCLC records.**

#### **Frequency codes**

**a annual  
m monthly  
q quarterly  
u unknown**

**There are many other frequency codes, which can be viewed in the “Tag information” tab while in Aleph.**



## Use of regularity codes

### **r Regular**

Use code "r" when one of the frequency codes accurately defines the frequency of the publication.

310 \_\_ Monthly

*FREQ: m*

*REGL: r*

310 \_\_ Quinquennial

*FREQ: z*

*REGL: r*

### **u Unknown.**

When the current frequency is totally unknown, both the frequency and regularity elements are coded as "u". These codes must always be used together. Neither can be used with any other code.

*[No 310 field]*

*FREQ: u*

*REGL: u*

**“Regular” and “unknown” are the two most common codes you will come across. There are others for “irregular” frequencies, more information can be found about them in the CONSER manual.**

### **ISSN center (20), Govt. publication (28), Conference publ. (29), Entry convention (34), Language (35-37), Cataloging source (39)**

These fields don't require much input, as many of them function the same way as they do in monographs. A few points to keep in mind:

“ISSN center (20)” must always be blank.

“Govt. publication (28)” has codes for federal, state, local (etc.) imprints. While not a required field in the MARC record, it is good to put in the proper information, if applicable.

“Conference publ. (29)” Is usually a “0”, but occasionally serialized conference proceedings will get a “1.”

“Entry convention (34)” is always “0”, which represents “successive entry” cataloging. As stated earlier, we are exclusively looking for these records.

“Language (35-37)” functions the same way as in a monograph record.

“Cataloging source (39)” functions the same way as in a monograph record.

Below is the corrected 008 for “Information please almanac.” Info has been corrected by transcribing info from the more complete record at (OCoLC)4790494:

MARC 008 Fixed length data elements (CONTINUING RESOURCES)			
Date entered on file (00-05)	820519	Type of date (06)	d
Date 1 (07-10)	1947	Date 2 (11-14)	1960
Place of publication code (15-17)	nyu ...	Frequency (18)	a
Regularity (19)	r	ISSN center (20)	
Type of continuing resource (21)		Form of original item (22)	
Form of item (23)		Nature of entire work (24)	
Nature of contents (25-27)		Govt. publication (28)	
Conference publ. (29)	0	Undefined (30-32)	
Alphabet/Script (33)		Entry convention (34)	0
Language (35-37)	eng ...	Modified record (38)	
Cataloging source (39)	d		

### 1xx Fields

The most common 1xx field you will come across is the “110 Main entry-corporate name.” However, serials will occasionally have 100/111 main entries. Most often you will find serials have no 1xx main entry (as is the case with the “Information please almanac”), in which case the 245 in the main entry. You will construct 110 (and other 1xx fields) main entries as you have been doing so far. Keep in mind that 110 fields follow a systematic hierarchy, so when looking for the New York Department of Sanitation in the LC Authority file, search “New York (N.Y.). Department of Sanitation”

### 2xx Fields

Although you will sometimes see 210, 222 and 240 fields in serial records, they will not be covered in these directions. You can learn more about them by reading the CONSER manual.

### 245 Field – Title Statement

The 245 in a serial publication is formatted much differently than one in a monograph publication. The 245 is meant to be relatively brief, and it is meant to represent the entire serial run for that particular title. A significant change in title requires the creation of a new bib record. An example of this would be like if the title of one almanac was “Hutchin’s almanac for the city of New York” and the other was “Hutchin’s almanac and ephemeris for the city of New York”, you would have two separate bib records. The rule taught to us was the rule of “The first five words.” If there are major changes in the first five words of a serial title in the 245, then it requires a new bib record.

**An example:**

245 14 \$a The annual report of the Society of Bored Serials Catalogers

245 14 \$a The board minutes and annual report of the Society of Bored Serials Catalogers

Another example: with the “Information please almanac”, we currently have only a single bib record that looks like this:

245	00	a	Information please almanac, atlas and yearbook.
246	3	a	Information please almanac
		f	1947-1960,

*This is the old way of doing it, but according to current practice, there should be bib records for “Information please almanac” and for “Information please almanac, atlas and yearbook” because there is a title change in the first five words of the title. These two records get linked by 780/785 fields*

**A different example:**

245 14 \$a The annual report of the American Society of Gift Annual Collectors

245 14 \$a The annual report of the American Society of Gift Annual Collectors, with notes and minutes

*In this case, you would not need a new bib record, but you could make a 500 note saying “title varies slightly” or “reports for 2002-2005 entitled: Annual report of the American Society of Gift Annual Collectors, with notes and minutes”*

**Description/Instructions**

Field 245 contains the title proper, general material designation (medium), remainder of title (i.e., other title information and parallel titles), and statement of responsibility. The title proper consists of the title and alternative title (subfield \$a), and when present, the numeric or alphabetic designation of a part or section (subfield \$n), and/or the name of the part or section (subfield \$p). **You won’t see imprints requiring the \$n or \$p often, and they won’t be covered in this guide, but it is good to know about them. Information can be found in the CONSER manual.**

**Editing instructions**

1. Input initial articles.
2. Always input a period at the end of the field regardless of other punctuation, unless the field ends with an abbreviation already followed by a period or a mark of omission.  
245 00 \$a Rubber world .  
245 00 \$a Annual report for fiscal year.  
245 00 \$a Cancer research : \$b official organ of the American Association for Cancer Research, Inc.

### **First indicator**

The first indicator regulates the generation of a title added entry. If no added entry is desired, input value "0"; if a title added entry is desired, input value "1". When a 1XX field is not present in the record (i.e., title is main entry), set the first indicator to value "0". If there is a 1XX field, always set the first indicator in field 245 to value "1".

### **Second indicator**

The second indicator specifies the number of nonfiling characters to be ignored for sorting purposes. A diacritical mark or special character associated with the article is included in the count of nonfiling characters. Any diacritic or special character associated with the first filing character is **not** included in the count of non-filing characters.

245 12 \$a A report to the legislature for the year ...

245 04 \$a The year book of medicine.

245 12 \$a L'enfant criminel.

245 13 \$a al-Mostatraf.

245 18 \$a The ... annual report to the Governor.

245 14 \$a al-'Ālam al-'Arabī

245 12 \$a L'été.

245 04 \$a Hō Dionysos

Do not count diacritics or punctuation preceding the first word in the title when an initial article is not present (**Unless it is a mark of omission. See below.**)

245 10 \$a -- and then there were none.

**As is often the case with serials, each issue tends to have a slightly different chronological designation in the title. So if you have the “Annual report of the Grolier Club”, each volume will be named “First annual report of the Grolier Club”, “Second annual report of the Grolier club”, “Third annual report of the Grolier Club”, etc., etc. The way you would represent this in a 245 is marks of omission where the chronological designation would be:**

**245 14 \$a ... Annual report of the Grolier Club**

**Shown above, you would count four spaces in the second indicator, one space for each period and the blank space between the last period and the “A” in “Annual.”**

**Other times, you will have an initial article followed by a chronological designation, for example:**

**245 18 \$a The ... annual yearbook of the Holland Society.**

**In this case, the second indicator would be 8, counting the T, h, e, [space], [each period in the mark of omission], [space]**

## 260 Field – Publication, Distribution, etc.

### Description/Instructions

**Although the directions below might seem confusing, it is important to note that if the title of the serial changes significantly, a new bib record is needed, but if the imprint changes, you just need to make more 260 fields.**

Field 260 contains the place of publication, publisher and/or distributor, date of publication, as well as the place, name, and date of manufacture when necessary.

In 2001, the 260 field was changed from Not-repeatable (NR) to Repeatable (R) to allow changes in publication information to be recorded in a prominent area in records. Before repeatable 260 fields were implemented, changes in place of publication and publisher on a later issue of a serial were given in a 500 field. The Library of Congress (LC) and Program for Cooperative Cataloging (PCC) participants implemented the repeatable 260 field on September 1, 2009.

The order of 260 fields is chronological from earliest to latest. This order is prescribed to promote consistency in the coding of data in records for different formats over the long-term and to make it easier for catalogers who catalog multiple formats to remember.

Do not repeat specific changes of publication, etc., information in a 500 field. Use a 500 field if giving a general note about changes not given in an additional 260 field(s): e.g., "Place of publication varies."

*CONSER standard record practice:* It is not required to supply dates in 260 subfield \$c.

**We will be following this practice, though if you have the information readily available, it is always good practice to put it in the record (for example, if you have all issues of a dead serial run, and they were published between 1840 and 1871, make you 260 \$c 1840-1871.**

### Editing instructions

1. Input a terminal period in the earliest publishing statement (260, first indicator blank) only when the field includes an ending date and no other terminal punctuation, such as a closing bracket, is present.

260 \_\_ New York, N.Y. : \$b E. Steiger, \$c 1878-1879.

260 \_\_ London : \$b Howard League for Penal Reform, \$c [c1965-c1983]

There is no final punctuation at the end of the intervening (260, first indicator 2) and latest (260, first indicator 3) publishing statements.

2. Use closed brackets around supplied information whether or not the 260 field is complete:

260 \_\_ \$a Moose Jaw : \$b [s.n.]  
260 \_\_ \$a Chur [Switzerland : \$b s.n.]  
260 \_\_ \$a Berkeley : \$b Auditor's Office, \$c -[1997]

If a date is not being recorded in subfield \$c, do not input a comma after the publisher name.

260 \_\_ \$a [New York] : \$b American Statistical Association

Stylistic conventions for brackets and the comma in the publication area were changed with the 2002 revision of AACR2. Many records in the CONSER database therefore follow earlier conventions of open brackets around supplied information if the field was not complete or a comma after a publisher date if a date is not supplied. Generally do not modify a record input according to the earlier conventions only for the purpose of deleting a comma or closing a bracket. However, if a record is being modified for other reasons, these changes can be made.

3. The 2002 revision also included the deletion of former rule 1.4D4, which allowed for shortening of the publisher name if it appeared in a recognizable form in the title and statement of responsibility area. Note that in certain examples below, where the publisher previous to 2002 was given as "\$b The Society," "\$b The Board," "\$b The Committee," etc., the name has been changed to show the form in an un-shortened form in the 260: "\$b Society for Utopian Studies," etc.

### **Indicators**

The first indicator contains a value that chronologically sequences multiple publishing statements for a resource. The second indicator is undefined and contains a blank (\_).

### **First Indicators**

#### **\_ - Earliest available publisher**

Used when a serial is first cataloged. Information given in the 260 coded value [blank] is not changed unless earlier issues of a serial are later available with differing publishing information. Only one publishing statement may contain first indicator value [blank] in a record. Each serial record must contain one 260 field with first indicator value [blank].

260 \_\_ \$a [New York] : \$b American Statistical Association

#### **2 - Intervening publisher**

Used when publishing statement(s) between the earliest and the latest publishing statements are necessary for identification or access. Intervening publishing statements are coded first indicator 2 and appear in the record with the earliest publishing statement (first indicator blank) and a current/latest publishing statement (first indicator 3).

260 \_\_ \$a [Bristol, Ind.] : \$b Wyndham Hall Press, \$c c1986-  
260 2\_ \$3 1992- : \$a Berrien Springs, MI : \$b Vande Vere Publ.  
260 3\_ \$3 <1997->: \$a Netherlands : \$b Gordon & Breach  
362 0\_ \$a Vol. 1, no. 2 (fall 1986)-

Additional subsequent intervening publishing statements may be recorded as needed, in chronological order. The example below shows subsequent publishing statements and the closing of publication dates in the first 260 coded first indicator value blank, based on the last issue recorded in the 362 field:

260 ## \$a [Bristol, Ind.] : \$b Wyndham Hall Press, \$c c1986-2002.  
260 2# \$3 1992- : \$a Berrien Springs, MI : \$b Vande Vere Publ.  
260 2# \$3 <1997>-2000: \$a Netherlands : \$b Gordon & Breach  
260 2# \$3 2000-2001: \$a [Amsterdam?] : \$b Harwood Academic Publishers  
260 3# \$3 2002: \$a Abingdon, U.K. : \$b Routledge  
362 0# \$a Vol. 1, no. 2 (fall 1986)-v. 15, no. 4 (2002).

### **3 - Current/latest publisher**

Used when the publisher or place of publication changes and the new information is necessary for identification or access. The current publishing statement for a serial may be added with first indicator value 3 when the record has an earliest publishing statement (with first indicator blank).

260 \_\_ \$3 November 26, 1908-<1912>: \$a [s.l.] : \$b American Society of Animal Nutrition  
260 3\_ \$3 <November 30, 1915->: \$a Manhattan, Kan. : \$b American Society of Animal Production  
260 \_\_ \$3 1983-1991: \$a The Hague, Netherlands : \$b Elsevier  
260 3\_ \$3 1992- : \$a New York, N.Y. : \$b Elsevier

**For the purposes of this project, doing the “Intervening publisher” and “current/latest publisher” are not necessary. The most important information to have in the 260 is the earliest available publisher. If the publisher varies in later issues, simply make a 500 note saying “Publisher varies” or “Place of publication varies” or “Imprint varies.” However, it is good to know about the “Intervening publisher” and “current/latest publisher” for future cataloging, and so you can recognize it when copy cataloging.**

### **3xx Fields**

**Although you’ve only used the 300 field up to this point, doing proper serials records requires the 310/321 and 362 fields. However, when information is not always known about a serial, the 310 and 362 can sometimes be omitted.**

## 300 Field – Physical Description

### **Description/Instructions**

Field 300 contains the physical attributes of an item as specified by the rules for the type of item. For printed serials, field 300 contains the number of parts, the presence of illustrations, the dimensions, and any regularly accompanying material.

### **Subfields**

#### **\$a Extent**

For printed serials, the specific material designation is "v."

300 \_\_ \$a v.

When describing a completed serial, indicate the number of parts in Arabic numerals:

300 \_\_ \$a 6 v.

300 \_\_ \$a 41 v.

#### **\$b Other physical details.**

Subfield \$b contains information that further specifies other physical characteristics of an item, such as identification of illustrative matter, coloration, playing speed, groove characteristics, presence and kind of sound, number of channels, etc. The description of other physical details is preceded by a space-colon-space ( : ).

300 \_\_ \$a v. : \$b ill.

For printed serials, when recording illustrations of more than one type, input "ill." as the first abbreviation when this abbreviation is used.

300 \_\_ \$a v. : \$b ill., maps ; \$c 27 cm.

#### **\$c Dimensions.**

The dimensions of the item are preceded by a space-semicolon-space ( ; ). For printed serials, give the height of the item (based on the bound edge) in centimeters to the next highest whole centimeter.

300 \_\_ \$a v. ; \$c 31 cm.

If a range of heights is given, do not supply spaces before or after the hyphen. **When describing a serial with a range of different heights, just do: [shortest]-[tallest] cm. There is no need to describe the height of all of them.**

300 \_\_ v. : \$b ill. ; \$c 22-36 cm.



## **310 Field –Current publication frequency/321 Field – Former publication frequency**

### **Description/Instructions**

Fields 310 and 321 contain, respectively, the current and former frequencies. Field 310 is input in conjunction with field 008, character positions 18 (frequency) and 19 (regularity). These codes are based on the information stated in field 310 and should be coded after the 310 has been determined.

Field 321 can be used only when a current frequency is given in field 310.

According to LC/PCC practice (Cf. *LCRI* 12.7B1), field 310 is always input in CONSER full level records when the current frequency of a continuing resource is known. This is the case even when the fixed fields (008/18-19) adequately reflect the frequency of the item or when the frequency is stated in the title. Inputting field 310 is optional in CONSER core level records, although institutions may choose to make it mandatory in their local core level record policies. LC catalogers always input field 310 in LC core level records, as well as in full level record when the current frequency is known.

*FREQ:* *a*

*REGL:* *r*

245 10 \$a Annual report of the director.

310 \_\_ \$a Annual

### **Editing instructions**

For many years, CONSER instructions for editing field 310 and 321 were structured to format the fields into a single frequency note when output for the production of LC print products. In recognition of the fact that most OPACS display the 310 and 321 as separate frequency statements rather than in a single format note, the instructions were amended. The requirement to spell out the number only for the field that would be first in the frequency note was dropped in 2003.

1. Do not input a period at the end of any field.
2. Capitalize the first word in each field.
3. When more than one 321 field is given, input them in chronological order (earliest to latest) following field 310.

310 \_\_ \$a Annual, \$b 1983-

321 \_\_ \$a Monthly, \$b Mar. 1972-Dec. 1980

321 \_\_ \$a Semiannual, \$b 1981-1982

310 \_\_ \$a Quarterly, \$b Apr./June 1992-

321 \_\_ \$a Quarterly, \$b 1982-1990

321 \_\_ \$a Monthly, \$b 1991-Feb. 1992

## Subfields

### **\$a Current/former publication frequency.**

Input the complete statement of current or former frequency in subfield \$a.

310 \_\_ \$a Monthly

310 \_\_ \$a Monthly, including annual cumulation

310 \_\_ \$a Bimonthly (monthly June-July)

310 \_\_ \$a Monthly, \$b 1985-

321 \_\_ \$a Ten no. a year, \$b 1982-1984

310 \_\_ \$a Monthly, \$b Jan. 1984-

321 \_\_ \$a Frequency varies, \$b 1966-1983

### **\$b Date(s) of current/former publication frequency.**

Subfield \$b is used in field 310 when the date of current frequency is different from the beginning date of the publication and when a former frequency is given in field 321. If a serial has only a numerical rather than a chronological designation, the number is given in subfield \$b. Subfield \$b must be given in all 321 fields.

310 \_\_ \$a Annual, \$b 1983-

321 \_\_ \$a Biennial, \$b 1981/1982

362 0\_ \$a 1981/1982-

310 \_\_ \$a Monthly, \$b Nov. 1983-

321 \_\_ \$a Bimonthly, \$b Apr./May 1980-Sept./Oct. 1983

310 \_\_ \$a Quarterly, \$b <Nov./Jan. 1984/85-v. 16, no.3>

321 \_\_ \$a Bimonthly, \$b <Oct./Nov. 1971->

Apply the following conventions when inputting subfield \$b.

1. Input a comma preceding subfield \$b.

310 \_\_ \$a Monthly, \$b Mar. 1984-

310 \_\_ \$a Bimonthly, \$b <Mar./Apr. 1983->

2. Uncertain data (a known date that may not be the earliest or latest) is enclosed in angle brackets and may be suppressed from printing on output.

310 \_\_ \$a Annual, \$b <1984->

321 \_\_ \$a Semiannual, \$b 1976-<1982>

3. When inputting only an ending date, leave no spaces before the closing date, except for the space following the subfield code. If only a portion of the date is known, leave an appropriate number of spaces for the missing portion.

310 \_\_ \$a Semiannual, \$b -1984

321 \_\_ \$a Annual, \$b 198 -

321 \_\_ \$a Monthly, \$b 19 -

### **362 Field – Dates of publication and/or sequential designation**

#### **Description/Instructions**

Field 362 contains the beginning and/or ending numbering of an item. It may also include phrases such as "new ser.," either transcribed from the source of cataloging or supplied in brackets, that distinguish different successive numbering sequences for the same publication. Chronological designations used in this field are dates that identify individual issues of the serial. Publication dates, when recorded, are input in field 260. Incomplete dates are not used in this field; uncertain dates/numbers may be given in an unformatted style followed by a question mark.

In CONSER standard records (CSR), catalogers use a single unformatted 362 field with an informal note (see first indicator "1") to record beginning and/or ending numbering/dates of publication whenever this information is available, regardless of whether the first/last issue(s) are in hand.

Formatted-style statements of the beginning and ending designations of a serial (with first indicator "0") may appear in records that do not follow CSR recommended guidelines (because they were created for specialized resources or were created before CSR guidelines were adopted).

#### **First indicator**

##### **0 - Formatted style.**

Formatted-style statements may appear in serial records that do not follow CSR recommended guidelines (because they were created for specialized resources or were created before CSR guidelines were adopted). **The formatted style is used only for serials when the first and/or last issue is in hand.** According to AACR2, the numeric and/or alphabetic, chronological, or other designation must be recorded as it appears on the piece. When first indicator value "0" is used, information contained in field 362 subfield \$a may print following the title/statement of responsibility or edition statement (when present) on output.

362 0\_ \$a 1977. *{Serial complete in one volume.}*

362 0\_ \$a Vol. 1, no. 1 (spring/summer 1987)-v. 6, no. 1 (1995).

362 0\_ \$a No. 1-no 6 ; [new ser.], no. 1-no. 3 ; [3rd ser.], no. 1-

In formatted-style statements, if more than one form of designation is given on the first and/or last piece, input both designations in subfield \$a, separated by a space-equals sign-space (=). If incomplete, input one space after the first hyphen.

362 0\_ \$a Vol. 1, no. 1 (May 1981)-v. 3, no. 1 (May 1983) = no. 1-9  
362 0\_ \$a Vol. 3, no. 7- = no. 31-

In formatted-style statements, input succeeding systems in the same subfield \$a separated by a space-semicolon-space.

362 0\_ \$a Oct. 1970-Dec. 1980 ; new ser., v. 1, no. 1 (Jan. 1981)-

### **1 - Unformatted style.**

In a record created according to CSR guidelines field 362 is always used in unformatted note style. Supply numbering/dates of publication of the first/last issues in an unformatted 362 whenever this information is available, regardless of whether the first/last issue(s) are in hand.

When first indicator value "1" is input, information contained in field 362 prints in the note area on output.

362 1\_ \$a Began in July 1949.  
362 1\_ \$a Began with: v. 4, published in 1947.  
362 1\_ \$a Ceased with: 2 (1964).  
362 1\_ \$a Began in 1963?  
362 1\_ \$a Ceased publication.  
362 1\_ \$a Began in 2001?

### **Editing instructions**

1. Captions and months may be transcribed as found (including abbreviations and capitalization) or they may be recorded using standard AACR2 abbreviations.

On piece: Volume 1, number 1 January 2011

In record: 362 1\_ \$a Began with: Volume 1, number 1 (January 2011).

Or: 362 1\_ \$a Began with: Vol. 1, no. 1 (Jan. 2011).

2. Numbers (including ordinal numbers) may be transcribed as found or they may be recorded as Arabic numerals, whichever is easier.

On piece: Number One

In record: 362 1\_ \$a Began with: Number One.

Or: 362 1\_ \$a Began with: No. 1.

**We will do AACR2 abbreviations, to keep in line with our already cataloged serials.**

3. If the beginning numbering is not present or known, but the year the publication began is known, provide the year.

362 1# Began in 2011.

4. If numbering includes both issue number and date, put parentheses around the date.

On piece: Volume 1, number 1 January 2011

In record: 362 1\_ \$a Began with: Volume 1, number 1 (January 2011).

Or: 362 1\_ \$a Began with: Vol. 1, no. 1 (Jan. 2011).

**Remember, the 362 should match the information in the 008, and not the 260 \$c, i.e. it should represent the chronological designation of the serials, not the publication dates (unless, of course, the publication dates is the only information you have, in which case the 008s/260 \$c/362 can all be the same.)**

### **5xx Fields**

**The 5xx fields can be useful for serials, and I suggest looking through “Notes for serial catalogers” at your desk for examples. In the meantime, we will be reviewing the most common 500 general notes used with serials.**

#### **1. Notes relating to titles and title pages.**

##### **a. Source of title information.**

The source of title information is given with the "Description based on" note in all CONSER standard records. See Field 588 for additional examples and explanation.

588 \_\_ \$a Description based on: Vol. 2, no. 2 (Feb. 1984); title from cover.

Separate source of title notes in field 500 may appear in records that do not follow CONSER standard record guidelines (because they were created outside CONSER or were created before CSR guidelines were adopted).

500 \_\_ \$a Title from caption.

500 \_\_ \$a Title from title bar (viewed Jan. 15, 2003)

b. Title or subtitle varies notes. The latter may be used only when other title information is given in the record.

500 \_\_ \$a Title varies slightly.

245 00 \$a Emergency services SA : \$b promoting the proficiency of fire depts..

500 \_\_ \$a Subtitle varies.

246 1\_ \$i Issues for 2005/06- have subtitle: \$a Revenue, income and expenditure estimates for the financial year ...

500 \_\_ \$a Subtitle varies.

c. At head of title notes that would not be appropriate for field 246 (e.g., those including corporate bodies, or related titles that are seen to be part of the title and traced in a 7XX field.)

500 \_\_ \$a At head of title: International examiner.

730 0\_ \$a International examiner (Seattle, Wash. : 1973)

d. Complex variant titles that cannot be given solely in a 246 field (e.g., those that have more than one title).

246 1\_ \$a Symposium volumes

246 1\_ \$a Bibliography section

500 \_\_ \$a Some issues called: Symposium volumes, and some called: Bibliography section.

e. Other general notes concerning the title or title pages.

500 \_\_ \$a Each volume also has a distinctive title.

## 2. Notes relating to statements of responsibility, the edition statement, or the publishing statement.

500 \_\_ \$a From the publishers of: National law journal.

500 \_\_ \$a "Bilingual edition."

500 \_\_ \$a Place of publication varies among cities in Lagos State of Nigeria.

a. Record changes in publishers, places, or dates of publication in field 260.

260 2\_ \$3 <1842->: \$a J. Haway

260 3\_ \$3 <1847->: \$a J. & W. Horne

260 3\_ \$3 -1977: \$a Bristol, Conn.

b. Record issuing bodies that are traced in field 550.

550 \_\_ \$a Sponsored and organized by ACM SIGEVO, the Special Interest Group for Genetic and Evolutionary Computation.

710 2\_ \$a Association for Computing Machinery. \$b SIGEVO.

**3. Notes relating to physical description and accompanying material.**

500 \_\_ \$a Vols. 3-6: 30 cm.  
500 \_\_ \$a Some issues contain pop-up pictures.

**4. Miscellaneous notes and notes for important numbers other than those with their own field.**

500 \_\_ \$a "A national journal of politics, literature, science, and art."  
500 \_\_ \$a List of members in no. 1-4.  
500 \_\_ \$a "Pursuant to Public Law 96-465 Section 209 (d)(2)."  
500 \_\_ \$a Mimeographed, 1935/36-

**5. Informal summary/scope notes.** Include here titles of parts or sections not separately issued on their own. When a title is also issued as a separate publication, the note is tagged 580, and a link is provided.

500 \_\_ \$a Vols. for <1971-> include an issue called Directory PMLA.  
740 02 Directory PMLA.

500 \_\_ \$a Vols. for 1971/1972- include Auditor's report and statement of accounts.

500 \_\_ \$a Various issues contain book reviews.

**6. Earlier or later volumes separately classified note (LC only).** A note is made by LC to provide information regarding changes in the cataloging treatment of a serial (e.g., from cataloging individual issues of a serial as monographs to cataloging the publication as a serial).

500 \_\_ \$a Separately classified in LC before v. 9, no. 3/4 (1972). \$5 DLC  
500 \_\_ \$a Separately classified in LC after vol. for 1972. \$5 DLC

**7. Editor notes.** Formal or informal notes regarding editors of continuing resources and the dates associated with them are tagged 500.

500 \_\_ \$a Editor: 1947- W.J. Murphy.  
700 1\_ \$a Murphy, W. J. \$q (Walter Joseph), \$d 1899-

500 \_\_ \$a Editor-in-chief: J. Thewlis.  
700 1\_ \$a Thewlis, James, \$d 1905-

500 \_\_ \$a Editors: 1927- A.N. Pack, E.L. Palmer.  
700 1\_ \$a Pack, Arthur Newton, \$d 1893-  
700 1\_ \$a Palmer, E. Laurence \$q (Ephraim Laurence), \$d b. 1888.

500 \_\_ \$a Edited for the Scientific Crime Detection Laboratory by Calvin Goddard and others.

700 1\_ \$a Goddard, Calvin, \$d 1891-

710 2\_ \$a Scientific Crime Detection Laboratory (Chicago, Ill.)

500 \_\_ \$a Editors: 1887-Apr.? 1912, I.B. Balfour and others; July 1912-Apr. 1932, R.Thaxter and others; July 1932-<Oct. 1947> V.H. Blackman and others.

700 1\_ \$a Balfour, Isaac Bayley, \$d 1853-1922.

700 1\_ \$a Thaxter, Roland, \$d 1858-1932.

700 1\_ \$a Blackman, Vernon Herbert, \$d 1872-

**These are just some examples of the kind of 500 notes you will see/make. Also, remember that you can do copy specific notes in serial records, but they will usually refer to a whole run of serials rather than individual volumes, i.e. you don't need to spend hours making notes like:**

**500 \$a vol. 1, no. 1 inscribed "John Jones", vol. 2, no. 5 inscribed "Jeff Smith"  
\$5 NHi**

### **6xx Fields**

**You will do 600/610/611/650 fields much the same as you would in other forms of cataloging. Since the topics of serials may vary, look up Library of Congress subject headings in the LC Authorities file (You would search "Subject Authority Headings" instead of "Name Authority Headings.") The most common combination of subject headings you will come across will be a topic with a subdivision \$v "Periodicals":**

**600 10 \$a Lincoln, Abraham, \$d 1809-1865 \$v Periodicals.**

**650 \_0 \$a United States \$x History \$v Periodicals.**

**651 \_0 \$a Africa \$x Politics and government \$v Periodicals**

### **7xx Fields**

**700/710/711 fields will work the same as they do in monographs, for making added entries of publishers, printers, etc. You can also make copy-specific entries, but again, they will most likely refer to an entire run of a serial:**

**700 1\_ \$a N-YHS second set of "The Herald Tribune" for 1851-1869 gift of James G. Blaine, 1871.  
\$5 NHI**

**And don't forget to make a 752 as well!**



## 866 Field – Summary Holdings Statement

The 866 field, as it is used in the bib record (not the holdings record) is unique to Aleph. Since it is not covered in CONSER, I will explain it here (I am also going to use regular black font instead of blue, since I don't need to separate out my notes from what was taken from CONSER!) The 866 is known as the “Summary Holdings Statement”, and it is meant to convey general holdings data to someone looking at the bib record. Here is an example of an 866 field in the “Information please almanac”:

<b>866</b>	<u>41</u>	<u>l</u>	NYHistSoc
		<u>d</u>	AY64 .I55
		<u>e</u>	0212
		<u>f</u>	0
		<u>g</u>	5
		<u>k</u>	1947-1953, 1957

The indicators should always be “4” in the first indicator and “1” in the second indicator. These are old RLIN field indicators, and the reflect NYU’s practice in our pre-ALEPH cataloging system, GEAC.

The subfields are as follows:

### **Subfield \$l – Location**

This subfield should always be “NYHistSoc”

### **Subfield \$d – Call number**

This is where you would write out the call number. Additionally, if there is a location that is not Main Collection, you would prefix the call number with the full name of the location. For example, if you were cataloging a serial in the “Print Room Rare” location, the call number in \$d would look like:

\$d Print Room Rare AY64 .I55

Also note that all you need to put in the \$d in the call number and its cutter (or cutters). The dates go elsewhere.

### **Subfield \$e – Date of report**

This field contains the year and month that you created (or updated) the summary holdings information. The order is yymm (so that March of 2013 would be “1303”) Since you will be doing a lot of editing of incomplete serial records, it’s important to update this information so we know the last time it was altered.

### **Subfield \$f – Completeness code, and subfield \$g – Acquisitions status code**

You will notice in the example above there are subfields \$f and \$g. These are older codes that will often be found in old summary holdings statements. There is no need to make

new \$f and \$g when you are copy cataloging. Also, you can leave old \$f and \$g alone when editing existing records in our system, there is no need to remove them.

### **Subfield \$j – Enumeration**

This is used to indicate the enumeration (if any) that represents our holdings. In essence, if you have in front of you “Vol. 1, No. 1, Vol. 5 Nos. 2-7, Vol. 8”, your subfield \$j would look like:

\$j 1:1, 5:2-5:7, 8

If you had an entire bound run of volumes 1-5, even though each volume had numbers 1-12 in it, you would have a briefer statement which would imply that there are no gaps in the holdings:

\$j 1-5

There is no need to include “Vol.” or “No.” in the \$j.

### **Subfield \$k – Chronology**

This is used to cover the years, months, days, etc. represented in the serial holdings. It is important to remember that these dates should be the same as what is in the 008/362 and not the 260 \$c; that is, the chronological designation of the serials, not the publication date (unless of course, as stated earlier, the publication date is all that you have to go by, in which case the 008/362/260 \$c can match.)

So, for example, we have the “Information please almanac” for 1947, 1948, 1949, 1950, 1951, 1952, 1953, and 1957. This would be displayed as it is in the image above, since these are the chronological designations of each issue:

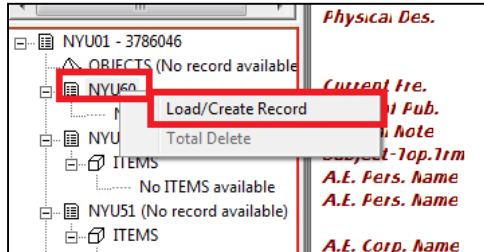
\$k 1947-1953, 1957.

If we had the “Almanac Society of America report for 1995” (which was published in 1996) and the reports for 1997 (published in 1998), 1999 (published in 2000), the subfield \$k would still represent the years covered:

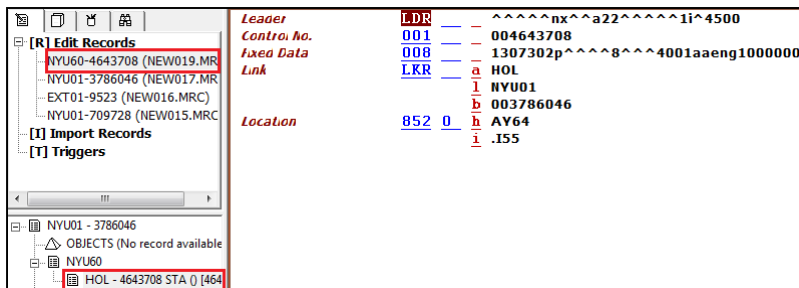
\$k 1995, 1997, 1999.

## Part II: Holdings and Items Records

The process for creating items and holdings records for serials is a bit different, in that you create the holdings record first, and then add each individual item record. To begin, once you've finished creating your bib record, right-click on the "NYU60" section of the tree on the bottom left, and a window that says "Load/Create Record" will pop up:



Left click on "Load/Create Record" to open up a new holdings record. Below see the newly created (and incomplete) holdings record:



### LDR Field

With serials, you will need to do more work on the holdings record than with monographs. The first step is to CTRL + F (or right-click in the leader field and select "Open form" from the drop-down menu) to open the LDR field to work on the info in the LDR:

Leader (Holdings)

Record status (05)

Type of record (06)

Encoding level (17)

Item information in record (18)

**Record status (05)** – should either be “n” for “new” (when you make a new holdings record) or “c” for “corrected” when you are updating existing holdings

**Type of record (06)** – should be “y” for serial publications and “v” for monograph multi-vols (a subject we can cover another time.)

**Encoding level (17)** – Should always be “5”

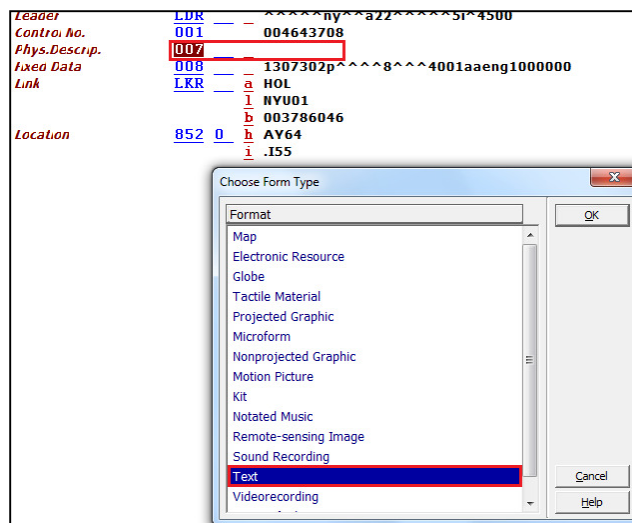
**Item information in record (18)** – Should always be “i”

The next step is to create a 007 field. Simply create it the same way you would create a field in a bib record, by pressing F6 and then numbering the field “007”:

```
Leader      LDR  ---  *****ny**a22*****5i^4500
Control No. 001  ---  004643708
Phys.Descrip. 007  --- 
Fixed Data  UU8  ---  1307302p*****8^^^4001aaeng1000000
```

### 007 Field

With your cursor anywhere in the new 007 field, press CTRL + F to open up the form window, and select “Text”:



Once you select “Text”, click “OK” and the window below will appear. Make sure the “Material designation (01)” is “a”:

007 - Physical Description Fixed Field - General Information (TEXT)

Category of material (00)

Material designation (01)

Once you have checked this, click the “OK” in the upper right corner and you will be brought back to the holdings record.

## 008 Field

008 Fixed length data elements (HOLDINGS)			
Date entered on file (00-05)	130730	Receipt or acquisition status (06)	2
Method of acquisition (07)	p	Expected acquisition end date (0)	
General retention policy (12)	8	Specific retention policy (13-15)	
Completeness (16)	4	Number of copies reported (17-1)	001
Lending policy (20)	a	Reproduction policy (21)	a
Language (22-24)	eng	Separate or composite copy repr	1
Date of report (26-31)	000000		

Enter the 008 field the same way you would in a bib record, but putting your cursor over it and pressing CTRL + F. The 008 for a holdings record is different from that of a bib record, but you don't need to concern yourself with all of the fields, only some of them:

**Receipt or acquisition status (06)** – Usually always a “2” for “received or complete or ceased”, since many of our serials are out of print. However, if the status is unclear, just put a “0” for “unknown.”

**Method of acquisition (07)** – In most cases, you will put a “u” for unknown in this field, since the provenance of our serials is not always known. However, if you were to catalog something in the Rufus King Library or Isaac J. Greenwood Collection, you'd know that these were given to us, so you should put a “g” for “gift.”

**General retention policy (12)** – This should always be an “8” for “Permanently retained.”

**Completeness (16)** – If you can readily determine how much of a serial run we have, then use the numbers listed in the tag information tab to describe the completeness. However, many serials have limited information. In that case, just put a “0” for “other.”

**Lending policy (20)** – Should always be “b”, which is “will not lend.”

**Reproduction policy (21)** – Should always be “u” for “unknown.” Although we will make reproductions of some materials, it is best to deal with that on a case-by-case basis, rather than having a sweeping yes-or-no answer in the 008 field.

**Language (22-24)** – Should reflect whatever code is in the 008 in the bib record.

**Date of report (26-31)** – Should be whatever is in the **Date entered on file (00-05)** field.

Once you are done with the 008, click “Ok.” Your finished 008 should look like this:

008 Fixed length data elements (HOLDINGS)			
Date entered on file (00-05)	130730	Receipt or acquisition status (06)	2
Method of acquisition (07)	u	Expected acquisition end date (0)	
General retention policy (12)	8	Specific retention policy (13-15)	
Completeness (16)	0	Number of copies reported (17-1)	001
Lending policy (20)	b	Reproduction policy (21)	u
Language (22-24)	eng	Separate or composite copy repr	1
Date of report (26-31)	130730		

### **852 Field - Location**

The 852 field in a serials holding record is different in that it needs to be built from scratch; much of the information that was transferred in by doing the items → holdings workflow in monographs will not be there. Below see how an 852 should be set up:

<i>Location</i>	<b>852</b>	<u>0</u>	<u>b</u>	
			<u>c</u>	
			<u>h</u>	<b>AY64</b>
			<u>i</u>	<b>.155</b>
			<u>m</u>	

**Subfield “b” – Sublocation or collection** – This should always be NYHS in all caps.

**Subfield “c” – Shelving location** – This should be the holdings code for the location of the materials. For example, “Main Collection” is “MAIN” in all caps, Almanacs is “ALMA”, Gift Annuals is “GIFTA”, etc. For the most part, you will be working in the Main Collection, but it is useful to know the other holdings codes.

**Subfield “h” – Classification part and “i” – Item part** – These are for the first and second parts of the call number, which you are used to using. However, it is important to remember not to put a date at the end of the call number, since each serial issue has a unique date (and enumeration.) This will be taken care of when the items records are made.

**Subfield “m” Call number suffix** – Always used for “Non-circulating.”

A completed 852 field for the “Information please almanac” serial holdings record should look like this:

<i>Location</i>	<b>852</b>	<u>0</u>	<u>b</u>	<b>NYHS</b>
			<u>c</u>	<b>MAIN</b>
			<u>h</u>	<b>AY64</b>
			<u>i</u>	<b>.155</b>
			<u>m</u>	<b>Non-circulating</b>

More information about the 852 field can be found at:

<http://www.loc.gov/marc/holdings/hd852.html>

## **853 Field – Captions and Pattern – Basic Bibliographic Unit**

The 853 field can be described as a “macro” for recording the publication pattern of a serial. With the 853, you set up the publication pattern that will be entered when you make the item records. Here is a brief outline of the field, its indicators and subfields:

**First indicator** – Should always be “2”

**Second indicator** – Should always be “0”

**Subfield \$8 – Field link and sequence number** – This subfield should always come first, and should have the number “1” in it. With other publications, there are complex publishing patterns that require multiple 853s, which would mean that the next 853 \$8 would have a “2” in it, etc. Hopefully, we won’t come across this too often.

### **Enumeration subfields**

**Subfield \$a – First level of enumeration** – The main enumeration by which the serial is known, such as “v.” for “volume.” Often there is no enumeration, especially with annual reports. In this case, the subfield \$a is skipped.

**Subfield \$b – Second level of enumeration** – Often used for “no.” as “number”, as many “volumes” have various “numbers” depending on their publication pattern. For example, Vol. 6 of a serial was published quarterly, so there would be a “No. 1”, “No. 2”, “No. 3”, “No. 4.”

**Subfield \$c – Third level; subfield \$d – Fourth level; subfield \$e – Fifth level; subfield \$f – Sixth level** – I have not used these fields very often, but they are good to know about. They are for further enumerative subdivision, such as “part”, “piece”, etc.

### **Chronology subfields**

**Subfield \$i – First level of chronology** – This field is for the highest level of chronology, which is most often the year. As mentioned in the note above, you would put it in subfield \$i as (year) so that only the year entered in the item record would appear.

**Subfield \$j – Second level of chronology** – The next level down, which could be (month) or (season) or (quarter).

**Subfield \$c – Third level; subfield \$d – Fourth level; subfield \$e – Fifth level; subfield \$f – Sixth level** – Similarly to \$c, \$d, \$e, and \$f, these are not used often, but are good to know. \$c could be for “week”, or even “day”, \$d could be for “day” when \$c is for “week”, etc.

For example, if we had a serial that was issued as volumes and numbers for each of those volumes, where volume = year, number = month, and it appeared weekly, even though there was no enumeration for each weeks issue (and if there was, it would appear in a \$c as “part” or something like that), the 853 would look like this:

<i>Capt. Bib.Unit</i>	<b>853</b>	<u>20</u>	<u>8</u>	<u>1</u>	
			<u>a</u>	<u>v.</u>	
			<u>b</u>	<u>no.</u>	
			<u>i</u>	<u>(year)</u>	
			<u>j</u>	<u>(month)</u>	
			<u>k</u>	<u>(week)</u>	

For the purposes of our example, “Information please almanac”, your 853 would be simpler, and look like this, with a \$i for the year of the almanac:

<i>Location</i>	<u>852</u>	<u>0</u>	<u>a</u>	<b>NIH</b>
			<u>b</u>	<b>NYHS</b>
			<u>c</u>	<b>MAIN</b>
			<u>h</u>	<b>AY64</b>
			<u>i</u>	<b>.I55</b>
			<u>m</u>	<b>Non-circulating</b>
<i>Capt. Bib.Unit</i>	<u>853</u>	<u>20</u>	<u>8</u>	<u>1</u>
			<u>i</u>	<b>(year)</b>

Once you have completed the 853, you are done with the holdings record. On to the item record!

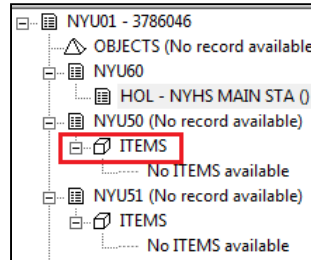
Information about the 853 is at: <http://www.loc.gov/marc/holdings/hd853855.html>



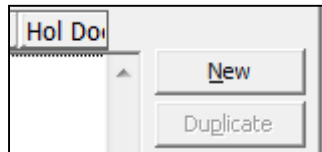
## Item records

The next step after creating your holdings record is to make item records for each volume of the serial run. Often, individual volumes will be bound together, so you can cover several volumes in a single item record. However, you will mostly be dealing with individual volumes, and the bound-with situation will be covered later.

To begin, once your holdings record has been saved, click the “Items” under “NYU50”, like you normally would:



Once you've opened this, click “New” in the upper right hand corner:



Which will open up the item tabs. The first one to always open will be “General information.” With serials, you need to manually enter the information in this tab:

A screenshot of the 'General Information (1)' tab in a library catalog interface. The tab is selected among others: '1. Item Display', '2. General Information (1)', '3. General Information (2)', '4. Serial Information', '5. Serial Levels', and '6. HGL Links'. The form contains the following fields:

- Barcode: [text input]
- Sublibrary: [dropdown menu]
- Collection: [dropdown menu]
- Copy Number: [text input]
- Material Type: [dropdown menu]
- Hol. Link: [text input with value '0']
- Item Status: [dropdown menu]
- Item Process Status: [dropdown menu]
- Enum. Level. 1 (A)(Vol): [text input]
- Enum. Level. 2 (B): [text input]
- 85X Type/Linking Number: [text input with value '0']
- Call No. Type/Call No.: [text input]
- 2nd Call No. Type/Call No.: [text input]
- Description: [text input]
- Temporary Location: [checkbox]

Information should be entered as follows:

**Sublibrary** – Should always be “NYHS”

**Collection** – Should be whichever holdings code you used in the holdings record, ex. MAIN, ALMA, GIFTA.

**Copy Number** – Usually we don't have more than one copy of a specific serial issue, but if that is the case, enter the copy number here.

**Material type** – When you were cataloging monographs, the “Material Type” was always “BOOK.” For serials, it is either “ISSUE” for individual periodicals, or “ISSBD” for bound-with issues of periodicals.

**Hol. Link** – Should be whatever the 001 is in your holdings record. If you click the arrow, you will be given the option to choose that holdings record (often when multiple libraries in the consortium have a publication, there is a lot to choose from, so be sure you pick the right one.)

**85X Type/Linking Number** – You will usually only have a single option when clicking the arrow, a “3”, for the 853 you created in the holdings record. Be sure to click the corresponding “1” in the field to the right, which matches up with the 853 \$8 in your holdings record.

**Item status** – Should always be “04” for “Library use only.”

**Item process status** – Should always be blank for “Not in process.”

Once you have completed these steps, your “General information” tab should look like:

1. Item Display | 2. General Information (1) | 3. General Information (2) | **4. Serial Information** | 5. Serial Levels | 6. HOL Links

Barcode: [ ] Item Status: 04 [ ]

Sublibrary: NYHS [ ] Item Process Status: [ ]

Collection: MAIN [ ] Enum. Level. 1 (A)(Vol. [ ]

Copy Number: [ ] Enum. Level. 2 (B): [ ]

Material Type: ISSUE [ ]

Hol. Link: 004643708 [ ]

85X Type/Linking Number 3 [ ] 1 [ ]  Temporary Location

Call No. Type/Call No.: [ ] [ ] [ ]

2nd Call No. Type/Call No.: [ ] [ ] [ ]

Description: [ ] [ ]

Don't click “Add” to save your item record yet! Instead, tab over to “4. Serial Information”, which is highlighted above. The “4. Serial Information” only requires two actions, which are setting the “Issue date” and “Arrival date” to today's date. When you click the arrow, a calendar will pop up allowing you to do this:

1. Item Display | 2. General Information (1) | 3. General Information (2) | **4. Serial Information** | 5. Serial Levels

Subscription No.: 0 [ ]

Pages: [ ]

Description: [ ] [ ]

**Issue Date:** 00/00/0000 [ ]

**Exp. Arrival Date:** 00/00/0000 [ ]

**Arrival Date:** 00/00/0000 [ ]

Break Indicator: [ ]

July, 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 7/31/2013

The finished “4. Serial Information” tab should look like this:

Don’t click “Add” yet! Tab over again to “5. Serial Levels.” This is where you will enter all the pertinent information that you originally outlined in the 853 field in your holdings record. Since “Information please almanac” only has a chronological designation, we would put “1947” in the field for “Chron. Level 1(I)”, which corresponds with the subfield \$i(year) in the holdings record:

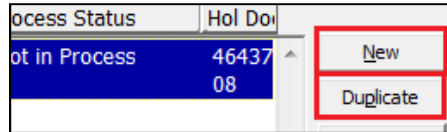
Once you have entered all of the information you need to enter, finally click “Add”:

Once you’ve done this, the item record will appear in the window up top:

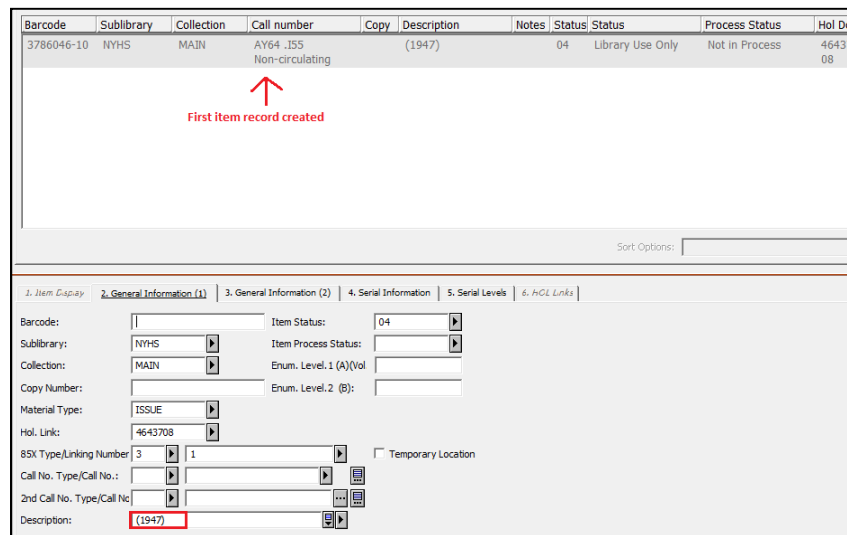
Barcode	Sublibrary	Collection	Call number	Copy	Description	Notes	Status	Status	Process Status	Hol Do
3786046-10	NYHS	MAIN	AY64 .J55		(1947)		04	Library Use Only	Not in Process	4643708

Sort Options: \_\_\_\_\_

To make the next item record (in the case of “Information please almanac”, the item record for 1948) you can do it two ways. Click “New” and start the process over from scratch, or click “Duplicate”, which will copy the current record. If the publication pattern is the same for every issue of your serial, it is easier to click “Duplicate”:



When you duplicate an item record, all of the information will be duplicated into the “General Information” tab, as seen below, and your original item record will be grayed out. All you need to do at this point is manually delete the information in the “Description field” (highlighted below) and go through the steps related to the “Serial Information” and “Serial Levels” tabs for the new item:



Once you finish the “Serial Information” and “Serial Levels” tabs, “Add” the item record in the normal fashion, and you will have a new item record (in the case of “Information please almanac”, an item record for 1948.):

Barcode	Sublibrary	Collection	Call number	Copy	Description	Notes	Status	Status	Process Status	Hol Do
3786046-10	NYHS	MAIN	AY64 .I55		(1947)		04	Library Use Only	Not in Process	4643708
3786046-20	NYHS	MAIN	AY64 .I55		(1948)		04	Library Use Only	Not in Process	4643708

Continue following the steps above until you have created item records for all of the individual serial volumes.

### Part III: Call numbers and labeling

For the 20<sup>th</sup> century almanacs, you will not be making up any new call numbers; instead you will be using the existing call numbers, and leaving the materials in the Main Collection. Your job is to update the summary holdings statement, the holdings record and items records.

For the next collection we will be working on, the railroad pamphlets, you will be using the call number HE2791, which is for railroad companies of the United States, A-Z. Here is information about the call number taken from ClassWeb:

HE2791.A-Z	By railroad company, A-Z <input type="checkbox"/>	
	Under each	
	.x1-.x29	Periodicals. Serials
	.x3	General works

We will be using this call number scheme because the collection was originally arranged by company, and we want to respect that arrangement. The .x1-x.29 and .x3 are meant for expansion.

So for example:

- “The Report of the Director of the Long Island Rail Road” could have the call number HE2791.L6612,
- “The Report of the Treasurer of the Long Island Rail Road” could be HE2791.L662,
- “The Report of the Assistant Treasurer ...” could be HE2791.L6623, and so on.

Basically, you take your existing cutter (the .L66, which is the “x” in the expansion) and tack on a number between 1 and 29. The .x1-.x29 can be reserved for serial publications, both official and unofficial.

The .x3 can be for all other non-serial things, such as monographs, pamphlets, etc. So for example:

- “Citizen’s complaints about the Long Island Rail Road” could be HE2791.L663 C5 (the C5 being the cutter for the main entry, in this case, “Citizens” in the title.)

I would like you all to build your own system of cutters, similar to what I built (and what you expanded on) for the Gift Annuals.

Call numbers should be written on items in the same manner as you have done before, and written as they appear in the item record. The same goes for labels. One issue that may arise is that the call number for a complex serial might be very long, and might not fit on a label. Use your judgement when writing out labels (for example, HE2791.L662 v. 1-4 1839-1844 might not fit, so the label can be HE2791.L662 v. 1-4), but always write out the full call number on the item.

## Cataloging Record

Format Type: 001

Name Tag	Data
FMT	SE
LDR	nas a 4500
008	d1uuu1uuuxxuar 0 0eng d
040	a NHi  b eng  c NHi
24510	a ...
24610	a
260	a :  b ,  c .
300	a v. :  c cm.
310	a .
3621	a .
500	a Description based on:
500	a Latest issue consulted:
61020	a  v Periodicals.
650 0	a  v Periodicals.
780	a  w
785	a  w
86641	NYHistSoc  d  e  j  k
SYS	000000000

## Cataloging Record

Format Type: 001

Name Tag	Data
FMT	SE
LDR	nas a 4500
008	d1uuu1uuuxxuar 0 0eng d
040	a NHi  b eng  c NHi
24510	a [title].
24610	a [varying title]
260	a [place of publication of earliest issue] :  b [publisher of earliest issue],  c [years if known, \$c not a required field]
300	a v. :  c cm.
310	a [frequency]
3621	a [example] Began with: No. 1 (1881).
3621	a [example] Vol. 1, no. 1 (1863:June)-v. 5, no. 7 (1868:Jan.)
500	a Description based on:
500	a Latest issue consulted:
61020	a [corporate subject heading]  v Periodicals.
650 0	a [general subject heading]  v Periodicals.
780	a [preceding title from 245 \$a of previous bib rec]  w [OCLC number in 035 \$a of that bib rec.]
785	a [succeeding title from 245 \$a of succeeding bib rec]  w [OCLC number 035 \$a of that bib rec.]
86641	NYHistSoc  d [call number]  e [yymm]  j [enumeration]  k [chronological designation]
SYS	000000000