

Archival Collections: Catalog Records

MARC Coding and Data Content Guidelines

DEFINITION

Government record and manuscript collections are archival materials created or received by a person, family, or organization, public or private, in the conduct of their affairs and preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator, especially those materials maintained using the principles of provenance, original order, and collective control.

While this definition, which comes from *A Glossary of Archival and Records Terminology*, by Richard Pearce-Moses (Society of American Archivists, 2005), is intended to apply to “archives,” construed broadly, it is generally valid for manuscript collections as well. Manuscripts differ from archives chiefly in that (1) they are intentionally “collected” by a repository that is not their creator, and (2) they are preserved for their informational, or research, value rather than for legal, administrative, or fiduciary purposes.

Archival collections at the Minnesota Historical Society include the Society's collections of both government records and manuscripts.

Government Records

Responsibility for the State Archives was transferred to the Minnesota Historical Society in 1971 from the former State Archives Commission.

Materials preserved in the State Archives come from the Executive Branch of state government, including the constitutional officers and state departments, boards and commissions; the Legislative Branch, including the Minnesota Legislature and its committees, commissions and officers; and the Judicial Branch, including the Supreme and Appellate courts, 87 district courts, and antecedent probate, municipal and justice of the peace courts. Local government records include material from Minnesota counties, cities, school districts, townships and regional government organizations.

Because government affects everyone, government records document the fundamental events and aspects of our lives, both routine and extraordinary. Examples of the types of records illustrate the rich variety of the collections: correspondence, reports, minutes, memoranda, published records, maps, photographs, architectural drawings, microfilm, sound recordings, ephemera, and videotapes.

Government records are typically cataloged at the series level. Currently cataloged series number nearly 14,000. These records date from the territorial period to the present day that were generated by a large cross-section of state and local entities.

Manuscripts Collection

The Society has been collecting manuscripts since 1849. They fall into two broad categories. Manuscripts created by individuals and families are usually referred to as Personal Papers; those created by groups and institutions are generally called Organizational Records.

Some manuscripts collections contain material predating the establishment of the Minnesota Territory in 1849; others bring the state's history up into the 1990s. Some of the collections are very small—a handful of letters or a single diary; others contain tens of millions of documents in thousands of boxes. All told, the Society owns nearly 8,000 separate manuscripts collections, totaling over 38,000 cubic feet

Manuscripts are typically cataloged at the records group (creator) level. Cataloged collections number over 6,000. While most are in paper form, microform, photographic, sound, moving-image, and digital formats are also common.

Cataloging Principles and Considerations

General Principles

- Use your judgment to catalog what you have in hand.
- Changes in MARC format and the configuration of our OPAC affect the usefulness of our data. Defer to the live Web version of the OCLC bibliographic format as the most current coding standard.
- Reference needs and user behavior should be considered.
- Our legacy data evidences myriad practice.
- Processing economies result from reducing data redundancies. Information about a collection or a component within a collection should be stated once in the data field most appropriate for that specific piece of information.

Practical Considerations

- There are two kinds of archival collections that we catalog:
 1. Complex collections that require both a MARC catalog record and an inventory.
 2. Simple and small collections that can be wholly described by MARC.
- For collections with an inventory, the catalog record provides a broad overview of a collection and directs users to the finding aid that provides more detailed information about component shelving locations and box contents.
- For collections without an inventory, shelving locations are provided in call numbers and holding records.
- Collections with Microfilm Components: Because users can independently access microfilm shelved in the microfilm reading room, catalog records for collections with both paper and microfilm components provide both holding locations. Clearly delineate the portions that are available on microfilm in either field 505 or 520.

OVERALL MANAGEMENT / WORKFLOW

Manuscript collections are generally acquired by the collections unit of the Collections-Reference Department, which—after establishing legal and physical control and accessioning the materials—transfers the accession to the Collections Management processing staff. The processing archivists catalog the materials soon after receipt to establish bibliographic control over the material.

The accessioned collection is assigned to a processing archivist who arranges, re-houses, and physically stabilizes the material. Following this work, the archivist catalogs the material to make it discoverable among the institution's collections and, as necessary, prepares additional finding aids that describe the components of the collection in more detail.

CATALOG RECORDS

This chapter focuses on the preparation of the catalog record. While the cataloging of archival materials is informed by the *Anglo-American Cataloging Rules, 2nd edition*, the specific standard is *Describing Archives: A Content Standard* (Society of American Archivists, 2005), referred to throughout this chapter as *DACS*. It is assumed that all catalogers preparing MARC21 records for archival materials will be familiar with the rules and guidelines established in that work.

MARC FIELDS

Leader/06 Type of Record: p

Archival collections will always coded as “p” (mixed materials).

Legacy data may include records coded as “b” (manuscripts). Code “b” is now obsolete and catalog records with obsolete coding are changed to type “p” as occasion warrants.

Leader/07 Bibliographic Level: c

The bibliographic level for materials treated as a collection should be coded as “c.”

Leader/08 Type of Control: a

Position 8 of the leader is coded “a” to indicate that the materials have been treated under archival practices.

Leader/17 Encoding Level

We code this byte as “1” to indicate full level MARC encoding by an OCLC participant.

Leader/18 Descriptive Cataloging Form: a

Code this byte as “a” to indicate the item has been cataloged according to *Anglo-American Cataloging Rules*, second edition or a variation approved by a professional body.

007 Physical Description Fixed Field

With the exception of collections in microform or electronic format, we do not include field 007 in records for archival collections.

008/06 Date Status

Collection-level alternatives are: “i” (inclusive dates collection), “k” (range of dates of bulk of collection), “m” (multiple dates), “n” (unknown dates), “q” (questionable dates), and “s” (single dates). Typical MHS practice is to code for an inclusive date range.

Code “i” for inclusive dates should also be used when a collection is comprised of materials that were created in a single year. In these cases the single year is given in both Date 1 and Date 2.

Code “s” should only be used for single items created on a single date.

008/07-14 Date1 and Date2

The earliest date is given in Date1; the latest in Date2.

Record the same date in Date1 and Date2 when a collection is comprised of materials that were created in a single year.

When cataloging a single item with single date, record the date in 007/07-10 and leave 007/11-14 blank.

MHS practice never considers an archival collection being open nor enters “9999” in Date2 even when it is known that materials may be added to the collection at a later date.

008/15-17 Country of Publication: mnu

MHS practice is to code archival collections *mnu* to indicate the significance of content created in Minnesota.

008/35-37 Language Code

Record the code for the predominant language. Use field 041 in addition to 008/35-37 when multiple languages are present. Language codes are taken from the LC MARC Code List for Languages <<http://www.loc.gov/marc/languages/langhome.html>>.

008/39 Cataloging Source

Use “d” to indicate that MHS is **not** a participant in a cooperative cataloging program.

035 System Control Number

Field 035 is a repeatable field that can contain system numbers or other control data used for local purposes. MHS has used this field to distinguish specific types of collections within its archival holdings.

The field is specifically used to define logical-base searches in the Aleph MnPALS catalog. A common command language query can also be used to conduct a search for data coded within the 035 field. When constructing a common command language query, parentheses and hyphens are omitted, e.g., *sysno=mnhialocal*.

Field tagging and data content are shown below for each subgroup.

Manuscripts Collections	035 __ \$a (MnHi-Ar)MSS
Great Northern Railway Company Records: (Note: Legacy data shows inconsistent use)	
Company records	035 __ \$a (MnHi-Ar)GN
Branch Lines and Subsidiaries	035 __ \$a (MnHi-Ar)GNRY
Northern Pacific Railway Company Records: (Note: Legacy data shows inconsistent use)	
Company records	035 __ \$a (MnHi-Ar)NP
Branch Lines and Subsidiaries	035 __ \$a (MnHi-Ar)NPRY
Local Government Records	035 __ \$a (MnHi-Ar)Local
<i>In addition to the 035 code for Local, Add a 035 field and enter the appropriate data for the materials being cataloged:</i>	
Court Records	035 __ \$a (MnHi-Ar)Court
Municipal Records	035 __ \$a (MnHi-Ar)Municipal
Township Records	035 __ \$a (MnHi-Ar)Township
State Government Records	035 __ \$a (MnHi-Ar)State

040 Cataloging Source

This field contains standard OCLC codes denoting responsibility for the content of the record. For archival cataloging, the field value should always be:

040 __ \$a MHS \$e dacs \$c MHS

Legacy note: This field used to contain standard NUC (National Union Catalog) codes denoting responsibility for the content of the record. For manuscript collections, the field value would have been:

040 __ \$a MnHi-Ar \$c MnHi-Ar \$e appm

041 Language Code

Use field 041 when the collection contains more than one language or when the collection includes translations. Record up to six languages in order of their predominance. If no one language is predominant, record the languages in alphabetical order.

041 0_ \$a eng \$a fre \$a ger
[Collection is in English, French and German]

041 1_ \$a eng \$a swe \$h swe
[In English and Swedish with English translations from the original Swedish]

041 1_ \$a eng \$h swe

[An English translation of original materials in Swedish]

043 Geographic Area Code

1. Assign geographic codes to a collection when a subject heading assigned to the work contains a geographic term in any form or position. In addition, assign geographic codes when such codes are warranted by the subject matter, even if no specific geographic term is used in the subject heading.

2. Whenever applicable, assign one or more 043 codes (up to the limit of three).

A list of geographic codes is available in *Cataloger's Desktop* or on the web at <http://lcweb.loc.gov/marc/geoareas/>

049 Local Holdings

Use one 049 field and enter the codes that match particular MHS holding areas. Select appropriate codes from the table below.

Local Holding Code	MHS Holding Area
MHS%	Northern Pacific Records
MHS*	Great Northern Records
MHSQ	Manuscripts
MHSR	Manuscripts Microfilm
MHSS	Manuscript Microfiche
MHST	State Archives
MHSU	State Archives Microfilm
MHSV	State Archives Microfiche

When microfilm components are included in a collection with paper components, add an additional \$a for the micro-reproduction.

Note: Adding the second \$a in OCLC, then exporting to Aleph creates two Aleph system records. Instead, add the second \$a directly into the Aleph system record.

049 __ \$a MHSQ \$a MHSR
049 __ \$a MHST \$a MHSR

052 Geographic Classifications

This field applies to Minnesota only. See field 043 instructions for general guidance. For a list of Minnesota geographic codes see Appendix 99-03.

099 Local Call Number

Because archival collections can be stored in either a single location or in a number of containers and locations, catalogers should base their decision about what to enter as the local call number upon whether or not an inventory to the collection exists.

For collections with inventories that delineate multiple containers and shelving locations, enter "See Finding Aid" as the call number.

099 __ \$a See Finding Aid

For collections stored in a single location without an inventory, enter the shelving location.

099 __ \$a P1645

099 __ \$a 148.D.3.8F

For components and collections that have been microfilmed, enter a call number field for each separate microfilm number. Because library users can retrieve microfilm reels without assistance, microfilm numbers are always entered as call numbers regardless of whether or not the reel contents are further described in an inventory.

099 __ \$a M225

099 __ \$a SAM439

If both paper and microfilm components are included, use a separate 099 field for each shelving location. Enter "See Finding Aid" as appropriate.

099 __ \$a See Finding Aid

099 __ \$a M680

099 __ \$a M681

Corrections and Revisions: Before December 21, 2010, MHS used the local call number field as a directional device to indicate where printed copies of finding aids were filed in the reading rooms. This practice included using "ALPHA" as a filing notation for finding aids to manuscripts that were filed alphabetically by the name of the collection creator. Alpha call numbers are now considered obsolete and should be modified when warranted.

1xx Main Entry

Decisions regarding choice of main entry should be based upon the rules found in *DACS*.

All MHS headings shall be formulated according to *DACS* and the *Cataloger's Desktop* guidance on establishing and applying name authorities. See the instructions and guidelines found in Appendix 99-22: *Name Authorities* for more information and guidance on local practice with regard to applying authorities and constructing names.

245 Title and Statement of Responsibility Area

Typically, manuscript collections will lack formal title statements. Individual items within a collection may carry title statements, but the collection as a whole carries no formal title. In these cases the cataloger must supply a title that is descriptive of the materials as a whole. Consult DACS for general rules on devising titles.

Following general archival practice and supported by *DACS*, cataloger-supplied titles are not enclosed in brackets as collection titles cannot be transcribed from a single prescribed chief source of information.

The following aspects may be considered singly or in combination when devising a collection title:

- name of creator, collector, or source;
- language or instrumentation;
- geographic location;
- chronologic period or event;
- principal topic or subject;
- genre or type of material

When applicable, a reference to the predominant genre or form of material should always be included in the title statement. When a collection consists of multiple materials, no specific type of material is referenced but the terms "papers" or "records" are most commonly used.

Title and Statement of Responsibility information is recorded in MARC field 245. Both indicators are 0, except in the case of formal titles and supplied titles that would be meaningful to index. The following examples are tagged for illustrative purposes. For full documentation of the use of this field, consult the *MFB*.

MHS uses the following subfields for cataloging manuscripts collections:

\$a	Title
\$b	Remainder of title
\$c	Statement of responsibility
\$f	Inclusive dates
\$g	Bulk dates
\$k	Form

The title proper consists of either a formal or a supplied title, plus a date statement.

If a single item, a collection, or a series has a formal bibliographic title, record the title proper exactly as to wording and spelling but not necessarily as to punctuation or capitalization. Formal titles might appear on a title page, on a cover, as a caption, or as a heading.

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245 10 $a Elmer E. Adams and family papers
245 00 $a Corporate records
245 10 $a Red River Valley days
245 10 $a Smith family history
245 10 $a Florence Cole Vincent memorial collection
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Add the date(s) of the item to the title (See 4.1.1B5). For rules on capitalization, see *AACR2*, *Appendix A*; for rules on punctuation, see *AACR2*, rule 1.1A1 and 1.0C.

Formal titles will be traced. In this case, the first indicator is "1", denoting a title added entry; the second indicator gives the number of non-filing characters, including blank spaces.

245 10 \$a Leaves of grass
245 14 \$a The smoke screen

Include the name or names of one or more persons or corporate bodies predominately associated with or responsible for the item, collection, or series.

245 00 Clement B. Haupers and Clara Gardner Mairs papers
245 00 Whipple-Scandrett family papers
245 10 Elmer E. Adams and family papers

FORM OF MATERIAL

Use in the title the most specific form of material applicable to the unit being cataloged. (Do not tag it as \$k.) For individual items, use the form of material that is most appropriate and specific for the item, such as "Letter," "Speech," or "Account book."

245 00 \$a Diary, \$f 1864 Mar. 17-1865 Oct. 22.

For an individual letter, normally record only form of material and date. Note the recipient, the place of writing, and (if significant) the place of the addressee in the scope and content note. If the name of the recipient is important to the significance or context of the letter, it may be included as part of the title. Enclose in square brackets any information not found on the letter itself.

245 10 \$a Letter to Henry [H. Sibley], \$f 1863 Aug. 2.

For collections or series containing a single form of material, use the appropriate plural form of the type of material, such as "Letters" (for outgoing correspondence), "Correspondence" (for incoming and outgoing correspondence), "Diaries," "Financial records," etc.

245 00 \$a Correspondence, \$f 1901.

For personal papers containing more than one type of material, use "Papers".

For corporate records containing more than one type of material, use "Records."

245 00 \$a Records, \$f 1983-1984.

If there are only two items or two types of material, an acceptable alternative is to specify both.

245 00 \$a Speech and letter, \$f 1864.

If more descriptive, give as the title proper the subject content of the materials, especially for manuscript collections relating to a specific theme or event.

245 10 \$a Unemployment compensation case files
245 10 \$a Montreal merchants' business and fur trade records
245 10 \$a Materials on the Vermillion gold rush

If the collection or series has a title by which it traditionally has been known, use that as the title proper and code for a title added entry.

245 10 Allyn Kellogg Ford collection of historical manuscripts.

DATE

For collections or series, record the inclusive or span dates following the title proper. If the title includes other title information, add the date(s) following the other title information. Precede the date(s) by a comma-space (,).

245 00 \$a Records, \$f 1892-1935.

If a single item or group of items falls within a single date outside the span dates, record the single date as follows:

245 00 \$a Papers, \$f 1917, 1935-1957.
245 00 \$a Correspondence, \$f 1855-1923, 1959.

If the bulk of the material falls within a span of time within the inclusive dates, record it as follows:

245 00 \$a Papers, \$f 1917-1980 \$g (bulk 1972-1980).

For single items, record the date, as precisely as it can be determined, in the form year-month or year-month-day. See *AACR 2 Appendix B.15* for abbreviations of months.

245 00 \$a Letter, \$f 1855 June 23.
245 00 \$a Will, \$f 1927 Sept. 12.
245 00 \$a Ledger, \$f 1858 July-1859 Dec.

Enclose information which must be supplied from internal evidence or from external sources in square brackets.

245 00 \$a Letter, \$f [1936] April 6.
245 00 \$a Letter, \$f [1969 Aug. 11].

Record probable or uncertain dates as instructed below.:

\$f [1892?]	Probable date
\$f [ca. 1892]	Approximate date
\$f [not before 1875]	Terminal date
\$f [not after 1916 July 23]	Terminal date
\$f [1814 or 1815]	One year or the other
\$f [between 1906 and 1913]	Use only with dates less than 20
years apart	
\$f [189-]	Decade certain
\$f [189-?]	Decade uncertain
\$f [18--]	Century certain
\$f [18--?]	Century uncertain

In those cases where even an approximate date cannot be supplied, use “[undated].” Include mention of the presence of a significant amount of undated material in a collection in the Scope and Content note.

GENERAL MATERIAL DESIGNATION

As instructed below, add a general material designation [GMD] following the title proper (the formal or supplied title and the date statement). Place it in subfield \$h. Enclose the GMD in square brackets. Other title information and statement of responsibility, if present, will follow the GMD.

If the item being cataloged is a microform, add the GMD [microform].

245 00 \$a Papers, \$f 1901-1975 \$h [microform]

If the item being cataloged is a manuscript that has a formal title and it has been published or produced under the same title, add the GMD “[manuscript].” Do not use the GMD “[manuscript]” under any other circumstance.

245 10 \$a Leaves of grass, \$f 1855 \$h [manuscript] / \$c Walt Whitman.

245 10 \$a Temporary like Achilles, \$f [1966?] \$h [manuscript]
[This is a manuscript of a Bob Dylan song, with title supplied and date postulated from external sources.]

If the item being cataloged is an electronic record, add the GMD [computer file].

245 00 \$a Class agent records, Class of 1964, \$f 1984-1988 \$h [computer file]

PARALLEL TITLE

Record a parallel title only when a title proper also appears in a second language on a manuscript item which has an identifiable title page or its equivalent. Place it in subfield \$b. See AACR 2 rule 1.1D for instructions.

OTHER TITLE INFORMATION

Record any other title information, in addition to a title proper or parallel title, that appears on the material. This may include a subtitle, an indication of the character or contents of the material, or the occasion and/or motive for its production. Place it in subfield \$b. Precede the subfield by space-colon-space.

245 10 \$a Excellence in education, \$f 1977 Oct. 23 : \$b an address before the Minnesota Education Association.

245 10 \$a Excellence in education, \$f 1977 Oct. 23 \$h [microform]
: \$b an address before the Minnesota Education Association.

If the item, collection, or series has a formal title but lacks a form of material statement necessary to make the nature of the material clear, add a form of material statement as other title information. Place it in subfield \$k, punctuated as above.

245 00 \$a Minnesota memories, \$f 1912 : \$k reminiscence.
245 00 \$a Morality today, \$f 1887 July 15 : \$k sermon.
245 00 \$a Calendar, \$f 1973-1985 : \$k newsletter.

STATEMENT OF RESPONSIBILITY

Record an explicit statement of responsibility appearing in conjunction with a formal title on the title page of a single manuscript in the form in which it appears. Place it in subfield \$c. Precede it by space-slash-space; in MARC tagging, \$c stands in lieu of the second space. If there is more than one statement, separate them by space-semicolon-space.

Do not record here the names of signers of letters being cataloged individually. Do not record here the name(s) of individuals or organizations implicitly responsible for the creation or compilation of collections or series.

245 10 \$a Hard times in the cut-over, \$f [1935] : \$b a play in
four acts / \$c William Johnson.

245 10 \$a Wonder woman!, \$f 1987 Feb. 21 / \$c Lillian MacGregor
Shaw, age 96, talks about her early years ; as told to Robert
MacGregor Shaw.

300 Physical Description Area

This section describes the formulation of the physical description statement for archival materials as implemented by the Minnesota Historical Society. For further information on the descriptive standards that cover this area of the description, see *AACR 2, Chapter 1.5* and *DACS, Chapter 2.5*.

Physical description is recorded in field 300 of the MARC format. Both indicators are blank. The following examples are tagged for illustrative purposes only. For full documentation of the use of this field, consult *MFBD*.

PUNCTUATION

The physical description area consists of the following three elements, which are written and punctuated as follows:

\$a Statement of extent : \$b other physical details ; \$c
dimensions.

STATEMENT OF EXTENT

The statement of extent includes the quantity, expressed in cubic feet, and the number of physical units. In addition to the number of containers, specify the number of unboxed volumes, folders or items in Reserve, microfilm reels, oversize folders, and partial boxes.

Round the cubic footage statement to the nearest tenth or quarter: 2.1, 2.2, 2.25, 2.3, etc.
 Precede quantities of less than one cubic foot by a leading zero: 0.25, 0.6, etc.

The following chart gives the cubic footage equivalency of each common MHS container type. (1 bacase: 15½" x 10½" x 12½" = 2,034.375 cu. inches = 1.0 cubic foot)

Quantity	-----Hollinger Boxes-----			-----Record Center Cartons-----		
	Half-size	Letter	Legal	Bacase	Half-size	Oversize
1	0.25	0.4	0.5	1.0	0.75	1.5
2	0.5	0.8	1.0	2.0	1.5	3.0
3	0.75	1.2	1.5	3.0	2.25	4.5
4	1.0	1.6	2.0	4.0	3.0	6.0
5	1.25	2.0	2.5	5.0	3.75	7.5
6	1.5	2.4	3.0	6.0	4.5	9.0
7	1.75	2.8	3.5	7.0	5.25	10.5
8	2.0	3.2	4.0	8.0	6.0	12.0
9	2.25	3.6	4.5	9.0	6.75	13.5
10	2.5	4.0	5.0	10.0	7.5	15.0

300 __ \$a 4.5 cubic feet (5 boxes).
 [five boxes which are not completely filled]

300 __ \$a 8.0 cubic feet (8 boxes, including 37 volumes).
 [thirty-seven volumes included in the eight boxes]

300 __ \$a 3.0 cubic feet (3 boxes, containing 9 volumes).
 [three boxes solely containing nine volumes]

300 __ \$a 1.0 cubic foot (1 box, containing 2 folders and 7 volumes).
 [one box containing mostly volumes and some foldered material]

300 __ \$a 0.3 cubic feet (1 volume, unboxed).
 [one volume that is not shelved in a box]

300 __ \$a 1.5 cubic feet (3 boxes) and 1 microfilm reel.
 [collection with both boxed material and microfilm]

300 __ \$a 6.0 cubic feet (6 boxes and 1 item in Reserve).
 [collection with an item stored in Reserve]

300 __ \$a 5.0 cubic feet (5 boxes, 2 oversize folders, 3 folders in Reserve).
 [collection with oversize folders and Reserve folders]

If all or portions of another collection or series are shelved in the same box as the collection or series being cataloged, record the quantity in this manner:

300 __ \$a 0.3 cubic feet (partial box).
 [If a box is only part full, give cubic footage only of the materials present, not of the entire box.]

300 __ \$a 0.25 cubic feet (4 folders and 1 volume in partial box).
[one box containing more than one collection or series]

300 __ \$a 14.5 cubic feet (14 boxes and 1 partial box).
[fourteen boxes and one additional box containing part of another series or collection]

If the total quantity is less than one-tenth of a cubic foot, record only the number of items or physical units. Such materials are assumed to be boxed unless otherwise specified.

300 __ \$a 1 volume, unboxed.
300 __ \$a 3 items.
300 __ \$a 2 folders.
300 __ \$a 1 oversize folder, unboxed.

Record only the quantity for microforms. The physical extent of the originals, if known, is recorded in a Location of Originals note.

300 __ \$a 1 microfilm reel.
300 __ \$a 5 microfiches.
300 __ \$A 75 aperture cards.

Other Physical Details

Record the polarity for negative microforms. Do not specify if the film is of positive polarity.

300 __ \$a 7 microfilm reels : \$b negative.

Dimensions

Record the dimensions for a single item that is oversized, at the cataloger's discretion. Dimensions are recorded in centimeters, rounded up to the next highest number.

300 __ \$a 1 item ; \$c 147 x 259 cm.

Record the dimensions for a microform that is not in the standard size for that format. Thirty-five millimeter roll film and 11 x 15 cm. microfiche are considered to be standard for those formats.

300 __ \$a 5 microfilm reels ; \$c 16 mm.
300 __ \$a 17 microfiches ; \$c 8 x 13 cm.

351 Organization and Arrangement Note

Organization and arrangement data are entered in field 351 of the MARC format; both indicators are blank. The following examples are tagged for illustrative purposes. For full documentation of the use of this field, consult MFBD.

Use this note only when the organization or arrangement must be known in order to effectively access or use the materials.

Describe in subfield \$a the organization of a collection or record group into series or of a series into subseries. Complex organization is more appropriately described in other more detailed finding aids and will not normally be recorded here.

351 -- \$a In two series: case files and letterpress books.

351 -- \$a In three overlapping alphabetical sequences: 1934-1945, 1943-1955, 1950-1959.

Describe in subfield \$b the internal arrangement of an entire series or subseries. Do not record arrangements that are implicit from the title or description, e.g., minutes that can be assumed to be arranged chronologically.

351 -- \$b Arranged alphabetically by file title.

351 -- \$b Arranged by chronologically assigned case file numbers.

351 -- \$b Arranged by year; thereunder alphabetically by township name.

5xx Notes Area

Bear in mind that your description pertains to the collection as whole. Particular items within small collections or items of great significance within large collections may be given attention but collection notes should generally reflect the entire collection. Description sheets or container lists are to be preferred to notes when item details are particularly noteworthy or are exceptional. Remember that the chief purpose of a catalog record is to promote the discovery and identification of the materials as a whole, not to answer all potential questions about the content of a collection. Brevity is therefore an important objective and text notes should be as few and as brief as possible.

Notes that are **strictly required** include a **Summary (520)** and a **Source of Acquisition (541)**. Other notes are required when applicable though they may be combined in a general note (500) or a summary note (520) as best befits a collective description.

Typically, the summary note should be given first, however, the precise order of given notes may vary from collection to collection. Catalogers should use their judgment to give notes in a progression that logically moves from summary information to more specific detail.

520 Summary / Scope Note (Required)

This note is recorded in MARC Field 520. Both indicators are blank in the initial paragraph; in subsequent paragraphs, the indicators are 8_. The following examples are tagged for illustrative purposes. For full documentation of the use of this field, consult *MFBD*.

MHS enters the first paragraph of the note in subfield \$a. Subsequent paragraphs, if required, are entered in subfield \$b.

Setting the first indicator to "blank" automatically generates the display constant "Summary: "; do not input that label as a part of the note. First indicator 8 in subsequent paragraphs suppresses repetition of the display constant.

Record in this note a summary of the scope and general content of the item, collection, or series being cataloged. This note is equivalent to the description found in a guide entry and, while retaining succinctness, must be comprehensive and logically presented. In a multi-paragraph description, use the

first paragraph (subfield \$a) to introduce or characterize the collection or series as a whole, sufficiently that the paragraph could stand alone if necessary. Record the following information, as pertinent:

1. Types and forms of material found in the records and, if desirable, their dates if these are significantly different from the span dates of the collection or series as a whole. The span dates of materials in compilations or collections, or of the information in memoirs, reminiscences, etc., if not already reflected in the title, should be mentioned here.
2. Most significant correspondents, places, topics, events, etc., as appropriate. Summarize or characterize these wherever possible, to provide a context for specific added entries and subject headings. Individually specify those that are of particular importance (either qualitatively or quantitatively) or that cannot be subsumed under a more generalized statement.
3. Biographical or historical information relevant to the materials. Incorporate it into the first sentence or paragraph of the scope note whenever possible. Create a separate paragraph only if substantial information must be presented in order to establish a context for the description.
4. A statement regarding the relationship of the records to the career, activities, functions, or responsibilities of their creator. This note is most likely to be pertinent to government records, but may apply to private individuals or organizations as well.
5. Presence of significant graphic, photographic, or other non-textual materials.
6. Information as to whether the materials consist entirely or largely of typescript copies or photocopies of originals.
7. Presence of significant materials in a language other than English. Note the presence of any translations or summaries in English. See also field 041.
8. Presence of substantial quantities of undated materials, or of undated materials suspected of falling outside the span dates of the collection or series.
9. References to another collection or series that this item, collection, or series indexes.

Examples:

From the Martin Sabo legislative and congressional papers:

520 __ \$a Legislative and congressional papers of a Democratic member of the Minnesota House of Representatives (1960-1978) from Hennepin County, who later served as Minnesota's Fifth District congressman (1978-).

520 8_ \$b The Minnesota legislative material includes correspondence, memoranda, legislative bills, research notes, and similar materials. Topics of note include abortion, reapportionment, taxation, and education. Legislative correspondence files include communications from constituents and organizations, as well as memoranda and reports to Sabo from various legislative committee chairmen. The collection also includes a scrapbook (1966-1967) of clippings relating to the 1967 legislative session.

520 8_ \$b Records relating to Sabo's congressional years include delegation letters (1980-1990), bill files (1979-1983), legislative profiles (1983-1984, 1987-1988), and memoranda, letters, fact sheets,

hearing packets, and other material (1993-1996) related to Sabo's service on the House Budget Committee.

From the Peter Vaughn collection of theater programs:

520 __ \$a Theater programs from a variety of stages in the Twin Cities Metropolitan Area collected by Vaughn during his employment as theater critic for the Minneapolis Star-Tribune newspaper. Some folded posters and postcards announcing productions also are included.

From the Republic Airlines corporate records:

520 __ \$a Corporate records and subject files related to Republic Airlines (1979-1986) and its predecessor and acquired lines, including North Central Airlines (1952-1979) and its predecessor, Wisconsin Central Airlines (ca. 1940s-1952); Southern Airways (ca. 1940-1979); and Air West/Hughes Airwest (1968-1980) and its predecessors, Bonanza Air Lines (ca. 1940s-1968), Southwest Airways (ca. 1940s-1958), Pacific Air Lines (ca. 1958-1968), and West Coast Airlines (ca. 1940s-1968).

520 8_ \$b The corporate records include historical background materials, annual reports, route maps, flight schedules, and information on mergers and acquisitions. The subject files include printed items related to local and regional air service (ca. 1949-1976); advertising material; information on aircraft; Civil Aeronautics Board documents (including some with significant historical information); employee labor agreements, manuals, and other files; photographs; and printed and semi-print materials such as departmental memoranda, newsletters, employee magazines, and in-flight magazines.

From the Josephine Downey papers:

520 __ \$a Correspondence, diaries, military records, campaign ribbons, essays, and photographs related to a St. Paul (Minn.) woman's teaching experience in a small South Dakota town (1929); her travels in Europe (1931, 1936) and Mexico (1939); and her World War II service as a cryptographer with the Women's Army Corps in New Guinea (1944-1945) and the Philippines (1945-1946).

544 Location of Other Archival Materials Note(s)

This note is used for materials in MHS that were once part of or that are significantly related by provenance to the collection or series being cataloged. Use separate instances of the note to record different types of references.

Conduct a quick search of the catalog to determine whether or not MHS holds other archival collections by the same creators. Make a reference to these materials. Exclude references to topically related materials and common kinds of publications (annual reports, newsletters, books, etc.) in the MHS Library, as catalog records for those materials will provide reference access.

544 1_ \$n G. Theodore Mitau's speeches and subject files as chancellor of the state university system are found in the records of the State University Board in the Minnesota State Archives.

544 1_ \$n The G. Theodore Mitau Papers among the manuscripts collections of the Division of Archives and Manuscripts contain subject files on professional organizations and the State University System that are related to files in this series.

544 1_ \$a Additional Colorado and Southern Railway Company records are in the Northern Pacific Railway Company records, available at the Minnesota Historical Society.

Corrections and Revisions: Former practice included lengthy related materials notes coded in field 500 that identified other collections with similar authors or subject matter. Current practice is to add associated material notes only in extreme cases where the relationship to provenance is not readily apparent. When recataloging a collection, related materials notes should be carefully evaluated and revised to current practice.

545 Biographical or Historical Data

This note is used very infrequently in manuscripts cataloging, since recording this information in a finding aid is preferred. Any contextual information about the collection creator that is required in the catalog record can very easily be worked into the text of a 520 note.

The first indicator is blank (no information provided), 0 (biographical sketch), or 1 (administrative history); second indicator is blank.

545 __ \$a The properties consisted of GN's half-interest in a number of long term leases on Mesabi Iron Range properties in Itasca and St. Louis counties. The properties were managed until 1943 by another GN subsidiary, the Cottonwood Coal Company.

555 Index/Finding Aids

Practical Considerations:

1. Location data that is given in a catalog record should be balanced against the condition of supplemental finding aids.
2. Finding aids are best filed under one heading in the reading room notebooks and departmental processing files.
3. When additions are made to existing collections, the condition of existing inventories and catalog records will need to be considered.
4. Revising older finding aids that are filed in multiple locations by bringing them together into one EAD version greatly benefits users. The time required to revise an inventory should be carefully balanced against other priorities.
5. Legacy records will evidence our former practice of entering lengthy finding aids notes and of filing the finding aids for highly complex collections under those multiple locations. Revise these notes and integrate inventories when ever possible.

A 555 note is created for every collection that is further detailed in an inventory.

MHS records all textual information in subfield \$a. Enter "0" as the first indicator to generate the print constant "Finding Aids:" as a label before the note. Use "0" when referring to our standard in-house finding aids. If the finding aid is a published work or another collection or series, enter "8" as the first indicator to suppress the print constant. The second indicator is always blank.

555 0_ \$a Container list available in repository
[for accessioned collections]

555 0_ \$a Finding aid available in repository
[where detailed narrative is included]

Once a finding aid has been loaded on the web server, add the url for the web version of the inventory in the same field:

555 0_ \$a Finding aid available in repository (filed under Gilman, Charles L.) and on the web \$u
<http://www.mnhs.org/library/findaids/00681.xml>

Record the presence of an accompanying or included index, or other finding aid, in this manner:

555 0_ \$a Most volumes contain indexes. Volume list available in repository

555 0_ \$a Includes index to volumes 3-10.

555 0_ \$a Volumes 3-10 contain indexes.

555 0_ \$a File keys are present for most years.

Record the heading under which the finding aid is filed in the reading room.

555 0_ \$a Finding aid available in repository (filed as P1310).

555 0_ \$a Item list available in repository (filed under Great Northern: Advertising and Publicity Department).

555 0_ \$a Finding aid available in repository (filed as M525).

555 0_ \$a Finding aid available in repository (filed under Karth, Joseph E.)

If a print version of the catalog record is the only additional finding aid, make a note in the following manner:

555 0_ \$a A print version of this catalog record is available in repository; filed as P1601.

If the print constant "Finding Aids:" does not adequately describe the relationship between the series or collection being cataloged and the finding aid being cited, begin the note with a phrase that more specifically explains that relationship, as in the following cases.

Record a citation to a published finding aid to the collection or series in this manner.

555 8_ \$a Described in: Carmichael, David. Guide to the records of the American Crystal Sugar Company.

Record a citation to a separately cataloged series that constitutes an index to the collection or series being cataloged in this manner.

555 8_ \$a Indexed by: Selkirk, Thomas Douglas. Papers : calendar.

Corrections and Revisions:

URLs used to be allowed in field 856 only. Existing MARC records should be updated to the current standard. Eliminating 856 fields and move urls into a 555 field when corrections or revisions are made.

Up until December 21, 2010, print versions of catalog records for manuscript collection were filed in the inventory notebooks in the reading rooms. Each MARC included a 555 field that noted a print version was available. Delete 555 notes that refer to print versions of catalog records..

506 Access Restrictions

See chapter 36 for information concerning access restrictions.

540 Use and Reproduction Restrictions

See chapter 36 for information concerning access restrictions.

541 Source of Acquisition

In manuscripts cataloging, 3 MARC fields are consistently used, in the order indicated:

\$e records the accession number(s). If more than two accession numbers exist, use the value "Many."

\$3 indicates the format of the materials. Use a single term that characterizes the whole of the materials.

\$a notes the donor. Use this format:: [surname], [forename]. If the value used in \$e is "Many," then identify the accession file that provides information on all of the donations. Use this format:: "See accession file [number]."

541 __ \$e 15,729 \$3 Papers \$a Hoppin, Richard A.

541 __ \$e Many \$3 Papers \$a See accession file 13,602

541 __ \$e 15,616; 15,775 \$3 Congressional papers \$a Vento, Bruce

OTHER NOTES

These notes are required much less frequently than those described above.

580 Linking Entry Complexity

Make a note when relevant explaining any complex hierarchical relationship between catalog records (e.g., separate catalog records for each series within a collection or archival group that has its own catalog record). Use appropriate introductory wording (e.g., *Forms part of*).

580 __ \$a Forms part of: Humphrey, Hubert H. (Hubert Horatio), 1911-1978. Papers, 1919-1978.

580 __ \$a In: War Department collection of Confederate records (Record Group 109).

It is recommended that field 730 (uniform title) be used in tandem with field 580 to collocate multiple bibliographic records representing portions of the same collection.

580 __ \$a Forms part of the T. B. Walker and family papers.

730 0_ \$a T. B. Walker and family papers.

580 __ \$a Forms part of the Hill Family collection.

730 0_ \$a Hill family collection.

530 Additional Physical Form Available

When the repository has original and a copy, and the copy is described in a separate catalog record, make a note about the alternate physical form.

If material has been digitized and the collection is described only in a collection-level catalog record, make a note about the alternate form and include the url for the digital version.

530 __ \$3 Civil War diaries \$a available on microfilm \$b from the Minnesota Historical Society, St. Paul, Minn.

530 __ \$a Also available as a digital copy: \$u <http://www.mnhs.org/library/findaids/01097/01097.pdf>

533 Reproduction

Record information that the material is a copy of originals located elsewhere or no longer in existence. Record type and place of reproduction, date of reproduction, physical description of reproduction, and a bibliographic series statement, if appropriate.

533 __ \$a Microfilm; \$n originals (72.0 cubic feet) destroyed after filming.

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

535 Location of Originals/Duplicates

Record name and (optionally) address of other repositories with custody of originals or duplicates of the materials. Preface with appropriate introductory wording (e.g., *Originals in:* or *Microfilm copy in:*, etc.).

535 1_ \$3 Originals (72 boxes)in: \$a Minnesota Historical Society (closed to general use).

535 2_ \$3 Microfilm copy of diaries (3 volumes) in: \$a Manuscript Division, Library of Congress, \$b Washington, D.C. 20540.

561 Provenance Note

This note is recorded in MARC Field 561; both indicators are blank and all information is recorded in subfield \$a. The following examples are tagged for illustrative purposes. For full documentation of the use of this field, consult *MFBD*.

Record here information concerning the history of the materials from the time of their creation to the time of their receipt, including the time at which individual items or groups of items were first brought together in their current collation.

We will use this note *only* to record an unusual custodial history that affected the nature, structure, and/or completeness of the series/collection as received by MHS. In some instances, it may be used to explain artificially created State Archives "series" (i.e., created by the archives, or by an agency selecting materials from its own files).

561 __ \$a Found on the streets of Florence, Italy, the day after the visit to that city by Vice-President Humphrey.

561 __ \$a Salvaged from a trash heap by an anonymous donor, 1973.

Do not use this note to record information about the immediate source of the materials, such as donor's name and address, or to record details of a collection's receipt from various donors.

Incompleteness or other research implications of a collection that do not stem from an unusual or checked provenance should be addressed in the scope and content note rather than in the provenance statement.

520 8_ \$b Although a few materials date back to 1947, the majority of the files prior to 1963 no longer exist.

6xx Subject Headings

Enter subject headings for all topics that are documented to some significant extent in the collection materials. *Significance* can best be gauged by the preponderance of that topic relative to other topics in the collection, or by the importance or rarity of the particular items in the collection dealing with the topic. Never enter headings for topics that are documented only marginally in the collection. Catalogers should use their judgment in these matters, and direct questions to their supervisor as appropriate.

Following are the categories of subject headings and examples of their MARC cataloging.

Personal names: Prepare headings for persons who are the *subject* of materials in the collection. Persons who are creators of documentation in the collection (e.g., authors of letters or reports) should receive added entries (MARC 700), instead. Formulate the names as directed for preparing personal name main entries in *DACS*, chapter 12.

600 10 \$a Torrance, Ell, \$d 1844-1932.
600 10 \$a Lindbergh, Charles A. \$q (Charles Augustus), \$d 1902-1974.
600 00 \$a Sting \$c (Musician).
600 00 \$a Ram Gopal.

Corporate names: Prepare headings for corporate bodies, meetings, and conferences that are the *subject* of materials in the collection. Corporate bodies that are creators of documentation in the collection should receive added entries (MARC 710, 711), instead. Formulate the names as directed for preparing corporate name main entries in *DACS*, chapter 14.

610 20 \$a University of Minnesota.
610 20 \$a Yale University. \$b Library
610 10 \$a Minnesota. \$b Legislature. \$b Senate.
611 20 \$a American Academy of Advertising. \$e Conference \$n (22nd : \$d 1980 : \$c University of Missouri-Columbia).

Titles: Prepare headings for titles of works that are the *subject* of materials in the collection. Works actually contained in the collection should receive added entries (MARC 730), instead. Formulate the names as directed in *DACS*, chapter 2.3 and *AACR2*, chapter 25 for preparing title main entries.

```
630 00 $a Wendell Anderson senatorial files.
630 00 $a Grand Trunk Corporation.
630 00 Private places/public faces (draft).
```

Geographic names: Prepare headings for places that are the subject of materials in the collection. Formulate the names as directed for preparing geographic name main entries in *DACS*, chapter 13. Subdivide by topic as appropriate.

```
651 10 $a Houghton (Mich.) $x Industries.
651 10 $a Minnesota $x History $y Civil War, 1861-1865 $x Monuments.
```

Topical headings: Prepare headings for all topics that are *significantly* documented within the collection. Use terms from the *Library of Congress Subject Headings*. Subdivide general terms, as appropriate, using the rules and conventions in *LCSH*.

```
650 _0 $a Foreign trade regulation $z United States.
650 _0 $a Dumping (International trade) $x Law and legislation.
```

Form/genre headings: Enter terms, as appropriate, to indicate the presence of certain genre (diaries, account books) and forms (microfiche, sound cassettes) of material in the collection. Restrict entries to those thought to be especially useful for researchers or for internal administrative purposes. Use the *Getty Art & Architecture Thesaurus* as the source for authoritative f/g terms. If no appropriate term exists in *AAT*, then use *LCSH*.

```
655 _7 $a Daybooks. $2 aat
655 _7 $a Photographs. $2 aat
655 _7 $a Wire recordings. $2 aat
```

Occupational headings: Enter terms, as appropriate, to indicate information about occupations and avocations that are represented in a substantive way within the collection. Enter the creator's occupation(s) only if the materials contain significant information about it. Use *LCSH* as the source for terms.

```
656 _7 $a Legislators $z Minnesota. $2 lcsh
```

Local headings

For a list of local terms consult Appendix 99-12.

For local practice applied to the following terms consult Appendix 99-11.

- Description and travel
- Economic conditions
- Family histories
- Genealogies
- History
- Minnesota Geographic Regions
- Minnesota Townships
- Politics and government
- Social Conditions

Social life and customs
Streets and roads

7xx Name and Title Headings

Make MARC 700, 710, and 711 entries for names that are significant within the collection *and* which have created materials in the collection.

For establishing name headings see Appendix 99-22.

852 Location

Legacy note: In 2007, MHS stopped using the 852 field in bibliographic records to give repository and location data for the following reasons:

- *Because MnPALS and OCLC already display MHS repository information via data entered in holdings record, 852 bibliographic data is redundant.*
- *Because the 555 note refers users to an inventory, an instruction to see a finding aid noted in an 852 field is redundant.*
- *Because locations given in 852 bib records do not fully detail where specific contents are located, adding location data in the bib record is not useful.*

945 OCLC Export Overlay Number

When a revision is made to a record that already exists in OCLC and MnPALS, a 945 field that contains the Aleph system number is added to the OCLC record before it is exported out to Aleph. The 945 field ensures that the record that is exported from OCLC will overwrite the matching record in MnPALS. When a 945 field is not added before the record is exported, Aleph creates a second record that will need to be deleted.

Both indicators are coded as blanks. The Aleph system number is entered in subfield a. No other subfields are included. Leading zeroes are included in the number.

```
945  __ $a 001700684
```

949 Cataloging and Copy Information

See Appendix 99-10 for general MHS practice. First indicator is 9, second is 8. For new catalog records, include only subfields \$d and \$c, in that order. When a record is revised or a collection is recataloged, cataloging actions are recorded in \$b.

```
949 98 $d 20051207 $c ATL $b rev.
```

```
949 98 $d 20061127 $c ATL $b Recataloged from A/.C5931
```


MARC HOLDINGS RECORDS

852 Shelving Location

In Aleph, create one holding record for each local holding code (field 049) and corresponding call number (field 099) that is included in your bibliographic record.

Code the first indicator as 8 to indicate that the shelving scheme is a local convention.

Enter subfield data as follows:

- \$a Enter the OCLC MARC Organization Code: MnHi
- \$b Enter the MnPALS sublibrary code: MHS
- \$c Enter the MnPALS collection code that maps to the OCLC holding code entered in bibliographic field 049 and that provides the appropriate location display constant.

:

Bib 049 \$\$a	Holdings 852 \$\$c	Location/Available Display
MHS*	GNRR	Great Northern Records
MHSQ	MSS	Manuscripts
MHSS	MSSFH	Manuscripts Microfiche
MHSR	MSSFH	Manuscripts Microfilm
MHS%	NPRR	Northern Pacific Records
MHST	SA	State Archives
MHSV	SAFH	State Archives Microfiche
MHSU	SAFM	State Archives Microfilm

Legacy Note: Collection codes MSSNB and SANB are now obsolete. Revise these codes as appropriate whenever editing existing bibliographic or holding records.

- \$h Enter either the shelving location for small, simple collections or the text "See Finding Aid" for collections with an associated inventory.
- \$k Enter the prefix "Oversize" or "Reserve" to indicate that the material is shelved by an oversize or reserve call number.
- \$m Enter a suffix in parenthesis as needed to qualify specific collection components when multiple holdings records are used, e.g. (Box 1), (Box 2), (Microfilm), etc.

856 Electronic Access

Add an 856 field to provide linking urls for collections with web-accessible finding aids. Enter the label "Finding aid:" in subfield z as a public note. Enter the same url that was given the bibliographic record as subfield u.

Examples

1. Collections Without Inventories

Call Numbers

For small collections stored in a single location or whose contents are easily listed in a catalog record, enter the locator number as the call number in both field 099 of the bibliographic record and field 852 of the holding record.

Examples:

```
Bib 049 __ $a MHST
Bib 099 __ $a 148.D.3.3B
Hol 852 8_ $a MnHi
           $b MHS
           $c SA
           $h 116.D.3.3B
Bib 049 __ $a MHSQ
Bib 099 __ $a P1645
Hol 852 8_ $a MnHi
           $b MHS
           $c MSS
           $h P1645
```

Finding Aid Notes and Printed Versions

For both government record and manuscript collections, do not enter a note that states "A printed version of this catalog record is available in the repository."

Government Records: File a printed version of the catalog record in reading room and processing notebooks. Printed versions of catalog records for state and local government records are filed in the notebooks in order to provide staff and researchers a full view of the records created by any single agency.

Manuscripts: Printed versions of catalog records for manuscript collections will no longer be filed in the reading rooms. Existing copies of printed versions need not be pulled from the notebooks unless significant changes are made.

2. Collections With Inventories

Call Numbers

For collections with inventories, enter "See Finding Aid" as the call number in both field 099 of the bibliographic record and field 852 of the holding record.

Finding Aid Notes

Enter a 555 field in the bibliographic record that notes the presence of a finding aid and indicates where it is filed.

Enter an 856 field in the holding record and include subfields a and u. Enter "Finding aid:" as subfield a and provide the url for the finding aid in subfield u.

Example

Bib 049 __ \$a MHSQ

Bib 099 __ \$a See Finding Aid

Bib 555 0_ \$a Finding aid available in the repository (filed under General Federation of Women's Clubs) and on the web:
\$u <http://www.mnhs.org/library/findaids/00464.xml>

Hol 852 8_ \$a MnHi
\$b MHS
\$c MSS
\$h See Finding Aid

Hol 856 42 \$z Finding Aid:
\$u <http://www.mnhs.org/library/findaids/00464.xml>

3. Closed Collections With Inventories

For collections that are entirely closed. There are no records open for public use.

Complete the holdings as in example 2 except for 852 \$h.

Hol 852 8_ \$h Closed

Microfilm Numbers

Call Numbers

Because library users can retrieve microfilm collections without reference assistance, microfilm numbers shall always be entered in both bibliographic and holdings records.

When a collection includes both paper and microfilm components, enter holding codes, call number fields and corresponding holding records for both components.

Finding Aid Notes

When an inventory is needed to detail the contents of individual reels, follow the general guidelines about collections with inventories and include a note about the finding aid in the

bibliographic record. For web-accessible finding aids, add the url to a 555 field in the bibliographic record and to an 856 field in the holding record.

Example

Bib 049 __ \$a MHSR

Bib 099 __ \$a M90

Bib 555 0_ \$a Finding aid available in the repository (filed as M90) and on the web: \$u
<http://www.mnhs.org/library/findaids/M090.xml>

Hol 852 8_ \$a MnHi
\$b MHS
\$c MSSFM
\$h M90

Hol 856 42 \$z Finding Aid:
\$u <http://www.mnhs.org/library/findaids/M090.xml>

Legacy Data

Revise legacy data in existing records, depending upon the need to refer to an inventory, as needed.

Some collections are described in separate inventories for each component that is shelved in a separate location. Unless you are adding an accession to these types of collections, do not try to integrate the inventories or revise the catalog record. These types of collections can be isolated and revised by an intern or when the NHPRC project ends.

Government Records: Existing catalog records for government records do not include call numbers in 099 fields. However, shelf locations are often noted in 852 fields in bibliographic records. Move single locator numbers into the 099 field and revise holding records accordingly. Follow the general guidelines for collections with inventories by entering "See Finding Aid" as the call number and making corresponding notes in both bibliographic and holding records.

Manuscript Collections: Revise existing records with "Alpha," Cutter or P numbers as needed. Change "Alpha" to the appropriate locator number when there is no corresponding inventory. Change "Alpha" to "See Finding Aid" when shelving locations are detailed in an inventory.

Great care should be exercised when revising Cutter and P-numbered manuscript collections as oversize and reserve components are sometimes referenced only in narrative descriptions.

Appendix - Examples

See the linked records for examples that delineate different types of situations.

1. Collection without an inventory: Room 205 locator number:
http://mnhs.mnpals.net/F/?func=find-c&ccl_term=sys%3D7241573
2. Collection without an inventory: P-numbered collection:
http://mnhs.mnpals.net/F/?func=find-c&ccl_term=sys%3D1733295
3. Collection without an inventory: Cutter-numbered collection:
http://mnhs.mnpals.net/F/?func=find-c&ccl_term=sys%3D1733295
4. Collection without an inventory: P-numbered and oversize components:
http://mnhs.mnpals.net/F/?func=find-c&ccl_term=sys%3D1713822
5. Collection without an inventory: Additional copies in other holding areas:
http://mnhs.mnpals.net/F/?func=find-c&ccl_term=sys%3D1614457
6. Collection with an inventory:
http://mnhs.mnpals.net/F/?func=find-c&ccl_term=sys%3D1732555
7. Collection with an inventory: Manuscript, manuscript microfilm, and sound and visual components:
http://mnhs.mnpals.net/F/?func=find-c&ccl_term=sys%3D6817640
8. Collection with three different holding areas:
http://mnhs.mnpals.net/F/?func=find-c&ccl_term=sys%3D1689913
9. Collection with an inventory only for the microfilm component:
http://mnhs.mnpals.net/F/?func=find-c&ccl_term=sys%3D1734110