

# **CATALOGING MANUAL AND POLICY GUIDE**



## **ARCHIVES AND MODERN MANUSCRIPTS PROGRAM HISTORY OF MEDICINE DIVISION NATIONAL LIBRARY OF MEDICINE**

**Written and compiled by John P. Rees, Curator  
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## **Introduction**

This manual provides general information and details on the creation of catalog records for Archives and Modern Manuscripts collections. AMMP follows the MARC21 (**MA**chine **R**eadable **C**ataloging) format, a data structure standard maintained by the Library of Congress covering bibliographic, holdings and item records. Also included in this manual are some local conventions and data entry rules maintained by the NLM's Technical Services Division (**TSD**), as well as those determined by the NLM's Integrated Library System (**ILS**), Voyager. This manual will cover most common situations, but specific questions are sure to arise, especially when cataloging bound or folio items, and oral histories. The friendly Manuscripts Curator and other HMD book catalogers should always be consulted when additional guidance is needed. Specific TSD and ILS rules are covered in separate manuals.

Catalog records are created and maintained by Ex Libris's Voyager Cataloging Module. They consist of three elements: 1) a Bibliographic record containing author, title, physical descriptions, descriptive and administrative notes, and subject terms; 2) a Holdings record, generated automatically by the cataloging module indicating the location and NLM call number; 3) an/a Item record(s) indicating the availability of a collection's individual components. Records added to the database are "live" immediately upon their entry. There is no buffer between record creation, indexing and availability to the public, although a mechanism exists for suppressing individual catalog records from the public display.

**Addere principi percepta: Although many seek it, there is no perfect catalog record!**

# 1. Background and General

## The "Art" of Archival Cataloging

The rules governing archival cataloging are contained in Society of American Archivist's *Describing Archives: A Content Standard*. Archival cataloging is based on a few assumptions about the nature of archival materials and how we control them. First, that archival materials derive their importance from their provenance. Second, they usually exist in groups or collections and are managed at the group level, not the item level. Third, they are most often unique materials, generated as byproducts of some type of human activity. Therefore, archival cataloging consists of creating "archival control" rather than "bibliographic control" over the materials described. The archival cataloger is primarily concerned with interpreting, distilling, or extracting information from the collection and the context in which it was created or used. The bibliographic approach to cataloging differs in that one is describing a physical piece in hand and transcribing information found therein, rather than making interpretations.

Arrangement and description centers on the original function or purpose of the creator of these unique materials. Therefore, with provenance as the archivist's guiding principle, the choice of main entry is different from the rules set out in AACR2, most noticeably the rules for entries under corporate names. Guidelines for choosing entries reflect the relationship between the material's provenance and responsibility.

Archival description takes place at the collection level because it further emphasizes the principle of archival unity, as well as being a practical issue. Generally, the importance of a single item or record series lies in its relationship with the collective unit. Significance is derived from inter-relationships among components, not from any intrinsic nature of a single element. Also, modern archival collections often consist of tens of thousands of documents where an item level approach to description would be impractical. A detailed summary of the intellectual and physical elements of a collection is preferable to any specific item level control of any one part. Thus, the rules for collection description determine that we must usually supply a title for a collection, and that inclusive dates are an integral part of the title. Supplied titles ARE NOT enclosed in brackets, and physical descriptions allow the expression of the amount of space a collection occupies (usu. linear footage calculation and the number of containers for a collection).

The unique nature of archival materials often means there is a lack of identifying information that describe most published items, such as author and title statements, imprints, production and distribution data, etc. Responsibility for the creation of archival materials is inferred, not explicitly stated. The equivalent to the book cataloger's title page is the material's finding aid. The concept of "chief source of information" is thus much different in archival cataloging. Rules concerning author, title and date reflect the fact that this type of information is not available for literal transcription, but is derived

from an analysis of the collection and its finding aid, and from accession records and references sources.<sup>1</sup>

## **Cataloging at the National Library of Medicine**

Before the implementation of Voyager in 1998, the NLM was not a MARC library. The cataloging database, CATLINE, was created in-house and catalogers will see the remains of the system in many of the older bibliographic records. Manuscript collection records were not created in the system, but instead created for the RLIN database, then imported back into the local database. Two distinguishing features that remain are: 1) Manuscript collections were cataloged as books (a situation to be resolved soon, hopefully); and 2) the peculiar nature of the name authority files.

Currently, patrons cannot search the database for only manuscript-as-form resources. This malfunction is a result of coding the MARC leader for books, not manuscripts control (in old MARC parlance).

Secondly, NLM's name authority file, dating back to the original Army Medical Library, is divided into Main Entries and All Other Authors. The result for manuscript collection records that contain many added author entries is a record with the 1XX and **all** the 7XX terms listed at the beginning of the record. 6XX names and subjects appear as non-MESH "Other Subjects." While we do not want the organization and display limitations of the NLM authority file and the ILS system to dictate how we catalog collections, we do have to keep our problems in mind when doing subject and name authority work. If we do not, scenarios can arise where the patron would have to scroll through screens of names before they come to the full descriptive content of a record.

Thus, catalogers should always remember that a catalog record is only meant to supply the most essential descriptive and administrative information for a collection. The goal is to provide enough summary information so that a patron can make an informed decision about visiting the NLM to use a particular manuscript resource. With the evolution of the EAD finding aid, patrons do have more comprehensive collection descriptions easily at hand. The catalog record will supply one avenue of resource discovery, including links to electronic finding aids, but it is the responsibility of the various collections managers and curators to develop other tools and services to aid researchers.

## **Accession Records vs. Full Collection Records**

Note there are two types of catalog records in the database: 1) Accession records and 2) Full collection records for processed materials. Accession records are primarily used to control information about the physical characteristics of unprocessed materials,

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<sup>1</sup> Steven L. Hensen, *Archives, personal papers and manuscripts: a cataloging manual for archival repositories, historical societies and manuscript libraries* (Chicago: Society of American Archivists, 1989), p. 4-5.

while also informing researchers about some of our undescribed collections. Cataloging processed collections is the final distillation of intellectual narrative and provides primary bibliographic control. Both records are meant to promote resource discovery, but include different types of information.

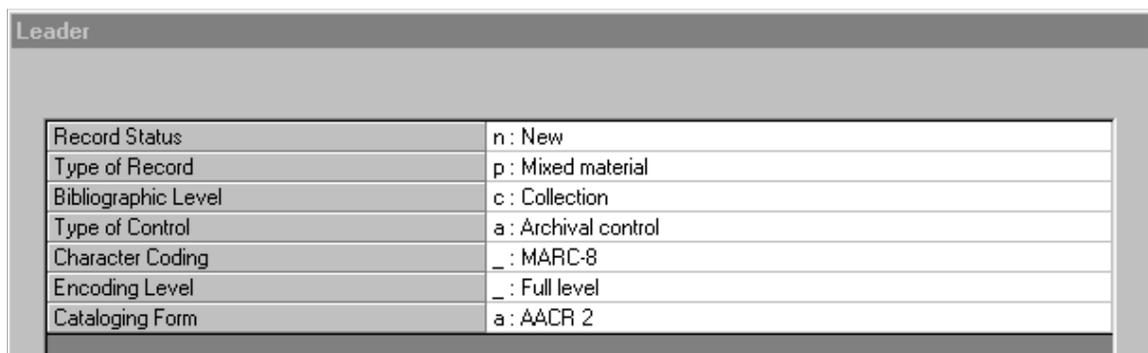
To this end AMMP uses two cataloging templates: one for accession records and a second for processed collections. Both are set up to include as much constant data information as possible. Editing some fields will be necessary, as will adding other relevant fields on a case-by-case basis.

The Accessions Template (mxacc.hmd.tem) acts as a skeleton record whose primary intent is to inform researchers about our unprocessed materials. Notes are displayed alerting them to the restrictions on access. Very little data should be entered for these records: Main entry, title, dates (if available), size, very brief scope and biographical notes, and 2-3 subject terms at the most. The fixed fields are set for the most common usage, but can be edited in special circumstances. Almost more importantly is using the Offsite MFHD so patrons know immediately when materials are stored offsite so we can initiate the delivery service.

The Full Collection Record template (mxmss.hmd.tem) is used for creating MARC records for processed collections. Again, the fixed fields are set for the most common usage, but should be edited in special circumstances. The template also includes as much constant data information as possible to be edited to reflect the characteristics of the particular collection being described. Bracketed notes to assist the cataloger are supplied within the templates.

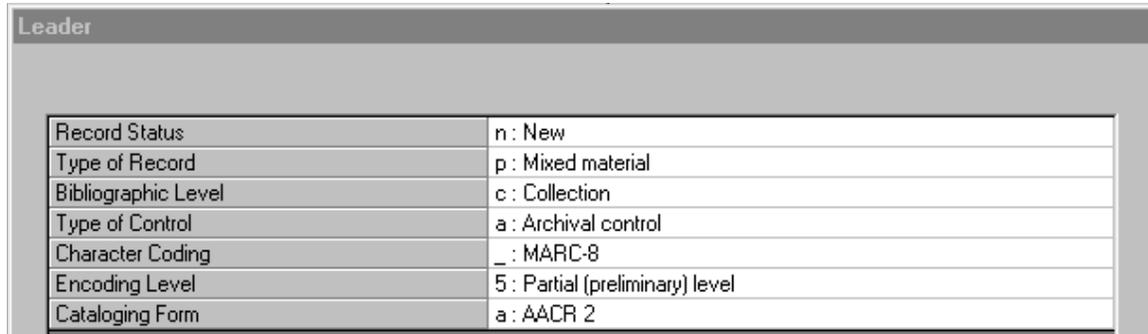
## 2. Leader Information

Screen shot of **Full Catalog Record** default codes:



| Leader              |                      |
|---------------------|----------------------|
| Record Status       | n : New              |
| Type of Record      | p : Mixed material   |
| Bibliographic Level | c : Collection       |
| Type of Control     | a : Archival control |
| Character Coding    | _ : MARC-8           |
| Encoding Level      | _ : Full level       |
| Cataloging Form     | a : AACR 2           |

Screen shot of **Accession Catalog Record** default codes:



| Leader              |                                 |
|---------------------|---------------------------------|
| Record Status       | n : New                         |
| Type of Record      | p : Mixed material              |
| Bibliographic Level | c : Collection                  |
| Type of Control     | a : Archival control            |
| Character Coding    | _ : MARC-8                      |
| Encoding Level      | 5 : Partial (preliminary) level |
| Cataloging Form     | a : AACR 2                      |

### **TAG = Record Status**

A one-character code that indicates the relation of the record to a file. Select from menu.

CODES:

- a - Increase in encoding level
- c - Corrected or revised
- d - Deleted
- n - New
- p - Increase in encoding level from prepublication

---

### **TAG = Type of Record**

A one-character code that indicates the characteristics of and defines the components of the record. Select from menu.

CODES:

- a - Language material
- c - Printed music
- d - Manuscript music
- e - Cartographic material
- f - Manuscript cartographic material
- g - Projected medium
- i - Nonmusical sound recording
- j - Musical sound recording
- k - Two-dimensional nonprojectable graphic
- m - Computer file
- o - Kit
- p - Mixed material

- r - Three-dimensional artifact or naturally occurring object
- t - Manuscript language material

NOTES:

**g** The described item is a motion picture, videorecording, filmstrip, slide, transparency, or material specifically designed for overhead projection.

**k** This code is used for items such as activity cards, charts, collages, computer graphics, drawings, duplication masters, flash cards, paintings, photonegatives, photoprints, pictures, postcards, posters, prints, spirit masters, study prints, technical drawings, transparency masters, photomechanical reproductions, and reproductions of any of these.

**p** Default for all manuscript and archival collections. Since most collections contain a mixture of document types such as correspondence, forms, photographs, postcards, drawings, artifacts, etc., the standard is to code for mixed materials.

**t** Code for folio items or bound manuscript items, as they usually consist entirely of holographic data.

=====

**TAG = Bibliographic Level**

A one-character code that indicates the bibliographic level of the record. Select from menu.

CODES:

- a - Monographic component part
- b - Serial component part
- c - Collection
- d - Subunit
- m - Monograph/item
- s - Serial

NOTES:

**c** A made-up multipart group of items that were not originally published, distributed, or produced together. The record describes units defined by common provenance or administrative convenience for which the record is intended as the most comprehensive in the system.

**m** An item either complete in one part or intended to be completed in a finite number of separate parts

=====

## **TAG = Type of Control**

### CODES:

- # - No specific type
- a - Archival

### NOTES:

**a** All AMMP materials are controlled by *DACS*.

=====

## **TAG = Character Coding**

A one-character code that identifies the character coding scheme used in the record.

### CODES:

- # - MARC-8
- a - UCS/Unicode

### NOTES:

NLM standard default code.

=====

## **TAG = Encoding Level**

A one-character code that indicates the fullness of the bibliographic information and/or content designation of the MARC record. Select from menu.

### CODES:

- \_ - Full level
  - 1 - Full level, material not examined
  - 2 - Less-than-full level, material not examined
  - 3 - Abbreviated level
  - 4 - Core level
- 5 - Partial (preliminary) level
- 7 - Minimal level
- 8 - Prepublication level
- u - Unknown
- z - Not applicable

### NOTES:

\_ Used for Full Catalog Records of processed collections. The most complete MARC level created from information derived from an inspection of the physical item.

**5** Used for Accession catalog records. A record that is not considered final by the creating agency (e.g., the headings may not reflect established forms; the record may not meet national-level cataloging specifications).

**7** A record that meets the national-level bibliographic record minimal-level cataloging specifications and is considered final by the creating agency. Headings reflect established forms. The U.S. requirements for minimal-level records can be found in *National Level and Minimal Level Record Requirements* (<http://lcweb.loc.gov/marc/bibliographic/nlr>) and specific instructions for various formats by the Program for Cooperative Cataloging (<http://lcweb.loc.gov/catdir/pcc/>). NLM rules governing cataloging levels are defined by TSD and can be seen at (<http://www.nlm.nih.gov/tsd/cataloging/DefCatLev.html>).

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### **TAG = Cataloging Form**

A one-character code that indicates the descriptive cataloging form reflected in the record.

#### CODES:

- # - Non-ISBD
- a - AACR2
- i - ISBD
- u - Unknown

#### NOTES:

**a** AACR2 is reconciled by *DACS*, thus archival collections use this code. NLM standard default code.

### **3. 008 Fixed Fields**

Screen shot 008 field for both **Full Catalog Record and Accession Record template:**

008 - General Description (Mixed)

|                      |  |
|----------------------|--|
| Publication Status   | i : Inclusive dates of collection      |
| Date 1 (yyyy)        | 1xxx                                   |
| Date 2 (yyyy)        | 1xxx                                   |
| Place of Publication | *** Obsolete Code or Value Not Set *** |
| Form of Item         | _ : None of the following              |
| Language             | eng : English                          |
| Modified Record      | _ : Not modified                       |
| Cataloging Source    | _ : National bibliographic agency      |

**TAG = PUBLICATION STATUS**

A one-character code that indicates that categorizes the type of dates given in 008/07-10 (Date 1) and 008/11-14 (Date 2). Select from menu. Format is YYYY/MM/DD

CODES:

- b - No dates given; B.C. date involved
- c - Serial item currently published
- d - Serial item ceased publication
- e - Detailed date
- i - Inclusive dates of collection
- k - Range of years of bulk of collection
- m - Multiple dates
- n - Dates unknown
- p - Date of distribution/release/issue and production/recording session when different
- q - Questionable date
- r - Reprint/reissue date and original date
- s - Single known date/probable date
- t - Publication date and copyright date
- u - Serial status unknown
- | - No attempt to code

AMMP STANDARD: Most commonly used: i, e, q, or s.

=====

**TAG = DATE 1, DATE 2**

Beginning and ending dates of a collection or item. Select from menu.

NOTES:

First field is for recording the year; second field is for recording month then day. Include the years, or form of year, of coverage or publication for the collection or item. Most

often, the dates will match those in the 245 \$f subfield. Both fields must contain 4 digits. Unknown elements of the YYYY format are represented by a **u**.

For processed collections, inclusive dates should be used. Bulk dates are rarely used.

If inclusive dates are represented by a single year (i.e., May-Dec 1994), the date is used in both Date 1 and Date 2.

EXAMPLES (when date is known):

| Type           | 245 \$f          | Fixed field | Date1,Date2 |
|----------------|------------------|-------------|-------------|
| Inclusive      | 1934-1987        | i           | 1934,1987   |
| Bulk           | (bulk 1900-1965) | k           | 1900,1965   |
| Exact year     | 1934             | s           | 1934,N/A    |
| Exact date     | 1934 May 5       | e           | 1934,N/A    |
| Probable range | ca. 1920-1975    | I           | 192u,197u   |

EXAMPLES (when date is unknown):

| Type             | 245 \$f | Fixed field | Date1,Date2 |
|------------------|---------|-------------|-------------|
| Century known:   | [19--]  | q           | 1900,1999   |
| Probable century | [19--?] | q           | 19uu,19uu   |
| Decade known     | [193-]  | s           | 193u        |
| Probable decade  | [193-?] | s           | 193u        |
| Probable date    | [1937?] | s           | 1937        |

If the day and month are known, but not the year, code date **s** and guess at the year.

|         |   |      |
|---------|---|------|
| [1937?] | s | 1937 |
| May 5   |   |      |
| [193-?] | s | 193u |
| May 5   |   |      |

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### TAG = PLACE OF PUBLICATION

A two- or three-character MARC code that indicates the place of publication, production, or execution. Select from menu.

NOTES:

The place code is an authoritative-agency data element. The source of the code is *MARC Code List for Countries* that is maintained by the Library of Congress. Choice of a MARC code is generally related to information in field 260 (Publication, Distribution, etc. (Imprint)), or for manuscript collections, place of creator's main activity. The code recorded in 008/15-17 is used in conjunction with field 044 (Country of Producer Code) when more than one code is appropriate to an item.

For the United States, if the creator's activities take place in no specific state, or several, choose the code for U.S. (xxu). Code here should match free text in field 044.

=====

**TAG = FORM OF ITEM**

(Not used by AMMP)

CODES:

- \_ - None of the following

=====

**TAG = LANGUAGE**

A three-character MARC code that indicates the language of the item. Select from menu.

CODES:

- eng - English

NOTES:

The source of the code is *MARC Code List for Languages* that is maintained by the Library of Congress. Choice of a MARC code is based on the predominant language of the collection.

If multiple languages are present, code the predominant here. If no predominant language, select the first alphabetically. Account for all languages in field 041, up to four.

=====

**TAG = MODIFIED RECORD**

(Not used by AMMP)

CODES:

- \_ - Not modified

=====

**TAG = CATALOGING SOURCE**

CODES:

- \_ - National bibliographic agency (NLM default for all records)

**007 Fixed Fields for Oral Histories with Tapes**

REPEATABLE: Yes

Screen shot for Open Reel Master Recording:

007 - Physical Description [s - Sound Recording]

Microform     Nonprojected Graphic     Motion Picture

Computer File     Globe     Tactile Material     Projected Graphic

Video Recording     Remote Sensing Image     Unspecified     Map

Kit     Notated Music     Sound Recording     Text

|   |                                   |
|---|-----------------------------------|
| Specific Material Designation               | t : Sound-tape reel               |
| Original vs. Reproduction Aspect (OBSOLETE) | _ : (OBSOLETE) Undefined          |
| Speed                                       | o : 7 1/2 ips (Tapes)             |
| Playback Channel                            | u : Unknown                       |
| Groove Width/Groove Pitch                   | n : Not applicable                |
| Dimensions                                  | d : 10 in. (open reels and discs) |
| Tape Width                                  | m : 1/4 in.                       |
| Tape Configuration                          | u : Unknown                       |
| Kind of Disc                                | a : Master tape                   |
| Kind of Material                            | n : Not applicable                |
| Kind of Cutting                             | n : Not applicable                |
| Playback Characteristics                    | u : Unknown                       |
| Capture & Storage Techniques                | u : Unknown                       |

Screen shot for Open Reel Copy Recording:

007 - Physical Description [s - Sound Recording]

Microform     Nonprojected Graphic     Motion Picture

Computer File     Globe     Tactile Material     Projected Graphic

Video Recording     Remote Sensing Image     Unspecified     Map

Kit     Notated Music     Sound Recording     Text

|   |                                   |
|---|-----------------------------------|
| Specific Material Designation               | t : Sound-tape reel               |
| Original vs. Reproduction Aspect (OBSOLETE) | _ : (OBSOLETE) Undefined          |
| Speed                                       | o : 7 1/2 ips (Tapes)             |
| Playback Channel                            | u : Unknown                       |
| Groove Width/Groove Pitch                   | n : Not applicable                |
| Dimensions                                  | d : 10 in. (open reels and discs) |
| Tape Width                                  | m : 1/4 in.                       |
| Tape Configuration                          | u : Unknown                       |
| Kind of Disc                                | b : Tape duplication master       |
| Kind of Material                            | n : Not applicable                |
| Kind of Cutting                             | n : Not applicable                |
| Playback Characteristics                    | u : Unknown                       |
| Capture & Storage Techniques                | u : Unknown                       |

Screen shot for Cassette Use Recording:

| Label                                       | Value                          |
|---|--------------------------------|
| Specific Material Designation               | s : Sound cassette             |
| Original vs. Reproduction Aspect (OBSOLETE) | _ : (OBSOLETE) Undefined       |
| Speed                                       | u : Unknown                    |
| Playback Channel                            | m : Monaural                   |
| Groove Width/Groove Pitch                   | u : Unknown                    |
| Dimensions                                  | j : 3 7/8x2 1/2 in. (cassette) |
| Tape Width                                  | l : 1/8 in.                    |
| Tape Configuration                          | n : Not applicable             |
| Kind of Disc                                | n : Not applicable             |
| Kind of Material                            | n : Not applicable             |
| Kind of Cutting                             | n : Not applicable             |
| Playback Characteristics                    | u : Unknown                    |
| Capture & Storage Techniques                | u : Unknown                    |

### **TAG = SPECIFIC MATERIAL DESIGNATION**

A one-character code that indicates the special class of sound recording to which the item belongs.

#### **CODES:**

- d - Sound disc
- e - Cylinder
- g - Sound cartridge
- i - Sound-track film
- q - Roll
- s - Sound cassette
- t - Sound-tape reel
- u - Unspecified
- w - Wire recording
- z - Other
- | - No attempt to code

**AMMP STANDARD:** Two primary codes for AMMP will be **s** and **t**.

=====

## **TAG = ORIGINAL VS. REPRODUCTION ASPECT**

### CODES:

- \_ - Obsolete, no longer in use.
- 

## **TAG = SPEED**

A one-character code that indicates the playback speed of the sound recording. Select from menu.

### CODES:

- a - 16 rpm
- b - 33 1/3 rpm
- c - 45 rpm
- d - 78 rpm
- e - 8 rpm
- f - 1.4 m. per sec.
- h - 120 rpm
- i - 160 rpm
- k - 15/16 ips
- l - 1 7/8 ips
- m - 3 3/4 ips
- o - 7 1/2 ips
- p - 15 ips
- r - 30 ips
- u - Unknown
- z - Other
- | - No attempt to code

### NOTES:

In most cases, open reel tapes will be recorded at 7 1/2 ips, cassettes at 1 7/8 ips. Check documentation to make sure, otherwise code u - Unknown.

---

## **TAG = CONFIGURATION OF PLAYBACK CHANNELS**

A one-character code that indicates the configuration of playback channels for the sound recording. Select from menu.

### CODES:

- m - Monaural
- q - Quadraphonic
- s - Stereophonic
- u - Unknown
- z - Other

| - No attempt to code

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---

**TAG = GROOVE WIDTH/GROOVE PITCH**

A one-character code that indicates the width of the groove of the recording for a disc or the pitch of the groove for a cylinder.

CODES:

- m - Microgroove/fine
- n - Not applicable
- s - Coarse/standard
- u - Unknown
- z - Other
- | - No attempt to code

NOTES:

Not applicable to taped recordings.

---

---

**TAG = DIMENSIONS**

A one-character code that indicates the diameter of an open reel or disc, or the dimensions of a cassette, cartridge, or cylinder. Select from menu.

CODES:

- a - 3 in.
- b - 5 in.
- c - 7 in.
- d - 10 in.
- e - 12 in.
- f - 16 in.
- g - 4 3/4 in. or 12 cm.
- j - 3 7/8 x 2 1/2 in.
- o - 5 1/4 x 3 7/8 in.
- n - Not applicable
- s - 2 3/4 x 4 in.
- u - Unknown
- z - Other
- | - No attempt to code

NOTES:

Most open reel diameters are 7 or 10 inches. Most cassettes dimensions are 3 7/8 x 2 1/2 in. Voyager also includes parenthetical hints for the types of recording mediums for this field.

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---

### **TAG = TAPE WIDTH**

A one-character code that indicates the width of a tape.

#### CODES:

- l - 1/8 in.
- m - 1/4 in.
- n - Not applicable
- o - 1/2 in.
- p - 1 in.
- u - Unknown
- z - Other
- | - No attempt to code

#### Notes:

Cassette tape is 1/8" wide; open reel tape is 1/4" wide.

=====

### **TAG = TAPE CONFIGURATION**

A one-character code that indicates the number of tracks on a tape. Select from menu.

#### CODES:

- a - Full (1) track
  - b - Half (2) track
  - c - Quarter (4) track
  - d - Eight track
  - e - Twelve track
  - f - Sixteen track
  - n - Not applicable
  - u - Unknown
  - z - Other
  - | - No attempt to code
- =====

### **TAG = KIND OF DISC, CYLINDER OR TAPE**

A one-character code that indicates the type of disc, cylinder, or tape. Select from menu.

#### CODES:

- a - Master tape
- b - Tape duplication master
- d - Disc master (negative)
- i - Instantaneous (recorded on the spot)
- m - Mass produced
- n - Not applicable

- r - Mother (positive)
- s - Stamper (negative)
- t - Test pressing
- u - Unknown
- z - Other
- | - No attempt to code

NOTES:

Code the open reel master and copy master either **a** or **b**. Code cassettes **m**.

**a** The final tape production master that is used to make a disc master or a tape duplication master.

**b** A sound tape produced from the master tape.

=====

**TAG = KIND OF MATERIAL**

A one-character code that indicates the kind of material used in the manufacture of the disc or the cylinder (both instantaneous and mass-produced). Select from menu.

CODES:

- a - Lacquered
- l - Metal
- m - Metal and plastic
- n - Not applicable
- p - Plastic
- s - Shellac
- u - Unknown
- w - Wax
- | - No attempt to code

AMMP STANDARD: Use default code. Normally not used by NLM.

=====

**TAG = KIND OF CUTTING**

A one-character code that indicates the kind of cutting used to make the grooves used on a disc. Select from menu

CODES:

- h - Hill-and-dale cutting
- l - Lateral or combined cutting
- n - Not applicable
- u - Unknown
- | - No attempt to code

AMMP STANDARD: Use default code. Normally not used by NLM.

=====

**TAG = SPECIAL PLAYBACK CHARACTERISTICS**

A one-character code that indicates the playback characteristics for the sound recording, including special equipment or equalization necessary for proper playback. Select from menu.

CODES:

- a - NAB standard
- b - CCIR standard
- c - Dolby-B encoded
- d - dbx encoded
- e - Digital recording
- f - Dolby-A encoded
- g - Dolby-C encoded
- h - CX encoded
- n - Not applicable
- u - Unknown
- z - Other
- | - No attempt to code

AMMP STANDARD: Use default code. Normally not used by NLM.

=====

**TAG = CAPTURE AND STORAGE TECHNIQUE**

A one-character code that indicates how the sound was originally captured and stored. Select from menu.

CODES:

- a - Acoustical capture, direct storage
- b - Direct storage, not acoustical
- d - Digital storage
- e - Analog electrical storage
- u - Unknown
- z - Other
- | - No attempt to code

**4. Variable Fields, 040-060**

**TAG = 040 CATALOGING SOURCE (NR)**

Code for the name of the organization(s) that created the original bibliographic record.

REPEATABLE: No

INDICATORS:

First - Undefined

- # - Undefined

Second - Undefined

- # - Undefined

**SUBFIELD CODES:**

- \$a - Original cataloging agency (NR)  
\$b - Language of cataloging (NR)
- \$c - Transcribing agency (NR)  
\$d - Modifying agency (R)  
\$e - Description conventions (NR)  
\$6 - Linkage (NR)  
\$8 - Field link and sequence number (R)

AMMP STANDARD: NLM default codes, system supplied.

=====

**TAG = 041 LANGUAGE CODE (NR)**

MARC codes for languages associated with an item when the language code in field 008/35-37 of the record is insufficient to convey full information. This includes records for multilingual items.

REPEATABLE: No

**INDCATORS:**

First - Translation indication

A value that indicates whether the item is or includes a translation.

- 0 - Item not a translation/does not include a translation  
1 - Item is or includes a translation

Second - Undefined (NLM Local)

- 9 - NLM structured language code(s)

**SUBFIELD CODES:**

- \$a - Language code of text/sound track or separate title (R)  
\$b - Language code of summary or abstract/overprinted title or subtitle (NR)  
\$d - Language code of sung or spoken text (NR)  
\$e - Language code of librettos (NR)  
\$f - Language code of table of contents (NR)  
\$g - Language code of accompanying material other than librettos (NR)  
\$h - Language code of original and/or intermediate translations of text (R)  
\$6 - Linkage (NR)  
\$8 - Field link and sequence number (R)

NOTES:

**a** The first language code in subfield \$a is also contained in the Language Tag, Fixed Field 008, unless character positions 35-37 contain blanks(###). For collections with multiple languages present (up to six), enter separate \$a subfields for each language. If no language is predominant, record in alphabetical order. For book items, also include a 546 Language Note if the various languages are not reflected in the title.

**g** For any significant accompanying material in another language, NLM policy is to use separate \$g for each language (rarely needed in AMMP, if at all).

**h** Code each language for works that are translations or include translations. Use separate \$h for each language.

See *MARC Code List of Languages* for proper codes.

**EXAMPLES:**

041 09 \$a eng \$a fre \$a ger \$a lat

245 10 \$a Diaries, \$f 1865-1900.

546 ## \$a Chiefly in English and German, with some entries in Latin and French.

041 19 \$a fre \$h eng

245 10 \$a My days in Paris / \$c by Charles De Gaul ; translated by John Smith.

=====

**TAG = 044 COUNTRY OF PUBLISHING CODE (NR)**

MARC codes for the country of producer when the code in field 008 (Place of publication) is insufficient to convey full information for an item produced in more than one country.

REPEATABLE: No

**INDICATORS:**

First - Undefined

- # - Undefined

Second - Undefined

- # - Undefined

**SUBFIELD CODE:**

- 9 - MARC full country name
  - \$a - Country of publishing/producing entity code (R)
  - \$b - Local subentity code (R)
  - \$c - ISO subentity code (R)
  - \$2 - Source of local subentity code (R)
  - \$6 - Linkage (NR)
  - \$8 - Field link and sequence number (R)

NOTES:

**9** Spell out full name of country. DO NOT use MARC codes. This is NLM Default code.

=====

**TAG = 052 GEOGRAPHIC CLASSIFICATION (R)**

A code for the main geographic area and any applicable sub-areas associated with the item.

REPEATABLE: Yes

INDICATORS:

First - Code source

# - Library of Congress Classification

0 - U.S. Dept. of Defense Classification

7 - Source specified in sub-field \$2

Second - Undefined

# - Undefined

SUBFIELD CODES:

\$a - Geographic classification area code (NR)

\$b - Geographic classification sub-area code (R)

\$d - Populated place name (R)

\$2 - Code source (NR)

\$6 - Linkage (NR)

\$8 - Field link and sequence number (R)

NOTES:

Defined for HMD use only, but rarely used.

AMMP STANDARD: Rarely used. Not included in AMMP templates.

=====

**TAG = 060 NLM CALL NUMBER (R)**

A classification or call number that is taken from *National Library of Medicine Classification* schedules.

REPEATABLE: Yes

DISPLAY: Call number, Holdings view

INDICATORS:

First - Existence in NLM collection

# - No information provided

- 0 - Item is in NLM
  - 1 - Item is not in NLM
- Second - Source of call number
- 0 - Assigned by NLM
  - 4 - Assigned by agency other than NLM

SUBFIELD CODES:

- \$a - Classification number (R)
- \$b - Item number (NR)
- \$8 - Field link and sequence number (R)

STANDARD:

**a** Use one of four AMMP locally defined classification schemes: MS C (Manuscript Collection), MS B (Manuscript Bound), MS F (Manuscript Folio), OH (Oral History)

**b** Use next sequential number available within each AMMP classification scheme.

=====

## 5. Variable Fields, 100-351

### **TAG = 100 PERSONAL NAME MAIN ENTRY (NR)**

A personal name used as a main entry in a bibliographic record.

REPEATABLE: No

DISPLAY: Author(s)

PUNCTUATION: Ends with a mark of punctuation or closing parenthesis

INDICATORS:

First - Type of personal name entry element

0 - Forename

The name is a forename or is a name consisting of words, initials, letters, etc., that are formatted in direct order.

- 1 - Surname

The name is a single or multiple surname formatted in inverted order or a single name without forenames that is known to be a surname.

3 - Family name

The name represents a family, clan, dynasty, house, or other such group and may be formatted in direct or inverted order.

Second - Undefined

- # - Undefined

SUBFIELD CODES:

- \$a - Personal name (NR)
- \$c - Titles and other words associated with a name (R)
- \$d - Dates associated with a name (NR)
- \$q - Fuller form of name (NR)
- \$b - Numeration (NR)

NOTES:

**d** Dates of birth, death, or flourishing, or any other date associated with a name.

**q** A more complete form of the name contained in subfield \$a.

**b** A roman numeral or a roman numeral and a subsequent part of a forename when the first indicator value is 0.

The person responsible for the intellectual content of the collection or item. A surname and/or forename; letters, initials, abbreviations, phrases, or numbers used in place of a name; or a family name. Use dates of birth and fuller forms of a name to distinguish from similar names when creating authorized version of a name.

Always use the established name form found in LocatorPlus first. If none exists, follow AACR2 rules for establishing names. For full level cataloging, un-established names will need to be researched and submissions made to NACO. This can only be performed by authorized catalogers.

See also LC Rule Interpretations for using dates and fuller forms of names. Only use flourishing dates for persons living prior to 1800. When creating foreign names, follow AACR2 and Chicago Manual of Style for capitalization of articles in personal names.

For lecture notes, speeches or oral histories, the main entry should be the person delivering the lecture or providing the information being described. Add a 700 Other Author note for the student or person who is compiling the information or conducting the interview.

NLM does not use \$e, Relator Term; \$k, Subform Heading; \$u, Affiliation.

EXAMPLES:

- 100 1# \$a Zimmerman, W. \$q (Walter), \$c Dr.
- 100 2# \$a Smith-Jackson, Anne, \$d 1950-
- 100 1# \$a Koop, C. Everett \$q (Charles Everett), \$d 1916-
- 100 3# \$a Smith family.

=====

**TAG = 110 CORPORATE NAME MAIN ENTRY (NR)**

A corporate name used as a main entry in a bibliographic record.

REPEATABLE: No

DISPLAY: Author(s)

PUNCTUATION: Ends with a mark of punctuation or closing parenthesis.

**INDICATORS:**

First - Type of corporate name entry element

1 - Jurisdiction name

- 2 - Name in direct order

Second - Undefined

- # - Undefined

**SUBFIELD CODES:**

- \$a - Corporate name or jurisdiction name as entry element (NR)
- \$b - Subordinate unit (R)
- \$c - Location of meeting (NR)
- \$d - Date of meeting or treaty signing (R)
- \$n - Number of part/section/meeting (R)

**NOTES:**

**a** A name of a corporate body or the first entity when subordinate units are present; a jurisdiction name under which a corporate body, city section, or a title of a work is entered; or a jurisdiction name that is also an ecclesiastical entity.

**b** A name of a subordinate corporate unit, a name of a city section, or a name of a meeting entered under a corporate or jurisdiction name.

**c** A place name or a name of an institution where a meeting was held.

The corporate entity responsible for the intellectual content of the collection or item.

Always use the established name form found in LocatorPlus first. If none exists, follow AACR2 rules for establishing names. For full level cataloging, un-established names will need to be researched and submissions made to NACO. This can only be performed by authorized catalogers.

Put corporate-conference name headings here.

**EXAMPLES:**

110 2# \$a American Chemical Society. \$b Meeting \$d (1978 : \$c Miami Beach, Fla.)

110 1# \$a National Library of Medicine (U.S). \$b Library Operations.  
110 1# \$a United States. \$b Army. \$b New York Infantry Regiment,  
57<sup>th</sup> (1861-1864)  
110 1# \$a United States. \$b Public Health Service.  
110 2# \$a Albert Einstein College of Medicine. \$b Dept. of Psychiatry.

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**TAG = 111 CONFERENCE/MEETING NAME MAIN ENTRY (NR)**

A meeting name used as a main entry in a bibliographic record.

REPEATABLE: No

DISPLAY LABEL: Author(s)

PUNCTUATION: Ends with a mark of punctuation or closing parenthesis. Separate punctuation is placed at the end of the preceding subfield.

**INDICATORS:**

First - Type of meeting name entry element

1 - Jurisdiction name

- 2 - Name in direct order

Second - Undefined

- # - Undefined

**SUBFIELD CODES:**

- \$a - Meeting name or jurisdiction name as entry element (NR)
- \$c - Location of meeting (NR)
- \$d - Date of meeting (NR)
- \$e - Subordinate unit (R)
- \$n - Number of part/section/meeting (R)

**NOTES:**

**a** A name of a meeting, or the first entity when subordinate units are present; or a jurisdiction name under which a meeting name is entered in a pre-AACR 2 formulated field.

Always use the established name form found in LocatorPlus first. If none exists, follow AACR2 rules for establishing names. For full level cataloging, un-established names will need to be researched and submissions made to NACO. This can only be performed by authorized catalogers.

**EXAMPLES:**

111 2# \$a White House conference on child health and protection \$d  
(1930)

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### **TAG = 245 TITLE STATEMENT (NR)**

The title and statement of responsibility area of the bibliographic description of a work.

REPEATABLE: No

DISPLAY: Title

PUNCTUATION: Ends with a full stop, even when another mark of punctuation is present unless the last word includes a full stop.

#### INDICATORS:

First - Title added entry

A value that indicates whether a title added entry is to be generated from field 245.

0 - No added entry

The added entry is different from the title in field 245 (the record contains a field 246), or no title added entry is desired.

- 1 - Added entry

The desired title added entry is the same as the title in field 245. The tracing *Title.*, preceded by a roman numeral, may be generated.

Second – Non-filing characters

- 0-9 - Number of non-filing characters

A value that specifies the number of character positions associated with a definite or indefinite article (e.g., Le, An) at the beginning of a title that are disregarded in sorting and filing processes.

#### SUBFIELD CODES:

- \$a - Title (NR)  
\$b - Remainder of title (NR)  
\$c - Statement of responsibility, etc. (NR)
- \$f - Inclusive dates (NR)  
\$g - Bulk dates (NR)  
\$h - Medium (NR)  
\$k - Form (R)

AMMP STANDARD (bold are required): **\$a**, **\$f**, \$g

#### NOTES:

For collections: Repeat Main Entry as first element in the title (Catalogers should be transcribing title from finding aid: "Charles G. King papers"). Do not repeat if describing single items, unless it is part of a title page.

Dates: Should match 007 Date Type entry. If bulk dates \$g, include in parentheses after specific dates \$f.

No author: If a 1XX is not used, set the first indicator in the 245 to 0.

Mis-spellings, non-standard English: For the first 5 words of a title, transcribe from item in hand. For obvious omissions, follow with "[i.e (corrected term)]." Provide correctly formed title in a 246 field. For mis-spelled names or older, non-current English spellings, follow with "[sic]" and provide correctly formed title in a 246 field. See TAG 246 for more notes.

Initials: Include a space between initials ("A. B. Smith papers").

### a. COLLECTIONS:

Most used subfields: \$a \$f \$g

Follow Hensen option (1.1B3) for repeating the main entry as the first element of the Title Proper (\$a). Collection names, though supplied, are derived from the chief sources of information (Hensen 1.1B1), so you don't need to enclose data in [ ] where there is no finding aid. However, when the material is undated or the date is in error on the material, the dates will be placed in [ ]. (Hensen 1.0C). Do not include appellations such as "Dr." or "M.D."

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

Refrain from using the word "Miscellaneous." For small collections with no inherent order or hierarchy, use a person's name or other topical term of greatest importance, followed by "miscellany."

245 10 \$a Gastroenterology micellany.

Artificial collections: Use 1XX entry for name of the collector as the first title element, followed by "[topical term(s)] collection."

245 10 \$a William B. Helfand patent medicine brochure collection.

245 10 \$a Public Health Service centennial collection.

245 00 \$a Medical dissertations collection.

### Dates (\$f)

Always provide \$f inclusive dates (Hensen 1.1B5); supply bulk dates \$g as appropriate following \$f, in accordance with the Hensen option.

\$f 1904-1987 \$g (bulk 1970-1980)

NOTE: No intervening punctuation before the \$g.

DO NOT condense dates by century (i.e. 1940-1945, **not** 1940-45).

If the dates fall all within a single year and unbroken sequence of months, use year + months (e.g. \$f 1856 Jan-Mar), but **only** where explicit dates within the year are present

on all the documents, as in a series of clearly dated letters. Otherwise, just give the year, but be sure to code the fixed field data correctly.

### **b. SINGLE TEXTUAL MANUSCRIPT AND BOUND ITEMS:**

Most used, as required (in bold) or needed, and in this order: **\$a**, **\$b**, **\$f**, **\$g**, **\$c**

#### **Title Proper (\$a) and Other Title Information (\$b)**

Whenever possible, transcribe any formal title from the item as the title proper (**\$a**), drawing on the chief sources of information as outlined in Hensen (1.1B1).

Provide other title information (**\$b**) as described in Hensen (1.1E1) to record additional information such as:

- place of writing
- place of delivery (of a speech or lecture or sermon) - secondary titles found on the item itself
- occasion for the document's creation
- name(s) of person(s) also associated with the document (such as a will, deed, mortgage, lease, etc.)
- further descriptive word or phrase beyond the "form" used as **\$a** that might help to clarify the nature of the materials (Note: this type of additional info, when cataloging a **collection**, is treated as part of the **\$a**, not **\$b**; don't let that "inconsistency" confuse you.)

If you are able to transcribe only portions of the title statement (**\$a** and **\$b** texts), enclose data derived from sources other than the manuscript itself in [ ] (per Hensen 1.0C), to distinguish data transcribed from the original from data supplied from sources other than the manuscript in hand.

245 10    **\$a** Lectures on midwifery : **\$b** [Edinburgh?], **\$f** 1854 [Jan] 5.

If you cannot transcribe a formal title from the original to serve as the **\$a**, assign a title following Hensen 1.1B2 and 1.1B4. Use a descriptive modifying term or phrase when the material has a very particular focus of interest, but word it as best you can to avoid creating the appearance of a formal title (e.g. use "nurse's diary" instead of "diary of a nurse in the Crimea.")

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

100 1#    **\$a** Cullen, William.

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

For untitled speeches, lectures, etc.:

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

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

Description of the subject content is treated in the 520:

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

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

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

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

Spine or cover titles:

If a title page or similar title statement is lacking, use a spine or cover title as the \$a only if it pertains to the manuscript itself. Otherwise, simply supply a title statement (as described above). Sometimes a spine or cover title is meaningless, as in the case of a commercially produced ledger (spine title = ledger) used as a scrapbook.

If substantive cover or spine titles appear in addition to a title page title, record the former in a general 500 note (e.g. Spine title: XXXX). If there is reason to think that someone might search for the item by the spine title, trace it as a title added entry (740).

Statement of Responsibility (\$c)

In general, follow Hensen (1.1F).

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

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

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

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

**Not**

245 12 \$a A practical physic / \$c [by] J. D.

If in doubt, do not treat data as a statement of responsibility; simply note the appearance of the name, statement or signature on the document in a 500 note (or in the 520).

Names of authors which clearly form part of a formal title should be treated as part of the title and transcribed in the \$a. Do not repeat them in the \$c unless they actually are repeated in a similar fashion on the item itself.

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

**Form (\$k)**

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

**Don't do:**

245 10 \$a My years at Penn : \$k diaries, \$f 1903-1907.

**Instead do:**

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

**Dates (\$f)**

Hensen (1.1B5) - Enclose in brackets [ ] dates supplied from internal evidence or sources other than the Chief Source of Information.

If supplying corrected dates for an item known to be improperly dated, enclose them also in [ ]. Avoid using "n.d." (no date); only in rare cases can a guess at the century not be

made. Supply some sort of date rather than leave it out entirely. Make clarifying notes as needed in the 520 or, in a separate 500.

**c. SINGLE LETTERS:**

Use as required (in bold) or needed, and in this order **\$a**, **\$b** and **\$f**. Do not use **\$c**.

Record information readily available in the following standard pattern, bracketing information derived from outside sources.

245 10    \$a **Letter** : **\$b** place of writing, addressee, place written to, **\$f** YYYY  
          MM DD.

Use only cities and countries in **\$b**, not a hotel or hospital place name appearing on printed letterhead (since we cannot really verify that the letter was written in the place on its stationery.) Include the place name, however, if the correspondent has **written** it at the top of the letter as part of the heading. If a place name or other aspects of a printed letterhead is considered important, make a note in a 500 field.

Examples:

100 1#    \$a Allen, John Q.  
245 10    \$a Letter : **\$b** London, to George Gissing, Oxford, **\$f** 1868 Jan  
          3.  
300 ##    \$a 1 **\$f** item (4 p.) ; **\$c** 24 cm.  
520 ##    \$a ALS describing a dinner party he attended at Windsor Palace.

Note: Supply full name of addressee, if known, in square brackets, not just the form as it appears on the letter and/or cover. Otherwise, use whatever form is present in the material being cataloged (e.g. Letter : **\$b** London, to Madame C., **\$f** 1856 Jan 1.

For simplicity's sake, omit any **\$q** name qualifiers when recording the name of a recipient.

245 10    \$a Letter : **\$b** London, to George Gissing, Oxford, **\$f** 1868 Jan 3.  
300 ##    \$a 1 **\$f** item (8 p.) ; **\$c** 24 cm.  
520 ##    \$a ALS describing a house party Allen attended at Windsor Palace,  
          enclosing a copy of the dinner menu for Jan 1, 1868. With cover.  
500 ##    \$a On palace stationery.

Notes about stationery or similar **physical** features should be recorded in a 500 note. Do not note mourning stationery, though in special cases some mention might be appropriate.

500 ##    \$a On letterhead of H.M.S. Titanic.

Information on the presence of covers, enclosures and other accompanying material should be recorded in the 520.

### **Chief Source of Information**

Includes (in order of preference) the letter itself, then any accompanying envelope and enclosures.

Enclose data derived from sources other than the Chief Source of Information in [ ] (Hensen 1.0C).

100 1# \$a Reed, Walter.  
245 10 \$a Letter : \$b [Cuba], to his wife, \$f 1893 Jul 4.

### **Dates**

Dates on covers or envelopes do not necessarily correspond to the date a letter was written. At times, covers do not even correspond to the letter(s) they accompany, a fact which might not always be readily apparent. So, if you are relying exclusively on cover dates for dating a letter, enclose the date in [ ] and qualify it with a "?" (e.g. \$f [1945 Jan 2?]). If it seems particularly important to note the source of the date, make an additional 500 note (e.g. 500 Date derived from enclosed printed material.) If the letter has some date information on it, and you are merely enhancing that with information from the cover, enclose only that data in [ ].

100 1# \$a Reed, Walter.  
245 10 \$a Letter : \$b Cuba, to Albert Truby, Washington, D.C. \$f 1893 [Jul 14?].

OR

100 1# \$a Reed, Walter.  
245 10 \$a Letter : \$b Cuba, to Albert Truby, Washington, D.C., \$f 1893 [Jul?].

Often letters will give a day (e.g. Monday) and the date (4th), and omit the month, and sometimes even the year. When this happens, use the letter and covers to supply (in [ ]) whatever components of the year, month and day (date) information you can, and ignore mention of the day of the week **unless** that's all the dating information you have. If that's the case, supply a "best guess" year in the \$f field, make a note (500) that the letter is undated except for the notation of day of the week, and provide an explanation of how the year was arrived at, hopefully through some reference to internal evidence. Online perpetual calendars can also help decipher dates for days of the week

### **Form information**

As noted above, notations of ALS, TLS, etc. should be recorded in the 520 note, preceding any contents description. See list in Hensen (under 1.1B4) for standard abbreviations. If possible, work them into an opening phrase (e.g. ALS concerning expansion of the Surgeon General's Library.)

### **Statement of Responsibility**

Authorship is assumed from the main entry. If, however, the form of the signature on the letter is unusual and its relationship to the author of the letter is not reasonably apparent, explain the relationship in the 520 note.

### **Other notes**

Biographical details explaining relationships should be recorded in the 520 (or 545 if the notes are more lengthy and complex), not worked into the title statement, except in the case of letters between one or more unidentified persons. If all you can supply in the title field is a phrase like "letter to/from his wife," then use the biographical information in the 245.

245 10 \$a Letter : \$b New York, to his wife, \$f 1924 Nov 24.

### **Notes on names as subjects for correspondence**

Recipients should be recorded as a 6XX (subject), not as 7XX (secondary authors). If the correspondence is between two people, make added entries for those persons named in the title. Generally, those who are traced as 7XX and 6XX are those whose contribution is significant; minor notes added to a letter by another do not warrant 7XX treatment. Letters written by one person on behalf of another (a secretary) should be treated as though authored by the writer; mention of other's "contributions" should be made in the 520, if this seems important. Usually it isn't.

#### **d. ORAL HISTORIES:**

Like lecture notes and speeches, the main entry (1XX) should be the person being interviewed. The interviewer(s) is recorded as a 7XX entry.

Repeat the main entry as the first part of \$a, followed by \$b "an oral history." Introduce \$c with "interviewed by [name]." Record the interview date in \$f.

Brief Example:

100 1# \$a Smith, Joe B.

245 10 \$a Joe B. Smith : \$b an oral history / \$c interviewed by Peter D. Olch, \$f 24 May 1965.

300 ## \$a 1 sound reel (1 hr.) : \$b 1/2 track, 3 3/4 ips ; \$c 1/4 inch tape.  
500 ## \$a Transcript available.

Any short phrase describing a special occasion or subject matter that facilitated the interview can be added to **\$b**, otherwise briefly describe the major subjects and events covered or people discussed in the 520 note.

The item in hand to be cataloged is the taped interview, not any transcripts (although use the transcript to gather information about the interview). Therefore, the 300 field should describe the physical aspects of the tape, including number of tapes, size, and recording speed. These should reflect data recorded in the 007 field Sound Recording. If only a transcript exists, catalog it instead.

Make a note about transcripts in a separate 500 note.

The relator term "interviewer" should be used as appropriate with any 7XX entry.

=====

**TAG = 246 VARYING FORM OF TITLE (R)**

An alternative form of the title when the form differs significantly from the title contained in field 245.

REPEATABLE: Yes

DISPLAY: Variant title

PUNCTUATION: No ending punctuation unless the last word is abbreviated, initial or data normally ending in a period.

**INDICATORS:**

- First - Note/added entry controller
- 0 - Note, no added entry
  - 1 - Note, added entry
  - 2 - No note, no title added entry
  - 3 - No note, added entry
- Second - Type of title
- # - No type specified

**SUBFIELD CODES:**

- \$a - Title proper/short title (NR)
- \$b - Remainder of title (NR)

**NOTES:**

Do not include initial articles in \$a.

Use separate 246's for each varying title form.

Use [sic] after common misspellings or typographical errors and correct in the 246 field. For names, abbreviations, or uncommon words, use [i.e., (correct spelling)] and correct in the 246 field.

If there are several errors, correct all in a single 246 field, not in multiple fields.

**EXAMPLES:**

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

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

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

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

=====

**TAG = 260 PUBLICATION, DISTRIBUTION, ETC. (IMPRINT) (NR)**

Information relating to the publication, printing, distribution, issue, release, or production of a work.

Not generally used in AMMP MS Bound materials cataloging

REPEATABLE: No

DISPLAY: Publisher

PUNCTUATION: Include a terminal period only when the field includes an ending date, and no other terminal punctuation is present.

**INDICATORS:**

First - Undefined

- # - Undefined

Second - Undefined

- # - Undefined

**SUBFIELD CODES:**

- \$a - Place of publication, distribution, etc. (R)  
May contain the abbreviation [S.l.] when the place is unknown.
- \$b - Name of publisher, distributor, etc. (R)  
May contain the abbreviation [s.n.] when the name is unknown.

\$c - Date of publication, distribution, etc. (R)

May contain multiple dates (e.g., dates of publication and copyright).

\$e - Place of manufacture (NR)

\$f - Manufacturer (NR)

May contain the abbreviation [*s.n.*] when the name is unknown.

\$g - Date of manufacture (NR)

**EXAMPLES:**

260 ## \$a Paris : \$b [s.n.], \$c 1755.

260 ## \$a London ; \$a Vienna : \$b [s.n.]

---

---

**TAG = 300 PHYSICAL DESCRIPTION (R)**

A physical description of the described item, including its extent, dimensions, and such other physical details as a description of any accompanying materials and unit type and size.

REPEATABLE: Yes

DISPLAY: Description

PUNCTUATION: Ends with a period unless another mark of punctuation or closing parenthesis is present. Precede other physical details with a colon. Precede dimensions with a semicolon.

**INDICATORS:**

First - Undefined

- # - Undefined

Second - Undefined

- # - Undefined

**SUBFIELD CODES:**

- \$a - Extent (R)
- \$b - Other physical details (NR)
- \$c - Dimensions (R)
- \$e - Accompanying material (NR)
- \$f - Type of unit (R)

**NOTES:**

**b** Physical characteristics such as illustrative matter, coloration, playing speed, groove characteristics, presence and kind of sound, number of channels, and motion picture presentation format.

**c** Expressed in centimeters, millimeters, or inches; may include a parenthetical qualifier giving the format of the item (e.g., (fol.), (8vo)).

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

Repeat the field if describing separate types of material or accompanying material.

For collections: Round off number of linear feet to nearest 1/10th and include in \$a. Template includes "linear ft." phrase. Edit "([#] number of boxes)" to account for the total number of boxes in the collection.

300 ## \$a 31 \$f linear ft. (27 boxes)

For codex items: Formulate paginations according to AACR2 and DCRB. Bracket all blank pages, including those of large ledger books. If the length is greater than the height, or if the height is twice greater than the length, include both measurements. If a bound item includes loose materials, use a separate 300 field and also make a brief note in the 520.

300 ## \$a [3], 223, [2] ; \$c 25 cm.

300 ## \$a 6 items (loose letters)

**Other examples:**

300 ## \$a [3], 23, [50] p. ; \$c 30 cm.

300 ## \$a 1 v. (32 p.) : \$b ill. ; \$c 28 cm.

300 ## \$a 1 v. (ca. 120 p.) : \$b ill. ; \$c 34 cm + 1 map.

300 ## \$a 1 item ; \$c 36 x 49 cm.

300 ## \$a 1 item (2 sheets)

300 ## \$a 2 items.

300 ## \$a 1 v. (45 p.) ; \$c 28 cm. x 40 cm.

300 ## \$a 1 v. (50 p.) ; \$c 40 cm. x 12 cm.

300 ## \$a 1 item (4 p.) ; \$c 33 cm., inlaid on sheet, 39 cm.

---

---

**TAG = 351 ORGANIZATION AND ARRANGEMENT OF MATERIALS (R)**

Describes the organization and arrangement of a collection of items.

REPEATABLE: Yes

DISPLAY: Details

PUNCTUATION: Ends with a period.

INDICATORS:

First - Undefined

- # - Undefined

Second - Undefined

- # - Undefined

SUBFIELD CODES:

- \$a - Organization (R)
- \$b - Arrangement (R)
- \$c - Hierarchical level (NR)
- \$3 - Materials specified (NR)

NOTES:

**a** The manner in which the described materials are subdivided into smaller units, information about the file structure of computer files or the name of the computer software or system.

**b** Not normally used

**c** The hierarchical position of the described materials relative to other records from the same source

**3** Used primarily for corporate histories, or describing archival materials at the series level.

Some constant data is provided. Include the total number of series. Use roman numerals after each series title and separate each with a comma and a space, if no series dates. If series dates exist, separate each entry with a semi-colon.

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

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

=====

**6. Variable Fields, 5xx**

**TAG = 500 GENERAL NOTE (R)**

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

REPEATABLE: Yes

DISPLAY: Notes

PUNCTUATION: Ends with a period unless another mark of punctuation or closing parenthesis is present.

INDICATORS:

First - Undefined

- # - Undefined

Second - Undefined

- # - Undefined

**SUBFIELD CODES:**

- \$a - General note (NR)
- \$3 - Materials specified (NR)
- \$5 - Institution to which field applies (NR)

**NOTES:**

**5** Code is 'DNLM'. For HMD use only.

**3** Rarely used.

Use for general information for which no specialized note (5XX) field has been defined. This can include source of title, variations in title, physical details, transcripts, etc.

Treat each note or category of note as a separate field.

To be used primarily for bound manuscript materials. See AACR2 and DCRB for other usage notes and the order information should appear.

**EXAMPLES:**

- 500 ## \$a Original binding; back cover lacking.
- 500 ## \$a Includes transcript of diaries.
- 500 ## \$a Spine title: The living cell.
- 500 ## \$a Contents also cataloged individually.
- 500 ## \$a On White House stationery.
- 500 ## \$a Title from spine.
- 500 ## \$a Includes index.

=====

**TAG = 501 WITH NOTE (R)**

A note that is used when more than one bibliographic work is contained in a physical item at the time of publishing, release, issue, or execution. The works usually have distinctive titles and lack a collective title.

REPEATABLE: Yes

DISPLAY: Notes

PUNCTUATION: Ends with a period unless another mark of punctuation or closing parenthesis is present.

INDICATORS:

First - Undefined

- # - Undefined

Second - Undefined

- # - Undefined

SUBFIELD CODES:

- \$a - With note (NR)
- \$5 - Institution to which field applies (NR)

NOTES:

**a** HMD Book template (bk.hmd.tem) includes phrase "With:". Also used to describe significant 'chapters' or sections within MS Bound materials.

**5** NLM institution code is \$5 'DNLM'

A separate catalog record is made for the bound note item, thus cross-referencing each element of the bound with.

LocatorPlus displays label "Contents:"

Precede separate 'chapter' titles with a space-M dash-space sequence

EXAMPLES:

245 10 \$a Almagestum medicum ... Introductio et Physiologiae medicae  
pars prima.

501 ## \$a Bound with the author's Observationes et cogitata de peste.  
Petropoli [1740]

245 10 \$a Observationes et cogitata de peste quae annis  
MDCCXXXVIII & MDCCXXXIX in Ukraina grassata est ...

501 ## \$a With this is bound the author's Almagestum medicum.  
Lipsiae et Viennae Austr., 1757.

245 10 \$a Medical treatise

501 ## \$a De chirurgica -- De practica et methologia.

=====

**TAG = 506 RESTRICTIONS ON ACCESS NOTE (R)**

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

REPEATABLE: Yes

DISPLAY: Notes

PUNCTUATION: Ends with a period unless another mark of punctuation or closing parenthesis is present.

INDICATORS

First - Undefined

- # - Undefined

Second - Undefined

- # - Undefined

SUBFIELD CODES:

- \$a - Terms governing access (NR)
- \$b - Jurisdiction (R)
- \$c - Physical access provisions (R)
- \$d - Authorized users (R)
- \$e - Authorization (R)
- \$3 - Materials specified

AMMP STANDARD: \$a

NOTES:

**a** AMMP templates include a standard phrase that is to be edited in accordance with the collection's status ("is/is not restricted"). If ANY portion of the collection is restricted, the collection is cataloged as RESTRICTED. We do not note the specific items, nor any specific conditions placed on the collection. Restrictions information is kept in a separate binder, with a restriction statement and an agreement form for users to sign.

Change the phrase to 'Portions of the collection are restricted' for such cases.

**Personally Identifiable Health Information:**

The one exception is restrictions based on presence of personally identifiable health information. Add the second sentence "Restricted according to HMD's Access to PHI Policy".

**3** Although specified "For HMD" in the Voyager manual, this sub-field has never been used within an AMMP context.

=====

**TAG = 520 SUMMARY, ETC. (R)**

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

REPEATABLE: Yes

DISPLAY: Notes

PUNCTUATION: Ends with a period.

INDICATORS:

First - Display constant controller

# - Summary

0 - Subject

1 - Review

2 - Scope and content

3 - Abstract

- 8 - No display constant generated

Second - Undefined

- # - Undefined

SUBFIELD CODES:

- \$a - Summary, etc. note (NR)

NOTES:

If note is too lengthy, created a second scope and content note. It is not necessary to include entire text of the finding aid note; Curator's judgment.

Apply as in Hensen (1.7B2.)

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

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

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

EXAMPLES:

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

- 520 8# \$a Carbon typescript, revised, of an address delivered in London, October 2, 1895, and subsequently published in the London Times.
- 100 1# \$a Reed, Walter.
- 245 10 \$a Letter : \$b Cuba, to Albert Truby, Washington, D.C., \$f 1893.
- 300 ## \$a 1 \$f item (4 p.) ; \$c 24 cm.
- 520 8# \$a ALS describing Reed's initial discovery of the mosquito as the carrier of the yellow fever virus.

The field is repeatable, so if you absolutely run out of space and need to continue, add another 520 note.

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

=====

**TAG = 524 PREFERRED CITATION (R)**

The format of the citation of the described materials that is preferred by the custodian.

REPEATABLE: Yes

DISPLAY: Currently does not display except in MARC view.

PUNCTUATION: Supplied by template constant data.

INDICATORS:

- First - Display constant controller
  - # - Undefined
  - 8 - No display constant generated
- Second - Undefined
  - # - Undefined

SUBFIELD CODES:

- \$a - Preferred citation of described materials note (NR)
- \$2 nlmrfbc [NLM Rules for Bibliographic Citation--citation format standard]

AMMP STANDARD: Edit bracketed details supplied by the templates. Format is:  
 [Author]. [Title]. [Collection dates]. Located in: History of Medicine Division, National Library of Medicine, Bethesda, MD; [Call number]. \$2 nlmrfbc

=====

**TAG = 530 ADDITIONAL PHYSICAL FORM AVAILABLE (R)**

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

REPEATABLE: Yes

DISPLAY: Notes

PUNCTUATION: Ends with a period unless another mark of punctuation is present.

INDICATORS:

First - Undefined

- # - Undefined

Second - Undefined

- # - Undefined

SUBFIELD CODES:

- \$a - Additional physical form available note (NR)
- \$b - Availability source (NR)
- \$c - Availability conditions (NR)

NOTES:

**b** The organizational unit or vendor from which the additional physical form may be acquired.

**c** The terms under which the additional physical form is available.

This field contains information about additional physical formats in which the materials are available for public use either at the repository and/or in published form.

For portions on film: if an entire series has been filmed, cite the series specifically. Use the simple phrase "Also available on microfilm" only when the entire collection or volume has been filmed. If only a portion of a collection or volume has been filmed use the phrase "Portions available on microfilm."

EXAMPLE:

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

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

=====

**TAG = 533 REPRODUCTION NOTE (R)**

Descriptive data for a reproduction of an original item when the main portion of the bibliographic record describes the original item and the data differ.

REPEATABLE: Yes

DISPLAY: Notes

PUNCTUATION: Ends with a period unless another mark of punctuation is present.

INDICATORS:

First - Undefined

- # - Undefined

Second - Undefined

- # - Undefined

SUBFIELD CODES:

- \$a - Type of reproduction (NR) Ends with period.
- \$b - Place of reproduction (R) Ends with space-colon-space ( : ).
- \$c - Agency responsible for reproduction (R) Generally ends with a comma.
- \$d - Date of reproduction (NR) Generally ends with a period unless another mark of punctuation is present.
- \$e - Physical description of reproduction (NR) Ends with a period.

NOTES:

**a** An introductory phrase (ending with a period) that identifies the type of reproduction being described.

This field is used when NLM holds only a copy of the material, or a preservation copy has been made. Usually PCM will add this note upon return of the microfilm version. The original is described in the main portion of the record. Use this field for data relevant only to the reproduction. When describing the item(s) in hand, information on the form of the item is put in field 245 and/or 520, as appropriate. Most generally the item is a microfilm copy of a collection or volume acquired from another library.

Normally used in conjunction with field 535.

EXAMPLE:

245 10 \$a John Shaw Billings papers in the University of South Carolina Library, \$f 1856-1966 \$h [microform].  
533 ## \$a Microfilm (negative). \$b Columbia, S.C. : \$c South Carolina Library, University of South Carolina, \$d 1983-1990; \$e 2 microfilm reels. 35 mm.

=====

**TAG = 535 LOCATION OF ORIGINALS/DUPPLICATES (R)**

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

REPEATABLE: Yes

DISPLAY: Notes

PUNCTUATION: Ends with a mark of punctuation unless it ends with an abbreviation, initial/letter, or other data that ends with a mark of punctuation.

INDICATORS:

First - Additional information about custodian

Indicates whether the custodian holds the original or a duplicate copy of the described material.

- 1 - Holder of originals
- 2 - Holder of duplicates

Second - Undefined

- # - Undefined

SUBFIELD CODES:

- \$a - Custodian (NR)
- \$b - Postal address (R)
- \$c - Country (R)
- \$d - Telecommunications address (R)
- \$g - Repository location code (NR)

NOTES:

**g** A MARC code for the country of the repository. The source of the code is the [MARC Code for Countries](#) that is maintained by the Library of Congress.

Field contains the name and address for the repository with custody over originals or duplicates of the described materials.

If location is known, cite it. If location is unknown, note this fact to avoid future confusion.

EXAMPLES:

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

535 1# \$a Location of originals unknown.

535 1# \$a Originals retained by donor.

=====

**TAG = 540 TERMS GOVERNING USE AND REPRODUCTION (R)**

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

REPEATABLE: Yes

DISPLAY: Notes

PUNCTUATION: Ends with a period unless another mark of punctuation or closing parenthesis is present.

INDICATORS:

- First - Undefined
  - # - Undefined
- Second - Undefined
  - # - Undefined

SUBFIELD CODES:

- \$a - Terms governing use and reproduction (NR)

AMMP STANDARD: Copyright statement is included in both templates. Edit to reflect copyright statement found in deed of gift; copyright either has or has not been dedicated to the public domain.

=====

**TAG = 541 IMMEDIATE SOURCE OF ACQUISITION (R)**

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

REPEATABLE: Yes

DISPLAY: Currently does not display except in MARC Tags view.

PUNCTUATION: Ends with a period unless another mark of punctuation or closing parenthesis is present.

INDICATORS:

- First - Undefined
  - # - Undefined
- Second - Undefined
  - # - Undefined

SUBFIELD CODES:

- \$a - Source of acquisition (NR)
- \$d - Date of acquisition (NR)
- \$e - Accession number (NR)
- \$5 - Institution code ("DNLM")

AMMP STANDARD: \$a, \$d, \$e

NOTES:

**a** AMMP combines \$a and \$c. Include name of donor, if known, after editing the method of acquisition.

**e** List multiple accessions in numerical order.

Fill in the information within the brackets; constant data is un-bracketed.

Even though the field is repeatable, do not repeat for each new accession. Only repeat for accessions made by separate entities or persons. Then, list each accession in numerical order, according to the rules for \$e.

EXAMPLE:

541 ## \$a Gift of Libby Anfinson, \$d 1998-2000, \$e Accession #2000-011, 2000-033, 2000-040.

=====

**TAG = 544 LOCATION OF OTHER ARCHIVAL MATERIALS (R)**

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

REPEATABLE: Yes

DISPLAY: Notes

PUNCTUATION: Ends with a period unless another mark of punctuation or closing parenthesis is present.

INDICATORS:

First - Relationship

Identifies the relationship of the other archival materials to the materials covered by the record.

- # - No information provided
- 0 - Associated materials
- 1 - Related materials

Second - Undefined

- # - Undefined

SUBFIELD CODES:

- \$a - Custodian (R)
- \$b - Address (R)
- \$c - Country (R)

- \$d - Title (R)
- \$e - Provenance (R)
- \$n - Note (R)
- \$3 - Materials specified (NR)

NOTES:

**First Indicator:**

0 - Indicates that the other materials identified in the note have the same provenance but reside in a different repository.

1 - Indicates that the other materials identified in the note share the sphere of activity, reside in the same repository, but have different provenance.

**n** The entire text of the note that describes the other materials. It may be used *instead* of the specific subfields for title of materials, custodian, and provenance.

**d** Use title of collection with call number in parenthesis.

**e** The history of custody of the described materials since their creation, including any changes that successive custodians have made to them.

Field is primarily used to cite other materials or collections within HMD/AMMP which are related to the described materials by provenance. That is, for materials received by the same person or organization, but cataloged separately, or for materials of single provenance once part of another collection but separated to form an individual collection for some reason.

Do not use this field to cite every other occurrence of someone's papers in HMD; it may be used to cite other major repositories with significant collections of the same individual or group.

Do not use to reference books and other printed material removed and/or cataloged separately. This information should be provided through provenance notes and other notes in the finding aid.

AMMP STANDARD: Use \$d and \$a when the material is in HMD. Use \$d, \$a, \$b, \$c when material is located in another repository.

=====

**TAG = 545 BIOGRAPHICAL OR HISTORICAL DATA (R)**

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

REPEATABLE: Yes

DISPLAY: Notes

PUNCTUATION: Ends with a period unless another mark of punctuation or closing parenthesis is present.

INDICATORS:

First - Type of data

- # - No information provided
- 0 - Biographical sketch
- 1 - Administrative history

Second - Undefined

- # - Undefined

SUBFIELD CODES:

- \$a - Biographical or historical note (NR)
- \$b - Expansion (NR)

NOTES:

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

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

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

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

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

=====

**TAG = 546 LANGUAGE NOTE (R)**

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

REPEATABLE: Yes

DISPLAY: Notes

PUNCTUATION: Ends with a period unless another mark of punctuation or closing parenthesis is present.

INDICATORS:

First - Undefined

- # - Undefined

Second - Undefined

- # - Undefined

SUBFIELD CODES:

- \$a - Language note (NR)
- \$b - Information code or alphabet (R)
- \$3 - Materials specified (NR)

NOTES:

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

Apply as in Hensen (1.7B8).

Used most frequently when cataloging MS F or MS B materials, and in rare cases with manuscript collections. If there are two or more languages, also use field.

Use only when language is not readily apparent from the title. Give approximate importance, as appropriate (e.g. Chiefly in French, some letters in German). If language applies exclusively to a specific group of materials, note this.

EXAMPLES:

- 546 ## \$a Originals in English, translations in French.  
546 ## \$a Materials in English and Russian.

- 546 ## \$a Chiefly in French, some letters in German.
  - 546 ## \$3 Notebooks \$a in French.
  - 546 ## \$3 John P. Harrington field notebooks \$a Apache; \$b Phonetic alphabet.
  - 546 ## \$3 Marriage certificate \$a German; \$b Fraktur.
- 
- 

**TAG = 555 CUMMULATIVE INDEX/FINDING AIDS NOTES (R)**

Information on the availability of cumulative indexes for serials or finding aids and similar control materials for archival and manuscripts control and visual materials.

REPEATABLE: Yes

DISPLAY: Currently does not display.

PUNCTUATION: Ends with a period unless another mark of punctuation or closing parenthesis is present.

**INDICATORS:**

- First - Display constant controller
  - # - Indexes
    - 0 - Finding aids
    - 8 - No display constant generated
- Second - Undefined
  - # - Undefined

**SUBFIELD CODES:**

- \$a - Cumulative index/finding aids note (NR)

AMMP STANDARD: Edit constant data provided by template. In a separate note, include any special indices created as a result of processing, or that accompanies the collection.

**EXAMPLE:**

- 555 0# \$a Finding aid available in Library and electronically: folder level control.
  - 555 0 # \$a Preliminary finding aid available in library.
- 
- 

**TAG = 561 OWNERSHIP AND CUSTODIAL HISTORY (R)**

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

REPEATABLE: Yes

DISPLAY: Notes

PUNCTUATION: Ends with a period unless another mark of punctuation or closing parenthesis is present.

INDICATORS:

First - Undefined

- # - Undefined

Second - Undefined

- # - Undefined

SUBFIELD CODES:

- \$a - History (NR)
- \$3 - Materials specified (NR)
- \$5 - Institution to which field applies (enter "DNLM")

NOTES:

Generally used to record previous owners of MS Bound materials. Immediate sources of information are recorded in the 541 field, so do not repeat that information here. Use only when there are extraordinary circumstances regarding the provenance or history of a collection or item. Especially note details regarding previous purchases, or transfers of custodial history if not directly transferred from donor to HMD.

For MS B materials, include any bookplate information. Use the introductory phrase "Ex libris:". Create 700 note to indicate previous owner name.

Examples:

- 561 ## \$a Originally collected by Paul Jones and maintained by his nephew, John Smith after Jones' death. Purchased in 1878 by Henry Green, who added prints and drawings purchased at auctions in New York and Paris, 1878- 1893.
- 561 ## \$a Records originally maintained within the GHA's administrative headquarters. Later removed to offsite storage and separately maintained, beginning in 1992 after sale of the GHA to the Consumer Health Foundation.
- 561## \$a Ex libris: Conte Paolo Vimercati Sozze.

---

**TAG = 580 LINKING ENTRY COMPLEXITY NOTE (R)**

A description of the complex relationship between the described item and other items when an intelligible note cannot be generated from data in the linking entry fields 773.

REPEATABLE: Yes

DISPLAY: Notes

PUNCTUATION: Ends with a period unless another mark of punctuation or closing parenthesis is present.

INDICATORS:

First - Undefined

- # - Undefined

Second - Undefined

- # - Undefined

SUBFIELD CODES:

- \$a - Linking entry complexity note (NR)

NOTES:

(To be) Used in conjunction with field 773 to note complex relationships between other collections, other HMD Divisions or for the NLM archives, to note a collection's immediate hierarchical place within NLM's administrative divisions.

Use an introductory phrase such as "Forms part of [collection name]" and call number.

EXAMPLE:

580 ## \$a Forms part of the Michael Heidelberger Papers, MS C 245.

773 0# \$t Michael Heidelberger Papers, MS C 245. \$9 2934078R

=====.

## 7. Variable Fields, 600-9xx

**TAG = 600 SUBJECT ADDED ENTRY - PERSONAL NAME (R)**

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

REPEATABLE: Yes

DISPLAY: Other subjects

PUNCTUATION: Generally controlled by AACR2 rules. Include all punctuation marks required to separate sub-fields. Input ending punctuation if none is present. Do not use a spaces between groups of initials.

INDICATORS:

First - Type of personal name entry element

0 - Forename

1 - Surname

3 - Family name

Second - Thesaurus

- 2 - Medical Subject Headings

SUBFIELD CODES:

- \$a - Personal name (NR)
- \$b - Numeration (NR)
- \$c - Titles and other words associated with a name (R)
- \$d - Dates associated with a name (NR)
- \$e - Relator term (R)
- \$q - Fuller form of name (NR)
- \$t - Title of a work (NR)

NOTES:

**First indicator:**

- 1 The name is a forename or is a name consisting of words, initials, letters, etc., that are formatted in direct order.
- 2 The name is a single or multiple surname formatted in inverted order or a single name without forenames that is known to be a surname.
- 3 The name represents a family, clan, dynasty, house, or other such group and may be formatted in direct or inverted order.

See field 100/110 for sub-field notes.

Use for subject access to the main entry.

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

Arrange multiple 600s in alphabetical order.

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

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

Use of Relator Terms (\$e) is appropriate in the 600 field, where it is not for the 100 field.

Check Voyager first for authorized forms of names.

=====

**TAG = 610 SUBJECT ADDED ENTRY - CORPORATE NAME (R)**

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

REPEATABLE: Yes

DISPLAY: Other subjects

PUNCTUATION: Generally controlled by AACR2 rules. Include all punctuation marks required to separate sub-fields. Input ending punctuation if none is present.

**INDICATORS:**

First - Type of corporate name entry element

0 - Inverted name

1 - Jurisdiction name

2 - Name in direct order

Second - Thesaurus

- 2 - Medical Subject Headings

**SUBFIELD CODES:**

- \$a - Corporate name or jurisdiction name as entry element (NR)
- \$b - Subordinate unit (R)
- \$c - Location of meeting (NR)
- \$d - Date of meeting or treaty signing (R)
- \$n - Number of part/section/meeting (R)

**NOTES:**

**First indicator:**

- 0 The corporate name begins with a personal name in inverted order.
- 1 The entry element is a name of a jurisdiction that is also an ecclesiastical entity or is a jurisdiction name under which a corporate name or a title of a work is entered.

See field 110 for sub-field notes.

Arrange multiple 610s in alphabetical order.

Follow guidelines for 600 field regarding selection and number of entries.

Check Voyager first for authorized forms of corporate/jurisdiction names.

=====

**TAG = 611 SUBJECT ADDED ENTRY - MEETING NAME (R)**

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

REPEATABLE: Yes

DISPLAY: Other subjects

PUNCTUATION: Generally controlled by AACR2 rules. Include all punctuation marks required to separate sub-fields. Input ending punctuation if none is present.

INDICATORS:

First - Type of meeting name entry element

0 - Inverted name

1 - Jurisdiction name

2 - Name in direct order

Second - Thesaurus

- 2 - Medical Subject Headings

SUBFIELD CODES:

- \$a - Meeting name or jurisdiction name as entry element (NR)
- \$c - Location of meeting (NR)
- \$d - Date of meeting (NR)
- \$e - Subordinate unit (R)
- \$n - Number of part/section/meeting (R)

NOTES:

See field 111 for sub-field notes.

Arrange multiple 111s in alphabetical order.

Follow guidelines for 600 field regarding selection and number of entries.

Check Voyager first for authorized forms of meeting names.

=====

**TAG = 650 SUBJECT ADDED ENTRY - TOPICAL TERM (R)**

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

REPEATABLE: Yes

DISPLAY: MESH subjects

PUNCTUATION: No punctuation is necessary. **Do not use** asterisks, plus signs, slashes or dashes.

INDICATORS:

First - Level of subject

A value that indicates whether the term is a primary or secondary descriptor of the content of the described material.

# - No information provided

0 - No level specified

1 - Primary

2 - Secondary

Second - Thesaurus

- 2 - Medical Subject Headings

**SUBFIELD CODES:**

- \$a - Topical term or geographic name as entry element (NR)
- \$x - General subdivision (R)
- \$9 - NLM recombinant flag age groups and/or form/genre

**NOTES:**

- 9** Flags the subject heading for restructuring during MARCOUT distribution to the utilities. Subfield 9 is added and encoded "n" to block the appending of genre/form subheadings from the 655 to a 650 field during MARCOUT. See Field 659 for use of Publication Types (genre/form).

**EXAMPLE:**

650 12 \$a Respiratory Diseases

650 12 \$a Bronchi **\$9 n**

655 #7 \$a Personal Narratives \$2 mesh

**MARCOUT**

650 12 \$a Respiratory Diseases \$x Personal Narratives

650 12 \$a Bronchi

Assign a first indicator value of **1 - Primary** for the main subject content of the collection or item. Assign the value **2 - Secondary** for all other subject terms.

Always include at least one MeSH term.

List subjects alphabetically.

Consult MeSH Annotated Alphabetic List for other application rules and term structures.

Use of LC Subject Headings is possible, if absolutely necessary. Use appropriate LC Second Indicator Code (0).

=====

**TAG = 651 SUBJECT ADDED ENTRY - GEOGRAPHIC NAME (R)**

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

REPEATABLE: Yes

DISPLAY: MESH subjects

PUNCTUATION: Does not end with punctuation mark unless part of the heading itself.

INDICATORS:

First - Undefined

- # - Undefined

Second - Thesaurus

- 2 - Medical Subject Headings
- 4 - Source not specified (Not MeSH)

SUBFIELD CODES:

- \$a - Geographic name (NR)
- \$x - General subdivision

NOTES:

x Only "epidemiology" and "ethnology" are used at NLM.

Assign country of primary activity or source for a collection or item. For United States, use the specific state name. If no primary state(s), use "United States" instead.

=====

**TAG = 655 INDEX TERM -GENRE/FORM (R)**

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

REPEATABLE: Yes

DISPLAY: MESH Publication Types

PUNCTUATION:

INDICATORS:

First - Type of heading

- \_ - Basic
- 0 - Faceted

Second - Source of term

- 2 - MESH
- 7 - non-MESH

SUBFIELD CODES:

- \$a - Genre/form data or focus term (NR)
- \$2 - Non-MESH Controlled vocabulary list (NR)

- \$9 n - Blocks recombination with 650

NOTES:

\*\*\*655s remain as such in Voyager, but are recombined with each 650 as \$v in MARCOUT to OCLC and RLIN, unless coded \$9 n. For non-MESH terms \*\*\*

Use in conjunction with field 650 for Recombinant Genre/Form Types.

For collections, generally used only for substantive quantities of material. Do not include extremely common genres one would reasonably expect to find in a collection, such as correspondence or manuscripts (for publication).

For MS B or MS F items, note any special forms such as lecture notes, pharmacopoeias, account books, etc. Use the list of Publication Types from the Macros list.

Use the Macros list as much as possible when adding subject terms to avoid inputting errors.

=====

**TAG = 656 INDEX TERM - OCCUPATION (R)**

An index term that is descriptive of the occupation reflected in the contents of the described materials.

REPEATABLE: Yes

DISPLAY: Does not display

PUNCTUATION: Subfield preceding subfield \$2 ends with a mark of punctuation. Subfield \$2 ends with a mark of punctuation or closing parenthesis.

INDICATORS:

First - Undefined

- # - Undefined

Second - Source of term

- 7 - Source specified in subfield \$2

SUBFIELD CODES:

- \$a - Occupation (NR)
- \$k - Form (NR)
- \$x - General subdivision (R)
- \$y - Chronological subdivision (R)
- \$z - Geographic subdivision (R)
- \$2 - Source of term (NR)

NOTES:

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

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

**aat** AAT: Art & architecture thesaurus (New York, NY: Oxford University Press)

**dot** Dictionary of occupational titles. (Washington: United States Dept. of Labor, Employment and Training Administration, United States Employment Service)

**lcsb** Library of Congress subject headings. (Washington: Library of Congress)

**lcsbac** Library of Congress subject headings: Annotated Card Program

Does not display except in MARC view. Is only keyword searchable.

=====

**TAG = 700 ADDED ENTRY - PERSONAL NAME (R)**

An added entry in which the entry element is a personal name.

REPEATABLE: Yes

DISPLAY: Authors

PUNCTUATION: Generally determined by AACR2 rules. Include all punctuation necessary to separate subfields.

INDICATORS:

First - Type of personal name entry element

0 - Forename

1 - Surname

3 - Family name

Second - Type of added entry

- # - No information provided

2 - Analytical entry

SUBFIELD CODES:

- \$a - Personal name (NR)
- \$b - Numeration (Roman numerals) (NR)
- \$c - Titles and other words associated with a name (R)
- \$d - Dates associated with a name (NR)
- \$e - Relator term (R)
- \$q - Fuller form of name (NR)

NOTES:

e Input a designation of function which describes the relationship between the name and the work.

EXAMPLE:

700 1# \$a Smith, John, \$e interviewer.  
700 13 \$a Smith, John, \$e previous owner

Use the 700 field to record personal names of those whose letters appear in large amounts in a collection. If the correspondence is back and forth between the creator and receiver, only record the recipient's name in field 600.

Also record names in field 700 for books with more than one author. Primary author (one listed first) is recorded in field 100, additional authors go in field 700.

For Bound Withs, record authors of each subsequent work in field 700.

For MS Bound materials with bookplates, record names as previous owners.

Record the name of a recorder (a medical student) of lecture notes here. Presenter of the lecture (physician, professor) is recorded in field 100.

Arrange multiple 700s in alphabetical order.

Other subfields do not validate.

=====

**TAG = 710 ADDED ENTRY - CORPORATE NAME (R)**

An added entry in which the entry element is a corporate name.

REPEATABLE: Yes

DISPLAY: Authors

PUNCTUATION: Generally determined by AACR2 rules. Include all punctuation necessary to separate subfields. Ends with a mark of punctuation or closing parenthesis.

INDICATORS:

First - Type of corporate name entry element

0 - Inverted name

1 - Jurisdiction name

- 2 - Name in direct order

Second - Type of added entry

- # - No information provided
- 2 - Analytical entry

SUBFIELD CODES:

- \$a - Corporate name or jurisdiction name as entry element (NR)
- \$b - Subordinate unit (R)
- \$c - Location of meeting (NR)
- \$d - Date of meeting or treaty signing (R)
- \$n - Number of part/section/meeting (R)

NOTES:

The field is the corporate analog to 700 field.

Arrange multiple 710s in alphabetical order.

=====

**TAG = 711 ADDED ENTRY - MEETING NAME (R)**  
 An added entry in which the entry element is a meeting name.

REPEATABLE: Yes

DISPLAY: Authors

PUNCTUATION: Generally determined by AACR2 rules. Include all punctuation necessary to separate subfields. Ends with a mark of punctuation or closing parenthesis.

INDICATORS:

First - Type of meeting name entry element

- 0 - Inverted name
- 1 - Jurisdiction name
- 2 - Name in direct order

Second - Type of added entry

- # - No information provided
- 2 - Analytical entry

SUBFIELD CODES:

- \$a - Meeting name or jurisdiction name as entry element (NR)
- \$c - Location of meeting (NR)
- \$d - Date of meeting (NR)
- \$e - Subordinate unit (R)
- \$n - Number of part/section/meeting (R)

The field is the meeting name analog to 700 field (rarely used in AMMP).

Arrange multiple 711s in alphabetical order.

=====

**TAG = 773 HOST ITEM ENTRY (R)**

Information concerning the host item for the constituent unit described in the record  
(vertical relationship).

REPEATABLE: Yes

DISPLAY: Part of:  
Found in:

PUNCTUATION: Supply all punctuation; does not end in a period

INDICATORS:

First - Note controller

A value that indicates whether a note is displayed from data in the field.

- 0 - Display note
- 1 - Do not display note

Second - Display constant controller

- # - In
- 8 - No display constant generated

SUBFIELD CODES:

- \$t Title + Call number
- \$9 NLM UI (parent record 035 \$9)

AMMP STANDARD: \$t, \$9

EXAMPLE:

773 0# \$t Michael Heidelberger papers, MS C 245. \$9 2934078R

=====

**TAG = 852 LOCATION (R)**

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

**Currently not used at NLM – See Holdings Section**

REPEATABLE: Yes

DISPLAY: Does not currently display

PUNCTUATION: No mark of punctuation.

INDICATORS:

First - Shelving scheme

- # - No information provided
- 0 - Library of Congress classification
- 1 - Dewey Decimal classification
- 2 - National Library of Medicine classification

- 3 - Superintendent of Documents classification
- 4 - Shelving control number
- 5 - Title
- 6 - Shelved separately
- 7 - Source specified in subfield \$2
- 8 - Other scheme

Second - Shelving order

- # - No information provided
- 0 - Not enumeration
- 1 - Primary enumeration
- 2 - Alternative enumeration

SUBFIELD CODES:

- \$a - Location (NR)
- \$b - Sublocation or collection (R)
- \$c - Shelving location (R)
- \$e - Address (R)

NOTES:

**a** The MARC code for the organization holding the item or from which it is available.

**b** The specific department, library, collection, etc., within the holding organization in which the item is located or from which it is available.

=====

**TAG = 856 ELECTRONIC LOCATION AND ACCESS (R)**

The information needed to locate and access an electronic resource. The field may be used in a bibliographic record for a resource when that resource or a subset of it is available electronically. Field 856 is repeated when more than one access method is used, different portions of the item are available electronically, mirror sites are recorded, different formats/resolutions with different URLs are indicated, and related items are recorded.

REPEATABLE: Yes

DISPLAY: Electronic links

PUNCTUATION: No mark of punctuation

INDICATORS:

First - Access method

# - No information provided

0 - Email

1 - FTP

2 - Remote login (Telnet)

3 - Dial-up

- 4 - HTTP

7 - Method specified in subfield \$2

Second - Relationship

# - No information provided

0 - Resource

1 - Version of resource

- 2 - Related resource

8 - No display constant generated

SUBFIELD CODES:

- \$u - Uniform Resource Identifier (R)
  - \$a - Host name (R)
  - \$b - Access number (R)
  - \$c - Compression information (R)
  - \$d - Path (R)
  - \$f - Electronic name (R)
  - \$h - Processor of request (NR)
  - \$i - Instruction (R)
  - \$j - Bits per second (NR)
  - \$k - Password (NR)
  - \$l - Logon (NR)
  - \$m - Contact for access assistance (R)
  - \$n - Name of location of host (NR)
  - \$o - Operating system (NR)
  - \$p - Port (NR)
  - \$q - Electronic format type (NR)
  - \$r - Settings (NR)
  - \$s - File size (R)
  - \$t - Terminal emulation (R)
  - \$v - Hours access method available (R)
  - \$w - Record control number (R)
- \$x - Nonpublic note (R)
  - \$y - Link text (R)
  - \$z - Public note (R)
  - \$2 - Access method (NR)

AMMP STANDARD: \$u \$x

NOTES:

**Second indicator:**

0 - Indicates that the electronic location in field 856 is for the same resource described by the record as a whole. In this case, the item represented by the bibliographic record is an electronic resource.

1 - Indicates that the location in field 856 is for an electronic version of the resource described by the record. In this case, the item represented by the bibliographic record is not electronic but an electronic version is available.

2 - Indicates that the location in field 856 is for an electronic resource that is related to the item described by the record. In this case, the item represented by the bibliographic record is not the electronic resource itself.

- u** Record URL for the resource.
- x** "Finding aid" as URL label

Repeat 856 field for each separate electronic resource, i.e. one for each finding aid version and for a Profiles in Science site.

Create an Internet Holdings record for each electronic resource.

Other subfields generally will not be used by AMMP.

=====

**TAG = 992 PROCESSING DATA AND INSTRUCTIONS (NR)**

**SUBFIELD CODES:**

- p - Priority level
- e - Encoding level
- a - Date

**NOTES:**

- p** AMMP standard is P3
- e** AMMP standard is HF (Full level cataloging)

AMMP STANDARD: \$e HF \$p P3 \$a.

Templates should include all standard data. Do not change. Use Macros to add current date.

=====

**TAG = 993 CATALOGER ACTION (NR)**

**SUBFIELD CODES:**

- a - Cataloger's initials
- b - Date assigned to cataloger

AMMP STANDARD: \$a, \$b. Use Macros to add current date.

Also use when creating new Authority Records

---

---

**TAG = 994 CATALOGING COMPLETION (NR)**

SUBFIELD CODES:

- **a** - Code
- **b** - Date

AMMP STANDARD: \$a, \$b

NOTES:

- a** Input **CDN** to indicate that descriptive cataloging, subject analysis, and classification are completed; use in only conjunction with 999 AUTH status

Anytime ANY changes are made to the record, even a preliminary record, update the date.

---

---

**TAG = 995 RECORD AUTHORIZATION/REVISION (NR)**

SUBFIELD CODES:

- **a** - Input **AUTH** to indicate that cataloging and shelflisting have been completed, approved, and accepted.
- **b** - Date of authorization
- **c** - Input **REV** to indicate that the record has been revised; triggers MARCOUT redistribution
- **d** - Date of revision.

AMMP STANDARD: \$a, \$b

NOTES:

Complete this field when ALL cataloging actions are complete, otherwise leave incomplete.

If you are making any substantive change to the Bib. Record and it needs to be redistributed to the utilities, add \$c REV and the revision date. This will key MARCOUT to resend the record to OCLC and RLIN.

Also use when creating new Authority Records

---

---

## **TAG = 999 PROCESSING STATUS (NR)**

### SUBFIELD CODES:

- a - Processing status
- b - Date

AMMP STANDARD: \$a, \$b

### NOTES:

**a** Input/Change code to indicate status:

WTC = (Have and) Want To Catalog

AUTH = Cataloging has been completed and approved

All preliminary records should be coded WTC until all details are final, the record has been approved, authority work completed, and the record is ready for distribution to the utilities. Change WTC to AUTH and the current date using Macros.

## **8. Holdings Records**

A Holdings Record [MFHD in Voyager—pronounced ‘muffhead’] is a separate MARC record linked to a bibliographic record. It provides information about where an item is physically located and how can be accessed physically or electronically. Without it, Locatorplus cannot find and display the accompanying bibliographic record, even if one exists in Voyager.

The Holdings Record is to be created after the Bib. record. Depending on which Holdings Template you use, all the location and form information needed is generated automatically. You should always check the information to ensure its accuracy, however.

The first indicator 8 is used rather than 2 as AMMP does not use the NLM Classification for its call numbers.

An AMMP Holdings Record example looks like this:

852 8# \$b HMDMAN \$h MS C \$i 400

and displays in Locatorplus like this:

|                          |                         |                           |
|--------------------------|-------------------------|---------------------------|
| <a href="#">Holdings</a> | <a href="#">Details</a> | <a href="#">MARC View</a> |
|--------------------------|-------------------------|---------------------------|

*Record cards of correspondence of the Library and Museum Division, 1889-94.*

**Author(s):** [United States. Surgeon-General's Office.](#)  
[Billings, John S. \(John Shaw\).](#)

**Title:** Record cards of correspondence of the Library and Museum Division, 1889-94.

**NLM Unique ID:** 2791097R

---

**Location:** HMD Collection  
**Call Number:** MS C 400  
**Status:** Available

Author/Title information is displayed, along with the HMD location and call number, and status information indicating there is at least one item associated with the collection that can be served to a patron. The status line would be absent if there were no Item Records.

For collections with online finding aids available, a second Holdings Record, called the Internet Holdings Record, needs to be created, identifying the availability of the electronic version.

An AMMP Internet Holdings Record looks like this:

```

852 8#   $b INTERNET $h NLM Reading Room/General Collection
        access
856 42   $u http:// www.nlm.nih.gov/hmd/manuscripts/ead/avery.html
        $x Finding aid
  
```

And displays in Locatorplus like this:

|                          |                         |                           |
|--------------------------|-------------------------|---------------------------|
| <a href="#">Holdings</a> | <a href="#">Details</a> | <a href="#">MARC View</a> |
|--------------------------|-------------------------|---------------------------|

*Wilbur A. Sawyer papers,*

**Author(s):** [Sawyer, Wilbur Augustus.](#)

**Title:** Wilbur A. Sawyer papers, 1899-1952.

**Description:** 4.2 linear ft. (9 boxes)

**NLM Unique ID:** 2933069R

---

**Location:** .Internet  
**Call Number:** NLM Reading Room/General Collection access  
**Electronic Links:** Finding aid:  
<http://www.nlm.nih.gov/hmd/manuscripts/ead/sawyer69.html>

The 'Call Number' information is constant text from the template and comes from an approved phrase list determined by TSD. AMMP uses the 856 \$x to help identify what the URL is linking to. Again, the \$x phrase comes from a controlled list of approved terms; changes must be approved by the ILS Committee. Separate Internet Holdings Records must be created for each different electronic resource, whether it be a Profiles in Science site, or an EAD finding aid.

The 866 free text field is used when cataloging Accession Records. Phrases used by AMMP are determined by the Curator and any proposed changes/additions should be directed to him/her.

### **Offsite Holdings**

Offsite MFHDs are used for materials not stored at NLM; there is a separate holdings template used in conjunction with the accession record bibliographic template. The only difference from an onsite MFHD is a non-public note identifying the location code. The list of codes is maintained by the Manuscripts Curator.

=====

### **TAG = 852 (Location -- Onsite)**

#### **INDICATORS:**

- First - Shelving scheme
  - 2 - National Library of Medicine Classification
  - 8 - Other scheme
- Second - Shelving order
  - # - Undefined

#### **SUBFIELD CODES:**

- \$b - Sublocation or collection (R)
- \$h - Classification part (NR)
- \$i - Item part (R)

#### **NOTES:**

First Indicator - Change 2 to 8 for all AMMP materials. 2 is only to be used with NLM classification numbers

Information for this field is generated by Voyager from the 060 field and the cataloging templates selected, but always check to ensure accuracy.

#### **Examples:**

852 8# \$b HMDMAN \$h MS B \$i 324  
852 8# \$b HMDMAN \$h MS F \$i 100  
852 8# \$b HMDMAN \$h MS C \$i 497  
852 8# \$b HMDMAN \$h OH \$i 94

Accession Records - Add two 866 fields subfield \$z to include the following statements about access and use:

Example:

866## \$z Unprocessed collection.  
866## \$z Contact HMD Reference Staff for information regarding access.

=====  
**TAG = 852 (Location -- Offsite)**

DISPLAY: HMD Collection - Offsite

INDICATORS:

First - Shelving scheme

2 - National Library of Medicine Classification

- 8 - Other scheme

Second - Shelving order

- # - Undefined

SUBFIELD CODES:

- \$b - Sublocation or collection (R)
- \$h - Classification part (NR)
- \$i - Item part (R)
- \$x - Non-public note (NR)

NOTES:

Non-public note is used for actual offsite facility code.

Ex: \$x BAL-01 (U.Md. Health Sciences Library in Baltimore)

Used in conjunction with 866 \$z phrase "Materials stored offsite; 24 hour prior notice required for delivery" (template supplied)

=====  
**TAG = 856 (Electronic Location and Access)**

The information identifies the electronic location containing the resource or from which it is available. It also contains information needed to retrieve the resource

DISPLAY: Electronic links

INDICATORS:

First - Access method

# - No information

0 - Email

- 1 - FTP
  - 2 - Remote login (Telnet)
  - 3 - Dial-up
  - 4 - HTTP
  - 7 - Method specified in subfield \$2
- Second - Relationship
- # - No information provided
  - 0 - Resource
  - 1 - Version of resource
  - 2 - Related resource
  - 8 - No display constant generated

**SUBFIELD CODES:**

- \$u - Uniform Resource Identifier (R)
- \$x - Local note ("Finding aid")

**NOTES:**

For electronic resources - Change holdings templates in Voyager to "Internet". Create a new holdings record for each 856 field found in the Bib. record. Repeat the same information as found in the Bib Record 856 field. The Internet Holdings Record will appear on the first Locatorplus screen patrons see and will provide a direct link to the finding aid.

The \$x "Finding aid" serves as a label defining the URL link to hopefully better inform the patron.

=====

**TAG = 866 (Textual Holdings Statement)**

Contains a textual description which may include both the captions and enumeration and chronology for the holdings of a bibliographic item

REPEATABLE: Yes

DISPLAY: NLM Owns

**INDICATORS:**

- First - Field encoding level
  - # - No information provided
  - 3 - Holdings level 3
  - 4 - Holdings level 4
  - 5 - Holdings level 4 with piece designation
- Second - Type of notation
  - # - Undefined
  - 0 - Non-standard

- 1 - ANSI/NISO Z39.71 or ISO 10324
- 2 - ANSI Z39.42

**SUBFIELD CODES:**

- \$z - Public note (R)
- \$x - Nonpublic note (R)

**NOTES:**

Used only for unprocessed accessions and offsite materials.

A free text field used to provide short notes about holdings to patrons, not otherwise immediately evident from the bibliographic record. All phrases are controlled by either TSD or AMMP. Changes or additions to AMMP phrases should be submitted to the Curator for consideration by the ILS committee.

Example:

866## \$z Unprocessed collection

866## \$z Contact HMD Reference Staff for information regarding access

866## \$z Materials stored offsite; 24 hour prior notice required for delivery

---

## **9. Item Records**

Item records are not MARC21 and are used for check-in/check-out functions utilizing barcodes. Items records pull their unit information from the MFHD and thus can only be created when a MFHD already exists. It displays an item's availability to patrons in Locator+.

Only one item record is attached to one physical collection piece, whether it be a book, box, or tape. AMMP convention does allow multiple tapes in a collection to be stored in a box with only a single item record for the box. Single oral histories should receive separate item records for any tapes and transcripts. Differentiations between forms are made in specific item record note fields.

Thus for a manuscript collection with 6 boxes, no matter their size or type, each box would get an item record an individual barcode. Box numbers are identified in the "Enum:" note field. The phrases are controlled by TSD; the authorized phrases for AMMP are 'box x' and 'Map drawer x'. Box numbers should be in descending order; Voyager adds them in ascending order so it's best to add item records backwards starting with your last box. Otherwise you will need to reorder them afterwards.

Perm. Loc.: should always be set to 'HMD Manuscripts'; Item Type: should always be set to 'Modern Manuscript'

Different audio and video tape formats can be described in the 'Free text:' field if needed.

Examples:

Item record:

The screenshot shows a form for creating an item record. The title is 'Wilbur A. Sawyer papers, 1899-1952'. The location is 'HMD Manuscripts' and the call number is 'MS C 69'. The barcode is 'NLM023254636'. The permanent location is 'HMD Manuscripts', the temporary location is empty, the item type is 'Modern Manuscript', and the media type is empty. The enumeration is 'Box 1'. There are fields for Chronology, Year, Caption, Free text, and Spine. At the bottom, there are icons for a chart, a pie chart, and a globe, along with fields for Copy (1), Pieces (1), and Price (\$0.00).

Get Items List:

The screenshot shows a dialog box titled '9 items found for holding 6938'. It contains a table with the following data:

| Enum  | Chron | Copy | Item Barcode | Location            |
|-------|-------|------|--------------|---------------------|
| Box 1 |       | 1    | NLM023254636 | HMD Manuscripts [P] |
| Box 2 |       | 1    | NLM023254628 | HMD Manuscripts [P] |
| Box 3 |       | 1    | NLM023254610 | HMD Manuscripts [P] |
| Box 4 |       | 1    | NLM023254602 | HMD Manuscripts [P] |
| Box 5 |       | 1    | NLM023254597 | HMD Manuscripts [P] |
| Box 6 |       | 1    | NLM023272113 | HMD Manuscripts [P] |
| Box 7 |       | 1    | NLM023272139 | HMD Manuscripts [P] |
| Box 8 |       | 1    | NLM023254563 | HMD Manuscripts [P] |

Buttons on the right: Move before, Move after, Cancel Move, Save. Buttons at the bottom: OK, Cancel, View Holdings, Clear.

Hierarchy View:

**Holdings and Items for bib 300377**

| Bib ID  | Title                               | Owning Library                        |                 |      |           |
|---------|-------------------------------------|---------------------------------------|-----------------|------|-----------|
| 300377  | Wilbur A. Sawyer papers, 1899-1952. | NLM                                   |                 |      |           |
| MFHD ID | Location                            | Call Number                           | Order Status    |      |           |
| 6938    | HMD Manuscripts                     | MS C 69                               |                 |      |           |
| Item ID | Location                            | Item Type                             | Enum/Chron/Year | Copy | Item Stat |
| 2088886 | HMD Manuscripts [P]                 | Modern Manuscript                     | Box 1           | 1    | Not Char  |
| 2088885 | HMD Manuscripts [P]                 | Modern Manuscript                     | Box 2           | 1    | Charged   |
| 2088884 | HMD Manuscripts [P]                 | Modern Manuscript                     | Box 3           | 1    | Not Char  |
| 2088883 | HMD Manuscripts [P]                 | Modern Manuscript                     | Box 4           | 1    | Charged   |
| 2088882 | HMD Manuscripts [P]                 | Modern Manuscript                     | Box 5           | 1    | Charged   |
| 2192456 | HMD Manuscripts [P]                 | Modern Manuscript                     | Box 6           | 1    | Not Char  |
| 2192457 | HMD Manuscripts [P]                 | Modern Manuscript                     | Box 7           | 1    | Not Char  |
| 2088879 | HMD Manuscripts [P]                 | Modern Manuscript                     | Box 8           | 1    | Charged   |
| 2192455 | HMD Manuscripts [P]                 | Modern Manuscript                     | Box 9           | 1    | Not Char  |
| 1455602 | Internet                            | NLM Reading Room/General Collection a |                 |      |           |

Retrieve

Close

## 10.Sources of Information for Catalog Records

SAA's *Describing Archives: A Content Standard* (2004) is the approved standard reconciliation of AACR2 for archival cataloging. Since archivists describe large accretions of materials, it would be impossible to follow the cardinal rule of AACR2 (0.24), which states that the "the starting point for description is the physical form of the item in hand..." DACS gives no rationale for why archivists supply titles; *APPM* rule 1.0B1-2 states that for the manuscript cataloger:

- for collections with a finding aid, the Chief Source of Information is the finding aid
- For collections without a finding aid, Chief Source of Information is provenance and accession records, the materials themselves, followed by appropriate reference sources
- For single items, Chief Source of Information is the item itself. Prefer "title page-type" information (captions, headings, colophon); otherwise use the text itself, then other appropriate reference sources.

Indicate a conjectural interpolation by adding a question mark within square brackets. Indications of omission use the mark of omission (...), to be preceded and followed by a space. These rules follow AACR2 (1.0C).

### Other Useful Sources (many are available via the Web or Cataloger's Desktop)

Hensen, Steven L. *Archives, Personal Papers and Manuscripts*. (APPM). Chicago: Society of American Archivists, 1989.

*Anglo-American Cataloging Rules*, 2<sup>nd</sup> ed. Rev. (AACR2R). Chicago: American Library Association, 1988. Of particular importance are the chapters on selection and formulation of headings and cross references (for authority record creation and maintenance); also Chapter 4 (Manuscript Cataloging)

*Art and Architecture Thesaurus*. (AAT). New York: The J. Paul Getty Trust, 2001.

*Describing Archives: A Content Standard*. (DACs). Chicago: Society of American Archivists, 2004.

*Descriptive Cataloging of Rare Books*, 2<sup>nd</sup> ed. (DCRB). Washington, D.C.: Library of Congress, 1991.

Graphic materials:

Betz, Elisabeth W. *Graphic Materials: rules for describing original items and historical collections*. Washington, DC: 1982. Cataloger's Desktop version includes 1996 update.

*Thesaurus for Graphic Materials. Section II: Genre and Physical Characteristic Terms (TGM II)* is the second edition of *Descriptive Terms for Graphic Materials: genre and physical characteristics headings*. Washington, DC: 1995.

Library of Congress:

LC Rule Interpretations. 2 v. Washington, D.C.: 1990.

LC Subject Headings. 4 v. Washington, D.C.: 1993.

LC Subject Cataloging Manual. 2 v. Washington, D.C.: 1990.

LC Chronological Headings and Subdivisions. 5th ed. Washington, D.C.: 1994.

Free-Floating Subdivisions. An Alphabetical Index. 7th ed. Washington, D.C.: 1995.

MARC21:

USMARC Code List for Geographic Areas.

USMARC Code List for Languages.

USMARC Code List for Relators, Sources, Description Conventions.

USMARC Format for Authority Data. Washington, D.C.: 1993.

USMARC Format for Bibliographic Data.

Authority Files (available only to authorized users):

NLM Voyager files

OCLC