

# Medium Rare Annex Transfers Processing (LTS Procedure #9a)

**Scope:** *This procedure describes the LTS procedure for processing Rare transfers to the Annex. Dubbed "medium rare" transfers, these are low-use, but historically significant resources that are sent to be housed at the Annex.*

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## OVERVIEW

### A. Material Eligible for Rare Annex

Research universities carry significant responsibilities for preserving the printed heritage under their care. Cornell University Library takes this responsibility seriously, and is committed to providing adequate protection and security for all its historic materials. As appropriate, library units should inventory their general collections to identify materials appropriate for transfer to a special collections facility. Cornell Library's Annex facility also provides units with a secure housing option for low use items of long term historical value, or for items that are at risk of theft or damage on the open shelves. Such items may be assigned to the Rare Annex location, from which they will circulate only to a secure, observed reading room on the central Cornell campus. At Cornell, all items printed before 1865 must be provided with secure, climate-controlled storage and monitored reading room access. In addition, materials printed after 1850 and before 1930 should be evaluated for significant artifactual, historical, or market characteristics and assigned to a location best suited to ensure long term preservation and use. All items 1864 and earlier are processed automatically for Rare Annex. Items from 1865-1869 are reviewed by RMC staff for Rare Annex; any items not selected for Rare Annex will be processed for the Circulating Annex. Items from 1870-1930 are reviewed by RMC staff for Rare Annex; if not selected for Rare Annex, the appropriate Olin/Uris selector reviews for central campus or circulating Annex. Full criteria for Cornell University Library's transfer guidelines are available on the staff web at [Policy on Transfer of General Collection Material to Special Collections](#).

### B. Processing

Currently, transfer of material identified as rare from central campus to the Library Annex has been approved for the following libraries:

Olin  
Kroch Asia  
Kroch, Rare & Manuscript Collections (RMC)  
Uris

Requests from other unit libraries to send rare material to the Library Annex should be submitted to the appropriate contact in [Library Technical Services](#). DBQ staff will, in turn, contact representatives from RMC, the Library Annex, Digital Library and Information Services (DLIT), and, if necessary, the FOLIO Upgrade Team to set up circulation, programmatic and workflow aspects of executing the transfers.

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## PROCEDURE

### A. Physical Examination of the Book

- Determine the binding type from among the following materials:
  - Full, 3/4, or 1/2 leather over marbled boards
  - Library buckram
  - Publisher's cloth
  - Pictorial publisher's cloth
  - Library pamphlet
  - Spine and/or upper cover gilt
- Determine the provenance and/or donor by looking inside the front and back of the book for these indicators:
  - Bookplate(s)
  - Stamp(s)
  - Signature(s)
  - Inscription(s)
- If the book is part of a multivolume set, refer to the "Multivolume" instructions in the Special Cases section below
- Check the book for continuous pagination. If it is not continuous and the book is a bound with, refer to the "Bound with" instructions in the Special Cases section below
- If the book requires repair, refer to the "Sending a book to Conservation" instructions in the Special Cases section below

## B. Editing the FOLIO Records

- Display the Instance record by scanning or entering the **barcode** of the book from the **Item search** (this ensures matching item records in the case of multiple copies).

**Note:** If there is no barcode, search the catalog by keyword or title to find the record

- Check the resulting Instance and Holdings information. If there is a record and the book is a **duplicate** copy, follow the guidelines for adding a [barcode](#) and [added copies/locations](#)
  - If there is a record, but this book has a "missing" status in the holdings and/or the item record, follow the instructions for [reinstatements](#) and add a [barcode](#), if necessary.
  - If there is no Instance record, give the book to the DBQ supervisor for cataloging and barcoding.
- Update the **Holdings** record:
    - To record provenance, add a 700 1\_ (or 710 2\_) field with the following:
      1. Name heading copied from 100/110 field of authority record (if there is no authority record for the person, then follow the instructions for a gift)
      2. \$4fmo to indicate bookplate or stamp
      3. \$4sgn to indicate signature
      4. \$4ins to indicate inscription

Example: **700 1\_\_ \$a White, Andrew Dickson, \$d1832-1918. \$4fmo**
    - If provenance includes the phrase "From the Income of a bequest made by \_\_", no provenance note is added to the bib record.
    - To record a gift, add a 541 field with the following: Rare Annex copy #: (use original location copy#) Gift of \_\_.
    - Example: **541\_\_ Rare Annex copy 1: Gift of Henry W. Sage.**
    - In all cases, add the following:
      1. \$dNIC at end of the 040 field if you have added 541 and/or 700/710 fields (if it does not already appear)
      2. Three 948 fields for added location, withdrawal, and maintenance updates (use macros)
  - Update the holdings record
    - In all cases, update the 852 field as follows:
      - a. Change **olin, uris or rmc,ice** to **rmc,anx**
      - b. Change **ech,sasa or was** to **ech,ranx, sasa,ranx or was,ranx**
      - c. Add \$z after call # with description of binding type
      - d. Add \$x transfer note with today's date

Example: **852\_\_ \$b rmc,anx \$hBL2775 \$i C34 1874 \$z Bound in 1/2 leather over marbled boards, spine gilt. \$x transfer from olin, uris or rmc,ice 12/31/05**
    - If you have recorded provenance, also update the 852 field as follows:
      - a. Add another \$z before binding type noting provenance
      - b. Include evidence of ownership in parentheses
      - Example: **\$zProvenance: Andrew Dickson White (bookplate).**
      - c. If the work was inscribed by the author, note this specifically by including **inscribed by the author** within the parentheses
      - d. If the work has a gift letter, postcard, or other item tipped in, state this in an additional \$z note in the 852 field (after the binding type)
      - Example: **\$zGift letter tipped in front.**
  - Update the item record
    - In all cases, change these fields to the following:
      - a. Perm Loc.: **RMC Annex, Echols Rare Annex, South Asia Rare Annex or Wason Rare Annex**
      - b. Item Type: **nocirc**
    - If the item is in a preservation box or has loose items such as newspaper clippings inside the cover, count the pieces and enter number in Pieces field.

3. If no item record has yet been created, create one and affix the barcode to the first leaf of the book
4. Send the item to Annex Library
  - Insert orange Annex flyer in item
  - Place item on Annex book truck in Physical Processing area.

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## SPECIAL CASES

### A. Multivolumes

1. Open the Voyager record and examine the hierarchy to make sure you have all available volumes of the work
  - If volumes are charged, follow the procedures for **charged volumes** below
  - If you do not have all available items, check the stacks for missing volumes
  - If you cannot locate items in the stacks (and they are not charged), follow the procedures for **missing volumes**
2. Follow the instructions for Voyager updates for the bibliographic record
  - If volumes are gifts of varying individuals, note this by listing the volumes donated by each individual
  - Example: **541\_\_Rare Annex copy 1: Gift of Andrew Dickson White (v.1-2); Gift of Henry Sage. (v.3-4).**
3. Follow the instructions for Voyager updates for the holdings record
  - If volumes are bound in different materials, note this by listing the materials separately
  - Example: **\$z v.1-2,4 bound in library buckram; v.3,5-6 bound in 1/2 leather over marbled boards, spine gilt.**
4. Open and update the item records for each individual volume of the work

### B. Bound With

1. Open the records for all included titles by performing a call # search
2. Follow the [instructions](#) for Voyager updates for each bibliographic record and holdings record
3. Follow the [Bound with Procedure \(#132\)](#) for Voyager updates for the holdings records
4. Update the single item record

### C. Charged or Missing Volumes

1. Follow the instructions for Voyager updates for the bibliographic record
2. Update the holdings record. Add \$x v.# **charged** or \$x v.# **missing** at the end of the 852 (after transfer note)
3. If there is an item record, update the record for any volumes which you have
4. For volumes which are missing or charged, do not change item record fields. Instead,
  - Open the Item Status window and add **Cataloging Review**
  - Open the Pen Notes window and add note **Return to DBQ for R2, date, initials**
  - Add the note **v.# missing for R2** before above statement if volume is missing
5. When the book is returned, remove the notes in the item status and note windows.

### D. Sending A Book To Conservation

1. Follow the instructions for Voyager updates for the bibliographic record
2. Update the holdings record. Add \$x **sent to Conservation [date]** at the end of the 852 (after transfer note), noting the volume number if necessary
3. Update the item record. In addition
  - Open the Item Status window and add **Damaged**
  - Open the Note window and add **Return to DBQ staff for R2 - [date] [ initials]**

### E. Book Returned from Conservation

1. Remove |x note sent to Conservation [date] from the 852 field in the mfh
2. Remove the notes in the Item Status and Note windows
3. If an mm case is present
  - Add this to the pieces count in the item record
  - Write the barcode number on the spine of the box (no call # is necessary)
4. Remove |x note sent to Conservation [date] from the 852 field in the mfh
5. Remove the notes in the Item Status and Note windows
6. If an mm case is present
  - Add this to the pieces count in the item record
  - Write the barcode number on the spine of the box (no call # is necessary)

### F. Slavery or Nathan Location

If "Slavery" or "Nathan" appears as part of the call number written inside the book, the location should be changed to **Rare** (in pencil) in the book.

### G. Provenances (Former Owners)

1. Anthon, Charles, 1797-1867.
2. Berkowitz, H. Chonon, (Hyman Chonon), 1895-1945.
3. Bird, Samuel B.
4. Bopp, Franz, 1791-1867.
5. Faust, Albert Bernhardt, 1870-1951.
6. Fiske, Willard, 1831-1904.
7. Hart, J. M. (James Morgan), 1839-1916.
8. Loewy, Benno, 1854-1919.

9. Scaife, James Verner.
10. Perry, William Stevens, 1832-1898.
11. Smith, Goldwin, 1823-1910.
12. Smith, Herbert H. (Herbert Huntington), 1851-1919.
13. Smith, Preserved, 1880-1941.
14. Sparks, Jared, 1789-1866.
15. Stanton, Theodore, 1851-1925.
16. Straight, Willard Dickerman, 1880-1918.
17. White, Andrew Dickson, 1832-1918.
18. Wynne, Lewis Bingley.
19. Zarncke, Friedrich, 1825-1891.