Local Notes In Voyager (LTS Procedure #91)

Scope: *This document outlines Cornell practice for recording local notes. Different types of local notes and VOYAGER fields used to record them are described here.*

A local note applies to a specific copy of a title cataloged in VOYAGER. Local notes may be displayed in the OPAC to communicate information to catalog users, or they may be displayed only in staff mode to provide information for processing. Locations for recording local notes include subfield $x or $z of the MFHD record's 852, 866, 867, or 868 fields.

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Staff Notes

Notes that contain processing information for staff do not display in the OPAC. Staff notes pertaining to the whole copy are recorded in the subfield $x of the 852. Use subfield $x of the 866, 867, or 868 for notes referring to that holdings statement. Several notes may be recorded for a single copy, but each should be in a separate $x subfield. When recording a note containing processing information for staff use, refer to Abbreviations Used in Notes to select appropriate abbreviations. If there is no abbreviation, record a concise note in your own words.

Examples:

852   $x Gift

852   $x To be permanently retained in Catalog Dept.

852   $x Bind each vol. separately with its accompanying supplements and indexes.

866   $x Incomplete vols. unbound.

867   $x Bind in 1 vol. when next issue arrives.

868   $x Discard 6-month index when cumulative 12-month index arrives.

OPAC Notes Pertaining to a Whole Copy

These notes should be recorded in the subfield $z of the 852. Several notes may be recorded for a single copy, but each should be in a separate $z subfield. Notes pertaining to retention and location information should use the text from the list of Previously Coded OPAC Notes and Patterns for OPAC Notes. Exceptions to this guideline are determined at the processing center level.

Examples:

852   $z Latest 5 years on reserve.

852   $z Current year only.

852   $z Errata slip in pocket.

852   $z 4 maps in pocket.

852   $z Diskette lacking.

852   $z Subscription canceled. Electronic version only starting with [date].

852   $z Electronic version only starting with [date]. Print subscription canceled after [date].

852   $z Subscription canceled after [date]. Content may be available online. For assistance, Ask a librarian at http:www.library.cornell.edu/ask

852   $z Subscription canceled in [date].

852   $z [2007 ed] available online only

852   $z Bound with: Employing the hard-core unemployed.

852   $z Library's copy imperfect: p. 33 missing, p. 34 upside down.

OPAC Notes Pertaining to Part of a Copy

Use subfield $z of the 866, 867, 868 fields for notes referring to that holdings statement. Continue to enclose the entire note in angle brackets.

Examples:

866 41 $8 0 $a "The songs" 1-2 $z <sound cassettes>

867 41 $8 0 $a 1-4 $z <text>

868 41 $8 0 $a "Author/Title Index":v.1/4 (1960/1964) $z <in v.4>

PREVIOUSLY CODED OPAC NOTES

CODE	OPAC DISPLAY
ask:cir	For more information, ask at Circulation Desk
ask:ref	For more information, ask at Reference Desk
ci:cd	Current issues at Circulation Desk
ci:pr	Current issues in Periodicals Room
ci:pres	Current issues on Permanent Reserve
ci:res	Current issues on Reserve
cio	Current issues only
cyo	Current year only
k:cd	Kept at Circulation Desk
lahf	Library also owns holdings in microfilm
lahm	Library also owns holdings in microfiche
lahp	Library also owns holdings in paper
lato	Latest only
li:bi	Latest issue in binder
li:pres	Latest issue on Permanent Reserve
lv:ref	Latest volume in Reference
lv2:ref	Two latest volumes in Reference
lv3:ref	Three latest volumes in Reference
lv5:ref	Five latest volumes in Reference
oam:ref	Others may be available in microform. Ask at Reference
pui:cd	Previous unbound issues at Circulation Desk
rurfic	Retained until replaced by microfiche
rurflm	Retained until replaced by microfilm
sc	Subscription canceled [this is no longer used]
ui:cd	Unbound issues at Circulation Desk

Patterns of OPAC Notes

The following list contains the wording that should be used for these specific OPAC notes.

```
_____ shelved at _____
_____ shelved in _____
_____ shelved on _____
Accompanying _____ at _____
Accompanying _____ in _____
Accompanying _____ on _____
Available at _____
Available in _____
Check at Circulation Desk for issues in process
Current _____ months only
Current unbound issues at _____
Current unbound issues in _____
Current unbound issues on _____
Current year at _____
Current year in _____
Current year on _____
Kept until superseded by _____
Last _____ years at _____
Last _____ years in _____
Last _____ years on _____
Latest _____ at _____
Latest _____ in _____
Latest _____ on _____
Latest _____ only
Latest in _____
Latest unbound issue at _____
Latest unbound issue in _____
Latest unbound issue on _____
Next to latest only at _____
Next to latest only in _____
Next to latest only on _____
Shelved at _____
Shelved in _____
Shelved on _____
Subscription cancelled with _____ [To be input by authorized serials staff ONLY]
Temporarily stored at _____
Temporarily stored in _____
Temporarily stored on _____
Vols. _____ shelved at _____
Vols. _____ shelved in _____
Vols. _____ shelved on _____
```

ABBREVIATIONS AND PROJECT CODES USED IN NOTES

The following standard abbreviations are used in staff notes in Voyager MFHD records. These abbreviations are not used in bibliographic records. Use the standard abbreviations in AACR2 for bibliographic records. Abbreviations listed here do not generate messages for OPACdisplay.

CODE	MEANING
ac	added copy
anal	analyzed
apl	approval plan
asap	as soon as possible
av	added volume
avail	available
bd	bound
bo	back ordered
bw	bound with
c	copy/copies
canc	cancel or canceled
cat	catalog or cataloged

ccn	copy control number/statement
chrg	charge
clmd	claimed
cn	call number
conf	order/price/shipment confirmed
dbe=c (project code)	items shelved in stacks under this call# have been barcoded
def	defective
dep	deposit (account, etc.)
dmg	damaged
dup	duplicate
ed	edition
FALmove (project code)	Fine Arts items selected to be sent to Annex
FALmove3	Fine Arts Perm Reserve titles selected to be sent to Annex
FALstay	Fine Arts serials remaining at FAL during FAL renovation
fasc	fascicle
fineanxtemp	Fine Arts books temporarily shelved at the Annex during FAL renovation
Hold for sale (project code)	Items selected for Tsinghua book move
hotelmove (project code)	Hotel serial holdings split project-Additional holdings record created for holdings
ilrmove (project code)	ILR serial holdings split project-Holdings record created for holdings before 2008
inv	invoice
loc	location
ltr	letter
mfhd	MARC format holdings data
mo	month
msg	missing
nlp	no longer published
nlw	no longer wanted
nmp	no more published
no	number
nogoanx	decision not to send microfilm to Annex
np	never published
nr	not received
nrc	no response to claim
nv	note to vendor
nw	not wanted
nya	not yet available
nyp	not yet published
oc	order canceled

ochg	overcharge
olinrnv (project code)	Olin serial holdings split record. Holding record created for holdings before 2003
oo	on order
oos	out of scope
op	out of print
ops	out of print, searching
os	out of stock
os=y (project code)	items linked to holding record have been selected to be sent to Annex
pam	pamphlet
pdl	publication delayed or postponed
pie	paid in error
po	purchase order
pr	price
prep	prepaid
prepub	prepublication
ps	publication suspended
pt	part
pub	publisher/published/publication
qtrly	quarterly
quote	quotation
rcv	received (used also as a vendor memo code)
repl	replacement
repr	reprint
rept	report from vendor
req	requester/requested
rev	revised
rte	route
rtn	return/returned
saf	series authority file
sl	shelflist
so	standing order
sso	series standing order
stmt	statement
tos	temporarily out of stock
tp	title page
trans	transferred
unp	dealer unable to identify publisher
uns	unable to supply
urisdupser (project code)	Duplicate Uris serial holdings

v	volume
vettemp	Vet books temporarily shelved at the Annex during Vet renovation
want	wanted
wd	withdrawn
wi	wrong item
yr	year
yy	fiscal year or two or more calendar years (used as a caption)