

# Standard Edits to Make When Updating Records for Single Manuscripts (LTS Procedure #58)

**Scope:** *These are the edits that Cataloging & Metadata Services or RMC staff routinely make in OCLC and FOLIO when updating the catalog record for a single manuscript. **Note:** For an archival collection, RMC staff make updates to the record in ArchivesSpace. The updates are then added automatically to the catalog record for the collection in FOLIO and OCLC. The procedure below applies only to single manuscripts not included in ArchivesSpace.*

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**Unit:** Cataloging & Metadata Services or RMC

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**Note:** You need not update APM records (040 \$e apm) to DACS.

## Routine Deletes

035 field: Delete duplicate 035 fields.

100 field: Delete \$u (Cornell University Class of 19xx); cut it and paste the information into a 545 field.

510 field: Delete entire field if it says: 510 3\_ \$a Described in REPORT OF THE CURATOR AND ARCHIVIST, [date]

## Routine Edits

### 245 field

Incorporate the creator's name, if there is one, into the beginning of the title.

--Old version:

245 00 \$a Harold Creal. Papers or

245 00 \$k Papers

--Change to: 245 00 \$a Harold Creal papers

The same goes for other generic titles such as 245 00 \$k Scrapbook, 245 00 \$k Report, 245 00 \$k Letter, etc.

### 545 field

Add first indicator 0 [zero] for a person or family

Add first indicator 1 [zero] for an organization or other corporate body person or family

### 506 field

Check to see whether the access restriction on the collection has expired. If it has, delete the restriction field. If it hasn't, add first indicator 1 to bring the coding up to date.

### 561 field

Add first indicator 1

### 541 field

Move the text in this field to a holdings note on the holdings record.

### 655 field

--Old version: 655 7 \$a Photoprints. \$2 ftamc

--Change to: 655 7 \$a Photographs. \$2 aat [no punctuation at the end of \$2]

NOTE: The FTAMC file has been superseded by the Art & Architecture Thesaurus (AAT). Check the term in \$a subfield in the [AAT](#) to make sure it's still correct and up to date. Some AAT terms now have distinguishing elements included, e.g. "Programs (documents)" or "Buttons (information artifacts)."

### 656 field

Example:

656 \$a Physicians. \$2 lcsh

The \$2 lch means that this term is a Library of Congress subject heading. First, look it up in OCLC to make sure it's still an authorized subject heading. Then change it to a 650 field with no \$2 at the end.

*Example:*

650 \_0 \$a Physicians.

#### **696 field**

The 69x MARC tags are no longer used. Change 696 to a 600 10 for a person's name (600 14 if it's really a local heading), 610 2\_ for a group or organization (610 24 if it's a local heading), or a 650 \_4 for a local subject heading (such as Regional history).

#### **852 field**

If there is an 852 field at the end of the bib record that contains Cornell University. \$b Dept. of Rare Books, OR \$b History of Science Collections, OR \$b Fiske Icelandic Collection, OR \$b Department of Manuscripts and University Archives, delete it. These no longer exist as separate departments in the Library.

If the 852 field contains \$a NIC \$j [collection number], you don't need to delete it.

#### **Parting shots**

1. If in doubt about a change or deletion, ask before doing anything.
2. After the FOLIO record is corrected, be sure to add an administrative note to the instance record for catalog maintenance (macro: [comma comma] mc).