

# Cataloging a Bound Manuscript (LTS Procedure #57 FOLIO)

**Scope:** This document describes the differences between cataloging a bound manuscript and cataloging a book or loose manuscripts. If a given field is not mentioned below, treat it the same as you would when cataloging a book. For further details on how different fields are used, see [Procedure 148, Single Manuscript Cataloging Worksheet](#). **Note:** This procedure describes entering the bibliographic record in OCLC, but creating the holdings record in FOLIO.

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[Bibliographic Records](#)

[Holdings Records](#)

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## Bibliographic Records (in OCLC)

### Leader

Type of record: **t** Bibliographic Level: **m**

### 008 field

Publication status: **s** for single date, **m** for a range of dates (beginning date goes in Date 1, ending date in Date 2), or **q** for a questionable date (with the beginning date of the probable date range in Date 1, and the end date of the probable date range in Date 2).

Place of publication: enter the country code for where the manuscript comes from.

**040 field: \$a COO \$b eng \$c COO \$e dcrmmss**

We now use DCRM(MSS) (Descriptive Cataloging of Rare Materials (Manuscripts)), freely available at <http://rbms.info.dcrm/dcrmmss>, when describing a single manuscript or small collection (roughly 10 or fewer items) in certain cases: a bound manuscript, a folder in collection 6532 (Medieval manuscript fragments), or a folder in collection 4600 (Miscellaneous manuscripts). Accession and process all other manuscripts, even single items, in ArchivesSpace.

**099 \_9 field: Local call number**

Put the collection number and bound manuscript number here, e.g. **4605 Bd. Ms. 1**. You need not include the size designation here.

Overall, **follow the procedure for cataloging a single manuscript, LTS Procedure 148**. Below is the information that is specific to bound manuscripts.

### 300 field: physical description

If the pages are unnumbered, it's usually sufficient to describe the extent of the item as "1 volume" (or "(number) volumes" for a multivol). Do not abbreviate; spell out "volume," "pages," etc. If the manuscript has numbered leaves or pages, it's helpful to also give the extent in terms of the number of leaves or pages. If the pages are not numbered, you may give either an exact or an approximate total number of leaves or pages. If the text of the manuscript ends before the last numbered page, give the number of the last numbered page in the 300 field and make a 500 note about the blank pages at the end (e.g. "Pages 50-75 are blank").

You have the option to mention illustrations (it's helpful to do so). For the manuscript's physical dimensions, give height x width of the binding in centimeters. If the dimensions of the manuscript itself differ significantly from the dimensions of its binding, specify both if considered important.

If the manuscript consists of multiple volumes of different sizes, give the dimensions of the largest volume, followed by the words "or smaller."

For more details on the extent statement, see [DCRM\(MSS\) 5B-5E](#).

*Examples:*

300 1 volume ; \$c 28 x 22 cm

300 1 volume (164 pages) : \$b illustrations ; \$c 18 x 16 cm

300 1 volume (approximately 400 leaves) ; \$c 26 x 32 cm

300 6 volumes : \$b illustrations, portraits ; \$c 25 x 18 cm

### 6xx fields: Subject headings

Use LC subject headings as usual. Remember to hit the F11 function key to control the subject headings and subdivisions (that is, to link them to their respective authority records).

## 655 \_7 field: Form/genre or other thesaurus terms

Form/genre terms for manuscripts can be drawn from the [Art & Architecture Thesaurus](#) or (less commonly) from [RBMS Genre Terms](#) or [Library of Congress Genre/Form Terms](#) (LCGFT). RBMS terms may be subdivided by country and century (or by country and decade for common 20th-century works such as novels). "Diaries" is a valid term in both thesauri, but it's helpful to use the RBMS version so as to be able to subdivide it by country and time period (we have many, many diaries).

*Examples:*

655 \_7 Diaries \$z Germany \$y 19th century. \$2 rbgenr

655 \_7 Photograph albums. \$2 aat

655 \_7 Novels \$z United States \$y 1931-1940. \$2 rbgenr

If the item has an especially interesting binding or the like, you can use a term from one of the other RBMS Controlled Vocabularies to describe it, as you would for a book. See LTS [Procedure 88](#), "Thesaurus Terms Commonly Used for Rare Books."

*Example:*

655 \_7 Clasps (Binding). \$2 rbbin

## 7xx fields: additional access points

Make additional access points for co-creators of the manuscript, or other contributors such as editors, translators, copyists, etc. If the volume is a letterbook, for example, trace the compiler of the letterbook as the creator in a 100 field, and the predominant correspondents in 700 fields.

If the volume has a bookplate, signature, inscription, stamp, etc. of a former owner, trace the former owner's name in a 700 or 710 field with the appropriate \$e at the end:

\$e former owner

\$e signer

\$e inscriber

\$e associated name (use this when the nature of the person's relation to the manuscript is unclear)

The \$e terms are MARC or RDA relator terms.

*Example:* 700 1\_ Dejours, Pierre, \$e former owner.

Note that you need not add \$5 NIC at the end of these 7xx fields to show that they are specific to Cornell's copy, as you would do for books. The manuscript is unique; there are no other copies.

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## Holdings Records (in FOLIO)

Once you've imported the OCLC record into FOLIO and edited the instance record, click on **Add holdings** to create a holdings record.

**Holdings type:** Monograph (it's still a monograph, even though it's unpublished); or, if it's a multivol, Multipart monograph.

**Location / Permanent location:** RMC, or RMC Annex

**Call number type:** Other scheme

**Call number prefix:** Archives

**Call number:** (collection no.) Bd. Ms. (no.), e.g. 8748 Bd. Ms. 1

**Call number suffix:** put the size designation here if needed, e.g. +, tiny, mini, etc.

**If the bound manuscript has only one volume,** make it Bd. Ms. 1. Additional bound manuscripts may be added to the collection in the future.

**If you have a multivolume manuscript,** fill in **Holdings details:**

**--Number of items:** number of physical volumes

Click on **Add Holdings statement**

--**Holdings statement:** volume holdings, e.g. v.1-3

**Holdings notes:** This is where most copy-specific notes go, including provenance notes and gift notes. To make a note staff-only, click on the "Staff only" box at the end of the field.

Use the Note type Source of acquisition for a gift note; for most other notes, use Note type Note. If you are creating a holdings record for the 2nd or subsequent title in a volume of bound-withs, use Bound with item data as the Note type for the note containing the volume's barcode number.