

Single Manuscript Cataloging Worksheet (LTS Procedure #151)

Scope: This procedure gives bare-bones instructions for cataloging a single manuscript according to the standard *Descriptive Cataloging of Rare Materials (Manuscripts)*, aka DCRM(MSS), whose text is available at <http://rbms.info/dcrm/dcrmmss>. This procedure assumes that the bib record will be created in OCLC, while the holdings and item records will be created in FOLIO.

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Unit: RMC

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A. Fixed fields

B. Variable fields

C. Holdings record fields

A. Fixed fields

Note: Fixed fields not listed below are left blank.

Rec stat (Record status): **n**

Type (Type of record): **t** (for manuscript text) or **p** (for mixed material)

BLvl (Bibliographic level): **m** (for individual item) or **c** (for collection) [**NB:** OCLC accepts only **c** if the type of record is **p**]

Desc (Descriptive cataloging form): **a**

ELvl (Encoding level): blank (for full), or **7** for a minimal-level record

Srce (Cataloging source): **d** (other)

Conf (Conference publication): **0**

Fest (Festschrift): **0**

LitF (Literary form): **0** if not fiction, or **1** if fiction

DtSt (Type of date/publication status): **m** for a range of dates, **s** for a single date, **q** for questionable date(s)

Indx (Index indicator): **0** if an index is *not* present, **1** if it is

Dates: Single date, or beginning date for a range of dates; followed by ending date for a range of dates

Lang (Language): use appropriate code from MARC Code List for Languages

Ctry (Country): use appropriate MARC country code for the place of production, **not** for the location of the repository as prescribed in DACS

B. Variable fields [_ used to denote blank indicators; bolded fields are required if applicable]

040 __ **COO** \$b eng \$c COO \$e dcrmmss

099 _9 **Collection number**

1xx x_ **Creator** [100 1_ for individual, 100 3_ for family, 110 for corporate body, etc.]

Note: the creator is the one who creates the intellectual content of the item. So for a manuscript by person A which is copied by person B, the creator is still person A, even though person B was responsible for the physical production of the manuscript copy.

245 00 \$a Title : \$b subtitle : \$k material type / \$c statement of responsibility [if any]

Usually you will need to devise a title. The title should be a brief designation of what the manuscript is. DCRM(MSS) 1B2-1B5 give guidance for titles of particular types of manuscripts (letters, speeches, legal documents, verse). Titles for all others are formulated according to 1B1.

If the item has a formal title on the title page, colophon, or caption, see DCRM(MSS) 1C.

Devised title example: Susan B. Anthony speech on women's suffrage : \$k manuscript fair copy.

Formal title example: She's gotta have it : \$k typescript draft with corrections.

264 _0 \$a Place of production, \$c date(s) of production. Place and date are normalized (given in modern form). See DCRM(MSS) 4B-4C.

300 __ Extent [usually in number of items or volumes; do not use abbreviations] : \$b illustrations [if significant] ; \$c dimensions [height x width in cm]. RMC always uses \$a and \$c.

545 0_ Biographical/Historical Note [first indicator 0 for a person, 1 for an organization]

520 __ Content description/scope/summary [if 2 or more paragraphs, tag the 2nd and subsequent paragraphs 520 8_]

500 __ Source of formal title if there is one (see DCRM(MSS) 1C1.1, 7B4.1)

506 1_ Restrictions on access, if any

540 __ Restrictions on use, if any

546 __ Language(s) of the item or collection; \$b script or alphabet used, if non-Roman or coded (e.g. "In Turkish; Arabic script").

524 __ Preferred form of citation (OPAC label for this field is "Cite as:"): [Creator]. [Title], #[collection number]. Division of Rare and Manuscript Collections, Cornell University Library.

500 \$a Other notes that are required if applicable

- Ambiguous statements of responsibility: DCRM(MSS) 1E9, 7B5.4
- Byname not used as title: 1B6, 7B3.7
- Copyright date in manuscript copy of printed work: 4C7.3, 7B9.3.4
- Creator information: 7B5.1
- Fictitious or incorrect dates: 4C2.4, 7B9.3.1
- Fictitious or incorrect places of production: 4B4.1, 7B9.2.2
- Forgeries or incorrect attributions: 7B5.1.1
- Formal title not present in manuscript, supplied from other sources: 1C1.1.3, 7B4.1
- Manuscript containing two or more works described separately: 7B2.3
- Name in statement of responsibility abbreviated, unclear, or a pseudonym: 1E2.2, 7B5.4
- Name in statement of responsibility partially or wholly illegible: 1E2.4, 7B5.4
- Name in statement of responsibility struck out or written in a different hand: 1E2.3, 7B5.4
- Non-Roman or coded writing system: 0F2.1, 7B8.2
- Statement of responsibility in location other than title page, colophon, or caption: 1E14, 7B5.4
- Source of title from first line of verse: 1B5, 7B3.5
- Transcribed title: 1C1.2, 7B4.2
- Uncertain place of production: 4B5.2, 7B9.2.3
- With/Bound-with notes: 7B18.1

6xx xx: Subject headings: Archivists use subject headings partly to group together manuscripts on similar topics, and also to capture what we have relating to people in various occupations. So in addition to the usual headings, consider adding a subject heading such as Lawyers—[place] if the creator is a lawyer. We have a lot of manuscripts by actors and actresses, so it's worth adding a subject heading for them when you come across them (e.g. **Actor s \$z France**).

655_7 Form/genre (with **\$2 aat** or **\$2 rbgenr** at end, depending on whether the term you're using comes from the [Art & Architecture Thesaurus](#) or from RBMS [Genre Terms](#))

C. Holdings record fields (bolded fields are required if applicable)

Call number for a bound manuscript:

Prefix: **Archives** ; call number: (collection number) **Bd. Ms. 1**; suffix: **size designation** (if other than "regular")

Holdings note

--If the item is a gift, use note type **Source of acquisition**; text: **Gift of** (donor's name)

--If the item is a bound-with and is not the first item in the volume, use note type **Bound with item data** and put the barcode number in the note.
