Schlesinger best practices for cataloging - by MARC field

Using Two Systems:

In the past, the library used Aleph, the local cataloging system, to create and manage bibliographic records. As of July 2018, the library is using two systems: OCLC's Connexion and Alma. Connexion is a nationally-shared cataloging system, and the Alma system is the back end to HOLLIS, Harvard's local online catalog. In Connexion, there is one bibliographic record, while in Alma there is a bibliographic record and a holdings record. The below MARC best practices are applicable to both systems.

This best practices guide is not intended to be system specific, but some fields do have system-related notes (i.e. the 007). This documentation is split into Bibliographic Record and Holdings Record. The Bibliographic Record section contains all the fields which appear in the Connexion record. Some of these fields belong in Alma's holdings record. When this is the case, you will see a note that says: “*Note: this field is contained in Alma's holdings record.*” The fields will then be listed again under the Holdings Record section.

Delimiters: This manual uses double dagger sign for delimiter. In Alma, the double dollar sign $$ is used. Unlike Aleph, Connexion and Alma don't care how many spaces are between a delimiter and the content of the field.

Bibliographic Record

Leader

(Abbreviations in quotation marks correspond to Connexion)

<table>
<thead>
<tr>
<th>Field position</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>(05) Record Status &quot;Rec Stat&quot;</td>
<td>c</td>
</tr>
<tr>
<td>(06) Type of Record &quot;Type&quot;</td>
<td>p</td>
</tr>
<tr>
<td>(07) Bibliographic Level &quot;BLvl&quot;</td>
<td>c [m for single item]</td>
</tr>
<tr>
<td>(08) Type of Control &quot;Ctrl&quot;</td>
<td>a</td>
</tr>
<tr>
<td>(17) Encoding level &quot;Elvl&quot;</td>
<td>blank (full level)</td>
</tr>
<tr>
<td>(18) Descriptive Cataloging Form &quot;Desc&quot;</td>
<td>i</td>
</tr>
</tbody>
</table>

007 Physical Description Fixed Field. If you are describing audiovisual material in your collection (i.e. it has NOT been removed for cataloging separately), you must include separate 007 fields for the different kinds of materials you have. These materials may include electronic resources, microform, motion pictures, sound recordings, and videorecordings.

In Aleph, we added the 007 to the Holdings Record. In Connexion and Alma, the 007(s) live in the bibliographic record. If you are updating an older collection record in Alma, you should move the 007 from the holdings into the bibliographic record.

When adding an 007 in both systems, you must first choose the category of material type. Once this has been selected, the systems will provide you with fields specific to that kind of material. At the minimum, you should enter the category of material and the material designation. You may have more information that you want to include, such as the color of video. If you have no information for a field, you can leave it blank in Connexion. In Alma, these fields will appear with the pipe symbol |. Should you need to create or edit an 007 in Alma, you will see that you can choose this symbol from the drop down list: you can can choose | - No attempt to code.

Another note about the systems: Connexion shows you subfields with the name of each for each position. In Alma, the positions are listed with their names and positions numbers. Thus, the tables below display both the field position name, number, and corresponding subfield.

EXAMPLE (sound recording, or audiocassette):

<table>
<thead>
<tr>
<th>Field/position</th>
<th>Value</th>
<th>Field/position</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>[00] Category of material</td>
<td>s</td>
<td>[01] b Specific material designation</td>
<td>s</td>
</tr>
<tr>
<td>[02] Undefined</td>
<td></td>
<td>[03] d Speed</td>
<td></td>
</tr>
<tr>
<td>[04] e Configuration of playback</td>
<td></td>
<td>[05] f Groove width/pitch</td>
<td></td>
</tr>
</tbody>
</table>
In the above example, the category of material "s" means "sound recording," and the material designation "d" means "sound disc."

**EXAMPLE (sound recording, or DVD):**

007

<table>
<thead>
<tr>
<th>Field/position</th>
<th>Value</th>
<th>Field/position</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>[00] Category of material</td>
<td>s</td>
<td>[01] b Material designation</td>
<td>d</td>
</tr>
<tr>
<td>[02] Undefined</td>
<td></td>
<td>[03] d Speed</td>
<td></td>
</tr>
<tr>
<td>[04] e Videorecording format</td>
<td></td>
<td>[05] f Sound on medium or separate</td>
<td></td>
</tr>
<tr>
<td>[06] g Medium for sound</td>
<td></td>
<td>[07] h Dimensions</td>
<td></td>
</tr>
<tr>
<td>[08] i Configuration of playback</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the above example, the category of material "v" means "videorecording" and material designation "d" means "videodisc."

**EXAMPLE (videorecording, or videotape):**

007

<table>
<thead>
<tr>
<th>Field/position</th>
<th>Value</th>
<th>Field/position</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>[00] Category of material</td>
<td>v</td>
<td>[01] b Material designation</td>
<td>f</td>
</tr>
<tr>
<td>[02] Undefined</td>
<td></td>
<td>[03] c Color</td>
<td></td>
</tr>
<tr>
<td>[04] e Videorecording format</td>
<td></td>
<td>[05] f Sound on medium or separate</td>
<td></td>
</tr>
<tr>
<td>[06] g Medium for sound</td>
<td></td>
<td>[07] h Dimensions</td>
<td></td>
</tr>
<tr>
<td>[08] i Configuration of playback</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the above example, the category of material "v" means "videorecording" and material designation "f" means "videocassette." Since additional information was known, the cataloger included color "c" for "color" and videorecording format "b" for "VHS (1/2 in., videocassette)."
### EXAMPLE (motion picture)

007

<table>
<thead>
<tr>
<th>Field/position</th>
<th>Value</th>
<th>Field/position</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>[00] Category of material</td>
<td>m</td>
<td>[01] b Material designation</td>
<td>r</td>
</tr>
<tr>
<td>[02] Undefined</td>
<td></td>
<td>[03] d Color</td>
<td>b</td>
</tr>
<tr>
<td>[04] e Motion picture presentation format</td>
<td></td>
<td>[05] f Sound on medium or separate</td>
<td></td>
</tr>
<tr>
<td>[06] g Medium for sound</td>
<td></td>
<td>[07] h Dimensions</td>
<td>d</td>
</tr>
<tr>
<td>[08] i Configuration of playback channels</td>
<td></td>
<td>[09] j Production elements</td>
<td></td>
</tr>
<tr>
<td>[16] q Completeness</td>
<td></td>
<td>[17-22] r Film inspection date</td>
<td></td>
</tr>
</tbody>
</table>

In the above example, the category of material "m" means "motion picture," and the material designation "r" means "film reel." Since additional information was known, the cataloger included color "b" for "black-and-white," and dimensions "d" for "16 mm."

### EXAMPLE (microform)

007

<table>
<thead>
<tr>
<th>Field/position</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>[00] Category of material</td>
<td>h</td>
</tr>
<tr>
<td>[02] Undefined</td>
<td></td>
</tr>
<tr>
<td>[04] e Dimensions</td>
<td></td>
</tr>
<tr>
<td>[06-08] f Reduction ratio</td>
<td></td>
</tr>
<tr>
<td>[12] j Base of film</td>
<td></td>
</tr>
</tbody>
</table>

In the above example, the category of material "h" means "microform," and material designation "d" means "microfilm reel." Since additional information was known, the cataloger included positive/negative "m" for "mixed polarity," dimensions "u" for "35 mm.," reduction ratio range "u" for "unknown," color "b" for "black-and-white," emulsion on film "a" for "silver halide," generation "c" for "service copy," and base of film "a" for "safety base, undetermined."

### EXAMPLE (computer file)

007

<table>
<thead>
<tr>
<th>Field/position</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>[00] Category of material</td>
<td>c</td>
</tr>
<tr>
<td>[02] Undefined</td>
<td></td>
</tr>
<tr>
<td>[04] e Dimensions</td>
<td></td>
</tr>
<tr>
<td>[06-08] g Bit depth</td>
<td></td>
</tr>
</tbody>
</table>

In the above example, the category of material "c" means "computer file" and the material designation "u" means "unspecified."

008 Fixed-Length Data Elements
(Abbreviations in quotation marks correspond to Connexion. In Connexion, these values appear at the top of the record in the LDR, and not in a separate field.)

<table>
<thead>
<tr>
<th>Field position</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>(06) Type of date &quot;DtSt&quot;</td>
<td>i [use s for a single date]</td>
</tr>
<tr>
<td>(07-10) Date 1 &quot;Dates&quot;</td>
<td>[change date to new begin date]</td>
</tr>
<tr>
<td>(11-14) Date 2 &quot;Dates&quot;</td>
<td>[change date to new end date]</td>
</tr>
<tr>
<td>(15-17) Place of Publication &quot;Ctry&quot;</td>
<td>mau</td>
</tr>
<tr>
<td>(23) Form of item &quot;Form&quot;</td>
<td>Leave blank</td>
</tr>
<tr>
<td>(35-37) Language &quot;Lang&quot;</td>
<td>eng</td>
</tr>
<tr>
<td>(38) Modified record &quot;MRec&quot;</td>
<td>Leave blank</td>
</tr>
<tr>
<td>(39) Cataloging source &quot;Srce&quot;</td>
<td>d</td>
</tr>
</tbody>
</table>

If you have both bulk dates and inclusive dates, use the inclusive dates for Date 1 and Date 2. If you have a single date, the value of the 06 will be s. Add the date to the Date 1 field and leave the Date 2 field blank.

Variable fields

Please note: a "_" in the indicator field stands for “blank.” Leave a blank space.

EXAMPLE: 555 0_

035 System control number. In Connexion, this appears at the top of the record (labeled “OCLC”) and cannot be edited. In Alma, it appears in the bibliographic record. The Alma record will usually have an 035 for the OCLC number and an 035 for the old Aleph number. Alma’s system control number, the MMS ID, appears in the 001.

EXAMPLE 035 a (OCoLC)122592525

035 a (MH)008536468HVD01-Aleph

In Alma, if there is no 035 present for the OCLC number, you may need to add it if you want to copy and merge with Connexion. Be sure to use the prefix (OCoLC) shown in the above example.

040 Cataloging source. This field contains the MARC code for or the name of the organization(s) that created the original bibliographic record, assigned MARC content designation and transcribed the record into machine-readable form, or modified an existing MARC record. The preferred order of 040 subfields is: a, b, e, c, d. At a minimum, your 040 should contain subfields a, b, c, and e:

a: Original cataloging agency

b: eng

c: Transcribing agency

e: Description conventions

In Connexion, you will often see several extra subfields; you can leave them unless you get an error asking you to delete duplicates. Since we began creating our records in OCLC, the a will contain the OCLC symbol SLR instead of the MARC organization code MCR-S. If you see MCR-S in a or c, you should change it to SLR.

EXAMPLE: a SLR e dacs c SLR
041 0_ Language code. If you are specifying a language other than English (see the 546 below), indicate it here (along with English). You do not need to use this field if your record describes materials in only one language. The first indicator will most likely be 0, unless the material you are referring to is or includes a translation. If there is a translation of the material present, use first indicator 1. The second indicator is blank to indicate that we are using the MARC language code (such as eng for English and ger for German).

EXAMPLE: 041 0_ a eng a ger

049 Local Holdings: The holding library code, copy designations, and volume designations of items held by your institution. This is a Connexion-generated field and can be ignored.

EXAMPLE: 049 SLRR

1xx Leave author as is; author should correspond to the NAF authority heading; if not in NAF, HOLLIS is the authority. If your creator is a family, use the name in NAF, and if not, HOLLIS. If you must form your own name, family names should now be formed according to RDA procedures. The Browne and Slater family entries below are an example of the new form.

EXAMPLE: 100 1_ a Chicago, Judy, d1939-

100 3_ a Browne (Family : g Browne, Albert G. (Albert Gallatin), 1805-1885)

100 3_ a Slater (Family : c Webster, Mass.)

110 2_ a National Organization for Women.

245 00 Update title. Include name of person or organization in title. If authority heading has life dates, do not include the life dates in title. Use the first indicator of 1 when you think someone might want to search for the item by the title; otherwise, use 0.

EXAMPLES: 245 00 k Records of the Project on the Status and Education of Women (Association of American Colleges), f1969-1991 (inclusive), g1971-1985 (bulk).

245 00 k Papers of Bernice Resnick Sandler, f1963-2008.

245 00 k Lesbian ephemera collection, f1983-1984.

245 10 k Joan C. Tonn Collection on Mary Parker Follett , f1982-1998.

300 Change to appropriate quantity. First list the linear feet, followed by a description in parentheses.

EXAMPLE: a 28.98 linear feet a (69 + 1/2 file boxes) plus 1 folio folder, 2 folio+ folders, 1 oversize folder, 2 supersize folders, 5 photograph folders.

If you have audiovisual material in your collection, describe each format in SEPARATE 300 fields. See Audiotapes and Videotapes (and similar media) section on bib records for more information and for examples of multiple kinds of A/V. (NOTE: THIS IS A NEW PRACTICE!)

If materials are described in separate 300 fields, they should NOT be included in the linear footage enumeration, so the 300 for a collection with this extent in the finding aid 1.2 linear feet (1 carton, 1/2 file box) plus 1 folio+ folder, 12 videotapes, 2 audiotapes would be recorded as follows in the MARC record:

EXAMPLE: 300 a1.2 linear feet. a (1 carton, ½ file box) plus 1 folio+ folder.

300 a12 videocassettes : b sound, color ; c 1/2 in.

300 a2 sound cassettes : b analog.

If you have born digital material in your collection, describe it also in a SEPARATE 300 field (Note: archived web sites do not have a separate 300 field).

EXAMPLE: a 4.16 megabytes a (36 files)
List your series, if you have them.

**EXAMPLE:** a Arranged in three series: I. Biographical and personal. II. Correspondence. III. Professional.

Restrictions on access note. See below under holdings record.

Update with new history or biography; if you need to add a second paragraph, add a second 545 field. In the past we have begun the field with a subfield b (b), but since Aleph does not allow this, you should begin this field with a subfield a (a).

Update with new scope and content note.

Language note. Add the following:

a Materials in English.

If there is a significant amount of material in another language, add it here. If you do add an additional language, you must specify it in the 041 (see above).

a Most material in English; some correspondence in German.

Ownership and Custodial History. See below under holdings record.

Remove and replace with a 555 as appropriate.

Finding Aid note. Add this field to your record after the finding aid has been posted to HOLLIS for Archival Discovery. Use the URN, or for current collections, the permalink (found under the citation button on individual collection pages in HOLLIS for Archival Discovery).

**EXAMPLE:**

555 0_ a Electronic finding aid available u[URN]
555 0_ a Electronic finding aid available u http://nrs.harvard.edu/urn-3:RAD.SCHL:sch00033
555 0_ a Electronic finding aid available u http://id.lib.harvard.edu/ead/sch01595/catalog

Preferred Citation: Leave preferred citation essentially as is, but fill in your collection number. Also update Radcliffe College to Radcliffe Institute if necessary, and add Harvard University.


a Person Name Papers, 1906-2007. MC ###. Schlesinger Library, Radcliffe Institute, Harvard University.

544 Location of Other Archival Materials Note. Occasionally, you will want to add a note regarding a related collection. This is used when the collections are of the same provenance and/or were originally part of the same collection/record group. This note should also be used when there is a related processed audiovisual collection that has been cataloged separately and there is an existing MARC record for that collection. The below example is from PSEW Records (MC 557) and the Bernice Resnick Sandler Papers (MC 588). Likewise, there should be a 544 in the related record.

EXAMPLE (MC 588):

d There is related material: the records of the Project on the Status and Education of Women (Association of American Colleges) a at the Schlesinger Library, Radcliffe Institute, Harvard University.

(MC 557): d There is related material: the papers of Bernice Resnick Sandler a at the Schlesinger Library, Radcliffe Institute, Harvard University.

The second example is from the National Association of Women Judges (U.S.) Records (MC 436) and National Association of Women Judges (U.S.) Additional records (MC 99-M62).

EXAMPLE:

(MC436): d There is related material: National Association of Women Judges (U.S.) Additional records a at the Schlesinger Library, Radcliffe Institute, Harvard University.


580 Linking Entry Complexity Note. Occasionally, the collection once contained audiovisual material that was removed and is already cataloged in Connexion/Alma. If so, update the record for the audiovisual material with a 580 (as well as a 773--see below). This field will describe the relationship between this material and the collection from which it came.

EXAMPLE: 580 a Forms part of the Lini M. De Vries Papers, Schlesinger Library, Radcliffe Institute, Harvard University.

Subject Fields (numbered fields 600+)

Reminder: In Connexion you can right click on the field number and choose MARC field to see a list of indicators and subfields used in that field, or look on the Library of Congress web site. You can search for LCSH subject headings at: http://authorities.loc.gov.

Key to delimiter fields:

b subordinate unit
d dates associated with name
e relator term
q fuller form of name
t title of a work
v genre (EXAMPLE: reviews or periodicals)
x general subdivision
y chronological subdivision
z geographic subdivision
2 bibliographic source

600 10 Personal names
EXAMPLE: a Steinem, Gloria.
   a Roosevelt, Eleanor, d 1884-1962.
   a Stevenson, Adlai E. q (Adlai Ewing), d1930- [no period]
   a Honey, Frank, d 1925- , e interviewee.

610 10 Corporate name. First indicator of 1 means jurisdiction name (subject heading begins with geographic location).

   EXAMPLE: a United States. b Department of Labor.
            a United States. t Civil Rights Act of 1964.

610 20 Corporate name. First indicator of 2 means name in direct order (corporations, organizations, etc.)

   EXAMPLE: a Democratic Party (U.S.)
            a Radcliffe College x Alumni and alumnae.
            a National Organization for Women. b New York Chapter.

611 20 Meeting name (conferences).

   EXAMPLE: a White House Conference on Aging.

650 _0 Topical terms

   EXAMPLE: a Pay equity z United States.
            a Sex discrimination against women x Law and legislation.
            a World War, 1939-1945 v Personal narratives, American.

651 _0 Geographic names. Note: summer camps should be treated as places when used as subject entries. They are only corporate bodies (110 /710) when they are the creators, e.g., the records of a camp.

   EXAMPLE: a Cape Cod (Mass.) x Social life and customs.
            a Arcadia Camp for Girls (Casco, Me.)

655s Form and Genre terms. In selecting terms, use the list "Form and Genre terms used at the Schlesinger Library" (located in G: /SCHLES/COLLECTION SERVICES). This list will also provide you with the correct authority source, which will determine whether you use 0 or 7 for the second indicator (see below). When editing old records after processing, please check the provided terms against the list, as the authority source (subfield 2) may have changed since the collection was originally cataloged. If you want to include a term that is not on this list, ask the Head of Collection Services. Include terms for audiovisual material even if that material has been removed from the collection to be cataloged separately.

   655 _0 For terms from the Library of Congress Subject Heading list, use 0 for the second indicator.

   EXAMPLE: 655 _0 a Audiotapes.
For terms from the Art and Architecture Thesaurus (AAT), the Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT), the Moving Image Genre-Form Guide (MIGFG), the Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc. (GSAFD), or a local term, use 7 for the second indicator.

**EXAMPLE:** 655 _7 a Videotapes. 2 local
a Oral histories. 2 aat
a Account books. 2 lcgft
a Minutes (administrative records). 2 aat
a Questionnaires. 2 aat
a Promotional announcements. 2 migfg
a War stories. 2 gsafd

656 _7 Occupations. DELETE. We are no longer using this field. You should find the appropriate heading (such as "Woman journalists") for "Journalists" in the LCSH and add a 650.

**FAST Headings**

OCLC may have applied FAST (Faceted Application of Subject Terminology) headings to records. You should leave them in the record and in the exported Aleph record. Below is a representation of 650 0 Women x History y 20th Century as a FAST headings:

**EXAMPLE:**

650 _7 Women. 2 fast 0 (OCoLC)fst01176568
655 _7 History. 2 fast 0 (OCoLC)fst01411628
648 _7 1900-1999 2 fast

773 Host item entry. Occasionally, the collection once contained audiovisual material that was removed and is already cataloged in Connexion /Alma. If so, update the record for the audiovisual material with a 773 (as well as a 580--see above). This field appears in the audiovisual material’s record in the public catalog and informs the user about the “parent” collection from which it came. To complete 7, check a MARC guide to determine the values of the different positions. a and t contain the main entry and title for the parent collection. w contains the Alma system number (MMS ID) for the parent collection.

**EXAMPLE:**

773 _7p1pc a De Vries, Lini M. t Papers of Lini M. De Vries, 1910-2002 (inclusive). w990006048940203941

**Holdings Record**

561 _1 Ownership and Custodial History. Update provenance note to reflect the date or date range of accessions. The 561 must contain a 5sch. Add a first indicator of 1 for not private

**EXAMPLE:**

a Gift of Shelia Tobias, 1984-2005. 5sch

506 Restrictions on access note. This field is used to describe restrictions on access, such as the presence of closed material, the signing of a special form, and the storing of materials off site. Be sure to remove the 506 “Closed until processed” note. If there are no restrictions on access, add “Collection open for research.” See "Standard Language for Mss. Bib Records” (G:\SCHLES\COLLECTION SERVICES\MANUSCRIPTS) for the correct language. The first indicator indicates whether materials are restricted. Use a first indicator of 1 for restrictions, and a first indicator of 0 when there are no restrictions (“Collection is open for research”).

*Note: this field is contained in Alma's holdings record.

**EXAMPLE:**
5 Correspondence a is closed until January 1, 2050.

a Collection stored off site: c researchers must request access 36 hours before use.

a Collection is open for research.

All collections containing audiovisual material, even if this material has been removed for cataloging separately, must include the following restriction:

a Appointment required for access to audiovisual material.

541 and 583 fields

Collections with several acquisitions and actions may have many 541 and 583 fields listed. The 541, the immediate source of acquisition note, will provide the details of the accession. It will be directly followed by a 583 field, which will provide the actions associated with that acquisition. Many records will have several 541’s and 583’s (in the past, we recorded every accession in the MARC record, but discontinued this practice in the early 2000’s). As of Spring 2009, we are changing our practices to simplify the record. Each record will now have only one 541 and one 583. Please delete the additional 541’s and 583’s. The exception to this rule is for 583's which are used for preservation tracking. Do not delete these 583’s. These 583’s are entered into Aleph by the Collections Conservator for items she has treated. If she does this work while the collection is being processed, she may leave fields for you to complete (containing folder number for the item) when the collection is finished.

For both the 541 and 583, use the first indicator of 0 for privacy (this indicator prevents display in the public catalog).

Include the following subfields in the 541:

541 0_

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 (Materials specified)</td>
<td>Records or Papers.</td>
</tr>
<tr>
<td>a (Source of acquisition)</td>
<td>[name of person or organization; if several people, use the first name followed by 'et al.']</td>
</tr>
<tr>
<td>c (Method of acquisition)</td>
<td>Gift or Purchase</td>
</tr>
<tr>
<td>d (Date of acquisition)</td>
<td>Give the first and last dates of acquisition separated by two dashes (--)</td>
</tr>
<tr>
<td>e (Accession number)</td>
<td>Give the first and last accession numbers separated by two dashes (--)</td>
</tr>
<tr>
<td>h (Purchase price)</td>
<td>Include if it is under $5000</td>
</tr>
<tr>
<td>5 (Institution to which field applies)</td>
<td>sch</td>
</tr>
</tbody>
</table>

Change the existing 583 to the following:

583 0_

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 (Materials specified)</td>
<td>[type what is in 3 of the 541]</td>
</tr>
<tr>
<td>a (Action)</td>
<td>Processed</td>
</tr>
<tr>
<td>c (Time/date action)</td>
<td>[enter today’s date; MM/DD/YY]</td>
</tr>
<tr>
<td>k (Action agent)</td>
<td>Last name, First name [name of processor]</td>
</tr>
</tbody>
</table>

EXAMPLE (Barbara Gould Nylander Papers):
EXAMPLE (Preservation tracking):

583 1_ 3#52.2 Stoneham Grammar School diploma Flora Hazel Erwin aconserved c20120724 xflattened xmylar enclosure 5sch

852 8_ Location.

If the material is staying on site, use a c GEN. If the material will be housed at HD (more likely), use a c HD.

Include all call numbers for the collection, including AV numbers, even if removed and cataloged separately, in h. Separate each number with a semicolon. If it is a catalog record reflecting a preliminary finding aid, add the accession number or range of accession numbers.

852 8_ b SCH c GEN (or HD) h [call numbers]

EXAMPLE: b SCH c HD h MC 523; T-326; MP-50

b SCH c GEN h 81-M13–84-M152

920 1 1 Harvard defined MARC holdings field for Title level cataloging statistics (formerly the H20 in Aleph). Leave as is. Value should be: a unpmss d yyyymmdd e SL

EXAMPLE: a unpmss d 20181102 e SL

996 1_ Harvard defined MARC holdings field for Primo use only. Do not edit this field. It will be deleted and re-created every time the holding is saved. It is used to display/index the 561 in Primo only when the 1st indicator is 1 (public) or blank.

EXAMPLE: a Gift of Joan C. Tonn, 2018. 5 sch