COPY-SPECIFIC INFORMATION IN MILLENNIUM

INTRODUCTION

Recording copy-specific information is always OPTIONAL. The need for copy-specific notes, and the level of detail contained in them, must be determined by the owning library’s policies, selector, curator, etc. Recording copy-specific details is particularly important in special collections and rare materials cataloging (represented primarily by the Bancroft Library), but certain types of copy-specific information—including imperfections, limited edition details, and separate works bound together subsequent to publication—are routinely added to catalog records by a wide variety of catalogers. In a shared catalog, it is highly desirable that copy-specific notes containing similar types of information be formulated in a similar and consistent way across all locations. It is also important that copy-specific information be clearly identified so that the user can easily determine to which copy the information pertains.

For OCLC’s guidelines for copy- or institution-specific notes and added entries, see: http://www.oclc.org/bibformats/en/specialcataloging/default.shtm#CHD1CBGF

BACKGROUND

In GLADIS, copy-specific information was recorded in the holdings record using BIB (for general information), PRV (for provenance information), and, in some cases, CIR (for circulation restrictions) fields. In Millennium, copy-specific information will be recorded in the bibliographic record using appropriate MARC tags. While special collections and rare materials make much more extensive use of copy-specific information, there is a wide variety of general use materials that also have copy-specific aspects that need to be recorded.

MIGRATION

During migration, there was no way to distinguish the information recorded in BIB fields so it all migrated as MARC 590 fields in the bibliographic records.

All information recorded in PRV fields was migrated into MARC 561 fields in the bibliographic record.

Since this migrated BIB and PRV information relates only to a specific copy, not to the universal description, copy identification in the form of owning library (location) and call number was added to the bibliographic fields in order to distinguish them from one another. [Note: Where subfield 5 was valid (i.e., in 561), it was used in conjunction with
the MARC Organization Code\textsuperscript{1} to identify the owning location. Where subfield 5 was not a valid option (i.e., in 590), the GLADIS 4-letter location code was used as a preface in subfield a.]

BIB – Various types of information were recorded in BIB fields in GLADIS: binding descriptions, imperfections, “bound with,” clippings or other insertions, author’s signatures and inscriptions, etc. BIB data was mapped to the Millennium bibliographic record in MARC tag 590, subfield a. The 4-letter GLADIS LOC code for the owning library and the item call number precede the text of the note, including the prestamp, if applicable. [\textit{Note:} No subfield coding from the call number field was migrated to the 590.] In cases where there were multiple BIB fields associated with a single copy a separate 590 was created for each separate BIB.

590 // |a BANC; PS3523.O46.A9 1965: Bound in black cloth; dust jacket.


590 // |a BANC; PS3509.V65.D88 bk. 1: Bancroft Library has copy no. 104, signed by the author.


590 // |a MUSI; MICROFICHE M161: Bound with: The compositional history... / Gregory Nicholas Leet and The sound of Han... / Heather Alane Willoughby.


\textsuperscript{1} MARC Organization Codes are maintained by the Library of Congress. To search for UC Berkeley codes: 1) go to \url{http://www.loc.gov/marc/organizations/orgshome.html}; 2) Click “Search the MARC Organization Codes Database”; 3) In the “Search by Organization” box, type “university of california, berkeley” and click “Search.” See also the Appendix of this document for a list of valid UC Berkeley codes.
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590 // |a MAIN; XM04.00317: Also includes at end [6] leaves with Conference schedule; List of participants; List of commentators; List of speakers.


PRV – Provenance information, detailing former owners, collection information, etc., was recorded in PRV fields in GLADIS. PRV data was mapped to the Millennium bibliographic record in MARC tag 561, 1st indicator 1, subfield a. The owning library location (spelled out) and the item call number precede the text of the note, including the prestamp, if applicable. [Note: No subfield coding from the call number field was migrated to the 561.] Subfield 5, containing the MARC Organization Code for the owning library, follows the text of the note.

561 1/ |a Bancroft pPS3523.046.C3 1975: Ownership signature of Becky London Fleming. |5 CU-BANC

561 1/ |a Bancroft Z239.2.H47 1946c: Bookplate of James K. Moffitt. |5 CU-BANC

561 1/ |a Bancroft PS3527.O632.G63 2005: From the library of Professor Arthur L-F. Askins. |5 CU-BANC

561 1/ |a Anthropology GN700.T64: From the collection of Professor Kimio Suzuki, Keio University, Japan |5 CU-ANTH

561 1/ |a Environ Dsgn HT393.L82.R323 1976: 701 Depository Program |5 CU-ENVI

561 1/ |a Music MUSI CD20012: Christopher Peterson Collection. |5 CU-MUSI
CIR – Circulation restrictions, including physical restrictions on access, were recorded in CIR notes in GLADIS. CIR data was migrated, but not mapped. As appropriate, the text in CIR will be used to set STATUS in the Item Record post-migration.

**BEST PRACTICES**

1) **Recording copy-specific information is optional; policies regarding copy-specific information should be developed by each owning unit or library and/or selector or curator**

Each owning unit or library should develop general guidelines for the application of copy-specific information. Certain types of copy-specific information, such as imperfections, bound-withs, and copy numbers of limited editions, can be determined by the cataloger at the point of cataloging, but decisions about whether or not to note other types of information, such as binding descriptions or provenance, need to be decided by the appropriate selector or covered by the library’s internal policies.

2) **Enter copy-specific information in the bibliographic record**

All copy-specific information should be entered in the bibliographic record unless it is not desirable to display the information in the public catalog. Information that is purely related to processing may be entered in Item Record internal notes.

3) **Use the appropriate MARC tag, where applicable**

As noted earlier, a wide variety of information was recorded in GLADIS BIB fields and was, consequently, migrated to MARC 590 fields. While 590 is the only field available for most copy-specific information, there are some MARC tags that are defined to include specific types of copy-specific information: “bound with” notes should be recorded in MARC 501; provenance information should be recorded in MARC 561; and, binding descriptions should be recorded in MARC 563.

4) **Clearly identify to which owning library and/or copy the copy-specific information applies**

In fields that allow its use, enter the MARC Organization Code of the owning library in subfield 5. In fields that do not allow subfield 5 (i.e., 590), preface the note with the text “[Owning] Library copy:” When the owning library has more than one copy with the same call number, the copy number should be included in the preface to the note. When the owning library has more than one copy with different call numbers, the call number should be included in the preface to the note.
Bound-withs

- System-supplied OskiCat public display label: With:
- Use subfield 5 with MARC Organization Code.
- Preface note with copy number if the library owns multiple copies with the same call number.
- Preface note with call number if the library owns multiple copies with different call numbers.
- Begin the note with the phrase “Bound with”—or in the case of microfilm, “Filmed with”—followed by bibliographic citation(s) of bound in items.
- Format of citations can be determined by each cataloging unit, but each unit should strive for consistency for items cataloged by that unit.

Examples:


501 // |a Bound with: Cibber, Colley. She wou'd and she wou'd not. London: John Bell, 1792; Shakespeare, William. Love's labour's lost. London: John Bell, 1785; Cumberland, Richard. The fashionable lover. London: John Bell, 1793. |5 CU-BANC

501 // |a Bound with: Saccheri, Girolamo. Euclides ab omni naevo vindicatus. Milan: P.A. Montano, 1733. |5 CU-BANC


501 // |a Bound with: Song Hyon's model for study of music / Ehichung Rachel Chung and The compositional history... / Gregory Nicholas Leet. |5 CU-MUSI


501 // |a Bound with: The Puerto Princesa Environmental Estate components / Peñasales Planners. Iloilo City, Philippines: The Planners, 1996. |5 CU-ENVIRONMENT

501 // |a Bound with: Aichi Daigaku hokei ronshu. Keizai hen; Aichi Daigaku hokei ronshu. Keizai keiei hen, excerpt no. 51-52 pt. 2. |5 CU-EAST

2 These instructions apply only to separate bibliographic works that have been bound together after publication. Items issued bound together by the publisher should be described using MARC tag 501 without subfield 5.
Restrictions on Access

- Use to record restrictions on individual items that are not handled by status, item type, or sub-location codes.\(^3\)
- Enter in the bibliographic record with MARC tag 506.
- System-supplied OskiCat public display label: Access
- Use subfield 5 with MARC Organization Code.
- Preface note with copy number if the library owns multiple copies with the same call number.
- Preface note with call number if the library owns multiple copies with different call numbers.
- Begin note with the word “RESTRICTED” followed by details of the restrictions on access.

Examples:

506 // |a RESTRICTED. Permission of Rare Books Curator required. |5 CU-BANC

506 // |a RESTRICTED. Use microfilm copy with call number BANC FILM 2333. |5 CU-BANC

506 // |a RESTRICTED. May not be duplicated without written permission of Jackson MacLow. |5 CU-BANC

Binding descriptions\(^4\)

- System-supplied OskiCat public display label: Binding
- Use subfield 5 with MARC Organization Code if the binding is custom, or copy-specific (i.e., unique); do not use subfield 5 if the binding is a commercial, trade binding (i.e., every copy of the book off the press has the same binding).
- Preface note with copy number if the library owns multiple copies with the same call number.
- Preface note with call number if the library owns multiple copies with different call numbers.

\(^3\) Most CIR notes migrated from GLADIS will be used to set status, item types, and sub-locations. Only very few CIR notes (mostly those used by Bancroft) are suitable for a Restriction on Access note.

\(^4\) Notes about binding information are generally only made for antiquarian, rare, or special collections materials.
Examples:

Trade bindings (all copies are bound as described; applies to universal description)

563 // |a Illustrated wrapper.
563 // |a Green cloth; dust jacket.
563 // |a Black cloth spine and red boards; dust jacket.

Unique or custom bindings (binding description is copy-specific)

563 // |a Full calf, front cover and spine gilt; marbled endpapers. |5 CU-BANC
563 // |a Contemporary sheep-backed sprinkled boards, spine ruled and lettered in gilt; top edge gilt. |5 CU-BANC
563 // |a Copy 1: Half brown morocco and marbled boards; edges sprinkled red. |5 CU-BANC
563 // |a Copy 2: Original temporary wrapper. |5 CU-BANC

Other copy-specific binding information

563 // |a Bancroft Library copy f2253.3.v36 1993: In slip case, as issued. |5 CU-BANC

Imperfect copies

- Enter in the bibliographic record with MARC tag 590.
- System-supplied OskiCat public display label: Local note
- Preface the note with the owning library name. [subfield 5 not valid in 590]
- Add copy number if the library owns multiple copies with the same call number.
- Add call number if the library owns multiple copies with different call numbers.
- Include the word “Imperfect” in the note.
- Use the word “wanting” to indicate missing elements.
- This note can also be used for damage that occurs after cataloging.

Examples:

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590 // |a Engineering Library copy: Imperfect: bound upside down.

590 // |a Main Library copy: Imperfect: col. map and appendixes (leaves 58-75) wanting.

590 // |a Main Library copy: Imperfect: p. 6-7 replaced with photocopy.

590 // |a Main Library copy: Imperfect: accompanying CD-ROM wanting.


Miscellaneous

- Enter in the bibliographic record with MARC tag 590.
- Only use MARC tag 590 if no other MARC tag is applicable.
- System-supplied OskiCat public display label: Local note
- Preface the note with the owning library name. [subfield 5 not valid in 590]
- Add copy number if the library owns multiple copies with the same call number.
- Add call number if the library owns multiple copies with different call numbers.

Examples:

**Author’s signatures/presentation inscriptions:**

590 // |a Bancroft Library copy: Author's presentation inscription to Alan Temco on t.p.


**Clippings and other items inserted after publication:**

590 // |a Bancroft Library copy: Author's obituary (San Francisco chronicle, Apr. 30, 2009) laid in.


590 // |a Biosciences Library copy: Errata slip tipped in.

**Limited editions:**

Notes about limited editions are general, not copy-specific, notes. Make a 500 note about the edition, quoting if possible. When the statement of the limitation of the edition is lengthy or complex, refer to (or quote) only that part that includes the characteristics of the copy being cataloged. If the total number of copies in the edition is known, include that number in the note.

500 // |a "750 copies printed"--Colophon.
500 // |a Limited ed. of 300 signed and numbered copies.

500 // |a "This special signed limited edition is limited to 200 numbered paperback copies and 26 deluxe hardcover copies"--Added t.p.

500 // |a "Il a été tiré de la présente édition cinq cents exemplaires, dont quatre cent quatre-vingt-quinze sur papier de Hollande, numérotés de 6 à 500"--Colophon.

500 // |a "200 copies printed by Drukkerij Nieuw Leven, The Hague"--Simoni C5.

Make a 590 note (in addition to the 500 note described above) if the copy being cataloged has a number or letter, or if the edition has been described as numbered but the copy being cataloged is unnumbered.

590 // |a East Asian Library copy: No. 696.

590 // |a Morrison Library copy: No. 233, signed by the author and illustrator.

590 // |a Bancroft Library copy: Unnumbered copy "PC"; signed by Simon Janus and Weston Ochse.

590 // |a Bancroft Library copy 1: No. 27 of the limited ed.
590 // |a Bancroft Library copy 2: Unnumbered copy.

Provenance

Use to record ownership and/or custodial history.

Provenance notes are made when it is also desirable to trace the donor/former owner/collection in an added entry.

Enter in the bibliographic record with MARC tag 561 (additional information: http://www.oclc.org/bibformats/en/5xx/561.shtm), first indicator 1 (public) or 0 (private5).

System-supplied OskiCat public display label: Provenance

Use subfield 5 with MARC Organization Code.

Preface note with copy number if the library owns multiple copies with the same call number.

Preface note with call number if the library owns multiple copies with different call numbers.

Examples:

561 1/ |a From the library of Philip Whalen. |5 CU-BANC
700 1/ |a Whalen, Philip, |e former owner. |5 CU-BANC

5 If first indicator 0 is used, the information will not be displayed in the public interface of OskiCat. However, if a user displays the MARC record, the field will be visible. If this information is truly meant to remain private, consider either not including it all or putting it into an Internal Note (x) in the Item Record.
Source of Acquisition

- Use to record the immediate source of acquisition only if there is no order record and/or it is desirable to display the information to the public.
- Source notes are made when it is not desirable to trace the source of acquisition in an added entry.
- Source notes may be used to record purchase information when there is no order record associated with the item.\(^6\)
- Enter in the bibliographic record with MARC tag 541 (additional information: http://www.oclc.org/bibformats/en/5xx/541.shtm), first indicator 1 (public) or 0 (private).\(^7\)
- System-supplied OsKicat public display label: Source
- Use subfield 5 with MARC Organization Code.

\(^6\) Bancroft Library policy is to record this type of purchase information in the Internal Note in the Item Record.

\(^7\) If first indicator 0 is used, the information will not be displayed in the public interface of OsKicat. However, if a user displays the MARC record, the field will be visible. If this information is truly meant to remain private, consider either not including it all or putting it into an Internal Note (x) in the Item Record. (Note: Bancroft policy is to use the Internal Note in the Item Record, except for archival collections.)
• Preface note with copy number if the library owns multiple copies with the same call number.
• Preface note with call number if the library owns multiple copies with different call numbers.

**Examples:**

*Note: All of the following examples are hypothetical. This is just one valid way of recording this type of information. If there is an order record, it is probably unnecessary to create a Source note. However, if the information needs to be displayed to the public, it must be entered in a note in the bibliographic record. If the information does not need to be displayed to the public, or is undesirable to display, the Internal Note in the Item Record is available for this type of information. For more information on Source of Acquisition notes, see the OCLC documentation (includes subfield definitions, additional available subfields, and additional examples).*

```
541 1/ |c Gift; |a John Smith; |d 1995. |5 CU

541 1/ |c Purchase; |d 20040115. |5 CU-WR

541 1/ |c Transfer; |a Entomology Library; |d 1999. |5 CU-BIOL

541 1/ |c Deposit; |a 701 Depository Program; |d 20090501. |5 CU-ENVI
```

**Linking Entry Notes**

- Use for items in collections that are ongoing without specific provenance.
- Enter in bibliographic record with MARC tag 580\(^8\) (additional information: [http://www.oclc.org/bibformats/en/5xx/580.shtm](http://www.oclc.org/bibformats/en/5xx/580.shtm))
- System-supplied OskiCat public display label: **Linking Entry**
- Begin note with text “Forms part of …”
- Must have a corresponding 730 heading, with subfield 5 MARC Organization Code.
- Preface note with copy number if the library owns multiple copies with the same call number.
- Preface note with call number if the library owns multiple copies with different call numbers.

**Examples:**

```
580 // |a Forms part of the Dutch clandestine books collection.
730 0/ |a Dutch clandestine books. |5 CU-BANC
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\(^8\) Subfield 5 is not currently valid in 580. However, since a corresponding 730 is required when using this note, owning library identification is not crucial. Although this presents a slight contradiction, the TPTTF felt it was important to recommend usage of 580 over 590 or 500 for this information.
Combined Notes

- More than one copy-specific element can be combined in a single note, if it can be done clearly and succinctly.
- In the case of multiple copies, each copy should have its own copy-specific note(s).
- Do not combine binding, provenance, or source notes into a 590; use the appropriate MARC field (501 for bound with; 563 for binding, 561 for provenance, 541 for source, 580 for linking entry).

**Examples:**

590 // |a Bancroft Library copy: Imperfect: engraved plate wanting. With ms. marginal annotations and doodles.

590 // |a Bancroft Library copy: No. 25; signed by the author on t.p.

590 // |a Bancroft Library copy: No. 123, in slipcase as issued. Accompanying print ("Untitled, 1.9.00"; no. 20/20) in oversize folder with call no.: pff PS3507.U629.S87 2008 suppl.

561 1/ |a Gift of the author; autograph on t.p. |5 CU-ENVI

561 1/ |a Copy 1: Bookplate of Frederick Law Olmsted; gift of Frederick Law Olmsted the Younger. |5 CU-ENVI

561 1/ |a Copy 2: Beatrix Farrand Reef Point Gardens Library. |5 CU-ENVI
CLEAN UP

- MAIN Technical Services has used the 590 note to indicate Level 2 and Level 3 cataloging. This note is not meant to be permanent, and should not be protected when the record is upgraded with a full level record.

As there are other 590 notes which should be retained, these “low level cataloging” notes should be moved to another 59X field. This will ensure that load tables that load incoming bibliographic records to OskiCat can be set up to protect any target record 590 field, while allowing for the removal of this “low level cataloging” note as an automated function of record upgrade and overlay.

“Low level cataloging” 59X to be determined following migration.

- While subfield 5 values were set as a function of migration where possible, there were several MARC Organization Codes that had not yet been established:

  CaBeUAHC (Art History/Classics)
  CaBeMRC (Media Resources Center)
  CaBeUSSA (South/Southeast Asia Library)

When a subfield 5 was created, the GLADIS location was used as a placeholder. For example:

| 5  CU-AH-C |
| 5  CU-AVMC |
| 5  CU-SSEA |

These placeholder subfield 5 values will need to be updated to the valid MARC Organization Codes.

- Move targeted 590 fields to appropriate targeted note fields. For example:

  - Any 590 with text “Bound in” would be retagged as a 563.
  - Content would be edited to remove “Bound in”.
  - Content would be edited to remove GLADIS four digit location and add applicable subfield 5 with MARC Organization Code.
  - Call number would be removed where applicable.
APPENDIX: MARC ORGANIZATION CODES FOR UC BERKELEY LIBRARIES

Following is a list, in alphabetical order by library name, of valid MARC Organization Codes for UC Berkeley libraries. The official list is maintained by the Library of Congress: [http://www.loc.gov/marc/organizations/orgshome.html](http://www.loc.gov/marc/organizations/orgshome.html). Enter the MARC Organization Code in subfield 5 when entering a copy-specific note in the bibliographic record. Any questions regarding these codes should be addressed to Technical Services Data Control Unit.

- Anthropology Library: CU-ANTH
- Art History/Classics Library: CaBeUAHC
- Asian American Studies Library: use CU-ETH
- Bancroft Library: CU-BANC
- Bioscience & Natural Resources Library: CaBeUBNR
- Business & Economics Library: CaBeUBE
- Center for Chinese Studies: use CU-EAST
- Center for the Tebtunis Papyri (Bancroft Library): use CU-BANC
- Chemistry Library: CU-CHEM
- Chicano Studies Library: use CU-ETH
- Earth Sciences Library: CU-EART
- East Asian Library: CU-EAST
- Education-Psychology Library: CU-EDUC
- Engineering Library: CU-ENGI
- Environmental Design Archives: CaBeUEDA
- Environmental Design Library: CU-ENVI
- Ethnic Studies Library: CU-ETH
- Graduate Services: CU-HUMA
  - Modern Authors Collection: CU-MODE
- Institute for Research on Labor and Employment Library: CaBeURLE
- Institute of Governmental Studies: CU-IG
- Institute of International Studies: CU-IS
- Institute of Transportation Studies: CU-IT
- Main (Gardner) Stacks: CU
- Maps Collection: use CU-EART
- Mark Twain Collection (Bancroft Library): CU-MARK
- Mathematics/Statistics Library: CU-MATH
- Media Resources Center: CaBeMRC
- Moffitt Undergraduate Library: CU-UNDE
- Morrison Collection: CU-MORR
- Music Library: CU-MUSI
- Native American Studies Library: use CU-ETH
- Newspapers & Microforms: CU-NEWS
- Optometry/Health Sciences Library: CU-OPTO
- Pacific Film Archive: CBPF
- Philosophy Library: CU-PHIL
- Physics-Astronomy Library: CU-PHYS
- Public Health Library: CU-PUBL
- Social Welfare Library: CU-SOCW
- South/Southeast Asia Library: CaBeUSSA
- University Archives (Bancroft Library): CU-UARC
- Water Resources Center Archives: CU-WR