

## **VOYAGER Cat Memo No. 2**

### **949/948/MFHD 852\$x**

Yale used the 949 field in NOTIS to record information about transferred and reclassified titles. This information in Voyager migrated to the 948 field. Beginning on June 5 use the 852 \$x to record information about transferred and reclassified titles. DO NOT USE 949 or 948 fields.

### **880's**

Remember, DO NOT TOUCH the 880 fields. They represent codes for the vernacular characters for Chinese, Japanese, Korean, Arabic, Persian, Hebrew and Yiddish.

### **+’s in Call Numbers**

In Voyager, the + sign, used to designate an oversize title has been moved from the middle of the call number to the very end of LC call numbers, and followed by the word OVERSIZE. If you are creating a new record in Voyager, you must follow the same practice. (This does not apply to Old Yale call numbers). Call number transcription on the should follow the new practice.

<http://www.library.yale.edu/orbis2/implementation/oversize20022.htm>

### **Item Type**

Cataloging staff must now add an item type to the item record at the time of cataloging.

Guidelines are at:

[http://www.library.yale.edu/orbis2/implementation/training%20docs%20for%20ONELINE T.htm](http://www.library.yale.edu/orbis2/implementation/training%20docs%20for%20ONELINE%20T.htm) Policies and Procedures> General> Item Type Guidelines

### **Export Q Program**

You will get the **ExportQ** program installed later this week. It appears that the response time of this program can be affected by OCLC. Please make sure that your OCLC session is closed.

### **Suppressed Records and How to Identify Them**

It is possible to tell that a BIB or MFHD record is suppressed in Voyager Cataloging, without looking at the System tab. There is a small book icon that changes color when a record is suppressed. When not suppressed the Bib record icon is red, when suppressed it

is mostly grayed-out. When not suppressed the MFHD icon is red and blue, when suppressed it is mostly grayed-out.

When the Bib or MFHD windows are not maximized, this icon appears in the upper left corner of the record window, respectively next to "Bib" or "Hldg". When the Bib or MFHD windows are maximized this icon appears next to the "File" menu, above the "New" icon.

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