

Gift Material in MARC Fields

POLICY

Acknowledging donors of gift materials can be recorded in a variety of ways. It is the policy of Odum Library to record gift materials in MARC21 designated fields. There are fields that can be used for statistical purposes as well as Access Points for the donor's name in the online public catalog. In some instances, an additional access point could be established at the collection level. All access points will require authority work to be performed.

PROCEDURES

- I. **Recording gift receipts for statistical purposes in the holdings record**
 - a. In both the Bibliographic Record and the Holdings record, Field 541 – Immediate Source of Acquisitions Note allows the recording of gifts, unique purchases, etc.
 - i. **Indicators**

In almost all cases, first indicator 1 is used to generate a **public display**. This decision is made on a case by case basis. In general, if the donor receives a gift plate, acknowledgement will always be public.
 - ii. **Subfields**

Only four subfields are used (\$c, \$a, \$d, \$5). However, exceptions can be made for adding additional subfield content by the cataloger if deemed desirable. Definitions and instructions for field 541 can be viewed on the Library of Congress website: <http://www.loc.gov/marc/holdings/hd541.html>
 - iii. **MARC21 Organizational Code**

It is a common practice to record the MARC21 Organization code for unique data specific to the institutions resources, even if that library will be the only owner of the resource. Valdosta's code is: GVaS
 - iv. **Examples:**

Note the order of the Subfields. Each element is separated by a semicolon with the exception of the MARC21 Organizational Code

Example 1:

541;1_; \$c Gift; \$a Jane Elza; \$d 2017. \$5 GVaS

Example 2:

541;0_; \$c Purchase; \$a Amalia Amaki; \$d 2011; \$f Odum Library; \$h \$8,000. \$5 GVaS
541;1_; \$c Purchase; \$a Amalia Amaki; \$d 2011; \$f Odum Library. \$5 GVaS

Note in the second example, two 541 fields are used: One public and one non-public, which includes the amount of the purchase.

- II. **Recording donor access points in the bibliographic record**

In a shared bibliographic environment, institution specific access points must be placed in local fields. The *Cataloging Implementation Project Team* developed a list of fields to use for this locale data that can be viewed in the Training Wiki:
<https://docs.google.com/document/d/1cf0KfeNT5HSPvXRHfyFxFskB3EHWnc7-ljlyOZqsL/edit>

Field 952 is used for persons
Field 953 is used for corporate bodies


Example 1:

952;1_ ; \$a Huxford, John C., \$d 1931-2008, \$e donor. \$5 GVaS

Example 2:

953;2_ ; \$a United Daughters of the Confederacy. \$b Georgia Division, \$e donor. \$5 GVaS

- III. Recording collection level access points in the bibliographic record
There are instances when searching by collect of individually cataloged materials is ideal. Collection Level Authority records are treated as Corporate bodies and recorded in the 953 Local Field

 **953** | 2_ |a Robert Owens/McRae Collection (Valdosta State University). |5 GVaS

Note in this example, that local fields show the institution symbol to the left of the 953 field.

IV. **NOTE FIELD**

Information on the donation can also be placed in the 590 local field.

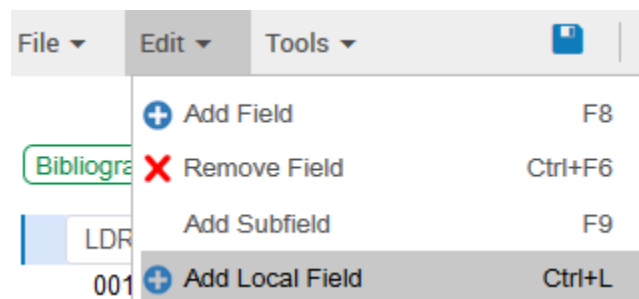
590;__ ; \$a 2nd copy, gift of Professor Emeritus of Music, Dr. John Huxford. \$5 GVaS

Additionally, the 952 or 953 can show this data using the *Materials Specified* subfiled (\$3)

952;1_ ; \$3 2nd copy: \$a Huxford, John C., \$d 1931-2008, \$e donor. \$5 GVaS

V. **ADDING LOCAL FIELDS TO BIBLIOGRAPHIC RECORDS**

Local fields cannot be simply typed in like the other fields. Catalogers must use the Metadata Editor function created by Alma.



APPENDIX

A. NACO EXAMPLES

Collection Level Authority Record

LC control no.: no2016108994

LCCN Permalink: <https://lccn.loc.gov/no2016108994>

HEADING: Robert Owens/McRae Collection (Valdosta State University)

000 00716nz a2200181n 450

001 10234356

005 20160816075056.0

008 160815n| azannaabn |a ana c

010 __ |a no2016108994

035 __ |a (OCoLC)oca10552945

040 __ |a GVaS |b eng |e rda |c GVaS

046 __ |s 2016 |2 edtf

110 2_ |a Robert Owens/McRae Collection (Valdosta State University)

368 __ |a Libraries--Special collections |a Rare books |2 lcsb

370 __ |c United States |e Valdosta (Ga.) |2 naf

510 2_ |w r |i Hierarchical superior: |a Valdosta State University. |b Archives and Special Collections

670 __ |a Montaigne, Michel de. Les essais de Michel, seigneur de Montaigne, M.DC.XXXV, 1635: |b (name not given)

670 __ |a GVaS files |b (established 2016)

B. SEARCHING

Under the Advance Search

Physical titles ▾ Zone: Institution Network Community

Acquisition Note ▾ Contains Keywords ▾ gift guy frost 2016

C. ACTIVE DONOR COLLECTIONS

Groupings indicate sets of headings to add to bibliographic records. Fields for local access points have been approved by RA CL are outlined listed on the USG Training Wiki (<https://docs.google.com/document/d/1cf0KfeNT5HSPvXRHfyFxFskB3EHWnc7-ljlyOZqsLI/edit>)

Fields are recorded the same as the MARC field they replace

ARCHIVES – SP COL

Emily Hendree Park Memorial Library (Valdosta State University) (953)

United Daughters of the Confederacy. Georgia Division (953)

[This collection adds resources annually via Acquisitions purchase]

ARCHIVES - Rare

Robert Owens/McRae Collection (Valdosta State University)

ARCHIVES – MS/150/1

Frost, Guy, 1965- (952)

New Age Movements, Occultism, and Spiritualism Research Library (953)

Cataloging Policies and Procedures. Gift Materials

ARCHIVES – MS/150/3

Frost, Guy, 1965- (952)

Guy Frost Faerie Faith Papers (953)

New Age Movements, Occultism, and Spiritualism Research Library (953)

ARCHIVES – MS/150/4

Frost, Guy, 1965- (952)

Max Freedom Long Library and Museum (953)

New Age Movements, Occultism, and Spiritualism Research Library (953)

ARCHIVES – MS/150/5

Rowan Tree Church (953)

Rowan Tree Church Periodicals Collection (953)

New Age Movements, Occultism, and Spiritualism Research Library (953)