After some time of cataloging the manuscript collections and electronic findings aids separately it becomes apparent that dual records (one for manuscripts and one for finding aids) are not the simplest way to describe what we have. Previously we have cataloged the finding aid as a separate entity from the manuscript collection. In that way we were describing the University Libraries Special Collections as the publisher and describing some of the electronic details such as number of files and number of bytes. It is suggested now according to the Guidelines for the Use of Field 856, Revised August 1999; prepared by the Library of Congress, Network Development and MARC Standards Office the field 856 is used for electronic location and access information to an electronic resource and contains information related to the resource. The field may be used in a bibliographic or holdings record for a resource when that resource or a subset of it is available electronically. In short the bibliographic record from now on will describe the original manuscript collection and the 856 will be added to describe the electronic version of the original finding aid (i.e., 856 42 $3 Finding aid $u http://www.uark.edu/depts/speccoll/findingaids/campusphotos.html).

Please note the assignment of Library of Congress classification (i.e., 090), as well as an item record for the electronic version of the finding aid. There will be no retrospective work done on the previously cataloged manuscript collections or the respective electronic finding aid now in OCLC and InfoLinks. We begin August 1999.

A few quirks about the cataloging of these manuscript collections need to be addressed. First we need to aware that a retrospective project was done by Ethel Simpson to add brief bibliographic records to InfoLinks for processed manuscript collections. It is necessary to search InfoLinks to discover brief bibliographic records in the database that need to be overlaid or deleted at the time of cataloging these collections on OCLC. Second be aware that InfoLinks strips what it reads as extraneous call numbers during the export process from OCLC to InfoLinks. It will strip the first two. It is necessary to reinput the call numbers into the records after exporting. Third the display of the items has a few touches that need to be made in order to attain the desired display. We don’t want the manuscript collection number to display on the finding aid item record or the item record for the internet accessible finding aid. We do that by inserting a call number field (099) with a blank space in the variable field.

Hint: In OCLC use: Ctrl + Shift + B (creates single record, books format) ; Ctrl U (apply constant data by name) ; Manuscript

Examples:
The collection consists of two versions of a report on the University of Arkansas, Fayetteville. The report was prepared by the Arkansas State Planning Board and the Arkansas State Publicity Commission for the Arkansas State Governor, Homer M. Adkins, in 1942 to promote the University as a military training facility. It contains a typewritten narrative about the campus housing, educational, and recreational facilities; blueprints; and photocopies of photographic images. The two sets of the original series of twenty-one photographs are kept in a separate folder.

Finding aid available in Special Collections and through the internet.

Finding aid

http://www.uark.edu/depts/speccoll/findingaids/campusphotos.html
DESCRIPT       .6 linear ft.
SUBJECT        Woods, J. P. -- Archives.
                Woods, Mabel Hon -- Archives.
                Hon, Daniel -- Archives.
                Wood family -- Archives.
                Woods, John Harvey -- Archives.
                Woods, Mary E. Powell -- Archives.
                Kennedy, John F. (John Fitzgerald), 1917-1963 -- Correspondence.
                University of Arkansas, Fayetteville -- Students.
                Arkansas -- Biography.
SUMMARY        The collection contains two scrapbooks. The first contains Daniel Hon's diploma from Cumberland University, Lebanon, Tennessee, 1885, and the attorney's license, 1885; two United Daughters of

LOCATION CALL NO. STATUS
> SPEC COLL          MC 1402 NON-CIRC
> SPEC COLL-REF      MC 1402 finding aid NON-CIRC
> Internet ResourcesMC 1402 finding aid ON INTERNET

InfoLinks Web Version

Title
Campus photographs University of Arkansas 1942 [manuscript] : photographs and reports, May 1942-June 1942

Click on the following to:
Connect to http://www.uark.edu/depts/speccoll/findingaids/campusphotos.html

LOCATION CALL NO. STATUS
SPEC COLL          MC 1403 NON-CIRC
SPEC COLL-REF      MC 1403 finding aid NON-CIRC
Internet ResourcesMC 1403 finding aid ON INTERNET

Descript
.3 linear ft

Subject
University of Arkansas (Fayetteville campus) -- Photographs
Vol Walker Memorial Library (Fayetteville, Ark.) -- Photographs
Futrall Memorial Union (Fayetteville, Ark.) -- Photographs
Business Administration Building (Fayetteville, Ark.) -- Photographs
Engineering Building (Fayetteville, Ark.) -- Photographs
Field House (Fayetteville, Ark.) -- Photographs
Carnall Hall (Fayetteville, Ark.) -- Photographs

Summary

The collection consists of two versions of a report on the University of Arkansas. The report was prepared by the Arkansas State Planning Board and the Arkansas State Publicity Commission for the Arkansas State Governor, Homer M. Adkins, in 1942 to promote the University as a military training facility. It contains a typewritten narrative about the campus housing, educational, and recreational facilities; blueprints; and photocopies of photographic images. The two sets of the original series of twenty-one photographs are kept in a separate folder.

Note

Finding aid available in Special Collections and through the internet

InfoLinks MARC display

B18999189 Last updated: 08-17-99 Created: 08-17-99 Revision: 2
01 LANG: eng 03 LOCATION: spco 05 BIB LVL: c 07 BCODE3: x
02 SKIP: 0 04 CAT DA:08-17-99 06 MAT TYPE: t 08 COUNTRY: xx
09 001 42140648
10 003 OCoLC
11 005 19990817154243.0
12 008 990817s1942 xx 000 0 eng dntclz
13 040 AFU|cAFU|eappm
14 043 n-us-ar
15 049 AFUJ
16 099 MC|a1403
17 090 LD234.5|b.C35 1942
18 245 00 Campus photographs University of Arkansas 1942|h[manuscript] :
|bphotographs and reports,|fMay 1942-June 1942
19 300 .3 linear ft

20 520 8 The collection consists of two versions of a report on the University of Arkansas. The report was prepared by the Arkansas State Planning Board and the Arkansas State Publicity Commission for the Arkansas State Governor, Homer M. Adkins, in 1942 to promote the University as a military training facility. It contains a typewritten narrative about the campus housing, educational, and recreational facilities; blueprints; and photocopies of photographic images. The two sets of the original series of twenty-one photographs are kept in a separate folder.

23 555 8 Finding aid available in Special Collections and through the internet
24 610 20 University of Arkansas (Fayetteville campus)\vPhotographs
25 610 20 Vol Walker Memorial Library (Fayetteville, Ark.)\vPhotographs
26 610 20 Futrall Memorial Union (Fayetteville, Ark.)\vPhotographs
27 610 20 Business Administration Building (Fayetteville, Ark.)\vPhotographs
28 610 20 Engineering Building (Fayetteville, Ark.)\vPhotographs
29 610 20 Field House (Fayetteville, Ark.)\vPhotographs
30 610 20 Carnall Hall (Fayetteville, Ark.)\vPhotographs
31 856 42 [Finding aid]\uhttp://www.uark.edu/depts/specoll/findingaids/
campusphotos.html
32 945  msk

I28861656  Last updated: 05-22-01 Created: 05-22-01 Revision: 1
01 COPY #: 1 08 PATRON#: 0 15 RECAL DA: - - 21 INT USE1: 0
02 ICODE1: 0 09 LCHKIN: - - 16 TOT CHKOUT: 0 22 INT USE2: 0
03 ICODE2: - 10 INVDA: - - 17 TOT RENEW: 0 23 IMESSAGE: -
04 I TYPE: 35 11 # RENEWALS: 0 18 LOCATION: spco 24 OPACMSG: -
05 PRICE: $0.00 12 # OVERDUE: 0 19 LOANRULE: 0 25 YTDCIRC: 0
06 OUT DATE: - - 13 DUE DAT: - - 20 STATUS: o 26 2YRCIRC: 0
07 DUE DATE: - - 14 INT USE3: 0

I28861668  Last updated: 05-22-01 Created: 05-22-01 Revision: 2
01 COPY #: 1 08 PATRON#: 0 15 RECAL DA: - - 21 INT USE1: 0
02 ICODE1: 0 09 LCHKIN: - - 16 TOT CHKOUT: 0 22 INT USE2: 0
03 ICODE2: - 10 INVDA: - - 17 TOT RENEW: 0 23 IMESSAGE: -
04 I TYPE: 0 11 # RENEWALS: 0 18 LOCATION: spcrf 24 OPACMSG: -
05 PRICE: $0.00 12 # OVERDUE: 0 19 LOANRULE: 0 25 YTDCIRC: 0
06 OUT DATE: - - 13 DUE DAT: - - 20 STATUS: o 26 2YRCIRC: 0
07 DUE DATE: - - 14 INT USE3: 0
27 099
28 VOLUME  finding aid

I2886167x  Last updated: 05-22-01 Created: 05-22-01 Revision: 2
01 COPY #: 1 08 PATRON#: 0 15 RECAL DA: - - 21 INT USE1: 0
02 ICODE1: 0 09 LCHKIN: - - 16 TOT CHKOUT: 0 22 INT USE2: 0
03 ICODE2: - 10 INVDA: - - 17 TOT RENEW: 0 23 IMESSAGE: -
04 I TYPE: 43 11 # RENEWALS: 0 18 LOCATION: inter 24 OPACMSG: -
05 PRICE: $0.00 12 # OVERDUE: 0 19 LOANRULE: 0 25 YTDCIRC: 0
06 OUT DATE: - - 13 DUE DAT: - - 20 STATUS: j 26 2YRCIRC: 0
07 DUE DATE: - - 14 INT USE3: 0
27 099

msk 08-17-99 ; msk 05-22-2001; msk 08-22-2001 ; msk 04-05-2007