

# Formatting Copy-Specific Metadata

## Adding Copy-Specific Metadata in Alma

Copy-specific information can be included in the following fields. Some of these fields may need to be configured for display and/or search in some instances of Primo VE.

### Copy-specific metadata in holdings records:

#### **541** - Immediate Source of Acquisition Note

Example:

- 541 1\_ \$\$c Gift of: \$\$a Bead Society of Greater Washington.
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#### **561** - Ownership and Custodial History

#### **562** - Copy and Version Identification Note

Example:

- 562 \_\_ \$\$a Worming on pastedowns; inscriptions on front endsheet and title page.
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#### **563** - Binding Information

Example:

- 563 \_\_ \$\$a Bound in brown and yellow paper wrappers.
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### Copy-specific metadata in bibliographic records:

#### **099** - Local call number

Example:

- 099 \_\_ \$\$a MOML \$\$a Trials (Online)
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## **246** - Varying Form of Title

Include \$\$g or \$\$i with organization name for Primo VE display. Include \$\$5 with MARC organization code.

Examples:

- 246 1\_ \$\$g Catholic University Library's binder's title: \$\$a Sermons for the seasons \$\$5 DCU
  - 246 1\_ \$\$i Howard University Library's binder's spine title: \$\$a Neuromancer trilogy \$\$5 DHU
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## **500, 501, 506, 526, 540, 541, 561, 562, 563, 583, 584, 585** - Notes

Include \$\$3 with organization name and, if necessary, copy information for Primo VE display. Include \$\$5 with MARC organization code.

Examples:

- 561 \_\_ \$\$3 Burns Law Library copy: \$\$a Bookplate of Thomas Merton. \$\$5 DGW-L
  - 563 \_\_ \$\$3 Georgetown University Library copy: \$\$a Binding: red morocco (probably 19th century) gilt with ornamental lozenge on covers; joints restored; gilt on edges of binding and pages; decorated endpapers. \$\$5 DGU
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## **59X** - Notes

Include organization name in \$\$a or \$\$3 for Primo VE display.

Example:

- 590 \_\_ \$\$a Burns Law Library copy: Little, Brown and Co. publisher's catalog (8 pages, dated: Sept. 1, 1856) precedes the main text.
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## **655** - Index Term--Genre/Form

Include \$\$3 with organization name and, if necessary, copy information for Primo VE display. Include \$\$5 with MARC organization code.

Examples:

- 655 \_7 \$\$3 Burns Law Library copy 3: \$\$a Bookplates (Provenance) \$\$z United States \$\$y 20th century. \$\$2rbprov \$\$5 DGW-L

- 655\_7 \$\$\$ Burns Law Library copy 2: \$\$\$ Vellum bindings (Binding) \$\$\$ Netherlands \$\$\$y 18th century. \$\$\$2 rbbin \$\$\$5 DGW-L
- 655\_7 \$\$\$ Burns Law Library copy: \$\$\$ Booksellers' labels (Provenance) \$\$\$z Washington (D.C.) \$\$\$y 19th century. \$\$\$2 rbprov \$\$\$5 DGW-L

## **700, 710, 711, 730, 740** - Added Entry

Include \$\$\$ with organization name and, if necessary, copy information for Primo VE display.  
Include \$\$\$5 with MARC organization code.

Examples:

- 700 1\_ \$\$\$ Burns Law Library copy: \$\$\$ O'Brien, Flann, \$\$\$d 1911-1966, \$\$\$e former owner. \$\$\$5 DGW-L
- 710 2\_ \$\$\$ American University Library copy: \$\$\$ Carnegie Endowment for International Peace, \$\$\$e former owner. \$\$\$5 DAU

## **773, 774** - Linking Entry

Include \$\$\$5 with MARC organization code.

Example:

- 773 08 \$\$\$i Boxed with: \$\$\$t Constitution-that delicate balance. \$\$\$d New York, N.Y. : Columbia University, 1983 \$\$\$w (OCOLC)10472486 \$\$\$5 DGU

**9xx** - These may be locally/consortially defined and customized for Primo VE display and keyword searching. If the fields are intended for public display/access the institution and copy to which the field refers should be specified in a human readable way appropriate to the field (usually \$\$\$3 or \$\$\$g). \$\$\$5 is optional but likely helpful for future compatibility. If the fields are not intended for public display/access they should be in the IZ only."

Examples:

- 961 \_\_ \$\$\$ American University Library copy: \$\$\$a Ownership and custodial history: book plate on front paste down: From the library of Lise Mayer. \$\$\$5 DAU
- 970 1\_ \$\$\$ American University Library copy: \$\$\$a Mayer, Lise, \$\$\$d 1957- \$\$\$e former owner. \$\$\$5 EAU
- 975 2\_ \$\$\$a Jacob Burns Law Library Fund \$\$\$d 2005. [a 9xx not intended for public display/access]