

# Provisional Records for WRC Manuscript Collections



This is kept for historical purposes. [Please use this link to view the current WRC Provisional Records cataloging rules.](#)

## 1. PROVISIONAL RECORDS FOR WRC MANUSCRIPT COLLECTIONS

WRC manuscript collections are not currently represented in Sirsi. In an effort to represent these collections in Sirsi, the Original Catalogers working with the WRC staff will provide a provisional record providing a brief, general description of each collection. Eventually all collections will be represented in Sirsi with full descriptive cataloging.

Information for creating provisional records is supplied to Cataloging from WRC by email. The control number is provided by the system.

Click on the Title Maintenance Wizard and then click on the Add Title Wizard. Follow the procedures found in [Provisional Records](#).

Create Copy from the Add Copies Wizard with the following values.

In Call Number Info:

Call No. MS. XXX (note the space between the period and the numerals)

UA XXX - there is no period

Class Scheme ALPHANUMERIC

In Copy Info:

Type RESTRICTED

Home Location WRC

Item Cat1 RECON

Current Location WRC

Item Cat2 Original

In Fixed Fields default values remain except for Date Type. There are three possible Date Type values:

s (single date)      i (inclusive dates of collection)      k (range of dates for bulk of collection)

Typical variable fields are:

099 \_\_ Call Number (must create this field)

1XX \_\_ (Usually, will need to check with Library of Congress Name Authority record for the most up-to-date correct form)

245 \_\_ |a Title |kobject |f (for inclusive dates) or |g (for bulk dates)

300 \_\_ (as indicated on WRC request, sometimes with no. of items) |f lin. ft. ; boxes etc.

520 \_\_ (Description of collection; does not get any indicators)

506 \_\_ (Access restriction for the item. This changes depending of the material)

700 \_\_ (rarely, but used for co-author in exchange of letters)

856 \_\_ indicators 42 |z - is for public note |u - is for the URL; make sure not to have a period at the end of the 856 field.

Inform WRC by email when the provisional record is complete.