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Frequently Asked Questions

Q. Is The Pierpont Morgan Library a museum or a library?
A. The Pierpont Morgan Library is both an independent research library open to qualified researchers and a museum that presents several major exhibitions each year.

Q. What is CORSAIR?
A. CORSAIR is the comprehensive online collections catalog of The Pierpont Morgan Library. It is also the gateway to online research resources focusing on the Library’s collections, such as images and detailed descriptions and bibliographies of collection items.

Q. What is an online collections catalog?
A. The online collections catalog resembles the traditional card catalog in that it provides basic information (author, title, date) for each item. But the electronic version of the catalog supplies additional information, such as lengthy notes on provenance, binding, etc., and links to external research resources. It also offers enhanced search capabilities: With a single search, a user can find records for books, manuscripts, drawings, and objects associated with a specific individual, or created in a specific place, or at a specific time.

Q. Why is the Morgan OPAC named CORSAIR?
A. There were four steam yachts named Corsair: Pierpont Morgan owned Corsair I (1882–90), Corsair II (1890–98), and Corsair III (1899–1913); J. P. Morgan, Jr. owned Corsair III (1913–30) and Corsair IV (1930–40). The first, built in 1880, was among the largest and most technically sophisticated yachts in the United States. The second Corsair, built in 1891, had a steel rather than iron hull, and was outfitted with full sets of Corsair china and glassware. Our image depicts this second Corsair, from a photo taken in the 1890s. The third yacht, with the same black and gold colors as the earlier two, was completed in 1898, was 304 feet long, and possessed a library the width of the hull. It could carry enough coal to cross from New York to Europe. The third Corsair sailed with the Navy as the USS Oceanographer from 1942–44. With its richness of detail and unparalleled technical strengths, CORSAIR seemed a fitting model for the Morgan Library’s catalog.

Based on Morgan: American Financier by Jean Strouse (Perennial/HarperCollins, 1999), and the Library’s Archives.
Frequently Asked Questions

Q. What is in CORSAIR?
A. CORSAIR is a comprehensive list of all the items owned by The Pierpont Morgan Library. This includes material traditionally found in library collections (printed books and serials, manuscripts, music) and material traditionally found in museum collections (illuminated manuscripts, drawings and prints, ancient Near Eastern seals, and art objects). CORSAIR also contains links to online research resources, including thousands of images of medieval and Renaissance manuscripts, detailed descriptions and bibliographies for medieval and Renaissance manuscripts, and guides to the collections for researchers.

Q. What is a MARC record?
A. MARC is the acronym for MAchine-Readable Cataloging, a data format used for the representation and communication of descriptive information about library collections. MARC provides the mechanism by which computers exchange, use, and interpret this information; its data elements make up the foundation of most library catalogs used today. All CORSAIR records are in the MARC format.

Within the MARC record, different types of information are encoded within numbered fields. For example, the 100 field contains the name of the person primarily responsible for the item; this may be an author, an artist, or a composer. The 561 field contains information about the provenance of an item.

Note:
The fields that begin with 00 contain encoded information needed for computer processing. None of these codes is directly searchable.

All the information in fields 010 to 998 is searchable. It is also possible to target specific fields for more focused searching. See the search guides for more information.
Frequently Asked Questions

Q. Does CORSAIR list everything owned by The Pierpont Morgan Library?
A. An effort has been made to create records documenting all the Library’s holdings. As with all data conversion projects, some items escaped conversion on the first round; as omissions are detected, new records are created. In addition, two data conversion projects are still in progress: the creation of records for the Library’s print collections, and several large bequests of printed books. If you do not find what you are looking for, contact a curator.

Q. What sort of information appears in CORSAIR?
A. CORSAIR is a library catalog, not a repository of exhaustive information such as would be found in a published catalogue or monograph. CORSAIR records are intended to point users towards collection items, not to interpret them or to provide definitive information on every aspect. It should be noted, though, that many CORSAIR records are more detailed than is usual in an online catalog: they contain summaries of the content of letters, detailed information about provenance, and other scholarly notes. Moreover, many CORSAIR records for medieval and Renaissance manuscripts are linked to detailed descriptions and bibliographies and images of medieval and Renaissance manuscripts.

Q. Why are some CORSAIR records more detailed than others?
A. CORSAIR contains records from many different sources, ranging from handwritten cards to word-processing documents. The process of turning information from many sources into MARC records is known as retrospective conversion. During retrospective conversion, it is impossible to verify all information or to supply missing data; however, over time all records will undergo revision and upgrading. The Departmental Research Guides give more information on the source data used for each department’s records.

Q. Where can I find more information about an item listed in CORSAIR?
A. There are several different sources.
Most CORSAIR records for medieval and Renaissance manuscripts contain links to detailed descriptions and bibliographies. Images and descriptions of individual pages within more than 300 of these manuscripts are also available in CORSAIR.
Frequently Asked Questions

Many records for items in other collections contain references to publications about the item. (These are not intended to be complete bibliographies, but do provide a starting point for further research).

The Reference Collection (also searchable in CORSAIR) contains secondary material about many items owned by the Library. The Reference Collection is non-circulating; however, most reference titles listed in CORSAIR can also be found in academic or research libraries.

You may also contact the curatorial department that is responsible for the item (the name of the department appears at the top of each CORSAIR record).

Q. How do I learn more about using CORSAIR?
A. In the Table of Contents there is more help on using CORSAIR and searching the collections of The Pierpont Morgan Library. Click on Using CORSAIR to see more detailed instructions. Click on Search Strategies to learn about search techniques that work well with specific types of research, such as provenance. Click on Departmental Research Guides to learn which search techniques work best with specific collections. If you wish to know more about how to apply to do research on-site or how to submit orders for photography, click on Research & Resources.

Q. Can I come to the Library to look at material described in CORSAIR?
A. The Reading Room and Drawing Study Center serve individuals who need to consult the Library’s rare materials for research purposes. Selected items from the collections are on view in the exhibition galleries; for a current list, visit the Exhibition List on CORSAIR.
USING CORSAIR
Keyword/Browse Search

The Keyword/Browse search form allows you to search for words or exact phrases anywhere in the catalog record, use search codes to target specific types of information, or browse lists of names, subjects, titles, or call numbers. You may choose from seven different types of search (explained below).

Limits: Select an option from the Limit by Collection box or click the icon before you enter your search terms. Search Limits apply only to KEYWORD OR PHRASE, EXPERT, or TITLE BROWSE searches. Search Limits are not required. See section on Search Limits for more information.

1. Keyword or Phrase Search
A search for all words anywhere in the record in any order, or for exact phrases. AND is automatically added between search terms, as in Google searches.

Search by word
- french drawings 19th
- byron letters ada
- gutenberg bible 42 lines

Search by phrase
- "christmas carol"
- "ms m.638"
- "adoration of the magi"

Use a question mark to truncate search terms:
- illuminat?
- "historiated initial?"
- byron letter? ada
- "string quartet?"

Note: You may also limit searches by department, type of material, date, place, and language. See Search Limits.
2. Expert Search

A search for words or phrases using Boolean operators (AND NOT OR) or search codes.

Combine words or phrases, using AND, NOT, OR (capitalization is not required):
- byron OR shelley
- “sun god” OR shamash
- byron AND letter? and ada
- “dated manuscript?” NOT “de ricci”
- vellum NOT manuscript?
- “dated manuscript?” NOT “de ricci”

Use search codes to find words or phrases in specific fields:
- OSIN “ms m.69” → Searches the Accession Number field.
- 752L paris AND 655L initial? → Searches the Formatted Place field for paris and the Genre field for initial.
- AKEY durer AND 245H drawing → Searches the Author/Artist field for durer and the Material Type field for drawing.

Use parentheses to group complex search terms:
- “french revolution” AND (“autograph letter?” OR “autograph manuscr?”)
- (catalog? AND uffizi?) AND (drawing? NOT painting?)

*But it is usually better to use GUIDED SEARCH for complex searches.

Note: You may also limit searches by department, type of material, date, place, and language. See Search Limits.

3. Name Browse

A search of standardized names and references to variants. The result is a list beginning with your search term or the closest match. Invert personal names and omit punctuation. The system automatically truncates on the right.

Names

Persons and corporate bodies associated with the creation or provenance of an item. Includes authors, artists, composers, librettists, scribes, printers, publishers, binders, former owners, patrons, donors, etc.

brown finds brown, browne, browning
smith al finds smith alan, smith albert, smith alison, (but not smith a)
4. Name–Title Browse
A search that is particularly useful for finding works with many versions and varying titles, or musical works. The result is a list that will include all works by a given author or creator, subarranged by title. Within this list, uniform or standardized titles and the actual titles transcribed from title pages are interfiled, with all versions of a work clustered under its uniform title.

For Example: A NAME-TITLE BROWSE search for defoe retrieves:

1. Defoe, Daniel, 1661?-1731. The Dyet of Poland
14. Defoe, Daniel, 1661?-1731. Farther adventures of Robinson Crusoe
1. Defoe, Daniel, 1661?-1731. Fortunate mistress

Begin the search with the name (or a portion of the name). The system automatically truncates on the right:

mozart w
blake will

If you are not sure how the name appears in CORSAIR (vergil or virgil?), do a NAME BROWSE search first. The NAME-TITLE BROWSE does not provide references to name variants.

If the work is anonymous, enter the beginning of the title:

bible
chanson de roland
koran

To target a specific work, add a portion of the title after the author's name. If you do, you must enter the full name of the author, including dates:

Mozart Wolfgang Amadeus 1756-1791 Concertos
Defoe Daniel 1661?-1731 robinson

To save time, you may cut and paste an author's name from a CORSAIR record into the search box.
5. Title Browse
A search of all title fields, including popular names of manuscripts. Your search must begin with the first word of the title and must match the word order of the title. The system automatically truncates on the right.

**Search Limits** can be used with TITLE BROWSE

**Title:** Enter at least the first part of the first word of the title. Omit initial articles (the, an, a, la, le, der, die, etc.).
- rose finds rose and the ring does not find roman de la rose
- life of charles d finds life of charles darwin AND life of charles dickens
- symphon finds symphonies AND symphony

**Further Examples:**
- pride and prej
- mother goose
- king and i
- berry apocalypse
- jahrbuch fur kleinasiatische forschung

**Search Tips:** If unsure of the exact title, try a KEYWORD OR PHRASE search, or a GUIDED SEARCH.

Less is more. If a search finds nothing, resubmit it using fewer words.

6. Subject/Genre Browse (includes Genre or Form Terms and Dates)
A heading search of standardized subject and genre terms, dates, cross references, and scope notes. The result is a list beginning with your search term or the closest match. Invert personal names and omit punctuation. The system automatically truncates on the right.

**Subject:** Topics, personal and corporate names, or titles which are the subject of a work.
- drawing french exhibitions
- printing england history
- blake william
- bible
Genre/Form terms: Terms that describe literary and artistic genres, or the physical form of an item. What an item IS, as opposed to what it is ABOUT.

- souvenir programs
- illuminated manuscripts
- drawings Italian 15th century

Dates of creation or publication: Formatted dates of creation, writing, or publication (used only for items in curatorial collections).

- 1560
- 1492 04 15

Search tips: Less is more. If a search finds nothing, resubmit it using fewer words.

- illuminat finds illuminated manuscripts (genre term), illumination of books and manuscripts (subject term)
- lithograph finds lithographers, lithographs, lithography
- 1888 finds 1888 or 1888 03 20

Note: Many items in curatorial collections do not have subject terms assigned to them. See Search by Subject for more information.

7. Call Number Browse

A search of call numbers. The result is a list beginning with the closest call number found. The system automatically truncates on the right.

Call Number: Enter as much of the call number as you know, including all punctuation.

- 138 finds 138 S226, 138.3 A 138.3 B
- MFC C finds MFC C118.X, MFC 129.X
- It. 16 finds It. 16.1, It. 16.2 (but a search for It.16 or It 16 finds nothing)

Note:

- Call Numbers for the Curatorial Collections: Not all collection items have call numbers. Call numbers for items in the curatorial collections generally carry no subject significance. (For more information see Search by Subject.)

- Call Numbers for the Reference Collection: Only the books in the main reference collection have call numbers in the traditional library sense: i.e., numeric codes which are used to classify material by topic. (For more information see Search by Subject.)
Guided Search

Guided Search allows you to select indexes from a drop-down list and to combine several search terms from the same or from different fields in one search.

**Step by Step Instructions**

Each step is marked on the sample graphic below.

1. **Search for:** Enter the term(s) you wish to search for (punctuation and case are ignored, use question mark to truncate words).
   
   Examples: blake; new york; fall of the roman empire; incunab?

2. Choose whether you wish to find records with **ALL** the terms ("all of these"), with **ANY** of the terms ("any of these") or with the terms IN THE ORDER you have typed them ("as a phrase").

   **TIP:** All three options find the word(s) anywhere in a field, not just at the beginning. A search for roman de la rose "as a phrase" will find Roman de la rose AND Rethinking the Roman de la rose.

3. Select the index in which you wish to search for these terms from the list in the box next to **Search in:**
to "Search in:”. You may search all fields simultaneously (Keyword Anywhere) or choose an index that targets specific fields. For more information on field-specific searching, see Search Codes

*If you do not wish to add more search terms, skip to Step 6.*

**Step 4**
If you wish to add more search terms, choose AND (finds only those records with both sets of search terms), OR (finds records with either set of search terms), or NOT (finds records with the first but not with the second set of terms).

**Step 5**
Enter the second set of terms as you have the first.

If you wish to add a third set of terms select another operator (AND, OR or NOT) and enter the third set.

**Step 6**
Click on the Search button to perform the search. Click the Reset button to clear the search page.

## Previous Searches

The Previous Searches screen allows you to re-execute or edit any searches you have performed in your current session. To access this screen, you must first complete at least one search. After your first search, the Previous Searches button will display on the toolbar at the top of the screen.

**The Previous Searches screen lists:**
- the number of items found for each search (Hits)
- the Search Type (Keyword, Title, Author, etc.)
- exactly what you Searched For.
To repeat or edit a previous search:

- Click the Previous Searches button on the tool bar at the top of the screen.
- Click a search in the Search Type or Searched For column to re-execute a search.
- Click the number in the Edit column to edit the search.

Note: The Previous Searches option does not retain information about the Search Limits you applied to a previous search. If you re-execute or edit a search, any limits currently in effect will be used instead of the limits you had specified for that search.

Search Limits

Search Limits are the most efficient way to narrow searches by department, material type, date or place created or published, and language. Search Limits process information stored as codes, not as words or phrases. There is no need to know the codes; the system translates for users.

Only one code for each Search Limit category appears on a record. Search Limits will not retrieve all the languages in a multi-lingual work, or all places of publication for an item published simultaneously in New York, London, etc.

Search Limits operate only when using KEYWORD OR PHRASE, EXPERT, GUIDED, or TITLE BROWSE searches. They do not operate on the initial searches using NAME BROWSE, SUBJECT/GENRE BROWSE, CALL NUMBER BROWSE, or NAME-TITLE BROWSE, but may be applied to the results of these searches. See How to Limit Results.

Search Limits operate only in combination with a search; they cannot be used as the only component of a search. Once they are set, they remain in effect until you click the Clear Limits button or close your browser.

How to Limit Searches

Note: Enter the limit before entering the main search.

Select an option from the Limit by Collection: box on the Keyword/Browse search tab, or click on the Set Limits button to access the Search Limits screen, which offers several different types of limits.
Scroll through the list of options in each category; click once on an option to select it.

More than one option from the same Search Limit category may be selected when using the Search Limits page (when the Limit by Collection: box is used, only one collection at a time may be selected). The search will find records which contain any of the options selected. Example: material in English or in French. To select two options from the same limits list hold down the <Ctrl> or <Apple> key while you click.

Two or more Search Limit categories may be combined. The search will find records which contain all the criteria. Example: material in English or in French that is owned by either the Dept. of Printed Books or the Reference Collection.

When you have finished selecting Search Limits, click once on the Set Limits button to return to the main search screen. The message "Search limits are in effect" will appear above the dialog box (a Clear Limits icon also appears in the lower right of the screen; clicking there will clear Limits). Then select a search type, enter your search term(s), and click the Search button.

**How to Limit Results**

You may limit the results of a search using the Limit Results button. Limit Results works only when you have a Titles List. It is not available for use with the Headings lists, which are the initial results of a NAME, SUBJECT, or NAME-TITLE BROWSE search. However, Limit Results may be used to limit the number of titles linked with an individual heading; this allows you to narrow a search for an author or subject to a particular department or material type.

To apply Limit Results, click on that button. Select Limits from the list, then click on Set Limits. You can continue narrowing your search indefinitely by repeating those actions.

**Search Limit by Date**

Search Limit by Date is a powerful way to narrow searches to items created during a single year, or within a range of years.

Search Limits operate on encoded date information. This information displays in the column headed Dates in the Titles list, but is not searchable except through Search Limits.

Almost all records contain encoded dates. However, Search Limits do not operate on
B.C. dates. See Search by Date or Period for more information on searching B.C. dates.

**Encoded dates may take the following forms (u = unknown):**

- **Single year:** 1657
- **Single decade:** 187u
- **Single century:** 17uu
- **Range of years:** 1886-1904 (beginning and ending dates)
- **Open-ended date:** 1899-9999 (used for current periodicals)
- **Year month day:** 1836-0412 (used mainly for autograph manuscripts)
- **Unknown dates:** uuuu-uuuu

**Note:** Do not use u in date limit searches; instead, use a date range such as 1700-1799 for the eighteenth century (encoded as 17uu).

1. **Enter a single year in the first text box.**
2. **To limit to a single year check the box with the = sign.**
   - 1543 finds items with a single date 1543
   - Does not find items with a date range beginning with 1543 (date matching is performed only on the first date)
3. **To limit to dates after a given year check the box with the "greater than" sign (>).**
   - >1970 finds items dated after 1970
   - Does not find an item with a date range of 1968 and 1975
4. **To limit to dates before a given year check the box with the "less than" sign (<).**
   - <1320 finds items dated on or before 1319
   - Will also retrieve any item which is coded as dates unknown
5 & 6. To limit to dates between two years check the Range box and enter the end date in the second text box

   Range 1400-1499 finds items with a single date between 1400 and 1499 inclusive
   items with range dates beginning between 1400 and 1499

Tip: You will usually get better results by using the date range option instead of the < (less than) and > (greater than) options.

0001 1319 as a date range works better than <1320

For searching exact dates of autograph letters and for further information, see Search by Date or by Period.

Limit by Language

Limit by Language is the most efficient way to retrieve records by language.

Most records for textual material contain information on the language of the item. Records for visual material (drawings, cylinder seals, art objects, photographs, etc.) do not contain language codes unless the items contain inscriptions.

Limit by Language operates on information stored in the record as a code, not as a word or phrase. A KEYWORD OR PHRASE Search for "French, Old" will not find all the items that are coded as being in that language.

Limit by Language does not work well for multi-lingual works, because each record contains only a single language code for the predominant language in the work.

Language codes that appear in many records for letters, literary and historical manuscripts, archives, and music manuscripts are unreliable. Many of these records contain a language code called "Undetermined" (meaning that the language of the item was not apparent from the information on the record). Others may contain language codes based on the writer's nationality, rather than on an examination of the item. Languages that occur most frequently in the Library's collections appear at the start of the list; all other languages are listed in alphabetical order below.
Limit by Location
Limit by Location narrows searches to departments or to subcollections.

List of Locations:
- All Curatorial Departments
- Medieval Images
- Reference Collection Only
- Archives
- Dept. of Drawings and Prints
- Dept. of Drawings and Prints (drawings only)
- Dept. of Literary and Historical Manuscripts
- Dept. of Medieval and Renaissance Manuscripts
- Dept. of Music Manuscripts & Books
- Dept. of Printed Books
- Dept. of Seals and Tablets
- Gilbert and Sullivan Collection

The names of the curatorial departments reflect the main focus of the holdings within each department. There is often an overlap among the types of material held by the departments.

For example, the Dept. of Literary and Historical Manuscripts is responsible chiefly for post-medieval manuscripts, but numbers earlier documents among its holdings. The Dept. of Medieval and Renaissance Manuscripts owns post-Renaissance manuscripts and pre-medieval papyri. Visual material (drawings, prints, photographs) may be found among the holdings of all the different departments. Consult the guides to research on individual collections for more information.

The Reference Collection contains books, periodicals, pamphlets, microforms, photographs, and computer files acquired to support research on the curatorial collections.

Limit by Place
Limit by Place narrows searches by the place of publication or creation.

Place information is stored in the record as a code, not as a word or phrase. A KEYWORD OR PHRASE search for a place name such as "Michigan" or "Ireland" in
the Limits list will not find all the items coded as originating in that place.

Each record contains only a single code for place; a record for a book published simultaneously in London and New York will contain only the place code for England.

Place limits for the United States and Canada operate on the state or province level:
- Massachusetts
- Toronto

Other place limits operate on the country level:
- France
- Italy
- Germany

Within the United Kingdom, limits operate on the country level:
- England
- Northern Ireland
- Scotland
- Wales

There is no easy way to limit a search to all material published or created in the United Kingdom, United States, or Canada. Selecting "United Kingdom," "United States" or "Canada" from the list of Place limits will retrieve only those records which are coded to indicate that the place of origin is presumed to be somewhere within the U.K., U.S.A., or Canada, but the exact country, state, or province is unknown. For information on searching directly for country, state, and city, see Search by Place.

When an item cannot be localized, it is assigned a code for "no place, unknown, or undetermined." Records for drawings usually contain this code, since the place of creation is seldom known. To search for drawings by school (French, German, etc.), see Search by Place.
## Limit by Type

Limit by Type narrows searches to specific types of material.

<table>
<thead>
<tr>
<th>Type</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Book</td>
<td>Printed monographs, pamphlets, offprints, broadsides, toy and movable books, etc.</td>
</tr>
<tr>
<td>Periodical</td>
<td>Journals, annuals</td>
</tr>
<tr>
<td>Manuscript/Archival</td>
<td>Manuscripts, typescripts, galleys, clippings, etc.; archival collections</td>
</tr>
<tr>
<td>Manuscript Score</td>
<td>Music manuscripts, album leaves</td>
</tr>
<tr>
<td>Printed Score</td>
<td>Books or sheet music</td>
</tr>
<tr>
<td>Map</td>
<td>Map, atlas</td>
</tr>
<tr>
<td>Computer File/Software</td>
<td>CDs, online databases</td>
</tr>
<tr>
<td>Visual Material</td>
<td>Drawings, prints, photographs, slide sets, illustrated single leaves and cuttings, portolan atlases</td>
</tr>
<tr>
<td>Mixed Material</td>
<td>Collections of items in which no single type of material predominates</td>
</tr>
<tr>
<td>Object</td>
<td>Cylinder and stamp seals and seal impressions; paintings, sculpture and other art objects; three-dimensional cultural artifacts</td>
</tr>
</tbody>
</table>

Information on the material type is stored in the record as a code, not as a word or phrase. A KEYWORD OR PHRASE search for "Music Manuscript" will not find all the records which are coded as music manuscripts.

Each record contains only a single code for material type. When a record describes several items which belong to more than one material type, the record will specify only one (usually the predominant) material type. For example, an autograph letter or a group of letters may be housed with a drawing or photograph related to the letter(s).
The Type code will be Manuscript/Archival, and a note will record the presence of the drawing or photograph. See the guides to research on individual collections for more information on how to locate items described as accompanying material.

**Limits for Previous Searches**

*Note:* The Previous Searches option does not include any limits added to previous searches, though any limits currently in effect will operate when the previous search is repeated. Re-enter limits before clicking on the Previous Searches button, then click on the search term(s) you wish to resubmit. If you try to set Limits after resubmitting the search term, the system will accept the Limits but clear the search.

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**Search Codes**

Search codes allow you to search for specific types of information within the catalog. For example, the TKEY search code searches only titles.

The EXPERT search (second option on the Keyword/Browse search form) must be used for search codes. Type the search code, followed by your search term(s), in the Find this: box.

**TKEY endymion**

Search codes do not work with the KEYWORD OR PHRASE or BROWSE searches.

The Search in: box in the GUIDED SEARCH form contains a dropdown list of indexes that target the same fields as the search codes. Click on an index to select it; do not type the search codes when using the GUIDED SEARCH form.

See the Search Code table for a full listing and description with examples.
The Titles List contains brief information about each item retrieved by a search. A Titles List is created whenever a KEYWORD OR PHRASE, EXPERT, CALL NUMBER BROWSE, or TITLE BROWSE search retrieves more than one item. (If these searches find only a single record, that record is displayed as a Detailed Record). Titles Lists are also generated when an entry in the Headings List is selected.

If a Titles List contains more than the number of records specified in the Records per page box (the default is 50, which you may change at any time), you can display the next page of records by clicking the Next icon. You can return to the previous page of records by clicking the Previous icon. Click on the hyperlinked numbers between these two icons to advance to that number in the list.

A Titles List is usually sorted by Author, Title, Date. If you wish to change the sort order, select from the list in the Sort by: box.

The Limit Results button allows you to apply Search Limits to the records in the Titles List. See Search Limits for more information.

The Titles List attempts to give enough information about each of the titles found to allow you to choose which records you wish to examine more fully. To display a fuller record click on the underlined title or on the number in the left-hand column. (See Record Displays to learn more about how individual records are displayed. See Printing and Saving to see how to retain a permanent record of your search results.)

Headings List

Search results from an NAME, NAME-TITLE, or SUBJECT/GENRE BROWSE search are displayed in the Headings List. The Headings List displays the number of titles associated with each heading in the column labeled Titles; the column labeled Headings
Type indicates the type of heading. The heading types that appear in the Name Browse are self-explanatory. To learn more about the heading types that appear in the SUBJECT/GENRE BROWSE, including how they can assist your research, see the Heading Types List.

To view the records linked to a heading, click on the underlined number in the first column. If only one record is linked to the heading, it will display as a Detailed Record. If more than one record is linked to the heading, a Titles List will be created.

To browse the Headings List, click the Next or the Previous icon. The number of headings shown on the page depends on the number selected in the Records per page box in the Keyword/Browse search page. The default is 50; you may change this by returning to the search page and selecting a different number.

A See/See also icon or Notes icon may appear in the first column. These will link to information about related headings or to notes defining subject or genre terms. See Cross References and Scope Notes for a full description.

To begin a new search, click the New Search icon.

Cross References & Scope Notes

Clicking on the See/See Also icon retrieves reference(s) related to a heading. These may include See references (giving the heading used in the catalog, when a variant was searched for), or See Also references (e.g. references to earlier or later name forms of a corporate body). To perform a search on one of the listed references, click the appropriate underlined heading.

Clicking on the Notes icon retrieves definitions of subject or genre terms.

To return to the previous Headings List, click the Return to Previous Headings icon. To begin a new search, click the New Search icon.
Record Displays

You can display records in any of three different forms: **Detailed, Brief** or **MARC Format**. Click the **Previous** or **Next** icons to move one by one through the current records in the result set. Search terms used in KEYWORD OR PHRASE, EXPERT, or GUIDED searches are highlighted in boldface throughout the record. Detailed and Brief displays include hyperlinks (underlined and colored) to the various browse lists; these are the same lists retrieved by BROWSE searches. You can use your browser's back button to return to the record you were viewing before activating the hyperlink.

You can save and print information about the current records in several ways. See **Printing and Saving**.

**Detailed Record Format**
- Includes full bibliographical description, with notes, subject headings, associated names, etc.
- Includes information required to request material: accession number, call number, and location.
- Includes hyperlinks to browsable lists of names, subjects, titles, call numbers.

**Brief Record**
- Includes minimal bibliographical information and some hyperlinks to browsable lists.
- Includes information required to request material: accession number, call number, and location.

**MARC Format**
- Most useful to librarians and others familiar with its tagged format.
- Does not include hyperlinks, call numbers, or locations.
Printing, Saving, & Emailing

Follow these instructions to save, print, or email the Detailed Record version of CORSAIR records. The system does not allow you to output records in the Brief and MARC Format displays. (The MARC Format option offered for output is intended for machine use only). If you wish to print a record in the Brief or MARC Format display, use the print button on your browser.

Single records

Single records can be saved, printed or emailed while viewing a record in any of the Record Displays (Detailed, Brief or MARC Format).

The options appear at the bottom of each display.

Choose the desired format from the dropdown list and click Format for Print/Save.

To email a copy of the record, enter a valid email address, then click the email button; the system confirms that a message has been sent, but not that it has arrived at its destination.

Multiple records

To email, print, or save multiple records, you must be viewing the Titles List, not an individual record.

To print, save or email multiple records from the Titles List you must first select them.

The radio buttons in the Save Options section allow you to select
all the records on the current page, all the records on all pages, or individual records (click in the box on the left of each record to select individual records).

Choose the desired format from the dropdown list and click **Format for Print/Save**.

To email a copy of all your selected records, enter a valid email address, then click the email button; the system confirms that a message has been sent, but not that it has arrived at its destination.

To begin a new search, **New Search** click the icon.
SEARCH STRATEGIES

Search by Accession Number

Accession numbers, also known as inventory numbers, are identifying codes assigned to items in the curatorial collections. They serve as the primary identifiers for some items, such as medieval manuscripts and cylinder seals, and are often cited in catalogs or in photographic credits. Some records also contain former accession numbers, used when an item has been transferred from one curatorial department to another, or temporary control numbers, used to facilitate processing. Former accession numbers or control numbers are searchable using the same techniques used for searching current accession numbers, but display only in the MARC record view.

Search for a Known Item by Accession Number

Enclose accession numbers in quotation marks, and use exact punctuation, including spaces:

"1967.10"
"ms m 69"
"mfc b515.f372"
"ma 158"
"pml 133795"

This type of search will also find references to a collection item in records for other items (when, for example, a record for a drawing cites a related drawing). To search for the main record for the item, use the OSIN search code (available only with EXPERT search):

OSIN "1967.10"
OSIN "ms m.69"

If your search by accession number does not retrieve any records, add a question mark at the end of the accession number. Collection items acquired in groups often have a base accession number followed by a colon or period, then a second number:

OSIN "1982.75" finds no records
OSIN "1982.75?" finds 1982.75:1, 1982.75:2, 1982.75:3…
You may also target accession numbers using the 024L search code (available only with EXPERT search), or the Accession Number index in the GUIDED SEARCH form:

- 024L "pml 133795"
- 024L "mfc b515.f372"

The graphic below shows the GUIDED SEARCH version of the first example:

![Guided Search Example]

**Search for a Range of Accession Numbers**

Although accession numbers do not reflect subject content, they often indicate a common provenance (all material in a large bequest may be assigned sequential accession numbers) or provide a clue to when the material was acquired. Use the OSIN search code to view a range of accession numbers. The OSIN search code:

- Is available only with EXPERT search (there is no GUIDED SEARCH equivalent)
- Must begin with the first element, whether prefix or number.
- Enclose accession numbers in quotation marks. Use a question mark for truncation.
- Results display in accession number order, rather than author/title order.

- OSIN "ms m?"
- OSIN "pml 130?"
- OSIN "1982.13?"
- OSIN "mfc b515?"
- OSIN mah?

**Search tips:**

- Not all collection items have accession numbers.
- Many accession numbers are not unique, e.g., a single accession number may be assigned to a group of autograph letters.
- Curatorial departments use several different sequences of accession numbers, which are distinguished by different prefixes.
- See the Guide to Accession Numbers for more information on departmental accession numbers.
Search by Date or Period

A date or date range indicating the date an item was created or published appears on most records. Almost all records include this information in encoded form, but it is searchable only through the Search Limits feature; see Guide to Search Limit by Date. Many records also include date information elsewhere in the record, where it can be searched directly.

A KEYWORD OR PHRASE search will find date information anywhere in the record. But it will also find many irrelevant records; a search for 1888 will find not just items dated 1888 but items by authors born in 1888, or items cited in standard bibliographies by this number. For more effective retrieval, use the SUBJECT/GENRE BROWSE search, or search codes that target date fields.

Browse by Date

The Formatted Date field contains dates of publication or creation for most items in the curatorial collections. Browsing these dates is an excellent way to get an overview of the Library's holdings within a time period. The browse list indicates the number of records associated with each date. Researchers concentrating on a particular century or period (American Civil War, French Revolution, 1890s) will find it helpful to get an idea of how much original material stems from that period.

To browse by date, enter a date as a SUBJECT/GENRE BROWSE search. The browse list begins with the date closest to the date requested, and can be browsed before and after that date.

For example, a search for 14 (the system automatically truncates) produces a list of headings:

- 1400 (year)
- 1400 02 03 (year, month, day)
- 1400-1410 (conjectural date range)

Click on the Previous or Next buttons to move backward or forward in time. Click on the hyperlinked number in the first column of the display to retrieve a list of items associated with a date.
To search for B.C. dates, preface the date with b.c., or b c (bc will not work; the machine needs the space or punctuation mark). A search for b c 12 produces a list of headings that move backward in time:
  B.C. 1200-1100
  B.C. 1350-1000
  B.C. 1400-1100

SUBJECT/GENRE BROWSE searches may not be used with Search Limits or combined with other searches. To limit or combine searches, see the next section, Search for Specific Dates or Date Ranges.

Search for Specific Dates or Date Ranges

A KEYWORD OR PHRASE search will find date information anywhere in the record, but may also find irrelevant records. For more effective searching, use search codes (available only with EXPERT search) or their equivalents in the Guided Search form.

The SALL search code searches the same dates as the SUBJECT/GENRE BROWSE, but
- it does not allow browsing backward and forward in time
- it can be limited
- the result list includes brief information about each title, instead of just a list of headings

SALL 188? (always truncate)
Limit by Location: Dept. of Literary and Historical Manuscripts
finds literary and historical manuscripts written in the 1880s

SALL 13?
Limit by Language: Latin
finds all rare material in Latin from the 14th century

SALL "1498 02?"
Limit by Place: France
finds all rare material created or published in France in February, 1498

The SALL search code can be used only with the EXPERT search; there is no GUIDED SEARCH equivalent.
The DATF search code searches the same dates as the SUBJECT BROWSE search, but:
- it can be limited
- it can be combined with other searches
- it can target a specific month or day, such as all items created on Christmas Eve in any year

**DATF "1929 12"**
Limit by Location: Dept. of Literary and Historical Manuscripts or Dept. of Music Manuscripts and Books
finds material dated Dec. 1929 that is owned by these two departments

**DATF 177?**
Limit by Type: Printed Score
finds printed scores from the 1770's

**DATF 1789 AND jefferson AND letter?**
finds letters written in 1789 to or by Jefferson

**DATF "12 24"**
finds all material dated Christmas Eve in any year

**DATF "b c 1000?"**
finds all material with a date range beginning with B.C. 1000

### Other Searches for Dates
Use the 655L search code to search for creation dates by century. These appear in the Genre field in all records for drawings, prints, and medieval and Renaissance manuscripts.

- 655L "18th century" AND 655L drawings
- 655L "11th century" AND 655L lectionaries

Use the 260C search code to search for publication/creation dates that appear on the item, or are supplied by the cataloger. This search is most useful for printed material, but also works for medieval and Renaissance manuscripts, drawings, and cylinder seals.
260C 1932
260C "between 2350 and 2150 B.C"
260C "anno christi 1566"
260C "mid 13th century"

Use the 245F search code to search for the date of writing (used for autograph letters, documents, and music manuscripts). This is especially useful for material which bears imprecise or non-standard dates:

245F wednesday
245F thermidor

Search by Genre & Form

Genre and form terms describe what an item is, as opposed to what it is about. Genre and form terms are used mainly for items in the curatorial collections. They appear on all records for drawings, prints, medieval and Renaissance manuscripts, and ancient near Eastern seals. They are used less frequently for printed books and literary and historical manuscripts, and are never used for letters.

Browse Genre and Form Terms

Genre and form terms are browsable using the SUBJECT/GENRE BROWSE search. The results of this search in CORSAIR display the available terms, indicate the number of records associated with each term, and identify the thesaurus or controlled vocabulary from which the terms are drawn. The LC (Library of Congress) Subject Headings list is used primarily for terms that describe subject content; the main exception is music. All musical genre terms (sonatas, operas, marches) are drawn from the LC Subject Headings List; they may be used for books about a musical genre, or for examples of the genre. See the Guide to Search by Subject for information on searching for musical forms and genres. The other thesauri are used primarily as a source of genre and form terms.

<p>| Drawings French 17th century | Art and Architecture Thesaurus |</p>
<table>
<thead>
<tr>
<th>Subject/genre</th>
<th>Thesaurus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illuminated manuscripts France Lyon 15th century</td>
<td>Art and Architecture Thesaurus</td>
</tr>
<tr>
<td>Miniatures (Illuminations) Belgium Bruges 15th century</td>
<td>Thesaurus for Graphic Materials.</td>
</tr>
<tr>
<td>Armorial bindings (Binding) Italy Rome 16th century</td>
<td>Binding Terms …</td>
</tr>
<tr>
<td>Handmade papers (Paper)</td>
<td>Paper Terms for Rare Books …</td>
</tr>
<tr>
<td>Authors' presentation copies (Provenance)</td>
<td>Provenance Evidence …</td>
</tr>
<tr>
<td>Operas Vocal scores with piano</td>
<td>LC Subject Headings</td>
</tr>
</tbody>
</table>

SUBJECT/GENRE BROWSE searches may not be used with Search Limits or combined with other searches. You may, however, apply limits to the result after performing a SUBJECT/GENRE BROWSE search.

**Search for Specific Genre or Form Terms**

The KEYWORD OR PHRASE search may be used to find specific genres or forms. To target only the genre and form fields, use the 655L search code (available only with EXPERT search), or select the Genre or Form index in GUIDED SEARCH. This search may be limited, or combined with other search codes:

- 655L "vellum bind?"
  - Limit by Location: Dept. of Printed Books
- 655L illuminated AND 752L paris
- 655L drawings AND chalk
- 655L "cylinder seal?" AND hematite

**Note:** be careful when using phrases in genre searches. Most genre terms, like most subject headings, are composed of sequences of subfields, and a phrase search which cuts across subfields will not work.
For example, the heading Illuminated manuscripts France Lyon 15th century actually consists of four different subfields: Main heading — Place name — Place name — Date

Searches that contain phrases within subfields work; searches that contain phrases that cross subfields do not.

**Searches that work:**
- illuminated lyon "15th century" (a KEYWORD OR PHRASE search)
- 655L illuminated AND 655L lyon and 655L "15th century" (an EXPERT search)

**Searches that do not work:**
- "france lyon 15th century"
  (Because the three words are in different subfields.)
- 655L "Illuminated manuscripts france" AND 655L "15th century"
  (Because "France" is in a different subfield from "illuminated manuscripts".)

If you wish to search for a genre heading exactly as it appears in the record, use the SUBJECT/GENRE BROWSE search or the SALL search code, both of which search across subfields:

SALL "illuminated manuscripts france lyon 15th century"
SALL "drawings french?"

**School and Style Information in Genre or Form Terms**
The Formatted Place field does not appear on records for drawings and seals, since the place of creation for these items is usually unknown. Instead, information on school (used for drawings) and on style (used for ancient near Eastern seals) is recorded in the genre field. In records for drawings, genre headings always specify the school, if known (French, German, etc.), and the century in which the artist was active. On records for seals, genre headings always specify the style (Neo-Assyrian, Uruk, Syrian). These headings may be browsed, using SUBJECT/GENRE BROWSE, or searched using search codes (available only with EXPERT search), or the search code equivalents in the GUIDED SEARCH:

- 655L "neo-assyrian"
- 655L "neo-assyrian" OR 655L babylonian
For most other rare items, information on where an item was published or created is recorded in the Formatted Place field. Genre or form terms used for medieval and Renaissance manuscripts and prints may also include references to the place an item was made or published, as well as the date (usually given in centuries). This can be useful when studying a particular genre, such as books of hours. However, the genre terms used for many rare items do not include place and date information. For more information, see Search by Place of Creation/Publication and Search by Date or Period.

Search by Name

Names may appear in records in two different ways:

- as a heading (inverted order: Mellon, Paul)
- as a word or phrase in a note (direct order: Paul Mellon)

Generally speaking, names that appear in headings are considered more significant than names that appear elsewhere in a record. There are exceptions to this pattern, though.

A KEYWORD OR PHRASE search will find names in any order anywhere in a record. A search for george washington or for washington george has the same result. But these searches will also find items such as a book by George Smith that was published in Washington. To reduce the number of irrelevant records, search for names as exact phrases ("george washington" or "washington george"), or use search codes that target name fields.

Several search codes target names used in headings. A search for washington using the NKEY search code (all names), AKEY (author/creator names only), or SKEY (subjects only) finds names occurring in the name headings fields. The name may be a surname or a forename:

- Allston, Washington, 1779-1843
- Vanderbilt, George Washington, 1862-1914.
- Washington, George, 1732-1799
To find only George Washington, search for the name as a phrase:

**NKEY** "washington george"

**NKEY**, **AKEY**, and **SKEY** searches can be limited, and combined with other searches:

**AKEY** exupery AND **TKEY** arras  
**Limit by Date:** before 1944  
**finds** all the editions of Flight to Arras published in the author's lifetime

**SKEY** louis AND **SKEY** "king of france"  
**finds** material about all the kings of france named Louis

**NKEY** exupery  
**finds** items by or about Saint-Exupéry  
(a **NAME BROWSE** for "exupery" would not have succeeded)

Names may take many different forms: Latin or vernacular, married name or maiden name, pseudonym or real name. If your initial search is unsuccessful, try resubmitting it as a **NAME** or **SUBJECT/GENRE BROWSE** search. Invert the name; truncation is automatic. The result is a Headings list, which includes See/See Also references.

**milnes** in the **NAME BROWSE**  
**finds:** Milnes, Charlott,  
      Milnes, John  
      Milnes, Richard Monckton  
(a **SEE** reference to Houghton, Richard Monckton Milnes, Baron)

**master of the unicorn** in the **SUBJECT BROWSE**  
**finds** a **SEE** reference to Duvet, Jean, b. 1485

If searches for names in headings do not bring results, try a general keyword search, which will search for a name anywhere in the record. For example, a **KEYWORD OR PHRASE** search for "john flaxman" will find several records that do not include this name in a heading, but which mention it in a note.
Do not invert names, and try to use the most distinctive parts of the names. Searching for the full form of a name will make a search more precise, but risks missing some records. Searching for portions of names may result in some false hits, but will find records which do not have the full name form (e.g. a note mentioning "General Washington").

Some parts of the record are more significant than others when doing name research. Try the following search codes in EXPERT searches, or select the corresponding indexes in GUIDED SEARCH.

<table>
<thead>
<tr>
<th>Search Code</th>
<th>Guided Search Index</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>541A</td>
<td>Credit</td>
<td>scholz</td>
</tr>
<tr>
<td>561A</td>
<td>Provenance</td>
<td>&quot;henry viii&quot;</td>
</tr>
<tr>
<td>520A</td>
<td>Summary</td>
<td>lincoln</td>
</tr>
<tr>
<td>NOTE</td>
<td>All Note Fields</td>
<td>riviere</td>
</tr>
</tbody>
</table>

**Search by Place of Creation/Publication**

Information on the place of creation or publication appears in most records. It may be transcribed from the item (Parisiis) or reformatted (France Paris). Records for printed material (rare and reference) and for manuscripts usually reproduce place information as it appears in the item. Records for printed and manuscript rare material usually add formatted place information. Place names are standardized to the English language form; the name of the country is supplied, if lacking from the item; street addresses, names of houses, and names of neighborhoods are omitted.

<table>
<thead>
<tr>
<th>TRANScribed</th>
<th>Formatted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cambridge, MA</td>
<td>United States Massachusetts Cambridge</td>
</tr>
<tr>
<td>München</td>
<td>Germany Munich</td>
</tr>
<tr>
<td>Place Name</td>
<td>Location</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Lugdani</td>
<td>France Lyon</td>
</tr>
<tr>
<td>On les vend à Paris</td>
<td>France Paris</td>
</tr>
<tr>
<td>Chelsea</td>
<td>England London</td>
</tr>
<tr>
<td>10 Downing Street</td>
<td>England London</td>
</tr>
</tbody>
</table>

You can search for place names anywhere in a record with a KEYWORD OR PHRASE search (or select the Keyword Anywhere index in GUIDED SEARCH):

- parisiis
- munchen
- "10 downing st?"

But these searches will retrieve much irrelevant material; for example, a search for Washington will find letters by George Washington. It is better to target fields used for place information, using the search codes described below (available only with EXPERT search), or the corresponding indexes in GUIDED SEARCH, which are listed in the Search Code table. All these searches can be limited, or combined with other searches.

Use the **260A** search code to search for place of publication information transcribed from books and prints:

- 260A munchen OR 260A munich
- 260A paris? AND 260B stephan?

Use the **245L** search code to search for the place of writing for modern manuscripts:

- 245L "10 downinWWg st?"
- 245L chelsea AND carlyle
  
  **Limit by Location:** Dept. of Literary and Historical Manuscripts

Use the **752L** search code to search for formatted place information for rare books, prints, and manuscripts of all types:

- 752L "united states"
- 752L london

Combining searches can widen or narrow the search result or eliminate irrelevant records:

- 752L france OR 752L spain
752L cambridge AND 752L massachusetts
752L france NOT 752L paris

Note that the 752L search code searches all segments in the Formatted Place field. Place names in this field appear in hierarchical order:
Country, State or Province, County or Region, City

Formulate searches so that search terms do not cross subfields:
752L france AND 752L paris works
752L "france paris" does not work
(because the two words appear in different subfields)

Exceptions: Records for drawings and prints and for ancient Near Eastern seals do not contain transcribed or formatted place information. For information on how to search for school and style information for these items, see School and Style Information for Drawings and Seals.

Search by Provenance

Provenance information in CORSAIR includes the names of persons and institutions (libraries, museums, scriptoria, churches, etc.) that formerly owned an item. It sometimes includes the names of booksellers, dealers, and auction houses involved in the sale of an item (and occasionally, sale date, code, and lot number).

Provenance information usually does not appear on records for reference collection material. It is often missing or incomplete on records for items in the curatorial collections. If you wish to learn more about the provenance of a collection item, contact a member of the curatorial department responsible for the item.

Provenance information usually appears in note fields. The fields most often used are the Provenance note, which contains information about former owners, and the Credit note, which names the donor of an item.

Names in both these notes appear in direct order (Paul Mellon, not Mellon, Paul). They can be searched as single words or as phrases, or combined. If a name is likely to appear in different forms, try combining distinctive parts of the name in two separate searches.
<table>
<thead>
<tr>
<th>Search Code &amp; Index Name</th>
<th>Sample EXPERT Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>541A (Credit)</td>
<td>541A thaw</td>
</tr>
<tr>
<td>541A (Credit)</td>
<td>541A &quot;paul mellon&quot;</td>
</tr>
<tr>
<td>561A (Provenance)</td>
<td>561A gosford</td>
</tr>
<tr>
<td>561A (Provenance)</td>
<td>561A hamilton AND 561A &quot;richard bennett&quot;</td>
</tr>
<tr>
<td>561A (Provenance)</td>
<td>561A sotheby AND 561A 5256</td>
</tr>
</tbody>
</table>

If a search of the Provenance or Credit field is unsuccessful, resubmit it using the NOTE search code or the All Note Fields index in GUIDED SEARCH. Older records may contain provenance information in other note fields.

**Using Browse Searches in Provenance Research**

Names of former owners and donors mentioned in notes often appear in standardized form in the Associated Names field:

- Houghton, Richard Monckton Milnes, Baron, 1809-1885, former owner.
- Jones, Tessie, 1886?-1967, donor.

The Associated Names field is searchable using the NAME BROWSE search, or the AKEY, NKEY, and NALL search codes (see Guide to Searching by Name for more information). The NAME BROWSE search offers See/See Also references:

- Milnes, Richard Monckton, Baron Houghton, 1809-1885
- SEE Houghton, Richard Monckton Milnes, Baron, 1809-1885

At this time, not all former owners and donors mentioned in the notes appear in the Associated Names field. Do not assume that the records retrieved by searching a name in an NAME BROWSE search are the only ones in which that name appears as a provenance or as a credit. A search for the name (include likely variants) in the Provenence and Credit fields may retrieve additional records.
Search by Subject

Material in the Reference Collection is acquired primarily for its subject content, while items in the curatorial collections are acquired primarily for their importance as objects.

Records for reference material are more likely to contain subject headings and call numbers that bring out topical content. For example, a SUBJECT/GENRE BROWSE search for France History Revolution 1789-1799 finds reference books about the French Revolution, but not autograph letters or documents dealing with the Revolution. Users pursuing subject research on the curatorial collections will need to use a variety of search strategies to find relevant material.

Browse by Subject

You may browse subject headings using the SUBJECT/GENRE BROWSE search. This search also retrieves genre or form headings; see Search by Genre or Form for information on how to distinguish between subject and genre terms. The SUBJECT/GENRE BROWSE search is useful chiefly for subject research on the Reference Collection, since most records for items in the curatorial collections do not contain subject headings. Here are some sample SUBJECT/GENRE BROWSE searches:

- illumination of books and manuscripts french
- printing germany mainz

Note: Musical terms are always coded as subject headings, whether they are used to describe material about a genre or an example of the genre. A search for sonatas piano finds reference material about piano sonatas AND printed and manuscript piano sonata scores.

Browse by Call Number

Call numbers for the main reference collection reflect a subject arrangement of the material. Use the CALL NUMBER BROWSE search to browse the Reference Collection by call number:

- 172 (northern Italian illuminated manuscripts)
- 703.5 (material on children’s literature)
- 883 (catalogues of collections of printed books)
Alternatively, click on the hyperlinked call numbers within records to get to the call number browse.

Most call numbers for the curatorial collections have no subject significance. However, in some collections, call numbers occasionally group material by broad subject, theme, or school.

- **Misc Artists** finds some, though not all, manuscripts and letters relating to artists
- **It. 16** finds Italian drawings of the 16th century

### Search for a Specific Subject Heading

Several search codes target subject terms:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
</table>
| 650L | Finds all subject headings (including personal names as subjects and musical genre terms). May be limited or combined with other searches.  
  - **SKEY manuscripts AND SKEY catalogs**  
  - **SKEY sonatas** |
| SKEY | Finds all subject headings AND all genre or form terms. May be limited or combined with other searches.  
  - **SKEY armorial**  
  - Finds material about armorial bindings AND examples of armorial bindings |
| SALL | Finds all subject headings AND all genre or form terms. May be limited, but not combined with other searches.  
  - **SALL "books of hours?"** |

Be careful when using phrases in subject heading searches. Searches that consist of single words (or single words combined using AND, OR, or NOT) work perfectly, but
searches that contain phrases sometimes do not work as expected. This is because most subject headings consist of several different subfields.

For example, the heading Early printed books France Lyon 16th century actually consists of four separate subfields: Main heading — Place name — Place name — Date

Searches that contain phrases within subfields work; searches which contain phrases that cross subfields do not.

Searches that work:

650L "early printed books" AND 650L Lyon AND 650L 16th
650L "string quartet?" AND 650L parts
SKEY "painting italian" AND SKEY exhibitions

Searches that do not work:

650L "early printed books france" (when searching for "Early printed books--France-Lyon--16th century")

650L "string quartets parts" (when searching for "String quartets--Parts")

SKEY "illustration" AND SKEY "italy venice" (when searching for "Illustration of books--Italy--Venice")

If you wish to search for a subject heading as it appears in the record, use SUBJECT/GENRE BROWSE or the SALL search code, both of which search across subfields:

SALL "painting italian exhibitions"
SALL "early printed books france?"

Other Search Strategies for Subject Research
Subject headings are used primarily for the Reference Collection. A KEYWORD OR PHRASE search or GUIDED SEARCH that targets other fields may yield better results when doing topical research on the curatorial collections. Some examples:
<table>
<thead>
<tr>
<th>Search Code &amp; Index Name</th>
<th>Examples</th>
</tr>
</thead>
</table>
| 520A (Summary)           | Used mainly for letters or documents. Contains summaries or descriptions of content.  
520A tannhauser AND AKEY wagner  
520A murder? AND 520A lincoln?  
Truncating terms and adding synonyms (murder? OR assassin?) will find more records. When combining more than two terms, use GUIDED SEARCH. |
| 773L (In Note)           | Appears mainly on records for literary and historical manuscripts housed in labelled containers or in subcollections. The label or subcollection name sometimes reflects the subject matter.  
773L "Life of Johnson"  
773L "Trial of Warren Hastings"  
773L "coronation of George IV" |
| TKEY (Title)             | May contain words indicative of content, though the search will also find much irrelevant material.  
TKEY stavelot |
| NOTE (All Note Fields)   | May contain words indicative of content, though the search will also find much irrelevant material. |
SEARCH CODES

Search codes work only with the EXPERT search (second option on the Keyword/Browse search page).

Most of the searches performed using search codes can also be performed in GUIDED SEARCH. The Search in: box on the GUIDED SEARCH form contains a dropdown list of indexes that target the same fields as the search codes. As a mnemonic, the name of each index ends with the search code that corresponds to it. For example, the Provenance (561A) index corresponds to the 561A search code.

Search codes that have a GUIDED SEARCH index equivalent:
- may be combined with other searches, or used with Search Limits;
- will search for terms anywhere in the specified field(s).

Search codes with no GUIDED SEARCH index equivalent:
- may not be combined with other searches, but may be used with Search Limits;
- must begin with the first word in the specified field;
- must end with question mark, unless search string exactly matches text you are searching for.

Codes listed in the table below are arranged in groups by type:
- Title
- Subject
- Name
- Date
- Place
- Local Identifier (PML Department, Accession and Call Numbers)
- Physical Description
- Note Information
## Title Searches

<table>
<thead>
<tr>
<th>Searches For</th>
<th>Search Code</th>
<th>Index Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Titles of all kinds (uniform, transcribed, variant, series, etc.) by word or phrase anywhere in the title</td>
<td>TKEY</td>
<td>Title (TKEY)</td>
</tr>
<tr>
<td>Titles of all kinds (uniform, transcribed, variant, series, etc.) Must begin with first word in title; end search string with question mark</td>
<td>Tall</td>
<td>No Guided Search Index</td>
</tr>
</tbody>
</table>

## Subject Searches

<table>
<thead>
<tr>
<th>Searches For</th>
<th>Search Code</th>
<th>Index Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject terms (what the work is about) and genre terms (what the work is). Searches for words or phrases anywhere in the heading</td>
<td>SKEY</td>
<td>Subject/Genre/Form (SKEY)</td>
</tr>
<tr>
<td>Genre terms only. Searches for words or phrases anywhere in the heading</td>
<td>655L</td>
<td>Genre or Form (655L)</td>
</tr>
<tr>
<td>Subject terms only. Searches for words or phrases anywhere in the heading</td>
<td>650L</td>
<td>Subject (650L)</td>
</tr>
</tbody>
</table>
### Name Searches

<table>
<thead>
<tr>
<th>Searches For:</th>
<th>Search Code</th>
<th>Index Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names of persons or corporate bodies responsible for the artistic or intellectual content of the item, or associated with it (as former owner, donor, etc.) Searches for words or phrases anywhere in the heading.</td>
<td>NKEY</td>
<td>All Names (NKEY)</td>
</tr>
<tr>
<td></td>
<td>(names indexed as authors OR as subjects)</td>
<td></td>
</tr>
<tr>
<td>Names of persons or corporate bodies responsible for the artistic or intellectual content of the item, or associated with it (as former owner, donor, etc.) Searches for words or phrases anywhere in the heading.</td>
<td>AKEY</td>
<td>Author Names (AKEY)</td>
</tr>
<tr>
<td></td>
<td>(names indexed only as authors)</td>
<td></td>
</tr>
<tr>
<td>Names of persons or corporate bodies responsible for the artistic or intellectual content of the item, or associated with it (as former owner, donor, etc.) Must match the first word in the heading; end search string with question mark.</td>
<td>NALL (names indexed as authors OR as subjects)</td>
<td>No Guided Search index</td>
</tr>
<tr>
<td>Name of publisher, printer, printseller (as transcribed from the item; used only for printed material)</td>
<td>260B</td>
<td>Publisher's Name (260B)</td>
</tr>
<tr>
<td>Name of donor</td>
<td>541A</td>
<td>Credit (541A)</td>
</tr>
<tr>
<td>Names of former owners (sometimes also booksellers or auction houses).</td>
<td>561A</td>
<td>Provenance (561A)</td>
</tr>
</tbody>
</table>

## Date Searches

<table>
<thead>
<tr>
<th>Searches For:</th>
<th>Search Code</th>
<th>Index Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date created or published</td>
<td>260C</td>
<td>Publication or Creation Date (260C)</td>
</tr>
<tr>
<td><strong>Date of writing</strong> (as it appears on the item, or is supplied by cataloger; used ONLY for autograph manuscripts and letters)</td>
<td>245F</td>
<td><strong>Date of Writing (245F)</strong></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Formatted date of creation, publication, writing.</strong> (word or phrase anywhere in the date)</td>
<td>DATF</td>
<td><strong>Formatted Date (DATF)</strong></td>
</tr>
<tr>
<td><strong>Formatted date of creation, publication, writing.</strong> (must match first part of the date; must end search string with question mark)</td>
<td>SALL</td>
<td>No Guided Search index</td>
</tr>
</tbody>
</table>

### Place Name Searches

<table>
<thead>
<tr>
<th>Searches For:</th>
<th>Search Code</th>
<th>Index Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standardized version of the name of a place in which an item was published, created, or written (not used for seals, drawings, or most art objects)</td>
<td>752L</td>
<td>Place of Creation or Publication (752L)</td>
</tr>
<tr>
<td>Place published (used principally for printed material; transcribed from the item)</td>
<td>260A</td>
<td>Place Published (260A)</td>
</tr>
</tbody>
</table>
### Searches by Local Identifier

*Curatorial Dept, Accession & Call Numbers*

<table>
<thead>
<tr>
<th>Searches For:</th>
<th>Search Code</th>
<th>Index Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curatorial department or collection</td>
<td>852B</td>
<td>Curatorial Dept or Collection (852B)</td>
</tr>
<tr>
<td>Accession or inventory number</td>
<td>024L</td>
<td>Accession Number (024L)</td>
</tr>
<tr>
<td>Accession or inventory number (includes former numbers). Must begin with first element in the accession number; add question mark if exact accession number is not known</td>
<td>OSIN</td>
<td>No Guided Search index</td>
</tr>
<tr>
<td>Call Number</td>
<td>CALL</td>
<td>No Guided Search index</td>
</tr>
</tbody>
</table>

### Search by Physical Description

<table>
<thead>
<tr>
<th>Searches For:</th>
<th>Search Code</th>
<th>Index Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material (marble, vellum) or format (8vo)</td>
<td>300L</td>
<td>Physical Description (300L)</td>
</tr>
</tbody>
</table>
Note Field Searches

<table>
<thead>
<tr>
<th>Searches for:</th>
<th>Search Code</th>
<th>Index Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>All note fields. (Also see indexes to specific note fields)</td>
<td>NOTE</td>
<td>All Note Fields (NOTE)</td>
</tr>
<tr>
<td>The language and the hand in which a medieval or Renaissance manuscript was written. May also record language when more than one is used in a printed book.</td>
<td>546L</td>
<td>Language and Hand (546L)</td>
</tr>
<tr>
<td>Publication about a collection item</td>
<td>581A</td>
<td>Publications About (581A)</td>
</tr>
<tr>
<td>Citation to standard bibliography (e.g. Sabin, De Ricci, Bartsch, etc.)</td>
<td>510A</td>
<td>Standard Citation (510A)</td>
</tr>
<tr>
<td>Summary of the content of a letter or document or of the iconographic content of a seal</td>
<td>520A</td>
<td>Summary (520A)</td>
</tr>
<tr>
<td>“Bound-with” notes, or notes on material accompanying the item described in a record (e.g. a clipping accompanying an autograph letter)</td>
<td>501A</td>
<td>Accompanying Material (501A)</td>
</tr>
<tr>
<td>“In Note”</td>
<td>773L</td>
<td>In Note (773L)</td>
</tr>
<tr>
<td>------------</td>
<td>------</td>
<td>---------------</td>
</tr>
<tr>
<td>Name of the subcollection, album, or container within which an individual item is located. Used principally for literary and historical manuscripts and musicians' letters. For Reference Collection, title of journal or monograph that contains an article cataloged as a separate item.</td>
<td>773L</td>
<td>In Note (773L)</td>
</tr>
</tbody>
</table>
DEPARTMENTAL RESEARCH GUIDES

Research on the Archives

The Archives contains letters and cables, photographs, scrapbooks, diaries, financial records, and other unique documentary material, as well as printed books, pamphlets, and clippings. These all pertain to three major areas: (1) the Morgan family; (2) American business history, including early investment ventures; and (3) Pierpont Morgan's library and art collecting.

For information on the Archives of the Pierre Matisse Gallery and the Archives of The Paris Review, see Research on Literary and Historical Manuscripts.

Although most primary material related to the Morgan family is in the Archives, a few letters and documents related to the Morgans are located in the Department of Literary and Historical Manuscripts.

The Reference Collection contains much secondary material about the Morgan family, the Library, and the collections, as well as copies of all Library publications.

Coverage in CORSAIR

Material in the Archives is documented in approximately twenty collection-level records, most of which are linked to electronic finding aids, and more than 9,000 group- or item-level records that describe printed books related to the Morgan family, the early business correspondence of the Library, and transactions recorded in the syndicate books of J.P. Morgan & Co.

Nature of the records

Most records for items in the archives describe more than one item:

Title: Letters and receipts for five cases containing Pierpont Morgan's miniature collection

Title: Letterpress books [three volumes containing ca. 2,800 pages]

The records give the principal date(s) and place(s) of writing, if known, and the names of the principal correspondents. They often include detailed summaries of content.

Separate records are created for each transaction entered in the syndicate books:
Title: American Telephone & Telegraph Co. coll. tr 4% bonds : syndicate records

Printed books and bound manuscripts in the Archives are cataloged individually.

General notes on searching
This guide explains how to find answers to the questions most likely to be asked by researchers on the Morgan's Archives. It is not an introduction to basic search techniques; instead, it is meant to be used together with the guides to Using Corsair and Search Strategies.

A KEYWORD OR PHRASE search is the best way to begin your research on the Archives. Search terms are automatically combined, as in the basic Google search. Begin with a few keywords; if you get too many results, add more terms, or apply Search Limits. If your search finds nothing, use fewer terms, or substitute different ones. Unless otherwise noted, all search examples used in this guide are for KEYWORD OR PHRASE searches.

For more focused searches, use search codes (available only with EXPERT search), which index specific types of information in a record; for example, the TKEY search code searches only titles. The Search in: box on the GUIDED SEARCH form contains a dropdown list of indexes that target the same fields as the search codes.

If you are interested principally in the Archives, set the Limit by Location to Archives before entering your first search. Limits remain in effect until you clear them.

Search for a specific item
The best way to locate known items is to search by name. Most items in the Archives are unpublished, and lack formal titles. Until quite recently, items were not assigned accession numbers, and most still do not have accession numbers.

Search for a name
Records for items in the Archives contain many names associated with the material. Persons or corporate bodies may figure as authors, letter writers or recipients, signers of documents, bookdealers or sales houses transacting business with the Library, firms conducting financial transactions with the firm of J.P. Morgan & Co. from 1895 to 1933, and former owners.

Use the KEYWORD OR PHRASE search to find names associated with material in the
Archives. If a KEYWORD OR PHRASE search is unsuccessful, resumbit it as a NAME BROWSE (last name, first name). This will find variants of names, and direct you to the form used in the catalogue.

If a KEYWORD OR PHRASE search retrieves too much irrelevant material, try to narrow it by using a fuller form of the name (belle greene instead of greene), or by adding search terms.

See Search by Name for more information on how to do research on names in CORSAIR. See Research on Printed Books and Research on Literary and Historical Manuscripts for more information on how to search for books, manuscripts, and letters by date.

Search for acquisitions information about collection items

The provenance and source of material in the Archives is usually not noted on the records. (The exception: records for items in the Morgan Family collection do include the names of former owners, such as Pierpont Morgan, Frances Tracy Morgan, etc.). See Search by Provenance for more information.

However, the records for the Library's early business correspondence collection are a rich source of information about the acquisition of items in the curatorial collections. The Summary field often found in these records may describe items acquired by Morgan:

Summary: Telling her Pierpont Morgan has bought Stavelot triptych and listing works in which it is discussed.

Other records refer to items that were merely considered for acquisition, or that passed into other hands after Morgan's death:

Summary: Invoice for £62,000 for a series of paintings, The Progress of Love by Fragonard, sold to Morgan on 31 January 1899. Marked "sold to Frick" by Belle Greene (the panels are now in the Frick Collection, New York).

To find these items, search for: stavelot triptych fragonard frick

Add a Limit by Location to retrieve only material from the Archives.
You can also search by dealer name, if you know who sold the object to the library: 
  colnaghi

If you have some idea when the item was acquired, you can limit your search by date.

**Search for collections or record groups**
The Archives contains several subcollections or record groups. Material within a subcollection generally has a common provenance or theme. Electronic finding aids exist for twenty subcollections. To find records for archival collections with finding aids, limit your search to the Archives, and search for: http

To retrieve all records for transactions in the syndicate books, search for:
"syndicate book?"

You can also browse records for transactions in the syndicate books and records for early business correspondence by clicking on the hyperlinked call number field.

**Research on Drawings & Prints**

Spanning the fourteenth to twentieth centuries and comprising some ten thousand items, the Library’s collection of drawings includes individual sheets, both preparatory studies and independent works of art, as well as albums and sketchbooks. Most major schools and periods are represented, although the collection is richest in European drawings executed before 1825. In addition to drawings, the Library has the finest collection of Rembrandt etchings in this country, including almost 500 impressions. The Department is also responsible for the Library’s collection of art objects, including paintings and sculpture, many of which are on view in the period rooms of the McKim building.

A few drawings and objects (mostly cultural artifacts) are cared for by other curatorial departments. Drawings located in departments other than the Department of Drawings and Prints are typically illustrations occurring within letters or manuscripts, or tipped into printed books.

The Reference Collection contains reference material on artists represented in the Library’s collections, including catalogues raisonnés, collection and exhibition catalogues, monographs, and periodicals.
Coverage in CORSAIR
CORSAIR contains records for nearly all of the drawings, albums, sketchbooks, and art objects in the Library's collection, as well as the collections of Rembrandt etchings and fashion prints. Record creation for other large groups of prints, such as the Peel Collection of British political satires and the Engraved English Portraits collection, is still under way.

Some promised gifts, such as The Thaw Collection, are listed in CORSAIR.

Nature of the CORSAIR records
CORSAIR records for drawings and prints are based on information from catalogues of the permanent collection published by the Library and from curatorial files. Curators continue to review, revise, and update CORSAIR records.

Drawings on individual sheets are usually represented by individual records. Groups or series of drawings are described in group-level records, often supplemented by records on individual works within the group. Sketchbooks usually often have one entry, while drawings in albums are frequently cataloged as individual sheets. Curators continue to document individual album leaves and sketchbook pages.

General notes on searching
This guide explains how to find answers to the questions most likely to be asked by researchers on the Library's collections of drawings and prints. It is not an introduction to basic search techniques; instead it is meant to be used together with the guides to Using Corsair and Search Strategies.

A KEYWORD OR PHRASE search is the best way to begin your research on drawings and prints. Search terms are automatically combined, as when searching Google. If your search retrieves too many results, add more terms, or apply Search Limits. If your search finds nothing, use fewer search terms. Unless otherwise noted, all search examples used in this guide are for KEYWORD OR PHRASE searches.

For more focused searches, use search codes (available only with EXPERT search), which target specific types of information in a record; for example, the TKEY search code searches only titles. The Search in: box on the GUIDED SEARCH form contains a dropdown list of indexes that target the same fields as the search codes.
If you are interested principally in the holdings of the Dept. of Drawings and Prints, choose the "Drawings and Prints Dept." or "Drawings and Prints Dept. (drawings only)" option from the Limit by Collection box. Limits remain in effect until you clear them.

**Search for a specific drawing, print, or object**

The best way to locate known items is to search by accession number. Attributions and titles are extremely fluid, and may change over time; the accession number, which is usually cited in exhibition labels and catalogs, remains the same.

Enclose accession numbers in quotation marks, and use exact punctuation, including spaces: "1967.10" "IV, 13"

This type of search will also find references to a collection item in records for other items (when, for example, a record for a drawing cites a related drawing). To search for the main record for the item, use the OSIN search code (available only with EXPERT search): OSIN "1967.10"

OSIN "IV, 13"

If your search by accession number does not retrieve any records, add a question mark at the end of the accession number. Drawings acquired by the Library in groups often have a base accession number followed by a colon or period, then a second number: OSIN "1982.75" finds no records

OSIN "1982.75?" finds 1982.75:1, 1982.75:2, 1982.75:3…

See [Search by Accession Number](#) and the [Guide to Accession Numbers](#) for more details.

If you do not know the accession number, enter a search using distinctive words from the artist's name and the title: poussin hippolytus rembrandt descent cross

Adding a Limit by Location to the Department of Drawings and Prints will further narrow your search.

For more information on searching for artists' names, see the next section.

**Search for a name**

Use the KEYWORD OR PHRASE search to find names associated with material in the
Dept. of Drawings and Prints. If a KEYWORD OR PHRASE search is unsuccessful, resubmit it as a NAME BROWSE (last name, first name). This will find variants of names, and direct you to the form used in the catalogue.

Mazzolino, Francesco, 1503-1540 SEE Parmigianino, 1503-1540

You may then use the authorized form of name in a KEYWORD OR PHRASE search:

parmigianino prometheus

It is also possible to use search codes (available only with the EXPERT search) that target certain fields within the record:

AKEY rembrandt NOT TKEY saskia

The AKEY search code targets author fields, and the TKEY search code targets title fields. The sample search will find works by Rembrandt that do not contain the word Saskia in the title field.

For more information on search codes, see the Guide to Search Codes.

Former and Questionable Attributions

CORSAIR records for drawings usually include the names of artists to whom a drawing was formerly attributed. These names appear in the Associated Name field, qualified by the phrase "formerly attributed to":

Ferrari, Gaudenzio, formerly attributed to.

If authorship of a sheet is doubtful, the artist's name is followed by the phrase, "attributed to":

Maffei, Francesco, 1600?-1660, attributed to.

School of, Circle of, Workshop of Names

Works which cannot be attributed to any artist but which exhibit characteristics suggesting their creator was influenced by a known artist are entered under that artist's name, followed by a qualifier:

Carracci, Agostino, 1557-1602, copy after.
Raphael, 1483-1520, Circle of.
Holbein, Hans, 1460-1524, Workshop of.
Ghirlandaio, Domenico, 1449-1494, Follower of.
Anonymous works:
When a work cannot be associated with a known artist, it is entered as "Anonymous," followed by the school and the century:
Anonymous, French School, 18th cent.

You may search for these names using the same search techniques used for any other type of name:
amonymous french 18th

Search by type (drawing, print, photograph, sketchbook, etc.)
The titles of items in the Dept. of Drawings and Prints indicate the material type:
Marriage of the Virgin [drawing]
Adam and Eve [print]

To search by material type, use the 245H search code (available only with EXPERT search). This search is most useful when combined with another search term (used by itself, it will retrieve thousands of records).
245H drawing AND durer
245H sketchbook AND cezanne
245H album AND callot
245H print AND rembrandt
245H photograph AND penn

Drawings owned by other departments are not always separately cataloged; they may simply be listed in a note as accompanying material. Use the 501A search code to search this note field:
501A drawing?

Search for provenance and credit information
All records for drawings and art objects contain a Provenance field. This field may includes the names of former owners, Lugt numbers, and/or sale information, such as house, sale date, sale number, and lot number. To search for provenance information, use the 561A search code (available only with EXPERT search):
561A oenslager
561A "fairfax murray"
561A "lugt 2933b"
561A sotheby? AND 561A 1884

Use quotation marks and exact punctuation for Lugt numbers ("lugt 2793" or "lugt s. 2933b").

Truncate the name of auction houses (sotheby? christie?) to retrieve all variants.

Most records contain the official credit line for the item:
Credit: Gift of Mrs. Donald M. Oenslager, 1982.

Use the 541A search code to search for credit information: 541A oenslager

Note: In records for drawings, Pierpont Morgan is cited in the Provenance field, rather than the Credit field. In the Provenance field, he is cited as:
J. Pierpont Morgan

Search for a title
Titles of art works frequently change over time. Include the artist's name in the search, if you know it; if you don't, use distinctive title words:
rembrandt cottage
woman cottage onions

Former titles and translated titles are also searchable:
avarice

Search for a school
The place where a drawing was created is usually unknown. Drawings are assigned to schools, based on the nationality of the artist. (When a work cannot be assigned to a known artist, it is assigned to a national school, which is treated as the artist. See Anonymous works.)

The school to which a drawing is assigned is recorded in the Genre field. You may browse this field using the SUBJECT BROWSE search:
drawings italian

This gives a list of schools subarranged by century, with links to all relevant records.
CAUTION: The Limit by Place will not work with records for drawings, because they are coded as "Place unknown." See Limit by Place for more information.

Search by date
When the date of an art work is known with certainty, it is recorded in the Published/Created field. But drawings can rarely be dated with certainty, so the usual practice is to assign drawings to centuries, based on the birth and death dates of the artist. The drawings of an artist born during the first seventy-five years of a century are assigned to that century; drawings by an artist born during the last quarter of a century are assigned to the following century.

Published/Created: [14--] (for a drawing assigned to the 15th century)
Published/Created: 1832 (for a drawing created in 1832)

The same dates appear in normalized form in the Formatted Date field, which is browsable using the SUBJECT/GENRE BROWSE search (see Search by Date or Period for more information).

Century dates also appear in the Genre field, after the name of the school:
Genre: Drawings Italian 15th century

You may search for art works by century:
drawings 16th century
drawings 16th century vellum

Search by medium and support
Records for drawings include detailed descriptions of the physical characteristics of the drawing, including the dimensions, media, and support.

Medium/Support: Pen and brown ink, over traces of black chalk, on vellum.
Dimensions: 11 11/16 x 15 13/16 inches (297 x 402 mm)

Any of the words in the description is searchable:
"black chalk" ink
pen vellum

CAUTION: A phrase search for this type of information does not always work as expected. For example, a search for "brown ink" will not find a drawing described as being in "brown and black ink". If you want to be sure you find everything, you should remove the quotation marks and resubmit the search. But be aware that you will get
some false hits (e.g. "pen and black ink ... on brown paper").

**Search for Lugt number**
See [Search for provenance and credit information](#).

**Search for watermark**
Many of the records include descriptions of watermarks. Here are some sample searches:

- `watermark?`
- `watermark? shield?`

The genre heading "Watermarks (Paper)", which is usually followed by a brief description of the design, also appears on some records. Use the SUBJECT/GENRE BROWSE search to browse genre headings for watermarks:

- `watermarks paper shield`

Descriptions of watermarks sometimes contain numbers from catalogs of watermarks (e.g. Briquet, Churchill, Heawood). Enclose watermark numbers in quotation marks:

- "Briquet 1074-822"
- "Heawood 344"

**Search for inscriptions and markings**
Owners' marks are described in the Provenance field. Other inscriptions, signatures, and markings are recorded in the Inscriptions/Markings field:

- **Inscriptions/Markings**: "Inscribed in pen and brown ink, at lower center, "o fortuna"; on verso at lower left, "Pordenone"

Use the **562A search code** to search for inscriptions and markings:

- **562A pordenone**
Research on Literary & Historical Manuscripts

The Department of Literary and Historical Manuscripts administers the Library's collection of approximately 40,000 manuscripts. The collection includes complete manuscripts and working drafts of poetry and prose as well as correspondence, journals, and other documents of important British, American, and European authors, artists, scientists and historical figures from the fifteenth to the twentieth centuries. Some of the items are illustrated, or accompanied by graphic material, such as photographs, engravings, or ephemera.

Coverage in CORSAIR

CORSAIR contains records for the Library's entire collection of literary and historical manuscripts, and for all reference material about manuscripts.

A finding aid for the Pierre Matisse Gallery Archives is in the process of being encoded for Internet access. An electronic finding aid for the Archives of The Paris Review is available through CORSAIR.

Nature of the records

Approximately 85 percent of the CORSAIR records for this collection describe individual items. The rest describe multiple items, for example, a group of related letters and clippings housed in a single folder. Records for individual items give the date and place of writing (if known), and the names of recipients (for letters) or of signers (for documents). They may also include summaries of the content of the letter or document. Records describing several items usually give date ranges rather than the dates of individual letters, and may not list all places of writing or recipients of letters.

General notes on searching

This guide explains how to find answers to the questions most likely to be asked by researchers on literary and historical manuscripts. It is not an introduction to basic search techniques; instead it is meant to be used together with the guides to Using Corsair and Search Strategies.

A KEYWORD OR PHRASE search is the best way to begin your research on literary and historical manuscripts. Search terms are automatically combined, as when searching Google. If your search retrieves too many results, add more terms, or apply Search Limits. If your search finds nothing, use fewer search terms. Unless otherwise
noted, all search examples used in this guide are for KEYWORD OR PHRASE searches.

For more focused searches, use search codes (available only with EXPERT search), which target specific types of information in a record; for example, the TKEY search code searches only titles. The Search in: box on the GUIDED SEARCH form contains a dropdown list of indexes that target the same fields as the search codes.

If you are interested principally in the holdings of the Dept. of Literary and Historical Manuscripts, choose the "Literary and Historical Manuscripts" option from the Limit by Collection box. Limits remain in effect until you clear them.

**Search for a specific item**

Many items are not accessioned, or share a non-distinctive accession number. The best way to find a specific manuscript or letter is to search for words from the author's name and the title. You can perform a KEYWORD OR PHRASE search that finds the terms anywhere in the record:

- wilde dorian
- byron letter?

However, a search that targets certain fields, instead of searching the entire record, is often more effective. Use search codes and Boolean operators (available only in EXPERT search) to target the author and title fields:

- AKEY wilde AND TKEY dorian
- AKEY byron AND TKEY letter?

SEARCH TIP: If you are not sure of the author's name, try a NAME BROWSE search first, which provides cross references from forms of the name not used in the author field. A NAME BROWSE search for:

- Byron, Ada

locates a cross-reference to the name form used in the catalog:

- Lovelace, Ada King, Countess of, 1815-1852

Many collection items lack distinctive titles. When a search for an untitled document or a letter finds too many results, use additional search criteria, such as the name of the recipient (for letters) or the signer (for documents), or apply a Limit by Place or Limit by Date.

- byron letter? allegra
elizabeth document? burghley

byron letter?
Limit by Place Italy

byron letter?
Limit by Date 1814

Terms commonly used in titles
Here is a list of the terms most commonly used as titles in records for literary and historical manuscripts:

For correspondence:
   Letter
   Telegram
   Note
   Postcard
   Correspondence

Documents:
   Document
   Signature [to document]
   Order
   Indenture
   Receipt
   Proclamation

Titles of literary, historical, and miscellaneous works usually include both a title proper (e.g. The Stones of Venice) and a subtitle that indicates the type of manuscript:
   Manuscript
   Typescript
   Proof

Truncate generic title words to retrieve both the singular and the plural.
   typescript? steinbeck
   signature? washington
Search for an accession number

Enclose accession numbers in quotation marks, and use exact punctuation, including spaces:

"MA 7175"

This type of search will also find references to a collection item in records for other items (when, for example, a record for a manuscript cites a printed copy). To search for the record for the manuscript itself, use the OSIN search code (available only with EXPERT search):

OSIN "MA 7175"

If your search by accession number does not retrieve any records, add a question mark at the end of the accession number. Manuscripts acquired by the Library in groups often have a base accession number followed by a punctuation mark, then a second number:

OSIN "MA 889" finds no records
OSIN "MA 889?" finds MA 889.1, MA 889.2, MA 889.3

But searching by accession number is not recommended for this collection, since many literary and historical manuscripts have not been assigned accession numbers, or share the same accession number. For more information, see Search by Accession Number and the Guide to Accession Numbers.

Search for a name

Records for literary and historical manuscripts contain many names associated with the manuscripts. Persons or corporate bodies may figure as authors, editors, artists, calligraphers, binders, copyists, signers of documents, recipients of letters, former owners, or donors. The name may appear only in the body of the record, as free text, or it may also appear in the Author/Creator or the Associated Name field. Names that appear in the Author/Creator or Associated Name field are inverted (last name first), and often contain birth and death dates, titles or honorifics, and--quite often--a word or phrase indicating the person's role vis-à-vis the manuscript:

Farnese, Alessandro, 1520-1589, signer.
Dickens, Charles, 1812-1870, recipient.

Search by Name gives general instructions on how to do research on names in CORSAIR; Search by Provenance gives instructions on how to do research on provenance. Note that records for literary and historical manuscripts usually do not
mention Pierpont Morgan and his son J.P. Morgan, Jr. in the Provenance field, or include their names as former owners in the Associated Name field. If you wish to know whether an item in the collection was formerly owned by either Morgan, please consult a curator.

**Search for place of writing**

The place of writing appears in two places in each record: the Title field and the Formatted Place field. A KEYWORD OR PHRASE search searches for place names anywhere in the record:

```
paris jefferson letter?
```

Use the **752L** search code (available only in EXPERT search) to target place information:

```
752L georgia
```

This search finds items created in Georgia, but not "Georgia O'Keeffe"

You may apply limits to this search:

```
752L paris
Limit by Date Range >1919 <1930
```

You may also combine the search with other parameters:

```
752L london AND TKEY letter?
```

The place of writing often does not appear on the piece, or appears only in fragmentary form. It can sometime be supplied from other sources; if not, the abbreviation "n.p." (no place) appears in the Title field, and the Formatted Place field is omitted from the record.

When the place of writing is a London neighborhood, "London," rather than the name of the neighborhood, appears in the Formatted Place field.

```
Title: Autograph letter signed : Chelsea.
Formatted Place: England London.
```

When the place of writing is recorded in the Title field as "At sea," the Formatted Place field is omitted. "At sea" is searchable using the KEYWORD OR PHRASE search. The name of the ship, if recorded, is also searchable:

```
victory
```
Search for date of writing

It is possible to search directly for all literary and historical manuscripts written on a given day, month, or year. This information is recorded in two places: the Date of Writing field, and the Formatted Date field.

**Date of Writing:** 1878 Oct. 12.
**Formatted Date:** 1878 10 12.

Dates in the Formatted Date field are browsable using the SUBJECT/GENRE BROWSE search; they may be searched using a KEYWORD OR PHRASE search (use quotation marks for exact dates):

"1881 12 25"

Searches for dates may be combined with other searches:
1789 jefferson paris

Note that dates that cannot be easily translated into a numeric equivalent are not recorded in the Formatted Date field:

**Date of Writing:** 1756 "Easter Monday"
**Formatted Date:** 1756.

**Date of Writing:** [no year] Tuesday
**Formatted Date:** [omitted from record]

**Date of Writing:** from 1839 to 1870.
**Formatted Date:** 1839.
**Formatted Date:** 1870.

To search for a date as it appears in the Date of Writing, use the TKEY search code:

TKEY "easter monday"

See Search by Date or Period for more information on how to search by date.

Search for material within albums, extra-illustrated books, and subcollections

Many literary and historical manuscripts are housed in larger units, such as albums, extra-illustrated books, and portfolios. Some items in the collection are tipped in or mounted in printed books administered by the Department of Printed Books. The In Note field identifies the name of the bound volume or container in which the item is
housed. This information is needed to fill out a call slip for the item. It can also help identify material with a common provenance or a common theme. Use distinctive words from the name of the subunit:

- mrs fields album
- dickens life

The first search finds both the album and individual items within it; the second finds both the extra-illustrated volume and the items tipped into it.

**Search by subject**

Records for literary and historical manuscripts seldom contain topical subject headings, such as:

- **Subject:** France History Revolution, 1789-1799
- **Subject:** Hunting

However, records for letters or manuscripts that focus on a particular person may contain a subject heading for the person:

- **Subject:** Lincoln, Abraham, 1809-1865.

Subject headings are searchable using the SUBJECT/GENRE BROWSE search, or the SKEY search code.

In general, though, information on the topic of the letter or manuscript is most likely to appear in the Summary field. To target this field, use the 520A search code:

- 520A quarrel?
- 520A love AND byron

**Research on Medieval & Renaissance Manuscripts**

The Department of Medieval and Renaissance Manuscripts administers the Library's collection of approximately 1,360 medieval and Renaissance manuscripts and papyri. Both illuminated and textual manuscripts are included; they take the form of complete manuscripts, single leaves, or cuttings. About two-thirds were produced prior to 1500, but the collection also includes later works in the illuminated manuscript tradition. Most are Western European, but there are important groups of Coptic, Slavonic, Russian, Islamic, Indian, and Tibetan manuscripts.
About three hundred manuscripts produced prior to 1500 are included in the holdings of the Dept. of Literary and Historical Manuscripts. Most of these are documents (papal bulls, privileges, charters) or letters, and most are not illustrated.

The Reference Collection includes approximately 10,000 monographs, facsimiles, and offprints on manuscript illumination, paleography, iconography, and other related topics.

**Coverage in CORSAIR**

CORSAIR contains records for all medieval and Renaissance manuscripts owned by the Library and for thousands of illustrated pages within these manuscripts. The records for individual pages were created by the Index of Christian Art at Princeton as part of its collaboration with the Morgan (see [About the Images from Medieval and Renaissance Manuscripts Project](#) for more information on this collaboration). These records are linked to images of the pages.

CORSAIR records for individual manuscripts are also linked to detailed descriptions and bibliographies compiled by the Library's curatorial staff. These resources, which are presented as PDF files, often contain information not available elsewhere, such as complete lists of texts and illustrations within a manuscript and bibliographies. See [Descriptions of Medieval and Renaissance Manuscripts](#) for more information.

**Nature of the records**

CORSAIR records for medieval and Renaissance manuscripts are based on the best available published sources and on unpublished curatorial files. Most of the records have been reviewed by curatorial staff, who continue to revise and update CORSAIR records.

**General notes on searching**

This guide explains how to find answers to the questions most likely to be asked by researchers on medieval and Renaissance manuscripts. It is not an introduction to basic search techniques; instead it is meant to be used together with the guides to Using Corsair and Search Strategies.

A KEYWORD OR PHRASE search is the best way to begin your research on medieval and Renaissance manuscripts. Search terms are automatically combined, as when searching Google. If your search retrieves too many results, add more terms, or apply
Search Limits. If your search finds nothing, use fewer search terms. Unless otherwise noted, all search examples used in this guide are for KEYWORD OR PHRASE searches.

For more focused searches, use search codes (available only with EXPERT search), which target specific types of information in a record; for example, the TKEY search code searches only titles. The Search in: box on the GUIDED SEARCH form contains a dropdown list of indexes that target the same fields as the search codes.

If you are interested principally in the holdings of the Dept. of Medieval and Renaissance Manuscripts, choose the "Medieval and Renaissance Manuscripts" option from the Limit by Collection box. Choose the "Medieval Images Only" option if you wish to search only for records linked to images. Limits remain in effect until you clear them.

**Search for a specific manuscript**
Every manuscript has a unique accession number (also known as an inventory number or shelfmark). If you know the accession number, a search by this number is the quickest way to locate the manuscript.

Enclose accession numbers in quotation marks, and use exact punctuation, including spaces:

```
"ms m.69"
"ms g.14"
```

This search will find not just the record for the manuscript itself, but also records for individual illustrated pages and for reference books that cite the manuscript. To find only the record for the manuscript itself, use the OSIN search code (available only with EXPERT search):

```
OSIN "ms m.69"
OSIN "ms g.14"
```

If your search by accession number does not retrieve any records, add a question mark at the end of the accession number. Manuscripts are sometimes assigned a base accession number, followed by a period or hyphen, then a second number.

```
OSIN "ms m.1122" finds no records
OSIN "ms m.1122?" finds MS M.1122.1, MS M.1122.2, etc.
```

To locate all the manuscripts in a subcollection, truncate the search after the
abbreviation for the subcollection:

OSIN "ms m?" finds all Morgan manuscripts
OSIN "ms g?" finds all Glazier manuscripts

For further information, see Search by Accession Number and Guide to Accession Numbers.

Search for a name
Records for medieval and Renaissance manuscripts contain many names associated with the creation of the manuscript. The relationship may involve responsibility for the text (author, editor, translator, glossator, denomination associated with the liturgical work), or for the production of the manuscript (artist, illuminator, scribe, calligrapher, binder, patron, scriptorium). The name may appear only in a note or it may also appear in the form of a standardized heading, which contains qualifiers such as "de Lorris" or "Abbot", birth and death dates, and - quite often - a word or phrase indicating the person's role vis-à-vis the manuscript ("binder", "scribe").

The NAME BROWSE is the best way to search for names associated with medieval manuscripts. It will find variants of names, and direct you to the form used in the catalogue. Searching for names using a simple KEYWORD OR PHRASE search or the AKEY search code is not recommended. You are likely to retrieve much irrelevant material, especially when the name is non-distinctive (John, William), or when you use a form of name not used in the catalog (Guillaume versus William).

For more information, see Search by Name.

Search for a manuscript containing a specific text
It is currently impossible to perform a search that locates all manuscripts containing a specific text. The Title field cites only the principal text within a manuscript; if none of the texts has a distinctive title, or no text predominates, a summary phrase describes the textual contents:

Title: [Book of hours]
Title: [Bible]
Title: [Liturgical miscellany]

A note elsewhere in the record briefly indicates the presence of additional texts, but does not list all the titles individually:

Title: [Liturgical miscellany].
Notes: Texts: ordinal (fol. 1-47v); Benedictones episcopales and other liturgical rituals (fol. 50-76).

Within these limitations, it is possible to search by title for all texts listed in CORSAIR records. Search strategies vary, depending on the type of text.

**Works by known authors**

To find works by known authors, use distinctive words from the author's name and from the title:

`pliny historia`

But it may also bring up irrelevant records. A search that targets certain fields, instead of searching the entire record, is often more effective. The two examples below target author fields (using the **AKEY** search code) and title fields (using the **TKEY** search code):

`AKEY pliny AND TKEY historia`

`AKEY guillaume AND TKEY rose`

If you are not sure how the author's name appears in CORSAIR, try a NAME BROWSE search first (see Search for a name) for more information.

**Service books and prayer books**

A KEYWORD OR PHRASE search will find specific types of service or prayer book:

`book hours`

`breviar?`

But it may also bring up many irrelevant records. The examples below target the title fields (using the **TKEY** search code):

`TKEY breviar? historia`

`TKEY "book of hours"`

To retrieve all service and prayer books associated with a specific denomination, use the **SALL** search code:

`SALL "catholic church prayer books and devotions?"

`SALL "orthodox eastern church prayer books and devotions?"`

Quotation marks and a question mark are required for the **SALL** search.
Sacred scriptures
TKEY bible
TKEY quran
TKEY megillah

Anonymous works
TKEY lapidar?
TKEY bestiar?

You can add a Limit by Location to all of these searches to ensure that you retrieve items in the Dept. of Medieval and Renaissance Manuscripts only, or in selected curatorial departments only. For example, to find all manuscript and printed books of hours:

book hours
Limit by Location Dept. of Medieval and Renaissance Manuscripts AND Dept. of Printed Books

Search for place of creation
Information on where a manuscript is created appears in several places on the record:
Published/Created: France or Germany, ca. 1200.
Notes: written and illuminated in France, probably in Paris, first quarter of the 14th century.
Formatted Place: France Paris
Genre: Illuminated manuscripts France Paris 13th century

(Modern-day equivalents of place names are used; for example, Flemish manuscripts are assigned to Belgium).

Although place names can be searched with a KEYWORD OR PHRASE search, it is more effective to use the 752L search code, which targets the structured place information in the Formatted Place field.

752L france
752L winchester

You can also perform more complicated searches by combining terms. To find French or German manuscripts:

752L france OR 752L germany
To find manuscripts made in France (but not in Paris):

752L france NOT 752L paris

You may also browse genre terms, using the SUBJECT/GENRE BROWSE search.

For research on individual scriptoria, see Search for a name.

**Search for a date**

All records for medieval and Renaissance manuscripts contain genre terms that indicate the century of production:

- **Genre:** Illuminated manuscripts France Paris 13th century.
- **Genre:** Manuscripts 15th century

You can browse these headings, using the SUBJECT/GENRE BROWSE search, or you can search for centuries directly, using the KEYWORD OR PHRASE search:

"14th century"
"15th century" france

If you wish to use search codes, you must use the EXPERT search:

"15th century"AND 752L france

Century dates, year dates, and date ranges appear in the Formatted Date field, which is browsable. A SUBJECT/GENRE BROWSE search for 13 finds:

- 13--.
- 1300.
- 1300 06 15.
- 1300-1310.
- 1300-1315.

Use Limit by Date with caution when searching for medieval and Renaissance manuscripts. The Limit by Date processes conjectural and unknown dates--commonly used for manuscripts--in unexpected ways. Moreover, it will not allow you to retrieve records for composite manuscripts dating from different centuries, or for datable bindings. If you wish to find all fifteenth-century manuscript bibles, enter a search for:

655L "15th century" bible

This will be more reliable than a search for:

bible
Limit by Date > 1399 <1500

Dated manuscripts (those bearing a date, as opposed to those dated by a cataloger), are assigned a special genre term, which is not subdivided by century:
"dated manuscripts"

Search for a specific type of illustration

The type and number of illustrations appearing in a manuscript are listed in the Notes field on the record for the manuscript itself:

Notes: Decoration: 38 full-page miniatures, 2 full-page armorials, 17 small miniatures, 12 historiated border medallions, 24 calendar vignettes.

The illustration type(s) appearing on an individual illustrated page are described in the title field of the page record:

Title: Fol. 027r, Adam and Eve: Fall of Man: miniature, full-page, interspersed, margins.

This information is not complete for every manuscript, and the amount of detail varies. Do not assume that a search of CORSAIR will locate all manuscripts containing a given type of illustration.

Use the KEYWORD OR PHRASE search to find specific illustration types:
armorial?
"historiated initial?"
grisaille?

Always truncate the illustration type (armorial? finds "armorial" and "armorials").

CORSAIR records also contain genre terms for the most important types of illustrations. Examples of genre terms used for illustration include:

Miniatures (Illuminations) Belgium Valenciennes 15th century
Historiated initials France Tours 15th century
Miniatures (Illuminations) England 14th century
Grisaille Belgium Bruges 15th century
Grotesques Italy Florence 15th century
Single leaves
Picture-books
You can browse these terms, which are qualified by place and date, using the SUBJECT/GENRE BROWSE search, or search for them:

"single leaves" "18th century"
miniatures bourges

**Search for iconographic content**

Records for whole manuscripts generally do not index subject content. Records for individual illustrated pages contain detailed descriptions of iconographic content and indexing terms from the Index of Christian Art's controlled vocabulary for medieval iconography. Note that the name "Jesus" does not appear in records created by the Index of Christian Art. Use the word "Christ" instead. Saints' names in these records do not include the title "Saint". When searching for a specific saint, enter the given name and a qualifier, if you know it:

peter apostle

Subject terms can be combined with one another:

christ "hell mouth"

or with words or phrases from anywhere in the record:

rabbit? margin? france

**Search for information on support, binding, etc.**

Information about the manuscript's support (paper, vellum, card, mica, papyrus, bark, bone, palm-leaf, wood, wax) is recorded in the Description field:

**Description:** 143 leaves (2 columns, 35 lines), bound : vellum, ill. ; 460 x 320 mm.

The Notes field often contains information on inks and on other decorative features:

**Notes:** Decoration: 2 full-length and 7 smaller historiated initials in gold and silver heightened with red, green, blue, and white; four initials in red ink, unpainted.

Either field may be searched using the KEYWORD OR PHRASE search:

vellum
vellum gold
Information about the bindings appears in several places in the record. The Description field contains a very brief characterization of the binding ("bound," "matted"; if there is no information, it is safe to assume that the manuscript is not bound). The Binding field contains more elaborate descriptions. Here are some sample searches for binding information:

- enamel? binding?
- calf binding?

The Genre field is used for specialized types of bindings:

- Velvet bindings (Binding) 19th century
- Armorial bindings (Binding) Italy Rome 16th century

Genres terms for bindings, which are browsable using the SUBJECT/GENRE BROWSE search, are qualified by place and date, if known.

For the names of binders, see the section on Search for a name.

**Search for language and script**

The language of a manuscript's textual contents is described in the Language field:

- Language: In Italian
- Language: In Old Slavonic

The script in which a manuscript is written is described in the Script field:

- Script: Carolingian minuscule
- Script: cyrillic

Much of the information about scripts may be out of date or incomplete. Do not assume that a search of CORSAIR by script will locate every manuscript written in that script.

A KEYWORD OR PHRASE search for language will find many irrelevant records; instead, use the 546L search code (available only in EXPERT search) to target the language and script fields:

- 546L italian
- 546L cursive

Use Boolean operators (AND OR NOT) to combine terms:

- 546L italian NOT 546L latin
- 546L cursive and 546L italian
Note: The Dept. of Medieval and Renaissance Manuscripts is the only department which uses the Language and Script fields. A search for:

546L latin

will not find items in Latin owned by other curatorial departments. Instead, you must use the Limit by Language.

Search for manuscripts containing music
The genre term "Musical notation" appears on records for medieval and Renaissance manuscripts containing musical notation.

Genre: Musical notation--Austria--13th century.

These terms, which are browsable using the SUBJECT/GENRE BROWSE search, are qualified by place and date, if known. You may also search for them using a KEYWORD OR PHRASE search:

"musical notation" austria

Search for provenance information
Information about the provenance of an item appears in the Provenance field. Provenance notes on medieval and Renaissance manuscripts are quite detailed, and often include sale information (house, date, sale and lot number). Names of former owners also appear in standardized form in the Associated Names field, unless the name is too fragmentary to provide a meaningful heading.

In records for medieval and Renaissance manuscripts, Pierpont Morgan and his son J.P. Morgan, Jr. are always cited in Provenance notes and traced in the Associated Names field as former owners. In the Provenance field, they are cited as:

J. Pierpont Morgan  
J.P. Morgan

They appear in the Associated Names field as:

Morgan, J. Pierpont (John Pierpont), 1837-1913, former owner  
Morgan, J. P. (John Pierpont), 1867-1943, former owner

Use the NAME BROWSE search to find the names of former owners as they appear in the Associated Names field. Use the 561A search code to search for provenance information as it appears in the Provenance note:

561A "j.p. morgan"
Use the 561A search code to search for sale information. For example, if you know that a manuscript was sold at *Sotheby's* on May 16, 1955, as lot 118, you can find the record for the manuscript using either of these searches:

- 561A sotheby? AND 561A 118
- 561A sotheby? AND 561A 1955

**NOTE:** Searches of this kind will often find records that are not what you want. For example, the first search also finds a record for a manuscript with this sale history:

> London, *Sotheby's*, June 6, 1910, lot 202; purchased by Curt F. Bühler in Dec. 1966 from H.P. Kraus, New York (cat. 44, no. 118; Cat. 80, no. 24; cat. 115, no. 7).

See [Search by Provenance](#) for more information.

**Search for acquisitions information**

Records for medieval and Renaissance manuscripts contain credit information in the Credit field:

- Credit: Bequest; E. Clark Stillman; 1995
- Credit: Gift; J.P. Morgan (1867-1943); 1924
- Credit: Purchase; Charles Ryskamp Acquisition Fund and the James H. Heineman Purchase Fund; 1997.

Donors are also listed, in standardized form, and followed by the word "donor," in the Associated Names field:

- Associated Names: Stillman, Clark, 1907-, donor.

Use the NAME BROWSE search to find standardized names, and the 541A search code to search the Credit field:

- 541A stillman
- 541A "j.p. morgan"

**Search for citations to catalogs and censuses**

Citations to manuscript censuses appear in the Standard Bibliographies field.

- Standard Bibliographies: De Ricci, v. 2, p. 1497
- Faye & Bond, p. 356
If a KEYWORD OR PHRASE search for citations brings up too much irrelevant material, use the 510A search code to target the Standard Bibliographies field:

510A "de ricci" AND 510A 1497
510A faye AND 510A 356

Note that the full citation cannot be searched as a phrase:

"Faye & Bond, p. 356" finds nothing

This is because the citation number within the bibliography appears in a different subfield from the title of the bibliography; phrase searches do not operate between subfields.

Research on Music & Music-related Material

The Department of Music Manuscripts and Books administers the Library's main collection of music and music-related material. The Department's holdings include printed music (scores, sheet music), printed books related to music (librettos, programs, hymn books, treatises on music), music manuscripts, letters of musicians, music publishers, musicologists, etc., graphics (prints, photographs, posters, postcards), ephemera (visiting and trade cards), and objects (medals, coins, china). The Gilbert and Sullivan Collection, formerly a separate curatorial department, is now part of this department.

Most music manuscripts produced before 1600 are administered by the Department of Medieval and Renaissance Manuscripts. These include graduals, antiphonaries, missals, and choir books.

Hymnals and songbooks are also found in the holdings of the Dept. of Printed Books. Most of these contain text only.

A few manuscripts and letters from musicians or on musical topics are in the Department of Literary and Historical Manuscripts.

The Reference Collection contains reference material about music, including critical works, biographies, printed scores, dictionaries, thematic and library catalogs, and journals.
The Pierpont Morgan Library does not collect audiovisual material.

**Coverage in CORSAIR**
CORSAIR contains records for nearly all music and music-related materials that belong to the Library, or that are on deposit at the Library. Coverage for the Gilbert and Sullivan collection is less comprehensive. Most printed books, manuscripts, and autograph letters in the Gilbert and Sullivan Collection are listed in CORSAIR; ephemera and graphic material in this collection, such as programs, trade cards, posters, and photographs are less well documented, although CORSAIR does contain several hundred records for programs and photographs in the Gilbert and Sullivan Collection.

The Library's entire Reference Collection on music is listed in CORSAIR.

**Nature of the records**
Except for musicians' letters, which are documented on the folder level, collection items are represented by individual records. Most of the records were created with item in hand by a curator or a cataloger, and reviewed by a curator.

**General notes on searching**
This guide explains how to find answers to the questions most likely to be asked by researchers on music and music-related materials. It is not an introduction to basic search techniques; instead it is meant to be used together with the guides to Using Corsair and Search Strategies.

Unless otherwise noted, the guide gives the search codes for all searches. Search codes and their GUIDED SEARCH index equivalents target specific types of information in a record; for example, the TKEY search code searches only titles.

A KEYWORD OR PHRASE search is the best way to begin your research on music. Search terms are automatically combined, as when searching Google. If your search retrieves too many results, add more terms, or apply Search Limits. If your search finds nothing, use fewer search terms. Unless otherwise noted, all search examples used in this guide are for KEYWORD OR PHRASE searches.

For more focused searches, use search codes (available only with EXPERT search), which target specific types of information in a record; for example, the TKEY search code searches only titles. The Search in: box on the GUIDED SEARCH form contains a dropdown list of indexes that target the same fields as the search codes.
If you are interested principally in research on the main music collections, set the **Limit by Location** to Dept. of Music Manuscripts and Books before entering your first search. If you are interested principally in research on the material in the Gilbert and Sullivan Collection, set the **Limit by Location** to Gilbert and Sullivan Collection before entering your first search. If you are interested in material in both collections, click on the Set Search Limits icon to access the Search Limits screen, and select both collections. Only one limit at a time may be selected from the Limit by Collection: box on the Keyword/Browse search tab.

**Search for a specific work**

The best way to find a specific musical work is to use the **NAME-TITLE BROWSE** search. Music catalogers create uniform titles to bring together all manifestations of a composition, including manuscripts, first and later editions, adaptations and arrangements, and librettos. The **NAME-TITLE BROWSE** search presents a result set that is arranged by composer, and subarranged by title; within this list, uniform titles, actual titles, and cross-references are interfiled:

- **Schubert, Franz, 1797-1828. Voyage d’hiver** [cross-reference]
- **Schubert, Franz, 1797-1828. Winter journey** [cross-reference]
- **Schubert, Franz, 1797-1828. Winterreise** [records for the work]

If you do not know the name of the composer, try a **KEYWORD OR PHRASE** search first. For example, a search for

- **Marseillaise**

finds records that include the name of the composer, Claude Joseph Rouget de Lisle. Enter his name (or part of his name) as a **NAME-TITLE BROWSE**, and you will get a list of records for the work:

- **Rouget de Lisle, Claude Joseph, 1760-1836. Marseillaise**
- **Rouget de Lisle, Claude Joseph, 1760-1836. Marseillaise; arr.**

For more information, see **NAME-TITLE BROWSE**.

**Search for a name**

The names of composers, librettists, music publishers and printers, writers and recipients of letters, persons mentioned in letters, and former owners appear in records for this collection. The **NAME BROWSE** or the **NAME-TITLE BROWSE** searches are
the most effective search types for composers, librettists, and others with authorial responsibilities, while a KEYWORD OR PHRASE search is best for those with other roles.

**A NAME BROWSE for sullivan, a finds a list of names:**
- 1 record for Sullivan, A. M.
- 0 records for Sullivan, Arthur Seymour, Sir, 1842-1900 (cross-reference)
- 2833 records for Sullivan, Arthur, Sir, 1842-1900

**A NAME-TITLE BROWSE for sullivan a finds a list of works:**
- 1 record for Sullivan, A. M. Sonnets of a simpleton and other poems.
- 1 record for Sullivan, Arthur, Sir, 1842-1900. All this night.

... 

**SEARCH TIP:** If you are not sure of the spelling of the name, try a NAME BROWSE search first, which provides cross references from forms of the name not used in the author field. A NAME BROWSE search for:

```
tschaiikowsky
```

locates a cross-reference to the name form used in the catalog:

```
tchaikovsky
```

**Search for an accession number**

Enclose accession numbers in quotation marks, and use exact punctuation, including spaces:

```
"pmc 1011"
```

This type of search will occasionally also find references to the item within other records (when, for example, a page from a manuscript score is reproduced in a reference book.) To search for the record for the item itself, use the OSIN search code (available only with EXPERT search):

```
OSIN "pmc 1011"
```

If your search by accession number does not retrieve any records, add a question mark at the end of the accession number. Items acquired by the Library in groups often have a base accession number followed by a punctuation mark, then a second number:
OSIN "MFC B4716.A311" finds no records
OSIN "MFC B4716.A311?" finds MFC B4716.A311 (1-6)

But searching by accession number is not recommended for the music collection, since many items do not have an accession number, or share the same accession number, or share a single number assigned to a whole collection. For more information, see Search by Accession Number and the Guide to Accession Numbers.

Search for particular types of material
The music collection is one of the Library’s most diverse. It includes printed scores and books, music manuscripts, letters and documents, graphic material, and three-dimensional objects. Researchers who wish to focus on a particular type of material—printed scores as opposed to manuscripts, or music manuscripts as opposed to letters or documents—can limit their searches using the Limit by Type.

brahms Limit by Type Manuscript/Archival
finds manuscript letters, documents, and the scenario of a libretto

brahms Limit by Type Music Manuscript
finds music manuscripts only

brahms Limit by Type Printed Score or Music Manuscript
finds printed and manuscript scores by Brahms

Medieval music manuscripts
Medieval manuscripts containing music are assigned the Type code for Manuscript/Archival, not the Type code for Music Manuscript, since the focus of the collection is on the manuscript as physical object. A search limited by Type to Music Manuscript will not retrieve any medieval music manuscripts. See Search for manuscripts containing music for instructions on how to retrieve records for medieval music manuscripts.

Sheet music
It is not possible to limit a search by Type Sheet Music (sheet music is assigned the same Type code as printed scores in book form). To retrieve records for sheet music, use this search:
"sheet music"

    Limit by Location Dept. of Music Manuscripts and Books
"sheet music" gershwin

*Limit by Location* Dept. of Music Manuscripts and Books

**Letters and correspondence**

To retrieve records for letters, use the TKEY search code, which targets the title field:

TKEY letter?

Truncate the search using a question mark to retrieve "letter," "letters," and "letter press." Letterpress transfers were a primitive form of carbon copy, which could be retained in a letterpress book. The Gilbert and Sullivan Collection includes two letterpress books containing correspondence of Sir Arthur Sullivan. To search for letterpress transfers:

"letterpress transfer?"

**Search by musical genre**

For most of the curatorial collections, the catalog makes a sharp distinction between genre (what the item is) and subject (what the item is about). The music collection is an exception. Musical works normally do not have a subject; instead, they belong to a musical genre. However, the terms used in CORSAIR to describe musical genres (operas, sonatas, concertos) are labeled as subjects rather than as genres in the record displays, and they are labeled in the Heading Type column of the Headings List as LC Subject Headings. This is due to the fact that for many years, the MARC format did not contain a separate field for genre; instead, such genre terms as existed (mainly for music) were mingled with subject terms in the subject field.

Musical genres may be browsed using the SUBJECT/GENRE BROWSE search, or searched using KEYWORD OR PHRASE:

opera? libret?

opera? libret? mozart

**Search for provenance and acquisitions information**

Records for music and music-related items usually do not contain provenance information.

Records for music do not contain formal credit notes. However, the donor name is usually incorporated in the name of the subcollection, which appears in the Location field:
The Location field is not searchable, but the donor name usually appears somewhere in the record. Use the search codes listed below (available only in an EXPERT search) to find all items in a given subcollection:

<table>
<thead>
<tr>
<th>Name of Subcollection</th>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Alvar Harding Music Collection</td>
<td>024L harding?</td>
</tr>
<tr>
<td>George W. Martin Collection</td>
<td>024L gwm?</td>
</tr>
<tr>
<td>Gilbert and Sullivan Collection</td>
<td>852B gilbert</td>
</tr>
<tr>
<td>Heineman Music Collection</td>
<td>024L heineman?</td>
</tr>
<tr>
<td></td>
<td>Limit by Location Dept of Music Manuscripts and Books</td>
</tr>
<tr>
<td>James Fuld Collection</td>
<td>852B fuld</td>
</tr>
<tr>
<td>Mary Flagler Cary Music Collection</td>
<td>024L mfc? (for letters and manuscripts) 024L pmc? (for printed books)</td>
</tr>
<tr>
<td>Morgan Collection</td>
<td>024L pmm?</td>
</tr>
<tr>
<td>Robert Owen Lehman Collection</td>
<td>024L lehman</td>
</tr>
<tr>
<td>Robert Own Lehman Deposit</td>
<td>024L lehman deposit</td>
</tr>
<tr>
<td>Sarah C. Fenderson Collection</td>
<td>024L scf</td>
</tr>
</tbody>
</table>

All of these searches can be limited, or combined with other search terms:

- 024L lehman AND mahler
- 852B fuld AND "star spangled"

**Search for a standard citation**

Many of the records contain standard citations to collection and thematic catalogues, such as RISM, Albrecht, or Hirsch. These citations appear in the Standard Bibliographies field.
Standard Bibliographies: RISM H 1228
Standard Bibliographies: Albrecht, 48

Note that the full citation cannot be searched as a phrase:
"Albrecht 48" finds nothing

This is because the citation number within the bibliography appears in a different MARC subfield from the title of the bibliography.

Use the 510A search code to search this field:
510A rism AND 510A "h 1228"
510A albrecht AND 510A 48

Publisher number for printed music
The plate number assigned by a publisher to a music publication appears in the Publisher's Number field:
Publisher's Number: Harms Inc. N.W. 59-4.

Use the PBNO search code to search this field (a KEYWORD OR PHRASE search will bring up too much irrelevant material):
PBNO harms AND PBNO "N.W. 59-4"

Note that the publisher's number cannot be searched as a phrase:
PBNO "harms inc N.W. 59-4" finds nothing

This is because the plate number appears in a different MARC subfield from the publisher's name.

Search for summaries of the content of letters
Records for musicians' letters contain exceptionally detailed summaries of their content. Here is a sample, describing a letter from Richard Wagner to Carl Riedel:
Saying that he cannot undertake the business affairs of the "Bühnenfestspiele" but will only give artistic assistance and concern for the realization of the technical aspects of the performances, that he has given performance rights of the Ring to Munich, Vienna, and Leipzig, but emphasizing that Bayreuth, with its inimitable theatre and Wagner's personal supervision, will always remain the "Hauptpunkt" for those outside Europe, discussing the role of the Patronat-Verein in performances of the Ring in those three cities, etc.
To search for words in the Summary field, use search code 520A:
  520A bayreuth

You may combine several words from the same field:
  520A bayreuth AND 520A ring

Or you may combine search terms from several different fields:
  520A ring AND AKEY wagner AND AKEY richter

Search for place or date of publication or writing
See Research on Printed Books for information on searching by place of publication. See Research on Literary and Historical Manuscripts for information on searching by place of writing.

Here are some sample searches for music:
  752L paris AND SKEY operas
  finds operas composed or published in Paris

  SKEY opera?
  Limit by Type Music Manuscripts and Date Range between 1880 and 1889
  finds manuscripts of operas composed or published in the 1880s

Search for publisher or printer
See Research on Printed Books for information on searching by publisher or printer. Note, though, that printers and publishers are not always traced as Associated Names on records for printed music and music-related items. To locate items produced by a specific publisher or printer, use the KEYWORD OR PHRASE search:
  ricordi
  boosey

Research on Printed Books

The Library's main collection of rare books, which currently numbers about 52,000 titles, is administered by the Department of Printed Books and Bindings. The department's holdings consist of printed material of all kinds, including monographs,
serials, page and galley proofs, woodblocks, suites of separately bound illustrations, and children's toys and games. The Bindings Collection also includes a small number of manuscripts acquired principally for the importance of their bindings.

The Department of Music Manuscripts and Books administers most of the Library's holdings in printed music and music-related printed material, such as librettos, programs, works of musical theory, etc. The Archives includes several collections of printed books owned by members of the Morgan family, and secondary works about the Library. Material acquired primarily for its content rather than for its value as an object is found in the Reference Collection, which includes many books that might be treated as rare in another library.

**Coverage in CORSAIR**
Most of the Library's printed books are listed in CORSAIR. Several large acquisitions are still being processed; records for these will become searchable in CORSAIR as they are added to the database.

**Nature of the records**
In order to facilitate research on provenance and on bindings, a separate record is created for each copy of a printed book.

Approximately 22,000 records represent material which was cataloged, item in hand, according to recent cataloging conventions. Cataloging conventions have changed over time, so that records created as recently as fifteen years ago may not conform in every way to more recently created records. Nonetheless, researchers may have a high degree of confidence in these records.

Source files used for conversion of the remainder of the collection included handwritten and typed cards from the old card catalog, card files compiled by donors, published reports of new acquisitions, and curatorial files. Data conversion for most of these books was done by searching RLIN for records contributed by other libraries and editing the records to match the description in the source file; when a match could not be found, a new record was created. These records have not been checked with item in hand, and may contain errors or omissions; moreover, they often lack genre and subject terms, and headings for names associated with the book (e.g. former owners, binders, donors, etc.).

The information appearing in the Description field on these records should be regarded with particular caution. Pagination has not been verified, and the formats given are
often those used in older cataloging, where format was used to indicate approximate height. As a general rule, formats that lack measurements should be ignored:


Formats that appear in parentheses after measurements in centimeters or millimeters may be taken as accurate descriptions of the bibliographic format:

\textbf{Description:} [138] leaves ; 13 cm. (16mo)

\textbf{General notes on searching REDO AT END}

This guide explains how to find answers to the questions most likely to be asked by researchers on printed books and bindings. It is not an introduction to basic search techniques; instead it is meant to be used together with the guides to Using Corsair and Search Strategies.

A \textbf{KEYWORD OR PHRASE} search is the best way to begin your research on printed books. Search terms are automatically combined, as when searching Google. If your search retrieves too many results, add more terms, or apply Search Limits. If your search finds nothing, use fewer search terms. Unless otherwise noted, all search examples used in this guide are for \textbf{KEYWORD OR PHRASE} searches.

For more focused searches, use search codes (available only with EXPERT search), which target specific types of information in a record; for example, the \texttt{TKEY} search code searches only titles. The \textbf{Search in:} box on the GUIDED SEARCH form contains a dropdown list of indexes that target the same fields as the search codes.

If you are interested principally in research on the holdings of the Department of Printed Books, set the \texttt{Limit by Location} to that department before entering your first search. Limits remain in effect until you clear them.

\textbf{Search for a specific copy}

Most (though not all) items in the Department of Printed Books and Bindings have accession numbers or inventory numbers. These numbers fall into several different sequences (see \texttt{Search by Accession Number} for more details).

An accession number search is the quickest and surest way to locate a specific copy of a printed book. The collection contains many copies of the same work, sometimes even of the same edition and state. An author/title search may turn up dozens of records; only an accession number search will find exactly the copy that you want.
Enclose accession numbers in quotation marks, and use exact punctuation, including spaces:

"pml 1108"
"jpw 1403"

This type of search will also find references to a collection item in records for other items (when, for example, a record for a manuscript cites a printed version). To search for the main record for the item, use the OSIN search code (available only with EXPERT search):

OSIN "pml 1108"
OSIN "jpw 1403"

If your search by accession number does not retrieve any records, add a question mark at the end of the accession number. Printed works that are bound together are often assigned a base accession number followed by a decimal number or letter:

OSIN "pml 125995" finds no records
OSIN "pml 125995?" finds PML 125995.1, PML 125995.2, PML 125995.3…

See Search by Accession Number and the Guide to Accession Numbers for more details.

Books in some of the larger bequests made to the Library are assigned control or inventory numbers prior to being formally added to the collection. For example, unaccessioned books in the Gordon Ray and Julia P. Wightman collections have "GNR" or "JPW" numbers which appear in the accession number field. Once a book is accessioned, the control number is transferred to the Former Control Number field, which may be searched in the same way as accession numbers. Note, however, that this field displays only in the MARC view of the record.

For more information, see the Guide to Accession Numbers and Search by Accession Number.

**Search for a specific work**

A search combining terms from the author's name and the title is the best way to locate all versions of a work. You can perform a KEYWORD OR PHRASE search that finds the terms anywhere in the record:

blake job
haucer canterbury
If you are searching for a particular edition of a work add the publisher's name:

*chaucer canterbury caxton*

You may also limit by place of publication, date, or language (see Search Limits overview for more information).

Sometimes it is more effective to use a search that targets certain fields, instead of searching the entire record. Use search codes and Boolean operators (available only in EXPERT search) to target the author and title fields:

```
AKEY blake AND TKEY job
AKEY defoe AND TKEY crusoe
```

**SEARCH TIP:** If you are not sure of the author's name (Richard Barham or Thomas Ingoldsby? Vergil or Virgil?), try a NAME BROWSE search first, which provides cross references from forms of the name not used in the author field. A NAME BROWSE search for:

```
barham richard
```

locates a cross-reference to the name form used in the catalog:

*Ingoldsby, Thomas*

**Search for a name**

Records for printed books contain many names associated with the items. The relationship may involve some sort of responsibility for the intellectual or artistic content of the items (author, editor, translator, illustrator, publisher, printer, binder), or it may involve provenance (donor, former owner). The name may appear only in the body of the record, as free text, or it may also appear in the Author/Creator or the Associated Name field. Names that appear in the Author/Creator or Associated Name field are inverted (last name first), and often contain birth and death dates, titles or honorifics, and--quite often--a word or phrase indicating the person's role vis-à-vis the book. See **Search by Name** for more information.

**NOTE:** Records for printed books seldom mention Pierpont Morgan and his son J.P. Morgan, Jr. in Provenance notes, or include their names as former owners in the Associated Names field. If you wish to know whether a book in the collection was formerly owned by either Morgan, please consult a curator.
Search for a publisher or printer
The name of the publisher or printer as it appears on the title page is recorded in the Published/Created field. This field is searchable using the KEYWORD OR PHRASE search; to target only this field, use the 260B search code (available only in EXPERT search):

- 260B newbery
- 260B "chatto & windus"
- 260B gutenberg AND bible

Search for a place of publication
Title-page information about the place of publication is recorded in the Published/Created field. The subfield that contains this information is searchable using the 260A search code:

- 260A "Lugduni Batavorum"
- 260A "New York"

The Formatted Place field presents the same information in a more structured form, with Latin or vernacular forms usually translated into their English-language, modern-day equivalents:

- Formatted Place: Netherlands Leiden.

You can target the Formatted Place field using the 752L search code:

- 752L leiden
- 752L france NOT 752L paris

See Search by Place of Creation or Publication for more information; note in particular the caution against using phrase searches for this field.

Search for a date of publication
The date of publication or printing, as it appears in the publication, is transcribed in the Published/Created field. The subfield which contains this information is searchable using the 260C search code:

- 260C 1780
- 260C "anno domini MDXIX"
- 260C "die decimo maii"

It is also possible to browse the collection by publication date, using the SUBJECT/
GENRE BROWSE search, or the SALL search code. If you wish, you may limit the search by Location, Type, Language, or Place:

SALL 1650?
SALL "1494 08 11"
SALL 157 finds all material created or published in the 16th century; to limit the search to books printed in the 16th century, add a Limit:
Limit by Type Printed Book.

See Search by Date or Period for more information.

**Search by genre or type**
Genre terms appear on many records for printed books. Genre terms may describe a literary form (harlequinades), physical characteristics of the item (pop-up books), or features associated with provenance (presentation copies, annotations).

Genre headings have not been applied consistently over time, and records created as part of the retrospective conversion project usually lack genre headings, so searches by genre heading are unlikely to retrieve all relevant material.

For more information, see Search by Genre and Form.

Researchers who wish to focus on broad categories of material (monographs as opposed to serials, visual material as opposed to printed works) can limit their searches using the Limit by Type.

**Search by subject**
Subject headings appear on many records for printed books. Records created as part of the retrospective conversion project are more likely to contain subject headings than genre terms, but some lack either type of heading. Subject searches are unlikely to find all relevant material and should be supplemented by consultation of subject bibliographies.

Call number searches will not help locate rare books by subject, since call numbers for printed books are not based on a subject classification.

For more information, see Search by Subject.
Search for binding information

Binding information appears in the Binding field, or in the Notes field, where it is preceded by the word "Bdg.:" or (occasionally) "Binding:"

Bdg.: Eng. embroidered binding, silk ties, in 1/4 rose mor. case.

Binding notes contain many abbreviations, most of which are based on John Carter's *ABC for Book Collectors*.

Binders known to have worked on a book are named in the note that describes the binding. On fully cataloged records, their names may also appear in the Associated Names field, followed by the word "binder." For more information on searching names, see Search by Name.

Records created through retrospective conversion often lack binding information, or may contain unverified information.

Records for printed books, unlike records for medieval and Renaissance manuscripts, usually do not mention the names of binders on the Library's staff, as opposed to the names of binders who worked on books prior to their acquisition by the Library.

To search for binding information, enter a search using distinctive words:

derome dentelle?

Search for "bound with" items

Many items in the Dept. of Printed Books consist of two or more items originally issued separately and subsequently bound together into a single volume. Separate records are created for each bibliographically distinct item. The Accompanying Material field gives details on items bound with the item described:


The field is also used to note the presence of autograph letters or other items inserted in printed books.
To locate records for items bound together or other accompanying material, use the 501A search code (available only in EXPERT search):

501A falda

**Search for a standard citation**

Many of the records for printed books contain citations to standard bibliographies and databases, such as Goff, Brunet, ISTC, ESTC, etc. These citations appear in the Standard Bibliographies field:

- Standard Bibliographies: Goff B527; HC 3032; GfT 1502; ...
- ESTC (RLIN) T225322

Note that the full citation cannot always be searched as a phrase:

"Foxon D324" finds nothing

This is because on the record for this item, the number within the bibliography appears in a different MARC subfield from the citation to the bibliography.

If your phrase search finds no records, resubmit it, using the 510A search code to search this field:

510A foxon AND 510A "D324"

An effort has been made to use the form of citation given in the second edition of *Standard Citation Forms for Published Bibliographies and Catalogs Used in Rare Book Cataloging*. However, records created through retrospective conversion may not contain standardized citations; moreover, the citations given in these records have not been checked, and should always be verified.

**Research on Ancient Near Eastern Seals**

The Department of Seals and Tablets administers the Library's collection of approximately 1,710 of these items. The collection includes stamp and cylinder seals spanning a period of almost five thousand years (5000-400 B.C.) and ranging in place of origin from Iran to Cyprus. The department's holdings also include a large collection of modern impressions of seals from public and private collections.

Most of the ancient cuneiform tablets acquired by Pierpont Morgan are now in the
Babylonian collection at Yale, but a small number were retained by the Morgan Library. The Library also owns several ancient Near Eastern art objects.

The Reference Collection contains secondary material on ancient Near Eastern art and civilization, including books, periodicals, catalogs of ancient Near Eastern seals and art works, and a collection of offprints bequeathed to the Library by the former curator, Dr. Edith Porada.

**Coverage in CORSAIR**

CORSAIR contains individual records for all 1,114 seals in the Morgan collection and for all 144 seals in the Robert F. Kelley collection. A single record describes the collection of 194 cylinder and 258 stamp seals given to the Library by Jonathan P. Rosen in 1986. There are also records for the tablets and the art objects. CORSAIR records exist for almost 9,000 modern seal impressions.

**Nature of the records**

The records for Morgan seals are based on entries in the *Corpus of Ancient Near Eastern Seals in North American Collections. The Collection of the Pierpont Morgan Library* (cited in CORSAIR as Porada, CANES). Records for the Kelley seals are based on the entries in the *Eighteenth Report to the Fellows of the Pierpont Morgan Library, 1975-1977*; the description of the Rosen collection is based on information in the *Twentieth Report to the Fellows of the Pierpont Morgan Library, 1981-1984*. Descriptions of the modern seal impressions are created item in hand.

**General notes on searching REDO??**

This guide explains how to find answers to the questions most likely to be asked by researchers on seals. It is not an introduction to basic search techniques; instead it is meant to be used together with the guides to Using Corsair and Search Strategies.

A KEYWORD OR PHRASE search is the best way to begin your research on seals. Search terms are automatically combined, as when searching Google. If your search retrieves too many results, add more terms, or apply Search Limits. If your search finds nothing, use fewer search terms. Unless otherwise noted, all search examples used in this guide are for KEYWORD OR PHRASE searches.

For more focused searches, use search codes (available only with EXPERT search), which target specific types of information in a record; for example, the TKEY search code searches only titles. The Search in: box on the GUIDED SEARCH form contains a
dropdown list of indexes that target the same fields as the search codes.

If you are interested principally in the holdings of the Department of Seals and Tablets, set the Limit by Location to that department before entering your first search. Limits remain in effect until you clear them.

**Search for a specific type of object**

To find all records for a specific object type, use the 245H search code (available only in EXPERT search):

- 245H "cylinder seal"
- 245H "stamp seal"
- 245H tablet
- 245H"seal impression"

**Search for a specific item**

The best way to locate known items is to search by accession number. All seals in the main collection and the Kelley collection have been assigned accession numbers, which are customarily used in referring to the seals.

Enclose accession numbers in quotation marks, and use exact punctuation, including spaces:

- "Morgan Seal 57"
- "KS 4"
- "KC 34"
- "SISC 00250"

This type of search will also find references to a collection item in records for other items (when, for example, a reference book contains a reproduction of a seal). To search for the record for the item itself, use the OSIN search code (available only with EXPERT search):

- OSIN "Morgan Seal 57"
- OSIN "KS 4"

To find records for all items within a subcollection, truncate the search:

- OSIN "Morgan Seal?" finds all Morgan seals.
- OSIN "SISC?" finds all seal impressions

See Search by Accession Number and the Guide to Accession Numbers for more details.
Search for a period or style
Seals cannot usually be dated or localized with precision; instead, they are assigned to a period or style (Middle Assyrian, Neo-Babylonian, Syrian). To search for seals of a given period or style, use the KEYWORD OR PHRASE search:

Syrian seal
"neo-babylonian" "modeled style"

Note that hyphenated words must be treated like phrases, and enclosed in quotation marks.

Use the EXPERT search (shown below) or the Guided Search form for more complex searches:

(akkadian OR "old babylonian") AND porcupine

Most seals are assigned two genre headings, one to bring out period or style, and the other to bring out physical characteristics:

Cylinder [or Stamp] seals Neo-Assyrian.
Cylinder [or Stamp] seals purplish-red hematite.

Genre terms are browsable using the SUBJECT/GENRE BROWSE. Note that the results of a SUBJECT/GENRE BROWSE search will include terms used to index reference material as well as terms for the seals themselves. You can easily tell the two sets of terms apart: terms labeled "LC subject headings" lead to records for reference books, while terms labeled "Morgan Heading" or "Art and Architecture Thesaurus" lead to records for seals.

You may also use the SUBJECT/GENRE BROWSE search to browse the collection chronologically. For B.C. dates, preface the date with B.C.:

B.C. 1400

NOTE: The Limit by Date option may NOT be used for seals, since the system does not process B.C. dates. The Limit by Place option is available, but not very useful, since the place code used for most seals is Iraq (the modern place name for Mesopotamia).

Search for iconographic content
The title of each seal briefly describes its iconographic content. The Summary field contains a much more detailed description, using standardized descriptive terms, and noting the presence of inscriptions:
Title: God and worshiper with kid
Summary: Worshiper carrying kid that is touched by god in ascending posture — Nude bearded hero with sprinkler -- Star disk in crescent in sky — Terminal: inscription.

Use the KEYWORD OR PHRASE search to search for iconographic content:
- worshiper?
- "nude bearded hero"
- "nude bearded hero" lion?
- "bull-man" inscription?

Subject terms based on the detailed descriptions also appear on each record. These terms, which are usually in the plural, describe pictorial elements within a scene ("goats," worshipers," "lions") or types of scene ("worship scenes," "contest scenes," "banquet scenes"). They can be browsed using the SUBJECT/GENRE BROWSE search. This is most useful for discovering how many seals within the collection depict a given object or theme; to find seals depicting a combination of different objects or themes, use a KEYWORD OR PHRASE search:
- gate? weapon?

Iconographic terms can be combined with other parameters:
- "horned animal?" mitannian marble

Search for seals containing inscriptions
Records in CORSAIR for seals note the presence of inscriptions, but do not currently provide a transcription or translation. To locate seals containing inscriptions, use the 520A search code:
- 520A inscription?

Records for seal impressions contain transcriptions of inscriptions and markings.

Inscriptions/Markings: Three partial lines in cuneiform: KI DINGIR T[I.LA] / KI ESZSZANA K[AR / i3-li2 URU4-[ka] "By the god(s) may there be life, by the king, deliverance, I ask my gods."

Use the KEYWORD OR PHRASE search to search for inscriptions on seal impressions:
- "KI ESZSZANA"
Search for provenance or acquisitions information

Only four provenances are associated with the Library's seals: Pierpont Morgan, Robert F. Kelley, Caroline M. Burns, sister of Robert F. Kelley and donor of the collection, and Jonathan P. Rosen. CORSAIR records contain no other provenance or acquisitions information on seals. To locate records for seals associated with these names, use the OSIN search code:

- 561A morgan
- 561A kelley
- 541A rosen
- 541A burns

The 561A search code searches the Provenance field, the 541A search code searches the Credit field, in which the donor is named.

Limit all these searches by Location to the Dept. of Seals and Tablets.

Search for impressions of seals from a specific collection

The owners of seals for which the Morgan owns a seal impression are cited in the Owner of Original field.

- Owner of Original: British Museum (BM 126325).

Use the KEYWORD OR PHRASE search to locate this information:

"British Museum" "seal impression"
"Iran Archaelogical Museum" "seal impression"

Research Using the Reference Collection

The Reference Collection comprises books, periodicals, microfilms, and CD-ROMs that support research into the collections of the curatorial departments. The collection is particularly strong in materials related to medieval and Renaissance manuscripts and their iconography; paleography; incunabula and early printed books; bookbinding and books on books; and ancient Near East seals and archaeology. Other strengths reflect the collecting interests of the Library, including monographs on master draughtsmen, musicians, and historical figures represented in the Library collections by their drawings and manuscripts.
Recognizing Reference Collection material
Records for Reference Collection material are labeled as such under Location in the Titles results lists. In the brief and detailed displays, the same information appears in the Location field at the top of the each record.

Coverage in CORSAIR
The entire Reference Collection is listed in CORSAIR.

Nature of the records
The majority of bibliographic records for Reference Collection materials were created by retrospective conversion. These records often lack the detailed subject headings that are added to records in the normal cataloging process. Use keyword searching or author/title searching, if you have a citation to a published work, for more comprehensive searches. Projects to enhance these "recon" records are ongoing.

General notes on searching
This guide explains how to find answers to the questions most likely to be asked by users of the Reference Collection. It is not an introduction to basic search techniques; instead it is meant to be used together with the guides to Using Corsair and Search Strategies.

A KEYWORD OR PHRASE search is the best way to begin your research on the Reference Collection. Search terms are automatically combined, as when searching Google. If your search retrieves too many results, add more terms, or apply Search Limits. If your search finds nothing, use fewer search terms. Unless otherwise noted, all search examples used in this guide are for KEYWORD OR PHRASE searches.

For more focused searches, use search codes (available only with EXPERT search), which target specific types of information in a record; for example, the TKEY search code searches only titles. The Search in: box on the GUIDED SEARCH form contains a dropdown list of indexes that target the same fields as the search codes.

If you are interested principally in secondary material about the collections, set the Limit by Location to All Reference Collection material before entering your first search. Limits remain in effect until you clear them.
Search for a specific title
The best way to locate known items in the Reference Collection is to search for distinctive words from the author's name and the title:

voelkle spanish forger
hofer edward lear

Adding the name of the publisher or limiting by date helps to narrow searches:

tiepolo knox electa
tiepolo knox
Limit by Date >2005

Browse by call number
Most titles in the Reference Collection are assigned call numbers based on a classification scheme designed for the collection. Browsing the collection by call number allows you to view records arranged in the same order as the titles are arranged on the shelves. You can perform a CALL NUMBER BROWSE search, or you can click on hyperlinked call numbers within the brief and detailed record views in order to retrieve additional material on a topic. See Search by Subject and Browse by Call Number for more information.

Search for reference material on medieval and Renaissance manuscripts
The Reference Collection contains approximately 10,000 books, facsimiles, and offprints on manuscript illumination, paleography, iconography, and other topics related to manuscripts. Although many items are not represented by full catalog records, all records contain call numbers. Once you find a book on a topic, you can click on the hyperlinked call number to retrieve related reference material.

Search for reference material about manuscripts owned by The Pierpont Morgan Library
A KEYWORD OR PHRASE search for the accession number of a manuscript will finds reference material that contains reproductions of or discussions of the manuscript. Omit the "ms" prefix, since this is often missing from the citation:

"m.69"
"g.44"

This search will also bring up records for the manuscripts themselves. Limit the search
by location to the Reference Collection to eliminate collection items.

**Search for reference material about manuscripts owned by other libraries**

You can use the same method to find reference material about manuscripts owned by other libraries:

"cotton tiberius c. iv"
"pal. lat. 1993"

If the shelfmark is non-distinctive, add the repository name to the search:

"herzog august bibliothek" 137

**Search for material about manuscripts made within a particular place**

Use the SUBJECT/GENRE BROWSE search to locate reference books with subject headings beginning with the phrase, "Illumination of books and manuscripts." The basic heading may be further qualified by a national or stylistic adjective, a specific place, or a century:

- illumination of books and manuscripts italian
- illumination of books and manuscripts carolingian france tours
- illumination of books and manuscripts dutch netherlands utrecht 15th century

The SUBJECT/GENRE BROWSE search offers See and See Also references from headings not used in the catalog:

**Illumination of books and manuscripts, Carolingian**

See: Illumination of books and manuscripts, Carolingian

Browsing the Reference Collection by call number is another way to do research by place. Reference material on medieval and Renaissance manuscripts is classified by place of execution, and then by date. Use the CALL NUMBER BROWSE search to search for call numbers directly or use the call number hyperlink on a record to display a list of all items with that particular call number.

**Search for secondary material about manuscripts produced at a given date or within a given period**

To find reference material on manuscripts produced at a given date or within a given period, use the SUBJECT/GENRE BROWSE search or the SKEY search code. The
SUBJECT BROWSE search works best when you know the exact heading used in CORSAIR, and want to focus on a particular place:

*illumination of books and manuscripts french 13th century*

When specific headings are not known, combine terms using the SKEY search code

SKEY "15th century" and manuscript? finds over 400 records, many of which describe materials about 15th century illuminated manuscripts.

You can also search by period adjectives:

SKEY gothic
SKEY carolingian

Research on material about individual artists

An artist's name may appear in the Author/Creator fields (if substantial amounts of work are reproduced in the item), or in the subject field. In either location, the name is inverted; search for it this way, as a phrase. If you find nothing, verify the correct form of the name using the NAME BROWSE search.

1. NAME BROWSE: Gelee
   Results: Gelée, Claude, called Claude Lorrain, 1600-1682
   See: Lorrain, Claude

2. New Search: Limit by Location All Reference Collection material
   "lorrain, claude" finds all secondary material on Lorrain

1. NAME BROWSE: van Gogh
   Results: van Gogh, Vincent
   See: Gogh, Vincent van

2. New Search: Limit by Location All Reference Collection material
   "gogh, vin?" finds all secondary material on van Gogh

Collection and exhibition catalogs

The Reference Collection contains many collection catalogs, exhibition catalogs, and catalogues raisonnés. To search for catalogs of all kinds, choose the EXPERT search and enter:

catalog? OR exhibition?
(catalog? OR exhibition?) AND poussin finds all catalogs that relate to Poussin in any way
Search by publication date
Reference Collection materials cannot be browsed directly by date. It is possible to search for the publication date, as transcribed in the Published/Created field, by using the 260C search code:

- 260C 1960
- 260C 198? finds all material published in the 1980s

See Search by Date or Period for further information.

Search by place of publication
Reference Collection records do not contain Formatted Place fields. Search for the place of publication directly using the 260A search code, which searches for the place as transcribed from the book.

- 260A "new haven"

See Search by Place of Creation/Publication for further information.

Genre searches
Genre terms are seldom used for Reference Collection materials. Exceptions are: Festschriften; Auction catalogues; Booksellers’ catalogues; and Sales catalogues (for catalogues of prints and drawings). Occasionally other genre terms are used when LC subject headings are deemed inadequate.

To search for material by genre, use the SUBJECT/GENDER BROWSE search or the 655L search code:

- 655L "auction cat?"

Note: musical genres, unlike any other type of genre, are indexed using LC subject headings; see Search by Subject for more information on searching for musical genres.
GUIDE TO ACCESSION NUMBERS

Introduction

This guide describes the various accession number sequences used by each curatorial department. (Reference Collection accession numbers do not appear in CORSAIR.) The guide does not discuss how to search for accession numbers; see Search by Accession Number for information on search techniques.

Some collection items are commonly cited by their accession numbers:

- MS M.1
- Morgan Seal 1

But for most items in the Library, the accession number is used as a secondary element in a citation, or as a means of internal control. It should always be included in reference queries or photographic orders.

Accessioning practices vary from department to department. Some departments assign every individual item a distinctive accession number; others may assign a single number to groups of material or to whole collections. Collection items transferred from one curatorial department to another are usually assigned new numbers; the former accession number appears on the record in the Former Accession Number field. Some departments assign temporary inventory numbers to unprocessed collections, which may or may not be retained once the items are assigned permanent accession numbers. Some items are not assigned accession numbers.

Accession numbers should not be confused with citations to standard bibliographies or catalogs, although these citations are sometimes used to refer to collection items. Citations to standard bibliographies or catalogs appear in the Standard Bibliographies note:

- Brunet, IV, 671
- Wing D1545
- Bartsch, 273

For instructions on how to search for accession numbers, see Search by Accession Number.
Accession numbers begin with the prefix ARC. Most bound items have been accessioned at the item level. Papers and records are accessioned at the collection level. Some items have not yet been assigned accession numbers. Examples:

ARC 1
ARC 2
ARC 3
...

Department of Drawings & Prints

Drawings

Most drawings have accession numbers. Drawings in the core of the collection, formed by items purchased by Pierpont Morgan from Charles Fairfax Murray in 1909, are numbered to correspond with the volume and plate references in the four-volume catalogue, Collection J. Pierpont Morgan: Drawings by the Old Masters formed by C. Fairfax Murray.

I, 1
II, 75
IV, 12

Some drawings acquired from Fairfax Murray are not in the printed catalogue, but were interleaved and are numbered according to the same system, with the addition of a lower case letter following the plate number. Drawings acquired after Morgan's death and until 1947 also bear such accession numbers: III, 32f

Drawings accessioned after 1947

Accession numbers for drawings that entered the collection after 1947 take the form of a year, followed by a period and an arabic number: 1978.1, 1978.2, 1978.3 …

Drawings acquired by the Library in groups are often given a base accession number, followed by a colon or decimal number. For example, each drawing in the Donald M. Oenslager Collection has the base accession number 1982.75: followed by a number for the individual item:

1982.75:1
Some drawings, and most albums and sketchbooks that entered the collection from Morgan and his descendants were not assigned accession numbers. Curators are in the process of assigning retroactive accession numbers to these objects. These numbers carry the prefix "RA": RA 2001.82

**Prints**
The accessioning of the Library's print collection is an ongoing project. The existing accession number patterns are as follows:

*Rembrandt etchings*

Rembrandt etchings were formerly identified by their Bartsch numbers:

- B. 194
- B. 355

Almost all Rembrandt etchings have now been assigned unique accession numbers:

- RvR 1
- RvR 2
- RvR 3 ...

However, the Bartsch number still appears on all records for Rembrandt etchings in the Standard Bibliographies field.

A small number of Rembrandt etchings have entered the collection since Morgan's time and have been assigned accession numbers by year.

*Peel Prints*

Prints and drawings in the Peel Collection have been identified by the number of the bound volume in which they were housed, followed by the folio number:

- Peel I, 1
- Peel XI, 74

This number still appears in the Accession Number field on most records for prints in the Peel Collection.

About 15% of the Peel prints have been assigned accession numbers that take the
On records for these prints, the Peel volume number appears in the Former Accession Number field, where it can be searched in the same way as the current accession number (see Search by Accession Number for more details).

**Engraved English Portraits**

Prints in the Engraved English Portraits collection lack accession numbers. The numbers which currently appear in the Accession Number field are control numbers. These numbers are non-consecutive, and do not reflect the number of items in the collection. When the prints in this collection are accessioned, the control numbers will be moved to the Former Accession Number field.

**Costume Prints**

The costume prints are housed in two bound sets, titled Costumes époque Louis XIV and Costumes du cour Louis XIV, and one group of boxed prints. The individual volumes in the bound sets were originally assigned PML accession numbers (used by the Department of Printed Books), and cataloged as books. More recently, an individual record for each print has been created, and the prints have been assigned accession numbers based on the original PML number, followed by a decimal for the leaf number. Accession numbers for prints in the Costumes époque Louis XIV set also include the letter a (for the recto) or b (for the verso).

Prints in the Costumes époque Louis XIV set have a base accession number within the range PML 15526 through PML 15533, while prints in the Costumes du cour Louis XIV set have a base accession number within the range PML 15534 through PML 15536.

**Some sample accession numbers:**

- PML 15526.20a
- PML 15526.20b
- PML 15534.7
- PML 15535.10
Unbound costume prints have been assigned accession numbers that take the form:

RA (P)2002.19
RA (P)2002.20

The RA prefix indicates that the accession numbers were assigned retroactively.

**Other Prints**
Prints not belonging to these groups are usually assigned accession numbers similar to those used for drawings accessioned after 1947, but with the prefix (P):

(P)1973.9
(P)1978.53:2

**Photographs**
Accession numbers for photographs in the Department of Drawings and Prints are prefixed by (Ph):

(Ph)1977.63

**Art Objects**
Accession numbers for art objects begin with the prefix AZ, followed by a number padded to three digits:

AZ001
AZ002
...
AZ193

When an object consists of several distinct parts, AZ accession numbers are sometimes followed by decimals (for related objects such as a pair of candlesticks) or by letters (for parts of the same object such as the cup and lid of a communion cup):

AZ012.1 and AZ012.2
AZ041a and AZ041b

AZ numbers were assigned recently and do not appear in earlier publications or finding lists.
Department of Literary & Historical Manuscripts

Accession numbers begin with the prefix MA. Items in the Heineman Collection have been assigned accession numbers beginning MAH. For items that have not yet been assigned accession numbers, the words MA Unassigned appear in the Accession number field. Examples:

There are two different accession number sequences.
The main accession number sequence uses the MA (Manuscript Autograph) prefix:

MA 1
MA 2
MA 3
MAH 98
MAH 182

Manuscripts acquired by the Library in groups are often given a base accession number followed by additional numbers or letters to designate items within the group. Examples:

MA 2486 (16)
MA 250 no. 5
MA 1485 K 466
MAH 101A, MAH 101B, MAH 101C
MAH Goethe-Bettina 18, MAH Goethe-Bettina 19
MAH Heine III (10), MAH Heine III (11)

Department of Medieval & Renaissance Manuscripts

Every manuscript in the Department of Medieval and Renaissance Manuscripts has a unique accession number. Accession numbers consist of the prefix MS, followed by an abbreviation for the subcollection and a number:

MS M.1, MS M.2, MS M.3 (M. is an abbreviation for Morgan)
MS B.1 (B. is an abbreviation for Bühler)
MS G.1 (G. is an abbreviation for Glazier)
MS H.1 (H. is an abbreviation for Heineman)
MS W.1 (W. is an abbreviation for Wightman)
MS S.1 (S. is an abbreviation for Stillman)

Note that there is a space after MS, but no space between the period and the number.

Some single leaves acquired by the Library in groups have a base number followed by a decimal or by a letter. For example, items in the Otto Ege collection of single leaves are assigned accession numbers that follow the pattern:

MS M.1021.1
MS M.1021.2
MS M.1021.3

Other patterns:
MS M.1069.1-2
MS M.846.3a, b
MS M.386.7r
MS M.386.7v (recto and verso cataloged separately)

Manuscripts bound in more than one volume generally have separate accession numbers for each volume, unless they were rebound after being accessioned. (For example, the Morgan Beatus still retains a single accession number, MS M.644, although the manuscript has been rebound in two volumes.)

Department of Music Manuscripts & Books

Each subcollection in the department has its own accession number pattern. Some collection items are still assigned MA numbers (the prefix used for literary and historical manuscripts).

<table>
<thead>
<tr>
<th>Collection Name</th>
<th>Accession Number Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Alvar Harding Music Collection</td>
<td>Harding M, followed by number, e.g.:</td>
</tr>
<tr>
<td></td>
<td>Harding M1, Harding M2, etc.</td>
</tr>
<tr>
<td>George W. Martin Collection</td>
<td>GWM, followed by a code beginning with the composer's last name, e.g.: GWM A1, GWM D2, GWM V24</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Gilbert and Sullivan Collection (printed material, manuscripts and letters, photographs)</td>
<td>GSC, usually followed by a six-digit number, e.g.: GSC 100209, GSC 112036 OR: MA, followed by a number, e.g.: MA 4106</td>
</tr>
<tr>
<td>Gilbert and Sullivan Collection (programs)</td>
<td>Programs have not been assigned accession numbers</td>
</tr>
<tr>
<td>Heineman Music Collection</td>
<td>Heineman MS, followed by a number, e.g.: Heineman MS 1, Heineman MS 2, etc.</td>
</tr>
<tr>
<td>Mary Flagler Cary Music Collection (music manuscripts)</td>
<td>Cary, followed by a number, e.g.: Cary 172</td>
</tr>
<tr>
<td>Mary Flagler Cary Music Collection (letters)</td>
<td>MFC, followed by codes denoting the author and the recipient, e.g.: MFC Z96.A514</td>
</tr>
<tr>
<td>Mary Flagler Cary Music Collection (printed music)</td>
<td>PMC, usually followed by a number, e.g.: PMC 1, PMC 2, PMC 3, etc.</td>
</tr>
<tr>
<td>Morgan Collection (music manuscripts and letters)</td>
<td>Usually blank Sometimes an MA number or simply &quot;Morgan&quot;</td>
</tr>
<tr>
<td>Morgan Collection (printed material)</td>
<td>PMM, usually followed by a number, e.g.: PMM 1, PMM 2, etc.</td>
</tr>
</tbody>
</table>

Some collections are not assigned individual accession numbers; instead, a word or phrase is used for all items within a collection. The word or phrase appears in the Accession Number field, and may be searched using the same search codes as distinctive accession numbers.
Robert Owen Lehman Collection | Lehman
Robert Owen Lehman Deposit | Lehman Deposit
Sarah C. Fenderson Collection | SCF

Items in the James Fuld Collection have not yet been assigned accession numbers. Items in the Mcfarlane Collection, the McFarlane Deposit, the Kaplan Deposit, the Voelkle Deposit, the Farber Deposit, and the Metropolitan Opera Guild Deposit do not have accession numbers.

Department of Printed Books & Bindings

Since the Library may own multiple copies of a printed book, readers are cautioned always to record accession numbers. These numbers identify the specific copy consulted, and they function as the control number for photo orders and reference queries.

The main accession number sequence consists of one- to six-digit numbers with the prefix PML:

PML 62
PML 130456

A separate PML number is usually assigned to each volume. Thus a three-volume set will have three PML numbers:

PML 18826
PML 18827
PML 18828

When several publications originally issued separately have been bound together into a single unit, one number is assigned to the volume. The individual items are differentiated by a decimal number. Individual records are created for each item within the volume, and the base accession number is followed by a decimal number:

PML 127079.1
PML 127079.6

Note: The Printed Book collection does not actually contain 127,000-plus volumes. For
many years, the same accession number sequence (minus the prefix) was used for items in the Reference Collection. Accession numbers for items in the Reference Collection do not appear in CORSAIR records.

Books in the Heineman collection were assigned one number per title, with the prefix Heineman:
- Heineman 12 (one volume)
- Heineman 629 (same number used for all nine volumes)

**Other accession numbers**

Several large gift collections were assigned temporary inventory numbers to facilitate processing. These numbers are recorded in the Accession Number field. The most common sequences are:
- JPW (used for books in the Julia P. Wightman bequest)
- GNR (used for books in the Gordon N. Ray bequest)

As titles in these collections are processed, the new PML number(s) are recorded in the Accession Number field, and the temporary inventory number moves to the Former Inventory Number field, which displays only in the MARC view of the record, as field 024z. Both fields are searchable (see Search by Accession Number for more information).

**Department of Seals & Tablets**

All seals in the Morgan and Kelley collections have been assigned accession numbers. Seals acquired by Pierpont Morgan have accession numbers which take the form:
- Morgan Seal 1, Morgan Seal 2, Morgan Seal 3

Seals in the Robert Kelley collection are assigned consecutive numbers prefaced with KC (for cylinder seal) or KS (for stamp seal):
- KC 1, KC 2, KC 3
- KS 1, KS 2, KS 3

Seals in the Jonathan P. Rosen study collection have not been assigned accession numbers. Items in the collection of modern seal impressions are assigned accession numbers that take the form:
- SISC 00001
- SISC 00002
- SISC 00003
# Heading Types

**Subject and Form or Genre Terms**

## What Heading Types Tell You

Below is a list of sources of subject and form or genre terms that appear in CORSAIR. Different curatorial departments or collections use terms from various sources. It may happen that the same term appears in a subject heading browse under two different heading types. The heading type can be a good indication of the type of material the subject heading or form/genre term describes.

<table>
<thead>
<tr>
<th>Heading</th>
<th>Heading Type</th>
<th>Implied Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watermarks</td>
<td>LC subject heading</td>
<td>Items with this subject are about watermarks.</td>
</tr>
<tr>
<td>Watermarks (Paper)</td>
<td>Paper terms for rare books and special collections</td>
<td>The form terms indicate the presence of watermarks in the item.</td>
</tr>
</tbody>
</table>

## The Headings List Display

The first column lists terms that appear in a Subject Browse next to the subject terms with the label “Headings Type.”

The second column supplies the code applied to these terms in the MARC Record. With the exception of the Library of Congress Subject Headings, these codes can be seen on the MARC Format display in subfield 2 at the end of the 655 fields.

Column three gives bibliographic citations, web addresses, or explanatory notes for term sources.

<table>
<thead>
<tr>
<th>Heading Type</th>
<th>MARC Code</th>
<th>Full Title of Heading Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic</td>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>-------</td>
<td>-----------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Binding terms for rare books and special</td>
<td>rbbin</td>
<td>Binding Terms: Thesaurus for Use in Rare Book and Special Collections Cataloguing (Chicago: ACRL, ALA.)</td>
</tr>
<tr>
<td>Genre terms for rare books and special collections</td>
<td>rbgenr</td>
<td>Genre Terms: a Thesaurus for Use in Rare Book and Special Collections Cataloguing (Chicago: ACRL, ALA.)</td>
</tr>
<tr>
<td>Guidelines on subj. access to works of fiction</td>
<td>gsafd</td>
<td>Guidelines on subject access to individual works of fiction, drama, etc. Chicago : American Library Association.</td>
</tr>
<tr>
<td>LC subject headings</td>
<td>lcsh</td>
<td>Library of Congress Subject Headings</td>
</tr>
<tr>
<td>not applicable</td>
<td>local</td>
<td>Form or genre terms locally applied at the Pierpont Morgan Library</td>
</tr>
<tr>
<td></td>
<td>ica</td>
<td>Index of Christian Art iconographic terms</td>
</tr>
<tr>
<td></td>
<td>iconseal</td>
<td>Iconographic terms applied on records of the Dept. of Mesopotamian Seals and Tablets at the Pierpont Morgan Library</td>
</tr>
<tr>
<td>Paper terms for rare books and special collections</td>
<td>rbpap</td>
<td>Paper Terms: A Thesaurus for Use in Rare Book and Special Collections Cataloguing. Chicago : ACRL, ALA.</td>
</tr>
<tr>
<td>Printing &amp; publishing evidence</td>
<td>rbprin</td>
<td>Printing and publishing evidence: A Thesaurus for Use in Rare Book and Special Collections Cataloguing. Chicago : ACRL, ALA.</td>
</tr>
<tr>
<td></td>
<td>rbpub</td>
<td></td>
</tr>
<tr>
<td>Provenance</td>
<td>rbprov</td>
<td>Provenance Evidence: A Thesaurus for Use in Rare Book and Special Collections Cataloguing. Chicago: ACRL, ALA.</td>
</tr>
<tr>
<td>Type evidence for rare books and special</td>
<td>rbtyp</td>
<td>Type Evidence: A Thesaurus for Use in Rare Book and Special Collections Cataloguing. Chicago : ACRL, ALA.</td>
</tr>
</tbody>
</table>