

# MANUSCRIPTS

(revised 10/92)

Manuscripts are arranged by their current library or museum location.

1st line      900Mss  
2nd line      Cutter number for City location, followed by initials of the library or museum  
3rd line      manuscript number (UN for unknown ms.#/initials for name of ms.)  
4th line      folio number (r for recto, v for verso)  
                 UN for unknown folio # (subsequent unknowns as UN(a), UN(b), etc.)

Example:      ROUEN                              900Mss  
                 Bib. Munic.                        R854BM  
                 Ms.Y.6:Missal of Robert        Y6  
                 Jumieges. The Nativity.        32v  
                 1006-1023. Folio 32v.

VRMS entry should follow this order:

**Artist/Site/Era:** City of library/museum location.

**Birth-Death Dates/Era Field:** Name of library/museum. Follow abbreviation examples in the drawer to maintain consistency. (Full name should be typed on orange tab card)

**Title Field:** Manuscript number, followed by manuscript title. The next field can also contain the title of the particular page or image represented in this slide.

**Other Field:** Miscellaneous information (i.e. place where manuscript was produced, artist name if known [in brackets], etc.). Folio number should be the last entry.

**Date Field:** If known, otherwise leave blank.

Manuscript covers/book covers should be catalogued as Applied Arts and cross-referenced in the manuscript drawer.

Drawer tabs:

Green:        City  
Orange:      Full name of library or museum  
Yellow:      Manuscript number and name