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.  R8548M
          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