

# Guide to the Frances Bernice Field Papers

MS 744



compiled by Janet Elaine Gertz

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Yale University Library  
P.O. Box 208240  
New Haven, CT 06520-8240  
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<http://www.library.yale.edu/mssa/>

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## Collection Overview

**REPOSITORY:** Manuscripts and Archives  
Yale University Library  
P.O. Box 208240  
New Haven, CT 06520-8240  
(203) 432-1735  
(203) 432-7441  
beinecke.library@yale.edu  
<http://www.library.yale.edu/mssa/>

**CALL NUMBER:** MS 744

**CREATOR:** Field, Frances Bernice, 1906-1974

**TITLE:** Frances Bernice Field papers

**DATES:** 1946-1975

**PHYSICAL DESCRIPTION:** 2.5 linear feet (6 boxes)

**LANGUAGE:** English

**SUMMARY:** Correspondence, drafts of speeches, articles, reports, and printed and typed material related to cataloguing. The papers are related exclusively to Field's professional life as a librarian and cataloguer, and is mostly composed of printed or other duplicated material.

**ONLINE FINDING AID:** To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ms.0744>

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## Requesting Instructions

To request items from this collection for use in the Manuscripts and Archives reading room, please use the request links in the HTML version of this finding aid, available at <https://hdl.handle.net/10079/fa/mssa.ms.0744>.

To order reproductions from this collection, please go to [http://www.library.yale.edu/mssa/ifr\\_copy\\_order.html](http://www.library.yale.edu/mssa/ifr_copy_order.html). The information you will need to submit an order includes: the collection call number, collection title, series or accession number, box number, and folder number or name.

Key to the container abbreviations used in the PDF finding aid:

b.      box  
f.      folder

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## Administrative Information

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### Immediate Source of Acquisition

Gift of F. Bernice Field, and of the Technical Services Department of Sterling Memorial Library, 1974.

## Conditions Governing Access

The materials are open for research.

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## Conditions Governing Use

Copyright status for collection materials is unknown. Transmission or reproduction of materials protected by U.S. Copyright Law (Title 17, U.S.C.) beyond that allowed by fair use requires the written permission of the copyright owners. Works not in the public domain cannot be commercially exploited without permission of the copyright owners. Responsibility for any use rests exclusively with the user.

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## Preferred Citation

Frances Bernice Field Papers (MS 744). Manuscripts and Archives, Yale University Library.

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## Biographical / Historical

Frances Bernice Field: president of New York Technical Services Librarians, 1953-1954; appointed Head of Yale University Cataloguing Department, 1955; became Associate Librarian for Technical Services in 1965; recipient of Margaret Mann citation of the American Library Association, 1966.

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## Scope and Contents

The papers of Frances Bernice Field consist of correspondence, drafts of speeches, articles, reports, and printed matter related to Field's profession as a librarian and cataloguer. The material is arranged in subject files alphabetically by organization; the folder headings for the most part are those used by Field. Indication of the type of material, whether correspondence, reports, writings by Field, and so forth, has been added. Three boxes are devoted to the American Library Association, and in particular to the Descriptive Cataloging Committee, of which Field was chairman from 1960-1966, and to the revision of *Rules for Descriptive Cataloging* undertaken by that committee. A fourth box contains materials relating to Yale University and to the Yale Library; the remaining two boxes contain papers relating to *Anglo-American Cataloguing Rules*, in the revision of which Field was active, to the Joint Committee on the Union List of Serials, Inc., and to other professional organizations. There is a small group of general materials (Box 1) not directly related to the various organizations; these include letters of congratulations on Field's receipt of the Mann Citation for outstanding professional achievement in cataloging (1966), letters of recommendation written by her, letters offering jobs to her, and a small number of personal letters. There are also newspaper clippings, resumé's, obituaries, and other memorabilia.

## Collection Contents

### Inventory, 1946-1975

General		
b. 1, f. 1-9	Correspondence	1947-1974
b. 1, f. 10	Resumés, obituaries, clippings, memorabilia	1955-1975, undated
American Library Association		
b. 1, f. 11	General correspondence	1952-1968
Descriptive Cataloging Committee		
b. 1, f. 12-18	General correspondence and memoranda	1947-1966
b. 1, f. 19	Minutes and annual reports	1960-1966
b. 1, f. 20-22	Non-book materials: correspondence and other papers	1953-1966, undated
b. 1, f. 23-29	Transliteration: correspondence and other papers	1958-1965
b. 2, f. 30	Personnel clinic	1947, undated
b. 2, f. 31-33	Publications committees	1964-1966, undated
Resources and Technical Services Division		
b. 2, f. 34-39	Correspondence and memoranda	1956-1967, undated
b. 2, f. 40-41	Minutes and conference materials	1955-1967
b. 2, f. 42-43	Writings by F.B. Field	1959-1967
<i>Rules for Descriptive Cataloging</i>		
b. 2, f. 44-45	General correspondence and memoranda	1962-1967, undated
b. 2, f. 46-48	Chapter 3: correspondence and memoranda	1962-1966
b. 2, f. 49	Chapters 4-7: correspondence and memoranda	1964-1966
b. 2, f. 50	Chapter 7: revisions	Undated
b. 2, f. 51	Chapters 8-11: correspondence and memoranda	1963-1966
b. 2, f. 52	Chapters 8, 10: revisions	1962-1964, undated
b. 2, f. 53	Appendices: correspondence and memoranda	1965, undated
b. 3, f. 54-59	Limited cataloging: correspondence and memoranda	1948, 1962-1964

## American Library Association (continued)

b. 3, f. 60-61	Serials: writings	1956, undated
	Serials Committee	
b. 3, f. 62-63	Correspondence and memoranda	1948-1953
b. 3, f. 64	Minutes, reports, etc.	1950-1952
	Serials Round Table	
b. 3, f. 65-70	Correspondence and memoranda	1949-1956
b. 3, f. 71	Minutes, reports, etc.	1953-1956
	Serials Subcommittee	
b. 3, f. 72-75	Correspondence and memoranda	1947-1948, 1956
b. 3, f. 76-77	Reports, writings, etc.	1947-1948, undated
	<i>Anglo-American Cataloguing Rules</i>	
b. 4, f. 78-83	Correspondence and memoranda	1966-1970
b. 4, f. 84	American Theological Library Association Conference materials	1967 June
b. 4, f. 85	Workshop on the Anglo-American Cataloguing Code materials	1967 April
b. 4, f. 86-87	Writings by F.B. Field	1966-1967, undated
	Helen Hadley Hall Fellows	
b. 4, f. 88-89	Correspondence and minutes	1970-1972
b. 4, f. 90-91	Financial papers	1970-1972, undated
	Joint Committee on the Union List of Serials, Inc.	
b. 4, f. 92	Correspondence and memoranda	1956-1966
b. 4, f. 93-94	Minutes, agendas, etc.	1957-1962
b. 4, f. 95-97	Reports and writings	1957-1966
	The Library Association	
b. 5, f. 98-100	Correspondence and memoranda	1961-1968, undated
b. 5, f. 101-102	Minutes	1961-1965
b. 5, f. 103	New England Library Information Network: correspondence	1972-1973
	Yale University Council on Priorities and Planning	
b. 5, f. 104-105	Correspondence and memoranda	1969-1974

## Yale University Council on Priorities and Planning (continued)

b. 5, f. 106-107	Minutes	1972-1973
b. 5, f. 108-109	Reports	1964-1973
Yale University Library		
Selective Book Retirement Program		
b. 6, f. 110	Correspondence and memoranda	1960-1963, undated
b. 6, f. 111-112	Education: notes and printed matter	1950-1961, undated
b. 6, f. 113-116	Reports	1961-1964, undated
Serials Department		
b. 6, f. 117-118	Correspondence and memoranda	1947-1974
b. 6, f. 119-121	Annual reports	1946-1952
b. 6, f. 122-124	Serial cataloging manual	1950
b. 6, f. 125-126	Other organizations: correspondence, memorabilia	1949-1970

## **Selected Search Terms**

The following terms have been used to index the description of this collection in the Library's online catalog. They are grouped by name of person or organization, by subject or location, and by occupation and listed alphabetically therein.

### **Subjects**

Librarians  
Libraries

### **Names**

Field, Frances Bernice, 1906-1974

### **Corporate Body**

Yale University -- Officials and employees