MARC Holdings Records

1. INTRODUCTION

MARC Holdings records are attached to all bibliographic records for physical items. They identify the location and call number of the items. They are also used to identify the parts of multi-part items (complete and incomplete sets, multi-volume monographs, etc.) owned by Fondren Library and for all serial items received at regular or irregular intervals. Text in the MARC holdings fields should be entered using current, ANSI/NISO Z39.71 standards for holdings records (see also 2.3 below)

2. STRUCTURE OF THE MARC HOLDINGS RECORD

The MARC holdings record has fields similar to the bibliographic MARC record, with a leader, control fields, and numbered fields containing the holdings data. Not all the fields and subfields need to be filled in, but here are some key areas:

Leader

Position 6: Type of record -- This should be filled in if it differs from the default "x":
u = Unknown
v = Multipart item holdings (sets and multivolume monographs)
x = Single-part item holdings (monographs)
y = Serials item holdings (serials)

Position 17: Encoding level -- This defaults to "1", the miminum standard. Multipart monographs and serials would use either level 3 or 4:
1 = Item identifier and location identifier (minimal)
2 = Same as 1, but with additional information in 008 and 007 (physical description field)
3 = Volume-level holdings information: v.1 (1968)
4 = Issue-level holdings information: v.1:no.1 (1968:Jan.)

Control fields: 008, Fixed-Length Data Elements:
(These aren't required, but might be useful)

Position 6, Acquisition status:
2 = Received and complete, or ceased
4 = Currently received
5 = Not currently received

Position 7, Method of Acquisition:
u = Unknown
3 = Exchange
f = Free
g = Gift
l = Legal deposit (i.e., govt. documents)
m = Membership
p = Purchase

Position 16, Completeness (of holdings):
1 = Complete
2 = Incomplete
3 = Scattered
4 = Not applicable

Location and Access field: 852
This contains the library, location, and call no. information, as well as public or staff notes.

Indicator 1: Shelving scheme--Fondren has historically left this blank (no information provided); other values include:
0 = LC classification
3 = SUDOCS number
4 = Shelving control number

Indicator 2: Shelving order--Fondren has historically used the value "1" here; other values include:
blank = No information provided
0 = Not enumeration
1 = Primary enumeration
2 = Alternative enumeration

Subfield b, Sublocation or collection: Fondren, Business Information Center, LSC, etc.

Subfield c, Shelving location: Stacks, Reference, LSC, etc.

Subfield h, Classification part: the classification part of the call number

Subfield i, Item part: the Cutter number part of the call number

Subfield t, Copy number: indicates additional copies, eg., COPY 2

Subfield x, Nonpublic note: retention notes, receiving and marking info, Binding notes, WEST project notes, etc.

Subfield z, Public note: retention, shelving, and other notes for the public

853-855: Captions and Pattern Fields -- Set up in Acquisitions by serials receiving

863-865: Enumeration and Chronology Fields -- Tied to the captions and pattern fields during checkin

866-868: Textual Holdings Statement Fields -- These are the holdings information fields manually added by library staff.

866: Enumeration and/or chronology for regular holdings:

866 4 1 $$8 0 $$a v.1 (1994)-v.13 (2019)
866 4 1 $$8 0 $$a 2003-2014
866 4 1 $$8 0 $$a v.19 (2006)-v.24 (2011) $$ not WEST

867: Supplement holdings:

867 4 1 $$8 0 $$a v.1 (1996)-v.2 (1997)
867 4 1 $$8 0 $$a Suppl.1-Suppl.5

868: Index holdings:

868 4 1 $$8 0 $$a v.1 (1953)-v.7 (2013)
868 4 1 $$8 0 $$a v.1 (1845)/v.100 (1944) $$z Bound with v.100

3. CREATING A MARC HOLDINGS RECORD

3.1 Create holdings record for a new bibliographic record

To create a MARC holdings record for a new bibliographic record, first edit and update the bib record as usual.

While still in the MD Editor, click on the **Add holdings** icon; this will bring up the editor for the MHLD record

3.2 Create holdings record for an existing bibliographic record

Search for the desired bibliographic record.

Click on theHoldings button to the left of the title.

Click on the **...** button and choose **Edit** from the menu; this will bring up the MD Editor for the MHLD record.

3.3 Adding or editing the MARC holdings fields

Location and call number information goes in the 852 field. Regular holdings go in the 866 field; supplement holdings go in the 867 field, and index holdings go in the 868 field. To the 852 field, for a title using Library of Congress classification, add indicators 0 and 1 (for SUDOC classification, use 3 and 1). To the appropriate 866, 867, or 868 field(s) add indicators 4 and 1. Follow that with subfield $$8 0. Then add $$a, followed by the volume information. Any public notes pertaining to particular volume(s) should be made in a subfield z. Any internal notes should be made in a subfield x. Include a space between volume or issue information and the first parenthesis of the date; do NOT include extra spaces elsewhere or between subfields.

866:41:$$8 0 $$a v.1 (1986)-v.7 (1992) $$z in 3 vols.

867:41:$$8 0 $$a v.1 (1996)-v.2 (1997)

868:41:$$8 0 $$a v.1 (1845)/v.100 (1944) $$z Bound with v.100

866:41:$$8 0 $$a v.19 (2006)-v.24 (2011) $$x not WEST

1. Repeat these steps as necessary in the 867 and/or 868 fields. To insert additional 86X fields, either select **Add Field** from the **Edit** menu, or use the shortcut **<F8>**

3.4 MARC holdings input standards

Use the ANSI/NISO Z39.71 standards to input text in the MARC holdings record. Some common abbreviations are:

Term	Abbreviation
Volume	v.
Number	no.
Part	pt.

Series	ser.
Supplement	suppl.

Months are capitalized and use the standard abbreviations. Seasons of the year are not capitalized and are not abbreviated, but spelled out (e.g., autumn, winter, etc.)

In general, Fondren uses the ANSI/NISO punctuation standards. For the most part, spaces are not used between terms and punctuation. Fondren includes a space before parentheses containing chronological information. Other commonly used punctuation symbols are shown below:

Punctuation	Use	Example
Colon	separates 2 levels of hierarchical units	v.1:no.1 Ser.2:v.1:pt.1 v.5:no.3 (1995:Mar.)
Comma	indicates a gap in holdings	v.1, v.3, v.5 [missing v.2 and 4] v.1 (1902)-v.3 (1904), v.10 (1922) [missing v.3-9]
Hyphen	indicates unbroken range of holdings	v.5-v.55 1994-2007
Parentheses	separates enumeration from chronology	v.1:no.5 (1991:May) v.55 (2007) v.3:no.4 (1999:autumn)
Semicolon	Indicates a non-gap break in holdings	v.1-4;v.5/6;v.7-10 1902-1905;1907-1910 (1906 not published)
Slash	indicates combined issues or vols. published in one vol.	2001/2002 v.5/10 v.4:no.4/v.5:no.1 v.1 (1910)/v.10 (1919) v.5:no.3 (2011:Dec./Jan.)

3.5 Save the MARC holdings record

When the 852 and 86X fields are complete click on **Save and Release** to update the MARC holdings record. Be sure to save the MARC holdings record before returning to the bibliographic record.

3.6 Items in multiple libraries or locations

To create holdings records for items found in more than one library, simply repeat the above process and change the name of the library in the 852 field, subfield $$b to create a new holdings record. To create a holdings record for a new location, create a new holdings record with the new location in subfield $$c. Note: each separate location should have its own holdings record; do not use a note to indicate multiple locations within the same holdings record.

4. DELETING A MARC HOLDINGS RECORD

In the MD Editor for the holdings record, choose the **File** menu, then **Delete record.**

5. ADDING NEW ITEMS OR VOLUMES

6.1 New items

After adding new issues or volumes to a serial or multi-volume monograph record, be sure to also edit the MARC holdings record (see above) to reflect the new holdings.

6.2 New copies

After adding a new copy(ies), be sure to edit the MARC holdings record to indicate the COPY 2 by adding a subfield t to the 852 field.

NOTE: The $$t is placed after any notes in a subfield z and before any notes in a subfield x. The note should read COPY 1-2 followed with the volume designation that are involved. If all the holdings have a copy 2, it is not necessary to specify the volumes. (For serials which have copies of numerous different volumes, it may be necessary to indicate second copy information in the appropriate 866 field as a text note.)