

Standard Notes on Holdings Records

Standard Notes on MARC Holdings Records

_____mos. on Current shelves

_____ mos. on Current shelves; _____ mos. in newspaper storage

_____mos. on Current shelves; earlier in main Stacks

_____wks. on Current shelves; previous issues in newspaper storage

All holdings withdrawn (use with |c WITHDRAWN to display note)

ALL VOLS. INCLUDE MICROFICHE SUPPLS

ALL VOLS. INCLUDE MAPS IN POCKET

Basic vols. and updates as issued

Beginning with v. _____ each vol. classified separately

Bound in/with v. _____

Current _____ only (year, month, etc.)

Current issues at Reserve Desk

Current issues in Periodicals Room

Current issues in Periodicals Room until microform received.

Current issues in Business Info. Center Periodicals Room.

CURRENT ISSUES AND 5-YR. BACKFILE IN BUSINESS INFO. CENTER

CURRENT ISSUES AND 5-YR. BACKFILE IN BUSINESS INFO. CENTER (earlier vols in main Stacks)

Current subscription; updates as issued

For other *holdings* see _____ version (insert other kind(s) of formats available: print, microform, online, etc.)

For use inquire at Circulation Desk (used for sound cassettes, CDs)

In _____ vols.

In LSC

Includes updates

Incomplete holdings

Latest _____ eds./vols. only

Latest cumulation

LESS-USED ITEMS ARE HOUSED IN THE LSC; for locations, consult records for individual titles

Limited retention

Limited retention; keep until microfiche/microfilm received

Microform (specify: microfiche, microfilm reel, microcard, etc.)

(More than one series): ser. _____: v._____(year); etc.

MISSING ISSUES SEE SHEFLIST (Obsolete)

No holdings as yet bound

No longer received (use for cancelled serials)

Not currently received (use for firm order or gift vols. of serials which have no subscription or standing orders)

Printed form replaced by microform

Projected _____ vol. Set

Published out of sequence

RECEIVE ALL VOLS. AS PUBLISHED

Scattered issues missing

SEARCH UNDER INDIVIDUAL AUTHOR/TITLE FOR ITEMS IN THIS SERIES (for class sep series)

SEARCH UNDER INDIVIDUAL AUTHOR/TITLE FOR SOME ITEMS IN THIS SERIES (for series with only some titles classed sep)

SOME VOLS. HAVE MAPS IN POCKET

Unbound

v. _____|z see (call number)

v. _____ out of print

v. _____ missing (prefer indicating missing volumes by using more detailed holdings information in the 866 field)

Vols. before/after _____ classified separately

Internal Notes (subfield x)

|x Anals

|x Bind _____ (color)

|x ca per <initials of requesting CD or Acq staff>..<date, cataloger's initials> (cancellations)

|x ceased per < initials of requesting CD or Acq staff>..<date, cataloger's initials> (cessations)

|x wd per < initials of requesting CD or Acq staff>..<date, cataloger's initials> (withdrawals)

|x Give wd copies to <person's initials>

|xWESTGold (WESTSilver, WESTBronze) Cat.# Title# (for titles included in WEST project