

## Enumeration 1st Level: 866-868 Fields

**SCOPE:** This section describes the recording of first level enumeration in a *Textual Holdings* statement using the 866-868 fields.

**Recommendation:** At a minimum, the GIL Serial Holdings Working Group (GSHWG) recommends that holdings be recorded at Encoding Level 3. Choose the level of encoding on a title-by-title basis as deemed appropriate. As a guide, use the 362 field of the bibliographic record to formulate the holdings statement.

### DEFINITIONS:

- **866** - This field records the *Basic Bibliographic Unit*, or each volume of the title. The 866 currently generates a print constant *Volumes Owned:* in the OPAC.
- **867** - This field records any *Supplements* issued for the title. The 867 generates the print constant *Supplements:* in the OPAC.
- **868** - This field records any *Indexes* issued for the title. The 868 generates a print constant *Indexes:* in the OPAC.
- **Compressed** - To record the range of holdings in chronology or enumeration using the first and last issues only.
- **Itemized** - Listing each bibliographic unit individually.

### ENCODING LEVEL 3

**DEFINITION:** Level 3 encoding, or summary level, indicates the holdings is recorded only at the first level of enumeration or chronology in a compressed form.

- **First Indicator (I1):** - record as **3**
- **Second Indicator (I2):** - record as **1**

**Recommendation:** For recording holdings at Level 3, the GSHWG recommendation is to follow the ANSI/NISO standard and leave the holdings open (i.e., v.#-, no.#- , etc.).

Holdings at level 3 provides a *summary* of the issues held. When an entire volume is missing from the serial title, the holdings statement should reflect this gap. As indicated in the ANSI/NISO standard ([1] 5.5.1.5), gap *ranges* are recorded for publications using the highest level of enumeration only. "When two forms of an abbreviation are provided in a list (e.g., AACR2R] use the shorter form" (i.e., v. not vol.) ([1] 5.5.4.2., p. 30) As stated in section 5.5.4.3 [1], Level 3 summary holdings are recorded open (e.g. v.- ) if the title is currently received. If the title is no longer received, close the holdings record. The caption is repeated. Record holdings in a single 866 field.

**Scenario:** Library has received the volumes for v.1-5, v.8, v.12-15. The title is currently received. The *summary* holdings statement would be recorded as:

Tag	I1	I2	Subfield data
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866	3	1	\$a v.1-v.5,v.8,v.12-
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*Public display:*

**Volumes Owned:** v.1-v.5,v.8,v.12-

## SUPPLEMENTS and INDEXES

According to the ANSI/NISO standard, supplements or indexes are *secondary bibliographic units*, and are not recorded at the summary holdings level (Level 3) ([1] 5.5.1.6).

## ENCODING LEVEL 4

**DEFINITION:** - Level 4 encoding, or detailed level, indicates the holdings is recorded in detail either in an itemized or compressed form.

- **First indicator(I1):** - record as **4**
- **Second indicator (I2):** - record as **1**

**Recommendation:** GSHWG suggests that closing or leaving the holdings recorded open at level 4 should be determined by each individual institutions policy. Note that the holdings recorded and levels 3 or 4 using the paired fields (853/863, etc.) are typically recorded closed. Holdings recorded at level 3 using the textual holdings (866-868) are left open.

**Scenario:** Library has received the volumes for v.1-v.5, v.8, v.12-15. The closed *detailed* holdings statement would be recorded as:

Tag	I1	I2	Subfield data
866	4	1	\$a v.1-v.5,v.8,v.12-v.15

*Public display:*

**Volumes Owned:** v.1-v.5,v.8,v.12-v.15

## SUPPLEMENTS:

Record any supplements issued for the title in the **867** field (Level 4 only). Indicators are the same as those used in the 866.

Tag	I1	I2	Subfield data
866	4	1	\$a v.1-v.5,v.8,v.12-v.15
867	4	1	\$a no.1

*Public Display:***Volumes Owned:** v.1-v.5,v.8,v.12-v.15**Supplements:** no.1

If there is an index issued to the title (perhaps covering a range of years), record its receipt in the **868** field.

Tag	I1	I2	Subfield data
866	4	1	\$a v.1-v.5,v.8,v.12-v.15
867	4	1	\$a no.1
868	4	1	\$a v.1/5

Note the forward slash (/) indicates the index combines the volumes into a single volume.

*Public Display:***Volumes Owned:** v.1-v.5,v.8,v.12-v.15**Supplements:** no.1**Indexes:** v.1/5