

## Enumeration and Chronology 1st Levels: 866-868

**SCOPE:** This section describes the recording of first level enumeration together with first level chronology 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 the 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. However, if only a few issues of a volume are held, record the holdings as if the entire volume is owned. As indicated in the ANSI/NISO standard ([1] 5.5.1.4), gap *ranges* are recorded for publications using only the highest level of enumeration and chronology. "When two forms of an abbreviation are provided in a list [i.e., 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.- 1996- ).

**Scenario:** Library has received the volumes for v.1(1986) - 5(1990), v.8(1993), v.12(1997)-15(2000). The title is currently received. The *summary* holdings statement would be recorded as:

Tag	I1	I2	Subfield data
866	3	1	\$a v.1-v.5,v.8,v.12- 1986-1990,1993,1997-

N.B.: When the *separate display* is used without parentheses, a space is used between the enumeration and chronology.

*Public Display:*

**Volumes Owned:** v.1-v.5,v.8,v.12- 1986-1990,1993,1997-

## 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. It is recommended that holdings be closed repeating the caption (i.e. v.12-v.15). If the chronology does not correspond to the enumeration (i.e., 23 vols. in two year), it is recorded as a range ignoring any gaps in the holdings ([1] 5.5.1.4).

- **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 issues for v.1 (1986)-v.5 (1990), v.12 (1997)-v.15 (2000) . The *detailed* holdings statement would be recorded as:

Tag	I1	I2	Subfield data
866	4	1	\$a v.1-v.5,v.12-v.15 1986-1990,1993,1997-2000

*Public Display:*

**Volumes Owned:** v.1-v.5,v.12-v.15 1986-1990,1993,1997-2000

**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.12-v.15 1986-1990,1993,1997-2000
867	4	1	\$a 1999

*Public Display:*

**Volumes Owned:** v.1-v.5,v.12-v.15 1986-1990,1993,1997-2000

**Supplements:** 1999

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.12-v.15 1986-1990,1993,1997-2000
867	4	1	\$a 1999
868	4	1	\$a v.1/5 1985/1990

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

*Public Display:*

**Volumes Owned:** v.1-v.5,v.12-v.15 1986-1990,1993,1997-2000

**Supplements:** 1999

**Indexes:** v.1/5 1997/2000