

## Fixed Fields: Leader, 005, 007, and 008

This section describes the content of the *Fixed Fields* only and does not prescribe punctuation usage as this is covered elsewhere.

**Recommendation:** *The GIL Serial Holdings Working Group* recommends that the fixed field of the holdings record in all serial titles be recorded completely.

### DEFINITIONS:

- **Character Position** (c/p in this manual) is the location of an alpha or numeric character in a data string. Character positions are numbered beginning with 0 or 00 if the string is greater than ten characters. For example, in the data string *991231*, the first 9 is in the character position 0 and 2 is in the character position 3.
- **Composite Holdings Statement** is a holdings statement with recorded information about two or more copies of a bibliographic item or unit held in a single location. Composite Holdings Statements are used when the second or more copy is **not** recorded in a separate holdings record. Use of a composite holdings statement is a local decision. (N.B., this should not be confused with a Composite Record, which is a single bib record used for multiple formats).

There are four data areas of the holdings record covered in this page:

1. Leader
2. 005 field
3. 007 field
4. 008 field

### LEADER

The *Leader* records the following information:

- **Record Status**
- **Type of Record**
- **Encoding Level**

#### Record Status

There are three options for recording the **Record Status**, two of which are performed by Voyager.

- **c - corrected:** automatically recorded when the holdings record is revised or updated.
- **d - deleted**
- **n - new:** automatically recorded by Voyager when the holdings record is created

## Type of Record

The data recorded in this area indicates the type of record the holdings record represents. There are currently four options:

- **u - unknown:** type of holdings is unspecified
- **v- multipart item holdings:** used for monographic records with more than one part or volume.
- **x - single-part item holdings:** used for single volume monographs
- **y - serial item holdings:** used for all serial records

## Encoding Level

The *Encoding Level*, or *Levels of Specificity* allows an institution to define the level of detail recorded in a holdings record. The level of reporting is a local decision, however, it generally follows the type of unit being described. The recommendation by GOLD is to report serial holdings at level 3. ([3] p.7). The recommendation of the Working Group is to record, at a minimum, holdings at level three specificity. There are seven options available:

- **Level 1** - This level is typically used only for single volume monographs. It records the *Item Identification Data Area* and the *Location Data Area*. The Item Identification Data Area contains an identifier for a bibliographic item, such as an OCLC number (014) or the local system supplied bib id (004). The bib id is automatically recorded in the 004. Fields in which this information can be recorded are:

004 Control Number for Related Bibliographic Record  
 010 Library of Congress Control Number  
 014 Linkage Number  
 020 ISBN  
 022 ISSN  
 024 Other Standard Identifier  
 027 Standard Technical Report Number  
 030 CODEN designation

The Location Data Area is recorded in subfield a-c, h-m, t and p (\$a-\$c, \$h-\$m, \$t and \$p) of the 852, 853/863-855/865 fields. It is composed of the *Institution Identifier* (\$a), *Sublocation Identifier* (\$b and/or \$c), *Copy Identifier* (\$t and/or \$p), and *Call Number* respectively (\$h-\$m). Record only those elements applicable for the title. All four elements are not required for each holdings record.

To insure communication between you local holdings and OCLC, the GSHWG recommends the *Institution Identifier* used be the one OCLC uses across all of their systems, which is your OCLC symbol.

Tag	I1	I2	Subfield Data
004			428326 (Embedded bib id supplied by Voyager)
852	0		\$a GYG \$b MAIN \$h LB1623 \$i .M5 \$t Copy 2

Serials titles, which do not rely on a classification scheme for retrieval (i.e., periodicals shelved by title) typically use only subfield a (\$a) and subfield b (\$b).

- **Level 2** - This level is typically used for single volume monographs when specific characteristics of the title need to be recorded (i.e., depository or gift items). This level records, in addition to level 1 data, the *Date of Report Area*. The Date of Report area is the date in which the holdings record was last updated and is recorded in character positions 26-31 of the 008 field. Optional information can also be recorded: General Holdings Area data: physical form of publication (007 c/p 1), completeness of holdings (008 c/p 16), acquisition policy (008 c/p 6), retention policy (008 c/p 12), and local notes (852 \$x and \$z).

Information regarding when the holdings record was last updated is also recorded in the 005 field and in the History, both of which are automatically performed by Voyager.

- **Level 3** - Level three is used for multivolume monographs and serials when the holdings is recorded at the summary level. This level records the Level 2 required data and the *Extent of Holdings Data Area* for basic bibliographic units, supplements, and/or indexes. Level 3 may also include General Holdings Area data. Level 3 includes summary holdings information at the first level of enumeration and chronology in one or more of the 853/863, 866, 854/864, 867, 855/865, 868 fields.

Tag	I1	I2	Subfield Data
004			428326 (Embedded bib id supplied by Voyager)
852	0		\$a GYG
866	3	1	\$a v.36- (1961- ) \$z Some issues missing

- **Level 4** - Level 4 typically is only used for serials but may also be used for multivolume monographs. This level records the same data as Level 3, but at the detailed level. Level 4 records the detailed holdings in the same fields as Level 3.

Tag	I1	I2	Subfield Data
004			428326 (Embedded bib id supplied by Voyager)
852	0		\$a GYG
866	4	1	\$a v.36:no.1-v.38:no.5 (1961-1963)

- **Level 5** - This levels records the detail of Level 4 but includes the *piece designation* in subfield p (\$p) of the 852, 863-865, or 876-878, or subfield a (\$a) 866-868 fields.

Tag	I1	I2	Subfield Data
004			428326 (Embedded bib id supplied by Voyager)
852	0		\$a GYG \$b MAIN \$p 0200141624573

- **Level m** - This level is used when the holdings are recorded a multiple levels of specificity. For example, the retrospective holdings are recorded at a different level than current holdings.
- **Level u** - Used when the level of specificity is unknown.
- **Level z** - Used when the other levels listed above do not apply.

## 005

The **005** field is used to record the date and time of the last transaction. Voyager automatically supplies this information.

## 007

The **007** field is used for the physical description of the item(s). Generally, record information exactly the same as the 007 in the bibliographic record.

## 008

Data elements are recorded in character positions 00-31.

00-05	Date holdings created
06	Receipt or acquisition status
07	Method of acquisition
08-11	Intent to cancel date
12	General retention policy
13-15	Specific retention policy
16	Completeness
17-19	Number of copies reported
20	Lending policy
21	Reproduction policy
22-24	Language
25	Separate or composite copy report
26-31	Date of report

**C/P 00-05 - Date Entered**

This is system supplied by Voyager.

**C/P 06 - Receipt of Acquisition Status**

- **0** - Unknown
- **1** - Other receipt or acquisition status
- **2** - Received and complete or ceased
- **3** - On order
- **4** - Currently received
- **5** - Not currently received

**C/P 07 - Method of Acquisition**

- **d** - deposit
- **e** - exchange
- **f** - free
- **g** - gift
- **p** - purchase
- **u** - unknown
- **z** - Other method of acquisition

**C/P 08-11 - Intent to Cancel date**

- **<yymm>** - Date of cancellation or last expected part
- **uuuu** - Intent to cancel; effective date not known
- **||||** - (blanks) No intent to cancel or not applicable

**C/P 12 - General retention policy**

- **0** - Unknown
- **1** - Other general retention policy
- **2** - Retained except as replaced by updates
- **3** - Sample issue retained
- **4** - Retained until replaced by microfilm
- **5** - Retained until replaced by cumulation, replacement volume, or revision
- **6** - Retained for a limited period
- **7** - Not retained
- **8** - Permanently retained

**C/P 13-15 - Specific retention policy**

*(N.B., C/Ps 13-15 are only used when C/P 12 is coded 6, when C/P 12 is coded anything other than 6, C/Ps 13-15 remain blank)*

**C/P 13 - Policy Type**

- **l** - Latest (latest edition, year, etc.)
- **p** - Previous (previous, edition, year, etc.)

**C/P 14 - Number of units**

- **1-9** - A numeric character 1 thru 9 indicating the number of time units or parts that are retained. When used with C/P 13 **p**, it does not include the current time or part unit. If the number is greater than 9, the information may be recorded in 852 \$x, 852 \$z, or the 863-868 fields.

**C/P 15 - Unit type**

- **m** - month
- **w** - week
- **y** - year
- **e** - edition
- **i** - issue
- **s** - supplement

**Example:**

008/12 6

008/13-15 *p1y*

The previous year is retained. In other words, the current year, which is assumed, plus the previous year are retained.

**C/P 16 - Completeness**

C/P 16 is used when the C/P 6 of the Leader is coded **v** (multipart monograph) or **y** (serial). In all other instances, C/P should be coded as **4** (Not applicable). Percentages defining the "completeness" of the units owned is a local decision. The percentages used in this manual are taken from the MARC 21 Format for Holdings ([2] 008 - p.5-6).

- **0** - Other (no estimate of completeness is made)
- **1** - Complete (95-100% complete)
- **2** - Incomplete (50-94% complete)
- **3** - Scattered (less than 50% complete)
- **4** - Not applicable (single part items)

**C/P 17-19- Number of Copies Reported**

Three numeric characters indicating the number of copies of the bibliographic item. The recorded information can be either for a separate holdings record (008 C/P 25 0), or a composite holdings record (008 C/P 25 1). Each unused C/P is coded with a **0**.

**Example:** 008/25 001 One copy reported.

### **C/P 20 - Lending Policy**

C/P 20 records a one-character alphabetic code indicating the owning institutions external lending policy. Field 845 may also be used to record more specific information on the lending policy.

- **a** - Will lend
- **b** - Will not lend
- **u** - Unknown

### **C/P 21 - Reproduction policy**

C/P 21 records a one-character alphabetic code indicating the institutions reproduction policy.

- **a** - Will reproduce
- **b** - Will not reproduce
- **u** - Unknown

### **C/P 22-24 - Language**

C/Ps 22-24 record the language used to record the holdings in the 863-865 fields. In other words, if the enumeration and/or chronology used German terms of enumeration and/or chronology (e.g., Band, Teil, etc. for volume and part respectively), C/P 22-24 would be recorded as **ger**. This should not be confused with the language of the unit, which is recorded in the bib record.

### **C/P 25 - Separate or Composite Copy Report**

C/P 25 records a one-character numeric code indicating that this holdings record is for one copy of the unit (Separate) or multiple copies of the unit (Composite).

- **0** - Separate copy report
- **1** - Composite copy report

### **C/P 26-31 - Date of Report**

C/Ps 26-31 records the date the holdings "policy" was last updated. This should not be confused with the date the holdings record was last revised (field 005). The recorded information in the 008 is the library's coded information on the acquisition, retention, lending, etc. The *Date of Report* is changed only when this "policy" is changed. The six digits comprise two each for the *year*, *month*, and *day* (i.e., yymmdd).

**Example:** 008/26-31 010729

This indicates the holdings policy was updated 2001 July 29.