

Enumeration 1st Level - 866 Field

SCOPE: This section describes the recording of 1st level enumeration for multivolume monographs in a *Textual Holdings* statement using the 866 field.

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 and 4

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

When recording holdings for multivolume monographs that only have first level enumeration, levels 3 and 4 are recorded the same. When a single volume is owned, do not place an open dash (-) after the volume.

Scenario: Library has received volume one of a three volume set. The *summary* holdings statement would be recorded as:

Tag	I1	I2	Subfield data
866	3	1	\$a v.1

Public Display:

Volumes Owned: v.1

When an entire volume in a multivolume item is missing, the holdings statement should reflect this gap. Use a single 866 field to record gaps in holdings. A space does not follow the comma ([1] 5.5.1.5) and example ([1] App., ex.9). To maintain consistency with serial holdings, the GSHWG recommends repeating the caption (e.g., v.).

Scenario: Library has received volumes 1-3, and volume 5 of a five volume set. The *summary* holdings statement would be recorded as:

Tag	I1	I2	Subfield data
866	3	1	\$a v.1-v.3,v.5

Public Display:

Volumes Owned: v.1-v.3,v.5

Optionally, code the **Type of Record** in the Leader as **v** for *Multipart item holdings* and **3** for the *Encoding level*. In the 008 field, record c/p 6 *Receipt status* as **4 : Currently received** if the remaining volumes are expected to be received, or **2 : Complete** if the remaining volumes are all present or if they are not expected to be received. Record c/p 16 as **1 : Complete** if all volumes are owned by the library or **2 : Incomplete** if all volumes are not owned by the library.