

Punctuation used in Holdings Statements

Punctuation used in holdings records are prescribed by the ANSI/NISO standard. The standard should be used whenever possible, however, there may be times when the standard cannot be applied to the punctuation used by the SuDocs number. In case of doubt, use the punctuation provided by GPO. (N.B.: This list is not exhaustive. For a complete list, see the ANSI/NISO standard ([1] 3.1).)

- ◊ *Angle brackets* are used to clarify or expand the meaning of the recorded data in the holdings. Preceded and followed by a space.
Example: 866;40; \$a 981/3 <1980 data>
- :

The *colon* is used to separates hierarchical levels. There are no spaces separating the data elements.
Example: 866;41; \$a v.4:no.7(1999:Jan.)
- ,

The *comma* indicates that there is a gap in the range of items recorded in the holdings. Spaces are not used. There are no spaces separating the data elements.
Example: 866;41; \$a v.1-3,v.5
- =

The *equal sign* is used to record alternate numbering schemes. There are no spaces separating the data elements.
Example: 866;41; \$a NC-111=1987
(The agency report number is NC-111 for the 1987 annual issue of the title)
- /

The *forward slash* indicates that the piece uses combined numbers (e.g., a biennial report). There are no spaces separating the data elements.
Example: 866;41; \$a 1998/1999
- The *hyphen* is used to indicate that the holdings are complete.
Example: 866;41; \$a pt.1-2
Example: 866;40; \$a 996-
- ()

Parentheses are used to separate the enumeration from chronology. There are no spaces separating the data elements.
Example: 866;41; \$a NC-111(1987)
- ;

The *semicolon* is used to indicate a non-breaking gap. In other works, v. 4 of a 5 vol. set was never published. There are no spaces separating the data elements.
Example: 866;41; \$a v.1-3;v.5

+ The *plus sign* is used in the 853 field in front of ed. (the abbreviation for edition).

Example: 853; 01; \$8 1 \$a +ed. \$i (year)
863; 30; \$8 1.1 \$a 27- \$i 2006-

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Holdings: 27th ed.(2006)-

(*) The combination of an asterisk with the parentheses in the 853 field is used when the enumeration lacks a caption.

Example: 853;01; \$8 1 \$a (*) \$i (year)
863;30; \$8 1.1 \$a 44- \$i 2005-

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Holdings: 44(2005)-