

### General Overview of Recording Holdings Data

It is the policy of Odum Library to record all fields in the holdings record applicable to the items in hand. This includes recording of gift information (541 field), format of the resource (007), type and characteristics of the resource (LDR and 008), and holdings data for aggregate resources (866 field(s) and if applicable, 014).

#### I. Standards Followed

- a. MARC21 for Holdings (<http://www.loc.gov/marc/holdings/>)
- b. ANSI/NISO Z39.71 – Holdings Statements for Bibliographic Records (<https://www.niso.org/publications/z3971-2006-r2011>)
- c. Alma and the restrictions they bring ([https://knowledge.exlibrisgroup.com/Alma/Product\\_Documentation/010Alma\\_Online\\_Help\\_\(English\)/040Resource\\_Management](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/040Resource_Management)) note: it is often easier to Google into the knowledge center searching for what you are wanting

#### II. Leader

Working on - Be prepared / Vera B (2267919760002962), Created by 870570133 (06/06/2018 11:59:58 AM EDT), Modified by 870051326 (07/28/2018 12:44:15 PM EDT)

LDR	Logical record length (0-4)	00217	Record status(5)	c - Corrected	Type of record(6)	x - Single-part item
	Undefined character positions(7)	# - Undefined	Undefined character positions(8)	# - Undefined	Character coding scheme(9)	a - UCS/Unicode
	Indicator count(10)	2	Subfield code count(11)	2	Base address of data (12-16)	00073
	Encoding level(17)	2 - Holdings level 2	Item information in record(18)	n - No item info	Undefined character position(19)	# - Undefined
	Length of the length-of-field portion(20)	4	Length of the starting-character-position portion (21)	5	Length of the implementation-defined portion (22)	0
	Undefined(23)	0				

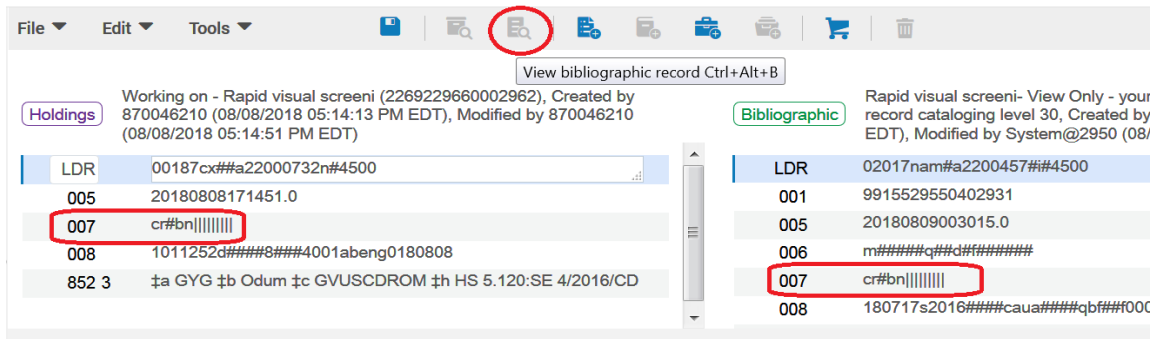
005 20180728124414.0

If creating a new holdings record, default data in this field is populated as it should be for single volume resources

- a. For multiple volume resources(MV) and serial added volumes(SAV)
  - i. Type of record(6)
    1. change to **v** – Multipart Item Holdings – for resources with 866 field(s)
    2. change to **y** – Serial Item Holdings
  - ii. Encoding level(17)
    1. change to **4** – Holdings level 4 for all aggregate resources with 866 field(s) [Including Serial Item Holdings]
  - iii. Item information in record(18)
    1. change to **i** – Item information for all aggregate resources with 866 field(s) [Including Serial Item Holdings]

Cataloging Policies and Procedures. Recording Holdings Data

III. 007



- a. For all resources other than print books, record the 007 corresponding to the main carrier
  - i. Note: If 007 is present in Bibliographic record
    1. place cursor inside 007 field of Bibliographic record
    2. press Ctrl c to copy 007 field
    3. place cursor in 005 field of Holdings record
    4. press Ctrl v to paste 007 field
    5. save Holdings record
    6. edit if necessary

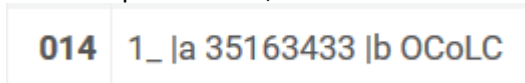
IV. 008

008	Date entered on file (0-5)	101125	Receipt or acquisition status(6)	2 - Received and	Method of acquisition(7)	g - Gift
	Expected acquisition end date (8-11)	####	General retention policy(12)	8 - Permanently	Policy type(13)	# - No specific
	Number of units(14)	# - No information provic	Unit type(15)	# - No specific re	Completeness(16)	4 - Not applicat
	Number of copies reported (17-19)	001	Lending policy(20)	a - Will lend	Reproduction policy(21)	b - Will not repr
	Language (22-24)	eng - English	Separate or composite copy report(25)	0 - Separate cop	Date of report (26-31)	180727

- a. Receipt of acquisition status(6)
  - i. For single volume monographs – always recorded as 2
  - ii. For multivolume monographs –
    1. record as 2 if complete
    2. record as 4 if additional are expected
    3. record as 5 if missing volumes are expected
  - iii. For serials and integrating resources
    1. Record as 4 if additional issues are expected
    2. Record as 5 if the resource is no longer received
    3. Record as 2 if the title is known to have ceased publication
  - iv. Note: For serials and integrating resources, the LDR should also be updated when there is a change in holdings or receipt of either

V. 014

- a. For serial publications, the OCLC number is recorded in the 014 field



Cataloging Policies and Procedures. Recording Holdings Data

- VI. 541  
Gift notes are entered as outlined in the Gift Policy
- VII. Additional fields are used as needed for Rare materials