

MARC 21 Holdings: Examples

Introduction: This document is intended to provide examples of recording holdings data for single part monographs, multipart monographs, and serials. The holdings examples illustrate principles given in the document *Holdings Records in the HOLLIS Catalog: Standards and Guidelines*, authored by the Harvard University Library Standing Subcommittee on Serials, Series and Continuations and found at: <http://hul.harvard.edu/cmtes/haac/ssssc/>.

Further information about the tags, indicators and subfield values used in this document can be found in the *MARC 21 Format for Holdings Data*. The concise format is posted on the web at <http://www.loc.gov/marc/holdings/echdhome.html>. The format can also be found in the Cataloger's Desktop. Information about the public display of holdings is given in the ANSI/NISO Z39.71 standard *Holdings Statements for Bibliographic Items*, which can be downloaded from the web at <http://www.niso.org/standards/resources/Z39-71.pdf>.

Note: The examples found in this document contain bibliographic data from real and fictional records. The purpose of this document is to provide a summary of various types of holdings situations, and is not intended to prescribe solutions but to be a descriptive resource. The examples provide a recommended way of handling different holdings situations. When in doubt, specific cases and questions should be brought to the attention of cataloging supervisors, and, when necessary, to the Harvard CONSER librarian for review and comment/discussion.

General Information Regarding the Input of Data in MARC Holdings Records:

A. Square brackets are used around supplied enumeration in the 86X field. Otherwise, do not add punctuation in the 86X field, such as quotation marks, dashes and brackets.

B. Items without sequential designations are designated "(unit)" in the 85X field. These items are described in the 86X field in terms of the number of units held, e.g.: 1 v., 1 score, 2 sound cassettes, ca. 1000 items, etc. Use specific material designations¹ from AACR2 when possible.

C. In the examples below, ^ represents a blank.

D. When a level of enumeration lacks a caption, enter an asterisk enclosed in parentheses in the appropriate subfield of 853, i.e. (*).

E. When indicating ordinal numbering (e.g., 1st, 2nd, 3rd, etc. issues/editions), use "+" before the caption: e.g., +ed., or on its own if there is no caption, in 853 subfields, and record the cardinal number (1, 2, 3, etc.) in 863 subfields.

¹ A Specific Material Designation (SMD) describes the term to be used for a particular type of material, such as sound disc, microfiche, etc. A list of SMDs can be found in AACR2, in the individual chapters for particular formats, usually the section dealing with physical description (x.5B1.). For example, a list of sound recording SMDs can be found in Chapter 6.

F. In the 852, 853-855, 863-865 fields, use |x for nonpublic (staff only) notes and use |z for public notes which will display in HOLLIS.

G. When roman numerals appear on the piece, record them as arabic numbers in the 863-868 fields (ANSI/NISO Z39.71 standard.).

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Part 1: Monographic Holdings Examples

1. Single-part monographs

Holdings for a single-part monograph with no supplements, etc., are recorded at level 1. No 85X/86X fields are required.

Example 1: Single-part monograph

Bibliographic record:

245 10 |a Harvard Yard / |c William Martin.
300 ^^ |a [8], 580 p. : |b map, gen. table ; |c 24 cm.

Holdings record:

LDR/06: x [single-part item]
LDR/17: 1 [holdings level 1]
008/16: 4 [completeness: not applicable]
852 0^ |b LAM |c FARNs |h PS3563.A7297 |i H37 2003

2. Multipart monographs

Holdings for multipart monographs are recorded at level 4 and require paired fields 853/863.

For multipart monographs and monographic series, publication dates are not necessary to identify the piece and therefore do not need to be recorded in the holdings record. There are two options:

When no publication date exists, input 863 |a only, omitting |i in the 863 even though it may appear in the 853. Libraries can use an 863 |z note explaining volumes published out of order. See examples 4 and 18 below.

If libraries find publication dates useful to give to patrons, dates can be added in the chronology subfields |i, |j, |k. The ANSI/NISO Z39.71 standard and the *MARC 21 Format for Holdings Data* provide a hierarchy for the kinds of dates: date of coverage, publication date, copyright date, and printing date.

Example 2: Sound recording

If discs are unnumbered:

Bibliographic record:

LDR/06: j [sound recording]
245 10 |a Johnny Cash compilation
300 ^^ |a 5 sound discs : |b digital, stereo. ; |c 4 3/4 in.

Holdings record:

LDR/06: v [multipart item]

LDR/17: 4 [holdings level 4]
008/16: 1 [complete]
853 03 | 8 1 | a (unit)
863 41 | 8 1.1 | a 5 sound discs

If the sound discs are numbered, then:

853 20 | 8 1 | a disc
863 40 | 8 1.1 | a 1-5

Example 3: Collection [can be used for any cataloger-defined set of materials]

Bibliographic record:

LDR/07: c [collection]
245 00 | a [Bicycle manufacturers : | **b** pamphlets]
300 ^^ | a 13 pieces : | **b** ill. ; | **c** 13-23 cm.

Holdings record:

LDR/06: v [multipart item]
LDR/17: 4 [holdings level 4]
008/16: 1 [complete]
853 03 | 8 1 | a (unit)
863 41 | 8 1.1 | a 13 pamphlets | **z** Pieces kept together in 1 envelope

Example 4: Multipart monograph with replacement volumes

Bibliographic record:

245 10 | a West's annotated California codes.
300 ^^ | a v.

Holdings record:

LDR/06: v [multipart item]
LDR/17: 4 [holdings level 4]
008/16: 1 [complete]
853 10 | 8 1 | a v.
863 40 | 8 1.1 | a 3-79 | **z** v.1-2 replaced by v.31B-31E in 1986
or

Bibliographic record:

245 10 | a West's annotated California codes.
300 ^^ | a v.

Holdings record:

LDR/06: v [multipart item]
LDR/17: 4 [holdings level 4]
008/16: 1 [complete]
853 10 | 8 1 | a v. | **i** (year)
863 40 | 8 1.1 | a 3-79 | **z** v.1-2 replaced by v.31B-31E in 1986

Example 5: Multipart monograph with individual titles consisting of dates

Bibliographic record:

245 10 | **a** Treaty rolls preserved in the Public Record Office.

300 ^^ | **a** 2 v.

505 0^ | **a** v. 1. 1234-1325 -- v. 2. 1337-1339.

Holdings record:

LDR/06: v [multipart item]

LDR/17: 4 [holdings level 4]

008/16: 1 [complete]

853 20 | **8** 1 | **a** v.

863 40 | **8** 1.1 | **a** 1-2

Example 6: Multipart monograph with individual titles and parts published out of order

Bibliographic record:

245 14 | **a** Los indios de Tierra del Fuego :

260 ^^ | **a** Buenos Aires : | **b** Centro Argentino de Etnología Americana, Consejo Nacional de Investigaciones Científicas y Técnicas, | **c** 1982-1991.

300 ^^ | **a** 4 v. in 9

500 ^^ | **a** Tomo 1 published in 1982; t. 2 published in 1986; t. 3 published in 1991; t. 4 published in 1989.

505 00 | **g** t. 1. | **t** Los selk'nam (2 v.) -- | **g** t. 2. | **t** Los yámana (3 v.) -- | **g** t. 3. | **t** Los halakwulup (2 v.) -- | **g** t. 4. | **t** Antropología física (2 v.).

Holdings record:

LDR/06: v [multipart item]

LDR/17: 4 [holdings level 4]

008/16: 1 [complete]

853 10 | **8** 1 | **a** t. | **b** v.

863 40 | **8** 1.1 | **a** 1 | **b** 1-2

863 40 | **8** 1.2 | **a** 2 | **b** 1-3

863 40 | **8** 1.3 | **a** 3 | **b** 1-2

863 40 | **8** 1.4 | **a** 4 | **b** 1-2

or:

863 40 | **8** 1.1 | **a** 1-4

or:

LDR/06: v [multipart item]

LDR/17: 4 [holdings level 4]

008/16: 1 [complete]

853 10 | **8** 1 | **a** t. | **b** v. | **i** (year)

863 40 | **8** 1.1 | **a** 1 | **b** 1-2 | **i** 1982

863 40 | **8** 1.2 | **a** 2 | **b** 1-3 | **i** 1986

863 40 | **8** 1.3 | **a** 3 | **b** 1-2 | **i** 1991

863 40 | **8** 1.4 | **a** 4 | **b** 1-2 | **i** 1989

2.1. Multiple levels of enumeration

Multipart monographs with more than one level of enumeration and varying numbers of parts making up the higher levels of enumeration may be described with one 853 field showing all the

levels of enumeration, even though some pieces may not use all levels. Use of subfields |u and |v is not required. Multiple 863 fields may be used to describe the holdings in whatever level of detail is desired. If the designations change, a new 853 field may be needed.

Example 7: Multipart monograph with multiple levels of enumeration

LDR/06: v [multipart item]
LDR/17: 4 [holdings level 4]
008/16: 2 [Incomplete-50-94% of work held]
853 10 |**8** 1 |**a** v. |**b** pt. |**c** no.
863 40 |**8** 1.1 |**a** 1-3
863 40 |**8** 1.2 |**a** 4 |**b** 1-2 |**w** g
863 40 |**8** 1.3 |**a** 5 |**b** 2-3 |**w** g
863 41 |**8** 1.4 |**a** 5 |**b** 5 |**w** g
863 40 |**8** 1.5 |**a** 6 |**b** 1 |**c** 1-2

3. Supplementary material

If an index or supplement is numbered as part of the main work, it is not necessary to record it separately in the holdings. This information may be given in the bibliographic record. Optionally, note subfields in the holdings field 863 may be used to designate the index or supplement (cf. ANSI/NISO Z39.71-1999 *Holdings Statements for Bibliographic Items* 5.5.6).

If supplements or indexes are recorded in designated fields, the holdings for the basic bibliographic unit (i.e. main work) must also be recorded in fields 853/863, provided the basic bibliographic unit is held (Z39.71: 5.5.3) (see examples below).

Materials published with the main work in different formats such as folded maps, plates, CD-ROMs etc., issued in a pocket in a book, pocket-part supplements, errata slips, and supplements that are not permanently retained do not need to be recorded in the holdings record. This information may be given in the bibliographic record (AACR2 1.9, 1.10B, 2.5C6, etc.). Optionally, supplement fields in the holdings record may be used to record these items. Either way, it is important to specify the location of such dependent supplemental materials and to distinguish them from supplemental materials which are independently shelved.

The information recorded in the holdings record may vary depending on the type of material being cataloged. For example, it may be more important to record certain supplementary material in microform holdings than in print holdings.

If a library decides to create a separate bibliographic record for a supplement, a holdings record is attached to the bibliographic record for the supplement using fields for the basic bibliographic unit, NOT the supplement fields (854/864). Note that no holdings information is required if the separately-cataloged supplement is a single volume only.

Annual and Cumulative supplements: If a piece has an annual or cumulative supplement and the previous supplement is not retained, a |x or |z note can be added to the 864 field indicating that the only the latest supplement is kept.

When identifying supplements, the type of supplement can be identified in the 854 field |o (e.g. “annual supplement”, “Sonderheft”, etc., without quotation marks). If the supplement has a title

independent of the basic work, that title can be added to the 864 field |o, again without quotations. When |o displays to the public, Aleph places quotation marks around the supplement or title.

Aleph programming for OPAC display currently processes either 854 subfield |o or 864 subfield |o. When both 854 subfield |o and 864 subfield |o are present, however, Aleph displays only the 864 |o. Code records correctly in anticipation of correct display generation in the future.

Example 8: Monograph with accompanying material

Bibliographic record:

245 14 |a The strategic use of learning technologies
300 ^^ |a 105 p. ; |c 23 cm. + |e 1 teacher's guide (2 v.)

Holdings record:

LDR/06: v [multipart item]
LDR/17: 4 [holdings level 4]
008/16: 1 [complete]
853 03 |8 1 |a (unit)
863 41 |8 1.1 |a 1 v.
854 20 |8 1 |a pt.
864 40 |8 1.1 |a A-B |o Teacher's guide

Example 9: Print title with Microfiche

Bibliographic record:

245 14 |a Historie von Herzog Herpin
300 ^^ |a 59 p. ; |c 25 cm + |e 9 microfiches

Holdings record:

LDR/06: v [multipart item]
LDR/17: 4 [holdings level 4]
008/16: 1 [complete]
853 03 |8 1 |a (unit)
863 41 |8 1.1 |a 1 v.
854 03 |8 1 |a (unit)
864 40 |8 1.1 |a 9 microfiches

Example 10: Monograph with single-part accompanying material (nonprint example)

The same rules for print material are also relevant for nonprint items:

Bibliographic record:

245 10 | **a** Adina, oder, Der Kalif von Bagdad | **h** [sound recording]

300 ^^ | **a** 1 sound disc (78 min., 25 sec.) : | **b** digital, stereo ; | **c** 4 3/4 in.

500 ^^ | **a** Libretto in German, Italian, English and French (50 p. : ports.) in container.

Holdings record:

LDR/06: v [multipart item]

LDR/17: 4 [holdings level 4]

008/16: 1 [complete]

853 03 | **8** 1 | **a** (unit)

863 41 | **8** 1.1 | **a** 1 sound disc

854 03 | **8** 1 | **a** (unit)

864 41 | **8** 1.1 | **a** 1 v. | **o** libretto

or:

864 41 | **8** 1.1 | **a** 1 libretto

Alternatively, the libretto could be omitted from the holdings since it is in the container with the disc; in that case, no 85X/86X fields would be needed.

Example 11: Monograph with multipart accompanying material without sequential designation

Bibliographic record:

245 10 | **a** Tensile membranes in architecture

300 ^^ | **a** 148 leaves : | **b** ill. (some col.) ; | **c** 29 cm. + | **e** 22 col. slides.

Holdings record:

LDR/06: v [multipart item]

LDR/17: 4 [holdings level 4]

008/16: 1 [complete]

853 03 | **8** 1 | **a** (unit)

863 41 | **8** 1.1 | **a** 1 v.

854 03 | **8** 1 | **a** (unit)

864 41 | **8** 1.1 | **a** 22 slides

Example 12: A printed text with various kinds of accompanying material

Bibliographic record:

245 10 | **a** Coaching to success.

300 ^^ | **a** 111 p. ; | **b** ill. ; | **c** 28 cm. + | **e** 1 model (ca. 300 pieces), 1 teacher's guide (1 sound cassette), 1 sound disc, microfiche supplement no. 1-5

Holdings record:

LDR/06: v [multipart item]

LDR/17: 4 [holdings level 4]

008/16: 1 [complete]

853 03 | **8** 1 | **a** (unit)

863 41 | **8** 1.1 | **a** 1 v.

854 03 | **8** 1 | **a** (unit)

864 41 | **8** 1.1 | **a** 1 model | **z** ca. 300 pieces

854 03 | **8** 2 | **a** (unit)

864 41 | **8** 2.1 | **a** 1 sound cassette | **o** Teacher's guide

854 03 | **8** 3 | **a** (unit)

864 41 | **8** 3.1 | **a** 1 sound disc

854 03 | **8** 4 | **a** no. | **o** Supplement

864 41 | **8** 4.1 | **a** 1-5 | **z** microfiche

Example 13: Multipart set with accompanying unnumbered supplement

Bibliographic record:

245 10 | **a** Wahl der Abgeordneten des Europäischen Parlaments aus der Bundesrepublik Deutschland am 13. Juni 1999

300 ^^ | **a** v. : | **b** ill., maps ; | **c** 30 cm. + | **e** 1 suppl.

Holdings record:

LDR/06: v [multipart item]

LDR/17: 4 [holdings level 4]

008/16: 1 [complete]

853 20 | **8** 1 | **a** Heft

863 40 | **8** 1.1 | **a** 1-4

854 03 | **8** 1 | **a** (unit) | **o** Sonderheft

864 41 | **8** 1.1 | **a** 1 v. | **o** Die Wahlbewerber für die Wahl

Example 14: Numbered index volume and material in pockets

Bibliographic record:

245 00 | **a** Geological history of the Pacific Northwest

260 ^^ | **a** Cambridge, Mass. : | **b** Fictitious Publishers, | **c** 1999-

300 ^^ | **a** 6 v. : | **b** ill., maps

500 ^^ | **a** Folded map in pocket in v. 1; folded map and 3 plates in pocket in v. 3; 13 folded maps in pocket in v. 5.

505 2^ | **a** v. 6: Index.

Holdings record:

LDR/06: v [multipart item]

LDR/17: 4 [holdings level 4]

008/16: 1 [complete]

853 20 | **8** 1 | **a** v.

863 40 | **8** 1.1 | **a** 1-6

Optionally:

853 20 | **8** 1 | **a** v.

863 40 | **8** 1.1 | **a** 1-5

863 41 | **8** 1.2 | **a** 6 | **z** Index

854 03 | **8** 1 | **a** v. | **b** (unit)

864 41 | **8** 1.1 | **a** 1 | **b** 1 folded map

864 41 | **8** 1.2 | **a** 3 | **b** 1 folded map

864 41 | **8** 1.3 | **a** 3 | **b** 3 plates

864 41 | **8** 1.4 | **a** 5 | **b** 13 folded maps

Example 15: CD-ROM in pocket

Bibliographic record:

245 00 |a Gender and development in the Middle East and North Africa
300 ^^ |a xx, 198 p. : |b ill. (some col.) ; |c 26 cm. + |e 1 CD-ROM (4 3/4 in.)
500 ^^ |a CD-ROM in pocket.

Holdings record 1 (CD left in pocket, not included in holdings):

LDR/06: x [single-part item]
LDR/17: 1 [holdings level 1]
008/16: 4 [completeness: not applicable]
852 0^ |b LAW |c ILS |h HQ1240.5.M628 |i G456 2004

Optionally:

Holdings record 2 (CD left in pocket, but included in holdings):

LDR/06: v [multipart item]
LDR/17: 4 [holdings level 4]
007 co|ug^
008/16: 1 [complete]
852 0^ |b WID |c HD |h HQ1240.5.M628 |i G456 2004
853 03 |8 1 |a (unit)
863 41 |8 1.1 |a 1 v.
854 03 |8 1 |a (unit)
864 41 |8 1.1 |a 1 CD-ROM

Optionally:

Holdings record 3 (CD and book shelved separately):

3a. (Holdings record: book)

LDR/06: x [single-part item]
LDR/17: 1 [holdings level 1]
008/16: 4 [completeness: not applicable]
852 0^ |b KSG |c GEN |h HQ1240.5.M628 |i G456 2004

3b. (Holdings record: CD)

LDR/06: x [single-part item]
LDR/17: 1 [holdings level 1]
007 co|ug^
008/16: 4 [completeness: not applicable]
852 0^ |b KSG |c Ref |h HQ1240.5.M628 |i G456 2004 |z CD-ROM

Note that care must be taken to ensure that patron will be able to find the CD-ROM. If necessary, use 852 |z to designate the particular location within a collection.

Example 16: Text with accompanying CD-ROM and Website

In addition to supplements included with a text, such as a CD-ROM, many publishers are beginning to include supplementary material on a companion website. In these cases, record the physical supplement (such as the CD-ROM), using one of the methods described in the CD-

ROM supplement example. Libraries should then create a NET location and an 856 field to record the location of the companion website.

Bibliographic record:

100 1^ |a Ember, Carol R.

245 10 |a Physical anthropology and archaeology

260 ^^ |a Upper Saddle River, NJ : |b Prentice Hall, |c c2002.

300 ^^ |a xiv, 319 p. : |b ill. (some col.), col. maps ; |c 28 cm. + |e 1 CD-ROM (4 3/4 in.)

500 ^^ |a Companion Website offers chapter objectives, study questions and links to additional materials and information.

Holdings record 1 (Print Text and CD-ROM):

LDR/06: v [multi-part item]

LDR/17: 1 [holdings level 1]

008/16: 4 [completeness: not applicable]

852 7 |2 ZTOZ |b TOZ |c GEN |h ANT. |i Em 13 p |m Folio |z Inquire at Circulation Desk for CD-ROM.

853 03 |8 1 |a (unit)

863 41 |8 1.1 |a 1 v.

854 03 |8 1 |a (unit)

864 41 |8 1.1 |a 1 CD-ROM

Holdings record 2 (NET Location):

LDR/06: x [single-part item]

LDR/17: 1 [holdings level 1]

008/16: 4 [completeness: not applicable]

852 ^^ |b NET |c GEN

856 42 |3 Companion website |u <http://www.prenhall.com/ember>

Example 17: Multipart monograph with supplements and indexes (both numbered and unnumbered)

Bibliographic record:

245 00 | **a** Kāmid el-Lōz.

260 ^^ | **a** Bonn : | **b** Habelt, | **c** 1977-

300 ^^ | **a** 50 v. : | **b** ill. ; | **c** 30 cm.

Holdings record:

LDR/06: v [multipart item]

LDR/17: 4 [holdings level 4]

008/16: 1 [complete]

853 23 | **8** 1 | **a** Bd.

863 40 | **8** 1.1 | **a** 1-50

854 03 | **8** 1 | **a** (unit)

864 41 | **8** 1.1 | **a** 1 v. | **o** Kartenband

854 23 | **8** 2 | **a** Bd. | **b** (*)

864 41 | **8** 2.1 | **a** 7 | **b** Tafeln

864 41 | **8** 2.2 | **a** 8 | **b** Tafeln

864 41 | **8** 2.3 | **a** 8 | **b** Katalog & Anhang

864 41 | **8** 2.4 | **a** 40 | **b** Tafeln

855 ^^ | **8** 1 | **a** Bd. | **o** Register

865 41 | **8** 1.1 | **a** 1/25

865 41 | **8** 1.2 | **a** 26/50

Example 18: A multipart bibliographic item with replacement volumes, extra numbered volumes, unnumbered volumes, and pocket parts.

Itemized line-by-line display is required when volume numbering and/or edition statement is important to the patron population.

Bibliographic record:

110 1^ |a Virginia

240 10 |a Laws, etc.

245 10 |a Code of Virginia, 1950. |b With provisions for subsequent pocket parts. Annotated. |c Prepared by the Virginia Code Commission under authority of chapter 262 of the Acts of the general assembly of 1948.

260 0^ |a Charlottesville, Va. : |b Michie Co., |c [1949-

300 ^^ |a v. |c 27 cm.

Holdings record

LDR/06: v [multipart item]

LDR/17: 4 [holdings level 4]

008/16: 1 [complete]

853 23 |8 1 |a v.

863 41 |8 1.1 |a 1 |z 1995 ed.

863 41 |8 1.2 |a 1A |z 1994 ed.

863 41 |8 1.3 |a 1B |z 1993 ed.

863 41 |8 1.4 |a 2 |z 1992 ed.

863 41 |8 1.5 |a 2A |z 1991 ed.

863 41 |8 1.6 |a 2B |z 1993 ed.

863 41 |8 1.7 |a 3 |z 1993 ed.

863 41 |8 1.8 |a 3A |z 1996 ed.

863 41 |8 1.9 |a 3B |z 1996 ed.

863 41 |8 1.10 |a 4 |z 1996 ed.

863 41 |8 1.11 |a 4A |z 1996 ed.

863 41 |8 1.12 |a 5 |z 1993 ed.

863 41 |8 1.13 |a 6 |z 1996 ed.

863 41 |8 1.14 |a 6A |z 1996 ed.

863 41 |8 1.15 |a 7 |z 1995 ed.

863 41 |8 1.16 |a 7A |z 1994 ed.

863 41 |8 1.17 |a 8 |z 1995 ed.

863 41 |8 1.18 |a 8A |z 1995 ed.

863 41 |8 1.19 |a 9 |z 1995 ed.

863 41 |8 1.20 |a 9A |z 1995 ed.

863 41 |8 1.21 |a 10 |z Tables |z 1993

863 41 |8 1.22 |a 11 |z Rules of the Virginia Supreme Court |z 1996

863 41 |8 1.23 |a 12 |z Index A-I |z 1996

863 41 |8 1.24 |a 13 |z Index J-Z |z 1996

854 03 |8 1 |a (year)

864 41 |8 1.1 |a 1991 |o Legal ethics and unauthorized practice opinions

864 41 |8 1.2 |a 1996 |o Legal ethics and unauthorized practice opinions

854 03 |8 2 |a (year) |o cumul. suppl.

864 41 |8 2.1 |a 1996 |z Pocket parts for 1996; earlier are discarded

Example 19: A supplement cataloged on its own bibliographic record

Bibliographic record:

245 00 | **a** Dictionary of the Middle Ages. | **p** Supplement
300 ^^ | **a** v : | **b** ill. ; | **c** 29 cm.

Holdings Record:

LDR/06: v [multipart item]
LDR/17: 4 [holdings level 4]
008/6: 4 [currently received]
008/16: 1 [complete]
853 23 | **8** 1 | **a** v.
863 40 | **8** 1.1 | **a** 1

Example 20: A work with cumulative supplements

LDR/06: v [multipart item]
LDR/17: 4 [holdings level 4]
008/16: 1 [complete]
853 03 | **8** 1 | **a** (unit)
863 41 | **8** 1.1 | **a** 1 v.
854 00 | **8** 1 | **a** (year) | **b** cumul.suppl.no.
864 41 | **8** 1.1 | **a** 1997 | **b** 2

4. Loose-leaf publications and services

A loose-leaf publication intended for updating is treated like a multipart item, even when it has only one volume. Since the number of volumes is not recorded in field 300, it must be given in the holdings field 863. If there is no sequential designation, the extent of holdings is given in the form “1 v.”

Example 21: Single-volume loose-leaf

Bibliographic record:

006/00: s [serial/integrating resource]
006/04: l [loose-leaf]
006/17: 2 [integrated entry]
245 00 | **a** Audit committees
260 ^^ | **a** New York, NY : | **b** Aspen Publishers, | **c** c2004-
300 ^^ | **a** v. (loose-leaf)

Holdings record:

LDR/06: v [multipart item]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 1 [complete]
853 03 | **8** 1 | **a** (unit)
863 ^1 | **8** 1.1 | **a** 1 v.

A loose-leaf service can consist of one or more main sections, each consisting of one or more loose-leaf binders, plus transfer binders (binders into which material of permanent value is transferred from binders containing current material), indexes, supplementary pamphlets, a newsletter, regular updates for interfiling, etc.

The title page of the resource, as well as any type of enumeration found on the resource itself is used to identify the basic bibliographic unit of each loose-leaf set. Updates can carry their own enumeration and/or chronology and provide instruction as to how the update is to be integrated into the resource.

Example 22: Loose-leaf service with multiple sections, transfer binders, updates, etc.

Bibliographic record:

006/00: s [serial/integrating resource]
006/04: l [loose-leaf]
006/17: 2 [integrated entry]
245 00 |a Labor law reporter.
260 ^^ |a Chicago, Ill. : **|b** Commerce Clearing House, **|c** [1934]-
300 ^^ |a v. (loose-leaf) ; **|c** 25 cm.
500 ^^ |a Material of a permanent nature is removed from main set and filed in transfer binders with titles: NLRB decisions; Labor articles; Labor relations; Labor relations, current comments & CCH analysis, 1978-; and Wages-hours administrative rulings
505 0^ |a Labor relations (6 v.) -- Wages-hours (2 v.) -- State laws (3 v.) -- State law decisions (1 v.) -
- Quick finder

Holdings record:

LDR/06: v [multipart item]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 1 [complete]
853 20 |8 1 |a v.
863 40 |8 1.1 |a 1-6 |z Labor relations
863 40 |8 1.2 |a 1-2 |z Wages-hours
863 40 |8 1.3 |a 1-3 |z State laws
863 41 |8 1.4 |a 1 |z State law decisions
854 13 |8 1 |a (year)
864 41 |8 1.1 |a 1955/1956 |o Transfer binder: NLRB decisions
864 41 |8 1.2 |a 1999/2001 |o Transfer binder: Labor relations
864 40 |8 1.3 |a 1978/1983-1983/1992 |o Transfer binders: Labor relations, current comments & CCH analysis
864 40 |8 1.4 |a 1961/1966-1999/2002:Jan. |o Transfer binders: Wages-hours administrative rulings
854 03 |8 2 |a (unit)
864 41 |8 2.1 |a 1 v. |o Transfer binder: Labor articles
855 ^^ |8 1 |a (unit)
865 41 |8 1.1 |a 1 v. |o Quick finder

Alternatively:

853 20 |8 1 |a Labor relations:v.
863 40 |8 1.1 |a 1-6
853 20 |8 2 |a Wages-hours:v.
863 40 |8 2.1 |a 1-2

or:

853 10 | **8** 1 | **a** (*) | **b** v.

863 40 | **8** 1.1 | **a** Labor relations | **b** 1-6

863 40 | **8** 1.2 | **a** Wages-hours | **b** 1-2

etc.

When Aleph is capable of displaying |o from both the 854 and 864 fields, we would use “|o Transfer binders” in the first 854.

Part 2: Monographic Series Examples

Example 23: Multipart Volumes Within a Series-Basic Example

The publication is a multipart work published within a series. Series and series numbering is recorded in the bibliographic record to give access to the series or the title of the multipart work. The series number is not recorded in the holdings statement, but each volume of the multipart work is identified in the holdings record.

Bibliographic record:

245 00 | **a** Across nations.

300 ^^ | **a** v. : | **b** ill. ; | **c** 23 cm.

440 ^0 | **a** International journal of sociology ; | **v** 33, no. 3-4

Holdings record:

LDR/06: v [multipart item]
LDR/17: 4 [holdings level 4]
008/16: 1 [complete]

853 20 | **8** 1 | **a** pt.

863 40 | **8** 1.1 | **a** 1-2

Example 24: Multipart Volumes Within a Series – Complex Example

This publication is another example of a multipart work published within a series with several multipart volumes. The series number is not recorded in the holdings statement, but each volume of the series is identified in the holdings record, and, where appropriate, multiple levels of numbering are recorded for the multiple parts of each volume.

Bibliographic record:

245 14 | **a** The collected works of Samuel Taylor Coleridge.

300 ^^ | **a** v. : | **b** fascims., ports. ; | **c** 23 cm.

440 ^0 | **a** Bollingen series ; | **v** 75

505 1^ | **a** v. 1. Lectures, 1795, on politics and religion / edited by L. Patton and P. Mann -- v. 2. The Watchman / edited by L. Patton -- v. 3. Essays on his times / edited by D.V. Erdman (3 v.) -- v. 4. The friend / edited by B.E. Rooke (2 v.) -- v. 5. Lectures, 1808-1819, on literature / edited by R.A. Foakes (2 v.) -- v. 6. Lay sermons / edited by R.J. White -- v. 7. Biographia literaria, or, Biographical sketches of my literary life and opinions / edited by J. Engell and W.J. Bate (2 v.) -- v. 8. Lectures 1818-1819, on the history of philosophy / edited by J.R. de J. Jackson (2 v.) -- v. 9. Aids to reflection / edited by John Beer (2 v.) -- v. 10. On the constitution of the church and state / edited by J. Colmer -- v. 11. Shorter works and fragments / edited by H.J. Jackson and J.R. de J. Jackson (2 v.) -- v. 12. Marginalia / edited by G. Whalley and George Whalley (6 v.) -- v. 13. Logic / edited by J.R. de J. Jackson -- v. 14. Table talk edited by Carl Woodring (2 v.) -- v. 15. Opus maximum / edited by Thomas McFarland -- v. 16. Poetical works / edited by J.C.C. Mays (3 v. in 6 pts.).

Holdings record:

LDR/06: v [multipart item]

LDR/17: 4 [holdings level 4]

008/16: 1 [complete]

853 10 | **8** 1 | **a** (*) | **b** v. | **c** pt.

863 40 | **8** 1.1 | **a** 1-2

863 40 | **8** 1.2 | **a** 3 | **b** 1-3

863 40 | **8** 1.3 | **a** 4 | **b** 1-2

863 40 | **8** 1.4 | **a** 5 | **b** 1-2

863 41 | **8** 1.5 | **a** 6

863 40 | **8** 1.6 | **a** 7 | **b** 1-2

863 40 | **8** 1.7 | **a** 8 | **b** 1-2

863 40 | **8** 1.8 | **a** 9 | **b** 1-2

863 41 | **8** 1.9 | **a** 10

863 40 | **8** 1.10 | **a** 11 | **b** 1-2

863 40 | **8** 1.11 | **a** 12 | **b** 1-6

863 41 | **8** 1.12 | **a** 13

863 40 | **8** 1.13 | **a** 14 | **b** 1-2

863 41 | **8** 1.14 | **a** 15

863 40 | **8** 1.15 | **a** 16 | **b** 1 | **c** 1-2 | **x** 16 To be in 3 v., each of which has 2 pts.

863 40 | **8** 1.16 | **a** 16 | **b** 2 | **c** 1-2

863 40 | **8** 1.17 | **a** 16 | **b** 3 | **c** 1-2

It is also possible to analyze particular volumes within the multipart work on their own bibliographic records. In this case, the bibliographic record contains series statements for both the series and the multipart title found within the series. Record the holdings for the analytic in the holdings record. The example below is an analytic of volume 16 of *The Collected Works of Samuel Taylor Coleridge*.

Bibliographic record:

100 1^ |a Coleridge, Samuel Taylor, |d 1772-1834.
245 10 |a Poetical works / |c edited by J.C.C. Mays.
300 ^^ |a 3 v. in 6 ; |c 23 cm.
440 ^0 |a Bollingen series ; |v 75
490 1^ |a The collected works of Samuel Taylor Coleridge ; |v 16
505 1^ |a v. 1. Poems (reading text) (2 v.) -- v. 2. Poems (Variorum text) (2 v.) -- v. 3. Plays (2 v.).

Holdings record:

LDR/06: v [multipart item]
LDR/17: 4 [holdings level 4]
008/16: 1 [complete]
853 00 |8 1 |a v. |b pt.
863 41 |8 1.1 |a 1 |b 1-2
863 41 |8 1.2 |a 2 |b 1-2
863 41 |8 1.3 |a 3 |b 1-2

or:

853 00 |8 1 |a v. |b pt.
863 40 |8 1.1 |a 1-3

Example 25: Multipart volumes within a series-no date on piece.

As with other works, if a piece does not have a publication date, you do not need to record this in the holdings. However, if you know the date of publication and believe the information is important to patrons, you can include it in the 863 field and enclose the date in brackets.

Bibliographic record:

245 00 |a Animals and archaeology
260 ^^ |c 1981-[1984]
300 ^^ |a 4 v. : |b ill., maps ; |c 30 cm.
440 ^0 |a Animalia ; |v v.20

Holdings record:

LDR/06: v [multipart item]
LDR/17: 4 [holdings level 4]
008/16: 1 [complete]
853 10 |8 1 |a (*) |i (year)
863 40 |8 1.1 |a 1-4 |i 1981-[1984]

or:

853 10 |8 1 |a (*)
863 40 |8 1.1 |a 1-4

Example 26: Multipart work published out of order in a monographic series that is classed together.

Bibliographic record:

245 00 |a Sesselfelsgrotte.
260 ^^ |a Saarbrücken : |b Saarbrücker Druckerei und Verlag, |c 1995-
300 ^^ |a v. : |b ill. (some col.), maps ; |c 28 cm.
440 ^0 |a Quartär-Bibliothek, |x 0480-9106 ; |v Bd. 6-9
440 ^0 |a Forschungsprojekt "Das Paläolithikum und Mesolithikum des Unteren Altmühltals II" ; |v T. 1-3, 5

Holdings record:

LDR/06: v [multipart item]
LDR/17: 4 [holdings level 4]
008/16: 1 [complete]
853 10 |**8** 1 |a (*) |i (year)
863 41 |**8** 1.1 |a 1 |i 1998 |z Vol. 1 is under L.SOC.45.15.37 (8)
863 41 |**8** 1.2 |a 2 |i 1995 |z Vol. 2 is under L.SOC.45.15.37 (6)
863 41 |**8** 1.3 |a 3 |i 1997 |z Vol. 3 is under L.SOC.45.15.37 (7) |w g
863 41 |**8** 1.4 |a 5 |i 2003 |z Vol. 5 is under L.SOC.45.15.37 (9)

Example 27: Series numbering vs. Subseries numbering

In this publication, a subseries (*Quaderni dell'Istituto di studi sociali*) is shelved under the call number for the main series (*Annali della Facoltà di scienze politiche*). Each issue of the subseries bears both the subseries enumeration and the main series enumeration. *Quaderni* 5 is *Annali* 18 for 1981/1982, *Quaderni* 7 is *Annali* 20 is for 1983/1984.

The holdings record is attached to the bibliographic record for the *Quaderni dell'Istituto di studi sociali* and the subseries enumeration is encoded in subfield |a of the 853/863 fields; year is not included because it applies to the *Annali*. If it is desired to include main series enumeration, that information should be coded in 863 subfield |x (staff note) or 863 subfield |z (public note).

Bibliographic record:

245 00 |a Quaderni dell'Istituto di studi sociali
260 ^^ |a Cambridge, Mass. : |b Fictitious Publishers
440 ^0 |a Annali della Facoltà di scienze politiche

Holdings record:

LDR/06: y [serial]
LDR/17: 4 [holdings level 4]
008/16: 2 [incomplete]
853 03 |**8** 1 |a (*)
863 41 |**8** 1.1 |a 5 |w g |z shelved under Annali 18, 1981/1982
863 41 |**8** 1.2 |a 7 |z shelved under Annali 20, 1983/1984

Part 3: Serial Holdings Information

Codes for months, days, and seasons

These codes are used throughout the examples:

Month	Day	Season
01-12	01-31	21 Spring
		22 Summer
		23 Autumn
		24 Winter

Codes for days are used only in 853-855 |x and |y, where two digits are required. The actual dates of issues are recorded in subfields of the 863-865 with one or two digits and no leading zero.

Season codes as defined by the *MARC 21 Format for Holdings Data* assume astronomical seasons of the northern hemisphere, with the first season of the year being spring. Astronomical seasons of the southern hemisphere (e.g., for Australian publications) cannot currently be predicted using these season codes. However, these codes may be used for description.

Any season that is not an astronomical season (e.g., liturgical seasons) must be spelled out when used as chronology and cannot currently be used for prediction.

Example 28: A Serial containing Volumes in Different Editions

Use an 863 |z for note explaining volumes published in different editions. In many circumstances, it will be preferable to catalog different editions on separate analytic records, especially if there are many volumes in later editions. For serials containing volumes in different editions:

Bibliographic record:

245 00 |a Almanac of quantum mechanics
260 ^^ |a Cambridge, Mass. : |b Fictitious Publishers

Holdings record:

853 00 |8 1 |a no. |i(year)
863 40 |8 1.1 |a 250-281 |z no.260, 267, 274 are 2nd ed.; no.261 is 4th ed.; no.273 and no.275 are 5th ed.

or:

Holdings record:

853 00 | **8** 1 | **a** no. | **i**(year)
863 40 | **8** 1.1 | **a** 250-259
863 41 | **8** 1.2 | **a** 260 | **z** 2nd ed.
863 41 | **8** 1.3 | **a** 261 | **z** 4th ed.
863 40 | **8** 1.4 | **a** 262-266
863 41 | **8** 1.5 | **a** 267 | **z** 2nd ed.
863 40 | **8** 1.6 | **a** 268-272
863 41 | **8** 1.7 | **a** 273 | **z** 5th ed
863 41 | **8** 1.8 | **a** 274 | **z** 2nd ed
863 41 | **8** 1.9 | **a** 275 | **z** 5th ed
863 40 | **8** 1.10 | **a** 276-281

Example 29: Numbering or frequency – monthly plus

The following publication appears monthly with an additional issue in October. This issue is called Extra Issue and it becomes no.11 of the current volume; the issue for November is no.12, and December is no.13.

One option is to code the frequency as monthly (m) in the 853 |w and use 853 |y to record actual issues; a note may be included in the 863 subfield |z to identify the extra issue.

The 853 |u is coded with 13 to indicate that there are 13 issues per volume, and |v is coded as r to indicate that the numbering restarts when the next volume is received.

Example (option one):

Bibliographic record:

008/18: m [Frequency: monthly]
008/19: n [Regularity: normalized irregular]
245 00 | **a** Journal of holdings examples.
260 ^^ | **a** Cambridge, Mass. : | **b** Fictitious Publishers, | **c** c2004-
310 ^^ | **a** Monthly with one extra issue

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 1 [complete]
853 20 | **8** 1 | **a** v. | **b** no. | **u** 13 | **v** r | **i** (year) | **j** (month) | **w** m | **x** 01 | **y**
pm01,02,03,04,05,06,07,08,09,10,10,11,12
863 40 | **8** 1.1 | **a** 9-11 | **i** 1984-1986 | **z** no.11 in each vol. called "Extra issue"

A second option is to code the total number of issues per year as 13 in the 853 |w and use subfield |y to record the months the issues are published; a note to identify the extra issues may be included in the 863 |z.

Example 30: Combined issues

Par rattachement is always issued as a combined volume, such that both numbering and chronology span volumes and years.

In the 853 field, do not use a slash in enumeration or chronology captions to indicate that the numbering or chronology spans more than one issue or year (i.e. do not use v./v., month/month, year/year).

In the 863 field, a span in enumeration or chronology is input using a slash (e.g. 1987/1988).

Bibliographic record:

008/18: a [Frequency: annual]

008/19: r [Regularity: regular]

245 00 |a Par rattachement.

260 ^^ |a Cambridge, Mass. : |b Fictitious Publishers,

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 2 [complete or ceased]

008/16: 2 [incomplete-50-94% held]

853 00 |8 1 |a v. |i (year)

863 40 |8 1.1 |a 3/4-5/6 |i 1980/1981-1982/1983

Example 31: Expanding abbreviated numbering and chronology

Publications that have either the year or the numbering in an abbreviated form should be expanded to full form.

This rule applies to volume and issue numbers – that is, no. 123/4 should be recorded as 123/124 – and years – that is, 1988/89 should be recorded as 1988/1989.

Example of numbering (on piece as v. 2, no.21/2)

Bibliographic record:

008/18: a [Frequency: annual]

008/19: r [Regularity: regular]

245 00 |a Journal of delta examples.

260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** c1987-

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 4 [currently received]

008/16: 2 [incomplete – 50-94% of journal held]

853 00 |8 1 |a v. **|b** no. **|i** (year)

863 41 |8 1.1 |a 2 |b 21/22 |i 1988

Example of year (on piece as 1988/89):

Bibliographic record:

008/18: q [Frequency: quarterly]

008/19: r [Regularity: regular]

245 00 |a Journal of epsilon examples.

260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** c1984-

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 4 [currently received]

008/16: 2 [incomplete – 50-94% of journal held]

853 00 |8 1 |a v. **|b** no. **|i** (year)

863 41 |8 1.1 |a 5 |b 3 |i 1988/1989

Example 32: Incomplete volumes and breaks

Incomplete volumes and breaks are recorded in separate 863 fields.

Bibliographic record:

008/18: q [Frequency: quarterly]
008/19: r [Regularity: regular]
245 00 |a Journal of alpha examples.
260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** c1985-

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 1 [complete]
853 20 |8 1 |a v. **|b** no. **|u 4 |v r |i** (year) **|j** (month) **|w q |x 03**
863 40 |8 1.1 |a 1 |b 1-2 |i 1985 |j 03-06 |w g
863 41 |8 1.2 |a 1 |b 4 |i 1985 |j 12

Another publication is issued with two issues per volume. The second issue of one volume is bound together with the first issue of the next volume (i.e., this is the intention of the publisher and not a local binding decision). As long as a unit holds full volumes, the holding display is fairly straightforward, but when gaps occur (issues are missing), the *MARC 21 Format for Holdings Data* cannot easily handle this publication pattern.

Bibliographic record:

008/18: u [Frequency: unknown]
008/19: u [Regularity: unknown]
245 00 |a Journal of beta examples.
260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** c1978-

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 2 [complete or ceased]
008/16: 1 [complete]
853 00 |8 1 |a v. **|b** no. **|i** (year) **|j** (season)
863 40 |8 1.1 |a 1-7 |i 1978-1985
863 41 |8 1.2 |a 8 |b 1 |i 1986 |j 24 |w g |x Published with v.7:no.2 (1985:fall)
863 41 |8 1.3 |a 9 |b 2 |i 1987 |j 23 |x Published with v.10:no.1 (1988:winter)
863 40 |8 1.4 |a 10-12 |i 1988-1990
863 41 |8 1.5 |a 13 |b 1 |i 1991 |j 24 |x Published with v.12:no.2 (1990:fall)

Example 33: Publication patterns that can be compressed but not expanded

The 853 field first indicator value 1 is used to describe those serials that have publication patterns that can be compressed, but not expanded (i.e., itemized). This is the case when one can determine how many issues make up a volume, and whether or not the issue numbering restarts when the volume increments (|u and |v information), but neither the publication frequency (|w or a combination of |w and |y information), nor the month, season or month and day that the volume increments (|x information) is determinable.

Bibliographic record:

008/18: m [Frequency: monthly]

008/19: x [Regularity: completely irregular]

245 00 |a Landscape designs unlimited

260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** 1994-

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 4 [currently received]

008/16: 1 [complete]

853 10 |8 1 |a v. **|b** no. **|u 5 |v c |i** (year) **|j** (month)

863 40 |8 1.1 |a 1 |i 1994

863 41 |8 1.2 |a 2 |b 6 |i 1995 **|j 01 |w g**

863 41 |8 1.3 |a 2 |b 8 |i 1995 **|j 04 |w g**

863 40 |8 1.4 |a 4-5 |i 1997-1998

Example 34: Numbering inconsistent

The first three issues of this publication contain confusing or non-existent enumeration and chronology. By reviewing all four issues, you can see that there is enumeration and chronology present, but they are used inconsistently. In this case, code as if the enumeration and chronology are present and optionally use an 863 |z note to describe the unusual numbering.

Example, if coding the issues and notes individually:

Bibliographic record:

008/18: a [Frequency: annual]

008/19: r [Regularity: regular]

245 00 |a Fusion.

260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** c1983-

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 2 [ceased or complete]

008/16: 1 [complete]

853 00 |8 1 |a (*) |i (year)

863 41 |8 1.1 |a [1] |i 1983 |z Title page of no.1 = Fusion '83

863 41 |8 1.2 |a 2 |i 1984 |z Title page of no.2 = Fusion Too

863 41 |8 1.3 |a 3 |i 1985 |z Title page of no.3 = Fusion San

863 41 |8 1.4 |a 4 |i 1986 |z Title page of no.4 = Fusion - 4

or:

853 02 |8 1 |a (*) |i (year)

863 40 |8 1.1 |a [1]-4 |i 1983-1986 |z Title pages appear as: Fusion '83, Fusion Too, Fusion San, Fusion - 4

Example 35: Error in numbering

The third issue in volume 5 of this journal was published with incorrect numbering. The correct numbering is recorded in the enumeration subfields and the misnumbering is described in a public note in subfield |z of field 863.

Example:

Bibliographic record:

008/18: q [Frequency: quarterly]
008/19: r [Regularity: regular]
245 00 |a Labrador quarterly.
260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** c1984-

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 2 [ceased or complete]
008/16: 2 [incomplete – 50-94% of journal held]
853 00 |8 1 |a v. **|b** no. **|i** (year)
863 40 |8 1.1 |a 5 |i 1988 |z v.5:no.3 misnumbered as v.5:no.1

Example 36: Missing numbering — Unnumbered issues in numbered volumes

The following serial is published with volume numbering. Issue numbering appears only on some issues; each issue identified by year and season. When the issue number is not present, 863 subfield |b is not present; the absence of numbering may be noted in 863 subfield |x.

Example:

Bibliographic record:

008/18: q [Frequency: quarterly]
008/19: r [Regularity: regular]
245 00 |a Couch potato quarterly.
260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** c1987-

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 1 [complete]
853 00 |8 1 |a v. **|b** no. **|i** (year) **|j** (season)
863 41 |8 1.1 |a 1 |b 1 |i 1987 |j 21
863 41 |8 1.2 |a 1 |i 1987 |j 22 |x issue number missing
863 41 |8 1.3 |a 1 |i 1987 |j 23 |x issue number missing
863 41 |8 1.4 |a 1 |b 4 |i 1987 |j 24

or

863 40 |8 1.1 |a 1 |i 1987 |x Summer and fall issue numbers missing

Alternatively, when you know what the missing issue numbers should be (as when you have an

issue numbered 1 and another number 4 with two intervening unnumbered issues), supply the issue number in brackets in 863 subfield |b.

Example:

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 1 [complete]
853 00 |8 1 |a v. |b no. |i (year) |j (season)
863 41 |8 1.1 |a 1 |b 1 |i 1987 |j 21
863 41 |8 1.2 |a 1 |b [2] |i 1987 |j 22 |x issue number missing
863 41 |8 1.3 |a 1 |b [3] |i 1987 |j 23 |x issue number missing
863 41 |8 1.4 |a 1 |b 4 |i 1987 |j 24

Example 37: Alternative numbering

A publication may have primary enumeration and secondary enumeration. In cases where there are two numbering systems to be recorded, the primary enumeration is recorded in subfield |a through subfield |f, and the alternative numbering is recorded in subfield |g through subfield |h.

Subfield |g information should be present in any 863 field that shows two systems of enumeration.

If the serial is shelved under the alternative enumeration, use 852 second indicator 2.

Example:

Bibliographic record:

008/18: m [Frequency: monthly]

008/19: r [Regularity: regular]

245 00 |a PC World.

260 ^^ |a San Francisco, Calif. : |b PC World Communications, |c 1983-

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 4 [currently received]

008/16: 2 [incomplete-50-94% of journal held]

853 20 |**8** 1 |a v. |b no. |u 12 |v r |g no. |i (year) |j (month) |w m |x 03

863 40 |**8** 1.1 |a 22 |b 4-5 |g 122-123 |i 1983 |j 06-07

The following serial is identified at the highest level (subfield |a of the 853/863 fields) by year and at the second level by restarting numbering (subfield |b). There is a continuously incrementing alternative numbering scheme ("issue no.") that is coded in subfield |g. Chronological identification of year and month appear in subfield |i and subfield |j.

Example:

Bibliographic record:

008/18: q [Frequency: quarterly]

008/19: r [Regularity: regular]

245 00 |a Development & socio economic progress

260 ^^ |a Cambridge, Mass. : |b Fictitious Publishers, |c c1977-

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 4 [currently received]

008/16: 2 [incomplete-50-94% of journal held]

853 20 |**8** 1 |a (year) |b (*) |u 4 |v r |g issue no. |i (year) |j (month) |w q |x 03 |y
cm01/03,04/06,07/09,10/12

863 40 |**8** 1.1 |a 1979 |b 3-4 |g 11-12 |i 1979 |j 07/09-10/12

863 40 |**8** 1.2 |a 1980-1985 |g 13-36 |i 1980-1985

863 41 |**8** 1.3 |a 1986 |b 1 |g 37 |i 1986 |j 01/03

For more information concerning pieces that have continuous numbering as the second level of

enumeration, see Appendix 5 of the *Holdings Records in the HOLLIS Catalog* policy document, found at the SSSSC web site at

http://hul.harvard.edu/cmtes/haac/ssssc/Holdings_in_HOLLIS_Catalog_200312.pdf.

Another publication is designated by year, restarting numbering, and a continuous numbering scheme. Because the numbering restarts with each year, it does not by itself uniquely identify a piece, and the year must be used as the highest level of identification in subfield |a of the 853/863 fields. The alternative numbering scheme with incrementing numbers is coded in subfield |g of the 853/863 fields.

Example:

Bibliographic record:

008/18: q [Frequency: quarterly]
008/19: r [Regularity: regular]
245 00 |a Moteris.
260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 2 [incomplete-50-94% of journal held]
853 10 |8 1 |a v. **|b (*)|u 4|v c |g (*) |i** (year)
863 40 |8 1.1 |a 12 |b 1-2 |g 169-170 |i 1986 |w g
863 41 |8 1.2 |a 12 |b 4 |g 172 |i 1986
863 40 |8 1.3 |a 13 |g 173-176

Example 38: Missing Captions

When there are no captions on the piece(s), the enumeration is entered in 853 subfields as an asterisk enclosed in parentheses, i.e., (*). This identifies the level of data and indicates that no caption is present. The parentheses are included to prevent the display of the asterisk in the public catalog.

Example:

Bibliographic record:

008/18: a [Frequency: annual]
008/19: r [Regularity: regular]
245 00 |a Journal of iota examples.
260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** 1981-

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 2 [incomplete-50-94% of journal held]
853 00 |8 1 |a (*) |i (year)
863 41 |8 1.1 |a 3 |i 1983

Example 39: Captions — New series in captions

Series information, such as new series, second series, is recorded as part of the caption information in the highest level of enumeration (subfield |a). Each new series is treated as a change in publication pattern and a new 853 field is created for the series (cf. *MARC 21 Format for Holdings Data*, 853-855, subfield |a).

Example:

Bibliographic record:

008/18: q [Frequency: quarterly]
008/19: r [Regularity: regular]
245 00 |a Family affairs quarterly.
260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 2 [incomplete-50-94% of journal held]
853 20 |8 1 |a v. **|b** no. **|u 4 |v r |i** (year) **|w q**
863 41 |8 1.1 |a 14 |b 2 |i 1960 |w g
853 20 |8 2 |a new ser.:v. **|b** no. **|u 4 |v r |i** (year) **|w q**
863 41 |8 2.1 |a 2 |b 3 |i 1970 |w g
853 20 |8 3 |a 2nd ser.:v. **|b** no. **|u 4 |v r |i** (year) **|w q**
863 41 |8 3.1 |a 5 |b 6 |i 1986

Example 40: Captions — Captions in different languages

Filantropía is a monthly, identified by two levels of numbering (the highest being a numbered Jahrgang, the other being issue numbering that restarts with each Jahrgang) and two levels of chronology, year and month.

In 1947, the captions and chronology changed from German to Spanish, requiring that a new 853 pattern be established. The publication continues to be a monthly, identified by two levels of numbering (the highest being a numbered año, the other being issue numbering that restarts with each año) and two levels of chronology, year and month.

Example, when captions in German:

Bibliographic record:

008/18: m [Frequency: monthly]

008/19: r [Regularity: regular]

245 00 |a Filantropía.

260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** 1941-

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 4 [currently received]

008/16: 2 [incomplete-50-94% of journal held]

008/22-24: ger [language code German]

853 20 |8 1 |a Jahrg. **|b** Nr. **|u 12 |v r |i** (year) **|j** (month) **|w m |x 01**

863 40 |8 1.1 |a 7 |b 7-8 |i 1940 |j 07-08 |w g

863 40 |8 1.2 |a 8 |b 4-12 |i 1941 |j 04-12

The language code in the 008 fixed field of the holdings record specifies the language to be used for numeric values in chronological captions. It is not possible to code a record for more than one language for chronological captions.

So that the language code “spa” can be used for current receipts, first change any numeric codes for months or seasons found in the 863 field relating to the first language to their literal text values. Then change the language code of the 008 to the language code that will apply for current receipts. The language code “mul” is not used.

Example, when language of captions changes to Spanish:

008/22-24: spa [language code Spanish]

853 20 |8 1 |a Jahrg. **|b** Nr. **|u 12 |v r |i** (year) **|j** (month) **|w m |x 01**

863 40 |8 1.1 |a 7 |b 7-8 |i 1940 |j Juli-Aug. |w g

863 40 |8 1.2 |a 8 |b 4-12 |i 1941 |j Apr.-Dez. |w g

853 20 |8 2 |a año **|b** no. **|u 12 |v r |i** (year) **|j** (month) **|w m |x 01**

863 40 |8 2.1 |a 14 |b 5-12 |i 1947 |j 05-12

Example 41: Captions — Ordinal numbers

Ordinal numbers are indicated in the 853-855 fields using the plus sign, “+” before the caption, for example, |a +ed. Note that the plus sign should be input before the caption with no space in between. If no caption is available, the plus sign is recorded alone to indicate that the data in the

863-865 fields refers to an ordinal number. Data in 863-865 fields are recorded as cardinal numbers, i.e. without additions like “th”, “ème”, “a”, “o” or a period after the number. Code 008/22-24 for the language of the captions to generate the ordinal number for public display.

Example- designations appear on piece as Third, 1989:

Bibliographic record:

008/18: a [Frequency: annual]

008/19: r [Regularity: regular]

245 00 |a Proceedings of the Association of Athletics.

260 ^^ |a Cambridge, Mass. : |b Fictitious Publishers, |c 1987-

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 4 [currently received]

008/16: 2 [incomplete-50-94% of journal held]

008/22-24: eng [language code English]

853 00 |8 1 |a + |i (year)

863 41 |8 1.1 |a 3 |i 1989

Example-designations appear on piece as 6ème édition, 1986:

008/22-24: fre [language code French]

853 00 |8 1 |a +èd |i (year)

863 41 |8 1.1 |a 6 |i 1986

The plus sign does not display in the public catalog and there is no need to enclose it in parentheses.

Ordinal numbers are not used in holdings records for Chinese, Japanese or Korean numbering. Always use cardinal numbers for these languages.

Neither *Holdings Statements for Bibliographic Items* nor *MARC 21 Format for Holdings Data* requires the expression of numbers in ordinal form.

Example 42: Captions — Roman numerals

Convert designations in roman numerals or numbers or numbers written as words to their Arabic number equivalents, in keeping with ANSI/NISO Z39.71 5.5.4.3.

Issue in hand: Anno XII no. 2 Maggio 1983

Example:

Bibliographic record:

008/18: m [Frequency: monthly]
008/19: r [Regularity: regular]
245 00 |a Micromegas.
260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** 1971-

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 2 [incomplete-50-94% of journal held]
853 00 |8 1 |a anno **|b** no. **|i** (year) **|j** (month)
863 41 |8 1.1 |a 12 |b 2 |i 1983 |j 05

Sisyphus is issued in two parts each year. The title page presentation of enumeration on one is: Vol.1(VIII) with date 1992. A second issue has title page presentation of enumeration as: Vol.2 (VIII) with publication date 1992, and a third issue has title page presentation of enumeration as: Vol.1 (IX) with date 1993.

The roman numeral VIII represents the annual volume number. "Volume 1" represents the first of two parts within the annual volume, "volume 2" represents the second part of the volume.

Example:

Bibliographic record:

008/18: f [Frequency: semiannual]
008/19: r [Regularity: regular]
245 00 |a Sisyphus
260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** 1985-

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 2 [incomplete-50-94% of journal held]
853 20 |8 1 |a (*) |b v. **|u 2 |v r |i** (year)
863 40 |8 1.1 |a 8 |i 1992
863 41 |8 1.2 |a 9 |b 1 |i 1993

In 2002, the *MARC 21 Format for Holdings Data* added a new subfield to the 853 field, |z, which can be coded to indicate that the numbering on the piece is in roman numerals or another type of script. As use of this new subfield begins to grow, examples will be added to this document explaining its use and providing some record examples. A library now has the option to add |z

data to their 853 fields. See the *MARC 21 Format for Holdings*, 853-855 section, |z for more information. Note that while libraries can add this data, Aleph is not capable of displaying roman numerals at this time.

Example 43: Chronology spanning a calendar year

Chronological coverage that spans more than one year is recorded using the first year of coverage and the last year of coverage separated by a slash. Spans include consecutive years; spans may include two years, e.g., 1999/2000, or more than two years, e.g., 1987/1989.

Example:

Bibliographic record:

008/18: a [Frequency: annual]
008/19: r [Regularity: regular]
245 00 |a Bulletin of the food service industry.
260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 2 [incomplete-50-94% of journal held]
853 00 |8 1 |a v. **|i** (year)
863 41 |8 1.1 |a 54 |i 1976/1977

Example:

Bibliographic record:

008/18: a [Frequency: annual]
008/19: r [Regularity: regular]
245 00 |a Tasmanian life.
260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 1 [complete]
853 00 |8 1 |a (year)
863 41 |8 1.1 |a 1980/1983

Example 44: Chronology — Multi-year coverage

The following serial is published one issue each year, with a publication pattern of one volume covering four years. The code in subfield |w applies to the lowest level of enumeration/chronology. This publication pattern is currently not predictable using MARC 21 coding.

Example:

Bibliographic record:

008/18: a [Frequency: annual]

008/19: r [Regularity: regular]

245 00 |a Canadian horticultural history.

260 ^^ |a Cambridge, Mass. : |b Fictitious Publishers, |c 1985-

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 4 [currently received]

008/16: 1 [complete]

853 20 |8 1 |a v. |b no. |u 4 |v r |i (year) |w a

863 40 |8 1.1 |a 1 |i 1985-1988

863 40 |8 1.2 |a 2 |b 1-2 |i 1989-1990 |w g

863 41 |8 1.3 |a 2 |b 4 |i 1992

Example 45: Chronology — Issues spanning a calendar year

The following serial is published every two months, and includes an issue published in December and January of each year. When coding the 853 fields, the use of |i (year) and |j (month) will produce a display that looks like this in the public catalog:

núm.759 (1996/1997:dic./enero)

If a display of 1996:dic./1997:enero is desired, then code the 853 field with |i (date) and add the literals in place of numbers in the 863 field. Note that using the caption (date) will not allow the title to be predicted in Aleph.

Example:

Bibliographic record:

008/18: b [Frequency: bimonthly]

008/19: r [Regularity: regular]

245 00 |a Información comercial española.

260 ^^ |a [Madrid, |b Secretaría General Técnica del Ministerio de Comercio y Turismo, etc.]

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 4 [currently received]

008/16: 1 [complete]

853 00 |8 1 |a núm. |i (year) |j (date) |w b

863 40 |8 1.1 |a 700-757 |i 1987-1996 |w g

863 41 |8 1.2 |a 759 |i 1996:dic./1997:enero |w g

863 40 |8 1.3 |a 761-764 |i 1997 |j abril/mayo-oct./nov.

Example 46: Recording gaps

When holdings are incomplete, record data hierarchically, that is, as complete year, then complete months; otherwise public display is confusing.

Breaks in the enumeration and chronology are recorded in the 863 field |w. There are two values to |w: code g (published gap or gap break), or code n (nonpublished gap or nongap break). Code g is used when parts are lacking in a library collection that have been published. Code g is also used when the cause of the gap is unknown or in doubt.

Example: library owns v. 1-5, 7-10 of the periodical. Volume 6 was published, but the library never received it, or it was lost, or the exact reason why the library does not own volume 6 is not known:

Bibliographic record:

008/18: q [Frequency: quarterly]
008/19: r [Regularity: regular]
245 00 |a Journal of zeta examples.
260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** 1990-

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 1 [complete]
853 20 |8 1 |a v. **|b** no. **|u 4 |v r |i** (year) **|j** (month) **|w q |x 01**
863 40 |8 1.1 |a 1-5 **|i** 1990-1994 **|w g**
863 40 |8 1.2 |a 7-10 **|i** 1996-1999

The 863 |w code n is used when the break is due to unpublished part(s) or a lack of continuity in the enumeration and chronology of the parts.

Example: the periodical below was not published in 1916:

Bibliographic record:

008/18: a [Frequency: annual]
008/19: r [Regularity: regular]
245 00 |a Journal of pi examples.
260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** 1900-

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 2 [complete or ceased]
008/16: 1 [complete]
853 20 |8 1 |a (year)
863 40 |8 1.1 |a 1900-1915 **|w n**
863 40 |8 1.2 |a 1917-1940

Example 47: Chronology as enumeration

Publications identified only by year are recorded using subfield |a of the 853/863. In this instance, the chronology subfields are not present.

Example:

Bibliographic record:

008/18: a [Frequency: annual]

008/19: r [Regularity: regular]

245 00 |a Annual of the martial arts.

260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** 1976-

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 4 [currently received]

008/16: 1 [complete]

853 00 |8 1 |a (year)

863 40 |8 1.1 |a 1976-1978

A serial designated by year with restarting numbering is entered with the chronology as the highest level of enumeration and the restarting numbers as the second level of enumeration.

Example:

Bibliographic record:

008/18: t [Frequency: three times a year]

008/19: r [Regularity: regular]

245 00 |a Computer world.

260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** 1988-

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 4 [currently received]

008/16: 1 [complete]

853 00 |8 1 |a (year) **|b** no.

863 40 |8 1.1 |a 1988 **|b** 1-3

But, when a serial is identified by year and there is no enumeration and issues of each year are also identified by month (or other second level chronology), code chronology in subfield |a and subfield |b.

Example:

Bibliographic record:

008/18: m [Frequency: monthly]

008/19: r [Regularity: regular]

245 00 |a Journal of kappa examples.

260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers, **|c** 1988-

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 1 [complete]
853 00 |8 1 |a (year) |b (month)
863 41 |8 1.1 |a 1988 |b 01

When a serial is identified by year, the year can be both the highest level of enumeration and the highest level of chronology. When issues of each year are numbered starting with one, and each issue is also identified by month (or other second level chronology), code enumeration in subfield |a and subfield |b, and code chronology in subfield |i and subfield |j.

Example:

Bibliographic record:

008/18: m [Frequency: monthly]
008/19: r [Regularity: regular]
245 00 |a Journal of lambda examples.
260 ^^ |a Cambridge, Mass. : |b Fictitious Publishers, |c 1988-

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 1 [complete]
853 00 |8 1 |a (year) |b no. |i (year) |j (month)
863 40 |8 1.1 |a 1988 |b 4-6 |i 1988 |b 04-06

Przegląd orientalistyczny is designated by year, restarting numbering and a continuous numbering scheme (alternative numbering). Because the numbering restarts with each year, it does not by itself uniquely identify a piece; year must be used as the highest level of enumeration in the 853/863 subfield |a.

Example:

Bibliographic record:

008/18: t [Frequency: three times a year]
008/19: r [Regularity: regular]
245 00 |a Przegląd orientalistyczny.
260 ^^ |a Cambridge, Mass. : |b Fictitious Publishers

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 2 [incomplete-50-94% of journal held]
853 20 |8 1 |a (year) |b zesz. |u 6 |v r |g (*) |w t |y ce21/2,3/4,5/6
863 41 |8 1.1 |a 1982 |b 3/4 |g 123/124 |w g
863 40 |8 1.2 |a 1983-1984 |g 127/128-137/138
863 41 |8 1.3 |a 1985 |b 1/2 |g 139/140

Some series have as their highest level of enumeration ordinal-year numbering that has a chronological-like aspect. For example, *Bulletin de l'Association de géographes français* is identified by ordinal-year numbering, a restarting number, and two levels of chronological designation.

Example:

Bibliographic record:

008/18: m [Frequency: monthly]
008/19: r [Regularity: regular]
245 00 |a Bulletin de l'Association de géographes français.
260 ^^ |a Cambridge, Mass. : |b Fictitious Publishers

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 2 [incomplete-50-94% of journal held]
008/22-24: fre [language: French]
853 10 |8 1 |a +année |b (*) |u 12 |v r |i (year) |j (month)
863 40 |8 1.1 |a 63-64 |i 1986-1987
863 40 |8 1.2 |a 65 |b 1-4 |i 1988 |j 01-04 |w g
863 40 |8 1.3 |a 65 |b 7-8 |i 1988 |j 07-08 |w g
863 40 |8 1.4 |a 65 |b 10-12 |i 1988 |j 10-12
863 40 |8 1.5 |a 66-68 |i 1989-1991

Example 48: Publication date used as chronology

If a serial lacks true chronological designation, use the date of publication of the issue instead. This date may not appear on the title page. In the example that follows, the publication date was taken from the verso of the title page.

Example:

Bibliographic record:

008/18: ^ [Frequency: no determinable frequency]
008/19: x [Regularity: completely irregular]
245 00 |a Cuadernos de filologia.
260 ^^ |a Cambridge, Mass. : |b Fictitious Publishers |c 1982-

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 1 [complete]
853 33 |8 1 |a (*) |b (*) |i (year)
863 40 |8 1.1 |a 3-4 |i 1983-1984
863 40 |8 1.2 |a 5 |b 1-2 |i 1985 |w g
863 40 |8 1.3 |a 6 |i 1986

Example 49: Using coverage and publication dates

This publication is identified only by the chronological designation of year/year. There is also a publication date on the title page. In most cases, you will probably reject the publication date and use the chronological coverage to identify each volume. However, if the publication date begins to vary with the coverage date (for example, 1939 coverage, published in 1950), and this variation is considered important, continue to use the coverage date as the chronological designation and record the publication data in 863 subfield |x or |z.

[Ruth will send an example.]

Example:

Bibliographic record:

008/18: a [Frequency: annual]

008/19: r [Regularity: regular]

245 00 |a Annuaire du musée de national la science et technologie pendant l'année.

260 ^^ |a Paris. : |b Éditeurs factices, |c 1920-1955

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 2 [ceased or complete]

008/16: 1 [complete]

853 20 |8 1 |a (year) |w a

863 40 |8 1.1 |a 1920-1937 |w g

863 40 |8 1.2 |a 1939-1955 |x 1939-1945 published in 1950

Example 50: Chronology — Date subdivisions

The chronology for *Acta zoologica mexicana* is the full date (year, month and day). The year is coded in subfield |i of the 853/863 fields, month is coded in subfield |j and day is coded in subfield |k.

Example:

Bibliographic record:

008/18: q [Frequency: quarterly]

008/19: r [Regularity: regular]

245 00 |a Acta zoologica mexicana.

260 ^^ |a Cambridge, Mass. : |b Fictitious Publishers, |c 1960-

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 4 [currently received]

008/16: 2 [incomplete-50-94%]

853 20 |8 1 |a v. |b num. |u 4 |v r |i (year) |j (month) |k (day) |w q |x 0315 |y pd0315,0615,0915,1215

863 41 |8 1.1 |a 10 |b 4 |i 1971 |j 12 |k 15

863 40 |8 1.2 |a 11-34 |i 1972-1985

Example 51: Chronology — Weekly identified by year, month, day

The Library of Congress information bulletin was published weekly and the issue date included the month and day. The chronological designation for this item will include year, month and day.

Example:

Bibliographic record:

008/18: w [Frequency: weekly]

008/19: r [Regularity: regular]

245 00 |a Library of Congress information bulletin.

260 ^^ |a Washington, D.C. : **|b** Library of Congress Cataloging Distribution Services

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 4 [currently received]

008/16: 2 [incomplete-50-94%]

853 20 |8 1 |a v. **|b** no. **|u** 52 **|v** r **|i** (year) **|j** (month) **|k** (day) **|w** w **|x** 0101 **|y** pdmo

863 40 |8 1.1 |a 40-44 **|i** 1981-1985

863 40 |8 1.2 |a 45 **|b** 1-13 **|i** 1986 **|j** 01-03

863 40 |8 1.3 |a 45 **|b** 14-15 **|i** 1986 **|j** 04 **|k** 7-14 **|w** g

863 41 |8 1.4 |a 45 **|b** 17 **|i** 1986 **|j** 04 **|k** 28

863 40 |8 1.5 |a 45 **|b** 18-52 **|i** 1986 **|j** 05-12

When holdings are incomplete, record data in the lowest level of enumeration or chronology necessary to delineate exactly what is held. In the example above, therefore, incomplete holdings within v.45 are recorded through the entire hierarchy to the lowest level of enumeration; similar detail is not necessary for v.40-44, which are complete. As is generally the case, record a range of issues only at the lowest level of enumeration or chronology that is recorded in the field.

Example 52: Chronology — Seasonal subdivisions

New German critique is designated by one level of enumeration and two levels of chronology. In such cases compression of holdings information in the 863 fields takes place according to complete years. Chronology for this publication is given in terms of years and seasons, with the seasons entered with a separating slash.

Example:

Bibliographic record:

008/18: f [Frequency: semiannual]
008/19: r [Regularity: regular]
245 00 |a Oriental rugs at auction.
260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 2 [incomplete-50-94%]
853 20 |8 1 |a no. **|i** (year) **|j** (season) **|w f |y** ps21/22,23/24
863 40 |8 1.1 |a 32-33 **|i** 1983
863 41 |8 1.2 |a 34 **|i** 1984 **|j** 21/22 **|w g**
863 41 |8 1.3 |a 36 **|i** 1985 **|j** 21/22

When levels of chronology are not complete, record in separate 863 fields complete years, complete months, complete seasons, etc.

Example 53: Chronology — Seasons of the liturgical year

La Communauté des chrétiens was identified at first by one level of enumeration and two levels of chronology. The chronological designations were year and liturgical season (in French).

In 1969, the seasonal designation was removed and the highest level of enumeration became a restarting number (from 1-4).

In 1978, the title began a new series (which is coded as part of the highest level of enumeration in subfield |a of the 853 field) with continuous numbering. Also, the seasonal designation returned (liturgical seasons of the Catholic Church in France -- Noel, Pâques, Saint-Jean, Saint Michel).

Example:

Bibliographic record:

008/18: w [Frequency: weekly]
008/19: r [Regularity: regular]
245 03 |a La Communauté des chrétiens.
260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers,

Holdings record:

LDR/06: y [serial item holdings]
LDR/17: 4 [holdings level 4]
008/06: 4 [currently received]
008/16: 2 [incomplete-50-94%]
008/22-24: ^^^ [language code blank]
853 00 |8 1 |a no. **|i** (year) **|j** (season)
863 40 |8 1.1 |a 37-48 **|i** 1960/1961-1962/1963 **|w g**
863 41 |8 1.2 |a 50 **|i** 1964 **|j** Pâques **|w g**
853 20 |8 2 |a (year) **|b** no. **|u** 4 **|v r**
863 40 |8 2.1 |a 1969-1971
863 40 |8 2.2 |a 1972 **|b** 1-3 **|w g**
863 40 |8 2.3 |a 1973
863 40 |8 2.4 |a 1974 **|b** 1-2 **|w g**
863 41 |8 2.5 |a 1974 **|b** 4
863 40 |8 2.6 |a 1975-1976 **|w g**
863 40 |8 2.7 |a 1977 **|b** 2-4 **|w g**
853 00 |8 3 |a nouv.sér.:no **|i** (year) **|j** (season)
863 40 |8 3.1 |a 2-4 **|i** 1978 **|j** Pâques-Saint Michel
863 40 |8 3.2 |a 5-32 **|i** 1979-1985

Example 54: Chronology — Two-week subdivisions

OJI is identified at the highest level by roman numeral volume (año) numbering and then by a second-level continuous numbering scheme. The chronological designations include year, month, and "quincena" (fortnight) as an ordinal number. The continuous numbering is encoded as second level numbering in subfield |b of the 853/863 fields rather than as alternative numbering in |g because the first level of enumeration alone does not identify the pieces. The volume numbering is translated from the roman numerals to arabic.

Example:

Bibliographic record:

008/18: s [Frequency: semimonthly]

008/19: r [Regularity: regular]

245 00 |a OJI.

260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers,

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 4 [currently received]

008/16: 2 [incomplete-50-94%]

008/22-24:spa [language code Spanish]

853 20 |8 1 |a año **|b** no. **|u 24 |v c |i** (year) **|j** (month) **|k** quincena **|w s |x 01**

863 41 |8 1.1 |a 9 |b 340 |i 1979 |j 06 |k 2 |w g

863 41 |8 1.2 |a 9 |b 342 |i 1979 |j 06 |k 2 |w g

863 41 |8 1.3 |a 9 |b 344 |i 1979 |j 08 |k 2 |w g

863 40 |8 1.4 |a 10 |b 371-374 |i 1980 |j 09-10 |w g

863 41 |8 1.5 |a 10 |b 375 |i 1980 |j 11 |k 1 |w g

863 40 |8 1.6 |a 10 |b 377-378 |i 1980 |j 12

863 40 |8 1.7 |a 11-20 |i 1981-1991

853 subfield |v with value c specifies that the second level of enumeration continuously increments; 853 subfield |u with value 24 indicates that there are 24 issues per año.

Note: MARC 21 currently does not acknowledge numbering systems for ordinals in chronology. Aleph currently does not process ordinal numbers in chronological subfields. Thus, quincena numeration must be presented as cardinal numbers.

Example 55: Chronology — Rainy/dry season

Isla (Mangilao, Guam) has two levels of enumeration and two levels of chronology. The second level of chronology identifies each issue as either "Rainy Season" or "Dry Season."

Example:

Bibliographic record:

008/18: f [Frequency: semiannual]

008/19: r [Regularity: regular]

130 00 |a Isla (Mangilao, Guam).

245 00 |a Isla.

260 ^^ |a Cambridge, Mass. : **|b** Fictitious Publishers,

Holdings record:

LDR/06: y [serial item holdings]

LDR/17: 4 [holdings level 4]

008/06: 4 [currently received]

008/16: 2 [incomplete-50-94%]

008/22-24: ^^^ [language code blank]

853 00 |8 1 |a v. **|b** no. **|i** (year) **|j** (season)

863 40 |8 1.1 |a 1 |i 1992

863 41 |8 1.2 |a 2 |b 1 |i 1993 **|j** rainy season

5. Supplementary Material for Serials

Supplementary material includes pieces that are not indexes and that are issued in addition to the basic bibliographic unit. Sometimes these pieces of supplementary material are clearly identified as supplements or as material supplementing the basic bibliographic unit. In other instances, the pieces are described in the bibliographic record as accompanying material, e.g., maps in pocket, an answer book accompanying a textbook, or a pamphlet accompanying an audio disc. Frequently supplementary material will be in a different medium from the basic bibliographic unit.

Example 56: Describing supplementary material with its own numbering

Supplements cataloged separately. Supplementary material that bears its own enumeration and/or chronology can be cataloged separately on its own bibliographic record. In that case the holdings record for the supplement would not be attached to the main title's bibliographic record but would attach to the supplement's record. Information about the existence of a bibliographic record for the supplement is obtained through the linking fields in the main work's bibliographic record field 770.

Supplements not cataloged separately Holdings information for supplementary material that bears its own enumeration and/or chronology but that is not cataloged separately on its own bibliographic record is recorded in field 864 in the holdings record for the basic bibliographic unit. The captions and publication pattern for field 864 are given in field 854.

Example (*Consumer reports* issues a regular annual "Buyers' guide" as an extra issue. The reporting library holds v.1-13, 1951-1963 with Buyers guide for 1956-1962)

853 20 |**8** 1 |**a** v. |**b** no. |**u** 12 |**v** r |**i** (year) |**j** (month) |**w** m |**x** 01
863 40 |**8** 1.1 |**a** 1-13 |**i** 1951-1963
854 20 |**8** 1 |**a** (year) |**w** a
864 40 |**8** 1.1 |a 1956-1962 |**o** Buyers' guide

Example 57: Describing supplements without their own numbering

Supplementary material that is designated as one of the regular issues (e.g., v.10:no.3) should not be recorded in separate 854/864 fields. This type of supplementary material is recorded in the 863 field like any other issue. A note in the subfield |z of field 863 may be used to give the specific location of the supplementary material.

Supplementary material without its own enumeration and/or chronology, but with numbering related to a particular issue or volume of the parent publication is recorded in field 864, with the publication pattern in field 854.

Example (reporting unit holds v.1-8, 1951-1958; v.9, 1959; v.9 supplement no.1, 1959; v.10-28, 1960-1978)

853 20 |**8** 1 |**a** v. |**i** (year)
863 40 |**8** 1.1 |**a** 1-28 |**i** 1951-1978
854 00 |**8** 1 |**a** v. |**b** suppl.no. |**i** (year)
864 41 |**8** 1.1 |**a** 9 |**b** 1 |**i** 1959

Holdings data for supplementary material that has no enumeration and/or chronology or regularity are contained in subfield |a of field 867 in the holdings record for the related item.

867 40 |**8** 0 |**a** Has numerous unnumbered supplements

Example 58: Recording the type of supplement or the title of a supplement

Record the type of supplement in subfield |o of the 854 field.

854 00 |**8** 1 |**a** (year) |**b** (month) |**o** Health supplement
864 41 |**8** 1.1 |**a** 1985 |**b** 06

The title of a specific supplement can be recorded in subfield |o of the 864 field.

854 00 |**8** 1 |**a** (year)
864 41 |**8** 1.1 |**a** 1987 |**o** Fruits in the home garden
864 41 |**8** 1.2 |**a** 1989 |**o** Pine cones for everyday use

Subfield |o need not be defined in the 854 field to be used in the 864 field. Subfield |o may be used in both the 854 and the 864 fields of a holdings record.

854 00 |**8** 1 |**a** v. |**o** Plates
864 41 |**8** 1.1 |**a** 3 |**o** Istanbul
864 41 |**8** 1.2 |**a** 3 |**o** Istanbul's suburbs

Note: Aleph programming for OPAC display currently processes either 854 subfield |o or 864 subfield |o, but does not combine 854 and 864 subfield |o information (when both 854 subfield |o and 864 subfield |o are present, Aleph displays only the 864 subfield |o). Code records correctly in anticipation of correct display generation in the future.

Information that a supplement is issued in more than one volume may be coded in subfield |z of the 864 field when those volumes lack their own designations.

854 00 |**8** 1 |**a** v. |**i** (year)
864 41 |**8** 1.1 |**a** 6 |**i** 1987 |**z** in 2 v.

6. Indexes

Indexes to publications may be issued as part of the publication or issued as stand-alone publications (e.g., *The New York Times index*). When an index is issued as a stand-alone publication, it is cataloged separately on its own bibliographic record and its holdings are recorded in field 863 in the holdings record linked to that bibliographic record.

When an index is published as part of the publication it indexes, the index may appear as part of a volume, issue, etc., or may be issued as a separate piece. In either instance, the index may be annual, may cover one volume, number, etc., or may be cumulative covering more than one complete segment of a work (e.g., more than year, volume, number). In the *Anglo-American Cataloguing Rules*, and its predecessors, the rule has long been to identify only cumulative indexes in bibliographic descriptions. Fields 855 and 865 (and 868) of the holdings format have been designed primarily to describe cumulative indexes. If, however, a non-cumulative index is considered important it may be recorded in paired fields 855 and 865 in the holdings record.

Bibliographic field 555 (Cumulative Index/Finding Aids Note, which for serials contains a statement of volumes and/or dates covered by cumulative indexes) in the record for the basic bibliographic unit describes any index that has been published; fields 855/865 in the holdings record specify which index(es) the reporting unit holds.

Example 59: Coding the 855/865 fields

In the holdings record, each individual cumulative index is recorded in a separate 865 field. Holdings data for indexes are not to be compressed because intelligibility is lost: Vols. 1/5, 1935/1940, and Vols. 6/10, 1941/1945, are not the same as Vols. 1/10, 1935/1945.

When a cumulative index covers volumes cataloged on more than one bibliographic record, the index should be recorded on the holdings record for each title. A note in the subfield |z of field 865 gives the specific location or extent of the index if it is bound in another volume.

Example:

```
853 00 |8 1 |a v. |b no. |i (year) |j (month)
863 40 |8 1.1 |a 1-5 |i 1980-1984
855 ^^ |8 1 |a v. |i (year)
865 41 |8 1.1 |a 1/5 |i 1980/1984 |z Bound in v. 5
```

Example 60: Recording the type of index or the title of an index

Record the type of index in subfield |o of the 855 field.

Example:

855 ^^ |8 1 |a v. |o General index
865 41 |8 1.1 |a 11/20
865 41 |8 1.2 |a 21/30

Record the title of an index in subfield |o of the 865 field.

Example:

855 ^^ |8 1 |a v.
865 41 |8 1.1 |a 3/4 |o Author index
865 41 |8 1.2 |a 3/7 |o Subject index

Subfield |o may be used in both field 855 and 865 of any one holdings record.

Example:

855 ^^ |8 1 |a v. |o Alphabetical index
865 41 |8 1.1 |a 1/5 |o Authors
865 41 |8 1.2 |a 1/5 |o Subjects
855 ^^ |8 2 |a v. |o Chronological index
865 41 |8 2.1 |a 1/5

Note: Aleph programming for OPAC display currently processes either 855 subfield |o or 865 subfield |o, but does not combine 855 and 865 subfield |o information (that is, when both 855 subfield |o and 865 subfield |o are present, Aleph displays only the 865 subfield |o). Code records correctly in anticipation of correct display generation in the future.