

GRAULS S.I.G.

INPUTTING STANDARDS FOR GRAND RAPIDS AREA UNION LIST OF SERIALS

General Information:

All libraries which input Local Holdings Records (LHRs) into the Grand Rapids Area Union List of Serials should have access to the OCLC Local Holdings Maintenance documentation at <http://www.oclc.org/support/documentation/localholdings/default.htm> and should have taken the Local Holdings Maintenance class at MLC or been trained by someone who has gone to a MLC class. This is a must if you are inputting your own LHRs and helpful if your LHRs are input by an agent. All Local Holdings Maintenance is done using the OCLC Connexion Browser. The login page for the Connexion Browser is located at <http://connexion.oclc.org>. It is highly recommended that you use **Internet Explorer** when using the Connexion Browser.

The GRAULS group follows AACR2, rev., and the successive entry rules for serial publications. However, the group only uses the hardcopy (paper) format bibliographic record on OCLC for both print and microform holdings. Electronic journal holdings are placed on the bibliographic record for the electronic copy. Use the bibliographic record for microfilm or microfiche when no record for the paper format is found. Annual serials are not included in the GRAULS list and should not have LHRs created.

Use the ANSI Standards at <http://www.niso.org/standards/resources/Z39-71.pdf> for inputting all LHRs

Use the underlined examples to help you determine the correct coding for your LHRs.

Summary:

Often summaries are easier to code **after** you have created the bulk of the LHR. This is how the GRAULS group has decided to do summary information. Use **Holdings level 3** which requires only the 1st level of enumeration and chronology. Use captions (v., no., new series, etc.) One hyphen between combined enumeration/chronological information.

Publication Pattern Data	
Summary	v.37(1969)-v.72(2004)
Leader	cy a3n

You can also type in a free text note if that describes your holdings best.

Local Holdings Record: Campus technology.				
OCLC	56668389	ISSN	1553-7544	Freq m
Dates	2004-9999	New		
Summary	Retains 6 months.			
Leader	ny a n			

Example of summary for journal with gaps in their holdings.

Local Holdings Record: Campus technology.				
OCLC	56668389	ISSN	1553-7544	Freq m
Dates	2004-9999	New		
Summary	v.41(1973),v.43(1975)-v.48(1980),v.54(1986)-v.72(2004)			
Leader	ny a3n			

Leader field:

Record status	[05]	v - Corrected or revised
Type of record	[06]	y - Serial item
* Encoding level	[17]	4 - Level 4
Item information in record	[18]	n - No item information

Currently the GRAULS group is using **Encoding Level 4 for all newly** added titles. Previously owned titles may be coded at Level 3.

007 field : Physical Description

Print only

Category of Resource	[00]	t - Text
Specific material description	[01]	a - Regular print

Microfiche:

Category of Resource	[00]	h - Microform
Specific material description	[01]	e - Microfiche
Positive/negative aspect	[03]	Not coded
Dimensions	[04]	m - Microfiche, Microopaque - 4 x 6 in. (11 x 15 cm.)
Reduction ratio range	[05]	Not coded
Reduction ratio	[06-08]	111
Color	[09]	Not coded
Emulsion on film	[10]	Not coded
Generation	[11]	Not coded
Base of film	[12]	Not coded

Microfilm:

007 ta

Apply Cancel **Field 007 - Physical Description Fixed Field**

<u>Category of Resource</u>	[00]	h - Microform
<u>Specific material description</u>	[01]	d - Microfilm reel
<u>Positive/negative aspect</u>	[03]	Not coded
<u>Dimensions</u>	[04]	f - Microfilm - 35mm.
<u>Reduction ratio range</u>	[05]	Not coded
<u>Reduction ratio</u>	[06-08]	
<u>Color</u>	[09]	Not coded
<u>Emulsion on film</u>	[10]	Not coded
<u>Generation</u>	[11]	Not coded
<u>Base of film</u>	[12]	Not coded

Apply Cancel **Field 007 - Physical Description Fixed Field**

Electronic journal via the Web:

007 ta

Apply Cancel **Field 007 - Physical Description Fixed Field**

<u>Category of Resource</u>	[00]	c - Electronic Resource
<u>Specific material description</u>	[01]	r - Remote
<u>Color</u>	[03]	Not coded
<u>Dimensions</u>	[04]	f - ??? Unknown Value
<u>Sound</u>	[05]	Not coded
<u>Image bit depth</u>	[06-08]	
<u>File Formats</u>	[09]	Not coded
<u>Quality assurance target(s)</u>	[10]	Not coded
<u>Antecedent/Source</u>	[11]	Not coded
<u>Level of compression</u>	[12]	Not coded
<u>Reformatting quality</u>	[13]	Not coded

Apply Cancel **Field 007 - Physical Description Fixed Field**

For an ejournal you only need to enter the 1st 2 fields.

008 field:

Currently received [4]

* 008 | 8207164u 8 0001uu 0020531

Apply Cancel **Field 008 - Fixed-Length Data Elements**

Date entered on file	[00-05]	820716
Receipt or acquisition	[06]	4 - Currently received
Method of acquisition	[07]	u - Unknown
Acquisition end date (yy-mm)	[08-11]	
General retention policy	[12]	8 - Permanently
Specific policy, type	[13]	No specific retention policy
Specific policy, units	[14]	No specific retention policy
Specific policy, unit type	[15]	No specific retention policy
Completeness	[16]	0 - Other
Number of copies reported	[17-19]	001
Lending policy	[20]	b - Will not lend
Reproduction policy	[21]	a - Will reproduce
Language	[22-24]	English
Separate copy	[25]	0 Choose the language of the journal
Date of report (yy-mm-dd)	[26-31]	020531

Apply Cancel **Field 008 - Fixed-Length Data Elements**

Not currently received [5]

* 008 | 8207164u 8 0001uu 0020531

Apply Cancel **Field 008 - Fixed-Length Data Elements**

Date entered on file	[00-05]	820716
Receipt or acquisition	[06]	5 - Not currently received
Method of acquisition	[07]	u - Unknown
Acquisition end date (yy-mm)	[08-11]	
General retention policy	[12]	8 - Permanently
Specific policy, type	[13]	No specific retention policy
Specific policy, units	[14]	No specific retention policy
Specific policy, unit type	[15]	No specific retention policy
Completeness	[16]	0 - Other
Number of copies reported	[17-19]	001
Lending policy	[20]	b - Will not lend
Reproduction policy	[21]	a - Will reproduce
Language	[22-24]	English
Separate copy	[25]	0
Date of report (yy-mm-dd)	[26-31]	020531

Apply Cancel **Field 008 - Fixed-Length Data Elements**

Title ceased or completed [2]

008 8207184u 8 0001uu 0020531

Apply Cancel **Field 008 - Fixed-Length Data Elements**

Date entered on file	[00-05]	820718
Receipt or acquisition	[06]	2 - Received and complete or ceased
Method of acquisition	[07]	u - Unknown
Acquisition end date (yy-mm)	[08-11]	
General retention policy	[12]	8 - Permanently
Specific policy, type	[13]	No specific retention policy
Specific policy, units	[14]	No specific retention policy
Specific policy, unit type	[15]	No specific retention policy
Completeness	[16]	0 - Other
Number of copies reported	[17-19]	001
Lending policy	[20]	b - Will not lend
Reproduction policy	[21]	a - Will reproduce
Language	[22-24]	English
Separate copy	[25]	0
Date of report (yy-mm-dd)	[26-31]	020531

Apply Cancel **Field 008 - Fixed-Length Data Elements**

Use retention policy [4] if replacing paper issues with microform version. Use [6] or [7] if you do not keep a journal permanently.

Apply Cancel **Field 008 - Fixed-Length Data Elements**

Date entered on file	[00-05]	820718
Receipt or acquisition	[06]	2 - Received and complete or ceased
Method of acquisition	[07]	u - Unknown
Acquisition end date (yy-mm)	[08-11]	
General retention policy	[12]	4 - Until replaced by microform
Specific policy, type	[13]	Not coded 0 - Unknown
Specific policy, units	[14]	1 - Other general retention policy 2 - Except as replaced by updates 3 - Sample issue
Specific policy, unit type	[15]	4 - Until replaced by microform 5 - Until replaced by cumulation, new vol or rev 6 - For a limited period 7 - Not retained
Completeness	[16]	8 - Permanently
Number of copies reported	[17-19]	
Lending policy	[20]	
Reproduction policy	[21]	a - Will reproduce
Language	[22-24]	English
Separate copy	[25]	0
Date of report (yy-mm-dd)	[26-31]	020531

Apply Cancel **Field 008 - Fixed-Length Data Elements**

Timer 34.43

Novell GroupWi... The Hekman Librar... Connexion [OCLC... OCLC Connexio... iTunes Internet 10:44 AM

852 : Location information

Create a separate LHR for paper and microform versions. You will use the same bibliographic record but will need to create a 2nd copy (or more) as needed for each format. LHR for e-journals must be recorded on the MARC record for the electronic resource.

The screenshot shows the MARC 852 field edit screen. The title bar displays the field content: "EXC \$b EXCT \$h BV1460 \$i .N23 \$t 1 \$z LR. [Microfiche=41- 1973- 0,4]". The form contains the following fields:

Field Label	Field Code	Value	Action
Shelving scheme	ind1	0 - Library of Congress classification	
Shelving order	ind2	No information provided	Action
Location	\$a	EXC	Action
Sublocation	\$b	EXCT	Action
Classification part	\$h	BV1460	Action
Item part	\$i	.N23	Action
Copy number	\$t	1 <small>Add a Copy 2 for additional microform.</small>	Action
Public note	\$z	LR. See OCLC# 52613954 for electronic holdings.	Action

Add notes for public viewing in subfield \$z. Notes should be concise and to the point. Use the following terminology if possible, but this is not an exhaustive list. Separate notes with a "(space)".

- Ex. \$n LR. (The Library of Record note should occur first in the note field if being used.)
- Ex. \$n Scattered holdings.
- Ex. \$n In Reference (or other place of repository)
- Ex. \$n Current issues retained until microform received.
- Ex. \$n Retains 6 months. (length of time appropriate)

The screenshot shows the MARC 852 field edit screen. The title bar displays the field content: "EXC \$b EXCV \$z Retains 6 months.". The form contains the following fields:

Field Label	Field Code	Value	Action
Shelving scheme	ind1	5 - Title	
Shelving order	ind2	No information provided	Action
Location	\$a	EXC	Action
Sublocation	\$b	EXCV	Action
Public note	\$z	Retains 6 months.	Action

853: Publication Pattern

Generic example of a quarterly publication pattern. 1st and 2nd level enumeration should match the wording on the serial. Volume, number, issue or part.

The screenshot shows the 'Field 853 - Captions and pattern, basic bibliographic unit' configuration window. The pattern is '\$8 1 \$a v. \$i (year)'. The configuration includes the following fields:

Field	Value	Action
Compress/expand (ind1)	2 - Can compress or expand	
Caption evaluation (ind2)	0 - Verified; all levels present	Action
Linking field (\$8)	1	Action
1st level enumeration (\$a)	v.	Action
2nd level enumeration (\$b)	no.	Action
1st level chronology (\$i)	(year)	Action
2nd level chronology (\$j)	(month)	Action
Numbering continuity (\$v)	r - Restarts at completion of unit	Action
Frequency (\$w)	q - Quarterly	Action

Additional notes: 'If publication pattern changes, add a 2nd or 3rd linking field.' and 'Numbering begins again at the start of the next vol.'

Example of a journal which has no caption (volume or number) but it does have a number. Use asterisk in parentheses. Captions in parentheses do not display to the public. Ex.: 3 (May, 1998) would be coded as below.

The screenshot shows the 'Field 853 - Captions and pattern, basic bibliographic unit' configuration window. The pattern is '\$8 1 \$a v. \$i (year)'. The configuration includes the following fields:

Field	Value	Action
Compress/expand (ind1)	2 - Can compress or expand	
Caption evaluation (ind2)	0 - Verified; all levels present	Action
Linking field (\$8)	1	Action
1st level enumeration (\$a)	(*)	Action
1st level chronology (\$i)	(year)	Action
2nd level chronology (\$j)	(month)	Action
Numbering continuity (\$v)	r - Restarts at completion of unit	Action
Frequency (\$w)	m - Monthly	Action

Additional notes: 'Journal has no caption but is numbered along with year and month.'

Example of a magazine which is numbered continuously. Ex. No. 1455 (2000: May).

The screenshot shows the configuration for Field 853, titled "Field 853 - Captions and pattern, basic bibliographic unit". The interface includes several fields and dropdown menus:

- Compress/expand** (ind1): 2 - Can compress or expand
- Caption evaluation** (ind2): 0 - Verified; all levels present
- Linking field** (\$8): 1
- 1st level enumeration** (\$a): No.
- 1st level chronology** (\$i): (year)
- 2nd level chronology** (\$j): (month)
- Numbering continuity** (\$v): c - Increments continuously (highlighted with a red circle)
- Frequency** (\$w): m - Monthly

A red note at the bottom right states: "Use this when the journal is numbered continuously." The interface also features "Apply" and "Cancel" buttons at the top and bottom.

856: URL

If present at this time, delete field.

863: Holdings

Linking field must match with correct 853 publication pattern. Do not include caption information (v., issue, and so on) in the 863. If you do, it will be listed twice.

The screenshot shows the configuration for Field 863, titled "Field 863 - Enumeration and Chronology, Basic Bibliographic Unit". The interface includes several fields and dropdown menus:

- Field encoding level** (ind1): 4 - Holdings level 4
- Form of holdings** (ind2): 0 - Compressed
- Linking field** (\$8): 1.1
- 1st level enumeration** (\$a): 37-53
- 2nd level enumeration** (\$b): 1-4
- 1st level chronology** (\$i): 1969-1985
- 2nd level chronology** (\$j): 03-12

The interface also features "Apply" and "Cancel" buttons at the top and bottom.

Months and seasons may be expressed either in natural language or by the following codes:

- Months
 - 01-12
- Seasons
 - 21 (Spring)
 - 22 (Summer)
 - 23 (Fall)
 - 24 (Winter)

Example of a periodical with gaps in its holdings. Make sure you add the \$w for a gap break. This one is recorded at Holdings level 3. Notice the change in Linking field. It is still connected to the same publication pattern as the first.

+	853	3	3	\$8 1 \$a v. \$i (year)
+	863	3	0	\$8 1.1 \$a 41 \$i 1973 \$w g
+	863	3	0	\$8 1.2 \$a 43-48 \$i 1975-1980 \$w g

Field 863 - Enumeration and Chronology, Basic Bibliographic Unit

Field encoding level ind1 **3 - Holdings level 3**

Form of holdings ind2 0 - Compressed Action

Linking field \$8 1.2 Action

1st level enumeration \$a 43-48 Action

1st level chronology \$i 1975-1980 Action

Break indicator \$w **g - Gap Break** Action

+	863	3	0	\$8 1.3 \$a 54-72 \$i 1986-2004 \$w g
---	-----	---	---	---------------------------------------

Example of a journal which has both a gap in its holdings and a change in its captioning from "v." to "New Ser.2:v." The first set of 863s' is recorded as a gap while the second break is a non-gap break. The Linking Fields change as the publication pattern has changed.

Local Holdings Record: Campus technology.							
OCLC	56668389	ISSN	1553-7544	Freq m	Dates	2004-9999	New
Summary		v.6 (1990)-v.7(1991),v.9(1993); <u>New Series 2:v.1(1994)-</u>					
+	Leader		ny a3n				
+	007		ta				
+	008		0810124u 8 0001baeng0081012				
+	852	0	EXC \$b EXCT \$h BV1460 \$i .N23 \$t 1				
+	853	2	0	\$8 1 \$a v. \$i (year) \$v r \$w m			
+	853	2	0	\$8 2 \$a <u>New Series 2:v. \$i 1994</u> \$w m			
+	863	3	0	\$8 1.1 \$a 6-7 \$i 1990-199 \$w g g = gap in holdings			
+	863	3	0	\$8 1.2 \$a 9 \$i 1993 \$w n n = non gap break in holdings			
+	863	3	0	\$8 2.1 \$a <u>1-</u> \$i 1994-			

Helpful hints on Constant Data records for Local Holding Records

Mary Garboden, GRCC Library, October 2006

To create a constant data record:

Go to the Create Options pull-down menu, choose LH Constant Data

Fill in as much information as you can that is common to all types of records for which you will use this CD record. For examples, see below. Helpful hint: put something (even if it's not accurate) in the fields that you'd like to see show up in the LHR. This will serve as a placeholder in your CD record. A blank field will not survive the reformatting. It's easier to highlight and type over generic information you've put in than to have to add a line and add subfields. In the examples below, this has been done with the 863 fields. Obviously, not all of our holdings start in 2000 with volume 1, but we go and change that in the LHR's that we derive from the CD.

Edit pull-down menu-> Reformat

Actions pull-down menu -> Save (here's where you can give it a name).

To use a constant data record:

Go into the LHR for the record you're working on, and under the edit pull-down menu, choose "apply CD from list". Be aware that applying the CD will not overwrite certain existing lines, such as the 853 & 863 – you'll have to manually delete those.

To turn an LHR into a constant data record:

You can use a good LHR to derive a constant data record. When you're in that LHR, go under the edit menu and select "derive new constant data record." Make any necessary changes, reformat, save, and name it.

Some examples of Constant Data records for the GRCC Library Periodicals collection follow.

Constant Data record for Microfiche holdings:

1 Search Results Record 1 of 4

Edit: Editing Constant Data Record Action: Action View: MARC Template

Local Holdings Constant Data: Fiche [MARC Help](#)

My Status

Summary		Functions
Leader ny a4n		Functions
007	he	Functions
008	0608244p 8 0001baeng0060824	Functions
852	EGP \$b EGPM	Functions
853	3 3 \$8 1 \$a v. \$i (year)	Functions
863	4 0 \$8 1.1 \$a 1- \$i 2000-	Functions
		Functions

Edit: Editing Constant Data Record Action: Action View: MARC Template

Constant data record for Microfilm holdings:

2 Search Results Record 2 of 4

Edit: Editing Constant Data Record Action: Action View: MARC Template

Local Holdings Constant Data: Film [MARC Help](#)

My Status

Summary		Functions
Leader ny a4n		Functions
007	hd	Functions
008	0608244p 8 0001baeng0060824	Functions
852	EGP \$b EGPM	Functions
853	3 3 \$8 1 \$a v. \$i (year)	Functions
863	4 0 \$8 1.1 \$a 1- \$i 2000-	Functions
		Functions

Edit: Editing Constant Data Record Action: Action View: MARC Template

Constant data record for print holdings retained for a short period of time:

Edit Action View

Local Holdings Constant Data: Retains current year				MARC Help	↓
My Status <input type="text"/>					
Summary				Functions	
+	Leader	ny a2n			Functions
+	007		ta	Functions	
+	008		0608164p 8 0001baeng0060816	Functions	
+	852		EGP \$b EGPM \$z Retains current year	Functions	
+				Functions	
				MARC Help	↑

Constant data record for print holdings retained indefinitely:

Edit Action View

Local Holdings Constant Data: Permanent print				MARC Help	↓
My Status <input type="text"/>					
Summary				Functions	
+	Leader	ny a4n			Functions
+	007		ta	Functions	
+	008		0608244p 8 0001baeng0060824	Functions	
+	852		EGP \$b EGPM	Functions	
+	853	3 3	\$8 1 \$a v. \$i (year)	Functions	
+	863	4 0	\$8 1.1 \$a 1- \$i 2000-	Functions	
+				Functions	
				MARC Help	↑