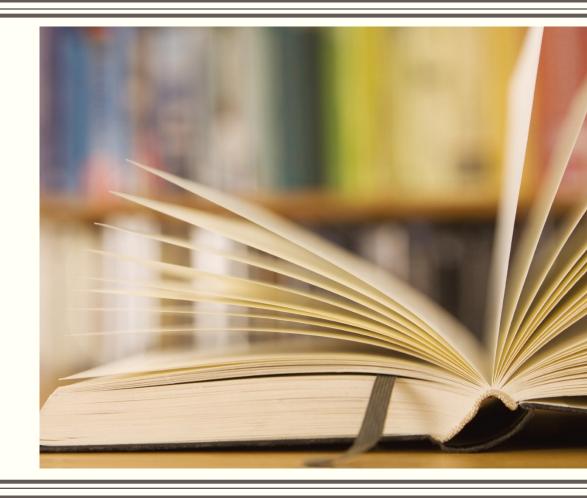
UPDATING LOCAL HOLDINGS RECORDS (LHR) FOR SERIALS

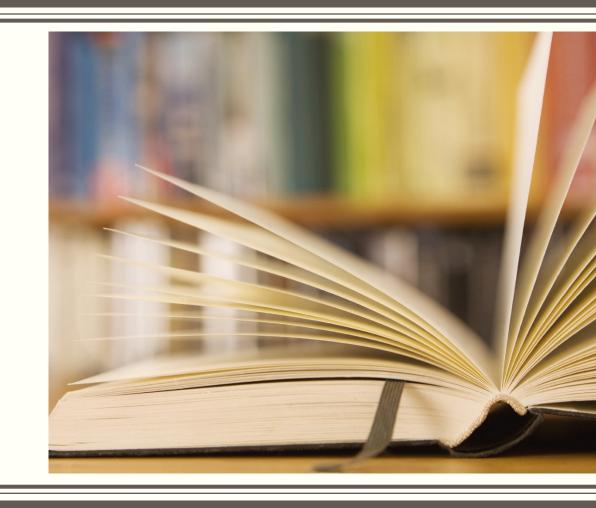
Tina Jordan Dawson Campus Librarian & Technical Services



Agenda

- Introduction
- Background
- Prepare
- Organize
- Demonstration
- Resources

INTRODUCTION

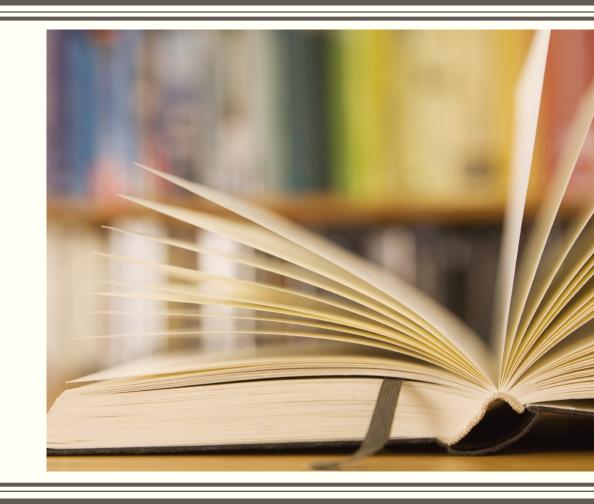


Introduction – There is No Excuse!

■ Excuses, excuses...



BACKGROUND



Background – Enumeration & Chronology

Enumeration: volume, issue, number, parts, sections, etc...

Chronology: year, season, month, day Months and seasons may be expressed either in natural language or by the following codes:

Month	Season
01-12 - Month	21 - spring
	22 - summer
	23 - autumn
	24 - winter

Background – Levels 1 & 2

Level of encoding – is there a standard you should be following? From: https://help.oclc.org/Metadata_Services/Local_Holdings_Maintenance/
OCLC_MARC_local_holdings_format_and_standards/Leader#17____Encoding_level

Level 1 - When a library attaches their OCLC institution symbol to a WorldCat bibliographic record, the holdings are at Z39.71 level 1.

Level 2 - Holdings level 2 contain a leader, a 007 field, a 008 field, and an 852 field

Background – Level 3

Level 3 – Holding Level 3

Required fields and elements for LHRs

Newly created or edited LHRs must have the following fields:

Summary

Summarizes institution holdings

Leader

All LHRs should be Encoding Level 3 or above. Level 3 includes Location (852), General Holdings Information (007 and 008), and extent of holdings (853/863) using only the highest level of enumeration and chronology (volumes and years).

- 007 Physical description fixed field
- 008 Fixed length data elements
- 852 Location
- 853 Captions and Pattern-Basic Bibliographic Unit
- 863 Enumeration and Chronology-Basic Bibliographic Unit (853 and 863 are paired fields) <u>AND/OR</u>
- 866 Textual Holdings Summary optionally may be used in addition to, or instead of, the 853/863 pairs.

Background – Level 4

4 - Holdings level 4

Code 4 indicates that the holdings record is formulated according to level 4 of the applicable standard. Minimally, in addition to the leader, 007, 008, and 852 fields, it includes **detailed** holdings information, that is, the first and all subsequent levels of enumeration and chronology in either itemized or compressed form or a combination of the two, in one or more of the 853-855 Captions and Pattern, 863-865 Enumeration and Chronology, and 866-868 Textual Holdings fields.

```
853 0 0 ‡8 1 ‡a no. ‡i (year) ‡j (month)
863 4 0 ‡8 1.1. ‡a 180-226 ‡i 1976-1981
863 4 4 ‡8 1.2 ‡a 222
863 4 0 ‡8 1.3 ‡a 230 ‡i 1982 ‡j April
863 4 0 ‡8 1.4 ‡a 235 ‡i 1982 ‡Dec.
863 4 0 ‡8 1.5 ‡a 237 ‡i 1983 ‡j Mar.
863 4 0 ‡8 1.6 ‡a 239-242 ‡i 1983 ‡j June-Oct.
```

[Multiple 863 fields contain detailed holdings statements for an incomplete published run of the item.]

Background – Level 5

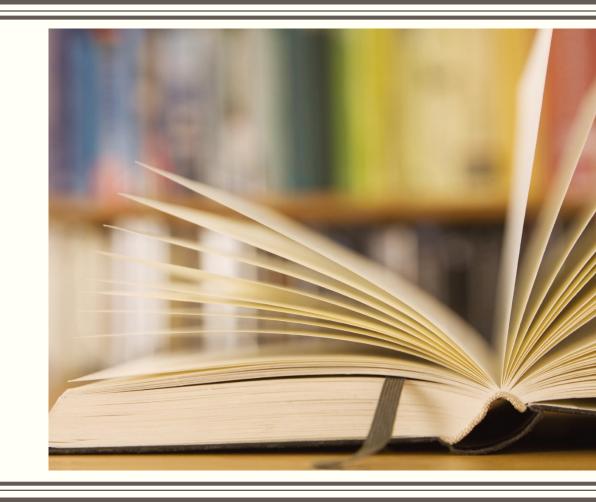
5 - Holdings level 4 with piece designation

Code 5 indicates that, in addition to the requirements for Level 4, the holdings record includes information that identifies a single physical part in subfield ‡p (Piece designation) in an 852 (Location) field, in subfield ‡p (Piece designation) in an 863-865 Enumeration and Chronology field or in subfield ‡p (Piece designation) in an 876-878 Item Information field, or in subfield ‡a (Textual holdings) in an 866-868 Textual Holdings field.

Background - Punctuation

Punctuation for Holdings Statements					
-	Hyphen	(eg, v1- 1963-)			
,	Comma	(eg, v1-v3,v5-) (1963-1965,1972-)			
;	Semicolon	(eg, v1-v2; no15-)			
:	Colon	(eg, ser1:v1-) (v1:n1-)			
1	Slash	(eg, v1/2 or 1965/1966) (winter/spring)			
?	Question Mark	(eg, 198? not 1981?)			

PREPARE



Prepare – Inventory Your Stuff

What do you actually have?

Check the catalog

Go look yourself (or get a Padawan to do it for you)

Check you last magazine renewal PO

If you didn't renew it, do you need to keep it? How long?

Do you need to weed anything?

Was the subscription a gift? Purchased with general funds?

Prepare – Get the Vitals

Gather vital information

Title

ISSN and OCLC #

Volumes held

Issues held

Dates

Item barcodes (if needed)

*if you catalog your serials, this info might already be in your system

Prepare – Answer Some Questions?

Currently receiving?

How long will you keep it?

Will you lend it or at least send a copy?

How is it shelved?

Decide on a retention policy

Look

PROMOTION

WORK/SHOP

& OFFERS FROM OUR PARTNERS

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CREDITS

p. 8 launch: Getty Images; p. 9 rocket: SpaceX; car: Greg Bryan; pp. 14-15 boxes, Groucho

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TractorDrawnAerial.com.

PM Family, The Tool Test, p. 80: 1.D; 2.B; 3.D; 4. B: 5. C.

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Features



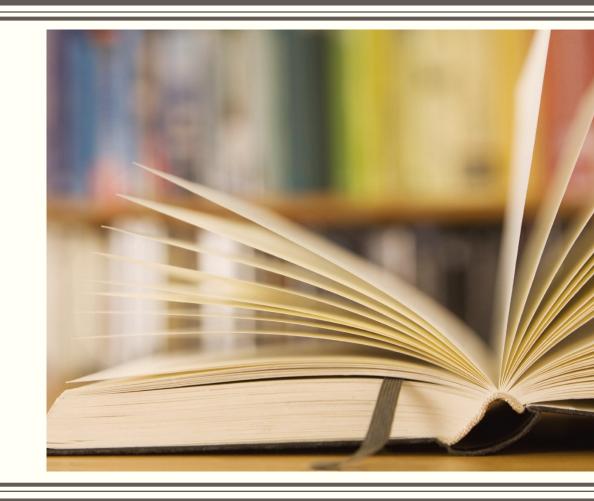
For immediate CE test processing, see our website at www.nursingcenter.com/ce/nursing.

30 Caring for children with neurofibromatosis type 1

BY JANICE SAMPSON, DNP, RN, CNE; HEATHER L. THOMPSON, PhD, CCC-SLP; AND DENISE M WALL PARILO PAD PN

APRIL . VOL.49 NO.4

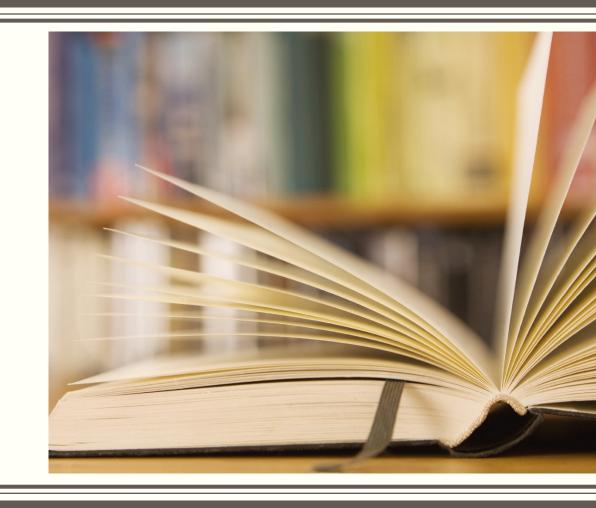
ORGANIZE



Organize – What Works Best for You!

TITLE	OCLC#	ISSN	ISSUES PER YEAR	RETENTION POLICY	1st Level Enumberation	2nd Level Enumeration	1st Level Chronology	2nd Level Chronology
Access	21389248	1050-0758	10	Current + 1 Year			2019	July
Accounting Today	18968151	1044-5714	12	Current + 1 Year			2018	June
American Journal of Nursing (AJN)	1743347	0002-936X	12	Current + 1 Year	v.119	no.1	2019	Jan
Architectural Record		0003-885X	12	Current + 1 Year	v.207	no.1	2019	Jan
Atlantic Monthly	1091140124	2151-9463	10	Current + 1 Year	v.323	no.1	2019	Jan
Automobile		0894-3583	12	Current + 1 Year	v.33	no.7	2019	Jan
BC Advantage	226340925		6	Current + 1 Year	Issue 14.2		2019	March/April
Bloomberg Businessweek	1537941	0007-7135	50	Current + 3 Months	Issue No. 4632		2019	7-Oct
Bodyshop Business		0730-7241	12	Current + 1 Year	v.38	No.6	2019	June
Bon Appetit	2483515	0006-6990	12	Current + 1 Year	v.64	no.4	2019	May
Car & Driver	1553328	0008-6002	12	Current + 1 Year	v.64	no.7	2019	Jan
Car craft	5937573	0008-6010	12	Current + 1 Year	v.67	no.1	2019	jan
Chronicle of Higher Education	1554535	0009-5982	42	Current + 3 Months	v.LXVI	no.6	2019	11-Oct
CMA Today	51523732	1543-2998	6	Current + 1 Year	v.52	Issue 4	2019	July/Aug
Consumer Reports	1564931	0010-7174	13	Current + 1 Year	v.84	No.1	2019	Jan
Cooks Illustrated	27552930	1068-2821	12	Current + 1 Year	no.158		2019	May/June
Discover	6560726	0274-7529	8	Current + 1 Year	v.40	No.1	2019	Jan/Feb
Economist	1081684	0013-0613	50	Current + 3 Months	v.433	no.9163	2019	5-Oct

DEMONSTRATION



Demonstration - Shortcuts

Command line searching shortcuts:

My Local Holdings
14:L7I (lowercase "L"4:your OCLC symbol)

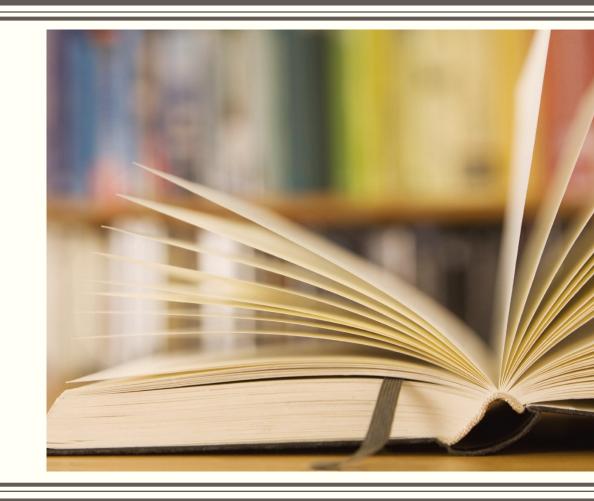
ISSN

in:0274-7529 or in:02747529

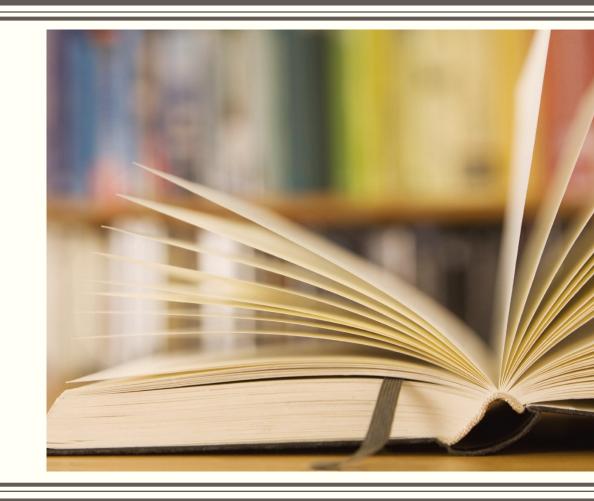
OCLC#

no:6560726

QUESTIONS??



RESOURCES



Resource Links

https://help.oclc.org/Metadata_Services/Local_Holdings_Maintenance

https://help.oclc.org/Metadata_Services/Local_Holdings_Maintenance/A_holdings_primer/40Examples_of_holdings_records

https://help.oclc.org/Metadata_Services/Local_Holdings_Maintenance/Training

https://help.oclc.org/Metadata_Services/Local_Holdings_Maintenance/OCLC_MARC_local_holdings_format_and_standards/Leader#17____Encoding_level

https://help.oclc.org/Metadata_Services/Connexion/Connexion_browser_documentation

https://help.oclc.org/Metadata_Services/Local_Holdings_Maintenance/Create_and_maintain_local_holdings_records

https://help.oclc.org/Metadata_Services/Local_Holdings_Maintenance/Create_and_apply_local_holdings_constant_data