Local Holding Records Handbook

From the Webinar "Updating Local Holding Records for Serials"
Presented on September 29, 2020

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Local Holdings Records Handbook

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Command Line Search in Connexion

Open a web browser and go to http://connexion.oclc.org/. Enter your Authorization number and password and select logon. Then choose one of three command line searches to find what you need:

l4:your OCLC symbol   (Lowercase "L") returns a list of all of your Local Holdings Records

in:ISSN number   if you have the specific ISSN. Can enter with or without dash

no:OCLC number   if you have the OCLC#. Do not need to enter the ocm, ocn, etc. prefix.

Once you find the record you want to add your local holding, either select from the **Action Menu → Create Local Holdings** or select from the **View Menu → Display Local Holdings.** Then select the gray button **Display Local Holdings** and follow the directions in Derive Local Holdings on page 11. Choose to Derive Local Holdings only if you feel very comfortable using Connexion.

Create Local Holdings

Summary: Type in your summary information. For example: Retains current issue + 1 year.

Leader:
Click + box

Record Status	[05] c - Corrected or revised	n - New	(set by system)
Type of record	[06] y - Serial item		(should already be set)
Encoding level	[17] 3 - Level 3	4 - Level 4	*(select 3 or higher)*
Item information in record	[18]	n - No item information	(leave as is unless you are adding item information

Apply

007
Click + box

Category of Resource	[00] t - Text	c - Electronic resource	(select t unless you are adding digital)
Specific Material Designation	[01] a - Regular print		(select a. If an electronic resource, select r – remote)

Apply

008
Click + box

This field has no indicators or subfield codes; the data elements are positionally defined.

Character Positions

00-05 Date entered on file		(set by system)
06 Receipt or acquisition status		
0 Unknown	1 Other receipt or acquisition status	2 Received and complete or ceased
3 On order	4 Currently received	5 Not currently received
07 Method of acquisition		
c Cooperative or consortial purchase	d Deposit	e Exchange
f Free	g Gift	l Legal deposit
m Membership	n Non-library purchase	p Purchase

q Lease	u Unknown	z Other method of acquisition
08-11 Expected acquisition end date		
<yymm> Date of cancellation or last expected part		
uuuu Intent to cancel; effective date not known		
No intent to cancel or not applicable		
12 General retention policy		
0 Unknown	1 Other general retention policy	2 Retained except as replaced by Updates
3 Sample issue retained	4 Retained until replaced by Microform	
5 Retained until replaced by cumulation, replacement volume, or revision	==6 Retained for a limited period==	
7 Not retained	8 Permanently retained	
13-15 Specific retention policy		
No specific retention policy		
13 Qualifier type		
==l Latest==	p Previous	
14 Number of units	1-9 Number of units	==1==
15 Unit type		
Time:	m Month(s)	w Week(s)
	==y Year(s)==	
Part:	e Edition(s)	i Issue(s)
	s Supplement(s)	
16 Completeness	(Select 0 Other because you have no idea if they are all there once you are done)	
==0 Other==	1 Complete	2 Incomplete
3 Scattered	4 Not applicable	
17-19 Number of copies reported		(set by system)
20 Lending policy	(Decision time)	
a Will lend	==b Will not lend==	c Will lend hard copy only
l Limited lending policy	u Unknown	
21 Reproduction policy		(Decision time)
==a Will reproduce==	b Will not reproduce	u Unknown
22-24 Language		(set by system)
Blanks	und Undetermined	
25 Separate copy report		(set by system)
0 Separate copy report		
26-31 Date of report		(set by system)

==Apply==

Click + box

First Indicator Shelving scheme
(Choose "No information provided" if you are not going to enter the shelving scheme)
No information provided
0 Library of Congress classification
1 Dewey Decimal classification
2 National Library of Medicine
3 Superintendent of Documents classification
4 Shelving control number
5 Title
6 Shelved separately
7 Source specified in subfield ‡2
8 Other scheme

Second Indicator Shelving order	
(Choose "No information provided")	
No information provided	0 Not enumeration
1 Primary enumeration	2 Alternative enumeration

Subfield Codes	
‡a Location (NR)	
(set by system will be your OCLC symbol)	
‡b Sublocation or collection (NR)	
(set by system will be your mail location - You can edit this if you wish)	

(If "No information provided" was NOT selected. Beside the ‡b Sublocation field, click the Action down arrow → Add below →Choose a subfield to add:)

‡c Shelving location (NR)	‡d Former shelving location (R)
‡e Address (R)	‡f Coded location qualifier (R)
	01 Qualifier type
	02 Number of units
	03 Unit type
‡g Non-coded location qualifier (R)	‡h Classification part (NR)
‡i Item part (R)	‡j Shelving control number (NR)
‡k Call number prefix (R) (type in first part of call number)	
‡l Shelving form of title (NR) (type in the title)	
‡m Call number suffix (R) (type in Second part of call number)	
‡n Country code (NR)	‡p Piece designation (NR)
‡q Piece physical condition (NR)	‡s Copyright article-fee code (R)
‡t Copy number (NR)	‡u Uniform Resource Identifier (R)
‡x Nonpublic note (R)	‡z Public note (R)
‡2 Source of classification or shelving scheme (NR)	‡3 Materials specified (NR)

Apply

Must have 853/863 Pair or use 866 alone

853

Click + box

First Indicator Compressibility and expandability	
0 Cannot compress or expand	1 Can compress but not expand
2 Can compress or expand	3 Unknown
Second Indicator Caption evaluation	
Indicator value not set	
0 - verified; all levels present	
1 - verified; all levels may not be present	
2 - unverified; all levels present	
3 - unverified; all levels may not be present	

Subfield Codes *Only the highest level of enumeration and chronology (volumes and/or years) is needed.

‡a-‡h Enumeration captions		
‡a First level of enumeration (NR)	v	
‡b Second level of enumeration (NR)	i	Action → delete OR
‡c Third level of enumeration (NR)	no	Action → add below
‡d Fourth level of enumeration (NR)	pt	
‡g Alternative numbering scheme, first level of enumeration (NR)		
‡h Alternative numbering scheme, second level of enumeration (NR)		
‡i-‡m Chronology captions		
‡i First level of chronology (NR)	(year)	
‡j Second level of chronology (NR)	(month) (season)	Action → delete OR
‡k Third level of chronology (NR)	(day)	Action → add below
‡l Fourth level of chronology (NR)		
‡m Alternative numbering scheme, chronology (NR)		

‡n Pattern note (NR)
‡o Type of unit (R)
‡p Number of pieces per issuance (NR)
‡u Bibliographic units per next higher level (R)
‡v Numbering continuity (R)
‡w Frequency (NR)
‡x Calendar change (NR)
‡y Regularity pattern (R)
‡z Numbering scheme (R)
‡2 Source of caption abbreviation (R)
‡3 Materials specified (NR)
‡8 Field link and sequence number (R)   (You will most often enter 1)
*See Notes

Notes ‡8 - Field link and sequence number

*Subfield ‡8 contains data that identifies linked holdings data fields and may also propose a sequence for the linked fields. **Subfield ‡8 is required in 853 fields in OCLC local holdings records**.*

The structure and syntax for subfield ‡8 in the 853 field is: ‡8<linking number>

*The **linking number** is the only data element used in subfield ‡8 in the 853 field. It is a variable-length whole number that occurs in subfield ‡8 in all 863 fields that are to be linked to the 853 field. Fields with the same linking number are considered linked. **A linking number of "0" (zero) is not used in this field**. **Subfield ‡8 is always the first subfield in the 853 field**.*

==Apply==

*If you have 853, you must have 863

863

Click + box

First Indicator Field encoding level	(Select the same as the Encoding Level from the Leader)
No information provided	==3 Holdings level 3==
4 Holdings level 4	5 Holdings level 4 with piece designation
Second Indicator Form of holdings	
==No information provided==	0 Compressed
1 Uncompressed	2 Compressed, use textual display
3 Uncompressed, use textual display	4 Item(s) not published

Subfield Codes *Only the highest level of enumeration and chronology (volumes and/or years) is needed.

‡a-‡h Enumeration captions		
‡a First level of enumeration (NR)	==Enter the actual volume number from item if available==	
‡b Second level of enumeration (NR)	Enter the actual issue number from item if available	Action → delete OR
‡c Third level of enumeration (NR)	Enter the actual number from item if available	Action → add below
‡d Fourth level of enumeration (NR)	Enter the actual part number from item if available	
‡g Alternative numbering scheme, first level of enumeration (NR)		

‡h Alternative numbering scheme, second level of enumeration (NR)		
‡i-‡m Chronology captions ‡i First level of chronology (NR)	<mark>Enter the actual 4-digit year from item if available</mark>	
‡j Second level of chronology (NR)	Enter the actual month or season from item if available	Action → delete OR
‡k Third level of chronology (NR)	Enter the actual 2-digit date from item if available	Action → add below
‡l Fourth level of chronology (NR)		
‡m Alternative numbering scheme, chronology (NR)		

‡n Converted Gregorian year (NR)
‡o Title of unit (R)
‡p Piece designation (NR)
‡q Piece physical condition (NR)
‡s Copyright article-fee code (R)
‡w Break indicator (NR)
‡x Nonpublic note (R)
‡z Public note (R)
‡8 Field link and sequence number (R)   (You will most often enter 1.1)
*See Notes

Notes ‡8 - Field link and sequence number
Subfield ‡8 contains data that identifies linked holdings data fields and may also propose a sequence for the linked fields. **Subfield *Notes ‡8 is required in 863 fields in OCLC local holdings records.**
The structure and syntax for subfield ‡8 in the 863 field is: ‡8<linking number>.<sequence number>
*The **linking number** is the first data element used in subfield ‡8 in the 863 field. It is a variable-length whole number that occurs in subfield ‡8 in all 863 fields that are to be linked to an 853 field. Fields with the same linking number are considered linked.* **A linking number of "0" (zero) is not used in this field.**
*The **sequence number** is separated from the linking number by a period "." and is required in 863 fields in OCLC local holdings records. It is a variable-length whole number that may be used to indicate the relative order for display of the linked fields (lower sequence numbers displaying before higher ones).*
Subfield ‡8 is always the first subfield in the 863 field.
<mark>*Apply*</mark>

Or you can 866 with 853/863 pair or instead of 853/863

`866`

Click + box

First Indicator Field encoding level	(Select the same as the Encoding Level from the Leader)
No information provided	<mark>3 Holdings level 3</mark>
4 Holdings level 4	5 Holdings level 4 with piece designation
Second Indicator Type of notation	(Select 1 ANSI/NISO Z39.71 or ISO 10324)
0 Non-standard	<mark>1 ANSI/NISO Z39.71 or ISO 10324</mark>
2 ANSI Z39.42	7 Source specified in subfield ‡2

Subfield Codes	
<mark>‡a Textual holdings (NR)</mark>	<mark>(Copy text from Summary statement)</mark>
‡x Nonpublic note (R)	‡z Public note (R)
‡2 Source of notation (NR)	
‡8 Field link and sequence number (R)	(If used alone, enter 0. If used along with 853/863 pairs, see notes below)

<mark>*Apply*</mark>

Notes ‡8 - Field link and sequence number

*Subfield ‡8 contains data that identifies linked holdings data fields and may also propose a sequence for the linked fields. **Subfield ‡8 is required in 866 fields in OCLC local holdings records.***

The structure and syntax for subfield ‡8 in the 866 field is: ‡8<linking number>
*Subfield ‡8 in 866 Textual Holdings fields have **only** the linking portion of the link and sequence number. Depending on the linking number used, they indicate the following:*

*• **Linking number 0:** Holdings are recorded **only** in 866 Textual Holdings field(s). No 853 Captions and Pattern and 863 Enumeration and Chronology fields occur in the holdings record.*

*• **Linking number 0:** Holdings data are recorded in the linked 853 Captions and Pattern/863 Enumeration and Chronology fields but the display form of the holdings is recorded in a single Textual Holdings field. The 866 Textual Holdings field replaces all of the 853/863 fields for display purposes.*

*• **Linking number is the same as the linking number in the linked 853 and 863 fields:** Textual Holdings replace the display of coded holdings with the same linking number. The content of a single Textual Holdings field will display in place of the Enumeration and Chronology fields linked to a Captions and Pattern field.*

*• **Unique linking number:** Sequences the display of textual holdings data with the enumeration and chronology of the 863 fields.*

When multiple 866 Textual Holdings fields are used in a record that has no 853/863 holdings fields, all linking numbers in subfield ‡8 must be "0".

Select the **Edit Menu → Validate Record**. Make corrections if needed. The systems will tell you what is wrong with lots of red marks. If everything is ok, you will get a green Record Validated message. Select the **Action Menu → Add Record.** A popup window will ask if you really want to add this record, you select **OK**, because why would you have done all that work if you didn't want to add it. You will then be rewarded with another green message reading Record Added. Rinse and repeat with your next record in the list.

Derive Local Holdings

Browse through the list of Local Holdings. Select a Local Holding Record from an organization on the list that you know has good records. You also want to select one that is close to your own holdings statement. Select the holdings statement to open the Local Holdings Record you would like to derive your record from. When their Local Holdings Record opens, you can select the **Edit Menu → Derive New Record.** BUT… Not all of the fields could be present (adding fields). There could be extra fields that need deleting. My advice is to create your own Local Holdings Records.
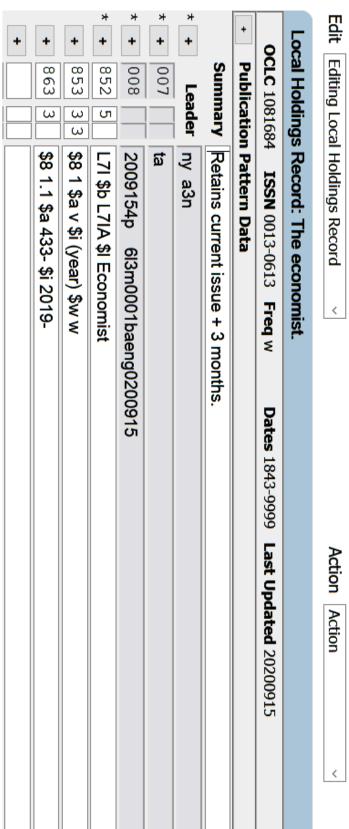
Edit Local Holdings

Locate the Local Holding Record requiring edits. Expand field by clicking + box and add or delete subfields. Be sure to apply changes in each field. Select the **Edit Menu → Validate Record**. Make corrections if needed. The systems will tell you what is wrong with lots of red marks. If everything is ok, you will get a green Record Validated message. If you realize you have made a mistake and do not wish to edit the record, select the **Edit Menu → Unedit record.** A popup window will ask if you really want to unedit this record, you select **OK.** A green message will appear reading Record unedited. You are ok to exit out of the record. When finished making edits, select the **Action Manu → Replace Record.** You will then be rewarded with another green message reading Record Replaced.

Delete Local Holdings

Locate the Local Holding Record requiring deletion. Select the **Action Manu → Delete Record.** A popup window will ask if you really want to delete this record, you select **OK.** Then a red message will appear reading "This was your last LHR for Master Record #####. Would you like to remove your symbol (and any attached IRs) from this record? Yes or No? Select YES. A green message appears reading Holdings Deleted. Go back and double check your full LHR list to make sure it has been removed.

Example of Level 3 with 853/863 Pair

Local Holdings Record: The economist.

OCLC 1081684   **ISSN** 0013-0613   **Freq** w   **Dates** 1843-9999   **Last Updated** 20200915

Publication Pattern Data

Summary | Retains current issue + 3 months.

	Tag			
+	**Leader**			ny a3n
+	007			ta
+	008	5		2009154p 6l3m0001baeng0200915
+	852	5		L7I $b L7IA $l Economist
+	853	3	3	$8 1 $a v $i (year) $w w
+	863	3		$8 1.1 $a 433- $i 2019-

Example of Level 3 with 853/863 Pair and with 866

Edit | Editing Local Holdings Record ‹ | Action | Action ‹

Local Holdings Record: Access :

OCLC 21389248 **ISSN** 1050-0758 **Freq** m **Dates** 19uu-9999 **Last Updated** 20200714

Publication Pattern Data

Summary			Retains current issue + previous year
Leader			cy a3n
007			ta
008			2007134p 6l1y0001baeng0200714
852	5		L7I $b L7IA $l Access
853	3	3	$8 1 $i (year) $w m
863	3		$8 1.1 $i 2020-
866	3	1	$8 1 $a Retains current issue + previous year

Example of Level 3 with Only 866

Edit [Editing Local Holdings Record ⌄] Action [Action ⌄]

Local Holdings Record: Architectural record.

OCLC 1481864	**ISSN** 0003-858X	**Freq** m	**Dates** 1891-9999	**Last Updated** 20200914

Summary | Retains currents issue + 1 year.

+ | **Publication Pattern Data**

Leader | ny a3n

*	+	007	ta
*	+	008	2009144p 6I1y0001baeng0200914
*	+	852	L7I $b L7IA $l Architectural $z Retains current issue + 1 year.
*	+	856	4	1	$u http://search.ebscohost.com/direct.asp?db=asu&jid=ARR
*	+	856	4	1	$u http://bibpurl.oclc.org/web/86296 $u http://www.usmodernist.org/index-ar.htm
	+	866	3	1	$8 0 $a v.207:n.1-(2019:Jan-)

Local Holdings Record: Discover.

	OCLC 6560726	ISSN 0274-7529	Freq b	Dates 1980-9999	Last Updated 20200915

+	Publication Pattern Data		

	Summary	Retains current issue + 1 year.	

*	+	Leader	ny 3n
*	+	007	ta
*	+	008	2009154p 6I1y0001baeng0200915
*	+	852	3 1	L7I $b L7IA
*	+	866	3 1	$8 0 $a Retains current issue + 1 year.
	+			

Resources

OCLC glossary

Find a comprehensive listing of OCLC terms accompanied by definitions.
https://help.oclc.org/Librarian_Toolbox/OCLC_glossaries/OCLC_glossary

OCLC-MARC local holdings format tag chart

Find brief, general information on each tag and subfield available in local holdings records.
https://help.oclc.org/Metadata_Services/Local_Holdings_Maintenance/OCLC_MARC_local_holdings_format_tag_chart

Local Holdings Maintenance

You can use the Local Holdings Maintenance service to maintain accurate, current holdings information and to create Local Holdings Records (LHRs) that enable you to share detailed holdings information with library staff, users, and other libraries. By providing your library's detailed holdings information for materials in any format, including serials, the service supports resource sharing, collection development, circulation and acquisitions activities.
https://help.oclc.org/Metadata_Services/Local_Holdings_Maintenance

Create and maintain local holdings records

Discover how to create, edit, and delete local holdings records.
https://help.oclc.org/Metadata_Services/Local_Holdings_Maintenance/Create_and_maintain_local_holdings_records

Quick references

Discover how to order the Local Holdings Offline Product, download it, and import it into Excel as well as how to maintain local holdings information via Connexion browser.
https://help.oclc.org/Metadata_Services/Local_Holdings_Maintenance/Quick_references

OCLC-MARC local holdings format and standards

A detailed reference on the format for OCLC local holdings records. Defines fields, subfields, and indicators. Provides guidelines for creating and editing record content.
https://help.oclc.org/Metadata_Services/Local_Holdings_Maintenance/OCLC_MARC_local_holdings_format_and_standards

The GOLD Manual – Draft
Resource Sharing, Compliance and Membership
https://www.georgialibraries.org/gold_files/GOLD%20manual%202015%20draft.pdf

Punctuation for Holdings Statements

‑	Hyphen	indicates an unbroken range of holdings, or a full range of holdings from a specified year or volume to date	(eg, v1- 1963-)
,	Comma	Used to show a gap or break in a range of holdings	(eg, v1-v3,v5-) (1963-1965,1972-)
;	Semicolon	Indicates a non-gap break when a numbering change occurs (may indicate a new series)	(eg, v1-v2; no15-)
:	Colon	Used to separate the first and second levels of enumeration	(eg, ser1:v1-)
/	Slash	A connector between notations that forms a single entity, as two years that form a single period of coverage or a double volume	(eg, v1/2 or 1965/1966)
?	Question mark	Shows an unknown quantity in a date Use mark only as the last digit May not be added to a date to qualify it	(eg, 198? not 1981?)

From p. 17 https://www.georgialibraries.org/gold_files/GOLD%20manual%202015%20draft.pdf

Chronology

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

A month code of less than two digits is right justified and the unused position contains a zero.

Days of the month are recorded as two digits in the format 01-31.

When an alternative chronology scheme is applicable to an item, subfield ‡m contains the alternative chronology. If more than one level of alternative chronology is required, an 866 Textual Holdings field is used.

When only chronology is used on an item (that is, the item carries no enumeration), the chronology is contained in the relevant enumeration subfield (‡a-‡h) instead of the chronology subfields (‡i-‡m).

From:
https://help.oclc.org/Metadata_Services/Local_Holdings_Maintenance/OCLC_MARC_local_holdings_format_and_standards/8xx_fields/863_Enumeration_and_Chronology-Basic_Bibliographic_Unit