# Local Holdings Maintenance Tipsheet

- OCLC Local Holdings Maintenance is done through the Connexion browser interface at http://connexion.oclc.org
- Users must have a cataloging authorization to access Local Holdings Maintenance
- Almost all previous Union Listing authorizations were converted to cataloging authorizations. CatExpress users were the one exception to this rule and need to convert to a full cataloging authorization
- OCLC Local Holdings Maintenance is governed by both the ANSI/NISO Z39.71 standard and MARC-21 Format Holdings Data (MFHD)
- Old Local Holdings records have been converted to the new format of MFHD
- The default on Local Holdings workforms for loan/reproduction 008 bytes 20 and 21 is set to "unknown"/"unknown"
- Language in 008 field bytes 22-24 refers to captions in LHR 853/854/855, not the language the work described in the associated bib record
- New LHRs are automatically assigned a Summary of "Local holdings available." If desired, specific Summary information will need to be added
- Summary information shows when local holdings are displayed in **FirstSearch** and **WorldCat Resource Sharing**
- The 852 $z field displays as a public note after the word **Note:** in the detailed display
- A default "My Status" for Constant Data records can be set in the Local Holdings Maintenance administrative page
- Encoding level (Leader byte 17) indicates the level of specificity of the reported holdings statement – the lower the encoding level, the less specific the holdings statement
- The 853 field contains caption information for enumeration and chronology (volume, number, tome, etc.)
- The 863 field contains the enumeration and chronology information (1-12, 1998-2005, etc.)
- The 853 and 863 fields are linked by subfield 8 using a field link and a sequence number (1.1, 1.2, etc.)
- Via the Action dropdown menu, always remember to "Add record" when editing is complete! If editing an existing record, always remember to "Replace record" when editing is complete!