

Secrets of a Serials Super Sleuth

*Local Holdings Maintenance
Takes Center Stage*

**GOLD/GALILEO Annual Users Group
Aug. 4, 2006**

Introduction

- Move from LDR to LHR
- Based on Standards
 - ANSI Z39.71 (Holdings Statements for Bibliographic Items)
 - MFHD (MARC Format for Holdings Data)
- Local holdings records make resource sharing possible
- Cooperation between Cataloging and Interlibrary Loan

Status of GOLD Resources

- Georgia Libraries Journals List
 - Last updated in Sept. 2005
 - Snapshot rather than dynamic listing
 - Revision in Dec. 2006?
- Serials Union Listing Manual
 - Early stages of revision by GOLD Serials Committee
 - Format may be different
 - Much information in manual still applies



Quick Survey

*How confident are you
in creating Local Holdings?*

- Confident – Routine part of workflow
- Hesitant – Uncertain about procedures
- Wait and See – Need training & direction

Getting Started

- Connexion Browser
 - Authorization & Password (full level)
- Serials Inventory
 - Revised Form
- What resources get LHRs?
 - Journals
 - Other Serials
 - Electronic Resources
 - Monographic Sets

GOLD Recommendations

- Flexible Rather than Prescriptive
 - Comply with Standards
 - Based on Local Practice

Big Questions

Standards and Local Practice

- Multiple Formats – 3 options
 - Multiple bib & holdings records
 - Single bib record & composite holdings
 - Single bib record & multiple holdings
- Electronic Resources
 - Local Practice
 - Reflect your OPAC

Minimum Requirements

Fields Required for Validation + in Connexion (Level 2)

- Leader
- 007 (Physical Description)
- 008 (Data Elements)
- 852 (Location)

OCLC Connexion

Cataloging Authorities General

Search Browse Create Show

* WorldCat Browse Options Create Options

Edit Editing Local Holdings Record Action Action

Local Holdings Record: HSMHA health reports.

OCLC	1785216	ISSN	0083-1204	Freq	m	Dates	1971-1972
Summary	v.86-v.87(1971-1972)						
* + Leader	cy a3n						
* + 007			ta				
* + 008			9003222d 8 0001aueng0080720				
* + 852	3		GPM \$b GPMD \$k DOC \$h HE20.30:				

Summary appears when local holdings are displayed in WorldCat & Resource Sharing

Free Text or Coded Holdings

866 or 853/863

- 866 (Free Text)
 - Permitted but not recommended as substitute for coded holdings
 - Intended as text field to supplement coded information in 853/863 fields
 - System translates as “best guess”
- 853/863 (Coded)
 - Takes advantage of system capabilities
 - Standard coding will facilitate system translation of data

Creating Local Holdings Records

- Derive an LHR from another institution's holdings
- Derive an LHR from your library's holdings
 - Derive holdings record from your print record for microform, online, or other format
- Create a new LHR

Link from Client to Browser

New Feature on
Connexion
Client Tool Bar
launches Local
Holdings
Maintenance in
Connexion
Browser

OCLC Connexion - [Online WorldCat: HSMHA health reports.]

File Cataloging Authorities Edit Action Batch View Tools Window Help

OCLC 1785216 Held by GPM/Local GPM holdings - 673 other holdings

Continuing Resources Rec stat c Entered 19740212 Replaced 20060713180323.7

Type a ELvl Srce GPub f Ctrl Lang eng
BLvl s Form Conf 0 Freq m MRec Ctry mdu
S/L 0 Orig EntW Repl Alph a
Desc SrTp p Cont DtSt d Dates 1971 1972

010		73641423
040		DLC #c DLC #d NSD #d OCL #d RCS #d OCL #d IUL #d NST #d OCL #d NST #d OCL #d DLC #d NST #d MXC #d OCL #d NLM #d DLC
012		3 #b 3 #d 7 #e n #f - #g p #h - #i 8511
016	7	0323220 #2 DNLM
016	7	H21540000 #2 DNLM
019		1751673 #a 2447454
022		0083-1204 #2 1
029	1	NLM #b 0323220
029	1	NLGGC #b 042240360
042		lc #a nsdp
043		n-us—
050	0 0	RA11 #b .B17
060	0 0	W1 #b H144R
082		614/.0973
090		#b
049		GPMM
110	1	United States. #b Health Services and Mental Health Administration.
222	0	H.S.M.H.A. health reports

Creating Local Holdings

Locate Bib Record in Connexion Browser

* WorldCat Browse Options Create Options Show Options

Edit: Action: View:

WorldCat: The future of children MARC Help

OCLC 35304749 No holdings in GPM - 252 other holdings

Continuing Resources		Rec Stat	c	Entered	19960826	Replaced	20060713010234.1
Type	a	ELvl		Srcce	d	GPub	
BLvl	s	Form	s	Conf	0	Freq	f
S/L	0	Orig	s	EntW		Reql	x
Desc	a	SrTp	p	Cont		DtSt	c
						Ctrl	
						Lang	eng
						MRec	
						Ctry	nju
						Alph	a
						Dates	1991 , 9999

```

>007 c $b r $d c $e n $f u
>010 sn 98047846 $z sn 98020421
>040 WAU $c WAU $d DLC $d OCL $d GZI $d OCLCQ $d WAU $d NSD $d OCLCQ $d WAU $d MUQ $d MYG $d OCL $d EYM
>012 $l a
>019 36183853 $a 36571227
>022 0 1550-1558 $y 1054-8289 $2 1
>029 1 OCLCS $b 5135
>029 1 OCLCS $b OP-22550
>037 $b Woodrow Wilson School of Public and International Affairs, Princeton University, Princeton, NJ 08544-1013
>042 lcd $a nsdp
>043 n-us—
>050 10 ISSN RECORD
>050 14 HV741 $b .F89
>060 4 W1 $b FU616
>082 10 362 $2 13
>090 $b
>049 GPMM
>130 0 Future of children (Online)
>210 0 Future child. $b (Online)
>222 0 Future of children $b (Online)
>245 14 The future of children $h [electronic resource].
>260 Los Altos, Calif. : $b Center for the Future of Children, $c 1991-
>310 2 no. a year. $b 2004-
  
```

Creating Local Holdings

View Local Holdings

View Local Holdings Records and select record.

Select record using 853/863 if available.

http://connexion.oclc.org - OCLC Connexion - Holdings Display - Mozilla Firefox

MA	MYG	
MA	NLL	
MA	SNN	v.15:1-(2005:Spr-)
MA	STO	
MA	WEX	15-(2005-)
MA	WHE	For holdings, see PROJECT MUSE web page (FOR USE AT WHE ONLY)
MD	GOC	
MD	LOY	
MD	MDS	
MD	MUB	
MI	EEI	
MI	EEM	
MI	EXA	1-(1991-)
MI	EXH	
MI	EXK	
MI	EXW	
MI	EYD	
MI	EYM	
MI	EYR	
MI	EZA	
MI	EZC	15-(2005-)
MI	EZN	

Creating Local Holdings

Single or Summary Record Displays

Select
and click
on record
to derive
an LHR

OCLC Connexion

Cataloging Authorities General

Search Browse Create Show

* WorldCat Browse Options Create Options Show

2 records found searching for OCLC #35304749 AND Institution EXA in Local

View Record View List Bib Record

Local Holdings Institution Summary

The future of children

OCLC	35304749	ISSN	1550-1558	Dates	1991-9999	Freq	f
Summary	1-(1991-)						

Record	Location	Copy	Data
1.	EXAM		1- (1991-)
2.	EXAM		15- (2005-)

JSTOR and Project Muse Holdings

Creating Local Holdings

Derive New Record

Choose
Derive New
Record from
Edit Menu


The screenshot shows the OCLC Connexion interface. At the top, there are tabs for 'Cataloging', 'Authorities', and 'General'. Below these are buttons for 'Search', 'Browse', 'Create', and 'Show'. A dropdown menu is open, showing 'WorldCat', 'Browse Options', and 'Create Options'. The 'View Inst' section shows a navigation arrow, a box with the number '2', and buttons for 'Inst Summary' and 'Bib Record'. The 'Edit' menu is open, showing options: 'Displaying Record', 'Derive New Constant Data Record', and 'Derive New Record'. The 'Derive New Record' option is highlighted. Below the menu, there is a table with columns for 'Summary', 'Leader', and 'Dates'. The table contains the following data:

Summary	Leader	Dates
1-(1991-)	cy a3n	1991-9999
007	cr	
008	0504084p 8 0001baeng0060630	
852	EXA ‡b EXAM	
853	33 ‡8 1 ‡a v. ‡i (year)	
863	3_ ‡8 1.1 ‡a 15- ‡i 2005-	

Creating Local Holdings

Derived Record Appears in Edit Mode

OCLC Connexion Home | Help | Diacritics |

Cataloging Authorities General 

Search Browse Create Show

* WorldCat Browse Options Create Options Show Options

Bib Record

Edit: Action: View:

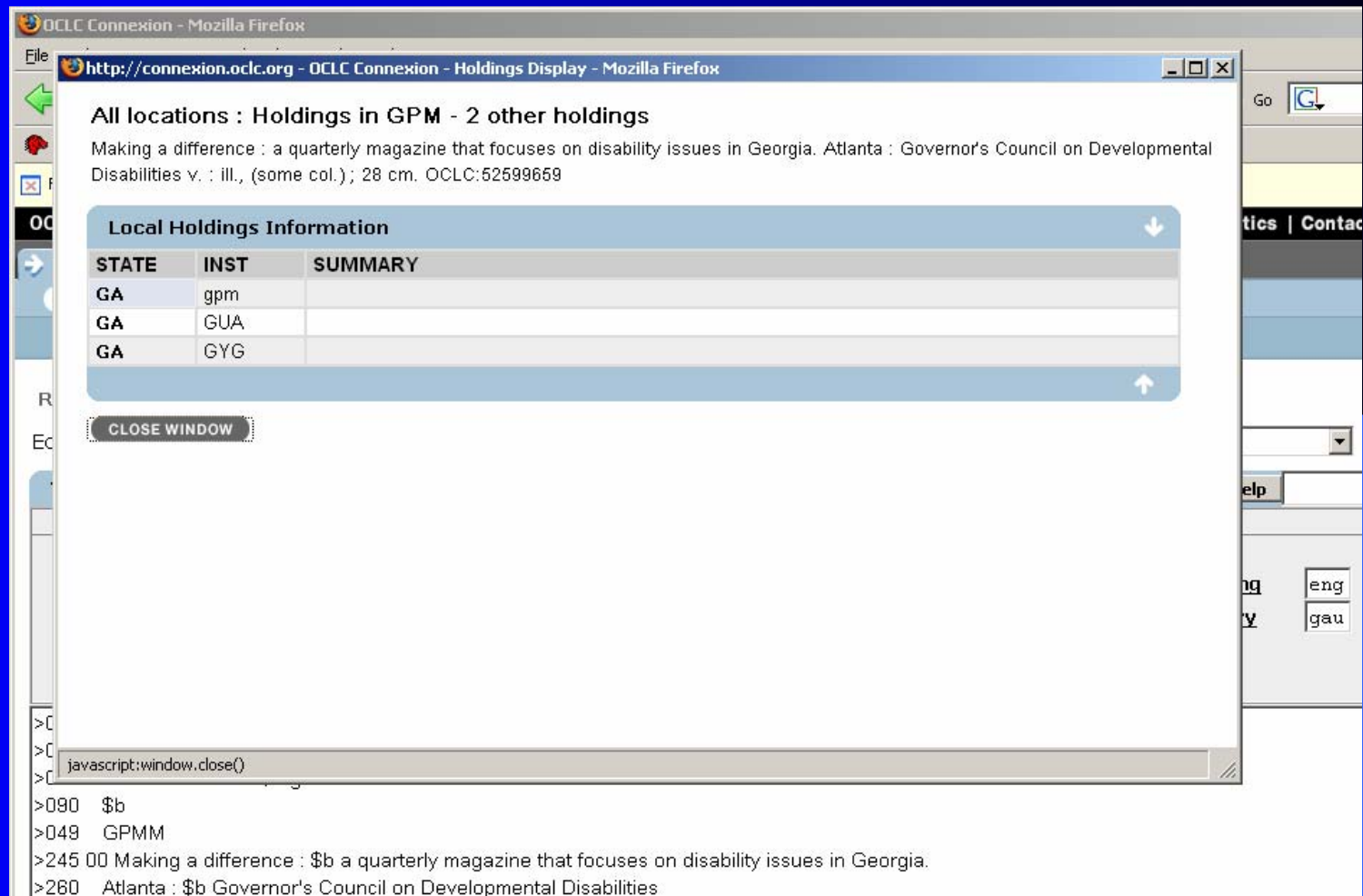
Local Holdings Record: The future of children MARC Help

OCLC 35304749 ISSN 1550-1558 Freq f Dates 1991-9999 New

Summary		1-(1991-)	Functions
* +	Leader	cy a3n	Functions
* +	007	cr	Functions
* +	008	0607234u 8 0001baeng0080723	Functions
* +	852	GPM \$b GPMM	Functions
+ +	853	3 3 \$8 1 \$a v. \$i (year)	Functions
+ +	863	3 \$8 1.1 \$a 15- \$i 2005-	Functions
+ +	866	1 \$8 \$a	Functions

Creating Local Holdings No Existing LHR

No Local
Holdings
Records



The screenshot shows a web browser window titled "OCLC Connexion - Mozilla Firefox" with the URL "http://connexion.oclc.org - OCLC Connexion - Holdings Display - Mozilla Firefox". The page content includes:

All locations : Holdings in GPM - 2 other holdings
Making a difference : a quarterly magazine that focuses on disability issues in Georgia. Atlanta : Governor's Council on Developmental Disabilities v. : ill., (some col.) ; 28 cm. OCLC:52599659

Local Holdings Information

STATE	INST	SUMMARY
GA	gpm	
GA	GUA	
GA	GYG	

A "CLOSE WINDOW" button is visible below the table. The browser's status bar at the bottom shows "javascript:window.close()".

Below the browser window, the following MARC record is displayed:

```
>090 $b
>049 GPMM
>245 00 Making a difference : $b a quarterly magazine that focuses on disability issues in Georgia.
>260 Atlanta : $b Governor's Council on Developmental Disabilities
```

Creating Local Holdings

Create a New LDR

Select
Create
Local
Holdings
from the
Action
Menu

The screenshot shows the WorldCat software interface. At the top, there are menu options: * WorldCat, Browse Options, Create Options, and Show Options. Below this, it says "Record 1 of 1". There are three dropdown menus: "Edit" (Editing Bibliographic Record), "Action" (Action), and "View" (MARCText Area). A "MARC Help" button is visible on the right.

The main area is titled "WorldCat: Making a difference". It contains a table with columns: OCLC (52599659), Holdings in GPM, Continuing Resources (dropdown), Rec Stat (c), and Enter. The table has several rows with fields like Type (a), BLvl (s), S/L (0), Desc (a), ELvl (I), Form, Orig, Srce, Conf, EntW, and Cont.

An "Action" menu is open, listing the following options: Action, Alternate Produce and Update, **Create Local Holdings** (highlighted), Delete Holdings, Export Record in MARC, Lock Master Record, Mark For Export, Mark For Label, Print Record, Produce and Update Holdings, Report Error, Save Record, Submit for Review, and Update Holdings.

Below the table, there is a list of MARC fields starting with >040, >043, >086, >090, >049, >245 00, >260, >300, >310, >500, >651 0, >650 0, and >710 1.

At the bottom, there is a Windows taskbar with icons for Start, Novell GroupWise, Document2 - Microsoft, Microsoft PowerPoint, OCLC Connexion, and a help icon.

Creating Local Holdings

New Record Appears in Edit Mode

Edit
Screen
Appears

The screenshot displays the OCLC WorldCat interface for editing a local holdings record. The top navigation bar includes 'Cataloging', 'Authorities', and 'General' tabs, with 'Cataloging' selected. Below the navigation bar are buttons for 'Search', 'Browse', 'Create', and 'Show'. The 'WorldCat' dropdown menu is open, showing 'Browse Options', 'Create Options', and 'Show Options'. The main content area is titled 'Local Holdings Record: Making a difference :'. It shows the record ID 'OCLC 52599659', frequency 'Freq q', and dates 'Dates 1999-9999'. The record is in 'New' status. The record details are as follows:

Summary	Local holdings available.	Functions
Leader	ny a n	Functions
+ 007	tu	Functions
+ 008	0607250u 8 0001uueng0060725	Functions
+ 852	GPM \$b GPMM	Functions
+ 853	3 3 \$B 1 \$a \$b \$i \$j \$w q \$y	Functions
+ 863	\$B 1.1 \$a \$b \$i \$j \$w	Functions
+ 866	\$B \$a	Functions
+		Functions
+		Functions
+		Functions

At the bottom of the record area, there are two 'MARC Help' buttons with up and down arrows. The interface also shows 'Edit: Editing Local Holdings Record', 'Action: Action', and 'View: MARC Template' dropdown menus.

Apply Constant Data

Select
Apply
Constant
Data

The screenshot shows a web-based interface for library cataloging. The breadcrumb navigation at the top is 'Cataloging > Authorities > General'. Below this are buttons for 'Search', 'Browse', 'Create', and 'Show'. A secondary row contains dropdown menus for '* WorldCat', 'Browse Options', 'Create Options', and 'Show Options'. The main area is titled 'Bib Record'. An 'Edit' dropdown menu is open, showing options: 'Editing Local Holdings Record', 'Apply CD By Name', 'Apply CD From List' (highlighted), 'Apply Default CD', 'Cancel Changes', 'Display Record', 'Reformat Record', and 'Validate Record'. To the right of the menu is an 'Action' dropdown set to 'Action'. Below the menu, a table of MARC fields is visible:

* +	008		060725u 8 0001uueng0060725
* +	852		GPM \$b GPMM
+	853	3 3	\$8 1 \$a \$b \$i \$j \$w q \$y
+	863		\$8 1.1 \$a \$b \$i \$j \$w
+	866	1	\$8 \$a

Constant Data List

Select and Apply

The screenshot displays the OCLC Connexion web interface. The top navigation bar includes 'Cataloging', 'Authorities', and 'General' tabs, with 'Cataloging' selected. Below this are buttons for 'Search', 'Browse', 'Create', and 'Show'. The 'WorldCat' database is selected, and 'Browse Options', 'Create Options', and 'Show Options' are visible. A 'Bib Record' button is present. The main area shows a 'Local Holdings Record: Making a difference' for OCLC 52599659. The record details include a summary, leader, and several data fields (807, 808, 852, 853, 863, 866) with their respective values. On the right, a 'Select Constant Data' window is open, displaying a list of search results: 1. [ejournal](#), 2. [estacks](#), 3. [ga docs](#), 4. [gov docs](#), 5. [mfper](#), 6. [per](#), 7. [ref](#), 8. [stacks](#), 9. [stacksmultivol](#).

OCLC Connexion

Cataloging Authorities General

Search Browse Create Show

* WorldCat Browse Options Create Options Show Opti

Bib Record

Edit: Editing Local Holdings Record Action: Action

Local Holdings Record: Making a difference :

OCLC 52599659 Freq q Dates 1999-9999 New

Summary Local holdings available.

* + Leader ny a|n

* + 007 tu

* + 008 0607250u 8 0001uueng0060725

* + 852 GPM \$b GPMM

+ 853 3 3 \$\$ 1 \$a \$b \$i \$j \$w q \$y

+ 863 \$\$ 1.1 \$a \$b \$i \$j \$w

+ 866 1 \$\$ \$a

Help

Select a constant data record to apply

Search Results

1. [ejournal](#)
2. [estacks](#)
3. [ga docs](#)
4. [gov docs](#)
5. [mfper](#)
6. [per](#)
7. [ref](#)
8. [stacks](#)
9. [stacksmultivol](#)

Constant Data Applied

Selected information added to record as constant data

The screenshot shows a web-based cataloging interface. At the top, there are navigation tabs for 'Cataloging', 'Authorities', and 'General'. Below these are buttons for 'Search', 'Browse', 'Create', and 'Show'. A secondary row contains dropdown menus for '* WorldCat', 'Browse Options', 'Create Options', and 'Show Options'. A 'Bib Record' button is visible. Below the navigation, there are dropdown menus for 'Edit' (set to 'Editing Local Holdings Record'), 'Action' (set to 'Action'), and 'View' (set to 'MARC Template'). A green text label 'Constant Data applied' is centered below these menus. The main content area is titled 'Local Holdings Record: Making a difference :'. Below this title is a table with columns for 'OCLC 52599659', 'Freq q', 'Dates 1999-9999', and 'New'. The table contains several rows of data, including a 'Summary' row and a 'Leader' row. Each row has a '+' button on the left and a 'Functions' button on the right.

OCLC 52599659	Freq q	Dates 1999-9999	New	
				Summary Local holdings available. Functions
* +				Leader ny a3n Functions
* +	007			ta Functions
* +	008			0607254d 8 0001aueng0060725 Functions
* +	852	8		GPM \$b GPMD \$k GA DOCS Functions
+ +	853	3 3		\$8 1 \$w q Functions
+ +	853	3 3		\$8 1 \$a v. \$i (year) Functions
+ +	863			\$8 1.1 Functions
+ +	863	3		\$8 1.1 Functions
+ +				Functions

Editing Local Holdings Summary Field

* WorldCat Browse Options Create Options Show Options

Bib Record Record 1 of 1

Edit Action

Local Holdings Record: HSMHA health reports.

OCLC 1785216 ISSN 0083-1204 Freq m Dates 1971-1972

Summary		v.86-v.87(1971-1972)	
* <input type="checkbox"/>	Leader	cy a3n	
* <input type="checkbox"/>	007	<input type="checkbox"/>	ta
* <input type="checkbox"/>	008	<input type="checkbox"/>	9003222d 8 0001aueng0060720
* <input type="checkbox"/>	852	3	GPM \$b GPMD \$k DOC \$h HE20.30:

Editing Local Holdings

Leader – Type of Record

* WorldCat Browse Options Create Options Show Options

Edit | Editing Local Holdings Record Action | Action

Local Holdings Record: HSMHA health reports.

OCLC 1785216 ISSN 0083-1204 Freq m Dates 1971-1972

Summary v.86-v.87(1971-1972)

* **Leader** cy a3n

Apply **Cancel** **Leader**

<u>Record status</u>	[05]	c - Corrected or revised
<u>Type of record</u>	[06]	y - Serial item
* <u>Encoding level</u>	[17]	v - Multipart item
<u>Item information in record</u>	[18]	x - Single part item
		y - Serial item
		u - Unknown

Apply **Cancel** **Leader**

Editing Local Holdings Leader – Encoding Level

Level of
Specificity
is a local
decision

* WorldCat Browse Options Create Options Show 0

Edit: Action:

Local Holdings Record: HSMHA health reports.

OCLC	1785216	ISSN	0083-1204	Freq	m	Dates	1971-1972
Summary	v.86-v.87(1971-1972)						
* <input type="button" value="+"/> Leader	cy a3n						
<input type="button" value="Apply"/> <input type="button" value="Cancel"/> Leader							
	<u>Record status</u>	[05]	c - Corrected or revised				
	<u>Type of record</u>	[06]	y - Serial item				
	* <u>Encoding level</u>	[17]	3 - Level 3				
	<u>Item information in record</u>	[18]	2 - Level 2				
			3 - Level 3				
			4 - Level 4				
			5 - Level 5				
			m - Mixed level				
			u - Unknown				
			z - Other level				
<input type="button" value="Apply"/> <input type="button" value="Cancel"/> Leader							
* <input type="button" value="+"/>	007		ta				
* <input type="button" value="+"/>	008		9003222d 8 0001aueng0060720				

Editing Local Holdings

Encoding Level

- **Level 1** – Holdings symbol attached
- **Level 2** – Leader, 007, 008, 852
- **Level 3** – Summary holdings at first level of enumeration & chronology
- **Level 4** – Detailed holdings information at all levels of enumeration & chronology

OCLC LHRs are recorded at Z39.71 Level 2 or above

Editing Local Holdings

007 – Category of Resource

Local Holdings Record: HSMHA health reports.

OCLC 1785216 ISSN 0083-1204 Freq m Dates 1971-1972

Summary v.86-v.87(1971-1972)

* **Leader** cy a3n

* **007** ta

Field 007 - Physical Description Fixed Field

Apply **Cancel**

Category of Resource [00]

Specific material description [01]

Apply **Cancel** **Field 007 - Ph**

- a - Map
- c - Electronic Resource
- d - Globe
- f - Tactile Material
- g - Projected Graphic
- h - Microform
- k - Non-projected Graphic
- m - Motion picture
- o - Kit
- q - Notated Music
- r - Remote-sensing Image
- s - Sound Recording
- t - Text**
- v - Video-recording
- z - Unspecified

* **008** 9003222d 8 0001aueng0060720

* **852** 3 GPM \$b GPMD \$k DOC \$h HE20.30:

853 3 3 \$8 1 \$a (v.) \$i (year)

863 3 \$8 1.1 \$a 86-87 \$i 1971-1972

+

+

Editing Local Holdings

007 – Specific Material Description - Text

Varies
for each
category

Local Holdings Record: HSMHA health reports.

OCLC 1785216 ISSN 0083-1204 Freq m Dates 1971-1972

Summary v.86-v.87(1971-1972)

* + Leader cy a3n

* + 007 ta

Apply Cancel Field 007 - Physical Description Fixed Field

Category of Resource [00] t-Text

Specific material description [01] a- Regular print

Apply Cancel Field 007 - Physical Description Fixed Field

* + 008 9003222d 8 0001aueng0060720

* + 852 3 GPM \$b GPMD \$k DOC \$h HE20.30:

+ 853 3 3 \$8 1 \$a (v.) \$i (year)

+ 863 3 \$8 1.1 \$a 86-87 \$i 1971-1972

- Not coded
- a - Regular print
- b - Large print
- c - Braille
- d - Loose-leaf
- u - Unspecified
- z - Other

Editing Local Holdings

007 – Specific Material Description – Electronic

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]	Not coded
<u>Sound</u>	[05]	Not coded
<u>Image bit depth</u>	[06-08]	111
<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

Editing Local Holdings

007 – Specific Material Description - Microform

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]	a - Positive
<u>Dimensions</u>	[04]	a - Microfilm - 8mm.
<u>Reduction ratio range</u>	[05]	b - Normal reduction. (16.30x) (16:1.30:1)
<u>Reduction ratio</u>	[06-08]	111
<u>Color</u>	[09]	c - Multicolored
<u>Emulsion on film</u>	[10]	u - Unknown
<u>Generation</u>	[11]	u - Unknown
<u>Base of film</u>	[12]	u - Unknown

Editing Local Holdings

008 Field – Fixed Length Data Elements

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

<u>Date entered on file</u>	[00-05]	900322
<u>Receipt or acquisition</u>	[06]	2 - Received and complete or ceased
<u>Method of acquisition</u>	[07]	Not coded 0 - Unknown 1 - Other receipt or acquisition status 2 - Received and complete or ceased 3 - On order 4 - Currently received 5 - Not currently received
<u>Acquisition end date (yy-mm)</u>	[08-11]	
<u>General retention policy</u>	[12]	
<u>Specific policy, type</u>	[13]	
<u>Specific policy, units</u>	[14]	No specific retention policy
<u>Specific policy, unit type</u>	[15]	No specific retention policy
<u>Completeness</u>	[16]	0 - Other
<u>Number of copies reported</u>	[17-19]	001
<u>Lending policy</u>	[20]	a - Will lend
<u>Reproduction policy</u>	[21]	a - Will lend b - Will not lend c - Will lend hard copy only l - Limited lending policy u - Unknown
<u>Language</u>	[22-24]	
<u>Separate copy</u>	[25]	
<u>Date of report (yy-mm-dd)</u>	[26-31]	060720

- 8 - Permanently
- Not coded
- 0 - Unknown
- 1 - Other general retention policy
- 2 - Except as replaced by updates
- 3 - Sample issue
- 4 - Until replaced by microform
- 5 - Until replaced by cumulation, new vol or rev
- 6 - For a limited period
- 7 - Not retained
- 8 - Permanently

Editing Local Holdings

852 Field - Location

* + 852 3 | GPM \$b GPMD \$k DOC \$h HE20.30:

Apply **Cancel** **Field 852 - Location**

<u>Shelving scheme</u>	ind1	3 - Superintendent of Documents classification	▼	
<u>Shelving order</u>	ind2	No information provided	▼	Action ▼
<u>Location</u>	\$a	GPM		Action ▼
<u>Sublocation</u>	\$b	GPMD		Action ▼
<u>Call number prefix</u>	\$k	DOC		Action ▼
<u>Classification part</u>	\$h	HE20.30:		Action ▼

Apply **Cancel** **Field 852 - Location**

+ 853	3	3	\$8 1 \$a (v.) \$i (year)
+ 863	3		\$8 1.1 \$a 86-87 \$i 1971-1972

Combination of fill-in blanks and drop-down menus

Editing Local Holdings

853 Field – Captions and Pattern – Level 3

GPM \$b GPMD \$k DOC \$h HE20.30:

\$8 1 \$a v. \$i (year)

Apply **Cancel** **Field 853 - Captions and pattern, basic bibliographic unit**

<u>Compress/expand</u>	ind1	3 - Unknown	
<u>Caption evaluation</u>	ind2	3 - Unverified; all levels may not be present	Action
<u>Linking field</u>	\$8	1	Action
<u>1st level enumeration</u>	\$a	v.	Action
<u>1st level chronology</u>	\$i	(year)	Action

Apply **Cancel** **Field 853 - Captions and pattern, basic bibliographic unit**

\$8 1.1 \$a 86-87 \$i 1971-1972

Combination of fill-in blanks and drop-down menus.

Editing Local Holdings

863 Field – Enumeration & Chronology – Level 3

GPM \$b GPMD \$k DOC \$h HE20.30:

\$8 1 \$a (v.) \$i (year)

\$8 1.1 \$a 86-87 \$i 1971-1972

Apply **Cancel** **Field 863 - Enumeration and Chronology, Basic Bibliographic Unit**

<u>Field encoding level</u>	ind1	3 - Holdings level 3	
<u>Form of holdings</u>	ind2	No information provided	Action
<u>Linking field</u>	\$8	1.1	Action
<u>1st level enumeration</u>	\$a	86-87	Action
<u>1st level chronology</u>	\$i	1971-1972	Action

Apply **Cancel** **Field 863 - Enumeration and Chronology, Basic Bibliographic Unit**

Combination of fill-in blanks and drop-down menus.

Editing Local Holdings

863 Field – Enumeration & Chronology – Gaps

* WorldCat Browse Options Create Options Show Options

+ 853	3	3	\$8 1 \$a (year)
+ 863	3		\$8 1.1 \$a 1945-1946 \$w g

Apply **Cancel** **Field 863 - Enumeration and Chronology, Basic Bibliographic Unit**

<u>Field encoding level</u>	ind1	3 - Holdings level 3	
<u>Form of holdings</u>	ind2	No information provided	Action
<u>Linking field</u>	\$8	1.1	Action
<u>1st level enumeration</u>	\$a	1945-1946	Action
<u>Break indicator</u>	\$w	g - Gap Break	Action

Apply **Cancel** **Field 863 - Enumeration and Chronology, Basic Bibliographic Unit**

+ 863	3		\$8 1.2 \$a 1950-1952 \$w g
+ 863	3		\$8 1.3 \$a 1956-1958 \$w g
+ 863	3		\$8 1.4 \$a 1965-2000

Publication Pattern Data

Bib Record Record 1 of 1

Edit Action View

Local Holdings Record: Journal of accountancy.

OCLC 1782226 ISSN 0021-8448 Freq m Dates 1905-9999

Publication Pattern Data

891/23 \$9 853 \$8 1 \$a v. \$b no. \$u 6 \$v r \$i (year) \$j (month) \$w m \$x 01,07
 891/40 \$9 863 \$8 1 \$a <1>- \$i <1905/1906>- \$x provisional

Summary v.1-v.193(1905-2002)

* **Leader** cy a3n

* zu

* 9002065u 8 0001uu 0060723

* GPM \$b GPMP \$h PER HF5601 \$i .J7 \$z [Total=v.1-v.193 1905-2002. Microfilm=v.1-v.91 1905-1951 0,5,]


\$8 1 \$a v. \$i (year)

\$8 1.1 \$a 92-193 \$i 1951-2002

Example in Connexion

One Bib Record with 3 Holdings Records

OCLC Connexion Home

Cataloging Authorities General 

Search Browse Create Show

* WorldCat Browse Options Create Options Show Options

3 records found searching for OCLC #2244753 AND Institution GPM in Local Holdings (Institution Summary)

View Record View List Bib Record

Local Holdings Institution Summary

Contemporary literature.

OCLC 2244753 ISSN 0010-7484 Dates 1968-9999 Freq q

Summary v.9-(1968-)

Record	Location	Copy	Data
1.	GPMP		PER PN2 .W551 27-46 (1986-2005)
2.	GPMP		PER PN2 .W551 (Microfilm) 9-26 (1968-1985)
3.	GPMP		PN2 .W551 (Online) 45- (2004-)

View Record View List Bib Record


3 Formats

WorldCat View Summary

 GALILEO An Initiative of the University System of Georgia		GEORGIA'S VIRTUAL LIBRARY	
		Home About GALILEO Policies Contact Us Help Kids Database List Georgia Southern Zach S. Henderson Library Ask-a-Librarian	
			
Libraries with Item: "Contemporary literature." (Record for Item Get This Item)			
<u>Location</u>	<u>Library</u>	<u>Local Holdings</u>	<u>Code</u>
GA	 GEORGIA SOUTHERN UNIV	v.9-(1968-)	GPM
GA	ABRAHAM BALDWIN AGR COL	v.9-v.10; v.11-v.27; ...	GTM
GA	AGNES SCOTT COL	v.9-v.30(1968-1989)	EGA
GA	ARMSTRONG ATLANTIC STATE UNIV	v.36-(1995)	GAC
GA	ATLANTA UNIV CTR	v.31-35,37,39-(1990-9...	AUU
GA	AUGUSTA STATE UNIV, REESE LIBR	v.9,v.12-(1968,1971-)	GJG
GA	BERRY COL	v.9-v.16,v.19-(1968-1...	GBC
GA	COASTAL GEORGIA COMMUN COL	29-(1988-)	GBB
GA	COLUMBUS STATE UNIV	14-27,30-(1973-1986,1...	GCO
GA	COVENANT COL LIBR	v.9-(1968-)	TLE
GA	DALTON STATE COL	[Total=v.17-v.39 1976...	ZHY
GA	EAST GEORGIA COL LIBR	9-20(1968-1979)	ZII
GA	EMORY UNIV	v.9-v.14,v.16-v.36,v....	EMU

1 Bib Record with 3 Holdings Records



WorldCat View Detailed

 **GALILEO**
An Initiative of the University System of Georgia

GEORGIA'S VIRTUAL LIBRARY

[Home](#) | [About GALILEO](#) | [Policies](#) | [Contact Us](#) | [Help](#)
[Kids](#) | [Database List](#) | [Georgia Southern Zach S. Henderson Library](#) | [Ask-a-Librarian](#)

Contemporary literature.

1968-
English  Serial Publication : Periodical : Quarterly (every 3 months)  Internet Resource v. 24 cm.
[Madison, Wis., University of Wisconsin Press]

GEORGIA SOUTHERN UNIV (GPM)

Summary: v.9-(1968-)
OCLC Number: 2244753
Date of Report: 20060609

Location: GPMP
Call Number: PER PN2 .W551

Format: Text

Holdings: v.27(1986)-v.46(2005)

Location: GPMP
Call Number: PER PN2 .W551 (Microfilm)

Format: Microfilm

Holdings: v.9(1968)-v.26(1985)

Location: GPMP
Call Number: PN2 .W551 (Online)

Format: Electronic Resource

Holdings: v.45(2004)-

1 Bib Record with 3 Holdings Records

Link to Local Catalog from WorldCat

The screenshot shows the GALILEO library website interface. At the top, the GALILEO logo is displayed with the text 'An Initiative of the University System of Georgia'. To the right, the text 'GEORGIA'S VIRTUAL LIBRARY' is visible. Below the logo, there are navigation links: 'Home | About GALILEO | Policies | Contact Us | Help', 'Kids | Database List | Georgia Southern Zach S. Henderson Library | Ask-a-Librarian', and 'Contemporary literature.' with a session timeout of 14:42. The OCLC FirstSearch logo is also present. The main header features the Georgia Southern University logo and the text 'Zach S. Henderson Library'. A navigation menu includes 'New Search', 'Heading Results', 'Title Results', 'Previous Search', 'Request', 'My Account', 'GIL Universal Catalog NEW', 'GALILEO', 'Preferences', 'Saved Searches', 'Other Databases', and 'Other Librari'. The search results section shows 'Institution Name: Georgia Southern University', 'Search Request: Keyword Search = (ocm02244753)[in Keyword Anywhere]', and 'Search Results: Displaying 1 of 1 entries'. Navigation buttons for 'Previous' and 'Next' are shown. Below the search results, there are buttons for 'Brief Display', 'Full Display', 'More Like This', and 'Technical Display'. The main content area displays the following information: 'Title: Contemporary literature.', 'Publisher: [Madison, Wis., University of Wisconsin Press], 1968-', 'Description: v. 24 cm. Quarterly Vol. 9 (winter 1968)-', 'Subject(s): Literature, Modern --20th century --History and criticism --Periodicals.', 'Continues: [Wisconsin studies in contemporary literature](#)', 'Location: Available Online', 'Call Number: [PN2 .W551 \(Online\)](#)', 'Number of Items: Status: No Information Available', and 'Notes: Access restricted to Georgia Southern faculty, staff and students.'

1 Bib Record with 3 Holdings Records

Resource Sharing View Summary

Staff View **Libraries that Own Item**

This screen shows libraries that own the item you selected.

Searching Results **Resource Sharing** My Account | Options | Policies Directory | Comments | Exit | Hide tips

List of Records Detailed Record **Marked Records** Saved Records Go to page

Staff ILL LHR Direct E-mail Print Return Help
Update Request

Current database: WorldCat Total Libraries: 1,285

Title: Contemporary literature Accession Number: 2244753

* Lenders

[Transfer to ILL Staff workflow](#) [Clear](#)

[Display All Libraries](#) | [Regional Holdings](#) | [State Holdings](#)

Group Holdings Custom Holdings Path Year of Article Volume of Article
 [Select](#) [Group Names & Codes](#) [Select](#)

State Holdings: "Contemporary literature." ([Record for Item](#) | [Get This Item](#))

Location	Library	Local Holdings	Supplier	Code
GA	GEORGIA SOUTHERN UNIV	v.9-(1968-)		GPM ?
GA	ATLANTA UNIV CTR	v.31-35,37,39-(1990-9...	yes	AUU ?
GA	AGNES SCOTT COL	v.9-v.30(1968-1989)	yes	EGA ?
GA	EMORY UNIV, OXFORD COL	v.9-(1968-)	yes	EMO ?
GA	EMORY UNIV	v.9-v.14,v.16-v.36,v....	yes	EMU ?
GA	ARMSTRONG ATLANTIC STATE UNIV	v.36-(1995)	yes	GAC ?
GA	SOUTHERN POLYTECHNIC STATE UNIV	v.32-(1991-)	yes	GAS ?

One Bib Record with 3 Holdings Records

Resource Sharing View Detailed

The screenshot displays a library catalog interface. At the top, there are tabs for 'Staff View', 'Local Holdings Information', 'Searching', 'Results', and 'Resource Sharing'. Below these are navigation links for 'List of Records', 'Detailed Record', 'Marked Records', and 'Saved Records'. A 'Go to page' dropdown menu is also present. A toolbar contains icons for 'Libraries', 'Staff ILL', 'LHR Update', 'Direct Request', 'E-mail', 'Print', 'Return', and 'Help'. The current database is identified as 'WorldCat' with a total of 1,285 libraries. The main content area shows a 'Detailed Record' for 'GEORGIA SOUTHERN UNIV (GPM)'. It lists three holdings records with their respective details:

- Summary:** v.9-(1968-)
OCLC Number: 2244753
Date of Report: 20060609
- Location:** GPMP
Call Number: PER PN2 .W551
Format: Text
Holdings: v.27(1986)-v.46(2005)
- Location:** GPMP
Call Number: PER PN2 .W551 (Microfilm)
Format: Microfilm
Holdings: v.9(1968)-v.26(1985)
- Location:** GPMP
Call Number: PN2 .W551 (Online)
Format: Electronic Resource
Holdings: v.45(2004)-

1 Bib Record with 3 Holdings Records

Link to Catalog from Resource Sharing

The screenshot displays the FirstSearch Staff View interface for the Zach S. Henderson Library at Georgia Southern University. The page shows a search result for 'Contemporary literature.' with the following details:

- Title:** Contemporary literature.
- Publisher:** [Madison, Wis., University of Wisconsin Press], 1968-
- Description:** v. 24 cm. Quarterly. Vol. 9 (winter 1968)-
- Subject(s):** [Literature, Modern --20th century --History and criticism --Periodicals.](#)
- Continues:** [Wisconsin studies in contemporary literature](#)
- Location:** Available Online
- Call Number:** [PN2 .W551 \(Online\)](#)
- Number of Items:** Status: No Information Available. Notes: Access restricted to Georgia Southern faculty, staff and students.
- Linked Resource:** [Click here to access this resource online. Off-campus access requires GALILEO password.](#)
- Location:** Periodicals (First Floor)
- Call Number:** PER

1 Bib Record with 3 Holdings Records

Example in Connexion

Public Note in 8xx Fields

OCLC Connexion

Cataloging Authorities General

Search Browse Create Show

* WorldCat Browse Options Create Options Show Options

View Inst 2 Inst Summary Bib Record Inst Summary 2 of 2

Edit Editing Local Holdings Record Action Action

Local Holdings Record: All hands.


OCLC 2555618 ISSN 0002-5577 Freq m Dates 1945-9999

+ Publication Pattern Data

Summary		1945-1946, 1950-1952, 1956-1958, 1965-2000
+ Leader	cy a3n	
+ 007	ta	
+ 008	9011155u 8 0001aueng0080713	
+ 852	0	GPM \$b GPMP \$k PER \$h VA52 \$i .A64 \$z Some volumes incomplete.
+ 853	3 3	\$8 1 \$a (year)
+ 863	3	\$8 1.1 \$a 1945-1946 \$w g
+ 863	3	\$8 1.2 \$a 1950-1952 \$w g
+ 863	3	\$8 1.3 \$a 1956-1958 \$w g
+ 863	3	\$8 1.4 \$a 1965-2000

WorldCat View

Public Note in 8xx Field

 **GALILEO**
An Initiative of the University System of Georgia

GEORGIA'S VIRTUAL LIBRARY

[Home](#) | [About GALILEO](#) | [Policies](#) | [Contact Us](#) | [Help](#)
[Kids](#) | [Database List](#) | [Georgia Southern Zach S. Henderson Library](#) | [Ask-a-Librarian](#)

GEORGIA SOUTHERN UNIV (GPM)

Summary: 1945-1946, 1950-1952, 1956-1958, 1965-2000
OCLC Number: 2555618
Date of Report: 20060713

Location: GPMD
Call Number: DOC D 207.17:

Format: Text
Holdings: 1971-2000

Location: GPMP
Note: Some volumes incomplete.
Call Number: PER VA52 .A64

Format: Text
Holdings: 1945-1946,
1950-1952,
1956-1958,
1965-2000









Resource Sharing Public Note in 8xx Field

Staff View **Local Holdings Information**


◆ This screen shows details about a library's holdings of an item.

[Searching](#) [Results](#) [Resource Sharing](#) [My Account](#) | [Options](#) | [Policies Directory](#) | [Comments](#) | [Exit](#) | [Hide tips](#)

[Request Manager](#) [Blank Workform](#) [Printing](#) [Batch](#) [My Requests](#) Go to page

Libraries Staff ILL LHR Update Direct Request E-mail Print Return Help

Current database: **WorldCat** Total Libraries: 376 

[Detailed Record](#) [Add/View Comments](#)

GEORGIA SOUTHERN UNIV (GPM)

Summary: 1945-1946, 1950-1952,1956-1958,1965-2000
OCLC Number: 2555618
Date of Report: 20060713

Location: GPMD
Call Number: DOC D 207.17:

Format: Text
Holdings: 1971-2000

Location: GPMP
Note: Some volumes incomplete.
Call Number: PER VA52 .A64

Format: Text
Holdings: 1945-1946,
1950-1952,
1956-1958,
1965-2000

Example in Connexion

Text in Summary

Record contains text in Summary field and public note in 852 field.

OCLC Connexion

Cataloging Authorities General

Search Browse Create Show

* WorldCat Browse Options Create Options Show Options

Bib Record Record 1 of 1

Edit Action

Record replaced

Local Holdings Record: World travel guide.

OCLC 22965795 ISSN 0267-8748 Freq a Dates 198u-9999

+ Publication Pattern Data

Summary	Retains latest two editions.
Leader	cy a2n
007	ta
008	0407064p 8 0001aueng0060723
852	0_ GPM #b GPMO #h G153.4 #i .W6709 #z Retains two editions. Latest in Reference.

WorldCat View

Text in Summary

Summary information is from Summary in Connexion.

Note is from 852 field in Connexion.

The screenshot shows the GALILEO interface for a WorldCat record. The header includes the GALILEO logo and navigation links. The record title is 'World travel guide.' with a publication date of '1980s-'. The language is 'English' and it is a 'Serial Publication : Annual v. : ill. (some col.), maps ; 30 cm.' published by 'Columbus Press, London'. The record is from 'GEORGIA SOUTHERN UNIV (GPM)'. The summary states 'Retains latest two editions.' and provides OCLC Number: 22965795, Date of Report: 20060723, Location: GPMD, Note: Retains two editions. Latest in Reference., Call Number: G153.4 .W6709, and Format: Text.

GALILEO
An Initiative of the University System of Georgia

GEORGIA'S VIRTUAL LIBRARY

[Home](#) | [About GALILEO](#) | [Policies](#) | [Contact Us](#) | [Help](#)
[Kids](#) | [Database List](#) | [Georgia Southern Zach S. Henderson Library](#) | [Ask-a-Librarian](#)

[Detailed Record](#) [Add/view Comments](#)

World travel guide.

1980s-
English Serial Publication : Annual v. : ill. (some col.), maps ; 30 cm.
London : Columbus Press,

GEORGIA SOUTHERN UNIV (GPM)

Summary: Retains latest two editions.
OCLC Number: 22965795
Date of Report: 20060723

Location: GPMD
Note: Retains two editions. Latest in Reference.
Call Number: G153.4 .W6709

Format: Text

Resource Sharing View

Text in Summary

Summary information is from Summary in Connexion.

Note is from 852 in Connexion.

Staff View **Local Holdings Information**

◆ This screen shows details about a library's holdings of an item.

Searching Results **Resource Sharing** My Account | Options | Policies Direct

List of Records Detailed Record **Marked Records** Saved Records Go to page

Libraries Staff ILL LHR Direct E-mail Print Return Help
Update Request

Current database: WorldCat Total Libraries: 545

Detailed Record Add/View Comments

GEORGIA SOUTHERN UNIV (GPM)

Summary: Retains latest two editions.
OCLC Number: 22965795
Date of Report: 20060723

Location: GPMO
Note: Retains two editions. Latest in Reference.
Call Number: G153.4 .W6709


Format: Text

Record for Item: "World travel guide."

Working with Converted Records

- Problems with Converted LDRs
 - \$h includes call number prefix
 - Display of Total= note in WorldCat
 - Confusing display of holdings
 - Conversion to 866 rather than 853/863
 - Summary not reflecting all holdings
 - 008 – Receipt or acquisition

Example of Connexion Converted Record

Local Holdings Record: Journal of accountancy.	
OCLC 1782226	ISSN 0021-8448 Freq m Dates 1905-9999
 Publication Pattern Data	
Summary	v.1-v.193(1905-2002)
Leader	cy a3n
007	zu
008	9002065u 8 0001uu 0060723
852	GPM †b GPMP †h PER HF5601 †i .J7 †z [Total=v.1-v.193 1905-2002. Microfilm=v.1-v.91 1905-1951 0,5,]
853	33 †8 1 †a v. †i (year)
863	3_ †8 1.1 †a 92-193 †i 1951-2002
Edit <input type="text" value="Displaying Record"/> Action <input type="text" value="Action"/> View <input type="text" value="MARC"/>	
Bib Record Record 1 of 1	

WorldCat Display Before and After

GEORGIA SOUTHERN UNIV (GPM)

Summary: v.6,v.16-v.21,v.33-v.130(1927,1932-1934,1940-2003)

OCLC Number: 1564424

Date of Report: 20040122

Location: GPMP

Note: [Total=v.6,v.16-v.21,v.33-v.130 1927,1932-1934,1940-2003. Microfilm=v.48-v.77 1948-1963 0,5,]

Call Number: PER AP2 .C6897

Format: Unspecified

Holdings: v.6(1927),
v.16(1932)-v.21(1934),
v.33(1940)-v.47(1963),
v.78(1963)-v.130(2003)

Converted Record

CLAYTON STATE UNIV (GMJ)

Summary: v.74-v.82,v.84-v.96,v.98-v.132 (1961-1965,1966-1972,1973-2005)

OCLC Number: 1564424

Date of Report: 20060717

Location: GMJL

Format: Microfilm

Holdings: v.110(1983)-v.130(2003)

Location: GMJP

Format: Text

Holdings: v.74(1961)-v.82(1965),
v.84(1966)-v.96(1972),
v.98(1973)-v.109(1982),
v.114(1987)-v.118(1991),
v.120(1993),
v.123(1996)-v.132(2005)

Revised LHR

Resources

OCLC Local Holdings Maintenance Tutorials

<http://www.oclc.org/support/training/localholdings/tutorial/>

Local Holdings Maintenance Quick Reference

http://www.oclc.org/support/documentation/localholdings/quickref/hm_quickref.pdf

OCLC-MARC Local Holdings Format Tag Chart

<http://www.oclc.org/support/documentation/localholdings/tagchart/holdingstagchart.pdf>

MARC 21 Format for Holdings Data Primer

<http://www.oclc.org/support/documentation/localholdings/primer/holdingsprimer.pdf>

MARC 21 Concise Format for Holdings Data

<http://www.loc.gov/marc/holdings/echdhome.html>

Holdings Statements for Bibliographic Items

<http://www.niso.org/standards/resources/Z39-71.pdf>

GOLD Serials Union Listing Manual

<http://www.georgialibraries.org/lib/gold/goldmanual.pdf>

University System of Georgia Guidelines for Holdings Statements

<http://books.valdosta.edu/gil/cat/guide.html>

Presenters

Maureen Morgan – Berry College

mmorgan@berry.edu

Debra Skinner – Georgia Southern University

dskinner@georgiasouthern.edu

Please feel free to contact us for more information.