

NASIGuide: Serial Holdings

Leader

Each code is discussed from one or more of three possible aspects, as applicable: conversion/migration, current coding, and/or retrospective coding.

LEADER/05 - RECORD STATUS

Values

n New
c Corrected
d Deleted

All coding

Usually system-assigned, but in some systems manually input.

LEADER/06 - TYPE OF RECORD

Values

v Multipart
x Single item record
y Serial

All coding

Serial holdings records (type y) are linked to bibliographic records in any format whose Bibliographic level code is "s".

LEADER/17 - ENCODING LEVEL

Values

1 Level 1
2 Level 2
3 Level 3
4 Level 4
5 Level 5

m Mixed levels

All coding

- Minimal requirements for Level 1 are 004 (identifier for a bibliographic record) and 852, containing a location (holding institution or organization).
- Level 2 requires codes for receipt status, completeness and retention, in addition to the date of report. These can, however, be defaults (0, defined as "unknown" or "no estimate" in each case, is a valid code). A serial whose holdings consisted of a note such as "Current Year Only" would be considered Level 2.
- Serial holdings' statements at Level 3 (summary) show only the highest, or volume, level. Verify the practice of recording holdings in the library: under some earlier standards of recording, volumes that look complete may actually be incomplete. In other libraries, incomplete volumes were recorded with parentheses or braces; but in neither case is there detail on what is missing. No supplements or indexes are recorded at this level.

If a Level 3 title is currently received, and future holdings will be coded with full detail, the Encoding Level may pre-emptively be coded "m" for mixed levels.

- Holdings known to have no gaps or with gaps shown to the issue level are Level 4 (detailed) holdings, particularly under the standard Z39.44 (1983) and later. Under the new display standard, Z39.71, it is acceptable for detailed holdings to be open-ended (ending in a hyphen). Their distinguishing feature is that all gaps are explicitly recorded by "positive" means, i.e., by closing the statement with the volume (or issue, if volume is incomplete) before the gap, and reopening it with the volume or issue following the gap:

v.1:no.1-v.3:no.3,v.4- [Vol. 3, no. 4 is missing]

- Level 5 is used for holdings that are itemized with a barcode or other designation for a single physical unit.