# NASIGuide: Serial Holdings

## Overview of the Structure of a MARC21 Format for Holdings Data Record

First, this Guide assumes some familiarity with a MARC record (like the bibliographic records in online catalogs). Second, it deals with "separate" MFHD records, linked to the bibliographic records they belong to. Holdings Format information may also be "embedded" within bibliographic records as a "holdings cluster." The separate holdings record, because of its superior flexibility and ease of transmission, is the norm in modern integrated library systems; but vendors using embedded holdings will also guide their customers in using and migrating their holdings data.

The structure of a separate MFHD record is like other MARC Format records. The MFHD record has a leader and a directory, followed by variable control fields and variable data fields.

Here is a look at a simple, edited, serial record in MARC-tagged format, the way you might find the record on some local systems.

| ABC-3467 | Review of culture | Date entered: 930924 | Date of report: 011005 |
|---|---|---|---|
| RecordStat: n | Typ: y | Encod. Level: 4 | Receipt stat: 4 |
| Acquis. method: p | Intent to cancel: | Gen. retention: 8 | Specif.retention: |
| Completeness: 2 | No. copies: 1 | Lending pol: b | Repr. Pol: a |
| Language: eng | Sep/composite: 0 | | |

004 $a ABC-3467
007 $a ta
014 $a 00245264 $b OCoLC
583 $3 v.1-8; $a Repaired; $l Rebound
852 01 $a AUC $b Main $c Stack Addition $h G1 $i .R47 $z Current issues in display area
853 20 $8 1 $a v. $b no. $u 11 $v r $i (year) $j (month) $w m $x 02$yom12
854 20 $8 1 $a (year)
855 $8 1 $a v. $i (year)
863 40 $8 1.1 $a 1-53 $i 1951-2003
864 41 $8 1.1 $a 1960
865 41 $8 1.1 $a 1/50 $i 1951/2000
863 40 $8 1.2 $a 54 $b 1-3 $i 2004 $j 02-04

Below is the public catalog display of the same record. (The display of some elements can be suppressed by the individual library. The display from codes must be programmed by each individual library system.)

All MFHD fields begin with either 0, 5, or 8. 0XX fields are for numbers and codes; 5XX fields are for notes; and 8XX fields contain holdings, location data, and more notes.

Among the 00X fields is one ordinarily used as the link to the related bibliographic record, tagged 004. Altering this field may break the link. Another pair of fields, 007 and 008, encode information in the form of one- to three-character codes; some of what is encoded also appears in textual form in other parts of the record. Displayed here is 008 (with portions of the Leader) as a "fixed field;" 007 is separate, below. Codes in both may be set to generate displays or aid in retrieval. Following these are control fields (0XX) and a modest number of possible note fields for special purposes. One, tagged 583, is used in the example above.

Next, in tag order, come data fields containing "holdings proper," or "extent-of-holdings data." Fields in this portion of the record include a location/call number field, tagged 852; and "paired fields," 853/863, 854/864, and 855/865, for issues/volumes, supplements, and indexes. The "85X field" contains the captions - such as v., no.; and patterns - serial control data such as the number of issues in a volume (here 11, shown in 853 $u) and the date(s) of expected receipt (here 853 $y shows no publication in December).

The volume and issue data for the particular publication follow in the 86X fields. This structure may not be apparent in a particular system, because the fields may display with a graphic overlay, and with many non-MARC elements interspersed. In any case, the best systems will offer an option to see, and input, the "tagged" codes and data.

MFHD coding can be adapted for single-part, multipart, serial, and even virtual items. The standard can be used at five different levels, recorded in the "encoding level" of the Leader. Lower levels are appropriate for single part items, higher for multiparts and serials. Each level adds more specific detail about holdings. In accommodating these levels, the MARC standard dovetails with the display standard ANSI/NISO Z39.71 for the display of holdings for bibliographic items. A copy is available for free download either at the NISO website (**www.niso.org**) given previously or at**http://www.techstreet.com/nisogate.html**.

Other provisions of the MFHD allow display of the elements required by Z39.71, though MFHD itself does not prescribe how to display holdings. Codes can be used to communicate details about non-

bibliographic aspects of serial holdings such as the retention period of the serial, plans to cancel, and lending and/or photocopying policies.

While the holdings statement for a single part item might consist only of location, call number, and barcode, the statement for a serial would add to these elements details about the pieces or parts held. The Location and Access field, tagged 852, is common to all kinds of materials, and is the only holdings field for a single-part item. Remote-access electronic resources also have an 856 tag, Electronic Location and Access field. This is often seen as an active link to an Internet site (as such, it is more often placed for convenience in the bibliographic record, though this is changing as MFHD spreads more widely).

"Piece holdings" fields are needed to describe the holdings for serials and multiparts. Subfields within the data fields separate the various holdings data elements for manipulation in serials control, display, and linking functions, including their sequencing for display.

The major distinctive features of the MFHD piece holdings area are three:

- The "sets" of fields with parallel tags for describing "basic bibliographic units," supplements, and indexes: 853/854/855; 863/864/865; 866/867/868; 876/877/878;

- The "paired fields" concept in the first two sets listed, in which a single field 85X, carrying captions and pattern elements, partners one or many holdings data fields 86X, carrying the actual enumeration and chronology of the serial. Subfields in the pair parallel each other, allowing a combined display of the field data (about which more later).

- The "link-and-sequence" mechanism in subfield $8, in which a "linking number," identifying a particular set of captions and patterns, is used alone (in the caption/pattern and textual holdings fields) or is combined with a "sequence number" (in the enumeration/chronology and item fields) determining the form and order of display within a sequenced display of holdings data.

Paired fields - 853/863, 854/864, and 855/865 - are not, however, used by all systems at this time. Even some systems that use the MFHD in check-in permit holdings to be retained only in "textual" (free text) mode - 866/867/868. Such holdings statements cannot be manipulated (e.g., compressed and expanded) by computer. They are limited!

Item fields 876/877/878, linked either to enumeration/chronology fields or to textual holdings fields, carry further specifics, including semi-permanent status changes and item identifications such as barcodes (which previously resided within the holdings fields themselves). Item fields are the newest, and thus, the least widely adopted of the MFHD holdings fields, but are already being implemented on some new versions of existing systems.

As in the other MARC formats, fields are composed of three-character tags, identifying their purpose; two character positions devoted to indicators (except in 00X), further specifying field content; and one or more subfields containing the individual data elements, distinguished by subfield codes.