

Using and Understanding MFHDs Answers to Exercises

Exercise A : Leader and 008

1. Code the Leader and 008 information for the “Encyclopedia of the World 2012” encyclopedia set. You have received one copy of all 26 volumes. Choose a Retention policy that best reflects your library.

Leader

Type of record: v

Encoding Level: 3 or 4 (depends on your local coding choices; 4 indicates you’ll record holdings completely, indicating any gaps)

008

Receipt Status: 2

General Ret. Policy: 8 if permanently retained, maybe 2 or 6 if only kept until a new edition is received

Completeness: 1

Number of Copies: 001

2. Code the Leader and 008 information for one copy of the single-piece book “Amazing MFHDs.” Choose a Retention policy that best reflects your library.

Leader

Type of record: x

Encoding Level: 1

008

Receipt Status: 2

General Ret. Policy: 8 if permanently retained

Completeness: 4

Number of Copies: 001

3. Code the Leader and 008 information for the brand new journal “MFHD Matters.” Choose Method of Acq. and Retention policies that best reflect those of your library.

Leader

Type of record: y

Encoding Level: 3 or 4 (depends on your local coding choices; 4 indicates you’ll record holdings completely, indicating any gaps)

008

Receipt Status: 4 if you have received at least one issue

Method of Acq: depends on your local library

General Ret. Policy: depends on your local library

Completeness: 1 if currently received

Number of Copies: 001

Exercise B : 852 coding

1. Code the 852 for copy 2 of the book “MFHD Man” with location “main” and Dewey call number 241.6 C65

852 10 \$b main \$h 241.6 \$i C65 \$t 2

2. Code the 852 for copy 1 of the book “It’s a Mad, Mad, Mad, Mad, MFHD!” with location “rarebooks,” LC call number PR6053.M476 with a prefix “Rare”, and a non-public note saying “Do not send to Storage”

852 00 \$b rarebooks \$k Rare \$h PR6053 \$i .M476 \$t 1
\$x Do not send to Storage

3. Code the 852 for copy 1 of the journal “The MFHD Reader” with location “per-room,” Local call number PER5923, a non-public note saying “Mark this by number,” and a public note saying “Request at Periodicals Desk”. It will be shelved by primary enumeration.

852 81 \$b per-room \$h PER5923 \$t 1 \$x Mark this by number
\$z Request at Periodicals Desk

Exercise C : 85X/86X pairs

1. Your library has a subscription for the annual publication “Review of the MFHD.” Your library owns separate bound volumes of 1995, 1996, 1997, 1998 and 2002, and wants to display each volume with detailed/itemized holdings. You also own the index volume for 1995-2005. Complete the 853 and corresponding 863 fields; use a Dewey or LC call number of your choice.

852 01 \$b per \$h PR6053 \$i .M476 \$t 1

853 20 \$8 1 \$a (year)

855 - - \$8 1 \$a (year)

863 41 \$8 1.1 \$a 1995

863 41 \$8 1.2 \$a 1996

863 41 \$8 1.3 \$a 1997

863 41 \$8 1.4 \$a 1998

863 41 \$8 1.5 \$a 2002

865 41 \$8 1.1 \$a 1995-2005

Note: Remember that the sequence number in the 863 \$8 in the first possible answer does not need to increment by one for each holding line. The line for 2002 could have just as reasonably been \$8 1.8. By leaving a “gap” between the sequence numbers it may be easier to insert missing volumes later, should your library get them. Also, there is no rule that says the first link number must be 1 nor that the next number must in every case be used next.

2. Your library has a book with accompanying materials called “MFHD Coding Success”. Complete the fields for the book and the single volume accompanying teacher’s guide. You want to display holdings for both items in this single holdings record. Use a Dewey or LC call number of your choice.

852 10 \$b main \$h 241.6 \$i C65 \$t 1

853 03 \$8 1 \$a (unit)

854 03 \$8 1 \$a (unit)

863 41 \$8 1.10 \$a 1 v.

864 41 \$8 1.10 \$a 1 teacher’s guide

3. Your library owns all three volumes (1, 2, and 3) of the classic textbook treasure “A Treatise on MFHDs and Their Uses.” Complete the 853 and corresponding 863 fields; use a call number of your choice.

853 20 \$8 1 \$a v.

863 41 \$8 1.1 \$a 1

863 41 \$8 1.2 \$a 2

863 41 \$8 1.3 \$a 3

Exercise D : Textual Holdings

1. Your library owns a run of back issues of “MFHD Monthly”: volume 2, no. 1 (Jan. 1968) through volume 22, no. 6 (June 1988), but someone cancelled this journal in 1988 claiming it was “dry”. Then in 1999, a new staff member recognized the value of this title and reordered it, so you also have volume 33, no. 4 (April 1999) to present. Construct an 866 field to display these summary/textual holdings. This will be the only holdings information in the MFHD, and you will use ANSI Z39.71 format. Use a call number of your choice.

866 41 \$8 0 \$a v.2:no.1(1968:Jan.)-v.22:no.6(1988:June),v.33:no.4(1999:Apr.)-

2. Your library has a current subscription to a quarterly periodical called “MFHD Studies.” You own bound volumes of v.31 (2001) to v.36 (2006) and have them represented in a holdings record with 853/863 pairs. Your library decides to represent the holdings in a summary, but wishes to keep and maintain the 853/863 paired fields in the record and turn off their display. Build an 866 to represent the library’s holdings and edit the 853/863 paired fields to suppress their display in the OPAC. Use a call number of your choice.

853 00 \$8 1 \$a v. \$i (year)
863 43 \$8 1.1 \$a 31 \$i 2001
863 43 \$8 1.2 \$a 32 \$i 2002
863 43 \$8 1.3 \$a 33 \$i 2003
863 43 \$8 1.4 \$a 34 \$i 2004
863 43 \$8 1.5 \$a 35 \$i 2005
863 43 \$8 1.6 \$a 36 \$i 2006
866 31 \$8 1 \$a v.31(2001)-

Or

866 31 \$8 1 \$a v.31(2001)-v.36(2006)

if you’d like to update the end of the summary statement each year

Note: The 866 \$8 uses the same linking number as the 853/863s because it covers the same holdings as the 853/863s.

Exercise E : Complete MFHDs

1. Create a complete MFHD for the book “Ten Minutes ‘til MFHD” including Leader and 008 information. Use location “restr,” Dewey call number 630.5 T35, copy 3, with a public note saying “Building Use Only”.

Leader

Type of record: x

Encoding Level: 1

008

Receipt Status: 2

Completeness: 4

Number of Copies: 001

852 10 \$b restr \$h 630.5 \$i T35 \$t 3 \$z Building Use Only

2. Create a complete MFHD for the two-part book set using itemized/detailed holdings entitled “MFHD Migraines ” including Leader and 008 information. Use location “refmap,” LC call number QA712 .M23, copy 1.

Leader

Type of record: v

Encoding Level: 4 (detailed extent of holdings)

008

Receipt Status: 2

Completeness: 1

Number of Copies: 001

852 01 \$b refmap \$h QA712 \$i .M23 \$t 1

853 20 \$8 1 \$a pt.

863 41 \$8 1.1 \$a 1

863 41 \$8 1.2 \$a 2

3. Create a complete MFHD for the annual publication “American MFHD” including Leader and 008 information. It is dead; no longer published. Use location “per,” Local call number Am523 with a prefix “PER,” copy 1, and create a summary/textual holdings statement for volumes 1-10, 1991-2000. Choose Method of Acq. and Retention policies that best reflect those of your library. Your library owns a complete run.

Leader

Type of record: y
Encoding Level: 3 (summary extent of holdings)

008

Receipt Status: 2
Method of Acq: p
General Ret. Policy: 8
Completeness: 1
Number of Copies: 001

852 81 \$b per \$k PER \$h Am523 \$t 1

866 41 \$8 0 \$a v.1(1991)-v.10(2000)

Note: 866 uses 1st indicator 4 here because the statement is complete as given to all levels of enumeration and chronology. You have all the volumes, so there was no need to indicate gaps, but if you did not, you would have indicated any gaps with a \$z note in the 866.