

Using and Understanding MFHDs Workshop 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:
Encoding Level:

008

Receipt Status:
General Ret. Policy:
Completeness:
Number of Copies:

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:
Encoding Level:

008

Receipt Status:
General Ret. Policy:
Completeness:
Number of Copies:

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:
Encoding Level:

008

Receipt Status:
Method of Acq:
General Ret. Policy:
Completeness:
Number of Copies:

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.

```
852 __ $b per $           $           $
866 __ $           $
```

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. This is your current holdings record:

```
853 00 $8 1   $a v. $i (year)
863 41 $8 1.1 $a 31 $i 2001
863 41 $8 1.2 $a 32 $i 2002
863 41 $8 1.3 $a 33 $i 2003
863 41 $8 1.4 $a 34 $i 2004
863 41 $8 1.5 $a 35 $i 2005
863 41 $8 1.6 $a 36 $i 2006
```

```
852 __ $b per $           $           $
853 00 $8   $a v.   $i (year)
863 __ $8   $a     $i
863 __ $8   $a     $i
863 __ $8   $a     $i
863 __ $8   $a     $i
863 __ $8   $a     $i
863 __ $8   $a     $i
866 31 $     $
```

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:
Encoding Level:

008

Receipt Status:
Completeness:
Number of Copies:

852 _ _

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:
Encoding Level:

008

Receipt Status:
Completeness:
Number of Copies:

8 _ _ _

853 _ _

863 _ _

863 _ _

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:

Encoding Level:

008

Receipt Status:

Method of Acq:

General Ret. Policy:

Completeness:

Number of Copies:

8 _____

8 _____