

MFHD Quick Reference Sheet

Selected coding only. For complete MARC21 Format for Holdings Data coding information see <http://www.loc.gov/marc/holdings/echdhome.html>

852-855, 863-865, 866-868

852 Indicator 1

- 0 – Library of Congress (\$h)
- 1 – Dewey (\$h)
- 3 – SuDoc (\$h)
- 4 – Shelving Control Number (\$j)
- 5 – Title (if diff from bib, \$l)
- 6 – Shelved separately
- 7 – Source specified in \$2
- 8 – Other

852 Indicator 2

- blank – No information provided
- 0 – Not enumeration
- 1 – Primary enumeration: when only one numbering scheme is applicable
- 2 – Alternative enumeration: when item carries two numbering schemes and is shelved by the secondary one

852 Subfields

- \$b Voyager Location Code (NR)
- \$k Prefix (R) (does not file)
- \$h Call no., classification part (NR)
- \$i Cutter/Call no., item part (R)
- \$l Shelved by title if different from bib (NR)
- \$m Suffix (R) (does not file)
- \$t Copy number
- \$x Nonpublic note (R)
- \$z Public note (R)

853/854 Indicator 1 – compressibility/expandability

- 0 – cannot compress or expand; lower level units (\$b/\$j and below) but w/o pattern (\$u,v,w,x,y)
- 1 – can compress but not expand; lower level units with \$v,u but w/o \$w,x,y
- 2 – can compress or expand; one level only (\$a,i,g,m) that do not need pattern subfields
- 3 – unknown*

*Caution: causes WebVoyage Classic not to display any 8xx holdings information! VuFind displays ok.

853/854 Indicator 2 – caption evaluation

- 0 – captions verified, all levels present; all units are correct and complete in the holdings record
- 1 – captions verified, all levels may not be present; captions as they appear on item but some levels may not be given
- 2 – captions unverified, all levels present; all captions but not necessarily as on item
- 3 – captions unverified, all levels may not be present

855 Indicators 1 and 2

- blank – Undefined

853/854/855 Subfields

- \$8 – Linking number (NR)
- \$a through \$f – Enumeration captions (NR)
- \$g and \$h – Alternative enumeration captions (NR)

\$i through \$l – Chronology captions (NR)
 \$m – Alternative chronology caption (NR)
 \$o – Type of supp. material or index unit [854/855 only] (NR)
 \$u – Bib. Units per next higher level (R)
 \$v – Numbering continuity (R)
 \$w – Frequency (NR)
 \$x – Calendar change (NR)
 \$y – Regularity pattern (R)
 \$z – Numbering scheme (R)

863/864/865 Indicator 1

blank – no information provided
 3 – summary; incomplete or given as open entry at first level of enum[863/864 only]
 4 – detailed; units(s) complete as given to all levels of enumeration and chronology

863/864/865 Indicator 2*

0 – compressed, display is generated [863/864 only]
 1 – uncompressed, display is generated
 2 – compressed, use textual display [863/864 only]
 3 – uncompressed, use textual display
 *blank is valid but causes WebVoyage Classic not to display 8xx holdings information! VuFind displays ok.

863/864/865 Subfields

\$8 [<linking number>.<sequence number>]
 \$a through \$f – Enumeration data (NR)
 \$g and \$h – Alternative enumeration data (NR)
 \$i through \$l – Chronology data (NR)
 \$m – Alternative chronology data (NR)
 \$o – Type of supp. material or index unit data (NR)
 \$x – Nonpublic note (R)
 \$z – Public note* (R)

*\$z does not display in WebVoyage Classic; it does display in VuFind

Data codes for months

01 = Jan. 07 = July
 02 = Feb. 08 = Aug.
 03 = Mar. 09 = Sep.
 04 = Apr. 10 = Oct.
 05 = May 11 = Nov.
 06 = June 12 = Dec.

Data codes for seasons

21 = Spring
 22 = Summer
 23 = Autumn
 24 = Winter

866/867/868 Indicator 1

blank – no information provided
 3 – holdings level 3, incomplete or given as open entry at first level
 4 – holdings level 4, unit(s) complete as given to all levels of enumeration and chronology shown

866/867/868 Indicator 2 – type of notation

0 – Non-standard
 1 – ANSI Z39.71 (1999) (current standard)
 2 – ANSI Z39.42 (1980) (the old standard)
 7 – Source specified in subfield 2

866/867/868 Subfields

\$8 [#] – Linking number (R)
 \$a – Captions and Enum./Chron. Data (NR)
 \$x – Non public note (R)
 \$z – Public note (R)
 \$2 – Source of notation (NR)

Leader

Type of Record

- u – unknown
- x – single part item (monograph) holdings
- v – multipart item (set) holdings
- y – Serial item holdings

Encoding Levels (Codes 1-4 reflect the requirements of Levels 1-4 of ANSI/NISO Z39.71)

- 1 - record identifies item and holdings institution; sufficient for single-part items (monographs)
- 3 - record provides statement of summary holdings at highest level (multi-part sets and serials)
- 4 - record provides detailed holdings information (multi-part sets and serials)
- m - record contains mixed levels
- u - unknown

008 – Fixed-Length Data Elements

Receipt Status (Receipt or acquisition status: Indicates whether newly published parts of a multipart or serial item are being currently received)

- 0 - Unknown
- 1 - Other receipt or acquisition status
- 2 - Received and complete or ceased
- 3 - On order
- 4 - Currently received
- 5 - Not currently received

Method of acquisition

- c - Cooperative or consortial purchase
- d - Deposit
- e - Exchange
- f - Free
- g - Gift
- m - Membership
- n - Non-library purchase
- p - Purchase
- u - Unknown
- z - Other method of acquisition

Cancellation Date (Expected acquisition end date)

- [yyymm] - Date of cancellation or last expected part
- uuuu - Intent to cancel; effective date not known
- ##### - No intent to cancel or not applicable

General retention policy

- 0 - Unknown
- 1 - Other general retention policy
- 2 - Retained except as replaced by updates
- 3 - Sample issue retained
- 4 - Retained until replaced by microform
- 5 - Retained until replaced by cumulation, replacement volume, or revision
- 6 - Retained for a limited period

- 7 - Not retained
- 8 - Permanently retained

Specific retention policy

- Blank - No specific retention policy

Policy Type

- 1 - Latest
- p - Previous

Number of units

- 1-9 Number of units

Unit type

Time:

- m - Month(s)
- w - Week(s)
- y - Year(s)

Part:

- e - Edition(s)
- i - Issue(s)
- s - Supplement(s)

Completeness of Title (Indicates an estimation of the general extent of the holdings for a multipart or serial item)

- 0 - Other, parts of an item are retained for a limited period or no estimate is made.
- 1 - Complete (95% or more; or when new subscription starts with 1st issue)
- 2 - Incomplete (50-95%)
- 3 - Scattered (less than 50%)
- 4 - Not applicable, holdings statement is for a single-part item.

Number of copies

Three numeric characters that indicate the number of copies reported. The number is right justified and each unused position contains a zero. Almost always 001 in our Voyager environment.

Lending policy

- a - Will lend
- b - Will not lend
- c - Will lend hard copy only
- l - Limited lending policy
- u - Unknown

Reproduction policy

Indicates the reporting organization's reproduction policy for the item. More specific reproduction information may be contained in field 845 (Terms Governing Use and Reproduction Note).

- a - Will reproduce
- b - Will not reproduce
- u - Unknown

Language

A three-character MARC code that indicates the language of coded data in the 863-865 Enumeration and Chronology fields that require a language table to generate chronological terms or ordinal numbers for the codes in a display. Code from: MARC Code List for Languages

- ### - Blanks
- und - Undetermined

Copy Report (Separate or composite copy report)

Indicates whether the holdings information represents a composite copy report or a separate copy report.

- 0 - Separate copy report, Holdings information for one copy of an item.
- 1 - Composite copy report

Common MFHD Leader and 008 for Single-part item (monograph)

Leader

Type = x (single-part holdings)

Encoding Level = 1

008

Receipt status = 2 (complete)

General ret. Policy = 8 (perm. retained)

Completeness = 4 (not applicable)

Number of copies = 001

Most other codes not applied or depend on local library policies

Common MFHD Leader and 008 for Multi-part items (sets)

Leader

Type = v (Multipart holdings)

Encoding Level could be 1,3, or 4 depending on how you choose to display holdings

008

Completeness could be 0,1,2, or 3

Number of copies = 001

Receipt status, Acq. Method, Intent to cancel may be relevant, particularly if the title is being checked-in.

Common MFHD Leader and 008 for Serials

Leader

Type = y (Serial holdings)

Encoding Level could be 1,3,4 or m depending on how you choose to display holdings

008

Completeness could be 0,1,2,3

Number of copies = 001

Receipt status, Acq. Method, Intent to Cancel may be coded as appropriate for your library.