Understanding and Using MFHDs Workshop for I-Share Libraries

Jessica Gibson
CARLI Office
February 24, 2016

What is a MFHD?

• MARC Format for Holdings Data (the standard itself)

• Another name for a holdings record in the Voyager system

Participants’ goals

• Be able to create and edit MFHDs (holdings records) according to national standards and local policies

• Be aware of basic holdings documentation

• Be able to make informed decisions about how to use MFHDs in your library’s Voyager environment
Record Relationships in Voyager

- Bibliographic Records
- Holdings Records, also known as MFHDs
- Item Records
- Authority Records

MFHD Standards: why do we need them?

- Records will be transferable from system to system
- Starting with a standardized record means you are more likely to be able to take advantage of upgrades to your current system
- Documentation and training are easier when there is a consistency of meaningful data

Two “Types” of Standards

1. Display Standards
2. Communication Standards
Display Standards

- Presentation of the data
- Do not require MARC format or even automation
- Define how the meaning of the content will be displayed
  - http://www.niso.org/kst/reports/standards/

Z39.71 examples

Serials holdings may be displayed as:

v.1-v.10 OR
v.1-10


Handles all formats, open holdings are possible, uses meaningful punctuation

Z39.71 punctuation

( ) used around chronology
- between two volumes or dates
/ a combined volume
, a gap in holdings
; a non-gap break (piece not published)
= alternative number systems
: separates two levels of hierarchy in enumeration or chronology
Communication Standards

- Transmission of data from one computer to another
- Define data elements and their coding
- Do not require any specific content
- Standard examples: the MARC formats, including the MARC21 Format for Holdings Data
  - [http://www.loc.gov/marc/holdings/echdhome.html](http://www.loc.gov/marc/holdings/echdhome.html)

Analogous relationship of standards

<table>
<thead>
<tr>
<th>Standard</th>
<th>MARC Format or for Bibliographic Data</th>
<th>MARC Format for Holdings Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACR2r or RDA</td>
<td>⇔</td>
<td></td>
</tr>
<tr>
<td>Z39.71 NISO</td>
<td>⇔</td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>⇔</td>
<td></td>
</tr>
</tbody>
</table>

The Structure of a MFHD

Similar to that of a Bibliographic record.

Leader and Directory
- Identify the record

Variable Control Fields and Fixed Fields
- 001 – 008
Structure of a MFHD (cont.)

Variable Data Fields
- 010 – 880
  - 010 – 099 are numbers and codes
  - 3XX, 5XX, and 84X are Notes
  - 85X and 86X are Holdings data
    - Location
    - Piece holdings (for multi-parts and serials)
    - Access information (call numbers or remote resources)

852 field

Contains:
- Location
- Call Number
- Copy Number

For a single-part item like a monograph, the 852 will be the only variable field needed in the MFHD.

852 field structure

2 Indicators
$\text{b}$ Voyager Location Code (NR)
$\text{k}$ Prefix (R) (does not file)
$\text{h}$ Call no., classification part (NR)
$\text{i}$ Cutter/Call no., item part (R)
$\text{l}$ Shelved by title if different from bib (NR)
$\text{m}$ Suffix (R) (does not file)
$\text{t}$ Copy number
$\text{x}$ Nonpublic note (R)
$\text{z}$ Public note (R)
852 Indicator 1

"Shelving scheme"

- 0 – Library of Congress ($h)
- 1 – Dewey ($h)
- 2 – National Library of Medicine ($h)
- 3 – SuDoc ($h)
- 4 – Shelving control number ($j)
- 5 – Title (if different from bib title) ($l)
- 6 – Shelved separately
- 7 – Source specified in $2
- 8 – Other

852 Indicator 1 (cont.)

- All newly added records to a Voyager database are subjected to Voyager call number normalization routines that validate the format of the call number.
- Any call number that can't be normalized to the rules for the specified call number type will be indexed as type 8 – Other, though the indicator itself will be unchanged.
- This is particularly significant for shelflisting tasks within the Cataloging client.

852 Indicator 2

"Shelving Order" - A value that indicates whether an item is shelved under a primary or alternative numbering scheme.

- blank - No information provided
- 0 - Not enumeration
- 1 - Primary enumeration (This value is also used when only one numbering scheme is applicable.)
- 2 - Alternative enumeration (Item carries two numbering schemes and is shelved by the secondary scheme.)
Some example 852 fields

852 0_ $b main $k REF $h QA241 $i .C65 $t 1
852 0_ $b math $h QA246 $i .S23 2003 $t 2 $x replacement on order 2/4/2012
852 1_ $b stacks $h 512.73 $i Sa133r $m vault $t 1
852 1_ $b ref $k Q_ $h 808.042 $i H161s $t 3 $z gift from T. Smith
852 31 $b docs $h Y 3.2:AD 9/50 $t 1
852 51 $b journals $i MFHD magazine $t 1
852 51 $b bio $t 1 $z Shelved by title
852 8_ $b music $h A496.cass $t 1

856 field
Electronic Location and Access; URLs

- In WebVoyage, 856 fields containing URLs for remote resources can be configured to display in Bib records, or in holdings, or in both.
- In the VuFind local catalogs, 856 fields containing URLs always display in both Bib records and in holdings.
- In the I-Share VuFind union catalog, 856 fields containing URLs only display in holdings (not in Bib).

856 field (cont.)

- The I-Share CatER Task Force recommends that all URLs for remotely accessed resources (856 fields) at least be placed in MFHDs.
  - Without a URL in the MFHD, your users would likely not have access via the I-Share union catalog!
- CatER Task Force Final Report
  http://www.carli.illinois.edu/sites/files/i-share/documentation/secure/cater2009_finalreport.pdf
  - Recommendations for cataloging e-resources including how to code 856 fields.
  - Separate Mini Reports covering E-book, E-journals, and batch loading also available
**Detailed / Itemized Holdings**

**Itemized Format**
- Given as item-by-item issues or volumes
  - v.1 (1990)
  - v.2 (1991)
  - v.3 (1992)
  - v.4 (1993)
  - v.5 (1994)

**Compare to Summarized Format**
- Given in ranges of issues or volumes
  - v.1(1990)-v.5(1994)

---

**Itemized Holdings for multi-part and serial items**
- In an Itemized display Format, holdings are recorded in two different fields that are paired, an 85X field and one or more 86X fields:
  - Fields 853, 854, and 855 contain the captions
  - Fields 863, 864, and 865 contain the enumeration and chronology data
- These paired fields are the “heart” of the MARC Format for Holdings Data
- Holdings data in this format are ideal for batch creating Local Holdings Records (LHRs) in OCLC

---

**Bibliographic units and fields**
- 853 + 863s are for the Basic title units
- 854 + 864s are for Supplements to the basic unit that are not cataloged separately* 
- 855 + 865s are for Indexes to the basic unit that are not cataloged separately*

*If cataloged separately, the holdings appear in their own MFHD attached to a separate bib record and 853 + 863s would be used.
853/854/855 : Captions

- Enumeration caption: the word, phrase, or abbreviation used by the publisher to designate each level of the parts issued

- Chronology caption: the name of a division of the year
  - (year), (month), (day)
  - When used as a caption, Chronology is usually put in parentheses so as not to display in the OPAC.

Caption abbreviations

Captions should be abbreviated using AACR2R-App. B or ISO 832

For an inclusive list of captions see http://www.loc.gov/aba/pcc/conser/conserhold/Captabbr.html

853/854/855 field structure

2 Indicators

$8 [ #] – Linking number (NR)

$a through $f – Enumeration captions (NR)
  - Can use up to six levels, ($d - $f are rare)
  - Largest to smallest designation, $a to $f
  - Example: Vol. 2, no. 3, sect. 1, pt. 5

$i through $l – Chronology captions (NR)
  - Can use up to four levels ($l is rare)
  - Largest to smallest designation
  - Example: 1999 May 21
853/854/855 field structure (cont.)

$g$ and $h$ – Alternative enumeration (NR) captions (rare)
$m$ – Alternative chronology caption (NR) (rare)
$o$ – Type of supplementary material or index (R)

The following subfields are NOT actively used by Voyager, but may appear in holdings records if the Collapse function is used in Acquisitions:

$u$ – 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)

853 20 $8 1 $a v. $b no. $u 4 $v r $i (year) $j (month) $w q

853/854 Indicator 1
Compressibility/Expandability

0 – cannot compress or expand
  · Lower level units ($u,v,w,x,y$) without pattern elements
1 – can compress but not expand
  · Lower level units with $u,v$ but without $w,x,y$
2 – can compress or expand
  · Units all on one level ($a, i$) which do not need pattern elements
3 – unknown
  · Caution: indicator 3 causes WebVoyage not to display 8xx holdings information.

The Voyager system currently does not have the functionality to automatically compress or expand.
853/854 Indicator 2

Caption evaluation

0 – captions verified, all levels on the piece are present here
1 – captions verified, all levels on the piece may not be present here
2 – captions unverified, all levels on the piece are present here but not necessarily the same (i.e. translated)
3 – captions unverified, all levels on the piece may not be present here

855 Indicators

Different indicators for 855 (Indexes):

First indicator
- blank – Undefined

Second indicator
- blank – Undefined

85X caption field examples

853 20 $8 1 $a Bd. $i (year)
853 00 $8 1 $a v. $b pt. $i (year) $j (month)
853 00 $8 1 $a v. $b no. $g whole no.
853 00 $8 1 $a new ser.:v. $b issue $i (year) $j (season)
853 00 $8 1 $a v. $b no. $i (year) $j (month) $k (day)
853 03 $8 1 $a (unit)
854 20 $8 1 $a no.
855 _ _ $8 1 $a v. $b no.
863/864/865
Enumeration and Chronology Data

- These fields contain the numeric, alphabetic, and/or date designation used on the bibliographic item
- Data subfields pair up with the captions subfields defined in the corresponding 853/854/855 fields
  - Exception: there is an 86X $z public note field without an 85X equivalent subfield

Codes to use in 863/864/865 when “month” caption in 85X

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

Codes to use in 863/864/865 when “season” caption in 85X

21 = Spring 22 = Summer 23 = Autumn 24 = Winter
863/864/865 Indicator 1

Level of specificity

- blank – no information provided
- 3 – incomplete or entry at first level of enumeration only [863/864 only]
- 4 – unit(s) complete as given, accurate to all levels of enumeration and chronology, all gaps recorded

863/864 Indicator 2

Form of holdings

- 0 – compressed, i.e. a range of items, display is generated
- 1 – uncompressed, i.e. one physical item, display is generated
- 2 – compressed, use textual display
- 3 – uncompressed, use textual display
- blank – no information provided

Caution: indicator blank causes WebVoyage not to display 8xx holdings information. VuFind does display correctly.

865 Indicator 2

Form of holdings

- 1 – uncompressed, i.e. one physical item, display is generated
- 3 – uncompressed, use textual display

Note: the only values valid for 865 are 1 and 3
863/864/865 fields: $8 linking#. sequence#

- The linking number part of the 86X $8 data field matches it with the appropriate 85X $8 field containing the caption information.
- You can have more than one set of 85X/86X pairs in a single holdings record.
- Linking number must be a positive integer {1, 2, 3, ...}

863/864/865 fields: $8 linking#. sequence#

- The sequence number part of the 86X data field should determine the logical order that the fields display in the OPAC.
  - In WebVoyage Classic the sequence number does not govern display order; data display by line.
  - VuFind strictly obeys the sequence number for display.
  - VuFind will not display data in lines with duplicated sequence numbers.
- Sequence number must be a positive integer {1, 2, 3, ...}

863/864/865 fields: $8 linking#. sequence#

- 853 20 $8 1 $a issue $i (year)
- 853 20 $8 2 $a v. $i (year)
- 863 41 $8 1.1 $a 3 $i 1980
- 863 41 $8 1.2 $a 4 $i 1981
- 863 41 $8 2.1 $a 5 $i 1982
Putting the pairs together

853 20 $8 1 $a v. $i (year)
863 41 $8 1.1 $a 3 $i 1999
v.3 (1999)

853 00 $8 1 $a v. $b pt. $i (year) $j (month)
863 41 $8 1.1 $a 2 $b 2 $i 1998 $j 06
v.2:pt.2 (1998:June)

Putting the pairs together (cont.)

853 00 $8 1 $a v. $b no. $g whole no.
863 41 $8 1.1 $a 2 $b 9 $g 21
v.2:no.9 = whole no. 21

853 00 $8 1 $a v. $b issue $i (year) $j (season)
863 41 $8 1.1 $a 23 $b 4 $i 2003 $j 23
v.23:issue 4 (2003:Autumn)

One caption to many lines of data

853 20 $8 1 $a v. $i (year)
863 41 $8 1.1 $a 1 $i 1999
863 41 $8 1.2 $a 2 $i 2000
863 41 $8 1.3 $a 3 $i 2001
863 40 $8 1.4 $a 4-5 $i 2002-2003

v. 1 (1999)
v. 2 (2000)
v. 3 (2001)
v. 4-5 (2002-2003)
Putting more pairs together
854 20 $8 1 $a no.
864 41 $8 1.1 $a 6
Supplements: no. 6

855 _ _ $8 1 $a v. $b no.
865 41 $8 1.1 $a 5 $b 1
Indexes: v.5:no. 1

Putting more pairs together (cont.)
A book with accompanying CD in pocket (CD included in holdings):
853 03 $8 1 $a (unit)
863 41 $8 1.1 $a 1 v.
854 03 $8 1 $a (unit)
864 41 $8 1.1 $a 1 CD
Library Has (Details): 1 v.
Supplements: 1 CD
Alternatively, you could not indicate the CD separately and allow the bib description and Item record "number of pieces" to convey information about the accompanying material, or you could use a MFHD 852 $z public notes field.

Special concerns:
Dates as enumeration
853 00 $8 1 $a (year) $b (month)
863 41 $8 1.1 $a 2000 $b 01
2000:Jan.

854 20 $8 1 $a (year)
864 41 $8 1.1 $a 1998
Supplements: 1998
Special concerns: Changes in captions over time

- If the captions change, a new 853/854/855 field is required with a different linking number
- Any holdings data entered in corresponding 863/864/865 lines should contain the same new linking number

“issue” changes to “volume”

853 20 $8 1 $a issue $i (year)
853 20 $8 2 $a v. $i (year)
863 41 $8 1.1 $a 3 $i 1980
863 41 $8 1.2 $a 4 $i 1981
863 41 $8 2.1 $a 5 $i 1982

Library has: issue 3 (1980)
issue 4 (1981)
v.5 (1982)

Correlation between 85X and 86X

Not every subfield needs to be present in a holdings statement. In particular, when consolidating holdings, it is routine to drop internal 86X subfields.

853 00 $8 1 $a v. $b no. $i (year) $j (month)
863 40 $8 1.1 $a 3 $i 1998 [No $b or $j]
863 41 $8 1.2 $a 4 $b 1 $i 1999 $j 01
863 41 $8 1.3 $a 4 $b 2 $i 1999 $j 07
Textual or Summary Holdings

- Sometimes called “Summary statements”
- Single fields that combine captions with enumeration and chronology data
  - Format of content governed by Z39.71

866 – Basic Bibliographic items
867 – Supplements
868 – Indexes

Uses of 866/867/868 fields

- In addition to Detailed/Itemized holdings
- In place of Detailed/Itemized holdings
  - With or without detailed holdings also present in the MFHD

866/867/868 field structure

2 Indicators
- $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)
Example 866 and 867 fields

866 ## $8 # $a v.1(1990)-v.9(1998)
Library has (Summary): v.1(1990)-v.9(1998)

867 ## $8 # $a 1997-1999,2001-
Supplements: 1997-1999,2001-

866/867/868 fields:
$8 [Linking number]

0 – display as sole holdings
Unique number – Display in addition to 863/864/865 holdings
Same number as 863/864/865 linking numbers – Display as substitute for the fields sharing that linking number
  2nd indicator of 863/864/865 must also be set to 2 or 3 (non-displaying) as appropriate

866/867/868 Indicator 1
Field encoding level
blank – no information provided
3 – holdings level 3, incomplete or given at 1st level only; does not guarantee that the units are complete
Consider including $z note "some issues may be missing" or similar
4 – holdings level 4, unit(s) complete as given to all levels of enumeration and chronology; gives details on gaps and lists volumes to "issue" level, breaking at each gap
866/867/868 Indicator 2

Type of notation
- 0 – Non-standard (could be local)
- 1 – ANSI Z39.71 (current standard)
- 2 – ANSI Z39.42 (1980) (the old standard)
- 7 – Source specified in subfield 2

More Example 86X fields

867 31 $8 0 $a v.1(1990)-v.9(1998)
- 1st ind. 3 means representing holdings at first level only
- 2nd ind. 1 means using Z39.71 standard format
  - Z39.71 would also allow for the following options:
  - v.1-9(1990-1998)
- $8 with zero means this is the only holdings information to display in this MFHD

More Example 866 fields

866 41 $8 0 $a v.1:no.1(2000:Jan.)
- 1st ind. 4 means representing holdings with all levels of Enumeration and Chronology shown
- Textual holdings statements can be open-ended by using a dash
More Example 866 fields

866 41 $8 0 $a v.1:no.1(1990:Jan.)-v.4:no.3(1993:July),v.10:no.2(1999:Apr.)-

- This library doesn't own anything between July 1993 and April 1999, but does own April 1999 to the present, so the comma separates the gap in holdings.
- Can still code as 1st indicator 4 because gaps are specifically listed with a break.

866 fields with 853-863 fields

We can use the second indicators of the 863s to cause the 866 field to display along with the 853-863 holdings OR instead of the 853-863 holdings.

853 20 $8 1 $a v. $i (year)
863 43 $8 1.1 $a 4 $i 1997
863 43 $8 1.2 $a 5 $i 1998
863 43 $8 1.3 $a 6 $i 1999
866 41 $8 1 $a v.4(1997)-v.6(1999)
2nd indicator 2 or 3 and the same linking number mean display this 866 field instead of the 863s.

Screenshot from OPAC (WebVoyage)

Institution: Endeavor Training Database
Location: Main Collection
Call Number: Display 866 instead of 853/863s
Copy: 1
Library Has (Summary): v.4(1997)-v.6(1999)
866 fields and Conversion: concerns for New Libraries

- Conversion to Voyager will put each volume of multi-part or serials entries in a separate 866 line in the MFHD.
- It will be up to you to prioritize conversion clean up projects.
- It will be up to you to create workflows for new holdings being added into your Voyager database that follow MFHD coding standards.

Example MFHD from conversion with 866s

014 1_ $a D369070
852 1_ $b bperbd $k M $h 320.5 T $t 1
866 _0 $8 0 $a v. 8 pt.1 1926
866 _0 $8 0 $a v. 8 pt.2 1926
866 _0 $8 0 $a v. 9 pt.1 1927
866 _0 $8 0 $a v. 9 pt.2 1927
866 _0 $8 0 $a v. 10 pt.1 1927
866 _0 $8 0 $a v. 10 pt.2 1927
866 _0 $8 0 $a v. 11 pt.1 1928
866 _0 $8 0 $a v. 11 pt.2 1928
866 _0 $8 0 $a v. 12 pt.1 1928
014 fields in MFHDs

- MFHDs created during conversion to Voyager contain 014 1 $a <bibidentifier> and/or 014 0 $9 <holdidentifier> that was used to link the bib and MFHD together.
- Post-conversion, these fields do not perform any linking function.
- Can be deleted or left as is.

014 fields in MFHDs (cont.)

- "Bound With" is a function in the Voyager Cataloging client that links a MFHD to two or more Bibliographic records.
- MFHDs that have been "Bound With" will contain 014 1 $a <Voyager BibID> that lists the Voyager BibID number of all but the first bib record the MFHD is linked to.
- 014 field does not perform the "Bound With" linking; that is done through the Item Record.
- Do not delete or edit these 014 fields!

MFHD Notes fields

- Fields 538-583 and 841-845 contain information in the form of notes relating to the preservation, use, form, etc. of the bibliographic item to which the holdings statement applies.
- RDA has introduced the 337 and 338 fields for media and carrier types.
**MFHD Notes fields – 5XX**

<table>
<thead>
<tr>
<th>Field Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>506</td>
<td>Restriction on Access Note</td>
</tr>
<tr>
<td>538</td>
<td>System Details Note</td>
</tr>
<tr>
<td>541</td>
<td>Immediate Source of Acquisition</td>
</tr>
</tbody>
</table>
  * Used primarily for original or historical items or other archival collections |
| 561        | Ownership and Custodial History |
  * Information describing materials from the time of their creation to the time of their accessioning |
| 562        | Copy and Version Identification |
  * Information distinguishing the copy/version held when more than one exists or could exist. |
| 563        | Binding Information |
  * Intended primarily for use with antiquarian materials, rare books and other special collections. |
| 583        | Action Note |
  * http://www.loc.gov/marc/bibliographic/583terms.html |
  * Standard terminology about processing, reference, or preservation actions taken on the item. |

**MFHD Notes field – 5XX (cont.)**

<table>
<thead>
<tr>
<th>Field Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>562</td>
<td>Copy and Version Identification</td>
</tr>
<tr>
<td>563</td>
<td>Binding Information</td>
</tr>
<tr>
<td>583</td>
<td>Action Note</td>
</tr>
</tbody>
</table>
  * http://www.loc.gov/marc/bibliographic/583terms.html |
  * Standard terminology about processing, reference, or preservation actions taken on the item. |

**MFHD Notes fields – 8XX**

<table>
<thead>
<tr>
<th>Field Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>843</td>
<td>Reproduction Note</td>
</tr>
</tbody>
</table>
  * Description of the reproduction aspects of the item when some or all of the holdings are a reproduction of original materials and when the reproduction information differs from the original in the related MARC bibliographic record. This tag is the holdings record equivalent to the bib record 533 and is used only when the item described in the bib record is the original. |
| 845        | Terms Governing Use and Reproduction |
  * Information about the holding organization's lending and reproduction policy for a bibliographic item that cannot be coded in field. |
Notes fields in Holdings Records that display in **WebVoyage**

- 562 – Copy Specific Note:
- 538 – System Details Note:
- 561 – Former Ownership History
- 563 – Binding Note:
- 583 – Action Note:
- 843 – Reproduction Note:
- 845 – Terms of Use:

Notes fields in Holdings Records that display in **VuFind**

- 506 – Restrictions:
- 538 – System Details Note:
- 541 – Source of Material:
- 561 – Former Ownership History:
- 562 – Copy Specific Note:
- 563 – Binding Note:
- 583 – Action Note:
- 843 – Reproduction Note:
- 845 – Terms of Use:

**Leader**

- Record status
  - n - new
  - c - corrected/revised
  - d - deleted

- Type of record
  - u - unknown
  - v - multi-part item (set) holdings
  - x - single part item (monograph) holdings
  - y - serial item holdings
Leader (cont.)

Encoding Levels:
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
z – other level

005 and 007

005 - System supplied data/time stamp of creation or revision
007 - Gives copy-specific physical characteristics of the bibliographic item for which the holdings are recorded
  • Coded in the same way that you would code a bibliographic record
  • Example: using the "single bib record approach" for an e-journal that you own in print and online, create two separate MFHDs, one for the print, one for the online version with a 007 field coded for electronic resource

008 - “Fixed Fields” for MFHDs

  • Receipt or Acquisitions status (byte 06)
  • Method of Acquisitions (07)
  • Expected Acquisitions end date (08-11)
  • General Retention policy (12)
  • Specific Retention policy (13-15)
    • Type, number of units, unit type
  • Completeness (16)
008 (cont.)

- Number of copies (in this holdings record) (17-19)
  - 001 in our Voyager environment
- Lending policy (20)
- Reproduction policy (21)
- Language (22-24)
- Separate or composite copy report (25)
  - 0 in our Voyager environment
- Date of report (26-31) yymmd

Common MFHD Leader and 008 for a single-part item

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 = 1

Most other codes not applied or depend on local library policies

Common MFHD Leader and 008 for multi-part holdings

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 = 1
- Receipt status, Acq. Method, Intent to cancel may be relevant, particularly if the title is being checked-in
Common MFHD Leader and 008 for a continuing resource

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 = 1
- Receipt status, Acq. Method, Intent to Cancel may be coded as appropriate for your library

MFHD Leader, 007, 008 values

- Voyager’s Bulk Import function does not currently allow the MFHD Leader, 007, or 008 values to be changed from default settings.
- All MFHDs created through Bulk Import will have these defaults and would need to be edited manually in Cat client.
- MFHDs created manually in Cat client also have a set of defaults, but you can use templates to override them.

Templates overview

- What are templates?
  - Templates are record skeletons made with predefined MARC fields and subfields—and even data—in them. When you use a template you simply fill in the blanks with data.
- Why use templates?
  - To save time
  - To maintain consistency
- See chapter 5 of the Voyager Cataloging User’s Guide for information on creating templates
Setting MFHD templates

Configure a single MFHD template to be your default template in Options -> Preferences -> Folders/Files tab -> Templates section -> Hldg: box

Using MFHD templates (cont.)

Or, Choose from a folder with multiple kinds of templates in Options -> Preferences -> Folders/Files tab -> Folders section -> Template: box

MFHDs and Acquisitions

New "on order" MFHDs can be created during the ordering process

- Depending upon your library’s workflow, these MFHDs may display in the OPAC and then be edited for later use

VuFind:

WebVoyage:
MFHDs and Acquisitions (cont.)

OPAC display of existing MFHDs can be complemented by information from check-in processes

WebVoyage examples:

- Location: Periodicals Room
  - Call Number: 997.71 (1 other title)
  - Copies: 4
  - Ex. 1 (2000)
  - Ex. 2 (2000)
  - Ex. 3 (2000)
  - Ex. 4 (2000)

- Library Has (Summary): v. 28 (2007)
  - v. 29 (2008)
  - v. 30 (2009)
  - v. 31 (2010)
  - v. 32 (2011)
  - Non-circulating

- Library Has (Volumes):
  - v. 28 (2007)
  - v. 29 (2008)
  - v. 30 (2009)
  - v. 31 (2010)
  - v. 32 (2011)

- Location: Main Collection
  - Call Number: 997.71 (1 other title)
  - Copies: 4

VuFind Example: Journal of school public relations
http://vufind.carli.illinois.edu/all/vf/Record/2496470

- Library: University of Illinois at Urbana-Champaign
- Latest Issues:
  - v. 33, no. 4 (2012)
  - v. 32, no. 3 (2012)
  - v. 33, no. 2 (2012)
  - v. 33, no. 1 (2012)

- Location: SHEL Periodicals (non-circulating)
- Call Number: 370.193105 J01c
- Text me this call number
- Copy: 1
- Notes: Previous volumes in Main Stacks
  For earlier volumes see 370.193105J01b

- Library Has (Summary): v. 28 (2007)
- Library Has (Volumes):
  - v. 28 (2007)
  - v. 29 (2008)
  - v. 30 (2009)
  - v. 31 (2010)
  - v. 32 (2011)

- Status: Available
- Request this item

Acquisitions Collapse function

Existing MFHDs can be changed by the ACQ Collapse function.
Use with caution!
Issues collapsed in Acquisitions are added to existing MFHD

<table>
<thead>
<tr>
<th>Tag</th>
<th>11</th>
<th>12</th>
<th>Goldfield Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>852</td>
<td>5</td>
<td>3</td>
<td>My collapsed title 1 1</td>
</tr>
<tr>
<td>853</td>
<td>0</td>
<td>5</td>
<td>1 1 v. 1 (year) 2</td>
</tr>
<tr>
<td>853</td>
<td>5</td>
<td>4</td>
<td>3 4 5 6 7 8 (years) 9 (month) 10 q</td>
</tr>
<tr>
<td>853</td>
<td>5</td>
<td>1</td>
<td>2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>853</td>
<td>5</td>
<td>1</td>
<td>3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>853</td>
<td>5</td>
<td>1</td>
<td>3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>853</td>
<td>5</td>
<td>1</td>
<td>3 4 5 6 7 8 9 10</td>
</tr>
</tbody>
</table>

Other Resources with Coding Examples

MARC21 Holdings: Examples, from Harvard

NASIGuide: Serial Holdings
- http://www.nasig.org/site_page.cfm?pk_association_webpage_menu=311&pk_association_webpage=4195

CONSER’s SCCTP “Serials Holdings” course materials

Questions?

Future questions?
Contact CARLI Support:
support@carli.illinois.edu
217-244-7593
or
Toll-free in Illinois: 866-904-5843