MFHD Quick Reference Sheet

Select 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

<table>
<thead>
<tr>
<th><strong>852 Indicator 1</strong></th>
<th><strong>852 Indicator 2</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – Library of Congress ($h)</td>
<td>blank – No information provided</td>
</tr>
<tr>
<td>1 – Dewey ($h)</td>
<td>0 – Not enumeration</td>
</tr>
<tr>
<td>3 – SuDoc ($h)</td>
<td>1 – Primary enumeration: when only one numbering scheme is applicable</td>
</tr>
<tr>
<td>4 – Shelving Control Number($j)</td>
<td>2 – Alternative enumeration: when item carries two numbering schemes and is shelved by the secondary one</td>
</tr>
<tr>
<td>5 – Title (if diff from bib, $l)</td>
<td></td>
</tr>
<tr>
<td>6 – Shelved separately</td>
<td></td>
</tr>
<tr>
<td>7 – Source specified in $2</td>
<td></td>
</tr>
<tr>
<td>8 – Other</td>
<td></td>
</tr>
</tbody>
</table>

**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) (continued on next page)
$i$ 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)
$x$ – Frequency (NR)
$y$ – Regularity pattern (NR)
$z$ – 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

| Code | Month  
|------|--------|
| 01  | Jan.   
| 02  | Feb.   
| 03  | Mar.   
| 04  | Apr.   
| 05  | May    
| 06  | June   

Data codes for seasons

| Code | Season   
|------|---------|
| 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


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)

*sz does not display in WebVoyage Classic; it does display in VuFind

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2
**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. This is usually 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](http://www.loc.gov/marc/languages/)

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### Blanks
und - Undetermined

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**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

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**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*

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**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.*

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**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.*