SERIALS: HOLDINGS & ITEM Records Statements in Alma

Holdings and item records for Penn Library serials records are done in accordance with the ANSI/NISO Z39.71 standard for holdings information.

Holdings Records

The elements are as follows:

Leader/06: Type of Record: “y” for Serial item holdings
Leader/17: Encoding level: 4

Use Form Editor (Ctrl-F) to edit:

Update 008 and 007 as needed.

Holdings record variable fields:

- 852 Library, location, call number and notes
- 866 Basic bibliographic units (i.e., volumes of the title)
  OPAC Display: Holdings:
- 867 Supplements to this title
  OPAC Display: Supplementary Material:
- 868 Indexes to this title
  OPAC Display: Indexes:
Indicators:

- Complete volumes or items
  1st: “4” Holdings level 4 – provides detailed extent of holdings information
  2nd: “1” ANSI/NISO Z39.71 or ISO 10324


- Incomplete: when a run is incomplete, but you don’t know what volumes are missing, you can add a general note.
  1st: “3” Holdings level 3 – provides a statement of summary extent of holdings
  2nd: “0” Non-standard

866 30 İ8 0 İz Some volumes incomplete

Subfields:

- İ8 : Field link & sequence number – Use 0 (zero)
- İaksi : Textual holdings
- İx : Nonpublic note (use for internal notes)
- İz : Public note (displays in the OPAC)

Holdings are listed positively -- that is, we list what we own, and don’t list what we don’t own. For example, if we own volumes 1 through 10 and 12 through 20, we list it as:

**CORRECT:** 866 41 İ8 0 İaksi v.1 (1950)-v.10 (1960),v.12 (1962)-v.20 (1970)
**INCORRECT:** 866 41 İ8 0 İaksi v.1 (1950)-v.20 (1970) lacking v.11 (1961)

Captions are never omitted, even when they seem repetitive:

**CORRECT:** 866 41 İ8 0 İaksi v.1 (1950)-v.10 (1960)
**INCORRECT:** 866 41 İ8 0 İaksi v.1 (1950)-10 (1960)

Chronology is given immediately after the enumeration for each item:

**CORRECT:** 866 41 İ8 0 İaksi v.1 (1950)-v.10 (1960)
**INCORRECT:** 866 41 İ8 0 İaksi v.1 (1950)-v.10 (1950-1960)

Complete volumes or items are listed with just the first level of enumeration and chronology. However, if you are adding only part of a volume, you should list all parts of the enumeration and chronology:


A comma is used when indicating a gap in the holdings.

866 41 İ8 0 İaksi v.1 (1980)-v.4 (1983),v.6 (1986)-v.10 (1989) [v.5 was never received]
To indicate a change in holdings information with no gap, you use a semicolon. An example would be when the journal changes its numbering, but you are not missing any issues:

866 41 iphy 0 ṭa v.1 (1950)-v.10 (1960); new ser. v.1 (1961)-v.27 (1987)

866 41 iphy 0 ṭa no.1-8; v.3:no.1- [Publisher changed from “no.” to “v.” and “no.” with the ninth issue]

Alternatively, add another 866 for the change in numbering.

**Supplements and Indexes:**

Use the 867 (Supplementary Material) and 868 (Indexes) for numbered supplements and indexes. A supplement or index may have its own numbering pattern.

867 41 iphy 0 ṭa 1910-1916 ḫ Bound with other issues for the year

For supplements or indexes with dependent numbering related to a particular volume or issue of the parent title, use all of the hierarchical levels of enumeration and chronology on the publication to record the holdings in a separate statement.

867 41 iphy 0 ṭa v.14: suppl. [item states “Supplement to v.14 of The antiquarian”]

867 41 iphy 0 ṭa v.1 (1960)-v.20 (1979)

868 41 iphy 0 ṭa v.1/12 (1900/1912) [“/” : combined numbering]

When a supplement or index is un-numbered but named “Supplement” or “Index” input the appropriate term in the 866 field enclosed in quotation marks.

866 41 iphy 0 ṭa v.1-16 + “supplement”

866 41 iphy 0 ṭa “Index”

For other punctuation used in holdings statements, please see the holdings punctuation list prepared by the Cataloging & Metadata Dept.

Enumeration is abbreviated whenever the word is in our standard list of abbreviated words.
Item records

Follow standard item record documentation: Alma Physical Item Records

Enumeration A: Use for volume number; Include caption

Enumeration B: Use for part of volume (if needed); Include caption

Chronology I: Use for year

Chronology J: Use for month, season, etc. (if needed)

- English season should not be capitalized: spring, summer, fall [or autumn], winter

Description: Click “Generate”; Edit description if necessary

- Alternatively, type the enum/chron in the Description field. This may be the best choice for volumes in foreign languages which need non-English captions (Bd., Jahrg., t., etc.)

Example 1: Complete volume

<table>
<thead>
<tr>
<th>Enumeration A</th>
<th>v.9</th>
<th>Enumeration B</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chronology I</td>
<td>2016</td>
<td>Chronology J</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>v.9 (2016)</td>
<td>Generate</td>
<td></td>
</tr>
</tbody>
</table>

Example 2: Bound volume includes nos.1-3 of volume (edit Description field as needed)

<table>
<thead>
<tr>
<th>Enumeration A</th>
<th>v.8</th>
<th>Enumeration B</th>
<th>no.1-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>v.8:no.1-3 (2015:Jan.-Mar)</td>
<td>Generate</td>
<td></td>
</tr>
</tbody>
</table>

Example 3: Incomplete volume

<table>
<thead>
<tr>
<th>Enumeration A</th>
<th>v.7</th>
<th>Enumeration B</th>
<th>no.1-24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chronology I</td>
<td>2014</td>
<td>Chronology J</td>
<td>winter-spring-fall</td>
</tr>
<tr>
<td>Description</td>
<td>v.7:no.1-24 (2014:winter-spring-fall)</td>
<td>Generate</td>
<td></td>
</tr>
</tbody>
</table>

Alternatively use the abbreviation “inc.”

E. Lee; rev. 8/15/17 B.P.Camden; rev. 1/25/18 R.R.Nelson