Primer:
MARC 21 Format for Holdings Data

OCLC Online Computer Library Center

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5. Extent of Holdings Area. For serial publications, this field contains specific holdings information about the range of volumes held by the library. It consists of five Data Elements:

>   Name of Unit: Is it a volume, an issue, a bund, or a tome?
>
>   Extent of Unit: How many parts does the item have?
>
>   Enumeration: The actual number of the volume
>
>   Chronology: The date on the volume
>
>   Specific Extent Note: Information clarifying the contents of any of the other Data Elements. For example, "bound" or "unbound."

6. Holdings Note Area. Free-text note field relating to the holdings (not the bibliographic record). Examples of notes include whether or not the item circulates, or its physical condition.

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		Table 2: Punctuation	
Name	**Symbol**	**Purpose**	**Examples**
Angle Brackets	< >	Encloses the Specific Extent Note. Always preceded & followed by a blank	<fire damaged>
Blank		Indicates the separation of Data Elements within a Data Area	v.15 <Supplement>
Colon	:	Separates hierarchical levels of enumeration and/or chronology	v.1:pt.1 1923:Mar. 3
Comma	,	Indicates a gap in the range of holdings	v.1,v.3
Equal Sign	=	Separates alternative numbering	v.2:no.5=no.11
Forward Slash	/	Indicates combined enumeration or chronology	v.1/3
Hyphen	-	Indicates an unbroken range of holdings or open holdings	v.1-v.3
Parentheses	( )	Separates the enumeration & chronology when they are recorded together	v.1-v.3 (1980-1982)
Plus Sign	+	Separates the basic & secondary bibliographic units	v.1+1 disk
Question Mark	?	Indicates unknown digits of a date	200?-2002
Quotation Marks	" "	Encloses the Name of Unit. Always preceded & followed by a blank	"Supplement"
Semicolon	;	Indicates a non-gap break	v.1-v.4;v.6-
Square Brackets	[ ]	Encloses supplied enumeration or chronology. Always preceded & followed by a blank	[1981/1982]

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Two Descriptive Dimensions for Holdings

Principles one (Level) and six (Form) are frequently confused with each other. More specifically the terms "summary vs. detailed" (i.e. levels 3 and 4) and "compressed vs. itemized" are often expressed as something like "summary vs. itemized" or "compressed vs. detailed." In fact these principles, and their respective terms, are two different dimensions for describing a holdings statement:

	Summary Level "Highest Level"	Detailed Level "All Levels"
Compressed Form "First, Last"	v.1–v.4	v.1:no.1-v.4:no.12
Itemized Form "All Items"	v.1 v.2 v.3 v.4	v.1:no.1 v.1:no.2 v.1:no.3 v.1:no.4

Thus, the holdings statement *v.1–v.4* is both summary and compressed, and the holdings statement *v.1:no.1 v.1:no.2 v.1:no.3 v.1:no 4* is both detailed and itemized.

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Other Items of Note

Z39.71 adopts many of the practices of its preceding standards (Z39.42, Z39.44, and Z39.57), and also attempts to adhere to the international standard (ISO 10324). As a result, past practices that were formerly prescribed may be optional in the current standard. This section outlines some of these new options.

Itemized vs. compressed holdings. An itemized holdings statement lists each part of the unit held. By contrast, a compressed holdings statement lists only the first and the last part in the range of units held.   A holdings statement may be itemized, compressed, or a combination of the two.

Ordering of enumeration & chronology. Enumeration & chronology data may be recorded separately, and with or without parentheses. Or, they may be recorded adjacently to each other. In this case, parentheses must surround the chronology.

> Separate: v.1-v.5(1923-1928)   or   v.1-v.5 1923-1928
>
> Adjacent: v.1(1923)-v.5(1928)

Numbered and unnumbered series are the exception. The series designator and the second-level enumeration are always recorded together. For example, series one volume one to series 3 volume 2 would be recorded as: Ser.1:v.1-Ser.3:v.2.

Captions. Under the current standard, recording the caption with the enumeration is optional but highly recommended. Thus, volume 1 can be recorded as both *v.1* or *1*.

If recording a range of holdings, captions can be recorded either at the beginning of the range or repeated throughout the range. Thus volumes 1 through 23 can be recorded as both *v.1-23* or *v.1-v.23.* Captions should always be repeated when needed for clarity.

All caption abbreviations should be done according to AACR2 B, "*Abbreviations.*" If the caption is not listed in Appendix B, then spell it out in full. Thus, *supplement* is recorded as *suppl*. but *supplemento* is recorded as *supplemento*.

Similarly, if the number has no caption, do not supply it; record only the number.

Ordinal Numbers. Ordinal numbers (1st, 2nd, etc.) may be recorded as either ordinal or cardinal numbers (1, 2, etc.). If ordinal numbers are recorded, the number should be abbreviated according to AACR2 Appendix C, "*Numerals.*"

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Paired tags. Within the variable fields, the set of fields that are used to record enumeration and chronology work in pairs. The 853 tag, for example, is paired with the 863 tag. Although the data is stored in separate but paired fields, it is combined in OPAC displays. To carry the previous example to its logical conclusion, the paired tags and their data:

```
853 $a v. $b no.  would display in the OPAC as:          v.1:no.1
863 $a 1  $b 1
```

Coded & Textual Holdings. The holdings data can be recorded in either coded or free-text form. The individual MFHD record can either be all coded, all free-text, or a combination of the two in order to enable the library to record its full range of holdings for a title. Both categories of holdings readily display in an OPAC.

Typically, the coded holdings are used for all current activities (checkin, claiming, binding, etc.) and the textual holdings are used retrospectively to record bound volumes already on the shelf. Textual holdings are also commonly used when a library reports its holdings to a union list.

Serial holdings can also be recorded for three different categories:
- The volumes & issues (technically called the basic bibliographic unit)
- Supplements
- Indexes

This allows the library to fully, accurately, and completely record the full range of its serial holdings.

The paired tags, combined with the fields used for coded and textual holdings, result in the following matrix of MFHD tags expressing the full set of relationships:

Field	Basic Bibliographic Unit	Supplementary Material	Indexes
Caption & Pattern	853	854	855
Enumeration & Chronology	863	864	865
Textual Holdings	866	867	868
Item Information	876	877	878

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Glossary

AACR2. Anglo-American Cataloging Rules, version 2. The cataloging code for English-speaking countries that instructs libraries how to create bibliographic records.

ANSI. American National Standards Institute. The standards body for the U.S. that oversees the development and publication of all formal standards in this country.

Cardinal number. A number denoting quantity but not order in a group. Or, a number that stands alone. Examples: 1, 2, 3, etc. Cardinal numbers are not language dependent.

Caption. The word or phrase used to describe the nature of the number in the enumeration. For example, if a serial issue has on the cover *Part 208*, *Part* is the caption and *208* is the enumeration.

Chronology. The date of publication printed on the item. It is frequently hierarchical. For example, if the item has on the cover "March 2002", there are two levels of enumeration—the year and the month.

Compressed. Describing a range of holdings by listing the first item held and the last item held. For example, *Bd.1-Bd.3.*

Data Area. The conceptual holdings element, or field. A data area can sometimes be further divided into subelements, or subfields. These are technically called data elements.

Data Element. The smallest conceptual holdings element, or subfield. A data element always exists as part of a larger field, technically called a data area.

Enumeration. The numbered element on a publication that is usually paired with a caption. For example, if a serial issue has on the cover *Part 208*, *Part* is the caption and *208* is the enumeration. Enumeration for serials is frequently hierarchical. For example, if a serial issue has on the cover *Volume 5 Part 208*, there are two levels of enumeration.

ILS. Integrated Library System. Sometimes referred to as a "local system".

ISO. International Standards Organization. The international standards body that oversees the development and publication of all formal standards. National standards organizations such as ANSI report to ISO.

Itemized. Describing a range of holdings by listing each item individually in the range. For example, *Bd.1 Bd.2 Bd3*.

LDR. Local Data Record. A holdings communication format used by libraries that report their holdings to OCLC.
MFHD. MARC 21 Format for Holdings Data. The official holdings communication standard within the English-speaking library community.

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NISO. National Information Standards Organization. The subcommittee of ANSI that oversees standards for the library, computer, and information industries. Sometimes referred to as "committee Z39". All NISO standards begin with Z39.

OPAC. Online Public Access Catalog.

Ordinal Number. A number denoting order, quality, or degree within a group. The ordinal number is either spelled out (e.g. first, second), or a caption is paired with the number (e.g. 1st, 2nd). Ordinal numbers are language dependent (e.g. 1st in English but 1er in French).

SERHOLD. *SER*ials *HOLD*ings records. A holdings communication format used by biomedical libraries that report their holdings to the National Library of Medicine.

Standard (ISO Definition). A document available to the public; drawn up with the cooperation, consensus, or general approval of all interests affected by it; based on the consolidated results of science, technology, and experience; aimed at the promotion of optimum community benefits; and approved by a body recognized at the national, regional, or international level.

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