Splitting Holdings Records by Location

The general practice for WSU-Pullman serial records is to create a single holdings record for each title, listing the run of bound issues through the current issues (with the current issues entered in card format).  The location of the holdings record matches the location where the current receipts are housed.  Once issues are bound, they are sent to the stacks and that separate location is reflected at the item level.

Because the migration will match holdings by location code, items in the stacks would not be matched with the current journals location in the record.  For a title that is spread across several locations to display properly, we need to create an additional record for each different stacks location.  Then, bound items would have holdings records that match their physical location and the current issues holdings record would reflect the issues available in the current journal area.

We plan to do this process as follows:

1. Make a list of titles that are spread across multiple locations.  For example, a title might have current receipts in one area, bound items in stacks, and older or duplicate items in compact storage.
2. For each title, change the holdings to reflect the issues available in the current journal area.  Change the call number to a general statement such as, “Shelved alphabetically by title”, and adjust the MARC tag to match.
3. Create an item record for display purposes to match the current receipt location and call number.
4. Create additional holdings records as needed for each separate stacks location and include the appropriate call number for each.

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