**MARC Holdings Records: Best Practices Recommendations & Procedures**

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**Background**

The purpose of this document is to provide recommendations and general procedures for creation of holdings records for monographs and serials. Libraries may use templates provided in the Metadata Editor, but most units will probably want to create customized holdings templates to expedite the processing of similar materials. Best practices aim to ensure consistency in the encoding and display of holdings data.

**Scope**

Procedures provide best practices for encoding holdings records for monographs and serials. Excludes holdings records for Course Reserves, local inventory, and legacy data.

**References:**

[MARC Holdings Format Training](https://calstate.atlassian.net/wiki/display/ULMS/MARC%2BFormat%2BTraining)

[Creating Holdings Record with the MD Editor](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_%28English%29/Resource_Management/040Metadata_Management/020Navigating_the_MD_Editor_Page#Creating_Holdings_Records_with_the_MD_Editor)

[MARC 21 Format for Holdings Data](https://www.loc.gov/marc/holdings/)

For Serials, see [MARC Holdings Records for Serials](https://docs.google.com/document/d/1ispVYVNAdjZSP2RdgvqwBu7oz4pQ_caOQp2C16CZ1mA/edit#heading=h.2pz6kjvwphi3) (by Marcus Jun).

## Creating a holdings record:

Open Metadata Editor

Select ***Add Holdings***

 View labeled display by clicking on Edit > Open Form Editor (Ctrl + F) to view Leader and Fixed field elements described below.

**LDR (Leader)**

1. **Type of record (6)**

v - Multipart item holdings

x - Single-part item holdings

y - Serial item holdings

**Encoding level (17)**

1 – Holdings level (default in Alma: May accept default for single-part item monographs)

1. 2 – Holdings level (single-part item)
2. 3 – Holdings level (multi-part item and serials: textual summary holdings)
3. 4 – Holdings level (serials)

**Item information in record (18)**

i - item information

n - no item information (Use “n” as default value)

**Physical Description Fixed Field (007)**

Except for text, same value as 007 from bibliographic record.

 Add field (F8) and choose specific material

Example:

**007 ta** *[Item is regular print text.]*

**Fixed-length data elements (008)**

**Acquisition status (6):**

0 – Unknown

2 – For single items or complete multipart

For serials, consult [MARC Holdings Records for Serials](https://docs.google.com/document/d/1ispVYVNAdjZSP2RdgvqwBu7oz4pQ_caOQp2C16CZ1mA/edit#heading=h.2pz6kjvwphi3)

**Method of acquisition (7)**

Choose appropriate value. May default to: **u- Unknown**

Note: Remember to code **Provenance** in Item Record.

c - Cooperative or consortial purchase
d - Deposit
e - Exchange
f - Free
g - Gift
l - Legal deposit
m - Membership
n - Non-library purchase
p - Purchase
q - Lease
u - Unknown
z - Other method of acquisition

**General retention policy**:

Default value is ***8*** (item is to be retained permanently)

**Completeness**

For a single item, choose ***4***

For a multi-part item or serial:

Choose ***1*** when item is complete

Choose ***2*** when item is incomplete

Choose ***0*** when this information is unknown

**Number of copies**

Default value should always be ***001***

**Lending policy**

 Choose ***a*** (will lend) if item will circulate

 Choose ***b*** (will not lend) if item will not circulate

**Language**

There should be **no** language code in the holdings record, but the positions assigned to the language code must be maintained as blank spaces.

For serials, language of coded data contained in the 863-865 Enumeration and Chronology fields. Code: eng (see [MARC Holdings Records for Serials](https://docs.google.com/document/d/1ispVYVNAdjZSP2RdgvqwBu7oz4pQ_caOQp2C16CZ1mA/edit#heading=h.2pz6kjvwphi3))

1. **Location**

First filing indicator:

If an LC call number is used, choose ***0***

If a Dewey call number is used, choose **1**

If a SUDOC call number is used, choose **3**

If a shelving control number is used, choose ***4***

If shelving by title, choose **5**

If other shelving scheme, choose **8** (e.g., equipment)

Second indicator: blank

Fill in the appropriate value following ***$b***, the ***Sublocation*** code (= Library). This is used for the Library code. Check appropriate codes for your library.

Fill in the appropriate value following ***$c***, the ***Shelving location*** code. This is used for the location code. Check appropriate codes for your library.

Fill in call number or shelving number subfields

To use the call number from the bib record, save record (this automatically populates call number in holdings record).

 Use ***$h*** for the classification number, and ***$i*** for item number and date, if present.

 Use ***$j***  for shelving scheme numbers.

 Use ***$l*** for shelving form of title

 Use ***$k*** for call number prefix, if appropriate.

 Use ***$m*** for call number suffix, if appropriate.

Use **Notes,** as appropriate
 $x - Nonpublic note
 $z - Public note

**866 Textual holdings**

 Field required for multipart items. Input this field when cataloging a multipart item. The summary holdings are recorded in the **$a** and the second filing indicator is **0** (Non-Standard).

 866 \_0 $a v.1-5 [Follow this for multi-part items]

 Note: For serials, if no 85X-86X pairs are not used, libraries must use 866 as the minimum required data element. See [MARC Holdings Records for Serials](https://docs.google.com/document/d/1ispVYVNAdjZSP2RdgvqwBu7oz4pQ_caOQp2C16CZ1mA/edit#heading=h.2pz6kjvwphi3)

**853-855 Captions and Pattern Fields**

**863-865 Enumeration and Chronology Fields**

**866-868Textual Holdings Statement Fields**

**Appendix: Creating and Using Holdings Template**

Consult [**Creating a New Template from an Existing Record**](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_%28English%29/Resource_Management/040Metadata_Management/050Working_with_Templates#Creating_a_New_Template_from_an_Existing_Record)to create holdings templates.