

Holdings Records for Accession/Shelving Control numbers

Background

When holdings records with accession numbers were created in Alma during migration, many were created with 852 8_ fields and the accession numbers stored in the 852 \$\$h. Our [best practices](#) recommend, and the [MARC21 holdings standard](#) stipulate, using first indicator 4 (shelving control) and storing the accession number is 852\$\$j.

Step-by-step guide

Configure Physical Location

1. Go to Alma Configuration > Fulfillment.
2. Select your library from the **Configuring** drop-down menu.
3. Go to **Locations > Physical Locations**.
4. Find and click on the location code.
5. In the **Edit Physical Location** page, go to the **Holdings Configurations** section.
6. Set **Accession Placement** to **Shelving Location (852 \$\$j)**.
7. Set **Call Number Type** to **Shelving control number**.
8. Click on **Save**.

Normalize Existing Holdings Records

1. Create a set of physical items (*suggested criteria: permanent physical location and permanent call number contains accession number prefix*).
2. [Create a normalization rule](#).
3. Suggested rule*:

```
rule "Change 852 for accession number"
when
  (TRUE)
then
  changeFirstIndicator "852" to "4"
  changeSubField "852.h" to "j"
end
```

**optionally edit or add field-level conditions for accession number strings accordingly*

4. Go to **Alma Configuration > Resources > Cataloging > Metadata Configuration** and select the **MARC21 Holding** profile.
5. [Configure a normalization process](#) based on the norm rule.
6. Run a change holdings information job on the set of physical items, selecting the normalization process from the "Correct the data using normalization rules" drop-down menu in the **Enter Task Parameters** page.