

# Reference Guide to General [Basic] Holdings Statements and Notes [Used] in *Marc Holdings*

Important: Any holdings statement or note that does **not** follow these standards should be posted to the Holdings Management section ([RUL\\_HOLDINGS@EMAIL.RUTGERS.EDU](mailto:RUL_HOLDINGS@EMAIL.RUTGERS.EDU)) of the Technical Services Core Working Group for review and possible inclusion in this document.

## Comments:

- 852 |c refers to a **permanent** sublocation/repository for material.
- 852 |z is a public note that generally refers to a **temporary** shelving location for material. It is used in conjunction with a |c permanent sublocation. |z notes may also contain specialized holdings/circulation/directional information.
- 852 |x is a nonpublic note. Cancellation information & inventory project information commonly are entered here.
- 852 |h is generally used for the classification or subject representation part of the call number.
- 852 |i is generally used for the cutter or main entry part of the call number.
- Static MARC-H (866) refers to a MARC Holdings record that is not updated automatically by the check-in process but needs to be updated manually in Workflows. (A note must be entered into the Extended Info tab of the Serial control record prompting the receiver to update the 866.)
- [Text within brackets] is used in this guide for informational/descriptive purposes only, and not meant for inclusion in MARC tags
- For guidelines in formatting MARC holdings for Cat/Sep and Cat/Set/A titles, please refer to [separate document](#)

## Table of Contents

1. Periodical Title Standards

2. Stacks Title Standards
3. Reference Title Standards
4. Document Title Standards
5. Pre-Cat Processing Standards
6. Miscellaneous Standards--Cancellation, Annex, Supplements, etc.
7. Cheat sheet of frequently looked up notes

These notes are organized by sublocation to which they usually apply.  
These standards may be extrapolated for other item types.

## Periodical Title Standards

- 1) Loose issues in Current Periodicals area that get bound in PER:

|cPER|cCurrent|hShelved by title            [for loose issues]

|cPER|cBound|hShelved by title            [for bound holdings]

- 2) Loose issues in Current Periodicals area that get bound in PER and have supplements &/or indexes either bound separately or bound within a volume:

|cPER|cCurrent|hShelved by title [for loose issues]

|cPER|cBound|hShelved by title|zFor supplements see detailed  
holdings [for bound holdings]

|cPER|cBound|hShelved by title|zFor indexes see detailed holdings  
|cPER|cBound|hShelved by title|zFor supplements & indexes see  
detailed holdings

[Molecular Biology of the Cell tc# o24486692]

NOTE: It is possible to have a separate control record for supplements/indexes that are regularly received, but that control must not update the MARC holdings. It can be formatted to add a barcoded item if so desired.

- 3) Keep current issues only (in Current Periodicals area):

|cPER|cCurrent|hShelved by title|zCurrent 3 issues, 6 months, year,  
2 years retained

[e.g. Smart Libraries tc# o50655926]

4) Paper and film holdings kept on the same record:

CAMDEN |cPER|cCurrent|hShelved by title  
CAMDEN |cPER|cBound|hShelved by title  
KILMER |cFLMPER|hShelved by title

[e.g. Policy Studies Journal tc# o11320405]

NOTE: There are many titles in IRIS that still have separate bibliographic records for paper and for film. As these titles are identified, the separate records are being merged into a single record having multiple formats and, therefore, multiple holdings statements. These titles should be passed on to the Bibliographic/Cataloging team. They will perform any necessary transfer of holdings and serial controls, and send the material to Serials Cataloging for a format merge.

5) Keep current paper issues in Current Periodicals area until microfilm arrives:

|cFLMPER|hShelved by title|zCurrent issues available in paper format. 866 – static MARC-H updated as film is received.

|cPER|cCurrent|hShelved by title|zLatest month in the Reading Room, remaining issues held in Distributed Technical Services office until microfilm arrives. Excludes Sundays.

866 – static MARC-H

[Home News Tribune tc# a1289186]

6) Titles (Annuals) that get bound upon receipt, or are received bound, and are shelved in PER:

|cPER|cBound|hShelved by title

[e.g. The Annual Register tc#o25839070)

7) Loose issues that are shelved main entry, and not title:

|cPER|cCurrent|zShelved as Association of Departments of English

|cPER|cBound|zShelved as Association of Departments of English

[ADE Bulletin tc# o01804271]

## Stacks Title Standards

8) Loose issues in Current periodicals area that get bound in STACKS:

|cPER|cCurrent|hShelved by title [for loose issues]

|cSTACKS|hZ673|i.A5B81 [for bound holdings]

[American Libraries tc# o00854299]

9) Loose issues in Current periodicals that get bound in PER,  
where Pagination, abstract nos., or citation nos. are utilized :

|cPER|cCurrent|hShelved by title [for loose issues]

|cPER|cBound|hShelved by title|zPagination located on spine [for  
bound holdings]

[Science tc# o01644869]

NOTE : The loose MARC holdings, the bound MARC holdings, and  
the item lines will NOT contain any pagination information (due to  
MARC holdings compression and item line space problems). Pagination  
will only be indicated on the spines of the bound volumes.

10) Titles (Annuals) that get bound upon receipt, or received  
bound, and shelved in STACKS:

|cSTACKS|hHM24|i.C6

[[Comparative Social Research tc# o05276076]

- 11) Titles (Annuals or Editions) that have latest edition in REF:

|cSTACKS|hPN4875|i.W62|zLatest edition REF

[Bowker's News Media Directory tc# o52493305]

## Reference Title Standards

- 12) Loose issues in REF that get bound in same location:

[Note: use 1 or more control records, but use only one MARC-H record]

|cREF|hP87|i.C59

853 – pattern for loose issues

863s – corresponding MARC-Hs for loose issues

866 – static MARC-H for bound vols.

(update the 866 manually every time a vol. goes to bindery)

[Meteorological and Geoastrophysical Abstracts tc# o02487639]

NOTE: This standard is for existing titles that have not yet been inventoried. When a title is inventoried, the 866 will be replaced by the 863s created in the inventory process. With new titles that are added to the collection, the current serial control record should be set up to update the MARC holdings, and the bound control should be set up to create item lines only. There will be only one MARC holdings statement.

- 13) Loose issues in REF that get bound in the same location but have an Index that gets bound separately in the same location:

|cREF|hP87|i.C59 (Add a |z note:)

853 – pattern for loose issues

863s – Corresponding Marc-Hs for loose issues

866 – static Marc-H for bound vols

868 – static March-H for current Indexes

(update the 866 and the 868 manually every time a vol. goes to bindery)

NOTE: This standard is for existing titles that have not yet been inventoried. When a title is inventoried, the 866 will be replaced by the 863s created in the inventory process. With new titles that are added to the collection, the current serial control record should be set up to update the MARC holdings, and the bound control should be set up to create item lines only. There will be only one MARC holdings statement.

Note: it is possible to have a control record for both the regularly bound issues and for the Indexes but neither control should update the Marc-H. The control may be set up to auto-generate a barcoded item line but not to update the Marc-H.

- 14) Loose issues in REF that are superseded by a cumulative volume shelved in the same location: (all on a single bib. record)  
[Note: use 1 or more control records, but use only one MARC-H record]

|cREF|cIndex Table|hp87|i.C59

853 – pattern for loose issues

863s – corresponding MARC-Hs for loose issues

866 – static MARC-H for bound vols.

(update the 866 manually every time a vol. goes to bindery)

[Aquatic Sciences & Fisheries abstracts Part 2 tc#o03999218]

NOTE: This standard is for existing titles that have not yet been inventoried. When a title is inventoried, the 866 will be replaced by the 863s created in the inventory process. With new titles that are added to the collection, the current serial control record should be set up to update the MARC holdings, and the bound control should be set up to create item lines only. There will be only one MARC holdings statement.

[Aquatic Sciences & Fisheries abstracts Part 3 tc# o20156603]

- 15) Receive monthly issues, superceded by quarterly cumulations, superceded by a semi-annual cumulation, and then superceded by a permanent annual volume:  
[**Note: Cumulations are published as numbered monthly issues**]

|cREF|hp87|i.C59|zIssues replaced by periodic cumulations

853 – pattern for monthly loose issues [shortest frequency]  
863s – corresponding MARC-Hs for shortest frequency loose issues

[Education Index tc# o03831845; Book Review Digest tc# o06038062]

NOTE: Make only 2 serial controls (one for the shortest frequency  
And one for the bound annual volume).  
(e.g. if you have monthly, quarterly, semi-annual, and annual  
frequencies, you will have just a monthly control and an annual  
control).

The 852 for the shortest frequency should have the following z note in  
its control--|zIssues replaced by periodic cumulations

The control for the shortest frequency will be set up to update the  
MARC holdings. In the above example, the monthly will update the  
MARC holdings. When checking-in the monthlies, do not adjust the  
chronology or enumeration of the predictions.

The annual serial control record must NOT update the MARC  
holdings. (Both the OPAC Display tab and the Distribution tab  
should have the “Update MARC holdings record” box  
UNCLICKED.)

The Distribution tab of the annual serial control ONLY should be set  
up so that the checking in of an annual edition creates an item line.  
(Enter the number 1 in the box labeled “Copies to add to catalog” in  
the Distribution tab.)

- 16) Receive monthly issues, superceded by separate quarterly  
cumulations, superceded by a separate semi-annual cumulation, and  
then superceded by a permanent annual volume:

**[Note: Cumulations are published as separate non-numbered  
entities, requiring their own control records for claiming  
purposes]**

|cREF|hp87|i.C59|zIssues replaced by periodic cumulations  
853 – pattern for monthly loose issues [shortest frequency]  
863s – corresponding MARC-Hs for monthly loose issues

[The New York Times Index tc# o01760220]

NOTE: Make 2+ serial controls, depending on number of

frequencies.

(e.g. if you have a monthly, quarterly, semi-annual, and annual frequencies, you will have 4 controls).

The 852 for the shortest frequency should have the following z note in its control--|zIssues replaced by periodic cumulations

The control for the shortest frequency will be set up to update the MARC holdings. In the above example, the monthly will update the MARC holdings. When checking-in the monthlies, do not adjust the chronology or enumeration of the predictions.

The other controls must NOT update the MARC holdings. (Both the OPAC Display tab and the Distribution tab should have the “Update MARC holdings record” box UNCLICKED.)

When receiving a separate cumulation, you must check-in the issue in the control record for that particular cumulation **only**.

The Distribution tab of the annual serial control ONLY should be set up so that the checking in of an annual edition creates an item line. (Enter the number 1 in the box labeled “Copies to add to catalog” in the Distribution tab.)

- 18) Refdesk location has accession numbers of material shelved there

|cREFDESK|hCall number|iCutter|zLatest edition REFDESK;  
Shelved as No.125c

## Document Title Standards

- 17) Keep current issues only (in DOC Current Periodicals area):

|cDOC|cCurrent|hShelved by title|zCurrent 3 issues, 6 months, year,  
2 years retained

- 18) Annual SuDoc call #: [i is **not** used]

|cDOCUS|hLC 1.30/8:

|cDOCUS|hED 1.2:SCH 6/29/



- 19) Receive paper and film for same library on same record:  
[Note: receive each individual issue as either paper or film or both – especially some Gov Docs.]

852 |cDOCUS|hC 21.23: P|zIssues also received in Microfiche format  
853 Patterns for paper issues (from control record)  
863 Corresponding MARC-Hs for paper issues

852 |cDOCUSM|hC 21.23: P|zIssues also received in paper format;  
shelved in cabinet next to Patent Workstation  
853 Patterns for microfiche issues  
863 Corresponding MARC-Hs for microfiche issues

[United States Patent. Plant [microform] tc# o23893600]

NOTE: If a title is current, create two separate serials control records. Set up pattern and expectations the same for each format. Check each issue into its proper serials control according to format. Insert a note into extended info tag that receivers should check for receipt of other format before claiming an issue. The microfiche serials control record should be set up to create an item line. Use AUTO when the system asks for a barcode. The system will put in an autogenerated barcode.

- 20) Two or more different call #s for the same sublocation and same library:  
[Note: for this particular standard, each distinct call # should be associated with a single MARC-H—either a group of 863s or an 866]

ALEXANDER

Location 852 : DOCUS -- HE 20.9422: -- |zLatest edition  
DOCUSRDESK

Holdings 863s : yr.1985/1986 - yr.2002/2003

Holdings 866 : yr.1973/1974 - yr.1984/1985|zLocated at  
DOCUS -- HE 20.9402:R 26/

If the call # should change **again**, then the MARC-H would appear thus:

ALEXANDER

Location 852 : DOCUS -- HE 20.319: -- |zLatest edition  
DOCUSRDESK

Holdings 863s : yr.2003/2004 – yr.2006/2007

Holdings 866 : yr.1985/1986 - yr.2002/2003|zLocated at  
DOCUS -- HE 20.9422:  
[must convert 863s into a single 866 summary statement]

Holdings 866 : yr.1973/1974 - yr.1984/1985|zLocated at  
DOCUS -- HE 20.9402:R 26/

- 21) DOC Annual that has latest edition in REFDESK

|cDOC|hHD8051|i.H36|zLatest edition REFDESK

[Handbook of U.S. Labor Statistics tc#o36680253]

- 22) Loose issues in DOC that get bound in same location:  
[Note: use 1 or more control records, but use only one MARC-H record]

|cDOC|hHD1250|i.A44

853 – pattern for loose issues

863s – corresponding MARC-Hs for loose issues

866 – static MARC-H for bound vols.

(update the 866 manually every time a vol. goes to bindery)

NOTE: This standard is for existing titles that have not yet been Inventoried. When a title is inventoried, the 866 will be replaced by the 863s created in the inventory process. With new titles that are added to the collection, the current serial control record should be set up to update the MARC holdings, and the bound control should be set up to create item lines only. There will be only one MARC holdings statement.

- 23) Loose issues in DOC that get bound in the same location but have an Index that gets bound separately in the same location:

|cDOC|h HD8500.A34V5 (Add a |z note:)

853 – pattern for loose issues

863s – Corresponding Marc-Hs for loose issues

866 – static Marc-H for bound vols

868 – static March-H for current Indexes

(update the 866 and the 868 manually every time a vol. goes to bindery)

NOTE: This standard is for existing titles that have not yet been Inventoried. When a title is inventoried, the 866 will be replaced by the 863s created in the inventory process. With new titles that are added to the collection, the current serial control record should be set up to update the MARC holdings, and the bound control should be set up to create item lines only. There will be only one MARC holdings statement.

Note: it is possible to have a control record for both the regularly bound issues and for the Indexes but neither control should update the Marc-H. The control may be set up to auto-generate a barcoded item line but not to update the Marc-H.

- 24) Loose issues in DOC that are superseded by a cumulative volume shelved in the same location: (all on a single bib. record)  
[Note: use 1 or more control records, but use only one MARC-H record]

|cDOC|hHD8501|i.A45

853 – pattern for loose issues

863s – corresponding MARC-Hs for loose issues

866 – static MARC-H for bound vols.

(update the 866 manually every time a vol. goes to bindery)

NOTE: This standard is for existing titles that have not yet been Inventoried. When a title is inventoried, the 866 will be replaced by the 863s created in the inventory process. With new titles that are added to the collection, the current serial control record should be set up to update the MARC holdings, and the bound control should be set up to create item lines only. There will be only one MARC holdings statement.

- 25) Miscellaneous Documents Notes

852 |zShelved in Reference map area by map type and/or series number

[used for LSM monographic thematic map series. Maps are given SuDoc classification numbers, but filed by map type.]

- 852 |zShelved in the Census area [used for certain DOCUSR  
Census materials]
- 852 |zShelved on DOCREF Index Tables [used for some DOCREF  
titles; e.g. Statistical Reference Index [monthly] tc# o05987181]
- 852 |zRecent years shelved on DOCREF Index Tables [used for  
some DOCREF titles whose holdings are split between DOCREF Shelves  
and DOCREF Index Tables; e.g. American Statistics Index tc# o01784446]
- 852 |zLocated in cabinets in DOCREF area [used for some document  
microfiche titles; e.g. AFPI [microform] tc# o28395393]
- 852 |zPosted in DOCREF area [used for some folded map titles – mainly  
DOC or DOCUS - where the most recent version is opened flat and hung on  
walls or columns in the DOCREF area]
- 852 |zUpdated pages are inserted in base volume [used if transmittal  
updates arrive in sequence and we have a base volume]
- 852 |zUpdated pages are shelved next to the base volume [used if we  
have a print base volume and get print updates distributed out of  
sequence The updates are labeled with Sudoc number and shelved  
next to the base volume.]

## Pre-Cat Processing Standards

- 26) Material temporarily held in distributed technical services (awaiting new LC call # - generally occurs when receiving brand new material to be classified):

SMLR

|cSTACKS|h????|zyr.1978 temporarily held in ALEXANDER  
Distributed Technical Services Bib/Cat area

Or another example:

MARC 852: |zv.30-32 1997-1999 held in [unit library] Distributed  
Technical Services Dept. [used when awaiting LC call# for new  
items, and also used for loose issues that are awaiting title to be fully  
cataloged prior to binding; this material is temporarily housed on  
designated shelves in the Bib/Cat area of the Collection Services  
Dept.]

[there will exist another 866 holdings statement]

- 27) Material temporarily shelved at its original location in library stacks (awaiting a call # change – generally occurs when changing sublocation from PER to STACKS, or when changing from in-house classification, such as Doleschal, to LC classification):

|cSTACKS|h????|zyr.1977/1980 shelved at  
DOC FOR S99 S79.2/S

or another example:

MARC 852: |zv.10-20 1994-2004 shelved at DOC FOR G21 B53.5  
[used when awaiting Library of Congress call# for material  
currently shelved in a non-LC location]

[there will exist another 866 holdings statement]

- 28) Title change note in old title (serials cataloging only requires one issue from one library for title change purposes):

LSM

Holdings 866 : v.18 no.4 2005 sent to cataloging 5/17/06 (Title  
changed to: Ontario geography)

DANA

Holdings 866 : Title changed to: Ontario geography

[there generally will exist other 863 &/or 866 holdings statements for each library]

- 29) Title change note in new title (serials cataloging only requires one issue from one library for title change purposes):

LSM

Holdings 866 : v.19 no.1 2006 sent to cataloging 5/17/06

DANA

Holdings 866 : awaiting receipt of first issue

- 30) Format change note in old record (title stays the same but tangible format (print > CD-ROM) changes; serials cataloging only requires one issue from one library for format change purposes):

LSM

Holdings 866 : v.10 no.6 2004 sent to cataloging 5/17/06 (Format changed to CD-ROM)

DANA

Holdings 866 : Format changed to CD-ROM

[there generally will exist other 863 &/or 866 holdings statements for each library]

- 31) Format change note in new record (title stays the same but tangible format (print > CD-ROM) changes; serials cataloging only requires one issue from one library for format change purposes):

LSM

Holdings 866 : v.10 no.6 2004 sent to cataloging 5/17/06

DANA

Holdings 866 : awaiting receipt of first issue

NOTE: Pre-cat processing standards and procedures are covered more extensively in this [separate document](#)

## **Miscellaneous Standards**

(Cancellation, Annex, Supplements, etc.)

Some additional commonly used 852 |z and |x notes:

### **32) Cancellation notes:**

852 |x notes are shadowed from the public

852 |z notes are visible to the public

928 |l notes are located on the bibliographic record and are shadowed from the public in the default view

These three notes should be created simultaneously at the time of cancellation.

### **Cancellation examples:**

852 |xCancelled after ed.51 2006/rpn, 10.12.06|zCancelled after Ed.51 2006

928 |lDANA|aCancelled after Ed.51 2006.

[used when only one format – generally paper – exists in RUL]

852 |xCancelled in paper after V.76 2006/rpn, 12.15.06|zCancelled in paper format after V.76 2006.

928 |ICAMDN|aCancelled in paper after V.76 2006.

[used when other formats – such as microform, CD-ROM, or online - also exist in RUL]

### 33) Annex Notes:

Although all items in the Annex are physically shelved according to unique Annex codes, all items have an item line sublocation of STACKS, and all serial items have a MARC holdings shelving location of |cSTACKS (even if item originally came from a PER sublocation.) For instance,

852 |cSTACKS|hShelved by title [Unclassified periodical]

852 |cSTACKS|hBF42|i.T6 [LC classified periodical or annual]

852 |cSTACKS|hHE 20.319: [SuDoc classified Federal document]

### 34) Other Miscellaneous notes:

852 |zDoes not circulate [used when selector decides that a circulating title should remain in the same sublocation but become non-circulating; e.g. Annual Review of Anthropology tc# o01783647]

852 |zWith gaps [used for MARC holdings that have so many gaps that a large number of commas would be created. These would have to be entered as a manual 866 field, with this note.]

852 |zLatest edition shelved in Reserve, Undergraduate Reserve, Graduate Reserve]

852 |zSTACKS collection does not circulate [if collection is split between circulating and non-circulating subcollections]

852 |zOn same reel with: Hudson County courier [microfilm of one title is on the same reel with another title – reel remains intact due to nature of specific microfilm collection (in this case the New jersey Newspaper Project); e.g. Daily courier and advertiser tc# a880469]

852 |zOn reels 814-815 of: American Periodical Series II [title is on

specific reels of microfilm collection, which remains intact in one location;  
e.g. The National magazine tc# 07986421]

852 |zBound in Current Population Reports [in lieu of bound-with]

852 |zTitle on order [used when awaiting receipt of first issue of new  
subscription]

852 |zFor supplements see detailed holdings

852 |zFor indexes see detailed holdings

852 |zFor supplements & indexes see detailed holdings  
[used in the bound MARC holdings when a title  
has one of more bound indexes or supplements]

852 |xInventoried; {staff initials}; {month,year}  
[used in the Serials Inventory Project when a title has been fully  
inventoried]

852 |zShelved in Reference map area by map type and/or series  
number  
[used for LSM monographic thematic map series. Maps are given  
SuDoc classification numbers, but filed by map type.]

852 |zShelved in the Census area [used for certain DOCUSR  
Census materials, **both serials and monographs**]

852 |zShelved on DOCREF Index Tables [used for some DOCREF  
titles; e.g. Statistical Reference Index [monthly] tc# o05987181]

852 |zRecent years shelved on DOCREF Index Tables [used for  
some DOCREF titles whose holdings are split between DOCREF Shelves  
and DOCREF Index Tables; e.g. American Statistics Index tc# o01784446]

852 |zLocated in cabinets in DOCREF area [used for some document  
microfiche titles; e.g. AFPI [microform] tc# o28395393]

852 |zPosted in DOCREF area [used for some folded map titles – mainly  
DOC or DOCUS - where the most recent version is opened flat and hung on  
walls or columns in the DOCREF area]

852 |zWith gaps [used for MARC holdings that have so many gaps that a  
large number of commas would be created. These would have to be entered as a  
manual 866 field, with this note.]

852 |z Updated periodically by looseleaf inserts. [Used for monographs  
which are periodically updated by looseleaf inserts sent to our department.]



## **Cheat sheet of frequently looked up notes**

### **Usual loose to bound MARC Holdings**

|cPER|cCurrent|hShelved by title [for loose issues]

|cPER|cBound|hShelved by title [for bound holdings]

### **Breakdown of call numbers**

**LC** |hMain classification number|iCutter number(s)

e.g. |hHD8501|i.A49C24

**SuDoc call #:** [|i is not used]

|cDOCUS|hLC 1.30/8:

|cDOCUS|hED 1.2:SCH 6/29/

### **Latest edition REF**

|cSTACKS|hPN4875|i.W62|zLatest edition REF

### **Two different call numbers in the same location**

**852 :DOCUS -- HE 20.9422: -- |zLatest edition DOCUSRDESK**

**863s :yr.1985/1986 – yr.2003/2003 Holdings will compress**

**866 :yr.1973/1974 – yr.1984/1985|zNote: Located at DOCUS – HE  
20.9402:R26/**

### **Three different call numbers in the same location**

**852 :DOCUS -- HE 20.319: -- |zLatest edition DOCUSRDESK**

**863s :yr.2003/2004 – yr.2006/2007 Holdings will compress**

**866 :yr.1985/1986 – yr.2002/2003|zNote: Located at DOCUS – HE  
convert the 863's into an 866 20.9422:  
866 :yr.1973/1974 – yr.1984/1985|zNote: Located at DOCUS – HE  
20.9402:R 26/**

### **Supplements and indexes**

852 |zFor supplements see detailed holdings

852 |zFor indexes see detailed holdings

852 |zFor supplements & indexes see detailed holdings

### **Inventoried titles**

852|xInventoried; {staff initials}; {month,year}

---

Updated 9/14/04 pc

Last updated 2/7/06 pc/mt

Last updated 3/8/08 pc/mt