

## Symphony -- MARC Holdings Format Standards for Periodicals 30Oct2020

More information is found on LC's MARC Holdings format web page:

<http://www.loc.gov/marc/holdings/echdhome.html>

**Purpose:** Recording Library holdings in Symphony

**Responsibility:** Catalog Librarian; Cataloging Assistant

### **Categories:**

- 1) Periodicals--holdings info on Tracker from Periodicals Assistant  
Holdings record created in Symphony (also OCLC)
- 2) Online/VIVA Periodicals--holdings info from cataloging record  
Holdings record created in Symphony only
- 3) Retention/Location information for Annuals  
Holdings record created in Symphony
- 4) Online Annuals--holdings info on Tracker/Note to Catalog Librarian  
Holdings record created in Symphony only

### **Procedure notes:**

Online periodicals (E-journals) and annuals (E-text): Use URL from bibl record  
Use Holdings info from 362 field & "Online description based on" note

### **Fixed field**

**(Rec\_Typ)** - Record type

y Serial item

**(Enc\_Lvl)** -- Encoding level

2 - Holdings level 2 (not permanently retained - for Serials File material and Newspapers)  
Use only when there is no 866 summary holdings field

3 - Holdings level 3 (summary holdings)  
Use when there is an 866 summary holdings field

4 - Holdings level 4 (detailed holdings - do not use)

z - Other (used for Retention/Location records)

**(Acq\_Stat)** - Receipt or acquisition status

4 - Currently received

5 - Not currently received (ceased/cancelled)

**(Gen\_Retn)** - General retention policy

4 - Retained until replaced by microform

6 - Retained for a limited period (see Spec\_Retn)

8 - Permanently retained

**(Sp\_Retn)** - Specific retention policy (if retained for a limited time)

bbb - No specific retention policy

Optionally:

Periodicals: 15y (latest 5 years)

Annuals: 12e (latest 2 editions)

**(Complete)** - Completeness

- 0 - Other (retained for a limited period -- NEWSPAPERS, SERIALFILE)
- 1 - Complete (all issues to date are on shelf)
- 2 - Incomplete (missing issues) Use only when Incomplete note is used in 866 field

**Variable Fields**

**001** Holdings Record Control# (system supplied)

**003** ViWisC (MARC library code for UVa-Wise)

**007** - Fixed Field Data: Physical Description (based on bibl. record)

Online: cr - Computer (remote) only

Optional:

Text: ta - Print (or Print with Microform)

Text: td - Loose-leaf

Mforms: hd - Microfilm only

Mforms: he - Microfiche only

Unicorn Location / Retention field (852) - required

852 indicators (do not use)

**852** - Location - required

\$a - Cataloging Location (OCLC code)

VCVP - Periodicals & Serials File/Newspapers

VCVV - Annuals

\$c - Shelving Location

\$c PER-DISPLY - current issues on blue display shelves, bound vols. in periodicals stacks

\$c PER-STACKS - current issues & bound vols. in periodicals stacks

\$c SERIALFILE - current issues in Serials File

\$c NEWSPAPERS - current issues filed with newspapers

\$c VIVAONLINE - online journals/annuals available thru VIVA

\$c LIBONLINE - online journals/annual available to Library

\$g - Location qualifier

\$g Back issues in PER-STACKS -- (use for all PER-DISPLY titles)

\$g Issues in Archives Periodicals Collection -- (use for titles in ARCHIVES)

**852** - Retention -- when there is no 866 field present

\$z - Retention note for Periodicals

\$z Current issues retained until microfilm received

\$z - Retention note for SERIALFILE & NEWSPAPERS

\$z Current issues retained until microfilm received.

\$z Current issued retained five years

**856** - Electronic Access & URLs

(use URL info from the catalog record)

1st indicator - Access method

4 - HTTP

2nd indicator - Relationship

0 - Resource (bibl record is electronic resource)

1 - Version of resource (bibl. record is print resource)

\$3 - Coverage years (use only when necessary for two different URLs in the same holdings record)

Examples:

\$3 1965-1995--

\$3 1996- --

\$3 Archived issues available online --

\$y - Aggregator (required)

(Note: OCLC/provider neutral records use \$3; instead of \$y)

\$y VIVA: Project Muse

\$y Ebsco AcadColl

\$y GPO PURL

\$y Agency website

\$y Publisher's website

\$u - Uniform Resource Locator (URL)

\$u http://

Note: Paste 856 URL from the bib record

### **866 - Summary Holdings (repeatable)**

1st indicator - Field encoding level

3 - Holdings level 3 -- Summary holdings (should match EncLvl)

2nd indicator - Type of holdings notation

0 - (other) AACR2/RDA adjacent notation: v.# (year)-v.# (year) -- DO NOT USEUSE

1 - (ANSI.NISO) - Use adjacent notation

\$8 - Link (use 0) and sequence number (decimal no.)

Use only to arrange multiple 866 fields in chronological order

begin with \$8 0.1

\$z - Format note (optional) E

\$z Microfilm

\$z E-journal (for periodicals)

\$z E-text (for monographs/annuals)

\$z Storage (obsolete)

\$a - Holdings summary

\$a v.# (year)-v.# (year)

(For E-journals/E-text: accept variations in capitalization, abbrev, spacing, format)

\$z - Incomplete vols. note

\$z Incomplete (displays in square brackets)

\$x - Missing Issues note (obsolete)

Note: Use the volume info from the 588 (Description based on:) note-- (if the serial is still currently received).

Use the 362 closing date -- (if serial is no longer received.)

### **876 - Item Information -- Retention/Location Note for Annuals**

Indicators -- none

\$x - Retention/Trends/Location//Non-circ/Superseded/Other notes

Note: Displays in Symphony "staff view" only; does not display in Enterprise.

Preferred order of notes

876 : : \$x Retention info

876 : : \$x Current ed. LOCATION

876 : : \$x Earlier ed. LOCATION

876 : : \$x Non-circulating (if Current ed. STACKS)

876 : : \$x Superseded stamp

### **852 Public display Example-- no 866**

Location: PER-DISPLY -- -- Note: Back issues shelved in PER-STACKS. -- Note: Current issues retained until microfilm received.

### **852 Location Examples:**

#### Periodical:

852: : \$a VCVF \$c PER-STACKS

852: : \$a VCVF \$c PER-DISPLY \$g Back issues shelved in PER-STACKS

852: : \$a VCVF \$c PER-DISPLY \$g Back issues shelved in PER-STACKS \$z Current issues retained until microfilm received

#### E-journal :

852: : \$a VCVF \$c LIB-ONLINE

#### E-journal (VIVA):

852: : \$a VCVF \$c VIVAONLINE

#### SerialsFile:

852: : \$a VCVF \$c SERIALFILE \$z Latest five years retained

#### Newspaper:

852: : \$a VCVF \$c NEWSPAPERS \$z Latest three months retained

#### Electronic annual

852: : \$a VCVV \$c LIB-ONLINE

### **866 Summary holdings Examples**

Public display-- Summary holdings: [Microfilm] v.53 (1988)-

#### Current title, complete run:

866:30: \$8 0.1 \$a v.1 (1970)-

866:30: \$8 0.1 \$zE-journal \$a v.12, no. 8 (Aug. 1953)-

866:30: \$8 0.1 \$z Microfilm \$a v.53 (1988)-

866:30: \$8 0.1 \$zE-text \$a 1990-

#### Ceased title, complete run:

866:30: \$8 0.1 \$a v.3 (1968)-v.14 (1979)

#### Current title, some issues missing

{ 866:30: \$8 0.1 \$a v.1 (1970)-v. 4 (1974)

{ 866:30: \$8 0.2 \$a v.5 (1975) \$z Incomplete

{ 866:30: \$8 0.3 \$a v.6 (1976)-

## 856 - Public display Example: :

Full-text access: VIVA: Project Muse ( <URL> )

## 856 - Electronic Access & URLs

856:41: \$y VIVA: Project Muse \$u <URL>

856:41: \$y VIVA: Association for Computing Machinery \$u <URL>

856:41: \$y GPO PURL \$u <URL>

### Multiple URSs for separate coverage in the same vendor product

{ 856:41: \$3 1996-2001. \$y VIVA: LWW \$u <URL>

{ 856:41: \$3 2002- . \$y VIVA: LWW \$u <different URL>

## 852/856 multiple Holdings Records

### Multiple URLs for coverage in different vendor products

Use multiple Holdings Records

## 876 Item Info (Retention/Location Notes) Examples

Public display-- NONE

Minerals yearbook

852: : \$a VCVV \$c STACKS

876: : \$x Keep current 5 eds and every 10th year

United States manual

852: : \$a VCVV \$c STACKS

876: : \$x Keep current 5 eds and every 4th year

876: : \$x Superseded stamp

Hoover's handbook of American business

852: : \$a VCVR \$c REFERENCE

876: : \$x Keep 2 eds

876: : \$x Current ed. Reference

876: : \$x Earlier ed. STACKS. Non-circulating

Annual review of psychology

852: : \$a VCVV \$c STACKS

876: : \$x Non-circulating

Book of Lists

852: : \$a VCVR \$c REFERENCE

876: : \$x Keep 3 eds

876: : \$x Current ed. Reference

876: : \$x Earlier eds. OVERSIZE