

Appendix 3: Post-Workshop Exercises

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Note: The answers to these exercises are available from: http://www.loc.gov/acq/conser/sctcp/post_ans-Hold.html

Post-Workshop Exercises

Contents

1. Standards and Holdings
2. Libraries and Standards
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1. Standards and Holdings

List the standards that are used by libraries for entering and recording holdings.

2. Libraries and Standards

List as many library system functions as you can that are affected by the holdings format.

List as many reasons as you can why libraries should use the standards.

3. Coding Records

Code the following examples.

Example 1

Cover:



Your library has holdings from volume 1 number 1, January 1989. The title is classified using the LC call number: GV561 .S761 and is bound through Volume 11. Summarize the volume holdings in a textual field, but itemize the issue information.

Type: Encoding Level: Receipt./Acquisition status.: Acquisition Method.: Intent to Cancel: General
 Retention: Specific Retention: Language: eng Completeness: Lending: Reproduction:

004 \$a [System generated]

007 \$a ta

852 __ \$b My library

853 __ \$8 2

866 __ \$8 1 \$a

863 __ \$8 2._

863 __ \$8 2._

863 __ \$8 2._

863 __ \$8 2._

863 __ \$8 2._

863 __ \$8 2._

863 __ \$8 2._

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863 __ \$8 2._

863 __ \$8 2._

Example 2

Cover:



How would this issue be coded in order to add it to the record with the basic units?

855

865

Example 3

Fill in holdings as far as you can. Summarize where possible, assuming regular numbering.

v.1 1979 (no.1-4) Jan, Apr, Jun, Sep v.2 1980 “ v.3 1981 no. 3 v.4 1982 v.5 1983 v.6 1984 + Suppl. 1984 v.7 1985 1986 (no.1-4) Spr, Sum, Fall, Winter	1987 “ 1988 no. 2-3 1989 + Index 1979-1988 1990 1991 For later holdings see check-in record
(Empty)	(Empty)

853 20 \$8 1 \$a v. \$b no. \$u 4 \$v r \$i (year) \$j (month) \$w q \$x 01

863 _ _ \$8 _ _ \$a \$i \$w

863 _ _ \$8 _ _ \$a \$b \$i \$j

863 _ _ \$8 _ _ \$a \$i

854 20 _ \$8 _ _ \$a (year)

864 _ \$8 _ \$a

853 _ \$8 \$a (year) \$b no. \$u 4 \$v r \$i (year) \$j (season) \$w q \$x 21

863 _ \$8 \$a \$w

863 \$8 \$a \$b \$i \$j \$w

863 \$8 \$a

855 -- \$8 \$a v. \$i (year/year)

865 \$8 \$a \$i



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