



SERIALS HOLDINGS WORKSHOP

Trainee Manual
4th edition
May 2008

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For the Serials Cataloging Cooperative Training Program (SCCTP)
Under the auspices of the Cooperative Online Serials Program (CONSER)

Library of Congress

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PREFACE TO THE 4th EDITION

As with all previous editions, we hope that this edition continues to serve the SCCTP program, its trainers, and the library staff who use it. If changes in edition can be captured in a few words, the two words that sum up this edition are “evolution” and “flexibility.” The original charge to the authors of this edition was to expand the workshop from a purely face-to-face format to a synchronous online environment while, as far as possible, preserving the well-tested intellectual content. While “evolution” refers to the conversion of traditional training materials for the online environment, “flexibility” was what required in developing only one version of the workshop material suitable for both the face-to-face and the synchronous online training which also streamlines the revision process in the future. In the end, one fundamental element remains untouched, which is the trainer’s judgment in measuring the students, the environment of an particular class, and then deciding how best to convey the material for that individual setting.

Christine Peterson (Amigos) provided an exemplary training for several SCCTP trainers, including one of the co-authors of this edition, on how to effectively conduct a workshop in a synchronous online environment. She and Laura Kimberly (Amigos) also provided very helpful advice on how to structure and convert a PowerPoint presentation to meet the needs of a synchronous online workshop environment. Frieda Rosenberg, co-author of all three previous editions, helped review the draft materials even in her retirement. The authors of this edition also wish to thank everyone who participated in the dress rehearsal in December 2008: Valerie Bross (UCLA), Loretta Fiacco (Michigan State University), Linda Gonzalez (BCR), Laura Kimberly (Amigos), Les Hawkins (LC), Hien Nguyen (LC) and Brian Schmidt (Amigos). Their suggestions on how to improve the materials for the online environment were invaluable and led to the inclusion of more options for presenting the material and conducting the exercises.

As this edition is “launched” into the training and library communities, we hope that it continues to meet with the level of success the previous editions have enjoyed while at the same time creating a new level of success in the evolving online training environment.

Margi Mann
Wen-ying Lu

May 2009

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PREFACE TO THE 3rd EDITION, January 2008

We hope that this edition will continue to serve the SCCTP program, its trainers, and library staff who use it. We are satisfied that with the help of many people in the community we have a better workshop with improved accuracy and consistency. There are some new interpretations of long-standing codes, which are indicated as they occur throughout.

We would be remiss, however, in not stating that co-authors Frieda Rosenberg and Margi Mann have been on opposite sides of one very fundamental question despite all our respective years of teaching the course. The two holdings standards Z39.71 and MARC Format for Holdings are also ambiguous on this issue. The question is captured in the following excerpt from Z39.71:

Level 4 provides detailed extent of holdings information. The detailed holdings statement may be either itemized or compressed; the detailed holdings statement may be either open or closed. This level requires inclusion of the Item Identification Area, the Location Data Area, the Date of Report Area, and applicable Extent of Holdings Area data elements. If enumeration and/or chronology are applicable, the most specific levels (including all hierarchical levels) must be included.

Specifically, what does the last word “included” mean in this definition? One interpretation, drawn from many early articles and manuals, defined the purpose of a Level 4 (detailed) holdings statement as a guarantee to the computer that the stated holdings were complete as found—not an *explicit statement* of particular levels of hierarchy. Under this interpretation the holdings statement for a quarterly “v.1(1970/1971)- v.10(1979/1980)” is a valid Level 4 statement. The 1991 edition of the MFHD and many writers in the early days of holdings standards defined “compression” not only as it is defined in the glossary of Z39.71, but also as the dropping of lower levels of enumeration and chronology. Under this interpretation, libraries working from lists of complete holdings would not have to downgrade their level just because they lacked information on the internal hierarchy. Legibility would also be much less of an issue because complete volumes could be given in a simple volume-level range.

A second interpretation, a more contemporary one that takes into account the total context of a standardized holdings record on the one hand as well as the need to communicate and display the holdings statement in multiple, disparate contexts and systems on the other, defines a Level 4 statement as an *explicit statement* of all levels of hierarchy. Under this interpretation the holdings statement “v.1((1970/1971)- v.10(1979/1980)” is not a valid Level 4 statement because it lacks all levels of the hierarchy.

In an attempt to resolve this issue, the workshop authors consulted a member of the Z39.71 committee last June, who agreed strongly with the historic interpretation. But we admit the consultation was brief and without benefit of the documentation which would help to clarify this historical understanding. As the issue now stands, both the Z39.71 and the MARC Holdings standards are silent on the issue of whether a Level 4 holdings statement can drop the lower levels of enumeration and chronology, and this is an ambiguity present within the

holdings community. The authors, therefore, respectfully hope that this 2007 Edition of the SCCTP course will be a catalyst for workers with holdings to demand official attention and resolution.

The course has met, we think, with good success despite its faults. At the very least, it has disseminated knowledge about the holdings standards and facilitated their implementation in a wide range of libraries. We thank all those who give their time to present it, and we wish them continued success.

Frieda B. Rosenberg
Margi Mann

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