

# Adding Serial Holdings Data to WISCAT

To add a serial holding:

1. Access the Full Record Display for the title to which you wish to add a holding.
2. From the side menu, click on the box by **Cataloging** to expand that menu.
3. From the expanded menu, select **Add Locations**.

**WISCAT Wisconsin Resource Sharing** **BadgerLink**

Full Display -- WISCAT  
lois lowry in Author/Creator -- Qualifiers: None -- Titles 1 of 245

Display Format: Labeled Format

Title List | Blank Request | Request This Item | Add to Cart | View Cart | Print | Help

**Format** Book [Request This Item](#)

**System Nbr.:** (ocm)18137012

**LCCN:** 88013231 /AC

**ISBN:** 0395486629 : [Other ISBN Resources](#)

**Author:** [Lowry, Lois.](#)

**Title:** [All about Sam / Lois Lowry ; illustrated by Diane deGroat.](#)

**Publisher:** Houghton Mifflin,

**Date:** 1988.

**Description:** 135 p. : ill. ; 22 cm.

**Notes:** The adventures of Sam, Anastasia Krupnik's younger brother, from his first day as a newborn through his mischievous times as a toddler.

**Subject:** [Family life --Fiction.](#)

**Locations Information**

Institution	Region	Call #
Area Public Libraries		
<a href="#">Drummond Public Library</a> <a href="#">[ILL Lender]</a> <input checked="" type="checkbox"/>	NW	J F LOW
<a href="#">Land O' Lakes Public Library</a> <a href="#">[ILL Lender]</a> <input checked="" type="checkbox"/>	NW	JV F LOW
<a href="#">Red Cliff Public Library</a> <a href="#">[ILL Lender]</a> <input checked="" type="checkbox"/>	NW	J LOW
<a href="#">Superior Public Library</a> <a href="#">[ILL Lender]</a> <input checked="" type="checkbox"/>	NW	JUV FIC Lowry

*Full Record Display screen*

The Add Location Information screen displays in an *additional* browser window.

- Your library system's two-letter code is automatically entered as the **Region**
- Your library's **Library Code** is automatically entered as the **Library ID**

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**ADD LOCATION INFORMATION** [Submit](#) [Reset](#) [Close](#) [Help](#)

**Title:** All about Sam / Lois Lowry ; illustrated by Diane deGroat.

**Author:** Lowry, Lois.

<b>\$r Region:</b>	SG
<b>\$l Library ID:</b>	AAAA
<b>\$a Call Number:</b>	<input type="text"/>
<b>\$p Barcode:</b>	<input type="text"/>
<b>\$v Volumes:</b>	<input type="text"/>
<b>\$y Years:</b>	<input type="text"/>
<b>\$n Notes:</b>	<input type="text"/>

*Add Location Information screen*

## Complete the Holdings Information as follows:

- The **\$a Call Number** text box is used to record the appropriate call number, if there is one. For serials, the call number often just represents shelf location without any reference to years or editions. If you have only one volume of a serial, and don't expect to get more, you may just add the volume or year designation to the call number field; otherwise, do not use the volume or issue designation in the call number field.
- The **\$p Barcode** text box is used to record item specific barcode data. For serials, the barcode field is not generally used.
- The **\$v Volumes** text box is used to record the specific volumes or enumeration of the title that your library owns.
- The **\$y Years** text box is used to record the specific inclusive years of the title that your library owns.
- The **\$n Notes** text box is used to record any explanative notes about the holdings of the title in your library.

### Non-Serial Holdings

Libraries can also use the additional holding subfields for data about non-serial titles. For example, if you are missing parts of a multi-volume set, you can record the coverage you have (e.g. \$v.1-4, 9-12). However, if you own the complete run of a multi-volume set (as recorded in the bibliographic record), you do not need to add any data in the volumes and/or years fields.

# SERIAL HOLDINGS

## Formatting Enumeration Data

Enumeration consists of a caption (if present) and a numeric/alphabetic designation (e.g. v.1, pt.B). A caption is the word, phrase, abbreviation, or symbol that a publisher chooses to describe the parts of a serial or multipart item (e.g., volume, Band, no., #). Holding enumeration is reported at the highest, most inclusive level of the serial bibliographic unit. In most cases, this means volume. For simplicity, try to avoid using the second level of enumeration (e.g. number and/or part) unless necessary to prevent ambiguity.

Record the caption in the form that appears on the item (e.g. v.20). Do not put a space between the caption and the numbering.

Abbreviate any captions according to AACR2, rev., Appendix B. Use the abbreviation for the caption in the appropriate language as it appears on the piece. Abbreviation examples include:

- \$v pt.8
- \$v pts.12-14
- \$v v.3
- \$v bd.11
- \$v no.7
- \$v t.2

Convert any symbols that serve as captions on the piece to vernacular equivalents.

Convert all numeric information to Arabic numerals:

- "#" *becomes* \$v no.
- Vol VII *becomes* \$v v.7
- First ed. *becomes* \$v 1<sup>st</sup> ed.

For alphabetic data, uppercase and lowercase letters should be recorded as they appear on the publication.

- \$v 23a
- \$v no.36B

# SERIAL HOLDINGS

## Formatting Chronology Data

Chronology refers to the date(s) used by the publisher on a serial bibliographic unit to help identify it or indicate when it was issued, such as 2001; July 1991; Fall 1965, etc. If an issue only has volume or enumeration data, do not add the date or chronology data. Record only those terms that actually appear on the physical item.

Holding chronology is reported at the highest, most inclusive level of the serial bibliographic unit. In most cases, this means year. For simplicity, try to avoid using the second level of chronology (e.g. months) unless necessary to prevent ambiguity. If you do record second level holdings, record seasons, months and/or days in the vernacular form as they appear on the piece. Enter a colon between 1<sup>st</sup> & 2<sup>nd</sup> levels. Abbreviate according to AACR2, rev., Appendix B. Examples of abbreviations include:

- \$y 1988: Jan.
- \$y 1944: Jul/Aug.

When indicating a range of years, repeat all four digits of the closing year, even if both years fall in the same century.

- \$y 1903-1925 (*not* 1903-25)
- \$y 1965-2000 (*not* 1965-00)

Indicate combined years with a slash; but use a hyphen when the volume covers all of both years.

- \$y 1998/99 (fiscal year that spans more than one calendar year)
- \$y 1998-1999 (covers two years)

# SERIAL HOLDINGS

## Formatting Holding Notes Data

The \$n note will display in WISCAT as part of the call number. It should be entered in a form that is adequate for public display. Do not include information relating to the bibliographic description or publishing idiosyncrasies of the serial title. Notes concerning numbering irregularities, suspensions, and title changes should be part of the bibliographic description rather than part of an individual holdings statement.

Start each note with a capital letter. You can include more than one note in the \$n Notes field. Separate notes within a single Notes field with a period. End the entire note with a period. Capitalize special locations (e.g. Reference, Storage, etc.)

Standard practice indicates six purposes for the use of local holdings notes:

1. Retention Policy. To indicate a library's retention policy of a specific title or format, such as "retains latest year." or "retains current year."

Use the word "Current" for serials that are published more frequently than annually (e.g. monthly, weekly)

- \$n Retains current 2 years.
- \$n Retains current 6 months.

Use the word "Latest" for serials that are published annually or less frequently

- \$n Retains latest ed.
- \$n Retains latest 3 years.

Other notes may explain a variation in a library's retention policy

- \$n Paper volumes retained until bound volume is received.

Alternatively, some libraries record the specific latest year/edition they retain as well as indicating that fact in a note. This requires staff to update the holding volume each time the latest edition arrives. However, it is clearer to the user, exactly which year the library holds.

- \$v 2001 \$n Retains latest year.

2. Location. To indicate a special holding location within an institution.

- \$n In Storage.
- \$n At Reference Desk.

NOTE: It is sometimes useful to combine location and retention information into a single note, for example:

- \$n Retains current 6 months in Periodicals Room.

3. Local access restrictions. To indicate local policies or limits on access to a title.

- \$n Must be used in library.
  - \$n Only available to registered students
4. Physical condition. To describe the physical condition of an issue(s).
    - \$n First 3 vols. damaged.
  5. Clarification. To expand on, or clarify, enumeration or chronology notations. These notes should only be used if necessary and for information not addressed in the bibliographic record.
    - \$n 1975 (Jan-Feb) incomplete.
    - \$n Scattered holdings for vol. 32-35.
  6. Physical medium. To indicate the local physical medium (i.e. hardcopy, microfilm, microfiche, etc.). These notes can either indicate a limited retention policy of one particular format until another format is received, or may indicate the complete format if the library uses a single bibliographic record for multiple formats.
    - \$n Retained in paper until microfilm (or microfiche, etc.) is received.
    - \$n Microfiche.
    - \$n Hardcopy.
    - \$n Microfilm.

# SERIAL HOLDINGS

## Formatting Summary Holding Statements

There are two ways to record holdings data. You can itemize each issue or you can compress the holdings into a *summary* statement. Compression means recording the holdings as a range of enumeration and/or chronology. You can compress holdings whenever you have a continuous run of a serial title (i.e., no gaps). Compressed or "summary" statements are the preferred method for reporting holdings in WISCAT, where the enumeration is compressed into a single statement (\$v), followed by the compressed chronology (\$y). Compress serials holding statements to the highest level possible. That is, if the highest level (volume) is complete, the second level holdings (number or part) are not needed.

*If library owns:*

v.1:pt.1 (1990:Jan.)

v.1:pt.2 (1990:June)

v.2:pt.1 (1991:Jan.)

v.2:pt.2 (1991:June)

*Holdings should be compressed to:*

\$v v.1-2 \$y 1990-1991

Record incomplete holdings for serials as a mix of itemization and compression, as necessary. Use a colon to separate 1<sup>st</sup> level and any 2<sup>nd</sup> level enumeration.

*If library owns:*

v.1 no.1 ; v.1 no.2 ; v.2 no.1 ; v.3 no.2 ; v.4 no.1 ; v.4 no.2

*Holdings could be compressed to:*

\$v v.1,v.2:no.1,v.3:no.2,v.4

*Alternatively,* you may compress holdings to the highest level, even if you do not have complete volume runs, as long as you have even part of a volume.

\$v v.1-4

Indicate a gap in library's coverage with a comma and no space.

\$y 1965–1977,1979–1990

Indicate a complete serial run to the present, as an open-ended statement with a hyphen.

\$y 1995–

Indicate a closed run with a hyphen and no spaces.

\$y 1989/1990-1992/1993

\$y 1976-2000

# SERIAL HOLDINGS

## Holdings for Microforms

There are two accepted methods for recording serial holdings in microform formats.

1. The holdings can be added to separate bibliographic records that reflect the format: either hardcopy or microform.
2. The holdings for both hardcopy and microform can be added to a single bibliographic record for the hardcopy format.

Although both methods are viable, an agreed-upon standard for Wisconsin libraries doing serial union listing, has been to use option 2 and enter all holdings statements (whether for the hardcopy or the microform) under the bibliographic record for the hardcopy record.

This may be done whether or not there is a valid separate bibliographic record in WISCAT for the microform format for a given title.

This preferred method, entails entering a separate summary holding statement for each format to a single bibliographic record, treating the different formats as different "copies" of the same title.

For example, if the library holds volumes 1-4 in microfilm, and volumes 5 to present in hardcopy, two holdings statements should be added to the bibliographic record for the hardcopy.

- \$v v.1-4 \$n Microfilm.
- \$v v.5- \$n Hardcopy.
- \$v v.68- \$n Hardcopy retained until microfilm received.
- \$v v.1-67\$n Microfilm.