

# Local Holdings Record Checklist

Title: \_\_\_\_\_ ISSN: \_\_\_\_\_

OCLC # of Paper Record (OKULS practice is to use the hardcopy record) \_\_\_\_\_

**Type of LHR:**  New Record  Update Record  Delete Record

Include all holdings, regardless of format, and pertinent retention notes.

**Complete SUMMARY holdings:** \_\_\_\_\_

**Leader:** [06] Type of record - code y-Serial Item [17] Encoding level - code 3 - Level 3

**The remainder of this form pertains to specific formats & associated holdings. Fill out a form for each format.**

## 007 Physical Description

### [00] Category of resource

h-Microform  t-Text  z-Unspecified

### [01] Specific Material Description

- |  |  |
|--|--|
| <input type="checkbox"/> a-Aperture card       | <input type="checkbox"/> a-Regular print |
| <input type="checkbox"/> b-Microfilm cartridge | <input type="checkbox"/> b-Large print   |
| <input type="checkbox"/> c-Microfilm cassette  | <input type="checkbox"/> c-Braille       |
| <input type="checkbox"/> d-Microfilm reel      | <input type="checkbox"/> d-Loose-leaf    |
| <input type="checkbox"/> d-Microfiche          | <input type="checkbox"/> h-Unspecified   |
| <input type="checkbox"/> f-Microfiche cassette | <input type="checkbox"/> z-Other         |
| <input type="checkbox"/> g-Microopaque         |  |
| <input type="checkbox"/> h-Unspecified         |  |
| <input type="checkbox"/> z-Other               |  |

## 008 Data Elements

### [06] Receipt of acquisition

- Not coded
- o-Unknown
- 1-Other receipt or acquisition status
- 2-Received & complete or ceased
- 3-On order
- 4-Currently received
- 5-Not currently received

### [07] Purchase

- Not coded
- c-Cooperative or consortial purchase
- d-Deposit
- e-Exchange
- f-Free
- g-Gift
- m-Membership
- n-Non-library purchase
- p-Purchase
- u-Unknown
- z-Other method of acquisition

### [08-11] Acquisition end date

yymm:

### [12] General Retention Policy

- Not coded
- o-Unknown
- 1-Other general retention policy
- 2-Except as replaced by updates
- 3-Sample issue
- 4-Until replaced by microform
- 5-Until replaced by cumulation, new volume or revision
- 6-For a limited period
- 7-Not retained
- 8-Permanently

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**008 Data Elements, cont'd**

**[13] Specific Policy, Type**

- No specific retention policy
- l-Latest
- p-Previous

If you are reporting specific holdings, leave [16] coded as zero. If not reporting specific holdings, the code is based on the amount of your holdings compared to the entire published run of the serial.

**[16] Completeness**

- o-Other
- 1-Complete
- 2-Incomplete
- 3-Scattered
- 4-Not applicable

**852 Location**

**[Ind 1] Shelving scheme**

- No information provided
- 0-Library of Congress
- 1-Dewey Decimal
- 2-National Library of Medicine
- 3-Superintendent of Documents
- 4-Shelving control number
- 5-Title
- 6-Shelved separately
- 7-Source specified in subfield \$2
- 8-Other scheme

**[14] Specific Policy, Units**

- No specific retention policy
- 1 unit
- 2 units
- 3 units
- 4 units
- 5 units
- 6 units
- 7 units
- 8 units
- 9 units

**[20] Lending Policy**

- a-Will lend
- b-Will not lend
- c-Will lend hard copy only
- l-Limited lending policy
- u-Unknown

**[Ind 2] Shelving order**

- No information provided
- 0-Not enumeration
- 1-Primary enumeration
- 2-Alternate enumeration

**[\$b] Sublocation**

Enter your four digit OCLC holding library code (i.e., ECOB).

**[15] Specific Policy, Unit Type**

- No specific retention policy
- m-Months
- w-Weeks
- y-Years
- e-Editions
- i-Issues
- s-Supplements

**[21] Reproduction Policy**

- a-Will reproduce
- b-Will not reproduce
- u-Unknown

**[22-24] Language**

Language of coded data contained in fields 863-865

Entering call numbers into the LHR is optional. To enter, click on the ACTION drop down menu, **ADD BELOW**, and enter the call number in subfields \$h and \$i or any other subfields of your choosing.

**[\$z] Public Note**

Enter public notes pertaining to physical description & retention.

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## 853 Captions & Patterns

### [Ind 1] Compress/expand

- Indicator value not set
- 0-Cannot compress or expand
- 1-Can compress but not expand
- 2-Can compress and expand
- 3-Unknown

### [\$a] 1st level enumeration

Enter enumeration caption, such as, v., no., (year), etc. Captions in parentheses do not display.

Caption: \_\_\_\_\_

### [Ind 2] Caption evaluation

- Indicator value not set
- 0-Verified; all levels present
- 1-Verified; all levels may not be present
- 2-Unverified; all levels present
- 3-Unverified; all levels may not be present

### [\$i] 1st level chronology

Enter chronology caption, such as, (year), etc. Captions in parentheses do not display.

Caption: \_\_\_\_\_

### [\$8] Linking field

Determines display when multiple 853s are present. Corresponds to 863 \$8 linking field.

Field No.: \_\_\_\_\_

## 863 Enumeration & Chronology

### [Ind 1] Field encoding level

- No information provided
- 3-Holdings level 3
- 4-Holdings level 4
- 5-Holdings level 4 with piece designation

### [\$a] 1st level enumeration

Enter enumeration, such as, 1-, 10-25, 2004, etc.

Enumeration

\_\_\_\_\_

### [Ind 2] Form of holdings

- No information provided
- 0-Compressed
- 1-Uncompressed
- 2-Compressed, use textual display
- 3-Uncompressed, use textual display
- 4-Items not published

### [\$i] 1st level chronology

Enter chronology, such as, 2004, 1999-2006, 2006- etc.

Chronology

\_\_\_\_\_

### [\$8] Linking field

Determines display when multiple 863s are present. Corresponds to 853 \$8 linking field. You can have multiple 863s linked to one 853.

Field No.: \_\_\_\_\_

