Copy Numbers in Holdings and Item Data:
Discussion with Recommendations

from the Standing Subcommittee on Bibliographic Standards and Policy

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1. Copy Numbers in Holdings and Item Data

The Standing Subcommittee on Bibliographic Standards and Policy has examined issues around how best to code copy numbers in Aleph. Some units, for example, are accustomed to using copy numbers to identify a particular copy with unique characteristics, to identify location (e.g., Copy 2 is always Red Set) or to check-in particular supplements.

The MARC 21 Format for Holdings Data and Aleph allow for coding of copy numbers in more than one location in holdings records and in Aleph item records.

Aleph software currently does not make available for public display all copy information that is available in staff displays. Currently, Aleph does not make copy information available in the OPAC unless it is coded as an 852 |z public displaying note. That is, copy number information properly coded in other holdings subfields or in Aleph item records is not currently (as of June 2004) made available for display to the public in the HOLLIS Catalog.

2. Copy numbers in MARC 21 and Aleph

Copy number information in Aleph is an amalgam of MARC 21 Format for Holdings Data coding and Aleph-specific conventions. In addition, some HULPR practice is found in converted records.

The MARC 21 Format for Holdings Data defines copy information in:

- Fixed field 008 bytes 17-19 (Number of copies reported)
- 852, subfield t (Copy number)
- 853,854,855, subfield t (caption for copy number)
- 863,864,865, subfield t (copy number)

Aleph defines a position for copy number in an item record:

- input box in item form identified as "Copy number" (see examples 1 and 2)

Aleph also defines

- "subscription record order sequence number" (which counts every subscription at Harvard for a title beginning at number 1; if Law has first copy, it is subscription no. 1; Design has second copy, it is subscription no. 2; etc.). The "subscription sequence number" only coincidentally may be the same as the Library-assigned copy number (cf. examples 3 and 4).
- In Aleph version 16, a Library may have one number as the subscription sequence number and another number assigned by the Library as the copy number.

Harvard copy number data in HULPR LOCs was converted to Aleph as follows:

- MARC 21 Format for Holdings Data field 852, subfield x (Nonpublic note) for summary copy information for staff display (i.e., HULPR LOC subfield |x became Aleph 852 |x)
- MARC 21 Format for Holdings Data field 852, subfield z (Public note) for summary copy information for public display (i.e., HULPR LOC subfield |z and |n

Harvard copy number data in HULPR Item Records was converted to Aleph as "description" information (there being no way to differentiate it consistently and unambiguously from most other piece level information).
3. Aleph Copy Information: Conditions and Restrictions

3.1 Relationship between field 852 subfield |t and item records

Aleph provides for the linking of an item record to a holdings record and to the 852 data in that holdings record.

A feature of this linking is that the following 852 data are used to populate an item record:

<table>
<thead>
<tr>
<th>852 data</th>
<th>Item Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st indicator</td>
<td>Call number type</td>
</tr>
<tr>
<td>$b</td>
<td>Sublibrary</td>
</tr>
<tr>
<td>$c</td>
<td>Collection</td>
</tr>
<tr>
<td>$h$i$l$m$2</td>
<td>Call number</td>
</tr>
</tbody>
</table>

$t$ (contains one copy number) | Copy Number

$t$ (contains range of consecutive copy numbers, that is: number-number) <no copy information added to item record>

Example, subfield |t contains one copy number:

<table>
<thead>
<tr>
<th>852 data</th>
<th>Item data</th>
<th>Item Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st indicator</td>
<td>Call number type</td>
<td>0</td>
</tr>
<tr>
<td>$b</td>
<td>Sublibrary</td>
<td>KSG</td>
</tr>
<tr>
<td>$c</td>
<td>Collection</td>
<td>GEN</td>
</tr>
<tr>
<td>$h$i$l$m$2</td>
<td>Call number</td>
<td>JK1967.V642 1983</td>
</tr>
<tr>
<td>$t$ (contains one copy number)</td>
<td>Copy Number</td>
<td>2</td>
</tr>
</tbody>
</table>

Example, subfield |t contains one range of copy numbers (no copy information supplied in item:

<table>
<thead>
<tr>
<th>852 data</th>
<th>Item data</th>
<th>Item Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st indicator</td>
<td>Call number type</td>
<td>0</td>
</tr>
<tr>
<td>$b</td>
<td>Sublibrary</td>
<td>WID</td>
</tr>
<tr>
<td>$c</td>
<td>Collection</td>
<td>WIDLc</td>
</tr>
<tr>
<td>$h$i$l$m$2</td>
<td>Call number</td>
<td>HN730.Z9E49 1987</td>
</tr>
<tr>
<td>$t$ (contains range of consecutive copy numbers, e.g., 4-6)</td>
<td>Copy Number</td>
<td></td>
</tr>
</tbody>
</table>

Aleph processing takes literally the definition of 852 subfield |t in MARC 21. Unless the 852 subfield |t contains a range of consecutive copy numbers (that is, |t contains number-number), the content of |t is used to populate "Copy Number" in item records linked to that holdings record.

Revised: March 28, 2005
3.2 Field 852 subfield |t and item records: Recommended practice

Aleph does not make copy information available in the OPAC unless it is coded as an 852 |z public displaying note. Copy number information properly coded in other holdings subfields or in Aleph item records is not currently (as of November 2008) made available for display to the public in the HOLLIS Catalog.

3.2.1 Serial titles

Put only one copy number into 852 subfield |t and link items to the holding record.

This recommended practice is in keeping with the long-standing HUL policy that each copy of a serial has its own holdings record (cf. Holdings Records in The HOLLIS Catalog: Standards and Guidelines.) Available via the Continuing Resources Working Group (CRWG) iSite: http://isites.harvard.edu/icb/icb.do?keyword=k27163&pageid=icb.page130256

3.2.2 Non-serial titles

Exercise caution; use 852 subfield |t only for consecutive copy numbers.

3.2.2.1 Single volume monographs

Use 852 subfield |t for a single copy number or a range of consecutive copy numbers (typically more than one copy of a single-volume monograph in one sublibrary and collection are attached to one holdings record).

If the copy numbers are not a range (e.g., the copy numbers are not consecutive), use separate holdings records each with its own 852 field.

3.2.2.2 Multi-volume monographs

Use 852 subfield |t for a single copy number or a range of consecutive copy numbers (typically more than one copy of a multi-volume monograph in one sublibrary and collection is attached to one holdings record).

If the copy numbers are not a range (e.g., the copy numbers are not consecutive), use separate holdings records each with its own 852 field.

Even when the copy numbers are a range, if the holdings are complex or some copies have broken runs, it may be preferable to make a separate holdings record with its own 852 field for each copy.

3.2.2.3 Copies reported – 008 byte 17-19

This copy information displays only in 008. It is advisable, but not required, to update number of copies in this field to be same as number of copies indicated in 852.
3.3 853/863, 854/864 and 855/865 paired fields

Code fields as specified in *MARC 21 Format for Holdings Data*. Follow any documentation/guidelines/training guides from the HUL Office of Information Systems available via the HUL web site for Aleph ([http://hul.harvard.edu/ois/systems/aleph/](http://hul.harvard.edu/ois/systems/aleph/))

3.3.1 Data input for display

In those instances where self-service (e.g., retrieval from stacks) is affected by knowledge about feature(s) of a specific copy, an OPAC Note may be input in the Item Record.

If the feature is of sufficient importance to be recorded in an OPAC Note, the feature should also be recorded in an appropriate note in the Holdings Record to which the Item is linked. For example,

```
852 0 |cISLARI|hKBP753|i.Z29 1996x |zLacks p. 1-15
```

Item record, OPAC note: Lacks p. 1-15

In the case of more than one copy of a monograph on the same holdings record, the note might appear as:

```
852 8 |bHOU|cGEN|hTower 169|zAutographed by Joseph T. Tower
```

Item record for c.2, OPAC note: Autographed by Joseph T. Tower

Code data correctly in anticipation of future display of copy information. In item form, input Copy number in box provided. Do not put copy information into notes, description box, etc.

3.4 Display of copy information in Staff Clients and in OPAC

All copy information is displayed in the staff clients.

Aleph software does not make copy information available for display in many OPAC screens:

3.4.1 OPAC Full View of Record: FULL CATALOG

This display presents a "full" record and includes a combination of bibliographic and holdings data.

The holdings data displayed are from field 856 (labeled INTERNET LINK) and field 852. 852 subfield t (copy number) is not displayed.

Because only the first sublibrary/collection combination is displayed (when a sublibrary/collection is represented by more than one holding record), only the subfield z of the displayed record will be shown.

3.4.2 OPAC Holdings: FULL CATALOG [response to: Holdings]

This display is produced when a user requests "Holdings" from " Full View of Record: FULL CATALOG".
This display presents a bibliographic citation and holdings data. The holdings data include 852 data and paired field (853/863, 854/864, 855/865) data.

Current Aleph programs do not include copy information from 852, 863 subfield |t in public catalog display.

3.4.3 OPAC Holdings: FULL CATALOG [response to: Availability]

This display is also produced when a user requests "Availability" from "Full View of Record: FULL CATALOG".

This display is as described above, plus it has appended to it "availability information," that is, information about all items.

Current Aleph programs do not include copy information from items in the Availability display.

3.4.4 Recommended practice re data input

In those instances where self-service (e.g., retrieval from stacks) is affected by knowledge about feature(s) of a specific copy, an OPAC Note may be input in the Item Record.

If the feature is of sufficient importance to be recorded in an OPAC Note, the feature should also be recorded in an appropriate note in the Holdings Record to which the Item is linked. For example,

852 0 |cISLARI|hKBP753|i.Z29 1996x |zLacks p. 1-15

Item record, OPAC note: Lacks p. 1-15

In the case of more than one copy of a monograph on the same holdings record, the note might appear as:

852 8 |bHOU|cGEN|hTower 169|zAutographed by Joseph T. Tower

Item record for c.2, OPAC note: Autographed by Joseph T. Tower

Code data correctly in anticipation of future display of copy information. In item form, input Copy number in box provided. Do not put copy information into notes, description box, etc.
Example 1: Copy number in Catalog Module in columnar Item Display
Example 2: Choices for columnar display of Items in Cataloging Module
Example 3: Display of Subscription Sequence Number
Example 4: Choices for column display for Serials in Acquisitions Module