Use of H08 and H06 Fields

**H08 and H06 fields and Authority control**

The H08 field is used for Cataloging Status information and is a required field in Harvard holdings records. The date in H08 $b$ is one of the criteria used to identify bibliographic records that were fully cataloged in the prior month and therefore ready for authority processing. The date in H08 $b$ also supports cataloging statistics (using the reporting system) and new books lists.

The other criteria used to identify bibliographic records for authority processing is the date in field H06 $b$. The H06 field is used to pull bibliographic records cataloged more than a month ago that have been updated with new headings.

See the document Authority Processing in Aleph for more on the MARS Authority Processing service.

**H08 in Holdings Records**

Subfields $a$ and $b$ are mandatory.

Subfield $a$ must contain one of three values:

- **p** preliminary (not cataloged)
  - linked bib record is eligible for Standing Search if there are no cataloged holdings
- **i** intermediary (expect to upgrade)
  - holdings are reported to OCLC
- **c** cataloged
  - holdings are reported to OCLC
  - linked bibliographic record is sent for authority processing by MARS

Prior to Aleph, cataloging status “x” was used to suppress holdings from from public display. During the Aleph conversion an STA field with $a$SUPPRESSED was added to all holdings records with x in H08 $a$. Cataloging status x is not a valid value in Aleph. When editing a holdings record with x in H08 $a$, the x must be replaced with c, i, or p before it can be saved.

Subfield $b$ must contain a cataloging date for the record:

- **t** t is replaced with today’s date when the record is saved to the server (yyyymmdd format)
- **o** o is replaced with the Aleph conversion date when saved to the server (i.e. 20020630)

Aleph will convert the t and o values to the appropriate date when the holding record is saved to the server. The date may also be entered manually typing it into subfield $b$ in the format yyyymmdd.

**H06 field in Bibliographic records**

An H06 field can be created if headings in a fully cataloged bibliographic record are changed or added, and the record needs to be sent for authority processing. Note that if authority records from OCLC are exported for new headings, the bibliographic record should be sent to MARS so that they have a record of the heading and can send subsequent updates to the heading. Subfields $a$ and $b$ are mandatory.

Subfield $a$ must contain N2
Subfield $b$ must contain today’s date

If t is entered in H06 subfield $b$ the system will convert it to today’s date when the record is saved to the server. The date may also be typed in manually.

Guidelines for entering date for fully cataloged titles

H08 subfield $b$

Holdings that were migrated to Aleph may lack an H08 field. In that situation, enter o in subfield $b$ so that the holdings record can be saved. The current date (t) should not be used since the holding is not new. If the bibliographic record needs to be sent for authority control, use the H06 field for that purpose.

H06 subfield $b$

To send a fully cataloged record for authority processing when the H08 field already indicates that the title has been fully cataloged, enter today’s date in H06 subfield $b$. This can be done either by typing t and allowing the system to convert it to today’s date, or by typing it in manually. If the bibliographic record already contains an H06 field, update the date in subfield $b$ to today’s date.