CATB Learner’s Guide

Holdings, Items, Templates and Record Maintenance

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9.3 Suppressing Item Records

9.4 Suppressing/logically deleting holdings records

9.5 Suppressing/Logically Deleting Bibliographic Records

9.6 Combining and moving records

Appendix 1: MARC21 Codes for Holdings Fields

LEADER

008 - FIXED-LENGTH DATA ELEMENTS (NR)

852 - LOCATION (R)

853/854/855 CAPTION AND PATTERN FIELDS

863/864/865 ENUMERATION AND CHRONOLOGY FIELDS

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1. Introduction

The purpose of this class and supporting documentation is to introduce Aleph users to the creation and editing of holdings records, item records, and local templates, as well as record suppression.

Definitions:

The holdings record is used in Aleph to identify the sublibrary that owns the item, call number information, and detailed holdings information. It can also contain URLs for electronic resources.

A template is a record used by library staff that contains pre-set MARC tags, indicators and subfields.

An item record identifies a particular copy of a material through a unique identifier, the barcode, and allows for the circulation of the material.

2. Public Display of Holdings Data

To help with the interpretation of holdings data in the Aleph holdings record, it is useful to look at the public display of holdings information in the HOLLIS Catalog.

If a patron searches for a print serial title in the HOLLIS Catalog, for example, s/he will need to consult the Holdings Display to see what volumes, supplements or indices a library holds for the title. The following is an example of the public display of an Aleph holdings Record:

**Holdings: JOURNAL TITLES**

---

Bon appétit.

[Chicago, Ill. : American Colotype Co., 1356?-
v. : ill. (some col.) ; 28 cm.
HOLLIS: 000238871

---

**Location** : Widener TX642 .BA12

**Acquisition Data** : Status: Currently received


**Current Receipts** : v.12:no.1(2009:Jan.)

v.12:no.2(2009:Feb.)

v.12:no.3(2009:Mar.)

v.12:no.4(2009:Apr.)

**Supplements** : v.5:no.4(2002)

**Index** : v.1/11(1997/2008)

---

Public Display of Holdings

Revised: September 4, 2008
The following is the corresponding Aleph Holdings Record from the Cataloging module:

```
LDR  ^^^^^nx^^^^22^^^^^1n^4500
OWN  a  WID
LKR  a  HOL
      1  HVD01
      b  000238871
001  0  000191301
005  0  20090312101313.0
008  0  0903122u^^^^^8^^^^4001uu^^^^000000
852  b  WID
     c  GEN
     h  TX612
     i  .BA12

853  20  1
     0  v.
     a  no.
     b  12
     u  r
     v  (year)
     y  (month)
     m  01

853  X   1
     8  00001
     a  13
     b  1
     i  2010
     j  01

863  40  1.1
     8  1-11
     a  1997-2008

854  03  1
     8  1
     a  v.
     b  no.
     i  (year)

864  40  1.1
     8  5
     a  4
     b  2002

855  ^  1
     a  v.
     i  (year)

865  41  1.1
     8  1/11
     a  1997/2008

H08  ^  c
     a  20080826
```

Aleph Holdings Record in the Cataloging Module

Revised: September 4, 2008
The fields that correspond to the public display of holdings from this HOL record are detailed below:

**Holdings: JOURNAL TITLES**

Bon appétit.
[Chicago, Ill. : American Colotype Co., 1956-]
v. : ill. (some col.) ; 28 cm.
HOLLIS: 000238871

<table>
<thead>
<tr>
<th>Location</th>
<th>Widener TX642 .BA12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition Data</td>
<td>Status: Currently received</td>
</tr>
<tr>
<td>Holdings</td>
<td>v.1-11(1997-2008)</td>
</tr>
<tr>
<td>Current Receipts</td>
<td>v.12:no.1(2009:Jan.)</td>
</tr>
<tr>
<td></td>
<td>v.12:no.2(2009:Feb.)</td>
</tr>
<tr>
<td></td>
<td>v.12:no.3(2009:Mar.)</td>
</tr>
<tr>
<td></td>
<td>v.12:no.4(2009:Apr.)</td>
</tr>
<tr>
<td>Supplements</td>
<td>v.5:no.4(2002)</td>
</tr>
<tr>
<td>Index</td>
<td>v.1/11(1997/2008)</td>
</tr>
</tbody>
</table>

Public Display of Holdings

- **Location**: field 852
- **Acquisitions Data**: 008 field, Receipt or Acquisitions Status byte coded "4" for Currently received
- **Holdings**: 853/863 paired field data. The 853 field contains the captions (v., no., etc.), and the 863 field contains the actual data (1-14). The 863/863 can display bound volumes as well as issues. Gaps in holdings can also be indicated in this display. In the public display of holdings the captions and the data are combined to show the display found under holdings.
- **Supplements**: 854/864 paired field data. A supplement is a work published in addition to the main work, which is expressed in the 853/863 data. The 854/864 fields display in the public catalog for supplements in the same way that the 853/863 data displays for issues/bound volumes.
- **Index**: 855/865 fields. The index shown here is for an indexed published with this title. The 855/865 fields display in the public catalog for indices in the same way that the 853/863 fields display for issues/bound volumes.

This display also contains the Current Receipts field:

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Current Receipts

The data from these fields come from receipts that have been checked-in in the Serials Tab of the Aleph Acquisitions/Serials Module. Current issues are checked-in in the Serials Tab and then linked to the holdings record so that they display as "current." This allows the patron to see both bound/legacy holdings data as well as current receipts all in one summarized holdings display in the public catalog.

"Current" Receipts come from in the serial tab. The following screen shot shows current receipts from the check-in node in the serial tab:

![Current Receipts Recorded in the Serials Tab](image)

Current Receipts Recorded in the Serials Tab

The receipt of issues v.56:no.1, no.2, and no.3 are all displaying as Current Receipts.

When a new issue, supplement or index is checked in, the receipt will be linked to the appropriate 853 field (for a regular issue), 854 field (for a supplement), or 855 field (for an index). For issues created using predictive check-in, the system will create this linkage at the same time as it creates the list of expected issues. Issues checked in that are created without prediction must be manually linked to the appropriate field in the holdings record. Subsequent items that are duplicated will also be linked. Instructions for creating the initial manual link from the item to the holdings are provided in the SERM: Introduction to the Serials Tab class documentation.

Other fields that may be present in the Public Display of Holdings:

Current Suppl.: Display in the holdings if a supplement is checked in on the Serial Tab

Current Index: Displays in the holdings if an index is checked in on the Serial Tab

Unique Fields in the Holdings Record

There are two fields that are not displayed in the public catalog but are required elements of the holdings record in the Cataloging Module. These two fields are not part of the MARC21 Holdings Format: the OWN field and the H08 field.

- The OWN field indicates the sublibrary that owns the holdings record; only staff with authorization to work in that library can update the holdings record. Aleph automatically creates the OWN field when staff saves a holdings record to the server.
- The H08 field indicates the cataloging status of the record. An H08 field with the $$a value of "c" indicates that it is a fully-cataloged record. An H08 field with the $$a value of "p"
indicates that it is a provisional record. A subfield $b$ is also added to the H08 field with the date the piece is cataloged. For more information on how to input the H08 field into a holdings record, see section 6.1.9.

3. Locating Holdings Record in the Search Tab

To create holdings and items in Aleph a bibliographic record must exist for the title. A bibliographic record may already exist in the database if another Harvard library owns the material. Always search the database first to see if the bibliographic record exists. Use the search tab to search for bibliographic records.

If a record for the title does not exist in HVD01, then create a record for the title. At the minimum a provisional record must be created to proceed with the creation of items and holdings. There are five ways to add a bibliographic record in Aleph:

- By template with predefined fields
- From scratch (user inputs all fields)
- By copying and pasting a record, or part of a record, from HVD01 into a template or new record.
- Duplicating an existing record from another database, such as HVD02 (the resource file)
- Importing/targeting a record from a bibliographic utility (either directly from the utility client or via a Z39.50 database in the Search Tab).

Creation and editing of bibliographic records is covered in the CATA class.

3.1 Locating Holdings Information in the Show Node

The Search Tab provides a way to view holdings information in the Show Node or on the Browse List.

Holdings information can be viewed from the full+link display view in the lower window pane of the show node. Highlight a title from the brief list or brief recs in the upper pane to view holdings information in the Lower Pane.
To see more information on the Lower Pane, highlight the pane by clicking on it or pressing the \(<\text{Ctrl}> + 3\) keys. Then click on the Full Screen icon found at the top of the module \([\text{Full Screen}]\) or type \(<\text{Ctrl}> + J\). This will make the Lower Pane larger or your screen:
Tab 1, Full + Link, will show the list of sublibraries owning the title. The information includes sublibrary name, collection, call number information (if applicable), and any public note information (852 $Sz data). The Full + Link display will not show nonpublic notes (852 $Sx data), nor will it show any holdings that are suppressed or deleted from the public display.

You can see full holdings record information for this title by selecting Tab 2, MARC Tags:
Tab 2, MARC Tags display

### 3.2 Include BIB/HOL Data Checkbox

View holdings information associated with a heading by selecting the Include BIB/HOL data checkbox on the browse list:
Include Bib/HOL data Checkbox on Browse List

Selecting this option changes the headings list & results on the Browse List as follows:

1) Heading

2) Bibliographic Info

3) Holdings Info - headings are displayed separately for each holding

For example: a default title browse search for “The prize winner of Defiance, Ohio” will currently display 1 heading in the Title Browse List:

Normal Title Browse for “The prize winner of Defiance, Ohio”

Display the same title using the Bib/HOL data checkbox:
Title Browse Using Include Bib/HOL Data Checkbox

Instead of 1 heading, there are now 2 headings for this title, each showing which sublibrary owns the title.

This feature is only relevant for records with holdings (HVD01). It is not relevant for authority record searches (HVD10, HVD12), or searches from the Resource Files (HVD02 and HVD03).

Note that this feature is limited to headings lists in which each heading is linked to a small number of bibliographic records. When activated on a list that has many records linked to a single heading there is a limited number of results. For example, if this feature is used for a prolific author such as Shakespeare, only the first 50 or so records associated with the Shakespeare heading will display.

The information displayed is the sublibrary and collection only. To see more holdings information, highlight the record and either click Show, or click on the Catalog button at the bottom of the Browse list. This will bring up the bibliographic record. Retrieve the holdings for this record using one of the methods described in Section 4.

4. Retrieving a Holdings Record for Editing

In Aleph, all location and holdings information is stored in the holdings record. Access holdings records in the following ways:

- From the Record Manager Pane in the Records Tab of the Cataloging Module
- From the Overview Node found on the following tabs: Items and Search Tabs in the Cataloging Module; the Order, Serials and Search Tabs in the Acquisitions Module; the Loans, Returns, and Items Tabs in the Circulation Module
- By the system number of the holdings record

4.1 Open Holdings from the Bib. Record in the Records Tab

1. Log into the Aleph Cataloging Module

2. Bring up the Search Tab (if it is not already selected) by clicking on the tab icon or pressing the F9 function key

3. Perform a Find or Browse Search and locate the title

4. Click on the Show button to open the title in the show node. A brief list will display in the upper pane and the Full + Link display will appear in the Lower Pane

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5. Move the title to the records tab by clicking on the catalog button in either the upper pane or lower pane (<Alt>+C keys). The Records Tab will open and the bibliographic record will appear in the Upper Pane. The system number, bibliographic format, title and author will appear next to the Cataloging Bar at the top of the screen.

6. To locate a holdings record for this title, click on Tab 4, HOL records, in the Lower Pane or hit the <Ctrl> + O keys. A Holdings list box will appear on the tab listing all of the Holdings Records associated with this title.

In this example, the FAL GEN holding will be chosen. Highlight the entry and click on the Edit button [or press the <Alt> + E keys] to view the MARC Holdings record.
4.2 Open HOL Record from the Record Manager Pane

The Record Manager Pane is located on the bottom left-hand side of the Records Tab Window and it is only found in Cataloging Module. The pane displays bibliographic, holdings and items information, similar to the Overview Node view in the Search and Items Tabs. Items associated with each holdings record in this display may also be viewed.
Record Manager Pane

Note: Aleph sets a display limit of 99 lines in the Record Manager Pane, so all records may not be viewable in this display.

**Opening Holdings from the Record Manager:** Double click on a holdings record in the Record Manager Pane to open the holding up in the Upper Pane (or in the pane that is highlighted in Split Mode).

**Opening Items from the Record Manager:** If you double click on an item record in the Record Manager Pane, that item record will open up in the Items Tab (for more information about working with items, see section 8).

**Opening a Holdings or Item Using the Main Menu:** If you highlight a holdings record and then select Record Manager..Load/Create Record from the Main Menu, the holdings record will open up in the Upper Pane (or in the pane that is highlighted in Split Mode). If you highlight an item record and select Record Manager…Load/Create Record from the Main menu, the item record will open up in the Items Tab (for more information about working with items, see section 8).
4.3 Retrieving a Holdings Record Using the Overview Node

If you are working in the Acquisitions or Circulation Modules and wish to edit a holdings record, you will need to move the title from the Tab you are working in to the Records Tab in the Cataloging Module.

To do this, use the Overview Mode found at the top of the tab. In this example, we will push a title from the Order Tab in Acquisitions to the Records Tab in Cataloging.

1. On the Order Tab display, you will see two modes at the top of the Navigation Pane: Functional and Overview. Functional will be the default, as it allows you to work with the functions on the tab.

2. Click on the Overview, or press <Ctrl>+<Alt>+2 to open.
Overview Mode

The **Overview** will provide you with a view of the bibliographic, holdings, items, orders, subscriptions, and loans associated with this title in the database. As you click through the various records on the left hand side of the pane, a display of the data will appear in the center pane.

On the right hand side there are buttons that allow you to move from one part of the system to another. If you click the Catalog Record button from here, the Records Tab in the Cataloging Module will open and the bibliographic record of the title will display in the Upper Pane.

**To go directly to a holdings record from Overview:** If you wish to open up the holdings record instead:

1. **Highlight** the holdings record from the left hand side of the pane

2. Click the Catalog Record button (or press the <Ctrl>+C keys as long as the center pane is in focus).

The Records Tab in the Cataloging Module will open and the holdings record you highlighted in Overview will display in the Upper Pane.
4.4 Retrieving a Holdings Record Using the System Number

In the Cataloging Module, it is also possible to bring up a holdings record by its system number, if you are aware of it.

To do this:

1. In the Cataloging Module, change libraries from HVD01 to HVD60, the Holdings Library, by choosing ALEPH>Connect To>HVD60 from the main menu or by right-clicking on the Library Icon located at the bottom right of your screen and selecting HVD60.

   ![Library Change from HVD01 to HVD60]

2. Type in the holdings record number in the Cataloging Bar field and click on the blue arrow or press the <Enter> key:

   ![Cataloging Bar]

   The holdings record will appear in the Upper Pane. The system number, format, title and author information will appear to the right of the Cataloging Bar field. Under the Edit Root in the Navigation Pane, the library designation and the system number will appear.
5. **Overview of MARC21 Fields in Aleph Holdings Records**

The MARC21 Holdings record is described in the MARC21 Format for Holdings Data Manual. Each library system vendor has its own way of presenting that data. We will look at the holdings record for the United States Code annotated to the Aleph presentation of the data. See Appendix 1 for a selected list of MARC Holdings fields and coding.

5.1 **The Leader and the 008 Fields**

The Leader (LDR) is a fixed field string that comprises the first 24 character positions of the holdings record. It is a housekeeping field used to define the characteristics of the record, its length, status, format, encoding level, base address of the data and the entry map. The computer needs this field in order to “read” and organize the record. Most of the character positions are system supplied. Library staff must supply the rest.

While the Leader supplies information about the physical characteristics of the record itself, the 008 field supplies coded information about local policies governing the use, acquisition, retention of the item. The 008 field holds information about the receipt status, acquisitions method, retention policy, completeness, number of copies held, the lending policy of the item in hand and the language of the captions. It is a string of 32 character positions. Most of the coding is staff-supplied.

Forms exist for the LDR and 008 fields. In Aleph holdings records, these fields are displayed as character strings. Aleph uses labeled forms to facilitate editing these fields. We will learn how to edit these forms in the next lesson.

5.2 **The 852 Field**

The 852 field holds the information necessary to locate an item. It holds the library location information and the call number. It may also contain detailed information about how to locate an item within a collection, as well as public and non-public notes.

Mandatory subfields in Aleph are $$b (sublibrary) and $$c (collection)

- **Sublibrary** in Aleph refers to the library or administrative unit (e.g. Widener, Lamont, Countway). These locations are coded using three-letter codes, all capitalized (e.g. Widener=WID, Hilles=HIL, Countway=MED).

- **Collection** refers to the location within that sublibrary (GEN, REF, RES, etc.) These are 3-5 letter codes. A list of collection codes in use for your library can be obtained from your Aleph library liaison.

For a list of Sublibraries, please see the documentation entitled “Aleph Sublibrary Codes” available on the Harvard Aleph Documentation Web Site:
http://hul.harvard.edu/ois/systems/aleph/docs.html#catholauth

The first indicator of the 852 field can show that a book is shelved by title, control number, by call number, or by some way other than by call number. See Appendix 1 for a list of appropriate values, or, if you highlight the 852 field on your holdings record, you can get more information in Tab 2 of the Lower Pane, Tag Information.

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The second indicator indicates whether a serial or multi-part item is shelved under the primary or alternative enumeration recorded in the 853 / 863. It is particularly important when an item carries two different numbering schemes. Enumeration is used loosely to refer to numbers, alphabet, dates, etc.

If you are not cataloging a multiple-volume or serial work, leave the second indicator of the 852 blank.

### 5.3 The 853, 854, 855 / 863, 864 865: The Paired Holdings Fields

- In the MARC21 Format for Holdings Data, holdings are recorded in paired fields.
- The 853, 854, 855 fields hold the captions and publication pattern for a bibliographic unit, e.g. v., no., pt., (year), (month), etc.
- The 863, 864, 865 fields indicate the actual enumeration and chronology (if used) of the library’s holdings, e.g. 1-10, 1990-1999.
- The three separate pairs of tags allow for the coding of captions, patterns, enumeration and chronology for holdings of basic parts, supplementary materials, and indexes of multipart materials.
- The 853 is linked by a $$8\text{[link no.value]}$$ to one or more 863 fields.

854/864 fields are used to denote supplementary information. Supplementary material in the holdings field refers to accompanying material as well as material that is published separately as a...
supplement. As long as the material is not cataloged separately, or analyzed, this material will be recorded in the 854/864 holdings pairs.

MARC defines **Supplementary material** as “a part of a work, physically separate from the basic bibliographic unit and frequently in a different medium. Examples of supplementary material are maps inside a pocket inside a book cover, an answer book accompanying a textbook, or a pamphlet accompanying an audio disc.” This definition differs from one in AACR2. This field uses the same subfields and indicators that are used in the 853/863 fields.

- The 855/865 fields are used to describe indexes which are cataloged as part of a larger whole.

854/864, 855/865 Fields

- Other MARC Tags used in the Holdings record can include the 866-868 fields, which are free-text holdings fields.

For a more detailed explanation of the MARC21 Tags used in the Holdings Record, please see the following documents:

- *MARC21 Format For Holdings Data* (available from the Library of Congress' Cataloging Distribution Service)

From the Harvard Aleph Documentation Web Site:

http://hul.harvard.edu/ois/systems/aleph/docs.html#catholauth


### 5.4 Unique Holdings Fields

In addition to standard MARC21 fields, the Aleph holdings record contains several fields that are unique to this system. These include the LKR, which links the holdings record to a particular bibliographic record. It is automatically supplied when the holdings record is created.

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The Aleph records also contain Harvard specific fields, the H fields, for example the HO1 field, which holds the old [HULPR] system number. Other H fields, the H03, H08, H77, and RLN, for example, may also be found in the holdings record. These fields are used for data that was either converted from the old system, or does not have a field in the MARC 21 Holdings Format.

The **H08, Cataloging Status Field**, is a required element in holdings records. The field can have one of two statuses: p for provisional and c for cataloged. The field also contains the date that the piece was cataloged. For more information on this field, see section 6.1.9.

All Holdings records also require an “OWN” field. This field is a proprietary field and is linked to the users login profile. If the user is allowed to create and edit records from a specific sublibrary, s/he will be able to create an OWN field. The OWN field will be automatically added to the holdings record based on the subfield $$b$$ value of the 852 field when the record is saved to the server.

For a list of Harvard-defined codes and more information about unique codes found in Aleph holdings records, please see the following documents located at the Harvard Aleph Documentation Site: http://hul.harvard.edu/ois/systems/aleph/docs.html#catholauth

- Harvard-Defined Fields in Aleph
- OWN Field in Aleph Holdings Record
- HULPR LOC conversion table

### 6 Editing and Creating Holdings Records

Creating and editing a holdings record is very similar to creating and editing a bibliographic record. Like the Leader and 008 field of the bibliographic record, the Holdings Leader and 008 field can only be edited using forms. Variable fields can be added, deleted and edited in the same way they are dealt with in a bibliographic record.

In this lesson we will look at creating holdings records from the bibliographic record.

- Before creating a holdings record, learners should be aware that the bibliographic record must be saved to the server before the holdings record is created.
- Though holdings records are stored in their own Aleph Library, HVD60, they can be created and edited from a bibliographic record found in HVD01. When the system creates the holdings record, it will create the record in HVD60, but we will still be working in HVD01, as we shall see in a moment. When the record is edited and saved back to the server, the holdings record will also be saved to HVD60.

In this exercise, we will call up a bibliographic record and create a holdings record for a 4-volume monograph with accompanying material. The library owns v.1-2 and v.4, so we will indicate a gap in the holdings. We will use a Library of Congress-type call number.

To create a holdings record from the Cataloging Module:

1. Retrieve a bibliographic record by searching for it in the Search Tab and pushing it to the Records Tab or, if you have the system number, search for it by system number by entering it in the Cataloging Bar. The bibliographic record will in the Upper Pane.
2. Click on Tab 4 in the Lower Pane or hit the Ctrl + O keys to bring up the **Holdings List**. If any libraries have holdings records already in place for this title, you will see their location codes listed in the **Holdings List**.

3. Click on the Create button (or, with the Lower Pane in focus, hit the <Alt>+C keys). A new holdings record will be created with a holdings record number.

4. Highlight the new record number and click on the **Edit button** (or press the <Alt>+E keys). This will open up the newly-created holdings record in the Upper Pane.
New Holdings Record

The new holdings record contains the LDR field, the LKR field and the 008 field.

6.1 Editing a Holdings record

6.1.1 Adding Required Codes to LDR and 008 field

Though the system supplies the LDR and the 008 field in the Holdings record, keep in mind that these are not the same LDR and 008 fields that were in the bibliographic record. They are edited the same way, however, using forms.

- Of the 24 positions in the Holdings LDR, only 3 will be editable: Record status, Type of record, and Encoding level.

- In the Holdings 008 field, there are more positions that allow editing. For several of them, library policy will dictate how you fill them in.

Refer to your MARC code list (Appendix 1) for a list of valid codes. You can also consult Tag Information on Tab 2 of the Lower Pane for coding information. Some codes are required by the HUL Bibliographic Standard; these will be indicated in Aleph with a question mark (?)

To open up the LDR Form:

1. Highlight the LDR field on the holdings record and click on Edit>Open Form or hit the <Ctrl> + F keys. The LDR form will open:

```
LDR: ^a^m^e^m^w^r^w^a^t^w^w^p^u^w^w^l^n^w^o^n^w^w^h^l^n^w^o^n^w^w^d^k^w^l^r^w^w^g^l^n^w^w^e^v^g^l^n^w^w^o^t^w^w^u^m^w^w^o^n^w^w^d^k^w^l^r^w^w^d^k^w^l^r^w^w^g^l^n^w^w^e^v^g^l^n^w^w^o^t^w^w^u^m^w^w^o^n^w^o^n^w^w^h^l^n^w^o^n^w^w^d^k^w^l^r^w^w^g^l^n^w^w^e^v^g^l^n^w^w^o^t^w^w^u^m^w^w^o^n^w^o^n^w^w^h^l^n^w^o^n^w^w^d^k^w^l^r^w^w^g^l^n^w^w^e^v^g^l^n^w^w^o^t^w^w^u^m^w^w^o^n^w^o^n^w^w^h^l^n^w^o^n^w^w^d^k^w^l^r^w^w^g^l^n^w^w^e^v^g^l^n^w^w^o^t^w^w^u^m^w^w^o^n^w^o^n^w^w^h^l^n^w^o^n^w^w^d^k^w^l^r^w^w^g^l^n^w^w^e^v^g^l^n^w^w^o^t^w^w^u^m^w^w^o^n^w^o^n^w^w^h^l^n^w^o^n^w^w^d^k^w^l^r^w^w^g^l^n^w^w^e^v^g^l^n^w^w^o^t^w^w^u^m^w^w^o^n^w^o^n^w^w^h^l^n^w^o^n^w^w^d^k^w^l^r^w^w^g^l^n^w^w^e^v^g^l^n^w^w^o^t^w^w^u^m^w^w^o^n^w^o^n^w^w^h^l^n^w^o^n^w^w^d^k^w^l^r^w^w^g^l^n^w^w^e^v^g^l^n^w^w^o^t^w^w^u^m^w^w^o^n^w^o^n^w^w^h^l^n^w^o^n^w^w^d^k^w^l^r^w^w^g^l^n^w^w^e^v^g^l^n^w^w^o^t^w^w^u^m^w^w^o^n^w^o^n^w^w^h^l^n^w^o^n^w^w^d^k^w^l^r^w^w^g^l^n^w^w^e^v^g^l^n^w^w^o^t^w^w^u^m^w^w^o^n^w^o^n^w^w^h^l^n^w^o^n^w^w^d^k^w^l^r^w^w^g^l^n^w^w^e^v^g^l^n^w^w^o^t^w^w^u^m^w^w^o^n^w^o^n^w^w^h^l^n^w^o^n^w^w^d^k^w^l^r^w^w^g^l^n^w^w^e^v^g^l^n^w^w^o^t^w^w^u^m^w^w^o^n^w^o^n^w^w^h^l^n^w^o^n^w^w^d^k^w^l^r^w^w^g^l^n^w^w^e^v^g^l^n^w^w^o^t^w^w^u^m^w^w^o^n^w^o^n^w^w^h^l^n^w^o^n^w^w^d^k^w^l^r^w^w^g^l^n^w^w^e^v^g^l^n^w^w^o^t^w^w^u^m^w^w^o^n^w^o^n^w^w^h^l^n^w^o
```

Holdings LDR Form

2. Edit this form, if necessary. If you are unsure about which codes to use, the Help for the Leader form appears in the Lower Pane in Tab 2, Tag Information.

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Help on Field LDR

In this instance, we will leave the 05 field coded as "n" for new, we will code the 06 with the value "v" for multipart item holdings, and we will code the 017 Encoding Level with "4" to indicate detailed holdings.

3. Click OK to save your changes and close the form.

To open and edit the 008 Form:

1. Click on 008 and click on Edit>Open Form or press the <Ctrl> + F Keys.

2. Refer to Appendix 1 for the definition of all of these codes, or refer to the Tag Information Tab 2 on the Lower Pane.

3. In this example, change Method of Acquisition to “p” and delete the language code. The language code in the 008 is used only for serial captions such as months and seasons and to determine the language of the caption used for ordinal numbers.

4. Click on OK to close form

6.1.2 Adding an 852 Field to a Holdings Record

A field is added to the holdings record the same way it is added to the bibliographic record. There are two ways to add a field to a record:

• 1a. From the menu bar, choose Edit>New Field (choose from list) or hit the F5 function key. Select the 852 from the list.
• 1b. From the menu bar, choose **Edit>New Field (User defined)** or hit the **F6** function key. A field will appear on your screen; type in the value 852.

• If you need to delete a field or a subfield, choose **Edit>Delete>Delete Field** or press the **<Ctrl>+F5** keys to delete a field; choose **Edit>Delete>Delete Subfield** or press the **<Ctrl>+F7** keys to delete a subfield.

After inputting the 852:

1. Tab to the indicators.

2. Type "0" in the first indicator position to indicate that the field will contain an LC call number.

3. Type "1" in the second indicator position to indicate that the item will be shelved by primary enumeration (*Primary enumeration refers to the numbering recorded in the subfield of an 863 field*).

6.1.3 Adding subfields to variable fields (852 field)

Subfields are added to a variable field in a holdings record in the same way a subfield to a variable field in a bibliographic record is added. In this 852 field, we will add the following four subfields:

Subfield $$b$$: adding sublibrary to the 852 field. Each sublibrary code is three-letters and must be entered in capital letters. This is a required subfield in Aleph. Change the subfield a to b by typing over the value in the 852.

Subfield $$c$$: adds a collection code, such as GEN, REF, WIDLC, etc. The codes can be from 1-5 characters in length. This is a required subfield in Aleph.

Notes about subfield $$b$$ and $$c$$ codes in the 852 Field:

• These are actually codes and their display in the public catalog is governed by a table and which is linked to a sublibrary. Thus, REF may display as Reference for one library and REF. for another, depending on the library’s preference.

• We are also required to designate collections with no other code as “GEN”, to denote the fact that these pieces are in the “General Collection.” “GEN” will **not** generate a display in the public catalog.

• For many libraries, the code for Harvard Depository will be “HD”. A list of the collection codes that are valid for individual libraries is also available in the documentation section of the OIS web site.

• You can also see a list of valid collection codes in a drop down menu in the Items module.

The other subfields that will be added to this 852 field: Call numbers will be added in subfield $$h$$ (the class part), and subfield $$i$$ (the item part).

To add subfields to the 852 field:

1. Hit F6 to create a new field, type 852 and appropriate indicator values.

2. Type over the subfield $$a$$ with a b. Harvard does not use the subfield $$a$$ in the 852 field.
3. Add text the three letter code for the library where you work

4. Click on **Edit** menu; click on **New Subfield** or hit the **F7** key to create a new subfield

5. Fill in blank with “c”

6. Add appropriate collection text (in the example below, we will use WIDLC)

7. Click on **Edit** menu; click on **New Subfield** or hit the **F7** key again

8. Fill in blank with “h”

9. Type in the collection part of the call number

10. Click on **Edit** menu; click on **New Subfield** or hit the **F7** key again

11. Fill in blank with “i”

12. Type in item part of the call number

Note that $$i is only relevant to certain call number schemes.

---

**Holdings Record with Field 852**

It is also possible to add all of the subfields and their values at once in a string. To do this:

1. Click on the Edit menu; click on **New Subfield** or hit the **F7** function key. A subfield will appear on your screen.

2. Fill in blank with “b”

3. Add text the three letter code for the library where you work

4. Now type $$ with no spaces next to the last character of your sublibrary code, then type c, then type the collection code with no spaces. The $$ is a subfield delimiter in Aleph. Then type $$h and the collection part of the call number and then $$i and the item part of the call number.

---

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5. Hit the Enter key, and all of the subfields will reappear vertically on your screen.

852 Subfield Information Added as a String

6.1.4 Adding captions/chronology in 853 field

The 853 field is used to record the captions and/or chronology of the basic volumes of a multipart or serial title. Using these fields will allow us to communicate our holdings to other systems, both now and in the future.

We are creating this record for a 4 volume set, with volumes designated “volume 1”, “volume 2” and “volume 4.” The library does not own volume 3. We will set up the 853 field with the necessary captions.

1. Insert a new 853 field. There are 2 ways to do this:

   a. From the menu bar, choose **Edit->New Field (choose from list)** or hit the **F5** function key. Select the 853 from the list.

   b. From the menu bar, choose **Edit->New Field (User defined)** or hit the **F6** function key. A field will appear on your screen; type in the value 853.

2. Tab to indicators and type "2" in the first position and "0" in the second position. This indicates that the computer will be able to compress or expand holdings, and that we have verified the captions on the piece.

3. In the first subfield, either change the value of $$a to “8” (if F5 was used to create the field) or type "8" over the a (if F6 was used) Do not put quotes around the 8. Subfield $$8 is the field link subfield. This subfield will be linked with a subfield $$8 in the 863 field. Since this is the first instance of an 853 in this record, the value of subfield $$8 will be 1.

4. Hit the F7 key again and add a subfield $$a. This is where we record the caption information for this piece. Since this piece is published in volumes, we will use the caption "v." to indicate that volume is the caption.

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853 Field Added to Holdings Record

To see a full list of all subfields that can be used with the 853 field, highlight the 853 on your screen and click on Tab 2 in the Lower Pane to see Tag Information.

6.1.5 Adding holdings in 863 field

We will now add the specific volumes owned by our library in the 863 field. As was mentioned in the last section, the 863 field is linked to the appropriate 853 caption/chronology field by a field link number in the subfield $$8. Each 863 field $$8 link value that matches the number in a particular 853 $$8 will display in the public catalog with the associated captions. The 863 $$8 also includes a “sequence number” that looks like a decimal, but is actually a whole number separated from the link number by a period. This ensures that the volumes will appear in the proper order in the public display.

1. Add an 863 field choosing one of the following ways:

   a. From the menu bar, choose Edit->New Field (choose from list) or hit the F5 function key. Select the 863 from the list.

   b. From the menu bar, choose Edit->New Field (User defined) or hit the F6 function key. A field will appear on your screen; type in the value 863.

2. Tab to indicators and type "4" in the first position and "0" in the second position. This indicates that we are reporting detailed holdings (the first indicator value should match the encoding level of the holdings record, which we coded as "4" earlier in the LDR). The second indicator denotes that more than one physical piece is being reported in this 863 field.

3. Hit the F7 key and type "8", which is the field link subfield. This subfield will be linked with a subfield $$8 in the 853 field. The value of the $$8 in the 863 is 1.1.

4. Hit the F7 key again and add a subfield $$a. This is where we record the data we have for the numbered volumes. We will begin by adding the volumes that we own sequentially. Since we own v.1-2 and v.4, we will record the holdings of volumes 1-2 first by adding “1-2” to the 863 $$a.
Another way to add 853 data to your holdings record is to use a holdings template. A holdings template contains pre-defined MARC tags that you can then edit to describe your library’s holdings. There are five server-side holdings templates available for use; you can also create your own local holdings templates using the methods described in Section [...] of this document.

For the purposes of this lesson, an existing server side template will be used. The steps:

1. Create the 852 field

2. Choose the Edit>Expand from template option from the main menu or type <Ctrl>+c to bring up the set of holdings templates
3. The templates in this window are normally used to create publication patterns for serial titles, but you can edit any of these to meet your needs for this holdings example.

4. Select the template for quarterly and click the Open button. Two fields will be added to your record: the 853 and the 853X field.

```
853 70 8
 v.
 b no.
 u 4
 v r(year)
 j (month)
 w
```

```
853 X 8
 g
 a
 b
 i
 l
```

5. Modify the 853 field by adding the value 1 to the $$8 and removing the text from $$b, $$u, $$v, $$i, $$j and $$w
6. Modify the 853X field [normally used in serial prediction] to create an 863 field by changing the 5 in the 853 to a 6 to create an 863 field. Then change the indicator values from X to 40. Then add the value 1.1 to the $$8 and 1-2 to the $$a. Leave all of the other fields blank.
7. Hit the Enter key. The blank subfields will be removed from the 853 and 863 fields.

853X field edited to create 863 field

8. Copy/paste your 852 field so that it appears before the 853/863 fields by highlighting the 852 and choosing <Ctrl> + T to copy, then position your cursor at the 008 field, and type <Alt> + T to paste. This will add a second 852 field to your record; highlight the second 852 field and press <Ctrl> + F5 to delete.

Modified template

6.1.7 Processing a published or non-published gap

If your library does not own all volumes of this work, you will need to indicate that there is a gap in your holdings. The volume may have been published, but your library never received it or it

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was lost after it was received and put on the shelf. It may also be possible that the volume was never published.

It is possible to record the holdings information on the holdings record in the 863 field and indicate that you have a published or nonpublished gap.

Do NOT process a gap in holdings without consulting with your Supervisor to insure that all possible avenues of filling in the gap have been pursued. It is also possible to process that there is a gap in the volumes and then, upon receipt of the volume at a later date, change the 863 information to indicate that the set is now complete.

In this example, we will process a gap for a volume 3, and then record the holdings for volume 4.

To process a gap in holdings:

1. Add a subfield $$w to the existing 863 by typing the F7 key and changing the value from a to w. The subfield $$w has two possible values: g indicates a published gap; n indicates a nonpublished gap. Today we will add a published gap. Code the subfield $$w with the value of g.

<table>
<thead>
<tr>
<th>Subfield $$w with gap added to holdings record.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDR:  a</td>
</tr>
<tr>
<td>OWN:  a</td>
</tr>
<tr>
<td>KRR:  a</td>
</tr>
<tr>
<td>001:  WID</td>
</tr>
<tr>
<td>005:  V00010598</td>
</tr>
<tr>
<td>008:  V000191224</td>
</tr>
<tr>
<td>008:  V00509B0818D0741.0</td>
</tr>
<tr>
<td>008:  V059082P0001000000</td>
</tr>
<tr>
<td>052:  V00101</td>
</tr>
<tr>
<td>052:  V02631</td>
</tr>
<tr>
<td>053:  V010</td>
</tr>
<tr>
<td>053:  V0101</td>
</tr>
<tr>
<td>053:  V01011</td>
</tr>
<tr>
<td>060:  V01012</td>
</tr>
<tr>
<td>060:  V010121</td>
</tr>
<tr>
<td>060:  V010121w</td>
</tr>
</tbody>
</table>

2. To add volume 4, create a new 863 field by hitting the F6 key and typing 863. Code the first indicator value the same as the previous 863, with the value of 4. Since we are only describing one physical volume in this 863 (v.4), the second indicator value will be 1, indicating one physical piece.

3. In the subfield $$8, you will need to increment the line number. For example, our first 863 field had the subfield $$8 value of 1.1. This new 863 will have the value of 1.2. The 863 is still relying on the pattern link of the 853, we are just adding a new line number.

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### New 863 Field with Line Number Incremented

Add enumeration and chronology for the volume with the gap as you would a regular 863 field.

If you need more information on processing complex gaps, such as those in serials, see the Learner’s Guide for SERP Setting Up and Checking-In Serials Using Aleph Predictive Functionality.

#### 6.1.8 Adding Supplementary materials in 854/864 fields

Supplementary materials include supplement volumes, as well as materials in other formats, such as maps or CDs, and are recorded in 854/864 pairs. In this instance, we will add an 854/864 to indicate the presence of a supplementary CD. The indicator values and subfield values are analogous to those of the 853/863 pairs.

1. Add an 854 field choosing one of the following ways:

   a. From the menu bar, choose **Edit>**New Field (choose from list) or hit the F5 function key. Select the 854 from the list.

   b. From the menu bar, choose **Edit>**New Field (User defined) or hit the F6 function key. A field will appear on your screen; type in the value 854.

2. Tab to indicators and type "0" in the first position and "3" in the second position. This indicates that the computer can not compress or expand holdings, and that we cannot verify the captions on the piece, since it is a CD-ROM.

3. Hit the F7 key and type "8", which is the field link subfield. This subfield will be linked with a subfield $$8 in the 864 field. Since this is the first instance of an 854 in this record, the value of subfield $$8 will be 1.

4. Hit the F7 key again and add a subfield $$a. This is where we record the caption information for this piece. In this instance, we are going to code the caption with the word (unit) in parenthesis. By using the parenthesis, the word "unit" will NOT display to the public.

5. Then add the 864 field choosing one of the following ways:

---

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1a. From the menu bar, choose **Edit> New Field (choose from list)** or hit the **F5** function key. Select the 864 from the list.

b. 1b. From the menu bar, choose **Edit> New Field (User defined)** or hit the **F6** function key. A field will appear on your screen; type in the value 864.

6. Tab to indicators and type "4" in the first position and "1" in the second position. This indicates that we are reporting detailed holdings and the second indicator indicates that we are recording one physical unit.

7. Hit the **F7** key and type "8", which is the field link subfield. This subfield will be linked with a subfield $$8$$ in the 864 field. This subfield will be linked with a subfield $$8$$ in the 854 field. The value of the $$8$$ in the 864 is 1.1.

8. Hit the **F7** key again and add a subfield $$a$$. This is where we record our actual holding for this piece. We will code subfield $$a$$ with "1 CD-ROM." This information will display to the public.

---

### 854/864 Field Added to Holdings Record

Note that you could also add these fields using a template—see section 6.1.6 to modify an existing template.

#### 6.1.9 Adding the H08 Field to the Holdings Record

In addition to the MARC fields, Harvard holdings records must also have an H08 field added to them. This field is defined as Cataloging Status for this holdings. The field contains two subfields:

**Subfield $$a$$** must contain one of two valid values:

- **p** for preliminary (not cataloged)
- **c** for cataloged.

Sometimes, if you are reviewing an older holdings record created prior to Aleph migration, you may see an H08 field containing the value x. In the library system prior to Aleph, this value
meant that the holdings were suppressed from public display. Please note that this value is NOT valid in Aleph; if you edit a holdings record that contains this value in the H08, you must delete the H08 and insert a STA field with subfield $$a SUPPRESSED in order to save the holdings record to the server. See Lesson 8 for more details about adding the STA value to holdings records.

Subfield $$b must contain a cataloging date for your record, which is used for export of bibliographic data to OCLC and import of Authority data from the MARS processing service. The date is input into the field using the yyyymmdd convention.

To add the H08 field:

1. Position your cursor at the top of the record.
2. Hit the F6 function key
3. Type H08 in the field and leave the indicators blank.
4. In subfield $$a, add a p if the bibliographic and holdings are provisional, or add the value of c if the record is fully cataloged.
5. Hit F7 and change subfield $$a to $$b. Then add the letter “t” that will translate to today’s date when the holdings record is saved to the server. You can also simply type in a date using the yyyymmdd convention, or, if the record is old and you simply need to add a subfield b, adding the letter “o” will create the date of 20020630.

```
LDR | ~^^^^nv~22~~~~4n~4009
LAR | s
     | 1
     | b
     | 000105098
     | 000191224
     | 20050812190222.0
008 | 050902p~22~~~~~~~~4001uu~0000000
   | WID
   | 0
   | 0
852 | 01| b
   | c
   | h
   | P02631
   | .R63
853 | 01| 1
   | 1
863 | 40| 1.1
   | 1.2
   | g
863 | 41| 1.2
854 | 03| 1
   | (unit)
864 | 41| 1.1
   | 1 CD-ROM
H08 | 0
   | 20050804
```

Adding the H08 Field

6.1.10 Saving the holdings record

The holdings record is automatically created on the server as soon as we clicked on the Create button in the Holdings list window. It is not attached to a sublibrary until we add the 852 field to the record. Once we edit the holdings record, we will have to save it to the server to preserve the information we have placed in it.

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As you edit your holdings record, an asterisk will appear next to the record in the Edit Root.

![Edit Root-Asterisk Indicates Record Not Saved](image)

Edit Root-Asterisk Indicates Record Not Saved

This asterisk can serve as a reminder that you have not yet saved your record to the server.

To save the holdings record to the server:

1. Click on the **Save on server and local drive icon**. A dialog box will appear asking if you want to save on the server and local drive.

![Save on Server and Local Drive Dialog Box](image)

Save on Server and Local Drive Dialog Box

2. Click **Continue**. If there are any errors in the record, the system will produce error messages. If not, the system will save the record to the server.

Once the record is saved, the asterisk will disappear from the record on the **Edit Root**. This is how you can confirm that your record has been saved to the server.
The OWN field will be added to the holdings record based on the value from the 852 $$b.

OWN field added to Holdings Record after Record is saved to Server

6.1.11 Viewing Holdings in the Public Catalog

To see the public view of the holdings record just created:

1. Select Tab 3 on the Lower Pane, the Browser Tab.
Viewing holdings in Public Catalog

1. Select Tab 3-Browser
2. Select Cataloging Menu, View in Web OPAC
3. Public holdings will appear in lower pane

Note that you can highlight the lower pane and use Full Screen [click the icon or type <Ctrl> + J] in order to make the display bigger on your screen.

6.2 Reporting Holdings to a Utility, or, Adding the XPR field

To add Harvard’s holdings to a utility (e.g. OCLC, RLIN, etc.), or to make sure a record is sent through authority processing, staff will need to add the **XPR Field** to the Aleph holdings record. The flag should contain two subfield codes:

- **Subfield $Sa** contains the code for the utility being targeted (i.e., OCLC)
- **Subfield $Sb** contains the date in the form yyyymmdd.

Currently, the only value defined for the subfield $Sa is OCLC. The date in subfield $Sb should be the date that the XPR field was added to the record.

The Update function should not be used to record Harvard Holdings in OCLC.

To add an XPR flag to a holdings record in Aleph:

1. Bring up your holdings record

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2. Hit the F6 function key and type in the field tag XPR
3. Tab to blank subfield and type in “a”
4. Click on Edit>Search>Search subfield options from the main menu or hit the <Ctrl> + F8 function key.
5. Choose OCLC. Note that you can simply type OCLC in subfield $$a; you do not have to choose the subfield from a list.
6. Hit the F7 key to add a new subfield or type $$$. Give the subfield the value "b"
7. Add the letter t, which will add today’s date after the record is saved to the server. You can also type in today’s date in the form YYYYMMDD; include leading zeros
8. Save your holdings record to the server.

### 6.3 Checking call numbers (Shelflisting)

You can use the Browse search to find a piece by its call number. A call number is the shelf location for the title at a particular library. Harvard libraries use many types of call numbers to classify their titles. The most common form of call number is the Library of Congress, or LC Call Number and the Dewey Call Number. Because of Harvard’s long history, many of the libraries have developed their own unique call number schemes as well.

To search by Call Number:

1. Select the appropriate call number index from the Headings List (see Types of Call Numbers used at Harvard below)

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2. Type in the call number

3. Click the Go button or hit the Enter key

You will see a display of call number information and title information in the Browse List.

**Types of Call Numbers used at Harvard**:

When you select a Call Number search from the Headings List, you will see many choices for call number searches:

- Call No. LC
- Call No. LC (by Location)
- Call No. Dewey
- Call No. NLM
- Call No. SuDocs
- Call No. Widener
- Call No. Tozzer
- Call No. HYL
- Call No. Other
- Call No. Other (by Location)

When you look at the results of a call number search, you will see different information depending on the heading you have selected:

**Call No. LC, Call No. Dewey, Call No. NLM, Call No. SuDocs, and Call No. Other**: These indexes include call numbers used by more than one library. When you perform a search in one of these indexes, the 3-letter library code and the collection code are appended to the end of the call number. For example, a search for LC call number PE1624.O87 1989 will generate the following entries in the Call no. LC index:

![Call No. LC Headings Display](image)

**Call No. LC (by Location), Call No. Other (by Location)**: These two indexes index call number by the library code first, then by call number. Using the same call number as in the

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above example, I would input the library code first, then the LC call number. In this case, I would search GRO PE1625.O87 to find this call number at the Grossman library:

![Figure 49: Call No. LC (by Location) Search for PE1625.O87 1989 at Grossman Library](image)

**Call No. Widener, Call No. Tozzer and Call No. HYL:** Index entries for a single classification such as these are constructed by appending the collection code to the end of the call number. The collection code is included in the index entry to distinguish holdings with the same call number that are assigned to difference collections. Here is an example from the Call No. Tozzer index:

![Figure 50: Call No. Tozzer Index-Same Call Number Distinguished by Collection Code](image)

**Example of Harvard Call Number Schemes**

Below is a chart that can help you identify the type of Call Number index to select for a particular call number type (note: this is not an exhaustive list):

<table>
<thead>
<tr>
<th>Call Number Type</th>
<th>Examples</th>
<th>Libraries that Use this Type of Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Number Dewey</td>
<td>324.3 W87a 985.063 M613t</td>
<td>Schlesinger Library; some old Lamont Library titles</td>
</tr>
<tr>
<td>Call Number NLM</td>
<td>Q 10 D5 1950 ML3534.6.C8 J3</td>
<td>Countway Library of Medicine; Primate Research</td>
</tr>
</tbody>
</table>

Revised: September 4, 2008
### 7. Local templates

In the CATA class, we learned about templates. Those lessons focused on templates that are maintained by OIS and are available on the server for all staff use.

Local templates may be created on the user’s hard drive. Local templates may be created for bibliographic, authority and holdings records. Local templates may be used to populate records with certain constant data, i.e. series statement or imprint. Once created, templates are listed in the template file alongside the system-provided templates. However, they will only be available on your workstation.

In creating a local template, remember these important tips:

- The record is created first and then saved and named as a template
- When entering blank fields, do not hit enter before saving as a template because the fields will disappear
- When entering blank fields you need at least one subfield code
- If you want the fields to appear in order on your template, you should input them in order when creating the template
- Names of templates can only be 8 characters long; (local) will appear automatically after each local template

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This lesson will focus on the creation of templates for bibliographic and holdings records. The same procedure used for creation of local bibliographic templates can also be used for creating local authority templates.

Sample template: Books format bibliographic record with series statement

1. Click on Cataloging>New Record menu or hit the <Alt>+C, then N keys.

2. Select the BK bibliographic format (or whatever format record you wish to create).

3. Edit the Leader; 008 and add the following fields and subfields:
   - 100 field, first indicator 1, $$a [no text]
   - 245 field, indicators 10, $$a [no text]; add subfield $$c [no text]
   - 440 field, second indicator 0, $$a Aleph cataloging training ; add subfield $$v no.
   
   Remember: Do NOT hit the Enter key.

4. Choose Cataloging>Create template on local drive. The Create Template box will appear

   Create Template Dialog Box

5. Input a name for your local template and click OK. You will see the Aleph Catalog Message: "Document was saved as template <whatever you named it>.MRC"

   Template Saved Dialog Box

When you call up the template list (choose Cataloging>Open template or click on the Open Template icon) you will see that your local template is listed.

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7.1 **Modifying a local template**

A local template can be easily modified:

1. Choose Cataloging>Open template or click on the Open Template icon

2. Select your local template

3. Modify as you would like. In this example, we’ll add a 504 field with a $$a Includes bibliographical references (p.

4. Choose Cataloging>Create template on local drive

5. **Give template the same name.** You will be asked if you want to override the existing local template.

   - **Template Override Confirmation Dialog Box**

6. Click Yes to Override

7.2 **Expanding from a local template**

The **Expand from template** option adds fields and subfields from a template to the current record. If an incoming field matches an existing field, the data in the existing field will remain the same. Repeatable fields will be added to the record but non-repeatable fields will not overlay.

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existing ones. One example of this option’s functionality is the ability to add a series statement to multiple bibliographic records.

An example:

1. Call up an existing bibliographic record in the Cataloging module

   Bibilographic Record Before Template is Expanded Into It

   2. Choose Edit>Expand from template or press the <Ctrl+E> keys

   3. Highlight the local template

   4. Choose Open

   You will see that the current record is populated with the 440 and 504, but NOT the 100 or the 245 because they already existed in the current record

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Template Fields Added to Existing Bibliographic Record

7.3 Creating a holdings template

The templates for holdings records differ slightly from bibliographic and authority records in that you cannot use them to create new holdings records. System-supplied holdings templates are available, but their use for monographs is limited as most fields in holdings records are sub-library specific. You can, however, create local holdings records and use the “expand” function to add information into existing holdings records.

An example:

1. Connect to the HVD60 library.

2. From the Cataloging menu, click on New record.

3. Create a holdings record with an 852 field and location information, e.g. $b TOZ, $c GEN and $z Route to Reference.

4. Create the H08 field and add $a and $b.

5. Click on Cataloging>Create template on local drive and name the template.

6. Connect back to the HVD01 library, and call up a bibliographic record.

7. Click on Tab 4, HOL Records in the Lower Pane, or type <Ctrl>+O to open the Tab

8. Click on Create record and then highlight the new record and click on Edit.

9. After holdings record has opened up (in the HVD60 library), from the Edit menu, click on Expand from template or press the <Ctrl>+E keys.

10. Highlight the template you just created and click on OK. The template fields will “expand” into the existing holdings record.

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Holdings Template Added to Holdings Record

Local templates can be created either by connecting directly to HVD60 (the holdings library) or by creating a holding from a bibliographic record, stripping out fields not wanted and then saving it as a local template.

### 7.4 Deleting local templates

Local templates live in the local drive and therefore can only be deleted by going into Windows Explorer.

To delete a local template:

1. Right click on **Start** button in the lower left hand corner of your screen
2. Click on Explorer
3. Go to C:\AL50019\Catalog\template
4. Right click on **your template**
5. Choose delete
8. Item records

An Item Record is a record affiliated with a Bibliographic Record in the Cataloging Module, which tracks the status of a physical unit of library materials throughout all stages of its library processing, from ordering to circulation.

All elements of this definition are important. First, an Item Record must be affiliated with a Bibliographic Record. There is no such thing as an "unlinked" Item Record in the Aleph environment.

Second, the Item Record tracks the status of a physical unit in Aleph. For example, in Aleph, an item record is created for each periodical issue checked in. When individual issues are brought together to be bound in one physical volume, then the item records are also merged into a single item record.

Third, the Item Record tracks an item throughout all stages of its library processing, from ordering to circulation. In Aleph, it is the Item Record which causes the display of statuses such as “ordered-not received” and “ordered-received” in the public catalog. Therefore, Item Records in Aleph are generally created for monographs in all physical formats—for example books, videos, CD’s, CD-ROMs, etc.—at the point of ordering, although they may also be created at the point of receipt or later, depending on workflow. For serials, item records may be system-generated—in those cases where predictive check-in has been implemented, or manually created by staff—in those cases where manual check-in is being used. Item Records are generally created prior to receipt of the serial issues, but also may be created at point of receipt or later, depending on workflow.

As materials are received, cataloged, and end-processed, the status codes in the Aleph Item Record are updated, so that their status can be tracked through all the stages of technical services processing.

Item records can be created and edited in the following modules:
• **Cataloging Module, Items Tab:** Generally used for gifts without orders, other type of piece-in-hand materials, for end processing materials, and merging individual issue items into a bound volume item.

• **Acquisitions Module, Order Tab:** Items can be created at the point of order for a monograph record, or at the point of receipt for a standing order.

• **Acquisitions Module, Serials Tab:** A set of predicted items representing issues for a periodical volume can be created all at once, or items can be created manually, one at a time, for those titles not being predicted in the system.

• **Circulation Module:** Items can be created when a patron brings a book to the Circulation Desk that does not contain a barcode. In this way, the book can be circulated immediately.

In many libraries, item records for monographs will be created automatically at the point of ordering. When they are, the item record is created without an actual physical piece in hand or a **holdings record.** Aleph generates a system-supplied numeric identifier, or barcode, for the item and places that in the barcode field. This barcode is replaced later with a permanent one when cataloged. Aleph also creates system-generated barcodes for items created for individual issues of a periodical.

The status of a book during the acquisitions, cataloging, and shelf preparation processes is generated by the item record. Item records are used for tracking items as they move from one department to another. These are used for locating an item after it has been placed on the shelves. They are necessary for Circulation control and serials control and can be used for various reporting functions.

Copy specific information can be recorded in the item record.

### 8.1 Aleph Record Structure

To better understand the item record’s place in the system, let's review the structure of the records in Aleph. There are four types of records supported by the **Cataloging module:**

- Bibliographic record (BIB)
- Holdings record (HOL)
- Authority record
- Administrative record (ADM)

These are MARC-like records. Each of these is stored in its own database:

- BIB-HVD01
- HOL-HVD60
- Authority-HVD10
- ADM-HVD50

Beside these types of records, there are other types of records, for example orders and items that are linked to BIBs and ADMs.

**Item records** are linked to the Administrative (ADM) record (which is linked to the bibliographic record) and are identified by a system number. For records converted from HULPR to Aleph, the record number of the Admin record and of the bibliographic record is the same but will not
necessarily be the same with newly created records. The item record also has either a permanent barcode or a system generated barcode. If there is more than one item record linked to a bibliographic record, both the system generated barcodes and the permanent barcode numbers are followed by a sequence number when displayed in a list—e.g. 32044056879-10, 335-20, 824-30).

If an item record is created from an order record, certain fields will be automatically populated from the order record. These will be shown later.

Figure 59: Bibliographic, Administrative, and Item Record Relationships in Aleph
An item record should also be linked to a holdings record. When it is, certain fields in the item record will be controlled by the information in the holdings record. This means that by modifying the holdings record, the information on the item record is changed automatically. We will go over which fields are automatically changed later.
8.2 **The Items Tab**

The Items Tab in the Cataloging Module is used for the creation and editing of item records, as well as for binding and labeling. To access the Items Tab, you can click on the tab or press the F8 key.

8.3 **Searching for Items**

There are a number of ways to bring up Items in the Items Tab.

8.3.1 **Searching by Barcode**

You can search for an item by its barcode, or search for a title by system number or ADM number using the Items bar in the Cataloging Module. Select the appropriate index from the drop down list (Barcode, Bib Sys No or ADM Sys No), then scan or type the barcode or input the system or ADM number and click the arrow key (or using the tab key to highlight the arrow and hit the Enter key).

![Barcode Search Using Items Bar](image)

You can also click on the List Box next to the barcode field on the Items bar to search for a record by call number. Note that this is a call number search of a call number found in the Items Record. You can also use <Shift> + Tab to navigate to the box with the three dots and hit the space bar to open up the Call Number search.

![Item Bar Call Number Search](image)

When you bring up the Call Number search, a dialog box will open.

1. In the second box, select the call number type you want first by clicking on the drop down arrow and selecting the appropriate classification scheme from the list.

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2. In the first field, type the call number you want to search to find. You can type the point where you wish to begin searching in the first box.

How to enter a call number based on its classification scheme:

If searching for an LC call number, type the beginning of the call number (e.g. kf1) and hit the Enter key. You will be brought to the point closest to what you searched.

If searching for a type 7 call number, you must type $$Z and the library value, then $$h and the call number (e.g. $$ZHCL$$hSoc)

If searching for a type 8 call number, you must type $$h before the call number (e.g. $$hITA 580)

Please note that not all call numbers will appear in this index. If you cannot find an item by call number using the list box, proceed to the Search Tab and perform a browse search by call number and push the title into the Items Tab using the method described in section 8.1.2 below.

When you bring up an item in the Items Tab, you will see the SYS number, bib number, title and author (if the record has one) at the top of the screen in the Items Bar.

8.3.2 Searching using the Search Tab

You can use the Find and Browse Searches in the Search Tab to find a title. Click on the Search Tab or hit the F9 key to open the Tab.
The process of searching a title is covered in the Introduction to Aleph and Search Options class. A brief demonstration of searching will be provided here.

**Browse Search Review:**

1. Click on **Browse** or type <Ctrl>+<Alt>+ B to open the Browse Search.

2. Select **Titles** from the **Headings List**.

3. Search for your title. The **Browse List of Titles** will open beneath your search.

4. Highlight the title form the **Browse List** and click the **Show** button on the right hand side or type the <Alt> + W keys to open the **Show Node**.

When the **Show Node** opens, review the title in the **Full + Link** display in the Lower Pane to confirm that the title matches the piece you have in hand. Then click the **Items Tab** button (or press <Alt> + B) to open up the **Items Tab**.

![Figure 65: Search Tab, Show Node: Push to Items by Selecting Items Tab Button on Lower Pane](image)

When you bring up an item in the Items Tab, you will see the SYS number, bib number, title and author (if the record has one) at the top of the screen in the Items Bar.
8.3.3 Loading Items from the Records Tab

If you are working with a bibliographic record in the Records Tab in the Cataloging Module, you can move an item from the Records Tab to the Items Tab by using the Record Manager pane.

**Record Manager Pane:** This pane is only found in Cataloging Module on the Records tab. The pane displays bibliographic, holdings and items information. You can see the items associated with each holdings record in this display. Double-clicking on an Item will open up the Item Record in the Items Tab. Note that Aleph sets a display limit of 99, so all records may not be viewable in this display.

To Open Items from the Record Manager:

1. Use <Ctrl>+ 4 to put the Record Manager Pane in focus, or click on the Pane.

2. Highlight an item on the Record Manager (by clicking on it or using the down arrow keys to highlight the item).

3. If you double click on an item record in the Record Manager Pane, that item record will open up in the Items Tab.

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If there are no items in the Record Manager Pane, click on the word ITEMS. This will open up the Items Tab where you can add item information.

Figure 67: Selecting Item from Records Tab, Record Manager

If you wish to use keyboard equivalents, highlight the item, then press the <Alt> + M keys to open up the Records Manager menu, then press the letter L (or hit the Enter key) to load the item into the Items Tab.

**Item Bar Information:** When you bring up an item in the Items Tab, you will see the SYS number, bib number, title and author (if the record has one) at the top of the screen in the Items Bar.

**Icons on the Items Bar**

The item bar has two icons:

**Close Items List** 🗑️: This icon will clear the Items List. The menu choice can be found under the Items menu, Clear Item. You can create your own keyboard equivalent for this function.

**Push to Cataloging** 🔊: This will push a title from the Item Tab into the Records Tab for bibliographic record editing. The menu choice can be found under the Items menu, Push to Cataloging. You can create your own keyboard equivalent for this function.

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8.5.1 Functional and Overview Modes

The first modes you will see on the Items Tab are Functional and Overview. You can use the keyboard equivalents <Ctrl> + <Alt> +1 (the number 1) to move to the Functional Mode and <Ctrl> + <Alt> +2 to move to the Overview Mode.

**Functional Mode:** The Functional radio button will be selected by default when you open the Items Tab. This means that you are looking at the functions on the Items Tab.

**Overview Mode:** The Overview Mode will bring you to a display of the bibliographic record information and a layout that will display bibliographic, holdings, items, orders, subscriptions and loan information about the title. This is where you will push a title to another module such as Acquisitions, Serials or Circulation by clicking on the appropriate button on the right hand side (or choosing the <Alt> + the underlined letter on the button).
Items Tab, Overview Mode

**Buttons on the Overview Mode**

- **Catalog Record:** This will push the title from the **Items Tab** to the **Records Tab**. The bibliographic record will display in the Upper Pane.
  
  If you highlight a holdings record on the left-hand side of the pane and click the **Catalog Record** button, the holdings record will open in the Upper Pane on the **Records Tab**.

- **OBJECTS:** Beneath HVD01, you will see a pyramid icon. This represents the Aleph Digital Assets Module, or ADAM, introduced in Aleph Version 17.01. Harvard is not using ADAM at this time, so you will see no records associated with this icon in the Overview Mode display.

- **Items Tab:** This will move the title back to the Functional display on the **Items Tab**. You can also just click on Functional or press the `<Ctrl>`+`<Alt>`+2 keys.

- **Circulation:** This will push the title to the **Circulation Module**

- **ILL:** Harvard has not implemented the Interlibrary Loan Module. If you click on this button, the title will open the module, but you will not be able to do anything with it.

- **Order Tab:** This button will push the title to the Acquisitions Module in the Order Tab, where you can place an order for the piece.
• **Serials Tab**: This button will push the title to the Serials Tab in the Acquisitions Module, where you can check-in issues.

• **Push to Search**: The Push to Search tab button will bring you to the Search Tab in the Cataloging Module.

• **Returning to the Functional Mode**: Click on the Functional Mode on the Navigation Pane or press the <Ctrl> + <Alt> + 1 keys. This will bring you back to the Navigation Pane and the Upper and Lower Pane displays.

### 8.6 Items List Root

![Items Tab: Functional Node]

Beneath the Functional and Overview Modes on the Navigation Pane you will see the **Items List Root**

You can access the Root by clicking on it on the Navigation Pane or pressing the <Ctrl> + <Alt> + L keys. Next to the words Item List Root you will see a display of numbers in parentheses. The first number relates to the circulation transactions that have taken place on the items in the Items List. The second number displays the total number of item records that you can edit based on your login for this title.

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8.6.1 The Items Tab - Upper Pane

The **Upper Pane** will display the Items List. Highlighted on the Items List will be the item that was called up by barcode or selected in the Record Manager on the Records Tab. If the record was pushed from the Search Tab, the first item associated with that title will be highlighted on the list.

![Figure 71: Items Tab: Upper Pane Display (The Items List)](image)

**Column Headings:** The column heading choices include on the Items List are:

- **Item Seq.:** Barcode Sequence No.
- **Subn Seq.:** Subscription Sequence No.
- **Hol no.:** Holdings Record Number
- **Hol +:** Holdings Record number + sublibrary, collection and call number information
- **Sublib:** The full name of the sublibrary
- **Sublib code:** The three-letter code of the sublibrary
- **Coll:** The full collection name (note: GEN will display as blank)
- **Coll. Code:** The collection code
- **Temp Loc:** If the item has a temporary location, a red checkmark will appear in this column.
- **Call no.:** call number from holdings record
- **Deser:** Piece level information (v.1, v.1:no.1 (2003:Jan.), for example)
- **Pages:** If you wish to record the pages of a serial that has continuous numbering, you can enter this information on the Item Form and that information will display in this column.
- **Copy no.:** the Copy number from the Copy ID field of the Subscription
- **Barcode:** The item’s barcode
- **Notes:** If the item contains an OPAC Note, Circulation Note or Internal Note, a red checkmark will appear in this column

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- **Loans**: Total number of times the item has been loaned, if any. If the item is currently out on loan, an asterisk will appear in this column next to the number of loans.
- **Item Stat**: The Item Status written out (e.g. “Regular Loan”, “In-Library Use”, etc.)
- **Item Stat. Code**: The Item Status display by code (e.g. “01”, “02, etc.)
- **Expected Arrival**: The Expected Arrival Date of an item; associated with serials that have not yet arrived in Aleph.
- **Arrival**: The date a serial issue arrived in Aleph.
- **Claim**: The number of claims made on the item.
- **Vendor**: If the item is attached to an order, the vendor code of the Vendor that is associated with the order will display in this column.
- **Enum-a**: If there is any data in the Enum-a field on the Serials Levels tab, that information will display in this column.
- **Call No.2**: If there is any data in the call number 2 field on the Item, it will appear in this column (note: this field is not used at Harvard).
- **Direct**: Not used at Harvard.

You can add or subtract to the column headings in the Items List by following these steps:

1. **Right click** next to the words on a column heading to bring up the **Header Configuration box**.
2. **Check off** the column headings you want to display in the Items List. **Uncheck** any columns you do no want to display on the Items List.
3. **Click OK** to save your changes.

The columns will remain persistent on your workstation until you change them.

**Buttons on the Items List:**

- **New**: Add a new Item
- **Duplicate**: Duplicate an Existing Item
- **Delete**: Delete an item (you must have authorization in your login to do this)
- **Label**: Print a single label for a single item. To print labels for a group of items, use the Utilities>Print Item Labels menu option.
- **Global Change**: Enables users to make changes on a selected set of items. NOTE: only those with moving records functionality will be able to use Global Change. Please contact the Aleph Support Center with questions.
- **Bind/Change**: Select a set of items to merge into a single item record representing the bound volume.
- **Completed Volumes**: Not yet in use at Harvard.
- **Refresh**: Will refresh the Items List based on changes made to an item.
8.6.2 Item Sorting Options

At the bottom of the Items List is a box that provides sorting routines for items in Aleph. There are five sorts available in the Items Tab:

![Item Sort Routines](image)

Here are the basics of how item sorting works in Aleph:

**Default Sort in Aleph Modules:**
- Each Aleph module has its own sort options choices for the **Items List**.
- In addition to the Items List sort, the **Serials Tab** in Acquisitions also has another default item sorting routine. This routine is used for item sorting in the Check-In Node and for item sorting under the Subscription Root in Serials.
- Sorts can be changed by choosing a different sort routine from the drop down menu in the Items List in each module.

**Types of Sort Routines Available in Aleph:**
- Aleph uses different sort routines based on the item’s **material type**.
- Items that have a material type beginning with “ISS” (ISSUE or ISSBD) have different sorting rules than other items. Aleph refers to the sort routines for these types of materials as **issue sorts**. Most serial items in Aleph have a material type beginning with “ISS.”
- All other items that have a material type OTHER THAN ISS (e.g., Book, CD-ROM, etc.) uses what is known as **non-issue sorts**.

**Sorting Criteria for Items**

1. Aleph first looks at the **Material Type** of the item to determine if it has a material type beginning with ISS-. This information is found in Tab 2 of the Item Form in the Material Type field.

2. Aleph then consults Tab 5 of the Items Form, “Serial Levels,” to determine if there is any data found in the Enum or Chron fields. Aleph consults these fields regardless of whether or not the item has a material type beginning with “ISS.”

3. If there is no data in Tab 5, Aleph then looks at the **Description Field** of the item (found on Tab 1 and/or Tab 4) and/or the item’s barcode sequence number. The barcode sequence number cannot be viewed on the Item Form; you can add a column to the Items List in Cataloging, Serials or Circulation to see this information.

4. When Aleph looks at the Description field, it will display any data found there using a **character-by-character display**. This means that the display will show v.10 before v.2, because Aleph is looking at each character, NOT the number (it relies on the data in Tab 5 for a number sort).

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5. Depending on the sort routine used, Aleph may also consult the Item’s holdings record number (if the item is linked to a holdings record) and/or sublibrary information. When looking at sublibrary information, the system looks at the Sublibrary code, not the full name of the sublibrary.

**Item Sorting Problems at Harvard**

1. **“Mixed” item data:** There are many item records that were converted into Aleph from the previous system used at Harvard that have piece level (Description) data but could not be converted into the enumeration and/or chronology data into Tab 5 of the Item Form. This is a particular problem for serials, because this means that we have many item records that do not have data in Tab 5 of the Item Form, but if the serial title is currently being checked-in in the Aleph Serials Tab, new items WILL have data in Tab 5.

2. When this happens, Aleph will sort the items that have data in Tab 5 BEFORE the items that have no data in Tab 5, regardless of whatever sort routine is defaulted or invoked by staff online.

3. The second sorting problem for Harvard is that there is no issue sort routine for items that base the sort on sublibrary, collection, copy number, enumeration and chronology. Most issue sorts use chronology first as the sorting criteria. We hope to see a new sort routine from Ex Libris to handle this problem in the near future.

**Sort Routines Available in Aleph**

The following fields in Tab 5 of the Item Form correspond to the following enumeration and chronology captions:

- **Enum-a:** Volume, or highest level of enumeration
- **Enum-b:** Issue Number, or second level enumeration
- **Enum-c:** Part Number, or third level enumeration
- **Chron-i:** Year, or highest level of chronology
- **Chron-j:** Month or season or second level chronology

Here are the sort routines currently available for staff to resort items on the Items List:

<table>
<thead>
<tr>
<th>Sort Option</th>
<th>Issue Sort</th>
<th>Non-Issue Sort</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Data in Tab 5 of Items Form</td>
<td>No Data in Tab 5 of Items Form</td>
</tr>
<tr>
<td><strong>Vol./Desc./Library/Collection</strong></td>
<td>Year then Volume, then Part number, then Issue number</td>
<td>Description field, then Barcode Sequence Number</td>
</tr>
</tbody>
</table>

Revised: September 4, 2008
<table>
<thead>
<tr>
<th>Sort Option</th>
<th>Issue Sort</th>
<th>Non-Issue Sort</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Data in Tab 5 of Items Form</td>
<td>No Data in Tab 5 of Items Form</td>
</tr>
<tr>
<td>Vol./Desc./Library</td>
<td>Year, then Volume, then Issue Number, then Part Number, then Barcode Sequence Number</td>
<td>Description, then Collection code</td>
</tr>
<tr>
<td></td>
<td>Descripti on Field, then Barcode Sequence Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vol./Year/Part/Library</td>
<td>Year, then Volume Number, then Issue Number, then Part Number, then Barcode Sequence Number</td>
<td>Volume, then Issue Number, then Part Number, then Description, then Sublibrary Code</td>
</tr>
<tr>
<td></td>
<td>Descripti on Field, then Barcode Sequence Number</td>
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<tr>
<td>Vol/Year/Part/Library</td>
<td>Holdings record number, then Year, then Volume, then Issue, then Part, the Barcode Sequence Number</td>
<td>Volume, then Year, then Issue Number, Then Part Number, then Sublibrary code, then Item Status</td>
</tr>
<tr>
<td></td>
<td>Holdings record number, then Descripti on, then Barcode Sequence Number</td>
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<tr>
<td>Description/Library/Status</td>
<td>Sublibrary code, then Barcode Sequence Number</td>
<td>Sublibrar y code, then Barcode Sequence Number</td>
</tr>
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<td></td>
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</tbody>
</table>
8.6.3 The Items Tab - The Lower Pane

The Lower Pane of the Items tab contains a 6-tabbed display of information about an item that is highlighted on the Items List in the Upper Pane.

Tab 1 of the Lower Pane shows brief bibliographic information and a display of the item information.
Tab 2 contains the **General Information**. This is the first tab where you can edit/add information to the item record.

The fields on Tab 2:

- **Barcode**: This field contains the physical barcode number, HD barcode number, or system-generated barcode number.

- **Item Status**: This is the circulation policy for the item. Based on the sublibrary listed in the Sublibrary field, the drop down menu will contain a list of all circulation policies for that sublibrary.

- **Item Process Status**: This field contains a status that temporarily overrides the item’s normal item status. For example, the Item Process Status OR will display the words “On Order” in the public catalog. If the field is blank then the regular circulation status of the item will display based on the value in the Item Status field. **If you are sending an item to the Harvard Depository, you MUST select the HD Item Processing Status.**

- **Sublibrary**: The drop down menu will contain a list of sublibraries here at Harvard. This field will be filled in for you if you link your item to the holdings record in the HOL link field.

- **Collection**: The drop down menu will contain a list of collections that have been set up for your library.

- **Enum. Level.1 (A) (Vol.)**: This field will contain the highest level enumeration data for multiple volume books and serials, such as “1” for v.1. This field is used in sorting criteria. When predicting serial issues, this field will be filled in for you by the system. For items added without prediction, you populate this field yourself.

- **Copy number**: This field can contain copy-specific data.

- **Enum. Level.2 (B)**: This field contains second level enumeration data for serials, e.g. if the enumeration on a serial piece was v.12:no.5, the number 5 would be in this field.

- **Material Type**: This field designates the physical format of the item and is used as a criteria for sorting.

Revised: September 4, 2008
- **HOL Link**: This field contains the link to a holdings record. When an item is linked to a holdings record, the Sublibrary, Collection, Call Number Type and Call Number fields will all be populated with the data found in the holdings record’s 852 field.

- **85X type/Linking Number**: This is used in serial check-in to link an item to the appropriate 853, 854 or 855 pattern field. The first field value is 3, 4, or 5 depending on the pattern that the item is being linked to. The second field value is the 853, 854, or 855 pattern that the item is linked to.

- **Temporary Location**: When this box is checked off, you can select a temporary location for the item. You can change the sublibrary, collection and/or call number fields. When you remove a temporary location from the item and click the Refresh button, the sublibrary, collection, call number type and call number from the holdings record will refresh into the item. In this way, the holdings record serves as the master record for this item.

- **Call Number type**: The drop down menu will contain a list of classification schemes used at Harvard. This field will be filled in for you if you link your item to the holdings record in the HOL link field.

- **Call number**: The call number of the item. This field will be filled in for you if you link your item to the holdings record in the HOL link field.

- **2nd Call Number Type**: This is the place where a classification scheme for a second call number could be put. Harvard policy is that there is only one call number per item, so this field will remain blank.

- **2nd Call Number**: This is the place where a second call number could be put. Harvard policy is that there is only one call number per item, so this field will remain blank.

- **Description**: This field is used for piece level information and displays to the public. For example, if you had a multiple volume work, you would input v.1 in the Description field and this will display in the public catalog.

**Tab 3** contains the **General Information** currently found on Tab 2 of the Item Form in Version 15. You can add Remote Storage information on this tab for items going to the Harvard Depository.

The fields on Tab 3:

**Revised**: September 4, 2008
- **Inventory Number**: Usually left blank; some libraries may add information that can be used in Reporting.
- **Statistic**: Usually left blank; some libraries may add information that can be used in Reporting.
- **Inventory Date**: Usually left blank
- **Remote Storage ID**: This field is used to flag an item for the Harvard Depository. Select Harvard Depository from the drop down list if you wish to send items to the depository.
- **Last Invent.Report Date**: Usually left blank
- **Open Date**: Date that Item was created; will be system supplied
- **Price**: Usually left blank
- **Update date**: Date that item was last updated; will be system supplied
- **OPAC Note**: Adding a note to this field will display in the public catalog
- **Circ Note**: Adding a note to this field will display a note to Circulation Staff when the item is charged or discharted.
- **Internal Note**: Adding a note to this field will be available to internal staff only
- **Order Number**: If this item was created by an order, the order number will display in this field. If you believe that an order exists for this item, you can click on the right arrow to bring up a list of orders and select your sublibrary’s order.
- **Invoice Key**: If you pay for an item linked to an order, the invoice number will display in this field
- **Invoice Note**: If you add a note to an invoice linked to order-created item, that note will display here.

Tab 4 contains **Serial Information** that includes the link to a particular subscription, issue date, expected arrival date and arrival dates.

![Serial Information](image)

**Items Tab, Lower Pane, Tab 4: Serial Information**

The fields on Tab 4:

- **Schedule**: Not in use at Harvard; used by other Aleph customers for predicting issues.

Revised: September 4, 2008
• **Subscription:** A serial will be linked to a particular subscription number; this number will be added by the system when predicting issues. If one is not predicting, this linkage is handled manually by staff. This process will be discussed in the Introduction to Serials class.

• **Pages:** If a periodical has continuous numbering, you can indicate the pages of a particular issue in this field. This field is optional and will NOT display in the public catalog.

• **Description:** The same Description field found on Tab 2.

• **Issue Date:** This field is used to base the issue date of the periodical. When predicting issues, Aleph will populate this field for you based on the value you input into the subfield $$3$$ of the 853X field in the holdings record. When adding issues one at a time, staff will add information to this field. This process will be discussed in the Introduction to Serials class.

• **Exp. Arrival Date:** Aleph will calculate the Expected Arrival Date, or “first claim date” of the piece. The system will take the date found in the Issue Date field and add to it the number of days in the Subscription Form’s First Claim field. This process will be discussed in the Introduction to Serials class.

• **Arrival Date:** When an issue is checked in on the Serials Tab in the Acquisitions Module, the system will add the arrival date to this field. This process will be discussed in the Introduction to Serials class.

• **Gap Indicator:** This field is not functional at Harvard.

Tab 5 contains Serial Levels Information that indicates the enumeration and chronology of a multiple volume work. Aleph takes information from these fields and uses them as criteria for sorting. If you are predicting issues, the system will fill in the appropriate fields on this tab for you. If you are checking in issues without prediction or recording the receipt of a multiple volume work, then you fill in these fields yourself.

The fields on Tab 5:

• **Enum.Level.1 (A) (Vol):** Used for recording the highest level of enumeration for a serial or multiple volume work.

• **Chron.Level.1 (I) (Year):** Used for recording the highest level of chronology for a serial or multiple volume work.

Revised: September 4, 2008
• **Enum.Level.2 (B)**: Used for recording the second level of enumeration for a serial or multiple volume work.

• **Chron. Level.2(J)**: Used for recording the second level of chronology for a serial or multiple volume work.

• **Enum.Level.3 (C)**: Used for recording the third level of enumeration for a serial or multiple volume work.

• **Chron.Level.3 (K)**: Used for recording the third level of chronology for a serial or multiple volume work.

• **Enum.Level.4 (D)**: Used for recording the fourth level of enumeration for a serial or multiple volume work.

• **Chron.Level.4 (L)**: Used for recording the fourth level of chronology for a serial or multiple volume work.

• **Enum.Level.5 (E)**: Used for recording the fifth level of enumeration for a serial or multiple volume work.

• **Enum.Level.6 (F)**: Used for recording the sixth level of enumeration for a serial or multiple volume work.

• **Alt.Enum.1 (G)**: Used for recording the highest alternate enumeration for a serial or multiple volume work.

• **Alt.Chron.(M)**: Used for recording the highest alternate chronology for a serial or multiple volume work.

• **Alt.Enum.2 (H)**: Used for recording the second alternate enumeration for a serial or multiple volume work.

• **Supp.Index (O)**: Used for recording the title of a supplement or index.

Tab 6 is the **HOL Links** tab that allows you to link and unlink items to a holdings record.

![Items Tab, Lower Pane, Tab 6: HOL Links](image)

The buttons on Tab 6:

• **Edit**: This will open up the Records Tab in the Cataloging Module and allow you to edit the holdings record that you have highlighted on the list.

Revised: September 4, 2008
• **Create New**: This will create a new holdings record for you. A holdings record number will be added to the list and your item will be linked to it (you will see the red checkmark next to the item). Click Edit to then add sublibrary, collection and call number information to your newly-created holdings record (see section 8.5.6 for more information).

• **Link**: This button will allow you to link an item to a holdings record. Note that you must have authorization in your login to do this.

• **Unlink**: This button allows you to unlink an item from a holdings record. Note that you must have authorization in your login to do this.

### 8.6.4 Buttons on the Item Form

There are 5 buttons found on the right of the Item Form in Tabs 2-5:

- **Add/Update**: Add will add a new item; Update saves edits to an existing item

- **Save Default**: Allows you to save certain values in the Item Record. See section 8.7.1 for more information.

- **Refresh**: Updates an item with information after it is linked to a holdings record. See section 8.7, step 9, for more information.

- **Subscr Defaults**: This button will bring in values from a Subscription Record for a serial item when the item is linked to a Subscription Record on Tab 4 of the item form. It is recommended that this button be used in the Serial Tab only. See the *SERM: Introduction to the Serials Module* class guide for more information about this button and how it is used.

- **Cancel**: Cancels the creation of an item record if selected before the Add button is invoked. If you wish to delete an item after it has been created, use the Delete button on the Item List.

### 8.7 Creating an Item

In most cases, item creation will happen outside of the Items Tab.

- For monographs, an item is created when an order is created on the Order Tab in Acquisitions

- For Standing Orders, items are created for each piece received on the Order in the Order Tab in Acquisitions

- For serials, predicted items are created based on the publication pattern of the piece found in the holdings record and the subscription record in the Serials Tab. For nonpredicted items, items are added one at a time in the Serials Tab.

- For books that do not have a barcode but can circulate, Circulation staff can create a bibliographic record and an item record “on the fly” for these types of materials.

The most common case where you will create an item in the Items Tab is create a record for a previously unbarcoded item, perhaps to move the title to remote storage. For the purposes of this demonstration, we will create an item for a 2 volume set. We will create the item for volume 1 and then duplicate the item for volume 2.

To create an item in the Items Tab:

Revised: September 4, 2008
1. From the Upper Pane, click New or type <Alt> + N. The Upper Pane will turn gray and the Lower Pane will open to Tab 2, where you can start entering item data.

2. Fill in the following fields on Tab 2:

3. **Barcode**: Scan in a barcode. If you do not have a barcode, or you are sending the piece to end processing, you can leave this field blank and the system will fill in a barcode on the record.

4. **Material Type**: Select the appropriate material type for this item. In this example, BOOK will be chosen.

5. **Item Status**: Select the appropriate circulation policy for this item. In this example, 01, Regular Loan, will be chosen.

6. **HOL Link**: Select the correct holdings record for this item.

7. **Enum.Level.1(A)(Vol)**: Since this is a multiple volume set, the number 1 will be added to this field to signify that this is the item record for v.1

8. **Description**: v.1 will be added here. This information will display to the public.

Revised: September 4, 2008
If this was not a multiple volume work, you would leave Enum.Level.1(A)(Vol) and the Description fields blank.

In addition to the fields above, you could also fill in the following fields based on the information you have about the piece:

- **Copy number**: if this is multiple copy, you can add the copy number in the Copy number field.

- **Item Processing Status**: If you are sending the piece to the bindery (note: this depends on local library policy; check with your supervisor), or sending it to the Harvard Depository, you would choose the appropriate Item Processing Status for the list. See section 8.5.3 for instructions on sending a piece to the Depository.

- **Temporary Location**: See instructions about temporary location after step 9 below.

---

**Tab 2 Fields Filled In**

9. Click the **Refresh** button. The following fields will be filled in by the system:

- **Barcode**: If you did not scan in a barcode, the system will add a barcode number for you.

- **Sublibrary**: The sublibrary code from 852 $$b$$ of the holdings record will be filled in for you.

- **Collection**: The collection code from the 852 subfield $$c$$ of the holdings record will be filled in for you.

- **Call Number Type**: The 852 first indicator value from the holdings record will be filled in for you.

- **Call Number**: The call number from the 852 subfields $$2$$, $$h$$ and $$i$$ (if present) from the holdings record will be filled in for you.

---

Revised: September 4, 2008
Temporary Location: If you wish the piece to be located at a temporary location, click on the Temporary Location box and change the appropriate sublibrary and/or collection and/or call number fields.

10. Click to Tab 3

Tab 3 has no required fields unless you are sending a piece to the Harvard Depository (see section 8.5.3 below). There are some optional fields you may wish to fill in on this tab:

- **OPAC Note:** If there is something about this item that you wish the public to know, you can add a note to this field and it will display in the public catalog. Note that this is a public note about this specific item only; not about the title generally.
- **Circ Note:** If there is something about this item that Circulation Staff need to know or check, you can add a note to this field and the note will display to the Circulation Staff when they are charging or discharging the item.

In this example, we will add note here indicating that Circ staff should check for the CD-ROM that accompanies this volume.

- **Internal Note:** This is a note intended for internal staff only.
**Tab 4:** Since this is a monograph, you will not need to fill in anything on Tab 4. You will note that the Description field is filled in with v.1, which you added to Tab 2. Details on filling in this Tab will be provided in the *Introduction to the Serials Tab* class.

---

**Tab 5:** If you click on Tab 5, you will see that the number 1 has been added to the Enum.Level.1(A)(Vol) field on this tab, so you do not have to enter it again. Details on other fields that could be filled in on this tab will be provided in the *Introduction to the Serials Tab* class.

---

1. Click the **Add** button (or press `<Alt>+A`) to add the item. The Item Record will now display in the Upper Pane.
8.7.1 Saving Item Defaults

If you are processing a number of items, it is possible to save certain fields on the Item Record as defaults so that you do not have to fill them in again. Fields such as Material Type and Item Status and Note fields can be saved as defaults.

To save defaults:

1. Click New to create a new item

2. Select the fields you wish to save as defaults such as Material Type and Item Status

Note that you should not include a link to holdings unless you intend to use this for a large multiple volume set AND you intend to Clear your Defaults after all of the volumes have been added.

3. Click the Save Defaults button (or press <Alt>+V). The system will ask if you wish to save defaults, click Yes.

Whenever you create a new item, the defaults will automatically populate into your item record.

To Clear Item Defaults: From the Main Menu, select Items>Clear Item Defaults.

8.7.2 Duplicating an Item

When working with multiple volume sets, it is possible to duplicate an item and then edit it as you create item records for the volumes in your set.

To Duplicate an Item:

1. From the Items List on the Upper Pane, highlight the item you wish to duplicate and click the Duplicate button on the right (or press the <Alt>+P keys)

2. The duplicated item record will open in the Lower Pane. Edit the Enum.Level.1(A)(Vol) and Description Fields to indicate the correct volume number.
3. Click the Add button (or press the <Alt>+A keys).

Sending An Item To the Harvard Depository

If you are sending the item to the Harvard Depository, there are a few additional fields that are required on the Item Record:

1. On Tab 2, select HD from the Item Process Status field

2. On Tab 2, make sure you have selected the correct Item Status:

01: Patron can request item from the Depository and the item can circulate

02: Patron can request item from the Depository and the item can only be used in the library

92: Patron can not request item and item can not circulate. The words “Ask at Circulation Desk” will appear in the public catalog as the circulation policy for the piece.

3. On Tab 3, select HDEP Harvard Depository from the Remote Storage ID field
4. Click **Add** to add the Item.

### 8.7.3 Editing Existing Items

To edit an existing item:

1. Highlight the item in the Upper Pane by clicking on it, or, with the Upper Pane in focus, use the down arrow keys to highlight an item on the list. The item information will display in Tabs 1-6 of the Lower Pane.

2. Click on the Lower Pane (or use <Ctrl>+3 to put the pane in focus). Click on the tab that contains the information you wish to edit, or use the Alt + tab number to select the tab.

3. Click in the field and edit the information, or use the Tab key to tab to the field. If you need to move backward in the form, use <Shift>+ Tab.

4. Click the Update button or press the <Ctrl> + U keys to Update the record.

**Removing Temporary Location:** Uncheck the box on Tab 2 and click the **Refresh** button. The original sublibrary, collection and call number information from the holdings record will Refresh back into the Item Record. Click **Update** to save your changes.

### 8.7.4 Creating a Holdings Record from an Item

As mentioned earlier, there may be times when an item record is in existence before a holdings record exists for the title. This is especially true in the case of monographs, where an item record is created at the point of order before the material is received. Here is a workflow you can use to catalog these items when after they are received.

1. Search for your title using the Search Tab in the Cataloging Module and pushing the title to the Items Tab. Or, if you have the system number, type in the system number in the Cataloging Bar and click on ITEMS from the Record Manager Pane to open up the Items Tab.

---

Revised: September 4, 2008
As you can see, Widener has an item for this title, but no holdings record (there is no HOL no in the HOL column). To add a holdings record from this screen:

2. Highlight the Widener item and click on Tab 6, the HOL Links Tab on the Lower Pane. A List of Holdings Records box displays on the screen. There are currently no holdings records for this title.

3. To add a holdings record for Widener, click the Create New button. This will create a holdings record for Widener and link the item to it. The sublibrary and collection information for Widener will appear in the List of Holdings Records Window.
4. You must now edit this holdings record in order to add call number information and the cataloging status (H08) field. To do this, click on the Edit button. This will open up the Records Tab and the holdings record will display on your screen.

5. Edit the Holdings Record by adding call number and H08 information as instructed in Section 6. If you are creating holdings for a multipart set, add appropriate 853/863 data.

6. Save your holdings record to the server.

**8.8 Other Roots and Nodes on the Items Tab**

**8.8.1 All Items History Node**

Beneath the Item Root on the Navigation Pane is the All Items History Node. This node will display information about Loans, Holds and All Items History about all of the items on the Items List. Access the node by clicking on it from the Navigation Pane or pressing the <Ctrl> + <Alt> + A keys. A three-tabbed display will appear to the right of the Navigation Pane.

The Loans Tab will display information about any of the items that are out on loan.
All Items Node, Loans Tab

The **Hold Requests Tab** will display information about any items that currently have a hold request.

All Items History Node: Hold Requests Tab

The **Item Changes Tab** will display change information about all items based on item barcode sequence number. You can view deleted items from this screen by clicking on the view button (or, with the pane in focus, press the <Alt> + V keys).

Revised: September 4, 2008
8.8.2 Item Root

Beneath the All Items History Node on the Navigation Pane is the **Item Root**.

**Accessing the Items Root:** You can access the Root by clicking on it on the Navigation Pane or pressing the <Ctrl> + <Alt> + I keys. The Item Root displays information about the item that is highlighted in the Upper Pane. It will display the barcode number in parenthesis next to the word Item on the Navigation Pane.

**Item Root Display:** If you click on the Item Root, you will see a view of the item information
Item Root

Beneath the Item Root is two nodes, the **History Node** and the **Circ Summary Node**.

**The History Node**: Next to the words History Node on the Navigation Pane is a display that will list the last status date made to the item. You can access the History Node by clicking on it from the Navigation Pane or pressing the <Ctrl> + <Alt> + H keys. The Node will open up to 3-tabs to the right of the Navigation Pane. You will see the number of Loans, Holds and All Items History about this item on each of the tabs.
The Circ Summary Node: You can access the Circ Summary Node by clicking on it on the Navigation Pane or pressing the <Ctrl> + <Alt> S keys. The Node will open to a 2-tabbed display to the right of the Navigation Pane.

Tab 1 will provide you with the latest circulation status of the item.
Tab 2 will show you circulation history. You can also set date parameters for this history.
8.8.3 Object List Root and Object Root

These two roots are associated with the Aleph Digital Assets Module, or ADAM. Harvard has not implemented ADAM at this time, so you will see no records associated with either one of these roots.

8.8.4 Bibliographic Info Root

Beneath the Circ Summary Node on the Navigation Pane is the Bibliographic Info Root.

**Accessing the Bibliographic Info Root:** You can access the Root by clicking on it on the Navigation Pane or pressing the <Ctrl> + <Alt> + B keys.

**Bibliographic Info Display:** You will see a display of bibliographic information associated with the item in this display.

![Bibliographic Info Root](image)

8.8.5 Triggers Root

Triggers are not being used at Harvard at this time.

9. Suppressing and Deleting records

9.1 Deleting a Single Item Record

Deleting item records in the Items Tab is quick and easy. Be forewarned, however, that deleted items cannot be restored.

Revised: September 4, 2008
To delete one item record:

1. Find your title in the **Search Tab** or the **Records Tab** and push into the **Items Tab**.

2. From the **Items List**, highlight the item you want to delete.

3. Click on the **Delete** button at right. You will see a confirmation box.

4. Click **OK**.

   Note: you must have appropriate logon authorization to delete items and, even if you do, the system will not allow you to delete an item if it is out on loan.

### 9.2 Deleting Multiple Item records

To delete more than one item from an Item List:

1. Bring up the **Items List** in Cataloging (you can also do this in Acquisitions):

   ![List of Items to Delete](image)

2. Highlight the first item you wish to delete.
   
   a. If you wish to delete the entire set, highlight the first item and press the Shift key. Hold down the key while you scroll through the entire set of items.

Revised: September 4, 2008
b. If you wish to delete selected items, highlight the first item and press the Ctrl key. Click on each item you wish to delete.

3. Click the Delete button. The system will ask you to confirm. If you click yes, the items will be deleted.

Please note:

- Any items on loan will NOT be deleted.
- You can only delete the items you are authorized to update
- If an item has loan history, this history will be lost.
- Deletion is a permanent process. If you accidentally delete an item, you cannot get it back. You will need to re-create it.

### 9.3 Suppressing Item Records

Suppressing or logically deleting a holdings record does not also suppress or delete its linked items. Items are created and stored in HVD50 and are linked to ADM database records. Therefore, although an item may be linked to a holdings record, it can live in the database without a holdings record present. An Item Status field of 88, Suppressed, will need to be added to the item record(s) in order to suppress them in the system.
9.4 **Suppressing/logically deleting holdings records**

You can suppress or logically delete a holdings record by adding a Status (STA) field. A suppressed holdings record can only be called up by its system number. Physical deletion of holdings from the server will be linked to users’ security profiles.

**The STA Field** is a variable field which defines the status of a MARC record (bibliographic or holdings records) in Aleph. There is a controlled list of values for this field for use in Aleph.

**SUPPRESSED**: A record with this status option will be suppressed in the Web OPAC, but remains searchable in the Staff Search module.

**DELETED**: a ‘status’ option which logically deletes a record. A “Deleted” record will not display in the Web OPAC or the Staff Search module, but the entire record remains in the database. It is retrievable 1) by its system number, and 2) through a Find search in the Staff Search module, searching on “STA field in bib” option.

Please note that records are not immediately suppressed or deleted when you save the record to the server; it currently takes at least 30 minutes for the record to suppress from public display.

To add an STA field to a holdings record:

1. Bring up the holdings record in the Records tabs
2. Add a new variable field using the drop-down file Edit>New Field (User-Defined) or hit the (F6) function key.
3. Add “STA $$a SUPPRESSED”

You can also add the STA $$a by using the Edit>Search>Search sub-field options function (<Ctrl> + F8) from the Search drop-down menu to retrieve a pop-up box with a list of the values for the field. If you use <Ctrl>+F8, be sure to type the $$a (even though it will appear when you create the STA field—this will ensure that the pop-up box will appear on your screen.

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**STA: DELETED Added to Holdings Record**

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Revised: September 4, 2008
9.5 **Suppressing/Logically Deleting Bibliographic Records**

Physically deleting a record from the server is a capability that will be linked to a user’s security profile and limited only to certain staff in OIS.

Add the STA field to the bibliographic record in the same way you add it to the holdings record. SUPPRESSED or DELETED are also valid values in the bibliographic record.

To add the STA field to the bibliographic record:

1. Search for the bibliographic record that wish to add the field to.
2. Add a new variable field using the drop-down file **Edit…New Field (Choose from list)** or hit the (F5) function key
3. Add the STA
4. Add the first indicator value of 1
5. Add subfield $$a DELETED”

You can also add the STA $$a by using the **Search sub-field options function** (<Ctrl> + F8) from the **Search** drop-down menu to retrieve a pop-up box with a list of the values for the field.

9.6 **Combining and moving records**

Most units now have staff who are authorized to move holdings, orders, items and subscription records. This authorization is tied to the Aleph login and requires additional training. To request training and added authorization to an Aleph login please contact the **Aleph Support Center**.

The ability to physically delete records from the server in ALEPH is tied to a user’s profile. As an alternative, using the STA field in holdings and bibliographic records can suppress or logically delete those records from both the Web OPAC and the Staff Search module.

Revised: September 4, 2008
Appendix 1: MARC21 Codes for Holdings Fields

**LEADER**

Character Positions

05 - Record status
   - c - Corrected or revised
   - d - Deleted
   - n - New

06 - Type of record
   - u - Unknown
   - v - Multipart item holdings
   - x - Single-part item holdings
   - y - Serial item holdings

17 - Encoding level: A single-part item holdings statement is normally recorded at level 1. A multipart or serial item holdings statement may be recorded at any level.
   - 1 - Holdings level 1 (single part)
   - 2 - Holdings level 2 (multipart or serial limited retention)
   - 3 - Holdings level 3 (multipart or serial summary holdings)
   - 4 - Holdings level 4 (multipart or serial detailed holdings)
   - 5 - Holdings level 4 with piece designation: Physical piece designation is contained in subfield Sp (Piece designation) of field 852 (Location) or one of the 863-865 Enumeration and Chronology fields, or in subfield $a (Textual holdings) in one of the 866-868 Textual Holdings fields.
   - m - Mixed level
   - u - Unknown
   - z - Other level

008 - FIXED-LENGTH DATA ELEMENTS (NR)

Character positions

00-05 - Date entered on file: Computer-generated

Revised: September 4, 2008
06 - Receipt or acquisition status

0 - Unknown
1 - Other receipt or acquisition status
2 - Received and complete or ceased
3 - On order
4 - Currently received
5 - Not currently received.

07 - Method of acquisition

d - Deposit

e - Exchange

f - Free

g - Gift

p - Purchase

u - Unknown

z - Other method of acquisition

08-11 - Intent to cancel date

[yymm] - Date of cancellation or last expected part

uuuu - Intent to cancel; effective date not known

#### - No intent to cancel or not applicable

12 - General retention policy

0 - Unknown
1 - Other general retention policy
2 - Retained except as replaced by updates
3 - Sample issue retained
4 - Retained until replaced by microform
5 - Retained until replaced by cumulation, replacement volume, or revision

6 - Retained for a limited period. Specific time or parts may be recorded in 008/13-15 (Specific retention policy).

Revised: September 4, 2008
7 - Not retained

8 - Permanently retained

13-15 - **Specific retention policy:** Indicates the specific parts of the item that are retained when 008/12 (General retention policy) contains code 6 (Retained for a limited period).

    ### - No specific retention policy

Blank (#) is used in each 008/13-15 character position when no specific retention policy is recorded.

13 - Policy Type

    l – Latest

    p – Previous

14 - Number of units

    1-9 Number of units:

15 - Unit type: Describes either the period of retention of the part that is retained.

    Time:

    m - Month(s)

    w - Week(s)

    y - Year(s)

    Part:

    e - Edition(s)

    i - Issue(s)

    s - Supplement(s)

16 – Completeness: Indicates an estimation of the general extent of the holdings for a multipart or serial item.

    0 – Other: Parts of an item are retained for a limited period or no estimate is made.

    1 - Complete

    2 - Incomplete

    3 - Scattered

    4 - Not applicable: Holdings statement is for a single-part item.

Revised: September 4, 2008
17-19 - **Number of copies reported**: Three numeric characters that indicate the number of copies reported. The number is right justified and each unused position contains a zero.

20 - Lending policy
   
   a - Will lend
   
   b - Will not lend
   
   u – Unknown

21 - Reproduction policy
   
   a - Will reproduce
   
   b - Will not reproduce
   
   u - Unknown

22-24 – **Language**: Three-character MARC code that indicates the language of coded data in the 863-865 Enumeration and Chronology fields that require a language table to generate chronological terms or ordinal numbers for the codes in a display. Code from: MARC Code List for Languages

25 - Separate or composite copy report
   
   0 - Separate copy report
   
   1 - Composite copy report: Information about two or more copies of the same bibliographic item that are held at a single location or at one or more sublocations is consolidated into a single holdings report.

26-31 - Date of report

**852 - LOCATION (R)**

**Indicators**

First - Shelving scheme

   # - No information provided

   0 - Library of Congress classification

   1 - Dewey Decimal classification

   2 - National Library of Medicine classification

   3 - Superintendent of Documents classification

   4 - Shelving control number

   5 – Title: Indicates that the item is shelved by a title. If necessary, this title is contained in subfield $l$ (Shelving form of title).

Revised: September 4, 2008
6 - Shelved separately
7 - Source specified in subfield $2
8 - Other scheme

Second - Shelving order: A value that indicates whether an item is shelved under a primary or alternative numbering scheme.

#  - No information provided (appropriate for single part items)
0  - Not enumeration (appropriate for multipart or serial items with various call nos.)
1  - Primary enumeration (appropriate for multipart or serial items shelved as v. 1, v. 2, etc.)
2  - Alternative enumeration (appropriate for multipart or serial subseries of classed together series, shelved by numbering of main series)

Subfield Codes

$\textbf{b}$ - Sublocation or collection (R)

$\textbf{c}$ - Shelving location (R)

$\textbf{e}$ - Address (R): Street address, city, state, zip code, and country information for the current physical location of the item.

$\textbf{h}$ - Classification part (NR)

$\textbf{i}$ - Item part (R)

$\textbf{k}$ - Call number prefix (R)

$\textbf{l}$ - Shelving form of title (NR): The shelving title of an unclassified item that is shelved by title.

$\textbf{m}$ - Call number suffix (R)

$\textbf{q}$ - Piece physical condition (NR)

$\textbf{t}$ - Copy number (NR): A copy number or a range of numbers for copies that have the same location and call number when the holdings information does not contain an 863-865 Enumeration and Chronology field that contains subfield $\textbf{t}$ (Copy number).

$\textbf{x}$ - Nonpublic note (R)

$\textbf{z}$ - Public note (R)

Sorry - Source of classification or shelving scheme (NR): Code from: MARC Code Lists for Relators, Sources, Description Conventions

$\textbf{3}$ - Materials specified (NR): Identifies the part of the bibliographic item to which the field applies. Subfield $\textbf{3}$ is the first subfield in the field.

$\textbf{6}$ - Linkage (NR) System supplied

Revised: September 4, 2008
**853/854/855 CAPTION AND PATTERN FIELDS**

Indicators

**First - Compressibility and expandability [853/854]**

0 - Cannot compress or expand

1 - Can compress but not expand

2 - Can compress or expand

3 - Unknown

**First - Undefined [855]**

# - Undefined

**Second - Caption evaluation [853/854]**

0 - Captions verified; all levels present

1 - Captions verified; all levels may not be present

2 - Captions unverified; all levels present

3 - Captions unverified; all levels may not be present

**Second - Undefined [855]**

# - Undefined

Subfield Codes

**$a-$h - Enumeration captions**

**$a** - First level of enumeration (NR)

**$b** - Second level of enumeration (NR)

**$c** - Third level of enumeration (NR)

**$d** - Fourth level of enumeration (NR)

**$e** - Fifth level of enumeration (NR)

**$f** - Sixth level of enumeration (NR)

**$g** - Alternative numbering scheme, first level of enumeration (NR)

**$h** - Alternative numbering scheme, second level of enumeration (NR)

**$i-$m - Chronology captions**

**$i** - First level of chronology (NR)
 SJ - Second level of chronology (NR)
 SK - Third level of chronology (NR)
 SL - Fourth level of chronology (NR)
 SM - Alternative numbering scheme, chronology (NR)
 SO - Type of supplementary material (NR) [854]
 SO - Type of index (NR) [855]
 SP – Number of pieces per issuance (NR)
 ST - Copy (NR)
 SU - Bibliographic units per next higher level (R)
 SV - Numbering continuity (R)

- Number increments continuously
  r - Numbering restarts at the completion of the unit

 SW - Frequency (NR)

- Annual
- Bimonthly
- Semiweekly
- Daily
- Biweekly
- Semiannual
- Biennial
- Triennial
- Three times a week
- Three times a month
- Continuously updated
- Monthly
- Quarterly
- Semimonthly
- Three times a year

Revised: September 4, 2008
w - Weekly

x - Completely irregular

**Number:** A number is used to specify the issues per year when no codable periodicity exists. Because subfield $w$ is variable in length, no leading zero is used for a single-character number.

$sx$ - Calendar change (NR)

**Codes:** A two-character code identifies the month or season of change. A four-character code in the pattern mmdd (2 for the month and 2 for the day) identifies the month and the day of change. A month or day code of less than two digits is right justified and the unused position contains a zero.

Month:

- 01-12 - Month

Day:

- 01-31 - Day

Season:

- 21 - Spring
- 22 - Summer
- 23 - Autumn
- 24 - Winter

$sy$ - Regularity pattern (R)

**Publication Code**

- c - Combined
- o - Omitted
- p - Published

**Chronology Code Definition**

- d - Day
- m - Month
- s - Season
- w - Week

**Chronology Code**

Revised: September 4, 2008
$z$ - Numbering scheme (R)

**Type of designation**

a - Number  
b - Letter  
c - Combined, number first  
d - Combined, letter first  
e - Symbol or special character

**Case**

a - No case  
b - Lower case  
c - Upper case  
d - Mixed case

**Script Code/Type Code**

an## - Arabic numeral  
rm## - Roman numeral  
sy<symbol># - Symbol

$3$ - Materials specified (NR)

$6$ - Linkage (NR) See Control Subfields

$8$ - Field link and sequence number (NR) See Control Subfields

**863/864/865 ENUMERATION AND CHRONOLOGY FIELDS**

**Indicators**

**First - Field encoding level**

# - No information provided

3 - Holdings level 3 [863/864]: Indicates that the field contains summary enumeration and chronology

4 - Holdings level 4: Indicates that the field contains detailed enumeration and chronology information

5 - Holdings level 4 with piece designation

Revised: September 4, 2008
Second - Form of holdings: Indicates whether the enumeration and chronology is expressed in a compressed or uncompressed (itemized) form and whether this field or a linked Textual Holdings field should be used for display purposes.

# - No information provided
0 - Compressed [863/864]
1 - Uncompressed
2 - Compressed, use textual display [863/864]
3 - Uncompressed, use textual display
4 - Item(s) not published [863/864]

Subfield Codes

Sa-Sh – Enumeration:
Sa - First level of enumeration (NR)
$\text{Sb}$ - Second level of enumeration (NR)
$\text{Sc}$ - Third level of enumeration (NR)
$\text{Sd}$ - Fourth level of enumeration (NR)
$\text{Se}$ - Fifth level of enumeration (NR)
$\text{Sf}$ - Sixth level of enumeration (NR)
$\text{Sg}$ - Alternative numbering scheme, first level of enumeration (NR)
$\text{Sh}$ - Alternative numbering scheme, second level of enumeration (NR)

Si-Sm – Chronology

Months and seasons may be expressed either in natural language or by the following codes:

Month:
01-12 - Month

Season:
21 - Spring
22 - Summer
23 - Autumn
24 - Winter

A month code of less than two digits is right justified and the unused position contains a zero.

Revised: September 4, 2008
$i$ - First level of chronology (NR)

$j$ - Second level of chronology (NR)

$k$ - Third level of chronology (NR)

$l$ - Fourth level of chronology (NR)

$m$ - Alternative numbering scheme, chronology (NR)

$n$ - Converted Gregorian year (NR)

$o$ - Title of supplementary material (NR) [864]

$o$ - Title of index (NR) [865]

$p$ - Piece designation (NR)

$q$ - Piece physical condition (NR)

$s$ - Copyright article-fee code (R)

$t$ - Copy number (NR)

$w$ - Break indicator (NR)

$g$ - Gap break

$n$ - Nongap break

$x$ - Nonpublic note (R)

$z$ - Public note (R)

$6$ - Linkage (NR) See Control Subfields

$8$ - Field link and sequence number (NR) See Control Subfields