How to Use the Create 86X Field Function

It is now possible for Aleph to generate 86X statements in the holdings record for serial titles.

1. What is the Create 86X Field Function?
   - This functionality allows users to create an 86X field in the holdings record based on items that have been checked in on the Serial Tab.
   - The system can also generate multiple 86X fields and code appropriate gap indicators (86X $$w$$ values).
   - The system will also code the $$8$$ value of the 86X field with the appropriate line number.
   - The functionality works for both predicted and nonpredicted titles.

2. Records Required to Create 86X statements
   - A holdings record
   - A Subscription Record
   - Item Records that have the Item Processing Status of blank, or coded with the appropriate item processing status to generate a gap indicator.

3. Additional Information about the Create 86X Field Function
   - The system will begin generation of 863 fields based on a new value added to the holdings record: the S63 field. The S63 field defines the volume that you wish to start the automatic creation of 863 statements.
     - For example, if your holdings record currently contains an 863 statement indicating your library holds v.1-43, and you wish to add v.44 using this new feature, you will add an S63 field to the holdings record and define it to begin the 863 field creation with v.44.
     - You only need to add the S63 field once to the holdings record, the very first time you use the Create 863 Field function. After this, Aleph will add subsequent volumes when you invoke the Create 863 Field function.
   - Legacy 863 data will not be affected by this new feature. The 863 statement will be added below existing 863 data in the holdings record.

4. Things to be Aware of when using this New Feature
   - If your holdings record already has 863 statements, Aleph will not add the new holdings data to the existing statement. Aleph will create a new 863 field with the
value specified in the S63 field. This was done so that the new functionality would not interfere with legacy 863 data.

- Aleph adds the new 863 line at the very bottom of the holdings record. Users may want to copy and paste the new 863 field into the appropriate place on the holdings record, but be aware that adding subsequent volumes will cause the same phenomenon.

- When using the new functionality, Aleph will generate 863 statements for all items checked in. This means that Aleph may create an 863 field for an issue that you are not yet ready to add to the holdings record.
  
  o For example, many libraries will call up the previous year’s volume for binding when they receive the first issue of the next volume. So, if your library has checked in v.45:no.1 of a title and has called up v.44 for binding, and then uses this new feature to add an 863 field to the holdings record for v.44, Aleph will create an 863 statement for v.44 and a separate 863 statement for the first issue of v.45 [this is because all of the issues for v.45 have not yet been received].

  o To resolve this problem, simply delete the 863 statement created for the loose issue.

  o Aleph will also generate 864 and 865 fields if there is an arrived supplement or index item in the Serial Tab. For more information concerning supplements and indexes, see section 9 below.

- When Aleph creates the 863 field, the value of the second indicator will be 0. Note that this indicator value may be incorrect if you are only adding a single volume or issue. Change the value in the second indicator position to 1 if necessary.

- Issues do not have to be bound to use this new feature. However, users should be aware that if you add the 863 statement to the holdings record and leave the issues unbound in the Serial Tab, the Holdings display in the public catalog will show both the 863 statement from the holdings record and the loose issues will appear as “Current Receipts.” This may result in a confusing public display. The best practice recommendation is to add the 863 statement as a bound volume, unless you have gaps in your holdings.

- If you use copy numbers on your item records, be aware that you will need to add a $$t with the copy number to the S63 statement. You may also wish to add $$t information to your standard 853 field. For more information, see section [x] below.

- For predicted issues, Aleph will rely on the pattern in the 853 field to determine when one volume has ended and another begins. For nonpredicted titles, you will need to make sure that you have an item for the first issue of the next volume in order for Aleph to know that there is no gap in issues.

### 5. Records Required to Create 863 Statements

1. Holdings Record
2. Subscription Record

3. Item Records

6. How to create an 863 field in the Holdings Record for a Bound Volume

1. From the Serial Tab, use Bind/Change from the Items Node to create your bound issue.

2. Move the title from the Serial Tab to the Holdings record by clicking on Tab 6, HOL links, and clicking the Edit button. The Cataloging Module will open and the Holdings Record will appear on the screen.
3. Beneath the 863 field, add a new field, the S63. Code the S63 accordingly:

S63:^^:$a [volume no.]
The new 863 has the following characteristics:

1. The $8$ number has the correct line number
2. The statement is level 4 compressed (complete, no gaps)
3. The statement includes a $9$ that has the value of $Y$. This means that this statement will be updated with the next volume when you next invoke the fix routine.

6. Optional: Copy and paste the 863 field to the correct location in the holdings record.

7. Save your changes to the server.

Here is the public display:

Holdings: FULL CATALOG

Kyoto, Japan: Japanese Circulation Society, 2001-
[missing information]
HCCUS: 009327137

Location: Courtyard Medicine Serial (Current Issues in Nursing Reading Room)
Acquisition Date: Status: Currently restricted
Holdings: v.48(2002)
7. Using the Functionality when there are Gaps in Holdings

If you have published or non-published gaps, the Create 863 Field function can also create holdings statements with the correct gap indicators.

To indicate a gap in holdings, code the missing item with an appropriate item process status. Items with the item process statuses indicated below will generate holdings statements with a gap indicator in the holdings record (863 $w value).

<table>
<thead>
<tr>
<th>Item Process Status</th>
<th>Description</th>
<th>86X $w value</th>
<th>Type of Gap Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL</td>
<td>Claimed</td>
<td>$w g</td>
<td>Published gap</td>
</tr>
<tr>
<td>MI</td>
<td>Missing</td>
<td>$w g</td>
<td>Published gap</td>
</tr>
<tr>
<td>NP</td>
<td>Not Published</td>
<td>$w n</td>
<td>Non-published gap</td>
</tr>
</tbody>
</table>

To add the holdings statements:

1. Check your items in the Serial Tab to make sure that the issues representing the gaps have the appropriate item process statuses:

2. Move the title to the holdings record.
3. If this is the first volume you are adding using the Create 86X Field function, add the S63 field. If it is not, simply click the Edit menu and choose Fix Record. The Fix Record dialog box will display
4. Select the Create 863 Statement field and click OK. The system will add the volume with the appropriate gap indicators:
8. Using the Create 863 Function for Items Containing Copy Numbers

If your items contain a copy number in the Copy number field, you will need to add the following information to the holdings record:

1. In your standard 853 field (NOT the 853X field), add a $$t with the value of c. for the copy caption
2. In the S63 field, add a $$t with the copy number

Three 863 statements:
- Statement 1: issue 1 with gap indicator $$w g [published gap]
- Statement 2: issues 3-10 with gap indicator $$w n [nonpublished gap]
- Statement 3: issue 12

If you add this data, the field will produce the correct 863 field. Here is the display in the public catalog:
9. Using the Create 86X Function for Supplements and Indexes

A current problem in the database is if you add an item for a supplement and index, Aleph will create an 863 statement that represents the value of the supplement. This problem has been reported to Ex Libris.

For example: I have checked in a supplement for this title. My holdings record contains an 854 field:

```
853  X  m
  01
  1
  8
  00001
3  1 2006
  01
  20051220

854  20  v.1 (year)
  1
  1
  1
  2004
  20040101
  3  1
  20060324
```

The supplement is checked in on the Serial Tab:

```
V.1 (2004) Supplement is checked in on Serial Tab
```

May 19, 2006
© President and Fellows of Harvard College
To add a supplement using the Create 86X function, you would move the title to the Cataloging Module and add an S64 field to the record:

However, once you invoke the Fix Record function, you will see this appear on your screen:

To resolve this issue:

1. Change the first 863 to an 864 field
2. Delete the second 863 field by highlighting it and type Ctrl + F5 on your keyboard.

9. Where to Get Help

If you need help with the Create 86X function, please send a message to the Aleph Support Center, http://hul.harvard.edu/ois/systems/aleph/forms/f-supp-ser.html.

May 19, 2006
© President and Fellows of Harvard College