

WIDENER LIBRARY

STANDARDS FOR ITEM RECORD DATA ENTRY: Piece-Level, Note, and Loan Code Fields

The following standards are to be used for all item records created in Widener units, effective September 2, 1997.

INTRODUCTION

This document is based on the recommendations of the Report of the Widener Item Record Task Force, the HOLLIS Reference Manual, and consultations with staff who regularly create item records. It is not possible to list here examples of all situations that staff members will encounter when creating item records. Staff are encouraged to consult supervisors when questions arise and problems are encountered that cannot be addressed by the standards given here. If necessary, supervisors should contact Barbara Mitchell, Access Services, regarding problems.

1. GENERAL FIELD DESCRIPTIONS

1.1.1 **Piece-level 1** displays in the public catalog. It is used for primary data needed to identify a single item issued as part of a serial title or multi-part publication, such as serials and multi-part monographs. The data (numeric, alphabetic, or symbolic) consists of standard numbering designations and chronology. This field holds up to 35 characters.

1.1.2 The order of data in piece-level 1 is from the largest entity to the smallest, e.g., series, volume, whole/running numbers, years, parts of a year, months.

1.1.3 Piece-level 1 data uses standard abbreviations and vernacular captions, following their designation in the holdings record (see sections 5 and 6).

1.1.4 In the case of bound serials, piece-level 1 data is often comparable to data printed on the spine.

1.2. **Piece-level 2** displays in the public catalog. It is used for secondary non-standard data, usually in conjunction with piece-level 1 information to further identify the item. Data in this field will be textual information that further clarifies the identification rather than serving as the identification itself. Piece-level 2 should not contain data which fits into standard designation systems recorded in piece-level 1. Piece-level 2 can hold up to 25 characters.

1.2.1 Examples of information included in piece-level 2 are a) a section of a work identified by a non-numerical designator, such as a supplement; b) additional physical contents of the item, such as maps, fiches, or CDs in a pocket; and c) contents of an item that are lacking, such as a number within a serial volume.

1.3 The **note** field does not display in the public catalog. It is used for various information, such as special locations, departmental notes (e.g., Preservation, Tracing), special publication information, and any other useful information about the item that need not be displayed to the public. The note field contains two lines for free-text notes.

1.4 The **loan code** determines whether an item can be charged for borrowing by a particular patron. The non-circulating code will generate a public catalog message (in the circulation display) “For use only in library at Widener.” Any item may be charged to a pseudo-patron regardless of the loan code.

2. PIECE-LEVEL 1 USE AND FORMATS

2.1 In cases where captions exist on the item/in the holdings record, abbreviated vernacular captions are to be used for all linked items created, regardless of the format previously used within an item-record index. (See also section 6 below.)

e.g., Bd.1 (1972)
Bd.2 (1973)

2.1.1 In cases where no captions exist on the item/in the holdings record, no captions will be used on item records. (See also section 6.4 below.)

e.g., 1 (1990)
2 (1991)

2.2 Standard vernacular captions can be found in Appendix B of the HOLLIS Holdings Editing Guide (attached) and in AACR2.

2.3 For information on using/deriving caption information from the holdings record, see section 6.

2.4 The order of data in piece-level 1 is from the largest entity to the smallest, e.g., series, volume, whole/running numbers, years, parts of a year, months.

2.5 When series designations are present, they are entered first.

2.6 One space should be inserted between enumeration and chronology; otherwise, data is run together without spaces. When both enumeration and chronology are present, the chronology follows the enumeration and the chronology is enclosed in parentheses. In the absence of enumeration, chronology is used first without parentheses.

e.g., PIECE LEVEL 1: Bd.3:Heft12 (1988)
PIECE-LEVEL 1: 1942-44
PIECE-LEVEL 1: 2000:enero-marzo

2.7 When there are entries for the volume and/or number and year, parts of the year (months, seasons, etc.) are usually not used.

e.g.,	PIECE LEVEL 1:	v.1-2	correct
	PIECE LEVEL 1:	v.1-2 (1990-91)	correct
	PIECE LEVEL 1:	v.1:no.5-8 (1990)	correct

2.8 Piece-level 1 can be used for information normally entered in piece-level 2 (such as supplement, index, etc.), but only in the absence of standard piece-level 1 data. (See also 3.4.)

e.g., PIECE LEVEL 1: suppl.1 (1974)

2.9 Examples of piece-level 1 entries:

v.4:no.7-12 (1957)

v.5:no.1-6 (1958)

Jahrg.4:Heft7-12 (1957)

Jahrg.5:Heft1-6 (1958)

pt.1:v.1:text1

pt.1:v.1:plates1

t.2:fasc.1:no.1

t.2:fasc.1:no.2

1984-85

1986-87

1984:Jan.-June

1984:July-Dec.

n.s.:v.1-2 (1978-79)

n.s.:v.3-4 (1980-81)

ed.6:v.1 (1991)

ed.6.v.2 (1991)

v.1:A-C

v.2:D-F

A-C

D-F

3. PIECE-LEVEL 2 USE AND FORMATS

3.1 Piece-level 2 is used in conjunction with piece-level 1 (see 3.4) to identify a work or a section of a work identified by a non-numeric designator.

e.g., PIECE LEVEL 1: v.1 (1990-93)
PIECE LEVEL 2: plates (1993)

e.g., PIECE LEVEL 1: v.12:no.13 (1990)
PIECE LEVEL 2: special issue

e.g., PIECE LEVEL 1: v.2
PIECE LEVEL 2: answer book

3.2 Piece-level 2 is used to describe additional physical contents of the item.

e.g., PIECE LEVEL 1: v.4-5 (1990)
PIECE LEVEL 2: +cumulative index:v.1-5

e.g., PIECE LEVEL 1: v.5 (1923)
PIECE LEVEL 2: +suppl.

e.g., PIECE LEVEL 1: pt.2
PIECE LEVEL 2: +2 maps in pocket

e.g., PIECE LEVEL 1: v.2:no.1 (1996)
PIECE LEVEL 2: +1 CD, 1 map in pockets

3.3 Piece-level 2 is used to indicate gaps in the item, although if the description of gaps is complicated, the note field should be used instead (see 4.2).

e.g., PIECE LEVEL 1: t.2-3 (1988-89)
PIECE LEVEL 2: lacks t.3:no.2

e.g., PIECE LEVEL 1: 1995:Jan.-June
PIECE LEVEL 2: June lacks pp. 79-84

3.4 In most cases, piece-level 2 data is used only when piece-level 1 data is present. But, in the absence of standard piece-level 1 data, textual information may be recorded in piece level 1. (See also 2.8.)

e.g., PIECE LEVEL 1: index

4. NOTE FIELD USE AND FORMAT

4.1 There are no particular format standards for the note field. However, entries should be clear and concise. The note field consists of two lines for free text.

4.2 Examples of note field entries:

NOTE:v.3:no.2 contained fiche; shelved under XVS 4

NOTE:XEROX

NOTE:ncir per J. Bourneuf, 7/1/96

NOTE:none published 1991

5. ABBREVIATIONS, CAPITALIZATION, SPACING, AND PUNCTUATION

5.1 Standard vernacular abbreviations for captions are listed in Appendix B of the HOLLIS Holdings Editing Guide and in AACR2. A copy of Appendix B is attached to this document.

5.2 The system does not accommodate use of diacritical marks in item records.

5.3 Follow capitalization rules of the language used, e.g. German nouns; months in English, Greek, Indonesian, Latin, Malaysian, Romanian, and Welsh.

5.4 The first letter in piece-level 1 and 2 is not capitalized (unless it is a capitalized month; see 3.3 above).

5.5 In piece-level 1, data is run together without spaces except between the enumeration and the date, where one space is inserted; e.g., v.1:no.1-6 (1990). Colons are used between levels of data in enumeration and chronology.

5.6 When both enumeration and chronology are present in piece-level 1, the chronology is enclosed in parentheses, e.g., t.4-6 (1937-39). But, when enumeration is lacking, chronology is used without parentheses, e.g., 1937-39.

5.7 For two dates, only the last two digits of the second date are entered; 1981-84, not 1981-1984. The exception is when coverage is over two centuries; e.g., 1880-1909 and 1999-2000.

5.8 In enumeration and chronology, a hyphen is used to indicate an unbroken range of holdings or a full range of holdings from a specified year or volume. A diagonal is used instead of a hyphen when the notations form a single entity, as with two different (i.e., years that form a single period of coverage or a double volume number that forms a single entity).

e.g. Jahrg.11/12:Heft1 (1974/75)
Jahrg.11/12:Heft2 (1974/75)

6. HOLDINGS RECORD DATA

Ideally, captions, enumeration, and chronology in piece levels should follow that given in the holdings record 853 field. However, there are a few problems associated with this. Listed here are item record-creation scenarios and solutions. Sandy Murphy, Serial Records Supervisor in Room 196, has agreed to be the contact for problems and to refer matters to Ruth Haas, Serials Cataloging Team Leader, or others as appropriate.

6.1 New title, first item record: check holdings record for data, create item record. If no holdings record: do not create item record; send piece with print-out of bib record/or HOLLIS number (HN) to Sandy.

6.2 Previous piece-levels in item record index give “correct” data (enumeration and chronology) but do not conform to format/caption standards on the piece (and as listed in these standards): check holdings record and create next item record according to these new standards.

6.3 Previous piece-level in item record index conforms to data on the piece and to standards listed above: create next item record accordingly (check holdings only if there is some confusion).

6.4 In cases where it is necessary to consult the holdings record, and the holdings record 853 field contains subfields with (*) instead of captions, two situations may apply. In the first, (*) is equal to a numeric with no caption, as in a piece with just “1” on it; holdings records do exist for titles like this. Secondly, however, most holdings records in HOLLIS that display (*) in the volume and number subfields are the result of RECON conversion and are incorrect (i.e., the piece may actually have captions on it). Serial Records is gradually fixing these. If you have an item that is in the second category, send it to Sandy.

6.5 If comparison of the piece and the holdings record seems to indicate that a change has taken place in the caption, enumeration, or chronology: do not create item record or check earlier pieces; send the piece with print-out or HN to Sandy.

6.6 If there are two sets of 853 and 863 fields in the holdings record, follow the second (most recent) set.

6.7 If the holdings record contains weird or conflicting data, send the piece with print-out or HN to Sandy.

7. CONVERTING, CORRECTING, AND RE-ORDERING ITEM RECORDS AND ITEM-RECORD INDEXES

The standards given here are primarily intended to be prospective. Staff are not expected to convert existing piece-level and note field data to conform to these standards. However, some staff will wish to revise existing item records. The following guidelines apply to existing data.

7.1 New piece level entries must be placed appropriately within an existing item-record index. They should not be simply added to the end, unless sequentially correct.

7.2 If an existing index is in disarray and/or unusually complicated (and would be difficult for a library patron to interpret), a print-out or the HN should be sent to Sandy Murphy (for serials) or to HD Transfer & Linkage (for other formats).

7.3 Staff who choose to correct/convert existing item records should use the standards given here.

8. CHOOSING WHERE TO ATTACH ITEM RECORDS

The present policy regarding analytic records should be continued (see Report of the Item Record Task Force). Item records should be attached to the collective record, and analytics should be linked to the collective record by the use of a subfield j in the LOC field (subfield j refers to the collective HOLLIS record number; for examples, see HOLLIS records AJO2025 and AFS7913).

9. LOAN CODES

All items will be coded with one of the following three loan codes:

NORM
PERI
NCIR

9.1 NORM is the default code in the item record template. NORM is used for all items that may circulate from Widener.

9.2 PERI is used for serial volumes (e.g., periodicals, newspapers), which do not circulate from Widener under current policy. [These items circulated only to officers under previous policy.] PERI will continue to be used in order to identify materials that could circulate, if current policy were to change at some time in the future.

9.3 NCIR is used for items that do not circulate from Widener. A full list of guidelines for identifying non-circulating materials will be forthcoming from Access Services in September. Until then, the following will apply:

Use NCIR for 1) All items published prior to 1821.

2) All items with these Harvard classifications:

KP, KPA-KPJ

Q

REF, RR

XA-XT

XW-XZ

3) Any item whose WID-LC call number contains Z99##

4) Dictionaries, bibliographies, bibles, concordances, encyclopedias, and other reference works with various call numbers; these are to be identified by staff; when in doubt, consult Reference staff

5) Volumes containing 3 or more units; e.g., 3 or more monographs in a series bound together, pamphlet volumes

6) Items in poor condition (brittle paper, broken bindings, etc.); items tied in string, boxed items

7) Any item with a blue star (in pencil or stamped) on the verso of the title page

9.4 The loan code MONS (for monographic series) will no longer be used. Item records for monographic series should be coded NORM if bound separately or if two items are bound together; NCIR if three or more items are bound together.