

approved by DALNET Board  
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DALNET  
DATABASE STANDARDS COMMITTEE  
STANDARDS FOR HOLDINGS RECORDS ON NOTIS

Creation and maintenance of proper holdings information is necessary for the location of library materials by the user. Holdings information, as found in the various NOTIS records, is required for proper inventory control of library materials.

COPY HOLDINGS RECORDS

1. All bibliographic records in the DALNET database on NOTIS must have a related copy holdings record.
2. Copy holdings records shall contain a valid copy status value, the correct copy status and classification codes, and a valid location code. During the order and receipt process, the location code may be a valid location (as determined by each DALNET member) used as a "default" value.
3. At the time of cataloging, values on the copy holdings record must be updated to reflect proper values, including the correct call number and location.
4. The use of \$v is optional. Its inclusion shall be at the option of the library. However, if a DALNET library uses the \$v, it should be used consistently. The local decision to change an institution's practice may be made at any time.
5. The notes fields shall be used as appropriate. Notes for display in the public catalog (um:) shall be made as succinct and clear as possible. They are normally used for
  - a. Directions for circ status for "bound with" items
  - b. Information about a particular copy, i.e. missing pages, physical condition precludes circulation, autograph of author, etc.
  - c. Additional circulation status information on a case-by-case basis
  - d. Additional shelving/location information
  - e. Those notes which can be displayed in LUIS from codes in

the copy level note.

Non-public notes may be used at the discretion of the DALNET member library.

6. Copy holdings lines for items no longer owned shall be updated to indicate that the particular item is no longer available. Individual copies will have their status changed when they are no longer available. It is recommended that records representing lost or missing items be updated after they have been reported as unavailable for one year. Each DALNET member library may decide for themselves whether they will logically delete or suppress bibliographic or holdings records, as appropriate, for items no longer owned.

#### ITEM RECORDS

1. NOTIS does not mandate that all copies of all titles have an item record.
2. When an item record is used, it must contain a valid item identification number (bar code number).
3. Item records may contain valid enumeration and/or chronological data when needed for the specific identification of the item. Values in the "Enum/Chron" and "Midspine" fields shall be appropriate for the accessioning of the item.
4. The use of temporary locations and notes fields shall be at the discretion of the DALNET member library. If these fields are used, they should contain correct, current information.
5. Item records for pieces no longer owned shall be marked "W" for withdrawn or "D" for deleted in the STATUS field of the item record. Use of the value "W" allows for the reinstatement of items.

#### MARC HOLDINGS RECORDS

1. MARC Holding Records (MHL) shall be required for any title which the publisher intends to issue in multiple physical parts.
2. Data on the MARC Holdings Record shall be encoded following the NOTIS-MARC values for Holdings Data.
3. Data included shall conform to the NISO Z39 standards for summary holdings data. For serials, this data will follow the guidelines for the OCLC Union Listing Subsystem.

4. It is the responsibility of each DALNET library to keep MHL D records as up-to-date as possible.

5. For further information concerning Marc Holdings Records for serials consult the DALNET document: Consistent Display of Acquisitions and Serials Information in LUIS (REV. APRIL 4, 1994)