

Summary Holdings Policy

November 12, 1999

YRL Cataloging will include a summary holdings statement for all multi-volume monographs, WHETHER OR NOT THE HOLDINGS ARE COMPLETE.

When doing new cataloging on OCLC for a title that is a multi-volume monograph, be sure to include a subfield \$v in the 049 specifying the volumes in hand, as well as being sure to include any barcode information in the subfield \$l. For example:

049 __ CLUR \$l[v.2]L0079681318 \$l[v.1]L0079681342 \$v v.1-2

When processing an added volume to a title already cataloged in ORION2, add an 866 field to the MARC holdings record, if one is not already there, and include all volumes that have been cataloged. The 866 will remain in the record even after all the volumes have been received and cataloged.