

UBC Library's application of NISO Standards for Monograph & Serial Holdings Statements

(March 20, 2007)

UBC Library Technical Services is phasing in the adoption of the NISO (National Information Standards Organisation) standards for Holdings Statements. The reason for this adoption is the desire to create explicit summary statements about our holdings in a standardized fashion.

Following an international standard for these statements will help both local and remote searchers interpret our catalogue, and will help us to better communicate our holdings to other libraries, databases, union lists, etc. Furthermore, the more standard our summary statements are, the better prepared we will be for any future migrations of data.

If you are really keen, you can read the full NISO Standards for Holdings Statements at the following link: <http://www.niso.org/standards/index.html> (registration is required if you want to download the PDF version of the standards).

If you are interested in how UBC Library plans to phase in the standard, and what you can do to help, read on.....

1. We are starting by trying to apply the new standards to all new holdings and to any holdings we add to or revise (within reason). We will also try to apply the standards to item records, with the exception of some captions (we have local standard abbreviations like *cass.*, *tguide*, etc.) and most colons (we normally use a colon in item records only when a caption is lacking... e.g. *v.4:1:2 but pt.4 v.1*)

2. We have chosen the "adjacent display" option in the standard:
(v.1(1991)-v.4(1995) *not* v.1-4 (1992-1995))
and we have chosen initially to keep our practice of translating captions into English:
(v. *not* Bd.) although this may change in time.

3. Here are some guiding principles to help introduce you to the new standards.

-- Express the hierarchy as largest part to smallest part, separating the levels of the hierarchy by colons (v.1:pt.1:no.2-v.6:pt.3:no.12)

-- Express abbreviated "captions" (e.g. v., pt., ser.) and other words in lower case, with the exception of months (v.1-10) but (Mar.-Dec.)

-- No spaces are used before or after punctuation (v.1-2) and no full stops (.) are used at the end of the summary

-- Captions need not be repeated after a hyphen, however they may be repeated for clarity (v.1-5) *but* (v.1:no.3-v.4:no.6)

-- Use a comma to indicate a gap in holdings (v.1,v.3)

-- Use a semi-colon to indicate a switch in numbering pattern or captioning pattern (v.1-5;v.6:no.1-)

- Use series numbers normally as the highest level of the hierarchy (ser.1:v.1-ser.3:v.4)
- Separate accompanying materials and pieces outside the regular hierarchy with a "+" sign
(v.1-2 + suppl.) (v.1-4 + suppl.1-2) (v.1-5 + disk 1-4)
- When dates or months are *additional* information about a volume (instead of uniquely identifying it), enclose them in round brackets, using colons to show the hierarchy:

v.1:no.2(1990:Feb)-v.2:no.12(1991:Dec.) ← here v. and no. correspond to year and month
but
1985:v.1-1993:v.2 ← here each year has 2 volumes
- Use months as the lowest chronological unit of the hierarchical structure ; when expressing a day of the month, do not use colons between month and day: 1989:Jan.1-2003:Sept.20
- Use the standard list of month abbreviations from Anglo-American Cataloguing Rules:
Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.
- Seasons are spelled out in lower case, not abbreviated. When translating from another language, use autumn rather than fall.
- Years are recorded in four digits (e.g. 2002-2003). Note that this may differ from practice in item records.
- Use a forward slash to indicate volumes or issues that are bound together by the publisher:
(v.1/2-v.5/6) (v.49:no.1/2-v.62:no.5/6)
- Avoid "missing" statements wherever possible. Try to record all of what we have, expressing gaps with a comma, to show what is missing (v.1-22,v.24-59,v.64-69)
- Convert roman numerals to arabic, but preserve ordinal numbers
(e.g. tome XII becomes v.12 *but* troisieme edition becomes 3rd ed.)
- When gaps in holdings are so numerous that a detailed summary statement would become too lengthy or too difficult to read, use a beginning and ending volume/issue, followed by the term "incomplete" in a subfield z :
(e.g. 866 0 \$8 1 \$a v.1:no.6-v.23:no.16 \$z incomplete)
- When a summary statement becomes too long or complex for easy interpretation, multiple 866s should
be used to break the statement into logical and more readable parts.
(e.g. 866 0 \$8 1 \$a no.3(2003),no.22/23(2005),no.25(2005),no.26/27(2005);
866 0 \$8 1 \$a v.3:no.1(2006)-)

4. Examples:

The following are some examples of common summary statements using the NISO standard:

- ◆ Years:
1987-2005
- ◆ Volumes & years:
v.1(1987)-v.36(2005)
- ◆ Volumes, numbers & years:
v.1:no.2(1987)-v.36:no.4(2005)
- ◆ Volumes, numbers, parts & years
v.1:no.2:pt.1(1987)-v.36:no.11:pt.3(2005)
- ◆ Years & dates:
1987:Feb.18-2005:Dec.1
v.105:no.135(2005:Feb.)-
v.105:no.153(2005:Mar.)
- ◆ Combined years issued in a single volume:
v.1(1983)-v.15(2000/2001)
- ◆ Numbered supplement to a volume:
v.1:suppl.1
- ◆ Unnumbered supplement to a volume:
v.49:suppl.(2004)
- ◆ Supplement issued in two volumes:
suppl.v.1-2
- ◆ Section numbers:
sect.1(1990)-sect.4(1998)
- ◆ New Series
new ser.:v.5:no.6(2000)-
new ser.:v.6:no.12(2001)
- ◆ Supplement to a year:
2000:suppl.
- ◆ Supplements distinguished by year:
v.1-5 + suppl.2000,suppl.2004

- ◆ Editions:
 - 9th ed.(1990)-18th ed.(1999)
 - 12th ed.:v.1(1993)-16th ed.:v.2(1997)
- ◆ Gap because item is missing:
 - v.1(1990)-v.25(2001),v.27(2003)
- ◆ Gap because item not published:
 - v.1(1990)-v.25(2001);v.27(2003)
 - v.26(2002) not published, so semicolon used to show a break in publication
- ◆ Books and serial volumes with accompanying materials that aren't carried in a pocket:
 - text + sound cassette + disk
 - text + videos 1-3
 - v.1-3,v.5 + sound discs 1-5
 - v.1-9 + atlas

Note that accompanying material needs to be expressed in terms that relate the holdings summary to the bibliographic record. Prefer spelled-out forms to abbreviations for any terms other than captions. Note that this means that the terminology in the holdings summary can be different from the suffix that is applied to the item record (e.g. sound cassette vs. cass. and workbook vs. wkbk)

5. Item record notes (see separate handout for further item record coding guidelines):

- ◆ For books and serial volumes with material in pockets, include the information in an item "free text" note, rather than in a holdings summary statement. Record the total number of pieces sharing a barcode in the item record "pieces" box. Similarly, record the fact that material is *missing* from a pocket in an item free-text note:

<cd-rom in pocket>	(pieces = 2)
<4 maps in pocket>	(pieces = 5)
<20 transparencies + 10 spirit masters in pocket>	(pieces = 31)
<copy lacks cd-rom>	(pieces = 1)
- ◆ For books and serial volumes that have been bound with pages or issues missing or extra pages added, record this information in an item free-text note:

<missing v.127 no.6>	(pieces = 1)
<includes no.1 of earlier title>	(pieces = 1)
<copy lacks p.123-128>	(pieces = 1)