

GENERAL GUIDELINES FOR LOCAL HOLDINGS MAINTENANCE

1. **Hardcopy edition** - Use only bibliographic records for the hardcopy (i.e. paper copy) edition of serials, unless the serial has never been published in hardcopy.
2. **Successive entry** - Use only successive entry bibliographic records. Serials with only latest entry cataloging on OCLC (fixed field S/L coded one) or not yet cataloged by OCLC will be returned to the reporting library for further processing.
3. **Summary holdings statement** - Use a summary holdings statement to report all copies and formats held at an institution. For example, if a library holds volumes 1-3 as paper, and volumes 3 and 4 as microfiche, report as v.1-v.4. Do not report duplicates. Multiple formats will have separate LHRs, however, the summary statement will be the same for all LHRs. Include retention notes in the summary statement, i.e., v.3-v.10(1990-1997)+retains current 5 years.
4. **Level of reporting** - Create holding statements for the local holdings record at the ANSI standard level 3 or summary level, including summary enumeration and/or chronology information. This is reported in the Leader field byte [17] and again in field 863 [Ind 1] of the LHR.
5. **Holdings statements** - Report both enumeration and chronology at the highest level of the numbering scheme used by the publisher for each format. Give enumeration in volumes only, not issues; chronology in years only, not months or seasons. Each format requires its own LHR. Holdings are reported in fields 853/863 of the LHR. (See [Instructions for Reporting Holdings](#) 3.g. & h. and [Holding Statements](#).)
6. **“Rule” of 50%** - Report a volume or a year if the library holds 50% or more published issues of that volume or year. Do NOT report a volume or a year if the library holds less than 50% of the issues for that volume or year.
[\[example\]](#)