

Holdings Records in FOLIO

=Required

=Required when applicable

Holdings record

^ Administrative data

Suppress from discovery

Holdings HRID

Source

Add former holdings ID

Holdings type

Holdings type

- Select holdings type
- Monograph (single part)
- Multi-part monograph
- Serial
- Unknown (DO NOT USE)

Add statistical code

^ Location

Holdings location

Permanent*	Temporary			
<input type="text" value="Select location"/>	<input type="text" value="Select location"/>			
Location look-up	Location look-up			
<input type="text"/>	<input type="text"/>			
Shelving order	Shelving title			
<input type="text"/>	<input type="text"/>			
Holdings call number				
Copy number	Call number type	Call number prefix	Call number	Call number suffix
<input type="text"/>	<input type="text" value="Select type"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Call number type will usually be Library of Congress

For call number, think 852 \$h, \$i (combined)

For prefix, think 852 \$k

For suffix, think 852 \$m

Holdings statement: think 866

^ Holdings details

Number of items

Holdings statements

Holdings statement

Add holdings statement

Holdings statement public note

Holdings statement staff note



Public note: think 852 \$z
Staff note: think 852 \$x

Add holdings statement for supplements

Add holdings statement for indexes

Catalogers may occasionally add holdings notes

^ Holdings notes

Note type

Select type

- Select type
- Action note
- Binding
- Bound with item data
- Copy note
- Electronic bookplate
- Note
- Provenance
- Reproduction
- Restriction
- Source of acquisition
- Transaction data

Note

Staff only



Catalogers will **not** routinely use any of these elements

^ Electronic access

Electronic access

Add electronic access

^ Acquisition

Acquisition method

Order format

Receipt status

^ Receiving history

Add receiving history