

Holdings Statements Punctuation Table (was MHL D Punctuation Table)

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Date last updated:

Date of next review:

Note: In the following chart, "^" represents a blank space.

Name	Sy mb ol	Description	Examples
Angle Brackets	<>	Enclose a note which pertains to a specific statement	^ < Printout of file on disk > ^
Colon	:	Separates different levels of enumeration or chronology	v.1:pt.2 (1987:spring)
Comma	,	Indicates a gap in serial run	v.1-4,7-9 (1963:Jan.-Aug.,Oct.-Dec.)
Equals Sign	=	Separates main enumeration or chronology from alternative schemes	v.2:no.5=no.11
Hyphen	-	Indicates an unbroken run of holdings. No MARC holdings record created or modified after April 1 1988 should be open-ended (i.e., end in a hyphen).	v.6-9 (1980-1987)
Parentheses	^() ^	Enclose chronology when there is enumeration and chronology	v.6-9 (1980-1987) but: 1985:no.3
Quotation Marks	^ " " ^	Enclose the name of a unit of accompanying material or an unnumbered piece of a multipart item	"User's guide"
Semicolon	;	Separates holdings statements within a field. Before conversion to MARC holdings, a semi-colon also marked the end of a Volume holdings line. Semicolons are no longer necessary at the end of holdings fields	monograph: v.1; v.3 serial: 1943-1946; v. 5-8 (1947-1950)
Semicolon	;	Indicates a non-gap break in a serial run	v.1.;3 (1965;1967)
Slash	/	Expresses combined enumeration or chronology	v.3/4 (1927/1928)
Square Brackets	^[]^	Enclose supplied information	19932 [i.e. 1932]