

# Holding Statements: Formatting and Examples

Generally, transcribe holdings information as it appears on the item, using a form that is consistent across pieces. It may be helpful to consult the bibliographic 505 (contents note) for monographic holdings or the 362 and 588 (dates of publication and description based on/latest issue consulted notes) for serial holdings.

We "compress" our holdings, that is, we "record a range of holdings in terms of the enumeration and/or chronology of only the first and last parts held."

Use [specified punctuation](#) (this comes from the [ANSI/NISO Z39.71 standard](#))

Use [specified abbreviations for captions](#).

If viewing examples of MARC formatted holdings, the [Voyager MFHD to FOLIO Holdings](#) table may be helpful.

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## Accompanying/Supplemental material

*\*Do we need to list or link to the preferred terms here?*

(note difference between former practice: "1 v." and new practice "text")

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
text [was: 1 v.]			6061823
Holdings statement for supplements	Holdings statement for supplements public note	Holdings statement for supplements staff note	
"Exhibits"	<1 CD-ROM>		

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
text			15324470
Holdings statement for supplements	Holdings statement for supplements public note	Holdings statement for supplements staff note	
1 DVD	<in pocket of text>		

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
3 videodiscs			15599557
Holdings statement for supplements	Holdings statement for supplements public note	Holdings statement for supplements staff note	
1 booklet			

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
v.1-3			1898642
Holdings statement for supplements	Holdings statement for supplements public note	Holdings statement for supplements staff note	
8 photographs and 1 plate inserted.			

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
text [was 1 v.]			2449626
Holdings statement for supplements	Holdings statement for supplements public note	Holdings statement for supplements staff note	
1 disk	<3 1/2 in.>		
1 manual	<1 v.>		

## Alternative enumeration (includes multipart items in classed together series)

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
1-3=v.25-27			7983736

(note also the non-gap break indicated by the semicolon)

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
v.1=34;			318827
v.2=56			

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
ano IV-IX = no.49-108 (2003-2007)			3934906
ano X:no.109-115,118-120 (2008:Jan.-July,Oct.-Dec.)			
ano XI-XXIV = no.121-276 (2009-2022)			
<b>Holdings note (public)</b>	ano X, no. 116-117 not recd.		

## Chronology

Enclose in parentheses when enumeration is also present.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
t.45-107 (1901-1971)			1909585
v.2 (1994)			2784630
1997,1999-2000			3719859

## Compressed statements

Volumes 1 & 2 are complete; we have received part 1 of volume 3. When volume 3 is complete, the statement will read: v.1-3 (2009-2021) (assuming all of v.3 was published in 2021).

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
v.1-2 (2009-2012); v.3:pt.1 (2021)			7329957
v.1; v.2:pt.1-3; v.3:pt.1-2; v.4-24; v.28-30			596112

The record excerpted below is a good example of long and complex holdings in general.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
v.365-391 (2002/2003-2009)			151719
v.392:no.638-8646,8648-8649 (2009:July 4-Aug./Sept.29/4,12-Sept./Oct. 26 /2)			
v.393:no.8650-8655,8658-8662 (2009)			

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
v.19-20 (1952/1953-1953/1954),			3148747
v.27-28 (1956/57-1957/58)			

## Incomplete serial volumes

*\*is this section still needed?*

## Language and script (including diacritics and special characters)

Record information in the language in which it appears on the piece. For languages in non-roman scripts, romanize text according to the ALA/LC romanization tables but use Western-style arabic numerals for non-roman numbers. If the language of the enumeration/chronology varies from piece to piece, use the language that was used in the bibliographic record (362/588 or 505).

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID

It is best practice to retain diacritics or special characters if they appear on the piece, but FOLIO holdings make this challenging. You may copy and past from the instance data, or simply enter the text without the diacritics.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
1.-68.arg. (1931-1998/1999)			370840

## Letters in enumeration

When the same letters appear as the first part of a statement of enumeration on each piece, it is necessary to decide whether these letters are part of the caption or part of the enumeration proper. When there is a definite other caption, treat the letters as part of the enumeration proper.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
v.2 (2009); v.2A-2B (2007); v.3 (2008); v.3A-3B (2010/2011)			7556407
no.B12,C7,E2,E2 rev., F2			6811010

If there is not a definite other caption, but there is a space or punctuation mark between the letter(s) and the number(s), treat the letter(s) as caption.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
A1-70,72-122,124-514,516-641,643-698,702-705; 708-714,719-722			2307377
A1-8; B1-8; C1-5; C8-14; D1-2; D4-5 (1996-1997)			3416057

Otherwise, treat the letter(s) as part of the enumeration. Generally, if letter(s) appear at the end of an enumeration, treat the number-letter combinations as a single level of enumeration.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
v.1-2, v.3a-b (2002-2007)			5042840

## Line breaks (multiple holdings statements)

Generally put as many monographic statement in one field as will fit, while starting each new serial statement in a new field.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID

  

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID

If intelligibility is compromised, use additional holdings statement fields. Begin a new field at a logical break.

## Multi-part monographs

For **incomplete** multi-part monograph holdings, record the range of years for those held.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
1-11; 13 (1966-1998)			187301
Bd.1-4; Bd.5:T.1-4; Bd.6-8; Bd.9:T.1-4; Bd.10-19; Bd.20:T.1-2;Bd.21:T.1-2; Bd.22-Bd.24 (1971-2022)			1076558

Do not record years for complete multi-vol holdings unless they are given with (or constitute) the enumeration.

For example, the bibliographic MARC record associated with this holdings statement has a 300 field reading "19 volumes." There's also accompanying material.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
Bd.1-19			3213696
Holdings statement for supplements	Holdings statement for supplements public note	Holdings statement for supplements staff note	
1 CD-ROM	<in pocket of Bd.18>		

This resource is complete in 2 volumes; the years constitute the enumeration.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
1927-1929			1887919

## Named portions

When some pieces have enumeration and/or chronology and some do not, give the name of the unenumerated pieces in quotation marks.

(Note that other holdings for this same instance are represented differently.)

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
"Prelude"; v.1-7			2101527
"Executive highlights"; v.2:pt.1-12; v.3:pt.5-6			1842074

## No enumeration or chronology

Note: see also [Accompanying/Supplemental material](#)

For single-piece items and complete multipart items not wholly enumerated at the top level which do not need specific notes or chronology, transcribe the number of pieces followed by the appropriate material designation for each physical form. (Note exception for single volumes, where "text" is preferred over "1 v.")

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
1 atlas			10076937
3 maps	<In pocket of text>		

For multi-part items that are incomplete or which need specific notes or chronology, where the names form an inherently complete set, use the names in place of enumeration.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
Africa; Asia/Pacific			1179090

For multipart items not enumerated that are either incomplete or have parts which need specific notes or chronology, list each piece or set of pieces separately by name and, if enumerated at the second level, give the enumeration, otherwise give the number of pieces and include a material designation in a Holdings statement public note.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
"Noue narrations" "The chartuary"			3805035
President's 1971 environmental program:bks.1-2	<2 v.>		3402973

Numbering peculiarities, including skipped or duplicated enumeration or chronology & missing enumeration or chronology

Do not show miscellaneous numbering peculiarities, including missing enumeration or chronology, whether they appear at the beginning, middle, or end of a run.

Record duplicate enumeration just once and explain the irregularity in a note on the bibliographic record.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
v.1-10 (1971-1981)			made up example
<b>NOT</b> v.1-7;7-10 (1971-1981)			

Order of information

Record information in a logical order, generally in increasing numerical or alphabetical order by enumeration and/or chronology. When there is neither enumeration or chronology, use any other inherent/logical order.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
Bishnupur, Chandel, Churachandpur, Imphal, Senapati, Tamenglong, Thoubal, Ukhrul.			4910718

When both enumeration and chronology exist for an item, all enumeration precedes all chronology within each statement.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
v.53:no.:1 (2022:Spring)			4562665

If an item is organized hierarchically (e.g., composed of volumes, parts, etc.), record enumeration and chronology from highest to lowest level, separating levels with colons.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
Bd.6:Lfg.1:fasc.1-2; Bd.6:Lfg.1:fasc.4; Bd.6:Lfg.1:fasc.5; Bd.6:Lfg.2 (1973-2017)			1173094

Ordinal numbers

Enumeration with ordinal numbers should be transcribed as such.

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID
1st-6th,8th (1888-1893,1896)			8464939
1ere-9e (1815-1831)			405995

template for example tables:

Holdings statement	Holdings statement public note	Holdings statement staff note	Holdings HRID

FOLIO screenshots

Holdings statement

Add holdings statement

Holdings statement public note

Holdings statement staff note



Holdings statement for supplements

Add holdings statement for supplements

Holdings statement for supplements public note

Holdings statement for supplements staff note



Holdings statement for indexes

Add holdings statement for indexes

Holdings statement for indexes public note

Holdings statement for indexes staff note



## Holdings statement

1st-2nd ed. (2005-2006)

Add holdings statement

## Holdings statement for supplements

1st ed.:suppl.1

### Holdings statement

1 v.

### Holdings statement public note

-

### Holdings statement for supplements

1 map + 1 diagram

### Holdings statement for supplements public note

<in pocket of text>

### Holdings statement

Vorausbd.; Bd.1:pt.2;  
Bd.2:pt.2;Bd.3:pt.2; Bd.9:pt.1-2;  
Bd.10-12; Bd.13:pt.1-2; Bd. 18;  
Bd.20:pt.1-4

### Holdings statement public note

-

### Holdings statement for supplements

1 folded map

### Holdings statement for supplements public note

<in pocket of v. 11>

## Holdings statement

1952:Oct.-1953:June

1953:Aug.-1955:Nov.

## Holdings statement

## Holdings statement public note

1965:Mar.-Dec.

-

1966-1971

-

1972:Jan.-Apr.,July-Dec.

-

1973:Jan.-Oct.

-

1974:Jan.-Mar,May,July-Dec.

-

1975:Mar.-Apr.,June,Aug.,Oct.-Nov.

-

1977:Jan.,Mar.-Apr.,Sept.

-

## Definitions

*\*what terms are used above that need defining?*

Enumeration and Chronology

Caption

MARC [References](#) and [Examples](#) (documentation on which these guidelines and examples are based)