

Holdings Standards Implementation Group

DRAFT Final Report (bg 061002)

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The objective of this group was "to normalize our current holdings workflow to include as many new types of materials as possible". To that end the Holdings Standards Implementation Group (HSIG) developed workflows and documentation to apply holdings data to all materials that the library receives in multiple parts. At the completion of training in August 2006, staff in Acquisitions Services and Cataloging & Metadata Services began creating holdings records for new multiparts, new scores with parts, and new mixed format materials.

The Implementation Group charge directed work in four areas.

1. Finalize holdings record content

The group spent a good deal of time determining which fields were appropriate for use in holdings records for materials in multiple parts. The charge asked that we focus some attention on the 008 and 852 fields. Although Innovative supports aspects of the 852 and 008 fields, they do not fully support these fields as they are defined by the MARC21 Concise Format for Holdings Data. In addition, none of the Millennium holdings fields are indexed in the Web Opac, a feature that would be useful to us. A decision was made not to include an 008 field in holdings records for monographic materials in multiple parts. In our workflows the 852 field is used only to generate a LOC fixed field tag in Millennium. We would like to see further development of the 852 field in the future to display more complete location information in the catalog. For more information on the use of the 852 tag see the Group's documentation. A complete list of fields used in local workflows for holdings records is available at:

<https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/GeneralInformation>

2. Design a workflow to add holdings records to these materials.

3. Develop procedures, input guides and training tools.

Workflows and procedures have been developed and are documented on the Group's Wiki at:

<https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/HoldingsStandardsImplementationGroup>

4. Identify trainees and trainers. Make a recommendation on how training sessions should be conducted and who should train.

The Implementation Group completed training for staff to apply holdings data to closed multiparts, multi-format items and scores with parts. Two four hour training sessions were held, August 10 and 16, 2006. Five staff members from Acquisitions Services and the entire staff from Cataloging & Metadata Services attended the training. These sessions were broken into two parts. The first part introduced

general concepts of holdings data and holdings records. The second part focused on applying holdings data to closed multipart. Subsequent, smaller training sessions have been held for multi-format materials, scores with parts and open multipart. We have developed documentation and begun a longer term training of staff working with more complex open multipart. We anticipate that the complex issues presented by open multipart will require more consultation and case by case problem solving. Trainers for these sessions were Bill Ghezzi and Stina McCarthy.

In addition, HSIIG presented an overview of the project to a number of Library groups including Collection Development Forum, Access Services Roundtable and Collection Services Roundtable. These sessions were designed to acclimate staff to the appearance of holdings records in Millennium and the Web Opac.

Recommendations:

1. Form a small group to begin to look at retrospective conversion of summary item records to holdings records as recommended by the Holdings Standards Working Group. Currently, holdings records are being applied to new materials only. Conversion of older summary item records will bring our data closer to conforming with the holdings standards.

- Determine the structure of the holdings record for recon
- Determine, evaluate and test ways to automate a recon project

2. Form a group to evaluate the OCLC Local Holdings Maintenance module. Participation in this program would make it possible for us to display our local serial holdings in WorldCat.

- Evaluate if the program is worthwhile
- Examine the OCLC Local Holdings Maintenance guidelines.
- Evaluate current practice and recommend changes in light of compliance with the Maintenance guidelines.
- Document any necessary changes to serial workflows.