Monographs: The Volume Holdings Record (MFHD)-CMT

A volume holdings record is created when a monograph consists of more than one physical volume. When a monograph consists of more than one physical volume

- the number of volumes published or intended to be published is recorded in the physical description area (field 300 ‡a) of the bibliographic record
- volumes held are recorded in the volume holdings record

If the number of bibliographic volumes differs from the number of physical volumes

- the number of bibliographic volumes is provided followed by in and the number of physical volumes in the physical description area (field 300 ‡a) of the bibliographic record
- bibliographic volumes held, not physical volumes held, are recorded in the volume holdings record

A volume holdings record is created when holdings are complete and when holdings are incomplete.

A volume holdings record is created in the following situations:

300 ‡a   v.
300 ‡a 1 v. in 2
300 ‡a 2 v.
300 ‡a 3 v. in 4
300 ‡a 4 v. in 3

 A volume holdings record is not created in the following situations:

300 ‡a 1 v.
300 ‡a 2 v. in 1
300 ‡a 345, [7] p.
300 ‡a xiv, 200 p.

A caption is a word or phrase that identifies the parts of the item (for example, volume, Band, heft, part, number, or tome). Captions are (1) recorded in the form appearing on the publication and (2) abbreviated according to the appropriate portions of Anglo-American Cataloging Rules (Second edition 1988 revision) Appendix B. If the appropriate caption cannot be determined from the bibliographic description, it is not recorded in the volume holdings record.

tome 2 is recorded as t.2
nmbr 3 is recorded as no.3
Band 4 is recorded as Bd.4
volume 5 is recorded as v.5
Teil 6 is recorded as T.6

The hyphen is used to indicate an unbroken range of holdings. The comma is used to indicate a gap in a range of holdings.

Remember:

- If the 300 ‡a indicates open volumes or multiple volumes, then a volume holdings record must be created.
- If a volume holdings record is present, the copy status code must be 2 (multivolume, incomplete) or 3

(multivolume, complete).

The 866 field is used to record textual holdings for monographic material. The 1st indicator is always recorded as 4 (to indicate holdings specificity level 4) and the 2nd indicator is always recorded as 1 (to indicate that holdings are recorded according to ANSI/NISO Z39.58).

Punctuation conventions

- The hyphen (-) is used to indicate an unbroken range in holdings.
- The comma (,) is used to indicate a gap in holdings
- The semicolon (;) is used to indicate a non-gap break in holdings, such as a change in enumeration
- The colon (:) is used to indicate a change in hierarchy (from higher to lower)
- The forward slash (/) is used to indicate more than 1 bibliographic volume published in 1 physical volume

EXAMPLES:

300 ‡a 5 v. (Yale's holdings are complete)

866:41: ‡8 0 ‡a v.1-v.5

300 ‡a 5 v. (Yale holds volumes 1, 3, and 5 only)

866:41: ‡8 0 ‡a v.1,
866:41: ‡8 0 ‡a v.3,
866:41: ‡8 0 ‡a v.5

300 ‡a 1 v. in 2

866:41: ‡8 0 ‡a v.1

300 ‡a 2 v.

866:41: ‡8 0 ‡a v.1-v.2

300 ‡a 3 v. in 4

866:41: ‡8 0 ‡a v.1-v.3

300 ‡a 4 v. in 3

866:41: ‡8 0 ‡a v.1-v.4