

## Key Definitions

**Adjacent display.** Holdings display in which each piece of enumeration is followed immediately by the corresponding chronology. Yale uses adjacent display in its holdings display.

**Alternative enumeration.** Additional, secondary enumeration assigned to some multipart units or serial units. Note: alternative enumeration provides a continuously numbered sequence in addition to hierarchical designations. For example, "v.3:pt.1=fasc.7" reflects a primary enumeration of volumes and parts, and an alternative enumeration of fascicles.>

**Basic bibliographic units.** Primary bibliographic unit for which holdings are being recorded. Examples of basic bibliographic units are a book, a multivolume encyclopedia, a computer file, a map, a score, a set of orchestral parts, and a publication with separately titled constituent parts. A bibliographic entity composed of several bibliographic units where one does not predominate is considered to have multiple basic bibliographic units; for example, a multimedia kit or a musical score and parts.

**Bibliographic unit.** Discrete bibliographic entity that constitutes either the whole or a part of the bibliographic item. Note: a bibliographic unit may be a basic bibliographic unit, or a secondary bibliographic unit; it may be a single-part unit, a multipart unit, or a serial unit. A bibliographic unit may or may not correspond to a physical unit.

**Caption.** An alphabetic word or phrase attached as a prefix to the enumeration data that describes the type of data (for example, volume, Band, Heft, part, number, or tome).

**Chronology.** The different types of dates used by the publisher on the work to identify the individual bibliographic unit of a serial (for example, date of coverage, date of publication, date of printing, or date of reprinting).

**Combined numbering.** The use of a combined numbering scheme when the publisher has chosen to publish two or more parts as one, for example, "number 3/4."

**Compress.** To record a range of holdings in terms of the enumeration and/or chronology of only the first and last parts held. Yale policy is that data elements may be compressed only if there is not a gap in the level or levels to be compressed.

**Detailed holdings statement.** Set of data elements required for Level 4 holdings to identify and record, at the most specific level of information, the parts of a bibliographic unit held by a particular institution. Yale generally applies when recording receipts and incomplete holdings, or for the holdings of some rare or special collection serials. Cf. Mixed; Summary holdings statements.

**Enumeration.** Data element in the Extent or Holdings Area that indicates the sequential numeric and/or alphabetic designation used by the publisher on a multipart or serial unit to identify the individual bibliographic or physical parts and to show the relationship of each part to the bibliographic unit as a whole.

**Gap.** A break or discontinuity in the holdings of the published parts of the serial held. The term does not refer to a break or discontinuity in the publication pattern of the serial.

**Index.** For the purposes of the ANSI/NISO standard, a separately described index (one having its own bibliographic record) is a basic bibliographic unit; an index described in the record for the main work that is not enumerated as part of the basic bibliographic unit is considered a secondary bibliographic unit.

**Lacking.** Not held. At Yale, used only in some recon holdings.

**Mixed holdings statement.** Holdings statement with a combination of summary and detailed levels of enumeration and/or chronology data.

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**Non-gap break.** Break between the recorded parts of a multipart unit or serial unit caused by unpublished parts or discontinuity in the publisher's sequential designations.

**Secondary bibliographic unit.** Discrete bibliographic unit that is supplementary or complementary to a basic bibliographic unit or to another secondary bibliographic unit. Examples: map in pocket, set of updates to a loose-leaf, answer book accompanying a text, pamphlet accompanying an audiodisc.

**Summary holdings statement.** Holdings statement at the first (highest) level of enumeration and/or chronology. Yale policy is that data elements are recorded as summary holdings statements only if there is not a gap at any of the specific levels of the hierarchy. Where gaps occur, a mixed holdings statement is used. Cf. Detailed; Mixed holdings statements.

**Supplement.** Publication closely connected in subject matter to the basic bibliographic unit, issued by the same publisher, secondary to but separate from the basic bibliographic unit. A supplement having its own bibliographic description is considered a basic bibliographic unit and not treated as a supplement in the ANSI/NISO standard. A supplement included in the bibliographic description of the main work (basic bibliographic unit) is considered a secondary bibliographic unit so long as it is not enumerated as part of the main work, in which case it is considered a part of the basic bibliographic unit.

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