

## Local Holdings Maintenance Tipsheet

- OCLC Local Holdings Maintenance is done through the Connexion browser interface at <http://connexion.oclc.org>
- Users must have a connexion cataloging authorization (please note that CatExpress authorizations will not function in this way) to access Local Holdings Maintenance
- All previous Union Listing authorizations were converted to cataloging authorizations
- OCLC Local Holdings Maintenance is governed by both the ANSI/NISO Z39.71 standard and MARC-21 Format Holdings Data (MFHD)
- Old Local Holdings records have been converted to the new format of MFHD
- The default settings on Local Holdings workforms for serial material is set to 'will not loan'/'will copy' while the setting for non-serial material is set to 'unknown'/'unknown'
- New LHR's are automatically assigned a Summary of "Local holdings available." If desired, specific Summary information will need to be added.
- Summary information shows when local holdings are displayed in WorldCat Resource Sharing
- A default "My Status" for Constant Data records can be set in the Local Holdings Maintenance administrative page
- Encoding level (Leader byte 17) indicates the level of specificity of the reported holdings statement – the lower the encoding level, the less specific the holdings statement
- The 853 field contains caption information for enumeration and chronology (volume, number, tome, etc.)
- The 863 field contains the enumeration and chronology information (1-12, 1998-2005, etc.)
- The 853 and 863 fields are linked by subfield 8 using a field link and a sequence number (1.1, 1.2, etc)
- Via the Action dropdown menu, always remember to "Add record" when editing is complete! If editing an existing record, always remember to "Replace record" when editing is complete!