

Simplified Holdings for Doe Library Locations

Simplified holdings statements apply to **active serials**. Library locations affected by this change are: MAIN, GREF, DREF, SSEA, AH/C, MORR, GRDS, NEWS, and MOFF. Subject Specialty or Affiliated Libraries may adopt these standards if desired and approved by their Unit Head. Note: these simplified standards are closely aligned with the “Minimum Holdings Standard” as detailed in the Berkeley Processing Manual (BPM).

General Guidelines

- The words “BOUND” and “UNBOUND” will be removed in all cases.
- If there are gaps in the BOUND holdings, retain, or record these. If there are gaps in the UNBOUND holdings, these are ignored as this information is available in the check-in card and will be reflected in holdings once material is bound.
- In exceptional cases of complex holdings the “Library Lacks” field may be used. To do so, add a separate 866 field in the Holdings Record with content: |zLibrary Lacks: For direction on use, please refer to the Berkeley Processing Manual (BPM).
- Do not record the latest volume of the bound or unbound run. Use dashed-on holdings from the first volume or the first volume after the last recorded gap.

	Before	After
1	BOUND 1(1968)-22(1989)-	1(1968)-
2	UNBOUND 1(2005)-	1(2005)-
3	BOUND 1966/67-1987/88-	1966/67-
4	BOUND 1977-1999, 2002(36)-2009(43)-	1977-1999, 2002(36)-
5	BOUND 1(1950)-10(1970);1971-1999-	1(1950)-10(1970);1971-
6	BOUND 709(1978)-801(1990)-	709(1978)-
7	BOUND 3(1909)-5, 7, 9, 11-199(1950)-	3(1909)-5, 7, 9, 11-
8	BOUND 4:7-4:12(Dec 1954)-	4:7-
9	BOUND v.4(no.37, 1978)-10(no.120, 1987)-	v.4(no.37, 1978)-
10	BOUND 1:1(Jan 1971)-1:3(Mar 1971)-	1(1971)-
11	BOUND v.1(1960)-10(1970); no.1(1971)-50(1999)-	v.1(1960)-10(1970); no.1(1971)-