Procedure to enter 866s on IRIS

1. Sign onto SIRSI system.
2. Click onto Item Search and Display Icon. An Item Display: Item Lookup screen will pop up. Type in the title, and hit Enter or the OK button (can also be searched by ISSN number in General Index, Title Control number, or barcode.)
3. Choose the title that matches your journal exactly, and note what the 930 tag says. You will be using this information to help create the 866. If you are entering an 866 for a closed run of a serial, you will have all the information that you need in the 930.

QUICKIE LESSON ON 930s.
Here is a quickie lesson on the anatomy of a 930. It lists all the information relating to holdings in several different fields. They are listed here in the order in which they show up in the 930 field:

| l | Library—e.g. ALEX or LSM, etc. |
| m | Material type—e.g. STACKS, REF, PER, etc. |
| d | Call number—e.g. SHELVED BY TITLE, QH300.A45 1999, etc. |
| j | Volume or other enumeration—e.g. v.1-v.25, no.10-no.25, etc. |
| k | Chronology—e.g. 1990-2000, or yr.2000-yr.2002, etc. |
| i | Note—e.g. WITH GAPS, FOR OTHER LOCATIONS/HOLDINGS SEE ENTRY FOR MICROFORM COPY, etc. |

4. Click on the Maintain Existing Titles Icon. A Modify Title: Item Lookup screen will pop up. Click on the radio button that lists Current Title, then hit Enter or the OK button.
5. The record will display with the notation Modify Title: Modify Title heading on the screen. You will notice several tabs listed across the top of the screen.
6. Click on the MARC Hldgs tab. You will see all library and locations listed in separate locations. If you already have MARC holdings listed for your library and location, you will just enter an 866 field. You can skip to step 10.
7. If you do not already have a MARC holdings listed for your library and location, you must enter a minimum of two fields—the 852 field, and the 866 field. Click on the Add Holdings button on the bottom of the screen. A Modify Title: Select Serial Holdings Library screen will pop up. Make sure that the library in the selection window is correct. If not, use the pull-down menu to correct it. Hit Enter or the OK button.
8. A Modify Title: Creating a MARC Holdings Record screen will pop up. It has four fields that automatically appear:
   - 852—location field
   - 853—patterns
   - 863—current holdings
   - 866—holdings.
   You will usually only be concerned with entering the 852 location field, and the 866 holdings field.
9. Fill in the 852 field—LOCATION REQUIRED (Tells where material is located)
A. |c Collection/shelving location [e.g. Current, DOC, PER, REF]
   THERE CAN BE MORE THAN ONE |c DELIMITER
   [e.g. |cPER|cCurrent, |cPER|cBound]
B. |h Classification part (e.g. Shelved by title, or first part of LC call number
   (up to the cutter), stem of SUDOC number (up to and including the colon), or
   Shelved as xxx note) [e.g. |hShelved by title, |hQP345, |hA 1.1:, |hShelved as
   Journal of medicine supplement]
C. |i Item part (second part of LC call number) [e.g. |i.A45]
D. |z Public note [e.g. Latest edition REF, Current 3 issues only, Loose issues
   shelved shelved on INDEX TABLE, For other holdings search catalog for
   microform copy, cancellation notes, split volume notes] For more extensive
   examples, see the document titled Some examples of commonly used
   MARC Holdings 852 field patterns—Update #1.

10. 866 fields HOLDINGS—BASIC BIBLIOGRAPHIC UNIT
A. This is a textural field—entered by Holdings Maintenance staff, used to enter
   non-current summary holdings for a current title, or to close a ceased or
   cancelled title.
B. A separate MARC holding should exist for each separate location/material
   format of every serial title, including supplementary materials of a
   material/format (e.g. CDs—but not including CDs kept in the back of the
   volume.)
C. If the call number changes within the same location, do not create another
   MARC holding; use an additional 866 in the same MARC holding.
D. Instructions for 866s:
   1. Fill indicator area with a space, then the number 2.
   2. Use the same format that MARC uses in automatically creating 863s.
      Examples listed below:
      930 (old form of holdings)  866 (new form of holdings)
      3. If the holdings has more than one gap, put “With gaps” statement into the
         866 field. Format it like this: Note:With gaps
         for example: v.1 (1900) – v.100 (2000) Note:With gaps
E. After entering the 866 information, Click on the Create Holdings Record
   button at the bottom of the screen. It will bring you back to the Modify
   Title: Modify Title screen.

11. Delete the 930s and 599s (if any). Click on the Bib tab. A Modify Title: Modify
    Title screen will pop up.
A. 930 deletion:
    Scroll down to the 930 field, and highlight it by clicking on the indicator area.
    Go to the top of the screen and click on the delete icon (it looks like a star).
B. 599 deletion:
   Delete ONLY the 599 for your library. Here are the 599 codes that appear in the bibliographic record:

   |   |   |   |
   | 1 | ALCHL | 11 | DGLSS | 21 | MUSIC |
   | 2 | ALEX  | 12 | ENTM  | 22 | PHYS |
   | 3 | ANNEX | 13 | HERB  | 23 | RU-ONLINE |
   | 4 | ART   | 14 | IMLR  | 24 | SAGE |
   | 5 | CAMDN | 15 | HUNGR | 25 | SERC |
   | 6 | CETH  | 16 | JAZZ  | 26 | SPCOL |
   | 7 | CHANG | 17 | KLMR  | 27 | TSB |
   | 8 | CHEM  | 18 | LSM   | 28 | WHITM |
   | 9 | CRIMJ | 19 | MATH  | 29 | ALCNJ |
   |10 | DANA  | 20 | MEDIA | 30 | EASIA |

   Scroll down to the 599 field, and highlight it by clicking on the indicator area. Go to the top of the screen and click on the delete icon (it looks like a star). Click on the OK button on the bottom of the screen. Don’t worry if there isn’t a 599 field for your library—it could have been deleted at an earlier time.

C. Notify Holdings Manager if any other Rutgers Library has a CLOSED 930 by printing out a copy of the bibliographic record and putting it in the “866 needed box.” A closed 930 has both a starting and ending enumeration and chronology. (For example: |jv.1-v.10|k1970-1980 is a closed 930, and |v.1-|k1970- is an open 930.)

   *BE SURE TO DELETE 930s AND 599s!*

MGT 10/28/02