



USER DOCUMENTATION

# How to Set Up Serial Issue Prediction

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# 1 Introduction

Serial issues in ALEPH are item records. An item record includes information such as ownership (sublibrary), location (collection and call number), status for loan, and barcode identifier. In addition, the particular features of a serial item record are:

- **description** (e.g. v.17:no.3(1993:Mar.)); the description displays in lists of items, and informs staff and patrons what is available in the library
- **link to subscription record**; the link is required for correspondence with the vendor; if there is no link, the item cannot be “CLAIMED”
- **enumeration and chronology information**; this data is used together with pattern information to build the description field.

ALEPH Serials Control includes check-in and claiming of serials issues. In order to be able to accomplish this task efficiently, the system must be able automatically to generate expected serial issues.

The system generates expected issues using prediction information. The librarian enters prediction information (called “prediction patterns”) into the system.

A Subscription record is also required for automatic generation of serial issues.

This document describes how to set up the records required for automatic generation of serial issues.

## 2 Records required for serial prediction

In order that the system be able automatically to generate serial issues records (a prerequisite for efficient check in and claiming), two types of records are required:

- Subscription
- Publication prediction pattern

ALEPH supports two types of publication prediction pattern records, which we call ‘Schedule’ and ‘Pattern’. A single BIB record can have related prediction data in either Schedule or Pattern format. Pattern format can be defined in either the ADM record, or one or more HOL records, but not both. The system preference for pattern information is HOL, ADM, and Schedule (in this order). In other words, if a BIB record has pattern information in both HOL and ADM, the HOL pattern is used, and the ADM pattern is inactive. All pattern records for a single title must be defined in the same type of record (Schedule, ADM or HOL).

### 2.1 Subscription

The subscription record contains information that is used when creating item records, such as item status, collection and call no. A vendor link is mandatory for automatic claiming. The subscription record can also be linked to an Acquisitions Order record, and to a Holdings record.

## 2.2 Schedule (form)

“SCHEDULE” is a proprietary pattern format, specific to the ALEPH system. A schedule record is accessed (for creation or updating) only from the Control node in the Serials tab in the Acquisitions module.

As a rule of thumb, the ALEPH Publication Schedule Form is mainly used for simple patterns. For example, it is used for regularly published weekly, monthly, bi-monthly or quarterly journals, with no exceptions (such as "not published in August").

## 2.3 Pattern (fields)

“PATTERN” uses the MARC21 Caption and Pattern fields (853/4/5), and a proprietary Enumeration and Chronology field (853X/4X/5X), which is based on the MARC21 Enumeration and Chronology fields.

The pattern fields are held in an ALEPH document record, either the journal title’s ADM record, or in one of the HOL records linked to the journal title’s BIB record. In both cases, there is also a link from the Subscription record to the Pattern’s Enumeration and Chronology field.

## 3 Work Flow – Subscription

A current subscription record is required in order to automatically generate serial items based on prediction patterns. Therefore, we begin our description of the tasks involved in serial prediction with the Subscription.

The Subscription function can be accessed in two ways:

- in the Order tab, for a particular order (displays only subscriptions linked to the order). When a Subscription is created for a particular order, some of the fields (such as sublibrary, vendor and order number) are automatically filled.
- in the Serial tab, unrelated to orders (displays all subscriptions)

The subscriptions are listed in the upper pane. If no subscriptions have been registered, the upper pane is blank. Click Add in the upper pane to enable adding a subscription. If subscriptions have been previously registered, you can click Duplicate to enable adding a subscription.

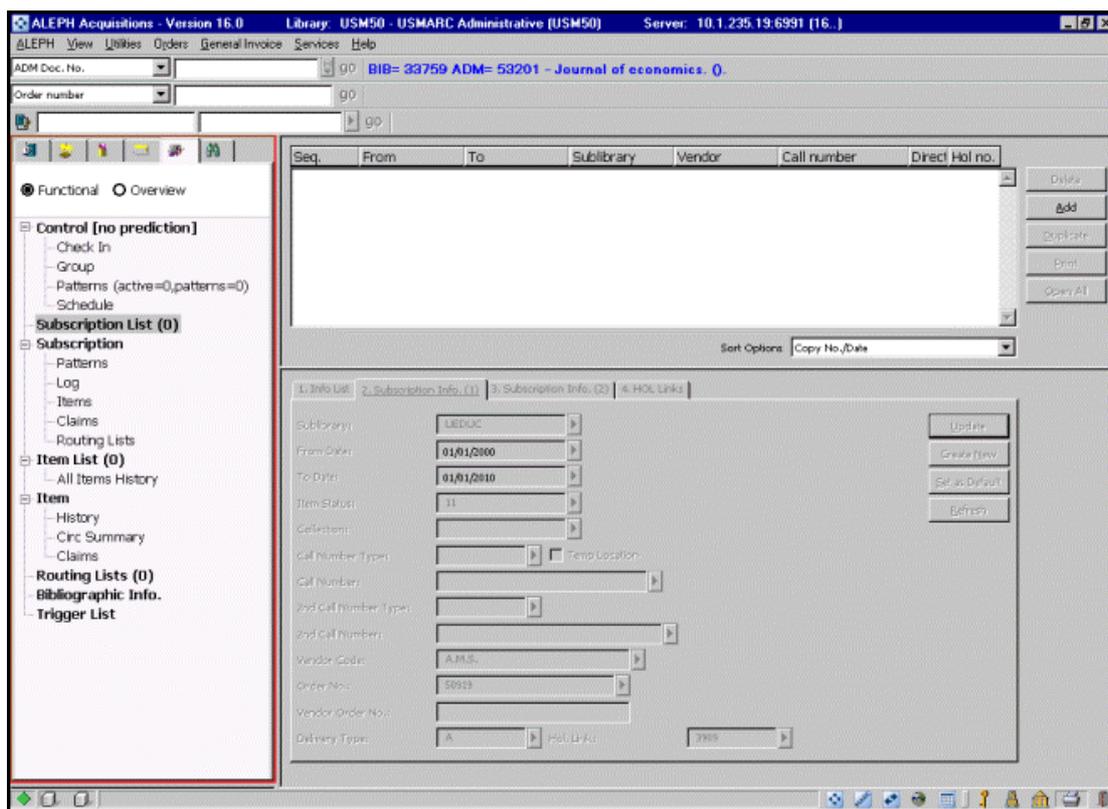


Figure 1: Subscription

When you click the Add or Duplicate button on the Subscription List, the focus is transferred to the lower pane. Tabs 2 and 3 contain the Subscription Information form.

If you have used Duplicate to add a Subscription, or if you saved Subscription default values (by having previously clicked the Save as Default button), or if you are creating the subscription from the Order tab, some of the fields will already be filled in.

### HOL Links

Tab4 is used to link a subscription to a holdings record. The holdings record is optional. It can be used to control location (sublibrary, collection, call no.) information, and it can contain Prediction Pattern fields for generation of items records for check in.

To add a new holdings record for a subscription:

1. Click **Create New**.
2. Click **Edit**. The holdings record cataloging draft is displayed in the Cataloging module, with 852 \$\$b [sublibrary] and \$\$c [collection] defaulting to the values set in the subscription record.
3. Perform any editing that is required; if you wish, you can add Publication Pattern fields at this point. Templates can be used to aid in this task. However, note that you can use the Control/Patterns function in the Serial tab, as described in section 4.2 following.

## 4 Work Flow – Prediction Patterns

As previously stated, Publication Prediction patterns can be registered in a Schedule form, or in Publication Pattern fields in the ADM or HOL record. This section describes the work flow for registering publication prediction patterns for these three options.

### 4.1 Schedule (form)

A schedule record is created and/or updated by clicking on the Schedule node on the Serials tab in the Acquisitions module. This displays the schedule record form in the upper pane, and a list of the next cycle of anticipated items (issues).

When using the ALEPH Schedule record for serial prediction, the workflow is:

Scenario I: without Acquisition Order

- Step 1: Catalog the title
- Step 2: On the Cataloging menu, choose Open Serials Record  
This displays the Serials tab in the Acquisitions Module. The next step from here will be to deal with the Subscription

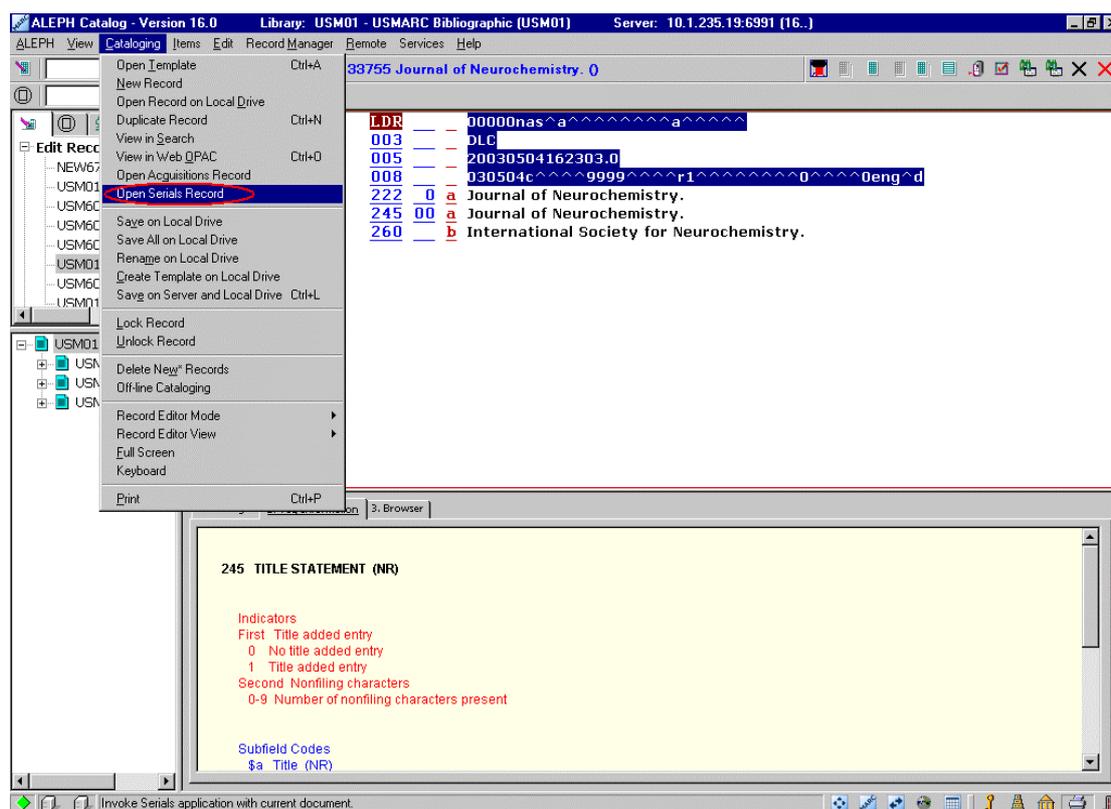


Figure 2: Cataloging Draft + Cataloging menu, ring around Open Serials

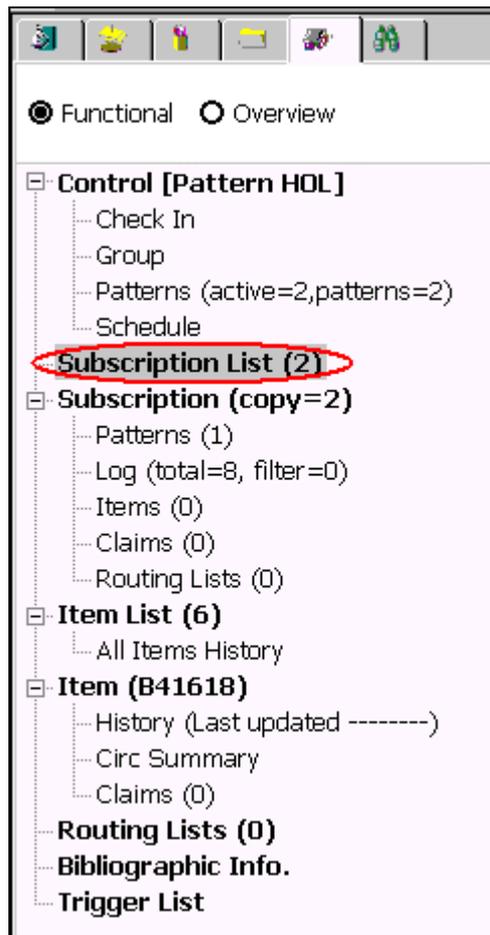


Figure 3: Acquisitions Serial tab

Scenario II: with Acquisition order

- Step 1: Catalog the title
- Step 2: On the Cataloging menu, choose Open Acquisitions Record  
This displays the Order tab in the Acquisitions Module. The next step from here will be to deal with the Order, and after that with the Subscription

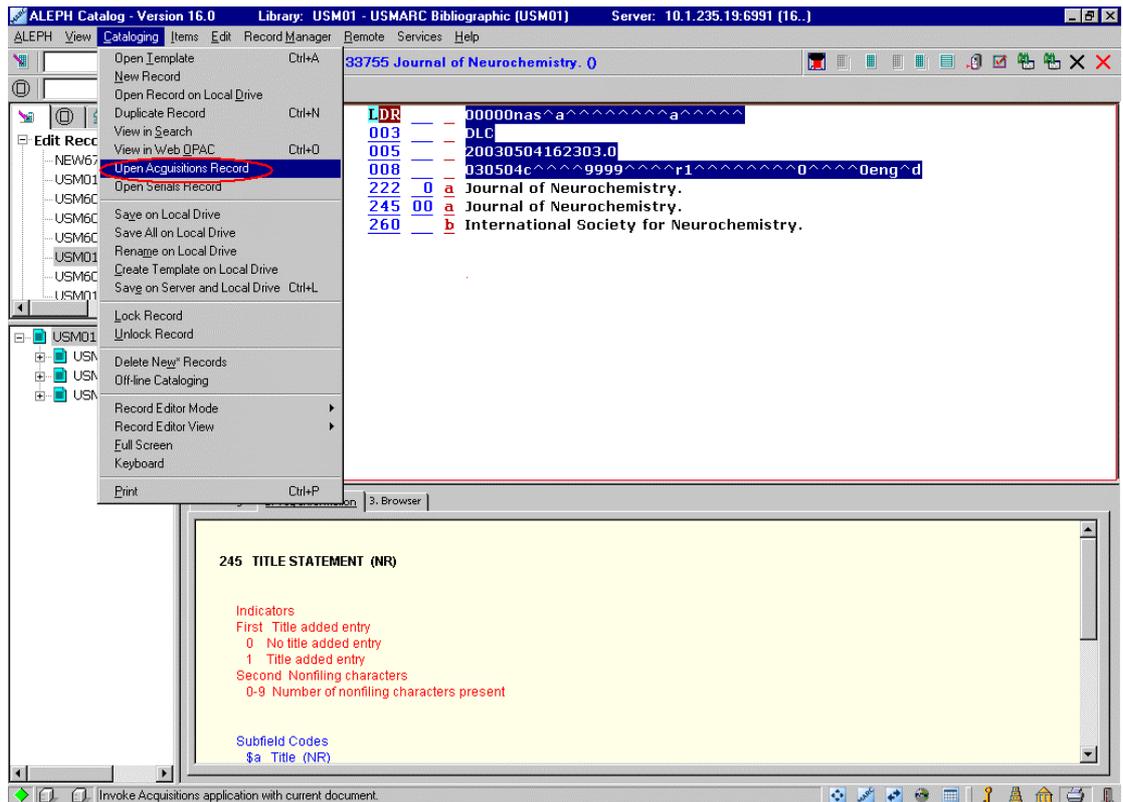


Figure 4: Cataloging Draft + Cataloging menu, ring around Open Acquisitions Record

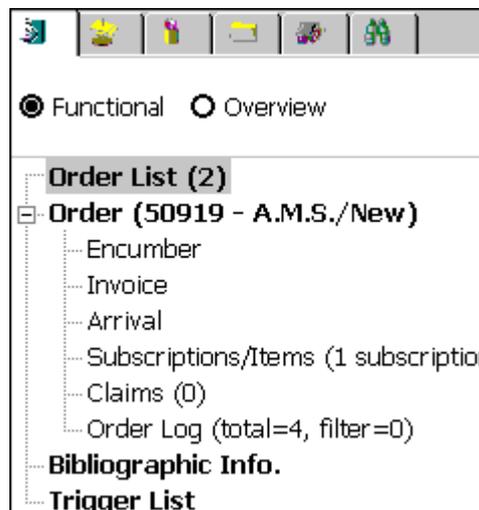


Figure 5: Acquisitions Order tab

## Scenarios I and II

- Step 3: Add Subscription. This can be done from either the Serial tab or the Order tab in the Acquisitions module. See section 5.1 of this document for a description and details of how to update a Subscription record.
- Step 4: Choose Schedule under the Control node on the Serial tab, in order to create a Schedule record.

1. Information | 2. Issues Text

Year (Chrono. i): 2003

Volume (Enum. a): 7

Issue No. (Enum. b): 1

Part (Enum. c):

Issue Date: 01/01/2003

New Volume Every: 6 M

New Issue Every: 1 M

No. Issues per Vol.: 6

No. Issues per Cycle: 12

Description: v.\$V(\$Y:no.\$I)

Note:

Update

Delete

Figure 6: Schedule form, tab 1

- Step 5: Fill in the fields in the Schedule form, and click on the Add button. Take note of the lower pane, in which the cycle of issue items that will be generated is displayed. If the issue items are incorrect, update the Schedule fields and re-check the display in the lower pane. Click on the Open Items button on the lower pane to create the issue item records.

Vol.	Iss. No.	Chron I.	Chron J.	863/4/5	Desc.
7	1		2003	\$\$\$a7\$\$b1\$\$2003\$\$320030101	v.7(2003:no.1)
7	2		2003	\$\$\$a7\$\$b2\$\$2003\$\$320030201	v.7(2003:no.2)
7	3		2003	\$\$\$a7\$\$b3\$\$2003\$\$320030301	v.7(2003:no.3)
7	4		2003	\$\$\$a7\$\$b4\$\$2003\$\$320030401	v.7(2003:no.4)
7	5		2003	\$\$\$a7\$\$b5\$\$2003\$\$320030501	v.7(2003:no.5)
7	6		2003	\$\$\$a7\$\$b6\$\$2003\$\$320030601	v.7(2003:no.6)

Open Items

Figure 7: List of anticipated issues

## 4.2 Publication pattern fields

Method 1 – in Cataloging module

Publication pattern fields can be entered in the ADM or HOL record when the librarian is using the Cataloging module, by creating or calling up the desired record, and entering the fields. The record is called up or created by double-click on the node in the Record Manager tree. Templates can be used to aid in creating the information.

Method 2 – in Acquisitions/Serials module

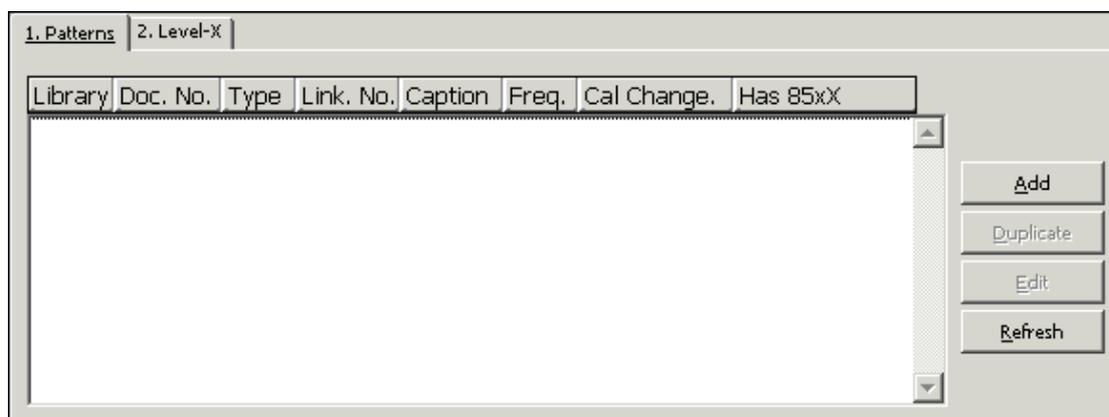
Publication pattern fields can be entered in the ADM or HOL record from within the Acquisitions/Serials module.

When using publication pattern fields and Method 2 for serial prediction, the workflow is:

- Step 1 and 3, with their two scenarios, as above, in section 3.1.
- Step 4 has several possible scenarios, depending on
  - Whether the prediction pattern fields will be held in the ADM or HOL record
  - Whether the BIBliographic record has a linked HOLdings record (with or without prediction fields) before embarking on the task of creating predicted issues
- Step 4: Scenario A - prediction pattern fields will be held in the ADM record, and there is no HOL record linked to the BIB record.

Choose Patterns under the Control node on the Serial tab, in order to create a Pattern record.

The pattern fields are added to the ADM record. Multiple subscriptions can share the same 853/4/5 fields; each subscription must have its own 85xX field (the subscription sequence is registered in subfield \$\$9 to link between the subscription and the 85xX field).



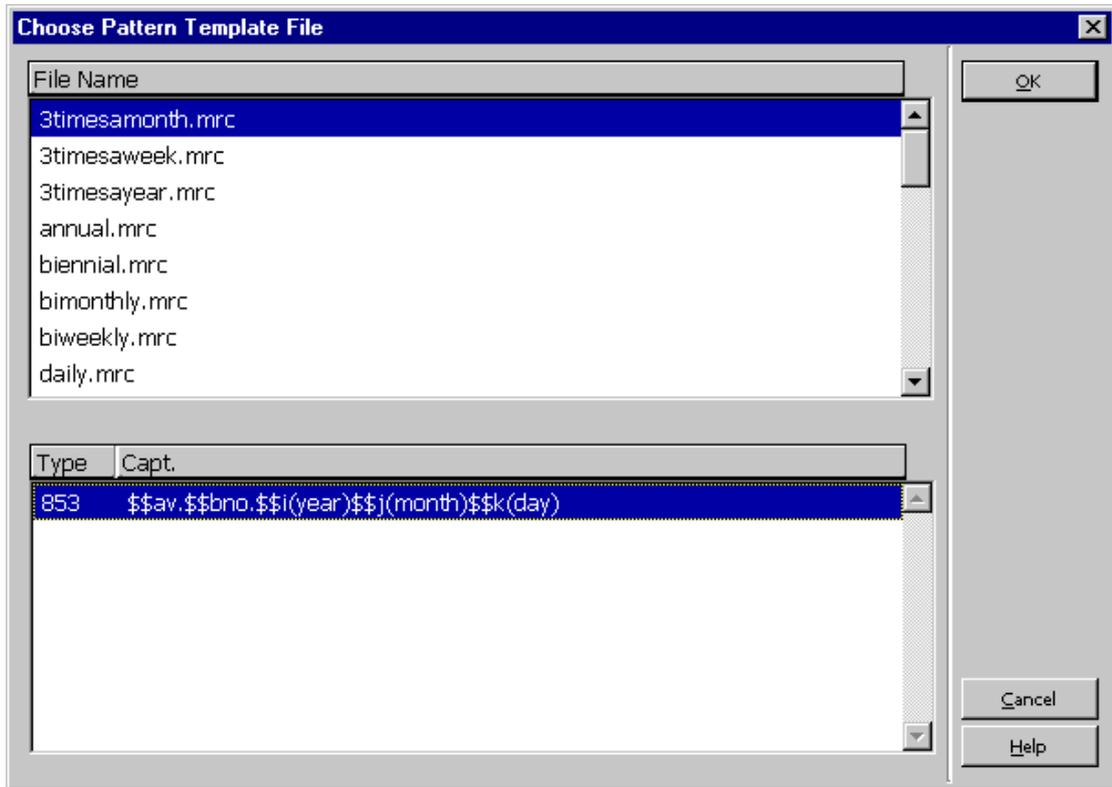
**Figure 8: Preparing to add a Pattern**

- Step 4: Scenario B - prediction pattern fields will be held in the ADM record, and there **is** a HOL record linked to the BIB record

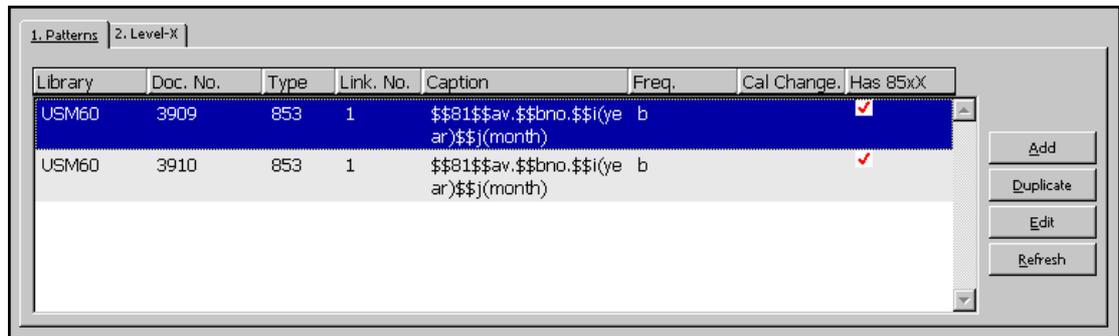
The steps are that same as Step 3 for Scenario A, except that after the last action (clicking on “Add”), a window pops up, listing the ADM and HOL records that are linked to the BIB record. The user must choose the record to which the prediction pattern fields will be added. After this, tab3 (Pattern) in the lower pane is in focus (same as Scenario A).

- Step 4: In this step the 85X pattern field is created. Fill in the fields in tab3 of the lower pane (Pattern form). You can populate the fields by clicking on the Template button, and choosing from the list of

templates that displays. You can choose a near-match, and then update particular fields in the Pattern form. When finished, click on the Add button in the lower pane. This step adds the 85x field to the appropriate ADM or HOL record.



**Figure 9: List of Pattern templates**



**Figure 10: List of patterns created**

- Step 5: In this step the 85xX (next cycle) field is created  
Click on the Level-X tab in the upper pane, and click on the Add button. The focus is transferred to tab4 of the lower pane.  
Fill in the fields in tab4. You can populate the fields by clicking on the Template button, and choosing from the list of templates that displays. You can choose a near-match, and then update particular fields in the cycle form. When finished, click on the Add button in the lower pane. This step adds the 85xX field to the appropriate ADM or HOL record.

- Step 6: In this step you can view the details of the issue item records that will be generated. Click on the Expected Schedule tab in the lower pane. Clicking on the Open Items button in the lower pane creates the item records. When item records are created, the system automatically updates the 85xX field to the values appropriate to the next cycle.

## 5 Subscription Record Structure and Creation

The following section details the input forms for creating or updating a Subscription. The workflow for accessing and updating the Subscription is described in section 3 of this document. In this section we are describing only the structure and the relationship to the automatically generated item records. This is the same as it was in ALEPH 500 version 15.2.

The Subscription record fields are contained in tabs 2 and 3 in the lower pane.

Fields on tab2 are:

### **Sublibrary**

This field contains the sublibrary to which this subscription of the serial is assigned. To select from a list, press F4 or click the arrow to the right of the field.

### **From Date/To Date**

These fields contain the dates between which the subscription is valid. Items will be automatically generated for the subscription only when the publication date of the first issue falls within this date range.

Note: when a subscription is created in the Order tab, the dates are copied from the Subscription Start and End dates entered on the Order Form.

### **Item Status**

This field contains the item status for the items that are generated for this subscription. The item status defines, among other things, how long an issue may be checked out. To select from a list, press F4 or click the arrow to the right of the field.

### **Collection**

This field contains the collection for the items that are generated for this subscription. To select from a list, click the arrow to the right of the field. The collection information is parallel to sub-field c of the 852 field of the holdings record.

### **Call No. Type**

This field contains the call no. type value for the items that are generated for this subscription. To select from a list, click the arrow to the right of the field. The call no. type value is parallel to the first indicator of the 852 field of the holdings record.

### **Temp Location**

The Temp Location checkbox setting is copied to items that are generated for the subscription. When the checkbox is checked, data entered in the Collection and Call No. fields is retained, even if the library setup defines that these fields are controlled by the HOLDings record.

**Call No.**

This field contains the shelf location value for the items that are generated for this subscription. Depending on system setup, you can assign a location by typing in text, choosing from a drop-down menu, filling in a form, or activating an automatic counter by typing ? and the code of the counter. When a counter is activated, the system automatically assigns a call number as soon as you click the Refresh or Update button.

*If your library uses the holdings record's 852 field to control location, the Collection, Call No. Type and Call No. fields are automatically updated when a link to the holdings record is made. The values entered here will populate the same fields in items that are automatically generated.*

**Second Call No. Type and Second Call No.**

See **Call No. Type** and **Call No.**

**Vendor Code**

The vendor that supplies this subscription is entered in this field. To select from a list, press F4 or click the arrow to the right of the field. A vendor code is mandatory if automatic claiming is set to 'yes'.

Note: when a subscription is created in the Order tab, the vendor is copied from the Order.

**Order No.**

The Acquisitions Order number is entered in this field. To select from a list of orders linked to this title, press F4 or click the arrow to the right of the field. You can manually enter an order number in this field.

Note: when a subscription is created in the Order tab, the Order number is copied from the Order.

**Vendor Order No.**

This field can contain the order number for this subscription of the serial as assigned by the vendor.

**Delivery Type**

This is the method by which the subscription is delivered to the library. To select from a list, press F4 or click the arrow to the right of the field. This type is used when setting the Estimated Date of Arrival of an item; the system uses the matching Delivery Delay values in the Vendor record.

**HOL Link**

If this subscription is linked to a holdings (HOL) record, the HOL record's system number is displayed here. The holdings link is created using tab 4.

The fields on tab3 are:

**Patron ID**

If this subscription of the serial is being ordered for a particular patron, enter the Patron ID here.

**Deliver Directly**

This box is intended for informing the vendor that the subscription should be sent directly to the person for whom this copy was ordered (that is, to the person entered in Patron ID above). In addition, item records will not be opened for check-in.

**Print Label**

If you put a mark in the box, a label will be printed automatically when the arrival of an issue is registered.

**Send Claims**

If you mark the Yes option, then claims for late items of this subscription of the serial are included in the batch of claims that are printed using the Print Claims service. If you mark No or Irregular, claims are not automatically sent. However, the items will appear in the claim report (serial-04).

**First Claim**

Enter the number of days that you expect it will take from an issue's publication date until your library receives the issue. This creates the "Expected Date of Arrival", which also serves as the first claim date.

**Second Claim**

This is the number of days after the first claim that the second claim should be sent to the vendor.

**Third Claim**

This is the number of days after the second claim that the third claim should be sent to the vendor.

**Fourth Claim**

This is the number of days after the third claim that the fourth claim should be sent to the vendor.

**Discard Routine**

You may use this field to note the discard routine used for this subscription, as selected from the pull-down menu.

Note: this field is for information only.

**Note**

This field is intended for a staff note concerning the subscription.

**Check-in Note**

The note you enter here will be displayed when the issue displays for check in.

**Item Statistic**

Enter here any statistical code regarding this subscription. The value entered here will populate the same field in items that are automatically generated.

## Copy ID

Enter the ID number for the specific copy/subscription. The value entered here will populate the same field in items that are automatically generated.

## Remote Storage ID

If issue items received for this subscription are going to be stored in remote storage, enter here the relevant remote storage code for this subscription. The value entered here will populate the same field in items that are automatically generated, and their Item Process Status will also change to DP (remote storage).

# 6 Prediction Pattern Structure and Creation

## 6.1 Schedule

The following section details the input forms for creating or updating a Schedule record. The workflow for accessing and updating the Schedule form is described in section 4 of this document. In this section we are describing only the structure and the relationship to the automatically generated item records. This is the same as it was in ALEPH 500 version 15.2.

The screenshot shows a window titled "Publication Schedule Form" with two tabs: "1. Information" (selected) and "2. Issues Text". The "1. Information" tab contains the following fields and values:

Year (Chrono. i):	2002
Volume (Enum. a):	38
Issue No. (Enum. b):	1
Part (Enum. c):	
Issue Date:	01/03/2002
New Volume Every	1 Y
New Issue Every	3 M
No. Issues per Vol.:	4
No. Issues per Cycle:	4
Description:	v.\$V:no.\$I(\$Y:\$N)
Note:	Source: v.28:no.1(1992:Jan.)

Buttons for "Continue", "Cancel", and "Help" are located in the bottom right corner of the form.

Figure 11: Publication Schedule Form – tab 1 – Information

**Figure 12: Publication Schedule Form – tab 2 – Issues Tex**

The fields in the Publication Schedule Form are:

### **Year**

This field contains the journal year for the next publication cycle (i.e. volume). The year must contain four digits (for example, 1997, and not 97). A hyphen is used to indicate that a volume runs from the beginning of one year to the end of the following year (e.g. 1998-1999), a slash is used to indicate that a volume starts at some point within one year and ends 12 months later in the following year (e.g. 1997/1998).

This field is mandatory.

### **Volume**

This field contains the number of the first volume that will be received during the year stated above. For example, the library's subscription might start with volume 16.

If the serial does not have volume numbering, this field should be left blank.

### **Issue No.**

This field contains the number of the first issue in the cycle.

### **Part**

This field contains the issue part, if the serial is organized in this manner.

**NOTE:** although alphabetic values can be entered in the Volume and Part fields, only numeric values are automatically incremented.

**Issue Date**

This field contains the approximate date on which the first issue in the cycle is published. This is the basis for calculating the Expected Date of Arrival (EDA) for each issue, and for claiming.

**New Volume Every**

This field determines how many volumes are published within a calendar period. For example: "New volume every 6 M(onths)"; "New volume every 1 Y(ear)."

**New Issue Every**

This field determines how many issues are published within a calendar period. For example: "New issue every 2 W(eeks)"; "New issue every 1 M(onth)."

**No. Issues per Volume**

This field determines the number of issues that are included in one volume.

**No. Issues per Cycle**

This field determines the number of issues that are published before issues are numbered again from 1. For example, in a monthly serial, after issue number 12, the issue cycle may start over again and the next issue is issue number 1. In this case, the cycle is "12". If the numbering is continuous, enter the code "999".

**Description**

This field contains a template that determines the text that is entered in the description field of the item record. The field uses a series of placeholders: \$Y for year, \$V for volume, \$I for issue, \$N for issue name, and \$D for date. In addition, you can enter words, abbreviations, punctuation and spaces. For example:

Vol. \$V, no. \$I, (\$Y).  
will be displayed as: Vol. 3, no. 2, (1998).

v.\$V:no.\$I(\$Y:\$N)  
will be displayed as v.3:no.2(1998:Apr.)

v. \$V: no. \$I (\$Y:\$N)  
will be displayed as v. 3: no. 2 (1998:Apr.)

Note that the \$N code is used to display the text from the Issue fields entered in the "Issues Text" tab of the Publication Schedule Form. This means that if you enter text in the Issue fields, you must also enter the \$N code in this Description field.

For example: for a quarterly serial, you may enter "Jan-Mar", "Apr-Jun", "Jul-Sep" and "Oct-Dec" in the Issue Text tab's first four fields, and enter the Description:

Vol. \$V, no. \$I (\$N \$Y)  
which will be displayed as: Vol. 1, no. 2 (Apr-Jun 1997).

If the description field is left blank, the system automatically inserts \$Y \$V \$P \$I (Year - Volume - Part - Issue number) with no prefixes.

## Issue Text

These fields are used for text describing an issue. The text is included in the description field in lieu of the \$N placeholder. Issue text can be entered for up to 24 issues. Generally, this field will include chronology description, such as a month or a season.

## 6.2 Publication Pattern Fields

The following section details the data required for creating or updating a Pattern. The workflow for accessing and updating the Patterns is described in section 4 of this document. In this section we are describing only the structure and the relationship to the automatically generated item records. This partially parallels Serial Prediction Method 1 in ALEPH 500 version 15.2. It departs from 15.2 in that additional pattern types are now supported.

The system uses standard MARC21 Caption and Pattern fields (853, 854 and 855), together with a parallel ALEPH field, 853X, 854X and 855X. The workflow for accessing and updating these fields is described in section 5.2 following. In this section we are describing only the structure and the relationship to the automatically generated item records.

This document does not attempt to include full information on the formatting of the 853/4/5 pattern fields; this information is available in the MARC Manuals, and on the Library of Congress MARC website at:

<http://www.loc.gov/marc/holdings/echdcapt.html>.

### 6.2.1 Overview of the 85X Field

In ALEPH, the 85X fields are used to record enumeration and chronology captions and publication pattern codes.

#### 6.2.1.1 Captions (words) that describe the enumeration levels (= numbered parts) of the serial:

A caption such as "v." that identifies the 1st level of enumeration -- in subfield a  
A caption such as "no." that identifies the 2nd level of enumeration -- in subfield b  
A caption such as "pt." that identifies the 3rd level of enumeration -- in subfield c  
A caption that identifies the 4th level of enumeration (rarely used) -- in subfield d  
A caption that identifies the 5th level of enumeration (rarely used) -- in subfield e  
A caption that identifies the 6th level of enumeration (rarely used) -- in subfield f  
A caption such as "no." that is used as alternative enumeration -- in subfield g  
A caption such as "no." that is used as second alternative enumeration -- in subfield h  
A caption that describes the type of supplementary material (or index) - in subfield o (in 854 and 855 only)

#### 6.2.1.2 Captions (words) that describe the chronological levels (= calendar parts) of the serial:

A caption such as "year" that identifies the 1st level of chronology -- in subfield i  
A caption such as "month" that identifies the 2nd level of chronology -- in subfield j  
A caption such as "day" that identifies the 3rd level of chronology -- in subfield k

A caption that identifies the 4th level of chronology (rarely used) -- in subfield l  
A caption that identifies alternative chronology - in subfield m

### **6.2.1.3 Codes (both alphabetic and numeric) that define the publication pattern:**

How many numbers are contained in the next higher level (e.g. nos. to each vol.?) -- in subfield u (numeric)  
Numbering in each volume is continuous from the previous one or does it restart? -- in subfield v (alphabetic)  
Frequency - in subfield w (usually alphabetic; can also be numeric if subfield y is also used)  
Regularity of the pattern - in subfield y (alphabetic and numeric)

## **6.2.2 Overview of the 85xX Field**

The 85xX fields are used to record the numerical starting point (volume no., issue no., and so on), the chronological starting point (year, month, and so on) and the publication date of the first issue of the volume / year.

### **6.2.2.1 The numerical starting point of the first issue**

for example:

Vol. no. of 1st issue -- in subfield a  
Issue no. of 1st issue -- in subfield b

### **6.2.2.2 The chronological starting point of the first issue**

for example:

Year of 1st issue -- in subfield i  
Month of 1st issue -- in subfield j

### **6.2.2.3 Control for prediction**

The publication date of the first issue -- in special ALEPH subfield 3.  
The link to a subscription-- in special ALEPH subfield 9.

## **6.2.3 Using the 853 and 853X Fields Together**

Every enumeration and chronology subfield used in the 853 field must have a corresponding subfield in the 853X field. For example, if a caption has been entered in subfield a of the 853 field, a corresponding number must be entered in subfield a of the 853X field.

Just as the 853 field is used for the basic bibliographic unit of a serial title in MARC 21 Holdings Format, the 854 field is reserved for the title's supplementary materials (supplements), and the 855 field is reserved for its indexes.

Accordingly, ALEPH uses the pairs 854/854X and 855/855X to predict and caption the title's supplements and indexes respectively. In the following sections, any reference to 853 and 853X fields also applies to the 854 and 854X and to the 855 and

855X fields. The only exception is subfield o which is unique to the 854 and 855 fields.

### **6.2.3.1 Subfields of the 853 and 853X Fields**

This section includes two parts: an explanation of how to enter data in each subfield, and an explanation of how to use the subfields together.

#### **Using Each Subfield**

##### **Subfield a**

Subfield a is used for the first level of enumeration. Enter the appropriate caption in subfield a of the 853 field and the corresponding number in subfield a of the 853X field. For example, a publication that bears volume numbering beginning with v.1 will have the caption "v." recorded in subfield a of the 853 field and the number 1 recorded in subfield a of the 853X field.

##### **Subfield b**

Subfield b is used for the second level of enumeration. Enter the appropriate caption in subfield b of the 853 field and the corresponding number in subfield b of the 853X field. For example, a publication beginning with v.4:no.1 will have the caption "no." recorded in subfield b of the 853 field and the number 1 recorded in subfield b of the 853X field.

It is important to define a full cycle (volume) even if your own collection starts mid-cycle. In that case, you simply ignore the issues you do not possess (that is, you delete any items that have been generated by "open issues" (online or batch)).

Whenever subfield b is used, subfield u must also be used to indicate the number of second-level units there are to every first-level unit (that is, how many b's to every a).

In addition, subfield v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the cycle.

For example, a quarterly publication that begins each volume with issue 1 should have the number 4 recorded in subfield u and the letter "r" recorded in subfield v.

##### **Subfield c**

Subfield c is used for the third level of enumeration. Enter the appropriate caption in subfield c of the 853 field and the corresponding number in subfield c of the 853X field. For example, a publication beginning with v.12:no.6:pt.1 will have the caption "pt." recorded in subfield c of the 853 field and the number 1 recorded in subfield c of the 853X field.

Whenever subfield c is used, subfield u must also be used to indicate the number of third-level units there are to every second-level unit (that is, how many c's to every b). In addition, subfield v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit.

For the example of a publication that has two parts to each number and 8 numbers to each volume, you would set up the 853/853X fields as follows:

853    \$\$a v. \$\$b no. \$\$u 8 \$\$v r \$\$c pt. \$\$u 2 \$\$v r  
853X    \$\$a 12 \$\$b 1 \$\$c 1

### **Subfield d**

Subfield d is used for the fourth level of enumeration. Enter the appropriate caption in subfield d of the 853 field and the corresponding number in subfield d of the 853X field.

Whenever subfield d is used, subfield u must also be used to indicate the number of fourth-level units there are to every third-level unit (that is, how many d's to every c). In addition, subfield v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit.

### **Subfield e**

Subfield e is used for the fifth level of enumeration. Enter the appropriate caption in subfield e of the 853 field and the corresponding number in subfield e of the 853X field.

Whenever subfield e is used, subfield u must also be used to indicate the number of fifth-level units there are to every fourth-level unit (that is, how many e's to every d). In addition, subfield v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit.

### **Subfield f**

Subfield f is used for the sixth level of enumeration. Enter the appropriate caption in subfield f of the 853 field and the corresponding number in subfield f of the 853X field.

Whenever subfield f is used, subfield u must also be used to indicate the number of sixth-level units there are to every fifth-level unit (that is, how many f's to every e). In addition, subfield v must be used to indicate the numbering continuity, where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit.

### **Subfield g**

Subfield g contains alternative enumeration information. In ALEPH, subfield g is used for continuous numbering only and does not need a corresponding subfield u or subfield v. Enter the appropriate caption in subfield g of the 853 field and the corresponding number in subfield g of the 853X field.

Consider the example of a quarterly that has both numbering that restarts and numbering that is continuous over volumes. The pattern begins with v.1:no.1= no.1; the next volume begins with v.2:no.1=no.5. The number "1" in v.2:no.1 illustrates numbering that restarts; the "5" in "no.5" illustrates numbering that is continuous.

In order for the serial to be displayed as follows:

Description	Issue date
v.1:no.1=no.1	01/01/2001
v.1:no.2=no.2	04/01/2001
v.1:no.3=no.3	07/01/2001
v.1:no.4=no.4	10/01/2001
v.2:no.1=no.5	01/01/2002
v.2:no.2=no.6	04/01/2002
v.2:no.3=no.7	07/01/2002
v.2:no.4=no.8	10/01/2002

you would set up the 853/853X fields as follows:

```
853   $$a v. $$b no. $$u 4 $$v r $$g no. $$w q
853X  $$a 1 $$b 1 $$g 1 $$3 19980101
```

### **Subfield h**

Subfield h contains the second level of alternative enumeration information. ALEPH does not take this subfield into account when generating issue item records. It must be typed manually in the item record.

### **Subfield i**

Subfield i is used for the first level of chronology. Enter the appropriate caption in subfield i of the 853 field and the corresponding number(s) in subfield i of the 853X field. For example, a publication that begins with v.1(2001) will have the caption "(year)" recorded in subfield i of the 853 field and the number "2001" recorded in subfield i of the 853X field.

### **Subfield j**

Subfield j is used for the second level of chronology. Enter the appropriate caption in subfield j of the 853 field and the corresponding number(s) in subfield j of the 853X field. For example, a publication that begins with v.3:no.2(2001:June) will have the caption "(month)" recorded in subfield j of the 853 field and the number "06" (the code for the month June) recorded in subfield j of the 853X field.

### **Subfield k**

Subfield k is used for the third level of chronology. Enter the appropriate caption in subfield k of the 853 field and the corresponding number(s) in subfield k of the 853X field. For example, a publication that begins with v.1:no.1(2001:Jan.15) will have the caption "(day)" recorded in subfield k of the 853 field and the number "15" recorded in subfield k of the 853X field.

### **Subfield l**

Subfield l is used for the fourth level of chronology. Enter the appropriate caption in subfield l of the 853 field and the corresponding number(s) in subfield l of the 853X field.

### **Subfield m**

Subfield m contains alternative chronology information. Enter the appropriate caption in subfield m of the 853 field and the corresponding number in subfield m of the 853X field.

Consider the example of an semiannual title that needs to display both the Gregorian and the Jewish years in its chronology part. The pattern begins with v.1:no.1(2002=5762); the next volume begins with v.2:no.1(2003=5763). The second element in the brackets describes the Jewish year equivalent of the Gregorian one.

In order for the serial to be displayed in the Publication Schedule window as follows, subfield m should be used in both the 853 and 853X fields:

Description	Issue date
v.1:no.1(2002=5762)	01/01/2002
v.1:no.2(2002=5762)	01/07/2002
v.2:no.1(2003=5763)	01/01/2003
v.2:no.2(2003=5763)	01/07/2003

### **Subfield o**

Subfield o is only used in the 854 (for supplements) and 855 (for indexes) fields.

This field is reserved for the text describing the type of supplementary material (or index). In the issue form and the item form, it is displayed under the field called 'Supp Index O'.

### **Subfield u**

Subfield u is used only in the 853 field and specifies the number of units per next higher unit. Subfield u is numeric and must be repeated for each additional level of enumeration; only subfields a, g and h do not have corresponding subfield u's.

The product (multiplication) of all subfield u's should equal the value of the subfield w (frequency) less whatever is omitted in subfield y.

In the case of combined issues, the number in subfield u should match the number of issues should there be no combining. For example, if nos. 3 and 4 of a quarterly publication are combined into one issue, subfield u should be 4 (not 3).

### **Subfield v**

Subfield v is used only in the 853 field and contains numbering continuity information. Like subfield u, subfield v should be repeated for each instance of subfields b through f.

Valid codes are "c" and "r", where "c" defines numbering that is continuous over volumes and "r" defines numbering that restarts at the completion of the unit.

### Subfield w

Subfield w is used only in the 853 field. It defines the frequency of issues (in other words, the intervals between issues) and must be present. That frequency determines the publication date of all the items that are opened from the 853 and 853X fields (unless they are specified in subfield y). The publication date of the first issue, as specified in subfield 3 of the 853X field, is the starting point for the calculation of issue dates.

The following frequency codes, based on MARC 21 Holdings, are valid in ALEPH:

Code	Description	Interval
a	Annual	1 year
b	Bimonthly	2 months
c	Semiweekly	Twice a week
d	Daily	1 day
e	Biweekly	2 weeks (14 days)
f	Semiannual	6 months
g	Biennial	2 years
h	Triennial	3 years
i	Three times a week	Three times a week
j	Three times a month	Three times a month
m	Monthly	1 month
q	Quarterly	3 months
s	Semimonthly	Twice a month (the 1st day is the day specified in 853X subfield 3 and the 2nd day is that plus fourteen)
t	Three times a year	4 months
w	Weekly	1 week

The frequency should equal or exceed the number of issues actually printed. In other words, if the serial is published eight times a year, bimonthly plus January and July, assign the frequency monthly to subfield w and in subfield y specify that four issues should be omitted.

The frequency may also be recorded as a number, provided that subfield y is also used.

### Subfield y

Subfield y is used only in the 853 field and is used to qualify or modify the regularity of the publishing pattern as recorded in subfield w (frequency).

Note that subfield y is mandatory for frequency codes c, i, and j, or if the frequency recorded in subfield w is a number.

Subfield y has three elements:

- Publication code: Use "o" (publication omitted) or "p" (published) or "c" (combined).
- Chronology code definition:
  - indicate a date, use lowercase "d";

- indicate a particular day of the week (such as Friday), use uppercase "D".
- "m" (month) and "s" (season).
- Chronology code(s):
  - If you use lowercase "d" to represent date, enter the code of the month (01-12) and the number of the day in the month (01-31). For example, March 15 is recorded as 0315.
  - If you used uppercase D to represent the specific day of the week, use its code (0=Sunday, 6=Saturday). (This enables you, using "oD6" for example, to omit "every Saturday" from the publication schedule.)
  - To record the month, enter the code of the month: 01-12.
  - To record the season, enter one of the standard MARC 21 two-character codes:
    - 21 (spring, March-May)
    - 22 (summer, June-August)
    - 23 (autumn, September-November)
    - 24 (winter, December-February)

Multiple chronology codes should be separated by a comma. Combined issues are designated by a slash (/).

Examples of subfield y:

ypm04,08,12	Published in the months Apr., Aug. and Dec.
yps21,23	Published in the seasons spring and autumn
ydp0101,0115,0201, [...]	Published on the days Jan. 1, Jan. 15, Feb. 1, [...]
yom06,12	Publication omitted in the months June and Dec.
yos24	Publication omitted in the season winter
yod0615,1215	Publication omitted on the days June 15 and Dec. 15
yoD0,6	Publication omitted on Saturdays and Sundays
ypm03,06,09/12	Published in the months Mar., June and Sept./Dec.

### Subfield 3

Subfield 3 is used only in the 853X field and indicates the publication date of the first issue of the pattern. The date should be expressed as an eight-character, numeric code, where the first four characters indicate the year, the next two characters indicate the month (01-12), and the final two characters indicate the day (01-31).

To create the following serial item records:

Description	Issue date
v.1:no.1(2001:Spring)	03/15/2001
v.1:no.2(2001:Summer)	06/15/2001
v.1:no.3(2001:Autumn)	09/15/2001
v.1:no.4(2001:Winter)	12/15/2001

enter the data in the fields as follows:

```
853   $$a v. $$b :no. $$u 4 $$v r $$i ((year): $$j (season)) $$w q
853X  $$a 1 $$b 1 $$i 2001 $$j 21 $$3 20010315
```

Note that the date entered in subfield 3 of the 853X field 20010315) generated an issue date of the fifteenth of the month for each issue.

### **Subfield 8**

Subfield 8 is used for those cases where more than one pair of 853/853X exists in the same record.

It must be used in both the 853 and 853X fields to link each pair to each other.

As an example, let us consider a serial title which uses both a semiannual frequency for its print version, and a quarterly frequency for the online version.

Two pairs of 853/853X should be cataloged, a semiannual one and a quarterly one. Each pair will have a subfield 8 in both the 853 and 853X fields. A different one-digit number will be used for each pair to link together its 853 and 853X fields.

In the following example, the value "1" links the first pair, and the value "2" links the second.

```
853  $$81 $$a v. $$b no. $$u 2 $$v r $$i (year) $$j (month) $$w f
853X $$81 $$a 1 $$b 1 $$i 2000 $$j 01 $$3 20000101
853  $$82 $$a v. $$b no. $$u 4 $$v r $$i (year) $$j (month) $$w q
853X $$82 $$a 1 $$b 1 $$i 2000 $$j 01 $$3 20000101
```

Each item created from the either pair will have the relevant Linking Number (that is, the value from subfield 8) displayed in its Item Form.

### **Subfield 9**

Subfield 9 is used in the 853X, 854X, and 855X fields. It indicates a connection between the subscription copy and the relevant 853X, 854X, or 855X line in the HOL record. If there is only one 853X, 854X, or 855X field, and subfield 9 is not present, the system automatically adds the sequence number of the subscription copy to the field. If there is more than one 853X, 854X, or 855X field, the subfield 9 must be entered manually.

## **6.2.3.2 Special features**

### **Enumeration Subfields (a-h)**

To display ordinal numbers (such as 1st, 3rd or the French 1er), a '+' sign should be inserted in the relevant enumeration subfield of the 853 field preceding the enumeration text. For example,

\$\$a +series

will be displayed as 1st series, 2nd series, and so on.

Ordinal values in various languages are based on table 853\_numbering (UTIL G/4/b). The correct language to use is based on the language code cataloged in positions 22-24 of the 008 field in the HOL record used for registering the pattern information. If a certain language does not exist in the table, or if there is no language code in field 008, the English form is used as the default.

### **Chronology Subfields (i-l)**

Subfields i-l of both the 853 and the 853X contain chronology information.

To suppress the display of the chronology captions, enclose them in parentheses.

The display of season and month names in the item description is based on table 853\_chrono (UTIL G/4/a). The correct language to use is based on the language code cataloged in positions 22-24 of the 008 field in the HOL record. If a certain language does not exist in the table, or there is no language code in field 008, the English form is used as default.

#### **6.2.3.3 Key Fields for Bibliographic Linking**

There are four key fields that are used to identify the item as being a particular issue. These fields are year (subfield i), volume (subfield a), issue (subfield b, level 2) and part (subfield c, level 3).

Information about the four key fields (year (chronological level i), volume (enumeration level a), issue (enumeration level b), and part (enumeration level c)), should be entered in the LKR field when you want to create a link between one bibliographic record and the items of another bibliographic record.

## **7 Related Features**

### **7.1 Pattern Templates**

Pattern templates are placed centrally on the server, under the ADM or HOL library's /pc\_tab/catalog directory. Templates for ADM records are in the ADM library's directory, and templates for HOL records are in the HOL library's directory.

Local templates can be also be created, in the user's profile\catalog\template folder on the workstation.