Z16 – SUBSCRIPTION INFORMATION

The Z16 record contains copy-specific information for serials control and it is used by the system to create expected issues (item records).

Note that if there is a link between the subscription and the holdings record, the location information in the subscription record is overridden using the location information from the holdings record (from the 852 location field of the holdings record). The exact subfields from the 852 field that update location information are defined in the "correct_852_subfields" environment variable in the alephe/aleph_start file.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left-aligned with trailing spaces; all numeric fields are right-aligned with leading zeros. Decimal positions are indicated by the symbol V. The total number of decimal digits is designated by the number of nines following the V.

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Z16-REC-KEY			
Z16-DOC-NUMBER	M	9(9)	**DESC:** ADM system number. **CONV:** System number of the administrative record associated to the subscription.
Z16-COPY-SEQUENCE	M	9(5) Leading zeroes	**DESC:** Sequence number of subscription within an ADM record. **CONV:** Sequential number, beginning with 00001.
Z16-SEQUENCE	M	9(3)	**DESC:** Additional sequence. Used when subscription details are changed commencing from a certain date (e.g. assigned to a different sublibrary or vendor). Z16-COPY-SEQUENCE remains the same and Z16-SEQUENCE is used to identify the changed record. **CONV:** Enter 001 as default.
Z16-COPY-DATA			
Z16-ALPHA	M	X(1)	**DESC:** ALPHA code of the record. Use **L** for all scripts (e.g. Latin, Greek, Cyrillic, etc.). **CONV:** L.
Z16-SUB-LIBRARY	M	X(5) Upper case	**DESC:** Sublibrary to which the subscription belongs. If the Z16 record is linked to an HOL record through the Z16-HOL-DOC-NUMBER field, then the sublibrary is inserted automatically by the system with the contents of subfield $b from the location field of the HOL record (852 field). **CONV:** Sublibrary code.
Z16-COPY-FROM-DATE	M	9(8) Format: YYYYMMDD.	**DESC:** Starting date of subscription. When the subscription is created from the Items/Subscriptions node of the order from the Order tab of the Acquisitions/Serials module, the starting date is defaulted to the value entered in the "Subscription start" field (Z68-SUBSCRIPTION-DATE-FROM) of the order record. **CONV:** Date equal to or earlier than current year received.
Z16-COPY-TO-DATE	M	9(8) Format: YYYYMMDD	**DESC:** Ending date of subscription. When the subscription is created from the Items/Subscriptions node of the order from the Order tab of the

	M		Acquisitions/Serials module, the ending date is defaulted to the value entered in the "Subscription end" field (Z68-SUBSCRIPTION-DATE-TO) of the order record. **CONV:** Date equal to or later than current year received; 20991231 for open-ended subscription.
Z16-VENDOR-CODE	M	X(20) upper case	**DESC:** Vendor's code. **CONV:** Code must match the vendor's code in the vendor's record (Z70-VENDOR-CODE).
Z16-VENDOR-ORDER-NUMBER	O	X(30)	**DESC:** Information by which the vendor identifies the subscription **CONV:** Blank or relevant number.
Z16-ORDER-NUMBER	O	X(30)	**DESC:** Order number; if equal to order number of the Acquisition order, can be used for combined reports. **CONV:** Acquisition order field is Z68-ORDER-NUMBER.
Z16-DELIVERY-TYPE	M	X(2)	**DESC:** The way in which the supplier dispatches the material. For example: **A**= Airmail **S**= Surface **C**= Courier **AF** = Airfreight **CONV:** Any alphanumeric character. Should be coordinated with values in the pc_tab_exp_field.eng table of the library's tab directory.
Z16-DELAY	M	9(3)	**DESC:** Number of days that elapse between publication date and expected arrival. Used for calculating estimated date of arrival for each issue. **CONV:** Relevant or default number of days.
Z16-ID	O/M	X(12)	**DESC:** ID of the user for whom the subscription is intended. **CONV:** Matches the Z303_ID field. Mandatory if Z16-DIRECT-DELIVERY is Y; otherwise optional.
Z16-DIRECT-DELIVERY	M	X(1)	**DESC:** Indicates if issues should by-pass library check-in and be delivered directly to user (see Z16_ID). Values are: **Y** = Yes

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			N = No **CONV:** "N" if Z16-ID is blank.
Z16-ITEM-STATUS	M	X(2)	**DESC:** Loan status, copied to item's Z30-ITEM-STATUS. Values are 01-98. **CONV:** Relevant value. Values must be defined in the tab15 (Item statuses) table of the library's tab directory.
Z16-COLLECTION	O	X(5) Upper case	**DESC:** Code identifying the collection (copied to item's Z30-COLLECTION). If the Z16 record is linked to an HOL record through the Z16-HOL-DOC-NUMBER field, then the collection is inserted automatically by the system with the contents of subfield $c from the location field of the HOL record (852 field). **CONV:** Blank or relevant code. Collection codes are defined in the tab40 table of the library's tab directory.
Z16-LOCATION-TYPE	O	X(1)	**DESC:** The location type is the method the library will use to arrange the item on the shelf. This field is copied to the item's Z30-LOCATION-TYPE field when items are created for the expected issues. It defines the type of location assigned in the Z16-LOCATION / Z30-LOCATION field. If the Z16 record is linked to an HOL record through the Z16-HOL-DOC-NUMBER field, then the location type is inserted automatically by the system with the contents of the first indicator of the location field from the HOL record (852 field). The values are defined in the $data_tab/ pc_tab_exp_field.eng. MARC 21 values supported by ALEPH are: 0 - Library of Congress classification 1 - Dewey Decimal classification 2 - National Library of medicine classification. 3 - Superintendent of Documents classification. 4 - Shelving control number

			5 - Shelving Form of Title 6 - Shelved separately 7 - Source specified in $$2 8 - Local classification **CONV:** Blank or a relevant value.
Z16-LOCATION	O	X(80)	**DESC:** An alphanumeric code that identifies the shelf location of the item. If the Z16 record is linked to an HOL record through the Z16-HOL-DOC-NUMBER field, then the location is inserted automatically by the system with the contents of subfield $h/$i/$j/$l/$k/$m from the location field of the HOL record (852 field). **CONV:** Blank or relevant string.
Z16-LOCATION-2-TYPE	O	X(1)	**DESC:** As Z16-LOCATION-TYPE.
Z16-LOCATION-2	O	X(80)	**DESC:** Additional shelving location of the item. **CONV:** Blank or relevant string.
Z16-LABEL	M	X(1)	**DESC:** Defines if a label should be printed automatically when the arrival of an issue is registered. Values are: **Y** = Yes **N** = No **CONV:** Relevant value.
Z16-DISCARD-BIND	-	X(2)	**DESC:** Not in use. **CONV:** Leave blank.
Z16-CLAIM	M	X(1)	**DESC:** This field determines whether claims for late issues of the subscription will be included in the batch output of claims to vendor. Values are: **Y** = Yes **N** = No **I** = Irregular If you select the Y 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 select No or Irregular, claims are not automatically sent. However, the items will appear in the claim report (serial-04). **CONV:** Relevant value.
Z16-CLAIM-2	M	9(3) Leading zeroes	**DESC:** Number of days that elapse between first claim and second claim **CONV:** 000 to 999.

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Z16-CLAIM-3	M	9(3) Leading zeroes	**DESC:** Number of days that elapse between second claim and third claim **CONV:** 000 to 999
Z16-CLAIM-4	M	9(3) Leading zeroes	**DESC:** Number of days that elapse between third claim and following claims **CONV:** 000 to 999.
Z16-NOTE	O	X(100) Free text	**DESC:** Free text note **CONV:** Blank or relevant string.
Z16-CHECK-IN-NOTE	O	X(300) Free text	**DESC:** This note will be displayed when the item is checked in. **CONV:** Blank or relevant text.
Z16-ITEM-STATISTIC	O	X(10) Free text	**DESC:** Free text field, copied to the item's Z30-ITEM-STATISTIC field. **CONV:** Blank or relevant information.
Z16-HOL-DOC-NUMBER-X			
Z16-HOL-DOC-NUMBER	M	9(9) Leading zeroes	**DESC:** System number of the holdings record to which the subscription is associated. **CONV:** System number of the associated holdings record or zeroes.
Z16-TEMP-LOCATION	M	X(1)	**DESC:** This is a toggle field that indicates to the system that the location information (sublibrary, collection, call number, and call number type) for the subscription record should not be updated from the holdings record. This information is copied to item's Z30-TEMP-LOCATION field when items are created for the expected issues. Values are **Y** and **N**. **COVN:** Relevant value.
Z16-COPY-ID	O	X(5)	**DESC:** Copy number or copy identifier. If the UPDATE-Z30-COPY flag in the tab100 table of the library's tab directory is set to 'N', this information is copied to the Z30-COPY-ID field of the items created for the expected issues. If the flag is set to 'Y', the Z30-COPY-ID is created with the contents of the Z16-COPY-SEQUENCE field. **CONV:** Blank or relevant value.
Z16-DEPOSITORY-ID	O	X(5)	**DESC:** Contains the code of the remote storage facility assigned to the issues belonging to this subscription. This field is copied to the item's Z30-DEPOSITORY-ID field. The field is

			used to indicate that the items "belong" to the remote storage, regardless of the sublibrary, collection and processing status fields. Remote storage codes are defined in the pc_tab_exp_field.lng table of the library's tab directory. **CONV:** Blank or relevant value.