

DATA ELEMENTS FOR ASERL-CRL COLLECTION ANALYSIS

Element	Description	Example	Is this a Print Serial Record?	Required/Optional/Preferred in Records File
Local System Numbers	Unique identifier from local bibliographic and holdings records	001, 004, 901, 907\$a		Required
OCLC Number	OCLC number from local record	035, 001, 991		Required
Title	Title from the local record	245\$a		Required
Title	Title from the local record	245\$b, 245\$b		Optional
Corporate Name	From local record	110		Optional
Publisher	From local record	260\$B or 264\$b		Optional
Local Call Number	LC class from local record			Preferred
ISSN	ISSN from local record	022\$a		Required (if available)
Record Type	From local record Leader position 06	a= language material	Good (print)	Optional, CRL will use WorldCat data for validation
Form of item	From local record 008 position 23	(blank) = None of the following - = (Invalid code) @ = (Invalid code) 0 = (Invalid code) = (Invalid code) a = Microfilm b = Microfiche c = Microopaque d̄ = Large print f = Braille o = Online q̄ = Direct electronic r = Regular print reproduction s = Electronic \ = No attempt to code	Good (print) Exclude (non-print) Exclude (non-print) Exclude (non-print) Exclude (non-print) Exclude (non-print) Exclude (non-print) Exclude (non-print) Exclude (non-print) Exclude (non-print) Exclude (non-print) Exclude (non-print) Exclude (non-print) Exclude (non-print) Good (print)	Optional, CRL will use WorldCat data for validation

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Bibliographic Level	From local record Leader position 07	(space) = (Invalid code) 3 = (Invalid code) 4 = (Invalid code) a = Monographic component part b = Serial component part c = Collection d = Subunit i = Integrating resource m = Monograph/Item s = Serial y = (Invalid code)	Exclude (not a serial) Exclude (not a serial) Exclude (not a serial) Exclude (not a serial) Exclude (not a serial) Exclude (not a serial) Exclude (not a serial) Exclude (not a serial) Exclude (not a serial) Exclude (not a serial) Good (serial) Exclude (not a serial)	Optional, CRL will use WorldCat data for validation
Serial Type	From local record 008 position 21	(blank) = None of the following # = (Invalid code) ? = (Invalid code) @ = (Invalid code) 0 = (Invalid code) d = Updating database l = Updating loose-leaf m = Monographic series n = Newspaper p = Periodical w = Updating Web site \ = No attempt to code	Good (serial) Exclude (not a serial) Exclude (not a serial) Exclude (not a serial) Exclude (not a serial) Exclude (not a serial) Exclude (not a serial) Exclude (not a serial) Exclude (not a serial) Good (serial) Exclude (not a serial) Good (serial)	Optional, CRL will use WorldCat data for validation
Media Type	From local record	337\$a		Optional
Carrier Type	From local record	338\$a		Optional
Start Year	Date 1 from local record	008 position 07-10, or from the local record 362		Optional, CRL will use WorldCat data for validation
End Year	Date 2 from local record	008 position 11-14, or from the local record 362		Optional, CRL will use WorldCat data for validation
Holdings	Marc fields used to express journal holdings	866, 867, 868 (older records); 853-855/863-865 (newer records); 945 (item record)		Required
Location Code(s)	Marc fields used to express shelving location	852\$a, 852\$b, 852\$c		Required to the level that influences whether holdings are in scope.

TO BE EXCLUDED FROM ANALYSIS:		
Non-print, Non-Serial	monographs- if encoded in the record monographic series - if encoded in the record non-print format - if encoded in the record newspapers - if encoded in the record	See example data elements in chart above.
Government Documents	Government documents - if encoded in the record	008 position 28 not equal to blank, u or fill character () or (\) OR Bibliographic record contains MARC 074 or 086

Library Data			
Element	Description	Example	Required
OCLC Institution Symbol	OCLC symbol of institution for which bib/holdings are being submitted	AAA, ALM, EWF	List all OCLC symbols if branch/affiliated locations are included
Holdings Location Code	Local location code contained in submitted records	Stacks, Ref, Rare, etc	Identify and describe all holding locations codes and indicate the field(s) where the codes are stored
	MARC field for holding record location code	852\$	
	MARC field for Bibliographic record location code	949\$, 049\$a	
Holdings	Marc fields used to express journal holdings	866, 867, 868 (older records); 853-855/863-865 (newer records)	Indicate the MARC field your library uses to express holdings
ILS	The library's ILS	Voyager, ALMA	Identify the ILS used to output your library's data