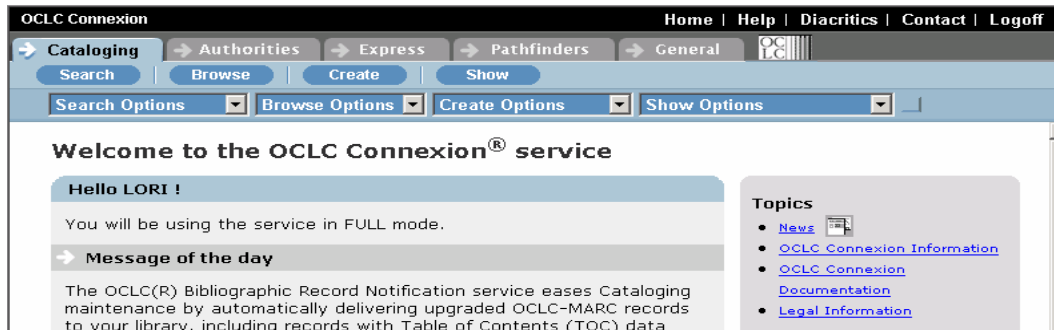


## OCLC LHM (Local Holdings Maintenance)

OCLC Local Holdings Maintenance is done through Connexion browser. You need an OCLC authorization/password to access the LHM screens.

- ➔ Open your browser (IE 6.0 or higher, Netscape 7.2 or higher) and navigate to:  
<http://connexion.oclc.org/>
- ➔ Enter Authorization/Password and click **Logon**.
- ➔ OCLC Connexion opens. LHM is done under the Cataloging tab.



- ➔ At the Cataloging tab, click on Search Options and select WorldCat. The WorldCat search screen opens.



## Searching

- ➔ Prior to searching, set the Search screen to display Local Holdings results when searching:
  - At Holdings (under Keyword/Numeric Search), use the drop down list to select Institution Holdings.
  - At Institutions, enter PMD.
  - At Show, use the drop down list to select Local Holdings.
  - At Include indexes, use the drop down list to select WorldCat.
  - Click the Retain Search checkbox.



- At the Search screen, enter the search criteria (i.e. OCLC#, ISSN#, Title). Use the drop down list to select the correct index, if necessary. To expand the list of indexes, click the More Indexes button.

- Press Enter or click Search.
- If a single record is found (only 1 college owns the title) – the Local Holdings Record opens.

Local Holdings Record: AZB, Arizona business.		MARC Help
OCLC	31406150	ISSN 1079-4255
Freq	m	Dates 1995-2004
<b>Summary</b> See subsequent entry for individual Community Colleges.		
* +	Leader	cy a3n
* +	007	zu
* +	008	9503075u 8 0001uu 0070323
* +	852	PMD \$b PMD8 \$z [Total=v.42-51 1995-2004. Microfiche=v.42-v.48 1995-1999 0,5]
* +	853	\$8 1 \$a v. \$i (year)
* +	863	\$8 1.1 \$a 47-51 \$i 2000-2004

If multiple records are found (more than 1 college owns the title) – a Holdings Summary screen opens. Click on the Record number for the correct Location – the Local Holdings Record opens.

Record	Location	Copy	Data
<a href="#">1.</a>	PMD8		47- (2000-)
<a href="#">2.</a>	PMDO		49- (2002-)
<a href="#">3.</a>	PMDX		42- (1995-)
<a href="#">4.</a>	PMEK		

- If no LHR is found, a message appears. There are 2 possible messages depending on whether or not the PMD symbol is attached to the bib record or not.

PMD attached:

No PMD attached:

**No records found for your search.**

Please change or simplify your search and try again.

Query Component	Count
no: 53212649 AND li: PMD	0
53212649	1
PMD	286368

\*\* To display the bib record, change Holdings from Institution Holdings to Any.

## Adding a New Holdings Record

To **Add a new Holdings Record – Summary (Note) Holdings:**

- ➔ Click on the down arrow in the Action/Sort field and select Create Local Holdings.



- ➔ A blank Local Holdings Record opens.
- ➔ The Summary field must always contain the following note:

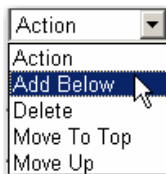


- ➔ At the Leader field, click on the  button on the left edge of the field to expand it. The Encoding Level field is a required field. Select Level 2 for summary holdings (notes).
- ➔ Click **Apply** to save the change.
- ➔ Edit the 852/\$b field to your college symbol (i.e. PMEF).
- ➔ Edit the 852 field to contain the holdings note. \$a is always PMD. \$b contains the library code. \$z contains the note.



*Note: Microfiche and Microfilm holdings are always entered in the 852 Note field. Place square brackets around the holdings information (i.e. [Microfilm=v.1-2 1990-1991]).*

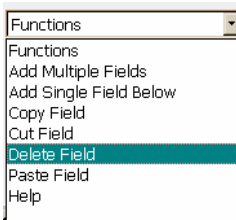
- ➔ Click on the  button on the left edge of the field to expand the field. Place the cursor in the field above where the note field should go, click on the down arrow at the Action field, and select Add Below.



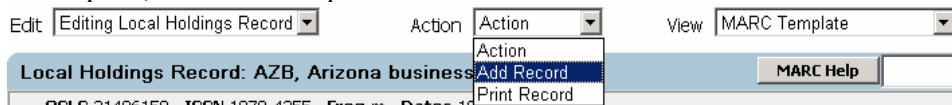
- ➔ The Choose a subfield window opens. Click the down arrow and select 'Z-Public note'.



- ➔ Enter the note in the Public note window. Click Apply.
- ➔ Delete all 853 and/or 863 fields in the record. Click on the Functions down arrow at the end of the field. Select Delete Field.



- ➔ When complete, scroll to the top of the screen and click Action/Add Record to save.



- ➡ Click OK at the confirmation window.
- ➡ Click the Search button at the top of the screen to return to the Search window.



To **Add a new Holdings Record – Specific Volume Holdings:**

- ➡ Open a blank Local Holdings Record.
- ➡ The Summary field always contains the following note:

<b>Summary</b>	See subsequent entry for individual Community Colleges.
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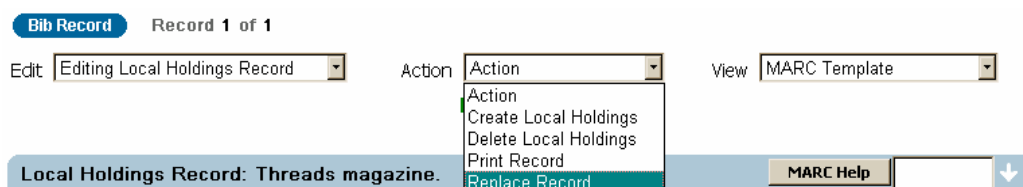
- ➡ At the Leader field, click on the  button on the left edge of the field to expand it. The Encoding Level field is a required field. Select Level 3 for holdings that include vol. and/or date.
- ➡ Click **Apply** to save the change.
- ➡ The 852 field contains the holdings and note. Be sure to edit \$b to your college symbol! \$a is always PMD. \$b contains the 4-digit library code. \$z contains notes - omit if no notes.
- ➡ The 853 field contains captions.
  - Enter 3 for each of the indicators.
  - Enter 1 in the Linking field (\$8).
  - \$a should contain v. or (\*) for items with or without a volume indicator.
  - \$i should contain (year).
  - Click **Apply** to save the changes.

<b>Apply</b>	<b>Cancel</b>	<b>Field 853 - Captions and pattern, basic bibliographic unit</b>	
<b>Compress/expand</b>	ind1	3 - Unknown	
<b>Caption evaluation</b>	ind2	3 - Unverified; all levels may not be present	Action
<b>Linking field</b>	\$8	1	Action
<b>1st level enumeration</b>	\$a	v.	Action
<b>1st level chronology</b>	\$i	(year)	Action
<b>Apply</b>	<b>Cancel</b>	<b>Field 853 - Captions and pattern, basic bibliographic unit</b>	

- ➡ The 863 field contains enumeration – the actual vol. and years of the holdings.
  - \*\*\*MCCD has historically entered holdings to the 1<sup>st</sup> level only (vol./year, not to include issue/month). Holdings are entered only if a minimum of 50% of the vol./year is held.
  - Enter 3 for the first indicator. The 2<sup>nd</sup> indicator remains blank – No information provided.
  - Enter 1.1 in the Linking field (\$8).
  - \$a should contain the vol. holdings (i.e. 152- ).
  - \$i should contain the years held (i.e. 2000- ).
  - Click **Apply** to save the changes.

<b>Apply</b>	<b>Cancel</b>	<b>Field 863 - Enumeration and Chronology, Basic Bibliographic Unit</b>	
<b>Field encoding level</b>	ind1	3 - Holdings level 3	
<b>Form of holdings</b>	ind2	No information provided	Action
<b>Linking field</b>	\$8	1.1	Action
<b>1st level enumeration</b>	\$a	152-	Action
<b>1st level chronology</b>	\$i	2000-	Action
<b>Apply</b>	<b>Cancel</b>	<b>Field 863 - Enumeration and Chronology, Basic Bibliographic Unit</b>	

- ➡ Scroll to the top of the screen, click on the down arrow at the Action field, and select Replace Record.

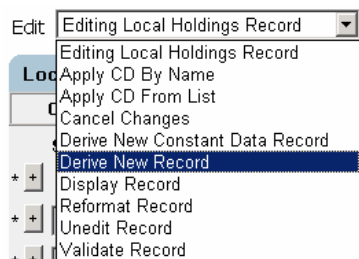


- ➡ Click OK at the confirmation window.
- ➡ Click the Search button at the top of the screen to return to the Search window.



**To add a new Holdings Record by copying an existing record:**

- ➡ At the Holdings Summary screen, click the Record number for the record you want to copy. The Local Holdings Record opens.
- ➡ Click on the down arrow in the Edit field and select Derive New Record.

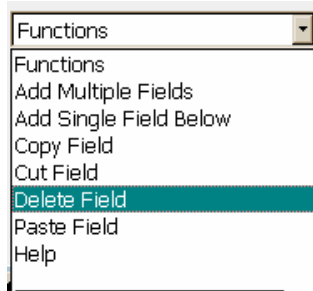


- ➡ Edit as needed. Be sure to change the 852/\$b to your college symbol!
- ➡ Click Action/Add Record to save when complete.

**Editing**

**For titles with holdings listed only as a Note:**

- ➡ The Leader Encoding Level field must be coded to 2.
- ➡ Delete all 853 and/or 863 fields in the record. Click on the Functions down arrow at the end of the field. Select Delete Field.



- ➡ Edit the 852 field to contain the holdings note.

- ➡ Scroll to the top of the screen, click on the down arrow at the Action field, and select Replace Record.

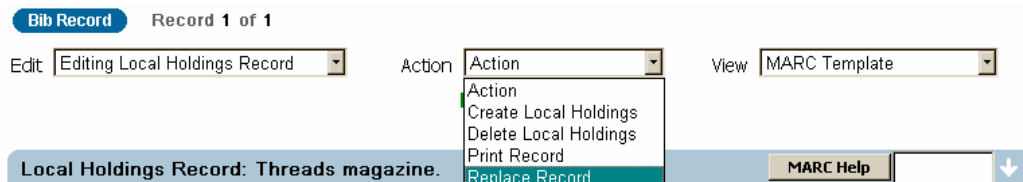
- ➡ Click the Search button at the top of the screen to return to the Search window.

### For titles with holdings:

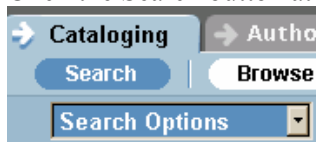
- ➡ The Leader Encoding Level field must be coded 3.
- ➡ The 852 field contains the holdings and note.  
\$a is always PMD. \$b contains the 4-digit library code. \$z contains notes - omit if no notes.
- ➡ The 853 field contains captions.
  - Enter 3 for each of the indicators.
  - Enter 1 in the Linking field.
  - \$a should contain v. or (\*) for items with or without a volume indicator.
  - \$i should contain year.
  - Click **Apply** to save the change.

- ➡ The 863 field contains enumeration – the actual vol. and years of the holdings.
  - Enter 3 for the first indicator. The 2<sup>nd</sup> indicator remains blank – No information provided.
  - Enter 1.1 in the Linking field.
  - \$a should contain the vol. holdings (i.e. 152- ).
  - \$i should contain the years held (i.e. 2000- )
  - Click **Apply** to save the change.

- Scroll to the top of the screen, click on the down arrow at the Action field, and select Replace Record.

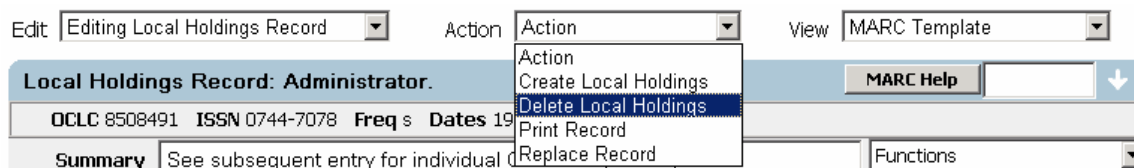


- Click the Search button at the top of the screen to return to the Search window.



## Deleting

- To Delete holdings, click on the down arrow in the Action field and select Delete Local Holdings. Click **Yes** to confirm deletion.



- A message appears: **Record deleted.**
- IF the holdings record deleted was the only (last) holdings record attached to the bib record, a message appears:

**Record deleted**  
**This was the last detail record.**  
**Would you like to also delete your institution's symbol?**  
Yes or No

- Search the title in Horizon. If there are no holdings other than the college that you are deleting (including barcoded items!), click **Yes**. If other colleges have holdings in Horizon, click **No**.
- You receive a confirmation message. **Holdings deleted.**  
Click Search to go to return to the Search screen.