

**COBISS<sup>®</sup>**

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Co-operative Online Bibliographic System & Services

***COMARC/H<sup>®</sup> Format  
for Holdings Data***

User Manual

Institute of Information Science, Maribor, Slovenia

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The manual includes all updates from the first printed version of the manual published in 1992 onwards. Its content corresponds with the COBISS3, V6.20-00 software, and is also valid for all future software versions until it is either withdrawn, or another electronic version is published.

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# INTRODUCTION

In the process of COBISS shared cataloguing, the local bibliographic databases of individual libraries as well as the shared and the authority databases are updated simultaneously. In addition to bibliographic data, the bibliographic databases also contain information on the state of holdings.

Within the COBISS system, the data structure is defined by the COMARC format for machine readable records as follows:

- COMARC/B format for bibliographic records
- COMARC/A format for authority records
- COMARC/H format for holdings data

The formats COMARC/B and COMARC/A are based on the UNIMARC format – the international standard, developed by IFLA Universal Bibliographic Control and International MARC Programme (UBCIM).

The COMARC/H holdings format was developed by IZUM, due to the fact that the UNIMARC Holdings format (currently in preparation) had not yet existed at the time of conceptualising the shared cataloguing system. The basis for the COMARC/H format was confirmed by the members of the shared cataloguing system during the meetings on the 7<sup>th</sup> and 8<sup>th</sup> of November 1989 in Maribor, which concentrated on the document "Central catalogue of serials as an integral part of the Yugoslav bibliographic cataloguing database".

The basis for designing the data structure for holdings was the analysis of holdings data as well as the analysis of existing business processes at the then active participants within the shared cataloguing system. Also crucial during the preparation of the COMARC/H format were the recommendations on standard ISO/TC46/SC9-N34. When later updates were prepared, standards for processing holdings data were also taken into account, such as ANSI Z39.44-1986, the MARC 21 format (previously known as USMARC) and other *de facto* standards.

COMARC/H defines:

- summary holdings data in the shared bibliographic database and the local databases and which enables the *COBISS+* function as well as acquisition coordination for foreign serials;
- copy-specific holdings data, which is only included in the local bibliographic databases and which enables the procedures of accessioning, loan, acquisition of monographs and serials check-in as well as the automation of other internal procedures.

The COMARC/H system is tailored to the needs of the COBISS shared cataloguing system, which is described in the *COBISS3/Cataloguing* and *COBISS2/Cataloguing* user manual. To make the entry of material within the shared cataloguing system easier, the following input masks were used: M –

monographs, K – continuing resources, Z – collections, A – articles and other component parts, and N – non-book material. These data entry masks include the selection of those fields, subfields and elements that are most commonly used when entering a particular bibliographic level.

The fields are marked with a string of three numbers; each subfield and subfield element is indicated by a letter or number. The smallest unit of information, recognised in searching and displaying by the software system is a subfield in the COMARC/B and COMARC/A formats, or a subfield element in the COMARC/H format. Fields/subfields, elements and codes that are no longer in use, are marked by two asterisks "\*\*".

The purpose of the *COMARC/H* manual is to give precise instructions on how to use the format. The manual consists of five different contents sections and three appendices.

The first section contains the basic division of data into summary and copy-specific data on the state of holdings and the recording of the data on the individual levels (shared level and local level).

The next three short sections represent the fields which the COMARC/H format consists of:

- field 998 – *Summary holdings data*
- field 997 – *Holdings data for serials*
- field 996 – *Holdings data for monographs*

The last and largest section contains the descriptions of subfields and elements in alphabetical order regardless of the fields they belong to. First of all, there is a list of all subfields and elements which can feature in fields 998, 997 and 996, followed by a description of the indicator use in the aforementioned fields. The description of each individual field consists of the general description of the subfield, followed by a list of elements with their maximum length and element description, if the subfield has any. The last part comprises examples from actual bibliographic records taken from the databases, which can change due to the constant updating of the databases. In cases when field 998 is given, you can see only the content of element 7 of subfield 998c, and not of all nine elements of this subfield. The content of all the elements can be viewed in the *COBISS3/Holdings* software module, in the attributes of the **Field 998** class or of the **Material** class.

The sections are followed by the following appendices:

- *Appendix A*: Content of the holdings data (overview of subfields and elements including repeatability or non-repeatability, the information whether the data is mandatory or non-mandatory and the presence on the shared and/or local level)
- *Appendix B*: Recommended abbreviations
- *Appendix C*: Special example of a multi-level description

The manual is designed in a way to enable quick and cost-effective updating. For every change or update of the manual, you only have to swap those pages on which changes were made. The updated pages are labelled with a new date, and the change itself is marked with a vertical line alongside the text on the outer side of the document. The new or updated pages are sent out regularly by IZUM to the relevant COBISS contact persons.

We ask everyone using this manual to inform us about your suggestions and remarks and thus contribute towards new solutions.



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# HOLDINGS DATA STRUCTURE

## HOLDINGS DATA ACCORDING TO THE DRAFT STANDARD

Following the outline of standard ISO/TC46/SC9-N34 of the 15th of March 1989, the holdings data is divided into three levels:

- **Level 1** uniquely identifies the bibliographic unit and the holding institution;
- **Level 2** adds to level one general guidance, the report date and the general description area (unit description, physical form, completeness, regularity, retention);
- **Level 3** includes the data of previous levels and the area of scope of the holdings data (name of unit, extent of unit, numbering, chronology and notes) in summary form.

According to standard ANSI Z39.44-1986 (ISSN 8756-0860) there is also a fourth level, which includes the same data as the third level of the ISO standard, but in more detail.

The holdings data structure up to the third level supports the creation of *COBISS+*. For loan automation and internal records, more detailed data is required, which is related to each individual physical unit of a monograph or each volume or issue of a serial.

Due to the fact that the identification of the bibliographic unit on the first level is already resolved in the process of shared cataloguing via the ISBN, ISSN, title, author, etc., this manual does not cover the topic again. The aforementioned data structure up to the third (summary) level is in accordance with the standard ISO, while the fourth (detailed) level is covered on the basis of the analysis of information processes and records in national, university and public libraries that are included in the COBISS system.

## SHARED AND LOCAL LEVELS OF HOLDINGS DATA

The holdings data is entered to a local database (local level) in summary form, or in detailed form for each physical unit. Based on the summary data of the local levels, the data is automatically transferred to the COBIB shared database within the system of shared cataloguing.

The fields 998, 997 and 996 are used to record holdings data as follows:

- 998 – summary holdings data,
- 997 – holdings data for serials,
- 996 – holdings data for monographs.

In this given structure the data, depending on its level, is sorted into groups in such a way that you can expand the option of using more functions by including additional levels of data: *COBISS+*, acquisition coordination, loan of monographs, loan of serials and keeping internal records. Individual institutions can either use all the aforementioned functions or only some of them, depending on the computer capacities available.

The set structure enables the unification of some code lists that are not only locally important (i.e. within the institution).

Field 998 is used to enter data in summary form for each institution. Usually, this is your own institution, but it is also possible to enter summary holdings data of other institutions for the purposes of *COBISS+* and acquisition coordination.

Field 997 is used to enter holdings data for serials by volume for the holdings of your own institution.

Field 996 is used to enter holdings data for monographs for the holdings of your own institution, but only data that is related to individual physical units.

## SCOPE OF DATA ON THE SHARED LEVEL

The holdings data on the shared level is recorded in field 998 and is intended for information (*COBISS+*, foreign serials acquisitions coordination, etc.) within the COBISS system.

The data is entered into the following subfields for:

### monographs

- b** institution code
- c** number of copies

### serials

- a** report date
- b** institution code
- c** number of copies
- e** acquisition indicator
- g** general holdings data (completeness)
- k** year
- n** notes about holdings
- v** acquisition type
- 2** supplier
- 3** price (from invoice)
- 4** financier

Subfield 998e is added automatically based on the data in subfield 998k.

The data from the individual institutions (institution codes) is transferred automatically to the shared level based on the data entered in the local databases.

For monographs, the summary data – field 998 will be formed on the basis on of the data on the individual physical unit(s) – field 996. The created data is entered to the local database and at the same time automatically transferred from the local to the shared level. If the data on the individual physical unit(s) is not recorded, the summary data is entered automatically to field 998 to the local databases, from where it is automatically transferred to the shared level.

Also for serials, field 998 is added automatically when you first enter detailed holdings data – field 997 for a record. Details are automatically entered into subfield 998b (institution code) and into subfield 998c (number of copies) of the field 998. Later on, you must update this data or change it manually, when required.

monographs	serials
automatic transfer of own institution code and number of copies	automatic transfer of report date, own institution code, number of copies, acquisition indicator, completeness, year, notes about holdings, acquisition type, supplier, price (from invoice) and financier
automatic transfer of other institution codes and number of copies	automatic transfer of report date, other institution codes, number of copies, acquisition indicator, completeness, year, notes about holdings, acquisition type, supplier, price (from invoice) and financier

## Bibliographic description +

998 □□ **b50300 c0**998 □□ **b40017 c0**998 □□ **b40034 c0**998 □□ **b70001 c0**998 □□ **b80002 c0**

## Bibliographic description +

998 □1 **a19920228 b40001 c0 gc1 k1990/1991 va 2ebsco 3 EUR 199 4Fmk\P100**998 □1 **a19910208 b50300 c0 gc2 k1950/1951-1960/1961 gc1 k1961/1962 gc2 k1964/1965-1987/1988 k1989/1990- va 2swets 3 EUR 202 4F50300\P100**998 □1 **a19900502 b40013 c0 gc9 k1950/1951- va 2mk 3 EUR 200 4Fmzt\P100**998 □1 **a19920503 b50001 c0 gc2 k1950/1951-1990/1991 va 2mk 3 EUR 205,50 4F50001\P40 4Fmk\P60**998 □1 **a19900201 b60001 c0 gc2 k1950/1951- va 2mk 3 EUR 220 4Fmzt\P100**

In the case of monographs, only subfield 998b and 998c will be transferred to the shared level. In the case of serials, subfields 998aegkmnv234 will be transferred as well. Only element *c* – *completeness* will be transferred from subfield 998g.

Subfield 998e is added automatically on the basis of the entry in subfield 998k and contains the indication that you are subscribed to the serial in the running year. It is mainly intended for searching. On the detailed level (997 and 996) you enter the sublocation, to which the material was relocated, as well as the relocation date.

## SCOPE OF DATA ON THE LOCAL LEVEL

The holdings data is entered to the local database of each institution. Based on the information entered, the data is then automatically transferred and collected on the shared level.

Data entry to local databases is possible in several different ways depending on the functions the institution wishes to automate:

Data entry is possible in three levels:

- 998 – summary holdings data,
- 997 – holdings data for serials,
- 996 – holdings data for monographs.

The purpose of the summary holdings data in field 998 is informative (*COBISS+*, acquisition coordination, etc.). For the automation of the local functions, the data on each individual physical unit or volume must be entered into field 996 or 997.



---

# 998 SUMMARY HOLDINGS DATA

The summary holdings data for the purposes of *COBISS+* and the foreign serials acquisitions coordination is entered to field 998 in the local database. Only the following information will be transferred to the shared level:

## monographs

- b** institution code
- c** number of copies

## serials

- a** report date
- b** institution code
- c** number of copies
- e** acquisition indicator
- g** general holdings data (completeness)
- k** year
- n** notes about holdings
- v** acquisition type
- 2** supplier
- 3** price (from invoice)
- 4** financier

Within each bibliographic description there is one field 998 available for each institution (institution identifier). For monographs, subfields 998b and 998c are mandatory. For serials, subfields 998abcgk are mandatory. For foreign serials, which are a subject of acquisition coordination, subfields 998v234 are mandatory too. Subfield 998e will be added automatically on the basis of the data in subfield 998k.

If the institution enters the data on the individual physical units of monographs into field 996, field 998 with the data on the institution code and the number of copies will be added automatically. Subfield 998c for monographs exists only at the shared level and the values of all elements (with the exception of the element 7) are defined automatically.

Also for serials, field 998 is added automatically in the COBISS3/Serials software module. If you do not use the COBISS3/Serials software module, every time when you first enter detailed holdings data – field 997 for a record, the field 998 editor opens, where data is automatically entered into subfield 998b (institution code) and into subfield 998c (number of copies). You must add a new field 998 manually only in the following cases: when another library that is in the COBISS system reports on holdings of a library that is not in the system; or when a library keeps a record on holdings for that record in a system other than COBISS; or when a library keeps a record on holdings in some other record within COBIB.

When entering data for other institutions (institution codes) the restriction applies that only one institution can report about the holdings data of another institution. Two numbers, which refer to the number of copies available for outside loan and the number of copies available for reading room loan, can be entered into subfield 998c (number of copies); the two numbers must be separated by a comma. When entering holdings data for other institutions (institution codes), the call number is entered to field 998 in unstructured form (without taking the elements of subfield 998d into account). If there is more than one call number, enter all the call numbers to the same subfield 998d in unstructured form and separate them with a punctuation mark of your choice. The data is only intended for informational purposes on the local level and will not be transferred to the shared level.

At the same time, every time you add the first field 997 for an integrated resource, summary record or a performed work, the field 998 editor will open, where the data is automatically added to subfield 998b (institution code) and to subfield 998c (number of copies).

998 □1 a19910215 b50124 c3 d1234 č, 3214, II 314

monographs	serials
automatic creation of own institution code and number of copies	automatic creation of own institution code, entry of report date, number of copies, completeness, year, notes about holdings status, acquisition type, supplier, price (from invoice) and financier
entry of other institution identifiers and number of copies designators	entry of report date, other institutions codes, number of copies, completeness, year, notes about holdings, acquisition type, supplier, price (from invoice) and financier
Bibliographic description +	Bibliographic description +
998 □□ b40001 c0 dI 7654	998 □1 a19880506 b50300 c0 dČ II 389 gc1 k1950/1951-
998 □□ b40017 c0 dČ II 9876	998 □1 a19910214 b40011 c0 dK I 930 gc2 k1950/1951-1960/1961 gc1 k1961/1962 gc2 k1964/1965-1980/1981 k1982/1983-1987/1988 k1989/1990-
998 □□ b40034 c0 d681.3 KOM	998 □1 a19920502 b40013 c0 dII 8906 gc2 k1950/1951-

When reporting the data on the completeness of a serial (element *c* – *completeness* of subfield 998g) for the shared level, which is related to one or more years, it is recommended to make the entry to subfield 998k AS CONCISE AS POSSIBLE.



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# 997 HOLDINGS DATA FOR SERIALS

The data is entered to this field for your "own holdings" only for the purposes of loan and the automation of internal records. Enter all the data in the field (see *Appendix A*) apart from the report date and the institution code (997a and 997b).

During the process of accessioning, a volume of a serial usually gets only one accession number. If one volume of a serial is being published over several years, this serial will also only have one accession number, because all issues of that serial represent one accession unit. For every change of the second level of enumeration (usually the volume), the field 997 must be repeated. The same applies for changes in the third level of numbering.

Example 1: Changes in the second level of enumeration (subfield 997j)

Bibliographic data + 998 +

```
997 21 d/P\5\n12388\s1982/1983 f800001120 jVol.\1 k1982/1983 mno.\1-10 va 2mk
997 21 d/P\5\n12388\s1983/1984 f800003300 jVol.\2 k1983/1984 mno.\1-10<št. 9 je
poškodovana> va nv mapi, delno poškodovano 2mk
...
...
997 21 d/P\5\n12388\s1991/1992 f800007889 jVol.\10 k1991/1992 mno.\1-2,4<za št. 3
je poslana rekl.> q3 va zj234\k19900405 2mk 3EUR 8,00
```

Example 2: Changes in the second level of enumeration (subfield 997j) and the third level of enumeration (subfield 997l)

Bibliographic data + 998 +

```
997 21 d/P\n21382\s1988/1 f300000715 lLet.\5 jknj.\1 k1988 mno.\1-6
997 21 d/P\n21382\s1988/2 f300000927 lLet.\5 jknj.\2 k1988 mno.\1-6
997 21 d/P\n21382\s1989/1 f300001302 lLet.\6 jknj.\1 k1989 mno.\1-6
997 21 d/P\n21382\s1989/2 f300001577 lLet.\6 jknj.\2 k1989 mno.\1-6
...
...
997 21 d/P\n21382\s1991/1 f300002903 lLet.\8 jknj.\1 k1991 mno.\1-6
997 21 d/P\n21382\s1991/2 f300002997 lLet.\8 jknj.\2 k1991 mno.\1-6
```

The complete data is managed for the current year, which means that some of the data can be deleted after periodic reports (e.g. annual, trimonthly reports). Exactly which data will be deleted after the report is finished (e.g. the inventory book) as well as the method of deletion will be specified in the phase of implementation.

In order to rationalise the process of data entry and use the computer capacities on the local level efficiently, the most frequent data is recorded in concise form. Such an example is subfield 997m (first level of enumeration) for serials and especially for newspapers.

You can enter notes for the public (COBISS+) between the characters "< >" and internal notes between the characters "<< >>" (e.g. **mno.**\1-13<no. 11 is damaged>) to all subfields, which are used to record enumeration data and data on the chronology of serials (subfields 997jklm).

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# 996 HOLDINGS DATA FOR MONOGRAPHS

The data for each individual physical unit of a monograph is entered to field 996.

Bibliographic data + 998 +

996	□1	<b>df2\n12345 f000003145 xb78/6\</b> <i>e</i> 19900104 <b>yg678\h19900405</b> <b>1m1234\q19900407 2mk 3EUR 100</b>	
996	□1	<b>df2\n12345\da f000003146 xb78/6\</b> <i>e</i> 19900104 <b>yg678\h19900405</b> <b>1m1234\q19900407 2mk 3EUR 100</b>	
996	□1	<b>df2\n12345\db f000003147 xb78/6\</b> <i>e</i> 19900104 <b>yg678\h19900405</b> <b>1m1234\q19900407 2mk 3EUR 100</b>	
996	□1	<b>df2\n12345\dc f000003148 xb78/6\</b> <i>e</i> 19900104 <b>yg678\h19900405</b> <b>1m1234\q19900407 2mk 3EUR 100</b>	
996	□1	<b>df2\n12345\dd f000003149 xb78/6\</b> <i>e</i> 19900104 <b>yg678\h19900405</b> <b>1m1234\q19900407 2mk 3EUR 100</b>	
996	□1	<b>df2\n12345\de f000003190 xb78/6\</b> <i>e</i> 19900214 <b>yg678\h19900507</b> <b>1m1234\q19900512 2dzs 3 EUR 120</b>	



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# 99X HOLDINGS DATA

## FIELDS LIST

- 996 Holdings data for monographs
- 997 Holdings data for serials
- 998 Summary holdings data

The fields 996, 997 and 998 are repeatable. Most subfields within the fields 996, 997 and 998 are identical by content and type of data entry, which is why each individual field with its corresponding subfields is not described individually in the *COMARC/H* User Manual. Instead, the manual contains an alphabetic list of descriptions of subfields, regardless of the corresponding fields. When describing individual subfields, descriptions of special characteristics that apply to subfields of a certain field are added.

The label of the subfield tells you in which fields (996, 997 or 998) you can enter a specific subfield. The label 99X in the subfield name means that the subfield can be entered in all three fields – 996, 997 and 998, the label 996/997 means that the subfield can only be entered in the fields 996 and 997.

Some subfields can have two or more elements. The element labels are single-digit, consisting of one letter or number. Every second, third or next element in the subfield is introduced by the "\" punctuation mark, which is followed by the label of the data element and the content, i.e. the data. The label of the data element and the "\" punctuation mark must be entered manually (see example 1).

## Subfields & elements

### Subfield designation and subfield name

#### Element designation and element name

---

- a** Report date
- b** Institution code
- c** Number of copies/Copy/set item identifier
- d** Call number (arrangement)
  - l** Location
  - f** Format
  - n** Running number

**Subfield designation and subfield name****Element designation and element name**


---

<b>s</b>	Numbering
<b>x</b>	Numbering – volume designation
<b>d</b>	Duplicate
<b>i</b>	Shelving location
<b>u</b>	UDC open access
<b>a</b>	Author or title
<b>5</b>	Title
<b>e</b>	Relocation
<b>E</b>	Sublocation
<b>D</b>	Relocation date
<b>e</b>	Acquisition indicator
<b>f</b>	Accession number
<b>g</b>	General holdings data
<b>t</b>	Type of unit
<b>o</b>	Physical form
<b>c</b>	Completeness
<b>p</b>	Regularity
<b>r</b>	Retention
<b>h</b>	Title of unit
<b>i</b>	Extent of unit
<b>j</b>	Second level of enumeration (volume)
<b>k</b>	Year
<b>l</b>	Third level of enumeration
<b>m</b>	First level of enumeration (issue)
<b>n</b>	Notes about holdings
<b>o</b>	Date of accessioning
<b>p</b>	Availability level
<b>q</b>	Status
<b>r</b>	Accession notes
<b>s</b>	Binding
<b>t</b>	Status date
<b>u</b>	Loan restriction
<b>v</b>	Acquisition type

**Subfield designation and subfield name****Element designation and element name**


---

<b>w</b>	Acquisition purpose
<b>x</b>	Order number and order date
<b>b</b>	Order number
<b>e</b>	Order date
<b>X</b>	Order note
<b>y</b>	Number and date of receipt
<b>g</b>	Delivery note/list number
<b>h</b>	Date of delivery note/list
<b>z</b>	Claim number and claim date
<b>j</b>	Claim number
<b>k</b>	Claim date
<b>Z</b>	Claim note
<b>0</b>	Pro-forma invoice number and date of pro-forma invoice
<b>S</b>	Pro-forma invoice number
<b>G</b>	Date of pro-forma invoice
<b>C</b>	Pro-forma invoice price
<b>1</b>	Invoice number and invoice date
<b>m</b>	Invoice number
<b>q</b>	Invoice date
<b>2</b>	Supplier
<b>3</b>	Price (from invoice)
<b>4</b>	Financier
<b>F</b>	Financier
<b>P</b>	Percentage of financing
<b>5</b>	Processing type (directing)
<b>7</b>	Internal number and invoice date
<b>1</b>	Invoice number
<b>2</b>	Invoice date
<b>8</b>	Recipient
<b>3</b>	Institution name
<b>4</b>	Date
<b>9</b>	Loan number

## Indicators

INDICATOR	VALUE	MEANING		
1		<b><i>Binding indicator</i></b>		
	0	<i>unbound issues</i> The expression in subfield 997m is written in concise form, but the loan algorithms and other algorithms recognise the individual issue numbers automatically.		
	1	<i>bound and unbound issues</i> The expression in subfield 997m includes bound and unbound issues. The units (bound or unbound) that are available for loan are separated with "+" signs.		
	2	<i>bound issues</i> The expression in subfield 997m cannot be expanded for loan purposes (all issues are bound together).		
2		<b><i>Shelving indicator</i></b>		
		<b>Call no.1</b>	<b>Call no.2</b>	
	1*	<i>LAT</i>	<i>LAT</i>	<i>arrangement by running number</i> The material is arranged by running numbers (numerus currens).
	3	<i>LAT</i>	<i>CYR</i>	
	5	<i>CYR</i>	<i>LAT</i>	
	7*	<i>CYR</i>	<i>CYR</i>	
	2*	<i>LAT</i>	<i>LAT</i>	<i>arrangement by subject</i> The material is arranged by subjects (e.g. UDC open access) and alphabetically by author or title.
	4	<i>LAT</i>	<i>CYR</i>	
	6	<i>CYR</i>	<i>LAT</i>	
	8*	<i>CYR</i>	<i>CYR</i>	

*Legend:*

*Call no.1* specified type of script to display elements *l* and *i* of subfield 996/997d, element *E* in subfield 996/997e and subfield 998d \*

*Call no.2* specified type of script to display elements of subfield 996/997d, except elements *l*, *i* and *f*, element *E* in subfield 996/997e and subfield 998d

Indicator 1 is used when entering serials only. When entering monographs, indicator 1 is not defined.

Indicator 2 for field 998 for monographs is not defined.

## EXAMPLES

1.

996	□1	<b>d/H</b> f2\ n146177 f100002281 o19981222 va 1m49100366091\q19981222 3EUR 77,07 2mk (Subfield 996d – Call number consists of elements <i>l</i> , <i>f</i> and <i>n</i> ; subfield 996i – Number and date of receipt consists of elements <i>m</i> and <i>q</i> .)
-----	----	---

1 Indicators that are intended for field 998 for serials.



2.

200	0□	<b>a</b> Hamlet <b>f</b> Viljam Šekspir <b>g</b> [predgovor Borivoje Nedić <b>g</b> preveli Živojin Simić i Sima Pandurović]
675	□□	<b>a</b> 820-21 <b>c</b> 821.111
700	□1	<b>a</b> Šekspir <b>b</b> Vilijam <b>4070</b>
996	□4	<b>d</b> /PON\isp\u821A-Š\aŠEKSPIR V.\5Hamlet <b>f</b> 000013251 <b>o</b> 20060419 <b>va</b> ( <i>Display of subfield 996d: PON sp 821A-III ШЕКСПИР В. Хамлет</i> )

3.

200	0□	<b>a</b> Hamlet <b>f</b> Viljam Šekspir <b>g</b> [predgovor Borivoje Nedić <b>g</b> preveli Živojin Simić i Sima Pandurović]
675	□□	<b>a</b> 820-21 <b>c</b> 821.111
700	□1	<b>a</b> Šekspir <b>b</b> Vilijam <b>4070</b>
996	□3	<b>d</b> /PON\isp\2\n23567\s2-2f <b>f</b> 000013251 <b>o</b> 20060419 <b>va</b>
996	□3	<b>d</b> /PON\isp\2\n23567\s2-2f\da <b>f</b> 000013251 <b>o</b> 20060419 <b>va</b>
996	□3	<b>d</b> /PON\isp\2\n23567\s2-2f\db <b>f</b> 000013251 <b>o</b> 20060419 <b>va</b> ( <i>Display of subfields 996d: PON sp II 23567/2-2φ a-б</i> )

4.

200	1□	<b>a</b> Nacionalni registar lekova <b>f</b> glavni i odgovorni urednik Ljiljana
207	□0	<b>a</b> 2006–
530	1□	<b>a</b> Nacionalni registar lekova
675	□□	<b>a</b> 615 <b>s</b> 61 <b>b</b> 615 <b>c</b> 615
997	07	<b>c</b> 1 <b>d</b> /CO\ip\2\n2771\s2006 <b>f</b> 100602457 <b>k</b> 2006 <b>o</b> 20060206
997	07	<b>c</b> 2 <b>d</b> /CO\ip\2\n2771\s2006\da <b>f</b> 100602459 <b>k</b> 2006 <b>o</b> 20060206
997	07	<b>c</b> 3 <b>d</b> /CO\ip\2\n2771\s2006\db <b>f</b> 100602461 <b>k</b> 2006 <b>o</b> 20060206 <b>p</b> 7
998	□7	<b>a</b> 20060206 <b>b</b> 70000 <b>c</b> 0 <b>d</b> CO p *II 2771 –a,b <b>gc</b> 1 <b>k</b> 2006- <b>vd</b> <b>eo</b> ( <i>Display of subfield 997d: ЦО n II 2771/2006 a-б</i> ) ( <i>Display of subfield 998d: ЦО n II 2771 a-б</i> )



## 998 a – REPORT DATE

This subfield is used to report about the update status of the holdings data for the online catalogue. Enter the date to field 998 – *Summary holdings data*, but only for serials for which entering the date is mandatory.

The date entered to the subfield is used to indicate the validity of the holdings data that is entered to field 998. Every change or update of the holdings data in field 998 must be accompanied by the corresponding date of the change in subfield 998a.

The date is entered in the form “DD.MM.YYYY”; according to standard ISO 2014, the data is transferred in the following form: "YYYYMMDD".

In the case of monographs, do not enter any data to subfield 998a.

### Elements & length

The subfield has no elements.

### EXAMPLE

1.

998    □1    a19920512 b50001 c0 dII 199178 gc9 k1967- vd
---



## 998 b – INSTITUTION CODE

The data on the institutions is used for the online catalogue and is updated in the local databases of the national libraries as well as the COBIB shared database within the bibliographic service.

The institution code is a national identification code or a code number for identifying a library or a related organization, which operates in the autonomous (national) library information system COBISS within the COBISS.Net regional network.

The institution code defines a complete institutional (organisational) unit (library, information and documentation centre, etc.), which updates the data in the unified local database. If the institutional (organisational) unit is spread between several physical locations, use the *l – sublocation* data within subfield *99Xd – Call number (arrangement)* to specify sublocations and microlocations.

The institution code is the identification number, comprised of five numeric characters, of which the first digit represents the numeric code of a country in the bibliographic COBISS.Net system.

In addition to the code number – the institution code, the COLIB database also includes the following data on libraries, which are part of the COBISS system:

- full name of the institution/library in the language of the institution and in English,
- address,
- acronym in the COBISS system,
- type and status of the library,
- departments (department name, telephone number, fax number, e-mail),
- working hours,
- COBISS system membership,
- homepage URL,
- tax number,
- contact person for COBISS, other responsible persons.

If you also report about the state of holdings in other institutions, enter the institution code of that institution into subfield 998b in the subsequent repeatable fields 998.

### Elements & length

The subfield has no elements.

### EXAMPLES

1.

998    □1    a19910215 b50001 c0 gc2 k1980-
---

2.

998 □1 a19910205 b50053 c0 gc1 k1982-
---------------------------------------

3.

Country / Republic / Province		Institut. code
Bosnia and Hercegovina	Nacionalna i univerzitetska biblioteka Bosne i Hercegovine	10000
Montenegro	Nacionalna biblioteka Crne Gore "Đurđe Crnojević"	20001
Croatia	Institut informacijskih znanosti Sveučilišta u Zagrebu	31339
Macedonia	Nacionalna i univerzitetska biblioteka "Sv. Kliment Ohridski"	40001
Slovenia	Narodna in univerzitetna knjižnica	50001
Bulgaria	Nacionalna biblioteka "Sv. sv. Kiril i Metodij"	60000
Serbia	Narodna biblioteka Srbije	70000
Vojvodina	Biblioteka Matice Srpske	80017
Kosovo	Biblioteka Kombëtare dhe Universitare e Kosovës	90059
Albania	Akademia e Shkencave e Shqipërisë	92001

## 996/997 c – COPY/SET ITEM IDENTIFIER

Enter a copy identifier into subfield 996/997c. If there is more than one copy of a serial, it is mandatory to enter a copy identifier (see example 1).

If an item of a monograph is a part of a set, a set item identifier will be entered automatically. The copy identifier that was entered manually will be deleted and cannot be modified.

Subfield 996c of field 996 for a set item consists of elements, which contain a set item identifier (see example 2).

### Elements & length

Subfield 996c for a set item consists of four elements. The value of the first three is defined automatically on the basis of the data on the set. The third element consists of two parts. For monographs, the fourth element is empty.

SUBFIELD/ELEMENT/PART OF THE ELEMENT			
c	element	part of the element	Copy/Set item identifier
	1		<i>accession number of the leading item</i>
	2		<i>current number of the set in the bibliographic record of the leading item</i>
	3	1st part	<i>current number of the set item</i>
		2nd part	<i>number of all items in the set</i>
	4		<i>copy identifier</i>

The "#" sign comes before and after each element. If the element consists of two parts, the "/" sign comes between the numbers.

Since the values are defined automatically on the basis of the data on the set, there is no restriction regarding the length of an individual element.

### EXAMPLES

1.

997	01	c1 d/P\n28752\s1992/1 f100021903 jLet.\4 k1992 mno.\1-3
997	01	c2 d/P\n28752\s1992/2 f100021904 jLet.\4 k1992 mno.\1-3

(You receive two copies.)

2.

001	□□	an bm cm d0
215	□□	a1 disketa (PC), 1 videokaseta (VHS,PAL), 2 iz. (83; 226 str.) dv škatli, 5 x 25 x 33 cm
996	□2	c#019940271#1#1/4## dIČ\u68\aSULIČ Bojan\5Mentor\xk1 f 019940271 goar va
996	□2	c#019940271#1#2/4## dIČ\u68\aSULIČ Bojan\5Mentor\xk2 f019940272 goar va
996	□2	c#019940271#1#3/4## dIČ\u68\aSULIČ Bojan\5Mentor\xd f019940273 golf va
996	□2	c#019940271#1#4/4## dIČ\u68\aSULIČ Bojan\5Mentor\xvk f019940274 gogcc va

996 □2 c#019940275#2#1/4## d/Č\u68\aSULIČ Bojan\5Mentor\xk1 f019940275 goar va  
996 □2 c#019940275#2#2/4## d/Č\u68\aSULIČ Bojan\5Mentor\xk2 f019940276 goar va  
996 □2 c#019940275#2#3/4## d/Č\u68\aSULIČ Bojan\5Mentor\xd f019940277 golf va  
996 □2 c#019940275#2#4/4## d/Č\u68\aSULIČ Bojan\5Mentor\xvk f019940278 gogcc  
va

*(The library has two sets that contain two books, a floppy disk and a videocassette. The first book is the leading item of the set.)*



## 998 c – NUMBER OF COPIES

The data on the number of copies is for informational purposes. The data is entered into field 998 for the purposes of *COBISS+* and for acquisition coordination.

Subfield 998c for monographs exists only on the shared level, while subfield 998c for serials exists on the shared and local level.

A new subfield 998c is always created when at least one field 996/997 that can be considered a part of the holdings exists in the local database for the record that can be found in COBIB.

Fields 996/997 not considered being part of the holdings data:

- have status "9" – *de-accessioned* in subfield 996/997q
- have sublocation for textbook fund entered into element 1 of subfield 996/997d
- do not have accession number in subfield 996/997f or call number (arrangement) in subfield 996/997d; at the same time, subfield 996/997q and subfield 996/997p are empty.

A new field 998c is created also for the record for a serial that has no field 997 and that allows manual entry of holdings data.

Subfield 998c consists of 9 elements whose values are defined automatically (except element 7) on the basis of data on specific copies of the monographs in fields 996 and specific volumes of serials in fields 997.

The library can edit data in subfield 998c manually only in the following cases: when another library that is in the COBISS system reports on holdings of a library that is not in the system; or when a library keeps a record on holdings for that record in a system other than COBISS; or when a library keeps a record on holdings in some other record within COBIB. In these cases, two digits, separated by a comma – number of copies for outside loan and number of copies for reading room loan – are entered manually to subfield 998c, element 7.

### Elements & length

Subfield 998c has 9 elements. Elements 1, 2 and 7 consist of two parts.

SUBFIELD/ELEMENT/PART OF THE ELEMENT			
c	element	part of the element	Number of copies
	1	1st part	<i>for loan – outside loan</i>
		2nd part	<i>for loan – reading room</i>
	2	1st part	<i>restricted loan – outside loan</i>
		2nd part	<i>restricted loan – reading room</i>
	3		<i>in preparation</i>
	4		<i>not for loan</i>
	5		<i>ordered</i>
	6		<i>for exchange or desideratum</i>
	7	1st part	<i>for loan – outside loan</i>
		2nd part	<i>for loan – reading room</i>
	8		<i>for use in reading room only</i>
	9		<i>info in library or on the web or still in print</i>

In the *COBISS3/Holdings* software module the elements are displayed with the attributes of the **Field 998** class and the **Material** class in the following structure: *0/0,0/0,0,0,0,+0-0,0/0,0,0*. The elements are separated by a comma and indicate the number of copies for monographs or the number of volumes for serials (the only exception is element 7 where the numbers represent the number of copies for serials) which are in the library and are available for loan unconditionally or in restricted form, or for which the library has disabled loan. If the element consists of two parts, the "/" sign is inserted between the numbers.

Since the values are defined automatically on the basis of the data in fields 996/997, there are no restrictions regarding the length of each element.

The conditions and algorithm for entering the element values are displayed in the table *Methods for updating subfield 998c and printing data on holdings availability (Table 1)*. By using the algorithm for entering element values into subfield 998c, the program checks which condition is met by each field 996/997. Each condition consists of 8 criteria for checking:

- if accession number exists in subfield 996/997f
- if data on call number (arrangement) exists in subfield 996/997d
- status entered to subfield 996/997q
- availability level entered to subfield 996/997p
- parameter value (y) for outside loan type entered to the pq table
- parameter value (z) for reading room loan type entered to the pq table
- the loan time parameters value defined
- the contents in subfield 996/997u

If "any value" is entered as a criterion in the table, you can enter anything or leave it blank. The order of checking the conditions is as follows: the conditions entered to the first table column are checked first, and if they are not met, then the conditions in the second column are checked etc. until the 16<sup>th</sup> condition column.

If the library is organised by departments, the conditions and algorithm for entering element values of subfield 998c apply on the shared level only for copies which have the sublocation with the corresponding department ID according to the local *Sublocation* code list entered to element 1 of subfield 996/997d.

The values of the corresponding elements in subfield 998c are automatically changed when:

- the library adds a new field 996 or 997 or deletes it
- the library adds or deletes an accession number in subfield 996/997f
- the library adds or deletes a call number (arrangement) in 996/997d
- the library changes the availability level in subfield 996/997p
- the library changes the status in subfield 996/997q
- Upon the library's request, IZUM can change the loan type in the pq table (y – for outside loan or z – for reading room loan) for a combination of values in subfield 996/997p and in subfield 996/997q (loan types can be: "0" – *loan not restricted*, "1" – *restricted loan*, "2" – *loan not possible*, "3" – *self-checkout not possible*)
- Upon the library's request, IZUM can enter the value "0" or "x" for individual types of material to the loan time parameters (by doing so, loan is disabled for some types of material regardless of the values

in subfield 996/997p (except p = 4) and value in subfield 996/997q), or the values "0" and "x" can be deleted.

- The library enters value "0" to subfield 996/997u (loan restriction) (in order to disable loan of an individual copy regardless of the values in subfields 996/997p and 996/997q), or deletes the value "0".

All libraries in which subfield 998c exists on the shared level are displayed on the list under "Holdings in libraries" in *COBISS+*.

When searching in COBIB, data on holdings availability in libraries is displayed in the *Holdings availability* column in the list of results, and in the *For loan* and *Other holdings* columns for the selected record. The comment about holdings availability is displayed depending on which element in subfield 998c has a value greater than "0". When comments in the list of search results are displayed, the order depends on the ascending element number. The comment which corresponds to the value of the 1<sup>st</sup> element (*for outside loan*) is displayed first, if it is equal to "0", then the comment which corresponds to the value of the 2<sup>nd</sup> element (*for reading room loan*) is displayed, etc. Besides the comment, the number of copies for monographs and abbreviation *Cop.* or the number of volumes for serials and abbreviation *Vol.* is also displayed in the columns *For loan* and *Other holdings*. For libraries for which data on holdings availability is displayed on the basis of manual entry to element 7, the abbreviation *Cop.* next to the number of copies of serials is displayed when searching in COBIB.

When searching in the library's local database, the data on statuses of individual copies is displayed on the basis of the data in the *COBISS2/Loan* and *COBISS3/Loan* modules. They are displayed in the *Loan status* column in the list of results and in the *Copy status* column in the selected record. The same comments as during the search in the shared database are displayed.

The relations between data on holdings availability in the search results on the shared level in the *Holdings availability* column and loan statuses on the local level in the columns *Loan status* and *Copy status* are displayed in the table *Table of links between data between holdings availability and loan statuses* (Table 998 c-2).

Table 998 c-1: Method of updating subfield 998c and holdings availability display

Conditions in the defining algorithm		998c	998c 1 - 1st part (mon/ser)	998c 1 - 2nd part (mon/ser)	998c 2 - 1st part (mon/ser)	998c 2 - 2nd part (mon/ser)	998c 3 (mon/ser)	998c 4 (mon/ser)	998c 5 (mon/ser)	998c 6 (mon/ser)	998c 7 - 1st part (ser)	998c 7 - 2nd part (ser)	998c 8 (mon/ser)	998c 9 (mon/ser)
IN / Sg	996/997 q	any value	for loan - outside loan	for loan - reading room	restricted loan - outside loan	restricted loan - reading room	in preparation	not for loan	ordered	for exchange OR desider.	for loan - outside loan	for loan - reading room	for use in reading room only	info in library OR on the web OR still in print
1	yes / no	any value	No. of copies/vol.	No. of copies/vol.	No. of copies/vol.	No. of copies/vol.	No. of copies/vol.	No. of copies/vol.	No. of copies/vol.	No. of copies/vol.	No. of copies/vol.	No. of copies/vol.	No. of copies/vol.	No. of copies/vol.
2	yes / no	any value except 1, +, -	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value
3	yes / no	any value except 1, +, -	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value
4	yes / no	any value except 1, +, -	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value
5	yes / no	2, 3, 4	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value
6	yes / no	5, 6, 7, 8, 10, 11, 12, 13, 14, blank	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value
7	yes / no	blank	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value
8	yes / no	blank	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value
9	yes / no	blank	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value
10	yes or no / yes or no	1	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value
11	yes or no / yes or no	+	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value
12	yes or no / yes or no	-	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value
13	no / yes or no	2, 3, 4	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value
14	no / yes or no	blank, 6	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value
15	no / yes	blank	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value
16	no / yes or no	5, 6, 7, 8, 10, 11, 12, 13, 14, blank	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value	any value

Legend: • any value - indicates that the content can be anything, including blank; • blank - there is no content

Note: For libraries that have no COBISS/Loan, elements values will be defined on the basis of the default pq table, the library's time parameters table will be taken into consideration for time parameters. If the library does not have this table, then the time parameters "not 0 or x or blank" will be considered.

Table 998 c-2: Table of links between holdings availability and loan statuses

No.	Elements 998c	COBIB.SI Column "Holdings availability"	Local database Column "Loan statuses"	Local database Column "Copy status"
1	1 (1 <sup>st</sup> part), 7 (1 <sup>st</sup> part)	● loan – outside loan ●	■ available – outside loan	■ available – outside loan, loan period: dd days ■ mobile library xx: available – outside loan, loan period: dd days ■ in department xx: available – outside loan, loan period: dd days
2	1 (2 <sup>nd</sup> part), 7 (2 <sup>nd</sup> part)	● loan – reading room	■ available – reading room	■ available – reading room ■ mobile library xx: available – reading room ■ in department xx: available – reading room
3	1 (1 <sup>st</sup> or 2 <sup>nd</sup> part)		■ on loan	■ on loan – outside loan, loan period: dd.mm.yyyy ■ on loan – ILL, due date: dd.mm.yyyy ■ on loan – outside loan, due date: not defined ■ mobile library xx: on loan – outside loan, due date: dd.mm.yyyy ■ in department xx: on loan – outside loan, due date: dd.mm.yyyy ■ on loan – lost on: dd.mm.yyyy
4	1 (1 <sup>st</sup> or 2 <sup>nd</sup> part)		■ reserved	■ reserved, waiting until: dd.mm.yyyy ■ mobile library xx: reserved, waiting until: dd.mm.yyyy ■ in department xx: reserved, waiting until: dd.mm.yyyy
5	2 (1 <sup>st</sup> part)	● restricted loan – outside loan	■ available – restricted loan – outside loan	■ available – restricted – outside loan, loan period: dd days ■ mobile library xx: available – restr. – outside l., loan p.: dd days ■ in department xx: available – restr. – outside l., loan p.: dd days
6	2 (2 <sup>nd</sup> part)	● restricted loan – reading room	■ available – restricted loan – reading room	■ available – restricted – reading room ■ mobile library xx: available – restricted – reading room ■ in department xx: available – restricted – reading room
7	2 (1 <sup>st</sup> or 2 <sup>nd</sup> part)		■ on loan	<see under No. 3>
8	2 (1 <sup>st</sup> or 2 <sup>nd</sup> part)		■ reserved	<see under No. 4>
9	8	● use in reading room only	■ use in reading room only	use in reading room only
10	3	● in preparation	■ in preparation	■ in preparation – in process ■ in preparation – in binding ■ in preparation – in revision
11	5	ordered	ordered	ordered
12	4	● not for loan	■ not for loan	■ not for loan
13	9	● still in print <this appears also if no el. 9, but 001a = p>	■ still in print	still in print
14	6	for exchange	for exchange	for exchange
15	6	desideratum	desideratum	desideratum
16	9	info in library	info in library	info in library
17	9	● on the web <this appears also if no el. 9, but 856a and ind2 = 0 or 1 OR 0172 = doi>	on the web <this appears also if no el. 10, but 856a and ind2 = 0 or 1 OR 0172 = doi>	on the web <this appears also if no el. 10, but 856a and ind2 = 0 or 1 OR 0172 = doi>
18		holdings exists; no COBIB.SI/Loan	no COBIB.SI/Loan; and note copies for outside loan or copies for reading room or copies in preparation or copies ordered or no copies for loan or notes under No. 13 to 16	no COBIB.SI/izposoje; and note (period of outside loan: dd days) or (period of outside loan: not defined) or (reading room) or notes under No. 10 to 16, but without colour designations
19		see publication <if it is a record for an article>	see volumes <in case of a record for a serial>	
20		no holdings <if all copies are de-accessioned or in case of Textbook Fund or perf. work>	no holdings <if all copies are de-accessioned or in case of Textbook Fund or perf. work>	
21	no subfield 998c			



## 99X d – CALL NUMBER (ARRANGEMENT)

The subfield is intended for the entry of data that specifies the arrangement of the material in the library. The standard librarianship term is call number. For easier understanding within the context of *COBISS+*, it was extended to call number (arrangement).

The correct entry of the individual call number elements is of great importance, as the sequence of the entered and displayed elements precisely and uniquely identifies the location of the material in the library. The implementation of all the reports that include this data (catalogue cards, labels, inventory books, etc.) depends on the correct entry of the elements. The display of these elements in *COBISS+* enables the users to navigate and search through the material in the library.

Equally important is the correct entry of the second indicator – the shelving indicator for fields 996 or 997 that also enables the correct display of elements within *COBISS+*.

The call number element entry is defined by the *Holdings minutes* during a joint meeting of the person in charge of the library and a representative of the library information service IZUM. The library then has to confirm the minutes of the meeting in writing; based on the minutes the local parameters (code list of locations, shelving locations, counters, etc.) and parameters for the needs of *COBISS/Reports* module (labels, accession books, statistical tables, etc.) and *COBISS+* (reports on location/sublocation, availability level, etc.) are set.

Because the way of entering the individual elements of the call number is crucial for the consistent performance of the individual *COBISS* software modules, every change made at a latter point must be corresponded in writing.

The subfield can contain up to 79 characters. The length of elements is defined by the setting in the library configuration file.

### Elements & length

SUBFIELD/ELEMENT		
d		Call number (arrangement)
	<b>l</b>	<i>Sublocation</i>
	<b>i</b>	<i>Shelving location</i>
	<b>f</b>	<i>Format</i>
	<b>n</b>	<i>Running number</i>
	<b>s</b>	<i>Numbering</i>
	<b>u</b>	<i>UDC open access</i>
	<b>a</b>	<i>Author or title</i>
	<b>5</b>	<i>Title</i>
	<b>x</b>	<i>Numbering – volume designation</i>
	<b>d</b>	<i>Duplicate</i>

## ELEMENT DESCRIPTION

### \l – sublocation

The element *l – sublocation* defines the actual location within the library (library code) or institution. The data on the sublocation is checked through the local code list.

In libraries where the loan records are separated by organisational units (departments, branches), it is mandatory to enter the data on the sublocation to element *l*.

Due to the fact that more than one sublocation can belong to one organisational unit, it is mandatory to include the connection between the sublocations and the numeric codes in the code list for the purposes of the *COBISS/Loan* software module – the number of the organisational unit is entered after the "#" sign.

Example from the code list of Maribor Public Library:

- NV Knjižnica Nova vas#06
- NVI Knjižnica Nova vas – inf. sl.#06
- NVČ Knjižnica Nova vas – čitalnica#06
- TE Knjižnica Tezno#17  
(*In the organisational unit labelled with number 06, the material's call number includes the abbreviations NV, NVI or NVČ under the location; in the organisational unit labelled with number 17, the material can only have one label – TE*).

### \i – shelving location

The element *i – shelving location* specifies the actual location or micro location of the material within the sublocation (element 1). The data is very important in large libraries and libraries with many units. The data on the shelving location will be checked automatically through the local code list.

### \f – format

Local code lists are used for element *f – format*. For the entries, Arabic numerals are used. On the reports, the Arabic numerals usually change to Roman numerals.

Example of a local code list:

<b>1</b>	<i>18,5 cm to 25 cm</i>
<b>2</b>	<i>25 cm to 35 cm</i>
<b>3</b>	<i>35 cm to 45 cm</i>
<b>4</b>	<i>45 cm and larger</i>
<b>5</b>	<i>non-book material – various formats</i>



---

**\n – running number**

Running numbers are entered in numeric form. The zeros at the beginning of the number must be omitted.

If the call number includes the element *n – running number*, the entire call number (arrangement) subfield with all its elements (*l, f, n, ... i, u, a, 5*) will be checked according to the criteria of uniformity, which means that each copy of a monograph and each unit of a serial or other material must have its own call number.

---

**\s – numbering****\x – numbering – volume designation**

The entry type for numbering within the call number in the elements *s* and *x* for multi-volume monographs depends on whether one or more bibliographic records were created (please see the *COMARC/B User Manual*, Description of multi-volume monographs) and the arrangement type (running number or open access) (see examples 1, 2, 3, 4, 0 and 6).

When entering the call number for serials, you can achieve unique identification by entering the year to element *s – numbering* (e.g. the year the serial was published).

In addition to achieving unique identification, the precise entry of the call number elements *s* and *x* is also important when printing catalogue cards. Examples 7 and 8 show three different types of call number element arrangements on the catalogue cards.

---

**\u – UDC open access**

The element contains an open access UDC that matches the shelving location in the library, or the purpose (C, P, M, L). The data will be checked automatically through the local code list.

---

**\a – author or title****\5 –title**

Element *a* usually includes the entire heading or a part of it (the author's last and first name) (see example 9).

If the publication has several authors or is anonymous, element *5* is empty. Otherwise, it contains the entire title or part of the title (usually the first word) (see example 10).

Because the data will be printed on the label, the length of the content must be adjusted to the width of the label. Usually, element *5* is displayed below element *a* (or in the same line).

---

**\d – duplicate**

In the case of publications with several copies, the uniqueness of the call number can be achieved by adding element *d – duplicate* in alphabetic or numeric (Arabic numerals) form.

## Call number in field 998

If the call number is identical for all volumes of a serial, you can enter it to field 998 only. Entries to subfield 998d can only be made in concise form without breaking down to the individual elements (*l, f, n, s, x, d, i, u, a, 5*). The subfield is indexed along with other call numbers (from 996/997d), so you can search for it using the prefix "SG=c", e.g. SG=cII 245). If the call number is different for each year or if you wish to search for or display the call number by elements, you have to enter it to field 997.

## EXAMPLES

1. A. One bibliographic record is created for arrangement by running numbers:

200	0□	<b>a</b> Kdo je Bourne <b>e</b> roman <b>f</b> Robert Ludlum <b>g</b> [prevedel Božidar Pahor]
215	□□	<b>a</b> <u>2</u> <i>zv.</i> (337; 338 str.) <b>d</b> 21 cm
675	□□	<b>a</b> 820(73)-3
700	□1	<b>a</b> Ludlum <b>b</b> Robert <b>4</b> 070
996	□1	<b>d</b> <i>l</i> <b>A</b> <i>f</i> <b>l</b> <i>n</i> 129340 <i>x</i> <b>1</b> <b>f</b> 019904906 <b>va</b>
996	□1	<b>d</b> <i>l</i> <b>A</b> <i>f</i> <b>l</b> <i>n</i> 129340 <i>x</i> <b>2</b> <b>f</b> 019904907 <b>va</b> ( <i>The following elements are filled in: 1 – sublocation, f – format, n – running number, x – numbering – volume designation.</i> )

2. A. One bibliographic record is created for arrangement by subject:

200	0□	<b>a</b> Kdo je Bourne <b>e</b> roman <b>f</b> Robert Ludlum <b>g</b> [prevedel Božidar Pahor]
215	□□	<b>a</b> <u>2</u> <i>zv.</i> (337; 338 str.) <b>d</b> 21 cm
675	□□	<b>a</b> 820(73)-3
700	□1	<b>a</b> Ludlum <b>b</b> Robert <b>4</b> 070
996	□2	<b>d</b> <i>l</i> <b>A</b> <i>u</i> 82 <i>a</i> LUDLUM Robert <i>5</i> Kdo <i>x</i> <b>1</b> <b>f</b> 019904906 <b>va</b>
996	□2	<b>d</b> <i>l</i> <b>A</b> <i>u</i> 82 <i>a</i> LUDLUM Robert <i>5</i> Kdo <i>x</i> <b>2</b> <b>f</b> 019904907 <b>va</b> ( <i>The following elements are filled in: 1 – sublocation, u – UDC open access, a – author or title, 5 – title, x – numbering – volume designation.</i> )

3. B. Several bibliographic records are created – entry for arrangement by running number:

200	0□	<b>a</b> Beli menihi <b>h</b> ≠ <b>Knj.</b> <b>≠ 1</b> <b>i</b> Ustanovitev samostana <b>e</b> povest iz prve polovice XII. stoletja <b>f</b> Ivan Zorec
675	□□	<b>a</b> 886.3-3
700	□1	<b>a</b> Zorec <b>b</b> Ivan <b>4</b> 070
996	□1	<b>d</b> <i>l</i> <b>Č</b> <i>f</i> <b>l</b> <i>n</i> 391969 <i>s</i> <b>1</b> <b>f</b> 019912979 <b>vd</b> ( <i>The following elements are filled in: 1 – sublocation, f – format, n – running number, s – numbering.</i> )

4. B. Several bibliographic records are created – entry for arrangement by subject:

200	0□	<b>a</b> Beli menihi <b>h</b> ≠ <b>Knj.</b> <b>≠ 1</b> <b>i</b> Ustanovitev samostana <b>e</b> povest iz prve polovice XII. stoletja <b>f</b> Ivan Zorec
675	□□	<b>a</b> 886.3-3
700	□1	<b>a</b> Zorec <b>b</b> Ivan <b>4</b> 070
996	□2	<b>d</b> <i>l</i> <b>Č</b> <i>u</i> 886 <i>a</i> ZOREC Ivan <i>5</i> Beli <b>1</b> <b>f</b> 019912979 <b>vd</b> ( <i>The following elements are filled in: 1 – sublocation, u – UDC open access, a – author or title, 5 – title.</i> )

## 5. C. Combination of examples A and B – entry for arrangement by running number:

200	0□	aWerke, Artikel, Entwürfe <b>h</b> ≠ Bd. ≠ 1 <b>i</b> Werke, Artikel, literarische Versuche bis März 1843 <b>f</b> Karl Marx, Friderich Engels <b>g</b> herausgegeben vom Institut für Marxismus-Leninismus beim ZK der KpdSU und vom Institut für Marxismus-Leninismus beim ZK der SED
215	□□	<b>a</b> 2 zv. (88; 1337 str.) <b>d</b> 25 cm
225	2□	<b>a</b> Gesamtausgabe <b>f</b> Karl Marx, Friedrich Engels <b>v</b> ≠ Abt. ≠ 1
327	10	<b>0</b> Vsebina: <b>a</b> ≠ Teil ≠ 1: Text <b>a</b> ≠ Teil ≠ 2: Apparat
675	□□	<b>a</b> 141.82
700	□1	<b>a</b> Marx <b>b</b> Karl 4070
996	□1	<b>d</b> /Š\ f 2\n4567\s1/1\ x1 <b>f</b> 000009947 <b>va</b>
996	□1	<b>d</b> /Š\ f 2\n4567\s1/1\ x2 <b>f</b> 000009948 <b>va</b> (The following elements are filled in: 1 – sublocation, f – format, n – running number, s – numbering, x – numbering – volume designation.)

## 6. C. Combination of examples A and B –Entry for arrangement by subject:

200	0□	aWerke, Artikel, Entwürfe <b>h</b> ≠ Bd. ≠ 1 <b>i</b> Werke, Artikel, literarische Versuche bis März 1843 <b>f</b> Karl Marx, Friderich Engels <b>g</b> herausgegeben vom Institut für Marxismus-Leninismus beim ZK der KpdSU und vom Institut für Marxismus-Leninismus beim ZK der SED
215	□□	<b>a</b> 2 zv. (88; 1337 str.) <b>d</b> 25 cm
225	2□	<b>a</b> Gesamtausgabe <b>f</b> Karl Marx, Friedrich Engels <b>v</b> ≠ Abt. ≠ 1
327	10	<b>0</b> Vsebina: <b>a</b> ≠ Teil ≠ 1: Text <b>a</b> ≠ Teil ≠ 2: Apparat
675	□□	<b>a</b> 141.82
700	□1	<b>a</b> Marx <b>b</b> Karl 4070
996	□2	<b>d</b> /Š\ u141\ aMARX Karl\ 5Werke 1/1\ x1 <b>f</b> 000009947 <b>va</b>
996	□2	<b>d</b> /Š\ u141\ aMARX Karl\ 5Werke 1/1\ x2 <b>f</b> 000009948 <b>va</b> (The following elements are filled in: 1 – sublocation, u – UDC open access, a – author or title, 5 – title, x – numbering – volume designation.)

## 7. Types of call number element arrangements on catalogue cards – type 1

l i f n /s d

Bibliographic description

l i \$f /x

A I 129340

LUDLUM, Robert

Kdo je Bourne : roman / Robert Ludlum ; [prevedel Božidar Pahor]. – Murska Sobota : Pomurska založba, 1990 (Murska Sobota : Pomurski tisk). – 2 zv. (337; 338 str.) ; 21 cm. - (Zbirka Pesti)

Prevod dela: The Bourne identity

ISBN 86-7195-026-3

820(73)-312.4

A 019904906/1, A 019904907/2

## 8. Types of call number element arrangements on catalogue cards – type 2

l i u a 5

Bibliographic record

l i \$f /x

82 LUDLUM Robert Kdo

LUDLUM, Robert

Kdo je Bourne : roman / Robert Ludlum ; [prevedel Božidar Pahor]. – Murska Sobota : Pomurska založba, 1990 (Murska Sobota : Pomurski tisk). - 2 zv. (337; 338 str.) ; 21 cm. - (Zbirka Pesti)

Prevod dela: The Bourne identity

ISBN 86-7195-026-3

820(73)-312.4

A 019904906/1, A 019904907/2

## 9. Entry of author

200	0□	<b>a</b> Gothic & renaissance bookbindings eexemplified and illustrated from the author's collection <b>f</b> E. Ph. Goldschmidt
675	□□	<b>a</b> 686.11(091)"14/15" <b>s</b> 6
700	□1	<b>a</b> Goldschmidt <b>b</b> Ernst Philip <b>4</b> 070
996	□2	<b>d</b> /K\u686\ua <b>GOLDSCHMIDT Ernst</b> \5Gothic\x1 <b>f</b> 197200177 <b>va</b>
996	□2	<b>d</b> /K\u686\ua <b>GOLDSCHMIDT Ernst</b> \5Gothic\x2 <b>f</b> 197200177 <b>va</b>

## 10. Entry of title

200	1□	<b>a</b> Enciklopedija Slovenije <b>f</b> [glavni urednik Marjan Javornik <b>g</b> izdelava zemljevidov in risb Geodetski zavod SR Slovenije, Ljubljana <b>g</b> izdelava grafikonov Inštitut za geodezijo in fotogrametrijo, Ljubljana]
675	□□	<b>a</b> 908(497.12)(031) <b>s</b> 9
996	□2	<b>d</b> /Č\u908\ua <b>ENCIKLOPEDIJA</b> \x1 <b>f</b> 098705271 <b>va</b>
996	□2	<b>d</b> /Č\u908\ua <b>ENCIKLOPEDIJA</b> \x2 <b>f</b> 098805869 <b>va</b>

## 996/997 e – RELOCATION

When founding new organisational units (branches or departments), the need might arise to transfer or relocate a part of the holdings from other units of the library to the newly founded units. Because you are not allowed to change the data on the initial – "real" location in subfield 99Xd, element *l*, use subfield 996/997e to enter the location to which the material was relocated. In such cases, do not enter code "5" – *relocated* to subfield 996/997q. It must be emphasised that a relocation of material is not a case of de-accessioning that relocates the material to a new unit, neither is it a case of a gift to another unit. The procedure is not a part of the records of interdepartmental loan either.

The relocated material can stay at the new location for a longer period of time and is only returned to its initial location when you wish to de-accession the material – in that case, you will have to delete the sublocation code and relocation date from subfield 996/997e.

### Elements & length

SUBFIELD/ELEMENT			LENGTH
e		Relocation	
	<b>E</b>	<i>Sublocation</i>	10
	<b>D</b>	<i>Relocation date</i>	8

## ELEMENT DESCRIPTION

### \E – sublocation

The entry of the sublocation to element *E* is checked against the local code list of element *l* in subfield 99Xd.

### \D – relocation date

The date is entered in the following form: "DD.MM.YYYY"; according to standard ISO 2014, the data is entered in the following form: "YYYYMMDD".

## EXAMPLE

1.

996	□ 2	d/TE\u886.3-313.1 f000007857 eENV\D19920601 ( <i>The material with the sublocation TE was relocated to the sublocation NV.</i> )
-----	-----	---



## 998 e – ACQUISITION INDICATOR

Subfield 998e is used to enter the acquisition indicator for the serials you are currently subscribed to, serials you wish to order in the future (desiderata) and sample copies of serials.

The data is entered in coded form by using a unified code list:

<YYYY>	<i>serial is a desideratum for the year &lt;YYYY&gt;</i>
<b>o</b>	<i>currently subscribed to serial</i>
<b>sc</b>	<i>sample copy of serial</i>

The code "o" is entered automatically on the basis of the data on the years in subfield 998k. The software checks every field 998 to see if there is the character "-" in the last subfield 998k. In such a case, subfield 998e with the content "o" is automatically added to the last field 998. If the subfield already contains another code, the software will display an error message. Entering or deleting the code "o" manually is not recommended.

In the case of desiderata, the code for the year must be entered manually. As soon as a serial, marked as a desideratum, is on order, enter the year and the "-" character to subfield 998k. This indicates that the serial is on order. The code in subfield 998e will be updated automatically. For suggestions for orders that were not realised (desiderata for previous years), change the code (year) before you transfer the order suggestion for the next year.

The subfield is mainly intended for the purposes of searching and is indexed together with subfield 001a in the additional index "RS=" (record status). In institutions that also prepare reports for other institutions, the additional index can be combined for searching purposes with the library code ("SI="), because subfield 998e is only one word "away" from subfield 998b. The subfields 998e and 998b are searchable in the local database only!

### Elements & length

The subfield has no elements.

### EXAMPLES

1.

Select RS=o  
*(Searching for serials you are currently subscribed to. The information about the library code is irrelevant for searching in those local databases that do not report about other institutions.)*

2.

Select SI=50003 (W) RS=o  
*(Searching for serials you are currently subscribed to in CMK. The command is only sensible in the local database of CMK.)*

3.

Select SI=50121 (W) RS=95

*(Searching for orders that were not realised (desiderata) for the year 1995 in the institution with the library code 50212. The command is only applicable in the local database of NUK, where they prepare the reports for that institution.)*



## 996/997 f – ACCESSION NUMBER

The entry of this data is mandatory, if the library wishes to prepare and print accession books and lists of de-accessioned material and automate the loan process. The data can be entered manually or defined automatically. The recommended subfield length is 9 characters. The maximum subfield length is 15 characters. When you enter data or make changes, the software will always check whether the entry is unique or not. There are several ways of recording accession numbers.

The most frequently used forms are:

- The first form is used to enter running numbers (regardless of the type of material, year, acquisition) in a fixed format. This form is the most suitable for the purposes of automation (using bar codes).
- The second form is used to enter the numbers in the structure (see example 1):

NO. OF DIGITS	STRUCTURE
1	accession book number (type of material location/unit, etc.)
8	running number within the accession book

- The third form is used to enter the number in the structure (see example 2)

NO. OF DIGITS	STRUCTURE
1	accession book number (type of material location/unit, etc.)
4	year of accessioning
6	running number within the accession book

In the case of serials, one field 997 is added for every new accession number.

Accession numbers can be defined automatically by setting a counter. The counter will automatically go up by one. Be careful, because every deleted accession number remains unused. It is not possible to allocate it again automatically, so you have to do it manually. A list of available accession numbers can be prepared in the *COBIS3/Holdings* software module.

In exceptional cases, e.g. when an institution has more than ten different accession books, the first two digits of the accession number can mark the number of the accession book.

In exceptional cases, it is allowed to enter the variable part of the accession numbers for libraries that previously entered accession numbers this way (e.g. retrospective cataloguing of serials). In such a case the set accession number has a variable supplement or suffix (see example 3). It is not advised that libraries start introducing this option.

### Elements & length

The subfield has no elements.

## EXAMPLES

1.

**f100012567**

*(The digit 1 on the first place of subfield 996f can mean, e.g. an accession book for monographs or an accession book for an independent location/unit 1; the running number of the physical unit within the accession book is 12567.)*

2.

**f21989000123**

*(The digit 1 on the first place of subfield 997f can mean, e.g. an accession book for serials; the next four digits indicate the year of accessioning 1989; this is followed by the running number of the physical unit within the accession book, which is 123.)*

3.

996    □1    **d/Sf1\|n7862 f200000625**

996    □1    **d/Sf1\|n7862\|da f200000625.1**

996    □1    **d/Sf1\|n7862\|db f200000625.2**

*(Example of an entered accession number with a variable part, if more than one unit has the same accession number (rarities).)*

## 99X g – GENERAL HOLDINGS DATA

Especially in the case of serials, the data is for informational purposes for reports for the shared bibliographic level. Field 998 is used to record the completeness and regularity as well as the retention period; the data refers to all the items (copies), for which you report about the state of holdings (enumeration, chronology).

Subfield 996/997g is mainly used to record the type of unit and the physical form. For integrating resources and some multi-volume monographs, the integrating resource designation is recorded.

The maximum subfield length is 21 characters.

The general holdings data, taken over from the draft of standard ISO/TC46/SC9-N34, consists of the first five elements. The sixth element is added to record the integrating resource designation.

### Elements & length

SUBFIELD/ELEMENT		LENGTH
g	General holdings data	
t	<i>Type of unit</i>	2
o	<i>Physical form</i>	4
c	<i>Completeness</i>	1
p	<i>Regularity</i>	1
r	<i>Retention</i>	1
I	<i>Integrating resource</i>	1

## ELEMENT DESCRIPTION

### \t – type of unit

The data identifies a part of the unit, to which the general holdings data and/or the data on the extent of holdings correspond:

<b>a</b>	<i>primary bibliographic unit</i>
<b>d</b>	<i>secondary bibliographic unit: index</i>
<b>e</b>	<i>secondary bibliographic unit: accompanying material</i>
<b>s</b>	<i>secondary bibliographic unit: supplement, special issue</i>
<b>ra</b>	<i>primary bibliographic unit – reproduction</i>
<b>rd</b>	<i>secondary bibliographic unit: index – reproduction</i>
<b>re</b>	<i>secondary bibliographic unit: accompanying material – reproduction</i>
<b>rs</b>	<i>secondary bibliographic unit: supplement, special issue – reproduction</i>

Enter the codes "d", "e", and "s", if you record the holdings data for a secondary bibliographic unit (supplement, special issue (topical issue, e.g. special, New Year's issue), accompanying material (e.g. user manual on how to use the CD-ROM), index). Next to the code indicating that this is a secondary bibliographic unit, enter the title of the unit to subfield 997h and the enumeration to subfield 997m (see example 1). The codes "ra", "rs", "rd" and "re" are entered for the data on the state of holdings of the units of the same issue that were published on another medium and are a reproduction (see examples 2 and 3).

If you only have the primary bibliographic unit, you do not have to enter the data on the type of unit.

## \o – physical form

The data indicates the physical form of the unit that corresponds with the general holdings data and/or the data on the state of holdings. The codes are taken over from block 1XX, i.e. from those fields that are related to the physical form of the material.

The code for the physical form is usually entered on the bibliographic description level. It is only entered to field 996/997 in those cases, when several physical forms of material are processed together within one record (e.g. multimedia material, sets, accompanying material or supplements on another media, etc.). The data is used for procedures that are related to different time parameters for different physical forms in the software modules *COBISS/Loan* and *COBISS/Reports*.

It is mandatory to enter the physical form code for sets. The type of material for the leading item defines the type of material for the set. If the physical form is entered into field 996 for the leading item, it will be applied to the whole set, otherwise the type of material defined on the level of bibliographic description will be applied. The code for each set item is entered into element *x* of subfield 99Xd, while the data in structured form is entered into subfield 99Xc (see examples 4, 5 and 6).

- Textual material

<b>ad</b>	<i>large print</i>
<b>ae</b>	<i>newspaper format</i>
<b>af</b>	<i>Braille or Moon script</i>
<b>aj</b>	<i>mini-print</i>
<b>ar</b>	<i>regular print</i>
<b>b</b>	<i>hand-written</i>

- Visual projections, video recordings and motion pictures

<b>gaa</b>	<i>film reel</i>
<b>gab</b>	<i>film cartridge</i>
<b>gac</b>	<i>film cassette</i>
<b>gad</b>	<i>other film type</i>
<b>gbg</b>	<i>filmstrip cartridge</i>
<b>gbh</b>	<i>filmslip</i>
<b>gbi</b>	<i>other filmstrip type</i>
<b>gbj</b>	<i>film strip roll</i>
<b>gbk</b>	<i>slide, slide set, stereograph</i>
<b>gbl</b>	<i>transparency</i>
<b>gca</b>	<i>videocartridge</i>
<b>gcb</b>	<i>videodisc</i>
<b>gcc</b>	<i>videocassette</i>
<b>gcd</b>	<i>videoreel</i>
<b>gce</b>	<i>electronic videorecording (EVR)</i>
<b>gcbk</b>	<i>DVD-Video</i>
<b>gcbl</b>	<i>Blu-ray</i>

- Graphics

<b>ka</b>	<i>collage</i>
<b>kb</b>	<i>drawing</i>
<b>kc</b>	<i>painting</i>
<b>kd</b>	<i>photomechanical reproduction</i>
<b>ke</b>	<i>photonegative</i>
<b>kf</b>	<i>photoprint</i>
<b>kh</b>	<i>picture</i>
<b>ki</b>	<i>print</i>
<b>kk</b>	<i>technical drawing</i>
<b>kaa</b>	<i>architectural drawing</i>
<b>kab</b>	<i>item cover</i>
<b>kac</b>	<i>sticker</i>
<b>kad</b>	<i>poster</i>
<b>kae</b>	<i>postcard</i>
<b>kaf</b>	<i>greetings card</i>
<b>kag</b>	<i>chart</i>
<b>kah</b>	<i>playing cards</i>
<b>kai</b>	<i>flash card</i>
<b>kaj</b>	<i>ephemera</i>

- Three-dimensional artefacts and realia

<b>raa</b>	<i>study kit</i>
<b>rab</b>	<i>laboratory and construction kits</i>
<b>rac</b>	<i>specimen (biological etc.)</i>
<b>rad</b>	<i>fauna</i>
<b>rae</b>	<i>flora</i>
<b>raf</b>	<i>minerals</i>
<b>rag</b>	<i>microscope slides</i>
<b>rah</b>	<i>jigsaws</i>
<b>rai</b>	<i>tools and equipment</i>
<b>raj</b>	<i>arms</i>
<b>rak</b>	<i>containers</i>
<b>ral</b>	<i>furniture</i>
<b>ram</b>	<i>transport</i>
<b>ran</b>	<i>textiles</i>
<b>rao</b>	<i>clothes</i>
<b>rap</b>	<i>games and recreation</i>
<b>raq</b>	<i>toys</i>
<b>rar</b>	<i>dolls</i>
<b>ras</b>	<i>models</i>
<b>rat</b>	<i>models for making</i>
<b>rba</b>	<i>dioramas</i>
<b>rbb</b>	<i>replicas</i>
<b>rbc</b>	<i>sculptures</i>
<b>rbd</b>	<i>design objects</i>
<b>rbe</b>	<i>industrial production</i>
<b>rbf</b>	<i>machines</i>
<b>rbg</b>	<i>coins</i>
<b>rbh</b>	<i>medals</i>
<b>rbi</b>	<i>jewellery</i>

<b>rbj</b>	<i>artefacts</i>
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- Cartographic materials

<b>ea</b>	<i>atlas</i>
<b>eb</b>	<i>diagram</i>
<b>ec</b>	<i>globe</i>
<b>ed</b>	<i>map</i>
<b>ee</b>	<i>model</i>
<b>ef</b>	<i>profile</i>
<b>eg</b>	<i>remote sensing image</i>
<b>eh</b>	<i>section</i>
<b>ei</b>	<i>view</i>
<b>ej</b>	<i>plan</i>
<b>f</b>	<i>cartographic material, manuscript</i>

- Printed music

<b>c</b>	<i>music scores, printed</i>
<b>d</b>	<i>music scores, manuscript</i>

- Sound recordings – non-music

<b>ia</b>	<i>disc</i>
<b>ib</b>	<i>tape (open reel)</i>
<b>ic</b>	<i>tape (cassette)</i>
<b>id</b>	<i>tape (cartridge)</i>
<b>ie</b>	<i>wire recording</i>
<b>if</b>	<i>cylinder</i>
<b>ig</b>	<i>roll (player-piano or player organ)</i>
<b>ih</b>	<i>film (sound film)</i>
<b>ii</b>	<i>CD</i>
<b>ij</b>	<i>DVD-Audio</i>

- Sound recordings – music

<b>ja</b>	<i>disc</i>
<b>jb</b>	<i>tape (open reel)</i>
<b>jc</b>	<i>tape (cassette)</i>
<b>jd</b>	<i>tape (cartridge)</i>
<b>je</b>	<i>wire recording</i>
<b>jf</b>	<i>cylinder</i>
<b>ig</b>	<i>roll (player-piano or player organ)</i>
<b>jh</b>	<i>film (sound film)</i>
<b>ji</b>	<i>CD</i>
<b>jj</b>	<i>DVD-Audio</i>

- Microforms

<b>aga</b>	<i>aperture card</i>
<b>agb</b>	<i>microform cartridge</i>
<b>agc</b>	<i>microfilm cassette</i>
<b>agd</b>	<i>microfilm reel</i>
<b>age</b>	<i>microfiche</i>

<b>agf</b>	<i> microfiche cassette</i>
<b>agg</b>	<i> micro opaque</i>
<b>agh</b>	<i> microfilm slip</i>
<b>bg</b>	<i> microforms, manuscript</i>

- Electronic resources (computer files)

<b>la</b>	<i> tape (1600 bpi)</i>
<b>lb</b>	<i> tape (6250 bpi)</i>
<b>lc</b>	<i> QICII (cassette for PC)</i>
<b>ld</b>	<i> DAT cassette</i>
<b>le</b>	<i> ordinary audio cassette</i>
<b>lf</b>	<i> diskette (3.5 in)</i>
<b>lg</b>	<i> diskette (5.25 in)</i>
<b>lh</b>	<i> CD-ROM</i>
<b>li</b>	<i> online</i>
<b>lj</b>	<i> DVD</i>
<b>lz</b>	<i> other</i>

## \c – completeness

The completeness code entered to field 996/997 is related to the issue and/or year, while the completeness code entered to field 998 is related to the entire holdings of the library.

The information about completeness for serials is predominantly entered to field 998 – *Summary holdings data*, as follows:

<b>0</b>	<i> (zero) information not available</i>
<b>1</b>	<i> almost complete (95% to 99%)</i>
<b>2</b>	<i> incomplete (50% to 94%)</i>
<b>3</b>	<i> very incomplete or split (less than 50%)</i>
<b>4</b>	<i> not applicable</i>
<b>9</b>	<i> complete (100%)</i>

The data provides general information about the extent of holdings within the institution. The value is based on the institution's evaluation on the extent of holdings at the time of recording it.

The percentages, related to the values "1", "2" and "3" are used for general information and are not mandatory. E.g., if the publisher issues 80 issues of a serial, and the institution entering the records only has a part of all the published issues or 60 issues (app. 75%), the code within the data on the state of holdings would have the value "2" – *incomplete*. If problems occur while describing the completeness within the individual institutions, in particular with regards to the general incompleteness of a title, enter the value "0" – *information not available*.

Monographs: use the values "1", "2" and "3", but only for multi-part monographs.

Serials: the values "1", "2", "3" and "9" are used for all units that are stored permanently (except in cases, when the information is not available).

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## \p - regularity

The data indicates the regularity of receipt of material on the day of recording the holdings. It refers predominantly to serials.

<b>0</b>	<i>(zero) information not available; information not used</i>
<b>4</b>	<i>regular</i> New material arrives regularly at the time of recording the holdings.
<b>5</b>	<i>irregular</i> For various reasons, the new material did not arrive to the entire holdings up to the time of recording the holdings.

Monographs: the data is not included.

Serials: for all serials, which did not cease to be published, use the values "4" or "5" (except in cases, when the information is not available).

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## \r – retention

The data indicates the retention method for the material on the day of recording the holdings. It refers predominantly to serials and can be entered to field 998 – *Summary holdings data* and to field 996/997 for the individual physical unit.

<b>0</b>	<i>(zero) information not available</i>
<b>1</b>	<i>other</i>
<b>2</b>	<i>store everything apart from what is being renewed</i>
<b>3</b>	<i>store sample issue</i>
<b>4</b>	<i>store until replaced with another form or newer version (microfiche, CD-ROM)</i>
<b>5</b>	<i>store until binding, year replacement or revision</i>
<b>6</b>	<i>restricted storage (all pieces are not stored permanently)</i>
<b>7</b>	<i>no storage (no pieces are stored)</i>
<b>8</b>	<i>permanent storage (all pieces are stored permanently)</i>

If the institution permanently stores all the pieces of one unit, then this data is not entered.

If the institution stores pieces of one recorded unit for a set time only (e.g. the last three months, the current year, etc.), or only for a specified number of copies (e.g. every third copy, the last two issues, etc.), then the indicator is "6" – *restricted storage*.

If, upon receipt, the institution does not keep any recorded copies, the indicator is "7" – *no storage*.

Monographs: the values "2", "4", "5" or "8" are used, or retention is not recorded.

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## I – integrating resource

The data indicates:

- the type of unit that can be the basic item, e.g. folder, cover, etc. (it is updated and/or edited with appendices and supplements that are not separate units but are integrated into the whole) or an appendix, supplement, part, etc. (it integrates itself into the basic item)



- the type of display of holdings data in COBISS+ (the data on the item or the issues is displayed or the data is not displayed at all)

<b>m</b>	<i>basic item (folder, cover, etc.); display of item in COBISS+</i>
<b>s</b>	<i>basic item (CD-ROM, etc.); display of issues in COBISS+</i>
<b>i</b>	<i>appendix, supplement, etc. Integrated into the basic item; is not displayed in COBISS+</i>

## EXAMPLES

1.

997	01	<b>d</b> /P\u1233\s1990/dod.1 <b>f</b> 200001421 <b>g</b> t\r5 <b>j</b> Vol.\4 <b>k</b> 1990 <b>h</b> Moj mali vrt <b>m</b> št.\1
997	01	<b>d</b> /P\u1233\s1991/pril.1 <b>f</b> 200001513 <b>g</b> t\r5 <b>j</b> Vol.\5 <b>k</b> 1991 <b>h</b> Vse o vrtu <b>m</b> št.\8 <i>(The supplement "Moj mali vrt" was published as the first supplement, the special issue "Vse o vrtu" was numbered as the regular issue number 8.)</i>

2.

996	□2	<b>d</b> /P\u51\aVIDAV Ivan\5Uvod <b>f</b> 019960456 <b>va</b> <b>g</b> tra <i>(The description of a reproduction of a primary monograph.)</i>
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3.

997	11	<b>d</b> /P\u78955\s1971 <b>f</b> 219710107 <b>j</b> Let.\13 <b>k</b> 1971 <b>m</b> kol.\1<št.\1-60_pril._61-120>+2<št.\121-240>+3<št.\241-354> <b>o</b> 19950726 <b>p</b> 4 <b>c</b> 1 <b>g</b> ra\c9\oagd <i>(The description of a reproduction of one volume of a serial that is recorded on three microfilm reels.)</i>
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4.

001	□□	<b>an</b> <b>bm</b> <b>cm</b> <b>d</b> 0
215	□□	<b>a</b> 1 disketa(PC), 1 videokaseta (VHS,PAL), 2 zv. (83; 226 str.) <b>dv</b> škatli, 5 x 25 x 33 cm
996	□2	<b>c</b> #019940271#1#1/4## <b>d</b> lČ\u68\aSULIČ Bojan\5Mentor\xk1 <b>f</b> 019940271 <b>goar</b> <b>va</b>
996	□2	<b>c</b> #019940271#1#2/4## <b>d</b> lČ\u68\aSULIČ Bojan\5Mentor\xk2 <b>f</b> 019940272 <b>goar</b> <b>va</b>
996	□2	<b>c</b> #019940271#1#3/4## <b>d</b> lČ\u68\aSULIČ Bojan\5Mentor\xd <b>f</b> 019940273 <b>golf</b> <b>va</b>
996	□2	<b>c</b> #019940271#1#4/4## <b>d</b> lČ\u68\aSULIČ Bojan\5Mentor\xvk <b>f</b> 019940274 <b>gogcc</b> <b>va</b>
996	□2	<b>c</b> #019940275#2#1/4## <b>d</b> lČ\u68\aSULIČ Bojan\5Mentor\xk1 <b>f</b> 019940275 <b>goar</b> <b>va</b>
996	□2	<b>c</b> #019940275#2#2/4## <b>d</b> lČ\u68\aSULIČ Bojan\5Mentor\xk2 <b>f</b> 019940276 <b>goar</b> <b>va</b>
996	□2	<b>c</b> #019940275#2#3/4## <b>d</b> lČ\u68\aSULIČ Bojan\5Mentor\xd <b>f</b> 019940277 <b>golf</b> <b>va</b>
996	□2	<b>c</b> #019940275#2#4/4## <b>d</b> lČ\u68\aSULIČ Bojan\5Mentor\xvk <b>f</b> 019940278 <b>gogcc</b> <b>va</b>
996	□2	<b>c</b> #019940279#3#1/2## <b>d</b> lČ\u68\aSULIČ Bojan\5Mentor\xk1 <b>f</b> 019940279 <b>goar</b> <b>va</b>
996	□2	<b>c</b> #019940279#3#2/2## <b>d</b> lČ\u68\aSULIČ Bojan\5Mentor\xk2 <b>f</b> 019940280 <b>goar</b> <b>va</b> <i>(The description of three sets: the first two sets are complete and include two books, a floppy disc and a videocassette; the third set is incomplete and only consists of two books. The first book is the leading item is in all three sets.)</i>

5.

001	□□	<b>an</b> <b>br</b> <b>cm</b> <b>d</b> 0
215	□□	<b>a</b> 71 različnih kock <b>e</b> 1 slikanica (15 str.)
300	1□	<b>a</b> Kocke in slikanica v škatli 56 x 47 x 11 cm

996	□1	<b>c#219930352#1#1/2## d/P\n45613\kock f219930352 i71 kock va</b>
996	□1	<b>c#219930352#1#2/2## d/P\n45613\k f019930327 gts\oar va</b>
996	□1	<b>c#219930353#2#1/2## d/P\n45613\kock\da f219930353 i71 kock va</b>
996	□1	<b>c#219930353#2#2/2## d/P\n45613\k\da f019930328 gts\oar va</b> <i>(The description of two sets of building blocks with a supplement (a picture book).)</i>

6.

001	□□	<b>an bm cm d0</b>
215	□□	<b>a271 str. d22 cm</b>
215	□□	<b>a4 zvočne kasete</b>
300	1□	<b>aUčbenik in 4 zvočne kasete v škatli, 5 x 18 x 26 cm</b>
996	□2	<b>c#019960255#1#1/5## d/Č\u80\AKESLER Tomaž\5Poslovna\k f019960255</b> <b>goar va</b>
996	□2	<b>c#019960255#1#2/5## d/Č\u80\AKESLER Tomaž\5Poslovna\kzk1 f019960256</b> <b>goic va</b>
996	□2	<b>c#019960255#1#3/5## d/Č\u80\AKESLER Tomaž\5Poslovna\kzk2 f019960257</b> <b>goic va</b>
996	□2	<b>c#019960255#1#4/5## d/Č\u80\AKESLER Tomaž\5Poslovna\kzk3 f019960258</b> <b>goic va</b>
996	□2	<b>c#019960255#1#5/5## d/Č\u80\AKESLER Tomaž\5Poslovna\kzk4 f019960259</b> <b>goic va</b>
996	□2	<b>c#019960260#2#1/5## d/Č\u80\AKESLER Tomaž\5Poslovna\k f019960260</b> <b>goar va</b>
996	□2	<b>c#019960260#2#2/5## d/Č\u80\AKESLER Tomaž\5Poslovna\kzk1 f019960261</b> <b>goic va</b>
996	□2	<b>c#019960260#2#3/5## d/Č\u80\AKESLER Tomaž\5Poslovna\kzk2 f019960262</b> <b>goic va</b>
996	□2	<b>c#019960260#2#4/5## d/Č\u80\AKESLER Tomaž\5Poslovna\kzk3 f019960263</b> <b>goic va</b>
996	□2	<b>c#019960260#2#5/5## d/Č\u80\AKESLER Tomaž\5Poslovna\kzk4 f019960254</b> <b>goic va</b> <i>(The description of two complete sets containing one text book and four audio cassettes. The textbook defines the type of material for the whole set.)</i>

7.

001	□□	<b>an ba ci d0</b>
110	□□	<b>ae dh</b>
215	□□	<b>a1 zv. (nevezani listi z zamenljivo vsebino) d24 cm</b>
326	□□	<b>aSe četrletno spreminja in dopolnjuje</b>
997	01	<b>c1 d/P\iSP\I\n900123 f920165544 g/m k2016- o20160411 p4 rDopolnitve</b> <b>integrirane sc va</b>
997	01	<b>c1 d/P\iSP\I\n900123\2016 f920165998 g/i k2016 mšt.\ [1](jun)+[2](nov)</b> <b>o20160621 p4 rDopolnitve integrirane k IN=920165544 va</b>
997	01	<b>c1 d/P\iSP\I\n900123\2017 f920172245 g/i k2017</b> <b>mdopoln.\ [1](mar)+[2](jun)+[3](sep)+[4](dec) o20170307 p4 rDopolnitve</b> <b>integrirane k IN=920165544 va</b>
997	01	<b>c1 d/P\iSP\I\n900123\2018 f920183187 g/i k2018 mdopoln.\ [1](mar)+[2](jun)</b> <b>o20180312 p4 rDopolnitve integrirane k IN=920165544 va</b> <i>(The description of a loose-leaf publication with exchangeable content. The updates are integrated into the basic unit (folder). Only the data on the basic unit (i.e. folder) without data on the issues is displayed in COBISS+).</i>

8.

001	□□	<b>an ba cm d0</b>
010	□□	<b>a978-3-11-030715-3 bzv. 13</b>
010	□□	<b>a978-3-11-034659-6 bzv. 14, sn. 1/2</b>
010	□□	<b>a978-3-11-034660-2 bzv. 14, sn. 3/4</b>
010	□□	<b>a978-3-11-040895-9 bzv. 14, sn. 5/6</b>
010	□□	<b>a978-3-11-040896-6 bzv. 14, sn. 7/8</b>
996	□1	<b>c1 d/Č\i45\n245245\x13/Lfg.1/2 f220121279 g/ĥi o20120422 p4 rIntegrirano k IN=220142774 sa va</b>
996	□1	<b>c1 d/Č\i45\n245245\x13/Lfg.3/4 f220123275 g/ĥi o20120619 p4 rIntegrirano k IN=220142774 sa va</b>
996	□1	<b>c1 d/Č\i45\n245245\x13/Lfg.5/6 f220130938 g/ĥi o20130211 p4 rIntegrirano k IN=220142774 sa va</b>
996	□1	<b>c1 d/Č\i45\n245245\x13/Lfg.7/8 f220142773 g/ĥi o20141007 p4 rIntegrirano k IN=220142774 sa va</b>
996	□1	<b>c1 d/Č\i45\n245245\x13 f220142774 o20141007 p4 rIntegrirani Lfg.1/2-7/8 sf va</b>
996	□1	<b>c1 d/Č\i45\n245245\x14/Lfg.1/2 f220143147 o20140705 p4 sa va</b>
996	□1	<b>c1 d/Č\i45\n245245\x14/Lfg.3/4 f220150297 o20150113 p4 sa va</b>
996	□1	<b>c1 d/Č\i45\n245245\x14/Lfg.5/6 f220154653 o20151009 p4 sa va</b> <i>(The description of a publication published in bundles. These are later bound into a common cover. The data is displayed for issue 13, with bound bundles 1/2–7/8, and issue 14, for which the bundles have not been bound yet. In COBISS+, the data on issue 13 and three bundles of issue 14 is displayed.)</i>



## 996/997 h – TITLE OF UNIT

The title of unit can be used if you wish to list a part of a unit, accompanying material or a supplement, if it is required to specify the given unit.

When entering serials, this subfield is used to enter the title of unit for:

- supplements (appendices, special issues, indexes, etc.) when they are catalogued together with the main bibliographic unit, but handled separately within the holdings data (separate field 997):
  - one ID number
  - appointing separate or common call numbers
  - separate accessioning
  - separate field 997 containing subfield 997h with the title of the secondary unit (See examples 1 and 2)
- a title in several editions, which are catalogued as one bibliographic unit, but are handled separately in the holdings data:
  - one ID number
  - appointing separate or common call numbers
  - separate accessioning
  - separate field 997 containing subfield 997h with the edition (See example 3)

The content of subfield 996/997h is indexed together with other titles (200acdi, 500a, 501a, 510a–517a, 530a–540a), so you can find it by using the prefix "TI=".

The subfield 997h is only intended for searching and can be repeated only in those cases, if you describe several unnumbered supplements within one field 997. For the purposes of preparing reports, the data on the title of the unit must be entered to subfield 997m enclosed in angle brackets ("*< >*" – *notes* (COBISS+)). The content of subfield 997m can only be displayed in the same form it was entered.

For other types of material, the use of the subfield has not been defined yet.

### Elements & length

The subfield has no elements.

## EXAMPLES

1.

997	01	<b>d</b> /P\n1233\s1991 f200000514 <b>j</b> Vol.\7 <b>k</b> 1991 <b>mšt.</b> \1-9
997	01	<b>gts d</b> /P\n1233\s1991/dod.1 f200000515 <b>j</b> Vol.\7 <b>k</b> 1991 <b>h</b> Vse o vrtu <b>mšt.</b> \1-3
997	01	<b>gts d</b> /P\n1233\s1991/dod.2 f200000516 <b>j</b> Vol.\7 <b>k</b> 1991 <b>h</b> Pomladna dela <b>mšt.</b> \1-4 (The secondary bibliographic units entitled "Vse o vrtu" and "Pomladna dela" have their own separate numeration, which is why the fields 997 are duplicated.)

2.

997	01	<b>d</b> /P\n3507\s1991 f100001514 <b>j</b> Vol.\3 <b>k</b> 1991 <b>h</b> Moj mali vrt <b>mbr.</b> \1-6+pril.<Moj mali vrt> (The secondary bibliographic unit entitled "Moj mali vrt" has no enumeration.)
-----	----	---

See additional examples in *Appendix C*.

3.

997	21	<b>d</b> /P\n1233\s1991 f200000516 <b>j</b> God.\9 <b>k</b> 1991 <b>mbr.</b> \1-9
997	21	<b>d</b> /P\n1233\s1991/šu.izd. f200000517 <b>j</b> God.\9 <b>k</b> 1991 <b>h</b> Šumadijsko izdanje <b>mbr.</b> \1-9 (Titles in several editions.)

## 996/997 i – EXTENT OF UNIT

The data is recorded for those units that do not have any identifiers. It is predominantly used for monographs and when processing loose-leaf publications with exchangeable content. Serials usually have special forms of captioning (enumeration or chronology). The extent represents the complete assortment of all parts that are associated with one term (vol., year, no., etc.) and suggest a specific type of material. For units, which consist of a large number of parts or pieces, you can enter an estimation of their overall number. You do not have to enter the extent of unit, if it's a single-part unit and its title is stated.

### Elements & length

The subfield has no elements.

### EXAMPLES

1.

996	□1	<b>i2</b> avdio kaseti <i>(The unit consists of 2 audio cassettes.)</i>
-----	----	--

2.

996	□1	<b>i5</b> microfíšev <i>(The unit consists of 5 microfiches.)</i>
-----	----	--

3.

996	□1	<b>i179</b> listov <i>(The unit consists of 79 sheets.)</i>
-----	----	--

4.

996	□1	<b>ica.</b> 1000 enot <i>(The unit consists of app. 1000 separate pieces.)</i>
-----	----	---

5.

997	01	<b>i2</b> mapi <i>(The unit consists of 2 folders.)</i>
-----	----	--

6.

215	□□	<b>a71</b> različnih kock <b>e1</b> slikanica (15 str.)
300	1□	<b>A</b> Kocke in slikanica v škatli 56 x 47 x 11 cm
996	□1	<b>c#019930352#1#1/2## d/P\n45613\k</b> <b>f019930352 i71</b> kock <b>va</b>
996	□1	<b>c#019930352#1#2/2## d/P\n45613\k</b> <b>f019930327 gts\oar</b> <b>va</b>





## 997 j – SECOND LEVEL OF ENUMERATION (VOLUME)

The data is entered for serials and will not be transferred to the shared level. This subfield is mostly used to enter the volume. If there are more than two levels of enumeration, the third level of enumeration is entered into 9971.

Before entering the second level of enumeration, enter the caption for the second level of enumeration (e.g. Let., God., Vol., ...) and the punctuation mark "\" that separates the text from the numeric data. Second level enumeration captions are entered for the purposes of presentation (see example 1).

The subfields, used for recording the data on enumeration and chronology for serials (997ljmk), are also displayed in the *COBISS+* software module. Because this software module is designed for public use, be especially careful and precise when entering data to those subfields.

On display and printouts (cataloguing cards, *COBISS+* displays, etc.) of subfields 997ljm the punctuation mark "\" is replaced with a space and the enumeration indicator will be displayed as entered (e.g. Let. 2, knj. 3 (1981), št. 1-10). The abbreviation sign "." cannot be added automatically. Add it manually if you want it to be visible on the printout.

### Elements & length

The subfield has no elements.

### EXAMPLE

1.

997 01 d/P\3\n142\s1990 f010001025 jLet.\5 k1990 mno.\1-8
---



## 997/998 k – YEAR

The data is entered only for serials.

Only enter one year or two years separated by a slash (e.g. 2005/2006) to subfield 997k (see examples 1, 2).

On the shared level, the entry is mandatory. The data on years is entered to subfield 998k manually in concise form and in accordance with the code for completeness. Make sure to use the captions to specify the individual years or intervals.

To enter the year to subfield 998k, the following forms are permitted:

- year1-year2  
Indicates the start year and the end year of recording the holdings for a serial. Year2 must be newer than year1.  
k1976-1988
- year1-  
Indicates the start year of recording the holdings for a serial. The "-" sign without a year means that the serial is still being published and that the institution is subscribed to it.  
k1985-
- year1  
Indicates the year of recording the holdings for a serial. The serial stopped being published, or the institution is no longer subscribed to it.  
k1985
- year1/year2-year3/year4  
Indicates a period of recording the holdings of a serial. The notation year1/year2 represents the start year(s) of recording the holdings for the serial, while the notation year3/year4 represents the end year. Year3 must be equal to or newer than year2. Year2 must be newer than year1 by at least 1 year and 9 years at the most. The same applies to year3/year4.  
k1983/1984-1989/1990
- year1/year2-  
Indicates the start year(s) of recording the holdings of a serial. The "-" sign without a year means that the serial is still being published and that the institution is subscribed to it. Year2 must be newer than year1 by at least 1 year and 9 years at the most.  
k1980/1981-
- year1/year2  
Indicates the year(s) of recording the holdings of a serial. The serial stopped being published, or the institution is no longer subscribed to it. Year2 must be newer than year1 by at least one year and nine years at the most.  
k1989/1990

Interruptions in the holdings (years) are solved by repeating subfield 998k.

Before the first subfield 998k, there must be element *c* – *completeness* of subfield 998g. The data entered to subfield 998g applies to all the subsequent subfields 998k up until the next subfield 998g or up until the end of the field. For every new piece of information about the completeness (different to the previous data), new subfields 998g and 998k are required.

If the institution has a larger amount of copies (the number of copies is larger than one), the data on the shared level (998) is related to the most complete copy, which is used for interlibrary loan (see examples 3, 4, 5).

If the year, for which the serial was published, is different to the year of publication, also add the year of publication to subfield 997k in angle brackets "<>" (see example 6).

The subfields, in which the data on enumeration and chronology are recorded (997l-jmk), are also displayed in the *COBISS+* software module. Because this software is intended for public use, be careful when entering data.

When reporting about the data on the completeness of serials (element *c* – *completeness* of subfield 998g) on the shared level in field 998, and the data is related to one or several years, it is recommended to enter the data to subfield 998k AS CONCISELY AS POSSIBLE.

## Elements & length

The subfield has no elements.

## EXAMPLES

1.

997	01	d/P\i333 f300002422 jVol.\5 k1990 mbr.\1-8
-----	----	--

2.

997	01	d/P\i14562 f219930123 jVol.\3 k1992/1993 mbr.\1-12
-----	----	--

3.

998	□1	a19910210 b20001 c0 gc9 k1950-1980 k1982-
-----	----	---

4.

998	□1	a19910805 b40001 c0 gc2 k1972-1976 k1978-1979 gc1 k1980-1982 gc2 k1983 gc1 k1984-1989 gc2 k1990-
-----	----	---

5.

998	□1	a19910709 b10000 c0 gc9 k1950/1951 gc3 k1952/1953-1955/1956 gc1 k1958/1959-
-----	----	--

6.

997	21	d/P\i423 f219900231 c1 gc9 k1990<izšlo 1989> (Published in 1989.)
-----	----	--

## 997 1 – THIRD LEVEL OF ENUMERATION

The data is only entered for serials, and only to field 997.

The data is entered if there are more than two levels of enumeration (e.g. Let. 2, knj. 3, št. 1).

Before entering the third level of enumeration, enter the caption for the third level of enumeration and the punctuation mark "\" that separates the text from the numeric data. Third level enumeration captions are entered for the purposes of presentation (see example 1).

The subfields, used for recording the data on enumeration and chronology for serials (997ljmk), are also displayed in the *COBISS+* software module. Because this software module is designed for public use, be especially careful and precise when entering data to those subfields.

On printouts (cataloguing cards, *COBISS+* displays, etc.) of subfields 997ljm, the punctuation mark "\" is replaced with a space and the enumeration caption is displayed as entered (e.g. Let. 2, knj. 3 (1981), št. 1-10). The abbreviation sign "." cannot be added automatically. Add it manually if you want it to be visible on the printout or the display.

### Elements & length

The subfield has no elements.

### EXAMPLE

1.

997 01 k1981 lLet.\2 jknj.\3 mšt.\1-10
--



## 997 m – FIRST LEVEL OF ENUMERATION (ISSUE)

The data is entered for serials to field 997 only. There can be several punctuation marks within one subfield:

### "\" enumeration (caption)

The caption for the first level of enumeration (e.g. št., br., no., etc.), which is used for the purposes of presentation, is entered before the punctuation mark "\".

997 11 jVol.\3 k1990 mno.\8-10
--------------------------------

An uninterrupted string of holdings can be indicated by using the punctuation marks "-", "+" or "\_". Which one you will choose depends primarily on the set value of indicator 1 – binding indicator.

### "-" uninterrupted string of holdings

The enumeration is running (uninterrupted), all the issues from the entered interval "from-to" exist.

#### Indicator 1 = "0"

If indicator 1 is set to "0", the "from-to" issues are not bound, which means that each issue can be put on loan individually.

997 01 jVol.\4 k1992 mno.\1-3 <i>(Issues 1, 2 or 3 can be put on loan.)</i>
--

#### Indicator 1 = "1"

If indicator 1 is set to "1", subfield 997m contains bound and unbound issues (the units, which can be put on loan, are separated with a "+" sign). It is assumed that the issues from 1 to 13, and separately the issues from 14 to 24, will be bound together at the end of the year. If indicator 1 was set to "0" throughout the year (and individual issues were available for loan), then you now have to change the value of indicator 1 to "1".

997 11 jVol.\7 k1991 mšt.\1-13+14-24 <i>(Issues from 1 to 13 are bound together, issues 14 to 24 are also bound together; there are two units available for loan.)</i>
---

#### Indicator 1 = "2"

If indicator 1 is set to "2", then all issues in the interval "from-to" are bound together and cannot be put on loan individually.

997 21 jVol.\2 k1990 mno.\1-24 <i>(Only the whole set of issues can be put on loan – numbers from 1 to 24.)</i>
--

The uninterrupted string of holdings can be entered using the punctuation mark "-" only in those cases, when the numbering increases by one (one issue at a time). If the numbering does not increase by one, each issue must be entered separately and the issues must be separated by using the punctuation mark "+" (if the issues are unbound) or "\_" (if the issues are bound).

997	21	jVol.\1 k1991 mno.\1-3_4/5_6-12 (Only the whole set of issues can be put on loan – numbers from 1 to 12, issue 4/5 being a double issue.)
-----	----	--

**"+" uninterrupted string of holdings**Indicator 1 = "0"

If the enumeration does not increase by one unit (e.g. due to the combination of double or special issues), the individual issues are connected with the punctuation mark "+" (instead of "-").

997	01	jGod.\3 k1980 mbr.\1,3-6+jun+7/8+9-12 (Units 1, 3, 4, 5, 6, jun, 7/8, 9, 10, 11 or 12 can be put on loan separately.)
-----	----	--

**"+" uninterrupted string of holdings****"\_" uninterrupted string of holdings**Indicator 1 = "1"

Indicator 1 is set to "1", if some of the issues are bound within subfield 997m, but not all of them together. If the indicator changes from "0" to "1", the punctuation mark "+" will remain unchanged only if the issues, separated by that mark, are bound separately (if they are bound together, the punctuation mark must be replaced with "\_").

997	11	jGod.\30 k1980 mbr.\1,3-6_jun+7/8_9-12 (Units 1, 3-6_jun are bound separately from 7/8_9-12; two units are available for loan.)
-----	----	--

Indicator 1 = "2"

Indicator 1 is set to "2", if all issues within subfield 997m are bound together. When setting the indicator to "2", you have to replace all punctuation marks "+" with "\_".

997	21	jGod.\30 k1980 mbr.\1,3-6_jun_7/8_9-12 (Only the whole set of issues can be put on loan.)
-----	----	--

**"," blank**

Interruption in the holdings.

997	01	jLet.\5 k1992 mšt.\ ,3-5 (Example of an interruption in the holdings at the beginning. The interruption can be defined more specifically in the notes in angle brackets (e.g. <did not receive no.1 and 2> or <no.1 was not published, did not receive no. 2>). Units 3, 4, or 5 can be put on loan.)
-----	----	--

997	01	jLet.\7 k1991 mšt.\ 1-4,6-10 (Units 1, 2, 3, 4, 6, 8, 9, and 10 can be put on loan – you do not have issue number 5.)
-----	----	--



997 11 **jVol.\7 k1991 mšt.\1-4,6+7-10**  
*(When binding issues from 1 to 6 to one unit and issues from 7 to 10 to another unit, you have to set indicator 1 to "1" and change the record of the issues in subfield 997m. From the record you can see the interruption in the holdings between the issues 4 and 6. Two units can be put on loan.)*

997 11 **jVol.\7 k1991 mšt.\1-4,6-10**  
*(When binding issues 1 to 4 to one unit and issues 6 to 10 to another unit (that is the place of the interruption in the holdings), you have to set indicator 1 to "1" and change the record of the issues in subfield 997m. From the record you can see the interruption in the holdings, but you can no longer see why you do not have issue 5 (not published, not received, etc.). You can add that by adding a comment in angle brackets (e.g. <no. 5 not received>). Just like in the previous example, two units can be put on loan.)*

997 21 **jVol.\7 k1991 mbr.\1-4,6-10**  
*(When binding all issues into one unit, you have to set indicator 1 to "2". From the record of the issues in subfield 997m you can see an interruption in the holdings. One unit can be put on loan.)*

**";" blank**

Not published.

997 01 **jLet.\2 k1992 mšt.\ ;3-4**  
*(Example, when the first issues of a year were not published. The interruption can be defined more specifically in the notes in angle brackets (e.g. <no.1 and 2 were not published> or <no.1 was not published, did not receive no.2>). Units 3 and 4 can be put on loan.)*

997 11 **jVol.\3 k1991 mno.\ 1-4+5;7-10**  
*(When binding issues from 1 to 4 to one unit and issues from 5 to 10 to another unit, you have to set indicator 1 to "1" and change the record of the issues in subfield 997m. From the record you can still see that issue 6 was not published. Two units can be put on loan.)*

997 11 jVol.\3 k1991 mno.\ 1-5+7-10  
*(When binding issues from 1 to 5 to one unit and issues from 7 to 10 to another unit (this is the point of interruption in the publishing), you have to set indicator 1 to "1" and change the record of the issues in subfield 997m. From the record you can see that there is an interruption in the holdings, but you cannot see why you have not received issue number 6 yet (not published, not received, etc.). The interruption can be defined more specifically in the notes in angle brackets (e.g. <no. 6 not published>). Like in the example above, two units can be put on loan.*

997 21 jVol.\3 k1991 mNo.\ 1-5;7-10  
*(When binding all issues into one unit, you have to set indicator 1 to "2". From the record of the issues in subfield 997m you can see that issue number 6 was not published. One unit can be put on loan.)*

### **"/" joint enumeration**

Indicates double enumeration (for double issues), e.g. 1/2, 5/6, etc.

997 01 jGod.\5 k1991 mbr.\1/2-5/6  
*(The enumeration increases by one unit – one double issue; units 1/2, 3/4 or 5/6 can be put on loan separately.)*

997 21 jGod.\5 k1991 mbr.\1/2-5/6  
*(The enumeration increases by one unit – one double issue; all three double issues can only be put on loan together.)*

997 01 jVol.\8 k1991 mbr.\1/3+4/6+7/9+10/12  
*(The enumeration does not increase by one unit; any of the three double issues can be put on loan individually.)*

997 01 jVol.\8 k1991 mbr.\1-3+4/5  
*(Units 1, 2, 3 and the double issue 4/5 can be put on loan individually.)*

### **"=" alternative enumeration**

Indicates alternative (double) enumeration. The enumeration following the punctuation mark "=" is for informational purposes only.

997 01 jVol.\2 k1990 mno.\5-10,13=20-25,28  
*Only the units with numbers 5, 6, 7, 8, 9, 10 and 13 can be put on loan; e.g. the unit with the number 20 cannot be put on loan, because it is an alternative enumeration for number 5.)*

### **"( )" separation of enumeration and chronology**

The chronology is separated from the enumeration by using round brackets "( )". The chronology is for informational purposes only and cannot be used as a search parameter.

997	01	jLet.\3 k1985 mšt.\501(1.jan)-866(31.dec) (The units with numbers from 501 to 866 can be put on loan.)
-----	----	---

**"[ ]" data not taken from item**

Indicates data that was not taken from the item.

997	01	jLet.\30 k1991 mšt.\1-7+[8]+9-12 (The units 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 or 12 can be put on loan.)
-----	----	---

**"#" expected additional issues**

The punctuation mark "#" at the end of subfield 997m indicates that you are expecting additional issue numbers. The data is for informational purposes only and is intended for searching only.

997	01	jLet.\6 k1992 mšt.\1-2# (You received the first two issues of year 6. You are expecting additional issues.)
-----	----	--

**"< >" notes (COBISS+)**

For notes, which are intended for the public, the criteria and texts should be made uniform.

997	01	jLet.\30 k1980 mšt.\1-13<št. 11 je poškodovana> (The units from 1 to 13 can be put on loan – including unit 11, which is damaged. The note is also displayed within the COBISS+ software module.)
-----	----	--

**"<< >>" internal notes**

997	01	jLet.\11 k1992 mšt.\1-4<<Rekl. za št. 5>> (The units from 1 to 4 can be put on loan. The note saying that number 5 was claimed will not be displayed within the COBISS+ software module.)
-----	----	--

Several internal notes of a certain issue number are entered within one double angle bracket and separated by using the punctuation mark ";".

997	01	jLet.\11 k1992 mšt.\1-4<<Rekl. za št. 5; številčenje 4. zvezka je v kolofonu>> (The units from 1 to 4 can be put on loan. Neither the note saying that number 5 was claimed nor the note saying that the numbering of the fourth issue is specified in colophon, will be displayed within the COBISS/OPAC software module.)
-----	----	--

Unnumbered supplements are entered with logical names, which can only contain letters, numbers, the "|" and the "." punctuation marks. The logical name is entered without spaces; the maximum length is 10 characters (see example 1 and the examples in *Appendix C*).

The number and the logical name cannot be repeated in the subfield (see example 2).

If the serial does not have any enumeration and only has chronology, it is sensible to specify internal enumeration for loan purposes (see example 3).

For serials, which are published yearly and do not have issue enumeration, the entry to subfield 997m is not necessary. Indicator 1 must be set to "0" (see examples 4, 5).

The subfields used to record data on enumeration and chronology of serials (997l) are also displayed in the *COBISS+* software module. Because the module is intended for public use, be careful and precise when entering data to the aforementioned subfields.

## Subfields & length

The subfield has no elements.

## EXAMPLES

1.

997	01	<b>j</b> Let.\6 <b>k</b> 1990 <b>m</b> št.\1-2+feb+3-12 <i>(Issues 1, 2, feb., 3, 4, 5, 6, 7, 8, 9, 10, 11 or 12 are available for loan. Apart from the regular February issue, another, unnumbered issue was published in February, which you enter under the logical name "feb".)</i>
-----	----	--

2.

997	01	<b>j</b> Let.\8 <b>k</b> 1991 <b>m</b> št.\1-6+pril1+7-12+pril2 <i>(Example of an entry of logical names.)</i>
-----	----	---

3.

997	01	<b>j</b> Let.\12 <b>k</b> 1992 <b>m</b> št.\[1](3.jan)+[2](4.jan)+[3](6.jan) <i>(Issues 1, 2 and 3 are available for loan.)</i>
-----	----	--

4.

997	01	<b>l</b> Let.\3 <b>j</b> knj.\2 <b>k</b> 1991
-----	----	---

5.

997	01	<b>j</b> Let.\9 <b>k</b> 1990
-----	----	-------------------------------

## 99X n – NOTES ABOUT HOLDINGS

For serials, field 998 is used to enter data in the form of notes and remarks that are intended for the shared level. The maximum length of notes in field 998 is 50 characters.

All notes that are related to the entire holdings data area must be linked into one note area in the field 997 or 996. The maximum subfield length is 79 characters.

The notes can include data, such as restricted availability, physical condition, etc. If the data is already in the identification block of the bibliographic unit or in some other place within the holdings data, then you do not have to repeat it in the notes about holdings area. The data related to the formal bibliographic description does not have to be entered to the notes about holdings area unless it serves as an explanation.

When you separately enumerate those parts of the bibliographic whole that are not in the library stock, or when you mark an interruption in the issuing or enumeration, you can enter the note in the notes about holdings area.

### Elements & length

The subfield has no elements.

### EXAMPLES

1.

998	□1	<b>c0 gc2 k1989 n</b> Povprašujemo po: Vol.3, 1.1989, no.4 <i>(You are making an enquiry about volume 3, year 1989, issue number 4 of this serial.)</i>
-----	----	--

2.

997	01	<b>df2\</b> <i>n</i> 3115\ <i>s</i> 1987 <b>f300007483 k1987 l</b> Let.\2 <b>j</b> knj.\3 <b>mno.</b> \1-3,5-12 <b>n</b> Let.2, knj. 3,1.1.1987, no. 4
-----	----	--

3.

996	□1	<b>df2\</b> <i>n</i> 1223 <b>f100002003 n</b> manjka str. 345 <i>(Page 345 is missing.)</i>
-----	----	--

4.

996	□1	<b>df2\</b> <i>n</i> 4031 <b>f100003034 n</b> Na pergamentu. Ilustracije in deli robov ročno obarvani. <i>(The unit is printed on parchment paper. Illustrations and parts of the edges are hand-painted.)</i>
-----	----	---



## 996/997 o – DATE OF ACCESSIONING

The date is entered in the form: “DD.MM.YYYY”; according to standard ISO 2014, the date is transferred in the following form: “YYYYMMDD”. The date entry is automatically controlled.

### Elements & length

The subfield has no elements.

### EXAMPLE

1.

997	01	d	Č	f	2	n	18110	s	1999	f	019990221	o	19990523	k	1999	m	št.	\	1-12	p	4
-----	----	---	---	---	---	---	-------	---	------	---	-----------	---	----------	---	------	---	-----	---	------	---	---





## 996/997 p – AVAILABILITY LEVEL

The data on the availability is allocated to a publication to alert the borrower that there are special restrictions applicable to the given publication in terms of loan (e.g. only available for short loan period, can only be put on loan under specific circumstances, cannot be put on loan, etc.).

This data is one of the criteria used in the algorithm for filling in subfield 998c at the shared level, and it affects the display of the availability of holdings in *COBISS+*.

The data on the availability level is organised through the unified code list:

<b>1</b>	<i>time-restricted availability – up to 7 days</i>
<b>2</b>	<i>time-restricted availability – 7 days</i>
<b>3</b>	<i>time-restricted availability – 14 days</i>
<b>4</b>	<i>restricted availability – reading room</i>
<b>5</b>	<i>restricted availability – with author's permission</i>
<b>6</b>	<i>content of document unavailable (special treatment)</i>
<b>7</b>	<i>completely unavailable (archived copy)</i>
<b>8</b>	<i>self-checkout not possible</i>

The usual loan periods applicable to different types of material (e.g. 1 month for monographs, 14 days for serials, etc.) are specified in the *COBISS/Loan* software module. If the software module is not installed, you can specify the loan periods by selecting the option 7 – *Special functions* in the main menu of the *COBISS* system.

The codes "1", "2" or "3" for time-restricted availability are entered only for those copies that are not put on loan for "standard" loan periods. For example, if there is another loan period (e.g. 14 days) set for textbooks than it is for fiction (e.g. 1 month) within the category of monographs, only fill out subfield 996p for textbooks (if you want the loan period to be 14 days, select the code "3").

Within the *COBISS/Loan* software module, there is a setting option to leave out the control parameters for loan availability (so you can lend a publication, even though it has the value "6" in subfield 996/997p, etc.).

### Elements & length

The subfield has no elements.

### EXAMPLE

1.

996	□1	<b>df2\</b> <i>n</i> 1223 <b>f</b> 019910805
996	□1	<b>df2\</b> <i>n</i> 1223\da <b>f</b> 019910806 <b>p</b> 7 <i>(The first copy does not have a loan restriction so you do not include subfield 996p; for the second copy the code "7" was entered to alert the borrower and the user that the copy is not available for loan.)</i>



## 996/997 q – STATUS

The data on the status is entered only when you wish to indicate that a certain physical unit of material has a special status or undergoes a special procedure.

This detail is one of the criteria used in the algorithm for filling in subfield 998c at the shared level, and it affects the display of the availability of holdings in *COBISS+*.

If subfield 996/997q contains one of the statuses from "1" to "14", "+" or "-", then the unit cannot be put on loan.

The data is entered in coded form. The code list is unified.

<b>1</b>	<i>ordered</i>
<b>2</b>	<i>in process</i>
<b>3</b>	<i>in binding</i>
<b>4</b>	<i>in revision</i>
<b>5</b>	<i>relocated</i>
<b>6</b>	<i>damaged</i>
<b>7</b>	<i>misplaced</i>
<b>8</b>	<i>lost</i>
<b>9</b>	<i>de-accessioned</i>
<b>10</b>	<i>claimed</i>
<b>11</b>	<i>irrecoverable</i>
<b>12</b>	<i>sold out</i>
<b>13</b>	<i>sent for exchange</i>
<b>14</b>	<i>other</i>
<b>+</b>	<i>available for exchange</i>
<b>-</b>	<i>desideratum</i>

Do not enter the code "5" – *relocated* if you relocated the unit (usually for a longer period of time) to a location with automated loan. In such a case, only fill our subfield 996/997e – *Relocation*.

If you transfer a unit to another location temporarily (e.g. remote stacks, exhibition room), where loan is not possible, enter the code "5" – *relocated* into subfield 996/997q. If there is more than one such location, fill in subfield 996/997e – *Relocation* as well.

The "+" sign means that the copy is available for exchange; the "-" sign means that you wish to acquire a copy from another institution.

### Elements & length

The subfield has no elements.

## EXAMPLES

1.

996	□1	<b>q-</b> <i>(desideratum)</i>
-----	----	-----------------------------------

2.

996	□1	<b>q1</b> <i>(ordered)</i>
-----	----	-------------------------------

3.

996	□1	<b>d Čy2\n8111 f100001965</b>
996	□1	<b>d Čy2\n8111\da f100001966 q+</b> <i>(Copy available for exchange.)</i>

## 996/997 r – ACCESSION NOTES

The data is used for the precise identification of a physical copy and focuses on its specifics.

The data can be included in the notes column in the accession book, where the content of subfield 996/997q - *Status* is included as well. The maximum subfield length is 79 characters.

### Elements & length

The subfield has no elements.

### EXAMPLES

1.

996	□2	rz avtorjevimi popravki <i>(The unit contains corrections by the author.)</i>
-----	----	--

2.

997	12	rizloženo po enem letu <i>(The unit was de-acquisitioned after one year.)</i>
-----	----	--

3.

996	□1	d/N\y2\n158652 f500008667 ravtorj. posvetilo na nasl. strani <i>(The unit contains the author's dedication on the title page.)</i>
-----	----	---



## 996/997 s – BINDING

The data is entered in coded form in accordance with a unified code list:

<b>a</b> <sup>1</sup>	<i>soft, simple cover</i>
<b>b</b> <sup>2</sup>	<i>paperback with flaps (Portuguese binding)</i>
<b>c</b>	<i>folder binding</i>
<b>d</b>	<i>hardcover, the whole paper (Italian binding)</i>
<b>e</b> <sup>3</sup>	<i>hardcover, combined with artificial materials</i>
<b>f</b>	<i>hardcover, canvas</i>
<b>g</b>	<i>hardcover, semi-canvas</i>
<b>h</b>	<i>hardcover, semi-leather</i>
<b>i</b>	<i>coil binding</i>
<b>j</b>	<i>hardcover, leather</i>
<b>k</b>	<i>hardcover, artificial leather</i>
<b>l</b>	<i>other</i>

### Elements & length

The subfield has no elements.

### EXAMPLE

1.

997	01	d/P\p1317\s1998 f019980697 sb p7 vd 2nuk (Paperback with flaps (Portuguese binding).)
-----	----	--

<sup>1</sup> Before the code was renamed (February 2012, Updates No. 17), it was used for bibliophilic binding.

<sup>2</sup> Before the code was renamed (February, 2012, Updates No. 17), it was used for paperback binding (hard covers, soft covers).

<sup>3</sup> Before the code was renamed (February 2012, Updates No. 17), it was used for miniature binding.





## 996/997 t – STATUS DATE

The date is entered in the following form: “DD.MM.YYYY”; according to standard ISO 2014, the data is transferred in the following form: “YYYYMMDD”. The date entry is automatically controlled.

The data in the subfield is used when preparing a list and statistics of de-accessioned material within the *COBISS/Reports* software module, where you can set a start date and the end date for the period for which you are preparing the report by entering the status date.

### Elements & length

The subfield has no elements.

### EXAMPLE

1.

996	□2	<b>d</b> /NV\u784.66\aBlack rain <b>f</b> 600010704 <b>o</b> 19980612 <b>va</b> <b>q</b> 3 <b>t</b> 19980620 <i>(The unit has been un the process of re-binding since 20 June 1998.)</i>
-----	----	---



## 996/997 u – LOAN RESTRICTION

Subfield 996/997u was initially intended for entering the retrospective data on editors.

Retrospective data for serials, which is related to some types of secondary authorship (e.g. editorial board of a serial), is now included in the CORES database for entering serials retrospective data (see *COMARC/B Manual, Appendix F.3*).

Enter the data on loan restriction when you wish to restrict the loan of specific physical units but cannot do it by entering the availability level into subfield 996/997p or specifying the loan time parameters (e.g. for text books, mandatory home reading, etc.).

This detail is one of the criteria used in the algorithm for filling in subfield 998c at the shared level, and it affects the display of the availability of holdings in *COBISS+*.

By entering the data to subfield 996/997u, you can define the loan period and/or renewal period for each individual unit for monographs or each year for serials.

The subfield structure is as follows: **loan\_period,renewal\_period**

The data structure for each individual piece of information is as follows: **[\*]nnz**

- entering "\*" at the beginning of the data means that only work days will be counted; if you do not enter "\*", the software will also count weekends and holidays,
- one digit or two-digit number,
- by entering "d" or "m" you indicate if the number in front of this caption means the number of days or the number of months.

Before you start working in the real *COBISS/Loan* environment, enter the usual loan periods, renewal periods, etc. for each type of material to the time parameter table. Only enter the data on the loan period and the renewal period to subfield 996/997u for those copies of material, which can be put on loan or for which you can set a different loan period. If, e.g. the loan period for monographs used as mandatory home reading is different to that of other monographs, and a loan renewal is not possible at all for those monographs, you only fill out subfield 996u for those monographs that are used as mandatory home reading.

If you wish to disable the loan or loan renewal for a copy, enter the digit 0 (zero) in front of the period code.

In the case of loan or loan renewal for copies whose loan restriction is defined in this way, these time periods are taken into account in the loan environment and a warning message appears in the message section. In the catalogue environment, the copy availability is displayed.

### Elements & length

The subfield has no elements.

## EXAMPLES

1.

**u\*5d,13d**

*The loan period for the physical unit is 5 work days; the renewal period is 13 days (holidays and weekends included).*

2.

**u1m,0d**

*The loan period for the physical unit is one month, renewal is not possible.*

3.

**u,\*10d**

*The physical unit has a default loan period; the loan renewal period is 10 work days.*

4.

**u20d**

*The loan period for the physical unit is 20 days (holidays and weekends included); the renewal period is the same as the default setting.*

5.

**996 □1 d/Pf 2\p71234 f100002013 u21d,0d**

*(The copy can be put on loan for 21 days; the loan period cannot be extended.)*

## 99X v – ACQUISITION TYPE

The data is a part of the group of acquisition data and is entered in coded form. The code list is unified.

<b>a</b>	<i>purchase</i>
<b>b</b>	<i>exchange</i>
<b>c</b>	<i>gift</i>
<b>d</b>	<i>legal deposit</i>
<b>e</b>	<i>old stock</i>
<b>f</b>	<i>own edition</i>
<b>g</b>	<i>registration fee</i>
<b>h</b>	<i>subsidy</i>
<b>i</b>	<i>membership</i>
<b>u</b>	<i>institutional deposit</i>

### Elements & length

The subfield has no elements.

### EXAMPLE

1.

996   □1   d/P\y2\n71234 f100002013 va
--



## 996/997 w – ACQUISITION PURPOSE

The data belongs to the group of acquisition data and is entered in coded form. The code list is unified.

<b>a</b>	<i>own collection</i>
<b>b</b>	<i>exchange</i>
<b>c</b>	<i>gift</i>
<b>d</b>	<i>renewal of national holdings</i>
<b>e</b>	<i>replacement for lost copy</i>

### Elements & length

The subfield has no elements.

### EXAMPLE

1.

996	□1	d/Čy2\m6234 f200000233 wa
-----	----	---------------------------





## 996/997 x – ORDER NUMBER AND ORDER DATE

### Elements & length

SUBFIELD/ELEMENT		LENGTH
x	Order number and order date	
	<b>b</b> <i>Order number</i>	30
	<b>e</b> <i>Order date</i>	8
	<b>X</b> <i>Order note</i>	

### ELEMENT DESCRIPTION

#### \b – order number

To prepare reports for the purposes of acquisition of library material in the *COBISS/Reports* software module, enter the correct label to element *b* for the *acquisition* report type. On how to do that, please refer to the *COBISS/Reports* software manual, chapter 12.1.4 *Entering labels to fields 996/997* (see example 4).

#### \e –order date

According to standard ISO 2014, the date is entered in the following form: "YYYYMMDD". The date entry is automatically controlled.

### EXAMPLES

1.

```
997 11 xbP-12342\e19910508
```

2.

```
996 □2 xb4314\e19910413
```

3.

```
996 □1 d/H\2\n146177 f100000172 o19970206 va xb05-179/90\e19900302\XAkcijaska
ponudba 2mk 1m0354374\e19900302 3EUR 72,89
```

4.

```
997 11 xbNAROČILO\e20030915
```



## 996/997 y – NUMBER AND DATE OF RECEIPT

### Elements & length

SUBFIELD/ELEMENT			LENGTH
Y		Number and date of receipt	
	<b>g</b>	<i>Delivery note/list number</i>	30
	<b>h</b>	<i>Date of delivery note/list</i>	8

### ELEMENT DESCRIPTION

#### **\h – date of delivery note/list**

According to standard ISO 2014, the date is entered in the following form: "YYYYMMDD".  
The date entry is automatically controlled.

### EXAMPLES

1.

997	11	ygPR789\h19910412
-----	----	-------------------

2.

996	□2	yg1792\h19911012
-----	----	------------------

3.

996	□1	d/JH\2\n130845 f100000211 o20000210 ygPR-4910/008722\h20000112 va 2mk 3EUR 66,96
-----	----	---



## 996/997 z – CLAIM NUMBER AND CLAIM DATE

### Elements & length

SUBFIELD/ELEMENT		LENGTH
<b>z</b>	Claim number and claim date	
<b>j</b>	<i>Claim number</i>	30
<b>k</b>	<i>Claim date</i>	8
<b>Z</b>	<i>Claim date</i>	

### ELEMENT DESCRIPTION

#### \j – claim number

To prepare reports for the purposes of acquisition of library material in the *COBISS2/Reports* software module, enter the correct code to element *j* for the *acquisition* report type. On how to do that, please refer to the *COBISS/Reports* software manual, chapter 12.1.4 *Entering codes to fields 996/997* (see example 4).

#### \k – claim date

According to standard ISO 2014, the data is entered in the following form: "YYYYMMDD". The date entry is automatically controlled. If you enter an asterisk ("\*") instead of the date, the current date will be entered automatically.

### EXAMPLES

1.

997	11	zjRek142\k19900202
-----	----	--------------------

2.

996	□2	zj414\k19900714
-----	----	-----------------

3.

997	01	d/D\n73829\s1994 f219950465 jAnno\1 k1994 mno.\1-3 p4 rClaming 1-3/94,19960515 zjrekl 2-3\k19960515\Zzamujen dobavni rok va 4mk 3EUR 33,50
-----	----	--

4.

997	11	zjREKLAMACIJA\k200201102
-----	----	--------------------------



## 996/997 0 – PRO-FORMA INVOICE NUMBER AND DATE OF PRO-FORMA INVOICE

### Elements & length

SUBFIELD/ELEMENT			LENGTH
0		Pro-forma invoice number and date of pro-forma invoice	
	<b>S</b>	<i>Pro-forma invoice number</i>	30
	<b>G</b>	<i>Date of pro-forma invoice</i>	8
	<b>C</b>	<i>Pro-forma invoice price</i>	30

### ELEMENT DESCRIPTION

#### \G – date of pro-forma invoice

According to standard ISO 2014, the date is entered in the following form: "YYYYMMDD". The date entry is automatically controlled.

#### \C – pro-forma invoice price

The currency code before the price entry is mandatory. The currency is controlled through the code list that is identical to the code list for subfield 99X3 – *Price (from invoice)*. Thousands are separated with a dot. The decimal separator is the comma. However, it is not mandatory to enter the decimals.

### EXAMPLES

1.

997	11	0SPR-568\G19921508\C EUR 45
-----	----	-----------------------------

2.

996	□2	0S4317\G19981113
-----	----	------------------

3.

996	□2	d/NP\μ821.111\αBURNINGHAM J.\5Cannonball f100362588 o19990929 xbNAR990\ε19990622 0SPR-23\G19990329\CEUR 55,41 va 2mk 3 EUR 55,41
-----	----	---



## 996/997 1 – INVOICE NUMBER AND INVOICE DATE

If you used more than one invoice to pay for the serial, repeat subfield 9971. After each repeatable subfield 9971 there must be a subfield 9973 containing the price that is related to the invoice number in subfield 9971 (see example 4).

By entering the prices and the invoices to the repeatable subfields 996/9971 and 99X3, you can record and print a check list for individual time periods.

### Elements & length

SUBFIELD/ELEMENT		LENGTH
1	Invoice number and invoice date	
<b>m</b>	<i>Invoice number</i>	30
<b>q</b>	<i>Invoice date</i>	8

## ELEMENT DESCRIPTION

### \q – invoice date

According to standard ISO 2014, the data is entered in the following form: "YYYYMMDD".  
The date entry is automatically controlled.

## EXAMPLES

1.

997	11	<b>1m</b> R-665\q19910131
-----	----	---------------------------

2.

996	□2	<b>1m</b> R-212\q19910828
-----	----	---------------------------

3.

996	□1	<b>d</b> /H/y 2\ n146177 <b>f</b> 100002281 <b>o</b> 19981222 <b>va</b> <b>1m</b> 49100366091\q19981222 <b>3</b> EUR 77,07 <b>2mk</b>
-----	----	--

4.

997	01	<b>1m</b> D-18162\q19920115 <b>3</b> EUR 50<avans> <b>1m</b> E-00427\q19920507 <b>3</b> EUR 27<doplačilo>
997	01	<b>1m</b> R0011240\q19910301 <b>3</b> EUR 70<1. obrok> <b>1m</b> R00112645\q19910601 <b>3</b> EUR 70<2. obrok> <b>1m</b> R0014002\q19910901 <b>3</b> EUR 70<3. obrok>



## 99X 2 – SUPPLIER

For the purposes of suppliers' registration on a shared level, enter the data on the supplier to subfield 9982 by using the global code list. Define the global code list for the most important suppliers only. For all other suppliers, use the common code "other".

<b>adit</b>	<i>Distriest (prej: Adit)</i>
<b>al</b>	<i>Azil, Knjigarna ZRC</i>
<b>alt</b>	<i>Markom, Ljubljana (prej: Altech, Ljubljana)</i>
<b>cz</b>	<i>Cankarjeva založba, Ljubljana</i>
<b>czant</b>	<i>Cankarjeva založba, Antikvariat, Ljubljana</i>
<b>czmb</b>	<i>Cankarjeva založba, Maribor</i>
<b>del</b>	<i>DELBANCO, Lueneburg</i>
<b>delb am</b>	<i>American Scientific Publ., Fort Lee (NJ)</i>
<b>dn</b>	<i>neposredno naročilo iz tujine</i>
<b>dnslo</b>	<i>neposredno naročilo iz Slovenije (založbe, firme, društva ...)</i>
<b>dzs</b>	<i>Državna založba Slovenije</i>
<b>ebSCO</b>	<i>EBSCO, Muenchen</i>
<b>ebSCObr</b>	<i>EBSCO, Berlin</i>
<b>jkbG</b>	<i>Jugoslovanska knjiga, Beograd</i>
<b>LS</b>	<i>Lange &amp; Springer, Berlin</i>
<b>min</b>	<i>MINERVA, Dunaj</i>
<b>mk</b>	<i>Mladinska knjiga, Ljubljana</i>
<b>mkce</b>	<i>Mladinska knjiga, Celje</i>
<b>mkmb</b>	<i>Mladinska knjiga, Maribor</i>
<b>moh</b>	<i>Mohorjan</i>
<b>mzg</b>	<i>Mladost, Zagreb</i>
<b>nbg</b>	<i>Nolit</i>
<b>other</b>	<i>drugi dobavitelji</i>
<b>OVID</b>	<i>OVID Technologies Inc. England</i>
<b>pbG</b>	<i>Prosveta, Beograd</i>
<b>pt</b>	<i>Primorski tisk</i>
<b>pvbG</b>	<i>Privredni vjesnik, Beograd</i>
<b>sortiment</b>	<i>Schweitzer Sortiment, Wien, Austria</i>
<b>swets</b>	<i>Swets, Frankfurt</i>
<b>tan tien</b>	<i>Tan Tien, Milada Djaniš s.p.</i>
<b>val</b>	<i>J. V. Valvasor, Ljubljana</i>
<b>zomb</b>	<i>Založba Obzorja, Maribor</i>

In the fields 996 and 997, the supplier code can be entered by using the local code list, which also enables you to enter the supplier's address (name#street and house number#postcode and city#country). The punctuation mark "#" means that the data will be displayed in a new line.

<b>cz</b>	<i>Cankarjeva založba#Kopitarjeva 2#1000 Ljubljana#Slovenija</i>
<b>kz</b>	<i>Kleine Zeitung#Schönaugasse 64#A-8011 Graz#Österreich</i>
<b>mk</b>	<i>Mladinska knjiga#Titova 3#1000 Ljubljana#Slovenija</i>
<b>sln</b>	<i>Slovenske novice, d.o.o.#Titova 33#1000 Ljubljana#Slovenija</i>
<b>stb</b>	<i>Steiermärkische Landesbibliothek am Joanneum#Kalchberggasse 2#A-8011Graz#Pf 861#Österreich</i>

## Elements & length

The subfield has no elements.

## EXAMPLES

1.

998	□1	a19910103	b40013	c0	gc9	k1950/1951-	va	2swets	3EUR	29
-----	----	-----------	--------	----	-----	-------------	----	--------	------	----

2.

997	01	c1	jVol.	\3	k1990	mšt.\1-8	va	2mk	3EUR	120
997	01	c2	jVol.	\3	k1990	mšt.\1-8	va	2mk	3EUR	120

3.

997	01	j	Vol.	\4	k1991	mšt.\1-2	va	2cz	3EUR	73
-----	----	---	------	----	-------	----------	----	-----	------	----

## 99X 3 – PRICE (FROM INVOICE)

For the purposes of acquisition coordination, the price is entered to subfield 9983. As a rule that is the gross price written on the invoice of the supplier and includes the basic price, discounts, postage and shipping costs as well as the mark-up and VAT.

Entering the abbreviation for the currency is **mandatory**:

<b>ALL</b>	<i>Albanian lek</i>
<b>ATS</b>	<i>Austrian schilling** (see EUR)</i>
<b>AUD</b>	<i>Australian dollar</i>
<b>BAD</b>	<i>Bosnia and Herzegovina dinar** (see BAM)</i>
<b>BEF</b>	<i>Belgian franc** (see EUR)</i>
<b>BGN</b>	<i>Bulgarian lev</i>
<b>BRL</b>	<i>Brazilian real</i>
<b>CAD</b>	<i>Canadian dollar</i>
<b>CHF</b>	<i>Swiss franc</i>
<b>CNY</b>	<i>Chinese yuan renminbi</i>
<b>CSD</b>	<i>Serbian dinar** (see RSD)</i>
<b>CZK</b>	<i>Czech koruna</i>
<b>DEM</b>	<i>German mark** (see EUR)</i>
<b>DKK</b>	<i>Danish kroner</i>
<b>EEK</b>	<i>Estonian kroon ** (see EUR)</i>
<b>EGP</b>	<i>Egyptian pound</i>
<b>ESP</b>	<i>Spanish peseta** (see EUR)</i>
<b>EUR</b>	<i>Euro</i>
<b>FIM</b>	<i>Finnish markka** (see EUR)</i>
<b>FRF</b>	<i>French franc** (see EUR)</i>
<b>GBP</b>	<i>Pound Sterling</i>
<b>GRD</b>	<i>Greek Drachmae** (see EUR)</i>
<b>HKD</b>	<i>Hong Kong dollar</i>
<b>HRK</b>	<i>Croatian kuna</i>
<b>HUF</b>	<i>Hungarian forint</i>
<b>IDR</b>	<i>Indonesian rupiah</i>
<b>IEP</b>	<i>Irish pound** (see EUR)</i>
<b>IFV</b> <sup>1</sup>	<i>IFLA voucher</i>
<b>INR</b>	<i>Indian rupee</i>
<b>IRC</b> <sup>2</sup>	<i>International reply coupon</i>
<b>ITL</b>	<i>Italian lira** (see EUR)</i>
<b>JPY</b>	<i>Japanese yen</i>
<b>KRW</b>	<i>South Korean won</i>
<b>LTL</b>	<i>Lithuanian litas</i>
<b>LVL</b>	<i>Latvian lats</i>
<b>MKD</b>	<i>Macedonian denar</i>
<b>MXN</b>	<i>Mexican peso</i>
<b>MYR</b>	<i>Malesian ringgit</i>
<b>NLG</b>	<i>Dutch guilder** (see EUR)</i>
<b>NOK</b>	<i>Norwegian kroner</i>
<b>NZD</b>	<i>New Zealand dollar</i>
<b>PHP</b>	<i>Philippine peso</i>

<sup>1</sup> The code is used in the COBISS3/Interlibrary Loan module.

<sup>2</sup> See previous note.

<b>PLZ</b>	<i>Polish zloty</i>
<b>PTE</b>	<i>Portuguese escudo** (see EUR)</i>
<b>RON</b>	<i>New Romanian lei</i>
<b>RUB</b>	<i>Russian ruble</i>
<b>RSD</b>	<i>Serbian dinar</i>
<b>SEK</b>	<i>Swedish krona</i>
<b>SGD</b>	<i>Singapore dollar</i>
<b>SIT</b>	<i>Slovene tolar** (see EUR)</i>
<b>SKK</b>	<i>Slovak koruna** (see EUR)</i>
<b>THB</b>	<i>Thai baht</i>
<b>TRY</b>	<i>Turkish lira</i>
<b>USD</b>	<i>United States dollar</i>
<b>ZAR</b>	<i>South African rand</i>
<b>YUD</b>	<i>Yugoslavian dinar** (see MKD)</i>
<b>YUM</b>	<i>Yugoslavian dinar**</i>

The price can be entered with up to two decimal places (see example 1). If the **price** data is a whole number, you can leave out the decimal comma and the decimal zeros (see example 2).

For publications, which you start receiving automatically when you join an association, enter the membership fee (participation fee) as the price. In this case, the code in subfield 99Xv – *Acquisition type* must equal "g". The membership fee is entered only in those cases where the fee is lower than the price of the publication; if it is higher, the acquisition cost is entered as the price.

Use field 997 and 996 to enter the price for the local requirements of the individual institution:

- If you enter the price in a separate **Acquisition data** window or if you use the COBISS3/Acquisitions module or the COBISS3/Serials module, subfield 996/9973 will be filled in automatically. Besides VAT, postage and other indirect costs, the price in subfield 996/9973 also includes data on discount, which enables the creation of lists and statistics in the COBISS/Reports module. The data on discount is automatically entered into the repeatable subfield 996/9973 as a note (see example 3).
- If you enter the price manually and enter the data on the discount into the repeatable subfield 996/9973 that follows subfield 996/9973 with the price (see example 4), the discount is not subtracted from the price entered into the first subfield 996/9973 when preparing lists and statistical reports in the COBISS/Reports software module.

If you paid for the serial using more than one invoice, repeat subfield 9973 with the price. Right before every subfield 9973 with the price, you must include subfield 9971 with the number and date of the invoice that is related to the price in subfield 9973. If you paid for the serial using more than one internal invoice, repeat subfield 9973 containing the price. Right after every subfield 9973 with the price, you must add a subfield 9977 with the internal number and date of the invoice that is related to the price in subfield 9973 (see example 5). Subfield 996/9973 will be filled in automatically on the basis of acquisition documents that you edit in the COBISS3/Serials module.

In the case of combined orders, when the price of an individual copy on the invoice is not known, enter the total price into one subfield 996/9973; into other subfields, in angle brackets, enter zero and a comment "CS", which means "Combined Subscription", punctuation mark "\", and ID fields 996/997, where a total price is given (see example 6). Into field 998, enter a total amount under one of the publications, and enter zero under other publications. Next, in angle brackets, enter the comment "CS", punctuation mark "\", and ISSN of the publication, where a total price is given (see example 7).

## Elements & length

The subfield has no elements.

## EXAMPLES

1.

998	□1	3EUR 1.215,50
-----	----	---------------

2.

998	□1	3EUR 70.300
-----	----	-------------

3.

997	01	dIČ\2\n456688 f000003509 3EUR 32,40 3<10,0%> (The price includes discount and VAT. The data on discount is entered into the repeatable subfield as a note.)
-----	----	--

4.

996	□1	dIČ\2\n456688 f000003509 3EUR 1.215,50 315% (The price includes VAT, postage and other indirect costs, but not the discount.) Note: When preparing lists and statistics in the COBISS/Reports software module, the discount is not subtracted from the price entered into the first subfield 996/9973.
-----	----	--

5.

997	01	f219940125 jVol.3 k1994 mno.\1-12 va 1mD-162\q19940115 3USD 120<advance> 7IL-150\219940116 1mD-180\q19940320 3USD 120<surcharge> 7IL-220\219940325 2mk
-----	----	--

6.

001	□□	an bm cm d0
215	□□	a271 pages d22 cm
215	□□	a4 audio cassettes
300	1□	aTextbook and 4 audio cassettes in a box, 5 x 18 x 26 cm
996	□2	c#019960255#1#1/5## dIČ\u80\AKESLER Tomaž\5Poslovna\xk f019960255 goar va xb13-00142\20130309 yg13-00156\h20130409 1m36/2013\q20130409 3EUR 40,55 61038313
996	□2	c#019960255#1#2/5## dIČ\u80\AKESLER Tomaž\5Poslovna\xzk1 f019960256 goic va xb13-00142\20130309 yg13-00156\h20130409 1m36/2013\q20130409 30<CS\1038313> 61038314
996	□2	c#019960255#1#3/5## dIČ\u80\AKESLER Tomaž\5Poslovna\xzk2 f019960257 goic va xb13-00142\20130309 yg13-00156\h20130409 1m36/2013\q20130409 30<CS\1038313> 61038315
996	□2	c#019960255#1#4/5## dIČ\u80\AKESLER Tomaž\5Poslovna\xzk3 f019960258 goic va xb13-00142\20130309 yg13-00156\h20130409 1m36/2013\q20130409 30<CS\1038313> 61038316
996	□2	c#019960255#1#5/5## dIČ\u80\AKESLER Tomaž\5Poslovna\xzk4 f019960259 goic va xb13-00142\20130309 yg13-00156\h20130409 1m36/2013\q20130409 30<CS\1038313> 61038317 (Total invoice price for a set of textbook and four audio cassettes is entered under the textbook.)

7

011	□□	e0003-3944
997	□2	xb13-00142\e20130309 yg13-00156\h20130409 1m36/2013\q20130409 3EUR 2.821,82 61038318
998	□1	3EUR 2.821,82<CS> <i>(Combined Subscription – total price for several publications.)</i>
011	□□	e0753-9053
997	□2	xb13-00142\e20130309 yg13-00156\h20130409 1m36/2013\q20130409 30<CS\1038318> 61038319
998	□1	30<CS\0003-3944> <i>(Combined Subscription – the price for this publication is included in the price for the publication with ISSN 0003-3944.)</i>
011	□□	e0003-4401
997	□2	xb13-00142\e20130309 yg13-00156\h20130409 1m36/2013\q20130409 30<CS\1038318> 61038320
998	□1	30<CS\0003-3944> <i>(Combined Subscription – the price for this publication is included in the price for the publication with ISSN 0003-3944.)</i>



## 99X 4 – FINANCIER

For the purposes of acquisition coordination, enter the data to field 998 for the current year. For the purposes of keeping internal records and archiving, enter the data to field 997 or 996.

If there are several financiers, enter the data on them to repeatable subfields 9984 (see example 2) or to repeatable subfields 996/9974. Notes can be entered to the subfields in angle brackets (see example 5).

Notes (e.g. about the purchase of extremely expensive publications) are entered to subfield 996 or 997 and is intended for keeping internal records. The data is entered in an unstructured form. The maximum subfield length is 40 characters (examples 3 and 4).

To field 998, the data is only entered for foreign serials. It is intended for acquisition coordination and is transferred to the shared level. When the type of acquisition is purchase or participation fee, the entry into the subfield for foreign serials is mandatory.

### Elements & length

Elements are only entered to subfield 9984.

SUBFIELD/ELEMENT		LENGTH
4	Financier	
	<b>F</b> <i>Financier</i>	5
	<b>P</b> <i>Percentage of financing</i>	6

## ELEMENT DESCRIPTION

### \F – financier<sup>1</sup>

Enter the name of the financier to element *F* in coded form. The code list is unified:

<b>mk</b>	<i>Ministry of Culture</i>
<b>mizš</b>	<i>Ministry of Education, Science and Sport</i>
<b>mšš</b>	<i>Ministry of Education and Sport (until 23 Dec 2000, until 1 Jan 2005)</i>
<b>mzt</b>	<i>Ministry of Science and Technology (until 23 Dec 2000)</i>
<b>mšzš</b>	<i>Ministry of Education, Science and Sport (from 23 Dec 2000 until 1 Jan 2005)</i>
<b>mvzt</b>	<i>Ministry of Higher Education, Science and Technology (from 1 Jan 2005)</i>
<b>ARRS</b>	<i>Slovenian Research Agency</i>
<b>kocla</b>	<i>Other consortium members</i>
<b>nnnnn</b>	<i>Library code/institution code</i>

If the financier is an institutional unit with an assigned library code (e.g. a library or an information and documentation centre), enter the library code of that unit to element *F*.

To enter your own library code and 100% financing, it is sufficient to enter an asterisk ("\*"). To enter the financier **mzt** (until 23. Dec. 2000) or **mšzš** and 100% financing, enter the character "m". In these cases, you do not have to enter the elements to subfield 9984.

<sup>1</sup> This code list may not be relevant in your country.

---

## \P – percentage of financing

Enter the percentage of financing to element *P* as a value between 1 and 100 without the percentage sign. You can enter the data with up to two decimal places (see example **Error! Reference source not found.**). The software will automatically check whether the entry is correct (the sum of all the percentages of financing from all the financiers must be 100).

## EXAMPLES

1.

998	□1	a19920331 b50300 c0 gc2 k1984 va 2dzs 3DEM 325 4F50300\P100
-----	----	---

2.

998	□1	a20010430 b50300 c0 gc2 k1978- va 2mk 3DEM 290 4Fmšzš\P70 4F50300\P30 (The publication is financed by two financiers: MŠZŠ and the library itself).
-----	----	--

3.

997	11	d/Pf2\n456688 f200000123 3SIT 2.300 311% 4MZT<40%>
-----	----	--

4.

996	□1	d/Čf1\n136002 f019990963 3SIT 5.100,50 4MK<55%>
-----	----	---

5.

997	11	d/Sf2\n11201 f200000318 3DEM 315,50 38% 4MŠZŠ<30%> 4MK<40%>
-----	----	---

6.

998	□1	a20110430 b50300 c0 gc2 k2011- va 2mk 3EUR 290 4FARRS\P75,55 4F50300\P24,45 (The percentage of financing is entered with up to two decimal places.)
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## 996/997 5 – PROCESSING TYPE (DIRECTING)

The data describes the type of processing for each publication. The data is used for periodical statistical reviews. The entry is coded on the basis of the local code list.

Example from the code list of NUK Ljubljana (National and University Library Ljubljana):

<b>c</b>	<i>Slovenika (Slovene national bibliography)</i>
<b>dt</b>	<i>small print</i>
<b>lo</b>	<i>local processing</i>
<b>np</b>	<i>domestic print production of foreign publications</i>
<b>rl</b>	<i>foreign reference literature</i>
<b>tp</b>	<i>foreign publications</i>

### Elements & length

The subfield has no elements.

### EXAMPLES

1.

996	□1	<b>d</b> /Čy2\n431052 <b>f</b> 019910263 <b>o</b> 19911129 <b>p</b> 5 <b>5c</b> va sf <b>1mRp</b> 468/91 <b>3EUR</b> 11,15 <b>2adit</b> <i>(The publication is a part of the Slovene national bibliography.)</i>
-----	----	--

2.

997	01	<b>d</b> /E\n1034\s2006 <b>f</b> 420060061 <b>o</b> 20060213 <b>k</b> 2006 <b>mno.</b> 1-2 va <b>p</b> 4 <b>5tp</b> vc <b>3EUR</b> 750,00 <b>2adit</b> <i>(The code "tp" is indicating that this is a foreign publication.)</i>
-----	----	---



## 996/997 7 – INTERNAL NUMBER AND INVOICE DATE

If you used more than one internal invoice to pay for a serial, repeat subfield 9973 containing the price. Immediately after each subfield 9973 containing the price there must be a subfield 9977 containing the internal number and invoice date related to the price in subfield 9973 (see example 4).

### Elements & length

SUBFIELD/ELEMENT		LENGTH
7	Internal number and invoice date	
1	<i>Invoice number</i>	30
2	<i>Invoice date</i>	8

### ELEMENT DESCRIPTION

#### \2 – invoice date

According to standard ISO 2014, the date is entered in the following form: "YYYYMMDD". The date entry is automatically controlled.

### EXAMPLES

1.

997	11	71RI-342\219910502
-----	----	--------------------

2.

996	\2	718844\219911013
-----	----	------------------

3.

996	\2	d\NV\u784.66\aBLACK R. f100010704 o19990612 va 3EUR 29,10 3<10%> 71Rač.-1299\219990524
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4.

997	01	f219940125 jVol.\3 k1994 mno.\1-12 va 1mD-162\q19940115 3USD 120<avans> 71L-150\219940116 1mD-180\q19940320 3USD 120<doplačilo> 71L-220\219940325 2mk
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## 996/997 8 – RECIPIENT

The data is for informative purposes and is used by the acquisitions department in the case of exchange or gifts of library material.

### Elements & length

SUBFIELD/ELEMENT			LENGTH
8		Recipient	
	3	<i>Institution name</i>	68
	4	<i>Date</i>	8

### ELEMENT DESCRIPTION

#### \3 – institution name

Enter the name of the institution which receives the publication or acquires it as a gift or an exchange copy.

To enter element 3 – *institution name*, you can use the local code list.

#### \4 – date

According to standard ISO 2014, the date is entered in the following form: "YYYYMMDD". The date entry is automatically controlled.

### EXAMPLES

1.

997	11	83NUK\419910805
-----	----	-----------------

2.

996	□1	q13 va wb 2Založba Obzorja, Maribor 3EUR 76 83Österreichische Nationalbibliothek, Dunaj\41999013
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## 996/997 8 – RECIPIENT

The data is for informative purposes and is used by the acquisitions department in the case of exchange or gifts of library material.

### Elements & length

SUBFIELD/ELEMENT		LENGTH
8	Recipient	
3	<i>Institution name</i>	68
4	<i>Date</i>	8

## ELEMENT DESCRIPTION

### \3 – institution name

Enter the name of the institution which receives the publication or acquires it as a gift or an exchange copy.

To enter element 3 – *institution name*, you can use the local code list.

### \4 – date

According to standard ISO 2014, the date is entered in the following form: "YYYYMMDD". The date entry is automatically controlled. If you enter an asterisk ("\*") instead of the date, the current date will be entered automatically.

## EXAMPLES

1.

997	□1	83NUK\419910805
-----	----	-----------------

2.

996	□2	83NUK Ljubljana\4*
-----	----	--------------------

3.

996	□1	84*\3UKM
-----	----	----------

4.

996	□1	q13 va wb 2Založba Obzorja, Maribor 3SIT 2.376 83Österreichische Nationalbibliothek, Dunaj\41999013
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## 996/997 9 – LOAN NUMBER

Subfield 996/9979 can be used when lending monographs or serials as an alternative for the accession number. It is intended predominantly for entering the numbers from the bar code, if those numbers are different to the accession number. If the number is included in the bar code, you can enter it automatically by using the bar code reader, or type it in manually.

The loan number is indexed in the additional index "CN=". The loan numbers must not overlap with to the accession numbers.

The length of subfield 996/9979 can be the same, larger or smaller than that of subfield 996/997f – *Accession number*. To avoid overlapping of loan numbers and accession numbers, make sure that the length of subfield 996/9979 is different to that of subfield 996/997f. If the length of both subfields is the same, the first character in the subfield must indicate whether it is an accession number or a loan number.

For every field 996/997 that is used when lending material, subfield 996/997f must be filled in while subfield 996/9979 is not mandatory. This enables combined loans within the institution since you can lend the material on the basis of the accession number or the loan number.

For **monographs**, subfield 9969 is not repeatable (see example 1).

For **serials**, subfield 9979 is repeatable. Entry to the subfield depends on the value of the first indicator – binding indicator:

- Indicator 1 = "0" (unbound issues)  
The entry structure is as follows: **loan\_number#issue\_number**  
Every issue can have a loan number, but it is not necessary (see example 2).
- Indicator 1 = "1" (bound and unbound issues)  
The entry structure is as follows: **loan\_number #issue\_numbers\_of bound\_issues**  
(see example 3)
- Indicator 1 = "2" (bound issues)  
Entry to subfield is the same as for monographs (see example 4).

If you had unbound issues first, and the bound them to a set, change the indicator value from 1 to "2" and replace all the "+" sign in subfield 997m with "-" signs. You also have to delete all previously defined subfields 9979 for individual issues and allocate only one additional loan number to the set of bound issues. This number can be new or one of the numbers from the previously unbound issues. The structure of subfield 9979 is now the same as for monographs – without the separator "#" and without the issue number (see example 5).

### Elements & length

The subfield has no elements.

## EXAMPLES

1.

996	□1	<b>df2</b> \n121231 <b>f019910124 va 3EUR 30,20 900001612</b> <i>(The monograph can be put on loan if you type in the number "019910124" or "00001612".)</i>
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2.

997	01	<b>f200000234 jLet.\5 k1992 mšt.\1-10,12+pril1 90002344#1 90002354#3 900024450#4 900024480#5 900024482#6 900024514#9 900024912#12 900024980#pril1</b> <i>(Issue 5 can be put on loan based on the loan number "00024480" or the accession number and the issue number "200000234,5". The issues 2, 7, 8 and 10 do not have a loan number.)</i>
-----	----	---

3.

997	11	<b>f200000240 jLet.\4 k1991 mšt.\1-5_7+10-12_pril1 900013344#1-5_7 900013354#10-12_pril1</b> <i>(Bound issues "1-5_7" can be put on loan based on the loan number "00013344" or the accession number and the issue numbers of the bound issues "200000240,1-5_7").</i>
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4.

997	21	<b>f200000179 jLet.\3 k1990 mšt.\1-7_10-12_pril1 900008354</b> <i>(The whole year can be put on loan based on the loan number "00008354" or the accession number "200000179".)</i>
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5. Record before binding:

997	01	<b>f300000234 jLet.\5 k1992 mšt.\1-10,12+pril1 90002344#1 90002354#3 900024450#4 900024480#5 900024482#6 900024514#9 900024912#12 900024980#pril1</b> <i>(Issue 5 can be put on loan based on the loan number "00024480" or the accession number and the issue number "300000234,5".)</i>
-----	----	--

Record after binding:

997	21	<b>f300000234 jLet.\5 k1992 mšt.\1-10,12_pril1 90002344</b> <i>The bound issues can be put on loan based on the loan number "0002344", which was allocated to the unbound issue with the number 1 prior the binding, or by using the accession number "300000234".)</i>
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## ENTERING DATA ON SUPPLEMENTS

Significant secondary bibliographic units can be described as independent bibliographic units and linked to the original title.

If you process a secondary publication within the main bibliographic unit of the serial, the procedure is as follows:

1. The secondary bibliographic unit has its own enumeration:

- Each secondary unit is entered into a separate field 997.
- The entry of element *t* – *type of unit* in subfield 997g is mandatory:
  - "s – secondary bibliographic unit: supplement, special issue"
  - "d – secondary bibliographic unit: index"
- Enter the accession number of the secondary unit to subfield 997f. If the unit does not have an allocated call number (year as a whole) use the variable part of the accession number.
- Enter the title of the secondary unit to subfield 997h for search purposes.
- Enter the same data as for the main bibliographic unit to subfields 997jklm.

```
997 01 d/P\n1233\s1990 f2100300 jVol.\4 k1990 mno.\1-12
997 01 gts d/P\n1233\s1990/dod.1 f2100300.1 jVol.\4 k1990 mšt.\1-2 hMoj
mali vrt
The title of the secondary bibliographic unit is "Moj mali vrt".
```

2. The secondary bibliographic unit does not have its own enumeration:

- Enter the data on the supplement to subfield 997 along with the main bibliographic unit.
- Enter the title of the secondary unit to subfield 997h for search purposes.
- It makes sense to enter the title of the supplement for the purposes of preparing reports and entering notes for the public (COBISS+) to subfield 997m in angle brackets ("*<>*").

```
997 01 d/P\n1233\s1990 f2100300 jVol.\4 k1990 hPoletna dela mno.\1-
12+pril.1<Poletna dela>
The secondary bibliographic unit entitled "Poletna dela" has no
enumeration.)
```



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# REFERENCE LITERATURE

1. Idejni projekat sistema naučnih i tehnoloških informacija Jugoslavije do 1991. godine (I. faza izgradnje), RCUM, Maribor, septembar 1989.
2. Vzajemna katalogizacija / Izposoja gradiva / OPAC (Priročnik za uporabnike programske opreme ATLASS), IZUM, Maribor, junij 1991.
3. Centralni katalog serijskih publikacija kao sastavni deo Jugoslovenske bibliografsko-kataloške baze podataka (radni material za sastanak dana 7. i 8. 11. 1989 u Mariboru).
4. Priročnik za UNIMARC, Narodna in univerzitetna knjižnica Ljubljana, Ljubljana, 1989.
5. Draft proposal ISO/TC46/SC9 N34, Information and documentation - Summary holdings statements, 1989.
6. ANSI Z39.44-1986 - American National Standard for Information Sciences - Serial Holdings Statements, American National Standards Institute, Inc, New York, 1986.
7. ANSI/NISO Z39.57-1989 - American National Standard for Information Sciences - Holdings Statements for Non-Serial Items, National Information Standards Organization, New Brunswick (U.S.A.) and London (U.K.), 1989.
8. USMARC format for holdings data, Network Development and MARC Standards Office, Washington, December 1989.





# HOLDINGS DATA CONTENT

Subfield	998(H) M/S	998(L) M/S	996 M	997 S	Note	Repeat. 998 M/S	Repeat. 996/997 M/S	Display
a Report date	-/M	-/M	-	-	(1)	-/NR	-/-	L
b Institution code	M / M	M/M	-	-	(1)	NR/NR	-/-	L
c Number of copies/copy/Set item identifier	M / M	M / M	M	M	(1,2)	NR/NR	NR/NR	L
d Call number (arrangement)	-/-	N/N	-	-		NR/NR	-/-	Call no.1
d Call number (arrangement)	-/-	-/-	M	M	(3,5)	-/-	NR/NR	
\l Sublocation	-/-	-/-	M	M	(3)	-/-	NR/NR	Call no.1
\l Format	-/-	-/-	M	M		-/-	NR/NR	L
\n Running number	-/-	-/-	M	M		-/-	NR/NR	Call no.2
\s Numbering	-/-	-/-	M	M		-/-	NR/NR	Call no.2
\x Numbering – volume designation	-/-	-/-	M	M		-/-	NR/NR	Call no.2
\d Duplicate	-/-	-/-	M	M		-/-	NR/NR	Call no.2
\i Shelving location	-/-	-/-	M	M		-/-	NR/NR	Call no.1
\u UDC open access	-/-	-/-	M	M		-/-	NR/NR	Call no.2
\l Author or title	-/-	-/-	M	M		-/-	NR/NR	Call no.2
\5 Title	-/-	-/-	M	M		-/-	NR/NR	Call no.2
e Acquisition indicator <sup>1</sup>	-/M	-/M	-	-		-/NR	-/-	SH
e Relocation	-/-	-/-	E	E	(3)	-/-	NR/NR	
\E Sublocation	-/-	-/-	E	E	(3)	-/-	NR/NR	Call no.1
\D Relocation date	-/-	-/-	E	E	(3)	-/-	NR/NR	L
f Accession number	-/-	-/-	M	M	(3)	-/-	NR/NR	L
g General holdings data	-/E	-/E	N	N	(1,4)	-/R	NR/NR	
\t Type of unit	-/-	-/N	N	N		-/NR	NR/NR	-/SH
\o Physical form designator	-/-	-/N	N	N		-/NR	NR/NR	-/SH
\c Completeness	-/E	-/E	N	N	(1,4)	-/NR	NR/NR	-/SH
\p Regularity	-/-	-/N	-	N		-/NR	NR/NR	-/SH
\r Retention	-/-	-/N	N	N		-/NR	NR/NR	-/SH
\I Integrating resource	-/-	-/-	N	N		-/-	NR/NR	-/PO
h Title of unit	-/-	-/-	N	N		-/-	NR/R	D
i Extent of unit	-/-	-/-	N	-		-/-	NR/NR	SH
j Second level of enumeration (volume)	-/-	-/-	-	M	(5)	-/-	-/NR	D
k Year	-/M	-/M	-	M	(1,5)	-/R	-/NR	L
l Third level of enumeration	-/-	-/-	-	M	(5)	-/-	-/NR	D
m First level of enumeration (issue)	-/-	-/-	-	M	(3,5)	-/-	-/NR	D
n Notes about holdings	-/N	-/N	N	N		-/R	R/R	SH
o Date of accessioning	-/-	-/-	M	M	(6)	-/-	NR/NR	L
p Availability level	-/-	-/-	E	E	(3)	-/-	NR/NR	-/SH
q Status	-/-	-/-	E	E	(3,6)	-/-	NR/NR	-/SH
r Accession notes	-/-	-/-	E	E	(6)	-/-	R/R	SH
s Binding	-/-	-/-	N	N		-/-	NR/NR	-/SH
t Status date	-/-	-/-	N	N		-/-	NR/NR	L
u Loan restriction	-/-	-/-	E	E		-/-	NR/NR	SH
v Acquisition type	-/M	-/M	M	M	(1,6)	-/NR	NR/NR	-/SH
w Purpose of acquisition	-/-	-/-	N	N	(6)	-/-	NR/NR	-/SH
x Order number and order date	-/-	-/-	N	N		-/-	NR/NR	

<sup>1</sup> Subfield 998e is added automatically on the shared level.

\b	Order number	-/-	-/-	N	N		-/-	NR/NR	SH
Subfield		998(H) M/S	998(L) M/S	996 M	997 S	Note	Repeat. 998 M/S	Repeat. 996/997 M/S	Display
\e	Order date	-/-	-/-	N	N		-/-	NR/NR	L
\X	Order note	-/-	-/-	N	N		-/-	NR/NR	SH
y	Number and date of receipt	-/-	-/-	M	M	(6)	-/-	NR/NR	
\g	Delivery note/list number	-/-	-/-	M	M	(6)	-/-	NR/NR	SH
\h	Date of delivery note/list	-/-	-/-	M	M	(6)	-/-	NR/NR	L
z	Claim number and claim date	-/-	-/-	N	N		-/-	R/R	
\j	Claim number	-/-	-/-	N	N		-/-	NR/NR	SH
\k	Claim date	-/-	-/-	N	N		-/-	NR/NR	L
\Z	Claim note	-/-	-/-	N	N		-/-	NR/NR	SH
0	Pro-forma invoice number and date of pro-forma invoice	-/-	-/-	N	N		-/-	R/R	
\S	Pro-forma invoice number	-/-	-/-	N	N		-/-	NR/NR	SH
\G	Date of pro-forma invoice	-/-	-/-	N	N		-/-	NR/NR	L
\C	Pro-forma invoice price	-/-	-/-	N	N		-/-	NR/NR	SH
1	Invoice number and invoice date	-/-	-/-	M	M	(6)	-/-	R/R	
\m	Invoice number	-/-	-/-	M	M	(6)	-/-	NR/NR	SH
\q	Invoice date	-/-	-/-	M	M	(6)	-/-	NR/NR	L
2	Supplier	-/M	-/M	M	M	(1,6)	-/NR	NR/NR	-/SH
3	Price (from invoice)	-/M	-/M	M	M	(1,6)	-/NR	R/R	L
4	Financier	-/E	-/E	N	N	(1)	-/R	R/R	
\F	Financier	-/E	-/E	-	-	-	-/NR	-/-	-/SH
\P	Percentage of financing	-/E	-/E	-	-	-	-/NR	-/-	L
5	Processing type (directing)	-/-	-/-	N	-	-	-/-	NR/NR	-/SH
6	<sup>2</sup>	-/-	-/-	-	-	-	-/-	-/-	
7	Internal number and invoice date	-/-	-/-	N	N		-/-	R/R	
\1	Invoice number	-/-	-/-	N	N		-/-	NR/NR	SH
\2	Invoice date	-/-	-/-	N	N		-/-	NR/NR	L
8	Recipient	-/-	-/-	N	N		-/-	NR/NR	
\3	Institution name	-/-	-/-	N	N		-/-	NR/NR	SH
\4	Date	-/-	-/-	N	N		-/-	NR/NR	L
9	Loan number	-/-	-/-	M	M		-/-	NR/R	L

## Legend:

998(H) : Summary data on host level  
 998(L) : Summary data on local level  
 997 : Holdings data for serials  
 996 : Holdings data for monographs  
 M : Monographs  
 S : Serials

M : The entry is mandatory  
 E : The entry is mandatory if the data exists  
 N : The entry is non-mandatory

R : Repeatable  
 NR : Non-repeatable  
 Note : Notes on mandatory entries to subfields for different functions and

<sup>2</sup> Subfield 99X6 is used as the connecting subfield.

- levels of automation
- (1) : The subfield is mandatory in field 998 for the automation of the online catalogue and the coordination of foreign serials acquisition.<sup>3</sup>
- (2) : The subfield is mandatory in field 997, when you enter several copies.
- (3) : The subfield is mandatory for loan automation. The status for ordered publications is entered to field 998(L) at the end of the year.
- (4) : The subfield is mandatory in field 998 when automating the online catalogue. Only the completeness (element *c*) is mandatory in subfield 998g, if the data exists. The subfield is repeatable only within field 998.
- (5) : The subfield is mandatory when automating the internal record-keeping on the state of holdings of serials (control cards in accession, processing, topography department, library cards in public catalogues, etc.). Subfield 998k is repeatable only within field 998.
- (6) : The subfield is mandatory when automating the accession book. If only the joint price is known for several publications together, the price is entered for the first publication only, while the invoice number is entered for all the remaining publications.
- Display : Group for the display script<sup>4</sup>
- SH Script for subject headings
- /SH Code displayed in Latin script, code meaning in compliance with the rules for subject heading script (SH)
- D Data taken from the item
- L Latin script
- Call no.1 Script depending on shelving indicator (indicator 2) (see table below)
- Call no.2 Script depending on shelving indicator (indicator 2) (see table below)

Shelving by...	Ind. 2	Call no.1	Call no.2
<i>running number</i>	1 <sup>5</sup>	<i>LAT</i>	<i>LAT</i>
	3	<i>LAT</i>	<i>CYR</i>
	5	<i>CYR</i>	<i>LAT</i>
	7 <sup>5</sup>	<i>CYR</i>	<i>CYR</i>
<i>subject</i>	2 <sup>5</sup>	<i>LAT</i>	<i>LAT</i>
	4	<i>LAT</i>	<i>CYR</i>
	6	<i>CYR</i>	<i>LAT</i>
	8 <sup>5</sup>	<i>CYR</i>	<i>CYR</i>

#### General note:

Every deviation from the aforementioned rules for scripts may be changed by entering the signs for script navigation. In subfield 996/997d, the script is navigated through the shelving indicator. In subfield 998d, apart from the shelving indicator, the script is navigated also by entering script navigation signs, if necessary (see example 6).

<sup>3</sup> For institutions, for which the state of holdings is reported for the purposes of the online catalogues, the required data is under label (1), with the possible addition of the call number (998d).

<sup>4</sup> For more detailed information on the display script, see the *COMARC/B* manual, *Appendix D.1*.

<sup>5</sup> Indicators intended for field 998 for serials.

## EXAMPLES

1.

001	□□	<b>an ba cm d0 7vv</b>
010	□□	<b>a0-14-062105-9</b>
100	□□	<b>c1994 g1 hmac ek ib1 lba</b>
101	0□	<b>aeng</b>
200	0□	<b>aOthello fWilliam Shakespeare</b>
675	□□	<b>a821.111-21=20 c821.111 b82</b>
700	□1	<b>aShakespeare bWilliam 4070</b>
996	□7	<b>dIČ\idl\2\n129340 f019904906 t20020510 va</b>
996	□7	<b>dIČ\idl\2\n129340\da f019904907 t20020510 va</b>
996	□7	<b>dIČ\idl\2\n129340\db f019904908 t20020510 va</b>
996	□7	<b>dIČ\idl\2\n129340\dc f019904909 t20020510 va</b>
		<i>(Display of subfield 996d: Ч дн II 129340 a-u)</i>

2.

001	□□	<b>ac ba cm d0 7vv</b>
010	□□	<b>a0-8240-5748-1</b>
100	□□	<b>c1988 hsccl ib1 lba</b>
101	0□	<b>aeng</b>
200	0□	<b>aOthello ecritical essays fSusan Snyder</b>
675	□□	<b>a821.111(091) c821.111.09</b>
700	□1	<b>aSnyder bSusan 4070</b>
996	□3	<b>dIČ\idl\2\n129340 f019904906 t20020510 va</b>
996	□3	<b>dIČ\idl\2\n129340\da f019904907 t20020510 va</b>
996	□3	<b>dIČ\idl\2\n129340\db f019904908 t20020510 va</b>
996	□3	<b>dIČ\idl\2\n129340\dc f019904909 t20020510 va</b>
		<i>(Display of subfield 996d: Č dl II 129340 a-u)</i>

3.

001	□□	<b>ac ba cm d0 7cc</b>
010	□□	<b>a86-369-0197-9</b>
100	□□	<b>c1991 g1 hmac ib1 lcc</b>
101	0□	<b>amac</b>
200	0□	<b>aPoetski tvorbi fKočo Racin gizbor i predgovor Gane Todorovski g[likovno-grafička oprema Kosta Bojadžievski]</b>
675	□□	<b>a821.163.3-1 b821-1 c821.163.3</b>
700	□1	<b>aRacin bKočo 4070</b>
996	□8	<b>dIČ\ipo\821-1A-Ž\ARACIN K.\5Poetski f019904909 t20020510 va</b>
		<i>(Display of subfield 996d: Ч no 821-1A-Ж РАЦИН К. Поетски)</i>

4.

001	□□	<b>ac ba cm d0 7vv</b>
100	□□	<b>c1989 hsccl lba</b>
101	0□	<b>Ascc</b>
200	0□	<b>aAndrić i Krleža kao pisci detinjstva fRade Prelević</b>
675	□□	<b>a821.163.4.09 b821 c821.163.4.09</b>
700	□1	<b>aPrelević bRade 4070</b>
996	□4	<b>dIČ\idl\821.163.4.09\APRELEVIĆ R.\5Andrić f019904906 t20020510 va</b>
		<i>Display of subfield 996d: Č dl 821.163.4.09 ПРЕЛЕВИЋ Р. Андрић)</i>

5.

001	□□	<b>an ba cm d0 7vv</b>
010	□□	<b>a86-7762-001-X</b>
100	□□	<b>bd c2004 ea g1 hslv ib lcb</b>
200	0□	<b>aIgra brojeva i oblika 1 ematematika za 1. razred osnovne škole iPriručnik za učitelje fJasna Žic, Martina Rajšp g[priredila] Marina Jovanović</b>
675	□□	<b>a372.47(076.1) b3 c372.4 s3</b>
700	□1	<b>31355107 aŽic bJasna 4070</b>
996	□2	<b>d/Č\ipr\u372\ aŽIC J.\5Igra brojeva f019904906 t20020510 va</b> <i>(Display of subfield 996d: Č pr 372 ŽIC J. Igra brojeva)</i>

6.

001	□□	<b>ac ba cc d0 7vv</b>
011	□□	<b>e1452-3337</b>
100	□□	<b>ba c2006 d9999 hsccl ib1 lba</b>
101	0□	<b>ascc</b>
102	□□	<b>asrb bcs</b>
200	1□	<b>aNacionalni registar lekova fglavni i odgovorni urednik Ljiljana Đukić</b>
207	□0	<b>a2006-</b>
675	□□	<b>a615 b61 c615 s61</b>
997	07	<b>c1 d/CO\ip\2\n2771\s2006 f100602457 k2006 o20060206</b>
997	07	<b>c2 d/CO\ip\2\n2771\s2006\da f100602459 k2006 o20060206</b>
997	07	<b>c3 d/CO\ip\2\n2771\s2006\db f100602461 k2006 o20060206 p7</b>
998	□7	<b>a20060206 b70000 c0 dCO p *II 2771 -a,b k2006- vd eo</b> <i>(Display of subfield 997d: IČO n II 2771\2006 a-6</i> <i>Display of subfield 998d: IČO n II 2771 a,6 )</i>



# ABBREVIATIONS<sup>1</sup>

pril. priloga  
dod. dodatek  
supl. suplement  
index indeks

jan. januar  
feb. februar  
mar. marec  
apr. april  
maj maj  
jun. junij  
jul. julij  
avg. avgust  
sep. september  
okt. oktober  
nov. november  
dec. december

L. leto  
Let. letnik  
G. godina  
God. godište  
Jg. Jahrgang  
Vol. volume  
Tom Tom  
Bd. Band  
Hft. Heft  
knj. knjiga  
sv. sveska  
zv. zvezek  
št. številka  
br. broj  
no. number  
nr. Nummer

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<sup>1</sup> The list contains abbreviations included in the *COMARC/H* manual that are not international.





## SPECIAL EXAMPLE OF A MULTI-LEVEL DESCRIPTION

As a part of the Russian magazine *Referativnyj žurnal*, 24 regular issues were published in 1991. Each of the issues was published in three or four separate parts (part-issues). In addition to the regular issues, the following supplements and indexes were published as well:

- *Predmetnyj ukazatelj*: 8 issues were published, each issue in two separate parts (two part-issues).
- *Avtorskij ukazatelj*: 24 issues were published with an additional two issues of the annual author index that were labelled "Tom I" and "Tom II".
- *Ponomernoj predmetnyj ukazatelj*: 24 issues were published.
- *Patentnyj ukazatelj*: 2 issues were published, each in two separate parts (two separate part-issues).
- *Formulnyi ukazatelj*: You received two issues so far, but you are expecting more, which you indicated with the "#" character in subfield 997m.

If the individual volume numbers (and not the individual part-issues) are available for loan, the data must be entered in the following form:

997	01	<b>f</b> 100001038 <b>j</b> 19 <b>k</b> 1991 <b>h</b> Svoduyi tom <b>m</b> 1 I.II.III+2 I.II.III+3 I.II.III+4 I.II.III+5 I.II.III.IV+6 I.II.III.IV+7 I.II.III.IV+8 I.II.III.IV+9 I.II.III.IV+10 I.II.III.IV+11 I.II.III+12 I.II.III+13 I.II.III+14 I.II.III+15 I.II.III+16 I.II.III+17 I.II.III+18 I.II.III+19 I.II.III+20 I.II.III+21 I.II.III+22 I.II.III+23 I.II.III+24 I.II.III
997	01	<b>f</b> 100001038.1 <b>gtd j</b> 19 <b>k</b> 1991 <b>h</b> Predmetnyj ukazatelj <b>m</b> 1 I.II+2 I.II+3 I.II+4 I.II+5 I.II+6 I.II+7 I.II+8 I.II
997	01	<b>f</b> 100001038.2 <b>gtd j</b> 19 <b>k</b> 1991 <b>h</b> Avtorskyj ukazatelj <b>mno.</b> \1-24+Tom1<let.avt.kazalo>+Tom2<let.avt.kazalo>
997	01	<b>f</b> 100001038.3 <b>gtd j</b> 19 <b>k</b> 1991 <b>h</b> Ponomernoj predmetnyj ukazatelj <b>mno.</b> \1-24
997	01	<b>f</b> 1000001038.4 <b>gtd j</b> 19 <b>k</b> 1991 <b>h</b> Patentnyj ukazatelj <b>m</b> 1 I.II+2 I.II
997	01	<b>f</b> 100001038.5 <b>gtd j</b> 19 <b>k</b> 1991 <b>h</b> Formulnyi ukazatelj <b>m</b> Tom\1-2#
998	□1	<b>a</b> 19920310 <b>b</b> 50002 <b>c</b> 0 <b>dR</b> 3922 <b>gc</b> 9 <b>k</b> 1965-1967 <b>k</b> 1970-1991 <b>va</b> 2dzs <b>3</b> USD 5.394

If the individual part-issues are available for loan, then the data must be entered in the following form:

997	01	<b>f</b> 100001038 <b>j</b> 19 <b>k</b> 1991 <b>h</b> Svoduyi tom <b>m</b> 1 I+1 II+1 III+2 I+2 II+2 III+3 I+3 II+3 III+4 I+4 II+4 III+5 I+5 II+5 III+5 IV+6 I+6 II+6 III+6 IV+7 I+7 II+7 III+7 IV+8 I+8 II+8 III+8 IV+9 I+9 II+9 III+9 IV+10 I+10 II+10 III+10 IV+11 I+11 II+11 III+12 I+12 II+12 III+13 I+13 II+13 III+14 I+14 II+14 III+15 I+15 II+15 III+16 I+16 II+16 III+17 I+17 II+17 III+18 I+18 II+18 III+19 I+19 II+19 III+20 I+20 II+20 III+21 I+21 II+21 III+22 I+22 II+22 III+23 I+23 II+23 III+24 I+24 II+24 III
997	01	<b>f</b> 100001038.1 <b>g</b> td <b>j</b> 19 <b>k</b> 1991 <b>h</b> Predmetnyj ukazatelj <b>m</b> 1 I+1 II+2 I+2 II+3 I+3 II+4 I+4 II+5 I+5 II+6 I+6 II+7 I+7 II+8 I+8 II
997	01	<b>f</b> 100001038.2 <b>g</b> td <b>j</b> 19 <b>k</b> 1991 <b>h</b> Avtorskyj ukazatelj <b>m</b> no.\1-24+Tom1<let.avt.kazalo>+Tom2<let.avt.kazalo>
997	01	<b>f</b> 100001038.3 <b>g</b> td <b>j</b> 19 <b>k</b> 1991 <b>h</b> Ponomernoj predmetnyj ukazatelj <b>m</b> No.\1-24
997	01	<b>f</b> 100001038.4 <b>g</b> td <b>j</b> 19 <b>k</b> 1991 <b>h</b> Patentnyj ukazatelj <b>m</b> 1 I+1 II+2 I+2 II
997	01	<b>f</b> 100001038.5 <b>g</b> td <b>j</b> 19 <b>k</b> 1991 <b>h</b> Formulnyi ukazatelj <b>m</b> Tom\1-2#
998	□1	<b>a</b> 19920310 <b>b</b> 50002 <b>c</b> 0 <b>d</b> R 3922 <b>g</b> c9 <b>k</b> 1965-1967 <b>k</b> 1970-1991 <b>va</b> 2dzs <b>3</b> USD 5.394

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