

OPALS Tutorial Cards Entering Local Holdings (“852”)

When you add items to the collection, the MARC record requires that you add local holdings information to that item. The “852” field consists of a number of “subfields” into which you can enter this data (classification number, barcode number, etc.). Below are a illustrations and descriptions of each “852 subfield.”

852 LOCATION (R)	a Location (NR) SNPS
	b Sublocation or collection (R) ECG
	3 Materials specified (Item type - Loan category) (NR)
	k Call number prefix (R)
	h Classification part (Classification number) (NR) 027.8
	i Item part (Author cutter) (R)
	m Call number suffix (ex. V.1) (R)
	p Piece designation (Barcode) (NR)
	9 Price (NR)

852a Location: Code for district or region to which a library or branch belongs

852b Sublocation: Specific library or branch location code

N.B. You can configure the system to automatically insert these codes whenever you enter or Z-Import a record.

8523 Loan Category: This code indicates an item’s loan period. The system can automatically insert “G” which is the general loan period. You can replace this code for the exceptions such as reference or non circulating items.

852k Call Number Prefix: This is used when there are items that have classification numbers but are shelved together as a group such as reference materials (REF), biographies (BIO), etc. There is an exception... most libraries place fiction (“F” or “FIC” items in the “852h subfield”

852h Classification Number: Enter the item’s classification number here. If you have “Z-Imported” an item from Library of Congress or another database, and if

their record has a classification number assigned, the system inserts that number into this field. You do not have to accept that number and can use any that you prefer. Sometimes the assigned number is quite long or has slashes in it. You can shorten that number to the number of digits that is the policy at your location, and be sure to remove any slashes.

852i Author Cutter: Enter the leading letters of an author's surname... the number of letters is determined by the library (... most libraries enter the first 3 letters). In the case of biographies, some libraries use "BIO" or "B" in the "852k or h" fields, then add the first three letters or complete surname of the person that the book is about in "852i."

852m Call Number Suffix: Enter a volume number (ex. V.1) for multiple volume sets (encyclopedia, dictionaries, etc.). For encyclopedia, you should enter a holding for each copy. It is easy to add multiple holdings in OPALS... please refer to instructions below.

852p Barcode: Enter or scan an item barcode here

8529 Price: Enter price information here

OPALS Tutorial Cards

Add an 852 Holding to an Existing Record:

[Login](#) (top right hand corner)-> enter username & password

1. Search for title using OPAC.

anywhere Keyword hary potter Search Clear

Homer Brink Library SCOLS Union (NYS) C.E.R.F. NOVEL-Databases Quest-All

Title(s) selected for bibliography: 0 Library records 1-12 of 12... Click on other tabs above to search other sources.
View Clear First < Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next > Last

Check All Clear All Status legend: Item count: Out Hold/Reserve In

Call Number	Title	Author	Date	Status
<input type="checkbox"/> PbFic Row	Harry Potter and the Chamber of Secrets	Rowling, J. K.	2000, c1999.	4: 0 0/0 4

2. Click on title that needs another copy added.

Title(s) selected for bibliography: 0 View Clear Back to Results Page < Previous Next >

Add to bibliography Reserve MARC Edit Delete

Title Harry Potter and the Chamber of Secrets

Author Rowling, J. K.

Summaries

- When the Chamber of Secrets is opened again at the Hogwart School for Witchcraft and Wizardry, second-year student Harry Potter finds himself in danger from a dark power that has once more been released on the school.

Subject

- [Magic -- Fiction](#)
- [Schools -- Fiction](#)
- [Wizards -- Fiction](#)
- [England -- Fiction](#)

Material Type

Status: 4: 0 0 0 4

Call Number	Bar Code	Due
PbFic Row	39942003159033	Lost
PbFic Row	39942003158977	Lost
PbFic Row	39942003157110	
PbFic Row	39942003157177	
PbFic Row	39942003157235	

3. Click "Edit."

MARC Editor ?

Save Print Add Field Delete Field Add Subfield Delete Subfield

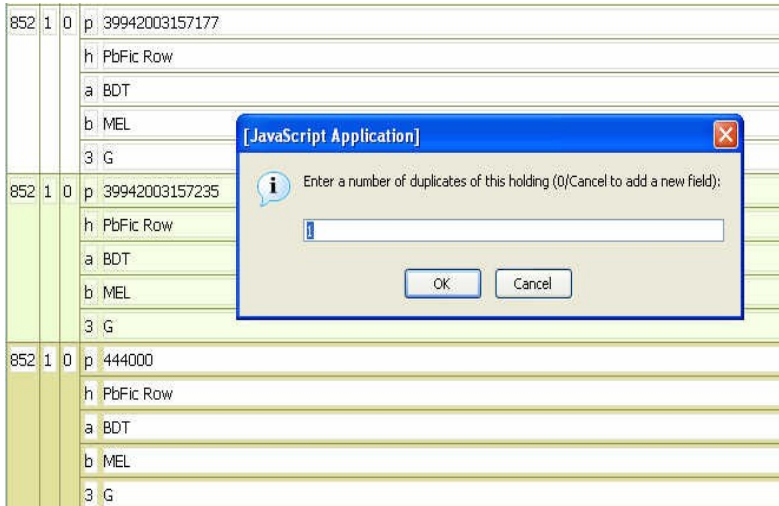
leader	01175nam a22002772 4500
001	2087
005	20060127114335.0
008	000802t20001999nyua j 000 1 eng d
010	a 98-46370
020	a 0439064872 (pbk.)
050	4 a PZ 7.R7968
	b Har 2000c
100	1 a Rowling, J. K.
245	1 0 a Harry Potter and the Chamber of Secrets
	c by J.K. Rowling.

4. Using the side scrollbar, scroll all the way down to the bottom of the record.

5. Click in the last 852 tag in the record.

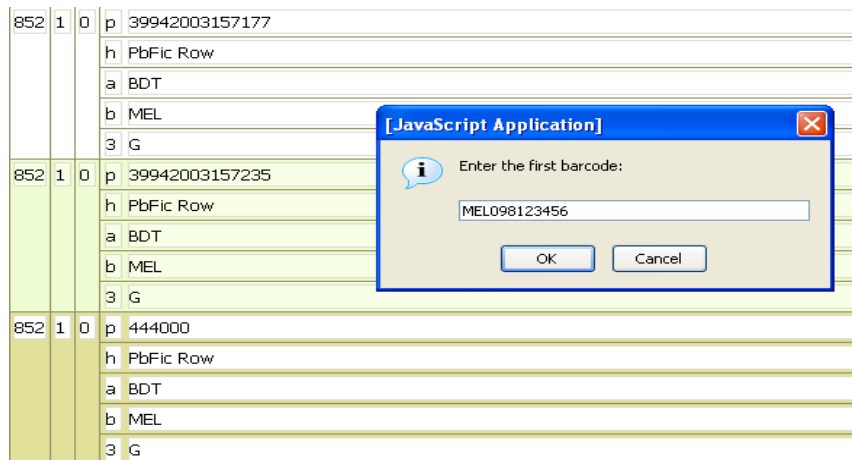
852	1	0	p 444000
			h PbFic Row
			a BDT
			b MEL
			3 G

6. Click **“Add Field.”**



7. Enter number of duplicates of this holding:

1. Leave at 1 for one holding, click OK
2. Type 2 for two holdings, click OK
3. Type 3 for three holdings, click OK
4. And so on.



8. Enter first barcode. If you have more than one holding, it is vitally important that the barcode numbers are sequential. If there is more than one holding, it will add them in sequential order

9. Click **“Save.”**

Support Contact Information & Links

Opals Website:

www.opals-na.org

- Online Manual
- Newsletters
- FAQ
- System Slide Shows
- Brochures

Technical Support:

Richard Grenier rgrenier@bibliofiche.com

Dan Weeks dan@bibliofiche.com

Telephone: **877-331-1022**

Open Source Information

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