

Serial Holdings



Section C. Serial Holdings: Maintenance

C-1. Update Holdings	76
C-2. Bibliographic Information	85
C-3. Search Limits	86
C-4. Add a record to Serial Holdings	88
C-5. How to Search Serial Holdings	92
C-6. Serial Holdings Bibliographic Record Selection	99
C-7. Serial Holdings Lookup LIBID	100
C-8. Serial Holdings Record Display	102
C-9. Serial Holdings Record Update	102
C-10. Serial Holdings Region Search Limit	104
C-11. Serial Holdings State / Province Search Limit	105
C-12. Serial Holdings Library Group Search Limit	105
C-13. Serial Holdings View Record Display	105

Serial Holdings



Section C. Serial Holdings: Reporting

C-14. Serial Holdings Report Overview	106
C-15. Review / Cancel Submitted Reports	106
C-16. NLM Serial Title Changes Report	107
C-17. Serial Holdings by Library Report	108
C-18. Serial Holdings Outside of Publication Date Report	108
C-19. Serial Holdings Level 2 Holdings Report	110
C-20. Serial Holdings Libraries not Updated Within Year Rpt	111
C-21. Reports Ready	112
C-22. Serial Report Field Definitions	114
C-23. Types of Serial Reports	116

Section C-1. Update Holdings

Entering Search Information

Enter bibliographic information in the appropriate spaces if you have the specific:

- NLM Unique ID [a.k.a. former title control number (TCN)]
- ISSN
- OCLC Number
- journal title **-or-** journal title abbreviation

LOCATORplus Tab

The LOCATORplus tab takes you to the Web version of NLM's Online Public Access Catalog.

1. Click the LOCATORplus tab in order to search NLM's online public access catalog.
2. Search LOCATORplus and select the appropriate bibliographic record. Once you display a single bibliographic record, the **Back to DOCLINE** button label changes to **Return to DOCLINE Search**.
3. Click **Return to DOCLINE Search**. The NLM Unique ID and journal title will automatically appear on the *Serial Holdings Search* screen.

Search LOCATORplus if:

- [a.] one of the four search criteria (listed above) is not known;
- [b.] unable to find the title; **-or-**
- [c.] your search retrieves more than twenty bibliographic records.



Notes:

- LOCATORplus = Online Public Access Catalog = OPAC

Section C-1. Update Holdings

Search Limits

Serial Holdings will display up to 100 holdings records. You can limit holdings retrieval by the following Search Limits:

- Region
- State/Province
- Library Group
- LIBID
- My Library
- Volume(s) Owned
- Year(s) Owned

And/Or Boxes

To combine search limits, select "AND / OR" to link the search limits. "AND" is the default for all fields except **My Library**.



Note:

- You cannot search both **Region** "AND / OR" **State/Province**.

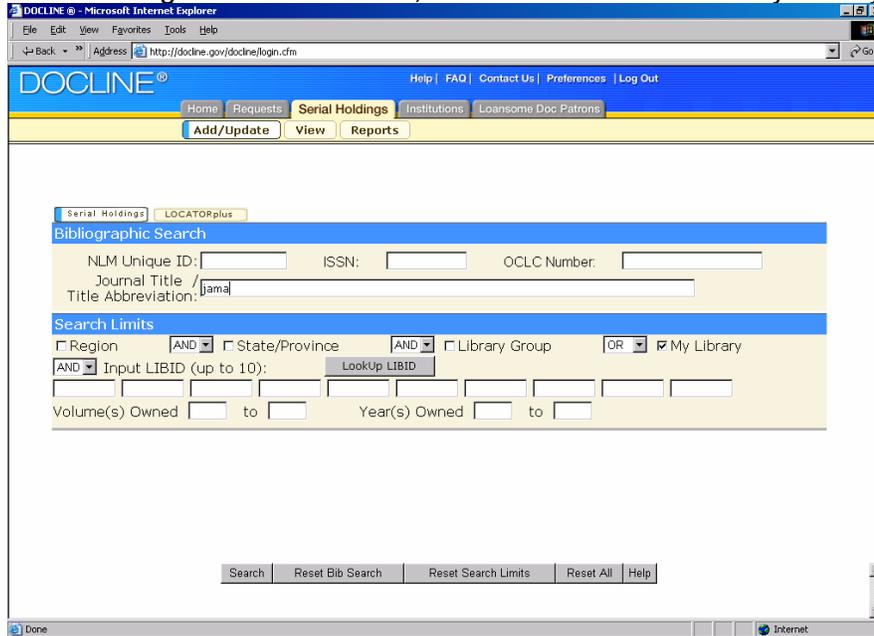


Example: Let's see if our library has a serial holding for "*JAMA*" --

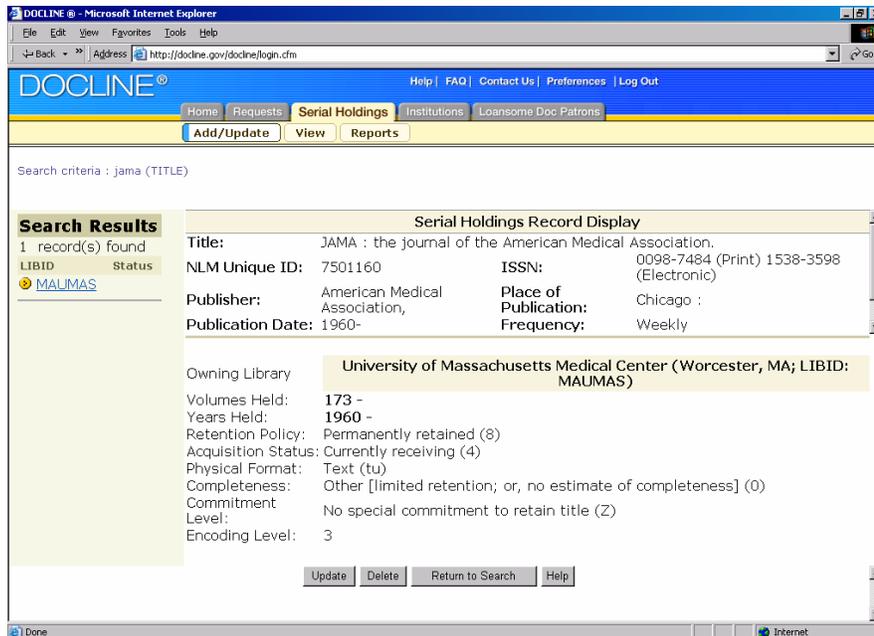
Serial Holdings

Section C-1. Update Holdings

To see if we have a holding record for "JAMA", ensure the checkbox to "My Library" is checked--



We have an existing holding record -- see the grey **Update** button displayed at the bottom -



Serial Holdings

Section C-1. Update Holdings

Click **Update** to view the entire holdings record displayed -

DOCLINE - Microsoft Internet Explorer
Address: http://docline.gov/docline/login.cfm

DOCLINE® Help | FAQ | Contact Us | Preferences | Log Out

Home | Requests | **Serial Holdings** | Institutions | Loansome Doc Patrons

Add/Update | View | Reports

Search criteria : jama (TITLE)

Serial Holdings Update University of Massachusetts Medical Center (Worcester, MA; LIBID: MAUMAS)

Title: JAMA : the journal of the American Medical Association.
NLM Unique ID: 7501160 **ISSN:** 0098-7484 (Print) 1538-3598 (Electronic)
Publisher: American Medical Association, **Place of Publication:** Chicago :
Publication Date: 1960- **Frequency:** Weekly
Continuation Notes: Continues: Journal of the American Medical Association.

Retention Policy:
 Retained for a limited period (6) Permanently retained (8)

Physical Format:
Text (tu)

Completeness:
Information not available or Retention is limited (0)

Commitment Level:
No special commitment to retain title (Z)

Added/Modified: 02-21-2001 by MAS63
Encoding Level: 3

Acquisition Status:
 Currently receiving (4) No longer acquiring (5)

Holdings owned:

Begin Volume	End Volume	Begin Year	End Year
73		1960	

Insert Row | Delete | Reset | Delete All | Sort

Update | Add Different Format | Return to Prev | Reset | Help

Bibliographic Information:

- Title
- NLM Unique ID
- ISSN
- Publisher
- Place of Publication
- Publication Date
- Frequency
- Continuation Notes

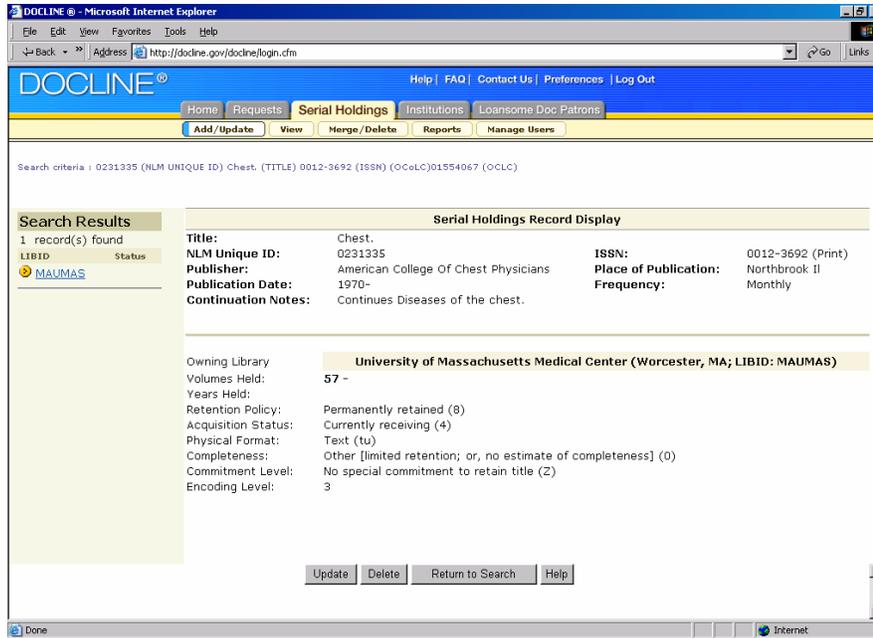
Holdings Information:

- Retention Policy
- Acquisition Status
- Physical Format
- Completeness
- Commitment Level
- Added/Modified Date, Contact
- Encoding Level

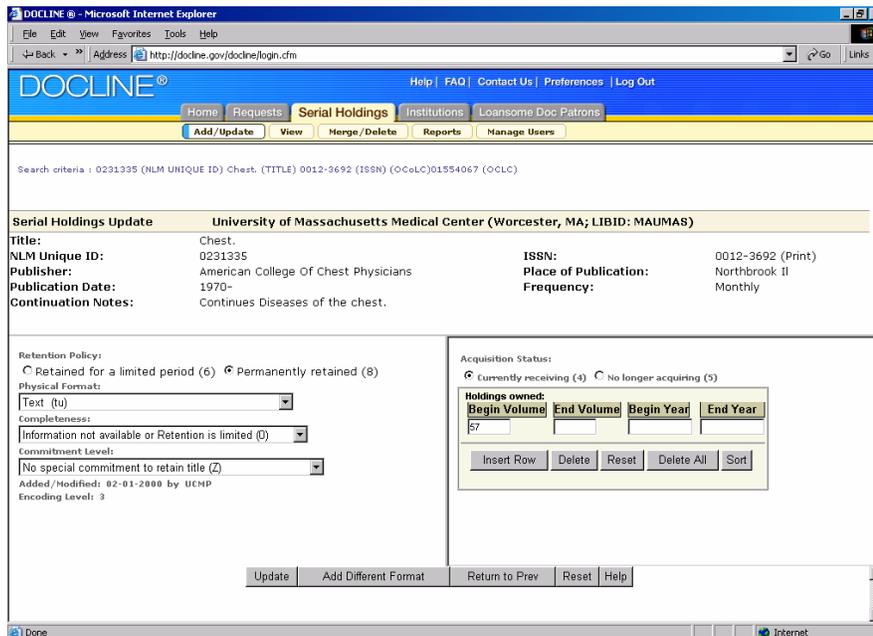
Serial Holdings

Section C-1. Update Holdings

Click Update to view display of the entire record -



Let's look at the "holdings" information: [a.] Retention Policy; [b.] Acquisition Status; [c.] Physical Format; [d.] Completeness; [e.] Commitment Level; [f.] Added / Modified Date; [g.] Encoding Level -



Serial Holdings

Section C-1. Update Holdings

... and for [h.] Holdings Owned, it depends on the radio button that is filled in for Retention Policy: if the item is “Permanently retained” -

The screenshot shows the DOCLINE Serial Holdings Update form. The 'Retention Policy' section has the radio button for 'Permanently retained (8)' selected. The 'Holdings owned' table is empty.

Begin Volume	End Volume	Begin Year	End Year
--------------	------------	------------	----------

... but if the item is “Retained for a limited period” -

The screenshot shows the DOCLINE Serial Holdings Update form. The 'Retention Policy' section has the radio button for 'Retained for a limited period (6)' selected. The 'Holdings owned' table has a single row with fields for Label, Month, Year, and Edition.

Label	Month	Year	Edition

Section C-1. Update Holdings

Serial Holdings



Notes:

- For those serial titles with issue numbers rather than volumes, you may enter issue numbers in the Volume fields.
- Use of the "Completeness" and "Commitment Level" will depend on your library's policies. Many libraries leave these fields as they are.
- You can select a Retention Policy of "Retained for a limited period" and indicate length of time the title is retained.
- For those serial titles with a *holdings gap*, click **Insert Row** to indicate non-contiguous volumes and years. There is no limit to the number of gaps you can show in your holdings.
- Changes are made in *real time* - that is, they can be viewed on the screen immediately.
- Click **Add Different Format** to indicate a different physical format for an already existing entry. Often, different formats will be assigned different ISSN numbers, and this should be reflected in the holdings. Click the the drop down arrow to view the list of formats to choose from -- 87 different formats!

Section C-1. Update Holdings

Buttons

BUTTON	DEFINITION
Lookup LIBID	If you do not know the exact LIBID of an institution, click on this button to search by Institution Name, City, State, and/or Region.
Search	<p>Searches for the bibliographic information input by the user and then searches Serial Holdings for holdings based upon the search limits.</p> <p>If 2 to 19 records are found, bibliographic information about each title is displayed and the user is able to select the appropriate record.</p> <p>If >20 bibliographic records are found, an error message appears instructing the user to search LOCATORplus in order to identify a unique title.</p>
Reset Bib Search	Removes user or system-input bibliographic searching criteria (e.g., data in the NLM Unique ID, ISSN, OCLC Number and/or Journal Title/Title Abbreviation fields.)
Reset Search Limits	Removes user-input searching criteria from the search limits.
Reset All	Removes <u>all</u> user- or system-input.
Help	Retrieves this Help Window.

Serial Holdings

Section C-2. Bibliographic Information

Bibliographic Field	Input Information	MARC Field in LOCATORplus
NLM Unique ID	Input the NLM Unique ID -or- the former Title Control Number (TCN) [For TCNs, you do not need to input the trailing zeroes.] (ex. N14600000 can be input as N146 and the system will add the trailing zeroes; however, SR0000012 would have to be input in its entirety since it does not end in a zero.)	NLM Unique ID = 035 subfield 9 Title Control Number (TCN) = 035 subfield "a" between the (DNLM) and the (s)
ISSN	Input the ISSN with or without a hyphen (-).	ISSN = 022 subfield "a"
OCLC Number	Input all eight digits of the OCLC Number (ex. 01800249 not 1800249)	OCLC Number = 035 subfield "a" after the (OcoLC) [Not all bibliographic records have an OCLC number.]
Journal Title/Title Abbreviation	Input the full Journal Title or the full Journal Title Abbreviation	Journal Title = The title that appears in Serial Holdings is created from various fields in the MARC record: If a Uniform Title (130) is present without a subfield "l" (the letter "l"), the title is the 130. Otherwise, the title comes from the 245 subfield "a, b, c, h, n," and "p" followed by a space followed by the subfields of the Corporate Name (110) or Conference Name (111), if they exist. Journal Title Abbreviation = 210 subfield "a" with a subfield "2 DNLM" Not all serials have a Journal Title Abbreviation.

Serial Holdings

Section C-3. Search Limits	
Search Limits Field	Action
Region	To limit the search to holdings in a specific region: Click the checkbox in front of Region. The Regional Selection window displays. Click anywhere on the line for your first selection. Hold down Control (Ctrl) key while clicking additional selections. Click Apply .
State/Province	To limit the search to holdings in a specific U.S. state or Canadian province: Click the checkbox in front of State/Province. The State/Province Selection window displays. Click anywhere on the line for your first selection. Hold down Control (Ctrl) key while clicking additional selections. Click Apply .
Library Group	To limit the search to holdings in a specific library group: Click the checkbox in front of Library Group. The Library Group Selection window displays. Click anywhere on the line for your first selection. Hold down Control (Ctrl) key while clicking additional selections. Click Apply .
My Library	By default for Update/Add , the My Library checkbox is checked when the search screen displays. If you do not wish to update, add, or display holdings for your library, click My Library checkbox and will deselect. By default for View , the My Library checkbox is unchecked when the search screen displays.
LIBID	To limit the search to holdings in a specific library or libraries: input up to 10 LIBIDs in the appropriate spaces. If you have the appropriate authorizations, you will have an option to add holdings for libraries for which holdings do not already exist. LIBIDs can be identified by clicking Lookup LIBID .
Volume(s) Owned	To limit the search to holdings which contain a specific volume or range of volumes: input the volume or range of volumes in the appropriate space(s). The results will display only holdings that contain the volume or range of volumes specified.
Year(s) Owned	To limit the search to holdings that contain a specific year or range of years: input the year or range of years in the appropriate space(s). The results will display only holdings that contain the year or range of years specified.



Notes:

- The LIBID is a six-character code that consists of the two-letter state or Canadian province abbreviation, a “U” for U.S. or a “C” for Canada, and three alphabetic characters.
- Library Groups consist of eleven or more related libraries that cannot be identified in any other way (e.g., All DOCLINE libraries in Iowa would **not** be a Library Group since a search can be limited by State.)
- Library Groups are established by NLM. Any additions or changes to Library Groups must be submitted to Regional DOCLINE Coordinators who will review the request prior to submitting it to NLM.
- If you have the appropriate authorization, you will have an option to add holdings for libraries from the library group for which holdings do not already exist.

Section C-4. Add a Record to Serial Holdings

DOCLINE Serial Holdings contains the holdings data for over 3,000 medical libraries across the United States, Canada, and Mexico.

Serial Holdings Tab

The Serial Holdings *Add/Update* screen appears when the **Serial Holdings** menu option is clicked, followed by clicking the **Add/Update** function. The “Serial Holdings Search” tab allows the user to input Bibliographic Search information for a serial and limit the holdings retrieval by: specific region; U.S. state; Canadian province; library group; a specific library; holdings for a specific volume; a range of volumes; a specific year; or range of years.

By default the **My Library** checkbox is checked, so that the user can add or update their own library by adding the bibliographic search information and clicking **Search**.

Entering Search Information

Enter search criteria if you have any of the following bibliographic information:

- NLM Unique ID
- former title control number (TCN)
- ISSN
- OCLC Number
- journal title
- journal title abbreviation

To add a title, enter the Journal Title, Title Abbreviation, UI, ISSN or OCLC number and click **Search**. The **My Library** checkbox is checked off as a default search limit.

The *Add Holdings* screen automatically displays. Complete holdings information and acquisition status must be completed to add the journal title. Click **Add** to record the addition.



Notes:

- Search LOCATORplus if: [a.] you do not have one of the above search criteria; [b.] you're unable to remember the title; [c.] your search retrieves >20 bibliographic records.
- For Permanently Retained, gaps are indicated by separate rows (occurrences).
- DOCLINE Serial Holdings contains information about your library's **Level 3** serial holdings.

Section C-4. Add a Record to Serial Holdings

Add Holding for record found in LOCATORplus



Example: Let's see if our library has a serial holding for "JAMA" -

DATA DISPLAYED	DESCRIPTION
Search Criteria	Bibliographic search information input followed by the field name in parentheses.
Search Limits in Effect	Serial Holdings search limits selected or input by the user followed by the field name in parentheses.
Owning Library Name	The library's name. The name is taken from the "Document Delivery Institution" field in the Institution record.
Owning Library City	The library's city. The city is taken from the "Document Delivery City" field in the Institution record.
Owning Library State/Province	The library's state or province code. The U.S. state or Canadian province code is taken from the "Document Delivery State/Province" field in the Institution record.
Owning Library LIBID	The library's LIBID.

The *Serial Holdings Add* screen appears when: [a.] a user clicks on **Add** from the *Record Display* screen; [b.] when no records are found that match the Library Group; **-or-** [c.] a LIBID search is in effect and the user has the rights to add holdings.



Notes:

- You will only be able to add records for libraries for which you have update rights.
- Rights are determined by Serial Holdings authorizations that are established by your Regional DOCLINE Coordinator, at the time accounts are created.

Section C-4. Add a Record to Serial Holdings

Add a record not found in LOCATORplus



Example: Let's ADD a new serial holding - "*BabyTalk.com*" - but before we check our own holdings, we should first establish if the National Library of Medicine has created a serial holding (i.e., bibliographic record) for the specific title.

HOLDINGS CANNOT BE ENTERED INTO DOCLINE UNTIL A BIBLIOGRAPHIC RECORD HAS BEEN ADDED TO LOCATORplus,

The screenshot shows the DOCLINE web interface in Microsoft Internet Explorer. The browser address bar shows <http://docline.gov/docline/login.cfm>. The page has a blue header with the DOCLINE logo and navigation links: Home, Requests, Serial Holdings, Institutions, Loansome Doc Patrons. Below the header is a yellow navigation bar with buttons for Add/Update, View, and Reports. The main content area has a blue bar for 'Serial Holdings' and 'LOCATORplus'. Below this is a 'Bibliographic Search' section with input fields for 'NLM Unique ID:', 'ISSN:', 'OCLC Number:', and 'Journal Title / Title Abbreviation:' (containing 'babytalk.com'). A 'Search Limits' section follows, with checkboxes for 'Region', 'State/Province', and 'Library Group', and a 'My Library' checkbox. There are also fields for 'Input LIBID (up to 10):' and 'Volume(s) Owned' to 'Year(s) Owned'. At the bottom of the form are buttons for 'Search', 'Reset Bib Search', 'Reset Search Limits', 'Reset All', and 'Help'.

Serial Holdings

Section C-4. Add a Record to Serial Holdings

Add a record not found in LOCATORplus

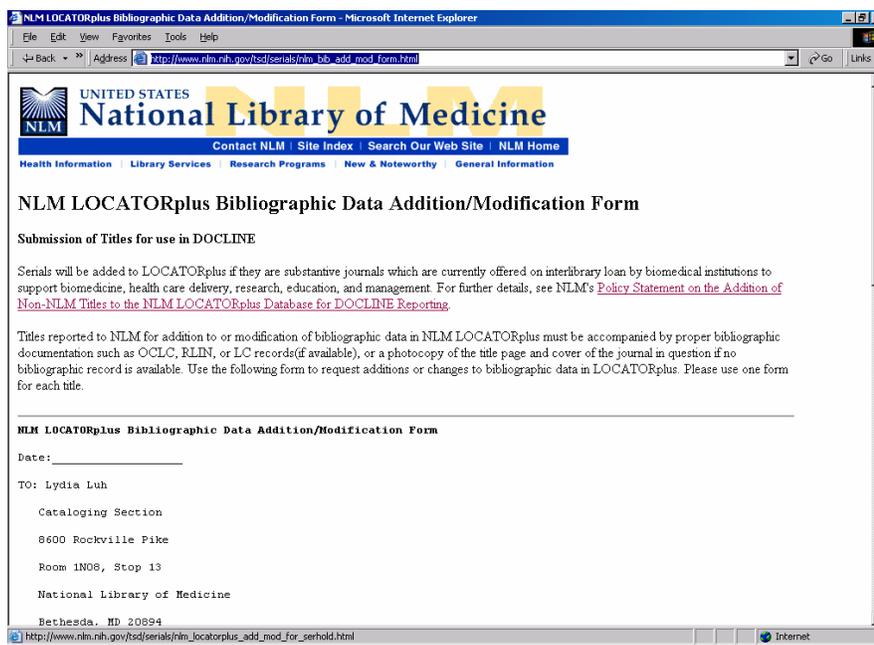


Link to NLM Web Site to display Policy Statement on the Addition of Non-NLM Titles to the NLM LOCATORplus Database for DOCLINE Reporting:

http://www.nlm.nih.gov/tsd/serials/nlm_locatorplus_add_mod_for_serhold.html

Link to the NLM LOCATORplus Bibliographic Data Addition/Modification Form:

http://www.nlm.nih.gov/tsd/serials/nlm_bib_add_mod_form.html



NLM LOCATORplus Bibliographic Data Addition/Modification Form

Submission of Titles for use in DOCLINE

Serials will be added to LOCATORplus if they are substantive journals which are currently offered on interlibrary loan by biomedical institutions to support biomedicine, health care delivery, research, education, and management. For further details, see NLM's [Policy Statement on the Addition of Non-NLM Titles to the NLM LOCATORplus Database for DOCLINE Reporting](#).

Titles reported to NLM for addition to or modification of bibliographic data in NLM LOCATORplus must be accompanied by proper bibliographic documentation such as OCLC, RLIN, or LC records (if available), or a photocopy of the title page and cover of the journal in question if no bibliographic record is available. Use the following form to request additions or changes to bibliographic data in LOCATORplus. Please use one form for each title.

NLM LOCATORplus Bibliographic Data Addition/Modification Form

Date: _____

TO: Lydia Luh
Cataloging Section
8600 Rockville Pike
Room 1N08, Stop 13
National Library of Medicine
Bethesda, MD 20894

Section C-5. How to Search Serial Holdings

Serial Holdings contains the holdings data for over 3,000 medical libraries across the United States, Canada, and Mexico.

Serial Holdings Tab

The *Serial Holdings Search/View* screen appears when the **Serial Holdings** menu option is clicked and, followed by clicking the **Search/View** function. The “Serial Holdings Search” tab allows the user to input Bibliographic Search information for a serial and limit the holdings retrieval by specific region, state or province, library group, or library, as well as holdings for a specific volume, range of volumes, year, or range of years. To view holdings for their library, users should enter the bibliographic search information, click **My Library** checkbox, and click **Search**.

Entering Search Information

Enter the bibliographic information in the appropriate space if you have the specific:

- NLM Unique ID or former title control number (TCN); or,
- ISSN; or,
- OCLC Number; or,
- journal title or journal title abbreviation

Search LOCATORplus if: [a.] you do not have one of the above search criteria; [b.] unable to find the title; or [c.] if a search retrieves more than twenty bibliographic records.

LOCATORplus Tab

The “LOCATORplus” tab takes you to the Web version of NLM's Online Public Access Catalog, LOCATORplus. Search LOCATORplus when you do not have specific bibliographic information (such as an NLM Unique ID or title) with which to search Serial Holdings **-or-** if your search retrieves more than twenty bibliographic records.

STEP	ACTION: Search LOCATORPlus
1	Click “LOCATORplus” tab to search NLM's online public access catalog (OPAC)
2	Search LOCATORplus and select the appropriate bibliographic record. Once you are in a single bibliographic record, the Back to DOCLINE button changes to Return to DOCLINE Search button.
3	Click Return to DOCLINE Search . The NLM Unique ID and journal title will automatically appear on the <i>Serial Holdings Search</i> screen.

Section C-5. How to Search Serial Holdings

Search Limits

Serial Holdings will display up to 100 holdings records. You can limit holdings retrieval by the following Search Limits:

- Region
- State/Province
- Library Group
- LIBID
- My Library
- Volume(s) Owned
- Year(s) Owned

And/Or Boxes

To combine search limits, select "AND" or "OR" to link the search limits. "AND" is the default for all fields except **My Library**.



Note:

You cannot search both Region "AND" "OR" State/Province. Select the appropriate state/province instead.

DOCLINE @ - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address http://docline.gov/docline/login.cfm
DOCLINE® Help | FAQ | Contact Us | Preferences | Log Out
Home Requests Serial Holdings Institutions Loansome Doc Patrons
Add/Update View Reports
Serial Holdings LOCATORplus
Bibliographic Search
NLN Unique ID: ISSN: OCLC Number:
Journal Title / Title Abbreviation:
Search Limits
 Region State/Province Library Group My Library
AND OR
LookUp LIBID
Input LIBID (up to 10):
Volume(s) Owned to Year(s) Owned to
Search Reset Bib Search Reset Search Limits Reset All Help

Section C-5. How to Search Serial Holdings

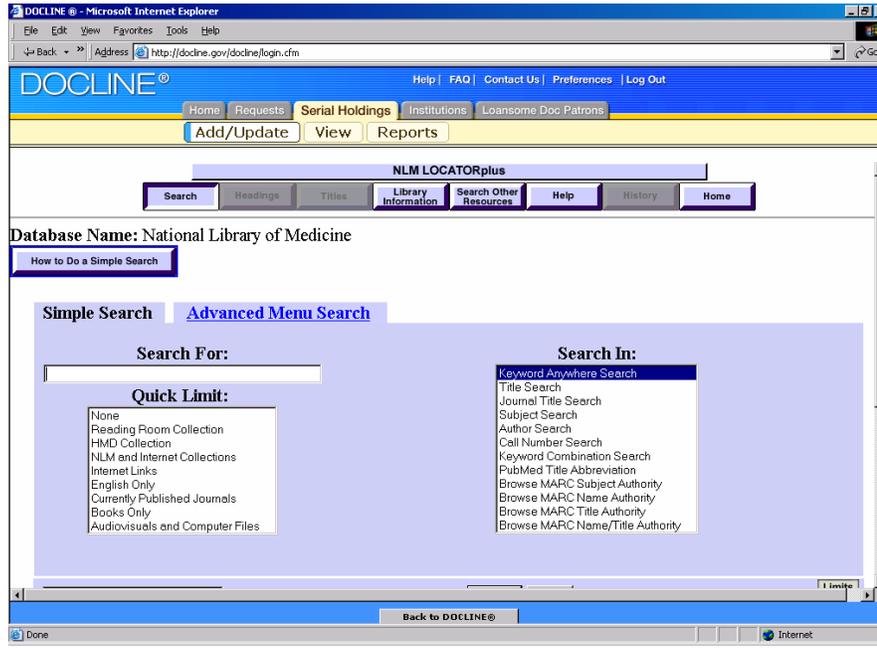
Buttons

BUTTON	DEFINITION
Lookup LIBID	If you do not know the exact LIBID of an institution, click on this button to search by Institution Name, City, State, and/or Region.
Search	<p>Searches for the bibliographic information input by the user and then searches Serial Holdings for holdings based upon the search limits.</p> <p>If 2 to 19 records are found, bibliographic information about each title is displayed and the user is able to select the appropriate record.</p> <p>If >20 bibliographic records are found, an error message appears instructing the user to search LOCATORplus in order to identify a unique title.</p>
Reset Bib Search	Removes user or system input bibliographic searching criteria (e.g., data in the NLM Unique ID, ISSN, OCLC Number and/or Journal Title/Title Abbreviation fields).
Reset Search Limits	Removes user input searching criteria from the search limits.
Reset All	Removes <u>all</u> user- or system-input.
Help	Retrieves this Help Window.

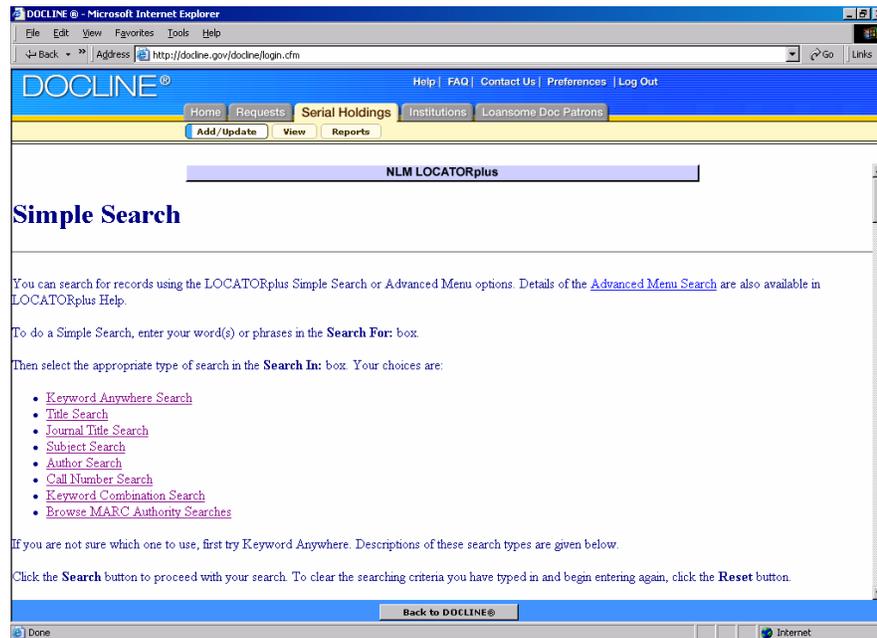
Serial Holdings

Section C-5. How to Search Serial Holdings

 **Note:** If you don't know how to search LOCATORplus, click **HELP** -



There's a list of page links under the "simple Search" header to choose from -



Serial Holdings

Section C-5. How to Search Serial Holdings



Example: Let's check FreeShare libraries in N.E. on holdings for a journal titled "*Chest*" --

First, let's search LOCATORplus for Journal Title "*Chest*" -

DOCLINE® - Microsoft Internet Explorer
Address: http://docline.gov/docline/login.cfm
Home Requests Serial Holdings Institutions Loansome Doc Patrons
Add/Update View Merge/Delete Reports Manage Users
NLM LOCATORplus
Search Headings Titles Library Information Search Other Resources Help History Home
Database Name: National Library of Medicine
How to Do a Simple Search
Simple Search Advanced Menu Search
Search For: Chest
Quick Limit:
None
Reading Room Collection
HMD Collection
NLM and Internet Collections
Internet Links
English Only
Currently Published Journals
Books Only
Audiovisuals and Computer Files
Search In:
Keyword Anywhere Search
Title Search
Journal Title Search
Subject Search
Author Search
Call Number Search
Keyword Combination Search
PubMed Title Abbreviation
Browse MARC Subject Authority
Browse MARC Name Authority
Browse MARC Title Authority
Browse MARC Name/Title Authority
Back to DOCLINE®

We have success in locating the bibliographic record within NLM's OPAC -

DOCLINE® - Microsoft Internet Explorer
Address: http://docline.gov/docline/login.cfm
Home Requests Serial Holdings Institutions Loansome Doc Patrons
Add/Update View Merge/Delete Reports Manage Users
Author(s): [American College of Chest Physicians.](#)
Title Abbreviation: Chest
Title: Chest
Description: v. illus., ports.
Publication Date(s): v. 57- Jan. 1970-
Publisher: Chicago.
Latest Publisher: Northbrook Il American College Of Chest Physicians
Continues: [Diseases of the chest](#)
ISSN: 0012-3692
NLM Unique ID: 0231335
Other ID Numbers: (DNLN)C16960000(s)
(OCoLC)01554067
Location: Internet
Call Number: Electronic link: free at producer site
Availability: See site for available issues or content
Electronic Links: <http://www.chestjournal.org/>
Location: General Collection
Call Number: W1 CH415
Availability: 57,1970-- Some issues missing. NO STACK SERVICE FOR LATEST 10 YEARS
Status: Not Available v. 123, no. 5 2003 c.1
Return to DOCLINE®

Serial Holdings

Section C-5. How to Search Serial Holdings

Now we click Return to DOCLINE, which automatically ports relevant bibliographic data back into the search -

The screenshot shows the DOCLINE web interface in Microsoft Internet Explorer. The browser address bar shows <http://docline.gov/docline/login.cfm>. The page has a blue header with the DOCLINE logo and navigation links: Home, Requests, Serial Holdings (selected), Institutions, Loansome Doc Patrons. Below the header is a yellow navigation bar with buttons: Add/Update, View, Merge/Delete, Reports, Manage Users. The main content area is divided into two sections: **Bibliographic Search** and **Search Limits**. The Bibliographic Search section includes input fields for NLM Unique ID (0231335), ISSN (0012-3692), OCLC Number (00000001554067), Journal Title / Title Abbreviation (Chest), and a search button. The Search Limits section includes checkboxes for Region, State/Province, Library Group, and My Library, with AND/OR dropdowns. Below these are input fields for Input LIBID (up to 10), Volume(s) Owned, and Year(s) Owned, along with a LookUp LIBID button. At the bottom of the form are buttons for Search, Reset Bib Search, Reset Search Limits, Reset All, and Help.

Now for Search Limits, we'll check off Region and Library Group boxes, followed by selection of "08 - New England Region" and "FreeShare" from the drop-down lists -

The image shows two side-by-side dialog boxes. The left dialog is titled "Region SERHOLD Search Limit - Microso..." and contains the text: "Select one or more Regions and then click the APPLY button. Your selection(s) will be added to the SERHOLD Search Limit." Below this is a list of regions: 01 (Middle Atlantic Region), 02 (Southeastern/Atlantic Region), 03 (Greater Midwest Region), 04 (Midcontinental Region), 05 (South Central Region), 06 (Pacific Northwest Region), 07 (Pacific Southwest Region), 08 (New England Region) (highlighted), 20 (Canada), and 21 (Mexico). At the bottom are buttons for Apply, Reset, Cancel, and Help. The right dialog is titled "Library Group SERHOLD Search Limit - ..." and contains the text: "Select one or more Library Groups and then click the APPLY button. Your selection(s) will be added to the SERHOLD Search Limit." Below this is a list of library groups: FAC (Fayetteville, North Carolina AHEC), FEDLINK (Federal Library and Information Net), FreeShare (Free Reciprocal Interlibrary Loan) (highlighted), FRVALC (Fox River Valley Area Library Consoc), FVC (Fox Valley Consortium), GaIN (Georgia Interactive Network for Medical), GBSRO (Groupe Biblio-Sante de la Region de), GOAL (Greater Oklahoma Area Health Scienc), HCALIB (HCA Health Information Centers), HealthLI (HealthLINE Consortium), HHSLC (Health and Human Services Libraries), and HILNNEP (Health Information Library Network). At the bottom are buttons for Apply, Reset, Cancel, and Help.

Serial Holdings

Section C-5. How to Search Serial Holdings

Click Search and we end up with 93 results -

The screenshot shows the DOCLINE Serial Holdings Record Display page. The search criteria are: 0231335 (NLM UNIQUE ID) Chest. (TITLE) 0012-3692 (ISSN) (OCoLC)01554067 (OCLC). Search limits in effect: '08' (REGION) AND 'FreeShare' (LIBRARY GROUP). The search results show 93 record(s) found. The first record is displayed in detail:

Serial Holdings Record Display			
Title:	Chest.		
NLM Unique ID:	0231335	ISSN:	0012-3692 (Print)
Publisher:	American College Of Chest Physicians	Place of Publication:	Northbrook II
Owning Library:	Bristol Hospital Library (*4) (Bristol, CT; LIBID: CTUBHP)		
Limited Retention:	Latest 5 Years		
Retention Policy:	Retained for a limited period (6)		
Acquisition Status:	Currently receiving (4)		
Physical Format:	Text (tu)		
Completeness:	Complete [95% or more] (1)		

At the bottom of the record display, there are buttons for [Update](#), [Delete](#), [Return to Search](#), and [Help](#).

Click on the LIBID blue page links (in left column) to view display of holdings information (below) for each record .

Serial Holdings

Section C-6. Bibliographic Record Selection

When between 2 and 20 bibliographic records match input search criteria, the *Bibliographic Record Selection* screen appears. If more than 20 bibliographic records match the user input search criteria, an error message will display instructing the user to search LOCATORplus to find the appropriate serial.

STEP	ACTION: Search LOCATORplus
1	Review the bibliographic information provided.
2	Select the appropriate record by clicking the hyperlinked title.
3	If you cannot determine which is the correct title: a.) Click Return b.) Click LOCATORplus to search the OPAC and the view bibliographic record.

DATA DISPLAYED	DESCRIPTION
Search Criteria	Bibliographic search information input followed by the field name in parentheses.
Search Limits in Effect	Serial Holdings search limits selected or input by the user followed by the field name in parentheses.
Bibliographic information	Title, Place of Publication, Publisher, Publication Date, and ISSN display from the bibliographic record.

Buttons

BUTTON	DEFINITION
Return	Returns to <i>Serial Holdings Search</i> screen.
Help	Retrieves this Help Window.

Serial Holdings

Section C-7. Serial Holdings Lookup LIBID

The *LookUp LIBID* screen appears when you click **LookUp LIBID** on the *Serial Holdings Add/Update-or- View* screen. The LIBID, Institution, and City display in order by LIBID for records that match user input.

FIELD	INPUT	RETRIEVAL
Institution	Input the name of the Institution.	The Institution field (taken from the Document Delivery Institution on the Address section of the Institution record) is searched and all records matching the user input are displayed. Matches are defined on a left-anchored, character-by-character basis. Thus, if the user inputs "Medical", only those institutions that start with "Medical" would be displayed.
City	Input the city where the institution is located.	The City field (taken from the Document Delivery City on the Address section of the Institution record) is searched and all records matching the user input are displayed. Matches are defined on a left-anchored, character-by-character basis. Thus, if the user inputs "Park", only those institutions that start with "Park" would be displayed.
State/Province	Select the appropriate state/province from the drop-down list.	The State/Province field (taken from the Document Delivery State/Province (U.S. or Canada) on the Address section of the Institution record) is searched and all records matching the user input are displayed.
Region	Select the appropriate region from the drop-down list.	The Region code field (taken from the Region code on the NN/LM part of the Membership section of the Institution record) is searched and all records matching the user input are displayed.

Section C-7. Serial Holdings Lookup LIBID

BUTTON	DEFINITION
Get LIBID List	<p>Searches Institutions for the input information:</p> <p>→ If records are found: LIBID, Institution, and City display.</p> <p>→ If no matching records found: error message is displayed.</p>
Reset	Removes <u>all</u> user input searching criteria.
Close	Closes the “LookUp LIBID” window and returns user to the <i>Serial Holdings Add/Update-or- View</i> screen.
Help	Retrieves this Help Window.
Apply	<p>This button appears after clicking GET LIBID LIST. Adds user-selected LIBID(s) to the Search Limits. Only holdings records that match the Serial Holdings search limits will be displayed.</p>

Serial Holdings

Section C-8. Serial Holdings Record Display

The *Serial Holdings Record Display* screen appears after the system performed a Serial Holdings search and retrieved one bibliographic record and 1 to 100 holdings records. You may view holdings and (with proper authorization) proceed to add, update, or delete holdings from this screen.

Section C-9. Serial Holdings Record Update

The *Serial Holdings Record Update* screen appears when a user clicks **Update** from the *Record Display* screen. You will only be able to update records that you have been authorized to update. Rights are determined by Serial Holdings authorizations that are established by the Regional DOCLINE Coordinator.

DATA DISPLAYED	DESCRIPTION
Search Criteria	Bibliographic search information input followed by the field name in parentheses.
Search Limits in Effect	Serial Holdings search limits selected or input by the user followed by the field name in parentheses.
Owning Library Name	The library's name. The name is taken from the Document Delivery Institution field in the Address section of the Institution record.
Owning Library City	The library's city. The city is taken from the Document Delivery City field in the Address section of the Institution record.
Owning Library State/Province	The library's U.S. state or Canadian province code. The state or province code is taken from the Document Delivery State/Province field in the Address section of the Institution record.
Owning Library LIBID	The library's LIBID.

Serial Holdings

Section C-9. Serial Holdings Record Update

The bibliographic information for holdings that displays consists of:

- a. Journal Title
- b. NLM Unique ID
- c. ISSN
- d. Publisher
- e. Place of Publication
- f. Publication Dates
- g. Frequency
- h. Continuation Notes (if no notes exist, this field will not display)

The holdings information that displays consists of:

- a. Owning Library
- b. Encoding Level
- c. Retention Policy
- d. Physical Format
- e. Completeness
- f. Commitment Level
- g. Date Last Added or Modified
- h. Acquisition Status
- i. Holdings Owned

Buttons (for Permanently Retained Holdings Information)

BUTTON	DEFINITION
Insert Row	Adds another holdings row (occurrence).
Delete	Deletes the holdings row (occurrence) that the cursor is in.
Reset	Clears changes within the holdings and returns the holdings to the original form.
Delete All	Deletes all holdings rows (occurrences).
Sort	Sorts the holdings rows (occurrences) by years and then by volumes.
Update	Saves the changes to the holdings record.
Return to Search	Cancel the changes and returns the user to the <i>Record Display</i> screen.
Reset	Removes <u>all</u> user input.
Help	Retrieves this Help Window.

Serial Holdings

Section C-10. Serial Holdings Region Search Limit

The *Regional Search Limit* screen appears when you click the checkbox in front of the Region Search Limit on the *Serial Holdings Add/Update* or *Search* screen. The Region Number and the Region Name display in order by Region Number. The list is alphabetical by Region Number. Your search will be limited by the Regions that you select on this screen.

DATA DISPLAYED	DESCRIPTION
Region Number	The number assigned to the Region by the National Network of Libraries of Medicine.
Region Name	The region name assigned to the Region by the National Network of Libraries of Medicine.

REGION NUMBER	REGION NAME	US STATES / CANADIAN PROVINCE CODES
01	Middle Atlantic	AE, DE, NJ, NY, PA
02	Southeastern/Atlantic	AA, AL, FL, DC, GA, MD, MS, NC, SC, PR, TN, VA, VI, WV
03	Greater Midwest	IA, IL, IN, KY, MI, MN, ND, OH, SD, WI
04	Midcontinental	CO, KS, MO, NE, UT, WY
05	South Central	AR, LA, NM, OK, TX
06	Pacific Northwest	AK, ID, MT, OR, WA
07	Pacific Southwest	AP, AZ, CA, GU, HI, NV
08	New England	CT, MA, ME, NH, RI, VT
20	Canada	AB, BC, MB, NB, NF, NS, NT, NU, ON, PE, PQ, SK
21	Mexico	

Serial Holdings

Section C-11. Serial Holdings State/Province Search Limit

The *State/Province Search Limit* screen appears when you click the checkbox in front of the State/Province search limit on the *Serial Holdings Add/Update* or *View* screen. The Name and Code for the U.S. State, Canadian Province, U.S. Territory, or Armed Forces Postal Code display. The list is alphabetical by U.S. State/Canadian Province Name. Your search will be limited by your selection(s).

Section C-12. Serial Holdings Library Group Search Limit

The *Library Groups Search Limit* screen displays when you click the checkbox in front of the Library Groups Search Limit on the *Serial Holdings Add/Update* or *View* screen. The Library Group Code and the Library Group Name display alphabetically by Library Group Code. The list is alphabetical by Library Group Code. Your search will be limited by the Library Groups that you select on this screen.

Library Groups consist of eleven or more related libraries that cannot be identified in any other way (e.g., “All DOCLINE libraries in Maryland” would **not** be considered a Library Group since a search can be limited by State.) Library Groups are established by NLM. Any additions or changes to Library Groups must be submitted to your Regional DOCLINE Coordinator who will review the request prior to submitting it to NLM.

Section C-13. Serial Holdings View Record Display

The *Serial Holdings Record Display* screen appears after the system performed a Serial Holdings search and retrieved one bibliographic record and one to 100 holdings records. You may view holdings, and, with the proper authorizations, proceed to add, update, or delete holdings from this screen.

Section C-14. Serial Holdings Reports Overview

Individual Library Reports (Holdings by Library, Holdings Not Updated within One Year, Holdings Outside of Publication Date, Level 2 Holdings, NLM Serial Title Changes)

Each user with Serial Holdings update rights can submit these reports.

- These reports will be current as of the time that they are run.
- When the user clicks **Submit**, the following happens:
 - The report is placed into a queue. Reports in the queue are run in order. The report should be available the following day unless there are a large number of reports that precede it in the queue.
 - When the report is ready, the user will see a Serial Holdings Report Ready message in the DOCLINE message area. The message area displays when the user initially logs into DOCLINE; from within DOCLINE, the user can display messages at any time by clicking on the Home option on the DOCLINE menu bar. Once the report has been viewed, the message will disappear from the DOCLINE message area.
- Each report will be deleted from the DOCLINE system one week after it has been created even if the report has not been viewed.
- Report fields with more than 255 characters will be truncated to 255 characters. For instance, if the title is 260 characters, only the first 255 will be included in the report.

Section C-15. Review/Cancel Submitted Reports

The *Review/Cancel Submitted Reports* screen appears when the user clicks on the Review/Cancel Submitted Reports hyperlink that is listed on the left side of the screen under the Submit Reports header. This screen displays all reports that have been submitted by the user and are pending or are running. The name of the report, the date it was requested, and the status of the report are displayed. The user can cancel pending reports. Reports that have started running cannot be cancelled.

Section C-16. NLM Serial Title Changes Report

This report identifies new records that were created by NLM and have not been updated by the library. The user can choose to find records in the last 1 month, 3 months, or 6 months. Each evening a program runs that identifies title changes for that day. Based upon beginning publication date, ending publication date, and holdings within Serial Holdings, new holdings records are created for the new title. It is up to each library to close holdings for the old titles and verify the holdings for the new titles. For more information on title changes and how they affect holdings within Serial Holdings, *see the Serial Holdings FAQ*.

A user can produce this report for any library for which he/she has update rights, a library group to which he/she belongs, or for his/her own state or province. For Serial Holdings Coordinators who have rights to more than one state/province, multiple states or provinces will display. Multiple Libraries, Library Groups and/or State/Provinces cannot be selected. Regional DOCLINE Coordinators can produce this report for their region.

The report is sorted by LIBID and then by Title. The fields displayed are: Library Name, City, State/Province, LIBID, Title, NLM Unique ID, ISSN, Publisher, Place of Publication, Publication Date, Frequency, Continuation Notes, Holdings, Retention Policy, and Acquisition Status . Any fields that have no data will not display.

Note:

- For Procedures submitting an “NLM Serial Title Changes” Report, see DOCLINE.
- Each user with Serial Holdings update rights can submit these reports.
- These reports will be current as of the time that they are run.
- Reports are accessible ONLY to the user that submits them (e.g., if I submit a report when I am logged in with USERID XXX61, I must log in as USERID XXX61 in order to retrieve the report).
- If a second report of the same type (ex. Holdings by Library) for the same library is requested by the same user, the first report will be replaced by the second report.
- Report fields with more than 255 characters will be truncated to 255 characters. If, for instance, the title is 260 characters, only the first 255 will be included in the report.

Section C-17. Serial Holdings by Library Report

This report lists the holdings for an individual library. A user can produce a holdings report for any library for which they have rights to update holdings. The report can be formatted in either a *standard* (viewable/printable) ~~or~~ *delimited* (save to a database) format. The user can accept the fields that are selected by default or add additional fields to display in the report. This report is sorted by Title.

 **Note:**

- For Procedures submitting an “NLM Serial Title Changes” Report, see DOCLINE.
- Each user with Serial Holdings update rights can submit these reports.
- These reports will be current as of the time that they are run.
- Reports are accessible ONLY to the user that submits them (e.g., if I submit a report when I am logged in with USERID XXX61, I must log in as USERID XXX61 in order to retrieve the report).
- If a second report of the same type (ex. Holdings by Library) for the same library is requested by the same user, the first report will be replaced by the second report.
- Report fields with more than 255 characters will be truncated to 255 characters. If, for instance, the title is 260 characters, only the first 255 will be included in the report.

Section C-18. Serial Holdings Outside of Pub Date Report

This report lists holdings that fall outside of the publication date range listed in the bibliographic record that is located in LOCATORplus. In MARC, the beginning date is the 008 at the 7th through 10th positions and the ending date is the 008 at the 11th through 14th positions

 **Note:**

- In MARC, the positions for the 008 start at 0). For example, if the bibliographic record said that the serial was published from 1980 to 1995 and the library reported holdings for 1963 to 1990, that holding would appear on this report.

Section C-19. Outside of Pub Date Report

A user can produce this report for any library for they have update rights, a library group to which they belong, or for their own state or province. For Serial Holdings Coordinators who have rights to more than one state/province, multiple states or provinces will display. Multiple Libraries, Library Groups, and/or State/Provinces cannot be selected. Regional DOCLINE Coordinators can produce this report for their region.

The report is sorted by LIBID and then by Title. The fields displayed are: Library Name, City, State/Province, LIBID, Title, NLM Unique ID, ISSN, Publisher, Place of Publication, Publication Date, Frequency, Continuation Notes, Holdings, Retention Policy, and Acquisition Status. Any fields that have no data will not display.

Notes

- Each user with Serial Holdings update rights can submit these reports.
- These reports will be current as of the time that they are run.
- Reports are accessible ONLY to the user that submits them (e.g., if I submit a report when I am logged in with USERID XXX61, I must log in as USERID XXX61 in order to retrieve the report).
- If a second report of the same type (ex. Holdings by Library) for the same library is requested by the same user, the first report will be replaced by the second report.
- Report fields with more than 255 characters will be truncated to 255 characters. If, for instance, the title is 260 characters, only the first 255 will be included in the report.

Section C-19. Serial Holdings Level 2 Holdings Report

This report lists the holdings that are at Encoding Level 2 according to the ANSI/NISO Z39.71-1999 standard. These holdings do not list volume or year holdings information. Since neither DOCLINE users nor the DOCLINE routing algorithm can tell what is held, it is important to add holdings information to these records as soon as possible.

A user can produce a Level 2 holdings report for any library for which they have rights to update holdings, a library group to which they belong, or for their own state or province. For Serial Holdings Coordinators who have rights to more than one state/province, multiple states or provinces will display. Only one library, library group, and/or state/province can be selected for the report. Regional DOCLINE Coordinators can produce this report for their region.

The report is sorted by LIBID and then by Title. The fields displayed are: Library Name, City, State/Province, LIBID, Title, NLM Unique ID, ISSN, Publisher, Place of Publication, Publication Date, Frequency, Continuation Notes, Retention Policy, and Acquisition Status. Any fields that have no data will not display.

Notes:

- Each user with Serial Holdings update rights can submit these reports.
- These reports will be current as of the time that they are run.
- Reports are accessible ONLY to the user that submits them (e.g., if I submit a report when I am logged in with USERID XXX61, I must log in as USERID XXX61 in order to retrieve the report).
- If a second report of the same type (ex. Holdings by Library) for the same library is requested by the same user, the first report will be replaced by the second report.
- Report fields with more than 255 characters will be truncated to 255 characters. If, for instance, the title is 260 characters, only the first 255 will be included in the report.

Serial Holdings

Section C-20. Serial Holdings Libraries not Updated

This report lists libraries that have not updated any of their holdings within One Year. A minimum of once a year, libraries should update the library holdings as necessary; if the holdings do not need to be updated, the library should review the library holdings and update the Holdings Last Reviewed field in the Serial Holdings part of the Membership section of the Institution record. When a holdings record is updated, the Update Date is changed in the Serial Holdings Update History part of the Membership section of the Institution record. There are two types of updating: *Online* and *Batch*. The dates associated with both these types are checked and the Holdings Last Reviewed field is also checked. In order to be listed on the report, the following must occur:

1. Holdings Last Reviewed field for the library is blank or more than one year prior to the date of the report; AND,
2. Last time any holdings record for the library was updated online is blank or more than one year prior to the date of the report; AND,
3. Last time any holdings record for the library was updated via batch is blank or more than one year prior to the date of the report.

A user can produce this report for any library for which they have update rights, a library group to which they belong, or for their own state or province. For Serial Holdings Coordinators who have rights to more than one state/province, multiple states or provinces will display. Only one library, library group, and/or state/province can be selected for the report. Regional DOCLINE Coordinators can produce this report for their region.

The report is sorted by LIBID. The fields displayed are: Library Name, City, State/Province, LIBID, Number of Level 3 Holdings, Number of Level 2 Holdings, Last Batch Update Date, Last Online Update Date, and Date Last Reviewed on. Any fields that have no data (other than the Date Last Reviewed on) will not display.

Note:

- Each user with Serial Holdings update rights can submit these reports.
- These reports will be current as of the time that they are run.
- Reports are accessible ONLY to the user that submits them (e.g., if I submit a report when I am logged in with USERID XXX61, I must log in as USERID XXX61 in order to retrieve the report).
- If a second report of the same type (ex. Holdings by Library) for the same library is requested by the same user, the first report will be replaced by the second report.
- Report fields with more than 255 characters will be truncated to 255 characters. If, for instance, the title is 260 characters, only the first 255 will be included in the report.

Section C-21. Reports Ready

The *Reports Ready* screen appears when the user clicks the “Reports Ready” hyperlink that is listed on the left side of the screen under the Submit Reports header. This screen displays all reports that have been submitted by the user and subsequently completed running. The name of the report, the date it was requested, the date it was last viewed, and the number of records in the report are displayed. To view the report, click on the Report Name hyperlink.

Definitions

FIELD	DEFINITION
Delete Checkbox	When this checkbox is clicked, a checkmark appears; and, if the user clicks Delete Selected Report(s) , the report will be deleted from the NLM server.
Report Name	The name of the report.
Request Date	The date the report was requested by the user.
Last View Date	The date the report was last viewed.
Number Records	The number of records in the report.

Actions:

DESIRED ACTION	PROCEDURE
View Report	Click the “Report Name” hyperlink.
Print Report in Netscape	From the <i>Serial Holdings Reports</i> screen: <ol style="list-style-type: none"> 1. On left side of the screen under the Submitted Reports header, click the “Reports Ready” hyperlink. 2. Click the appropriate “Report Name” hyperlink. 3. After the report displays, use your browser to print the report.
Print Report in Internet Explorer	From the <i>Serial Holdings Reports</i> screen: <ol style="list-style-type: none"> 1. On left side of the screen under the Submitted Reports header, click the “Reports Ready” hyperlink. 2. Click the appropriate “Report Name” hyperlink. 3. After the report displays, move your cursor over any of the report information and then right click. 4. Click the <i>Select All</i> option. 5. Right click. 6. Click the <i>Copy</i> option.

Serial Holdings

	<ol style="list-style-type: none">7. Open <i>Microsoft Word</i>.8. Use the word processing package to paste the data and then to print the data.
Save Delimited Report as ASCII Text in Netscape	<ol style="list-style-type: none">1. Click the "Report Name" hyperlink.2. Select <i>File</i> from the browser bar.3. Select <i>Save As</i>4. Enter a file name with file extension ".txt". Example: MDUGHI.txt5. Click Save.
Save Delimited Report as ASCII Text in Internet Explorer	<ol style="list-style-type: none">1. Right Click the <i>Report Name</i> hyperlink.2. Click the "<i>Save Target As</i>" option.3. Enter a file name. Example: MDUGHI4. Click on the drop-down list for Save As Type and select "Text File (.txt)"5. Click Save.

Serial Holdings

Section C-22. Serial Report Field Definitions

FIELD	DEFINITION
Acquisition Status	The current receipt status of the title (e.g., Currently Receiving, No Longer Acquiring)
City	The city is taken from the Document Delivery City field in the Address section of the Institution record.
Continuation Notes	Notes about preceding or succeeding titles.
Frequency	The Current Publication Frequency (taken from the 310 of the MARC record) is the most recent frequency identified by NLM or the frequency that was listed on the piece when the journal was initially cataloged.
Holdings	The volumes and/or years held by the library or the number of months, years, or editions that are held if the library reports holdings for a limited time period.
ISSN	International Standard Serial Number (taken from MARC field 022 subfield a in LOCATORplus)
LIBID	The LIBID is a six character code that consists of the two-letter state or Canadian province abbreviation, a U for U.S. or a C for Canada, and three alphabetic characters.
Library Name	The library name is taken from the Document Delivery Institution field in the Address section of the Institution record. This is a required field. It will appear in all Holdings by Library reports.
NLM Unique ID	The NLM Unique Identifier for the serial title (taken from 035 subfield 9 MARC field in LOCATORplus). This is a required field. It will appear in all Holdings by Library reports.
Place of Publication	The most recent place of publication identified by NLM or the place of publication that was listed on the piece when the journal was initially cataloged. From MARC field in LOCATORplus: Place of Publication: The place of publication that appears in Serial Holdings is created from various fields in the MARC record: If the most recent place of publication identified by NLM (269 subfield a) is present, the place of publication is the 269 subfield a. Otherwise, the place of publication comes from the place of publication listed on the piece when the journal was initially cataloged (260 subfield a).
Publication Date	The beginning publication date, a hyphen, and, if present, the ending publication date. The letter <i>u</i> in the date indicates that the date is unknown. Ex. 19uu-197u (beginning date is sometime in the 19 th century; ending date is sometime during the 1970s) From MARC field in LOCATORplus: The beginning date is the 008 field at the 7 th through 10 th positions. The ending date is the 008 field at the

Serial Holdings

	11 th through 14 th positions. NOTE: In MARC, the positions for the 008 field start at 0.
Publisher	The most recent publisher identified by NLM or the publisher that was listed on the piece when the journal was initially cataloged. From MARC field in LOCATORplus: Publisher: The publisher that appears in Serial Holdings is created from various fields in the MARC record: If the most recent Publisher identified by NLM (269 subfield b) is present, the publisher is the 269 subfield b. Otherwise, the publisher comes from the publisher listed on the piece when the journal was initially cataloged (260 subfield b).
Retention Policy	The library's policy for keeping the title (e.g., permanently retain or retain for a limited period).
State/Province	The U.S. State or Canadian Province is taken from the Document Delivery State/Province field in the Address section of the Institution record.
Title	The serial title. This is a required field. It will appear in all Holdings by Library reports. From MARC field in LOCATORplus: The title that appears in Serial Holdings is created from various fields in the MARC record: If a Uniform Title (130) is present without a subfield I (the letter "I"), the title is the 130. Otherwise, the title comes from the 245 subfield a, b, c, h, n, and p followed by a space and then by the subfields of the Corporate Name (110) or Conference Name (111), if they exist.

Section C-23. Types of Serial Reports

Report Format Type

REPORT FORMAT OPTION	DEFINITION
Standard	A viewable/printable format that lists the selected field names followed by the data.
Delimited	Data in a format that can be saved and then imported into another database such as Microsoft Access.

Select LIBID: The LIBIDs display for which the user has update rights. **Only one LIBID** can be selected at a time even if the user has the authorization to run reports for more than one LIBID. Click on the appropriate LIBID in order to select it.

Select Report Fields: The fields that are selected to display in your report are listed in the area below the DOCLINE menu bar at the top of the screen. The default fields that are already selected for the user are: Holdings, Library Name, NLM Unique ID, and Title. These fields cannot be deselected.

DESIRED ACTION	PROCEDURE
Select Additional Report Fields	Hold down the Control (Ctrl) key while clicking on the appropriate field name(s).
Deselect one or more Report Field(s)	Hold down the Control (Ctrl) key and click on the appropriate highlighted field(s). To Deselect ALL Report Fields except for the required fields (Holdings, Library Name, NLM Unique ID, and Title), click RESET.
Deselect all Report Fields that are NOT Required	Click RESET.

END OF MODULE

