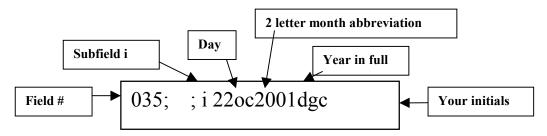## 035 Field in MARC Holdings Records

1. **ALWAYS** include a 035 field in any holdings record you are editing.

2. The field should appear as **date/month/year/initials**.

3. Use proper abbreviations for months.

Abbreviations for Months

Month	2 Letter
January	ja
February	fe
March	mr
April	ap
May	my
June	je
July	jl
August	ag
September	se
October	oc
November	no
December	dc

4. **Do NOT replace** the 035 each time you edit a holdings record.
    You can have up to **5** 035's in one record.
    Keep the first 035.
    Keep any from SWAT or SHRC.
    After 5, delete the older ones, except for the first and SWAT/SHRC.

```
DBCN: APJ-5724              Entered: 05/05/1997      Modified: 17/02/2001

Type: y Enc l: 1 R/A stat: 0 Acq method: u Cancel:      Gen ret: 0
Spec ret:      Complete: 0 Copies: 001 Lend: u Repro: u Lang: eng
S/C copy: 0 Control:

  004:    :a AEW-1609 $
  035:    :i 11ja95nrp $
  035:    :i 15oc98wkwok[swat] $
  035:    :i 17fe2001dgc $
  852: 0 :b 014007 $h QH540 $i .E273 $
  853:    :8 1 $a V. $b N. $c () $t c. $
  866:  0;8 1 $a Library has: V.5 1995 -  $
  866:  0;8 1 $a Unbound issues in Woodward Library $
I 863:    :8 1.1 $a 5 $b 1-2 $c 1995 $p 39424042443397 $t 1 $
I 863:    :8 1.2 $a 5 $b 3-4 $c 1995 $p 39424042443447 $t 1 $
I 863:    :8 1.3 $a 6 $b 1-2 $c 1996 $p 39424042443496 $t 1 $
I 863:    :8 1.4 $a 6 $b 3-4 $c 1996 $p 39424042443546 $t 1 $
I 863:    :8 1.5 $a 7 $b 1-2 $c 1997 $p 39424042443595 $t 1 $
                                                0=MARION
```

5. If you don't have time to finish a title in one session, use [incomplete] after your initials.

    035; ;i 17fe2001dgc/shrc [incomplete]