

Continuity in holdings records using standard language, process and procedure is a goal of TS Serials.

The following are standards for updating serials holding records:

- delete all 035s
- delete all holdings DBCNs: 014 tag, subfield 9
- all 583 should refer to Voyager locations only
- please follow suggested 583 examples (document pre NISO)
- NISO standards used in all 866s (document)
- 866s do not have:
 - end punctuation
 - refer to unbound locations if holding location is unbound location

Voyager Cat Client shortcut keys:

- “Delete” will delete single character or an entire highlighted field
- F3 will insert a field before your cursor
- F4 will insert a field after your cursor
- F9 will split a sub field

Tips:

- can copy & paste a Bib number via the 001 MARC field of a record using the OPAC view
- can copy & paste whole fields in holding records; can save time re-keying