

HOW TO FORMAT GRATISNET DATA

TITLE INFORMATION

For the purposes of gaining correct title information it is presumed that AACR2 cataloguing rules are used. You only need fill in a data sheet if the title is new to the network, i.e. does not appear on the website at all. All other changes you can carry out on the website yourself.

Please note: the terms CONTINUED and CONTINUED BY are represented as the most likely statements to be used, however, the following should replace these terms if necessary:

“MERGER OF” “MERGED WITH” “SPLIT INTO” “SEPARATED FROM” “ABSORBED” “ABSORBED BY”

HOLDINGS INFORMATION

This has been designed to make the list easiest to read. Please use the exact punctuation used here. The symbol ▲ means leave one character space blank.

1. When the holdings start with the first issue of a volume, do not put in the issue number

V.▲1(1993)▲-

2. When holdings start after the first issue, put in the issue number

V.▲1▲No.▲3(1993)▲-

3. When the journal has NO volumes, but issue numbers only:

No.▲4(1993)▲-

4. When the enumeration is by Month and Year only:

MAR▲(1994)▲-

5. When the enumeration is by year only do not use parenthesis:

1994▲-▲1996

6. When the holdings are imperfect – only note the gaps of whole volumes or years (not missing issues). Do not repeat the “V” for volume. Separate missing volumes or years by a colon “:” . To note that the holdings are imperfect, use the abbreviation “Impf.”

V.▲2(1993)▲-▲5(1996)▲;▲9(2000)▲-▲11(2002)▲Impf.

7. When holdings are closed:

V.▲2(1993)▲-▲5(1996)
V.▲20▲No.▲7(1995)▲-▲25▲No.▲5(2000)
No.▲21(1994)▲-▲No.▲77(1996)
MAR(1994)▲-▲DEC(1997)

8. When holdings are for the Current Year Only use abbreviation CYO. Do not provide other holdings data.

9. When holdings are for a set period, i.e. Current 5 Years, and the library is still receiving issues of the title, use:

Current▲5▲YRS

10. If library holdings are remote from the library, and would require a longer time to retrieve information, start the holding statement with an * symbol.