

## Completeness Codes in Holdings 008/16 for Serial Union Listings

rev. 04/2005

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Beginning in April 2003, we began using completeness codes for our holdings on serial titles. However, our interpretation of the completeness versus the interpretation done by CADM made coding inconsistent with each other. Please use the following completeness code for the following Acquisitions Status:

<u>Acquisition Status</u>	<u>Completeness</u>
2	Appropriate 1-3 coding
4	1
5	Appropriate 1-3 coding

For ***ceased or completed*** titles (2), estimate the appropriate completeness codes (1-3).

For ***currently received*** titles (4), code as complete when doing initial cataloging. The code will be updated as appropriate by CADM and SerCat will be notified via the LDR Notification Form.

For ***current titles not received by Notre Dame*** (5), use the appropriate code (1-3). If it is impossible to evaluate the extent of holdings, use other (0).

For ***titles with limited retention*** (retention 4-6), use other (0) coding.

### **COMPLETENESS : 008/16**

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An estimate of entire run or institutional holdings (all copies)

<b>0 - Other</b>	[limited retention or unable to establish extent of holdings]
<b>1 - Complete</b>	[95% - 100%]
<b>2 - Incomplete</b>	[50% - 94% ]
<b>3 - Scattered Holdings</b>	[ Less than 50% ]
<b>4 - Not applicable</b>	Used by monographs only