NEWSPAPER FORMAT

DEFINITION OF A NEWSPAPER:
(from the Newspaper Cataloging and Union Listing Manual, 1990.)

The United States Newspaper Program uses the definition of a newspaper adopted by the International Organization for Standardization (ISO):

Newspaper: serial publication which contains news on current events of special or general interest. The individual parts are listed chronologically or numerically and appear usually once a week. (NOTE: I have seen a few monthly newspapers.)

Note – newspapers usually appear without a cover, with a masthead, are normally larger than 297 mm x 420 mm [approximately 12 x 17 inches] in size.

This definition includes:

- All general interest newspapers mainly reporting events that have occurred within the 24-hour period before going to press.
- Non-daily general interest newspapers which provide news covering a longer period of time, but which owing to their local origin or for other reason, provide their readers with a primary source of general information.
- Daily and non-daily newspapers that contain news and information on the basis of an ethnic, racial, cultural or national group.
- Newspapers produced by the alternative press, if they provide their readers with a primary source of general news on current events.
- Newspapers serving a military community such as an airbase or military post when they carry news of current events of general interest to a particular community.

This definition excludes:

- Newsletter publications that are intended to report only news of a particular organization or institution, or that are specifically limited to coverage of a business, industry, craft, market, etc.
- Shoppers and other publications issued primarily for advertising purposes.
GENERAL INFORMATION ON HOLDINGS STATEMENTS:

Do not use enumeration. The USNP (United States Newspaper Program) does not report numerical designation, for example, v., no., pt., issue, etc. Chronological dates are reported.

Enter the inclusive dates--year:month:day--of the issues held. A newspaper may be a monthly and the date will then be year: month.

Dates are input according to a stylized format unique to newspapers and the reporting practices of the United States Newspaper Program. The PUNCTUATION TABLE provides components of the chronological designation. NOTE: USNP does not make a distinction between break and non-break gaps in holdings. In many cases, with newspapers, there will not be any information a gap.

PUNCTUATION TABLE FOR USE IN OCLC 866 FIELD $a and in INFOLINKS 860 |b

Angle brackets

USE Groups holding or separates holding statements to improve readability. Use a space between sets of angle brackets.


Comma

Reports a break or gap in holdings reported within angle brackets. Use blank spaces following commas to group or separate holdings to improve readability; e.g., in the following statement, holdings for November and holdings for December are kept together without spaces, while holdings for November are separate from December with a space.

<1845:8:16-11:8, 29, 12:13, 27>

Hyphen

Represents a range of holdings within angle brackets. Dates are inclusive.


Open hyphen

Indicates that issues are currently received. Do not conclude the holdings statement with a right angle bracket.
<1983:6:7-

Colon

Separates levels of chronology; i.e., year:month:day

<1847:4:17-1848:6:10>

Diagonal

Separates a span of dates; e.g., a weekly publication with a chronological designation that covers a span of dates.


PUNCTUATION USE IN SUMMARY FIELD OF OCLC LOCAL HOLDINGS RECORD

Comma

Represents a gap in holdings of one or more years. Input no space following the comma. In the following example, no issues are held for the year 1850.

1845-1849,1851

Hyphen

Represents a range of holdings. In the following example, at least one issues is held for each year between 1845 and 1849, inclusive.

1845-1849

Open hyphen

Indicates that issues are currently received.

1983-
EXAMPLES OF NEWSPAPER LIB HAS NOTES:

[NOTE: Holdings loaded via ERM/Serials Solutions will not be in the USNP format. For example, Northwest Arkansas Democrat gazette (b3503614x) Jan. 12, 2015-

The BAD times (b13820060):

\[85641|uhttp://scipio.uark.edu/cdm/landingpage/collection/BADTimes|z<1971:10-1972:3>\]

Arkansas Democratic banner (b16652794):

\[h860 |sPER:|zMicrofilm=<1851:3:11-7:15, 7:29-8:12, 9:2-10:21, 11:18-25, 12:9,23-30>\]

Northwest Arkansas times (Fayetteville (Ark.)) (b10102164)


OCLC LOCAL HOLDINGS NEWSPAPER FORMAT (USNP):

As with electronic journals, no local holdings record is entered in the OCLC Holding module. Print local holdings, including microfilm and microfiche, require local holdings in OCLC for ILL purposes.

This local holding record format is based on United States Newspaper Format and is very different from the other local holdings format.

1. The **Summary field** will contain the dates of the newspapers held by the library. For example: Summary 1986-1992
   In this example, the library has at least one newspaper in each year from 1986 to 1992. The hyphen is used to indicate a span of years.

   If there are gaps in the holdings, use a comma to indicate a gap break. For example:

2. In the **Leader field, Encoding Level**, always enter Level 3.

3. For the **007 field**, the first two codes should be correct.
   Print = ta
   Microfilm = hd
   Microfiche = he
4. For the **008 field, Receipt or acquisition**, code 4 for currently received or 5 for not currently received.

5. In the **852 field** enter the correct four letter code in $b. Newspapers will most likely be in AFUA (main), AFUI (spco), or AFUP (arkco). Code list:

   AFUA = main (including Storage and the Periodicals Room)
   AFUB = chem
   AFUC = fal
   AFUE = lrc
   AFUF = phys
   AFUH = md
   AFUI = spco
   AFUJ = spco (with LC call numbers- rare)
   AFUK = ref
   AFUM = govrf
   AFUO = usdoc
   AFUP = arkco

6. The detailed holdings are entered in the **866 field** (NOTE: the 853 and the 863 fields are never used for newspaper holdings).

   **Indicators:** Indicator 1 is always 3. Indicator 2 is always 7.

   $8$ is always 0 (zero).

   $2$ is always usnp.

   $a$ contains the detailed holdings statement. See pages 2-3 for instructions on the format and punctuation conventions.

   **Examples:**

   866 37 $8 0 $2 usnp $a <1986:2-1991:2> (OCLC# 13988027)

   866 37 $8 0 $2 usnp $a <1827:1:23> <1830:11:17> (OCLC# 9528641)
