

# **Bridges Policy on 856 Fields**

*Revised 20020514*

## **GENERAL FORMATTING STANDARDS**

For resources available without subscription or charge, add or modify the subfield 'z' to read: 'Freely available online'. Do not copy the subfield 'u' into the subfield 'z'.

Example: 856 40 |zFreely available online|uhttp://pins.simplenet.com/

## **ON OCLC Records**

Retain any 856 which is available without subscription or charge, but first, check the URL to see that it works. Add or modify the subfield 'z' to read: Freely available online

Retain any 856s for electronic resources available by subscription to which you subscribe. Add or modify the subfield 'z' to include the name of your library. Do not end subfield 'z' with a colon.

Delete any 856 which is for a subscription resource to which you do not have a subscription.

## **WITHIN BRIDGES:**

### **Adding 856 Tags:**

A library may add an 856 to an existing bibliographic record without consultation if:

The URL is for a resource available without subscription or charge

The URL is for a subscription to which the library subscribes

When adding URLs for resources available without subscription or charge, add or modify the subfield 'z' to read: Freely available online

When adding URLs for resources available by subscription for your library's patrons, add or modify the subfield 'z' to include the name of your library. A separate 856 should be created for each library which holds a subscription to an electronic resource.

### **Deleting 856s**

A library may delete an 856 from an existing bibliographic record without consultation if it is the only holder on the record and the URL is for a subscription or for-charge resource that the library does not have access to.

A library may delete an 856 from an existing bibliographic record without consultation if the 856 link is broken. A library should check on three separate days to be sure the link is broken before deleting. If the link is broken because a resource has moved to a new URL and the library knows the new URL, the library should modify the 856 to reflect the new URL instead of deleting it.

