

# Creating and Editing Item Records Part 2



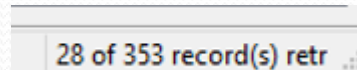
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# Search Tips

# The “Karate Chop” (Ctrl+Shift+A)

- When searching in Polaris, there may be more results than can be shown in one window.
- In the bottom right corner of the search window there may be a note saying, for example, “28 of 353 record(s) retrieved”.
- 14 results fit in a small window, but 28 are “retrieved” and sortable. [Click the square between the hyphen and the x in the top right corner, to maximize the window to see 28 or more at a time or to go restore to a small window.]
- Try a Polaris search for Bibliographic Records with Archie in the title.



# Bib Record Title Search for Archie

File Edit Tools Options Help

General Settings Scoping Branches Collections Databases

Object: Bibliographic Records Limit by: (None) Search Mode:  Normal  Power  SQL

Search by: Title Value: Search Search Mode:  Count Only

Type: Exact match (implicitly truncated)

Sort by: (None)

For: archie

Title	Author	Format	Lin...	Ho...	Publ...	Call Number	Contr...
Archie (Periodique).		Serial	18	0	1994	741.5	210530
The adventures of Little Archie. Volume one		Book	5	0	2004		379493
Archie-- Archie Andrews, where are you? dige...		Serial	38	0	1994		393512
Archie's pals 'n' gals double digest magazine.		Serial	135	0	1992		393532
Archie-Rions c'est l'heure		Book	1	0	1988		592825
Best of the fifties.		Book	4	0	1992	741.5	682404
Best of the eighties		Book	6	0	2001	741.5	682429
The Archies in JugMan		DVD	2	0	2002		704526
Best of the fifties. Book 2.		Book	3	0	2003	741.5	774350
Archie & friends all-stars. Volume 2, The best ...		Book	4	0	2009		815318
Géant Archie.		Serial	2	0	1997	741.5	852264
Archie in will you marry me?	Uslan, Michael, ...	Book	16	0	2010		869913
Best of the seventies. Book 2		Book	4	0	2010	741.5	870130
Archie. pureheart the powerful. vol. 1		Book	2	0	2010		885629

Done Stay on Select 28 of 353 record(s) retr ..

Click on any column heading to sort 28 records by title, author, format etc.

Try this search in Polaris!

Use the scroller bar again and again and again.... to gradually retrieve all 353 found records or use a karate chop to instantly 'retrieve' them all!

# The “Karate Chop” = Ctrl+Shift+A

- “*Ctrl+Shift+A*” is “nicknamed” the “karate chop”!
- Leaving your cursor on the Find Tool window, click on “*Ctrl+Shift+A*” to retrieve all records for sorting.
- The small window still only *shows* 14 of the 28 retrieved records (maximized shows more), but when the list is sorted, all 353 items will be *included in the sort*.
- In the next slides are two screen shots comparing a “sort by title”, before a karate chop and a “sort by title” after a karate chop (searching for all Bibliographic records with Archie in the title).

# The “Karate Chop”

Before

28 of 353 items retrieved

The screenshot shows the 'Bibliographic Records - Title Find Tool' interface. The search criteria are: Object: Bibliographic Records, Search by: Title, Type: Exact match (implicitly truncated), Sort by: (None), For:archie. The search mode is Normal. The results table shows 28 records, with the first 14 visible. The status bar at the bottom right indicates '28 of 353 record(s) retr...'. A blue arrow points to the 'archie' text in the 'For:' field.

Title	Author	Format	Lin...	Ho...	Publ...	Call Number	Contr...
Archie (Periodique).		Serial	18	0	1994	741.5	210530
The adventures of Little Archie. Volume one		Book	5	0	2004		379493
Archie-- Archie Andrews, where are you? dige...		Serial	38	0	1994		393512
Archie's pals 'n' gals double digest magazine.		Serial	135	0	1992		393532
Archie-Rions c'est l'heure		Book	1	0	1988		592825
Best of the fifties.		Book	4	0	1992	741.5	682404
Best of the eighties		Book	6	0	2001	741.5	682429
The Archies in JugMan		DVD	2	0	2002		704526
Best of the fifties. Book 2.		Book	3	0	2003	741.5	774350
Archie & friends all-stars. Volume 2, The best ...		Book	4	0	2009		815318
Géant Archie.		Serial	2	0	1997	741.5	852264
Archie in will you marry me?	Uslan, Michael, ...	Book	16	0	2010		869913
Best of the seventies. Book 2		Book	4	0	2010	741.5	870130
Archie. pureheart the powerful. vol. 1		Book	2	0	2010		885629

After

353 of 353 items retrieved

The screenshot shows the same 'Bibliographic Records - Title Find Tool' interface. The search criteria are identical to the first screenshot. The results table now shows 353 records, with the first 14 visible. The status bar at the bottom right indicates '353 of 353 record(s) retr...'. A blue arrow points to the 'archie' text in the 'For:' field.

Title	Author	Format	Lin...	Ho...	Publ...	Call Number	Contr...
Archie (Periodique).		Serial	18	0	1994	741.5	210530
The adventures of Little Archie. Volume one		Book	5	0	2004		379493
Archie-- Archie Andrews, where are you? dige...		Serial	38	0	1994		393512
Archie's pals 'n' gals double digest magazine.		Serial	135	0	1992		393532
Archie-Rions c'est l'heure		Book	1	0	1988		592825
Best of the fifties.		Book	4	0	1992	741.5	682404
Best of the eighties		Book	6	0	2001	741.5	682429
The Archies in JugMan		DVD	2	0	2002		704526
Best of the fifties. Book 2.		Book	3	0	2003	741.5	774350
Archie & friends all-stars. Volume 2, The best ...		Book	4	0	2009		815318
Géant Archie.		Serial	2	0	1997	741.5	852264
Archie in will you marry me?	Uslan, Michael, ...	Book	16	0	2010		869913
Best of the seventies. Book 2		Book	4	0	2010	741.5	870130
Archie. pureheart the powerful. vol. 1		Book	2	0	2010		885629

When the search is “done” (as seen in the bottom right corner) 353 records were found (retrieved) to match the search criteria. 28 out of the 353 are shown. (14 are visible in the window and 28 are sortable.)

In the second screen shot, all the records are retrieved with a **karate chop** (*Ctrl+Shift+A*). Although the list in the window appears the same, all 353 of the found records are retrieved. (No screen can display them all.)

# The "Karate Chop"

Before

28 retrieved out of 353 found

After

All 353 items retrieved

Bibliographic Records - Title Find Tool

File Edit Tools Options Help

General Settings Scoping Branches Collections Databases

Object: Bibliographic Records Limit by: (None) Search Mode:  Normal  Power  SQL

Search by: Title Value: Search

Type: Exact match (implicitly truncated) Stop

Sort by: (None) New Search

For: archie Clear

Help

Title	Author	Format	Lin...	Ho...	Publ...	Call Number	Contr...
The adventures of Little Archie. Volume one		Book	5	0	2004		379493
Archie & friends.		Serial	29	0	2009		1028896
Archie & friends all-stars. Volume 2, The best ...		Book	4	0	2009		815318
Archie & friends. Volume 10, Night at the com...	Ruiz, Fernando	Book	15	0	2011	741.5/973	916706
Archie-- Archie Andrews, where are you? dige...		Serial	38	0	1994		393512
Archie : hero in training	Hay, Sam	Book	4	0	2011		1004103
Archie in will you marry me?	Uslan, Michael, ...	Book	16	0	2010		869913
Archie meets Kiss	Goldwater, Joh...	Book	15	0	2012		1019739
Archie (Periodique).		Serial	18	0	1994	741.5	210530
Archie. pureheart the powerful. vol. 1		Book	2	0	2010		885629
Archie-Rions c'est l'heure		Book	1	0	1988		592825
Archie. The best of Dan DeCarlo.	Decarlo, Dan	Book	1	0	2011	741.5	932156
Archie. The best of Dan DeCarlo, 2.	DeCarlo, Dan	Book	1	0	2011	741.5	932180
Archie. The best of Stan Goldberg. 1st volume	Goldberg, Stan	Book	1	0	2010	741.5	894319

Done Stay on Select 28 of 353 record(s) retr

Bibliographic Records - Title Find Tool

File Edit Tools Options Help

General Settings Scoping Branches Collections Databases

Object: Bibliographic Records Limit by: (None) Search Mode:  Normal  Power  SQL

Search by: Title Value: Search

Type: Exact match (implicitly truncated) Stop

Sort by: (None) New Search

For: archie Clear

Help

Title	Author	Format	Lin...	Ho...	Publ...	Call Number	Contr...
A.R.C.H.I.E.		DVD	3	0	2016		1407250
The adventures of Little Archie. Volume one		Book	5	0	2004		379493
The adventures of little Archie. Volume two		Book	3	0	2008		787773
Archie	Gordon, Dome...	Book	6	0	2012		1054417
Archie.		Serial	117	0	1959		1363311
Archie	Baker, Aleah.	Ebook	0	0	2016		1476661
Archie & friends.		Serial	29	0	2009		1028896
Archie & friends all-stars. Volume 2, The best ...		Book	4	0	2009		815318
Archie & friends all-stars. Volume 3, The carto...	Simmons, Alex	Book	3	0	2010		887463
Archie & friends all-stars. Volume 4, Betty and ...	Parent, Dan.	Book	4	0	2010		963805
Archie & friends all-stars. Volume 5, Archie's h...		Book	7	0	2010		898543
Archie & friends all-stars. Volume 8, The Archi...	Parent, Dan	Book	8	0	2010	741.5/973	896387
Archie & friend's double double digest.		Serial	26	0	2011		1200127
Archie & friends. Volume 10, Night at the com...	Ruiz, Fernando	Book	15	0	2011	741.5/973	916706

Done Stay on Select 353 of 353 record(s) retr

By clicking on a column heading once, 28 retrieved results are sorted alphabetically (a-z) (a second click on the same heading sorts from z-a). "Title" was clicked once in the first screen shot above.

Above, all the records are retrieved with a karate chop (*Ctrl+Shift+A*). Clicking on the Title column heading after the karate chop sorts all 353 records - a very different list of titles show in the second picture.



# Multiple sort levels

- In the previous example, “Title” was clicked once, to produce a sort of all the titles retrieved. This is like a primary sort in a spreadsheet, and if there are multiple identical titles, may not be a *useful* sort.
- Choosing a second column to sort (i.e. Publishing date, format or author) before (or after) sorting by title, produces a “secondary sort”, which can be very useful!

Note: Clicking *once* on a column title sorts the list from a to z (or lowest number to highest). Clicking *a second time* on the same column title reverses the order (z to a or highest number to lowest). Clicking *a third time* on the same title, puts the order back to a to z (lowest # to highest).

# Primary sort

Bibliographic Records - Title Find Tool

File Edit Tools Options Help

General Settings Scoping Branches Collections Databases

Object: Bibliographic Records Limit by: (None) Search Mode:  Normal  Power  SQL Search

Search by: Title Value: Search Stop

Type: Exact match (implicitly truncated) New Search

Sort by: (None) Clear

For: archie Help

Title	Author	Format	Lin...	Ho...	Publ...	Call Number	Contr...
A.R.C.H.I.E.		DVD	3	0	2016		1407250
The adventures of Little Archie. Volume one		Book	5	0	2004		379493
The adventures of little Archie. Volume two		Book	3	0	2008		787773
Archie	Gordon, Dome...	Book	6	0	2012		1054417
Archie.		Serial	117	0	1959		1363311
Archie	Baker, Aleah.	Ebook	0	0	2016		1476661
Archie & friends.		Serial	29	0	2009		1028896
Archie & friends all-stars. Volume 2, The best ...		Book	4	0	2009		815318
Archie & friends all-stars. Volume 3, The carto...	Simmons, Alex	Book	3	0	2010		887463
Archie & friends all-stars. Volume 4, Betty and ...	Parent, Dan.	Book	4	0	2010		963805
Archie & friends all-stars. Volume 5, Archie's h...		Book	7	0	2010		898543
Archie & friends all-stars. Volume 8, The Archi...	Parent, Dan	Book	8	0	2010	741.5/973	896387
Archie & friend's double double digest.		Serial	26	0	2011		1200127
Archie & friends. Volume 10, Night at the com...	Ruiz, Fernando	Book	15	0	2011	741.5/973	916706

Done Stay on Select 353 of 353 record(s) retrieved

1. Results after “*Ctrl+Shift+A*”, and then clicking on “Title” the heading in the first column, to obtain a primary sort by title.

# Secondary sort

Bibliographic Records - Title Find Tool

File Edit Tools Options Help

General Settings Scoping Branches Collections Databases

Object: Bibliographic Records Limit by: (None) Search Mode:  Normal  Power  SQL Search

Search by: Title Value: Search Stop

Type: Exact match (implicitly truncated) New Search

Sort by: (None) Clear

For: archie Help

Title	Author	Format	Lin...	Ho...	Publ...	Call Number	Contr...
archie comic		Book	1	0			1672450
archie comic		Book	1	0			1672451
archie jumbo comics		Book	1	0			1672083
Archie Jumbo Comics		Book	1	0			1672253
ARCHIE24		Book	1	0			1654631
Archies Double Digest		Book	1	1			1336874
ARCHIE'S FUNHOUSE. THE ARCHIES COMPLE...		Book	1	0			1623225
Little Archie comics digest magazine		Serial	1	0			1667381
Veronica's passport digest magazine		Serial	1	0			1667382
Archie's double digest (Magazine).		Serial	445	0	19uu		1054820
Archie comics super special.		Serial	3	0	20uu	741.5	1109357
Archie.		Serial	117	0	1959		1363311
Archie comics digest magazine		Serial	19	0	1979		1667363
Betty and Veronica double digest (magazine).		Serial	308	0	1987		1603855

Done Stay on Select 355 of 355 record(s) retrieved

2. Next, click on Publication Date to secondarily sort by date. Nine at the top of the list show no publication date information available from the Bib record. All the records with the same publication date are still in alphabetical order by title. The next slide shows the results after clicking a second time on Publication Date for a sort in reverse (newest at the top) retaining title order. 10

Starting with the newest Bib records is a faster way to find the right record to add your new magazine.

Remember from the first training module:

1. Examine the physical copy.
2. Check the Bib record.
3. Add the holding by creating a new item record.

Bibliographic Records - Title Find Tool

File Edit Tools Options Help

General Settings Scoping Branches Collections Databases

Object: Bibliographic Records Limit by: (None) Search Mode:  Normal  Power  SQL

Search by: Title Value: Search

Type: Exact match (implicitly truncated)  Count Only Stop

Sort by: (None) Clear

For: archie Help

Title	Author	Format	Lin...	Ho...	Publ...	Call Number	Contr...
Archie 1000 Page Comics Party.	Archie Superstars	Book	1	0	2019		1672326
Archie - Modern Classics.	Archie Superstars	Book	1	0	2019		1672325
Archie 1000 Page Comics Romp.	Archie Supersta...	Book	1	0	2018		1672327
Archie 1000 page comics treasury.		Book	16	1	2018		1634621
Archie at Riverdale High - volume 1		Book	1	0	2018		1646450
Archie Giant Comics Bash.	Archie Supersta...	Book	1	0	2018		1672328
Archie giant comics surprise.		Book	5	0	2018		1665511
Archie Vol. 6	Waid, Mark	Book	2	2	2018		1649280
Archie. Volume five, The heart of Riverdale	Waid, Mark, 19...	Book	8	1	2018		1664515
Archie's big book fairy tales		Book	3	0	2018		1646452
Archie's big book : volume 2 Fantasy		Book	1	0	2018		1656437
Archie's big book. Volume 3, Rock n roll		Book	1	0	2018		1604422
The Archies. Volume one	Segura, Alex, 19...	Book	1	0	2018		1671244
The best of Archie Americana : Silver Age, 196...		Book	9	0	2018		1662618

Done Stay on Select 355 of 355 record(s) rel

Notice that two new records were added since the writing of this searching tip was started? The database is constantly in a state of flux as new records are added and old are removed!

# “All keyword fields”

- The “Search by” drop down menus in Bib record or Item record search tools contain lengthy field lists to help you narrow your search.
- Searching by “*All keyword fields*” (at the top of the alphabetic list) is a very powerful way of pulling more results into your search.
- Compare a Bib record “*Title*” search for the word “Legacy” with an “*All keyword fields*” search for the same. A “*Title*” search returns over three hundred results, but an “*All keyword fields*” search returns over three thousand!
- After “*Ctrl+Shift+A*” to retrieve all records, click on format, then author. On the next slide see how all items by Nora Roberts are grouped by format!

1. Search Bib records by “All keyword fields” for “Legacy”
2. Karate chop!  
(*Ctrl+Shift+A*)
3. Click on “Format”
4. Click on “Author”

Formats (i.e. books, audiobooks, etc.) by Nora Roberts (author) are grouped together.

Eight of the 3201 Bib records are “books” by Nora Roberts.

“Legacy” will be found either in the title or in the Bib record somewhere!

The screenshot shows the 'Bibliographic Records - All keyword fields Find Tool' window. The 'Search by' dropdown is set to 'All keyword fields' and the 'For' dropdown is set to 'Legacy'. The search mode is set to 'Normal'. The results table is as follows:

Title	Author	Format	Lin...	Ho...	Publ...	Call Number	Contr...
Captivated	Roberts, Nora, ...	Audio ...	2	0	2010		896359
Captivated & entranced	Roberts, Nora, ...	Audio ...	3	0	2012		1276785
Enchanted	Roberts, Nora, ...	Audio ...	3	0	2014		1302848
Charmed	Roberts, Nora, ...	Audio ...	3	0	2013		1303053
Charmed & Enchanted	Roberts, Nora, ...	Audio ...	2	0	2013		1305418
Entranced	Roberts, Nora, ...	Audio ...	2	0	2010		838222
Entranced	Roberts, Nora, ...	Audio ...	1	0	2010		863708
Charmed	Roberts, Nora, ...	Audio ...	1	0	2013		1258098
The Donovan legacy	Roberts, Nora a...	Book	7	0	1999		62800
Enchanted	Roberts, Nora a...	Book	5	0	1999		70505
Entranced	Roberts, Nora a...	Book	15	0	1992		148223
Charmed & Enchanted	Roberts, Nora a...	Book	59	0	2004		255755
The Quinn legacy	Roberts, Nora, ...	Book	8	0	2006		383616
Captivated	Roberts, Nora a...	Book	24	0	1992		693556
Captivated & entranced : two classic Donovan...	Roberts, Nora, ...	Book	41	0	2008		701569
Enchanted	Roberts, Nora, ...	Book	1	0	2009		1223592
Captivated	Roberts, Nora a...	Ebook	2	0	2012		1392504
Entranced	Roberts, Nora a...	Ebook	2	*	2012		1392523
Heaven and Earth	Roberts, Nora a...	Ebook	1	*	2001		1396652
Enchanted	Roberts, Nora a...	Ebook	2	*	2012		1406594
Charmed	Roberts, Nora a...	Ebook	2	*	2012		1406745
Captivated the Donovan legacy	Roberts, Nora a...	Large ...	1	0	2004		403106
Enchanted the Donovan legacy	Roberts, Nora a...	Large ...	1	0	2000		547779

The status bar at the bottom shows 'Stay on Select' and '3201 of 3201 record(s)'.

Question...

In addition to this primary sort by author and secondary sort by format, can you also return a tertiary (3<sup>rd</sup> level) sort by year of publication, so the books within this sort are in order of publication date?

The screenshot shows the 'Bibliographic Records - All keyword fields Find Tool' interface. The 'Object' dropdown is set to 'Bibliographic Records', 'Search by' is 'All keyword fields', and 'Type' is 'Keyword search'. The search results table shows columns for Title, Author, Format, Lin..., Ho..., Publ..., Call Number, and Contr... A blue box highlights a group of records, and a blue oval highlights the status bar at the bottom showing '3201 of 3201 record(s)'.

Title	Author	Format	Lin...	Ho...	Publ...	Call Number	Contr...
Captivated	Roberts, Nora, ...	Audio ...	2	0	2010		896359
Captivated & entranced	Roberts, Nora, ...	Audio ...	3	0	2012		1276785
Enchanted	Roberts, Nora, ...	Audio ...	3	0	2014		1302848
Charmed	Roberts, Nora, ...	Audio ...	3	0	2013		1303053
Charmed & Enchanted	Roberts, Nora, ...	Audio ...	2	0	2013		1305418
Entranced	Roberts, Nora, ...	Audio ...	2	0	2010		838222
Entranced	Roberts, Nora, ...	Audio ...	1	0	2010		863708
Charmed	Roberts, Nora, ...	Audio ...	1	0	2013		1258098
The Donovan legacy	Roberts, Nora a...	Book	7	0	1999		62800
Enchanted	Roberts, Nora a...	Book	5	0	1999		70505
Entranced	Roberts, Nora a...	Book	15	0	1992		148223
Charmed & Enchanted	Roberts, Nora a...	Book	59	0	2004		255755
The Quinn legacy	Roberts, Nora, ...	Book	8	0	2006		383616
Captivated	Roberts, Nora a...	Book	24	0	1992		693556
Captivated & entranced : two classic Donovan...	Roberts, Nora, ...	Book	41	0	2008		701569
Enchanted	Roberts, Nora, ...	Book	1	0	2009		1223592
Captivated	Roberts, Nora a...	Ebook	2	*	2012		1392504
Entranced	Roberts, Nora a...	Ebook	2	*	2012		1392523
Heaven and Earth	Roberts, Nora a...	Ebook	1	*	2001		1396652
Enchanted	Roberts, Nora a...	Ebook	2	*	2012		1406594
Charmed	Roberts, Nora a...	Ebook	2	*	2012		1406745
Captivated the Donovan legacy	Roberts, Nora a...	Large ...	1	0	2004		403106
Enchanted the Donovan legacy	Roberts, Nora a...	Large ...	1	0	2000		547770



# Answer: YES

1. Search Bib records by “All keyword fields” for “Legacy”
2. Karate chop! (*Ctrl+Shift+A*)
3. Click on “Publication Year”
4. Click on “Format”
5. Click on “Author”

Books (formats) by Nora Roberts (author) are grouped together *and* sorted by date!

The screenshot shows the 'Bibliographic Records - All keyword fields Find Tool' window. The search criteria are: Object: Bibliographic Records, Search by: All keyword fields, Type: Keyword search, Sort by: (None), For: Legacy. The search mode is Normal. The results table is as follows:

Title	Author	Format	Lin...	Ho...	Publ...	Call Number	Contr...
Captivated	Roberts, Nora, ...	Audio ...	2	0	2010		896359
Captivated & entranced	Roberts, Nora, ...	Audio ...	3	0	2012		1276785
Charmed	Roberts, Nora, ...	Audio ...	3	0	2013		1303053
Charmed & Enchanted	Roberts, Nora, ...	Audio ...	2	0	2013		1305418
Enchanted	Roberts, Nora, ...	Audio ...	3	0	2014		1302848
Entranced	Roberts, Nora, ...	Audio ...	2	0	2010		838222
Entranced	Roberts, Nora, ...	Audio ...	1	0	2010		863708
Charmed	Roberts, Nora, ...	Audio ...	1	0	2013		1258098
Entranced	Roberts, Nora a...	Book	15	0	1992		148223
Captivated	Roberts, Nora a...	Book	24	0	1992		693556
The Donovan legacy	Roberts, Nora a...	Book	7	0	1999		62800
Enchanted	Roberts, Nora a...	Book	5	0	1999		70505
Charmed & Enchanted	Roberts, Nora a...	Book	59	0	2004		255755
The Quinn legacy	Roberts, Nora, ...	Book	8	0	2006		383616
Captivated & entranced : two classic Donovan...	Roberts, Nora, ...	Book	41	0	2008		701569
Enchanted	Roberts, Nora, ...	Book	1	0	2009		1223592
Heaven and Earth	Roberts, Nora a...	Ebook	1	*	2001		1396652
Captivated	Roberts, Nora a...	Ebook	2	*	2012		1392504
Entranced	Roberts, Nora a...	Ebook	2	*	2012		1392523
Enchanted	Roberts, Nora a...	Ebook	2	*	2012		1406594
Charmed	Roberts, Nora a...	Ebook	2	*	2012		1406745
Enchanted the Donovan legacy	Roberts, Nora a...	Large ...	1	0	2000		547779
Captivated the Donovan legacy	Roberts, Nora a...	Large ...	1	0	2004		403106



Have fun experimenting with “Find Tools”. The more practice you have, the better you will be at finding the Bib or item record you need!

# Editing Item Records



# Editing Item Records

1. Find and open the item record (usually by scanning a barcode into an Item Record Find Tool, or by checking the item in, and double clicking on the line to open it).
2. Change the field requiring correction...for example...
  - a) Change the collection code by clicking on the drop down arrow in that field and selecting another from the list.
  - b) Change the shelving location (if used by your library) by selecting another from the drop down list.
  - c) Correct the spine label by entering information into the correct call number fields. Follow formatting rules.
  - d) Link to another Bib record by entering another Bib Control Number in the top right area of the item record.
  - e) Replace a tattered barcode by highlighting the old barcode and overwriting it by scanning the new barcode.
3. Save your changes. Polaris will prompt you to save your changes when you close the record. Click “Ctrl + S” or the save icon.



# Editing Item Records-Example 1

“George and the robbers”, an older book, was found shelved in the juvenile section, but it should be with the picture books, and you intend to move it there...

1. Change the collection code.
2. Change the shelf location.
3. Change the call number prefix.
4. Save changes and print a new spine label.
5. Shelf in the correct section.

Item Record 1114632 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 30100001034208 Record status: Final  ILL item  Non-circulating  Display in PAC

Title: Georgie and the robbers  Bib control no.: 193229

Author: Bright, Robert, 1902- Parent item: Item control no.: 1114632

Call number: Y BRI c.1 Price: \$15.00 Issue control:

Owner: Peace Library System (Branch) (br) Shelf location: Juvenile Fiction ②

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Juvenile Fiction (BJF) ① Circulation status: In

Circulation parameters Call number Request

Material type: Book Scheme: Dewey Decimal

Loan period: 21 days Prefix: Y ③

Fine code: Book Class:

Renewal limit: 2 Cutter: BRI

Stat code: (None) Suffix:

Name of piece: Vol:

Issue: Copy: c.1

Loanable outside system

Holdable

Limit to:

Pickup at this branch

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

For Help, press F1 NUM

# Editing Item Records-Example 1 cont'd.

Finished edits and saved!

Your consultant may be able to add new collection codes and shelf locations to the drop down menus.

Call or email headquarters!

Item Record 1114632 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 0100001034208 Record status: Final  ILL item  Non-circulating  Display in PAC

Title: Georgie and the robbers  Bib control no.: 193229

Author: Bright, Robert, 1902- Parent item: Item control no.: 1114632

Call number: E BRI Price: \$15.00 Issue control:

Owner: Peace Library System (Branch) (br) Shelf location: **Picture Books**

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

**Collection: Block Picture Book (BPB)** Circulation status: In

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Call number

Scheme: Dewey Decimal

**Prefix: E**

Class:

Cutter: BRI

Suffix:

Vol:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at this branch

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

Issue:

The record was saved successfully. NUM

# Changing the call number-Example 2

In this example, the first six digits of the classification number should NOT be in the prefix field-they should all be in the Class field!

Enter the complete classification number in the Class field, and leave the Prefix field blank.

Three digits after the period are usually sufficient, but more can be used.

If you split the call number by using a space or by putting some of the class number in the prefix field, your shelf list will not print in the correct order.

**DO NOT LEAVE SPACES nor other non-numeric characters!**

The screenshot shows the 'Item Record 492026 - Cataloging - Polaris' window. The 'Call number' section is highlighted with a blue circle. The fields in this section are:

- Scheme: Dewey Decimal
- Prefix: 971.230
- Class: 0497
- Cutter: LOB
- Suffix: (empty)
- Vol: (empty)
- Copy: c.1

Other visible fields include:

- Barcode: 30100001712449
- Title: Lobstick : an interdisciplinary journal.
- Author: (empty)
- Call number: 971.230 0497 LOB c.1
- Owner: Peace Library System (Branch) (br)
- Assigned: Peace Library System (Branch) (APRPLS)
- Collection: Block Adult Non-Fiction (BNF)
- Material type: Book
- Loan period: 21 days
- Fine code: Book
- Renewal limit: 2
- Stat code: (None)
- Name of piece: (empty)
- Issue: (empty)

# Changing the call number-Example 2 cont'd.

You may want to use just two of the “Class” digits after the period (971.23). Three numerals after the decimal point are normal practice.

Class field rules:

1. Use the format: xxx.xxx
2. NO alpha characters.
3. Classification numbers should **never end in zero**.
4. Use no period if using three digits only. (i.e. 971)
5. Do not use spaces or slashes, to keep reports in sequential order.

Item Record 492026 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 00100001712449 Record status: Final  ILL item  Non-circulating  Display in PAC

Title: Lobstick : an interdisciplinary journal. Find Bib control no.: 207829

Author: Parent item: Item control no.: 492026

Call number: 971.2300497 LOB Price: \$25.00 Issue control:

Owner: Peace Library System (Branch) (br) Shelf location: Main Stacks

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Adult Non-Fiction (BNF) Circulation status: In

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Issue:

Call number

Scheme: Dewey Decimal

Prefix:

Class: 971.2300497

Cutter: LOB

Suffix:

Vol:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at this branch

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

For Help, press F1 NUM

# Editing Item Records-Example 3

What if, while doing inventory, you find a book whose title is wrong on the item record!

The item record for this barcode says Baroque Music, but the book in your hand is called “Music in the classic period”!!!

How can you change the title in an item record, when the field is grey (cannot be edited)?

Hint.....

Item Record 986633 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 30100000130965 Record status: Final  ILL item  Non-circulating  Display in PAC

Title: Baroque music  **Bib control no.:** 98902

Author: Palisca, Claude V. Parent item: Item control no.: 986633

Call number: 780.9033 PAU c.1 Price: \$15.00 Issue control:

Owner: Peace Library System (Branch) (br) Shelf location: Main Stacks

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Adult Non-Fiction (BNF) Circulation status: In

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Issue:

Call number

Scheme: Dewey Decimal

Prefix:

Class: 780.9033

Cutter: PAU

Suffix:

Vol:

Copy: c.1

Request

Loanable outside system

Holdable

Limit to:

Pickup at this branch

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

For Help, press F1 NUM

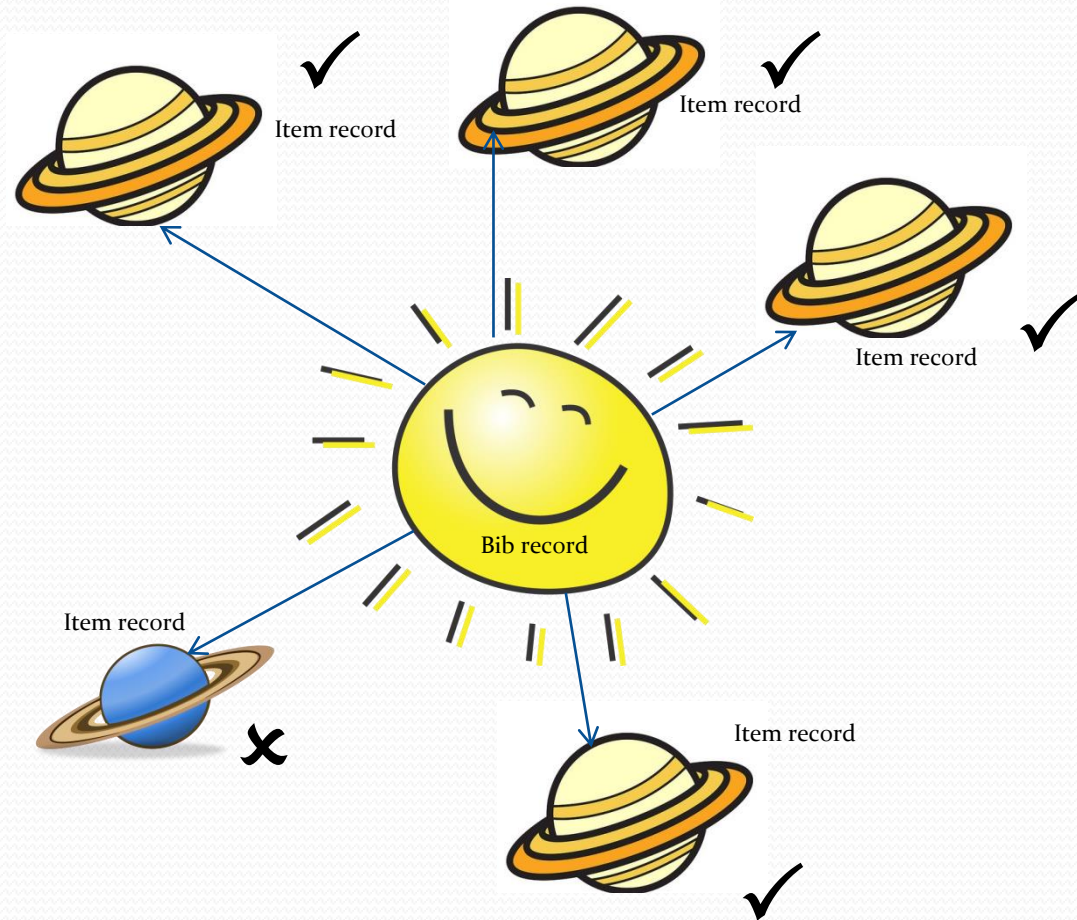
**This item record is linked (or attached) to the wrong Bib record!**

# Editing Item Records-Example 3 cont'd.

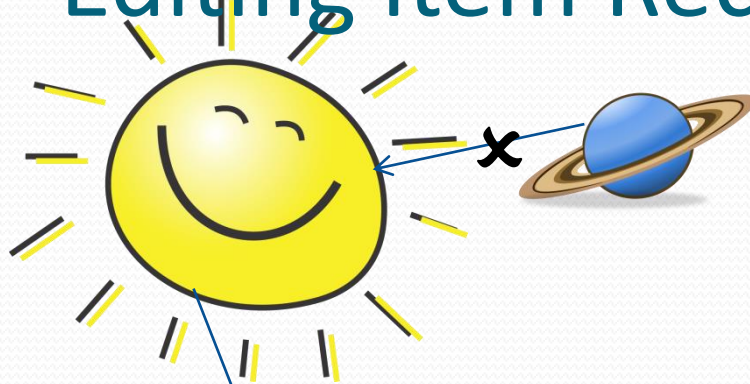
Think of each **Bibliographic record** as a solar system **sun** in the Polaris galaxy.

The planets circling the sun are the **item records**, and should be alike. The blue planet here is orbiting the wrong sun!

The **Bib control number** is found in the top right area of the item record. It shows the linked Bibliographic record by number. Title and author fields identify the Bib name.



# Editing Item Records-Example 3 cont'd.



Item Record 986633 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 3010000130965 Record status: Final  ILL item  Non-circulating  Display in PAC

Title: Baroque music  Bib control no.: 98902

Author: Palisca, Claude V. Parent item: Item control no.: 980033

Call number: 780.9033 PAU c.1 Price: \$15.00 Issue control:

Owner: Peace Library System (Branch) (br) Shelf location: Main Stacks

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Adult Non-Fiction (BNF) Circulation status: In

Circulation parameters

Request

Call number

Type: Book

Scheme: Dewey Decimal

Prefix:

Class: 780.9033

Cutter: PAU

Suffix:

Vol:

Copy: c.1

Limit to:

Loanable outside system

Holdable

Pickup at this branch

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

Bibliographic Record 98902 - MARC21 - Polaris

File Edit View Links Tools Help

Control number: 98902 Owner: The Regional Automation Consortium (TRAC) (sys)

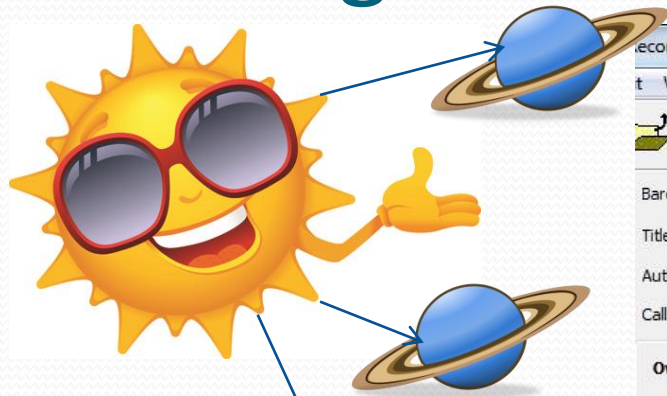
Title: Baroque music

Tag	Ind	Data
001		98902
005		20121128120757.0
008		891104s1968 njug b     0 eng d
010		1a 68012336
035		1a77681367.C..
040		1aAPRPLS:1beng1dUtOrBLW
082	0	1a780.94
100	1	1aPalisca, Claude V.
245	10	1aBaroque music /1c[by] Claude V. Palisca.
260		1aEnglewood Cliffs, N.J. :1bPrentice-Hall,1c[1968]
300		1a230 p.1bmusic.1c22 cm.
504		1aBibliographies at ends of chapters.
650	0	1aMusic1y17th century1xHistory and criticism.
650	0	1aMusic1y18th century1xHistory and criticism.
830	0	1aPrentice-Hall history of music series.

This item record is in the wrong solar system, linked there by the Bib control number written in the item record! The real title on the book you are holding does not match the item record: it is not “Baroque music”, but “Music in the classical period”.



# Editing Item Records-Example 3 cont'd.



Record 986633 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 3010000130965 Record status: Final  ILL item  Non-circulating  Display in PAC

Title: Baroque music **X** Find **Bib control no.:** 98902 **X**

Author: Palisca, Claude V. Parent item: Item control no.: 986633

Call number: 780.9033 PAU c. 1 Price: \$15.00 Issue control:

Owner: Peace Library System (Branch) (br) Shelf location: Main Stacks

(Branch) (APRPLS) Temporary location:

(BNF) Circulation status: In

Call number

Scheme: Dewey Decimal

Prefix:

Class: 780.9033

Cutter: PAU

Request

Loanable outside system

Holdable

Limit to:

Pickup at this branch

Bibliographic Record 98904 - MARC21 - Polaris

File Edit View Links Tools Help

Control number:  98904 Owner: The Regional Automation Consortium (TRAC) (sys)

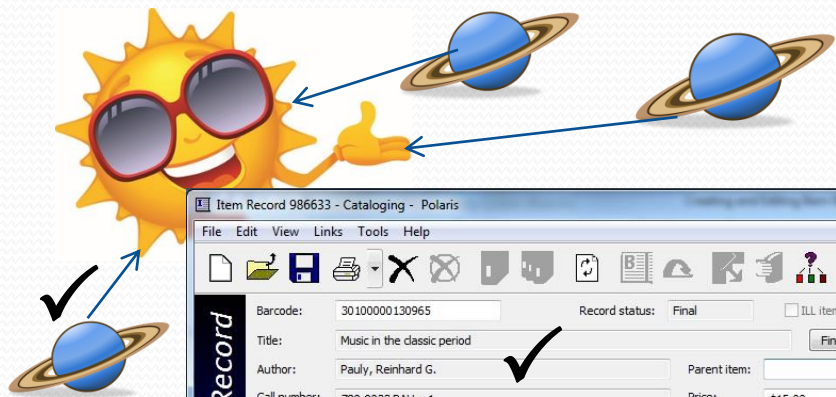
Title: Music in the classic period

Tag	Ind	Data
LDR		nam 22 0 4500
001		<input checked="" type="checkbox"/> 98904
005		20121126121728.0
008		891104s1965 njuabgh b     0 eng d
010		ta 65017797
035		ta77681368.C..
040		taAPRPLSibengtdUtOrBLW
082	0	ta780.9033
100	1	taPauly, Reinhard G.
245	10	taMusic in the classic period /tc[by] Reinhard G. Pauly.
260		taEnglewood Cliffs, N.J. :tbPrentice-Hall,tc[1965]
300		ta214 p.tbillus., facsims., map, music.tc22 cm.
504		taBibliographies at end of chapters.
650	0	taMusic,ty18th centurytxHistory and criticism.
830	0	taPrentice-Hall history of music series.

Find the correct Bib record with a title search.

Enter the correct Bib control number (98904) in the item record, and save the change.

# Editing Item Records-Example 3 cont'd.



Now the item record is in orbit around (linked to) the correct Bib record (control # 98904) and the item record title shows correctly!

Item Record 986633 - Cataloging - Polaris

Barcode: 3010000130965 Record status: Final  ILL item  Non-circulating  Display in PAC

Title: Music in the classic period  Bib control no. 98904 ✓

Author: Pauly, Reinhard G. ✓ Parent item: Item control no.: 986633

Call number: 780.9033 PAU c.1 Price: \$15.00 Issue control:

Owner: Peace Library System (Branch) (br) Shelf location: Main Stacks

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Adult Non-Fiction (BNF) Circulation status: In

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Issue:

Call number

Scheme: Dewey Decimal

Prefix:

Class: 780.9033

Cutter: PAU

Suffix:

Vol:

Copy: c.1

Request

Loanable outside system

Holdable

Limit to:

Pickup at this branch

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

Bibliographic Record 98904 - MARC21 - Polaris

Control number: 98904 Owner: The Regional Automation Consortium (TRAC) (sys)

Title: Music in the classic period

Tag	Ind	Data
001		nam 22 3 4500
005		98904
008		20121128121728.0
010		891104s1965 njuabgh b     0 eng d
010		<i>1a</i> 65017797
035		<i>1a</i> 77681368.C..
040		<i>1a</i> APRPLS <i>1b</i> eng <i>1d</i> UtOrBLW ✓
082	0	<i>1a</i> 780.9033
100	1	<i>1a</i> Pauly, Reinhard G.
245	10	<i>1a</i> Music in the classic period / <i>1c</i> [by] Reinhard G. Pauly.
260		<i>1a</i> Englewood Cliffs, N.J. : <i>1b</i> Prentice-Hall, <i>1c</i> [1965]
300		<i>1a</i> 214 p. <i>1b</i> illus., facsim., map, music. <i>1c</i> 22 cm.
504		<i>1a</i> Bibliographies at end of chapters.
650	0	<i>1a</i> Music <i>1y</i> 18th century <i>1x</i> History and criticism.
830	0	<i>1a</i> Prentice-Hall history of music series.

Watch for typing errors – you could accidentally “correct” the name by linking to “CatfantasticV”! (Bib control # 98905).  
Avoid typos with “copy and paste”!


# Item Record Volume Fields

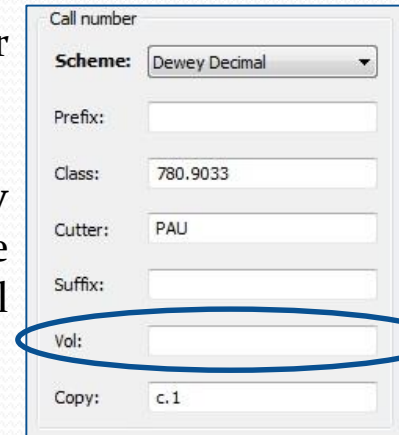
# Volume Field Basics

WHERE is the volume field? The Volume Field (Vol:) is found in the lower middle section of an item record in the “Call number” area as shown here:

WHY is it so important? Polaris uses contents of this field to **change how hold requests are made**, and so there are strict expectations for how the field is populated. The volume field is so sensitive that even a blank space will change how hold requests work.

HOW does it work?

- Blank volume fields launch a one step hold process. When all items attached to a particular Bib record have blank volume fields, Polaris knows they are all the same, and any one of the items will satisfy the patron. Polaris selects one item from all the items attached to a Bibliographic record to satisfy the request and populate a request manager.
- Populated volume fields initiate a two step process. When one or more items have volume field contents, Polaris recognizes that the items are not alike and patrons are asked to CHOOSE one kind of item (v.1 or v.2, etc.), by clicking on this icon  beside each item. After making the choice for v.1 or v.2, Polaris selects from all the items with the same volume field, first confirming if the patron will accept the first available copy of that kind, or if the chosen item is the ONLY one that will satisfy.



Call number

Scheme: Dewey Decimal

Prefix:

Class: 780.9033

Cutter: PAU

Suffix:

Vol:

Copy: c.1

# Volume Field Functioning

The volume field is so sensitive that even a blank space will turn on the two-step hold function which can delay a hold or prevent a hold being filled correctly. If you are editing a volume field, be sure to backspace to the very left side of the field, before saving changes to the record, to insure you are not leaving a space. The human eye detects no difference between a blank volume field and one containing one or more spaces, but Polaris does!

Polaris thinks like a computer, so these entries are NOT the same:

v.1 / vol. 1 / v1 / v. 1 / VI. / VI

It is very important to be particular about the use of spaces, punctuation, format and syntax, in order that Polaris can identify like and unlike items attached to the same Bib. There are strict rules maintained across all four systems in TRAC for volume field use and composition - there is no room for 'creativity' here!

# Volume Field Essentials

Entries in the volume field indicate:

- the volume number of a multiple volume publication or
  - a disc number of a multiple disk set or
  - a part number of a multiple part release or
- a certain issue date of a monthly publication, etc.

Two or more unique items are attached to one Bib record.

(v.1 & v.2 **OR** DISC1 & DISC2 & DISC4 **OR**  
JUN2018 & JUL2018 **OR** 234 & 236 & 252 )

To decide whether or not to enter information in this field the first question to ask is: Are many *different* items properly attached to one Bibliographic record?

**If the answer is yes, follow approved TRAC standards for volume field entries, as shown on the next slides.**  
**If the answer is no, leave the field blank: no characters of any kind and no spaces.**

Call number

Scheme: Dewey Decimal

Prefix:

Class: 780.9033

Cutter: PAU

Suffix:

Vol:

Copy: c. 1

If uncertain, please send the item to headquarters for cataloguing, or phone for help.

# When to use the volume field

If different items are attached to the same Bib record, the next question is “What sort of a multiple-volume or multiple-part publication is it?”

The answer will determine the proper volume field format.

Formatting standards are outlined in the “TRAC Multi-part Manual”, and summarized in the following chart (**shown full screen on the next slide**).

Keep a printed copy of the full sized chart for quick reference.

The first column lists all the different types of multiple part publications.

The second column shows the correct format for volume field entries.

The third column contains examples of correct volume field entries.

The forth column contains explanatory notes.

Type of Multiple Part Publication	Volume Field Format	Volume Field Example(s)	Formatting notes
Numbered volumes	v.#	v.1	Lower case v; one period separator; no spaces
Annual with yearly date if title or cover contains year, use year, or use the publication / copyright year.	YYYY	2018	Look for the year in bibliographic record if not found in the publication. Four digits; no abbreviations
Annual with edition statement only. Use edition number as last resort.	YYYY #aed.	2018 25 <sup>th</sup> aed.	Look for year in bibliographic record before using edition #. Number is followed by st, nd, rd, or th; one space; never upper case; period after ed.
Multiple years	YYYY-YYYY	2017-2018	Two four-digit years separated by a dash; no spaces
Monthly Publications with alpha characters	MMMMYYYY	JAN2018	Three upper case letters; no space; four digits <i>Only exceptions</i> are French months <i>Juin</i> and <i>Juillet</i> : JUN2017 and JUL2017
Bi-monthly issues	MMM-MMMYYYY MMMMYYYY-MMMYYYY	JAN-FEB2018 DEC2017-JAN2018	Three upper case letters for each month <i>Exceptions</i> : French months <i>Juin</i> and <i>Juillet</i> as above. No spaces; four digits for the year; use both years for issues spanning two years; dash separator
Quarterly issues	AAAYYYY	SPR2018	Three upper case letters; no space; four digits SPR2017, SUM2017, AUT2017, WIN2017
Numeric issues	###	228	Issue number only; no other text nor punctuation
Weekly issues	MMMDYYYY	JAN022018	Three upper case letters; no space; six digits
Issues with volume and issue numbers only	v.#no.#	v.20no.2	Lower case v; one period separator; Lower case 'no'; one period separator; no spaces between volume and issue numbers
Multi part sets such as DVDs and NO SPLIT SETS IN TRAC			Put <b>NOTHING</b> in the volume field
Multi part sets such as DVDs and ONE OR MORE SPLIT SETS IN TRAC	DISC SET DISC#&#	DISC SET DISC3; DISC4; DISC3&4	A space always separates DISC and SET; no spaces used for parts circulating together.
Combo sets (DVD + BLURAY)			Circulate together. Put <b>NOTHING</b> in the volume field.
Multi part sets	v.#	v.1	Lower case v; one period separator; no spaces
Multi part sets displaying 'Part'	PART# PARTA	PART1 PARTB	Capital letters; no space

Type of Multiple Part Publication	Volume Field Format	Volume Field Example(s)	Formatting notes
Numbered volumes	v.#	v.1	Lower case v; one period separator; no spaces
Annual with yearly date If title or cover contains year, use year, or use the publication / copyright year.	YYYY	2017	Look for the year in bibliographic record if not found in the publication. Four digits; no abbreviations
Annual with edition statement only. Use edition number as last resort.	YYYY # <sup>^</sup> ed.	2017 25 <sup>th</sup> <sup>^</sup> ed.	Look for year in bibliographic record before using edition #. Number is followed by <u>st</u> , <u>nd</u> , <u>rd</u> , or <u>th</u> ; one space; never upper case; period after ed.
Multiple years	YYYY-YYYY	2016-2017	Two four-digit years separated by a dash; no spaces
Monthly Publications with alpha characters	MMMYYYY	JAN2017	Three upper case letters; no space; four digits <i>Only exceptions</i> are French months <u>Juin</u> and <u>Juillet</u> : JUN2017 and JUL2017
Bi-monthly issues	MMM-MMMYYYY MMMYYYY-MMMYYYY	JAN-FEB2017 DEC2016-JAN2017	Three upper case letters for each month <i>Exceptions</i> : French months <u>Juin</u> and <u>Juillet</u> as above. No spaces; four digits for the year; use both years for issues spanning two years; dash separator
Quarterly issues	AAAYYYY	SPR2017	Three upper case letters; no space; four digits SPR2017, SUM2017, AUT2017, WIN2017
Numeric issues	###	228	Issue number only; no other text nor punctuation
Weekly issues	MMMDYYYY	JAN022017	Three upper case letters; no space; six digits
Issues with volume and issue numbers only	<u>v.#no.#</u>	v.20no.2	Lower case v; one period separator; Lower case 'no'; one period separator; no spaces between volume and issue numbers
Multi part sets such as DVDs <u>and</u> NO SPLIT SETS IN TRAC			Put <b>NOTHING</b> in the volume field
Multi part sets such as DVDs <u>and</u> ONE OR MORE SPLIT SETS IN TRAC	DISC SET DISC#&#	DISC SET DISC3; DISC4; DISC3&4	A space always separates DISC and SET; no spaces used for parts circulating together.
Combo sets (DVD + BLURAY)			Circulate together. Put <b>NOTHING</b> in the volume field.
Multi part sets	v.#	v.1	Lower case v; one period separator; no spaces
Multi part sets displaying 'Part'	PART# PARTA	PART1 PARTB	Capital letters; no space



# Keeping volume field entries standardized

- Every week there is a scan of the entire database of item records in TRAC and 4 reports are created of all the items newly added, with volume field content. These are examined by each of the four systems for errors.
- Errors may be corrected by headquarters, for which you will be notified, or you may be asked via email to correct an error.
- Unfortunately there is no way to identify records that were added and *should have had* a volume field entry made, but did not.
- Because we share an enormous database, the decision to add or not to add something to the volume field must take into consideration what others have done. With volume fields, it must be everyone makes an entry or no one does. Everyone remains blank, or everyone requires volume entry.
- Please call the office if you have to clarify whether or not to add something to your volume field.

The following slides will focus line-by-line on the chart starting with “Numbered Volumes”, then “Annual with Yearly Date”, and so on...

**Please pay particular attention to the following formatting details:**

- Lower case vs. upper case. If the chart calls for lower case, use lower case, and vice versa. No substitutions are allowed!
- Spaces vs. no spaces. If a space is used in the example, use a space...
- Hyphen (dash) vs. backslash. Please do not substitute!
- If a sequence of 6 characters is required, use 6 characters!
- **WHY?** These formatting standards must be followed so that computers know one thing is like (or not like) another.

**Remember, to a computer v.1 and V. I are not the same!**

# Numbered Volumes

Numbered volumes are publications that contain multiple volumes often published in the same year.

One Bib record will have all the different volumes, or item records attached.

Each volume may have its own ISBN, so the Bib record may have many ISBNs added by the TRAC cataloguers.

If you search by ISBN and don't find a correct Bib record, please send to headquarters.

Tag	Ind	Data
.LDR		nam 22 a 4500
001		536217
005		20090826133645.0
008		011219m19911996abca 000 0 eng c
020		#a1919813917 (set)
035		#a(OCOLC)26131065
035		#a1070594
040		#aASMLS+cASMLS+dAPRPLS+ddb+dUtoRBLW
082	00	#a917.123
245	10	#aPlace names of Alberta.
260		#aCalgary, Alta. :#bUniversity of Calgary Press,#cc1991-1996.
300		#a4 v. :#bill. #c21 cm.
500		#aVol. 1 & 2 edited by Aphrodite Karamitsanis ; Vol. 3 edited by Tracey Harrison ; Vol. 4 edited by Merrily K. Aubrey.
500		#aISBN: 0919813739 (v.1); 091981395X (v.2); 1895176441 (v.3); 189517659X (v.4).
504		#aIncludes bibliographical references.
505	0	#aVol. 1 - Mountains, mountain parks and foothills -- Vol. 2 - Southern Alberta -- Vol. 3 - Central Alberta -- Vol. 4 - Northern Alberta.
650	0	#aNames, Geographical#zAlberta.
651	0	#aAlberta#vGazetteers.
651	0	#aAlberta#xHistory, Local
700	1	#aKaramitsanis, Aphrodite,#d1961-
700	1	#aHarrison, Tracey.
700	1	#aAubrey, Merrily K.,#d1954-
710	1	#aAlberta.#bAlberta Culture and Multiculturalism.
710	2	#aGeographical Names of Alberta Society. Friends.

Item R	NUM
Place names of Alberta. Bonnyv... Refer... Book	R 917.123 HAR v.4
Place names of Alberta. Drumhe... Non-fi... Book	917.123 PLA
Place names of Alberta. Drumhe... Non-fi... Book	917.123 PLA
Place names of Alberta. Drumhe... Non-fi... Book	917.123 PLA
Place names of Alberta. Elmwor... Non-fi... Book	917.123 AUB v.4
Place names of Alberta. Fairvie... Non-fi... Book	917.123003 PLA v.2
Place names of Alberta. Flatbus... Non-fi... Book	917.123 PLA v.1-4
Place names of Alberta. Grande... Refer... Book	R 917.123 003 PLA v.1
Place names of Alberta. Grande... Refer... Book	R 917.123 003 PLA v.2
Place names of Alberta. Grande... Refer... Book	R 917.123 003 PLA v.3
Place names of Alberta. Grande... Refer... Book	R 917.123 003 PLA v.4
Place names of Alberta. Grande... Refer... Book	917.123 003 PLA v.4
Place names of Alberta. High Ri... Non-fi... Book	917.123 PLA
Place names of Alberta. High Ri... Non-fi... Book	917.123 PLA v.2
Place names of Alberta. High Ri... Non-fi... Book	917.123 PLA
Place names of Alberta. La Glac... Non-fi... Book	917.123 AUB v.4
Place names of Alberta. McLenn... Non-fi... Book	917.123 HAR v.3
Place names of Alberta. McLenn... Non-fi... Book	917.123 AUB v.4
Place names of Alberta. Millarvill... Non-fi... Book	917.123003 PLA v.1
Place names of Alberta. Sexsmit... Non-fi... Book	917.123 PLA v.4
Place names of Alberta. Spruce ... Local ... Book	LH 971.233 PLA V. 1 v.1
Place names of Alberta. Spruce ... Local ... Book	LH 971.233 PLA V. 2 v.2

Four different items (v.1, v.2, v.3 & v.4) on one Bib at many locations.

# Numbered Volumes

Bib record 536217 describes volumes one, two, three and four of “Place names of Alberta”.

Check tag 300 of the Bib record. The “a” subfield says “4 v.” and does not indicate the number of pages, as the description field does for single volume books. This means the book is printed in four separate bindings.



Linked Item Records (Ctrl+T)

Items: 51      Record status: Final

Display in PAC     ILL

Host

Click on the Linked Item Records icon at the top of the record to open the linked item record list. Note that in this example, some volume field data is incorrect, and some is missing.

Try placing a hold on this record!

Tag	Ind	Data
LD		nam 22 a 4500
001		536217
005		20090826133645.0
008		011219m19911996abca 000 0 eng c
020		#a1919813917 (set)
035		#a(OCOLC)26131065
035		#a1070594
040		#aASMLS#cASMLS#dAPRPLS#ddb#dUOrBLW
082	00	#a917.123
245	10	#aPlace names of Alberta.
260		#aCalgary, Alta. :#b University of Calgary Press, #cc1991-1996.
300		#a4 v. :#bill. ;#c21 cm.
500		#aVol. 1 & 2 edited by Aphrodite Karamitsanis ; Vol. 3 edited by Tracey Harrison ; Vol. 4 edited by Merrily K. Aubrey.
500		#aISBN: 0919813739 (v.1); 091981395X (v.2); 1895176441 (v.3); 189517659X (v.4).
504		#aIncludes bibliographical references.
505	0	#aVol. 1 - Mountains, mountain parks and foothills -- Vol. 2 - Southern Alberta -- Vol. 3 - Central Alberta -- Vol. 4 - Northern Alberta.
650	0	#aNames, Geographical#zAlberta.
651	0	#aAlberta#vGazetteers.
651	0	#aAlberta#xHistory, Local
700	1	#aKaramitsanis, Aphrodite, #d1961-
700	1	#aHarrison, Tracey.
700	1	#aAubrey, Merrily K., #d1954-
710	1	#aAlberta.#bAlberta Culture and Multiculturalism.
710	2	#aGeographical Names of Alberta Society. Friends.

press F1

							NUM
Item R	Place names of Alberta.	Bonnyv...	Refer...	Book	Refe...	R 917.123 HAR	V.4
	Place names of Alberta.	Drumhe...	Non-fi...	Book		917.123 PLA	
	Place names of Alberta.	Drumhe...	Non-fi...	Book		917.123 PLA	
	Place names of Alberta.	Drumhe...	Non-fi...	Book		917.123 PLA	
	Place names of Alberta.	Elmwor...	Non-fi...	Book	Non...	917.123 AUB	v.4
	Place names of Alberta.	Fairvie...	Non-fi...	Book	Non...	917.123003 PLA	v.2
	Place names of Alberta.	Flatbus...	Non-fi...	Book	Non...	917.123 PLA	v.1-4
	Place names of Alberta.	Grande...	Refer...	Book	Refe...	R 917.123 003 PLA	v.1
	Place names of Alberta.	Grande...	Refer...	Book	Refe...	R 917.123 003 PLA	v.2
	Place names of Alberta.	Grande...	Refer...	Book	Refe...	R 917.123 003 PLA	v.3
	Place names of Alberta.	Grande...	Refer...	Book	Refe...	R 917.123 003 PLA	v.4
	Place names of Alberta.	Grimsh...	Non-fi...	Book	Non...	917.123 003 PLA	v.4
	Place names of Alberta.	High Ri...	Non-fi...	Book		917.123 PLA	
	Place names of Alberta.	High Ri...	Non-fi...	Book		917.123 PLA v.2	
	Place names of Alberta.	High Ri...	Non-fi...	Book		917.123 PLA	
	Place names of Alberta.	La Glac...	Non-fi...	Book	Non...	917.123 AUB	v.4
	Place names of Alberta.	McLenn...	Non-fi...	Book	Non...	917.123 HAR	v.3
	Place names of Alberta.	McLenn...	Non-fi...	Book	Non...	917.123 AUB	v.4
	Place names of Alberta.	Millarvill...	Non-fi...	Book		917.123003 PLA	v.1
	Place names of Alberta.	Sexsmit...	Non-fi...	Book	Non...	917.123 PLA	v.4
Place names of Alberta.	Spruce ...	Local ...	Book	Local...	LH 971.233 PLA V. 1	v.1	
Place names of Alberta.	Spruce ...	Local ...	Book	Local...	LH 971.233 PLA V. 2	v.2	

Four different items (v.1, v.2, v.3 & v.4) on one Bib at many locations.

# Numbered Volumes

One library is circulating all four volumes together, so when a patron wants to borrow all four, they would choose the record with v.1-4 in the volume field (or place four separate holds on individual volumes. The first available copy of each one would then be selected by Polaris to satisfy the hold.

If a patron wanted to borrow volume three only, it looks like only two of the items would satisfy.

The blank volume fields are mysteries to the patron and to Polaris, and cannot satisfy holds requests.

One copy has v.2 in the call number, but Polaris needs that in the volume field to properly manage hold requests.

Tag	Ind	Data
.LDR		nam 22 a 4500
001		536217
005		20090826133645.0
008		011219m19911996abca 000 0 eng c
020		#a1919813917 (set)
035		#a(OCOLC)26131065
035		#a1070594
040		#aASMLS+cASMLS+dAPRPLS+ddb+dUOrBLW
082	00	#a917.123
245	10	#aPlace names of Alberta.
260		#aCalgary, Alta. :#b University of Calgary Press, #cc1991-1996.
300		#a4 v. :#bill. ;#c21 cm.
500		#aVol. 1 & 2 edited by Aphrodite Karamitsanis ; Vol. 3 edited by Tracey Harrison ; Vol. 4 edited by Merrily K. Aubrey.
500		#aISBN: 0919813739 (v.1); 091981395X (v.2); 1895176441 (v.3); 189517659X (v.4).
504		#aIncludes bibliographical references.
505	0	#aVol. 1 - Mountains, mountain parks and foothills -- Vol. 2 - Southern Alberta -- Vol. 3 - Central Alberta -- Vol. 4 - Northern Alberta.
650	0	#aNames, Geographical#zAlberta.
651	0	#aAlberta#vGazetteers.
651	0	#aAlberta#xHistory, Local
700	1	#aKaramitsanis, Aphrodite, #d1961-
700	1	#aHarrison, Tracey.
700	1	#aAubrey, Merrily K., #d1954-
710	1	#aAlberta.#bAlberta Culture and Multiculturalism.
710	2	#aGeographical Names of Alberta Society. Friends.

Item R	Call Number	Volume
Place names of Alberta. Bonnyv...	Refer... Book	Refer... R 917.123 HAR v.4
Place names of Alberta. Drumhe...	Non-fi... Book	917.123 PLA v.4
Place names of Alberta. Drumhe...	Non-fi... Book	917.123 PLA v.1
Place names of Alberta. Drumhe...	Non-fi... Book	917.123 PLA v.2
Place names of Alberta. Elmwor...	Non-fi... Book	917.123 AUB v.4
Place names of Alberta. Fairvie...	Non-fi... Book	917.123003 PLA v.2
Place names of Alberta. Flatbus...	Non-fi... Book	917.123 PLA v.1-4
Place names of Alberta. Grande...	Refer... Book	R 917.123 003 PLA v.1
Place names of Alberta. Grande...	Refer... Book	R 917.123 003 PLA v.2
Place names of Alberta. Grande...	Refer... Book	R 917.123 003 PLA v.3
Place names of Alberta. Grande...	Refer... Book	R 917.123 003 PLA v.4
Place names of Alberta. Grimsh...	Non-fi... Book	917.123 003 PLA v.4
Place names of Alberta. High Ri...	Non-fi... Book	917.123 PLA v.4
Place names of Alberta. High Ri...	Non-fi... Book	917.123 PLA v.2
Place names of Alberta. High Ri...	Non-fi... Book	917.123 PLA v.4
Place names of Alberta. La Glac...	Non-fi... Book	917.123 AUB v.4
Place names of Alberta. McLenn...	Non-fi... Book	917.123 HAR v.3
Place names of Alberta. McLenn...	Non-fi... Book	917.123 AUB v.4
Place names of Alberta. Millarvill...	Non-fi... Book	917.123003 PLA v.1
Place names of Alberta. Sexsmit...	Non-fi... Book	917.123 PLA v.4
Place names of Alberta. Spruce ...	Local ... Book	LH 971.233 PLA V. 1 v.1
Place names of Alberta. Spruce ...	Local ... Book	LH 971.233 PLA V. 2 v.2

Four different items (v.1, v.2, v.3 & v.4) on one Bib at many locations.

# Numbered Volumes

Call number	Call number	Call number	Call number	Call number
Scheme: Dewey Decimal	Scheme: Dewey Decimal	Scheme: Dewey Decimal	Scheme: Dewey Decimal	Scheme: Dewey Decimal
Prefix: R	Prefix:	Prefix:	Prefix:	Prefix:
Class: 917.123003	Class: 971.23	Class: 971.23	Class: 917.123	Class: 917.123
Cutter: PLA	Cutter: KAR	Cutter: KAR	Cutter: AUB	Cutter: PLA
Suffix:	Suffix:	Suffix:	Suffix:	Suffix:
Volume: v.1	Volume: v.2	Volume: v.3	Volume: v.4	Volume: v.1-4
Copy:	Copy:	Copy:	Copy:	Copy:

The correct format is v.1, v.2, v.3, v.4 or v.1-4 for the volume fields in these item records:  
**lowercase v followed by a period followed by a number (or range of numbers) with NO spaces.**

If you have two copies of one volume, also use c.1 and c.2 in the copy fields.

If you put “Vol.1” or “vol1” or v.1” in your Volume field, the computer cannot tell that it is the same volume as the correct example on the far left.

**Accuracy is critical!**

Note that each call number shows the distinctive library procedures: the use of or not used (blank) prefix field and cutter variations. But volume field formatting is standard for all TRAC libraries.

**Always look at other holdings.  
If one library uses the volume field, all libraries must.**

# Numbered Volumes

The screenshot shows the 'Hold Request' software interface. The main window is titled 'Hold Request - New Request 3 - General'. It features a menu bar (File, Edit, View, Links, Tools, Help) and a toolbar with various icons. The main form is divided into several sections:

- Request:** Status, Request date, Activation (2018-07-10), Expiration (2019-07-10), Pickup (Peace Library System (Branch) (APRPLS)), Origin.
- Patron:** Barcode (20113001224796), Name (Brenda Rae Weniger).
- Details:** Title (Place names of Alberta.), Author, Constituent title, Publisher (University of Calgary Press), Item barcode, Volume, Issue, Series.

A dialog box titled 'Serial/Multi Volume Holds' is open in the foreground. It contains the following text and options:

You have selected a serial or multi-part title. A request placed on the title will trap any available item. Would you like to:

- Request any item (bib-level request)
- Request the first available copy of one of the listed items

The dialog box also displays a list of volume numbers:

- v.1
- v.1-4
- v.2
- v.3
- v.4

Buttons for 'OK', 'Cancel', and 'Help' are at the bottom of the dialog box. The main form's 'Volume' field is currently empty, and the 'Format' is set to 'Book'.

When volume fields are used, this screen is presented to the patron or library staff placing the request. If the first is selected (request any item), there is no telling which volume will arrive. If the four volume set is wanted, Polaris compares all the volume fields, discovers only one, and completes the workform with the appropriate information: Volume: v.1-4 If the third volume is wanted, Polaris enters v.3 in the workform and the first available copy of v.3 will be offered.


# Annuals with Yearly Date

An example of this kind of publication is “Guinness World Records”.

If you are the first library to purchase the new edition, an ISBN scan will produce no results. Cataloguers at headquarters will need to add the new ISBN number to the

**Bib record. Please send your item to headquarters.**

**Usually for this kind of publication we read the Bib record and use the publication date associated with the ISBN in question.**



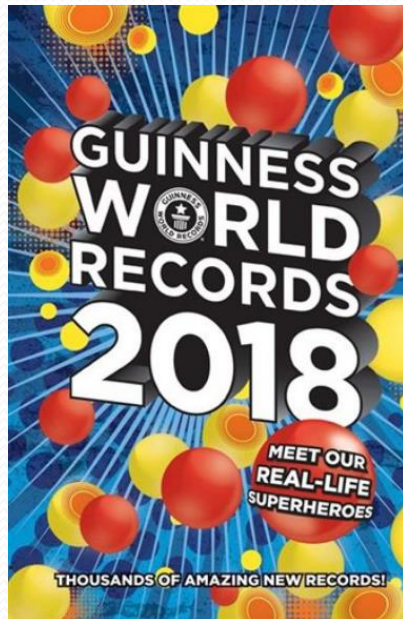
Type of Multiple Part Publication	Volume Field Format	Volume Field Example(s)	Formatting notes
Numbered volumes	v.#	v.1	Lower case v; one period separator; no spaces
Annual with yearly date If title or cover contains year, use year, or use the publication / copyright year.	YYYY	2018	Look for the year in bibliographic record if not found in the publication. Four digits; no abbreviations

**When the year is not printed in the title or on the cover, read the Bib record and use the publication date associated with the ISBN on your book.**

**IF the year is on the cover or in the title, use that year, regardless of publication or copyright date.**



# Annuals with Yearly Date



- Are many different items linked to the same Bib? **YES – many ISBNs**
- Is this an “Annual with Yearly Date” (not spanning 2 years)? **YES**
- What was the copyright date found inside the book, and on the cover? **2018**

Conclusion:

Enter 2018 in the Vol. field!

Bibliographic Record

Control number: 958142      Owner: The Regional Automation Consortiu

Title: Guinness world records.

Tag	Ind	Data
LDR		cam 22 i 4500
001		958142
005		20180116094920.0
008		110912c20uu9999enka 001 0 eng d
020		⌈a9781910561720 (hardcover, 2018) :⌋c\$34.95
020		⌈a9781910561331 (hardcover, 2017) :⌋c\$28.95
020		⌈a9781897553480 (hardcover, 2017) :⌋c\$34.95
020		⌈a9781910561027 (hardcover, 2016) :⌋c\$34.95
020		⌈a9781897553442 (hardcover, 2016) :⌋c\$34.95
020		⌈a9781897553374 (hardcover, 2015) :⌋c\$34.95
020		⌈a9781908843630 (hardcover, 2015) :⌋c\$28.95
020		⌈a9781897553282 (hardcover, 2014) :⌋c\$34.95
020		⌈a9781897553145 (hardcover, 2013)
020		⌈a9781897553114 (hardcover, 2012)
020		⌈a9781897553053 (hardcover, 2011)
020		⌈a9781897553077 (hardcover, 2011)
020		⌈a9781897553039 (hardcover, 2010)
020		⌈a9780973551495 (hardcover, 2009)
020		⌈a9781904994374 (hardcover, 2009)
020		⌈a9780973551464 (hardcover, 2008)
020		⌈a9781904994190 (hardcover, 2008)
020		⌈a9780973551440 (hardcover, 2007)
020		⌈a9780973551426 (hardcover, 2006)
020		⌈a9781904994022 (hardcover, 2006)
020		⌈a9781892051226 (hardcover, 2005)
020		⌈a9780973551402 (hardcover, 2005)
020		⌈a9781892051202 (hardcover, 2004)
020		⌈a9781892051172 (hardcover, 2003)
020		⌈a9781892051011 (hardcover, 2001)
020		⌈a9781892051004 (hardcover, 2000)
020		⌈a9781910561720⌋c34.95
022		⌈a1475-7419
040		⌈aTRAC⌋beng⌋erda⌋cTRAC⌋dTRAC
082	04	⌈a032.02⌋t223
245	00	⌈aGuinness world records.

First choice: Title date  
 No title date? Use the copyright date from inside.

# Annuals with Yearly Date

Call number

Scheme: Dewey Decimal

Prefix:

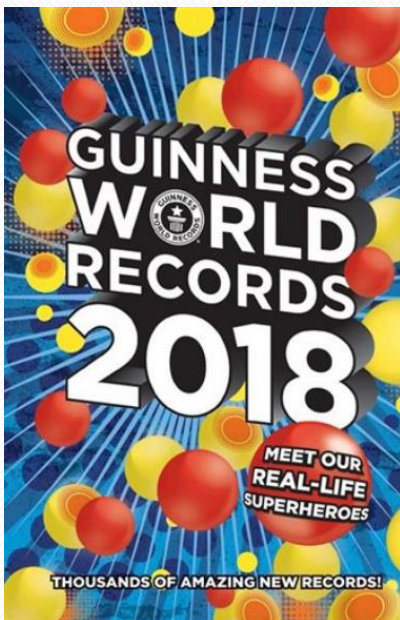
Class: 031.02

Cutter: GUI

Suffix:

Volume: 2018

Copy:



Bibliographic Record 958142 : Linked Item Records

File Edit Help

↓


Title	Assigned Branch	Call Number	Volume	Status	Barcode	Last Acti...	R..
Guinness world records.	Acadia Municipal Li...	032.02 GUI	2015	In	30400020516296	06/12/2017	F..
Guinness world records.	Acadia Municipal Li...	032.02 GUI	2016	Out	30400021339276	05/03/2018	F..
Guinness world records.	Acadia Municipal Li...	032.02 GUI	2017	Out	30400022206359	05/03/2018	F..
Guinness world records.	Acadia Municipal Li...	032.02 GUI	2018	In	30400022860817	07/03/2018	F..
Guinness world records.	Acme Municipal Libr...	032.02 GUI	2018	Out	30400022860825	01/03/2018	F..
Guinness world records.	Acme Municipal Libr...	032.02 GUI	2017	In	30400022206367	06/03/2018	F..
Guinness world records.	Acme Municipal Libr...	032.02 GUI	2015	In	30400020516304	08/03/2018	F..
Guinness world records.	Acme Municipal Libr...	031 GUI	2012	In	30400006269886	03/02/2015	F..
Guinness world records.	Airdrie Public Library	032.02 GUI	2015	Missing	30400020514499	06/11/2015	D..
Guinness world records.	Airdrie Public Library	031.02 GUI	2013	Out	30400019079629	07/03/2018	F..
Guinness world records.	Airdrie Public Library	031.02 GUI	2014	Out	30400019849690	07/03/2018	F..
Guinness world records.	Airdrie Public Library	032.02 GUI	2017	In	30400022206342	20/02/2018	F..
Guinness world records.	Airdrie Public Library	J 032.02 GUI	2017	Out	30400022206334	03/03/2018	F..
Guinness world records.	Airdrie Public Library	032.02 GUI	2016	In	30400020823031	27/12/2017	F..
Guinness world records.	Airdrie Public Library	J 032.02 GUI	2018	Out	30400022860841	20/02/2018	F..
Guinness world records.	Airdrie Public Library	032.02 GUI	2018	Claim ...	30400022860833	03/01/2018	F..
Guinness world records.	Airdrie Public Library	J 032.02 GUI	2018	Out	30400023035765	24/02/2018	F..

For Help, press F1      1333 records      NL

*Many different items (different years) linked to one Bib record.*

Do not put a space before or after the date.  
To Polaris “<space>2018” is not the same as “2018”.

# Annuals with Edition Statement only



Type of Multiple Part Publication	Volume Field Format	Volume Field Example(s)	Formatting notes
Numbered volumes	v.#	v.1	Lower case v; one period separator; no spaces
Annual with yearly date If title or cover contains year, use year, or use the publication / copyright year.	YYYY	2017	Look for the year in bibliographic record if not found in the publication. Four digits; no abbreviations
Annual with edition statement only. Use edition number as last resort.	YYYY #^ed.	2017 25 <sup>th</sup> ^ed.	Look for year in bibliographic record before using edition #. Number is followed by st, nd, rd, or th; one space; never upper case; period after ed.

It is rare to find a published item with only an edition statement, and no copyright date.

Note that the preferred format is the same for the previous type of publication, and the edition number is **only to be used if no copyright date** can be found on the item, or in the Bib record.

**Use copyright date, if available, regardless of the edition number in the title. Check the Bib record!**

# Annuals with Edition Statement only

- Are many different items linked to the same Bib? **YES**
- What does the 300 tag say? **v.**
- The 9<sup>th</sup> edition has no copyright date so 9<sup>th</sup> ed. is correct.

Tag	Ind	Data
I DR		nam 22 a 4500
001		529377
005		20130206130958.0
008		011127c20uu onc 000 0 eng d
020		⌘a9780771045707 (softcover, 2013)
020		⌘a9780771095856 (softcover, 2010)
020		⌘a9780771085284 (softcover, 2007)
022		⌘a1193-3305
040		⌘aASMLS⌘cASMLS⌘dAPRPLS⌘dmm⌘dASMLS⌘dmn
082	00	⌘a070.5/2/02571
082	00	⌘a808.02
245	04	⌘aThe Canadian writer's market.
260		⌘aToronto, Ont. :⌘bMcClelland & Stewart,⌘c[1970]-
300		⌘a v. :⌘c21-25 cm.
310		⌘alregular.
362	0	⌘a[1st ed.]
500		⌘a"The essential guide for freelance writers"--Cover.
500		⌘aLatest issue consulted: 16th rev. ed., copyrighted in 2004.
500		⌘a19th ed. published in 2013.
500		⌘a18th ed. published in 2010.
500		⌘a17th ed. published in 2007.
504		⌘aIncludes bibliographical references and index.
520		⌘aThe essential guide for freelance writers, now completely updated and revised in this 19th edition.
650	0	⌘aAuthorship⌘xMarketing⌘vDirectories
650	0	⌘aCanadian periodicals⌘vDirectories
650	0	⌘aPublishers and publishing⌘zCanada⌘vDirectories
650	0	⌘aAuthorship⌘vHandbooks, manuals, etc.
650	0	⌘aAdvertising agencies⌘zCanada⌘vDirectories

Call number

Scheme:

Prefix:

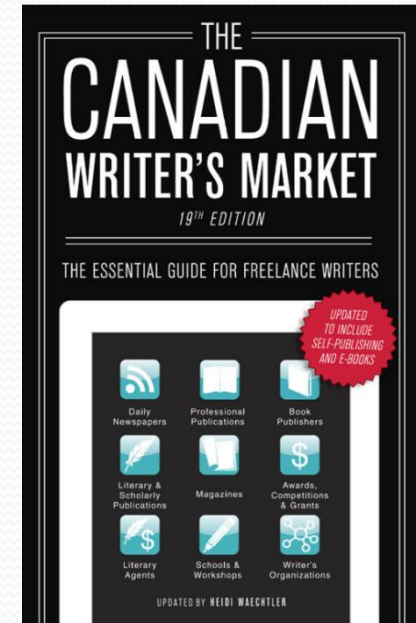
Class:

Cutter:

Suffix:

Vol:

Copy:



What should the volume field say for the 19<sup>th</sup> edition (printed on the cover)? Hint: Read the 500 tags...

Answer.....

# Annuals with Edition Statement only

**Answer: 2013**

Call number

Scheme:

Prefix:

Class:

Cutter:

Suffix:

Volume:

Copy:

Tag	Ind	Data
LDR		nam 22 a 4500
001		529377
005		20130206130958.0
008		011127c20uu onc 000 0 eng d
020		<a href="#">1a9780771045707</a> (softcover, 2013)
020		<a href="#">1a9780771095856</a> (softcover, 2010)
020		<a href="#">1a9780771085284</a> (softcover, 2007)
022		<a href="#">1a1193-3305</a>
040		<a href="#">1aASMLS1cASMLS1dAPRPLS1dmm1dASMLS1dmn</a>
082	00	<a href="#">1a070.5/2/02571</a>
082	00	<a href="#">1a808.02</a>
245	04	<a href="#">1aThe Canadian writer's market.</a>
260		<a href="#">1aToronto, Ont. :1bMcClelland &amp; Stewart,1c[1970]-</a>
300		<a href="#">1a v. :1c21-25 cm.</a>
310		<a href="#">1alregular.</a>
362	0	<a href="#">1a[1st ed.]-</a>
500		<a href="#">1a"The essential guide for freelance writers"--Cover.</a>
500		<a href="#">1aLatest issue consulted: 16th rev. ed., copyrighted in 2004.</a>
500		<a href="#">1a19th ed. published in 2013.</a>
500		<a href="#">1a18th ed. published in 2010.</a>
500		<a href="#">1a17th ed. published in 2007.</a>
504		<a href="#">1aIncludes bibliographical references and index.</a>
520		<a href="#">1aThe essential guide for freelance writers, now completely updated and revised in this 19th edition.</a>
650	0	<a href="#">1aAuthorship1xMarketing1vDirectories</a>
650	0	<a href="#">1aCanadian periodicals1vDirectories</a>
650	0	<a href="#">1aPublishers and publishing1zCanada1vDirectories</a>
650	0	<a href="#">1aAuthorship1vHandbooks, manuals, etc.</a>
650	0	<a href="#">1aAdvertising agencies1zCanada1vDirectories</a>

Although the edition number is written on the cover, **the standard for Volume Field entry is the year, found in the Bib record.**

# Multiple Years in one issue

Type of Multiple Part Publication	Volume Field Format	Volume Field Example(s)	Formatting notes
Numbered volumes	v.#	v.1	Lower case v; one period separator; no spaces
Annual with yearly date If title or cover contains year, use year, or use the publication / copyright year.	YYYY	2017	Look for the year in bibliographic record if not found in the publication. Four digits; no abbreviations
Annual with edition statement only. Use edition number as last resort.	YYYY # <sup>th</sup> ed.	2017 25 <sup>th</sup> ed.	Look for year in bibliographic record before using edition #. Number is followed by <i>st</i> , <i>nd</i> , <i>rd</i> , or <i>th</i> ; one space; never upper case; period after <i>ed</i>
<b>Multiple years</b>	<b>YYYY-YYYY</b>	<b>2016-2017</b>	Two four-digit years separated by a dash; no spaces

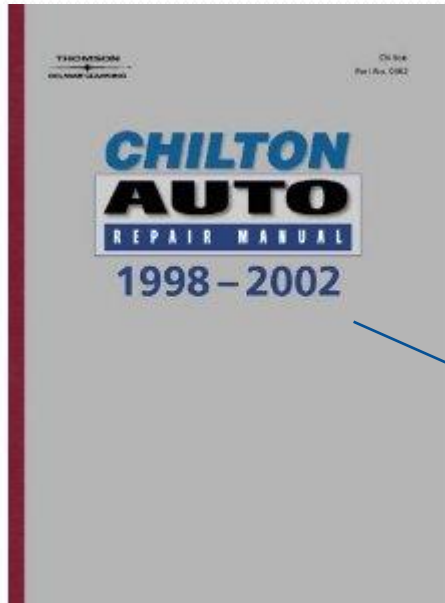
Next on the Volume field data chart are “Multiple year” publications.

These publications cover more than one year in one book.

The format for volume field: the beginning and ending years separated by a hyphen.

No spaces:  
YYYY-YYYY  
2016-2017

# Multiple Years in one issue



In this example, the 300 tag suggests that this is a candidate for entering information in the volume field, but there are no ISBNs listed to confirm!

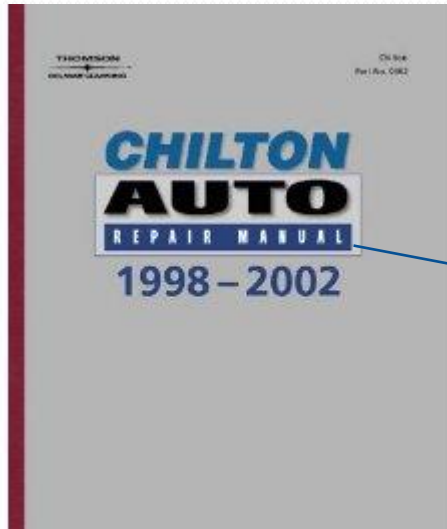
**Check the list of attached item records to see if there are different items attached to the same Bib record.**

The screenshot shows a software interface for a Bibliographic Record (MARC21) titled 'Bibliographic Record 67508 - MARC21 - Polaris'. The interface includes a menu bar (File, Edit, View, Links, Tools, Help) and a toolbar with various icons. The record details are as follows:  
Control number: 67508  
Owner: The Regional Automation Consortium (TRAC) (sys)  
Title: Chilton's auto repair manual.  
The main area displays a table of tags and their corresponding data:

Tag	Ind	Data
LDR		cas 22 a 4500
001		67508
005		20100520153927.0
008		000420d19619999pauar 0 a eng c
010		⌘a 86642512
040		⌘aNIC⌘cNIC⌘dDLC⌘dOCOLC⌘dAEPNL⌘dUtoRBLW
082	00	⌘a629.28722
245	00	⌘aChilton's auto repair manual.
245	10	⌘aAuto repair manual
260		⌘aPhiladelphia, Pa. :⌘bChilton Co.,⌘cc1961-, 9999.
300		⌘av. :⌘bill. ;⌘c29 cm.
310		⌘aAnnual
362	0	⌘a32nd ed. (1961)-
650	0	⌘aAutomobiles⌘xMaintenance and repair⌘vHandbooks, manuals, etc.
650	0	⌘aAutomobiles⌘xMaintenance and repair⌘vPeriodicals.
710	2	⌘aChilton Book Company.

At the bottom of the window, it says 'For Help, press F1'. A blue arrow points from the 300 tag in the table to the Chilton Auto Repair Manual cover image on the left.

# Multiple Years in one issue



Call number

Scheme:

Prefix:

Class:

Cutter:

Suffix:

Vol:

Copy:

Bibliographic Record 67508 : Linked Item Records

File Edit Help

Icons: Home, Print, X, Copy, Help

Title	A..	Collec...	Mat...	Shelf...	Call Number	Volume	Stat...	Barcode	Last Ac
Chilton's auto r...	C..	Non-fi...	Book		629.287 CHI	2000	In	3080000020245	11/07/2
Chilton's auto r...	B...	Non-fi...	Book		629.28 CHI	1996-2000	In	39335010177389	07/06/2
Chilton's auto r...	S...	Refere...	Book		629.28 CHI	1996-2000	In	39335010243314	26/01/2
Chilton's auto r...	B...	Non-fi...	Book		629.28 CHI	1995-1999	In	32149000992252	11/02/2
Chilton's auto r...	B...	Non-fi...	Book		629.28 CHI	1993-1997	In	32149000888518	12/08/2
Chilton's auto r...	B...	Non-fi...	Book		629.28 CHI	1992-1996	In	32149000826823	24/10/2
Chilton's auto r...	B...	Non-fi...	Book		629.28 CHI	1991-1995	In	32149000775400	11/02/2
Chilton's auto r...	B...	Non-fi...	Book		629.287 CHI	1990-1994	In	32149000712718	11/02/2
Chilton's auto r...	B...	Non-fi...	Book		629.28 CHI	1989-1993	In	32149000648292	05/05/2
Chilton's auto r...	B...	Non-fi...	Book		629.28 CHI	1988-1992	In	32149000597309	07/11/2
Chilton's auto r...	G..	Non-fi...	Book		629.28 CHI	1988-1992	In	32081000082497	08/08/2
Chilton's auto r...	B...	Non-fi...	Book		629.28 CHI	1987-1991	In	32149000542248	11/02/2

For Help, press F1

73 records

NUM

**YES!**

Many years (many different items) are linked to this Bib record.

In the volume field of your new item record, enter the first and last year separated by a dash.

**NO SPACES!**



# Monthly publications

Type of Multiple Part Publication	Volume Field Format	Volume Field Example(s)	Formatting notes
Numbered volumes	v.#	v.1	Lower case v; one period separator; no spaces
Annual with yearly date If title or cover contains year, use year, or use the publication / copyright year.	YYYY	2017	Look for the year in bibliographic record if not found in the publication. Four digits; no abbreviations
Annual with edition statement only. Use edition number as last resort.	YYYY #^ed.	2017 25 <sup>th</sup> ^ed.	Look for year in bibliographic record before using edition #. Number is followed by <u>st</u> , <u>nd</u> , <u>rd</u> , or <u>th</u> ; one space; never upper case; period after ed.
Multiple years	YYYY-YYYY	2016-2017	Two four-digit years separated by a dash; no spaces
Monthly Publications with alpha characters	MMMYYYY	JAN2017	Three upper case letters; no space; four digits <i>Only exceptions</i> are French months <u>Juin</u> and <u>Juillet</u> : JUIN2017 and JUIL2017

Vogue magazine is an example of a monthly publication.

Many issues are attached to one Bib record. In the following slides note some interesting details...

- The Bib record identifies the magazine as a serial.
- The description tag (300) has no pagination (v. only).
- Call numbers vary between libraries but volume fields must be standard.

# Monthly publications

Format: Serial

Title: Vogue (Magazine).

Publisher, Date: New York : Condé Nast Publications, etc.].

Description: v. : ill., plates, ports. ; 33 cm.

Volume: Vol. 1 (Dec. 17, 1892)-

Frequency: Monthly, <1997>-

Frequency varies, 1892-

Subjects: Fashion – Periodicals.

Other Title: Vogue

Former Title: Mar. 1936-Feb. 1983 0733-8899.

Notes: Absorbed: Vanity fair (New York, N.Y.) in Mar. 1936, which resumed publication in Mar. 1983.

LCCN: \* 0803-6997

ISSN: 0042-8000



March 2018 cover

Note: This Bib record is shown in the TRACpac (patron's) view.

# Monthly publications

Bibliographic Record 627928 : Linked Item Records

File Edit Help

Icons: Home, Print, Cancel, Copy, Help

Title	Assi...	Collection	Material Type	Shelf Locat...	Call Nu...	Volume	Status
Vogue (Magazine).	Gra...	Periodical - Adult (PA)	Magazine	Magazines	A MAG	MAR2017	In
Vogue (Magazine).	Gra...	Periodical - Adult (PA)	Magazine	Magazines	A MAG	FEB2017	In
Vogue (Magazine).	Gra...	Periodical - Adult (PA)	Magazine	Magazines	A MAG	JAN2017	In
Vogue (Magazine).	Gra...	Periodical - Adult (PA)	Magazine	Magazines	A MAG	MAY2017	In
Vogue (Magazine).	Gra...	Periodical - Adult (PA)	Magazine	Magazines	A MAG	APR2017	In
Vogue (Magazine).	Gra...	Periodical - Adult (PA)	Magazine	Magazines	A MAG	AUG2017	In
Vogue (Magazine).	Gra...	Periodical - Adult (PA)	Magazine	Magazines	A MAG	JUL2017	In
Vogue (Magazine).	Gra...	Periodical - Adult (PA)	Magazine	Magazines	A MAG	SEP2017	In
Vogue (Magazine).	Gra...	Periodical - Adult (PA)	Magazine	Magazines	A MAG	OCT2017	In
Vogue (Magazine).	Gra...	Periodical - Adult (PA)	Magazine	Magazines	A MAG	DEC2017	In
Vogue (Magazine).	Gra...	Periodical - Adult (PA)	Magazine	Magazines	A MAG	NOV2017	In
Vogue (Magazine).	Gra...	Periodical - Adult (PA)	Magazine	Magazines	A MAG	JAN2018	In
Vogue (Magazine).	Gra...	Periodical - Adult (PA)	Magazine	Magazines	A MAG	FEB2018	In
Vogue (Magazine).	Gra...	Periodical - Adult (PA)	Magazine	Magazines	A MAG	MAR2018	In
Vogue (Magazine).	Gra...	Periodical - Adult (PA)	Magazine	Magazines	A MAG	JUN2017	In



*Many different issues on one Bib record.*

Note the consistent volume field format: Three alpha characters followed immediately by four numeric characters - no space, no hyphen, no backslash. Even September, often abbreviated with four alpha characters (SEPT), is shown with three letters only: SEP.

Exceptions are two French months: JUIN & JUIL, indistinguishable without that fourth letter!

# Monthly publications

Bibliographic Record 627928 : Linked Item Records

File Edit Help

Icons: Folder, Printer, X, Document, Question Mark

Title	Assi...	Collection	Shelf Locat...	Call Number	Volume	Status	Barcode
Vogue (Magazine).	Dra...	Periodical (PER)	Magazines	PER VOG	DEC2017	In	39335030042316
Vogue (Magazine).	Dra...	Periodical (PER)	Magazines	PER VOG	OCT2017	In	39335030048842
Vogue (Magazine).	Dra...	Periodical (PER)	Magazines	PER VOG	SEP2017	In	39335029546988
Vogue (Magazine).	Dra...	Periodical (PER)	Magazines	PER VOG	AUG2017	In	39335029547861
Vogue (Magazine).	Dra...	Periodical (PER)	Magazines	PER VOG	JUL2017	In	39335029549461
Vogue (Magazine).	Dra...	Periodical (PER)	Magazines	PER VOG	JUN2017	In	39335029551327
Vogue (Magazine).	Dra...	Periodical (PER)	Magazines	PER VOG	APR2017	In	39335029554909
Vogue (Magazine).	Dra...	Periodical (PER)	Magazines	PER VOG	MAY2017	In	39335029553745
Vogue (Magazine).	Dra...	Periodical (PER)	Magazines	PER VOG	FEB2017	In	39335029555484
Vogue (Magazine).	Dra...	Periodical (PER)	Magazines	PER VOG	MAR2017	In	39335029556516
Vogue (Magazine).	Dra...	Periodical (PER)	Magazines	PER VOG	JAN2017	In	39335029206740
Vogue (Magazine).	Dru...	Periodical (PER)		MAG	AUG2011	Una...	30400017776069
Vogue (Magazine).	Fair...	Periodical (PER)	Magazines	MAG VOG	APR2014	In	30104000656565
Vogue (Magazine).	Gra...	Periodical - Adult ...	Magazines	A MAG	DEC2016	In	30113006343326
Vogue (Magazine).	Gra...	Periodical - Adult ...	Magazines	A MAG	JAN2017	In	30113006347640
Vogue (Magazine).	Gra...	Periodical - Adult ...	Magazines	A MAG	MAR2017	In	30113006395011
Vogue (Magazine).	Gra...	Periodical - Adult ...	Magazines	A MAG	FEB2017	In	30113006393685
Vogue (Magazine).	Gra...	Periodical - Adult ...	Magazines	A MAG	JAN2017	In	30113006394279
Vogue (Magazine).	Gra...	Periodical - Adult ...	Magazines	A MAG	MAY2017	In	30113006416619
Vogue (Magazine).	Gra...	Periodical - Adult ...	Magazines	A MAG	APR2017	In	30113006397991
Vogue (Magazine).	Gra...	Periodical - Adult ...	Magazines	A MAG	AUG2017	In	30113006423979
Vogue (Magazine).	Gra...	Periodical - Adult ...	Magazines	A MAG	JUL2017	In	30113006422146
Vogue (Magazine).	Gra...	Periodical - Adult ...	Magazines	A MAG	SEP2017	In	30113006520030
Vogue (Magazine).	Gra...	Periodical - Adult ...	Magazines	A MAG	OCT2017	In	30113006524370
Vogue (Magazine).	Gra...	Periodical - Adult ...	Magazines	A MAG	DEC2017	In	30113006535962
Vogue (Magazine).	Gra...	Periodical - Adult ...	Magazines	A MAG	NOV2017	In	30113006526730

For Help, press F1

172 records




Note the different call number standards from library to library, in the prefix, the cutter, or the suffix fields.  
*But never in the volume field - volume standards are TRAC-wide!*

# Bimonthly publications

Some serials are published six times a year, or bimonthly.

Format is always the first month and second month separated by a hyphen, immediately followed by the year. NO SPACES

If the issue spans two years, both years are used.

Type of Multiple Part Publication	Volume Field Format	Volume Field Example(s)	Formatting notes
Numbered volumes	v.#	v.1	Lower case v; one period separator; no spaces
Annual with yearly date If title or cover contains year, use year, or use the publication / copyright year.	YYYY	2017	Look for the year in bibliographic record if not found in the publication. Four digits; no abbreviations
Annual with edition statement only. Use edition number as last resort.	YYYY # <sup>^</sup> ed.	2017 25 <sup>th</sup> <sup>^</sup> ed.	Look for year in bibliographic record before using edition #. Number is followed by <u>st</u> , <u>nd</u> , <u>rd</u> , or <u>th</u> ; one space; never upper case; period after ed.
Multiple years	YYYY-YYYY	2016-2017	Two four-digit years separated by a dash; no spaces
Monthly Publications with alpha characters	MMMYYYY	JAN2017	Three upper case letters; no space; four digits <i>Only exceptions</i> are French months <u>Juin</u> and <u>Juillet</u> : JUN2017 and JUL2017
 Bi-monthly issues	MMM-MMMYYYY MMMYYYY-MMMYYYY	JAN-FEB2017 DEC2016-JAN2017	Three upper case letters for each month <i>Exceptions:</i> French months <u>Juin</u> and <u>Juillet</u> as above. No spaces; four digits for the year; use both years for issues spanning two years; dash separator

# Bimonthly publications



Bib record details show that many different bimonthly issues will be linked to this one Bib record.

Bibliographic Record 692991 - MARC21 - Polaris

File Edit View Links Tools Help

Control number: 692991 Owner: The Regional Automation Consortium (TRAC) (sys)

Title: Our Canada (Magazine).

Tag	Ind	Data
LDR		nas 22 a 4500
001		692991
003		CaOOAMICUS
005		20140124160357.0
008		031222m20049999quczu 0 0eng
022		⌘a2291-014X
022		⌘z1708-749X
035		⌘a000028938267
040		⌘aCaOONL⌘beng⌘cCaOONL⌘dASMLS⌘dAPRPLS⌘dmm⌘dUtOrBLW
082	00	⌘a971
245	00	⌘aOur Canada (Magazine).
260		⌘aMontréal :⌘bReader's Digest Magazines Limited,⌘c2004-
300		⌘a v. :⌘bcol. ill. ;⌘c27 cm.
310		⌘aBimonthly.
362	0	⌘a2004 (Premier issue)-
500		⌘aDescription based on Premier issue.
651	0	⌘aCanada⌘vPeriodicals

# Bimonthly publications



Call number	
Scheme:	Title
Prefix:	MAG
Class:	
Cutter:	
Suffix:	
Volume:	FEB-MAR2018
Copy:	

Do not use the format on the cover of the magazine – use the volume field chart to ensure correct formatting.

February/March 2018  
is written on the cover

# Bimonthly publications



Bibliographic Record 692991 : Linked Item Records

Title	A...	Collec...	Mat...	Shelf...	Call N...	Volume	Stat...	Barcode
Our Canada (Magazine).	Al...	Period...	Mag...			December/January 2018	In	30800012412109
Our Canada (Magazine).	Al...	Period...	Mag...			February-March 2018	In	30800012407976
Our Canada (Magazine).	B...	Period...	Mag...		Our A...		In	39335020479015
Our Canada (Magazine).	B...	Period...	Mag...		OUR	DEC2013-JAN2014	In	39335025201190
Our Canada (Magazine).	B...	Period...	Mag...		OUR	APR-MAY2015	In	39335026248117
Our Canada (Magazine).	B...	Period...	Mag...		OUR	OCT-NOV2015	In	39335027620785
Our Canada (Magazine).	B...	Period...	Mag...		OUR	FEB-MAR2016	In	39335028420045
Our Canada (Magazine).	B...	Period...	Mag...		OUR	DEC2015-JAN2016	In	39335028426810
Our Canada (Magazine).	B...	Period...	Mag...		OUR	APR-MAY2016	In	39335028025182
Our Canada (Magazine).	B...	Period...	Mag...		OUR	OCT-NOV2016	In	39335028223514
Our Canada (Magazine).	B...	Period...	Mag...		OUR	DEC2016-JAN2017	In	393350282221914
Our Canada (Magazine).	B...	Period...	Mag...		OUR	AUG-SEP2016	In	39335028224199

For Help, press F1 822 records

- 1. & 2.
- 3.
- 4.

Call number

Scheme:

Prefix:

Class:

Cutter:

Suffix:

Volume:

Copy:

## Examples of incorrect entries

1. Forward slash is not correct. Use a hyphen.
2. Lower case alpha characters are incorrect. Use upper case 3 character abbreviations for the month.
3. Blank volume field is incorrect.
4. "MAY" should be all uppercase. ("MAy" is incorrect.)



# Bimonthly issues – spanning year end



Call number

Scheme:

Prefix:

Class:

Cutter:

Suffix:

Volume:

Copy:

This issue of the same magazine will be December of one year and January of the next. The correct format for this Volume field:

DEC2017-JAN2018

# Quarterly publications

Often serials are published four times a year, or quarterly.

The correct volume field format is always the first three letters of the season, capitalized, followed by the year. NO SPACES

Seasons are named:

1. Spring (SPR)
2. Summer (SUM)
3. Autumn (AUT) or Fall (FAL)
4. Winter (WIN)

Type of Multiple Part Publication	Volume Field Format	Volume Field Example(s)	Formatting notes
Quarterly issues	AAAYYYY	SPR2017	Three upper case letters; no space; four digits SPR2017, SUM2017, AUT2017, WIN2017

# Magazine exceptions

Often quarterly publications, and others, have special issues in addition to their regularly released issues. It is not possible to list all the examples of these issues and their volume field requirements. Generally speaking, however, these are the guidelines to follow in hopes that these special editions look alike to Polaris:

1. Use all CAPS.
2. Use no spaces.
3. Include the year.
4. Only abbreviate months or seasons.
5. Avoid using words like “collectors”, “edition”, “issue”, “special” or “supplement” which are redundant in the volume field.
  1. “FISHING2018” is preferable to FISHINGISSUE2018 or FISHINGSPECIAL2018.
  2. “ANNIVERSARY2018” is better than “ANNIVERSARYCOLLECTORSEDITION2018”.
  3. “PRUNING2018” is better than “SPRINGPRUNINGSUPPLEMENT2018”.
6. Keep it simple!
7. Check other holdings, or call PLS headquarters.

# Numeric publications

These serials are very simple for volume data, enter the number only. No text or symbols are required.



Type of Multiple Part Publication	Volume Field Format	Volume Field Example(s)	Formatting notes
Numeric issues	###	228	Issue number only; no other text nor punctuation

# Numeric publications



Many issues ,  
one Bib record.

**Bibliographic Record 289052 - PAC - Polaris**

File Edit View Links Tools Help

Control number: 289052    Owner: The Regional Automation Consortium (TRAC) (sys)

Title: Archie digest magazine.

Language: English    Location: Peace Library System (Branch) (APRPLS)

<< Return to List

Format: Serial

Title: Archie digest magazine.

Publisher, Date: Mamaroneck, N.Y. : Archie Comic Publications, 1994-2010.

Description: v. : col. ill. ; 18 cm.

Series: Archie digest library.

Volume: 1994-

Frequency: Monthly.  
Bi-monthly.

Subjects: Andrews, Archie (Fictitious character) -- Comic books, strips, etc.  
Comic books, strips, etc. -- Periodicals.

Other Title: Archie digest

Later Title: World of Archie double digest

Notes: Title changed October 2010.  
Also published in Frech under the title: Archie.

**Bibliographic Record 289052 : Linked Item Records**

File Edit Help

Mat...	Shelf...	Call Nu...	Volume
J...	Mag...	Juве...	J ARC 266
J...	Mag...	J ARC	267
J...	Mag...	Juве...	J ARC 267
J...	Mag...	Juве...	J ARC 267
ov...	Book	Juве...	J ARC c.1 267
ov...	Book	Juве...	J ARC c.2 267
ov...	Book	Juве...	J ARC c.1 267
ve...	Mag...	Juве...	C ARC 577

Call number

Scheme: Dewey Decimal

Prefix: J

Class:

Cutter: ARC

Suffix: c.2

Vol: 267

Copy: c.2

In the linked item list the “copy number” data (c.2) is retrieved from the suffix field entry.

# Weekly publications

Some serials have a weekly publication timetable.

- Use three upper case alpha characters for the month;
- followed immediately (no space) by two numeric characters for the day (02, 04, 07, 17, 21...);
- then four more for the year (no space).


Type of Multiple Part Publication	Volume Field Format	Volume Field Example(s)	Formatting notes
Weekly issues	MMMDDYYYY	JAN022017	Three upper case letters; no space; six digits

Use no spaces, use two numbers for the day then four for the year.  
Use no punctuation marks, use all CAPS.

# Weekly publications

Bibliographic Record 588023 : Linked Item Records

File Edit Help



Title	Collec...	Shelf Loca...	Call N...	Volume	Stat...	Barcode
US weekly (Magazine).	Period...	Magazines	051	SEPT42016	In	30125000385418
US weekly (Magazine).	Period...	Magazines	051	Sept182017	In	30125000385624
US weekly (Magazine).	Period...	Magazines	051 SE...		In	30125000385582
US weekly (Magazine).	Period...	Magazines	051	MAY152017	In	30125000383645
US weekly (Magazine).	Period...	Magazines	051	MAY222017	In	30125000383447
US weekly (Magazine).	Period...	Magazines	051	MAY292017	In	30125000384338
US weekly (Magazine).	Period...	Magazines	051	JUN52017	In	30125000384304
US weekly (Magazine).	Period...	Magazines	051		In	30125000384411
US weekly (Magazine).	Period...	Magazines	051	JUL32017	In	30125000384841
US weekly (Magazine).	Period...	Magazines	051	JUN122017	In	30125000384379
US weekly (Magazine).	Period...	Magazines	051	JUN262017	In	30125000384460
US weekly (Magazine).	Period...	Magazines	051	APR172017	In	30125000383082
US weekly (Magazine).	Period...	Magazines	051	APR102017	In	30125000382993

For Help, press F1

803 records



*Many of the volume fields are incorrect in the above example!  
Can you find the mistakes? Can you tell how to correct them?*

# Weekly publications

Bibliographic Record 588023 : Linked Item Records

File Edit Help

Title	Collec...	Shelf Loca...	Call N...	Volume
US weekly (Magazine).	Period...	Magazines	051	SEPT42016
US weekly (Magazine).	Period...	Magazines	051	Sept182017
US weekly (Magazine).	Period...	Magazines	051 SE...	
US weekly (Magazine).	Period...	Magazines	051	MAY152017
US weekly (Magazine).	Period...	Magazines	051	MAY222017
US weekly (Magazine).	Period...	Magazines	051	MAY292017
US weekly (Magazine).	Period...	Magazines	051	JUN52017
US weekly (Magazine).	Period...	Magazines	051	
US weekly (Magazine).	Period...	Magazines	051	JUL32017
US weekly (Magazine).	Period...	Magazines	051	JUN122017
US weekly (Magazine).	Period...	Magazines	051	JUN262017
US weekly (Magazine).	Period...	Magazines	051	APR172017
US weekly (Magazine).	Period...	Magazines	051	APR102017

For Help, press F1

803 records



Volume
→SEP042016
→SEP182017
→SEP252017
MAY152017
MAY222017
MAY292017
→JUN052017
→JUN192016
→JUL032017
JUN122017
JUN262017
APR172017
APR102017

Change SEPT to SEP;  
 Change Sept to SEP;  
 Fill in the blanks;  
 Change 5 to 05 and  
 3 to 03!

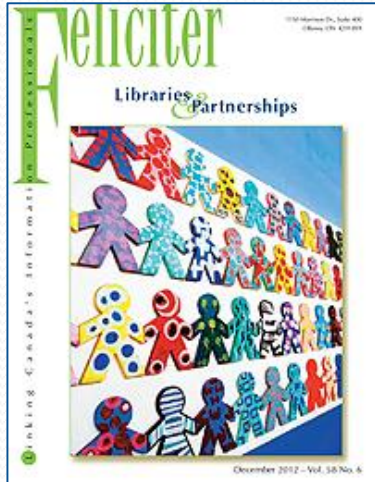


# Volume and Issue Numbers Only

Some publications have volume and issue information. Usually one volume number is assigned to each issue published in a certain year, and then each issue published within the year has a unique identifier number.

Type of Multiple Part Publication	Volume Field Format	Volume Field Example(s)	Formatting notes
Issues with volume and issue numbers only	<u>v.#no.#</u>	v.20no.2	Lower case v; one period separator; Lower case 'no'; one period separator; no spaces between volume and issue numbers

# Volume and Issue Numbers Only



Bibliographic Record 305833 - PAC - Polaris

File Edit View Links Tools Help

Control number: 305833 Owner: The Regional Automation Consortium (TRAC)

Title: Feliciter.

Language: English Location: Peace Library System (Branch)

<< Return to List

Format: Serial  
 Title: Feliciter.  
 Publisher, Date: Ottawa : Canadian Library Association, 1956-.  
 Description: v. : ill.  
 Volume: v. 1 (Jan 1956) - .  
 Frequency: 6 times per year.  
 Subjects: Canadian Library Association -- Periodicals.  
 Library science -- Canada -- Periodicals.  
 Notes: Incorporating : C.A.P.L. newsletter, Canadian Library Trn  
 CMI, CPI.  
 ISSN: 0014-9802  
 System Availability: 29  
 Current Holds: 0  
 # Local items: 0

Title	As...	Material Type	Call N...	Volume
Feliciter.	N...	Magazine		v.57no.1
Feliciter.	N...	Magazine		v.57no.2
Feliciter.	N...	Magazine	020	v.57no.3
Feliciter.	N...	Magazine	020	v.57no.2
Feliciter.	N...	Magazine		v.57no.4
Feliciter.	N...	Magazine		v.57no.5
Feliciter.	N...	Magazine		v.57no.6
Feliciter.	N...	Magazine		v.56no.5
Feliciter.	Ye...	Magazine		v.56no.6
Feliciter.	Ye...	Magazine	020 Vo...	
Feliciter.	Ye...	Magazine	020 Vo...	
Feliciter.	Ye...	Magazine	Vol.56	
Feliciter.	Ye...	Magazine	Vol. 56	

Expand All | Col

Many issues,  
one Bib record.

Call number

Scheme: Dewey Decimal

Prefix:

Class: 020

Cutter:

Suffix:

Vol: v.58no.4

Copy:

And here the last  
four have NO  
volume field  
information!

# Multipart sets - DVDs

A “season” of DVDs in one case is an example of a multipart set. Each DVD in the set is different, but all the parts, or discs together form the whole season.

If one of the TRAC libraries chooses to circulate each disc of a season singly, or in sets of two or three, all TRAC libraries must fill in the volume field with information appropriate to how they are circulating their discs, because the volume field is what differentiates one disc from another for the borrowing patron in our shared collection.

**If one library uses the volume field, then all libraries require volume field information.**

The chart shows the proper format for volume field for what is barcoded together, as a set (with one barcode), or barcoded separately (different barcode for each disc or group of discs).

Type of Multiple Part Publication	Volume Field Format	Volume Field Example(s)	Formatting notes
Multi part sets such as DVDs <u>and</u> NO SPLIT SETS IN TRAC			Put <b>NOTHING</b> in the volume field
Multi part sets such as DVDs <u>and</u> ONE OR MORE SPLIT SETS IN TRAC	DISC SET DISC#&#	DISC SET DISC3; DISC4; DISC3&4	A space always separates DISC and SET; no spaces used for parts circulating together.

# Multipart sets - DVDs

Bibliographic Record 398465 - MARC21 - Polaris

File Edit View Links Tools Help

Control number: 398465 Owner: The Regional Automation Consortium (TRAC) (sys) Items: 6

Title: Archie Bunker's place. The complete first season.

Tag	Ind	Data
LDR		cgm 22 i 4500
001		398465
005		20171117084818.0
007		vd cvaizu
008		090102p2006 cau590 vlang u
020		1a1404911928 (set)
024	1	1a043396128644
028	40	1a128641bSony Pictures Home Entertainment
035		1a(OCOLC)67766685
040		1aAEPNL1beng1erda1cAEPNL1dUtOrBLW1dASGY1dT
245	00	1aArchie Bunker's place.1pThe complete first season.
264	1	1aCulver City, California :1bSony,1c[2006].
264	4	1c©2006
300		1a[DVD only] 3 videodiscs (590 minutes) :1bsound, color
336		1atwo-dimensional moving image1btdi12rdacontent
337		1avideo1bv12rdamedia
338		1avideodisc1bvd12rdacarrier
344		1adigital1boptical12rda
346		1alaser optical1bNTSC12rda
347		1avideo file1bDVD video1eregion 112rda
511	0	1aCarrol O'Connor, Jean Stapleton, Martin Balsam, Danielle Brisebois, Allan Melvin, Jason Wing
520		1aEpisodes 1-24 of the first season of Archie Bunker's Place, originally broadcast during the 197
520		1aEpisodes 1-16 of the first season of Archie Bunker's Place, originally broadcast during the 197

For Help, press F1

There are six items linked to this Bib.

Click on the downward swooping arrow to see the list.

Bibliographic Record 398465 : Linked Item Records

File Edit Help

Title	Material Type	Call Number	Volume	Stat...	Barcode
Archie Bunker's place. The complete first season.	Video - DVD	DVDA ARC		In	39335027516090
Archie Bunker's place. The complete first season.	Video - DVD	DVD ARC	DISC SET	In	30800010293907
Archie Bunker's place. The complete first season.	Video - DVD	DVD 813 PG	DISC SET	Wit...	30117000497608
Archie Bunker's place. The complete first season.	Video - DVD	DVD ARC	DISC SET	In	30800004315567
Archie Bunker's place. The complete first season.	Video - DVD	ARC	DISC1&2	In	30400016370286
Archie Bunker's place. The complete first season.	Video - DVD	ARC	DISC3	In	30400016370294

The first record is incorrect. The Volume field should say "DISC SET".

# Multipart sets - DVDs

Bibliographic Record 1490174 - PAC - Polaris

File Edit View Links Tools Help

Control number: 1490174 Owner: The Regional Automation Consortium (TRAC) (sys) Items: 23 Record status: Final

Title: Victoria. The complete first season


Language: English Location: Peace Library System (Branch) (APRPLS)

1. Victoria. The complete first season

Other Title: Victoria. The complete 1st season — Victoria. First season — Victoria. 1st season  
Victoria. Season one — Victoria. Season 1 — Victoria (Television program : 2016-)  
Publisher, Date: ©2016 — [Alexandria, VA] : PBS Distribution, [2017]

Rating: Not rated.  
Description: 3 videodiscs (415 minutes) : sound, color ; 12 cm

Local Availability: 0 (of 0)  
System Availability: 1 (of 23)

 2017  
Format icon

There are 23 items linked to this Bib.

Click on the downward swooping arrow to see the list.

Title	Material Type	Call Number	Volume	Barcode	Last Acti...	R..
Victoria. The complete first season	Video - DVD	VIC Season 1		30410000179346	16/03/2018	F..
Victoria. The complete first season	Video - DVD	DVD VIC		30102000580801	22/03/2018	F..
Victoria. The complete first season	Video - DVD	DVDA VIC 2017		39335029606865	21/03/2018	F..
Victoria. The complete first season	Video - DVD	VIC DVD Season 1		30400021632373	22/03/2018	F..
Victoria. The complete first season	Video - DVD	DVD TV VIC CASE 2,175		30400022965194	08/03/2018	F..
Victoria. The complete first season	Video - DVD	DVD VIC season 1		30800010967732	14/03/2018	F..
Victoria. The complete first season	Video - DVD	DVD VIC Season 1		30400022989293	20/03/2018	F..
Victoria. The complete first season	Video - DVD	VID VIC		39335029823262	14/03/2018	F..
Victoria. The complete first season	Video - DVD	DVD VIC		39335029857492	14/03/2018	F..
Victoria. The complete first season	Video - DVD	DVD VIC		30104000742761	20/03/2018	F..

The volume field of each record is blank.

# Multipart sets - DVDs

Bibliographic Record 417905 - MARC21 - Polaris

File Edit View Links Tools Help

Control number: 417905 Owner: The Regional Automation Consortium (TRAC) (sys) Item

Title: Stargate SG-1. Season 1

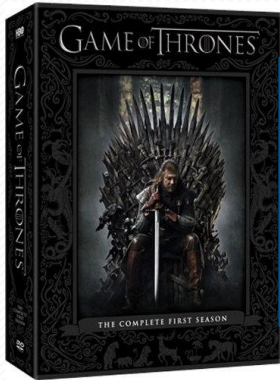
Tag	Ind	Data
001		ngm 22 a 4500
001		417905
003		CaOOAMICUS
005		20160503113259.0
007		vd  vraiz
008		090102s2001 cau900 vlang u
020		1a0792849744 (set)
020		1a0792843622 (v.1)
020		1a0792849736 (v.2)
020		1a0792849906 (v.3)
020		1a0792849914 (v.4)
020		1a0792849922 (v.5)
028	41	1a10016071bMGM Home Entertainment (set)
028	00	1a9079971bMGM (v.1)
028	00	1a10018621bMGM (v.2)
028	00	1a10018011bMGM (v.3)
028	00	1a10018601bMGM (v.4)
028	00	1a10018611bMGM (v.5)
035		1a(OCoLC)756792087
040		1aCaNSH1beng1cCaNSH1dASGY1dJD1dUtOrBLW
245	00	1aStargate SG-1.1nSeason 11h[videorecording] /1cdeveloped for television by B
260		1aSanta Monica, Calif. 1bMGM Home Entertainment Inc.,1cc2001.
300		1a5 videodiscs (ca. 180 min. each) 1bsd., col. 1c12 cm.

Title	As...	Call Number	Volume	Barcode
Stargate SG-1. Season 1	Al...	DVDA STA	DISC SET	39335021017467
Stargate SG-1. Season 1	Bei...	STA	DISC SET	30400021060690
Stargate SG-1. Season 1	Be...	DVD STA 1	DISC SET	30103000192696
Stargate SG-1. Season 1	Ca...	STA DVD Season 1	DISC SET	30400016925956
Stargate SG-1. Season 1	Ca...	STA DVD	DISC3&4	30400016925923
Stargate SG-1. Season 1	Ca...	STA DVD	DISC5	30400016925964
Stargate SG-1. Season 1	Ch...	DVD TV STA S.1 CASE 1234	DISC SET	30400019202452
Stargate SG-1. Season 1	Dr...	DVD STA S.1	DISC SET	39335021524454
Stargate SG-1. Season 1	Fai...	DVD STA	DISC SET	30104000583595
Stargate SG-1. Season 1	Gr...	DVD TV Series STA	DISC SET	30113002810658
Stargate SG-1. Season 1	Hi...	DVD STA A474	DISC1&2	30118000584882
Stargate SG-1. Season 1	Hi...	DVD STA A475	DISC3&4	30118000584874
Stargate SG-1. Season 1	Hi...	DVD SEASON 1 STA A476	DISC5	30118000584866
Stargate SG-1. Season 1	Ok...	STA Season 1	DISC SET	30400022166694
Stargate SG-1. Season 1	Pe...	DVD TV STA	DISC SET	30129000892472
Stargate SG-1. Season 1	Re...	DVD DVD1329 S*1	DISC SET	30800005369993
Stargate SG-1. Season 1	Sp...	TV STA	DISC SET	39335027135230
Stargate SG-1. Season 1	St...	F STA v.4	DISC4	39335018119490
Stargate SG-1. Season 1	St...	F STA v.5	DISC5	39335018119755
Stargate SG-1. Season 1	St...	F STA v.2	DISC2	39335018119763
Stargate SG-1. Season 1	St...	F STA v.1	DISC1	39335018119771
Stargate SG-1. Season 1	Th...	DVD STA	DISC SET	30800007759266
Stargate SG-1. Season 1	W...	DVD STA	DISC SET	39335029568602
Stargate SG-1. Season 1	W...	DVD F STA	DISC SET	39335027578199
Stargate SG-1. Season 1	W...	DVD Stargate SG-1 s.1 v.5	DISC5	39335026853098
Stargate SG-1. Season 1	W...	DVD Stargate SG-1 s.1 v.4	DISC4	39335026853106
Stargate SG-1. Season 1	W...	DVD Stargate SG-1 s.1 v.3	DISC3	39335026853114
Stargate SG-1. Season 1	W...	DVD Stargate SG-1 s.1 v.2	DISC2	39335026853122
Stargate SG-1. Season 1	W...	DVD Stargate SG-1 s.1 v.1	DISC1	39335026853130

For Help, press F1

Many circulation options! 15 libraries are circulating “Stargate SG-1” as a set. Some are circulating as individual discs and some with 2 discs in one package. How many copies of the fifth disc only are circulating? Four.

# Multipart sets - DVDs



One item record, one barcode, one "DISC SET". Use DISC SET in the volume field IF another library is using DISC SET or DISC#.

Call number

**Scheme:** Dewey Decimal

Prefix: DVD

Class:

Cutter: GAM

Suffix: Season 1

Vol: DISC SET

Copy:

If discs 3 & 4 are lost...

Call number

**Scheme:** Dewey Decimal

Prefix: DVD

Class:

Cutter: GAM

Suffix:

Vol: DISC1&2

Copy: Episodes 1-4

Call number

**Scheme:** Dewey Decimal

Prefix: DVD

Class:

Cutter: GAM

Suffix:

Vol: DISC5

Copy: Episodes 9&10

You can still circulate discs 1, 2 & 5!  
Two item records, two barcodes!

**If one or more items attached to the same Bib record have something in the volume field, all items must have.**

# Combo-packs – Blu-ray + DVD

The screenshot shows a library catalog record in a web browser. The browser window title is "Bibliographic Record 1396370 - PAC - Polaris". The record details are as follows:

- Control number: 1396370
- Owner: The Regional Automation Consortium (TRAC) (sys)
- Items: 24
- Record status: Final
- Title: Snow White and the seven dwarfs
- Language: English
- Location: Peace Library System (Branch) (APRPLS)

The record features a vertical banner on the left that reads "Bibliographic Record". The main content area displays the title "1. Snow White and the seven dwarfs" with a small image of the Blu-ray + DVD combo pack. Below the image is a "2016" label. The description includes:

- Other Title: Snow White & the seven dwarfs — Snow White and the 7 dwarfs — Snow White & the 7 dwarfs
- Publisher, Date: Burbank, Calif. : Walt Disney Studios Home Entertainment, [2009] — Burbank, CA : Walt Disney Studios Home Entertainment, [2016] — ©1937 — Burbank, CA : Buena Vista Home Entertainment
- Rating: Canadian Home Video rating: G.
- Description: [Combo pack] 1 videodisc (Blu-ray) (83 minutes) : sound, color ; 12 cm. + 1 videodisc (dvd) (sound, color ; 12 cm).
- Series: Disney Blu-ray

The Blu-ray and DVD discs must stay together and circulate together.  
NO volume field entry is required.



# Combo-packs – Blu-ray + DVD

The screenshot shows a library catalog record in a web browser. The browser window title is "Bibliographic Record 1396370 - PAC - Polaris". The record details are as follows:

- Control number: 1396370
- Owner: The Regional Automation Consortium (TRAC) (sys)
- Items: 24
- Record status: Final
- Title: Snow White and the seven dwarfs
- Language: English
- Location: Peace Library System (Branch) (APRPLS)

The record features a thumbnail image of the Blu-ray + DVD combo pack for "Snow White and the seven dwarfs". Below the image is a "Blu-ray + DVD" icon and the year "2016".

**1. Snow White and the seven dwarfs**

Other Title: Snow White & the seven dwarfs — Snow White and the 7 dwarfs — Snow White & the 7 dwarfs

Publisher, Date: Burbank, Calif. : Walt Disney Studios Home Entertainment, [2009] — Burbank, CA : Walt Disney Studios Home Entertainment, [2016] — ©1937 — Burbank, CA : Buena Vista Home Entertainment

Rating: Canadian Home Video rating: G.

Description: [Combo pack] 1 videodisc (Blu-ray) (83 minutes) : sound, color ; 12 cm. + 1 videodisc (dvd) (sound, color ; 12 cm).

Series: Disney Blu-ray

If a Combo Pack has already been split into one Blue-ray record and one DVD record, and no third record for both items exists, please send the Combo-pack in for cataloguing.

# Combo-packs – Blu-ray + DVD



Item Record 4259136 - Notes and Notices - Polaris

File Edit View Links Tools Help

Barcode: 30113005417956 Record status: Final  ILL item  Non-circulating  Display in PAC

Title: The adventures of Tintin Bib control no.: 1015115

Author: Parent item: Item control no.: 4259136

Call number: BLU ADV BLU-RAY Price: \$35.99 Issue control:

Owner: Grande Prairie Public Library (br) Shelf location: Audio-Visual - Blu-rays

Assigned: Grande Prairie Public Library (AGP) Temporary location:

Collection: Blu-Ray - Adult (BRA) Circulation status: Out 06/02/2013 1:52:57 PM

Notice Dates

Reminder: 10/02/2013 7:44 AM

1st overdue:

2nd overdue:

3rd overdue:

Bill:

Hold:

Blocks

Library assigned: (None)

Free text: The DVD is missing - includes Blu-Ray only.

System:

Notes

Public: The DVD is missing.

Non-public:

Physical condition:

For Help, press F1 NUM

**Make no entry in the volume field.**

In the “Notes and Notices” view, enter details about your holding in the **public note** field so it displays in TRACpac and in the **free text** field so it pops up at check out.


# Multi-part sets

**Bibliographic Record**

Control number: 321417    Owner: The Regional Automation Consortium (TRAC) (sys)    Items: 3

Title: Guitarra Espanola

Language: English    Location: Peace Library System (Branch) (APRPLS)

 1968

**1. Guitarra Espanola**  
by Yepes, Narciso.

Publisher, Date: Hamburg : Deutsche Grammophon, 1968.

Description: 4 sound discs : digital ; 12 cm.

Local Availability: 0 (of 0)  
System Availability: 3 (of 3)

**Bibliographic Record 321417 : Linked Item Records**

Title	Material Type	Call Number	Volume	Barcode
Guitarra Espanola	Music CD	WF YEP	v.1	39335017615571
Guitarra Espanola	Music CD	WF YEP	v.2	39335017631420
Guitarra Espanola	Music CD	WF YEP	v.3	39335017631305

Type of Multiple Part Publication	Volume Field Format	Volume Field Example(s)	Formatting notes
Multi part sets	v.#	v.1	Lower case v; one period separator; no spaces

# Multi-part sets

In this example, Volume 2 comes in two parts.

The volume number is in the title, so not used in the volume field, and “Part” is used to distinguish between them. Optionally, volume number can be entered in the suffix field.

The screenshot shows a bibliographic record for 'Military operations, France and Belgium, 1916. [Volume 2], 2nd July 1916 to the end of the battles of the Somme'. The record is owned by 'The Regional Automation Consortium (TRAC) (sys)' and has 2 items. The title includes the volume number and part information. A pop-up window displays the linked item records:

Title	Call Number	Volume	Barcode
Military operations, France and Belgium, 1916. [Volume 2], ...	HA 940.4272 MIL	PART2	30113002946692
Military operations, France and Belgium, 1916. [Volume 2], ...	HA 940.4272 MIL	PART1	30113002946718

Type of Multiple Part Publication	Volume Field Format	Volume Field Example(s)	Formatting notes
Multi part sets displaying 'Part'	PART# PARTA	PART1 PARTB	Capital letters; no space

# Appendix

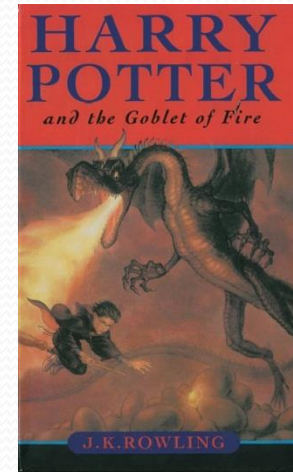
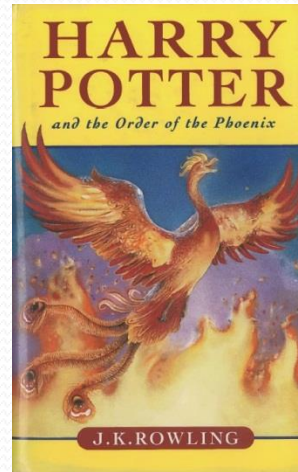
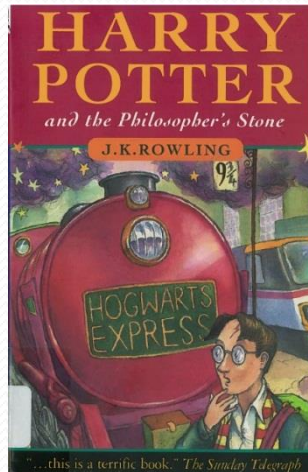
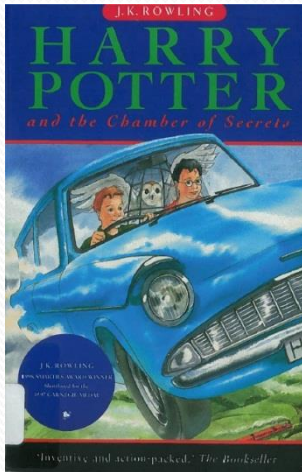
- When NOT to use the volume field
- Magazine cheat sheet

Please advance to slide 85, if you feel you are ready to begin the second quiz. Review this section for detailed explanations if you have trouble understanding when to leave the volume field blank.

# When NOT to use the Volume Field

- For series books like Harry Potter, each individual title in the series will have its own Bib record.
- The item records that are linked to that Bib record should NOT contain any volume information.
- If one or more of the linked item records has data in the volume field, the patron will be incorrectly prompted to choose a specific volume.

# When NOT to use the Volume Field – continued



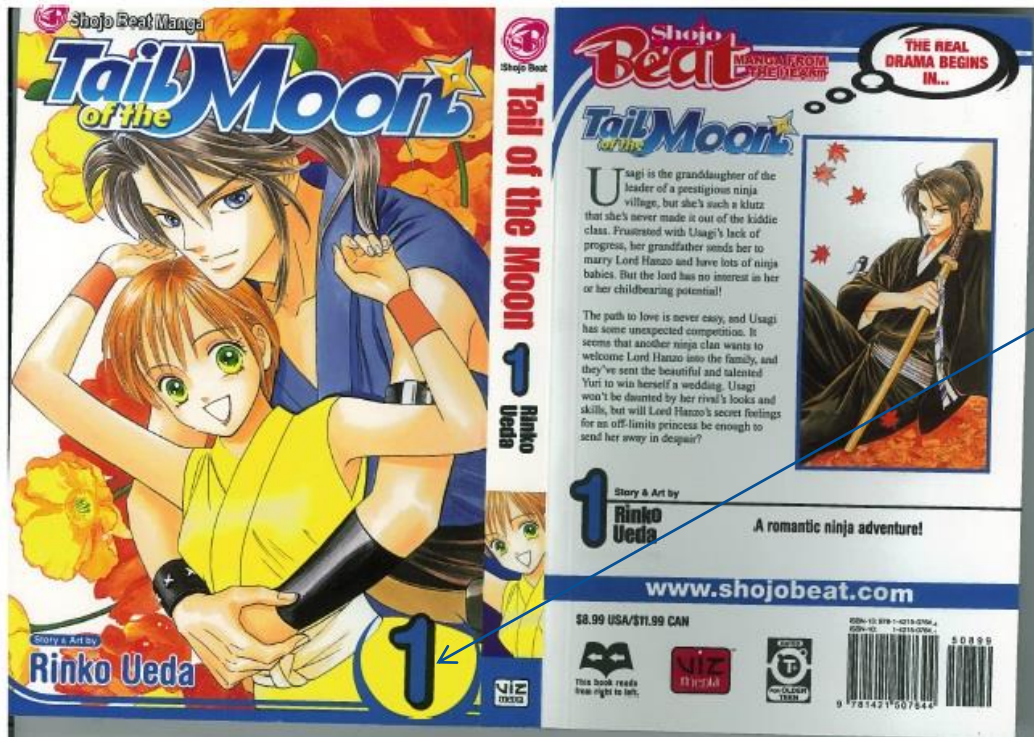
...etc.

This series of books is catalogued on separate Bib records and items do not require volume field data. Other examples are The Twilight series, the Hardy Boys, Rainbow Magic Fairies, Manga graphic novels, Magic puppies, Pony scouts....

The books may have a 1 or a 4 or a 6 on the cover to identify them as a part of a series, but they DO NOT require volume field data. Put the number in the suffix field if you want it to be a part of the call number, but NEVER in the volume field!

These books are NOT attached to one Bib record.  
They are each linked to a different Bib record.  
***NO volume field data.***

# When NOT to use the Volume Field – continued



This is the first book in a series. It is tempting to put volume data in the volume field because the number one is printed on the cover and “Volume 1” is printed at the head of the “Table of Contents”.

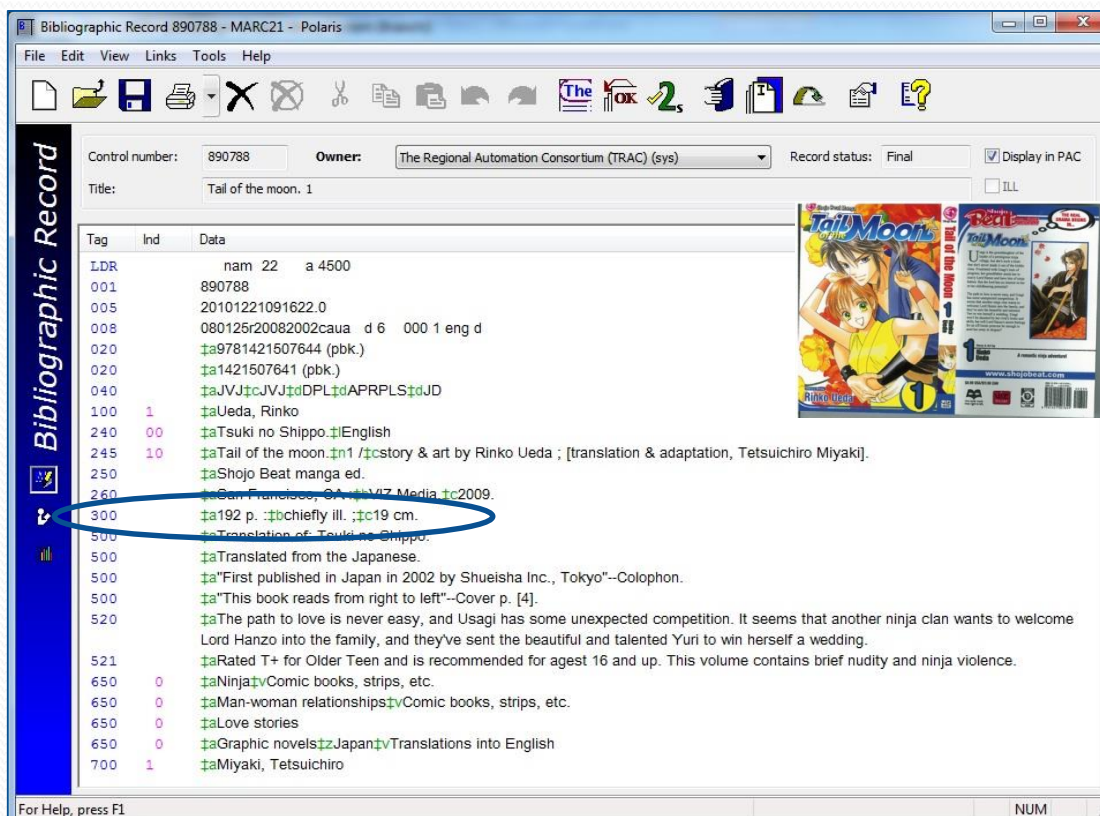
BUT – ask the question...

“Are *different* volumes attached to the *same* Bib Record?” (Will all 15 volumes in the series be on the same Bib?)...NO! Therefore the Volume field remains blank.

Check the Bib record for confirmation... (next slide)



# When NOT to use the Volume Field – continued



Bibliographic Record 890788 - MARC21 - Polaris

Control number: 890788 Owner: The Regional Automation Consortium (TRAC) (sys) Record status: Final  Display in PAC

Title: Tail of the moon. 1

Tag	Ind	Data
LDR		nam 22 a 4500
001		890788
005		20101221091622.0
008		080125r20082002caua d 6 000 1 eng d
020		3a9781421507644 (pbk.)
020		3a1421507641 (pbk.)
040		3aJVJtcJVJtdDPLtdAPRPLStdJD
100	1	3aUeda, Rinko
240	00	3aTsuki no Shippo.3English
245	10	3aTail of the moon.3n1 /3cstory & art by Rinko Ueda ; [translation & adaptation, Tetsuichiro Miyaki].
250		3aShojo Beat manga ed.
260		3aSan Francisco, CA :3b147 Media tc2009.
300		3a192 p. :bchiefly ill. ;c19 cm.
500		3aTranslation of: Tsuki no Shippo.
500		3aTranslated from the Japanese.
500		3a"First published in Japan in 2002 by Shueisha Inc., Tokyo"--Colophon.
500		3a"This book reads from right to left"--Cover p. [4].
520		3aThe path to love is never easy, and Usagi has some unexpected competition. It seems that another ninja clan wants to welcome Lord Hanzo into the family, and they've sent the beautiful and talented Yuri to win herself a wedding.
521		3aRated T+ for Older Teen and is recommended for agest 16 and up. This volume contains brief nudity and ninja violence.
650	0	3aNinja3vComic books, strips, etc.
650	0	3aMan-woman relationships3vComic books, strips, etc.
650	0	3aLove stories
650	0	3aGraphic novels3zJapan3vTranslations into English
700	1	3aMiyaki, Tetsuichiro

For Help, press F1 NUM

Read the “a” subfield of the 300 (description) tag of the Bib record. If the Bib record has the number of pages noted here, the volume field should be left blank. If it has volume notation (“v.”) the volume field *may* require volume data.

Question: Is the “a” subfield:

- a pagination statement?
- a volume statement?

Answer: “192 pages”, therefore the volume field of the item record stays **BLANK**.

Volume 2 of this series will have its own Bib record.

*Put the series number in the suffix field if you want it to be a part of the call number.*

# When NOT to use the Volume Field – continued

Some books have no page numbers and the 300 tag line contains a “v. statement”:  
“1 v. (**unpaged**)”.

This means that there are no page numbers printed on the book.

Other counting books by Jennifer Adams will have their own Bib records.

***NO volume field data is required.***

The screenshot shows a bibliographic record for 'Jane Eyre: a counting primer'. The record is displayed in a table with columns for Tag, Ind, and Data. The 300 tag line is circled in blue and contains the text: '1 v. (unpaged) : bcn. ill. ; tc18 cm.'. To the right of the table is a thumbnail image of the book cover, which features a woman in a black dress and a white bonnet, with the title 'JANE EYRE' in large letters. Below the table is a form for call number entry, with the 'Vol:' field also circled in blue. The form includes fields for Scheme (Dewey Decimal), Prefix (BD E), Class, Cutter (ADA), Suffix, Vol, and Copy.

Tag	Ind	Data
LDR		nam 22 a 4500
001		1063795
005		20121129133012.0
008		120306s2012 utua j 000 0 eng d
010		‡abl2012007813
020		‡a9781423624745 (board)
035		‡a(OCoLC)754727178
040		‡aNjBwBT‡cNjBwBT‡dAPRPLS‡dkv
082	04	‡a513.2/11‡223
100	1	‡aAdams, Jennifer,‡d1970-
245	10	‡aJane Eyre :‡ba counting primer /‡cby Jennifer Adams ; art by Alison Oliver.
260		‡aLayton, Utah :‡b Gibbs Smith,‡cc2012.
300		‡a1 v. (unpaged) :‡bcn. ill. ;‡tc18 cm.
490	0	‡aA BabyLit book.
490	0	‡aCharlotte Brontë
500		‡aOn board pages.
500		‡aCover title.
650	0	‡aCounting‡v Juvenile literature
650	0	‡aBoard books
700	1	‡aOliver, Alison,‡eill.

Call number  
Scheme: Dewey Decimal  
Prefix: BD E  
Class:  
Cutter: ADA  
Suffix:  
Vol:  
Copy:

# Volume Field Decision Making

- Do not rely on numbers in the title or on the cover.
- Look at other item records attached to the same Bib – are other libraries using volume fields....BUT be cautious of others errors!
- Read the Bib record paying special attention to:
  - The 300 tag (description tag). If the Bib record is full and complete, and there are no page numbers indicated, volume field data could be required.
- **If you still are uncertain, phone PLS headquarters or send the item in for cataloguing.**

## Volume Field Cheat Sheet - Magazines

1. English month abbreviations are each **3 letters only**, and are **always capitalized**. JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV and DEC
2. English season abbreviations are each **3 letters only**, and are **always capitalized**. SPR, SUM, AUT (preferably), or FAL and WIN.
3. French month and season abbreviations are **3 letters only**, and are **always capitalized except for JUIN and JUL**, which can only be distinguished with the fourth letter.
4. **4.1 Monthly magazines:** JAN2018, FEB2018, MAR2018...SEP2018, OCT2018, NOV2018, DEC2018 (**MMMYYYY**)
  - 4.2 **Quarterly magazines:** JAN-MAR2018, APR-JUN2018 name the beginning and ending month (not the middle one) and the year = (**MMM-MMMYYYY**)
  - 4.3 **Bi-Monthly magazines during the same calendar year:** FEB-MAR2018, APR-MAY2018, JUN-JUL2018 = (**MMM-MMMYYYY**)
  - 4.4 **Bi-Monthly magazines bridging two calendar years:** DEC2016-JAN2017, DEC2017-JAN2018, DEC2018-JAN2019 = (**MMMYYYY-MMMYYYY**)
  - 4.5 **Weekly magazines:** Date of issue only (not the end date): MAR052018, MAR122018, MAR192018, MAR262018 = (**MMMDYYYY**)  
**\*\*\*\*WARNING\*\*\*\*** YOU must use a zero (0) in front of all single digit dates: 01, 02, 03, 04, 05, 06, 07, 08, 09 for a total of 9 characters.
  - 4.6 **Seasonal publications:** Examples of seasonal volume fields: SPR2018, SUM2018, AUT2018, WIN2018, WIN2017-WIN2018 (and WIN2018-WIN2019)
  - 4.7 **Special publications:** Examples: SPECIAL2017, CHAMPIONS2018, CANADA150, BUYINGGUIDE2018, BIGGAME2017, FISHING2018, ANNUAL2018  
**\*\*\*\*WARNING\*\*\*\*** Do not use spaces. Keep it simple: FISHING2018 is preferable to FISHINGSPECIAL2018. Call PLS if in doubt.  
Avoid words like issue, special, collectors, edition and annual. Call PLS to consult.  
Do not abbreviate words (except for months and seasons (as above)). Call PLS to make sure.  
Include the year. BIGGAME2017 and BIGGAME2018 are different publications. Call PLS anytime with questions....

### Most Common Magazine Volume Field errors

1. Use of lower case alpha characters instead of capitals.
2. Use of backslash “\” or forward slash “/” instead of hyphen “-”.
3. Forgetting the zero before a single digit date.
4. Failing to abbreviate “Fall”. FAL is correct. AUT (for autumn) is preferred.
5. Using SEPT instead of SEP.
6. Failing to put both years for December to January issues.

# Quiz

# Search in Polaris for the answers to this short quiz...

1. You want to circulate Season 2 of a television series (5 videodiscs) with all the pieces in one case.
  - a) Another library is circulating all the episodes in separate cases. What information would you enter into the volume field of your item record?
  - b) What would you enter in the volume field if all the other libraries were circulating the season as a set in one case?

# Search in Polaris for the answers to this short quiz...

2. You have received a donation of volumes 1-4 of The Junior Encyclopedia of Canada (Bib control # 271779). How many item records would you create to link all four items to the Bib record? List the volume information for the item record(s) you create.

# Search in Polaris for the answers to this short quiz...

3. Decide the correct volume information for “Guinness Book of World Records, 2018”, published in 2017.



# Search in Polaris for the answers to this short quiz...

4. Decide the correct volume information for “Hockey Superstars 2017-2018”, Bib Control #113072.

# Search in Polaris for the answers to this short quiz...

5. You purchased the Blu-ray/DVD combo pack: “Snow White and the Seven Dwarves” (Bib control number 1393670). How do you proceed, in terms of Volume field content?

# Search in Polaris for the answers to this short quiz...

6. You purchase a subscription to “Heritage Farm” (formerly Rural Roots magazine), and receive the your first issue (Spring, 2018). Which Bib record number do you use to create an item record for this issue, and what volume field data do you enter?

# Search in Polaris for the answers to this short quiz...

7. You are adding an item record to Bib # 877349, do you need to enter volume information in the volume field, and if so what will you enter?

# Search in Polaris for the answers to this short quiz...

8. You are adding the June, 2018 issue of Clean Eating (magazine) to your library. What is the correct volume information?

# Search in Polaris for the answers to this short quiz...

9. You received a donation of a two-volume set, that has a good Bib record, on the covers of which is entered, not volumes 1 & 2, but parts 1 & 2. What will be the volume field information to circulate the items separately?

# Search in Polaris for the answers to this short quiz...

10. What is the correct volume field information for an item you are attaching to Bib record # 397274?

- a) Volume field should be empty
- b) v.2
- c) VOL2
- d) V.II

# Search in Polaris for the answers to this short quiz...

11. For People (magazine) published October 8, 2018, what should be entered in the volume field?



# Search in Polaris for the answers to this short quiz...

12. You have DVD cases in stock that will hold 2 DVDs. A five disc set has just come back with the case broken. How will you circulate the discs now? Include volume information in your answer.

# Search in Polaris for the answers to this short quiz...

13. You purchased Season 1 of “The crown” and want to circulate each of the four discs separately. What volume field entries do you use?

# Search in Polaris for the answers to this short quiz...

14. What volume field entry do you create for your new issue of Our Canada(magazine) Issue: December 2018-January 2019?

# Search in Polaris for the answers to this short quiz...

15. You are adding a travel guide to your collection: The Lonely Planet guide to Hawaii, 12<sup>th</sup> edition. What goes in the volume field? Review “All keyword searching” to find the record!