

## Volume Field Conventions

Uniform data entry is necessary to allow volume specific requests in the Public Access Catalog.

In general:

- Volumes should be used to differentiate items with different content on the same MARC record.
- Volume information should NOT be added if the MARC record is unique to that title and edition unless it can be further subdivided (e.g., into single discs) e.g., do not add for *Yu-Gi-Oh! vol 1, Millennium puzzle*.
- Improper uses of the volume field include: shelving location (use shelf location or call number suffix); copy information (use copy field); call number suffix; and recording of author or title for uncataloged material. Do not use volume field for notes; use Free text block to alert circulation staff at check out or check in (e.g. includes booklet).

Three categories of materials use the volume field:

- 1) Uncataloged (including paperbacks and Interlibrary loan records)
- 2) Cataloged (book and audiovisual material)
- 3) Serials

### 1) Uncataloged:

Do not use the volume field for call number, author or title of uncataloged material; use it for volume information only.

### 2) Cataloged: (Volume Field=20 characters)

- Use the designation that appears on the item(s): book, part, disc, etc.
- All entries should be in lower case
- Hyphens should be used for ranges (e.g. parts 1-4)
- Punctuation should be limited to hyphens
- Spaces should be used to separate entries but **no periods**
- Convert Roman numerals to Arabic numbers
- Use letters if item is indicated by a letter not number (e.g. part a)
- Years should always include four digits
- If a bibliographic record is for a complete set or series, but your library divides the set for circulation please indicate the number or range of items circulating for each item record you create. If you are circulating a complete set, indicate the entire range. (See Appendix for examples)
- If both edition and year appear on the item, place the most prominent one first in the volume field, with the second designation optional.

Category	Format (# = number, x = letter)	Example
Book	bk # or bks #-#	bk 6 or bks 6-10
Disc	disc # or discs #-#	disc 6 or discs 6-10
Edition	ed #	ed 6
Episode	episode # or episodes #-#	episode 6 or episodes 6-10
Index	index x or index x-x	index a or index a-f
Number	no # or nos #-#	no 6 or nos 6-10
Part	part # or parts #-#	part 6 or parts 6-10
Series	series # or series #-#	series 6 or series 6-10
Set	set # or sets #-#	set 6 or sets 6-10
Supplement	supp # or supps #-#	supp 6 or supps 6-10
Volume	vol # or vols #-#	vol 6 or vols 6-10
Year	four digit year(s)	1995 or 1995-1996
Other	As appears on item	New York or Albania

If a new designation is needed contact system trainers [trainers@sals.edu](mailto:trainers@sals.edu) or [trainers@mvlis.info](mailto:trainers@mvlis.info)

#### Combinations:

- Leave a space between each part of the entry.
- List in this order: year, volume, series, other as listed on item (e.g. 1995 vol 6 series b)

### 3) Serials/Periodicals (not uncataloged)

Category	Format (Initial cap)	Example
Year	yyyy	1995
Month year	Mmm yyyy	Jan 1995
Multi month	Mmm-Mmm yyyy	Jan-Feb 1995
Multi year	Mmm yyyy-Mmm yyyy	Dec 1994-Jan 1995
Date	Mmm dd yyyy	Jan 1 1995
Date range	Mmm dd-dd yyyy	Jan 1-15 1995
Seasons	As appears on item	Winter 1995 <i>or</i> Autumn-Winter 1995
Other	As appears on item	Holiday 1995 <i>or</i> Special 1995 <i>or</i> Bonus 1995 <i>or</i> Buyer's Guide 1995