

Volume control

A guide to formatting item records

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About volume control

Volume control -- adding data in the volume field of an item record -- gives patrons the ability to place hold requests on a single issue of a magazine, single volume of a multi-part book or a single disc of a multi-part audiovisual item through TRACpac. It also allows staff to place similar requests in the staff client.

If there are multiple volumes attached to one bibliographic record, you will need to add information in the volume field. However, if an item is part of a series and each title has its own bibliographic record, volume control is *not* required.

To ensure the functionality works properly, accuracy is very important:

- Note the inclusion or lack of *spacing*.
- Ensure that you are using *capitals or lowercase letters* where required.
- Check all the *spelling* of abbreviations and descriptions.

This guide will assist you adding volume control information to a variety of item records. If you require assistance, contact yrlcatalog@yrl.ab.ca.

When not to use volume control

Data should only be put in the volume field in specific instances. If you are unsure, check what other libraries have done with their item records. Alternatively, you may contact YRL.


Do not:

- Add the number of the book in the series
 - ie. Book 2 for *Catching Fire* in the *Hunger Games* trilogy
- Add the copy number
 - ie. c.2 for a second copy
- Add the Manga volume
 - ie. *Full Metal Alchemist* has a volume number in the title

- There are separate bibliographic records for these books so it does not require volume information.

This data can be put in the suffix or copy field without consequence.

Volume control, TRACpac and holds

Putting data in the volume field immediately impacts TRACpac. It turns on the item-specific request button  for patrons to select a specific copy.

Here a patron can choose whether they want the entire series or just a part.



[Write a review](#)

Format: DVD, Videorecording, Projected Medium, Visual Materials

Title: *Game of thrones. The complete third season* / HBO Entertainment presents ; producers Chris Newman, Greg Spence ; created by David Benioff & D. B. Weiss ; written for television by David Benioff & D. B. Weiss [and three others] ; directed by Daniel Minahan [and five others] ; Television 360 ; Startling Television ; Bighead Littlehead ; a presentation of Home Box Office.

Publisher, Date: [United States] : HBO Home Entertainment, 2013. ©2013

Description: 5 videodiscs (approximately 550 minutes) : sound, colour ; 12 cm video file DVD video

Summary: From the scheming south and the savage eastern lands to the frozen north and the ancient Wall that protects the realm from the mysterious darkness beyond, the powerful families of the Seven Kingdoms are locked in a battle for the Iron Throne.

Target Audience Note: Canadian Home Video rating : 18A.

[Expand All](#) | [Collapse All](#)

▼ Where is it?

(0 of 1 available)

DVD

	GAM Season 3 DISC SET		Being Held	Video - DVD
--	-----------------------	--	------------	-------------

Hinton Municipal Library
(0 of 3 available)

DVD

	TV GAM DISC1&2	DVD	Transferred	Video - DVD
	TV GAM DISC3&4	DVD	Being Held	Video - DVD
	TV GAM DISC5	DVD	Out	Video - DVD

Jasper Municipal Library
(0 of 1 available)

DVD

	DVD A GAM S. 3 DISC SET	DVD	Out	Video - DVD
--	-------------------------	-----	-----	-------------

If erroneous data is put in the volume field, it turns on this item-specific request feature for *all* the titles which will slow down or even halt a patron receiving a copy.

Here, a library has put '5' in the volume field for an item that does not require volume data therefore activating the item-specific button for patrons. A patron placed a hold on this specific item, yet because the item is in processing, the patron has not received this book even though all the other copies are in.

If the 5 were to be removed, the hold still would not be filled because the hold is attached to an item record with a 5 in the volume field, but now this item does not exist. The Request Satisfied By section of the hold request workform will be blank. In this case, you must contact sthero@yrl.ab.ca for it to be fixed.

The image shows a large, empty rectangular box with a thin black border, representing a section of a hold request workform. The box is divided into three horizontal sections by two thin lines. Each section has a very small, faint label at its top left corner, which appears to be "Request Satisfied By". The rest of the box is completely blank.

Single volume item records

When to use

A single volume where all volumes are attached to one bibliographic record.

1. *The World Book encyclopedia of people and places.*

... *The World Book encyclopedia of people and places*

Publisher, Date: Chicago, IL : *World Book*, c1993.

Description: **6 v.** (1580 p.) : col. ill., col. maps ; 28 cm.

Local Availability: 25 (of 26)

System Availability: 25 (of 26)

Where is it?

Full Display

Place Request



1993

Add to My List

Example

Third volume in a series:

Call number	
Scheme:	Dewey Decimal
Prefix:	
Class:	031
Cutter:	WOR
Suffix:	
Vol:	v.3

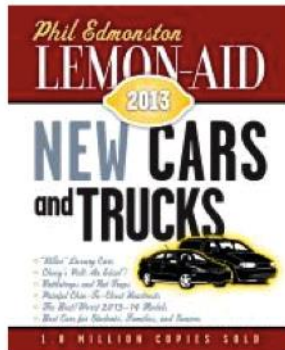
Vol: **v.#**

- No spaces
- Lower case v

Annual item records

When to use

Items published once a year and are attached to a single bibliographic record.



Reader rating

Format: Book
Author: Edmonston, Louis-Philippe
Title: Lemon-aid new cars and trucks / Phil Edmonston.
Publisher, Date: Toronto : Dundurn, 2009-
Description: v. : ill. ; 24 cm.
Volume: 2009-
Frequency: Annual.
Subjects: Automobiles -- Purchasing -- Canada
Trucks -- Purchasing -- Canada
Other Title: New cars and trucks

Example

2005 edition of a book:

Call number

Scheme: Dewey Decimal

Prefix:

Class: 629.222

Cutter: EDM

Suffix:

Vol: 2005

Vol: **YYYY**

our digit year

• F

Notes

Use the date in the title or copyright information.


In the uncommon instance of multiple year material where there are full annual dates, include these in the volume field using the formatting **YYYY-YYYY**.

Multi-disc sets - single package of multiple discs

When to use

In a multi-disc set where all the discs are circulated in one package *and* where other libraries have split the package.

It is very important to see what other libraries have done with their multi-disc sets. While the preferred practice is to package all DVDs or CDs of a bibliographic record in one case with a single barcode, libraries with self-check or RFID packaging may need to package this in individual cases with separate barcodes but still on one bibliographic record.



1. *Game of thrones. The complete first season*

... *Game of thrones . The complete first season [videorecording] / HBO Entertainment ; producers, Mark Huffam , Frank Doelger ; ...*

Publisher, Date: New York : HBO Home Entertainment ; Burbank, Calif. : Distributed by Warner Home Video, c2012.

Rating: Rating: TV-MA.
Description: 5 videodiscs (ca. 600 min.) : sd., col. ; 12 cm.


Local Availability: 3 (of 54)
System Availability: 3 (of 54)

Reader rating
★★★★★
7 reviews

[Where is it?](#)

[Full Display](#)

[Place Request](#)



2012

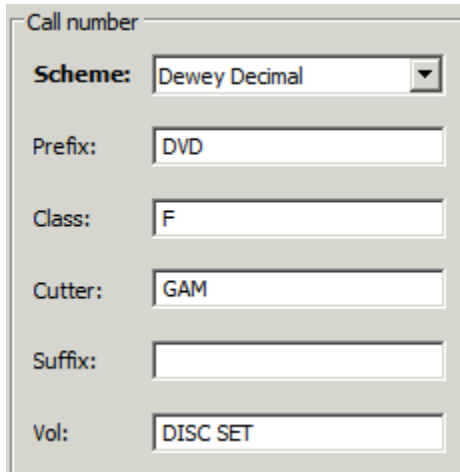
[Add to My List](#)

This is the Find Tool view in the staff client. As you can see, a library has split their copy (DISC1&2), therefore, copies added to this bibliographic record will require the DISC SET volume field information.

Bibliographic Record 1097632 : Linked Item Records									
Title	Assigned...	Materi...	Call Nu...	Volume	Sta...	Barcode	Last Activi...	R.	Contr...
Game of thrones...	Barrhead...	Video ~...	1156-1...	DISC SET	Out	39335025663647	04/07/2014	F..	4602075
Game of thrones...	Bon Acco...	Video ~...	AV GA...	DISC SET	In ...	30800008698323	08/07/2014	F..	4603855
Game of thrones...	Calmar P...	Video ~...	DVDA ...	DISC SET	Out	39335025897377	28/06/2014	F..	4956704
Game of thrones...	Canmore...	Video ~...	GAM D...	DISC1&2	In	30400018752671	27/06/2014	F..	4608030

If no copies had been split up, DISC SET would not be necessary and the volume field could have been left blank.

Example



Call number

Scheme: Dewey Decimal

Prefix: DVD

Class: F

Cutter: GAM

Suffix:

Vol: DISC SET

Vol: **DISC SET**

Il capitals

ne space between words

isc spelled with a 'c' and *not* a 'k'.

•A

•O

•D

Notes

Do not use volume control for combo packs. If you have a combo pack (DVD and Blu-ray in a single package), find the correct combo pack record and do not put anything in the volume field. If you wish to split the combo pack, contact yrlcatalog@yrl.ab.ca. They will create a separate DVD and Blu-ray record for you to place the items on. See [Combo packs - Blu-Ray and DVD](#).

Multi-disc sets - one disc per package

When to use

If it is necessary for you to split a multi-disc so that each disc goes in its own case.

Example

Call number

Scheme: Dewey Decimal

Prefix: TV

Class:

Cutter: GAM

Suffix:

Vol: DISC5

Vol: **DISC#**

is the number of the disc

no spaces

All capitals

- #
- N
- A

Multi-disc sets - two discs per package

When

If, when splitting a multi-disc set, you package two discs in one case.

Call number

Scheme: Dewey Decimal

Prefix: TV

Class:

Cutter: GAM

Suffix:

Vol: DISC 1&2

Example

Vol: **DISC#&#**

- No spaces
- All capitals

Multi-disc sets - three or more discs per package

When

If, when splitting a multi-disc set, you package three or more discs in one case.

Example

Call number	
Scheme:	Dewey Decimal
Prefix:	
Class:	
Cutter:	SON
Suffix:	DVD Season 6
Vol:	DISC3-5

Vol: **DISC#-#**

• U

use hyphen between numbers

• N

no spaces

• A

all capitals

Combo packs - Blu-ray and DVD

When

Previously, combo packs had been separated and volume control applied so a patron could choose either the DVD, Blu-ray or DISC SET from one bibliographic record. In 2013, this was changed.

Do not apply volume control to combo packs. Instead, three bibliographic records will be created and you can add the appropriate disc to the correct record.

- Blu-ray only
- DVD only
- Combo pack

If there is no record for either the Blu-ray or DVD, contact yrlcatalog@yrl.ab.ca immediately and they will create the separate record for you.



1. *Fast & furious 6*

... Some copies originally released as part of Blu-ray + DVD *combo pack* Special features: deleted scenes; the making of *Fast & Furious 6*; on the set with Vin; feature commentary with director ...

Publisher, Date: Universal City, CA : Universal Studios Home Entertainment, [2013] — ©2013.

Rating: MPAA rating: PG-13; for intense sequences of violence *and* action, some sexual content, language *and* drug references.

Description: [DVD only] 1 videodisc (131 minutes) : sound, colour ; 12 cm.

Local Availability: 2 (of 4)

System Availability: 2 (of 4)

Where is it?

Full Display

Place Request



2013

Add to My List



2. *Fast & furious 6*

... [*Combo pack*] 1 videodisc (Blu-ray) (131 min.) : sound, color ; 12 cm. + 1 DVD ... hand fury; gearhead's delight; the flip car; planes, tanks, *and* automobiles; deleted scenes; on the set with Vin; the making of *Fast & furious 6*; feature commentary with director Justin Lin. ...

Publisher, Date: Universal City, CA : Universal Studios Home Entertainment, [2013] — ©2013

Rating: Rating: 14A; for violence, coarse language *and* not recommended for children.

Description: [Combo pack] 1 videodisc (Blu-ray) (131 min.) : sound, color ; 12 cm. + 1 DVD video disc (12 cm.)

Local Availability: 1 (of 3)

System Availability: 1 (of 3)

Where is it?

Full Display

Place Request



2013

Add to My List

Monthly magazines

When to use

For magazines that are published once a month and are defined as such by the frequency field in the full display.

Format: Serial
Title: Chatelaine (Magazine).
Publisher, Date: [Toronto, Ont. : Maclean Pub., 1928-]-
Description: v. : col. ill. ; 27 cm.
Volume: Vol. 1, no. 1 (Mar. 1928)-
Frequency: Monthly.
Subjects: Women's periodicals.
Home economics -- Periodicals.
Dressmaking -- Periodicals
Other Title: Chatelaine
Former Title: Canadian home journal Sept. 1958 0382-7690 (DLC)cn 76317840 (OCoLC)2334353

Example

March 2014 issue:

Call number

Scheme: Dewey Decimal

Prefix:

Class:

Cutter:

Suffix:

Vol: MAR2014

Vol: **MMMYYYY**

- F
 - A
 - A
 - No spaces
- irst three letters of month
- ll four digits of year
- ll capitals

Notes

Date information always trumps the edition or issue information.

Quarterly magazines

When

Magazines that are published four times a year and are defined as quarterly in the frequency field in the full display.

Format: Serial
Title: Allergic living (Magazine).
Publisher, Date: Toronto, Ont. : AGW Pub., 2005-
Description: v. : ill. ; 28 cm.
Frequency: Quarterly.
Subjects: Allergy -- Periodicals
Other Title: Allergic living
Notes: Description based on: Vol. 1, issue 4 (Winter 2006); title from cover.
System Availability: 34

Example

Fall issue of a quarterly magazine:

Call number	
Scheme:	Dewey Decimal
Prefix:	MAG
Class:	
Cutter:	
Suffix:	
Vol:	FAL2012

ol: SSSYYYY

V

• F

irst three letters of the season
only

• A

ll four digits of year

- All capitals
- No spaces

Bimonthly magazines

When

Magazines that cover two months and are defined as bimonthly in the frequency field in the full display.

Format: Serial
Title: [Our Canada \(Magazine\)](#).
Publisher, Date: Montréal : Reader's Digest Magazines Limited, 2004-
Description: v. : col. ill. ; 27 cm.
Volume: 2004 (Premier issue)-
Frequency: **Bimonthly**.
Subjects: [Canada -- Periodicals](#)
Notes: Description based on Premier issue.
ISSN: 2291-014X
* 1708-749X

Example

June - July 2014 issue of a magazine:

Call number	
Scheme:	Dewey Decimal
Prefix:	
Class:	971
Cutter:	OUR
Suffix:	
Vol:	JUN-JUL2014

ol: **MMM-MMMYYYY**

• F
• A
First three letters of months separated by a hyphen

• F
• A
• All capitals
• No spaces
• Four digits of year

Quarterly or bimonthly magazines - year-end issues

When

For issues of bimonthly or quarterly magazines that cover months in two years.

Example

Magazine issue with date December 2013 to January 2014:

Call number	
Scheme:	Dewey Decimal
Prefix:	
Class:	
Cutter:	OUR
Suffix:	
Vol:	DEC2013-JAN2014

Vol: **MMMYYYY-MMMYYYY**

• F
first three letters of first month
followed by all four digits of
first year

• O
one hyphen

• F
first three letters of second
month followed by all four
digits of second year

- All capitals
- No spaces

Magazine issue for Winter 2012/2013:

Call number	
Scheme:	Dewey Decimal
Prefix:	
Class:	
Cutter:	CAN
Suffix:	
Vol:	WIN2012-WIN2013

Vol: **SSSYYYY-SSSYYYY**

- Follows same pattern as above but with first three letters of the season

Weekly magazines

When

For magazines that are published once a week and are defined as weekly in the frequency field of the full display.

Format: Serial
Title: Maclean's (Magazine).
Publisher, Date: Toronto : Maclean Pub. Co., 1911-
Description: v. : ill. (some col.) ; 28-36 cm.
Summary: "Canada's national magazine."
Volume: Began with v. 21, no. 5, published in Mar. 1911.
Frequency: Weekly, except for year-end double issue, <1996- >
Frequency varies.
Subjects: Canadian periodicals.
Other Title: Maclean's
John Paul II : the people's Pope
Vancouver 2010 : the greatest games ever

Example

June 16, 2014 issue of a weekly magazine:

Call number

Scheme: Dewey Decimal

Prefix: MAG

Class:

Cutter:

Suffix:

Vol: JUN162014

Vol: **MMMDDYYYY**

- F
 - T
 - A
- irst three letters of month
- wo digit day
- ll four digits of year
- All capitals
 - No spaces

Special issue magazines

When

For issues of magazines that are in addition to the regular publication schedule.

Format: Serial
Title: [Better homes and gardens \(Magazine\)](#).
Publisher, Date: Des Moines : Meredith, 1924-
Description: v. : ill. ; 32 cm.
Volume: [Vol. 2, no. 12] (Aug. 1924)-
Frequency: Monthly
Subjects: [Gardening -- Periodicals](#)
[Fruit-culture -- Periodicals](#)
[Architecture, Domestic -- Periodicals](#)
[Interior decoration -- Periodicals](#)
[Landscape gardening -- Periodicals](#)

Example

Make it yourself special edition of *Better homes and gardens* magazine:

Call number	
Scheme:	<input type="text" value="Dewey Decimal"/>
Prefix:	<input type="text"/>
Class:	<input type="text"/>
Cutter:	<input type="text"/>
Suffix:	<input type="text"/>
Vol:	<input type="text" value="MAKEITYOURSELF2012"/>

Vol: **XXXXYYYY**

- Full name of special edition
- All four digits of year
- All capitals
- No spaces

Magazines with volume and issue data only

When

For magazines that are published regularly but only have volume and issue data.

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 Trustees' Assoc. Newsletter.
CMI, CPI.

Example

56

Call number	
Scheme:	Dewey Decimal
Prefix:	
Class:	020
Cutter:	
Suffix:	
Vol:	v.57no.3

Magazine published as the sixth issue of the volume:

Vol: **v.#no.#**

- Lower case
- No spaces

Magazines with issue data only

When

For magazines and serials that have only issue number information.

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

Example

Issue 266 of the magazine:

Call number	
Scheme:	Dewey Decimal
Prefix:	J
Class:	
Cutter:	ARC
Suffix:	
Vol:	266

Vol: #

- No other information or characters needed

Magazines in French

When

For French-language magazines. Rules of English-language magazines apply, except use the French spelling.

Format: Serial
Title: [Les idées de ma maison \(Periodiques\)](#).
Publisher, Date: [Montréal : Québecor, 1983]-
Description: v. : ill. en coul. ; 28 cm.
Volume: No 1 (sept. 1983)-
Subjects: [Décoration intérieure -- Périodiques](#).
[Décoration intérieure -- Québec \(Province\) -- Periodiques](#).
Other Title: [Idées de ma maison](#)
[Cuisines et salles de bains](#)
Notes: Variante dans l'adresse bibliogr.
Une livr. spéciale portant le titre: Cuisines et salles de bains, est publiée tous les ans, 1996?- .

Example

April issue of French magazine:

Call number

Scheme: Dewey Decimal

Prefix: PER

Class:

Cutter:

Suffix:

Vol: AVR.2011

Vol: **MMMYYYY**

first three letters of the month

in French

Exceptions:

uin (JUIN)

uillet (JUIL)

- All capitals

• F

○ J

○ J

Format: Serial
 Title: Fleurs, plantes et jardins (Periodiques).
 Publisher, Date: Montréal : Éditions versicolores inc., 1990-
 Description: v. : ill. en coul. ; 28 cm.
 Volume: No 1 (1990)-
 Frequency: Huit fois par an
 Annuel, 1990
 Subjects: Architecture du paysage -- Periodiques
 Jardinage -- Periodiques
 Notes: Index rédactionnel: vol. 1, no 1-vol. 10, no 7; 1990-1999, in vol. 10, no 8 (févr./mars 2000)

Example

Summer edition of French magazine:

Call number

Scheme: Dewey Decimal

Prefix: FR

Class:

Cutter: A MAG

Suffix:

Vol: ETE2013

Vol: **SSSYYYY**

first three letters of the season
in French

ll capitals

o spaces

- F
- A
- N

Example

Winter 2013 to winter 2014 edition of French magazine:

Call number

Scheme: Dewey Decimal

Prefix: FR

Class:

Cutter: A MAG

Suffix:

Vol: HIV2013-HIV2014

Vol: **SSSYYY-SSSYYY**

- First three letters of the season **in French**
- First three letters of the second season in French.
- All capitals
- No spaces