

VOLUME CONTROL TIP SHEET

ITEM	VOLUME FIELD	EXAMPLE	RULE
Single volume in a series – volume 3	v.#	v.3	No spaces, lower case v
Annual item records – 2005 edition of a travel guide	YYYY	2005	Four-digit year
*multiple year material where there are full annual dates, include these in the volume field using the formatting YYYY-YYYY			
Multi-disc set – single package including all the disc (not split)	DISC SET	DISC SET	All capitals, one space between words, Disc with a ‘c’
***DO NOT USE VOLUME CONTROL FOR COMBO PACKS ***			
Multi-disc sets – one disc per package	DISC#	DISC5	No spaces, all capitals
Multi-disc sets – two discs per package	DISC#&#	DISC4&5	No spaces, all capitals
Multi-disc sets – three or more discs per package	DISC#-#	DISC4-6	Hyphen between numbers, no spaces, all capitals
Monthly magazines	MMMYYYY	MAR2014	First 3 letters of month, all 4 digits of year, all capitals, no spaces
Quarterly magazines	SSSYYYY	FAL2012	First 3 letters of the season, all 4 digits of the year, all capitals, no spaces
Bimonthly magazines	MMM-MMMYYYY	JUN-JUL2014	First 3 letters of months separated by a hyphen, all 4 digits of year, all capitals, no spaces
Quarterly or Bimonthly (cover months in two years) – year end issues	MMMYYYY-MMMYYYY	DEC2013-JAN2014	First 3 letters of the first month followed by all 4 digits of year, one hyphen, first 3 letters of second month followed by all 4 digits of second year, all capitals, no spaces
	SSSYYYY-SSSYYYY	WIN2012-WIN2013	Follows the same pattern but with first 3 letters of the season
Weekly magazines	MMMDDYYYY	JUN162014	First 3 letters of month, 2-digit day, all 4 digits of year, all capitals, no spaces
Special issues	XXXXYYYY	MAKEITYOURSELF2012	Full name of special edition, all 4 digits of year, all capitals, no spaces
Magazines with volume and issue data only	v.#no.#	v.57no.3	Lower case, no spaces
Magazines with issue data only – most comic fall in this category	#	266	No other information or characters needed
Magazines in French	MMMYYYY	AVR2011	First 3 letters of the month in French – exceptions Juin(JUIN) & Juillet(JUIL), all capitals
Summer edition in French	SSSYYYY	ETE2013	First 3 letters of the season in French, all capital, no spaces
Winter to winter edition in French	SSSYYYY-SSSYYYY	HIV2013-HIV2014	First 3 letters of the season in French, first 3 letters of the second season in French, all capitals, no spaces

***Please refer to **Volume control: A guide to formatting item records** for more detailed explanations and indicators in the bibliographic record ***