

Call Number Information on Polaris

When filling out the call number fields in an Item Record, here is a quick breakdown of what each of the fields use. It is important to be consistent and always use the correct field for the relevant part of the call number/spine label, in order to allow certain Polaris functions such as bulk changes, etc. to work properly.

Item Record 1631038 - Cataloging - Polaris

Barcode: 30800003182349 Record status: Final ILL item Non-circulating Display in PAC

Title: Maxwell's guide to authority work Find Bib control: 639396

Author: Maxwell, Robert L., 1957- Parent: Item control: 1631038

Call no.: R 025.3222 MAX Price: \$60.78 Issue control:

Identification

Owner: Northern Lights Library System (br) Shelf location: Reference

Assigned: Northern Lights Library System (AEPNL) Temp location:

Collection: Reference (REF) Circ status: In

Circulation parameters

Material type: Book

Loan period: 0 days

Fine code: \$0.00

Renewal limit: 2

Stat code: (None)

Name of piece:

Call number

Scheme: Dewey Decimal

Prefix: R

Class: 025.3222

Cutter: MAX

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:

For Help, press F1

Prefix – this is your collection prefix (such as F for Fiction, PB for paperback, etc.)

Class – this is the field for the Dewey classification number, used for non-fiction items (blank for fiction).

Cutter – The three letter cutter (first three letters of the main entry, usually author, or title if there is no primary author given).

Suffix – not used often, but if you have a call number portion that comes after the cutter (for example, an accession number, or some form of periodical/volume information that doesn't fall within the guidelines for TRAC Volume/Multipart Information)

Volume – The volume field is used for materials covered by the Polaris Multi-part/Volume Control functionality. The PAC will prompt patrons to select specific copies when placing a hold based on each unique instance of information it detects in this field. For this reason, the Volume field data should conform to the stands outlined in the "TRAC Volume/Multipart Information for Library Staff" guidelines. Data not covered by these guidelines should be placed in another field (such as the Suffix).

Copy – the last field of the Call number section is Copy; this field is not often used. Its primary purpose is to identify multiple copies of the same item on the shelves (i.e. if your library has two of the same edition of "Twilight" you could identify them in this field as c.1 and c.2 respectively).