

## Volume Records in CARL

### What is a volume record?

Volume records have items attached to one bib record that is used for several similar items. These may include, but are not limited to, magazines, graphic novels, travel guides, test guides, tax guides, etc. For example, if the bib record title is "Frommer's Germany" and several books are attached but they have different pub dates (2018, 2019, 2020), that is a volume record.

If the title of a record already gives a date or numbering (e.g., "Super Mouse saves the day. Volume 5"), that is not a volume record.

If a title is part of a series that has a unique title and its own bib record, such as "Fortune and Glory," volume 27 of the Stephanie Plum series, it is not a volume record.

### What if I have an item in a series and want to let patrons know where it is in the series?

Use the call numbers to show this information. For example, the "Super Mouse. Volume 5" that is on its own bib record might have a call number of "Super v.5" but no chronology and enumeration. "Fortune and Glory" may have a call number of "Evanovich Plum 27" but no chronology and enumeration.

### Why is it important to enter volume records correctly?

Items added to CARL not following the standards below will cause problems with the holds function. CARL creates issue level holds for items containing chronology and enumeration, or volume records. This allows patrons and library staff to place holds on any version of a volume in the system; however, for this to work correctly, items need to be entered uniformly across the system.

If an item is incorrectly entered as a volume record when it should not be, holds will pile up on that item with chronology and enumeration. CARL will attempt to fill all the holds with that one item when several items could fill it. We had this same problem in Sierra.

### How do I enter chronology and enumeration?

1. The issue date must be entered, even if it is a graphic novel with no standard date. Depending on your item format, there are four options for the date:
  - Seasonal—usually found in quarterly magazines such as Magnolia
  - Month, Day, Year—mostly found in weekly publications such as Time magazine
  - Month, Year—most monthly magazines
  - Year—use this for yearly releases of items such as travel guides, or items that do not have any of the above. For items like graphic novels that do not have a year, use the copyright date of the item on hand.

Select Issue Date

Seasonal

Month, Day, Year

Month, Year      Year: 2021

Year

OK      Cancel

2. After selecting and entering the date, add the enumeration. It is very important to make the letters in enumeration uniform across the system.
- For magazines, enter the volume with a lowercase “v” and the volume number in section 1. If there is also a number after the volume, add a lowercase “n” and the number in section 2.

Chronology / Enumeration:

Issue Date: 20210000 ...

Enumeration:

1 v 4 2 n 1 3 4

- For graphic novels or other items that are attached to one bib record, enter a lowercase letter “v” and then the number of the volume.

Chronology / Enumeration:

Issue Date: 20210000 ...

Enumeration:

1 v 1 2 3 4

### Are TV series volume records?

TV series are not typically volume records. Libraries agreed at AAC to circulate DVD sets as one item if they came that way; therefore, most seasons have their own bib records and sets are circulated as one item. There are some exceptions, but they should not be the rule. If a DVD set is split up and uses chronology and enumeration, please notify OWLSnet Help since these items will be inconsistent across libraries and will need to be resolved.

Like series information, use the call number to identify the season of a TV series instead of chronology and enumeration.