

SECTION 5.0

Holdings Information

Recommended National Standards & Local Practices in the Black Gold Cooperative Library System*

I. Holdings Information in the Black Gold System

The Polaris catalog does not have separate holdings records as some systems do. Instead, the information from the item records display as a summary of items and serves a similar purpose.

II. Terms Associated with Holdings Information

*Based on: *ANSI/NISO Z39.71-2006 Holdings Statements for Bibliographic Items*.

ANSI/NISO Z39.71-2006 Holdings Statements for Bibliographic Items: Specifies display requirements for holdings statements for bibliographic items to promote consistency in the communication and exchange of holdings information. The standard applies to holdings statements for bibliographic items in any physical or electronic medium. It may be applied to electronic resources available to an institution, either under its control, or available under other arrangements. It applies to both manual and automated means of recording holdings. This standard replaces both the Serial Holdings Standard Z39.44 and the Non-Serials Holdings standard Z39.57. The 2006 edition is a maintenance revision of the 1999 standard. The changes are minor updates, corrections, or editorial clarifications based on comments received from the systematic review of the standard (Abstract from NISO website: <http://www.niso.org>).

Caption: Word, phrase, or abbreviation indicating the parts into which a multipart unit or serial unit has been divided by the publisher. Note: A caption ordinarily appears on the piece immediately preceding the enumeration, for example, “volume,” “Band,” “Heft,” “part,” “number,” “tome,” “side” (for a sound recording disk), although it may also appear following it (for example, 1. Teil), or surrounding it... (*ANSI/NISO Z39.71-2006 2*, p. 5).

Chronology: Data element ... that indicates the date(s) used by the publisher on a serial unit or multipart unit to help identify it and/or indicate when it was issued... (*ANSI-NISO Z39.71-2006 2*, p. 5).

Enumeration: Data element ... that indicates the sequential numeric and/or alphabetic designation used by a publisher on a multipart or serial unit to identify the individual bibliographic or physical parts and to show the relationship of each part to the bibliographic unit as a whole (*ANSI-NISO Z39.71-2006 2*, p. 6).

Name of unit: Data element ... that indicates the name or title of a bibliographic unit appearing on it or formulated by the cataloger for the purpose of identifying it [*ANSI-NISO Z39.71-2006 2*, p. 8].

Specific extent note: Data element consisting of information clarifying or enlarging upon the Extent of Holdings Area element that it follows (*ANSI-NISO Z39.71-2006 2*, p. 10).

Appendix G, continued

III. Form of Information in Holdings: General Guidelines

A. Abbreviations

See Appendix B “Abbreviations” of the most current edition and revision of *Anglo-American Cataloguing Rules* for a complete list of abbreviations for captions, months, numbers, etc. in English and other languages. Some of these abbreviations are listed at the end of this appendix.

B. Letters and Numbers

Convert all numeric information to Arabic numbers; examples: VII becomes 7; six becomes 6... Record uppercase and lowercase alphabetic characters as they appear on the bibliographic item. Examples: 23a ; no.36B ; v.B ... (ANSI/NISO Z39.71-2006 5.5.4.3).

C. Punctuation and Separators

Punctuation and separators are prescribed only for the General Holdings Area and the Extent of Holdings Area. Separators between areas are not prescribed in this standard, nor is punctuation within the Location Data, Date of Report, or Holdings Note areas.

A consistent system of punctuation or formatting shall be used within the holdings statement. Each area of the holdings statement shall be clearly separated from the area that follows it by unambiguous punctuation (for example, a period, hyphen, or double hyphen), or by format (for example, indentation), or by a line break... (ANSI/NISO Z39.71-2006 4.4).

See the table “Punctuation Used in the Extent of Holdings Area” (Section 19.0) for more information and examples.

IV. Extent of Holdings Area (Holdings Information)

The Black Gold Cooperative Library System generally uses Level 3 or Level 4 content of holdings statements which mean staff must enter data in the Extent of Holdings Area if applicable. The Extent of Holdings Area is made up of these data elements: name of unit, extent of unit, enumeration, chronology, and specific extent note. At least one of the data elements is mandatory for Levels 3 or 4. In the Black Gold catalog, the combined item record information for all of the item records attached to a bibliographic record form the summary of items (holdings) held by the libraries. For Black Gold purposes, the following item record fields together form the holdings statement information:

- Location (Owner, Collection, Shelf Location)
- Call number (Prefix, Class, Cutter, Suffix, Volume, Copy)
- Notes

The OPAC may only display part of the holdings information, depending on the system; e.g., Polaris 3.5 does not display Copy information or Non-public notes.

Appendix G, continued

Extent of Holdings Area, continued

So, what do you put in your item record?

In summary, specify Extent of Holdings by one of the following:

- Name of Unit (for some single-part secondary bibliographic units [accompanying materials])
- Extent of Unit (for units lacking sequential designations)
- Enumeration (for units with sequential designations other than dates)
- Chronology (for units lacking enumeration/sequential designations)
- Enumeration and chronology (*ANSI-NISO Z39.71-2006 5.5.1.1*).

You may also use a Specific extent note (optional) which provides additional information to clarify or further describe the data elements it follows.

Note: The local practice is to use only Chronology for serials like magazines, and use only Chronology for serials like annuals.

See the following for explanations and examples of different kinds of holdings statements.

A. Name of Unit

Standard: The data element Name of Unit consists of the bibliographic title of the unit, or a briefer supplied designation that describes it. Enclose the name of the unit in quotation marks. The conventions for recording the name are not specified by this standard; it is suggested that an applicable existing standard, for example, cataloging rules, be used...

Name of unit is used primarily for non-serial units, but it is also used for a serial unit which is designated by a name. Examples include a part of a kit, accompanying material, a supplement, or a serial with several named parts...

A plus mark separates a basic bibliographic unit [main item] from a secondary bibliographic unit [accompanying material]. Optionally, a plus mark may be used to separate two or more basic bibliographic units (*ANSI-NISO Z39.71-2006 5.5.2*).

Local practice: We will enter the bibliographic title of the unit as it appears on the item or use a briefer supplied designation that describes it. However, we will not use quotes around the information; i.e., use Index instead of “Index” to save key strokes (Cataloging Committee Minutes 2/2/2005).

If no name appears on the accompanying material, then you can create an appropriate name for the purpose of identifying it; e.g., Map.

Examples of Standard:

Vol: “Teacher’s guide”
Vol: “Guide”
Vol: “Inaugural issue”
Vol: “Index”
Vol: “Index A-K”
Vol: “Supplement”

Examples of Local Practice:

Vol: Teacher’s guide
Vol: Guide
Vol: Inaugural issue
Vol: Index
Vol: Index A-K
Vol: suppl.

Appendix G, continued

Extent of Holdings Area, continued

B. Extent of Unit

Standard: Extent of unit is recorded as a total count of the number of parts, usually represented by an Arabic numeral, followed by a term indicating the specific class of material. The extent of unit is recorded for bibliographic items lacking sequential designations. For units having a large number of pieces, an estimate of the total may be given (*ANSI-NISO Z39.71-2006 5.5.3*).

Note: Staff often put this information in a note field of the item record.

Examples:

Note: 1 map in pocket

Note: Booklet + CD

Note: 3 discs + 1 booklet

Note: 2 sound cassettes

Note: 1 pamphlet

Note: 179 sheets

Note: ca. 100 items

C. Enumeration

Standard: Holdings are recorded by enumeration if the unit has an enumerative sequential designation. Serial units usually have enumeration, but may have only chronology. Serial holdings are recorded in terms of enumeration or chronology or both.

Some multipart non-serial units have enumeration, for example, multivolume monographs. In those cases, use the enumeration to record the non-serial holdings. Monographic series with numbers on each volume may be recorded by enumeration.

If a bibliographic unit does not carry enumeration, do not supply it.

Record the enumeration [numbering] for serial and multipart units by giving the caption (recommended, optional), followed by the sequential designations of the pieces held. (*ANSI-NISO Z39.71-2006 5.5.4*).

When enumeration below the first level is given, use a colon to separate each level of holdings. Examples: v.1:no.1 ... (*ANSI-NISO Z39.71-2006 5.5.4.1*).

Captions associated with enumeration may be recorded with the enumeration. The recording of captions is recommended, but optional...

Transcribe captions associated with enumeration in the original language and script appearing on the publication when possible... Record captions in the singular...

Abbreviate captions in accordance with the appropriate portions of "Abbreviations," in Appendix B, of the *Anglo-American Cataloguing Rules* (current edition and revision) when applicable abbreviations are provided. If applicable abbreviations are not present in that list, other standard lists or ISO 832 rules may be used. If no abbreviation is available, record the caption in its full form. When two forms of an abbreviation are provided in a list, use the shorter one (for example, "v." not "vol.").

When a caption is abbreviated and ends in a period, no blank shall separate the caption and the enumeration. An unabbreviated caption is followed by a blank.

Record captions beginning with a lowercase letter, unless the language of the caption requires an uppercase first letter.

Captions need not be repeated after a hyphen. However, captions may be repeated after a hyphen when needed for clarity (*ANSI-NISO Z39.71-2006 5.5.4.2*).

Convert all numeric information to Arabic numbers. Examples: VII becomes 7; six becomes 6.

Record uppercase and lowercase alphabetic characters as they appear on the bibliographic item.

Appendix G, continued

Enumeration, continued

When a bibliographic item is issued with combined numbering – not when bound together after receipt – separate the numbers by a forward slash. Examples: v.5/6 ; v.5:no.1/2 ...

When a part of an otherwise numbered unit lacks numeric or alphabetic designation, it may be supplied in square brackets. Examples: [v.1] ...

If typographic or other designations are used on the unit in place of sequential designators, convert them to numbers if they have direct numeric equivalents (*ANIS-NISO Z39.71-2006 5.5.4.3*).

Local practice: Local decision is to always put v. in front of volume # if no other caption is on the item due to system filing limitations. Always put zero in front of volume number for filing; i.e., v.01, v.02 continuing up to v.10. Do not put a space between v. and number. Also, we are no longer using ed. after year in the Volume field unless it appears on the book that way (Cataloging Committee Minutes 2/2/2005).

<u>Data on Physical Item :</u>	<u>Examples of Standard:</u>	<u>Examples of Local Practice:</u>
Band 2	Bd.2	Bd.02
volume five	v.5	v.05
Volume Two A	v.2A	v.02A
#3	no.3	no.03
part I	pt.1	pt.01
Vol. 2 No. 5 fasc. 15	v.2:no.5=fasc.15	v.02:no.05=fasc.15
Vol. 1 Aa-Alp	v.1 Aa-Alp	v.01 Aa-Alp
23a	23a	v.23a
v.B	v.B	v.B
***	3	v.03
Volume 1 Aa-Alp	v.1	v.01 OR v.01 Aa-Alp
volume 41, number 4	v.41:no.4/v.42:no.1	v.41:no.04/v.42:no.01
[bound with] volume 42, number 1		

D. Chronology

Standard: Chronology is recorded in parallel with enumeration, except when a bibliographic item carries only chronology. When only a chronological sequential designation [date] is present, the chronology specifies the holdings. When only chronology specifies the holdings, it is not enclosed in parentheses. If both enumeration and chronology are present, both may be recorded...

If it is necessary to record both first-level and subsequent level chronology in the holdings statement, repeat all levels of chronology at the beginning and end of each range held. (*ANSI-NISO Z39.71-2006 5.5.5*).

When more than one type of date is present on the item, select the date from the following preferred dates, in this order: Date of coverage, Date of publication, Date of copyright, Date of printing...

Always record all four digits of the year. Example: 1993/1994, **not** 1993/94.

If there is chronology data available, but the exact year cannot be precisely determined... use a question mark to fill the space of the missing digit. Examples: 198? ...

Record months, seasons, and days in the vernacular form, as they appear on the publication, transliterated when needed.

Abbreviate chronology data in accordance with appropriate portions of “Abbreviations,” Appendix B, *Anglo-American Cataloguing Rules*, (current edition and revision) when applicable abbreviations are provided. If applicable abbreviations are not present, other standard lists or ISO 832 rules may be used...

Appendix G, continued Chronology, continued

When chronology below the first level is recorded, use a colon to separate the year from the month. In recording chronology data that contains day notations, do not treat these as a separate hierarchical level, and do not separate them with a colon. Examples: 1982:Feb. ...

Use a forward slash as a separator if the chronology data for a single bibliographic unit spans a non-calendar year or more than one year. Examples:... 1990/1992 [triennial]... (*ANSI-NISO Z39.71-2006* 5.5.5.2).

Local practice: For serials like magazines, the practice is to enter only the chronology, even when the publication contains both enumeration and chronology. For serials like annual publications, Black Gold practice is to use the date rather than edition number (e.g., 20th ed.) in the Volume field. For a specific day, we follow the local practice by entering the day in the form of MM/DD/YYYY, for magazine records, as the data was entered that way in an older system (CarlX) and migrated over in that form.

For the seasons, we enter the season and year as it appears on the publication.

<u>Data on Physical Item:</u>	<u>Examples of Standard:</u>	<u>Examples of Local Practice:</u>
January 1989	1989:Jan.	01/1989
February 1, 1998	1998:Feb.1	02/01/1998
June 17, 2010	2010:June 17	06/17/2010
2003 edition	2003 ed.	2003 ed. [or 2003]
2005, 13 th ed.	2005	2005
Aug. 5-11, 2010	2010:Aug.5-11	08/05-11/2010
May 30-June 5, 1995	1995:May 30-June 5	05/30-06/05/1995
2000-2001	2000/2001	2000/2001
Fall 2003	2003:fall	Fall 2003
winter 2010	2010:winter	winter 2010

See the following pages for magazine and other examples showing local practices:

Appendix G, continued Chronology, continued

Local Polaris 3.5 Staff Example 1. Monthly Magazine:

Item Record 1431079 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: β2063011765211 Record status: Final ILL item Non-circulating Display in PAC

Title: Consumer reports [magazine] 2010. Find **Bib control:** 484286

Author: Parent: Item control: 1431079

Call no.: 02/2010 Price: Issue control:

Identification

Owner: Atascadero Library (br) Shelf location: (None)

Assigned: Atascadero Library (OA) Temp location:

Collection: Reference (REF) Circ status: On Shelf 6/2/2010 11:08:56 AM

Circulation parameters

Material type: Magazine

Loan period: 3 weeks

Fine code: Magazine

Renewal limit: 2

Stat code: (None)

Name of piece:

Call number

Scheme: Dewey Decimal

Prefix:

Class:

Cutter:

Suffix:

Vol: 02/2010

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 NUM

“February 2010” is entered as “02/2010” based on current local practice. This nonstandard format of the date was required in CarlX, and was carried over when Black Gold migrated from CarlX to Polaris.

Appendix G, continued Chronology, continued

Local Polaris 3.5 Staff Example 2. Bimonthly Magazine:

Item Record

Barcode: 32113007603387 Record status: Final ILL item Non-circulating Display in PAC

Title: Tikkun [magazine] 2009. **Bib control:** 460724

Author: Parent: Item control: 1338765

Call no.: 03-04/2009 Price: \$5.00 Issue control:

Identification

Owner: Santa Maria Library (br) Shelf location: (None)

Assigned: Santa Maria Library (MM) Temp location:

Collection: Magazine (MAG) Circ status: On Shelf 6/26/2009 4:09:39 PM

Circulation parameters

Material type: SM Magazine

Loan period: 3 weeks

Fine code: SM Magazine

Renewal limit: 0

Stat code: (None)

Name of piece:

Call number

Scheme: Dewey Decimal

Prefix:

Class:

Cutter:

Suffix:

Vol: 03-04/2009

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 NUM

Appendix G, continued Chronology, continued

Local Polaris 3.5 Staff Example 3. Weekly Magazine:

Item Record

Barcode: 31447011165806 Record status: Final ILL item Non-circulating Display in PAC

Title: People [magazine] 2006. **Bib control:** 41980

Author: Parent: Item control: 771038

Call no.: 04/24/2006 Price: Issue control:

Identification

Owner: Santa Barbara Bookmobile (br) Shelf location: (None)

Assigned: Santa Barbara Bookmobile (BB) Temp location:

Collection: Magazine (MAG) Circ status: On Shelf

Circulation parameters

Material type: Magazine

Loan period: 3 weeks

Fine code: Magazine

Renewal limit: 3

Stat code: (None)

Name of piece:

Call number

Scheme: Dewey Decimal

Prefix:

Class:

Cutter:

Suffix:

Vol: 04/24/2006

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 NUM

Note the preceding zero in the month so the Vol: data conforms to the MM/DD/YYYY local format.

Appendix G, continued Chronology, continued

Local Polaris 3.5 Staff Example 4. Seasonal Magazine:

Item Record 1361179 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: β1447012533747 Record status: Final ILL item Non-circulating Display in PAC

Title: Occupational outlook quarterly [magazine] 2009 Find **Bib control:** 474142

Author: Parent: Item control: 1361179

Call no.: Spring 2009 Price: Issue control:

Identification

Owner: Solvang Library (br) Shelf location: (None)

Assigned: Solvang Library (B5) Temp location:

Collection: Magazine (MAG) Circ status: On Shelf 7/22/2009 12:31:27 PM

Circulation parameters

Material type: Magazine

Loan period: 3 weeks

Fine code: Magazine

Renewal limit: 3

Stat code: (None)

Name of piece:

Call number

Scheme: Shelved Separat

Prefix:

Class:

Cutter:

Suffix:

Vol: Spring 2009

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 NUM

Enter the season and year as it appears on the publication (in this case “Spring 2009”), with the year always entered as 4 numbers.

Appendix G, continued Chronology, continued

Local Polaris 3.5 Staff Example 5. Annual Publication:

Item Record 1205728 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: ̄2063012359196 Record status: Final ILL item Non-circulating Display in PAC

Title: For sale by owner in California **Bib control:** 90588

Author: Devine, George, 1941- Parent: Item control: 1205728

Call no.: 333.3383 PBK 2008 Price: Issue control:

Identification

Owner: San Luis Obispo Library (br) Shelf location: (None)

Assigned: San Luis Obispo Library (OO) Temp location:

Collection: Adult Non-Fiction (ANFIC) Circ status: On Shelf 9/8/2009 10:30:10 AM

Circulation parameters

Material type: Adult Non-Fiction

Loan period: 3 weeks

Fine code: Adult Non-Fiction

Renewal limit: 3

Stat code: 200-299 Religion

Name of piece:

Call number

Scheme: Dewey Decimal

Prefix:

Class: 333.3383

Cutter:

Suffix: PBK

Vol: 2008

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

The year is entered as four numbers; i.e., not abbreviated or spelled out.

Appendix G, continued Chronology, continued

Local Polaris 3.5 Staff Example 6. Publication with Range of Dates:

Item Record

Item Record 669030 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 32063010127835 Record status: Final ILL item Non-circulating Display in PAC

Title: Up your score : the underground guide to the SAT. Find Bib control: 254338

Author: Parent: Item control: 669030

Call no.: 378.1662 PBK 2009/2010 Price: Issue control:

Identification

Owner: Nipomo Library (br) Shelf location: (None)

Assigned: Nipomo Library (ON) Temp location:

Collection: Adult Non-Fiction (ANFIC) Circ status: On Shelf 6/8/2010 1:39:19 PM

Circulation parameters

Material type: Adult Trade Pbk

Loan period: 3 weeks

Fine code: Adult Non-Fiction

Renewal limit: 3

Stat code: 300-399 Social Sciences

Name of piece:

Call number

Scheme: Dewey Decimal

Prefix:

Class: 378.1662

Cutter:

Suffix: PBK

Vol: 2009/2010

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 NUM

Enter in the format of YYYY/YYYY. In the past, it was common practice to enter just one year.

E. Enumeration and Chronology

Standard: When both enumeration and chronology are present on the unit, both ... should be recorded and displayed.

Enumeration and chronology data may be displayed separately, with or without parentheses. This form of display is called “separate”...

Enumeration and chronology data may be displayed adjacent to each other, with enumeration recorded first. This form of display is called “adjacent.” The corresponding chronology is enclosed in parentheses...

Record enumeration and chronology data in logical sequence; that is, lowest enumeration data to highest, earliest date to latest.

When the enumeration and chronology data correspond with each other, they must be displayed at the same level and in the same sequence...

When the enumeration and chronology data do not correspond with each other (either because they are at

different levels or represent differing sequences), the chronology data recorded in the

Appendix G, continued Enumeration and Chronology, continued

adjacent form of display reflects what appears on the publication. If the enumeration and chronology are recorded separately, record the enumeration in sequential order; record the chronology as a broad range ... (ANSI-NISO Z39.71-2006 5.5.1.4).

Local: Note that for serials like magazines, the practice is to enter only the chronology. We will use a separate display practice; i.e., display the enumeration and chronology separately, with or without parentheses.

Examples of separate standard display:

v.1-5(1901-1905)
issue no.1(2004:May)
v.11:no.2(2010:June 5-11)
v.41:no.04/v.42:no.01(1996)
[for bound together volumes with same year]

Examples of local practice:

v.01-05 1901-1905
issue no.01(05/2004)
v.11:no.02(06/05-06/11/2010)
v.41:no.04/v.42:no.01(1996)

Local Polaris 3.5 Staff Example 7. Publication with Enumeration & Chronology (Range of Dates):

Item Record

Barcode: 38787000554343 Record status: Final ILL item Non-circulating Display in PAC

Title: Ventura County Historical Society quarterly. Find Bib control: 119123

Author: Parent: Item control: 239122

Call no.: 979.492 v.04-06 1958-1961 Price: \$40.00 Issue control:

Identification

Owner: Blanchard Community Library (br) Shelf location: Local History

Assigned: Blanchard Community Library (SP) Temp location:

Collection: Reference (REF) Circ status: On Shelf

Circulation parameters

Material type: Reference

Loan period: 1 week

Fine code: Reference

Renewal limit: 0

Stat code: 900-999 History and Geograp

Name of piece:

Call number

Scheme: Dewey Decimal

Prefix:

Class: 979.492

Cutter:

Suffix:

Vol: v.04-06 1958-1961

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 NUM

This shows the separate display practice. It is optional whether you include parentheses or not around the years, so they were left out to save space.

Revised 10/9/2013

Cataloging Input Standards for Entering Bibliographic Records in Polaris

Appendix G, continued Enumeration and Chronology, continued

Local Polaris 3.5 Staff Example 8. Publication with Enumeration & Chronology (One Date):

Item Record

Barcode: 32063011940921 Record status: Final ILL item Non-circulating Display in PAC

Title: Scott's ... standard postage stamp catalogue. Find Bib control: 83070

Author: Parent: Item control: 1214041

Call no.: 769.56 2008 v.02 Price: Issue control:

Identification

Owner: Atascadero Library (br) Shelf location: (None)

Assigned: Atascadero Library (OA) Temp location:

Collection: Adult Non-Fiction (ANFIC) Circ status: Checked Out 5/29/2010 1:18:36 PM

Circulation parameters

Material type: Adult Non-Fiction

Loan period: 3 weeks

Fine code: Adult Non-Fiction

Renewal limit: 3

Stat code: 700-799 Arts and Recreation

Name of piece:

Call number

Scheme: Dewey Decimal

Prefix:

Class: 769.56

Cutter:

Suffix:

Vol: 2008 v.02

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 NUM

The number of volumes published each year varies for this publication. The year is listed first (first level) and then the volume number (second level) because the volume numbering is not sequential throughout the years. Rather, the volume numbering restarts each year.

F. Specific Extent Note

Standard: A specific extent note may occur after any data element. It relates either to the element it directly follows or to the entire Extent of Holdings Area, depending on its wording and position in the area. The specific extent note is enclosed in angle brackets.

Record information relating to the bibliographic description as a specific extent note only when it is needed for clarification... (ANSI-NISO Z39.71-2006 5.5.6).

Local practice: Staff can enter additional information in a Note field to clarify the contents. You might use it if there are not enough spaces available in a part of the Call number field. Sometimes, content information may be entered in a Free text Block note. We do not use angle brackets.

Appendix G, continued

V. Abbreviations

See the following pages for some abbreviations from Appendix B of *Anglo-American Cataloguing Rules*, 2nd ed. 1988 rev.

From Appendix B, “Abbreviations” *Anglo-American Cataloguing Rules*, 2nd ed. 1988 rev.

<u>Term</u>	<u>Abbreviation</u>	<u>Term</u>	<u>Abbreviation</u>
American	Amer.	part(s)	pt.
accompaniment	acc.	parte	pt.
Anno Domini	A.D.	photograph	photo.
Auflage	Aufl.	preliminary	prelim.
augmented	augm.	printing	print.
umentada	aum.	publishing	pub.
Ausgabe	Ausg.	report	repr.
Band	Bd.	reproduced	reprod.
band	bd.	revised	rev.
Before Christ	B.C.	series	ser.
bibliography	bibl.	supplement	suppl.
book	bk.	Teil, Theil	T.
British	Brit.	tome	t.
bulletin	bull.	tomo	t.
catalog(ue)	cat.	volume(s)	v.
century	cent.		
chapter	ch.		
circa	ca.		
corrected	corr.		
corregido	corr.		
dictionary	dict.		
directory	direct.		
document	doc.		
edition	ed.		
edizione	ed.		
encyclopedia	encycl.		
English	Engl.		
facsimile	facsim.		
fascicle	fasc.		
folio	fol.		
introduction	introd.		
literature	lit.		
manuscript	ms.		
national	nat.		
nouveau	nouv.		
number(s)	no.		
numero (Spanish)	no.		
page(s)	p.		

Appendix G, continued

From Appendix B, “Abbreviations” *Anglo-American Cataloguing Rules*, 2nd ed. 1988 rev., continued

<u>Months</u>	<u>Abbreviation in English</u>	<u>French</u>	<u>German</u>	<u>Spanish</u>
January	Jan.	janv.	Jan.	enero
February	Feb.	fevr.	Feb.	feb.
March	Mar.	mars	Marz	marzo
April	Apr.	avril	Apr.	abr.
May	May	mai	Mai	mayo
June	June	juin	Juni	jun.
July	July	juil.	Juli	jul.
August	Aug.	aout	Aug.	agosto
September	Sept.	sept.	Sept.	sept.
October	Oct.	oct.	Okt.	oct.
November	Nov.	nov.	Nov.	nov.
December	Dec.	dec.	Dez.	dic.

VI. Questions

Refer questions about how to enter holdings information to the Supervising Cataloger of the Black Gold Cooperative Library System.