

SECTION 5.1 Punctuation Used in Holdings

Table 3.1: Punctuation Used in the Extent of Holdings Area

Name	Symbol	Purpose	Example
Angle brackets	< >	Encloses the Specific Extent Note. The opening angle bracket is always preceded by a blank; the closing angle bracket is always followed by a blank.	<Water-damaged>
Blank		Indicates separation of data elements within an area.	v.1-9 10 <Tables> 11 <Index>
Colon	:	Separates two orders or levels of hierarchical bibliographical units. Blanks are not used before or after the colon.	v.1:pt.1 v.1:no.1:pt.1
Comma	,	Indicates a gap in a range of holdings. Blanks are not used before or after the comma.	v.1,v.3
Equal sign	=	Separates alternative numbering schemes. Blanks are not used before or after the equal sign.	v.2:no.5=fasc. 15
Forward slash (diagonal)	/	Indicates combined numbering, combined chronology or non-calendar year chronology data. Blanks are not used before or after the diagonal.	v.1/2 1969/1970
Hyphen	-	Indicates an unbroken range of holdings or open holdings. Blanks are not used before or after the hyphen.	v.1-3 v.1-
Parentheses	()	Separates enumeration and chronology when the data are recorded together. Parentheses are neither preceded nor followed by a blank.	v.1(1983)
Plus sign	+	Separates a basic bibliographic unit from a subsequent one or from a secondary bibliographic unit. Blanks are used before and after a plus sign.	1 v. + 1 disk "Teacher's Guide" 1 v. + 1 sound cassette
Question mark	?	Indicates unknown digit(s) of a date when either the decade and/or year are not known. A blank is not used before the question mark; a closing question mark is followed by a blank.	1950-197? 18??
Quotation marks	" "	Encloses the Name of Unit. The opening quotation mark is always preceded by a blank; the closing quotation mark is always followed by a blank.	"Index"
Semicolon	;	Indicates a non-gap break. Blanks are not used before or after the semicolon.	v.1-4;v.6
Square brackets	[]	Encloses supplied enumeration or chronology. The opening square bracket is always preceded by a blank; the closing square bracket is always followed by a blank.	[1981/1982]

Note: The backwards slash (\) was used to separate itemized data elements in Z39.57-1989. It is now obsolete.

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Cataloging Input Standards for Entering Bibliographic Records in Polaris