

VOLUME CONTROL: Formatting an Item Record to Include Volume Control

Volume Control is adding data in the volume field of an item record. Adding information in the volume field allows patrons and staff to place hold requests on a single issue of a magazine, single volume of a multipart book and single disc of a multipart audiovisual item from their TRACpac accounts. It also allows staff to place similar requests in the staff client.

It is very important that the format and spacing are consistent for volume control to work properly. Anytime there are multiple volumes attached to the same bibliographic record, information must be added to the volume field. **Incorrect entries in the Volume Control field - even entering nothing, like a space key - can break patron holds queues; it is essential to understand and complete Volume Control correctly and only for an appropriate item.**

If an item is part of a series and each title has its own bibliographic record, volume control IS NOT required.

To ensure the functionality works properly, accuracy is important:

- Note the inclusion or lack of *spacing*.
- Ensure that you are using *capitals or lowercase letters* where required.
- Check all the *spelling* of abbreviations and descriptions.

Some of the examples shown in this document are not items that can be catalogued locally; they must be sent in to HQ (only mass markets and magazines should be added locally), but these examples will help you better understand when and why Volume Control is used.

Please contact your Marigold Consultant or Bibliographic Services Manager if you have questions or are uncertain how to proceed.

When not to use Volume Control

Data should only be put in the volume field in specific instances.


Do not:

- Add the number of the book in the series
ie. Book 2 for *Catching Fire* in the *Hunger Games* trilogy
- Add the copy number
ie. c.2 for a second copy
- Add the Manga volume
ie. *Full Metal Alchemist* has a volume number in the title


There are separate bibliographic records for these books so it does not require volume information.

The data bulleted above **can** be put in the **suffix or copy field** without consequences.

Volume Control, TRACpac and holds

Putting data in the volume field immediately impacts TRACpac. It turns on the item specific request button  so patrons can select a specific copy.

In this example, a patron can choose whether they want the entire series or just a part:



Reader rating
★★★★★
7 reviews

Format: DVD, Videorecording, Projected Medium, Visual Materials

Title: *Game of thrones. The complete first season [videorecording]* / HBO Entertainment ; producers, Mark Huffam , Frank Doelger ; created by David Benioff & D.B. Weiss ; Television 360, Grok Television ; Generator Entertainment ; Bighead Littlehead.

Publisher, Date: New York : HBO Home Entertainment ; Burbank, Calif. : Distributed by Warner Home Video, c2012.

Description: 5 videodiscs (ca. 600 min.) : sd., col. ; 12 cm.
















Target Audience Note: Rating: TV-MA.

Subjects: Martin, George R. R. -- Television adaptations
Kings and rulers -- Fiction
Nobility -- Fiction
Imaginary wars and battles -- Fiction
DVD-Video discs

Genre: Television programs for the hearing impaired
Television adaptations

[Expand All](#) | [Collapse All](#)

▼ Where is it?

Canmore Public Library (3 of 6 available)						
DVD - Adult						
		GAM DVD Season 1 DISC1&2	Adult DVDs	Out	Video - DVD	
		GAM DVD Season 1 DISC1&2	Adult DVDs	In	Video - DVD	
		GAM DVD Season 1 DISC1&2	Adult DVDs	Out	Video - DVD	
		GAM DVD Season 1 DISC3-5	Adult DVDs	Out	Video - DVD	
		GAM DVD Season 1 DISC3-5	Adult DVDs	In	Video - DVD	
		GAM DVD Season 1 DISC3-5	Adult DVDs	In	Video - DVD	
Chestermere Public Library (0 of 1 available)						
DVD - Adult						
		DVD GAM s.1 DISC SET	DVD	In Transit	Video - DVD	

If unnecessary data is entered in the volume field, it turns on this item-specific request feature for *all* the titles, which slows down or even halts a patron receiving a copy.

In the example below, there is a '5' in the volume field for an item that does not require volume data, therefore activating the item-specific button for patrons. When the patron tries to place a hold on this specific item, the serial/volume hold dialogue will be presented. As a result, the patron will wait on this particular item rather than getting the first available item.

If the 5 were to be removed, the hold still would not be filled because the hold is attached to an item record with a 5 in the volume field, but now this item does not exist. The Request Satisfied By section of the hold request workform will be blank. **In this case, you must contact Marigold to correct the record.**

Format: Book
 Author: Kingsley, Kaza
 Title: Erec Rex. Book 5, The secret of Ashona / Kaza Kingsley ; illustrations by James Ng.
 Publisher, Date: New York : Simon & Schuster Books for Young Readers, ©2012.
 Description: 519 p. : ill. ; 22 cm.
 519 p. : ill. ; 21 cm.
 Series: Erec Rex ; bk. 5
 Kingsley, Kaza. Erec Rex ; bk. 5
 Subjects: Brothers and sisters -- Juvenile fiction
 Fairies -- Juvenile fiction
 Good and evil -- Juvenile fiction
 Quests (Expeditions) -- Juvenile fiction
 Kings and rulers -- Juvenile fiction
 Fantasy fiction
 Other Title: Secret of Ashona

Reader rating
 ★★★★★
 Write a review
 Google Preview

Expand All | Collapse All

▼ Where is it?

Call Number	Shelf Location	Status	Type
Marigold Library System (1 of 1 available)			
Fiction - Juvenile			
J KIN v.5		In	Book
Airdrie Public Library (0 of 1 available)			
Fiction - Juvenile			
J KIN	Juvenile Fiction	Out	Book

Serial/Multi Volume Holds

You have selected a serial or multi-part title. A request placed on the title will trap any available item. Would you like to:

Request any item (bib-level request)

Request the first available copy of one of the listed items

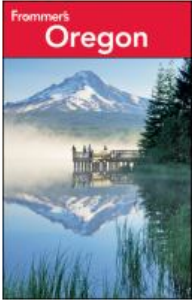
v.5

Single Volume Item Records

When to use:

For a single volume where all volumes are attached to one bibliographic record. This is an example of how Volume Control is used for items such as travel guides; **please remember that travel guides and other examples shown in this document must be sent in to HQ for cataloguing (only mass markets and magazines should be added locally), but this will help you better understand when and why Volume Control is used.**

Annuals



Format: Book
Title: [Frommer's Oregon.](#)
Publisher, Date: New York, NY : Macmillan USA, c1998-
Description: v. : map ; 21 cm.
Volume: 1st ed.-
Frequency: Biennial
Subjects: [Oregon -- Guidebooks](#)
Other Title: [Oregon.](#)
Former Title: Frommer's Washington & Oregon 1092-7883 (OCoLC)34563922
Notes: Includes index.
8th ed. published in 2012.
7th ed. published in 2010.
LCCN: 98659159 * sn 97000465
ISBN: 9781118096246 (softcover, 2012)

[Expand All](#) | [Collap](#)

▼ Where is it?

Call Number	Shelf Location	Status	Type
<input type="checkbox"/> Airdrie Public Library (1 of 1 available) <input type="checkbox"/> Non-fiction 917.95 FRO 2012	Non-Fiction	In	Book
<input type="checkbox"/> Grande Prairie Public Library (1 of 1 available) <input type="checkbox"/> Non-Fiction - Adult 917.950 444 SAM 2010	Non-Fiction	In	Book

Call number

Scheme:

Prefix:

Class:

Cutter:

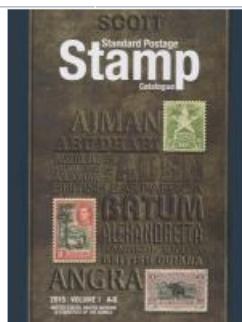
Suffix:

Vol:

Copy:

To add year use full four digits. Do not leave spaces either before the date or after. In the rare instance of multiple years on the same item use all four digits for both years with a dash in between. YYYY-YYYY

Multiple Volumes



[Write a review](#)

Format: Book
Title: [Scott 2015 standard postage stamp catalogue / editor, Charles Snee.](#)
Publisher, Date: Sidney, Ohio : Scott, [2014]
©2014
Edition: One hundred and seventy first edition
Description: 6 volumes color illustrations ; 28 cm
Subjects: [Postage stamps -- Catalogs](#)
Other Author: [Snee, Charles, editor](#)
[Scott Publishing Co.](#)
Other Title: [2015 standard postage stamp catalogue](#)
[Standard postage stamp catalogue, 2015](#)
[Scott standard postage stamp catalogue, 2015](#)
[2015 Scott catalogue](#)
Notes: Includes index.
Contents: v.1. United States and affiliated territories. United Nations. Countries of

[Expand All](#) | [Collapse](#)

▼ Where is it?

Call Number	Shelf Location	Status	Type
Airdrie Public Library (5 of 6 available)			
Non-fiction			
2015		On-Order	Book
Reference			
REF 769.56075 SCO 2015 v.1	Non-Fiction	Non-circulating	Book
REF 769.56075 SCO 2015 v.2	Non-Fiction	Non-circulating	Book
REF 769.56075 SCO 2015 v.3	Non-Fiction	Non-circulating	Book
REF 769.56075 SCO 2015 v.4	Non-Fiction	Non-circulating	Book
REF 769.56075 SCO 2015 v.5	Non-Fiction	Non-circulating	Book

Call number

Scheme:

Prefix:

Class:

Cutter:

Suffix:

Vol:

Copy:

To add volume use lower case “v”, period, number. Remember to leave no spaces either before the “v” or after the period.

Monthly Magazines

When to use :

For magazines that are published once a month and are defined as monthly by the frequency field in the full display.

Format: Serial
Title: [Chatelaine \(Magazine\)](#).
Publisher, Date: [Toronto, Ont. : Maclean Pub., 1928-]-
Description: v. : col. ill. ; 27 cm.
Volume: Vol. 1, no. 1 (Mar. 1928)-
Frequency: **Monthly.**
Subjects: [Women's periodicals](#).
[Home economics -- Periodicals](#).
[Dressmaking -- Periodicals](#)
Other Title: [Chatelaine](#)
Former Title: [Canadian home journal Sept. 1958 0382-7690 \(DLC\)cn 76317840 \(OCoLC\)2334353](#)
Notes: Imprint varies.
Title from cover.
Issued also on microfilm and microfiche.
Also issued in French.

Call number

Scheme:

Prefix:

Class:

Cutter:

Suffix:

Vol:

Copy:

To add month use first three letters of month all in capitals with all four digits of year with no spaces between – no space before month.

Note: date information is always first choice over edition or issue information.

Quarterly Magazines

When to use :

For magazines that are published four times a year and are defined as quarterly in the frequency field in the full display.

Format: Serial
Title: [Canadian geographic travel \(Magazine\)](#).
Publisher, Date: Ottawa : Canadian Geographic, [200-]
Description: v. : ill. ; 28 cm.
Frequency: **Quarterly**
Subjects: [Natural history -- Canada -- Periodicals](#).
[Canada -- Description and travel -- Periodicals](#).
[Canada -- Antiquities -- Periodicals](#).
Notes: Same ISSN as Canadian geographic magazine.
Published as a bonus to Canadian geographic magazine.
ISSN: 0706-2168

Call number

Scheme:

Prefix:

Class:

Cutter:

Suffix:

Vol:

Copy:

To add the season use first three letters of season (SPR, SUM, FAL, WIN) all in capitals with all four digits of year with no spaces between – no space before month.

Bimonthly Magazines

When to use :

For magazines that cover two months and are defined as bimonthly in the frequency field in the full display.

Format: Serial
Title: [The Mother earth news \(Magazine\)](#).
Publisher, Date: [\[Arden, NC, etc. : Sussex Publishers\]](#)
Description: v. : ill. (some col.) ; 28 cm.
Volume: no. 1- Jan. 1970-
Frequency: **Bimonthly.**
Subjects: [American periodicals](#).
Other Title: [Lifestyle](#).

Call number

Scheme:	Dewey Decimal
Prefix:	MAG
Class:	
Cutter:	
Suffix:	
Vol:	FEB-MAR2014
Copy:	

To add the two months use first three letters of first month all in capitals with no space then dash than no space and first three letters of second month all in capitals with all four digits of year with no spaces between – no space before month.

Quarterly or Bimonthly Magazines that Span Two Years

When to use :

For quarterly or bimonthly magazines that cover months/seasons in two years. Frequency might be 10 issues per year or actually list which months are doubled up.

Format: Serial
Title: [National geographic kids \(Magazine\)](#).
Publisher, Date: Washington, DC : National Geographic Society, 2002-
Description: v. : col. ill. ; 28 cm.
Volume: Issue 324 (Oct. 2002)-
Frequency: Ten issues yearly. 
Subjects: [Geography -- Periodicals](#)
[Geography -- Juvenile literature](#)
Other Author: [National Geographic Society \(U.S.\)](#)

Call number	
Scheme:	<input type="text" value="Dewey Decimal"/>
Prefix:	<input type="text" value="J MAG"/>
Class:	<input type="text"/>
Cutter:	<input type="text"/>
Suffix:	<input type="text"/>
Vol:	<input type="text" value="DEC2013-JAN2014"/>
Copy:	<input type="text"/>

To add the two months use first three letters of first month all in capitals with all four digits of first year no space dash no space and first three letters of second month all in capitals with all four digits of year with no spaces between – no space before month.

Quarterly or Bimonthly Magazines that Span Two Years...con't

Call number

Scheme: Dewey Decimal

Prefix: MAG

Class:

Cutter:

Suffix: FAL2013-WIN2014

Vol:

Copy:

To add the two seasons use first three letters of first season all in capitals with all four digits of first year no space dash no space and first three letters of second season all in capitals with all four digits of year with no spaces between – no space before month.

Weekly Magazines

When to use :

For magazines that are published once a week and are defined as weekly in the frequency field of the full display.

Format: Serial
Title: [People \(Magazine\)](#).
Publisher, Date: [Chicago : Time Inc., 1974-
Description: v. : ill. (some col.), ports. ; 28 cm.
Volume: [Vol. 1, no. 1] (Mar. 4, 1974)-v. 57, no. 14 (Apr. 15, 2002).
Frequency: **Weekly** two issues combined at year end <1984>-
weekly, 1974-
Subjects: [Lifestyle -- Periodicals](#).
Other Title: [People Weekly \(Magazine\)](#)
Later Title: [People \(New York, N.Y. : 2002\) 0093-7673](#).
Notes: Title from cover.
Imprint varies.
LCCN: 74642084
ISSN: 0093-7673

Call number	Call number
Scheme: <input type="text" value="Dewey Decimal"/>	Scheme: <input type="text" value="Dewey Decimal"/>
Prefix: <input type="text" value="MAG"/>	Prefix: <input type="text" value="MAG"/>
Class: <input type="text"/>	Class: <input type="text"/>
Cutter: <input type="text"/>	Cutter: <input type="text"/>
Suffix: <input type="text"/>	Suffix: <input type="text"/>
Vol: <input type="text" value="JAN272014"/>	Vol: <input type="text" value="FEB032014"/>
Copy: <input type="text"/>	Copy: <input type="text"/>

To add the week use the first three letters of the month all in capitals followed by the day and all four digits of the year. For days 1-9 add a 0 before the day – no spaces before, between or after the month day year.

Special issue Magazines

When to use :

For issues of magazines that are in addition to the regular publication schedule.

Format: Serial
Title: Better homes and gardens (Magazine).
Publisher, Date: Des Moines : Meredith, 1924-
Description: v. : ill. ; 32 cm.
Volume: [Vol. 2, no. 12] (Aug. 1924)-
Frequency: Monthly
Subjects: Gardening -- Periodicals
Fruit-culture -- Periodicals
Architecture, Domestic -- Periodicals
Interior decoration -- Periodicals
Landscape gardening -- Periodicals
Other Title: Better homes and gardens

Call number	
Scheme:	Dewey Decimal
Prefix:	MAG
Class:	
Cutter:	
Suffix:	
Vol:	MAKEITYOURSELF2012
Copy:	

To use special issues write out the full name of special edition all in capitals and all four digits of year without spaces. If a fuller date is used refer to the notes regarding weekly, monthly, bimonthly seasonal magazines.

Magazines with Volume and Issue Data Only

When to use :

For magazines that are published regularly but only have volume and issue data.

Format: Serial
Title: Feliciter.
Publisher, Date: Ottawa : Canadian Library Association, 1956-.
Description: v. : ill.
Volume: v. 1 (Jan 1956) - .
Frequency: **6 times per year.**
Subjects: Canadian Library Association -- Periodicals.
Library science -- Canada -- Periodicals.
Notes: Incorporating : C.A.P.L. newsletter, Canadian Library Trustees' Assoc. Newsletter.
CMI, CPI.
ISSN: 0014-9802

Call number

Scheme:	Dewey Decimal
Prefix:	MAG
Class:	
Cutter:	
Suffix:	
Vol:	v.57no.2
Copy:	

To use magazines that can only be identified by volume and number use lower case “v” period lower case “no” period number – no spaces before, between or after the volume and number.

Format: Serial

Title: Archie digest magazine.

Publisher, Date: Mamaroneck, N.Y. : Archie Comic Publications, 1994-2010.

Description: v. : col. ill. ; 18 cm.

Series: Archie digest library.

Volume: 1994-

Frequency: Monthly.
Bi-monthly.



Subjects: Andrews, Archie (Fictitious character) -- Comic books, strips, etc.
Comic books, strips, etc. -- Periodicals.

Other Title: Archie digest

Later Title: World of Archie double digest

Notes: Title changed October 2010.
Also published in French under the title: Archie.

Call number	
Scheme:	Dewey Decimal
Prefix:	J MAG
Class:	
Cutter:	
Suffix:	
Vol:	243
Copy:	

To use a numbered magazine just use issue number with no other characters - no spaces before or after.

Magazines in French

When to use :

For French-language magazines. Rules of English-language magazines apply, except use the French spelling.

Format: Serial
Title: [Star inc. \(Periodique\)](#)
Publisher, Date: Montréal : TVA Publications, 1999-
Description: v. : ill. ; 28 cm.
Frequency: **Dix fois l'an.**
Subjects: [Célébrités -- Périodiques](#)
[Artistes -- Périodiques](#)
[Arts du spectacle -- Périodiques](#)
ISSN: 1481-6865

Call number

Scheme:

Prefix:

Class:

Cutter:

Suffix:

Vol:

Copy:

To use monthly magazines in French use first three letters of the month all in capitals with all four digits of year with no spaces between – no space before month.

PLEASE NOTE : There is an exception for June and July when four letters are used to distinguish between months = Juin (JWIN) and Juillet (JUIL)

Format: Serial

Title: Fleurs, plantes et jardins (Periodiques).

Publisher, Date: Montréal : Éditions versicolores inc., 1990-

Description: v. : ill. en coul. ; 28 cm.

Volume: No 1 (1990)-

Frequency: Huit fois par an
Annuel, 1990

Subjects: Architecture du paysage -- Periodiques
Jardinage -- Periodiques

Notes: Index rédactionnel: vol. 1, no 1-vol. 10, no 7; 1990-1999, in vol. 10, no 8 (févr./mars 2000)

Field	Left Screenshot	Right Screenshot
Call number		
Scheme	Dewey Decimal	Dewey Decimal
Prefix	FRENCH MAG	FRENCH MAG
Class		
Cutter		
Suffix		
Vol	ETE2014	HIV2013-HIV2014
Copy		

To add seasons in French use first three letters of season (PRI, ETE, AUT, HIV) all in capitals with all four digits of year with no spaces between – no space before month.