

Creating Call Numbers for Multi-Piece Items

Revised November 6, 2018

This document is posted online: <http://alsi.sdp.sirsi.net/client/search/asset/473>

These standards were initially approved on December 2, 2010 by the RSA Planning Committee and RSA Users Group.

If you have questions, please contact the RSA Help Desk: rsahelp@railslibraries.info or 1-866-940-4083.

RSA best practice is to catalog each item from a multi-piece set on its own bibliographic record that describes only that particular item (e.g., only volume 20), rather than cataloging the item on a bibliographic record that describes the multi-piece set as a whole (e.g., all 20 volumes attached to a bibliographic record that describes the complete 20 volume set).

If library prefers to catalog multiple items on a bibliographic record that describes the multi-piece set as a whole, the library must correctly enter call numbers with the |Z analytic in them. The |Z allows patrons to place holds on individual items from a multi-piece set in the RSAcat.

If the |Z is not used in the call number, the patron will only be able to place a title-level hold on the multi-piece set in the RSAcat. The first available item attached to the record will fill the hold, and the patron will likely not receive his/her desired item.

The vertical line |, called a pipe, is created on the keyboard by shifting the key with the \ on the lower half of the key.

Please follow the instructions below when entering call numbers for multi-piece items that are attached to a bibliographic record that describes the multi-piece set as a whole.

1) Multivolume sets:

A volume number, as indicated on the item, should be entered in the call number following the Dewey Decimal, Library of Congress, or National Library of Medicine call number. When V. is typed into the call number, WorkFlows should automatically insert the |Z before the V. when you save the item. If not, |Z should be manually entered.

Example: 030 ENC|ZV. 20

- 2) Discs:
Follow the call number with a |Z before entering the specific part, disc number, etc.
Example: DVD HOUSE|ZDISC3
- 3) Multi-part sets:
Follow the call number with a |Z before the specific part.
Examples: E GIN|ZPUPPET
E GIN|ZCD
- 4) Serials – Books:
Follow the call number with a |Z before the publication year or edition.
Examples: 917.73 ILL|Z2009
428 BAR|Z2006-07
650 BAR|ZED. 14
- 5) Serials – Magazines: (for libraries not using the Serial Control module)
Using the WorkFlows abbreviations for months and seasons listed at the end of this document will not result in chronological sorting of magazine issues. To ensure magazines sort chronologically in WorkFlows and the RSAcat, use |ZYYYY/MM/DD as the call number convention.
 - a. If the magazine has only a year, use |Z before the 4-digit year.
Example: |Z2010
 - b. If the magazine has a month and year, use |Z before the 4-digit year, followed by a slash and the 2-digit month.
Example: |Z2010/03
 - c. If the magazine has a day, month, and year, use |Z before the 4-digit year followed by a slash, the 2-digit month followed by a slash, and the 2-digit day.
Example: |Z2010/03/16
 - d. If the magazine has a season and year, use |Z before the 4-digit year followed by a slash and the season abbreviation listed at the end of this document.
Example: |Z2010/SPR

Blocked holds:

If a library blocks holds on items cataloged on a multi-piece bibliographic record, the |Z does not need to be used. However, if the library decides to allow holds in the future, the call numbers will either need to be edited to include the |Z, or the call numbers will need to be transferred to bibliographic records that only describe individual items rather than the multi-piece set as a whole.

Copy numbers:

Some libraries still use copy numbers when they have multiple copies of the same title. The copy number should be entered after the |Z.

Example: FIC PAT|ZC. 2

949 tag:

When adding the 949 tag to a bibliographic record in OCLC Connexion, the information about the specific piece that you would enter into WorkFlows after |Z will be entered after the call number in the 949 tag's subfield |v. The |v in the call number will appear as |Z once the OCLC record is loaded into WorkFlows.

Example:

```
949 _      917.59 FOD |v2009 |iA120047 |mNP_NORMAL |INONFICTION |p$25.00  
          |tBOOK |xNONFICTION |zADULT
```

List of WorkFlows-approved abbreviations for months and seasons:

JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
SPR
SUM
FALL
WIN