

Captions, Etc. Used To Record Holdings and Mark Pieces

Local practice is to substitute English equivalents for foreign captions. Standard abbreviations and English equivalents are listed below. However, clarity is paramount, and judgment should be exercised. In some cases, e.g. volume 1, tome 1, literally following the prescribed list could have confusing results: v. 1, v. 1. In such cases substitute captions in a manner that better differentiates the levels of the hierarchy. If the hierarchy is complicated or unclear, it may be necessary to spell out the vernacular hierarchy in a Staff Note in the 852 field of the MFHD so that the pattern is clear. Note that substitutions for some terms may vary with context.

Arabic numerals are most often used to identify holdings, but letters or other designations may be used when appropriate.

Terms such as v. used *only* as captions are lower case. Format designators and other terms such as Suppl. or Plates which may be used without numbering are capitalized.

If no caption accompanies enumeration, the cataloger should use judgment in choosing a term from the list.

CAPTIONS:

<u>USE</u>	<u>FOR</u>
bk.	book kniga libro livre
c.	copy
ed.	Ausgabe edition izdanie uitgave
fasc.	fascicle fascicule
n.s.	neue Folge nouvelle série new series nieuwe reeks novaia seriia
no.	aflevering Heft Lieferung issue (Vol. 1, issue 1 marked as v. 1, no. 1) nomer number

numero
nummer
vypusk

*Generally if a number on a serial lacks a caption, it is called no.

p. page(s)

pt. Abteilung
chast'
deel
part (not to be confused with musical Part; see below)
parte
partie
stuk
Teil

sect. section

segment segment

ser. reeks
Reihe
series

sess. session

v. année (année 5 marked v. 5)
Band
deel
Jahrgang (5. Jahrgang marked v. 5)
tom
tome
tomo
volume
volumen

yr. année
ano
god
jaargang
Jahrgang
year

CALL NUMBER FORMAT DESIGNATORS:

These can be used in \$k of 852 and/or as enumeration. It will sometimes be necessary to choose between a content-based designation and a format-based designation, e.g. v. 1-12 and r. 1-48. Generally prefer content-based designations, but exercise judgment. Terms not on this list may not be used as call number prefixes. Additional similar terms may be used as necessary clearly to designate a specific item. This is most likely to occur when there is a need to differentiate several accompanying items.

indicates terms to be used only as a call number prefix

*** indicates terms to be used only as enumeration**

16mm	Use for 16mm film on reels
Audio CD	Use for audio compact disc recordings
Audio CS	Use for audio cassette tape recordings
Audio LP	Use for audio long play disc recordings
Audio RR	Use for audio reel-to-reel recordings
Betacam	Use for videocassettes in Betacam format
CD/DVD*	Use for DualDiscs
CD-ROM	Use for CD-ROMs
Chart	Use for wall charts (data in graphic or tabular form) [OBSOLETE 9/00]
Diskette	Use for computer disks
DVD	Use for digital video discs, 4 3/4"
DVD-ROM	Use for 4 3/4" video discs when computer files are included on disc
FILM#	Use for microfilm reels
Film	Use to designate a single reel of microfilm received as accompanying material
FilmSt	Use for filmstrips
Fiche*	Use for microfiche
FlashCds	Use for flash cards [OBSOLETE 9/00]
Globe	Use for earth or celestial body depicted on a sphere [OBSOLETE 9/00]
Index*	
IntAct	Use for interactive multimedia [OBSOLETE 9/00]
Laser	Use for video laser discs; replaces Video LD
Map or Maps	Individual map, maps bound separately from text or residing in pocket of text
MCD#	Use for microcards
MCP#	Use for microprint
MFC#	Use for microfiche
Mixed	Use for print material with accompanying media [OBSOLETE 9/00]
Part or Parts*	Musical part or set of parts bound separately from scores
Plates*	Plates bound separately from text or residing in pocket of text
Posters	[OBSOLETE 9/00]
r.*	Use for microfilm reel(s)
Score*	
Slides	Use for 2" x 2" mounted slides
Study Guide*	
Suppl.*	Used for supplement(s), Beiblatt
Teachers Ed.*	
Text*	Print materials other than scores
U-Matic	Use for videocassettes in U-Matic format
VHS	Use for videocassettes in VHS format; replaces Video CD
Workbook*	

DATES:

Always use 4 digits

1898, 1998, 1999, 2000, etc.

For multiple years covered in a single issue, use a slash (/)

1999/2000

For multiple years covered in multiple issues, use a dash (-)

1999-2000

There will be cases when both will be used

1999/2000-2001/2002

MONTHS

Jan.

Feb.

Mar.

Apr.

May

June

July

Aug.

Sept.

Oct.

Nov.

Dec.

SEASONS

Spring

Summer

Autumn

Winter

Z39.57 PUNCTUATION FOR FIELDS 866, 867, 868:

< > Brackets, Angle

Enclose a note about the volume

Example: v.⁴ <g. Weiman>

[] Brackets, Square

Should appear on the piece and in the check-in record, but NOT as part of the call no. written inside the piece or on the spine label, and NOT in the MFHD or in the item record.

: Colon

Separates levels of hierarchical data in chronology only

Example: (1999:Jan.-June)

, Comma

Indicates a gap in holdings

Example: v.^{1-2,4} [i.e. library lacks v. 3]

NOTE: When there are multiple levels of enumeration rather than repeat the enumeration go to the next line in the MFHD: v. 1 no. 1-3, 5-8,11
v. 2-v.12 no. 11

For further clarification see MFHD procedures.

/ Diagonal

Indicates combined numbering

Example: v.^{1/2}

- Hyphen	Indicates extent of complete holdings “from-to.” Example: v.^1-5
“ ” Quotation Marks	Enclose the name of an un-numbered volume. UGA does not use quotation marks.
+ Plus sign	UGA does not use the plus sign.
() Parentheses	Enclose dates or information used for clarification in holdings. Example: v.^1-4^(1980-1984) Example: v. ^16^(Index)
^ Space	A space is indicated by ^ Used to separate hierarchical data in enumeration only. Example: v.^1^no^ 2^pt.^3
[] Square brackets	<i>See Brackets, Square.</i>

ENUMERATION FOR ITEM RECORDS:

Use space to separate v. and no.
v.^4^no.^2

Use commas to denote gaps.
v.^1^no.^1-4,6,8-12 [i.e. vol. lacks no. 5 and no. 7]

FREQUENCY CODES FOR MARC HOLDINGS FORMAT (853 |w):

a	Annual	i	Three times a week
b	Bimonthly	j	Three times a month
c	Semiweekly	m	Monthly
d	Daily	q	Quarterly
e	Biweekly	s	Semimonthly
f	Semiannual	t	Three times a year
g	Biennial	w	Weekly
h	Triennial	x	Completely irregular

A number is used to specify the number of issues per year when no codable periodicity exists. No leading zero is used for a single-character number.

NUMERIC CODES FOR SEASONS (used in chronology subfields of 863-865)

21	Spring
22	Summer
23	Autumn
24	Winter