

Last updated: 2023-01-10

Enumeration data in item records

- Use for any multi-part title that requires enumeration and that has any numerical designation distinguishing the parts

Steps

1. Under **Enumeration data**, edit the **Enumeration** and **Chronology** fields to match the issue or title in hand
2. Enter **Enumeration** with numeric data only (volume number, issue number, etc):
 - a. Enumeration on the piece says Volume/Vol./v. 16, Number/No./# 3: enter **16:3**
 - b. Enumeration on the piece says Series/Ser. 4, Volume/Vol./v. 5, Number/No./# 1: enter **4:5:1**
 - c. Enumeration on the piece says Volume/Vol./v. 2: enter **2**
 - d. Enumeration on the piece says Issue/Number/No./# 1423: enter **1423**
 - e. Enumeration on the piece says Fascicle/Tome/Band 13: enter **13**
 - f. Enumeration on the piece says Season 1-4: enter **1-4**
 - g. Enumeration on the piece says Episode 2 part 1: enter **2:1**
3. Enter **Chronology** information. When there is I**S** *volume/issue* numbering, enter only the year (do not add month or season).
 - a. **Volume/issue numbering present and entered in Enumeration:**
 - i. Chronology on the piece says February 2015: enter **2015**
 - ii. Chronology on the piece says Sept. '82: enter **1982**
 - iii. Chronology on the piece says 01/15/1997: enter **1997**

If there is N**O** *volume/issue* numbering, enter month/day/year or season information on the piece. Examples:

- b. **No volume/issue numbering present** (copy information exactly from piece and do not abbreviate unless the information on the piece is abbreviated):
 - i. Chronology on the piece says 2017: enter **2017**
 - ii. Chronology on the piece says February 1985: enter **February 1985**
 - iii. Chronology on the piece says Feb. 1985: enter **Feb. 1985**
 - iv. Chronology on the piece says Summer 2020: enter **Summer 2020**
 - v. Chronology on the piece says June 15, '66: enter **June 15, 1966**
- c. **If the volume is a supplement or special issue:**
 - i. Enter in Chronology year and use the words Supplement or Special Issue, with no abbreviations
 1. Ex: 2017 Supplement
 2. Ex: 2006 Special Issue

Notes

- Do not use Volume or Year, caption fields under Enumeration data

- In **rare** cases, if a piece has highly complex and nested enumeration and you feel that important information may need to be captured for the future, you can add a note:
 - Under **Item notes**, click on **Add note**
 - Select **Note** from the **Note type** dropdown
 - Enter note in the blank **Note** box. Type the information exactly from the piece. Do not use abbreviations unless abbreviations are present on the piece.