Call Number Management for Sets, Series & Monographic (book) Serials

If you have...

A book that comes out annually / regularly

(Examples: Fodor's Italy; Guiness Book of World Records; Taste of Home Christmas)

- Select a title record that is for the specific year of your book
- If no record exists for the specific year, DO NOT bring in a record that is for all years. Open a ticket with the MSC to help you find or create a record.
- DO NOT add a |Z to your call number
- You can add the year to your call number if that is your library's preference, but it is not required
- Exceptions: yearbooks, annual reports, and some similar items may need to share a record.

Examples:		
Fodor's Italy	914.50493 FOD 2023	
Guiness World Records	J032.02 GUINNESS 2025	
Taste of Home Christmas	641.568 TASTE 2024	

A book that is part of a complete set*

(Examples: History of Montana by Helen Fitgerald Sanders; Encyclopedia Brittanica, The history of the decline and fall of the Roman Empire)

*How do you know if it is a set and not a series? If a group of items has one common title and is usually considered to be one consistent work that is broken into parts, then it is usually a set. The MARC 300 tag in the title record will have the number of volumes listed.

- If your set shares one barcode for all volumes in the set, add |Z at the end of the call number and add V. and the full number of volumes, separated with a dash. For example, Sanders History of Montana would be |ZV.1-3 and Encyclopedia Britannica would need |ZV.1-27. Encyclopedias that are individually barcoded may use the letters for each volume instead of the number.
- If each volume of the set has its own item/barcode, use |ZV.# where # is the volume for each item.
- Do not include any other information after the |Z
- Please note that title records that include multiple volumes and have one item listed from a library will be assumed to include all volumes in the set. MSC administrators may add the |Z to fix holds and cataloging issues on these records.

Examples:		
Encyclopedia Britannica		973 ENCYCLOPEDIA|ZV.1-27
The History of the Decline and Fall of the Roman Empire		DG 311 .G5 1845|ZV.1
History of Montana		978.6 SANDERS|ZV.1

These call numbers make it clear which copy is which =>

M 978.6 SANDERS V.1 - GFPL
    30867001399522 - 1 - NONCIRC - MONTANA
M 978.6 SANDERS V.2 - GFPL
    30867001399530 - 1 - NONCIRC - MONTANA
M 978.6 SANDERS V.3 - GFPL
    30867001399548 - 1 - NONCIRC - MONTANA

Call Number Management for Sets, Series & Monographic (book) Serials

If you have...

A book in a series*

(Examples: Lord of the Rings; Fruits Basket; Breaking Cat News; Harry Potter; My Hero Academia)

*How do you know if it is a series and not a set? Bibliographic records that have a MARC 490 or 830 tag are in a series--they have a series statement or authority assigned to them. Items in series usually have a series title that is different than the individual volume/item title.

- Items in series should always have their own title record if they have individual title names. For example, Lord of the Rings would have three title records: The Fellowship of the Ring, The Two Towers, and the Return of the King.
- **DO NOT add a |Z to call numbers for series where each part/title is on its own record.** The title record should already indicate the part or volume. If you want to add the series number order (such as #29 or V.29) in the call number, you may. This will not cause issues as long as there is no |Z in the call number.
- If items in series do not have individual titles, it is still recommended to have them on their own title record if one exists. For example, Fruits Basket does not have individual titles for each volume but there is a separate record for each volume (see image below).
- If the only record that exists for a series lists all volumes together on a serial record, contact the MSC for assistance in finding or creating individual records. In some cases, a group bib may still be the best option (for example, some manga with dozens of volumes and no volume titles).

Examples:

The Two Towers	F TOLKIEN #2
Breaking Cat News, Elvis Puffs Out	JGN DUNN V4
Fruits Basket Volume 6	YA MANGA FRUITS
Harry Potter and the Prisoner of Azkaban	JF ROW HP #3
My Hero Academia Vol. 15, Fighting Fate	YA MANGA HORIKOSHI

(NOTE: no |Z is used in any of these call numbers since the title indicates the series order)

When split into individual titles, manga can be easier for both patrons and librarians to find. Here are the individual titles for the Fruits Basket series, which do not have individual volume titles.

When cataloged consistently, series that are cataloged separately make it easy to find different volumes =>

KEYWORD Title fruits basket, ALL: 35 records

Title ∧	Author	Series
Fruits basket. Vol. 2	Takaya, Natsuki, 1973- author, illustrator.	Fruits basket ; volume 2
Fruits basket. Vol. 3	Takaya, Natsuki, 1973- author, illustrator.	Fruits basket ; volume 3
Fruits basket. Vol. 4	Takaya, Natsuki, 1973- author, illustrator.	Fruits basket ; volume 4
Fruits basket. Vol. 5	Takaya, Natsuki, 1973- author, illustrator.	Fruits basket ; volume 5
Fruits basket. Vol. 6	Takaya, Natsuki, 1973- author, illustrator.	Fruits basket ; volume 6
Fruits basket. Vol. 7	Takaya, Natsuki, 1973- author, illustrator.	Fruits Basket ; volume 7
Fruits basket. Vol. 8	Takaya, Natsuki, 1973- author, illustrator.	Fruits basket ; volume 8
Fruits basket. Vol. 9	Takaya, Natsuki, 1973- author, illustrator.	Fruits basket ; volume 9
Fruits basket. Vol. 10	Takaya, Natsuki, 1973- author, illustrator.	Fruits basket ; volume 10
Fruits basket. Vol. 11	Takaya, Natsuki, 1973- author, illustrator.	Fruits basket ; volume 11

Call Number Management for Sets, Series & Monographic (book) Serials

If you have...

A television series on DVD

(Examples: The Office, Season One; The Sopranos, Season Two; Yellowstone, Season Three)
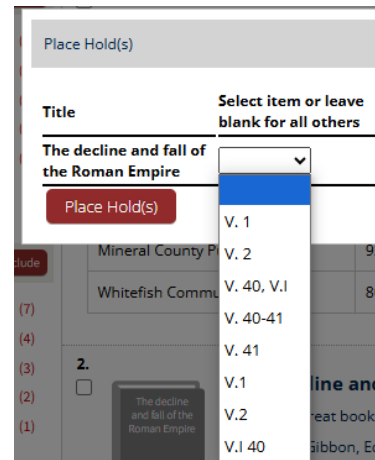
- **Starting in May 2025, use Disc/Discs following the |Z for all TV seasons with more than one disc.**
- Where possible, individual seasons of television series should be on their own title records since they are the easiest for patrons to find and understand. Sometimes multiple seasons are released together in one set and that is unavoidable. When that happens, use the record for the set you have and use the same |Z as if it was a single season. As with individual seasons, it is highly recommended to circulate all discs as one item.
- It is recommended that libraries check out each season as a whole rather than breaking it into individual discs. This makes it easier for patrons to find and reduces complications with volumes.
- If multiple discs are checked out together using one barcode, YOU MUST add |ZDISCS1-3 (or similar) to show that your barcode includes all discs.
- If you barcode and check out each disc independently, YOU MUST add |ZDISC 1 (etc.) to show which disc that barcode represents.
- **Do not include Series, Season, S., Part, Pt or other details after the |Z**. This information can be in front of the |Z if the library wants it to show up on labels and in the OPAC. Adding anything other than the discs after the |Z will create a unique analytic that cannot match on holds and other copies.
- Please note that DVD television series that have one item/barcode listed from a library will be assumed to include all discs in the set. MSC administrators may add the |Z to fix holds and cataloging issues on these records.

Examples: The Office, Season One   DVD OFFICE|ZDISC 1

                        The Sopranos, Season Two   TV BLU-RAY SOPRANOS S#2|ZDISCS 1-3

                        Yellowstone, Season Three   DVD YELLOWSTONE S.3|ZDISCS 1-5

`   Land Before Time 2-disc set   DVD J LAND

Questions & Answers

Why is the MSC making these changes?

Records must be consistent for things to work properly in a shared catalog environment. The |Z in call number records separates the record into parts so that patrons can choose which part they want. Currently, the forced analytic separates title records into parts even if that is not the librarian's intention. Some libraries want a V. in their call number so that labels print correctly. Also, month-year combinations like MAY 2025 cause a forced analytic even when the author's name is MAY. Creating parts on a title record unintentionally causes many issues with holds in the MSC. These holds issues sometimes allow users to place holds on materials that are not in their group, and they cause confusion for patrons. For example, the image on the right shows what a patron sees in Enterprise when they try to place a hold on records with different call number analytics.

Not forcing the |Z means that all call number analytics will be added purposefully. However, this change does mean that libraries must know how and when to add the |Z to their records. But it also means that there will be fewer unintentional errors from forced |Z that should not be there! MSC admins will be better able to identify and fix these issues once the change is made since we are standardizing how volumes and discs will show up in the system.

What changes can I expect this month?

1. MSC admins have removed the setting in Workflows that "forces" a |Z into a call number when you type in V. or and other text combinations (like month and year). This change will only be for items using a DEWEY class scheme; no other class schemes will change and DEWEYPER (used for periodicals) will still force the |Z in the call number.
2. We will not be changing your call numbers—those are yours and are local preference. However, we will be fixing the analytic (anything following the |Z) to make holds function properly. MSC admins will batch remove spaces from between V. and # in books, in addition to other volume cleanup. This is to improve labeling issues and to make a consistent rule for all member libraries. At the request of multiple libraries and because of the huge variation of DVD call numbers, we will not be batch-fixing DVD call number analytics. However, MSC admins will be fixing some DVD analytics manually to fix systemwide holds issues.
3. Moving forward, libraries are asked to use separate bibs for books in series whenever possible moving forward. Previously we did not have a firm rule on this issue, which has led to a mix of practices across the system. As the catalog has grown, this has created more and more issues so it is time for a change.
4. Libraries are asked to use |ZDISC or |ZDISCS for all television series on DVD. This is the case whether or not the discs are packaged to circulate together.

Change Logistics

Finding the | - The "bar" or "pipe" to create the |Z can be created by typing Shift + \, which is above the Enter key on most keyboards.

Labeling – In the past, libraries could not use V. unless they wanted to create a part/volume since the system forced the |Z analytic into the call number. As a result, many libraries use a mix of # and V. in their call numbers to indicate an item's place in a series. Since the |Z is no longer forced, libraries may now normalize their volumes to all use V. if they so choose.

DEWEY vs. DEWEYPER – Dewey Decimal libraries can use just DEWEY or they can use DEWEY and DEWEYPER as the class scheme for their records. DEWEYPER will still "force" the |Z into the call number for months and seasons, as well as for V. It should only be used for periodicals. It is not required to use both, but general materials must use DEWEY. It is fine to use DEWEY for all items in your library if that is what you prefer. If you want MSC admins to batch change your periodicals to DEWEYPER using the Item Category 1 to find magazines and journals please open a help desk ticket. Similarly, if you plan to use DEWEY an want to remove DEWEYPER from your drop down list, let us know.

Acquisitions Module Libraries – We have confirmed with SirsiDynix that the Parts in Set field in Modify Order creates the |Z when volume information is added to that field. Acquisitions libraries do NOT need to add the |Z manually if they add volumes into the Parts in Set field. However, they will need to remove the space between V. and the number of the volumes moving forward.

Serials Control Module Libraries – Libraries that use the serial control module can adjust their predictions to remove the spaces from V. and No. for consistency if they so choose. However, magazines and periodicals have not traditionally been part of the problem related to holds and patron confusion with volumes. As such, this is not required and can be a local decision if libraries want to change their periodical prediction patterns.

Where can I learn more?

- √ Today's training will be recorded and shared in a future GovDelivery Newsletter.
- √ There is a full Knowledge Base article addressing call number analytics and related issues as well: Cataloging Serials, Series, Multi-Part Works and Applying Analytics.
- √ A version of this document and questions from the MSC meeting will also soon become a new KB article concerning frequently asked questions about call number analytics.
- √ When that article is available it will be shared in the GovDelivery Newsletter as well.
- √ Multiple KB articles are being updated through the month of May to address these changes.
- √ If you have any questions or concerns, especially about specific records, please open a ticket.