

Item Volume Fields

Volume fields should only be added to item records in certain specific situations. If even a single item on a bibliographic record has a volume field, the OPAC will require patrons to place item-level holds on that bib. This creates an added burden on patrons, unequally distributed ILL requests in the system, and can result in stuck holds.

When to use an item volume field:

1. Serial records (e.g., periodicals, travel guides)
2. Multi-volume monographs (e.g., multi-volume encyclopedias)
3. Local short-term collections (e.g., bestseller express records)
4. Some park and museum passes use volume fields to note the year - catalogers should suppress or delete the previous year's pass item when adding the current year pass

Do not use item volume fields on:

1. Graphic novel records (for more information on how to catalog graphic novel/manga series, please see [Minerva Guidelines for Cataloging Graphic Novels](#)).
2. Audio-visual records (all multi-disc A/V materials should be packaged together and circulated as one item, see [Single Format Multi Disc Sets](#) instructions)
3. To note missing components

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