



Item Record Volume Field Recommendation

Recommendation

Volume fields in item records are only acceptable in the following situations:

1. Item records for ~~magazine~~ **periodical** holdings.
 - Month/Year must display in either the Call Number field or Volume field.
2. Item records for multi-volume ~~reference works such as encyclopedias~~ **non-fiction works** and **braille works**.

Explanation

When a volume field is present in an item record, patrons will be prompted to select a specific copy when placing their hold. This causes an item level hold. This functionality leads to poor customer service as item level holds sometimes do not fill as promptly and other items on the same bib record are not paged to fill the hold.

In the cases of ~~magazines and encyclopedias,~~ **periodicals, multi-volume non-fiction works, and braille,** item level holds allow patrons to select the exact issue or volume they want.

Approved 2023-09-07