

Recording Enumeration and Chronology Item Information for Serials and Multivolume Monographs

POLICY

Odum Libraries policy for enumeration and chronology data entry is governed by two standards and Ex Libris documentation:

1. *Holdings Statements for Bibliographic Items* (ANSI/NISO Z39.71)
([https://groups.niso.org/apps/group_public/download.php/18121/Z39.71-2006_\(R2011\).pdf](https://groups.niso.org/apps/group_public/download.php/18121/Z39.71-2006_(R2011).pdf))
2. *MARC21 Format for Holdings Statements* (<http://www.loc.gov/marc/holdings/>)
3. “Does Alma Support All Levels of Enumeration and Chronology?” from *Print Serials*
(https://knowledge.exlibrisgroup.com/Alma/Product_Materials/050Alma_FAQs/Print_Resource_Management/Print_Serials#Does_Alma_support_all_levels_of Enumeration_and_Chronology.3F)

Note: Migrated data as well as various configurations within Alma may not reflect the procedures below until all item records have been updated.

PROCEDURES

These instructions cover recording of Enumeration and Chronology for serials and multivolume monographs.

- I. **Migration Issues**
 - a. **853/863; 854/864; 855/865**

VSU placed all of the holdings data for serials in the paired 853/863 (main volumes), 854/864 (supplements), and 855/865 (indexes) fields. Primo does not interpret these fields in displays. Instead, they rely on the free text fields corresponding to the paired fields (866, 867, and 868 respectively). Ex Libris provided a script to convert all of VSU's paired fields to the free text fields. Although the conversion is sufficient for Primo, coding of the free text fields will need adjustments to align them with the MARC21 standard designed for machine interpretation.

Note: When the 866-868 fields have been adjusted, the paired fields should be deleted.

- b. **First level Enumeration moved to Chronology upon migration**

During the migration process, Ex Libris took it upon themselves to migrate chronology-only data to the Chronology fields, which according to the *MARC21 Format for Holdings* “853-855 – Captions and Pattern-General Information” under \$i-\$m they should be recorded take the place of the enumeration.

“When only Chronology captions are used on an item (that is, the item carries no enumeration), the Chronology captions are carried in the relevant enumeration caption subfields (\$a-\$h) and no captions are recorded in subfields \$i-\$m.”

Odum Library intends to follow the standard and record all captions lacking enumeration in the designated enumeration fields (\$a-\$h). This will entail a long-term project to correct mis-migrated data for serials and multivolume monographs.

Example: Migrated Data

Enumeration A	-	Enumeration B	-
Chronology I	1994 Suppl.C	Chronology J	-
Description	1994 Suppl.C		

Corrected as:

Enumeration A: 1994

Enumeration B: C

Chronology I: [Empty]

Chronology J: [Empty]

Description: 1994:suppl.C [Generate]

II. Item Record Overview
a. Levels

The ANSI/NISO standard and MARC21 holdings articulates “levels” for enumeration and chronology. Levels are easy to comprehend when taken in context. For example, a monthly periodicals may have a volume (first level) and twelve monthly issues (second level).

Enumeration	Chronology
A = Level One (e.g.,: v.)	I = Level One (e.g., Year)
B = Level Two (e.g., no.)	J = Level Two (e.g., Month or Season)
C = Level Three (e.g., pt.)	K = Level Three (e.g., Day)
D = Fourth Level	L = Level Four
E = Fifth Level	M = Alternative chronology
F = Sixth Level	
G = Alternative enumeration –Level One (e.g., Whole no.)	
H = Alternative enumeration –Level Two (e.g., Whole no.)	

Enumeration consists of: volumes; numbers; parts; sections, etc.

Chronology consists of: years; months; seasons; days

Alternate numbering: Some titles will also have “whole” numbers, or “Issues” which is equal to the total number of issues published from day one (theoretically)

Example:

Enumeration A	21	Enumeration B	3
Chronology I	1999	Chronology J	23
Description	v.21:no.3=Issue 73(1999:Fall)		

Enumeration: First Level (A): 21
 Second Level (B): 3
Chronology: First Level (I): 1999
 Second Level (J): 23
Alternate Numbering (G): 73

Note in the display above, alternate numbering is does not have a place. The Item record must be **saved and edited** to view additional folders with these fields for Third Level or lower Enumeration and Chronology as well as the alternate numbering.

Once on the screen for editing, the **ENUM/CHRON Information** tab must be selected and the alternate numbering can be added as well as any additional levels of enumeration and chronology needed. Note in all cases, only the numbers are added.

Note: in the examples above, only the number is recorded. The v., no., pt., etc. is only found in the Description

III. Punctuation and Abbreviations

- a. The ANSI NISO Table 3 (page 19) provides a list of all potential punctuation for use in the holdings record. The Table below is a subset of these punctuation marks.

NAME	SYMBOL	PURPOSE	EXAMPLE
Colon	:	Separates two orders (Levels) of hierarchical units	v.1:no.1
Equal sign	=	Separates alternative numbering schemes	v.2:no.12=Whole no.24
Forward slash	/	Indicates combined numbering or chronology	v.1/2 1999/2000
Hyphen	-	Indicates an unbroken range, or open holdings	v.1(1980)-v.2(1981) v.23:no.1(1998:Dec.)-
Parentheses	()	Separates enumeration and chronology	v.1:no.3(1999:Mar.)
Square brackets	[]	Encloses supplied enumeration or chronology when not present on the volumes or issues	v.1:[no.3]

- b. Abbreviations for months come from AACR2 Appendix B.15 as prescribed by the ANSI-NISO standard **5.5.5.2 Dates**. ANSI/NISO states “Record months, seasons, and days in the vernacular form, as they appear on the publication”

English Month Abbreviations		Seasons	
<u>Item Codes</u>	<u>Description</u>	<u>Item Codes</u>	<u>Description</u>
01	Jan.	21	spring
02	Feb.	22	summer
03	Mar.	23	autumn or fall
04	Apr.	24	winter
05	May		
06	June		
07	July		
08	Aug.		
09	Sept.		
10	Oct.		
11	Nov.		
12	Dec.		

Note: June and July are not abbreviated.

- c. Other abbreviations follow those found in RDA Appendix. Select examples

Band	=	Bd.	
Number	=	no.	
Numer	=	nr.	
Part	=	pt.	
Supplement	=	suppl.	[Note: from AACR2R – Appendix B.9]
Teil	=	T.	
Tom	=	t.	
Volumes	=	v.	

IV. Examples

Example: Periodical published 4 times a year

On Issue: Vol. 76, No. 3 Fall 2017

Enumeration A	<input type="text" value="76"/>	Enumeration B	<input type="text" value="3"/>
Chronology I	<input type="text" value="2017"/>	Chronology J	<input type="text" value="23"/>
Description	<input type="text" value="v.76:no.3(2017:Autumn)"/> <input type="button" value="Generate"/>		

Example:

On issue: Volume 29, Number 2 2015

Enumeration A	<input type="text" value="29"/>	Enumeration B	<input type="text" value="2"/>
Chronology I	<input type="text" value="2015"/>	Chronology J	<input type="text"/>
Description	<input type="text" value="v.29:no.2(2015)"/> <input type="button" value="Generate"/>		

On issue: Volume 48 2015/2016 Number 3

Enumeration A	<input type="text" value="48"/>	Enumeration B	<input type="text" value="3"/>
Chronology I	<input type="text" value="2015/2016"/>	Chronology J	<input type="text"/>
Description	<input type="text" value="v.48:no.3(2015/2016)"/> <input type="button" value="Generate"/>		

Note: The combined years and recorded with a forward slash (/)

On issue: Volume 47C 2018 edition

Enumeration A	<input type="text" value="47C"/>	Enumeration B	<input type="text"/>
Chronology I	<input type="text" value="2018"/>	Chronology J	<input type="text"/>
Description	<input type="text" value="v.47C(2018)"/> <input type="button" value="Generate"/>		

Spine label for this multivolume monograph with replacement issues. The volume and year are included on the spine label (the year shows the date of revision to the volume)

REF ALCOVE
 KF
 154
 .C56
 v.47C
 2018

But...

On issue: 2013 volume 67

Enumeration A	<input type="text" value="67"/>	Enumeration B	<input type="text"/>
Chronology I	<input type="text" value="2013"/>	Chronology J	<input type="text"/>
Description	<input type="text" value="2013"/>	<input type="button" value="Generate"/>	

Note: For “Classified Serials” (those with call numbers of any kind), when the enumeration and chronology are equal in Level, the spine label will not carry both volume and year, only one of them. As such, the description should only have what is recorded on the spine label.

Instructions for what is recorded on the spine label are found in the \$x of the 852 Field in the holdings. If exceptions are being made to the policy, the 852 \$x will indicate this.

852 0 \$a GYG \$b Odum \$c STACK3 \$h JX1977.A37 \$i Y4 \$x [year]

Spine label
 JX
 1977
 .A37
 Y4
 2018

Example: Standing order for a series cataloged as monographs

On issues: volume 89, number 4

Enumeration A	-	Enumeration B	-
Chronology I	-	Chronology J	-
Description	-		

Series information is not recorded in either Enumeration or Chronology

Example: Standing order for Scores when a multivolume set

On issue: Russian enumeration **Tom 75**

Enumeration A	<input type="text" value="75"/>	Enumeration B	<input type="text"/>
Chronology I	<input type="text"/>	Chronology J	<input type="text"/>
Description	<input type="text" value="t.75"/>	<input type="button" value="Generate"/>	

Bibliographic records shows two volumes; requires Enumeration A and Description for each individual volume