

## Examples for Multi-Volume Sets, Open Entries, ETC.

Call Number	PUBLIC NOTE	TITLE
324.63 HAVE  zV01	NONE	U.S. presidential candidates and elections
394.2605 CHAS  z2006	NONE	Chase's Calendar of events
zAPR 2005	NONE	Country Living
zJAN/FEB 2005	NONE	Adirondack Explorer
zAPR 4 2005	NONE	Business Week
zAPR 1/8 2005	NONE	New Republic
737.4 YEOM  z1998 51st	NONE	Guide book of United States coins
641.5 BEST  z2005	NONE	Best of Gourmet
428.42 RICE  zBK01	Student workbook	Focus on Phonics
428.42 RICE  zBK01	Teacher's ed.	Focus on Phonics
427.973 RAND  zV01 A-G	NONE	Random House historical dictionary of American slang
769.56 SCOT  z2004 V06 SO-Z	NONE	Scott's Standard Postage Stamp Catalogue
AUDIO  zPART 01	Seeds of change, 1901-1914	The century (narrated by Peter Jennings)
372.44 VOCA  zLEVEL A	NONE	Vocabulary Connections
<b>Things like Teacher's ed. , Student Workbook, etc. should be placed in the Public Notes field as notated in the "Focus on Phonics" example above NOT in the Call Number.</b>		
<b>Things like LITERACY should be chosen as the LOCATION as notated in the "Vocabulary Connections" example above NOT in the Call Number.</b>		
<b>For Reader's Digest Condensed Books large-type reader and Reader's Digest select editions large type, see records AFW-8630 and AGD-4123 (can be called up using the general search)</b>		

The following is a list of the proper order to enter information into the Call Number Field:

- 1st - Call number (followed by a space, pipe z, space and then the remainder of the information)
- 2nd - YEAR
- 3rd - Edition
- 4th - Volume
- 5th - Lettered Subdivision

Example : 641.53 GRAY |z2004 24th V02 A-G

\*\*\*\*\*Note - DO NOT USE Roman Numerals when putting volumes into the item record. If you have Volume IV, you would do the call number in the item record 123.4567 ABCD |zV04 **NOT** 123.4567 ABCD |zV IV