

Adding Volumes and Copies

1. INTRODUCTION

When an item is added to an already-catalogued bibliographic record for a new location, a new volume is created. When an additional item is added to the same location, a new copy is created.

1.1 New volumes

New volumes are added to bibliographic records by creating a new call number structure (or by loading the order if the order record is multi-part).

1. Click on the **Call Number and Item Maintenance** wizard and search for the desired title.
2. Click on the **Modify** button at the bottom of the screen.
3. Go to the **Call Number/Item** tab.
4. Choose the **Add Call Number** button at the bottom of the screen. The **Library for new call number** screen will appear.
5. Choose the library to which the call number is to be added and click on **Okay**. A screen for the new call number will then appear.
6. Type in the new call number and make any other edits needed (such as Item ID, etc.).
7. Click on **Save** when finished. After you have added the item ID you can choose to **Return to Search** or **Close**.
8. Be sure to edit the MARC holdings record after adding a volume (see MARC Holdings Records, Section III, Chapter M)

NOTE: For placement of subfield z in a call number, see [Subfield z in Call Numbers](#).

1.2 New copies

1. Click on the **Call Number and Item Maintenance** wizard.
2. Search for and display the item to which you wish to add a second copy.
3. Click on the **Modify** button at the bottom of the screen.
4. Click on the **Add Item** button and add an item ID and supply the other information as needed.
5. Click on **Save** to update the record.
6. Be sure to edit the MARC holdings record after adding a volume (see MARC Holdings Records).

2 DUMMY CALL NUMBERS

2.1 Introduction

Dummy call numbers are added to all set-standing orders, serial records with ongoing subscriptions, and multi-volume monographs that contain four or more volumes. This format displays a message to users directing them to look at the bibliographic record to see which specific volumes are held by Fondren Library.

2.2 Creating dummy call numbers

Dummy call numbers are created by adding a new call number structure.

1. Click on the **Call Number and Item Maintenance** Wizard.
2. Click on **Add Call Number** button
3. Choose the library as appropriate
4. Type in the call number and add (VIEW FOR HOLDINGS) after the subfield z.
5. For serials, a copy must be created for the dummy call number (creating a copy will require the cataloger to supply the home location, etc.)
6. Click on **Save** to finish.