# **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.