

Subfield Z in Call Numbers for Multiple Volume Records

- |Z allows copy-specific holds on multiple volume records, such as:
 - DVD sets for TV shows and movie collections
 - Multiple volume print records, including magazines and graphic novels
- Anything can be in the call number before |Z, but there is a 40-character limit
- There are no spaces before or after |Z
- Hold the shift key along with the \ key to enter |Z in the call number
- Information after |Z must follow SAILS standards (as shown in the examples below)
- Holds will not be filled efficiently without this consistent, standard information after |Z

DVD Sets

Set is kept together for circulation; discs circulate together

- Enter |ZA FULL SET
- Example:
DVD MYSTERY|ZA FULL SET

Set is split up for circulation; discs circulate separately

- After |Z enter the disc number, volume number, or title on the DVDs
- Enter as much of the title as possible, even if the whole title will not fit in the call number
- Examples:
DVD GAME OF THRONES|ZDISC 1&2
DVD GAME OF THRONES|ZDISC 3&4
DVD GAME OF THRONES|ZDISC 5
DVD SHERLOCK|ZDISC 1
DVD SHERLOCK|ZDISC 2
DVD CHR POI-2|ZV. 1
DVD CHR POI-2|ZV. 2
DVD CHR POI-2|ZV. 3
DVD|ZAFTER THE THIN MAN
914.2 RIC|ZENGLAND AND WALES
DVD|ZDVD914.04RICK|ZENGLAND WALES IRELAND SCOT
(example of when the full title from the disc does not fit in the call number)

ACQ/9XX Libraries Only: Acquisition Call Numbers and Subfield Z with DVD Sets

- After running the Load Bibs with Order Info report, you MUST update the call number for DVD set records
- Enter |ZA FULL SET for the complete DVD set
- Example:
XX(2026582.2)|ZA FULL SET

Print Records with Multiple Volumes or Parts

- After |Z enter the volume number, part number, or date on the book or magazine
- Book examples:
REF 910 WOR|ZV. 1
REF 910 WOR|ZV. 2
815 AME|ZPT. 3
REF 394.26 CHA|Z2015
- Graphic novel examples:
J FIC KUSAKA (GRAPHIC)|ZV. 1
J FIC KUSAKA (GRAPHIC)|ZV. 2
YA WHEDON GRAPHIC|ZV. 1
YA WHEDON GRAPHIC|ZV. 2
GN ATTACK ON TITAN|ZPT. 1
GN ATTACK ON TITAN|ZPT. 2
GN ATTACK ON TITAN|ZPT. 3
- Magazine examples:
|ZFEB 2015
|ZMAR 2014
|ZFEB 21, 2013
|ZWIN 2012

Reminders:

- |Z will automatically be added to call numbers with V. and PT. (such as V. 1 and PT. 2) after you click Save
- Double check that |Z has not been added to your call number when you are attaching to a single volume record
- |Z in call numbers for single volume records will create problems with holds being filled
- |Z missing in call numbers for multiple volume records will create problems with holds being filled

Example of |Z in Call Numbers for TV Show DVD Set Record

The screenshot displays the 'Modify Title' window in SirsiDynix Symphony Workflows. The main window title is 'SirsiDynix Symphony Workflows: Modify Title'. The menu bar includes 'File', 'Edit', 'Wizards', 'Helpers', 'Modules', 'Preference', 'Tools', and 'Help'. The toolbar contains various workflow options: 'Acquisitions', 'Cataloging', 'Circ Ltd', 'Circulation', 'Configuration', 'Offline', 'Outreach', 'Reports', 'Requests', 'Reserves', 'Selection', 'Serial Control', and 'Utility'.

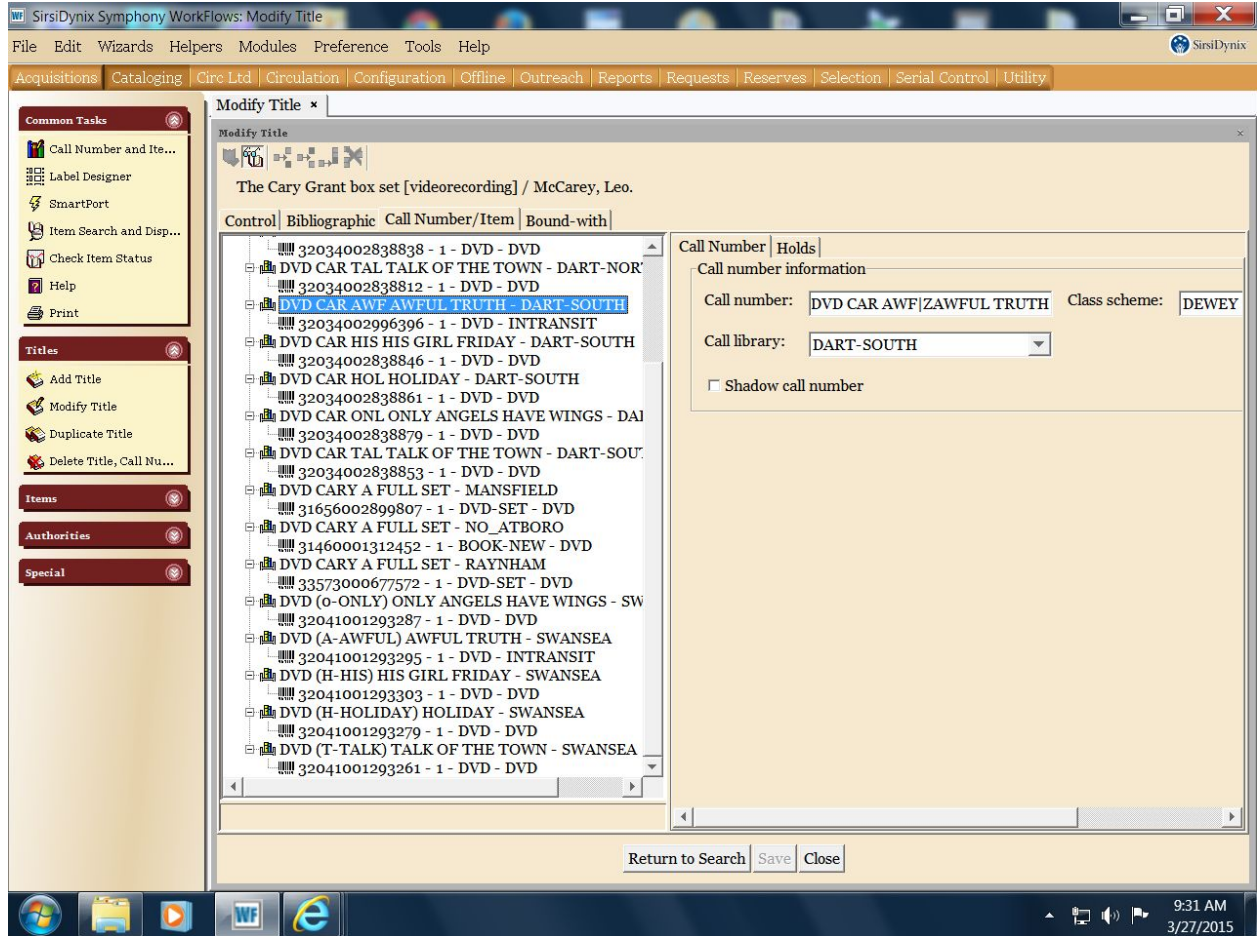
On the left side, there are several task panels: 'Common Tasks' (Call Number and It..., Label Designer, SmartPort, Item Search and Disp..., Check Item Status, Help, Print), 'Titles' (Add Title, Modify Title, Duplicate Title, Delete Title, Call Nu...), 'Items', 'Authorities', and 'Special'.

The main area is titled 'Modify Title' and shows the title 'Game of thrones. The complete fourth season / Benioff, David,'. Below the title, there are tabs for 'Control', 'Bibliographic', 'Call Number/Item', and 'Bound-with'. The 'Call Number/Item' tab is active, displaying a list of records. The first record is highlighted: 'TV/DVD GAME SEAS 4 A FULL SET - ABORO-MAIN'. Other records include '31654004395239 - 1 - DVD - CHECKEDOUT - In U...', 'ADVD GAME SEASON 4 A FULL SET - BWATER', '31609002891571 - 1 - DVD - HOLDS', 'DVD GAM-4 DISC 1&2 - DART-NORTH', '32034003875599 - 1 - DVD - HOLDS', 'DVD GAM-4 DISC 3&4 - DART-NORTH', '32034003875607 - 1 - DVD - HOLDS', 'DVD GAM-4 DISC 5 - DART-NORTH', '32034003875615 - 1 - DVD - HOLDS', 'DVD GAM-4 DISC 1&2 - DART-SOUTH', '32034003875623 - 1 - DVD - CHECKEDOUT - In U...', 'DVD GAM-4 DISC 3&4 - DART-SOUTH', '32034003875631 - 1 - DVD - HOLDS', 'DVD GAM-4 DISC 5 - DART-SOUTH', '32034003875649 - 1 - DVD - CHECKEDOUT - In U...', 'GAME OF THRONES SEASON 4 A FULL SET - DIGH', '33575000788812 - 1 - DVD - HOLDS', 'DVD GAME SEASON 4 A FULL SET - EASTON', '33576001926104 - 1 - DVD-SET - CHECKEDOUT -', 'DVD GAME A FULL SET - EBWATER', '32870001519865 - 1 - DVD - CHECKEDOUT - In U...', 'DVD TV SERIES GAME 4 A FULL SET - FOXBORO', '33328002677983 - 1 - DVD-SET - CHECKEDOUT -', 'DVD-RENTAL GAME 4 A FULL SET - FOXBORO', '33328002678304 - 1 - DVDRENT - CHECKEDOUT', 'DVD GAME 4 A FULL SET - MANSFIELD', and '31656003786094 - 1 - DVD-SET - CHECKEDOUT -'.

On the right side, there is a 'Call Number' section with a 'Holds' tab. The 'Call number information' form shows 'Call number:' as 'TV/DVD GAME SEAS 4|ZA FULL SET' and 'Class scheme:' as 'I'. The 'Call library:' is set to 'ABORO-MAIN'. There is a checkbox for 'Shadow call number' which is currently unchecked.

At the bottom of the window, there are buttons for 'Return to Search', 'Save', and 'Close'. The Windows taskbar at the bottom shows the time as 1:12 PM on 3/23/2015.

Example of |Z in Call Numbers for Movie Collections DVD Set Record



Example of |Z in Call Numbers for Multiple Volume Graphic Novel Record

The screenshot displays the 'Modify Title' window in the SirsiDynix Symphony WorkFlows application. The window title is 'Modify Title *'. The main area shows the title 'Pokémon XY / Kusaka, Hidenori' and a tree view of the record structure. The selected record is 'J FIC KUSAKA (GRAPHIC) V. 1 - MANSFIELD' with call number '31656003793173 - 1 - BOOK - CATALOGING - In Use'. The right-hand pane shows the 'Item Info' tab with the following fields:

- Call number information:
 - Call number: J FIC KUSAKA (GRAPHIC)|ZV. 1
 - Class scheme:
 - Call library: MANSFIELD
 - Shadow call number
- Item information:
 - Item ID: 31656003793173
 - Copy number:
 - Type: BOOK
 - Item library:
 - Home location: JFICTION
 - Current location:
 - Item cat1: JFICTION
 - Item cat2:
 - Item cat3:
 - Item cat4:
 - Item cat5:
 - Number of pieces:
 - Media desk: BCC
 - Price:
 - Total charges: 0
 - Circulate
 - Permanent

The bottom of the window shows 'Date created: 3/11/2015' and buttons for 'Return to Search', 'Save', and 'Close'. The Windows taskbar at the bottom shows the time as 1:18 PM on 3/23/2015.