
Enum/Chron Fields in Voyager Item Records for Serials (and Multiparts)

For: All Technical Services Staff

From: Joan Swanekamp, Chief Catalog Librarian

Date: (4/15/2003 creation date/ December 5, 2007 9:22 AM revision date)

Beginning April 14, 2003 please begin following these guidelines for recording enumeration and chronology designations in item records for serials. Where applicable, apply also to multipart items, e.g. guidelines on use of captions.

UPDATE (Nov. 1, 2005). Policy and procedure updates are in italics. Entire Additional Examples section is new.

UPDATE (Oct. 12, 2005). Examples for accompanying material updated to follow guidelines in media processing procedures.

UPDATE (Dec. 1, 2003): The section on Repeating Numbers documents a new procedure change. Note also the policy for legacy item records at the end of this document.

Policy

1. Record enumeration designations ONLY in the Voyager item record ENUM field. If the enumeration in MFHD includes captions, transcribe the caption as part of the enumeration. To save space, record only the part caption at the beginning of the range, i.e. no.99-105 NOT no.99-no.105.

*If a volume with missing issues is intended to be bound in one physical part, record the enumeration designation in **ENUM** as if all issues were held. If the volume is not intended to be bound in one physical part, as sometimes happens with semiannuals where both parts are issued as separate bound volumes, record the part detail in **ENUM**.*

*If a volume with missing issues must be bound in more than one physical part, record enumeration designation in **ENUM** as if all issues were held unless the missing issue(s) is/are the first or last. Part designations should reflect the bibliographic parts (i.e. the parts that could be recorded in the MFHD) rather than the physical parts representing the local binding decision.*

*Optionally, record missing issues in the **Free Text** area. (See 7. below)*

NOTE: For LSF and any other location where label printing is not relevant, part detail for the enumerative designation may be recorded consistent with ANSI/NISO to the extent that the user can decide, based on the information in ENUM/CHRON, whether a particular item is the one sought.

2. When item records are linked to the analytic bibliographic records of analyzed monographic series and multipart monographs, ENUM/CHRON relating to the cover record is not recorded. However, in 852 \$i, begin using a caption with the volume number if a caption is used in the MFHD of the cover record.

3. Record chronological designations ONLY in the Voyager item record CHRON field, even if the chronological designation functions as enumeration. *To save space when years overlap, abbreviate the 2nd year of the range to the decade. See [Rules for Marking Serials](#) [1]. Section: Rules for Marking by Year.*

If a volume with missing issues is intended to be bound in one physical part, record chronological designation in CHRON as if all issues were held.

Enum/Chron Fields in Voyager Item Records for Serials (and Multiparts)

Published on Yale University Library (<https://web.library.yale.edu>)

If a volume with missing issue(s) must be bound in more than one physical part, record chronological designation in **CHRON** as if all issues were held unless the missing issue(s) is/are the first or last.

Optionally, record missing issues in the **Free Text** area. (Notes in **Free Text** will display in the OPAC view if the item is charged)

NOTE: For LSF and any other location where label printing is not relevant, part detail for the chronological designation may be recorded consistent with ANSI/NISO to the extent that the user can decide, based on the information in ENUM/CHRON, whether a particular item is the one sought.

4. Record enumeration and chronological designations in the appropriate fields even if this results in both designations printing below the call number (see examples below).

5. If it is considered necessary to record alternate numbering in ENUM, record the alternate enumeration designation following `<equal sign><space>` to force the number to the line below the main enumerative numbering scheme. Do not use colons to separate main numbering from alternative numbering; colons should be used to designate parts. (See Marking examples)

6. When supplements and indexes are recorded in 867 and 868 respectively, record **Suppl.** and **Index** in CHRON, following the chronological designation if there. When a supplement or index is cataloged as a separate bibliographic record, **Suppl.** or **Index** should be recorded in 852 \$i, and only the chronological designation would be recorded in CHRON.

7. Generally do not record data in the following Voyager item record fields: YEAR, CAPTION, FREE TEXT or SPINE.

EXCEPTION: Marx Library will record pagination in FREE TEXT field as appropriate.

If the FREE TEXT option is used, keep in mind: text entered in that field will not display in the Item Record retrieval window in the Circulation Module or the Items Found window in the Cataloging Module. The text will not display in the Status field in the OPAC display unless the item is charged. However, if the patron clicks on Place Requests in the OPAC, then logs in and selects Request Staff Search or Delivery, then text entered in ENUM, CHRON, and Free Text will display in the new window in the Select an Item slot (for serials and multiparts, it will be necessary to scroll through the list of items).

Until Catalog Management policies & procedures for ENUM/CHRON are available on the web, contact [Eva Bolkovac](#) [2].

Effective Date: February 6, 2014

Label Generating Program

*Note. The label printing examples are based on the SML label-printing program. The Selin label will accommodate up to 13 spaces on a line. The number of lines has been tested successfully to 11 and there seems to be no reason why additional lines could not be printed. When entering ENUM and CHRON data, provide a line break by inserting a space after the colon (or equal sign) to separate volume from part detail or main chronological designation from subordinate chronological designation whenever combined main/subordinate detail cannot fit on a single line. Always prefer keeping each level of subordinate detail on the same line. When in doubt, force a subsequent line by inserting a space. Descriptor terms like **Index** or **Suppl.** should always be forced to a separate line.*

NOTE: for LSF and any other location where label-printing is not relevant, providing a line break is not necessary.

A limitation of the label printing program is that it will place ENUM/CHRON text below **(LC)** or **(LC) Oversize** when these elements are in 852 \$i and \$m respectively. In such cases, Preparations staff use cut and paste functionality to move the ENUM/CHRON text block into the proper position below the call number but above **(LC)** or **(LC)**

Enum/Chron Fields in Voyager Item Records for Serials (and Multiparts)

Published on Yale University Library (<https://web.library.yale.edu>)

Oversize. The examples in this document reflect the label output after editing by Preparations staff. Staff entering ENUM/CHRON text should follow the formatting guidelines in the previous paragraph even if the call number ends with **(LC)** or **(LC) Oversize**.

The label generating program has been updated to do the following:

a. If data is in ENUM and no data is in CHRON, label will print with ENUM data below the call

Item record field label	Item record field value	Label prints as:
ENUM	no.99-105	GV199.8
CHRON		R62 no.99-105 (LC)

b. If no data is in ENUM and data is in CHRON, label will print with CHRON data below the call number. (In this example, the volume represents 2 complete years, 2000 and 2001.)

Item record field label	Item record field value	Label prints as:
ENUM		GV199.8
CHRON	2000-01	R62 2000-01 (LC)

c. If data is in both ENUM and CHRON, both ENUM and CHRON data will print below the call number, in that order. If both enumeration and chronological designations are recorded in the bibliographic record (362 or 500) or the MFHD 86x fields, record the part specific data in both of the appropriate fields, even if this results in both designations printing below the call number.

Item record field label	Item record field value	Label prints as:
ENUM	no.99-105	GV199.8
CHRON	2000	R62 no.99-105 2000 (LC)

Last modified: Friday, January 16, 2015 - 11:26am

Additional Examples

1. Semiannual. Volume 3 is issued in 2 separate bound physical parts. Since the 2 parts are intended to stand separately on the shelf, the part number is recorded in ENUM even if part 2 is missing. In this example, the publisher did not supply chronological detail below the year.

Item record field label	Item record field value	Label prints as:
ENUM	v.3:1	S401 .A84 v.3:1 1979

Enum/Chron Fields in Voyager Item Records for Serials (and Multiparts)

Published on Yale University Library (<https://web.library.yale.edu>)

Item record field label	Item record field value	Label prints as:	
CHRON		1979	(LC)

2. Quarterly. Ano 25 is bound in one physical part; no. 1 is missing. Since the volume is bound in one physical part, the subordinate part detail is not recorded in ENUM even when subordinate parts are missing. The gaps should be recorded in MFHD and optionally in Free Text. For formatting purposes, an underscore is entered between the unabbreviated caption and the volume number, since a space would force the volume number to the subsequent line.

Item record field label?	Item record field value	Label prints as:	
ENUM		ano_25	HD1876
CHRON		1965	.A37 ano_25 1965 (LC)

Optionally, in Free Text: no.1 wanting.

3. Monthly (volume with 12 subordinate parts). Vol. 96 is bound in 2 physical parts; no. 1, 8, & 11 are missing.

Item record for first physical part. Note that the numbers following the colon represent bibliographic rather than physical parts. In this example, note that the complete enumerative designation will fit on one line, but the complete chronological designation will not; a space is inserted following the year to force the month range to the following line.

Item record field label?	Item record field value	Label prints as:	
ENUM		v.96:no.2-6	S22
CHRON		2004: Feb.-June	.A7 v.96:no.2- 2004: Feb.-June (LC)

4. Item record for second physical part. Although no. 8 & 11 are missing, note that ENUM is not recorded as v.96 :no.7,9-10,12. Again, note that the part numbers following the colon represent bibliographic rather than physical parts.

Item record field label?	Item record field value	Label prints as:	
ENUM		v.96:no.7-12	S22
CHRON		2004: July-Aug.	.A7 v.96:no.7- 2004: July-Aug. (LC)

Optionally, in Free Text: no.8, 11 wanting.

5. Main enumeration with whole number as subordinate. Note that in standard serial cataloging practice, if the volume & consecutive numbers appear together on the source, and the consecutive number functions as a subordinate level of designation, the consecutive number is treated as a subordinate part rather than as an alternative numbering scheme. Issued weekly; 2 months bound in each volume. Underscore inserted in "new_ser." to prevent line break.

Item record field label	Item record field value	Label prints as:	
ENUM		new_ser.II v.437: no.7047-7054	Q1
CHRON		2005: July-Dec.	.N37 new_ser.II v.437: no.7047-70 2005: July-Dec. (LC)

6. Main enumeration with whole number as alternative numbering (since the main number has its own subordinate numbering scheme, the consecutive numbering is treated as an alternative number). Decision made to record alternative numbering in ENUM because of citation practice. Monthly, bound twice a year.

Enum/Chron Fields in Voyager Item Records for Serials (and Multiparts)

Published on Yale University Library (<https://web.library.yale.edu>)

Item record field label	Item record field value	Label prints as:	
ENUM		v.10:no.1-6= no.121-126	Q1
CHRON		2005: Jan.-June	.S34 v.10:no.1-6 no.121-126 2005: Jan.-June (LC) Oversize

7. Index recorded in 868. (852 \$h N11 \$i .C4X (LC) \$m Oversize)

Item record field label	Item record field value	Label prints as:	
ENUM		v.31-55	N11
CHRON		1949-73 Index	.C4X v.31-55 1949-73 Index (LC) Oversize

8. Supplement cataloged separately. (852 \$h HF53 \$i .W612 Suppl. (LC) \$m Oversize)

Item record field label	Item record field value	Label prints as:	
ENUM			HF53 .W612 Suppl. 1970 (LC) Oversize

Last modified: Friday, January 16, 2015 - 11:27am

Accompanying Material

On the item record for accompanying material, enter the item type format code in the CHRON field to differentiate it from the primary volume. Record the item type format code in CHRON after the chronological data.

(SML) For guidelines on format code terms, refer to:

[Cataloging Procedures for Audiovisual, CD-ROM, and Related Media](#) [3]

Item type entered in CHRON. Note that **CD** is used for either CD-ROMs or sound recording CDs.

Serial example.

Item record field label	Item record field value	Label prints as:	
ENUM		no.99-105	GV199.8
CHRON		2000 CD	.R62 no.99-105 2000 CD (LC)

Monograph example:

Item record field label	Item record field value	Label prints as:	
ENUM			QC21.2 .H43 2003

Enum/Chron Fields in Voyager Item Records for Serials (and Multiparts)

Published on Yale University Library (<https://web.library.yale.edu>)

Item record field label	Item record field value	Label prints as:
CHRON	CD	CD (LC)

Back to: [Enum/Chron Fields in Voyager Item Records for Serials \(and Multiparts\)](#) [4]

Last modified: Thursday, October 1, 2015 - 4:20pm

Repeating Numbers

Per **RDA 2.6.2.3** (formerly AACR2 12.3C4), "if the designation consists of a year and a number that is a division of the year, give the year before the number."

CONSER example (8.5.5):

On piece:

no. 1 1990 (*no. 1 repeats each year*)

In record:

362 0# \$a 1990, no. 1-

MFHD:

Volume 1990 incomplete; volume 1991 complete:

866	4	1	#8 0 #a 1990:no.1 1990:no.5,
866	4	1	#8 0 #a 1990:no.7-1990:no.12,
866	4	1	#8 0 #a 1991

Volumes 1990 and 1991 complete (compressed):

866	4	1	#8 0 #a 1990-1991
-----	---	---	-------------------

Item record:

If volume uses chronological enumeration (i.e. year) and cannot be bound as one physical volume, part designation is based on bibliographic parts. To simplify workflow, record years functioning as enumeration in Voyager CHRON field. If the year enumeration is further subdivided by numerical part numbers, and the year must be bound in multiple physical volumes, record the numerical part numbers after the year in the Voyager CHRON field. Use a colon to separate the (volume) year from the part numbers.

EXAMPLE

MFHD:

Volume 1990 incomplete; volume 1991 complete:

866	4	1	#8 0 #a 1990:no.1-1990:no.5,
866	4	1	#8 0 #a 1990:no.7-1991:no.12

Item record:

CHRON 1990:no.1-5

CHRON 1990:no.7-12

CHRON 1991:no.1-6

CHRON 1991:no.7-12

Rationale:

- enumeration in item records displays when the item is charged
- physical part numbers are misleading for users and ILL when displayed
- misleading for staff view when holdings are compressed
- citation is likely to include part number

using bibliographic part numbers will get item records in synch with MFHD and will clarify holdings when compression is used in MFHD.

Obsolete Former Practice?

If volume uses chronological enumeration (i.e. year) and cannot be bound as one physical volume, part designation is based on physical parts, i.e.:

CHRON 1990:1

CHRON 1990:2

Last modified: Friday, January 16, 2015 - 11:27am

Marking Physical Items, Use of Caption in 852 of Analytic, Policy for Legacy Item records

Marking Physical Items

CHRON, transcribe the same data when marking the item. In example c. above, the t.p. verso of no. 99 would be marked:

GV199.8
R62
no.99-105
2000
(LC)

Use of Caption in 852 of Analytic?

To be consistent with the change in procedure, include the caption in 852 \$i before the volume number if a caption is used in the MFHD 866 of the cover record.

Cover record (monographic series):

852	0	1	#b ksl #h QC1 #A48 (LC)	
866		4	1	#8 0 #a no.647(2002)

Monographic series analytic record:

Note that chronological data recorded in parentheses in the cover record MFHD is not recorded in the 852 of the analytic.

ENUM <blank>

Enum/Chron Fields in Voyager Item Records for Serials (and Multiparts)

Published on Yale University Library (<https://web.library.yale.edu>)

CHRON <blank>

Cover record (multipart monograph):

852	0	1	#b sml #h HB101.H39 ,i A6 2001 (LC)
866		4	#8 0 #a Bd.5-Bd.6

Multipart monograph analytic 852:

852	0	0	#b sml #h HB101.H39 #i A6 2001 Bd.5 (LC)
-----	---	---	--

ENUM <blank>

For call numbers of analytics for classed together series (and also classed together analyzed multiparts), follow the new policy for including the caption before the volume number in 852 for all new analytics, whether the analytic is created for an existing or a new classed together set. Do not continue the legacy pattern (i.e. no caption when caption is in MFHD) for existing sets even though this may cause split files in staff and webpac displays. If the number of legacy call numbers is not large, update the legacy call numbers in Orbis 852 but do not re-label the items.

Policy for Legacy Item records?

1. If data entered in Voyager ENUM and CHRON fields does not follow the new policy, follow the new policy on subsequent item records; do not continue the legacy pattern even though this may cause discrepancies in staff and webpac displays.
2. It is not necessary to update item records created prior to the policy change *unless the information is incorrect or inadequate*

Last modified: Friday, January 16, 2015 - 11:28am

Item Records for Microform (SML Procedures)

Beginning Mar. 1, 2005, staff should begin assigning an item record for each microfilm reel in order to facilitate transfers to LSF.

Acquisitions staff will create item records for newly received microfilm. If the microfilm is a preexisting contin order, create item records for the next item received after the start date. Cataloging staff will create item records for reels retrieved from the cataloging backlogs.

The **barcode** should be attached to the center of the narrow side of the box opposite the side used for the label. If the box is unlabelled at the point of receipt, attach the barcode to a narrow side not used when the box is opened.

For serial and multipart sets, the ENUM/CHRON should be consistent with the MFHD 866.

If the MFHD 866 records by reel number, record the reel number in ENUM.

If the MFHD 866 records numeric designation or numeric designation (chronology), record numeric designation in ENUM or numeric designation and chronology in ENUM and CHRON respectively.

If the MFHD 866 numeric designation uses captions, use the same caption in the ENUM. If a range of number is used, the caption is only entered once.

If a complete serial is on one reel, record both numeric and chronological designation for the serial in ENUM and CHRON.

If a complete multipart is on one reel, record numeric designation for the multipart in ENUM.

Enum/Chron Fields in Voyager Item Records for Serials (and Multiparts)

Published on Yale University Library (<https://web.library.yale.edu>)

If no MFHD 866 has been created, and the publisher has recorded both numeric (or numeric/chronological) designation AND a reel number on each box, use the numeric (or numeric/chronological) designation in ENUM/CHRON. CAUTION: only numeric designation (ENUM) is entered for multipart monographs. If you're not sure whether the item is a serial or a multipart monograph, consult with your supervisor or catalog department staff. TIP: generally if 300 \$a has "reels," handle as a multipart (example 4), but see also example 3.

For a multi-item set, if no MFHD 866 has been created, and the publisher has not recorded numeric/chronological designation on the boxes, Acquisitions should create item records and attach the barcodes without ENUM/CHRON. Cataloging will provide the data based on examination of the reels. EXCEPTION: if the microfilm set is a collection (historical papers, individual archival collection), and the set comes with a guide, and the guide maps the set to reel numbers, record the reel number in ENUM. When in doubt, consult with SML Cataloging staff. EXCEPTION: If a fully cataloged record is found using reel numbers in 300, use the reel number in ENUM.

If more than one serial is recorded on a given reel, record the ENUM/CHRON for the first serial title on the reel and create a MFHD only for the first serial title on the reel. Catalogers should apply the Voyager bound with procedures for handling the data for the other titles on the reel.

Microfiche Item Records

Use one item record for the set for status tracking only; do not enter ENUM/CHRON. Since the item record is only used for status tracking, the barcode should be attached to a card, not to the microfiche, its sleeve, or any container supplied by the publisher.

EXAMPLE 1. Serial title on multiple reels

245	0	4	\$a The quarterly journal of pure and applied mathematics \$h [microform].
260			\$a London : \$b J.W. Parker, \$c 1855-1927.
300			\$a 50 v. : \$b ill. ; \$c 23 cm.
362	0		\$a [Vol. 1, no. 1] (Apr. 1855)-v. 50, no. 4 (Sept. 1927)= No. 1-no. 200.
533			\$a Microfilm. \$b New Haven, CT : \$c Yale University Library, \$d 2004. \$e 10 microfilm reels ; 35 mm. \$f

MFHD

852	8	1	\$b smlmic \$h Film \$i S4003 \$x SM?L: from QA1 Q38
866	4	1	\$8 0 \$a v.[1](1855)-v.50(1927)

Item Record, Reel 10 (no. of volumes on the reel has been indicated by the publisher's label):

Label prints as:	Item Type	Item record field label	Item record field value	Label prints as:
	Microform	ENUM	v.46-50	Film S4003 v.46-50 1914
		CHRON	1914/?15-1923/27	

EXAMPLE 2. Serial title complete on one reel

245	0	4	\$a The archaeological review \$h [microform].
260			\$a London : \$b D. Nutt, \$c 1888-1890.
300			\$a 4 v. ; \$c 26 cm.
362	0		\$a v. 1 (Mar. 1888)-v.4 (Jan. 1890)
533			\$a Microfilm. \$b Ann Arbor, Mich. : \$c University Microfilms, \$d [2004] \$e 1 microfilm reel ; 35 mm. \$f s2004

MFHD

852	8	1	\$b smlmic \$h Film \$i S1930
866	4	1	\$8 0 \$a v.1(1888)-v.4(1890)?

Item record for the reel:

Item Type	Item record field label	Item record field value	Label prints as:
Microform	ENUM	v.1-4	Film S1930 v.1-4 1888-1890
	CHRON	1888-1890	

EXAMPLE 3. Multipart. Volume number used in MFHD

100	1		\$a Sumner, Charles?, \$d 1811-1874.
240		1	\$a Works. \$f 1900
245		1	\$a Charles Sumner \$h [microform] : \$b his complete works / \$c with introduction by George Frisbie Hoar
260			\$a Boston : \$b Lee & Shepard, \$c 1900.
300			\$a 20 v. : \$b ports. ; \$c 24 cm.
533			\$a Microfilm. \$b New Haven, CT : \$c Micrographic Systems of Connecticut, \$d 1986. \$e 4 microfilm reels

Enum/Chron Fields in Voyager Item Records for Serials (and Multiparts)

Published on Yale University Library (<https://web.library.yale.edu>)

			s1986	ctun a	
--	--	--	-------	--------	--

MFHD

852	8	1	#b smlmic #h Film #i B5054	
866		4	1 #8 0 #a v.1-v.20	

Item Record for reel 4 (no. of volumes on the reel has been indicated by the publisher's label):

Item Type	Item record field label	Item record field value	Label prints as:<
Microform	ENUM	v.16-?20	Film B5054 v. 16-20
	CHRON		

EXAMPLE 4. Multipart. Reel number used in MFHD.

245	0	0	#a Australia, colonial life and settlement. #n Part 3, #p Letters received, 1788-1825 #h [microform] : #b the colonial secretary's papers 1788-1825, from the State Records Authority of New South Wales.	
260			#a Marlborough : #b Adam Matthew, #c c2002.	
300			#a 32 microfilm reels ; #c 35 mm.	

MFHD

852	8	1	#b smlmic #h Film #i B18845	
866		4	1 #8 0 #a reel 41-reel 72	

Item Record for reel 72

Item Type	Item record field label	Item record field value	Label prints as:
Microform	ENUM	reel 72	Film B18845 reel 72
	CHRON		

RELATED DOCUMENTS

[ENUM/CHRON FIELDS IN VOYAGER ITEMS FOR SERIALS](#) [5]

[MARKING](#) [6]

[MULTIPART MONOGRAPH POLICIES AND PROCEDURES: ITEM RECORDS AND MARKING and CLASSED TOGETHER ANALYZED. ITEM RECORDS](#) [7]

Source URL:<https://web.library.yale.edu/cataloging/serials/enum-chron>

Links

[1] <http://web.library.yale.edu/cataloging/rules-for-marking-serials> [2] [#109;#97;#105;#108;#116;#111;#58;#101;#118;#97;#46;#98;#111;#108;#107;#111;#118;#97;#99;#64;#121;#97;#108;#101;#46;#101;#100;#117](#): [3] <http://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media> [4] <https://web.library.yale.edu/node/1074> [5] <https://web.library.yale.edu/node/679> [6] <https://web.library.yale.edu/node/754> [7] <https://web.library.yale.edu/cataloging/multipart-workflow/mfhd-item-fascicles>