Item Records

Perm loc:

The Permanent location in the item record should be the owning library, e.g. sml, div, art, beingen.

When a new volume or issue is added to a title that is already housed at LSF, the permanent location should be the owning library, not LSF.

Item type:

Select the appropriate item type from the drop-down menu.

<table>
<thead>
<tr>
<th>Item type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>circ</td>
<td>use for all circulating materials, excluding serials other than annuals.</td>
</tr>
<tr>
<td>nocirc</td>
<td>use when located in a non-circulating collection.</td>
</tr>
<tr>
<td>reference</td>
<td>use when located in any Reference area system regardless of format.</td>
</tr>
<tr>
<td>jourcirc</td>
<td>use for journals that are not located in a non-circulating collection or a reference room.</td>
</tr>
<tr>
<td>media</td>
<td>use for stand-alone media and media with accompanying textual material, e.g. a booklet. (see Item Types and Statistical Categories [1])</td>
</tr>
<tr>
<td>microform</td>
<td>use for microfilm or microfiche.</td>
</tr>
</tbody>
</table>

For historical information see: List of Item Types [2]

Enum/Chron

The Enum field is used for multiparts and serials. The Chron field is used for serials and accompanying materials (e.g. a CD accompanying a book, or a booklet accompanying a DVD).

For more information see:

- Enum/Chron Fields in Voyager Item Records for Serials (and Multiparts) [3]
- MFHD, Item Records, Fascicles [4] (see section on Item Records)

Chron field for Accompanying Material [5]

| Suppl     | use for textual material accompanying media. |
| DVD       | use for DVDs accompanying textual material. |
| CD        | use for CDs accompanying textual material. |
| BLU       | use for Blu-ray Discs accompanying textual material |

See examples [6]

The Year, Caption, Free Text Fields are generally not used.

Item statistics Categories:

Item statistics are most frequently used to indicate that an item is a CD, a DVD, a supplement, etc. Statistical categories can be selected from the menu that will popup when the Item Statistics button is clicked.
For more information on SML/Bass media, see section on Statistical Categories at [Item Types and Statistical Categories][1].

**Copy number:**

The copy number should be zero, except for items being cataloged for Beinecke, or in cases where there is more than 1 copy held by the same owning library and at least one copy has a 590 provenance note.

**Pieces:**

The piece count should be 1, except if the resource contains more than one piece, record the number of pieces.

**Examples:**

- A portfolio with 35 postcards, record 35 in the pieces field.
- A book with a map in a pocket, record 2 in the pieces field.

**Source URL:** https://web.library.yale.edu/cataloging/item-records

**Links**

[1] https://web.library.yale.edu/cataloging/smlbass-policies-processes-media/item-types
[2] https://web.library.yale.edu/cataloging/itemtype
[3] https://web.library.yale.edu/cataloging/serials/enum-chron
[5] https://web.library.yale.edu/cataloging/serials/enum-chron/accompanying-material
[6] https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media/item-record-examples