

## Item Records

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## 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.

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

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

### Enum/Chron

The Enum field is used for multipart 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.

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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.

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**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> [4]  
<https://web.library.yale.edu/cataloging/multipart-workflow/mfhd-item-fascicles> [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>