

Description and Enumeration fields in Item records for multi-part monographs

1 March 2004

Current instruction on use of **Aleph v16** calls for use of the **Enumeration field** in the Item record (Tab 2, Enum. Level 1) on multi-volume monographs because of the way the system sorts item records. It was previously understood to apply chiefly to serials issues. (In those rare cases that a Chronology designation is required or desired, this must be added on Tab 5. Be aware it will “trump” enumeration in sorting.)

HCL-TS will comply with the new directives in use of the Enumeration field:

- Numbers in the Enumeration fields carry no caption of any kind.
- The Description field is still used for the volume number with caption, if called for. The public display uses the Description field.

For a fuller explanation of this procedure, and its reason for being, consult the online training documentation on the Aleph documentation site:

http://hul.harvard.edu/ois/systems/aleph/docs/train_catb.pdf p. 72 ff.

SAMPLE:

The screenshot displays the ALEPH Cataloging software interface. The main window shows a table of item records with the following data:

Seq.	Sublib	Collection	Call number	Description	B-C	Notes	Lo	Status	Item stat.
10	WID			v. 1	661178		0	Ordered--recei ved	01

The 'Item Display' tab is active, showing the following fields:

- Barcode: 661178
- Sublibrary: WID
- Collection: GEN
- Copy Number: [empty]
- Material Type: BOOK
- Item Status: 01
- Item Process Status: RE
- Enum. Level.1 (A)(Vol.): 1 (highlighted with a red circle)
- Enum. Level.2 (B): [empty]
- Description: v. 1