

## **Item Volume Fields**

Volume fields should only be added to item records in certain specific situations. If even a single item on a bibliographic record has a volume field, the OPAC will require patrons to place item-level holds on that bib. This creates an added burden on patrons, unequally distributed ILL requests in the system, and can result in stuck holds.

### **When to use an item volume field:**

1. Serial records (e.g., periodicals, travel guides)
2. Multi-volume monographs (e.g., multi-volume encyclopedias)
3. Local short-term collections (e.g., bestseller express records)

### **Do not use item volume fields on:**

1. Graphic novel records (for more information on how to catalog graphic novel/manga series, please see [Minerva Guidelines for Cataloging Graphic Novels](#)).
2. Audio-visual records (all multi-disc A/V materials should be packaged together and circulated as one item, see [Single Format Multi Disc Sets](#) instructions)
3. To note missing components