

# Review of when to add (and when not to add) "set" to item records in the CCS catalog

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# Why do we use “set” in call numbers?

Because the volume field in item call numbers affects the holds process

from the Multivolume call number page on the cataloging wiki:






## Background

Polaris uses the volume field as a way to group items for patron holds, so all libraries need to use this field consistently. If one library is using the field in their item, all other libraries need to use the field for items attached to the same bibliographic record.

When should we use “set” in the volume field of item record call numbers?

When some copies on a title record circulate individual parts separately and other copies circulate all parts together as a whole, use “set” in the item call number volume field of the items that are circulating as a whole.







The Godfather: 3-movie collection  
3-disc set  
UPC 032429230973

P Bibliographic Record 1084619 : Linked Item Records											
File Edit Help											
    											
Title	Assigned Branch	Collection	Material Type	Shelf Location	Call Number	Volume	Status	Barcode	Last Acti...	Record ...	Control Number
The Godfather : 3-movie collection	Evanston Public Library Main	Multimedia (MULTI)	DVD New	On Order			In-Process			Final	9111753
The Godfather : 3-movie collection	Lake Villa District Library	Multimedia (MULTI)	DVD	DVD/Blu-ray	MOVIE GODFATHER DVD	set	Available	31981006376762	8/2/2023	Final	11819927
The Godfather : 3-movie collection	Lake Villa District Library	Multimedia (MULTI)	DVD	DVD/Blu-ray	MOVIE GODFATHER DVD	set	Available	31981006644425	7/11/2023	Final	13663842
The Godfather : 3-movie collection	Park Ridge Public Library	Multimedia (MULTI)	DVD	DVDs	DVD Feature GOD	pt. 2	Available	31467010638942	6/20/2023	Final	4934688
The Godfather : 3-movie collection	Park Ridge Public Library	Multimedia (MULTI)	DVD	DVDs	DVD Feature GOD	pt. 1	Available	31467010638934	7/11/2023	Final	4934696
The Godfather : 3-movie collection	Park Ridge Public Library	Multimedia (MULTI)	DVD	DVDs	DVD Feature GOD	pt. 3	Available	31467010638959	8/1/2023	Final	5084387
The Godfather : 3-movie collection	Round Lake Area Public Library District	Multimedia (MULTI)	DVD	DVDs	MOVIE GOD	set	Available	32303003913605	5/2/2023	Final	4961912
The Godfather : 3-movie collection	Zion-Benton	Multimedia (MULTI)	DVD	Adult Audio-Visual	DVD DRAMA GODFATHER	set	Available	31126005437351	7/22/2023	Final	4934681

If all existing copies are circulated as sets and your library wishes to circulate the individual parts separately, add set in the volume field for all of the existing call numbers.

If the volume field is blank in all existing copies on a record, then they are all circulating as sets.

1923 a Yellowstone origin story 3-disc DVD set, UPC 19132925186

P Bibliographic Record 4347678 : Linked Item Records											
File Edit Help											
     											
Title	Assigned Branch	Collection	Material Type	Shelf Location	Call Number	Volume	Status	Barcode	Last Acti...	Record ...	Control Number
1923 : a Yellowstone origin story. Season one	Algonquin Area Public Library	Multimedia (MULTI)	Blu-ray New	New Movies & TV	NEW BLU SERIES YEL NIN		Checked Out	31488008446783	8/9/2023	Final	15165894
1923 : a Yellowstone origin story. Season one	Algonquin Area Public Library	Multimedia (MULTI)	Blu-ray Hot	New Movies & TV	HOT BLU SERIES YEL NIN		Recently Return...	31488008446775	8/14/2023	Final	15165897
1923 : a Yellowstone origin story. Season one	Des Plaines Public Library	Multimedia (MULTI)	Blu-ray Hot	1st Floor Quick Picks	BLU-RAY TV SERIES U.S. YEL SEASON 1		Checked Out	31468014262796	8/15/2023	Final	15429319
1923 : a Yellowstone origin story. Season one	Des Plaines Public Library	Multimedia (MULTI)	Blu-ray	3rd Floor New	BLU-RAY TV SERIES U.S. YEL SEASON 1		Checked Out	31468014262788	8/15/2023	Final	15429317
1923 : a Yellowstone origin story. Season one	Glenview Public Library	Multimedia (MULTI)	ON-ORDER	Audiovisual			In-Process			Final	15209614
1923 : a Yellowstone origin story. Season one	Grayslake Area Library	Multimedia (MULTI)	Blu-ray New	New Arrivals	BLU-RAY TV NINETEEN Season 1		Checked Out	36109006159765	8/15/2023	Final	15187573
1923 : a Yellowstone origin story. Season one	Highland Park Public Library	Multimedia (MULTI)	Blu-ray	Film & Music New	BLU-RAY SERIES YEL-NIN1		In-Transit to An...	0000110296290	8/15/2023	Final	15052820
1923 : a Yellowstone origin story. Season one	Indian Trails Public Library District	Multimedia (MULTI)	Blu-ray	Television Series Blu-ray	TVBLURAY YELLOWSTO S.1 V.1-3		In-Process	31125011677422		Final	15217228
1923 : a Yellowstone origin story. Season one	Lake Villa District Library	Multimedia (MULTI)	Blu-ray New	New	TELEVISION NINETEEN BLU-RAY		Checked Out	31981007109162	8/15/2023	Final	15372985
1923 : a Yellowstone origin story. Season one	Niles-Maine District Library	Multimedia (MULTI)	Blu-ray New	Commons - New Materials	BLU-RAY on order - NEW		In-Process			Final	15052318
1923 : a Yellowstone origin story. Season one	Niles-Maine District Library		Blu-ray Hot	Commons - Hot Picks	BLU-RAY on order - HOT PICK		In-Process			Final	15052319
1923 : a Yellowstone origin story. Season one	Northbrook Public Library	Multimedia (MULTI)	Blu-ray New	Third Floor - Adult New Blu-rays	BLU-RAY TV NINETEEN 1		Checked Out	31123013709434	8/10/2023	Final	15056793
1923 : a Yellowstone origin story. Season one	Northbrook Public Library	Multimedia (MULTI)	Blu-ray New	Third Floor - Adult New Blu-rays	BLU-RAY TV NINETEEN 1		Checked Out	31123013709442	8/11/2023	Final	15056794
1923 : a Yellowstone origin story. Season one	Palatine Library - Main	Multimedia (MULTI)	Blu-ray New	Adult New DVDs/Blu-Rays	TV NINETEEN s. 1		Checked Out	31265018573677	8/9/2023	Final	15058558
1923 : a Yellowstone origin story. Season one	Palatine Library - Main	Multimedia (MULTI)	Blu-ray Hot	Hot Movies	TV NINETEEN s. 1		Checked Out	31265018573669	8/8/2023	Final	15058573
1923 : a Yellowstone origin story. Season one	Park Ridge Public Library	Multimedia (MULTI)	Boxset New	New Blu-rays	Blu-Ray TV NIN		Checked Out	31467011845629	8/8/2023	Final	15055569
1923 : a Yellowstone origin story. Season one	Park Ridge Public Library	Multimedia (MULTI)	Boxset New	New Blu-rays	Blu-Ray TV NIN		Checked Out	31467011845637	8/8/2023	Final	15378855

# When should we not use “set” in the volume field?

When all of the existing copies on a title record are circulated as sets.

- If all of the copies on a title record have set in the volume field, please remove the volume set from all libraries' call numbers.
- If one or more call numbers have set and one or more others have nothing in the volume field, please remove the volume set from all libraries' call numbers.

# All items circulating as sets, then volume set should not be used

## Monk season 3, 4-disc DVD set ISBN 9781417054695

Bibliographic Record 1908533 : Linked Item Records											
File Edit Help											
Title	Assigned Branch	Collection	Material Type	Shelf Location	Call Number	Volume	Status	Barcode	Last Acti...	Record Status	Control Number
Monk. Season three	Algonquin Area Public Library	Multimedia (MULTI)	DVD	DVDs	DVD SERIES MON	set	Available	3148800452088	8/4/2023	Final	1348023
Monk. Season three	Crystal Lake Public Library	Multimedia (MULTI)	DVD	Movies & TV	DVD TV MON	set	Checked Out	32306007568028	8/14/2023	Final	1292294
Monk. Season three	Des Plaines Public Library	Multimedia (MULTI)	DVD	3rd Floor	DVD TV SERIES U.S. MON	set	Checked Out	31468010569053	7/2/2023	Final	1376733
Monk. Season three	Evanston Public Library Main	Multimedia (MULTI)	DVD	Audio-Visual	DVD TV Monk Season 3	set	Available	31192040145839	5/11/2023	Final	1292286
Monk. Season three	Fox River Valley - Dundee	Multimedia (MULTI)	DVD	DVDs	DVD TELEVISION MONK	set	Available	31783004065706	5/27/2023	Final	1348034
Monk. Season three	Grayslake Area Library	Multimedia (MULTI)	DVD	Adult DVD TV Series	DVD TV MONK Season 3	set	Available	36109004030794	3/9/2023	Final	11128271
Monk. Season three	Huntley Area Public Library	Multimedia (MULTI)	DVD	Movies	DVD TV SERIES MON	set	Available	36839112903413	1/6/2023	Final	1410571
Monk. Season three	Indian Trails Public Library District	Multimedia (MULTI)	DVD	Television Series DVD	TVDVD MONK S.3 V.1-4	set	Available	31125010763298	4/5/2023	Final	10075468
Monk. Season three	Lake Villa District Library	Multimedia (MULTI)	DVD	DVD/Blu-ray	TELEVISION MONK DVD	set	Checked Out	31981007101755	8/15/2023	Final	15261315
Monk. Season three	McHenry Public Library District	Multimedia (MULTI)	Boxset	Adult Television Shows	DVD MON Season 3	set	Available	32360002172203	5/2/2023	Final	1399910
Monk. Season three	Palatine Library - Main	Multimedia (MULTI)	DVD	Adult DVDs	TV MONK s.3	set	Available	31265017668213	7/15/2023	Final	11405765
Monk. Season three	Park Ridge Public Library	Multimedia (MULTI)	Boxset	DVDs	DVD TV MON	set	Available	31467010500084	5/16/2023	Final	1348042
Monk. Season three	Round Lake Area Public Library District	Multimedia (MULTI)	DVD	DVDs	MOVIE MON	set	Available	32303002479731	5/28/2022	Final	1410562

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DISPLAYING 1 OF 3

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2005

Title: **Monk. Season three**

Format: DVD, Videorecording, Projected Medium, Visual Materials

Publisher, Date: [United States] : Universal Studios Home Entertainment, ©2005.

Description: 4 videodiscs (705 min.) : sound, color ; 4 3/4 in.  
video file DVD video

Summary: The complete third **season** of what the New York Post calls 'the best detective show to come along in decades'. Tony Shalhoub plays obsessive-compulsive detective **Monk**, who assists police in their most baffling cases.

Audience: MPAA rating: Not rated.

Subjects: Obsessive-compulsive disorder -- Drama.

Phobias -- Drama.

Police -- Drama.

Genre: Detective and mystery television programs.

PLACE HOLD

Please select and request a specific volume by clicking one of the icons in the 'Find It' section below.

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# Anything else to know about the volume field?

- Do not use the volume field for call numbers on a single-volume monographic record. If you would like to include volume-level data as part of the call number (e.g. a travel guide's year of publication), use the suffix or another field.

In this example, Lake Villa's copy shows what NOT to do with volume call numbers on single-volume monograph records; all other copies on this record are correct

Chile & Easter Island (2018) 9780593516973

Bibliographic Record 1535198 : Linked Item Records										
File Edit Help										
Title Assigned Branch Collection Material Type Shelf Location Call Number Volume Status Barcode Last Activity Date Record ... Control Number										
Chile & Easter Island	Crystal Lake Public Library	Nonfiction (NF)	Book	Nonfiction	918.3 CHI 2018		Available	32306007784898	6/21/2021	Final 8954904
Chile & Easter Island	Des Plaines Public Library	Nonfiction (NF)	Book	4th Floor	918.3 LON		Available	31468013463544	12/27/2018	Final 9008514
Chile & Easter Island	Ela Area Public Library Distr...	Nonfiction (NF)	Book	Adult Nonfiction	918.3 LON 2018		Available	31241009336630	1/3/2020	Final 7217558
Chile & Easter Island	Glencoe Public Library	Nonfiction (NF)	Book	Lower Level Nonfiction	918.3 CHI 2018		Available	31121004353238	3/11/2023	Final 9019628
Chile & Easter Island	Glenview Public Library	Nonfiction (NF)	Book	Nonfiction	918.3 LON 2018		Available	31170010737207	2/21/2023	Final 9017322
Chile & Easter Island	Highland Park Public Library	Nonfiction (NF)	Book	Adult Nonfiction	918.3 C537L 2018 2018		Available	0000109631820	7/26/2023	Final 9021520
Chile & Easter Island	Lake Forest Library	Nonfiction (NF)	Book	Upper Level	918.3 CHI		Available	31243006105372	7/27/2022	Final 9068335
Chile & Easter Island	Lake Villa District Library	Nonfiction (NF)	Book	Nonfiction	918.3 LONELY	2018	Available	31981006014447	12/21/2019	Final 9001792
Chile & Easter Island	Niles-Maine District Library	Nonfiction (NF)	Book	3rd Floor	918.3 L847 2018		Available	31491013036219	12/7/2022	Final 7295763
Chile & Easter Island	Northbrook Public Library	Nonfiction (NF)	Book	Second Floor - Adult Travel	918.304 LON 2018		Available	31123012364488	2/25/2023	Final 9382149
Chile & Easter Island	Park Ridge Public Library	Nonfiction (NF)	Book	Adult Nonfiction	918.304 LON 2018		Available	31467010813198	5/10/2023	Final 9007751
Chile & Easter Island	Prospect Heights Public Lib...	Nonfiction (NF)	Book	Adult Nonfiction	918.3 LON 2018		Available	31530003620381	2/16/2022	Final 8692233
Chile & Easter Island	Wilmette Public Library Dist...	Nonfiction (NF)	Book	Lower Level	918.3 CH pb (cont) 2018		Available	31239008778240	6/11/2023	Final 9634041
Chile & Easter Island	Winnetka Library (WNPLD)	Nonfiction (NF)	Book	Adult Nonfiction	918.3 LON 2018		Checked Out	31240006148162	7/17/2023	Final 7451945



..and more

- The CCS Web Report titled **Bibs with and without volumes attached** will help you to identify item records that might need to be corrected, <https://reports.ccslib.org/> (login with your L2 username and password)

# When in doubt, go to the wiki

**Information about the use of “set” can be found on the Multivolume call numbers page of the CCS Cataloging Manual** [Multivolume call numbers - CCS Cataloging Manual \(ccslib.org\)](https://ccslib.org/Multivolume%20call%20numbers)

... in the section Background

- Polaris uses the volume field as a way to group items for patron holds, so all libraries need to use this field consistently. If one library is using the field in their item, all other libraries need to use the field for items attached to the same bibliographic record.
- Do not use the volume field for call numbers on a single-volume monographic record. If you would like to include volume-level data as part of the call number (e.g. a travel guide's year of publication), use the suffix or another field.

...in the section General Principles

- Use set for copies circulated as a set if any other copies on the same title record are circulated individually. If all existing copies are circulated as sets and your library wishes to circulate the individual parts separately, add set in the volume field for all of the existing call numbers.
  - If all of the existing copies are circulated as sets and all of them have volume set, or one or more call numbers have set and one or more others have no volume at all, please remove the volume set from all libraries' call numbers.

# Thank you!

Please reach out with any comments or questions

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