In order for Symphony's Volume-level holds function to work, ALL ANSER LIBRARIES MUST ENTER ANALYTICS USING THE SAME CONVENTIONS. Analytics are case-sensitive; for that reason all letters should be entered as lower case (see examples below).

--Year Editions of Serials
Put only the year or range of years. Examples: "[2005"
"
]2004-2005".
Do not add the word "edition" or "ed." Do not abbreviate years

"04-05".

--Book sets
If the volumes in the set are called "Book", use the format:
"zbk.1", "zbk.2", etc. Do not use the full word "Book".
If the volumes in the set are called "Volume", use the format
"zv.1", "zv.2", etc.

--Numbered Editions of Serials
Our experience has been that numbered editions are unreliable,
due to publisher inconsistency in their application, i.e. "1st ed.",
"2nd ed." Do not use "ed." or the full word "edition". Instead,
use the copyright year as noted above.

--Book or VHS set with "Parts"
Use the format "zpt.1", "zpt.2", etc.

--VHS set
Use the format "ztape 1", "ztape 2", etc.

--DVD set
Use the format "zdvd 1", "zdvd 2", etc. For DVD sets, if you
circulate the entire set under one barcode, use the format "zdvd".
If multiple discs (but not the complete set) are barcoded
together, use the format "zdvd 1-2".

--Blu-Ray/DVD combo packages
Publishers are now issuing movies in packages that combine
Blu-Ray discs with regular DVD discs. Because patrons often
look for titles in one format or the other, libraries are
sometimes splitting up these packages. If items are linked to a
title record for a combo package, but barcoded separately for a
specific format, use the analytic "zdvd only" or "zdvd only". Items that are linked to these combo titles records
without any [z will be assumed to contain both Blu-ray and
DVD discs.

Incorrect:
"zdvd 1" (cap letter)
"zdisk 1" (spelling of disc)
"z disc 1" (Use of space after z)
"zalldiscs" (No space after all)
"zdisc 3-4" (singular instead of plural)

 dated 03-06-2014

"zdiscs 3&4" (use of ampersand instead of hyphen)
"all discs" (missing z)

--Periodicals
- Monthly. Use the format "[z2013 02" [YYYY MM]
- Bi-monthly. Use the format "[z2013 03/04" [YYYY MM/MM]
- Quarterly. Use the format "[z2013 01/02/03"
- Seasonally. Use the format "[z2013 Winter" (spell out the
  season, using consistent case)
- Weekly. Use the format "[z2013 01-15" [YYYY MM-DD]"

Note that there will inevitably be exceptions to the way sets are
packaged. For instance, sets within sets. If none of the above
conventions appears to fit your item(s), please contact the
RLCS Cataloging department.