

Guidelines for Standardizing the Z Subfield in Call Numbers

The format of the Z subfield (terms, abbreviations, punctuation and spacing) must be consistent for accurate sorting and distribution of holds. In order to encourage greater consistency across the consortium, the Technical Services Committee has developed the following standards:

Standard Abbreviations (Always use the singular):

BOOK
BLU-RAY (include the hyphen, no spaces)
4K
COMBO
CD
CD-ROM (include hyphen, no spaces)
DISC
DVD
NO.
PT.
V.

MONTHS/SEASONS

Months are abbreviated to the first three letters: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Seasons are spelled out in full: SPRING SUMMER FALL WINTER

DATES

Use four digits: 2004, 1996-2002

PUNCTUATION

& (use instead of AND)
- (use for a range)

EXAMPLES OF FORMATTING

Single item, note that there are no spaces following a period:

ZV.1	ZPT.A	ZBLU-RAY	ZDISC 3
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Two items, note one space before and after ampersand:

ZV.1 & 2	ZPT.A & B	ZNO.12 & 13	ZDISC 3 & 4
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Range of items, follows same pattern as two items:

ZV.1 - 6	ZPT.A - K	ZNO.12 – 1
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