



Metropolitan Library System
Union List of Serials
Style Manual

Under the serial title, each library with holdings for that serial is listed in alphabetical order. The holdings for each library are listed in chronological order, regardless of the format. Most libraries' holdings are listed by dates, but academic libraries' holdings are listed by volumes.

The holdings for each serial must begin with the first year of holdings, partial or complete, that the library has in its collection. The exception to this would be if the library's holdings are presented as CURRENT YEAR ONLY, no beginning date needs to be included.

**When inputting the beginning holdings date, the year is always followed by two spaces.

Serial Title	
Library A	1991 JUNE 1991-
Library B	CURRENT FIVE YEARS ONLY
Library C	1929 V. 35-

OPEN-ENDED HOLDINGS

If holdings are open-ended, the last holdings date is followed by a dash (-).

Serial Title	
Library A	1991 v.4-5,9-
Library B	1991 1991-
Library C	2001 May 2001-

CLOSED HOLDINGS

If holdings cover the entire year or years, then only the year, volume or number is indicated. The inclusive months or numbers are assumed. For example, if a library holdings are Jan. 1990-Dec. 1995, the entry should be:

Serial Title	
Library	1990 1990-1995

MONTH ABBREVIATIONS

If a month is required for holdings, use the following abbreviations: JAN, FEB, MARCH, APRIL, MAY, JUNE, JULY, AUG, SEPT, OCT, NOV, DEC.

**Month abbreviations are all upper case.

Serial Title	
Library	1998 SEPT 1998-JAN 2001, NOV 2002-

If a serial is issued bi-monthly, indicate with a slash (/) between the months.

Serial Title	
Library	1995 MARCH/APRIL 1995-

MONTH AND DAY

If a month and day are required for holdings, the form should be month SPACE day COMMA year (no space between comma and year)

Serial Title	
Library	1999 JAN 11,1999-NOV 25,2002

SEASONAL DATES

If seasonal dates are required for holdings, the complete spelling for the seasons should be used: SPRING, SUMMER, FALL (not Autumn), WINTER.

**Seasons are all in upper case.

Serial Title	
Library	2000 SPRING 2000-WINTER 2002

VOLUME NUMBERS

If holdings are listed by volume numbers, the volume abbreviation (V.) is given only at the beginning of series unless a format change is required. If a format change is required, a semicolon and one SPACE (;) is entered after the dates and the next format holdings begin with the V.

Serial Title	
Library	1914 V.1-12; V.13-63 (MFLM)

In the case of partial holdings, a series of consecutive volumes will be listed separated by a comma.

Serial Title	
Library	1914 V.1-12,14-15,17-22,24,26-29,31-

ISSUE NUMBERS

If holdings are by number, the abbreviation (NO.) is used and only repeated following a semicolon and SPACE (;) to indicate a change of format.

Serial Title	
Library	1914 NO.1-14,16-18; NO.1- (MFLM)

VOLUME AND ISSUE NUMBERS

If holdings are by volume and number, the abbreviations for volume and number (V. and NO.) are repeated. There are no spaces between volume and number, just a comma (,). If all numbers are complete, only the volume is indicated.

Serial Title	
Library	1914 V.1,NO.2-V.11,NO.3; V.3- (MFLM)

SPECIFIC RETENTION PERIOD STATEMENT

If a library only keeps a specific set of the most recent holdings, this set of holdings is indicated by the following terms which are always entered in UPPER CASE. The current holdings indicated must already be in the library's collection. IMPORTANT - if a library indicates a holdings period of CURRENT FIVE YEARS ONLY but has received the serial for two years, the holdings must be entered by date rather than CURRENT status until the five years of holdings are in the collection. No beginning date is entered with this holdings information and all numbers are spelled out.

CURRENT ISSUE ONLY
CURRENT WEEK ONLY
CURRENT MONTH ONLY
CURRENT SIX MONTHS ONLY
CURRENT SIX MONTHS ONLY (SUNDAY EDITION)
CURRENT YEAR ONLY

CURRENT THREE YEARS ONLY

NEW SERIES

If a serial is reissued as a new series under the same title, the holdings for the new series are entered after the beginning data of the holdings and the abbreviation (NSV.) If subsequent series are issued, the holdings are entered after the beginning date of the holdings and the sequential series are abbreviated as NS3 V., NS4 V., etc. If the serial holdings are indicated by date, rather than volume, the appropriate abbreviations (NS, NS3, NS4, etc.) are entered between the beginning date and the holdings date.

Serial Title
Library 1880 NS3 V.1,7-11,14-16; 1899 NS4 V.6,17,21,26

If a serial is reissued as a new series under a new title, CONTINUED AS and FORMERLY references are made from the appropriate titles and the V. and NSV. Abbreviations are used with corresponding volumes. If the serial holdings are indicated by date not volume, the appropriate abbreviations (NS, NS3, NS4, etc) are entered between the beginning holdings date and the holdings data.

Serial Title A (CONTINUED AS SERIAL TITLE B)
Library 1870 V.1-22
Library 1870 NOV. 1870-OCT 1881
Serial Title B (FORMERLY SERIAL A)
Library 1881 NSV. 1-88,90-95,97-99,116-120
Library 1881 NS NOV.1881-MAY 1930

SPECIFIC FORMATS

The union list includes five different formats for serial holdings: paper copy, microfilm, microfiche, CD and electronic. Format types are entered in UPPER CASE within parentheses following the holdings data.

1. If no format specified, paper copy is assumed.

Serial Title
Library 1998 V.1-4
Library 1998 1998-2002

2. (MFLM) indicates holdings in microfilm.

Serial Title
Library 1998 V.1-4 (MFLM)
Library 1998 1998-2002 (MFLM)

3. (MFCH) indicates holdings in microfiche.

Serial Title
Library 1998 V.1-4 (MFCH)
Library 1998 1998-2002 (MFCH)

4. (CD) indicates holdings on CD.

Serial Title
Library 1998 V.1-4 (CD)
Library 1998 1998-2002 (CD)

5. (ELECTRONIC) indicates holdings in electronic format

Serial Title
Library 1998 V.1-4 (ELECTRONIC)

MULTIPLE FORMATS

A library's holdings may include multiple formats for holdings of a serial. The holdings are always entered in chronological order with the different formats separated by a semicolon and a SPACE (;).

Serial Title

Library 1936 1936-1943; 1944-1956 (MFCH); 1957-1959 (MFLM);
1960-
Library 1980 V.130-143; V.144-156 (MFLM); V.157-159 (MFCH);
V.160-163

If a serial has overlapping holdings in different formats, the holdings must be entered chronologically.

Serial Title

Library 1914 V.14- ; V.62-64,66-96 (MFLM)

If a serial has overlapping holdings in different formats with identical beginning dates, volume or numbers, the holdings may be entered in any order. However, if one format is open-ended, this format is entered last.

Serial Title

Library 1914 V.16- ; V.16- (MFLM)

Serial Title

Library 1914 1914-1969; 1914- (MFCH)

If a serial has overlapping holdings in different formats and one format is open-ended and the other has a set retention period statement, such as CURRENT YEAR ONLY, usually paper copy, the set retention period statement is entered last.

Serial Title

Library 1914 V.1- (MFLM); CURRENT YEAR ONLY

INCOMPLETE HOLDINGS DATA

If the holdings for a serial are incomplete, this is indicated at the end of the holdings data by the abbreviation (INC). Even if only one specific volume, number or year is incomplete, the (INC) indication is placed at the end of all holdings.

Serial Title

Library 1914 V.1-12,14-17,19- (INC)

SERIALS WITH MULTIPLE TITLE CHANGES

If a serial has changed titles, a reference will be made from the new title to the old title indicating (FORMERLY...), and a reference will be made from the old title to the new title indicating (CONTINUED AS...). When necessary, one title may contain both a FORMERLY and CONTINUED AS.

Holdings data for serials with changed titles will be indicated under each title consistent with the time period each title was the title proper.

STEREO REVIEW (FORMERLY HI/FI STEREO REVIEW; CONTINUED AS STEREO REVIEW'S SOUND AND VISION)

Library A 1998 1998-JAN 1999

Library B 1996 1996-JAN 1999

STEREO REVIEW'S SOUND AND VISION (FORMERLY STEREO REVIEW; CONTINUED AS SOUND AND VISION)

Library A 1999 FEB 1999-JAN 2001

Library B 1999 FEB 1999-JAN 2001

SOUND AND VISION (FORMERLY STEREO REVIEW'S SOUND AND VISION)

Library A 2001 FEB 2001-

Library B 2001 FEB 2001-