

List of Standard Suffixes
for use in call numbers and in item records
 (June 2008)

Monographs:

These suffixes for **print** material are for use at the end of call numbers (090 bib or 852 holdings fields) or in the enumeration box of item records):

v.	volume
suppl	supplement
index	index

These suffixes for **print** material should be used in item record enumeration fields, as spine-label friendly abbreviations and standard terms for pieces that may be described differently or more fully in the 866 summary note (see guidelines on NISO standards for holdings statements for more details):

actbk	activity book		
addend	addendum	maps	maps
appx	appendix	master	master copies for duplicating
atlas	atlas	plates	plates
bkl	booklet	port	portfolio or portraits
cdbk	codebook	sguide	student's guide or study guide
crit	critical works (use for music only)	sharbk	sharing book (for classroom use)
exerbk	exercise book	sman	student's manual, solutions manual
		text	book when accompanied by other formats
g&t	guide and text (in one volume)		
guide	guide	tguide	teacher's guide
illus	illustrations, pictures, posters	tman	teacher's manual
intro	introductory material	wkbk	workbook
key	answer key	wkkey	workbook key
man	manual	wks	worksheet

These suffixes for **non-print** material are used in item records (enumeration box) if the title contains two or more formats, and at the end of the call number (in bib and holdings) only if the title consists of just one non-print format:

cd	sound compact disc (i.e. digital, optical)	mfilm	microfilm
cd-rom	cd-rom	mini-cd	mini cd-rom or compact disc
cass	cassette	model	model
disk	diskette ("floppy")	nonbk	objects that do not fit other standard categories (e.g. rock samples, a microscope, instruments, equipment).
dvd	video compact disc	phono	sound phonodisc (analog) (i.e. 33 1/3, 45 or 78 rpm)
dvd-rom	dvd-rom	tape	sound tape (reel-to-reel)
film	motion picture film	toy	toy
filmst	filmstrip	vcd	video cd
game	game	video	videotape
mfiche	microfiche	videod	videodisc (not compact)

This suffix is used in item enumeration boxes for multi-part kits, for multi-part single-format **non-print** titles (e.g. a video issued on 3 cassettes) and for some special situations involving multi-volume **print** titles:

pt.	part
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Serials:

These suffixes for serials are to be used in the enumeration boxes of serial item records.

Note that these abbreviations will often be different from those used in the NISO holdings summary statement.

The suffixes here can also be used in combination with any of the non-print suffixes (see monographs on page 1) when serials have accompanying non-book material.

s.	series
ns.	new series
v.	volume
no.	number
pt.	part
suppl	supplement
index	index
cum. index	cumulative index
sect.	section