

List of Standard Suffixes
for use in call numbers and in item records
 (July 2006)

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	master	master copies for duplicating
addend	addendum	plates	plates
appx	appendix	port	portfolio or portraits
atlas	atlas	set	set
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
g&t	guide and text (in one volume)	text	book when accompanied by other formats
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
maps	maps		

*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	video	videotape
game	game	videod	videodisc (<i>not compact</i>)
mfiche	microfiche		

*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