MPMs and Multipart Media

For accompanying material associated with a specific volume of a multipart monograph (MPM), enter the specific volume number in the ENUM field of the item record for the accompanying material, and enter the item type format code in the CHRON field. Apply the same item type as the print portion of the MPM (note the exception above for reference materials [1]).

If the accompanying material is not associated with a specific volume of the MPM, leave the ENUM field blank, and enter the item type format code in the CHRON field. Apply the same item type as the print portion of the MPM.

For multipart stand-alone media check each item record for the correct location and item type. The item type for circulating stand-alone multipart media in any format should be media. This material will circulate for one week. If there is accompanying textual material (user guides, pamphlets, inserts, etc.) that will get a separate item record, apply the item type media to this material as well. Enter the item type format code Suppl in the CHRON field for the accompanying material, and apply the Item Statistical Category Suppl.

NOTE: For call number formatting instructions for stand-alone multi-part VHS tapes or DVDs, see Call Numbers for Videos (Videocassettes, DVDs, etc.) and Related Works [2].

For multipart CDs or DVDs, use the appropriate marker (**ONLY USE WATER-BASED PERMANENT MARKERS**) and carefully transcribe the last 9 digits of the barcode (those after the "39002") around the hub of the discs on the side that has the disc label. Usually you can use a black marker, but some disks have labels that obscure the hub and will have to be marked using a different color such as silver.

Record holdings for the multipart in the 866 field of the MFHD, transcribing captions if they are associated with the enumeration (e.g., disc 1-disc 2 or pt.1-pt.2, etc.). See Multipart MFHD Guidelines [3] or Multipart [4] Policies and Procedures [4] for treatment of MFHDs.

Record enumeration in the ENUM field of the item record, transcribing captions if they are associated with the enumeration (e.g., disc 1-disc 2 or pt.1-pt.2, etc.). See item record examples [5] for multiparts or Enum/Chron Fields in Voyager Item Records for Serials.

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Links
[1] https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media [2] https://web.library.yale.edu/cataloging/video/cms-video-call-no [3] https://web.library.yale.edu/cataloging/multipartmfhdrev [4] https://web.library.yale.edu/cataloging/multipart-workflow [5] https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media/item-record-examples