Part 1. Classed Separately (Analyzed)

General? procedures

Search OCLC for a bibliographic record for the series and a SAR.

If a bibliographic record is found, overlay the preliminary series record.

If a bibliographic record is not found in OCLC, update the preliminary series record on Voyager. *Since RDA will drive future cataloging for the foreseeable future, update the record to RDA form if necessary. If an OCLC record is found, a fully cataloged record does not have to be recataloged to RDA form. A non-standard record should be updated to RDA, so it may be easier to simply update the preliminary record without searching OCLC.* If a SAR is found, import it into Orbis if local modifications are necessary. Optionally, import the SAR even if no local modifications are necessary.

If a SAR has already been created by another NACO library, review it in case it needs to be updated based on the item in hand. *If the SAR has not been validated as RDA, update the SAR in OCLC. If the SAR update changes the 1xx field, update the bibliographic record as well.* If no SAR has been created, follow the guidelines in [Yale Policies for NACO Series Authority Records](#) [1] to determine whether or not to create a SAR in OCLC.

Bibliographic records (Classed separately)

If the preliminary series bibliographic record must be updated on Voyager, the cataloger should follow this checklist:

Leader: Encoding level should be **7**. Bibliographic level: **s** (Serial) unless the series is a multipart.

008: Only the dates, place of publication, type of serial (m), and the language need to be verified. The first date should be determined by the earliest volume received, the second date would be 9999.

Variable fields:

Add 022 if available.

Verify that 245 ‡a ‡n ‡p ‡c have been transcribed accurately from the chief source. Transcription should follow RDA and the Policy Statements, so enter initial article (update the filing indicator if necessary) and diacritics and follow the default or alternate rules for capitalization. The preferred source for the series is the series title page. In its absence, the order of priority is the analytic title page, the cover, and the colophon.

Determine if a 130 field needs to be assigned based on the SAR *(whether the SAR was previously created and updated to RDA, or whether a new RDA SAR was made). For title main entry multipart monographs or serials, remember that a 130 is required if the title proper conflicts with the title proper of either a monograph or a serial in Orbis.*

Trace variant forms of the series title found on the analytic title page, the cover, or elsewhere, and any other variant forms that would serve to ensure access to the record (e.g. written out form for an ampersand or other symbol). Variant forms should be traced on the bibliographic record even though they may be accounted for in the SAR 4xxs, since the bibliographic record will be searched on the Title index rather than the Staff Title index in the Cataloging Module. Note that current practice for 246 is to use first indicator 1 and second indicator blank.

Verify that 264 ‡a-‡b have been transcribed accurately from the chief source following RDA and the Policy Statements: do not supply abbreviations, but transcribe abbreviations if they are on the resource; transcribe everything pertaining to the publisher statement, and all elements of the publisher hierarchy. The ‡c does not need to be supplied.

The 300 field may be left incomplete; remember that *volumes* should be spelled-out, not abbreviated.

Although not common, check for series within the series, and trace as 490/830 as appropriate. Remember that volume numbers are not recorded in 4xx/8xx on bibliographic records for the series collective title.

Assuming the cataloger has or will create a SAR, it is not necessary to include a 362 1 *Began with* field, 336-338, or a 588 *DBO [Description based on]* note since the information will be recorded in the SAR. If fields 336-338 are already in the record, leave them in.

Add 710s if considered to be important, e.g. for an issuing body; verify that the form used for 710s is established. *If the 710 conflicts with RDA form, update the bibliographic record, and in OCLC update the authority record. If the 710 not established, follows RDA and the Policy Statements; whether to create a new NAR is left to the cataloger to decide.*

If a title change has occurred for a monographic series (ongoing, no determined end anticipated), create a new record and update the record for the earlier title if it is in Orbis. As with serials, major title changes for monographic series must be handled as successive entry, but be sure to verify that the change is really major [2]. Always check with acquisitions staff before creating a new bibliographic record to ensure that it will be linked to the appropriate purchase order. Do not make a new record for multipart monograph title changes; add a 246 to the bibliographic record.

Otherwise, the bibliographic description for the earlier title may be left as is, including the encoding level. If the SAR for the earlier title is updated at a later time, update the bibliographic record also where appropriate (e.g., notes on changes in numbering, use repeating 264 for publisher changes).

Excepti?on

Where cataloging is done on OCLC (i.e., non-roman), search OCLC for a series bibliographic record. If a record is found export it into Orbis. If no record is found, create an E/L 7 record for the monographic series on OCLC and export it into Orbis, but do not add it to OCLC.

The cataloger should verify that the series/serial bibliographic record has been suppressed and that the series on the analytic bibliographic record is consistent with the preferred title. The serial template will provide the 336-338 variable fields. Use the monograph template for multipart monographs.

022			‡a 1434-5919?
245	0	0	‡a Theoretische Untersuchungen zur Architektur.
264		1	‡a Münster ; ‡a New York : ‡b Waxmann
300			‡a volumes

MFHD (Classed-separately)

The cataloger should update the MFHD to indicate the classification decision and the correct form (including caption) for volume numbering. The numbering should correspond to the numbering used in the SAR. Use the following pattern for entering MFHD data if the series is classed separately. Volume holdings for classed-separately series are not recorded in MFHD 866.

852	8	1	‡b <location code> ‡k S?uppressed ‡h sso ‡x cs <caption><space><no.>-

Example:

852	8	1	‡b art ‡k Suppressed ‡h sso? ‡x cs Bd. 2

The item record should have been assigned to the catalog record for the analyzed volume. The ENUM should reflect the analyzed title rather than the series title. (Blank if the analytic is a single part item; a volume number is entered in ENUM only if the analytic itself is a multipart monograph.)

The analytic bibliographic record for the volume(s) in hand should be updated to full level following established cataloging procedures.

E?xamples of classed-separately series bibliographic records in Orbis

Most of the examples reflect pre-RDA practice and may not follow current guidelines for 852 notation.

Documented briefing (Rand Corporation). Orbis #4139356 [modified to RDA template]

Studies in Belgian economic history. Orbis2 #3744176

Studies in British history. Orbis2 #2983699

Studies in British literature. Orbis2 #3027491

Studies in British paper history. Orbis2 #4215941

Trinity University monograph series in religion. Orbis2 #529765

Source URL:https://web.library.yale.edu/cataloging/serials/series-mpm-cataloging/pt1

Links
[1] https://web.library.yale.edu/cataloging/authorities/series-policy-book [2]
https://web.library.yale.edu/cataloging/major-minor-changes