

## Part 4. Classed-together (NOT Analyzed)

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A series with volumes lacking distinctive titles is not analyzed. Analysis of a series with distinctive titles is a cataloger decision; analysis is not required, even at E/L 7.

General procedures:

Search OCLC for a series bibliographic record. If a bibliographic record is found, overlay the preliminary record in Orbis. If no record is found, update the bibliographic record to RDA. Follow the E/L 7 standard used for classed-separately bibliographic series. Since the record will be exported to the OCLC, in addition update all mandatory serial 008 fields to reflect the bibliographic record, and include 336-338, 362 and 588s for DBO and Latest issue consulted. *Upgrade and export of previously cataloged series bibliographic records is optional.*

The bibliographic record for a classed-together (not-analyzed) series is not suppressed.

Search OCLC for a SAR. If a SAR is found, import it into Orbis and add a 090 and 644 to indicate local classification practice and that the series is not analyzed. If no SAR exists in OCLC, do not create one.

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## Part 4a. Classed-together (NOT Analyzed): Examples

### Bibliographic Records

The bibliographic record should NOT be suppressed. Since the default setting for series preliminary bibliographic records is **Suppressed**, the cataloger should be careful to uncheck the **Suppress from OPAC** radio button under the System Tab in both the bibliographic and MFHD records, and delete the **⌘k Suppressed** field from the MFHD.

Bibliographic record example #1: No cataloging copy found; record entered at E/L 7.

130	0		⌘a Research report (U.S. Army Snow, Ice, and Permafrost Research Establishment)?
245	1	0	⌘a Research report / ⌘c Snow, Ice, and Permafrost Research Establishment.
264		1	⌘a Wilmette, Ill. : ⌘b Snow, Ice, and Permafrost Research Establishment
300			⌘a volumes
710	2		⌘a U.S. Army Snow, Ice, and Permafrost Research Establishment.
780	0	0	⌘t Research paper (U.S. Army Snow, Ice, and Permafrost Research Establishment)
785	0	0	⌘t Research report (U.S. Army Cold Regions Research and Engineering Laboratory)

Bibliographic record example #2. No cataloging copy found; record entered at E/L 7; full text copy available for individual issues on the web; includes an 856 linking field to the URL; only ⌘3 displays in the Voyager WebPac. Note that current Yale procedures and local Voyager system settings do not permit entry of URLs in the MFHD.

130	0		⌘a Working papers (Jerome Levy Economics Institute)
245	1	0	⌘a Working papers / ⌘c the Jerome Levy Economics Institute.
264		1	⌘a Annandale-on-Hudson, N.Y. : ⌘b the Jerome Levy Economics Institute
300			⌘a volumes
710	2		⌘a Jerome Levy Economics Institute.
856	4	1	⌘3 Full text available online. ⌘u <URL>

### MFHD (Classed-together; not analyzed)

Cataloger should update the MFHD to indicate the series call number and the decision not to analyze. Exception: Medical Library will use **Shelved by series title** in ⌘h.

Volume holdings for classed-together serial analytic sets are recorded in MFHD 866. The cataloger will need to

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record the volume in hand in MFHD 866 of the series bibliographic record, since the acquisitions preliminary record does not record 866 until the classification decision has been made by the cataloger.

Use the following pattern; the 852 first indicator should be updated to reflect the type of call number used.

852	0	1	\$b <location code> \$h <class number> \$i <rest of call number> \$x <b>do not analyz</b>
866	4	1	\$8 0 \$a <volume holdings>

### Example. MFHD for Working papers (Population Council. Center for Policy Studies):

852	0	1	\$b lsfssl \$h HB848 \$i W67X (LC) \$x do not analyz
866	4	1	\$8 0 \$a no.63(1980:Dec.)-no.65(1981:Jan.),
866	4	1	\$8 0 \$a no.68(1981:May)-no.70(1981:May)

Volume holdings edited for space.

**SAR example.** The series was not analyzed at Mudd Library (nor is it in its current location at LSF), but because an LC SAR exists, it should be updated to avoid confusion (and the location updated now that Mudd no longer exists). Example edited for space. Only one title (24 p.) cataloged by LC in LCDB.

010			\$a n 42006113?
040			\$a DI \$c DLC \$d DLC \$d DLC-S
090			\$a LSFSSL: HB848 W67X (LC) [DO NOT ANALYZE]
130	0		\$a Working papers (Population Council. Center for Policy Studies)
410	2		\$a Population Council. \$b Center for Policy Studies. \$t Working papers
642			\$a no. 65 \$5 DLC
643			\$a New York, N.Y. \$b Population Council
644			\$a f \$5 DLC
645			\$a t \$5 DLC
646			\$a s \$5 DLC
670			\$a Demeny P.G. The North-South income gap, 1981.

## Classed-together (Not Analyzed) Examples From Orbis

**Research report (Council for British Archaeology)** <classed-together, not analyzed 1-9; classed separately 10->  
Orbis #2497484

**Research report (Federal Institute of Industrial Research, Oshodi)** Orbis #2865337

**Research report (U.S. Army Snow, Ice, and Permafrost Research Establishment).** Orbis #5922541

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**Source URL:** <https://web.library.yale.edu/cataloging/serials/series-mpm-cataloging/pt4>