

Part 7. Multipart Series Standing Orders

General Procedures

A SAR is made if the decision is to analyze. If the decision is not to analyze, a SAR is not made; if a SAR is found in Orbis or the resource file, the SAR should be updated locally to indicate that the multipart is not analyzed. For policies and procedures for creating and updating SARs, refer to [Yale Policies for NACO Series Authority Records](#) [1].

The cataloger should record the classification and analysis decisions in the MFHD 852 \ddot{x} as well as the SAR. Classed-together is implied by the presence of a call number and is not explicitly notated.

If the cataloger decision is to **class-together**:

- the bibliographic record for the cover is not suppressed (cf. classed-together monographic series)
- the bibliographic record must be updated to full or core level
- volume holdings must be entered
- the cataloger must create the analytic bibliographic record for the first volume received on standing order
- the cataloger must relink the item record from the collection record MFHD to the MFHD for the analytic (unless the set is partially analyzed)
- the bibliographic record must be exported to MARS and the utilities

Use the following pattern for the MFHD:

852	0	1	\ddot{b} <location c?ode> \ddot{h} <class number> \ddot{i} <rest of call number> \ddot{x} anlyz
866	4	1	$\ddot{8}$ 0 \ddot{a} <volume holdings>

If the cataloger decision is to **class separately**:

- the bibliographic and MFHD records must be suppressed by the cataloger, since the default acquisitions decision is to display all multipart records
- the suppressed bibliographic record for the sso title may remain at EL 7
- enter a 240 (or 130) field if necessary to match the SAR
- record the earliest available date in 264 \ddot{c} (unlike monographic series)
- volume holdings should not be entered
- since the default classification decision is classed-together not analyzed, the cataloger must create the analytic bibliographic record for the first volume received on standing order and relink the item record to the MFHD of the analytic.

Use the following pattern for the multipart (series) title MFHD:

852		8	1	\ddot{b} <location code> \ddot{k} Suppress?d \ddot{h} sso \ddot{x} cs <caption><space><no.>-
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Multipart Item Records

If the decision is to analyze, the cataloger should verify that the item record is linked to the MFHD of the analytic bibliographic record, re-linking from the cover record if necessary. If the item record is linked to the analytic bibliographic record, the volume designation for the collection is not entered in the item record's ENUM.

If the decision is to analyze, but one or more items in the set are unanalyzable (e.g., 505 [Bd. 1. without special title]), then all item records must be associated with the cover record MFHD, and the multipart volume designation must be entered in the item records' ENUM field. Reminder: captions should now be included with the volume designation, e.g. Bd.1; v.1; t.1; etc.

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If the decision is not to analyze, the multipart volume designation must be entered in the item record's ENUM (with volume captions).

Exporting

All multipart classed-together cover and their analytic records are cataloged at E/L blank (OCLC I) and are exported to MARS and the utilities.

Multipart classed-separately cover records are not exported to MARS or the utilities; analytic records for classed-separately multipart records are exported to MARS and the utilities.

Effective Date: February 5, 2014

Part 7a. Multipart Series Standing Orders: Examples

Classed-together Analyzed Example

Bibliographic record for the collection **Gesammelte Werke in deutscher Sprache** / Karl R. Popper is fully cataloged. (Orbis # 6058342)

MFHD for the collection:

852	0	1	#b sml #h B1649.P?62 #i G4 2001 (LC) #x anlyz; complete in 15 v.
866	4	1	#8 0 #a 7-9

No item records associated with the collection.

MFHD for analytic **Realismus und das Ziel der Wissenschaft** (v. 7 of the collection **Gesammelte Werke in deutscher Sprache**):

852	0	0	#b sml #h B1649.?P62 #i G4 2001 7 (LC)
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Item record:

ENUM: <BLANK>

SAR with local update for Popper's **Gesammelte Werke in deutscher Sprache**:

010			#a nr2003037574?
040			#a CtY #b eng #c CtY <authority record should be updated to RDA form>
050		4	#a B1649.P62 #b G4 2001 #5 CtY
090			#a SML: B1649.P62 G4 2001 (LC)
100	<1		#a Popper, Karl R. #q (Karl Raimund), #d 1902-1994. #t Works. #l German. #f 2001 <subfield f should be removed and the record updated to RDA>
400	1		#a Popper, Karl R. #q (Karl Raimund), #d 1902-1994. #t Gesammelte Werke in deutscher Sprache
642			#a 7 #5 DPCC #5 CtY
643			#a Tübingen #b Mohr Siebeck
644			#a f #5 CtY
645			#a t #5 DPCC #5 CtY
646			#a c #5 CtY
667			#a Vol. 8 has publ. date 2001
670			#a Realismus und das Ziel der Wissenschaft, 2002: #b ser. t.p. (Gesammelte Werke in deutscher Sprache)

Classed-separately; Series Standing Order Multipart Example

E/L 7 suppressed bib record for the collection. (Record should not be exported to MARS or the utilities)

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100	1		#a Auden, W. H. #q (W?ystan Hugh), #d 1907-1973.
240	1	0	#a Works. #f 1988 <date would be removed under RDA>
245	1	4	#a The complete works of W.H. Auden.
264		1	#a Princeton, N.J. : #b Princeton University Press, #d 1988-
300			#a volumes

MFHD for the collection (**The complete works of W.H. Auden**):

852 8 1 #b sml #k Suppressed #h sso #x cs C?omplete in 9 v. #x CAREFUL! some add to CCL. secp

MFHD for analytic **Libretti and other dramatic writings by W.H. Auden, 1939-1973**:

852 8 0 #b sml #h PR6001.U33 #i A6 19?93

MFHD for analytic **Prose and travel books in prose and verse (a 4 v. multipart)**:

852 8 1 #b ccl #h PR6001.U33 #i A16 1996?

866 4 1 #8 0 #a v.1-v.2

SAR for **Complete works of W.H. Auden** (no local updates needed, but would need editing for RDA):

010			#a n 86725371 #z n 95079578
040			#a DLC #c DLC #d DLC
100	1		#a Auden, W. H. #q (Wystan Hugh), #d 1907-1973. #t Works. #f 1988 <date should be removed when updated to RDA>
400	1		#a Auden, W. H. #q (Wystan Hugh), #d 1907-1973. #t Complete works of W.H. Auden. #f 1988 <date may be left when the record is updated>
640			#a Complete in 9 v. #z phone call to Princeton University Press 06-04-92
642			#a 7 #5 DLC
643			#a London #b Faber and Faber #d some issues
643			#a Princeton, N.J. #b Princeton University Press #d some issues
644			#a f #5 DLC
645			#a t #5 DLC
646			#a s #5 DLC
670			#a Auden, W.H. Plays and other dramatic writings ... 1988: #b CIP ser. t.p.

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Source URL: <https://web.library.yale.edu/cataloging/serials/series-mpm-cataloging/pt7>

Links

[1] <https://web.library.yale.edu/cataloging/authorities/series-policy-book>