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The procedures described here apply only to work done by acquisitions staff in the Voyager Cataloging Module. Most of the acquisitions work procedures for added volumes are performed in the Voyager Acquisitions Module. However, acquisitions staff will be responsible for updating the 866 MFHD for added volumes for classed-together series.

Before:

852	0	1	İb İsfsl İh HB1 İi W671X (LC) İx EL7 anlyz no. 74-
866	4	1	İ8 0 İa no.74-119,
866	4	1	İ8 0 İa no.121-no.145,
866	4	1	İ8 0 İa no.147-no.235,
866	4	1	İ8 0 İa no.237-no.242

After:

852	0	1	İb İsfsl İh HB1 İi W671X (LC) İx EL7 anlyz no. 74-
866	4	1	İ8 0 ,a no.74-119,
866	4	1	İ8 0 İa no.121-no.145,
866	4	1	İ8 0 İa no.147-no.235,
866	4	1	İ8 0 İa no.237-no.243

[2005 revision] If a series bibliographic record has been created prior to the implementation of the current procedures, and the bibliographic record has not been suppressed and/or no MFHD 866 has been created to record volume holdings, both the bibliographic and MFHD records should be suppressed. If no MFHD 866 has been created, volume holdings should be recorded from that point onward; updating the MFHD for previously received volumes is not necessary but may be performed if the information is readily available. The procedure applies to all classed-together series: c.t. (fully) analyzed, c.t. serial analytics; and c.t. (not analyzed). MFHD 866 volume holdings are not recorded for classed separately series.

If recording the complete volume holdings retroactively is not feasible, add a note in this form:

‡x For volumes in this series received prior to [year], search under individual author or title.

Example (classified separately prior to 1996; serial analytics from 1996; no 866 recorded up till 2003).

852	0	1	#b sml #k Suppressed #h HB5 #i D58 (LC) #m
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Part 6. Adding Volumes

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			Oversize ‡x EL7 analyz from 5/23/1996; cs thru 5/22/1996 ‡x For volumes in this series received prior to 2003, search under individual author or title.
866	4	1	‡8 0 ‡a no.75(2003)

If cataloging copy is not found, new series bibliographic records for c.t. analyzed and E/7 analyzed series are cataloged at E/L 7 with 008 fields upgraded to standard level. [2005 rev.:] *If suppressed, the series bibliographic record is NOT exported to MARs & OCLC. For an ongoing series that has not been suppressed, the series bibliographic record should be suppressed.* [2014]: *The EL7 analytics are exported to MARS and subsequently OCLC.*

Effective Date: February 18, 2014

Source URL: <https://web.library.yale.edu/cataloging/workflow/sso/pt6>