

Part 7. Multipart standing orders

For a multipart standing order, generally follow the procedures for creating preliminary records for monographs described above.

Note that, unlike monographic series, cataloging copy for the bibliographic record for the multipart should be searched in OCLC.

If no cataloging copy is found and there is doubt whether the item is a multipart or a monographic series, consult with your supervisor to determine whether the bibliographic record should use the Serials or Books template.

The default decision for multipart is to display the bibliographic record. Do not suppress the bibliographic record for multipart monographs on standing order. [Note that the policy to display the cover record for classed-together multipart has not changed with the 2005 revision.]

The default analysis decision for a multipart standing order is classed-together (not analyzed). Do not create a separate analytic bibliographic record for the first volume received. Record the first volume received in 866.

MFHDs for order records should be entered in the form:

852	8	1	\$b <location code> \$h On order \$x sso
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MFHDs for in-process records should be entered in the form:

852	8	1	\$b sml \$h In Process \$x sso
866	4	1	\$8 0 \$a <volume received>

The first volume received for the standing order should be flagged for priority cataloging as a standing order item.

If the cataloging decision is to analyze, the cataloger will enter the instruction in 852 \$x. When later volumes are received, acquisitions staff should check the cataloging decision in 852 \$x (it should correspond to the series authority record decision) to determine whether a separate preliminary record for the analytic needs to be created.

If the cataloger decision is to class separately, the multipart bibliographic record will be suppressed by the cataloger. The record will remain at E/L 7. Volume holdings will not be recorded.

All classed-together multipart series will display. Unlike monographic series, the bibliographic record for all classed-together multipart series will be updated to full or core level by the cataloger.

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Source URL: <https://web.library.yale.edu/cataloging/workflow/sso/pt7>