Multi-volume sets and serials

MFHD processing

1. Open Voyager Cataloging

2. In Cataloging, select the record menu, and then retrieve by barcode. Enter the barcode of the item. A cataloging item record should appear.

3. Click on "Get Hldgs" to get the current MFHD for the item. See if there is already a "parking lot MFHD" (see example, below). If there is, omit steps 4-6.

4. Click on "Hierarchy" and retrieve the Bibliographic record for the item.

5. Click on "New Hldgs" and create a new parking lot MFHD for the item(s) to be withdrawn.

6. Create a new 852 line in the parking lot MFHD that has the following information:
   852   8 0? ‡b withdrawn ‡k Suppressed ‡h withdrawn

NOTE: The call number, staff note and former location are omitted so that all items on the bibliographic record that are being withdrawn can go onto the parking lot MFHD, regardless of date withdrawn, owning location or local call number varieties. If the items are returned, they will be removed from the parking lot MFHD (see Withdrawal reversal procedures [1]).

7. Add a staff note to the 852 line of the original MFHD to indicate the volumes withdrawn and the reason why. Use a separate staff note for each withdrawal date.

NOTE: For serials and multi-volumes with item records, the reason withdrawn can be placed in the item note field of the items on the parking lot MFHD instead of the staff note.

8. Change the 866 line of the original MFHD to reflect the volume holdings currently in the library by deleting the withdrawn volumes, according to standard cataloging procedures*.
   852   0   1   ‡b ksl ‡h QD1 ‡b .C444+ ‡m Oversize ‡x ksl: v.6(1976) mutilated, discarded, withdrawn 09/05,
                        sci/cz ‡x ksl: v.47(2001) damaged, discarded, withdrawn ?10/06, sci/bs

   866   4   1   ‡8 0 ‡a v.7(1977)-v.46(2000),

   866   4   1   ‡8 0 ‡a v.48(2002)-v.49(2003)

9. Click on "Save to DB" to save the record to the database.

10. If there are item records for the volumes being withdrawn, relink all of the withdrawn items to the parking lot MFHD and follow steps II.B-II.C for *each* item record.

NOTE: If the holdings being withdrawn have item records for some volumes but not all of the volumes, there is no need to create item records without barcodes for those volumes that do not already have barcodes.

11. Select the "File" menu in cataloging and select "Close all" to close all of the records. Do not forget to save the work!

If uncertain how to proceed, or if unfamiliar with standards for recording serial volume holdings, ask a supervisor who will then be able either to assist or to refer the question to the Cataloging department.

**Source
URL:**https://web.library.yale.edu/cataloging/catalog-maintenance-policies/item-withdrawl/multi-volume-sets-and-serials

Links

[1] https://web.library.yale.edu/cataloging/catalog-maintenance-policies/item-withdrawl/withdrawal-reversal-procedures