

4. MFHD, Item Records, Fascicles

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MFHD

LEADER AND 008. Yale decision is to use the default MFHD Leader and 008 values (for single part monographs) for multipart items and serials.

852 INDICATORS. First indicator: use 0 for LCC; use 8 for other. Second indicator: use 1 whether or not the set is complete.

VOLUME NUMBERS IN 852 ‡i

When a resource is cataloged as an analytic of a classed together series (or larger multipart), the analytic volume number is recorded as part of the call number in field 852. When a multipart monograph is cataloged as an analytic, record the volume number in the form **<series number of first volume>,etc.** whether or not the set is complete and whether or not the series volume numbers correlate consecutively to the bibliographic volume numbers. If the series uses a caption with the volume designation, include the caption.

If the first volume of the multipart is not in hand at the time of cataloging, use the series number of the earliest volume in hand. Later, revise the volume number in the call number to correspond to the series number of the first volume when the first volume is added.

Note that in all cases, the volume number in the item record ENUM should correspond to the volume number of the multipart, not the volume number of the series.

EXAMPLES:

Item in hand is v. 1 of the multipart and Bd. 53 of the series:

852	0	1	‡b sml ‡h DS123 ‡i .K55 Bd.53,etc.
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Items in hand: v. 1-v.4 of the multipart and Nr. 125-Nr. 128 of the series; set is complete.

852	0	1	‡b sml ‡h B123 ‡i .P55 Nr.125,etc.
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Items in hand: v.1-v.3 of the multipart and T. 49, T. 56, and T. 88 of the series.

852	0	1	‡b sml ‡h HD1015 ‡i .K55 T.49,etc.
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Leave out **,etc.** if the complete multipart represents a single volume of the series. In the following example, the multipart is complete.

852	0	1	‡b sml ‡h DD901.K9 ‡i K84 11 ‡z Shelved by the volume number of the main series.
866	4	1	‡8 0 ‡a Bd.1=11:1
866	4	1	‡8 0 ‡a Bd.2=11:2

See also: [Multipart Monograph MFHD Guidelines](#) [1] for information about recording volume holdings.

OBSOLETE former practice. Revise ‡i as new volumes are added:

1. **OBSOLETE:** When the multipart was complete at the time of cataloging and the series numbering was

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continuous, the complete series number range assigned to the analytic was recorded in the call number. When working with source copy, if the source copy described a complete set, the series number range in the call number was recorded even if the local set was incomplete at the time of cataloging.

852	0		‡b sml ‡h DS123 ‡i .K55 53-54
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2. **OBSELETE:** If the multipart was incomplete at the time of cataloging and the series numbering was known to be continuous, the volume number of the series corresponding to the first or earliest volume in hand was assigned, followed by a hyphen. The range would be revised if an earlier volume was received at a later time. The last number of the series was added after the hyphen when the final volume was added.

852	0		‡b sml ‡h DS123 ‡i .K55 53-
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3. If the multipart is incomplete at the time of cataloging and the series numbering was known to be discontinuous, **etc.** was used. As indicated, in current cataloging **etc.** is now used in all cases for multiparts cataloged as analytics of classed together series.

852	0		‡b sml ‡h DS123 ‡i .K55 53,etc.
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ITEM RECORDS

Record the volume number of the multipart in ENUM. Include captions with the volume designation; ENUM captions should be consistent with the form used for the bibliographic volumes recorded in 866.

If the multipart is itself part of a classed together set, the number in ENUM should be the volume number of the multipart, not the volume number of the classed together set.

852	0	1	‡b sml ‡h DS123 ‡i .K55 Bd.53,etc. ‡z Shelved by the volume number of the main series.
866	4	1	‡8 0 ‡a v.1=Bd.53
866	4	1	‡8 0 ‡a v.2=Bd.54

ENUM: v.1

ENUM: v.2

NOT:

ENUM:Bd.53

ENUM:Bd.54

However, if the multipart is analyzed, handling of item record depends on whether the set is fully or partially analyzed. See specific instructions under: **CLASSED TOGETHER ANALYZED. ITEM RECORDS** and following.

MARKING. SML practice: If there is a difference between the bibliographic volume number recorded in the item record ENUM and the volume number used in the call number (as is the case with multiparts that are part of classed together monographic series), to facilitate label printing accuracy, mark call number on t.p. verso even if the barcode has been attached to the volume. *Flag the volume for the attention of Preparations.*

FASCICLES

SML practice. Item records are used to track fascicles to the Cataloging teams; the barcode should not be affixed to the fascicle itself. After the fascicle is recorded in the MFHD, the call number (including the part number) is written in pencil at the bottom left corner of the cover, the barcode is discharged, and the item is sent for shelving (Preparations is bypassed). The item record must be deleted at this point. (Former practice was to relink to another item, which caused a number of problems.) When the part completing the volume is received in cataloging, staff

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retrieve the other parts and update the MFHD to indicate that the volume is complete. The parts are tied together, a single item record is associated with the volume, the volume number is entered in ENUM, and the barcoded volume is sent to Preparations for binding.

East Asia Cataloging, Divinity and other libraries. Fascicles are held in the technical services area until the volume is complete; only bound volumes are shelved. Medical Library generally does not bind; the individual parts are barcoded and sent for shelving.

Source URL: <https://web.library.yale.edu/cataloging/multipart-workflow/mfhd-ltem-fascicles>

Links

[1] <http://web.library.yale.edu/cataloging/multipartmfhdrev>