

5. Copy Cataloging (Multipart)

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NEW TITLE: SOURCE COPY IS BASED ON THE SAME VOLUME.

Catalog using the source copy:

- a) if the multipart set is complete on receipt and the catalog record is for the complete set.
- b) if the set is incomplete, but the source copy describes all volumes in hand.

If either a) or b) applies, also determine if the set is analyzed. Follow the search procedures described in **Classed-together analyzed. Copy Cataloging**.

If the set is not analyzed and neither conditions a) nor b) apply, skip this page and go on to the **Editing, Ongoing Maintenance, Update to Complete**, or **Classed-Together Analyzed (Copy Cataloging)** as appropriate. Otherwise, handle as straightforward, no-editing-necessary copy cataloging as described on this page.

When multiple volumes of a set are received for cataloging, the verification should be based on the first or earliest volume in hand. Following amendments to AACR2 in 2002 (and continuing in RDA practice), LC records (and eventually many member records) will include a 588 note (formerly a 500 note) indicating which volume was used as the source for description. Generally the following should be the same:

- ____ Main entry, if not entered under title.
- ____ Title, including the subtitle.
- ____ Statement of responsibility, where the statement of responsibility applies to the set as a whole. Don't confuse with the statement of responsibility for individual volumes.
- ____ Edition statement
- ____ Place of publication
- ____ Publisher
- ____ Date of publication
- ____ Series (if there)*
- ____ ISBN for the set (if there)
- ____ Volume numbering (caption and formatting should be consistent with other volumes)

If the set is incomplete, older LC cataloging copy will have the volumes held by LC recorded in angle brackets in the 300 field. **Delete the angle-bracketed information.** *Current LC cataloging should not have LC holdings in angle brackets, but some RDA LC records have been noted that were still following the obsolete practice.*

If discrepancies are noted, consult with a catalog librarian. Probably one of the editing or updating pages noted above will need to be used.

MFHD. See guidelines for recording multipart sets at: **Multipart Monograph MFHD Guidelines**.*

* If the multipart set is part of a classed together series, consult with a catalog librarian.

ITEM RECORDS/MARKING.

IF THE CATALOG RECORD FOR THE COMPLETED SET BUT THE SET RECEIVED FOR CATALOGING IS INCOMPLETE

Every item on the checklist should match with the exception of the publication date (since the cataloger will not necessarily have the first and last parts issued in hand). Consult with a catalog librarian if there are any discrepancies, or if any publication date on the volumes in hand is outside the range of dates recorded in the bib record 260/264 field.

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- Do not update the bibliographic record.
 - **Leave the 008 dates and the 260/264 dates as is.**
 - Record only the volumes actually held in field 866 of the MFHD
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Source URL: <https://web.library.yale.edu/cataloging/multipart-workflow/copy-cataloging>