

6. Editing, Ongoing Maintenance Checklist

If the set in hand is not an "exact match" as described in **Copy Cataloging (Multipart)**, more judgment needs to be exercised, especially when the volume in hand is not the volume used to catalog the source record or when the copy cataloger is adding a volume to a record cataloged from another volume in the set.

The workflow assumption is that in these situations the processing is done by a D-level copy cataloger. Because of limited staff, processing may be done by librarians at some locations. The checklists should also be used for updating the bibliographic record when new volumes are added to previously cataloged titles.

WHEN THE CATALOGING FOR THE SET IS INCOMPLETE

See also the standards and examples under ORIGINAL CATALOGING.

The most common situations:

020. Leave any ISBNs already recorded as is. Adding additional 020 fields for ISBNs found on the volumes in hand is now **optional**. Consult with your supervisor.

100/110. The main entry is based on the primary author/creator of the first or earliest volume. If the primary author changes in subsequent volumes, the original main entry remains the same, but added entries will generally be needed for the new author(s). Consult with your supervisor. See **LC PCC PS 6.1.3.1**.

260/264. Do not re-tag 260 to 264 unless 040 has ***je rda***.

Place of publication changes. Generally these are not considered to be significant. Consult with your supervisor.

Publisher Changes. These are now handled with multiple 260 or 264 fields, depending on whether the record is coded as AACR2 or RDA. The current document is at this link:

<http://www.loc.gov/aba/pcc/documents/264-Guidelines.doc> [1]

However, the examples in the 264-Guidelines are very limited. The following RDA example is a modified version of the original AACR2 document that used 260. Note that **⌘c** is used only once for the publication statement. Use first indicator blank for the original/earliest publisher; use first indicator 3 for the current publisher. If there are any publishers between the earliest and current publisher, use first indicator 2 for them.

264		1	⌘3 v. 1-3 ⌘a Chicago : ⌘b ABC Publishers, ⌘c 2013-<2016>
264	2	1	⌘3 v. 4-5 ⌘a Chicago : ⌘b DEF Publishers
264	2	1	⌘3 v. 6-8 ⌘a Boston : ⌘b JKL Publishers
264	3	1	⌘3 v. 9- ⌘a Boston : ⌘b RST Publishers

If the cataloging is not RDA:

260			⌘3 v. 1-3 ⌘a Chicago : ⌘b ABC Publishers, ⌘c 2013-<2016>
260	2		⌘3 v. 4-5 ⌘a Chicago : ⌘b DEF Publishers
260	2		⌘3 v. 6-8 ⌘a Boston : ⌘b JKL Publishers

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260	3		‡3 v. 9- ‡a Boston : ‡b RST Publishers
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Should be reviewed by your supervisor.

Dates. If the volume in hand is not the same as the volume used by the cataloging source to catalog the set, the date in 260/264 will not be the same. In addition, latest date should be recorded in angle brackets.

TYPICAL SCENARIOS

1. Source copy has v. 1-2, with v. 1 publication date 1999, v. 2 publication date 2000, and 260/264 ... ‡c 1999-<2000>, BUT: the copy cataloger has 1-3, v. 3 publication date 2003.

YUL PROCEDURE: the date in angle brackets should be updated from <2000> to <2003>, i.e. 260/264 ... ‡c 1999-<2003>

2. Source copy same as 1. above, BUT: only v. 1 (publication date 1999) is in hand.

YUL PROCEDURE: leave 260/264 as is, i.e. 260/264 ... ‡c 1999-<2000>. The later date <2000> is left in 260/264, even though the item is not in hand.

3. Source copy same as 1. above, BUT: only v. 2 (publication date 2000) is in hand.

YUL PROCEDURE: leave 260/264 as is, i.e. 260/264 ... 1999-<2000>
The first publication date in 008 should remain: 1999, even though YUL does not have v. 1.

4. Same situation as 1. above, BUT: record lacks latest date in angle brackets, e.g. 260/264 ... ‡c 1999-

YUL PROCEDURE: update by adding <2003>, i.e. 260/264 ... ‡c 1999-<2003>

5. Volume to be added has a publication date earlier than the initial date used on the source copy. Update the initial date to match the item in hand; see **LC TRAINING EXAMPLES** page. Note that 008 DATE 1 must be updated as well. See also 500 bullet 2 below. Have updated record reviewed by a catalog librarian.

Note that 008 2nd date should be 9999, NOT the latest date if the set is incomplete. See also the **LC TRAINING EXAMPLES** page.

300. Do not record volume holdings in angle brackets. (former LC practice not followed by Yale). *Delete them from LC records.*

Significant variations in size (more than 2 cm. differences) should be recorded as a range in ‡c.

362. For records following the 2002 amendments, information about the beginning or ending date may be recorded in 362 1 _when the first/last part is not available. See **LC TRAINING EXAMPLES** page. *If the first/last part is actually in hand, the note should be deleted or edited as appropriate.* Generally consult with a cataloging librarian in this situation.

490/830. Be alert to series statements that appear on any of the volumes in hand but that are not recorded on the bibliographic record. Conversely, be on the lookout for series that are recorded on the bibliographic record but that are not on any of the volumes in hand.

CAUTION: series discrepancies may occur because the volumes are for a *different* edition (volumes would generally add to a different MFHD) or because some volumes of the *same* edition are part of a different series or the series titles has changed (volumes would add to the same MFHD). Always consult with a catalog librarian when you notice series discrepancies.

LC records use angle brackets around the series numbers in 490. If you have to update 490 (to add additional volume numbers), delete the angle brackets.

If a series statement has a 440 tag, update it to 490 1/830.

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Historical note: former SML practice was to trace separate added entries for each series volume number to facilitate use of the card catalog file; edit bibliographic record to current practice if updating for other reasons. See examples in 490/830 section on the **ORIGINAL CATALOGING** page.

590. If a multipart has not had an added volume in some time, it may still have a 590 <Orbis location:>Library has <v. no.> local note. First verify that the appropriate MFHD has recorded all volumes listed in 590 (other volumes may have been added in the meantime and should not be deleted); update the MFHD to record any volumes from the 590 if necessary as well as the new add. (*Be sure the location in the 590 corresponds to the MFHD location!*) Then delete the 590 note.

500/588. If the *Description based on* note has a 500 tag, update the tag to the current 588. <Based on the LC copy cataloging procedure.>

1. If the part in hand is later than the part cited in the *Description based on* note, compare it to the description. Route to a cataloging librarian if the description needs to be updated to give notes about data elements in that part that aren't the same as those in the record, or if additional added entries are needed.

2. If the part in hand is earlier, and

- if the earlier part is the first part, delete the *Description based on* note
- if the earlier part is not the first part, update the *Description based on* note to cite the earlier part used for the description in the revised record

Route to a cataloging librarian if the description needs to be updated to give notes about data elements in that part that aren't the same as those in the record, or if additional added entries are needed

3. Examples of variations in description between volumes that must be accounted for in notes or other updates. Check for variations of this kind; if any are found, have the record updated by a cataloging librarian.

- Publisher changes
- Volume to be added is a different edition (a decision will need to be made on whether to create a new bibliographic record)
- Change in statement of responsibility (additional authors; change in the order in which the authors appear)
- Later volumes are in an additional series, or the initial series is dropped
- Title or subtitle changes

505. Transcribe title and statement of responsibility of the individual volume. Do not delete titles/statements of responsibility for volumes not held from the source copy. If the source copy 505 uses subfield delimiters t, r, and g, follow the pattern already established. Do not add subfields t, r, and g if not already used in 505. For further information, refer to the **505 Contents** page

MFHD ITEM RECORDS FASCICLES. See separate page. For volume holdings, see the detailed guidelines at: Multipart Monograph MFHD Guidelines.

REVIEWING UPDATES. If the only variations involve updates to 505 for the new volume(s), the temporary/permanent dates in 260/264, and the *Description based on* note (where the note is revised to account for an earlier volume, but there are otherwise no significant changes), the record does not need to be checked by a cataloging librarian. When in doubt, consult with a cataloging librarian.

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

Links

[1] <http://www.loc.gov/aba/pcc/documents/264-Guidelines.doc>