

## 10. Classed Separately (Original & Copy Cataloging)

### DEFINITION

**CLASSED SEPARATELY.** Each volume of the set is assigned a distinct call number; no cover record is created; each volume must have a distinctive title; a separate bibliographic record is created for each volume of the set.

### CLASSED SEPARATELY: ORIGINAL CATALOGING.

If the cataloger decides to treat the multipart as classed separately, an SAR must be created in the national authority file. Refer to the section **Class together or Class Separately?** on the **Multipart Policies & Procedures** page . See also the LC example in the copy cataloging section following.

Note that LCRIs for 21.2B2 and 21.3A have been revised: "Change in LC/PCC policy: Create one record for both numbered and unnumbered multipart items. Prior to Dec. 1, 2002, separate series authority records were made for unnumbered multipart items when the title proper changed; do not change or condense any records created before Dec. 1, 2002."

Additionally, if a bibliographic record is being used to record a standing order for the set, the cataloger is responsible for updating the suppressed receipt record. See the section on Multipart Series Standing Orders in **Bibliographic Records for Monographic Series & Multipart Monographs on Standing Order**.

If a copy cataloger has cataloging for a c.s. multipart but no SAR has been contributed to the NAF, the designated NACO cataloger must create an authority record if the SAR needs references or if the multipart is on series standing order.

If a multipart monograph is classed separately but one of the volumes lacks an individual title or has a dependent title, see page **9. Classed Together Analyzed (Original Cataloging)**, Section: Analytic Record, item 4.

### CLASSED SEPARATELY: COPY CATALOGING.

**SML procedure.** The first volume received for a classed separately multipart received on series standing order must be processed by a catalog librarian. The volume should be flagged, prioritized, and identified as **sso** by the Acquisitions Department.

**SML procedure.** If the analytic volume has ⚭x sso in 852 and no SAR is in Orbis for the multipart series, consult with a catalog librarian.

- If the analytic volume has no sso flag, check like any other series.
- If the analytic volume has 852 ⚭x sso and a SAR, follow the established series decision.

In the following example, if the copy cataloger has in hand *The great Gatsby* in the Cambridge edition of the works of F. Scott Fitzgerald series,

- if *The great Gatsby* is flagged as a new sso, the book should be routed to a catalog librarian;
- if the SAR in the example is not in Orbis (only in LCDB), and *The great Gatsby* has the following in 852, then the book should be routed to a catalog librarian

852		⚭b sml ⚭h UNCAT43004 ⚭x sso

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if the SAR in the example is in Orbis, and the MFHD is as above, the copy cataloger should catalog the book (using the 050 classed separately number as the basis);

if the SAR in the example is only in LCDB, but  $\ddot{x}$  sso is not in the MFHD, the copy cataloger should catalog the book;

if no SAR is found in Orbis or LCDB, the book should be routed to a catalog librarian.

The objective is to make sure that a catalog librarian has updated the series standing order receipt record to match the form used on the SAR. The procedure is not necessary if the multipart is not being received on standing order. However, the SAR needs to be made if references are needed, generally the case with classed separately multipart, so the series needs to be reviewed by a catalog librarian if no SAR is found.

LC Series Authority Record for a classed separately multipart (modified for RDA for this example;  $\ddot{f}$  1991 has been removed from 100/400)

010			$\ddot{a}$ n 90711497
040			$\ddot{a}$ DLC $\ddot{b}$ eng $\ddot{e}$ rda $\ddot{c}$ DLC $\ddot{d}$ DLC
100	1		$\ddot{a}$ Fitzgerald, F. Scott $\ddot{q}$ (Francis Scott), $\ddot{d}$ 1896-1940. $\ddot{t}$ Works
400	1		$\ddot{a}$ Fitzgerald, F. Scott $\ddot{q}$ (Francis Scott), $\ddot{d}$ 1896-1940. $\ddot{t}$ Cambridge edition of the works of F. Scott Fitzgerald
400	1		$\ddot{a}$ Fitzgerald, F. Scott $\ddot{q}$ (Francis Scott), $\ddot{d}$ 1896-1940. $\ddot{t}$ Works of F. Scott Fitzgerald
430		0	$\ddot{a}$ Cambridge edition of the works of F. Scott Fitzgerald
643			$\ddot{a}$ Cambridge, England $\ddot{b}$ Cambridge University Press
644			$\ddot{a}$ f $\ddot{5}$ DLC
645			$\ddot{a}$ t $\ddot{5}$ DLC
646			$\ddot{a}$ s $\ddot{5}$ DLC
670			$\ddot{a}$ $\ddot{a}$ Fitzgerald, F.S. The great Gatsby, 1991: $\ddot{b}$ CIP ser. t.p. (The Cambridge edition of the works of F. Scott Fitzgerald)

Note that the call number in the 050 of the analytic record does not have a volume number. Following current LC PCC practice, the date has been removed from the 800 and other RDA-related changes have been made.

010			$\ddot{a}$ 90023655
020			$\ddot{a}$ 0521402301
040			$\ddot{a}$ DLC $\ddot{b}$ eng $\ddot{e}$ rda $\ddot{c}$ DLC $\ddot{d}$ CtY
050	0	0	$\ddot{a}$ PS3511.I9 $\ddot{b}$ G7 1991
100	1		$\ddot{a}$ Fitzgerald, F. Scott $\ddot{q}$ (Francis Scott), $\ddot{d}$ 1896-1940, $\ddot{e}$ author.
245	1	0	$\ddot{a}$ The great Gatsby / $\ddot{c}$ F. Scott Fitzgerald ; edited by Matthew J. Bruccoli ; textual consultant, Fredson Bowers.
264		1	Cambridge [England] : $\ddot{b}$ Cambridge University Press, $\ddot{c}$ [1991]
300			$\ddot{a}$ lv, 225 pages : $\ddot{b}$ illustrations ; $\ddot{c}$ 23 cm.
490	1		$\ddot{a}$ The Cambridge edition of the works of F. Scott Fitzgerald
800	1		$\ddot{a}$ Fitzgerald, F. Scott $\ddot{q}$ (Francis Scott), $\ddot{d}$ 1896-1940. $\ddot{t}$ Works.

**IMPORTANT:** If no SAR is found, consult with a catalog librarian authorized to create an SAR in the national file. Searching hint: many classed separately multipart are author/title 800s. For author/title 800s, you must use the Staff Name/Title search to find the SAR.

**MFHD:** 866 is not created.\*

**ITEM RECORD:** No volume number is recorded in ENUM.\*

**MARKING:** SML practice: not necessary to mark verso t.p. if the barcode is already attached to the book.\*

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\*It sometimes happens that a classed separately multipart set may include one or more classed together multiparts. For example, the complete works of a prolific author may be classed separately, but one of the works may be a 2 v. set. In that case, the 2 v. set would be processed like any other classed together multipart (866, vol. no. in ENUM, call number written on t.p. verso)

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