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## Multipart Monograph MFHD Guidelines

For: Technical Services Staff

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### Key Definitions

**Alternative numbering.** A secondary numbering scheme used in designating a series of continuously published issues of a publication.

**Basic bibliographic units.** Primary bibliographic unit for which holdings are being recorded. Examples of basic bibliographic units are a book, a multivolume encyclopedia, a computer file, a map, a score, a set of orchestral parts, and a publication with separately titled constituent parts. A bibliographic entity composed of several bibliographic units where one does not predominate is considered to have multiple basic bibliographic units; for example, a multimedia kit or a musical score and parts.

**Caption.** An alphabetic word or phrase attached as a prefix to the enumeration data that describes the type of data (for example, volume, Band, Heft, part, number, or tome)

**Compress.** To record a range of holdings in terms of the enumeration and/or chronology of only the first and last parts held. Yale policy is that data elements may be compressed only if there is not a gap in the level or levels to be compressed.

**Detailed holdings statement.**

**Fascicle.** Temporary part intended to be bound with other parts to form a permanent bibliographic volume.

**Gap.** A break or discontinuity in the sequence of enumeration or chronology, or both, of the multipart held.

**Mixed holdings statement.** Holdings statement with a combination of summary and detailed levels of enumeration and/or chronology data.

**Nongap break.** A gap between the recorded enumeration and/or chronology units caused by unpublished units or discontinuity in the publisher's numeration.

**Secondary bibliographic unit.** Discrete bibliographic unit that is supplementary or complementary to a basic bibliographic unit or to another secondary bibliographic unit. Example: a guide accompanying a multipart set of videocassettes. An "equal" bibliographic component of a set of differing units, such as a multimedia kit or a musical score and parts, is considered a basic bibliographic unit. Individual parts of a multipart unit are considered parts, not secondary bibliographic units.

**Summary holdings statement.** Holdings statement at the first (highest) level of enumeration and/or chronology. Yale policy is that data elements are recorded as summary holdings statements only if there is not a gap at any of the specific levels of the hierarchy. Where gaps occur, a mixed holdings statement is used. Cf. Detailed; Mixed holdings statements.

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### Voyager MFHD

Yale uses the Voyager MFHD to record holdings for multipart. The Voyager MFHD stores data according to the MARC 21 Format for Holdings standard. At this time, Yale is using MARC 21 field 866 (Textual holdings-Basic Bibliographic Unit) to record volume holdings for multipart rather than fields 853-855 (Captions and Pattern) and 863-865 (Enumeration and Chronology)

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866	4	1	‡8 0 ‡a <text> ‡x <text> ‡z<text>
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## Indicators and Subfield Values for Field 866

Indicator 1	4=ANSI Level 4 (see 1. Levels of Specificity in the next section). Value 4 is MANDATORY
Indicator 2	1=Follows Z39.71 standard described in this document. Value 1 is MANDATORY.
‡8 0	Linkage field. May be used to facilitate arrangement of holdings fields if in the future, the MFHD includes both text and coded fields. Linkage field is MANDATORY.
‡a	Textual holdings. MANDATORY.
‡x	Staff note (does not display in Web Voyage)
‡z	Public note (displays in Web Voyage)

Volume holdings in 866 are transcribed following the American National Standard (ANSI)/NISO (National Information Standards Organization) **Holdings Statements for Bibliographic Items** standards (ANSI/NISO Z39.71-1999; abbreviated to ANSI for citation purposes). Yale decisions on ANSI options as they apply to multipart are recorded in this document.

NOTE: although receipt statements for serial issues are created in field 866, this procedure is not used for multipart, since issue binding does not apply.

For fixed field policies, see [MFHD Policies & Procedures](#) [1], 2.1-2.3

## 1. Levels of Specificity - 2. Basic Principle - 3. Punctuation

### 1. Levels of Specificity

Yale policy is to create volume holdings for multipart monographs even if holdings are complete at the time of cataloging. ANSI Level 4 is used:

"Level 4 provides detailed extent of holdings information. The detailed holdings statement may be either itemized or compressed; the detailed holdings statement may be either open or closed. ... If enumeration [is] applicable, the most specific levels (including all hierarchical levels) must be included."\* For Yale policy on itemization vs. compression, see Section 4. below. Yale policy for multipart is that holdings are never left open.

HISTORICAL NOTE: ANSI Level 1 ("no indication of extent of holdings") was used for microform reproductions of complete multipart works and some recon titles. CURRENT PRACTICE: Holdings for single basic bibliographic units (e.g. a single volume monograph) are not recorded. If a single basic bibliographic unit has an accompanying secondary bibliographic unit, holdings are generally not created.

ANSI Level 2 ("general guidance as to the extent of the institutions' holdings") and Level 3 ("summary extent of holdings") are not used.

\* Yale holdings are recorded at mixed levels, generally using summary extent when all parts within a range are held, and detailed holdings when parts are incomplete. For workflow purposes, all holdings statements are coded at Level 4. For detailed scope notes on Levels 1-4, see ANSI p. 15.

### 2. Basic Principle for Recording Extent of Holdings

"When the extent of holdings is explicitly recorded, this standard requires the recording of those pieces held rather than of those pieces not held." (ANSI p. 2, 1.2.4. Pieces Held) See also ANSI p. 26: "Record and display data in a positive sense; that is, emphasize that which is held rather than that which is not."

### 3. Punctuation

Use prescribed punctuation when recording holdings.

ANSI STANDARDS summary for punctuation and display as applied to multipart (incorporating Yale option applications and modifications):

1. Angle brackets. (<2nd ed.>) "Specific extent." Can be used to record edition statements in mixed ed. situations and to clarify format of accompanying material (<sound disc>) Use a blank space before and after the angle brackets. See Section 8, example 8-5a and Section 10c.
2. Colon (:). "Separates two orders or levels of hierarchical bibliographic units." The hierarchy order should be from higher to lower. Blanks are not used before or after.
3. Comma (,) denotes a break or a gap in a range
4. Equal sign (=) "Separates alternative numbering schemes. Blanks are not used before or after the equal sign." Used for multipart within classed together series. See Section 9, example 9-8.
5. Forward slash (/) denotes more than 1 bibliographic volume published in 1 physical volume. See Section 9, example 9-5.
6. Hyphen (-) denotes unbroken range
7. Plus sign (+). If the option to record accompanying material is used, precede holdings statement for accompanying material with a plus sign. Use a blank on either side of the plus sign. See Section 8, examples 8-5 and 8-6.
8. Quotation marks. When the name of a unit needs to be recorded, usually in the absence of a part number, the name of the unit is recorded in quotation marks. See Section 9, example 9-9 or Section 8, example 8-5.
9. Semicolon (;) denotes a nongap break. See Section 5-2.
10. Caption is transcribed consistently before each appropriate enumeration.
11. Square brackets are used to enclose supplied enumeration. Blank space before and after square brackets, unless used in conjunction with other punctuation that forbids blank before/after, e.g. equal sign, comma, hyphen, parentheses. See Section 7, example 7-8.
12. NO SPACE before or after punctuation.
13. New line (i.e. new 866) for gap or change in enumeration

## 4. Compression (ANSI 5.5.1.2) and Levels of Enumeration (ANSI 5.5.4.1)

Multipart holdings are compressed and recorded at the highest level of enumeration (summary statement) whenever possible. A hyphen is used to indicate compression.

However, part holdings must be recorded at detailed level when the set is incomplete at subsequent levels of enumeration. Also, keep in mind that the standard states:

"If it is necessary to record both first-level and subsequent level enumeration in the holdings statement, repeat all levels of enumeration at the beginning and end of each range held." (ANSI p. 29).

In the following example, each volume is in 2 parts. Vol. 4, part 2 is not held. Although v. 1 is complete, the subsequent enumeration level is recorded following the standard. Since vols. 5 through 7 are complete, the range is recorded at the most general level.

866	4	1	#8 0 ±a v.1:pt.1-v.4:pt.1,
866	4	1	#8 0 ±a v.5-v.7

For volumes issued in parts intended to be bound when the volume is complete (e.g. fascicles, lieferungen), part-level detail must be eliminated when the volume is complete. Note that itemized statements (rather than compression) were used for the highest level of the hierarchy to avoid recording subsequent enumeration levels for the completed volumes.

866	4	1	#8 0 ±a v.1
866	4	1	#8 0 ±a v.2:fasc.1-v.2:fasc.4,
866	4	1	#8 0 ±a v.3

NOT:

866	4	1	#8 0 #a v.1:fasc.1-v.1:fasc.12
866	4	1	#8 0 #a v.2:fasc.1-v.2:fasc.4,
866	4	1	#8 0 #a v.3:fasc.1-v.3:fasc.12

However, with multipart monographs it is recognized that there may be situations when compression cannot be performed or might cause significant workflow problems. In certain broad situations, catalogers have the option of recording holdings data in itemized (non-compressed) form, e.g.:

- Recon records, where earlier holdings were not recorded using ANSI standards and conversion to the ANSI standard would be very time consuming or require re-examination of the earlier volumes
- Holdings for locations that do not use item records, e.g. Beinecke. (In the absence of item records, the detailed breakdown of the physical items owned can only be captured in a non-compressed holdings field)

Otherwise, for sets with volumes in parts not intended to be bound when the volume is complete, it is not required that holdings for the set be compressed and part-level detail be eliminated when the set is completed. Generally a set with uncomplicated numbering is recorded as a general summary statement; for a set with irregular part numbering, cataloger judgment will determine whether or not to use a summary statement. Cf. Examples 5-3c-d below.

Although the standard now permits open-ended holdings statements, Yale policy is not to use such statements for multipart.

## 5. Gap and Non-Gap Breaks; Line Breaks

When volumes are added, Yale practice is to enter a new 866 field, the equivalent of a "line break," under the following circumstances:

**5-1. When a Gap Occurs.** The line preceding the new 866 field should end with a **comma**:

866	4	1	#8 0 #a Bd.1-Bd.5,
866	4	1	#8 0 #a Bd.7

**5-2. When a Non-Gap Break Occurs.** A non-gap break in enumeration may be caused by units that were never published or some other irregularity in the numbering scheme caused by the publisher. According to the standard, a non-gap break is represented optionally by the use of a semicolon.

Use a semicolon followed by a line break (i.e., new 866 statement) primarily to indicate where units were never published.

**Example 5-2a.** Set complete; information from publisher available that v. 4 was not published.

866	4	1	#8 0 #a v.1-v.3;
866	4	1	#8 0 #a v.5

**Example 5-2b.** Volume mis-numbered by the publisher.

866	4	1	#8 0 #a v.1-v.3;
866	4	1	#8 0 #a v.3 [i.e., v.4];
866	4	1	#8 0 #a v.5

**5-3. Use of Line Break Without Comma or Semicolon.** If conditions warrant recording holdings in itemized form, and neither a gap nor a change in numbering occurs between items, the standard does not use punctuation at the end of the 866 field when the items are recorded in separate 866s. (See ANSI p. 45, Example 28)

**Example 5-3a.** No change in the numbering scheme from volume to volume, but cataloger chose to display each volume in a separate volume holdings statement rather than to compress because the location does not use item records.

866	4	1	#8 0 #a v.1:pt.1-v.1:pt.2
866	4	1	#8 0 #a v.2:pt.1-v.2:pt.2
866	4	1	#8 0 #a v.3:pt.1-v.3:pt.2

**Example 5-3b.** Change in numbering scheme at v. 2; because the set is small, and because the parts are bound separately, the cataloger itemized in order to bring out the part detail. (Remember that if parts are bound in a single physical volume, the part detail is not recorded. See Section 4. on fascicles.)

866	4	1	#8 0 #a v.1
866	4	1	#8 0 #a v.2:pt.1-v.2:pt.2
866	4	1	#8 0 #a v.3

**Example 5-3c.** In the absence of publisher information, cataloger may be unsure whether v.1:pt.3-v.1:pt.4 and v.3:pt.4 may be wanting or may not exist. Compression (v.1-v.3) may cause ambiguity if v.1:pt.3 were added.

866	4	1	#8 0 #a v.1:pt.1-v.1:pt.2
866	4	1	#8 0 #a v.2:pt.1-v.2:pt.4
866	4	1	#8 0 #a v.3:pt.1-v.3:pt.3

**Ambiguity.** When volumes and parts are issued without captions, compression may cause ambiguity; for purposes of clarity separate 866 fields may be preferable.

**Example 5-3d.** Compressed form (ambiguous):

866	4	1	#8 0 #a 1:1,
866	4	1	#8 0 #a 2-3:1,
866	4	1	#8 0 #a 3:3-4:1,
866	4	1	#8 0 #a 5

**Example 5-3e.** Same volume holdings, itemized for clarity:

866	4	1	#8 0 #a 1:1,
866	4	1	#8 0 #a 2
866	4	1	#8 0 #a 3:1,
866	4	1	#8 0 #a 3:3
866	4	1	#8 0 #a 4:1,
866	4	1	#8 0 #a 5

**Example 5-3f.**

In this case converting the recon holdings information to ANSI standards would probably require examination of the volumes, so the recon data is left as found, and a new line denotes the change in enumeration display to the standard. (Catalogers should NOT retrieve previously cataloged volumes in order to revise the entire MFHD to ANSI standards!)

Since the pre-Orbis volumes may not have item records, the part detail captured to some degree in the pre-ANSI volume holdings statement would also be lost if the holdings were summarized in ANSI form. In most cases, the part detail for the volume added on Orbis and displayed in summarized form in 866-2 will be recorded in the ENUM field of the item record, e.g. ENUM t.5:1 and ENUM t.5:2.

866	4	1	#8 0 #a 1:1-4:2	recon
866	4	1	#8 0 #a t.5	vol. added on Orbis

## 6. Captions (ANSI 5.5.4.2)

**Caption.** A word, phrase, or abbreviation indicating the parts into which the publisher has divided the multipart. Examples: "volume," "Band," "Teil," "part," "tome."

**6-1.** Recording captions is optional (ANSI p. 29). Yale applies the option.

**6-2.** "Transcribe captions associated with enumeration in the vernacular form appearing on the publication, transliterated when needed. Record captions in the singular. Optionally, captions may be translated. If the parts of a unit have no captions, do not supply captions." (ANSI p. 29)

Yale does not apply the translation option, i.e. if the caption is Bd., use Bd. as the caption rather than v.

**EXCEPTION:** East Asia and Near East cataloging translate captions instead of transliterating.

**6-3.** Per ANSI Z39.71-1999 (p. 30), if an AACR2 caption abbreviation is available, the abbreviation is used. ANSI option if no abbreviation in AACR2 is "other standard lists or ISO 832 rules." With Voyager Yale will now apply both the AACR2 and ISO abbreviations in MFHD. If the caption abbreviation is not listed in either AACR2 or the ISO list, it must be transcribed in full, unabbreviated form. Use of additional lists need to be documented; touch base with the Chief Cataloging Librarian. CAUTION: only AACR2 abbreviations may be used in the bibliographic record.

Click [here](#) [2] for AACR2 abbreviations are on the Cataloging at Yale page/Tools & Resources.

Click [here](#) [3] for the combined AACR2 and ISO abbreviations on the Cornell Technical Services page.

Use lowercase for captions unless the language of the caption (e.g. German nouns) requires an uppercase first letter.

**6-4.** If a symbol (e.g. #) is used as a caption and it has a recognized textual equivalent, record the textual equivalent; use the AACR2 abbreviation if listed (ANSI p. 30).

Caption on piece: #1. Record in 866 as:

866	4	1	#8 0 #a no.1
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**6-5.** If enumeration follows an unabbreviated caption (i.e., no end punctuation), leave one space between the caption and the enumeration (ANSI p. 30)

In the following example, there is no authorized abbreviation for Heft and it is transcribed as is. Since there is no end punctuation, a space is entered between Heft and 1.

866	4	1	#8 0 #a Heft 1
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**6-6.** "Captions need not be repeated after the hyphen. However, captions may be repeated after the hyphen when needed for clarity." (ANSI p. 30)

Yale practice is to repeat the caption in all instances to promote standardization:

866	4	1	#8 0 #a Heft 1-Heft 2
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**6-7.** "Record captions beginning with a lowercase letter unless the language of the caption requires an uppercase letter." (ANSI p. 30)

tome 10	becomes	t.10
number 2	becomes	no.2
Band 3	becomes	Bd.3

## 7. Enumeration

**Enumeration.** Data indicating the sequential numeric and/or alphabetic designation used by the publisher of the multipart to identify the individual bibliographic or physical parts and to show the relationship of each part to the bibliographic unit as a whole.

**7-1. Supplied Enumeration.** "If the bibliographic item does not carry enumeration, do not supply it." (ANSI 5.5.4 Enumeration, p. 28). YALE LOCAL PRACTICE: If enumeration has been supplied to volumes of a multipart by the cataloger on the bibliographic record (with bracketed numbers in 505), use the bracketed numbers as a basis for recording holdings in 866; record the vol. numbers with brackets.

505	1	#a [2] Andhra Pradesh -- [3] Assam -- [4] Bihar -- [5] Gujarat -- [6] Haryana -- [7] Himachal Pradesh -- [8] Jammu & Kashmir -- [9] Karnataka -- [10] Kerala
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MFHD:

866	4	1	#8 0 #a [2]-[10]
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**New:** To facilitate association with item records, the new policy will be to supply enumeration for unnumbered non-print parts if their individual containers are barcoded or could be barcoded, e.g. microfilm reels, videocassettes, DVDs. Note that this deviates from ANSI 5.5.3 Extent of Unit, p. 28. Formerly, if unnumbered, only the total number of items held was recorded for original publications. Continue to record unnumbered microfiche as a total number of items. (See Examples at 8-2 and 8-3))

**7-2.** Record enumeration by giving the caption followed by the sequential designator (i.e., the number ; ANSI 5.5.4 p. 28). If the enumeration on the item uses ordinal numbering, with the number preceding the caption, convert to cardinal numbering in order to place the caption first. (ANSI 5.5.4.3 option p. 30-31)

Item in hand has designation: 3. Teil. Record in 866 as:

866	4	1	†8 0 ‡a T.3
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NOTE: former practice was to record ordinal numbers as is with caption following the number, e.g. 3. Teil.

**7-3.** If the parts have hierarchical enumeration, record the sublevels following a colon when the situation warrants recording of sublevels. See 5. Compression above.

**7-4.** "Convert all numeric information to Arabic numbers" (ANSI p. 30).

VII	becomes	7
sixth volume	becomes	v.6

**7-5.** If typographic or other designations are used on the item in place of numbers, convert them to numbers if they have direct numeric equivalents (ANSI p. 32):

First volume has \*; second volume has \*\*:

866	4	1	†8 0 ‡a 1-2
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**Note:** ANSI example has captions, but unless the item has " v. \* ", do not supply captions.

**7-6.** "Record uppercase and lowercase alphabetic characters as they appear on the item" (ANSI p. 31):

866	4	1	†8 0 ‡a 23a
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866	4	1	†8 0 ‡a no.36B
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866	4	1	†8 0 ‡a v.B
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Yale will apply the option to romanize nonroman alphabetic data.

**7-7.** "When a bibliographic item is used with combined numbering--not when bound together after receipt--separate the numbers by a forward slash." (ANSI p. 31). If a caption is used, record the caption for the first number only.

866	4	1	†8 0 ‡a v.5/6
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## 8. Special Procedures for Microform and Non-Print Items

**8-1.** If a microform set is a reproduction of a single work,

- record *bibliographic* volumes in 866
- record physical parts (reels or microfiches) in field 533
- NOTE: former practice was to record bibliographic holdings in 866 only if the set was incomplete

### Example 8-1a:

Bibliographic record:

100	1	‡a Trudeau, G. B., ‡d 1948-
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245	1	0	‡a Doonesbury in the 80s ‡h [microform] / ‡c Garry Trudeau.
-----	---	---	---

300	‡a 3 v. ; ‡c 30 cm.
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533	‡a Microfilm. ‡b New Haven : ‡c Yale University Photographic Services, ‡d 1991. ‡e 1 microfilm reel ; 35 mm.
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On MFHD:

866	4	1	†8 0 ‡a v.1-v.3
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**Example 8-1b.** Note that the Yale microfilm set is incomplete, even though the cataloging for the reproduction represents a complete set.

245	0	0	‡a Encyclopedia of Irish saints ‡h [microform].
-----	---	---	---

300	‡a 10 v. ; ‡c 29 cm.
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533	‡a Microfilm. ‡b New Haven : ‡c Yale University Photographic Services, ‡d 1991. ‡e
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microfilm reels ; 35 mm.

On MFHD:

866 4 1 ±8 0 ±a v.1-v.8

**8-2.** If a microform set is a collection of reproductions, record the number of physical items (e.g. reels, fiche) in 866. LOCAL YALE PRACTICE: For unnumbered microfilm reels, supply enumeration in square brackets preceded by *reel*. Record holdings for unnumbered microfiche as a total count or, if the number of pieces is large, an estimate. (ANSI 5.5.3 Extent of Unit, p. 28)

**Example 8-2a.** A collection of titles previously published separately in hard copy. The reels in this Example are not numbered.

245 0 0 ±a Africana library ±h [microform].

300 ±a microfilm reels ; ±c 35 mm.

On MFHD:

866 4 1 ±8 ±a reel [1]-reel [30]

**Example 8-2b.** A collection of titles previously published separately in hard copy. The microfiches in this Example are numbered.

245 0 0 ±a 50 museum catalogs ±h [microform].

300 ±a 100 microfiches

On MFHD:

866 4 1 ±8 0 ±a no.1-no.100

NOTE: if multiple titles are reproduced locally on a single reel, do not treat as a collection. Each title should be cataloged separately, with the same call number and location used in copy holdings. In that case, volume holdings will only be appropriate for an individual title if the original title was itself a multipart monograph.

**8-3.** If a microform set is original, record the number of physical items (e.g. reels, fiche) in 866. Local Yale practice: For unnumbered microfilm reels, supply enumeration in square brackets preceded by *reel*.

Example 8-3a. In this example, the microfiches are numbered.

110 2 ±a Columbia University. ±b School of Library Service.

245 1 0 ±a Subject catalog of the Columbia University School of Library Service ±h [microform].

300 ±a 200 microfiches

On MFHD:

866 4 1 ±8 0 ±a no.1-no.200

Example 8-3b. In this example, the microfilm reels are not numbered.

110 2 ±a Bailey Museum.

245 1 0 ±a Catalog of the Bailey Museum, Schenectady, N.Y. ±h [microform].

300 ±a 93 microfilm reels ; ±c 35 mm.

On MFHD:

866 4 1 ±8 0 ±a reel [1]-reel [93]

Record holdings for unnumbered microfiche as a total count or, if the number of pieces is large, an estimate. (ANSI 5.5.3 Extent of Unit, p. 28)

**Example 8-3c.** In this example, the microfiches are not numbered.

245 0 0 ±a Profiles of the rich and famous ±h [microform].

300 ±a 25 microfiches

On MFHD:

866 4 1 ±8 0 ±a 25 microfiches

**Example 8-3d.** In this example, the microfiches are not numbered.

110 2 ±a Barnum Museum.

245 1 0 ±a Catalog of the Barnum Museum, Bridgeport, Conn. ±h [microform].

300 ±a microfiches

On MFHD:

866 4 1 ±8 0 ±a ca. 1200 microfiches

NOTE: for large microform sets, especially microfiche, the caption and numbering used in the guide may be more useful for adders (and the user) than the caption and numbering used on the piece (e.g. the header). If the guide is more helpful than the piece, use the guide to create the volume holdings. For an example, see the Orbis record for the Chadwyck-Healey microfilm set The nineteenth-century (Orbis 774882 (bib)/888917 (MFHD) (old NOTIS no.AEE1685).



**8-4. LOCAL PRACTICE:** For other unnumbered, multipart non-print items, record the specific class of material to which the units belong followed by cataloger supplied enumeration in square brackets. Use a standard term from AACR2 (rule 5, chapters 2-11) for a specific material designation (SMD); the correct term will usually be in the 300 field. However, If the 505 contents note on the bibliographic record has cataloger supplied part numbers, record the cataloger supplied enumeration instead.

**Example 8-4a. No 505; default local practice for non-print items used to record unnumbered parts.**

245 0 0 ‡a Dreamland burns ‡h [videorecording] / ‡c Squat Theatre ; written by Stephen Balint.  
300 ‡a 2 videocassettes (125 min.) : ‡b sd., col ; ‡c 1/2 in.

**MFHD:**

866 4 1 ‡8 0 ‡a videocassette [1]-videocassette [2]

**Example 8-4b. 505 present. Volume holdings recorded to be consistent with the contents note.**

245 0 0 ‡a Beckett on film ‡h [videorecording] / ‡c Blue Angel Films ; Tyrone Productions.  
300 ‡a 4 videodiscs (10 hrs., 48 min.) : ‡b sd., col., b&w ; ‡c 4 3/4 in. + ‡e 1 book (39 p. : ill. ; 19 cm.)

505 0 0 ‡g [Disc 1] ‡t Waiting for Godot <etc.>

**MFHD:**

866 4 1 ‡8 0 ‡a [Disc 1]-[Disc 4]

Optionally, if the bibliographic parts do not match the physical parts, record the bibliographic parts.

130 0 ‡a Sopranos (Television program). ‡k Selections.

245 1 4 ‡a The Sopranos. ,n The complete fourth season ‡h [videorecording] / ‡c Chase Films ; a Brad Grey Television production in association with HBO Original Programming ; producers, Martin Bruestle ... [et al.] ; writers, David Chase ... [et al.] ; directors, Allen Coulter ... [et al.].

300 ‡a 4 videodiscs (ca. 800 min.) : ‡b sd., col. ; ‡c 4 3/4 in.

505 0 ‡a Disc 1. Episode 1. For all debts public and private ; Episode 2. No-show ; Episode 3. Christopher -- Disc 2. Episode 4. The weight ; Episode 5. Pie-O-my ; Episode 6. Everybody hurts ; Episode 7. Watching too much television -- Disc 3. Episode 8. Mergers & acquisitions ; Episode 9. Whoever did this ; Episode 10. The strong, silent type -- Disc 4. Episode 11. Calling all cars ; Episode 12. Eloise ; Episode 13. Whitecaps.

**MFHD (default)**

866 4 1 ‡8 0 ‡a videodisc 1-videodisc 4

**MFHD (optional)**

866 4 1 ‡8 0 ‡a episode 1/3

866 4 1 ‡8 0 ‡a episode 4/7

866 4 1 ‡8 0 ‡a episode 8/10

866 4 1 ‡8 0 ‡a episode 11/13

**8-5.** Optionally, accompanying material may be recorded if considered to be important. Accompanying material is considered to be a "secondary bibliographic unit" and is recorded in the 866 holdings statement according to the scheme: <primary bibliographic unit> + <secondary bibliographic unit>.

**EXAMPLE:**

866 4 1 ‡8 0 ‡a [Disc 1]-[Disc 4] + 1 book

**8-5a.** Angle brackets for "specific extent" may be used for clarification. Note that the accompanying material here is identified by the name found on the item (always entered in quotation marks). Based on ANSI-1999, Example 20, p. 43.

866 4 1 ‡8 0 ‡a v.1-v.3 + "Sources" <CD-ROM>

**8-6.** If the item described consists of multiple basic bibliographic units, or if it is difficult to distinguish among primary and secondary units within a given set of items, use the plus mark to separate two or more basic bibliographic units.

245 0 0 ‡a Marcel Duchamp ‡h [kit].

300 ‡a 1 catalog (1 folded sheet, unpagged) : ‡b ill. ; ‡c 34 cm. + ‡e 1 publisher insert ([4] p. : port. ; 34 cm.)

300 ‡a 1 catalog essay (unpagged) : ‡b ill. ; ‡c 34 cm. + 1 picture (34 x 24 cm.) laid in.

300 ‡a 1 portfolio : ‡b ill. (some col.) ; ‡c 34 cm.

300 ‡a 1 photograph : ‡b sepia ; ‡c 11 x 15 cm.

300 ‡a 1 sound cassette (in black velvet-covered cassette box, with a facsimile of a breast attached to the container)

300                      ¤a All in wooden box ; ¤c 38 x 38 x 6 cm. in slipcase 39 x 38 x 7 cm.

MFHD

866            4            1    ¤8 0 ¤a 1 catalog + 1 publisher insert + 1 catalog essay + 1 picture + 1 portfolio + 1 photograph + 1 sound cassette

**8-7. LOCAL PRACTICE:** For music scores, parts are not recorded as separate basic bibliographic units.

Items held: 1 score (2 v.) + (parts) flute, 1st oboe, 2nd oboe, bassoon, timpani, 1st violin, 2nd violin, viola, violoncello.

Recorded as:

866            4            1    ¤8 0 ¤a 1-2

## 9. Orbis 866 Fields for Multipart Monographs: Additional Examples

For purposes of comparison, some examples show volume holdings for completed multipart monographs in itemized as well as compressed general summary statements. In general, the Example using the summary statement or the mixed summary/detailed statement should be used, but for sets with complex numbering, e.g. 9-3, 9-6, itemized form may be preferred.

**Example 9-1.** 6 v. in 12 (complete; volume to part relationship regular; each volume in 2 parts)

Itemized form:

		¤8 0 ¤a v.1:pt.1-v.1:pt.2
		¤8 0 ¤a v.2:pt.1-v.2:pt.2
		¤8 0 ¤a v.3:pt.1-v.3:pt.2
		¤8 0 ¤a v.4:pt.1-v.4:pt.2
		¤8 0 ¤a v.5:pt.1-v.5:pt.2
		¤8 0 ¤a v.6:pt.1-v.6:pt.2

Summary statement (compressed) form:

		¤8 0 ¤a v.1-v.6
--	--	--------------------

**Example 9-2.** 6 v. in 12 (same physical configuration as Example 9-1 but incomplete; each volume is in 2 parts; v.3:pt.2 and v.5:pt.1 lacking)

8		¤8 0 ¤a v.1-v.2	Compress part details rather
6			

6				than: v.1:pt.1:pt.2-v.2: pt.2
8			‡8 0 ‡a v.3:pt.1,	use comma to denote v.3:pt.2 lacking
6				
6				
8			‡8 0 ‡a v.4,	Part detail for v. 4 compressed; use comma to denote v.5:pt.1 is lacking
6				
6				
8			‡8 0 ‡a v.5:pt.2-v.6:pt.2	If subsequent level enum. must be used, it must be used at both beginning & end of range. See Section 4 above.
6				
6				

**Example 9-3.** 5 v. in 11 (complete; volume to part relationship irregular)

ORBIS volume holdings (complete) in itemized form.

8			‡8 0 ‡a v.1:pt.1-v.1:pt.2	v. 1 is in 2 parts
6				
6				
8			‡8 0 ‡a v.2	v.2 is a single volume
6				
6				
8			‡8 0 ‡a v.3:pt.1-v.3:pt.3	v. 3 is in 3 parts
6				
6				
8			‡8 0 ‡a v.4:pt.1-v.4:pt.4	v. 4 is in 4 parts
6				
6				
8			‡8 0 ‡a v.5	v. 5 is a single volume
6				
6				

ORBIS volume holdings (complete) as summary statement (compressed):

		‡8 0 ‡a v.1-v.5
--	--	--------------------

Comment. Note that for a completed set in compressed form, only the first element of the enumerative hierarchy needs to be recorded. Elimination of the part detail in this case may not be helpful.

**Example 9-4.** 5 v. in 11 (Physical item configuration is the same as in Example 9-3, but the set is incomplete; set wanting v.1:pt.1, v.3:pt.2). In this case itemized form is preferred to avoid ambiguity.

8			‡8 0 ‡a v.1:pt.1-v.1:pt.2	
6				
6				
8			‡8 0 ‡a v.2	
6				

6			
8	‡8 0 ‡a v.3:pt.1,		use comma to denote v.3:pt.2 lacking
6			
6			
8	‡8 0 ‡a v.3:pt.3		
6			
6			
8	‡8 0 ‡a v.4:pt.1,		use comma to denote v. 4:pt.2 lacking
6			
6			
8	‡8 0 ‡a v.5		
6			
6			

**Example 9-5.** 12 v. in 6. (Complete; each part is 2 v. in 1):

Itemized form:

	‡8 0 ‡a v.1/2
	‡8 0 ‡a v.3/4
	‡8 0 ‡a v.5/6
	‡8 0 ‡a v.7/8
	‡8 0 ‡a v.9/10
	‡8 0 ‡a v.11/12

Compressed, summary statement:

	‡8 0 ‡a v.1/2-v.11/12
--	-----------------------

**Example 9-6.** 11 v. in 5 (Complete; volume to part relationship irregular)

Itemized form:

8	‡8 0 ‡a v.1/3	v.1,2, and 3 are in one physical volume
6		
6		
8	‡8 0 ‡a v.4	v.4 is one physical
6		

6			volume
8	8 0 1a v.5/8		v. 5,6,7, and 8 are in one physical volume
6			
6			
8	8 0 1a v.9/10		v.9 and 10 are in one physical volume
6			
6			
8	8 0 1a v.11		v. 11 is in one physical volume
6			
6			

Compressed, summary statement (itemized form preferred to avoid ambiguity):

8 0 1a v.1/3-v.11
-------------------

**Example 9-7.** 11 v. in 5 (Incomplete; same physical item configuration as Example 9, but v. 5/8 wanting)

8 0 1a v.1/3	
8 0 1a v.4,	comma to denote gap
8 0 1a v.9/10	
8 0 1a v.11	

**Example 9-8.** Classed together multipart as part of a classed together monographic series.

Multipart title is Chronik der Stadt Stuttgart; it is part of the classed together series Veröffentlichungen des Archivs der Stadt Stuttgart.

In 852  $\ddot{z}$  enter the standard note: Shelved by the volume number of the main series.

Current practice is to record the series vol. number after an "=" to the right of the bibliographic vol. number. In ANSI, the equal sign represents "alternative numbering scheme;" there should be no spaces on either side of the equal sign. Update MFHDs as new volumes are added unless the number of 866 fields is very large; in any case use the "=" for all additional 866 fields. In general, do not compress even if there are no breaks in the series numbering. Remember that users will need to identify the series number to retrieve a particular volume from LSF; a compression range will not facilitate identification of the series number. If the multipart set is small and there are no breaks in the series, compression may be considered.. Source: ANSI, p. 3 (Definition); p. 11 (use of "="); p. 32, section 5.5.4.4. "Multiple enumerations")

Revise the following earlier practices when updating volume holdings:

1. OBSOLETE: preceding public notes with "\*\*\*"
2. OBSOLETE: entering the note in the first 866 field
3. OBSOLETE: including title of main series in the note
4. OBSOLETE: use of phrase "shelved as" in field 866, e.g. Bd.1 shelved as Bd.16

Change in policy reviewed by PIC, 6/03.

8		‡b sm‡ DD901
5		S95 ‡i V47
2		Bd.16,etc. ‡z
		Shelved by the volume number of the main series.
8		‡8 0 ‡a Bd.1=Bd.16
6		
6		
8		‡8 0 ‡a Bd.2=Bd.17
6		
6		
8		‡8 0 ‡a Bd.3=Bd.30
6		
6		
8		‡8 0 ‡a Bd.4=Bd.25
6		
6		
8		‡8 0 ‡a Bd.5=Bd.27
6		
6		
8		‡8 0 ‡a Bd.6=Bd.28
6		
6		
8		‡8 0 ‡a Bd.7=Bd.38
6		
6		
8		‡8 0 ‡a Bd.8=Bd.39
6		
6		
8		‡8 0 ‡a Bd.9=Bd.42
6		
6		
8		‡8 0 ‡a
6		Bd.10=Bd.43
6		

**Example 9-9.** Name of unit. (ANSI 5.5.2) For situations where the multipart only has names of parts, but no enumeration, transcribe the name in quotation marks; when transcribing, do not convert "to" to a hyphen. Always record in itemized form.

		‡8 0 ‡a
		"Aachen to
		Kodesh"
		‡8 0 ‡a
		"Koeberle to
		Zwischen"

**Example 9-10.** Volume holdings are not recorded for remote electronic resources. We anticipate that most

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multipart electronic resources will have order records associated with them, so the default MFHD for ongoing electronic resources should be used.

1 3 0	1a Acta sanctorum.
2 4 5	1a Acta sanctorum 1h [electronic resource] : 1b the full text database.
2 4 6	1a Acta sanctorum database
2 6 0	1a [Alexandria, Va.] : 1b Chadwyck- Healey, 1c c1999-
5 3 8	1a Mode of access: World Wide Web.
5 0 0	1a Eleven releases planned, each covering one month of the ecclesiastical calendar, to be completed in 2002.
5 3 0	1a Also available on CD-ROM.
5 0 6	1a Access restricted by licensing agreement.
5 9 0	1a Access is available to the Yale Community through use of a networked computer with a Yale IP address.
7 7 6	1t Acta sanctorum database on CD- ROM 1x 0859644162.
8 5 6	13 Acta sanctorum 1u <a href="https://yale.idm.oclc.org/login?url=http://acta.chadwyck.com">https://yale.idm.oclc.org/login?url=http://acta.chadwyck.com</a> L [4]

MFHD:

1	1b yulint 1k None 1h 1z Online Resource
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## 10. Mixed Editions - 11. Use of Fields 867/868

### 10. Mixed Editions

ANSI permits recording of mixed editions in the MFHD. An example of a mixed edition would be a 10 volume Dictionary of religion, 1st ed., where v. 3, a replacement copy, was a second edition. Yale policy is that, in general, creation of mixed edition bibliographic records for multipart sets is to be avoided when possible. However, if a mixed edition multipart bibliographic record is created, the MFHD rather than the 505 should be where the edition variations are recorded since different libraries may have different holdings.

Use judgment in creating mixed editions for multipart sets. If a first edition set is incomplete, make sure a replacement volume for a later edition is not part of a standing order for a new set. If the intention is to obtain a complete set of the second edition, a new record should be created. If the intention was to replace a missing volume of an old set but information on the replacement volume indicates that the publisher intends to issue a complete second edition, consult with the selector.

If a library owns a mixed edition, the edition statement of the bibliographic record (field 250) should be transcribed from the first published volume of the set, or the earliest available volume if the first published volume is not available. In addition,

a. Record all volume specific edition statements differing from field 250 only in the MFHD following the part holdings. (Example based on ANSI-1999, example 3, p. 38.). Note that in this case the edition statement would be based on the earliest published volume, i.e., the volume between 6-10 that was published first, not volume 1.

866	4	1	#8 0 #a v.1 <3rd ed.>
866	4	1	#8 0 #a v.2 <2nd ed.>
866	4	1	#8 0 #a v.3-v.4 <3rd ed.>
866	4	1	#8 0 #a v.6-v.10

b. Optionally, record in local field 590 notes about volumes held with edition statements that do not match the 250 field, or situations where there is no 250 field but a later edition statement appears on the volume in hand, e.g.,

590			#a SML: v.3 (2nd ed.).
-----	--	--	------------------------

### 11. USE OF FIELDS 867/868

MFHD fields 867 (Supplements) and 868 (Indexes) are used primarily for serial holdings. For multipart sets, use these fields for supplements associated with the main numbering of the set and for indexes that are not part of the main set's numbering.

866	4	1	#8 0 #a v.1-v.30
867	4	1	#8 0 #a v.1:suppl.
867	4	1	#8 0 #a v.15:suppl.
868	4	1	#8 0 #a v.1/v.30

Supplements not associated with the main set numbering may be treated as secondary bibliographical units and recorded after + in 866 with the name in quotation marks.

866	4	1	#8 0 #a v.1-v.30
866	4	1	#8 0 #a + "Plates" 1-2
868	4	1	#8 0 #a v.1/v.30

CAUTION #1. Cataloger must decide whether a supplement to a multipart set is a serial, e.g. The Britannica book of the year. In that case, it is generally cataloged on a separate serial record. (Some multipart sets for legal literature may include a serial volume.)

CAUTION #2. If an unnumbered "part" has a title of its own, a separate bibliographic record is made. If the title is simply a general term such as "Index," "Glossary," or "Plates," it may be considered as a candidate for recording in 866/867/868. If the title includes but is not limited to a general term, and is not part of the numbered sequence, it is usually cataloged separately, e.g.

Index to the cemeteries included in the alphabetical guides to gravestones in smaller cemeteries in South Africa,



vols. I-XXVIII.

Multipart title: Alphabetical guide to gravestones in smaller cemeteries in South Africa.

CAUTION #3. For a nonprint multipart set, accompanying material is more properly recorded as a secondary bibliographic unit (following + in field 866) rather than in field 867. See the optional examples following 8-5.

## 12. Volume Numbers in 852 - Related Documents

### 12. VOLUME NUMBERS IN 852 ¶i

When the multipart is part of a classed together series (including a more comprehensive multipart), such that the cataloging for the multipart functions as an analytic of the series, the series number of the analytic number is recorded as part of the call number in field 852. For multiparts, 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 volume number of the series has a caption, use the caption also in the call number. Follow the abbreviation and capitalization used in the established form of the series (8xx, not the 490).

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 vol. number in the item record ENUM should correspond to the vol. number of the multipart, not the vol. number of the series.

Examples:

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

852	0	1	¶b sml ¶h DS123 ¶i .K55 v.53,etc.
-----	---	---	-----------------------------------

Items in hand: v. 1-v.4 of the multipart and Bd. 125-Bd. 128 of the series; set is complete.

852	0	1	¶b sml ¶h B123 ¶i .P55 Bd.125,etc.
-----	---	---	------------------------------------

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.
-----	---	---	------------------------------------

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

SML Materials Processing Practice: Use only for multiparts that are part of a classed-together series.

- Write the call number (with the appropriate analytic volume number) on the verso of the title page even if the barcode has been attached to the volume. (Be sure to include the caption if used.)
- Flag the volume to warn Preparations to bypass the label printing program

### Related Documents

ANSI/NISO Z39.71-2006 is available in PDF format at:

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[ANSI/NISO Z39.71-2006](#) [5]

[Multipart Policies and Procedures](#) [6]

[Enum/Chron Fields in Voyager Item Records for Serials \(and Multiparts\)](#) [7]

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**Source URL:** <https://web.library.yale.edu/cataloging/multipartmfhdrev>

### Links

[1] <https://web.library.yale.edu/cataloging/mfhdpolpro> [2]

<https://web.library.yale.edu/cataloging/AACR2-abbreviations> [3] <http://its.library.cornell.edu/its/pp/spp/captabbr> [4]

<https://yale.idm.oclc.org/login?url=http://acta.chadwyck.com/> [5] [http://www.niso.org/apps/group\\_public/download.php/6475/Holdings%20Statements%20for%20Bibliographic%20Items.pdf](http://www.niso.org/apps/group_public/download.php/6475/Holdings%20Statements%20for%20Bibliographic%20Items.pdf) [6]

<https://web.library.yale.edu/cataloging/multipart-workflow> [7] <https://web.library.yale.edu/cataloging/serials/enum-chron>