

Bibliographic Records for Monographic Series & Multipart Monographs on Standing Order: Cataloging Policies and Procedures -- 2008 version

Overview

The RDA definition of series is: *"A group of separate resources related to one another by the fact that each resource bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered."* Note that the definition applies to both serials and multipart monographs. [RDA has a second definition for series that refers to a separately numbered sequence of volumes or issues with a series or serial (e.g. 1st series, 2nd series, etc.). This document applies only to resources in the first category]

Series issued as serials are sometimes called monographic series; as serials, monographic series are intended to be issued indefinitely. Generally items in a monographic series are single part monographs issued on an irregular basis.* For printed materials the bibliographic record for the monographic series as a whole is entered in the MARC21 **Serials** format with **008 Type of Serial:m**.

*In some cases an item within the series may be a serial (a periodical within a series) or a multipart monograph; the term "monographic series" is technically incorrect but is used here to distinguish between series bibliographic records created using the MARC 21 serials format and series bibliographic records for multipart monographs using the MARC 21 books format.

A series may also be issued as a multipart monograph (mpm), i.e. with an intended conclusion. A multipart monograph series should be entered in the MARC 21 **Books** format.

Series may be **classed-together** (all items have the same call number; call numbers are distinguished by the volume number) or **classed separately** (each item in the series has a different call number). A series may be **analyzed** (separate bibliographic records created for the each distinct item in the series) or not. A series may be analyzed whether it is classed-together or classed separately; a classed separately series must be analyzed.

If a series is on standing order, a bibliographic record in Serials or Books format is always created. Series bibliographic records contain standard MARC fields with appropriate content designation and sufficient information for positive identification.

A bibliographic record generally is not created for a monographic series that is not received on standing order, although the cataloger may use that option for some classed-together situations. For mpm series not received on standing order, a bibliographic record is always created if the set is classed-together; a bibliographic record is not created if the set is classed-separately.

Bibliographic records for analyzed monographic series are used primarily as a hook to the Voyager Acquisitions line item and to ensure that acquisitions staff use the established form of the series and follow local classification decisions. The minimal encoding level is 7. The bibliographic record is suppressed from public display if the series is classed separately; the bibliographic record is usually suppressed if the series is classed-together unless the set cannot be fully analyzed. If the decision is to display the record to the public, the record may follow the same minimal standard used for classed-separately records if no cataloging copy is available; however, 008 fields must be upgraded to standard level in order to export the records to the utilities. (Non-roman units cataloging in OCLC may choose to create their preliminary records on the utility as well.)

Bibliographic records for classed-separately multipart series on standing order are suppressed from public display and may remain at E/L 7. Bibliographic records for classed-together multipart monographs are always displayed and are always upgraded to full or core-level.

Because the series bibliographic record is used by acquisitions staff to determine the form of series used on

analytics and to determine local classification practice, the first volume received for any new standing order series should be routed to the appropriate cataloging unit for priority cataloging. The cataloging unit is responsible for deciding whether the series will be classed together or classed separately, for creating or updating a series authority record for the series if necessary, and updating the bibliographic receipt records where necessary (e.g., for title changes or entering local classification decisions, or in some cases to full-level standard).

For detailed acquisitions procedures, see:

[Preliminary Bib. Records: Monographic Series & Multipart Monographs on Standing Order](#) [1]

Cataloging Policies and Procedures: General

Upon receipt of the first available volume of the series, the bibliographic record for the series should be reviewed and updated as a priority by cataloging staff; this will ensure that acquisitions staff processing later volumes will be able to find the record and verify that the volume in hand belongs to the series. Due to Voyager profile settings, it may simplify workflow to restrict cataloging of the first available volume of a series to staff authorized to import records from LCDB or OCLC.

At SML, if a preliminary record comes out of the backlog with **1xx sso** in 852, cataloging staff must update the series bibliographic record according to the procedures described for classed separately or classed-together. In general, YUL catalogers should consult with their library's acquisitions staff if it is not clear which series bibliographic record is to be updated. Always consult with acquisitions staff before creating a new series bibliographic record if a previously established series standing order has a title change; the new series record must be linked to the correct purchase order.

The classification and analysis decision is ultimately the cataloger's. Generally, if an SAR is found, the decision documented on the SAR is followed, but following the SAR decision is not required. For example, if the SAR documents a classed-together analyzed decision and it is known that the library intends to own only selected items, the decision may be to class separately, especially in the case of older materials. It is also not required that all YUL libraries follow the same classification/analysis decision, although the default decision is to use the same decision across YUL.

Part 1. Classed Separately (Analyzed)

General? procedures

Search OCLC for a bibliographic record for the series and a SAR.

If a bibliographic record is found, overlay the preliminary series record.

If a bibliographic record is not found in OCLC, update the preliminary series record on Voyager. *Since RDA will drive future cataloging for the foreseeable future, update the record to RDA form if necessary. If an OCLC record is found, a fully cataloged record does not have to be recataloged to RDA form. A non-standard record should be updated to RDA, so it may be easier to simply update the preliminary record without searching OCLC.* If a SAR is found, import it into Orbis if local modifications are necessary. Optionally, import the SAR even if no local modifications are necessary.

If a SAR has already been created by another NACO library, review it in case it needs to be updated based on the item in hand. *If the SAR has not been validated as RDA, update the SAR in OCLC. If the SAR update changes the 1xx field, update the bibliographic record as well.* If no SAR has been created, follow the guidelines in [Yale Policies for NACO Series Authority Records](#) [2] to determine whether or not to create a SAR in OCLC.

Bibliographic records (Classed separately)

If the preliminary series bibliographic record must be updated on Voyager, the cataloger should follow this checklist:

Leader: Encoding level should be **7**. Bibliographic level: **s** (Serial) unless the series is a multipart.

008: Only the dates, place of publication, type of serial (m), and the language need to be verified. The first date should be determined by the earliest volume received, the second date would be 9999.

Variable fields:

Add 022 if available.

Verify that 245 Ɽa Ɽn Ɽp Ɽc have been transcribed accurately from the chief source. Transcription should follow RDA and the Policy Statements, so enter initial article (update the filing indicator if necessary) and diacritics and follow the default or alternate rules for capitalization. The preferred source for the series is the series title page. In its absence, the order of priority is the analytic title page, the cover, and the colophon.

Determine if a 130 field needs to be assigned based on the SAR (*whether the SAR was previously created and updated to RDA, or whether a new RDA SAR was made*). For title main entry multipart monographs or serials, remember that a 130 is required if the title proper conflicts with the title proper of either a monograph or a serial in Orbis.

Trace variant forms of the series title found on the analytic title page, the cover, or elsewhere, and any other variant forms that would serve to ensure access to the record (e.g. written out form for an ampersand or other symbol). Variant forms should be traced on the bibliographic record even though they may be accounted for in the SAR 4xxs, since the bibliographic record will be searched on the Title index rather than the Staff Title index in the Cataloging Module. Note that current practice for 246 is to use first indicator 1 and second indicator blank.

Verify that 264 Ɽa-Ɽb have been transcribed accurately from the chief source following RDA and the Policy Statements: do not supply abbreviations, but transcribe abbreviations if they are on the resource; transcribe everything pertaining to the publisher statement, and all elements of the publisher hierarchy. The Ɽc does not need to be supplied.

The 300 field may be left incomplete; remember that *volumes* should be spelled-out, not abbreviated.

Although not common, check for series within the series, and trace as 490/830 as appropriate. Remember that volume numbers are not recorded in 4xx/8xx on bibliographic records for the series collective title.

Assuming the cataloger has or will create a SAR, it is not necessary to include a 362 1 *Began with* field, 336-338, or a 588 *DBO [Description based on]* note since the information will be recorded in the SAR. If fields 336-338 are already in the record, leave them in.

Add 710s if considered to be important, e.g. for an issuing body; verify that the form used for 710s is established. *If the 710 conflicts with RDA form, update the bibliographic record, and in OCLC update the authority record. If the 710 not established, follows RDA and the Policy Statements; whether to create a new NAR is left to the cataloger to decide.*

If a title change has occurred for a monographic series (ongoing, no determined end anticipated), create a new record and update the record for the earlier title if it is in Orbis. As with serials, major title changes for monographic series must be handled as successive entry, but [be sure to verify that the change is really major](#) [3]. Always check with acquisitions staff before creating a new bibliographic record to ensure that it will be linked to the appropriate purchase order. Do not make a new record for multipart monograph title changes; add a 246 to the bibliographic record.

Otherwise, the bibliographic description for the earlier title may be left as is, including the encoding level. If the SAR for the earlier title is updated at a later time, update the bibliographic record also where appropriate (e.g., notes on changes in numbering, use repeating 264 for publisher changes).

Exception

Where cataloging is done on OCLC (i.e., non-roman), search OCLC for a series bibliographic record. If a record is found export it into Orbis. If no record is found, create an E/L 7 record for the monographic series on OCLC and export it into Orbis, but do not add it to OCLC.

The cataloger should verify that the series/serial bibliographic record has been suppressed and that the series on the analytic bibliographic record is consistent with the preferred title. The serial template will provide the 336-338 variable fields. Use the monograph template for multipart monographs.

022			\$a 1434-5919?
245	0	0	\$a Theoretische Untersuchungen zur Architektur.
264		1	\$a Münster ; \$a New York : \$b Waxmann
300			\$a volumes

MFHD (Classed-separately)

The cataloger should update the MFHD to indicate the classification decision and the correct form (including caption) for volume numbering. The numbering should correspond to the numbering used in the SAR. Use the following pattern for entering MFHD data if the series is classed separately. Volume holdings for classed-separately series are not recorded in MFHD 866.

852	8	1	\$b <location code> \$k S?uppressed \$h sso \$x cs <caption><space><no.>-
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Example:

852	8	1	\$b art \$k Suppressed \$h sso? \$x cs Bd. 2
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The item record should have been assigned to the catalog record for the analyzed volume. The ENUM should reflect the analyzed title rather than the series title. (Blank if the analytic is a single part item; a volume number is entered in ENUM only if the analytic itself is a multipart monograph.)

The analytic bibliographic record for the volume(s) in hand should be updated to full level following established cataloging procedures.

Examples of classed-separately series bibliographic records in Orbis

Most of the examples reflect pre-RDA practice and may not follow current guidelines for 852 notation.

Documented briefing (Rand Corporation). Orbis #4139356 [modified to RDA template]

Studies in Belgian economic history. Orbis2 #3744176

Studies in British history. Orbis2 #2983699

Studies in British literature. Orbis2 #3027491

Studies in British paper history. Orbis2 #4215941

Trinity University monograph series in religion. Orbis2 #529765

Part 2. Classed-together Analyzed**General procedures?**

Search OCLC for a series bibliographic record. If a bibliographic record is found, overlay the preliminary record in Orbis. If no record is found, update the bibliographic record following the guidelines above for classed-separately series. (For non-roman cataloging, follow the exception guidelines for classed-separately series bibliographic

records)

If a SAR is found, import it into Orbis and add a 090 to indicate local classification practice. Review the record in case it needs to be updated based on the item in hand. If no SAR exists, create one on OCLC following procedures outlined in [Yale Policies for NACO Series Authority Records](#) [2]. After the record has been contributed to the national file, import it into Voyager and add a 090 to indicate local classification practice.

Bibliographic records (Classed-together analyzed)

Based on recent decisions made by CCC & PIC in March 2005, the earlier decision (2004) to display bibliographic records for classed-together analyzed series has been modified. REVISED PROCEDURE (2005): If all items in the series can be analyzed, the cover record should be suppressed. However, if only partial analysis is applicable because some items lack a distinctive title, the cover record should not be suppressed. The default setting for series preliminary bibliographic records is **Suppressed**, but the cataloger should be careful to verify that the correct setting has been assigned.

Bibliographic record example (no cataloging copy found; E/L 7 version used in Orbis, modified for RDA).

022			\$a 0094-243X
245	0	0	\$a AIP conference proceedings.
246	1		\$a A.I.P. conference p?roceedings
264		1	\$a New York : \$b American Institute of Physics
300			\$a volumes
710	2		\$a American Institute of Physics.

MFHD (Classed-together ?Analyzed)

Cataloger should update the MFHD to indicate the series call number and the analysis decision.

Volume holdings for classed-together analyzed sets are recorded in MFHD 866. The cataloger will need to record the volume in hand in MFHD 866 of the series bibliographic record, since the acquisitions preliminary record does not record 866 until the classification decision has been made by the cataloger. Use the following pattern; the 852 first indicator should be updated to reflect the type of call number used, as in the Old Yale example. If the bibliographic record is suppressed, the MFHD should also be suppressed. If the series is partially analyzed, the \$k field should not be included, since neither the bibliographic record nor the MFHD would be suppressed.

852	0	1	\$b <location code> \$k Suppr?essed \$h <class number> \$i <rest of call number> \$x anylz
866	4	1	\$8 0 \$a <volume holdings>

MAINTENANCE ISSUES: If the volume holdings are incomplete, add a note in this form:

\$x For volumes in this series received prior to [year], search under individual author or title.

OPTIONALLY, update the volume holdings to reflect the library's actual holdings.

Example (no caption used on item):

852	0	1	\$b csssi \$k Suppressed \$?h QH1 \$i Y3 (LC) \$x anylz
866	4	1	\$8 0 \$a 1(1926)-46(2001)

Example (title change; series numbering and analysis begin with no. 21; no. 46 & 63 without distinctive title):

85	0	1	\$b sml \$h HT101 \$i .R393 (LC) \$m Oversi?ze \$x anylz (except 46 & 63)
2			
86	4	1	\$8 0 \$a no.197(2000)
6			

Example (classed-together analyzed with Old Yale number):

852	8	1	\$b lsf \$k Suppressed \$h Oky \$i I375 +A2 \$x anylz
866	4	1	\$8 0 \$a no.110(19?52)-no.115(1953),
866	4	1	\$8 0 \$a no.118(1954)-no.121(1954)

The analytic bibliographic record for the volume(s) in hand should be updated to full or core level following established cataloging procedures.

Classed-together analyzed. Example of an updated authority record:

010		1a n 42001862
040		1a DLC 1b eng 1e rda 1c DLC 1d DLC 1d CtY
090		1a SML: BX3301 A52 (LC); BX3301 A52 (LC) Oversize
090		1a DIV: BX3301.A52 v.
130	0	1a Analecta Cartusiana
642		1a 42 15 DLC
643		1a Salzburg, Austria 1b Institut für Anglistik und Amerikanistik, Universität Salzburg 1d 1979-
644		1a f 15 DLC
645		1a t 15 DLC
646		1a s 15 DLC
646		1a s 1d vols. cat. thru 9/2003 15 CtY-D
646		1a c 15 CtY
646		1a c 1d vols. cat. from 10/2003 15 CtY-D
670		1a Hugues de Miramar, chartreux à Montrieux, 1978.

Classed-together analyzed. Some examples from Orbis

AIP conference proceedings. Orbis2 #466655

Analecta Cartusiana. Orbis2 #2979511

Research paper (University of Toronto. Centre for Urban and Community Studies). Orbis2 #5969196

Research report (Bangladesh Institute of Development Studies). Orbis2 #578272

Working papers in African studies (Brookline, Mass.) <began in 1976> Orbis2 #3068057
(continued by:)

Working papers (Boston University. African Studies Center) <1977-1986> Orbis2 #483201
(continued by:)

Working papers in African studies (Boston, Mass.) <1987-> Orbis2 #3044808

Note: the series was fully analyzed through 1998; serial analytics from 1999- .

Part 3. Classed-together Analyzed (EL7 Serial Analytics)

This procedure is sometimes used if the individual series volumes have distinctive titles but are of pamphlet length. It is employed primarily by SML but is used by other cataloging units such as the Medical Library and for some publications in CSSSI. In the SML workflow, the analytics are created by the Monograph Support Team at encoding level 7.

Formerly the analytic records were not exported to the utilities, but, post-reclamation, since they are exported for MARS processing, they will be exported to OCLC automatically. The bibliographic record for the series as a whole is suppressed & is not exported to MARS (or OCLC).

Analysis of a series with distinctive titles is a cataloger decision; analysis is not required, even at E/L 7. Catalogers should take into consideration that many of the pamphlet-length series issues are now available electronically in full-text format and may be searched by author, title, and series. If the item in hand or the found cataloging copy indicates that the title is also available in electronic form, and if the library provides access to the electronic version, the cataloger should consider whether even E/L 7 analysis is necessary, even if cataloging copy for the analytics of the print version is available.

Historical note: serial analytics were at one time called *provisional analytics*; the procedure was sometimes referred

to as "prov anal," i.e. provisional analysis. Most series bibliographic and SAR records created prior to documentation are annotated "prov anal."

General procedures

Search LCDB for a bibliographic record for the series and a SAR.

If a bibliographic record is found, overlay the preliminary series record.

If a bibliographic record is not found in LCDB, search OCLC for a series bibliographic record. If a bibliographic record is found, overlay the preliminary record in Orbis. If no record is found, update the bibliographic records following the E/L 7 guidelines above for classed-separately series. Since the record will be suppressed, it will not be exported to MARS or the utilities.

If a SAR is found, import it into Orbis and add a 090 to indicate local classification practice. If no SAR exists in LCDB, do not create one.

EXCEPTION: if cataloging is done on OCLC (non-roman), search OCLC for a series bibliographic record. If a bibliographic record is found, derive it and export it into Orbis. If no record is found, create an E/L 7 record for the monographic series and export it into Orbis.

Effective Date: February 5, 2014

Part 3a. Classed-together Analyzed (EL7 Serial Analytics): Examples

Bibliographic Records

Based on decisions made by CCC & PIC in March 2005, the decision to display bibliographic records for classed-together analyzed series has been modified. If all items in the series can be analyzed, the cover record should be suppressed. However, if only partial analysis is applicable because some items lack a distinctive title, the cover record should not be suppressed. The default setting for series preliminary bibliographic records is **Suppressed**, but the cataloger should be careful to verify that the correct setting has been assigned.

Bibliographic record example (no cataloging copy found; recorded entered at E/L 7):

130	0	‡a Diskussionsbeiträge (Un?iversität Göttingen. Ibero-Amerika Institut für Wirtschaftsforschung)
245	1 0	‡a Diskussionsbeiträge / ‡c Ibero-Amerika Institut für Wirtschaftsforschung, Universität Göttingen = Documentos de trabajo / Instituto Iberoamericano de Investigaciones Económicas, Universidad de Gotinga.
246	3 1	‡a Documentos de trabajo
264	1	‡a Göttingen : ‡b Ibero-Amerika Institut für Wirtschaftsforschung, Universität Göttingen
300		‡a volumes
710	2	‡a Universität Göttingen. ‡b Ibero-Amerika Institut für Wirtschaftsforschung.

MFHD

Cataloger should update the MFHD to indicate the series call number and the analysis decision. Exception: Medical Library will use **Shelved by series title** in ‡h.

Volume holdings for classed-together serial analytic sets are recorded in MFHD 866. Cataloger will need to record the volume in hand in MFHD 866 of the series bibliographic record, since the acquisitions preliminary record does not record 866 until the classification decision has been made by the cataloger.

Use the following pattern; the 852 first indicator should be updated to reflect the type of call number used.

852	0	1	‡b <location code> ‡k Suppressed ‡h <class number> ‡i <rest of call number> ‡x EL7 onlyz
866	4	1	‡8 0 ‡a <volume holdings>

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MAINTENANCE ISSUES: If the volume holdings are incomplete, add a note in this form:

‡x For volumes in this series received prior to [year], search under individual author or title.

OPTIONALLY, update the volume holdings to reflect the library's actual holdings.

Example (classed separately prior to 1996; serial analytics from 1996; no 866 recorded up till 2003). Cf. SAR example below.

852	0	1	‡b sml ‡k Suppressed ‡h HB5 ‡i D58 (LC) ‡m Oversize ‡x EL7 analyz from 5/23/1996; cs thru 5/22/1996 ‡x For volumes in this series received prior to 2003, search under individual author or title
866	4	1	‡8 0 ‡a no.75(2003)

SAR

Example of an updated authority record (some fields omitted for space reasons)

010			‡a n 42009575
040			‡a DLC ‡b eng ‡e rda ‡c DLC ‡d DLC ‡d DLC-S ‡d DLC ‡d CtY
050			‡a HB5 ‡b .D58
090			‡a SML: HB5 D58 (LC) Oversize [EL7 ANALYTICS ONLY]
130		0	‡a Diskussionsbeiträge (Universität Göttingen. Ibero- Amerika Institut für W irtschaftsforschung)
642			‡a no. 6 ‡5 DLC
643<			‡a Göttingen ‡b Ibero-Amerika Institut für Wirtschaftsforsch ung, Universität Göttingen
644			‡a f ‡5 DLC
645			‡a t ‡5 DLC
646			‡a s ‡5 DLC
646			‡a s ‡d items processed before 05/23/96 ‡5 CtY
646			‡a c ‡d items processed after 05/22/96 ‡5 CtY
670			‡a Vázquez- Presedo, V. Acerca del bilateralismo ... 1973.

Orbis Bibliographic/MFHD Examples

Examples in Orbis are pre-RDA and may not follow current instructions for notating the MFHD):

Colección Eutopías. Documentos de trabajo. Orbis2 #3970335

Diskussionsbeiträge (Universität Göttingen. Ibero-Amerika Institut für Wirtschaftsforschung). Orbis2 #3544774

Forschungsberichte (Wiener Institut für Internationale Wirtschaftsvergleiche. Orbis2 #3965037

Research report (Centre for Policy Studies (Johannesburg, South Africa)). Orbis2 #3963530

Trends in Southeast Asia. Orbis #4910320

Working papers (Asian Employment Program). Orbis2 #575513

Working papers (Jerome Levy Economics Institute). Orbis2 #3409165

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Part 4. Classed-together (NOT Analyzed)

A series with volumes lacking distinctive titles is not analyzed. Analysis of a series with distinctive titles is a cataloger decision; analysis is not required, even at E/L 7.

General procedures:

Search OCLC for a series bibliographic record. If a bibliographic record is found, overlay the preliminary record in Orbis. If no record is found, update the bibliographic record to RDA. Follow the E/L 7 standard used for classed-separately bibliographic series. Since the record will be exported to the OCLC, in addition update all mandatory serial 008 fields to reflect the bibliographic record, and include 336-338, 362 and 588s for DBO and Latest issue consulted. *Upgrade and export of previously cataloged series bibliographic records is optional.*

The bibliographic record for a classed-together (not-analyzed) series is not suppressed.

Search OCLC for a SAR. If a SAR is found, import it into Orbis and add a 090 and 644 to indicate local classification practice and that the series is not analyzed. If no SAR exists in OCLC, do not create one.

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Part 4a. Classed-together (NOT Analyzed): Examples

Bibliographic Records

The bibliographic record should NOT be suppressed. Since the default setting for series preliminary bibliographic records is **Suppressed**, the cataloger should be careful to uncheck the **Suppress from OPAC** radio button under the System Tab in both the bibliographic and MFHD records, and delete the **⌘k Suppressed** field from the MFHD.

Bibliographic record example #1: No cataloging copy found; record entered at E/L 7.

130	0		⌘a Research report (U.S. Army Snow, Ice, and Permafrost Research Establishment)?
245	1	0	⌘a Research report / ⌘c Snow, Ice, and Permafrost Research Establishment.
264		1	⌘a Wilmette, Ill. : ⌘b Snow, Ice, and Permafrost Research Establishment
300			⌘a volumes
710	2		⌘a U.S. Army Snow, Ice, and Permafrost Research Establishment.
780	0	0	⌘t Research paper (U.S. Army Snow, Ice, and Permafrost Research Establishment)
785	0	0	⌘t Research report (U.S. Army Cold Regions Research and Engineering Laboratory)

Bibliographic record example #2. No cataloging copy found; record entered at E/L 7; full text copy available for

individual issues on the web; includes an 856 linking field to the URL; only ‡3 displays in the Voyager WebPac.

Note that current Yale procedures and local Voyager system settings do not permit entry of URLs in the MFHD.

130	0		‡a Working papers (Jerome Levy Economics Institute)
245	1	0	‡a Working papers / ‡c the Jerome Levy Economics Institute.
264		1	‡a Annandale-on-Hudson, N.Y. : ‡b the Jerome Levy Economics Institute
300			‡a volumes
710	2		‡a Jerome Levy Economics Institute.
856	4	1	‡3 Full text available online. ‡u <URL>

MFHD (Classed-together; not analyzed)

Cataloger should update the MFHD to indicate the series call number and the decision not to analyze. Exception: Medical Library will use **Shelved by series title** in ‡h.

Volume holdings for classed-together serial analytic sets are recorded in MFHD 866. The cataloger will need to record the volume in hand in MFHD 866 of the series bibliographic record, since the acquisitions preliminary record does not record 866 until the classification decision has been made by the cataloger.

Use the following pattern; the 852 first indicator should be updated to reflect the type of call number used.

852	0	1	‡b <location code> ‡h <class number> ‡i <rest of call number> ‡x do not analyz
866	4	1	‡8 0 ‡a <volume holdings>

Example. MFHD for Working papers (Population Council. Center for Policy Studies):

852	0	1	‡b lsfssl ‡h HB848 ‡i W67X (LC) ‡x do not analyz
866	4	1	‡8 0 ‡a no.63(1980:Dec.)-?no.65(1981:Jan.),
866	4	1	‡8 0 ‡a no.68(1981:May)-no.70(1981:May)

Volume holdings edited for space.

SAR example. The series was not analyzed at Mudd Library (nor is it in its current location at LSF), but because an LC SAR exists, it should be updated to avoid confusion (and the location updated now that Mudd no longer exists). Example edited for space. Only one title (24 p.) cataloged by LC in LCDB.

010			‡a n 42006113?
040			‡a DI ‡c DLC ‡d DLC ‡d DLC-S
090			‡a LSFSSL: HB848 W67X (LC) [DO NOT ANALYZE]
130	0		‡a Working papers (Population Council. Center for Policy Studies)
410	2		‡a Population Council. ‡b Center for Policy Studies. ‡t Working papers
642			‡a no. 65 ‡5 DLC
643			‡a New York, N.Y. ‡b Population Council
644			‡a f ‡5 DLC
645			‡a t ‡5 DLC
646			‡a s ‡5 DLC
670			‡a Demeny P.G. The North-South income gap, 1981.

Classed-together (Not Analyzed) Examples From Orbis

Research report (Council for British Archaeology) <classed-together, not analyzed 1-9; classed separately 10-> Orbis #2497484

Research report (Federal Institute of Industrial Research, Oshodi) Orbis #2865337

Research report (U.S. Army Snow, Ice, and Permafrost Research Establishment). Orbis #5922541

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Part 5. Item Records

If the decision is to analyze, the cataloger should verify that the item record is linked to the MFHD of the analytic bibliographic record, re-linking from the series bibliographic record if necessary. If the item record is linked to the analytic bibliographic record, the series designation is not entered in the item record's [ENUM/CHRON in Voyager Item Records for Serials \(and Multiparts\)](#) [4].

If the decision is to analyze, but one or more items in the series are unanalyzable (lack distinctive title), then all item records must be associated with the series MFHD, and the series designation must be entered in the item records' ENUM/CHRON fields.

If the decision is not to analyze, the series designation must be entered in the item record's ENUM/CHRON. In that case, since the default acquisitions decision is to analyze classed-separately,

- Relink the item record from the analytic bibliographic record to the series bibliographic record
- Enter the appropriate ENUM/CHRON data in the item record (including the captions used with the enumeration designation). See [ENUM/CHRON in Voyager Item Records for Serials \(and Multiparts\)](#) [4]
- Default procedure: delete the analytic record (the MFHD and the bib record) if the analytic record is not linked to the series purchase order
- If the analytic record is linked to the series purchase order (exceptional), suppress the bibliographic and MFHD records.

In general, do not use **jour** item types for unanalyzed series volumes; use **circ**, **nocirc**, **reference**, etc. as appropriate.

Part 6. Exporting

Do not send suppressed series cover records for authority processing; they will be returned unsuppressed.

Do not export suppressed series cover records to OCLC; Voyager will not send any suppressed records to the utilities

Export unsuppressed series cover records (unanalyzed series, partially analyzed series) for authority processing (the records will be exported to OCLC automatically when returned from MARS processing)

Export E/L 7 analytic bibliographic records for authority processing (the records will be exported to OCLC automatically when returned from MARS processing)

Part 7. Multipart Series Standing Orders

General Procedures

A SAR is made if the decision is to analyze. If the decision is not to analyze, a SAR is not made; if a SAR is found in Orbis or the resource file, the SAR should be updated locally to indicate that the multipart is not analyzed. For policies and procedures for creating and updating SARs, refer to [Yale Policies for NACO Series Authority Records](#) [2].

The cataloger should record the classification and analysis decisions in the MFHD 852 \$x as well as the SAR. Classed-together is implied by the presence of a call number and is not explicitly notated.

If the cataloger decision is to **class-together**:

- the bibliographic record for the cover is not suppressed (cf. classed-together monographic series)
- the bibliographic record must be updated to full or core level
- volume holdings must be entered
- the cataloger must create the analytic bibliographic record for the first volume received on standing order
- the cataloger must relink the item record from the collection record MFHD to the MFHD for the analytic (unless the set is partially analyzed)
- the bibliographic record must be exported to MARS and the utilities

Use the following pattern for the MFHD:

852	0	1	\$b <location code> \$h <class number> \$i <rest of call number> \$x analyz
866	4	1	\$8 0 \$a <volume holdings>

If the cataloger decision is to **class separately**:

- the bibliographic and MFHD records must be suppressed by the cataloger, since the default acquisitions decision is to display all multipart records
- the suppressed bibliographic record for the sso title may remain at EL 7
- enter a 240 (or 130) field if necessary to match the SAR
- record the earliest available date in 264 \$c (unlike monographic series)
- volume holdings should not be entered
- since the default classification decision is classed-together not analyzed, the cataloger must create the analytic bibliographic record for the first volume received on standing order and relink the item record to the MFHD of the analytic.

Use the following pattern for the multipart (series) title MFHD:

852		8	1	\$b <location code> \$k Suppress?d \$h sso \$x cs <caption><space><no.>-
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Multipart Item Records

If the decision is to analyze, the cataloger should verify that the item record is linked to the MFHD of the analytic bibliographic record, re-linking from the cover record if necessary. If the item record is linked to the analytic bibliographic record, the volume designation for the collection is not entered in the item record's ENUM.

If the decision is to analyze, but one or more items in the set are unanalyzable (e.g., 505 [Bd. 1. without special title]), then all item records must be associated with the cover record MFHD, and the multipart volume designation must be entered in the item records' ENUM field. Reminder: captions should now be included with the volume designation, e.g. Bd.1; v.1; t.1; etc.

If the decision is not to analyze, the multipart volume designation must be entered in the item record's ENUM (with volume captions).

Exporting

All multipart classed-together cover and their analytic records are cataloged at E/L blank (OCLC I) and are exported to MARS and the utilities.

Multipart classed-separately cover records are not exported to MARS or the utilities; analytic records for classed-separately multipart are exported to MARS and the utilities.

Effective Date: February 5, 2014

Part 7a. Multipart Series Standing Orders: Examples

Classed-together Analyzed Example

Bibliographic record for the collection **Gesammelte Werke in deutscher Sprache** / Karl R. Popper is fully cataloged. (Orbis # 6058342)

MFHD for the collection:

852	0	1	\$b sml \$h B1649.P?62 \$i G4 2001 (LC) \$x analyz; complete in 15 v.
866	4	1	\$8 0 \$a 7-9

No item records associated with the collection.

MFHD for analytic **Realismus und das Ziel der Wissenschaft** (v. 7 of the collection **Gesammelte Werke in deutscher Sprache**):

852	0	0	\$b sml \$h B1649.?P62 \$i G4 2001 7 (LC)
-----	---	---	---

Item record:

ENUM: <BLANK>

SAR with local update for Popper's **Gesammelte Werke in deutscher Sprache**:

010			\$a nr2003037574?
040			\$a CtY \$b eng \$c CtY <authority record should be updated to RDA form>
050	4		\$a B1649.P62 \$b G4 2001 \$5 CtY
090			\$a SML: B1649.P62 G4 2001 (LC)
100	<1		\$a Popper, Karl R. \$q (Karl Raimund), \$d 1902-1994. \$t Works. \$l German. \$f 2001 <subfield f should be removed and the record updated to RDA>
400	1		\$a Popper, Karl R. \$q (Karl Raimund), \$d 1902-1994. \$t Gesammelte Werke in deutscher Sprache
642			\$a 7 \$5 DPCC \$5 CtY
643			\$a Tübingen \$b Mohr Siebeck
644			\$a f \$5 CtY
645			\$a t \$5 DPCC \$5 CtY
646			\$a c \$5 CtY
667			\$a Vol. 8 has publ. date 2001
670			\$a Realismus und das Ziel der Wissenschaft, 2002: \$b ser. t.p. (Gesammelte Werke in deutscher Sprache)

Classed-separately; Series Standing Order Multipart Example

E/L 7 suppressed bib record for the collection. (Record should not be exported to MARS or the utilities)

100	1		\$a Auden, W. H. \$q (W?ystan Hugh), \$d 1907-1973.
240	1	0	\$a Works. \$f 1988 <date would be removed under RDA>
245	1	4	\$a The complete works of W.H. Auden.
264		1	\$a Princeton, N.J. : \$b Princeton University Press, \$d 1988-
300			\$a volumes

MFHD for the collection (**The complete works of W.H. Auden**):

852	8	1	\$b sml \$k Suppressed \$h sso \$x cs C?omplete in 9 v. \$x CAREFUL! some add to CCL. secp
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MFHD for analytic **Libretti and other dramatic writings by W.H. Auden, 1939-1973**:

852	8	0	\$b sml \$h PR6001.U33 \$i A6 19?93
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MFHD for analytic **Prose and travel books in prose and verse** (a 4 v. multipart):

852	8	1	\$b ccl \$h PR6001.U33 \$i A16 1996?
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866	4	1	\$8 0 \$a v.1-v.2
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SAR for **Complete works of W.H. Auden** (no local updates needed, but would need editing for RDA):

010		\$a n 86725371 \$z n 95079578
040		\$a DLC \$c DLC \$d DLC
100	1	\$a Auden, W. H. \$q (Wystan Hugh), \$d 1907-1973. \$t Works. \$f 1988 <date should be removed when updated to RDA>
400	1	\$a Auden, W. H. \$q (Wystan Hugh), \$d 1907-1973. \$t Complete works of W.H. Auden. \$f 1988 <date may be left when the record is updated>
640		\$a Complete in 9 v. \$z phone call to Princeton University Press 06-04-92
642		\$a 7 \$5 DLC
643		\$a London \$b Faber and Faber \$d some issues
643		\$a Princeton, N.J. \$b Princeton University Press \$d some issues
644		\$a f \$5 DLC
645		\$a t \$5 DLC
646		\$a s \$5 DLC
670		\$a Auden, W.H. Plays and other dramatic writings ... 1988: \$b CIP ser. t.p.

Effective Date: February 5, 2014

Related Documents

For detailed multipart monograph cataloging policies and procedures, see:

[Multipart Policies and Procedures](#) [5]

[Multipart Monograph MFHD Guidelines](#) [6]

Other related documents:

[Preliminary Bibliographic Records for Monographic Series & MPMs on Standing Order](#) [1]

[Standards for Recording Serial Holdings in MFHD](#) [7]

[Yale Policies for NACO Series Authority Records](#) [2]

Effective Date: February 6, 2014

Source URL: <https://web.library.yale.edu/cataloging/serials/series-mpm-cataloging>

Links

[1] <https://web.library.yale.edu/cataloging/workflow/sso> [2] <https://web.library.yale.edu/cataloging/authorities/series-policy-book> [3] <https://web.library.yale.edu/cataloging/major-minor-changes> [4] <https://web.library.yale.edu/cataloging/serials/enum-chron> [5] <https://web.library.yale.edu/cataloging/multipart-workflow> [6] <https://web.library.yale.edu/cataloging/multipartmfhdrev> [7] <https://web.library.yale.edu/cataloging/serialmfhd>