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) [1].

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) [1]
- 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.

Source URL:https://web.library.yale.edu/cataloging/serials/series-mpm-cataloging/pt5

Links
[1] https://web.library.yale.edu/cataloging/serials/enum-chron