Added Copies: Policies and Procedures

1.
   Generally, a separate MFHD must be created for each added copy. Multiple copies should **NOT** be added to the same MFHD.

   Some exceptions are made, e.g. if Beinecke has a serial title with multiple copies bound together, all copies are sometimes recorded under one MFHD.

2.
   Generally, copies in Voyager are identified by barcode number.

   Locations that do not use item records (or do not use barcodes with the item records) may use other means to identify copies, e.g. 852 ‡t.

   Locations that use item records with barcodes generally should not use 852 ‡t to identify added copies. It is not necessary to delete ‡t from recon records or records created in the old NOTIS system.

   NOTE: 852 ‡t subfield does not display in the ORBIS OPAC; a policy decision.

3.
   Item record: The default value in the Item record Copy Field is 0. (Records from Orbis1 have Copy Field 1.) Use default 0 for added copies. If the Copy Field is 1, change 1 to 0 if updating the item record if the location only has one copy.

   Note: If there are multiple copies within the same library with copy-specific information recorded in a 590, state the respective copy numbers instead, i.e. Copy 1, Copy 2, etc.

4.
   Spine labels. Copy number is no longer required for labels.

5.
   Generally use the same call number for multiple copies with the same location (i.e., the same 852 $b). However, the same call number is not required for copies in different locations. Example: copy in SML stacks with an Old Yale call number; another copy in smlref with an LC call number. But, if another copy is added to SML stacks, that copy should get the same Old Yale number used by the other SML stacks copy. For transfers that become added copies to a collection, reclassification is required only if a single classification scheme is used for the collection. If a CCL copy classed in LC is transferred to SML stacks, and there is a stacks copy in Old Yale, no reclassification will take place; one copy can be in LC and the other in Old Yale. If an Old Yale copy is transferred to CCL, it is always reclassed to LC.

Source URL:https://web.library.yale.edu/cataloging/workflow/added-copies