

## C6. Providing Guidelines for Dividing Large Unbound or Softbound Volumes Before Binding

### C6.1. BACKGROUND

This DCM applies only to monograph volumes--it does not apply to serial volumes.

For preservation purposes, it is sometimes necessary to split or divide a particularly **thick and heavy** volume into two or more smaller volumes. This dividing is done only when a volume meets **ALL** of the following conditions:

- 1) it is “overly thick”: i.e., its thickness measured at the spine is more than two and one half inches, excluding the cover, **and**
- 2) it is also “overly heavy”: i.e., the volume is difficult to lift with one hand, **and**
- 3) it is issued in “packaging” that requires binding (e.g., unbound, softbound, housed in a binder), **and**
- 4) it is complete, i.e., it is not intended to receive additions.

If a volume meets all of these conditions, the cataloger (monographs only) determines where the volume should be divided for binding and provides guidelines to the Binding and Collections Care Division (BCCD) Library Binding Section (LBS) as specified in DCM C6.2. If a volume is very thick, it may be necessary to divide it into more than two physical volumes to meet the basic guideline stated above. If there is doubt about whether a volume should be divided, do not divide it.

Based on the guidelines for dividing the volume provided by the cataloger, BCCD staff performs the special procedures described in C6.5 and then take the necessary steps to get a volume actually divided.

### C6.2. PROVIDING GUIDELINES TO BCCD

#### C6.2.1. General

In determining the division(s) of a volume, do not divide an intellectual unit, i.e., do not divide a chapter or similar unit of a volume. Instead, choose a point between or among units as the place to divide. This is to preclude the intellectual content of a unit being separated physically.

##### *C6.2.1.1. Volumes with accompanying material in a different format*

Treat volumes that are candidates for dividing that are also accompanied by a computer file, a sound recording, or a videorecording as follows:

**Providing Guidelines for Dividing Large Unbound or Softbound Volumes Before Binding** *rev. Oct. 2008*

- 1) if the volume and accompanying material are stored together as one “package” (e.g., volumes accompanied by computer files housed in “c-MRC” or “c-LL ... AUTO” ), exclude the volume from the dividing procedure;
- 2) if the volume and accompanying material are stored separately (e.g., a volume on music accompanied by a computer file or a volume accompanied by a sound recording), the volume is a candidate for the dividing procedure; catalog the volume and the accompanying material according to existing procedures, then apply the dividing procedure to the volume as described in DCM C6.2-C6.4.5 and forward the accompanying material according to normal routines.

***C6.2.1.2. Volumes with accompanying loose material***

Treat volumes that are candidates for dividing that are also accompanied by loose material that will be tipped in or housed in a pocket according to the dividing procedure. Staff in BCCD will be responsible for accommodating the loose material.

***C6.2.1.3. Newly cataloged loose-leafs***

If a newly cataloged loose-leaf is not going to be updated (590 = "LC copy not updated."; location is generally "c-GenColl"), it is a candidate for dividing. If it is going to be updated (590 = "LC copy updated."; location is generally other than "c-GenColl"), it is not a candidate for dividing.

**C6.2.2. Communicating Dividing Guidelines To BCCD**

Do not physically divide a volume; instead, convey to BCCD instructions for dividing it as follows:

- 1) if a volume includes tabs (dividers), insert the tabs in the appropriate place in the volume so that they can potentially be retained when the volume is divided and bound;
- 2) determine where a volume should be divided;
- 3) indicate on a Binding Instructions slip (824) the number of volumes the volume is to be divided into;
- 4) indicate the extent of each physical volume, including volume/unit designation, e.g.:

v. 1: ch. 1-19  
v. 2: ch. 20-31

or

v. 1: p. 1-425  
v. 2: p. 426-790

- 5) if the instruction to divide is in terms of pages, give it using only the main sequence of

**Providing Guidelines for Dividing Large Unbound or Softbound Volumes Before Binding** *rev. Oct. 2008*

paging, ignoring other sequences such as paging preliminary to or following the main sequence, since this is an instruction, not a matter of description; if a volume is in various pagings, word the instruction so that it is clear where the volume is to be divided;

- 6) if the volume to be divided is a volume in a multipart set, use “part” to designate the subunit of the volume, e.g:

v. 3, pt. 1: p. 1-425  
v. 3, pt. 2: p. 426-790

- 7) insert the Binding Instructions slip in the volume; ensure that the "FROM:" portion of the slip is filled in;  
8) for multiple copies, make the division the same for each copy.

**C6.3. BIBLIOGRAPHIC RECORD**

Record in field 300 the physical description of the volume as issued according to standard procedure. Record in field 590 (Local note) the specific details of LC’s local binding practice, e.g.:

300 \$a 790 p. ...

590 \$a LC copy bound in 2 v.: v. 1, p. 1-425; v. 2, p. 426-790.

or

300 \$a 5 v. ...

590 \$a LC copy of v. 3 bound in 2 v.: v. 3, pt. 1, p. 1-425; v. 3, pt. 2, p. 426-790.

Since this is a matter of providing information instead of description, give the paging only in terms of the main sequence of paging, ignoring other sequences such as paging preliminary to or following the main sequence. If the divided volume consists of various pagings, limit the statement to the number of volumes and omit any reference to paging (e.g., "LC copy bound in 2 v.>").

**C6.4. END-STAGE PROCESSING****C6.4.1. Call Number**

Write the call number, including the volume number and copy number, on the verso of the title page (the intended v. 1) of each copy of the item in hand. This information will be used by BCCD to write the call number on the verso of the title page for each copy of each subsequent intended volume according to the special procedure described in C6.5.

**Providing Guidelines for Dividing Large Unbound or Softbound Volumes Before Binding** *rev. Oct. 2008***C6.4.2. Holdings Record**

Ensure there is a holdings record for each copy according to standard procedure. Record a public note in subfield \$z of field 852 indicating the number of volumes the LC copy is bound in, followed by the instruction "Submit a request for each v." Use English terminology and abbreviations in all cases.

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852 0# $bc-GenColl $h R121 $i .C676 1998 $t Copy 1 $z LC copy bound
in 2 v. Submit a request for each v.
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**C6.4.3. Item Record/Item Barcode**

Ensure there is an item record for each copy of each intended volume according to standard procedure. Include the volume enumeration of each intended volume in standard form, e.g., v. 1 (or v. 3, pt. 1 if a volume in a multipart set needs to be divided). Do not provide a date in the Year area. These data are important because information from the holdings record and the item record is used to print the label on the spine of each copy of each intended volume.

Ensure there is an item barcode in the item record for each intended volume. If the volume in hand already contains an item barcode, that part of the volume will be the last intended volume after dividing it. Ensure that the item record containing that barcode is the last item record in the sequence of item records. If the volume has not yet been barcoded, add one according to standard procedure, and assure that an item record containing that item barcode is the last item record in the sequence of item records. For each additional intended volume, attach an item barcode to a blank sheet of alkaline paper (use the paper used for photocopying) approximately 1/4th inch below the center top edge. Scan the item barcode into the item record in the usual manner for each intended volume. Resequence the item records if necessary to assure the correct sequence.

Place the piece of paper with the item barcode on it in the publication where the publication is to be divided per the instruction(s) in C6.2.2. This is the means BCCD will use to assure all volumes are barcoded once the publication is divided (cf. C6.5).

If the volume in hand contains loose material to be housed in a pocket, that pocket will be added in the last intended volume. Therefore, ensure that the piece count in the item record for the last intended volume reflects the count of the pieces plus the count of the last intended volume.

**C6.4.4. Forward Volume To BCCD**

Forward the volume directly to BCCD (do not send it to Dewey). If the volume to be divided is a volume in a multipart set and other volumes in the set are being processed at the same time, forward the other volumes together with the volume to be divided. Each division is responsible for the means of transporting the material to BCCD.

**C6.5. BCCD PROCESSING**

Based on the instructions on the Binding Instructions slip for dividing the volume, staff in BCCD make a double-sided photocopy of the recto and verso of the title page on alkaline paper, registered to align the same as the original, trim it to the size of the original, and insert it at the front of each copy of each subsequent intended volume. Based on the pattern written on the verso of the title page of the original volume in cataloging, they then write in pencil the call number, including volume number and copy number, on the verso of the photocopy of the title page for each copy of each subsequent intended volume. They also trim each piece of paper with an item barcode provided by cataloging staff to the size of the text block and insert the sheet of paper at the end of each copy of each intended volume except for the last intended volume.