

## C12. Multipart Items and Added Volumes

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## C12.1. Definition

AACR2 defines a multipart monograph as "a monograph complete, or intended to be completed, in a finite number of separate parts." This definition does not mean that the number of volumes has been predetermined or that this information must be available from the item in hand. Instead, it means either that the subject matter is limited in scope or that there are restrictions of time, activity, etc., that make a limitless continuation unlikely. (Do not apply the theory that one could write on any subject forever.) A multipart monograph may be numbered or unnumbered.

Close scrutiny is required to decide if an item is part of a multipart monograph or a serial (monographic series) in order to avoid creating two collected set records for the same resource as both a multipart monograph and a monographic series. When making this decision, take into consideration the subject matter covered by both the collective and analytic titles. For example, if the title of the part is "Allegheny County" and the collective title is "Counties of Maryland," one can predict that the resource is part of a multipart monograph. On the other hand, if the title of the part is "Lecture notes in medical informatics," the resource in hand is much more likely to be that of a serial (monographic series).<sup>1</sup>

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<sup>1</sup> See LCCN examples: 22003587; 83006712; 84048549; 94003825; 2001406422.

The following types of publications are generally considered to be multipart monographs:

- 1) publications issued on the occasion of a specific event (although they often do not contain material concerning the event itself);
- 2) publications of specific censuses, expeditions, excavations, projects, surveys, etc.

When still in doubt ("I don't know and I can't guess"), consider the item to be part of a monographic series.

## **C12.2. Application Of DCM**

This DCM does not apply to these categories of materials:

- 1) books issued in fascicles (see DCM C17);
- 2) unnumbered multipart monographs processed as made-up sets (called "2A cataloging" in LC; see DCM C18).

## **C12.3. Basic Policy**

### **C12.3.1. Analyzable/Nonanalyzable**

If analyzable, catalog and classify separately (see DCM M5). If nonanalyzable, search the LC ILS Database for a bibliographic record for the multipart monograph as a whole (a collected set record). If no record is found but there is reason to believe earlier volumes have been received, search the ONC (Official Name Catalog) (and the Add-On Catalog (AOC) for nonroman script cards). Always search the ONC and AOC for JACKPHY multipart monographs not yet in the LC ILS Database or not yet in the LC ILS Database in nonroman form. If no record is found, consider the item to be new to the Library. If records are found, see DCM C12.4 or C12.5 below as appropriate.

**C12.3.2. Basic Processing Activities**

The basic activities when processing a volume of a multipart monograph vary depending upon two general factors: 1) if the multipart monograph itself is new to the Library and 2) the classification and analysis decisions applicable to the multipart monograph.

Decision	New multipart monograph	Added volumes
	Bibliographic records?	
Classified separately – analyzed in full	Analytic* record only	Create analytic record for each part
Classified as a collection – not analyzed	Collected set** record only	Add information to the existing collected set record
Classified as a collection – not analyzable		

\*Analytic record = bibliographic record for the part

\*\*Collected set record = bibliographic record for the multipart monograph as a whole

For information about shelflisting procedures, barcodes, holdings records, and item records, see SCM: SL (ILS version) workflows #4, #8, and #10. For more information on the relationship of holdings and item records for multipart monographs, see the DCM Z1 Appendix for LC Staff. For information on multipart items within the context of current LC policy on series, see DCM M5, particularly M5.2, M5.7, and M5.8.

## C12.4. Processing Nonanalyzable Items Covered By An Existing AACR2 Collected Set Record

### C12.4.1. General

Use these procedures to add a newly-received nonanalyzable published volume to an existing AACR2 collected set record for a multipart monograph. These instructions do not apply to CIPs at the pre-publication stage. They require special procedures, given below in DCM C12.4.4.1.

In general, update the record to reflect the item in hand. Follow all pertinent sections of the *Descriptive Cataloging Manual* (especially DCM M3 on record/catalog maintenance) and LCRI 1.0C.

### C12.4.2. Description

#### C12.4.2.1. The part in hand

Examine the part in hand to be added. Compare all information from the part to the description in the collected set record. If the part in hand shows variations from the description of the collected set record, make any necessary changes to the record. Note that rules 21.2A1 and 21.3A2 allow for exceptions whereby a part other than the first may be used both as the basis of the description and for determining choice of main entry for the item as a whole.

#### C12.4.2.2. Temporary data

Record temporary data and holdings according to LCRI 1.0C (i.e., within angle brackets if the set is incomplete). Indicate the numbers/designations of the parts inclusively (if they are consecutive) or individually (if they are not consecutive). All holdings must be recorded in the bibliographic record. When adding another volume to a bibliographic record with the note "Holdings listed in shelflist only," create a 505 field beginning with the volume being added; then, send a printout of the collected set record to PSD.

#### C12.4.2.3. Cataloger's note (952 field)

Supply a cataloger's note indicating any action taken according to DCM B9. Do not add a 952 field solely to indicate the adding of a part.

#### C12.4.2.4. Closing the entry

If the part being added completes the set, update the record to reflect in all aspects the completed multipart monograph (e.g., ending publication date in 008 and 260 fields, extent in 300 \$a).

### C12.4.3. JACKPHY Upgrade/Update Conventions

For nonanalyzable volumes in monographs represented by a less-than-full JACKPHY collected set record (cf. DCM B5.11) in the LC ILS Database, use the following procedures:

#### C12.4.3.1. Nonroman card available

If a collected set card is available in the ONC or AOC, use the information on that card to **upgrade** the brief record to a full one, including nonroman script, making any modifications required by a change in the nature of the item or that are needed to maintain the record. Add holdings; also add a contents note, if appropriate.

#### C12.4.3.2. Nonroman card not available

If a collected set card is not available, **update** the LC ILS Database brief collected set record to a full one, including nonroman script, making any modifications required by a change in the nature of the item or that are needed to maintain the record. Add holdings; also add a contents note, if appropriate.

### C12.4.4. CIP/ECIP Multipart Monographs

["CIP" as used below applies to both CIP and ECIP.]

#### **C12.4.4.1. CIPs at the pre-publication stage**

CIP "added" volumes at the pre-publication stage are handled differently from any other type of added volume in that the collected set record is not updated at the pre-publication stage; updating is deferred until the published item is received. (When the online record contains an error and needs to be updated anyway, make that correction according to usual procedures. Then follow the procedures below.)

##### ***C12.4.4.1.1. Nonanalyzable CIP multipart monographs***

As of May 1995, once a collected set record for a nonanalyzable multipart monograph is created, subsequent volumes are not candidates for CIP.

##### ***C12.4.4.1.1.1. New multipart monograph, no collected set record exists***

If a multipart monograph is new to the Library, in the ECIP environment, assure that the CIP record is a collected set record.

If a conventional paper CIP (less and less likely), a CIP record is begun by CIP Division staff and the CIP material is forwarded to the appropriate team in the usual manner. The team assures that the resulting record is a collected set record. After the cataloging is completed in the team, forward the materials to Dewey. Dewey returns them to the CIP Division, and that division sends the resulting CIP data for the collected set record to the publisher.

##### ***C12.4.4.1.1.2. Collected set record exists***

Once a collected set record exists, materials for subsequent volumes are not forwarded by the CIP Division at the pre-publication stage. If this inadvertently occurs, return the materials to the CIP Division with a CIP Problem Routing Slip indicating that the item is a nonanalyzable multipart monograph.

## **C12.5. Processing Nonanalyzable Items Not Covered By An Existing AACR2 Collected Set Record**

Use these guidelines in addition to those in DCM C12.4 when adding a newly-received published nonanalyzable volume and one

of the following situations exists:

- 1) there is an existing pre-AACR2 collected set record in the LC ILS Database;
- 2) there is an existing collected set card in roman script in the ONC;
- 3) there is an existing collected set card in nonroman script for a romanizing language in the ONC;
- 4) there is an existing collected set card in nonroman script for a JACKPHY item in the ONC or AOC.

Use the following general guidelines applicable to all the special situations described above.

### **C12.5.1. Description**

#### **C12.5.1.1. Changes in cataloging rules**

A collected set record being newly input to the LC ILS Database or an existing pre-AACR2 collected set record already in the LC ILS Database may be recataloged to AACR2 at the discretion of the team.

**Exception:** If an existing collected card has a dashed-on entry for a supplement, index, etc., do not recatalog to AACR2 (both the parent work and any dashed-on entries would need to be recataloged). Consult PSD.

#### **C12.5.1.2. Adding information**

When adding information to a record, generally follow the style of the original cataloging rules. As a rule, do not mix ISBD and non-ISBD styles or AACR2 and pre-AACR2 styles. Add a contents note, if appropriate, when adding to the record for an item previously thought to be complete in one part. When adding to the record of a resource already known to be multipart, do not add a contents note if it was omitted under earlier policy. If the style used in the contents note is clear, follow it when adding new items. If anything is unclear (e.g., inclusion or omission of subtitles or statements of responsibility for individual items), follow the pattern already in the record. This may mean, for example, omitting an author statement from the item in hand because items already in the contents note lack the statement of responsibility.



### **C12.5.2. Access Points**

Convert all access points on the collected set card or in a pre-AACR2 record already in the LC ILS Database to the AACR2 form.

### **C12.5.3. Procedures**

#### **C12.5.3.1. NEW INPUT**

If the multipart monograph is not represented in the LC ILS Database by a collected set record, use the conventions of the NEW INPUT procedure stated in DCM B5.12 (Appendix 7).

#### **C12.5.3.2. Holdings**

Include the part(s) being cataloged now. Send a printout of the collected set record to PSD.

#### **C12.5.3.3. Cards**

Use existing collected set cards as the copy for the NEW INPUT procedure.

##### ***C12.5.3.3.1. Roman/nonroman JACKPHY***

In cases of roman script cards and JACKPHY nonroman script cards, use the actual ONC or AOC card by removing it from the ONC or AOC. If the ONC or AOC card is unavailable, use a copy of the shelflist card or a copy of the card from the NUC.

##### ***C12.5.3.3.2. Nonroman for romanizing languages***

In cases of nonroman script cards for languages that are now romanizing languages, make a **copy** of the ONC card, and use that copy for NEW INPUT. Annotate the original card to indicate that the record is being input into the LC ILS Database. Print "MARC" in the lower right-hand corner under the card number; on the back, give "MARC [cataloger's code] [date]." Refile the card in the ONC as a permanent record of the original script cataloging. If the ONC card is unavailable, use a copy of the shelflist card, or a copy of the

card from the NUC.

Romanize the collected set record added to the catalog, and indicate this with value "o" in 008 fixed-length data element 008/38.