

C17. Books Issued in Fascicles

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C17.1. Definition Of Fascicle

Prior to AACR2, books issued in fascicles were called "books issued in parts." AACR2 defines a fascicle as "One of the **temporary** divisions of a work that, for convenience in printing or publication, is issued in small installments, usually incomplete in themselves; they do not necessarily coincide with any formal division of the work into parts, etc. Usually the fascicle is

protected by temporary paper wrappers or cover and may or may not be numbered. A fascicle is distinguished from a part by being a **temporary** division of a work rather than a formal component unit." A temporary "fascicle" should not be confused with a formal bibliographic unit designated a "fascicle."

C17.2. Special Characteristics

The distinguishing characteristics of a work published in fascicles are described below.

C17.2.1. Loss Of Identity

The individual fascicle disappears once the work is bound.

C17.2.2. Title Page Issued Retrospectively

When the work or a volume of it is complete, a title page, and in some cases also a binder, is issued retrospectively. The title page, typically, is issued and supplied with the last fascicle of the work or last fascicle within a volume of the work. Sometimes the publishers will replace single fascicles within a volume with a publisher's bound (or sometimes unbound) copy when the work or a volume of it is complete (often as part of the purchasing agreement, in which case a retrospective purchase of volumes already completed is received as complete volumes). In both cases the title page typically carries a single publication date, namely that of the last fascicle within the volume, not the span of years during which the fascicles within the volume were actually published. This aspect needs to be taken into consideration at the time of preparing or updating the bibliographic record in order to avoid duplication in cataloging (see DCM C17.6 below).

C17.2.3. Long Publishing Span

Although the number of works published in fascicles is relatively miniscule, a high percentage of them are major reference tools in the process of being published over a span of many years.

C17.3. Custody Of Material In LC

C17.3.1. Bound Volumes

Bound volumes of a publication in fascicles are shelved in the general collections unless a special custodial or reference assignment has been assigned.

C17.3.2. Unbound Fascicles

The custodial unit for unbound fascicles is the Serial and Government Publications Division (LM B-34) unless a special custodial unit or reference assignment is specified.

C17.4. Processing Routines

C17.4.1. Workflow

The first time a fascicle is received in LC, a bibliographic record is created; a "book in parts" slip is inserted in the fascicle either by the selection officer or the cataloger. When subsequent fascicles are received, acquisitions staff create item records and forward the material to the unit serving as the temporary location until the volume is complete. If subsequent fascicles are routed in error to cataloging teams, create item records and forward the material to the custodial unit; the custodial unit is given in the Temp Loc box of the item record. (The location is "C-Serial & Gov Div" unless a different assignment is noted on the "Books in parts" slip. There is a drop-down menu in the Temp Loc box).

When a volume is complete and the title page for it has been received, the custodial unit prepares the volume for binding. It is then forwarded to the appropriate cataloging division where it is handled as an added volume. The "extra" item records are deleted. This means, that *once a bibliographic record exists, only complete volumes are added to the bibliographic record*. An exception to this is non-current material for which missing sections could not be secured and for which the decision to "bind as is" has been made.

C17.4.2. Searching

Because of the long span of years during which a work is published, a relatively large percentage of the books in fascicles in the Library's collections are not yet represented in the LC ILS Database.¹

If there is reason to believe that earlier fascicles of the work are in the Library's collections but no record is found in the current component of the catalog, search the Official Name Catalog. Use the following guidelines. The phrase "determine holdings" means consulting the bound volumes on the shelf, the shelflist, and the unbound fascicles in the custodial unit.

¹ Also, prior to April 1969 a work in unbound fascicles was, until bound, represented by a form card filed in the manual catalogs. It was only cataloged fully when the appropriate number of fascicles was received and a volume could be bound. However, beginning in April 1969, the practice was changed. The policy since then has been to prepare a full bibliographic record upon receipt of a fascicle regardless of whether it is the first one of the publication or not.

C17.4.2.1. No record in the Official Name Catalog

Proceed under the general guidelines for creating bibliographic records.

C17.4.2.2. Form card in the Official Name Catalog

Proceed under the general guidelines for creating bibliographic records and DCM C17.5 below. Determine holdings; discard the form card unless it includes a call number (in that case forward it to the shelflister).

C17.4.2.3. Full bibliographic record in the Official Name Catalog

Pull the card and use it to add a record to the LC ILS Database according to the NEW INPUT procedure described in DCM B5.12 (Appendix 7) and the guidelines in DCM C17.5 below. Determine holdings.

C17.5. Bibliographic Description

With a very few exceptions these publications are monographs and the bibliographic records are created following the general rules for monographs. *In addition*, note the following guidelines.

C17.5.1. Publication Dates

In transcribing the dates of publication, follow AACR2 rules 1.4F8 and 1.4F2. Use as the beginning date the date given on the first fascicle and as the ending date the latest date (i.e., the date of the last fascicle or the date given on the title page of the final volume; these two dates are usually the same). Adjust the beginning date as needed when either a bound volume or title page for the earliest volume, typically carrying the date of the last fascicle of the volume, is received.

Example: Date on first fascicle of v. 1: 1915; date on last fascicle of volume 1: 1925
 Date on retrospectively supplied t.p. of v. 1: 1925

Transcribe beginning date as: 1925 [i.e. 1915]-

If the dates are temporary, follow the provisions of LCRI 1.0C.

C17.5.2. Extent Of Work

In transcribing the extent of the work, follow AACR2 rule 2.5, i.e., if the work is to be complete, or thought to be complete, in one volume, use the abbreviation "p." (for pages) in the

physical description area. If the work is to be complete in several volumes, use the abbreviation "v."

Record holdings according to LCRI 1.0C. If the record being created is based on unbound fascicles, do not record any holdings in the 300 field (see DCM C17.5.3.2 below).

C17.5.3. Notes

C17.5.3.1. Issued in fascicles

For purposes of identification and routing, always add, as the first note, "Issued in fascicles" (previously given as "Book in parts"). If the publisher later issues also bound volumes, these generally do not constitute a separate edition. Instead, modify the note to read "Issued in fascicles, issued also in bound volumes." If the note is added after the record already exists, notify the shelflister of the addition.

C17.5.3.2. Description based on ...

When the bibliographic description is based on unbound fascicles that do not constitute a complete volume, give a "Description based on ..." note.

Examples: 500 ## \$a Description based on: fasc. 1.
 500 ## \$a Description based on Bd. 1, Lfg. 3; Bd. 12,
 Lfg.1.

Delete such a note when the corresponding fascicles are included in a complete volume.

C17.5.3.3. Contents note

If a contents note is appropriate, record only volumes which are complete and have a title page. Note: Distinguish between analyzable volumes and individual fascicles that only seem to be analyzable. For the latter, do not prepare any analytical entries or a series authority record. (Although a particular unbound fascicle may seem to be analyzable, the "analytical entry title page" and therefore the entry itself, often disappears when the work is forwarded for binding and the covers or wrappers are removed, or when a bound volume is received.)

C17.5.3.4. Local notes (500 or 590) regarding holdings and custody of fascicles

Delete any existing note and do not add such note.

C17.6. Updating/Adding Volumes

When adding volumes or updating a record for some other reason, use the following guidelines regarding the special characteristics of books in fascicles. (See also CSM (ILS supplement) Workflow #16.)

C17.6.1. Binder/Cover

If a binder/cover for a book in fascicles or one of its volumes is received in a cataloging team, forward it directly to Head, Periodicals Unit, Serial and Government Publications Division, or, if appropriate, another custodial unit, so that the volume can be prepared for binding and processing, or, if still incomplete, a claim for missing fascicles can be initiated.

C17.6.2. Completed Volume

If fascicles in the temporary location are consulted and it is discovered that a volume is complete, send the fascicles to the custodial unit with a request that the material be readied for binding and then forwarded to the appropriate cataloger so that the revision can be completed.

C17.6.3. Resource Is Complete

After updating the bibliographic record, send a printout to the custodial unit. State on the printout that the work is complete.