



# **SERIES TRAINING FOR PCC PARTICIPANTS**

**Series Statements and Series Authority Records**

**Session 10: Multipart Monographs**

**Program for Cooperative Cataloging  
Standing Committee on Training**

**May 2014**

**rev. December 2015**



# **Series Statements and Series Authority Records**

## **Session 10: Multipart Monographs**

### **Summary**

This session provides information about what multipart monographs are and how they differ from other monographic series. It also offers guidelines to help the cataloger decide whether or not to analyze the multipart monograph.

### **Objectives**

At the end of this session you should be able to:

- Understand what a multipart monograph is
- Determine whether to analyze the multipart monograph
- Understand the differences between AAPs for multipart monographs and monographic series
- Recognize various configurations of records for multipart monographs



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## Determining That the Resource is a Multipart Monograph

### Definition of Multipart Monograph

*“A resource issued in two or more parts (either simultaneously or successively) that is complete or intended to be completed within a finite number of parts (e.g., a dictionary in two volumes, three audiocassettes issued as a set).”* (RDA Glossary)

### How is a Multipart Monograph Different From a Monographic Series?

Unlike a monographic series, which as a serial has no predetermined conclusion, a multipart monograph is complete or is expected to be complete within a finite number of parts. Determination of this depends somewhat on the cataloger’s judgment, since the publisher may not state that fact, and some multipart monographs are published over many years. Series that are created by a person (e.g. the *No. 1 Ladies’ Detective Agency* novels by Alexander McCall Smith) are assumed to be multipart monographs since the expectation is they will come to an end when the person dies, if not before.

### Clues Whether a Resource is a Multipart Monograph or Not

- Sometimes the publisher provides information about a planned end to the resource
- Sometimes the entire resource or “set” has its own ISBN; while the presence of an ISBN is not a wholly reliable indication of a resource’s finite nature, it is one clue
- The scope of the resource may be narrow, implying that any treatment of its scope could not continue indefinitely
- If each part of the resource is complete for its share of the general topic, this could imply that eventually all aspects of the general topic will be covered

### LC-PCC PS 0.0

LC-PCC PS 0.0 gives some practical advice for determining if a series is a multipart monograph or a monographic series (i.e., a serial)

- Frequency of publication.
  - Does it have a stated frequency of publication (e.g. “weekly”)? If so it is probably a serial.
  - Is the frequency stated in terms of editions? If new editions come out every one or two years it is probably a monographic series; if they come out less frequently it is probably a multipart monograph.
  - Note: a stated frequency is rare for series.
- Presence and type of numbering. Both monographic series and multipart monographs may exist with or without numbering. However if there is numbering, the type of numbering may be a clue (e.g. does it include chronological designations?)
- Is there no likelihood of a predetermined conclusion? If not, it is probably a monographic series.



## The Decision to Analyze or Not Analyze

### RDA Instructions and LC-PCC Practice

Once it has been determined that a resource is a multipart monograph, the second decision is whether or not to analyze its parts. *RDA* 2.1.3 provides general instructions on *how* to create analytical descriptions, but it does not give guidance on *whether* to do so.

*LC-PCC PS* 2.1.3 presents LC-PCC practice regarding analysis:

*“When a publication that is a part of a classified-separately multipart monograph lacks a title other than that of the comprehensive title or has a title that is dependent on the comprehensive title, prepare a separate bibliographic record for that publication or part, regardless of whether it is numbered or not.”*

*NOTE: If a PCC institution chooses to classify the same multipart monograph together as a collection, this PS would not apply.*

*LC-PCC PS* 2.1.3 also presents LC practice, stating that LC analyzes and classifies separately all parts of monographic series and of multipart monographs with the exception of those categories listed in DCM M5. Other PCC institutions can make other series treatment decisions.

## Best Practices

Here are some best practices to consider when deciding whether or not to analyze a multipart monograph.

- Does the comprehensive title of the multipart monograph appear on a less-prominent source than does the title of the individual part?
  - Then probably analyze.
- Is the title of the individual part distinctive? (Please note: this is not the same question as, "Does the individual part have its own title?")
  - Then probably analyze.

Types of non-distinctive titles:

- Alphabetic or numeric division (e.g., v. 1, 2; part A, B, C)
- Chronological subdivision (e.g., years; centuries)
- Alphabetic subdivision of content (e.g., A-L, M-Z)
- Geographic subdivision (e.g., continents; countries)
- Phrase that omits essential piece of information found in the multipart item title (e.g., "Teeth" as a part of "Dinosaur relics")
- General term (e.g., atlas, glossary)

*NOTE: Cataloging agencies in some countries have a national bibliography requirement to make an analytic description for each part of a multipart monograph*

## Differences in SARs: Multipart Monographs and Monographic Series

### Difference #1: Multipart Monographs Have Fewer SARs

A multipart monograph will have only one SAR regardless of changes in creator and/or title proper (RDA 2.3.2.12.1 and RDA 18.4.2.1). Conversely, such changes for a monographic series could necessitate additional SARs.

- For multipart monographs, base the series authorized access point (1XX in SAR) on the first (numbered) or earliest (unnumbered) part (RDA 2.1.2.3)
- Give subsequent changes in creator and/or title proper for later parts as 4XX variant access points in the SAR
- Update the description of a multipart monograph if an earlier part is received later (LC-PCC PS 2.17.13.3)

*Example: Only one SAR for multipart monograph with changes*

<p>100 1# \$a Phillips, Jolene. \$t Preschool vocabulary building activities  430 #0 \$a Preschool vocabulary building activities  430 #0 \$a Preschool vocabulary activities  400 1# \$a Bolling, Diane. \$t Preschool vocabulary activities  670 ## \$a Phillips, J. _____ \$b (Preschool vocabulary building activities ; v. 1)  670 ## \$a Phillips, J. _____ \$b (Preschool vocabulary activities ; v. 3)  670 ## \$a Bolling, D. _____ \$b (Preschool vocabulary activities ; v. 4)  670 ## \$a Info from publisher \$b (Jolene Phillips was author of v. 1-3; v. 4-5 by Diane Bolling)</p>
---

### Difference #2: The Series Authorized Access Points for Multipart Monographs More Often Begin with a Creator (MARC Fields 100, 110, 111)

Due to the different nature of monographic and serial resources, multipart monographs more likely to have persons, families, corporate bodies (including conferences) as creators than are monographic series

- The following types of series created by corporate bodies are likely to be multipart monographs
  - Collective activity of a single conference, etc. (RDA 19.2.1.1.1c)
  - Cartographic materials (RDA 19.2.1.1.1e)
  - Collective thought of body (RDA 19.2.1.1.1b)

*Examples: Series AAPs for multipart monographs that include AAPs of creator*

111 2# \$a Pressure Vessels and Piping Conference \$d (1985 : \$c New Orleans, La). \$t Proceedings of the 1985 Pressure Vessels and Piping Conference

100 1# Donegan, Beth. \$t Cooking made easy!

### **Difference #3: Treatment of a Resource Bearing Titles of Two Multipart Monographs**

If the resource bears, in addition to the analyzable title of the manifestation, titles of two multipart monographs (and is therefore part of both), these titles are usually not treated as main series and subseries (i.e., as one entity). Rather, they are treated as two separate series.

If the two titles present on the resource in addition to the analyzable title of the manifestation represent two multipart monographs, *LC-PCC PS 2.12.10* tells us to apply *RDA 6.27.2* to determine if the two titles are to be treated as one entity or as two separate series (see exception for non-distinctive titles).

If they are treated as two separate series:

- Record two series statements (in two 490 fields) in analytic record
- The preferred title portion of the series AAP for the smaller multipart is not treated as a subseries of (i.e., subordinate to) the larger multipart item's series AAP

*Example: larger and smaller multipart items*

<p><b>Exploring South America's History</b></p> <p>Volume 13 in a set of 40 volumes</p> <p><b>Brazil's History and its Future</b> Volume 1 of 2</p>	<p><b>Looking at Brazil's Past</b></p> <p>by _____</p> <p>_____</p> <p>2003</p>
<i>series title page</i>	<i>analytic title page</i>

*The analytic record has two series statements and two series AAPs: one for the larger and one for the smaller multipart monograph:*

490 1# \$a Exploring South America's history ; \$v volume 13

490 1# \$a Brazil's history and its future ; \$v volume 1

830 #0 \$a Exploring South America's history ; \$v v. 13.

830 #0 \$a Brazil's history and its future ; \$v v. 1.

*Not:*

490 1# \$a Exploring South America's history ; \$v volume 13.

490 #1 \$a Brazil's history and its future ; \$v volume 1

830 #0 \$a Exploring South America's history ; \$v v. 13.

830 #0 \$a Exploring South America's history. \$p Brazil's history and its future ; \$v v. 1.

## Difference #4: Initialism as the Title Proper

For situations in which the source of information bears a title in more than one form, and both or all of the titles are in the same language or script, the general instruction at 2.3.2.5 tells us to choose the title proper on the basis of the sequence, layout, or typography of the titles on the source of information. The exception for serials and integrating resources (always to choose the full form as the title proper over an acronym or initialism, if both appear on the preferred source) applies to monographic series, but not to multipart monographs. So for multipart monographs, unlike for monograph series, the full form will be chosen as the title proper over an acronym or initialism also appearing on the preferred source only if that choice is indicated by the sequence, layout or typography.

*Examples:*

*Series title page of a multipart monograph:*

FCI  
Flora of the Canadian Islands  
v. 15

Title proper of multipart monograph: FCI.

*Series title page of a monographic series:*

AWE  
Advances in World Economics  
v. 11

Title proper of monographic series: Advances in world economics.

## Difference #5: 008/12

Use code “b” (for multipart item), not “a” (for monographic series). Be especially carefully to review this, because many cataloging templates include coding for a monographic series (i.e., code “a”).

## Difference #6: 020 Field

For multipart monographs, ISBNs for the comprehensive set can be recorded in the SAR’s 020 field.

The *MARC 21 Format for Authority Data* provides this field definition and scope for the SAR 020:

*“International Standard Book Number (ISBN), terms of availability, and any canceled/invalid ISBN copied from field 020 of a MARC bibliographic record for a multipart item that is cataloged as a set.”*

## Difference #7: More Frequent Use of the 640 field

For multipart monographs, field 640 in the SAR (Series Dates of Publication and/or Volume Designation) is used more often to record the extent of the resource. Such information is especially helpful to other catalogers when the multipart is classified separately, because the SAR is the only place to record this information.

PCC practice regarding recording data in the 640 is stated in DCM Z1:

*“Do not search just to provide information for this field; give the information if it is available from the item in hand or incidentally from the publisher.”*

*Examples:*

640 1# \$a Complete in 15 v.

640 1# \$a Projected in 6 v. \$z v. 1, p. 316

## Difference #8: “Works,” “Selections,” and Translations with Parallel Texts

Due to the nature of multipart monographs, a cataloger may encounter some that are 1) compilations of works of one person, family, or corporate bodies; and 2) translations with parallel texts. These types of resources have special instructions for which LC-PCC practice is still evolving.

### “Works”

Follow instructions in *RDA* 6.2.2.10.1:

*“Record the conventional collective title Works as the preferred title for a compilation of works that consists of, or purports to be, the complete works of a person, family, or corporate body.”*

Different resources containing an author’s complete works are considered to be the same aggregate work. Differentiation between versions, if necessary, is done at the expression level.

- Date in \$f

Do not automatically add a date after “Works.” This was a NACO practice under AACR2 that was not extended into RDA. In most cases an author’s complete works are not produced more than once, and so there is no need to differentiate between versions (expressions). However, if there is more than one expression of an author’s complete works (e.g. various separate publications, or translations), use judgment in determining the most appropriate qualifier. Considering the need of database users to recognize and distinguish between versions, date might in fact be the least appropriate qualifier to us. However, if date is used as a qualifier, choose the earliest date associated with the expression. This will usually be the date of the earliest known manifestation of the version (*RDA* 6.10.1.1)

Example:

100 1# \$a Goethe, Johann Wolfgang von, \$d 1749-1832. \$t Works. \$f 1997

643 ## \$a Köln \$b Könemann

670 ## \$a Die Leiden des jungen Werthers, 1997: \$b ser. t.p. (Johann Wolfgang von Goethe / Werkausgabe in zehn Banden / Band 1)

- Provisional coding

If date has been used to distinguish between expressions and the date of the first part of the multipart monograph isn’t known because the earliest part isn’t available, code the SAR as provisional and update it when the first part is available.

- Further qualification

If more than one qualifier is needed, it may be added.

*Example:*

*“Works” (Same publisher publishes two versions in the same year):*

100 1# \$a Twain, Mark, \$d 1835-1910. \$t Works \$s (Whiting Publishing Company)  
643 ## \$a New York \$b Whiting Publishing Company

100 1# \$a Twain, Mark, \$d 1835-1910. \$t Works \$s (Whiting Publishing Company : Annotated edition)  
643 ## \$a New York \$b Whiting Publishing Company

- 4XX Variant access points

Follow specific instructions in *LC-PCC PS 6.27.4* for alternative forms.

*Example:*

100 1# \$a Twain, Mark, \$d 1835-1910. \$t Works. \$f 1996  
430 #0 \$a Oxford Mark Twain. \$f 1996  
400 1# \$a Twain, Mark, \$d 1835-1910. \$t Oxford Mark Twain. \$f 1996  
643 ## \$a New York \$b Oxford University Press  
670 ## \$a The \$30,000 bequest and other stories, 1996: \$b CIP ser. t.p. (The Oxford Mark Twain)

## Selections

For series that consist of selections of the complete works of a creator, follow 6.2.2.10. If the series is commonly identified by a particular title, use that title as the preferred title for the series. If not, follow the alternative to *RDA* 6.2.2.10.3 and use the preferred title, “Works. Selections”. This conventional collective title is used for two or more works (but not all) in various forms. Do not apply it to two or more works in one form, even if the creator is known to work in only one form; in such cases, \$t consists of the form, listed in *RDA* 6.2.2.10.2.

*NOTE: “Selections” should not be used by itself (i.e., in \$t), as was permissible under AACR2. Selections may only be a ‘part’ of some form, used in \$a. As such, it should always be coded as \$k.*

Unlike the case of “Works”, for which different versions are differentiated at the expression level, various collections of selected works of an author (as represented by “Works. Selections”) will always be different aggregate works, and so “Works. Selections” should be differentiated at the work level. Various collections of selected works of an author in a specific form (e.g., “Plays”, “Essays”) are different aggregate works as well, and should also be differentiated at the work level.

### *Examples:*

Yan, Lianke, †d 1958- †t Works. †k Selections (Jiangsu ren min chu ban she)

Yan, Lianke, †d 1958- †t Works. †k Selections (Wan juan chu ban gong si)

Ruiz Negre, Antoni. †t Plays. †k Selections (Comedias de Antonio Ruiz Negre)

Ruiz Negre, Antoni. †t Plays. †k Selections (Otras comedias de Antonio Ruiz Negre)

## ***Name Authority Record or Series Authority Record?***

Because catalogers sometimes have a choice of cataloging multipart monographs as a collected set (with the authorized access point for the multipart monograph as a related work) or cataloging them on analytic records (with an authorized access point for the multipart monograph as a series), a non-series authority record may have been created for the same multipart monograph you now want to treat as a series. This can happen with any series. What do you do?

- If the NAR you discover is for the same multipart monograph you are cataloging, revise it to be an SAR. The record can then be used to authorize the authorized access point either as a series access point in an analytic record or as a “name” access point in a collected set record.
- If the NAR is for a different multipart monograph, add a qualifying term in subfield \$s in the series AAP in a new SAR
- You may need to consult bibliographic records to determine which of the above situations you have, since the NAR may not provide enough information (e.g., name of publisher)

*Example:*

*Existing NAR (the bibliographic record has 260: \$a Denver \$b M. Smith):*

100 1# \$a Twain, Mark, \$d 1835-1910. \$t Works. \$f 2002

*The new SAR for a different multipart monograph published the same year needs a different qualifier:*

100 1# \$a Twain, Mark, \$d 1835-1910. \$t Works \$s (Ingeson Publishing Company)

643 ## \$a Evanston, IL \$b Ingeson Publishing Company

**Translations with Parallel Texts**

*When the original expression and one translation are in a compilation, give an analytical authorized access point for each expression. If a compilation contains the original expression and more than one translation, give analytical authorized access points for the original expression and at least one translation. (LC-PCC PS 6.27.3, labeled LC Practice)*

This replaces the AACR2 practice of providing uniform titles with subfield \$l “[Language] & [Language]” additions. The former AACR2 practice of recording “Polyglot” in \$l is also now obsolete.

Following this instruction (LC practice), the comprehensive description for a multipart monograph containing a translation with parallel texts would look like this:

100 0# \$a Dante Alighieri, ‡d 1265-1321.

245 14 \$a The divine comedy of Dante Alighieri.

300 ## \$a 3 volumes

546 ## \$a English and Italian on facing pages.

505 0# \$a part 1. Inferno – part 2. Purgatorio – part 3. Paradiso.

700 02 \$i Container of (work): \$a Dante Alighieri, \$d 1265-1321. \$t Divina commedia.

700 02 \$i Container of (expression): \$a Dante Alighieri, \$d 1265-1321. \$t Divina commedia. \$l English.

Application of this instruction to series means that the different language expressions of the series should be given separate access points in analytic records.

Current LC practice, as seen in the above example, is not in fact to record an AAP for the original expression, but instead to follow AACR2 practice and use the AAP for the work to represent all expressions in the original language and to use an AAP with the name of the language added to represent all expressions in that language. This has neither been accepted nor rejected as PCC practice, though it does seem inconsistent with RDA principles. However, the LC practice is particularly

problematic in the case of series, which have in the past and continue to need distinguishing from other expressions in the same language. The Series Policy Task Group therefore recommends that in the case of series (including multipart monographs), particular expressions of works always be assigned unique AAPs (see RDA 6.27.3). So the analytic record for part 1 of the Dante example above would look like this:

```
100 0# $a Dante Alighieri, $d 1265-1321, $e author.
240 10 $a Inferno. $l English $s ([name of translator or another distinguishing element])
245 10 $a Inferno ...
490 1# $a The divine comedy of Dante Alighieri ; $v part 1
546 ## $a The Italian text with an English verse translation
800 0# $a Dante Alighieri, $d 1265-1321. $t Divina commedia. $l Italian $s ([name of editor or
another distinguishing element]) ; $v pt. 1.
800 0# $a Dante Alighieri, $d 1265-1321. $t Divina commedia. $l English $s ([name of translator or
another distinguishing element]) ; $v pt. 1.
```

In this case the series work is Dante's *Divina Commedia*, a multipart monograph. The Series Policy Task Group recommends that catalogers create work-level authority record for multipart monographs, and as many expression-level authority records (created by adding the language and other necessary distinguishing elements to the AAP for the work-level record) as needed. The expression-level AAPs would be added as appropriate to bibliographic records. The Task Group forwarded this issue to the PCC Standing Committee on Standards in fall 2015 for further analysis and recommendations. Stay tuned to PCC communications about policies.

## Configurations of Records

### Possible Configurations of Records

There are several possible configurations of records for the different types of multipart monographs, depending on whether the multipart is analyzed and how the multipart items are classified. Some of the configurations are exemplified on the following pages.

#### Multipart Monograph Not Analyzed

For multipart monographs that are not analyzed, these are the possible approaches:

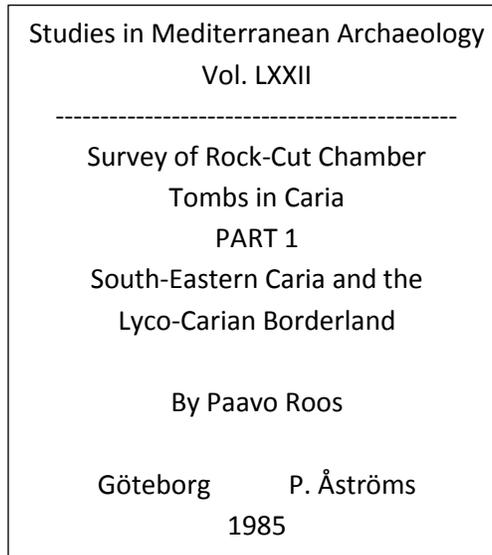
- A comprehensive description (i.e., a collected set record)
- Sometimes, a 505 contents note
- No analytic descriptions (i.e., no analytic records)
- Creation of SAR is optional

*Example 1:*

<p>5<sup>th</sup> International Symposium on Plasma Chemistry</p> <p>Symposium Proceedings</p> <p>Volume 1</p>	<p>5<sup>th</sup> International Symposium on Plasma Chemistry</p> <p>Symposium Proceedings</p> <p>Volume 2</p>
Title page of v. 1	Title page of v. 2

*Approach: Collective description without a contents note:*

111 2# \$a International Symposium on Plasma Chemistry \$n (5th : \$d 1981 : \$c Edinburgh,  
Scotland)  
245 10 \$a 5th International Symposium on Plasma Chemistry ...  
300 ## \$a 2 volumes : \$b illustrations ; \$c 21 cm

*Example 2:*

*Approach: Collective description with a contents note:*

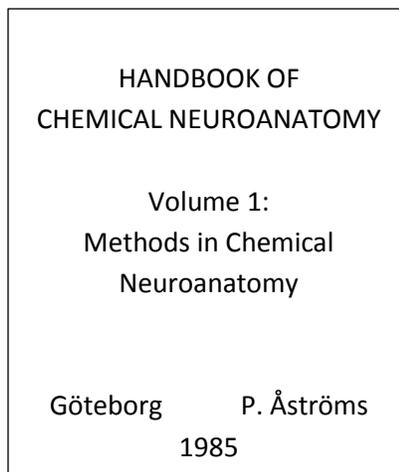
100 1# \$a Roos, Paavo.  
245 10 \$a Survey of rock-cut chamber tombs in Caria / \$c by Paavo Roos.  
264 #1 \$a Göteborg : P. Åströms, 1985-  
490 1# \$a Studies in Mediterranean archeology ; \$v vol. LXXII  
505 1# \$a pt. 1. South-eastern Caria and the Lyco-Carian borderland.  
830 #0 \$a Studies in Mediterranean archeology ; \$v v. 72.

## Multipart Monograph Analyzed and Classed as a Collection

For multipart monographs that are analyzed and classed as a collection, these are the possible approaches:

- Comprehensive description (i.e., a collected set record)
- 505 contents note
- Analytic descriptions (i.e., analytic records)
- SAR optional for PCC (unless the authorized access point for the series is recorded in 8XX)

*Example:*



*Approach: Three records: SAR, Analytic description, Comprehensive description:*

*SAR:*

130 #0 \$a Handbook of chemical neuroanatomy  
642 ## \$a v. 1 \$5 DLC  
644 ## \$a f \$5 DLC  
646 ## \$a c \$5 DLC

*Analytic description:*

245 00 \$a Methods in chemical neuroanatomy ...  
490 1# \$a Handbook of chemical neuroanatomy ; \$v volume 1  
830 #0 \$a Handbook of chemical neuroanatomy ; \$v v. 1.

*Comprehensive description:*

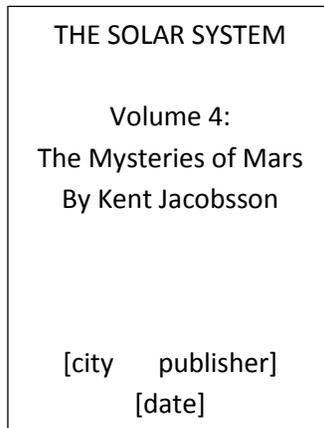
245 00 \$a Handbook of chemical neuroanatomy ...  
505 1# \$a volume 1. Methods in chemical neuroanatomy.

## Multipart Monograph Analyzed and Classed Separately

For multipart monographs that are analyzed and classed separately, these are the possible approaches:

- Analytic descriptions (i.e., analytic records)
- SAR optional for PCC (unless the authorized access point for the series is recorded in 8XX)

*Example:*



*Approach: Two records: SAR, Analytic description:*

*SAR:*

130 #0 \$a Solar system  
642 ## \$a v. 4 \$5 DLC  
644 ## \$a f \$5 DLC  
646 ## \$a s \$5 DLC

*Analytic description:*

100 1# \$a Jacobsson, Kent.  
245 14 \$a The mysteries of Mars . . .  
490 1# \$a The solar system ; \$v volume 4  
830 #0 \$a Solar system ; \$v v. 4.

## Updating the Collective Description

If the multipart monograph is classed as a collection and a comprehensive bibliographic description (i.e. a collected set record) exists, add and/or update the following information on the comprehensive description as later parts are received:

- 020
- 246 for changes in title proper
- 264 \$c – and 008 Dates
- 300 \$a
- 362 if you have information about the beginning date
- 4XX/8XX subfield \$v if the multipart monograph is in a series
- 505
- 5XX/7XX for changes in the responsible person, family, or body

*Example:*

245 00 \$a Flora and fauna in the central United States / \$c Midwestern Biological Society.  
 246 0# \$i Volumes 3-7 have title: \$a Midwestern flora and fauna  
 264 #1 \$a Ames, Iowa : \$b RLP Publishing Company, \$c 1999-2004.  
 300 ## \$a 7 volumes : \$b illustrations ; \$c 29 cm.  
 490 1# \$a Midwestern biological publications ; \$v v. 13-14, 22, 25-28  
 550 ## \$a Volumes 1-4 issued by the Midwestern Biological Society; volumes 5-7 by the Society  
           for Midwestern Biology.  
 505 0# \$a \_\_\_\_\_  
 710 2# \$a Midwestern Biological Society.  
 710 2# \$a Society for Midwestern Biology.  
 830 #0 \$a Midwestern biological publications ; \$v v. 13-14, 22, 25-28.