

Continuations: Processing Arrivals for Works-in-Parts

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Continuations, or Works-in-Parts (WIPs), are ongoing orders for monographic sets published over time. These “standing orders” use the *O-type order* in Aleph.*

Cataloging treatment for works-in-parts may vary from title to title. Once the pattern is established, it usually will not change. Contins may either be *simple* (unanalyzed) or *analyzed*. The treatment has some impact on the arrival process.

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1. Simple works-in-parts (not analyzed):

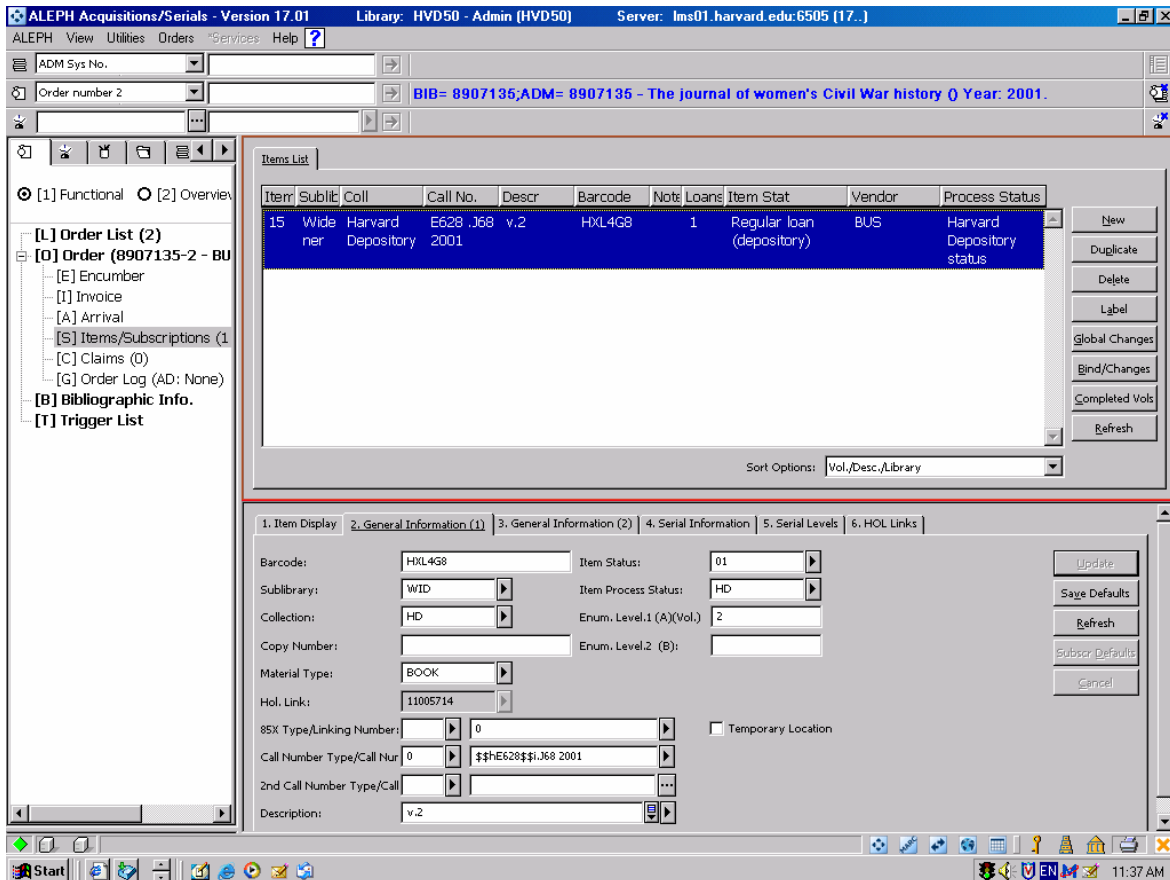
- **Arrival:** In the Arrival note, record which volumes are being received, e.g.:
Rec'd vol. 2-4/[your initials]
- **Order Form:** Converted orders may still have Order Unit “WID02”; *change this to your Division's Order Unit*; similarly, Material type may need to be changed from BK to BW. Confirm fund and encumbrance amount; confirm appropriate value is in Max. Arrival Days.** →If you Arrive the last piece to complete the set, mark both Arrival status and Invoice status “Complete”; change Order status to CLS (closed)
- **Order Log:** For converted orders, check for action dates in the Order Log. There may be an action date for 1 or more lines in the Order Log; delete all of the action dates in the Order Log using the "Remove A. date" button. We use Max. Arrivals Days instead of Action dates for claiming purposes.

* Orders converted from HULPR may have been converted to S-type or M-type orders. These orders should be closed and new O-type orders created in their place.

** What is “appropriate” may vary by unit, vendor or even frequency of publication.

Create an **Item record** for each vol. received.

- In the Navigation Pane, click on [S] Items/Subscriptions (Acq. Module) or Items (Cat Module)
- *If Item records already exist (and are linked to this Order/Bib),* you will get an item list display. If this is the case you can click on **Duplicate** to create a new Item record. Change the **Description** and **Enum. Level 1** fields to indicate the piece in hand; make sure the **Item process status** is **RE** (ordered--received). **Update** the item record
- *If no Item records exist (or if no Item record is linked to this Order),* click on the **New** button in the Item List (upper pane). Link the Item to the Holding by clicking on the arrow next to the **HOL. Link** box; Select the appropriate Widener holding; Click on the **Refresh** button: several fields will be populated; Fill in or edit the **Description; Enum. Level 1; Material type; Item status** and **Item processing status (RE)** fields; Click **Update**.



Holdings record for simple WIP (not analyzed):

- **008:** Receipt or Acquisition status code should be 4 (currently received)
- **852:** if necessary, delete public note |z “Vol. *n* and following on order”
- **866:** (on converted records only) ignore (Cataloger will update to current 853/863 MARC fields)
- **RLN** (Receipt Line field, converted records only): delete. This information is retained in the Order Log. To avoid confusion, it is a good idea to be sure that all uncataloged pieces represented in the RLNs have an item record with process status RE.

Some Divisions may elect to forward WIPs to cataloging for priority treatment

2. Analyzed works-in-parts and their analytics

- **Arrival:** In the Arrival note, record which volumes are being received: e.g. Rec’d vol. 2-4/[your initials] Print Arrival slip, as usual.
- **Order Form:** Converted orders may still have Order Unit “WID02”; *change this to your Division’s Order Unit*; similarly, Material type may need to be changed from BK to BW. Confirm fund and encumbrance amount; confirm appropriate value is in Max. Arrival Days.* →If you Arrive the last piece to complete the set, mark both Arrival status and Invoice status “Complete”; change Order status to CLS (closed)
- **Order Log:** For converted orders, check for action dates in the Order Log. There may be an action date for 1 or more lines in the Order Log; delete all of the action dates in the Order Log using the "Remove A. date" button. We use Max. Arrivals Days instead of Action dates for claiming purposes.

Item records:

- **Classed separately:** Do not create an Item record for each vol. received
- **Classed together:** Do create an Item record for each vol. received (see above under Simple works-in-parts)

Holdings records for the collected set record of analyzed WIP:

- Should already be present in most cases, whether order was created in Hulpr or Aleph
- **008:** Receipt or Acquisition status code should be 4 (currently received)
- **852:** if necessary, delete public note |z “Vol. 1 and following on order”
- **866:** (on converted records only) ignore (Cataloger will update to current 853/863 MARC fields)
- **RLN** (Receipt Line field, converted records only): delete. This information is retained in the Order Log.

Forward all books to cataloging for priority treatment. Catalogers will create the analytic Bibliographic records and their associated Item records.

* What is “appropriate” may vary by unit, vendor or even frequency of publication.

3. How do you distinguish a simple WIP from an analyzed WIP?

Simple WIPs have only one bibliographic record to represent the whole set; a Browse search by title should retrieve only *one record* under the collected set title. Also, all item records will be attached to this one record (you can see this in the Nav map in the left-hand pane).

An additional clue to the simple WIP is the presence an extensive 505 note in the Bib record, but this will not be found consistently in all records. And it may also be present in some analyzed titles.

If you have the first-ever piece in hand, the determination of whether or not it will be analyzed may not have been made yet; assume for the time being that it is **not** analyzed.

Analyzed WIPs fall into two separate categories:

classed together

classed separately

Treatment will be apparent from any SAR created for the collective title (e.g. author series for Works, Poems, etc.). Tag H46 |a will be “c” (classed together) or “s” (classed separately). Some Divisions may use the H69 tag |a to confirm “contin. ordered” or “WIP”.

The *classed together* analyzed WIP will, like the simple WIP, display item records attached to the collected set, or “parent”, record in the Nav map. A Browse Search by title should result in *multiple hits*: 1 for the collected set record and 1 added title entry for each of the analytics. Selecting Brief Recs button as the Show option will present and ordered list of the analytics plus the set record. There may be an indication of treatment in the collected set Holdings record field **852 |h** or **|x**. (e.g. |x Analyzed)

The *classed separately* analyzed WIP will display **no** item records on the "parent" record in the Nav map. The bib record for the parent may be a provisional record suppressed from public view if WID is the only holding sublibrary. A Browse search should result in *multiple hits*: 1 for the collected set record and 1 added title entry for each of the analytics. There may be an indication of treatment in the collected set Holdings record field **852 |h** or **|z** or **|x**. (e.g. |z Various call numbers. Each volume cataloged individually) There should also be a series authority record (SAR) under the collected set title in HVD10 to record the classed separately treatment (tag H46 |a s |5 wid)