

Continuations: Creating O-type Orders for Works-in-Parts

28 February 2003; rev. 28 February 2006

This document pertains to the firm ordering of monographic works-in-parts (WIP), also frequently referred to as "contins," or, "continuations." A work-in-parts is characterized by a single 'work' that appears in multiple parts, and is *published over time*.

Multivolume titles published at one time and expected to be received complete with all volumes at once are ordered on an M-type order, the same as simple monographs. This work aid focuses only on the aspects of ordering multipart monographs that differ from ordering simple monographs.

Contents:

1. [Bibliographic Record](#)
2. [Holdings Record](#)
3. [New Order Record](#)
 - o [Tab 1: Order Information](#)
 - o [Tab 2: Vendor](#)
 - o [Tab 3: Quantity and Price](#)

Bibliographic Record.

When creating a new record in Aleph for a work-in-parts, all elements will be entered in the same way as for any monographic record, with the following differences:

- o **008**: Type of date should be coded as "m". Date 1 should reflect the year that the first volume is published; Date 2 should be coded as "9999".
- o **020**: If there is an ISBN for the set as a whole, use that in the first 020
- o **260 |c**: Add the publication date of first volume with a hyphen following, e.g., "2001-"

Example:

The screenshot displays the Aleph Cataloging software interface. The main window shows a bibliographic record for 'BK System No. 8907135 The journal of women's Civil War history Q Year: 2001'. The record is displayed in a table format with fields and their corresponding values. The fields are color-coded: blue for mandatory fields, red for optional fields, and green for optional fields with a default value. The record includes fields for 001 (008907135-2), 005 (20030718095121.0), 008 (020510m20019999paua^^^^^b^^^^100|0deng^d), 010 (2001368626), 020 (1577470753 (v. 1)), 020 (1577470915 (v. 2)), 035 (ocm48641484), 040 (FZL), 042 (lccopycat), 043 (n-us---), 050 (E628), 050 (J68 2001), 082 (973.7/082), 245 (The journal of women's Civil War history : from the home front to the front lines : accounts of the sacrifice, achievement, and service of American women, 1861-1865 / edited by Eileen Conklin.), 260 (Gettysburg, PA : Thomas Publications, c2001-<c2002>), 300 (v. : ill., maps ; 23 cm.).

ALEPH Cataloging - Version 17.01 Library: HVD01 - Bibliographic (HVD01) Server: lms01.harvard.edu:6505 (17...)

ALEPH View Cataloging Items Edit Record Manager Remote Services Help ?

Barcode HO System No. 11649763 Museu do Ferro & da Região de Moncorvo (Museu do Fer

[R] Edit Records

- HVD60-11649763 (NEW37)
- HVD01-9403122 (NEW37)
- HVD60-11005714 (NEW37)
- HVD01-8907135 (NEW37)

[I] Import Records

[T] Triggers

- HVD01 - 9403122
- OBJECTS (No record avail)
- HVD60
 - HOL - WID HD STA
 - Barcode - HXLM9
- HVD50 - 9403122
 - ITEMS

```

LDR      -   ^^^^nv^^^22^^^4n^4500
OWN      a   WID
LKR      a   HOL
          I   HVD01
          b   009403122
XPR      a   OCLC
          b   20050309
001      -   011649763
005      -   20050309113245.0
008      -   0502154p^^^^8^^^^2001uu^^^0000000
852      1   b   WID
          c   HD
853      00  8   1
          a   v
863      41  8   1.1
          a   1
H08      -   a   c
          b   20050309

```

1. Messages | 2. Tag Information | 3. Browser | 4. HOL Records | 5. Objects

HOL Library:

LKR Text	HOL No.	
WID HD	11649763	<input type="button" value="Edit"/> <input type="button" value="Create"/>

3:50 PM

New Order Record.

If one or more volumes of the WIP have already been received on an M- or S-type order record, close the order (if need be) and create a new *O-type order* attached to the same bibliographic record. Click on the Add button; a dialog box will open to select the type of order--select the **Standing Order** option to create an **O-type** order.

In general, follow the same procedures as for ordering a simple monograph with the following differences:

Tab 1: Order Information:

- Use the **ISBN** for the collective set title. If each volume has its own ISBN, use the ISBN for the first volume ordered. Include in parentheses the volume number ordered "(v. 1)". A single ISBN already entered in the Bib record 020 field will fill in automatically; use drop-down menu to choose which ISBN to use if your Bib record has multiple 020 fields.
- The **Order Unit** should be the *second* number of the division's number sequence ("WID19" for Germanic, "WID17" for Spanish/Portuguese; "WID15" for French/Italian; "WID12" for English)
- The Material Type should be **BW** (Book, Work-in-Parts).
- Consider using the Library Note field for alerting acquisitions staff to any particular issues regarding the contin order when receiving material.

The screenshot shows a software interface for managing orders. The top window, titled "Order List", displays a table of orders. The second window, titled "Order Information", provides a detailed form for editing an order.

Order No.	Sublibrary C	Status	Arr St	Inv St	Type	Budget	Vendor	Enc/Active Amt
8907135-1	WID	CLS	Cmp	Paid	M	415.37880,565018.655 210.0000,00000-2003	BUS	12.00 (0.00) USD
8907135-2	WID	SV	Pl	Pl	O	415.37880,565018.655 210.0000,00000	BUS	50.00 (50.00) USD

Order Information Dialog Box:

1. Order Display | 2. General | 3. Vendor | 4. Quantity and Price

Order Number 1: 8907135-2 | Order Status: SV | Update

Order Number 2: | Order Number 3: | Save Def.

Order ISBN/ISSN: 1577470753 (vol.) | ERM ID: | Refresh

Open Date: 09/12/02 | Order Group: ab | Cancel

Order Date: 09/12/02 | Status Date: 09/12/02

Material Format: | Invoice Status "Complete"

Material Type: BW | Arrival Status "Complete"

Sublibrary: WID | Order Unit: WID12

Acquisition Method: P

Initiator ID: | Initiator Name: |

Action: None | Approver ID: |

Library Note: |

Tab 2: Vendor:

- Add the following text in the **Vendor Note** field: "Please send vol. *x* and all following as available. Thank you." If one or more pieces of the WIP have already been received on an M-type order, the Vendor Note will reflect the pieces not yet received. You may want to state explicitly "We have vol(s). *x*. Please send..."
- The Subscription Start and End date fields do not need to be used for works-in-parts
- **IMPORTANT:** Fill in the Max. Arrival Days as appropriate (e.g. 365). This will determine the time lapse for claiming. If nothing is received for the 365 days in our example, it will appear on a Claim Report. Each time an Arrival is recorded, the Claim period is calculated from that Arrival date (e.g. Arrival date plus 365 days).

The screenshot displays a software interface with two main panels. The top panel, titled "Order List", contains a table with the following data:

Order No.	Sublibrary C	Status	Arr St	Inv St	Type	Budget	Vendor	Enc/Active Amt
8907135-1	WID	CLS	Cmp	Paid	M	415.37880..565018.655 210.0000.00000-2003	BUS	12.00 (0.00) USD
8907135-2	WID	SV	Ptl	Ptl	O	415.37880..565018.655 210.0000.00000	BUS	50.00 (50.00) USD

Buttons on the right of the table include: Add, Duplicate, Delete, Print/Cancel, and Send.

The bottom panel, titled "Vendor Information", contains the following fields and values:

- Vendor Code: BUS
- Vendor Name: BLACKWELL NORTH AMERICA (0146118 008203)
- Vendor Reference: v. 1 / dab
- Vendor Note: Please send v. 2 and all following
- Order Delivery Type: LE | Letter Type: 01
- Delivery Type: S | Send Letter by: PRINT
- Rush
- Max. Arrival Days: 365
- Subscription Start: 00/00/0000 | Subscription End: 00/00/0000
- Budget Cycle: 1 | Renewal Date: 00/00/0000

Buttons on the right of the form include: Update, Save Def., Refresh, and Cancel.

Tab 3: Quantity and Price:

- Add the price for the first volume in the Unit Price field, if the set price is not yet available. Encumber budget.
- Click Update and then click the **Send** button to complete the order.

The screenshot displays a software interface for managing orders. At the top, there is a navigation pane with 'Overview' and '5-2 - BU' visible. The main area is titled 'Order List' and contains a table with the following data:

Order No.	Sublibrary C	Status	Arr St	Inv St	Type	Budget	Vendor	Enc/Active Amt
8907135-1	WID	CLS	Cmp	Paid	M	415.37880..565018.655 210.0000.00000-2003	BUS	12.00 (0.00) USD
8907135-2	WID	SV	Ptl	Ptl	O	415.37880..565018.655 210.0000.00000	BUS	50.00 (50.00) USD

Buttons for 'Add', 'Duplicate', 'Delete', 'Print/Cancel', and 'Send' are located to the right of the table. Below the table, a 'Quantity and Price' tab is active, showing the following fields:

- Order Quantity: []
- Number of Units: [1]
- Unit Price: [50] Total Price: [50.00]
- Quantity Note: []
- Estimated Price: []
- Currency: [USD]
- List Price: [50.00]
- Terms Sign (+/-): [-] Terms Percent: [0.00]
- Final Price: [50.00] Local Price: [50.00]
- Price Note: []

Buttons for 'Update', 'Save Def.', 'Refresh', and 'Cancel' are on the right side of the 'Quantity and Price' tab. The Windows taskbar at the bottom shows the time as 10:30 AM.