

# Continuations: Cataloging Works-in-Parts in Aleph

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## 1. Simple Works-in-Parts (not analyzed):

These titles are ordered on *O-type orders* and received by the Language Division Acquisitions Teams. The first piece(s) received will require full original or copy-cataloging; subsequent pieces will be treated as added volumes.

### Bibliographic record:

A single bibliographic record will represent the set. A 505 note with volume titles is desirable; this will likely have to be updated with each added volume. As with any multivolume monograph, the *Holdings record* will record which volumes the library owns and *Item records* associated with each physical volume will be used for circulation.

### Holdings record:

- Will already be present whether ordered originally in Hulpr or Aleph
- **LDR/008:** verify that the coding is correct for a multipart item, and that the Receipt or Acquisition Status code of the 008 has the correct value. This code determines the display in the public catalog (e.g. On order, Currently received, etc.)
- **852:** update as needed with appropriate indicators, sublibrary, call no. (if needed). The old HD note in records converted from Hulpr, i.e. “[z Consult Circ. Desk for v. 1=HW0GT6, v.2=HW0DVJ]” etc. is redundant, potentially misleading, and should be deleted HOWEVER, before deletion verify and/or create item records with the same barcode(s). There was a time when this information in the note was the only recording of the barcode because an item record was *not* created when the piece went to HD.
- **85x/86x** pairs: supply if not already present or update as appropriate

- **866:** (on converted records only) if present and if possible, transfer information to 853/863 pairs and then delete
- **RLN** (Receipt Line field, converted records only): information can be used to reconstruct vernacular captions in the 853/863 pairs if necessary. The RLN should then be deleted to prevent display in the OPAC
- **H08:** |a value should be “c” even if the set is not complete
- **XPR:** if holdings have not been previously set in OCLC

**Item record:**

- Multivolume monographs received by Acquisitions will have had Item records created for each physical unit upon arrival
- Update as usual (barcode, Material Type, Item Status, Item Process Status) and be sure Item is linked to Holdings
- Caption/enumeration information is added to the Description field in **Tab 1** only; do not use Enum. Level fields, which are reserved for serials information. (Use captions as established in *AACR2*, “Appendix B.”)
- Item Process status is for this piece only: HD, or blank (stacks)

**2. Analyzed Works-in-Parts and their Analytics:**

These titles are ordered on O-type orders and are received by the Acquisitions Teams on collected set (“parent”) bibliographic records. They are passed on to cataloging after receipt for priority treatment; each piece received will require full original or copy-cataloging for the analytic record.

Analyzed Contins fall into two separate treatment categories:

*Classed together*\_ (Item records created by Acquisitions on arrival, attached to collected set record)

*Classed separately* (NO Item records created by Acquisitions on arrival)

Whether and how to analyze a set is the cataloger’s decision. The pattern is set with the first piece cataloged.

**Collected set (“parent”) bibliographic record:**

The collected set record for a **classed-together** WIP should be a fully cataloged bibliographic record.

The collected set record for a **classed-separately** WIP should be a provisional record suppressed from public view; the bibliographic record exists only to serve the Order and Arrival functions of the standing order. A series authority record (SAR) records the classed-separately treatment. (Occasionally, a fully cataloged record may appear in the catalog if **a**) a full-level cataloging record was imported from OCLC or RLIN; or **b**)

another sublibrary owns the title and is choosing to class it together. If WID is the *only* sublibrary, the record should be suppressed from public view.)

### Holdings records of collected set record:

- Will already be present whether ordered originally in Hulpr or Aleph
- **LDR/008:** verify that the coding is correct for a multipart item, and that the Receipt or Acquisition Status code of the 008 has the correct value. This code determines the display in the public catalog (e.g. On order, Currently received, etc.)
- **852, Classed separately:** Indicators “6” (shelved separately) and “0” (not enumeration); |b WID; |c HD or WIDL; may add |x “Analyzed” and/or |z “Various call numbers; each volume cataloged separately”, if deemed appropriate.
- **852, Classed-together** analytics will have a completed call no. in |h and |i, with appropriate indicators, after 1<sup>st</sup> piece is cataloged.  
NOTE: The old HD note in classed-together records converted from Hulpr, i.e. “[z Consult Circ Desk for v.1=HW1234, v.2=HW2345” etc. is redundant, potentially misleading, and should be deleted; HOWEVER, before deletion verify and/or create item records with the same barcode(s). There was a time when this information in the note was the only recording of the barcode because an item record was *not* created when the piece went to HD.
- **85x/86x** pairs: supply if not present or update as appropriate
- **866:** (on converted records only) if present and if possible, transfer information to 85x/86x pairs and then delete.
- **H08:** |a value should be “c” even if the set is not complete
- **RLN** (Receipt Line field, converted records only): can be used to reconstruct vernacular captions in **classed-together** records if necessary and then deleted to prevent display in OPAC.

### Analytic bibliographic record:

Create or import a bibliographic record for the individual title within the set. For titles which do not have useable copy in HVD02 or in OCLC/RLIN, different Divisions may elect to create provisional records and holdings only (see below) and send to Cat Stacks; OR to catalog/process fully.

For books with analytic records being sent to the Cat Stacks, print out the **MARC Public View** of the bib record; fold lengthwise; place it in the book with the system number visible for filing.

### Holdings record of analytic:

- **Add** (in most cases) or **Edit** (if adding volumes to an existing record)
- **LDR/008:** code as single part or multi-part depending on nature of item. Update if item is complete.

- **852 for provisional:** |b WID and |c GEN
- **852 for fully cataloged:** update indicators, |c, and add |h and |i, as appropriate
- **85x/86x pairs:** supply if necessary (for analytics of more than 1 physical part)
- **H08:** |a value should be “p” if going to Cat Stacks; “c” if cataloged
- **XPR:** if cataloged

For **classed-together** analytics only:

- **H77:** add, if not already present, to link analytic record to collected set record (equals |j in Hulpr LOC) (See [H77 Field in Holdings Records](#) 07/12/02). The 1st indicator is 0, 2<sup>nd</sup> is blank; |t is the title from collected set record, omitting any initial article, and ending with a period; |f is the System No. of the collected set record.

*Ex.:* H77 0 |t Early modern Englishwoman.  
|f 7720756

- In the case of “analytics-of-analytics,” the H77 of all the subsidiary analytic records will point to the collected set record to which the item records are attached.

#### **Item records for analyzed works-in-parts:**

Acquisitions will create Item records for **classed-together** analytics (linked to the holdings record for the *collected set* record)

For **classed-separately** analytics, the cataloger will create the Item record and link it to the holdings record for the *analytic* record

- Caption/enumeration information is added to the Description field in Tab 1 only; do not use Enum. Level fields, which are reserved for serials information. (Use captions as established in *AACR2*, “Appendix B.”)

## Analyzed Works-in-Parts-- Examples

Example 1:

An example of a **classed-together analyzed** work-in-parts and its associated records

1. Collected Set Bibliographic record (Aleph #7557985):

```
041 1 |d| HLS
      |a| gerfre
      |b| freger
090   |a| B2597
      |b| .A4 1997
100 1 |a| Leibniz, Gottfried Wilhelm,
      |c| Freiherr von,
      |d| 1646-1716.
245 10|a| Philosophischer Briefwechsel /
      |c| Gottfried Wilhelm Leibniz.
260   |a| Hamburg :
      |b| F. Meiner,
      |c| c1997-
300   |a| v. ;
      |c| 25 cm.
504   |a| Includes bibliographical references and indexes.
505 1 |a| Bd. 1. Der Briefwechsel mit Antoine Arnauld : französisch-deutsch / herausgegeben und übersetzt von Reinhard
      |c| Finster.
546   |a| German or French with translations on facing pages.
600 10|a| Leibniz, Gottfried Wilhelm,
      |c| Freiherr von,
      |d| 1646-1716
      |v| Correspondence.
650 0 |a| Philosophy.
700 1 |a| Finster, Reinhard.
H01 8 |a| BKM4611
H03   |a| MHBKM46118HU
H05   |a| B^^2597
```

2. Collected Set Holdings record:

```
LDR   -- 00357nv^^^22001454n^4500
OWN   |a| WID
LKR   |a| HOL
      |i| HVD01
      |b| 007557985
005   -- 20021217124729.0
008   -- 9708184p^^^8^^^2001uu^^^0010322
001   -- 009522255
852 01|b| WID
      |c| WIDLK
      |h| B2597
      |i| .A4 1997x
      |x| anal'd
853 20|8| 1
      |a| Bd.
863 41|8| 1.1
      |a| 1
H08   |a| c
H01 8 |a| BKM4611
      |b| 001
      |x| 01
H03   |a| MHBKM46118HU
```

### 3. Analytic Bibliographic record (Aleph #8172574):

```

090 _ b fre
      a B2597
      b .A4 1997 Bd. 1
100 1 a Leibniz, Gottfried Wilhelm,
      c Freiherr von,
      d 1646-1716.
245 14 a Der Briefwechsel mit Antoine Arnauld :
      b französisch-deutsch /
      c Gottfried Wilhelm Leibniz ; herausgegeben und übersetzt von Reinhard Finster.
260 _ a Hamburg :
      b F. Meiner,
      c 1997.
300 _ a xl, 431 p. ;
      c 25 cm.
490 1 a Philosophischer Briefwechsel ;
      v Bd. 1
546 _ a Original French with German translations on facing pages.
504 a Includes bibliographical references and index.
600 10 a Leibniz, Gottfried Wilhelm,
      c Freiherr von,
      d 1646-1716
      v Correspondence.
600 10 a Arnauld, Antoine,
      d 1612-1694
      v Correspondence.
700 1 a Arnauld, Antoine,
      d 1612-1694.
700 1 a Finster, Reinhard.
800 1 a Leibniz, Gottfried Wilhelm,
      c Freiherr von,
      d 1646-1716.
      t Philosophischer Briefwechsel ;
      v Bd. 1.
H01 0 a BNR3015

```

### 4. Analytic Holdings record:

```

LDR _ 00385nx^^^22001331n^4500
OWN _ a WID
LKR _ a HOL
      l HVD01
      b 008172574
005 _ 20021217124922.0
008 _ 9711102p^^^^8^^^4001uu^^^0010322
001 _ 010210148
852 0 b WID
      c WIDL
      h B2597
      i .A4 1997x Bd. 1
H08 _ a c
H01 0 a BNR3015
      b 001
      x 01
H03 _ a MHBNR30150HU
H77 0 a Leibniz, Gottfried Wilhelm,^^Freiherr von,^^1646-1716.
      t Philosophischer Briefwechsel /
      f 007557985

```

5. SAR (HVD10 Aleph #1256746):

010	a	no^98067269^
035	0	(DCoLC)04665782
040	a	MH
	c	MH
050	a	IN PROCESS
100	10	Leibniz, Gottfried Wilhelm, Freiherr von, 1646-1716. Philosophischer Briefwechsel
430	0	Philosophischer Briefwechsel
090	a	B2597
	b	.A4 1997
642	a	Bd. 1
	s	DLC
	s	Viu
643	a	Hamburg
	b	F. Meiner
644	a	f
	s	DLC
	s	Viu
644	a	f
	s	wid
645	a	t
	s	DLC
	s	Viu
645	a	t
	s	wid
646	a	c
	s	DLC
	s	Viu
646	a	c
	s	wid
670	a	Philosophischer Briefwechsel, c1997-

Example 2:

A classed- separately analyzed work-in-parts

Aleph #8102053 is the collected set record for the analyzed work, *Signums svenska konsthistoria*. There is a note in the collected set holdings record 852 field: “|z Various call numbers.” No item records are attached to the collected set record.

The screenshot shows the ALEPH Catalog software interface. The main window displays MARC records for Library HVD01 (Format BK, System Number 8102053). The records are as follows:

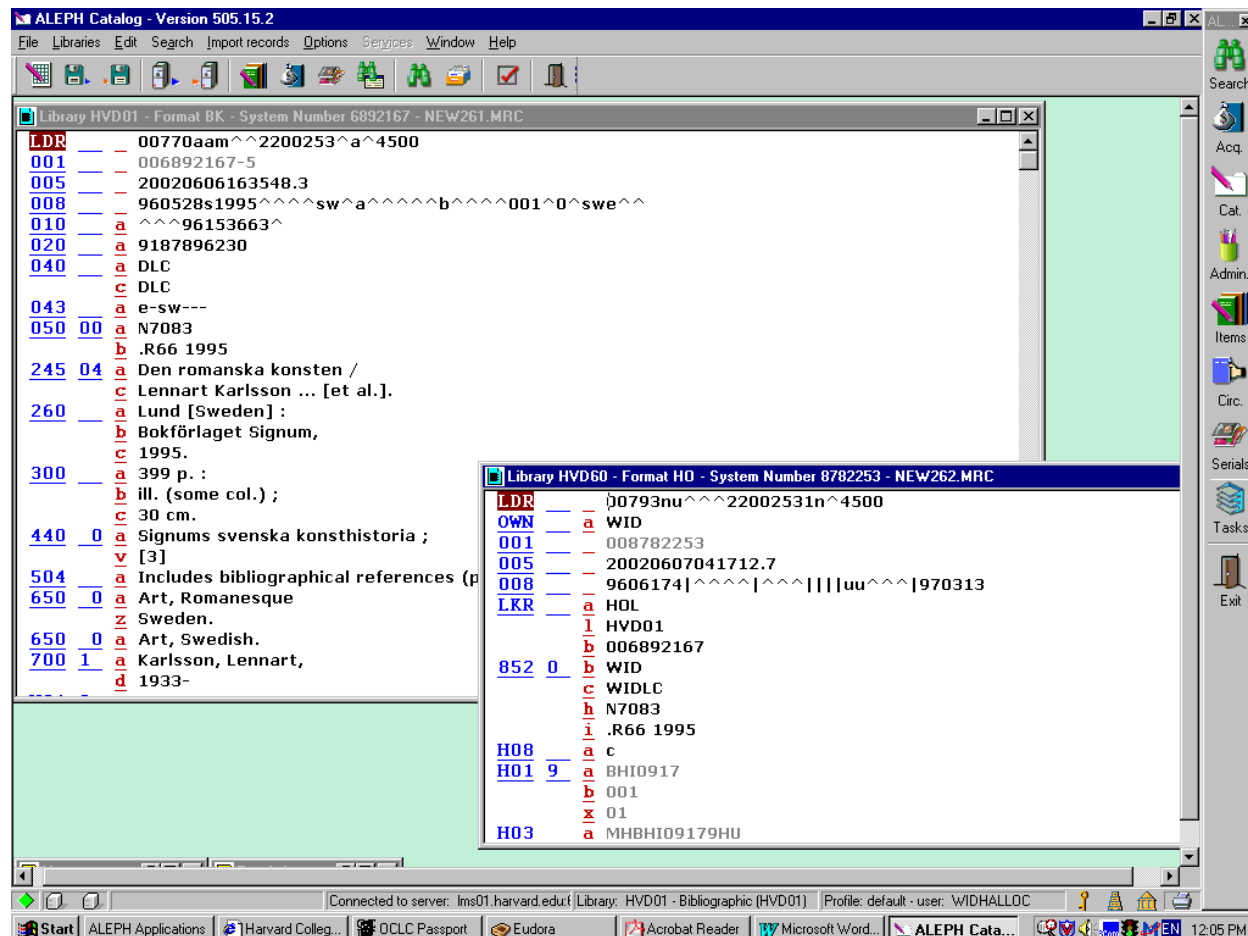
```
LDR 01568nam^^2200325^a^4500
001 008102053-B
005 20020606104010.5
008 990609m19949999sw^ab^^^^b^^^^001|0^swe^^
010 a^^95193054^
020 a 9187896206 (v. 1)
020 a 9187896214 (v. 2)
020 a 9187896230 (v. 3)
020 a 9187896257 (v. 4)
020 a 9187896265 (v. 5)
020 a 9187896338 (v. 7)
245 00 a Signums svenska konsthistoria.
260 a Lund [Sweden] :
    b Bokförlaget Signum,
    c 1994-
300 a v. :
    b ill. (some col.), maps ;
    c 30 cm.
H01 2 a BNI4664
H03 a MHBNI46642HU
H05 a N^^7081
```

A secondary window, Library HVD60 (Format HO, System Number 10130425), is also visible, showing the following MARC records:

```
LDR 00306nu^^^22001211n^4500
OWN a WID
LKR a HOL
I HVD01
b 008102053
005 20030220183152.0
008 9906094p^^^^8^^^^2001uu^^^0990609
001 010130425
852 60 b WID
    c GEN
    z Various call numbers
    x Ordered as work in parts on BHI0917
H08 a c
H01 2 a BNI4664
    b 001
    x 01
H03 a MHBNI46642HU
```

The 852 field in the HVD60 record contains the note: “|z Various call numbers”.

Each of the analytic titles has its own bib record. Volume [3], “*Den romanska konsten*,” for example, has its own item record and call number. There is a 440 in the bib record for the series title, *Signums svenska konsthistoria*. Because the analytic titles are independent and have their own item records, there is no need for the H77 linking field.



There happens to be in this case no SAR, but if there were one, the Widener treatment fields would be:

```
644 |a f |5 wid
645 |a t |5 wid
646 |a s |5 wid
```

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