

Materials Classed Together: Monographs Received on Series Standing Orders

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A classed together monograph series is received on a series standing order (SSO) and assigned a single call number for the series as a whole. Individual bibliographic records are created for each monograph (also known as serial analytics) but all of the books in the series are assigned the same call number.

Monographs in the series are received by Serials Services (formerly Serial Records) and forwarded to the language teams for the creation of individual bibliographic records. A triangle above the call number on the verso of the title page indicates that Serials Services has recorded receipt of the book on the serial stub (parent) record.

Item records for a classed together monograph series are attached to the serial stub record not the individual monograph record. Serials Services barcodes and creates item records for the analytics before they are sent to HCL Technical Services (HCL TS).

Analytics are currently sent to HCL TS from Serials Services containing a printout of the holdings screen from the serial stub (parent) record. Any analytics received from Serial Cataloging will include a printout of the SAR as well.

The following instructions outline the necessary steps for processing classed-together analytics. The bold headings describe the steps in broad categories, i.e. **Find/create bibliographic record for analytic; Check series indexes; Create holdings record for analytic; Find/modify item record;** and, **Charge to Bindery unit/print item list.** The narrative under the headings is just one way to achieve these steps. Adjust these instructions to fit your individual Aleph work style and/or individual team practices. This document is based on a best-case scenario, trouble-shooting may require other search techniques.

Find or Create Bibliographic Record for Analytic:

Search for the analytic title in Aleph in the Search module. If not found, import a record from OCLC or the HVD02-03 resources, or, to create a provisional record see the Aleph work aid, [Creating Provisional Bibliographic Records for Monographs](#). (9/23/02).

Check Series Indexes:

Find analytic title in the Search module (if you have not already done so) and click on the **Full** button which should default to the **Full+Link** (tab 1) display. Highlight the Series (from the 4xx field) or Series Add. Entry (from the 830 field) in the **Full+Link** display and click on **Headings** button. The results screen will reveal any split indexes at this point. (Incorrect punctuation in the 4xx/830 fields will be enough to create a split index.)

Highlight the series title and choose **Brief Recs** to view an index of the numbered series. This display will show any inaccuracies in the 4xx/830 fields of earlier records that need adjustment. The green print in the top box of this display will show the authorized heading and treatment fields. Unfortunately, these treatment fields do not necessarily represent Widener treatment fields. (Also, these fields may not always appear -- Aleph is still working out the bugs.)

Highlight an earlier (recent) analytic title in the series and click on **Full** button. Use the **Next** or **Previous** button to scroll through some of the other already cataloged analytics. You will be able to ascertain which abbreviation is used for the volume designation after the call number (It is not always vol.) Send one of the earlier analytic records to the **Nav Map** and push the holdings into the Cataloging module via the **Catalog HOL** button. This will be useful for copy/paste functions in the holdings creation of your new analytic.

To check the call number index from the Search module, highlight the call number line (Sublibrary/Coll) in the **Full+Link** display of a previously cataloged analytic and click **Headings** button. The resulting display will reveal the designation used after the call number as well as any indexing problems.

Finally, if the record for the piece-in-hand is not already in the Cataloging module, push it from the Search module via the **Nav Map** and **Catalog HOL** buttons. This opens the holdings screen.

Errors may appear in any of three different series indexes: series title index, series number index, and call number index. The correction policy for any problematic indexes is an individual team decision. (In the past, indexing errors were handled by Database Management if there were more than 10 incorrect entries.)

Create Holdings for Analytic Record:

Copy the call number from the earlier holdings record into the 852 of your new holdings record (or copy it from SAR printout) and add the volume designation and enumeration for the piece-in-hand after the call number. Copy the H77 field as well. Add a period at the end of subfield *t*.

See [H77 Field in Holdings Records](#). Complete other holdings fields as necessary. Verify the system number of the parent record by copying the subfield 'f' and loading record from server with [CTRL] L or checking LKR field in the holdings printout from Serials Services.

H77:0 : |*t* IFLA publications.
|*f* 000111816

The Serials Services team updates the holdings record of the *serial* stub (parent) record before the analytic is sent to HCL TS. You may want to check the serial holdings to verify that the piece-in-hand has been recorded.

Find and Modify Item Record:

Scan the barcode in the back of the book or t.p. verso using the barcode icon in the Items module. This will bring up the List of Records on the serial stub (parent) record. Item records for classed together series are attached to the serial parent record. The Serials Services team barcodes and creates item records for the analytics before they are sent to HCL TS but some pieces do slip through without item record creation or with the wrong type of barcode.

Locate item record for piece-in-hand (it should be highlighted) and **Modify**. The **Item Process Status** (tab 1) should be blank and the **Material Type** (tab 1) should be ISSBD. Problems may occur if the piece has not been "arrived" so check **Arrival Date** (tab 3.) Check for inaccuracies in the item list of record, e.g. HD call number but Stacks barcodes, etc. The designation on the item record does not always match the designation after the call number. The designation on the item record is supposed to match the one on the piece (and in the serial holdings) while the designation after the call number is usually standardized to "vol."

Item records will be created for Government Documents classed together series. This was not past practice. The predictive check-in process of Aleph automatically creates item records for all pieces (regardless of library collection) and GovDocs has agreed to let these item records remain in the OPAC. Remember to change the **Item Status** (loan code) to '02' for In-Library Use (per GovDocs request.) Change **Material Type** to ISSBD. It is not necessary to physically barcode the piece -- leave the system supplied barcode on the item record. Create an H77 field on the holdings record for each analytic.

Charge to Bindery Unit and Print Item List:

Open Circulation module and charge piece to appropriate binding unit. Select the 4th icon (square inside a circle) to enter the Items List screen (icons at top of left frame.) Verify that your title is highlighted and click the "Print Slip" button in the upper right quadrant. Fold printout vertically and place in book for End Processing.

These instructions do not address every problem associated with a classed-together monograph series. Some item records are still attached to the individual monograph analytic instead of the serial parent, some H77s are missing from earlier volumes, and SARs are not standardized due to past practices so they are in varying states of completion. The retrospective correction of old practices or mistakes is an individual team decision.

The following explanation of SAR fields and coding is for reference only:

An SAR for a numbered series in Aleph is in the HVD10 "library." It should contain: the local call number (090/098) if classed together, the local treatment fields (644, 645 and 646) and local authority data (H69.)

All local information should be tagged with a subfield "|5 wid" to indicate that the treatment applies to pieces owned by Widener. Do not add these subfields to existing 64x DLC fields. Enter additional separate fields for Widener treatments unless another Harvard library (e.g. div or toz) has already added a separate field with their subfield 5. At that point, just add a |5 *wid* to the same tag.

090/098 Local call number (for classed together series)

old Widener numbers should be added to SAR as field 098:06:

LC or LC-style call numbers are added as field 090__ (even if it is an 050 call number)

644 Series analysis practice

f = analyzed in full

p = analyzed in part

n = not analyzed

645 Series tracing practice

t = traced

n = not traced

646 Series classification practice

s = classed separately

c = classed together

m = classed with main series

H69 Local authority data

sso = series standing order

srnk = series record not kept

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