

Sage Library System Cataloging Committee

April 2015

Assigning Parts

In compliance with consortium's Cataloging Policy and its commitment to maintaining a database of high quality bibliographic records, the following are instructions in regards to the assigning of part in bibliographic records.

1. Any material that has one bibliographic record and is circulated as more than one item, shall be assigned parts in the database that are brief, clear, and follow the parts designation guidelines.
2. If attaching an item to a bibliographic record with the intention of circulating it as one item and other member libraries have circulated the material as more than one item, parts must be assigned to the item record to indicate that the entire or complete material set is being circulated as a whole, according to parts designation guidelines.
3. The parts assigned must use the approved terminology, capitalization, and punctuations

Guidelines:

Parts Designation: part names shall incorporate the physical name of the object whenever possible, i.e. "Book," "Disc", "Tape" etc. are to be preferred to "Part", or other generic term. Part names will incorporate sequential numbering, differentiating title, and physical format when appropriate and practical, as described here.

Use the numbering system integral to the particular item, such as disc numbers in a DVD television series, volume numbers in a multi-volume monograph, or dates, combined with episode numbers or titles that clarify content for users. For example, if the series lists episodes with Roman numerals on the item itself, the parts designation should match. If numbers are used, the parts should reflect accurately those numbers.

If parts are not sequential, titles should be used to name parts; numbering is not necessary. If items being made parts not episodal and titles are not present, impractical (too long, for example), or not helpful to users, assign numbers to the parts and edit the 505 field in the bibliographic record to clarify the content of each numbered part. If other libraries already have parts on that record, ensure that information relating to their parts is not removed. (Consider using already-defined parts divisions.)

Accepted terminology:

For audio/visual materials:

1. If circulating as one item, use **Complete Set**
2. For series, use *both* Disc numbers *and* episode or other designated classification delineated in the 505 field

Disc 1: Episodes 1-3

Discs 3-5: Episodes 9-13

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3. For non-episodal or otherwise designated series, use the Disc numbers

Disc 1

Discs 1-2

4. For sets where each part has a single title designation use the Disc and Title

Disc 1: The Big Heat

Disc 2: Murder by Contract

For print materials:

1. For sets with volume designations, use the complete numbering information indicated on the item itself.

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