EVER GREEN™

Monograph Parts

Monograph Parts enables you to differentiate between parts of monographs or other multi-part items. This feature enables catalogers to describe items more precisely by labeling the parts of an item. For example, catalogers might identify the parts of a monograph or the discs of a DVD set. This feature also allows patrons more flexibility when placing holds on multi-part items. A patron could place a hold on a specific disc of a DVD set if they want to access a specific season or episode rather than an entire series.

Add a Monograph Part to an Existing Record

To add a monograph part to an existing record in the catalog:

1. Retrieve a record.
2. Click the **Monograph Parts** tab.

3. Click the **New Monograph Part** button

4. Enter the **label** that you want to appear to the user in the catalog, and click **Save**. This will create a list of monograph parts from which you can choose when you create holdings.
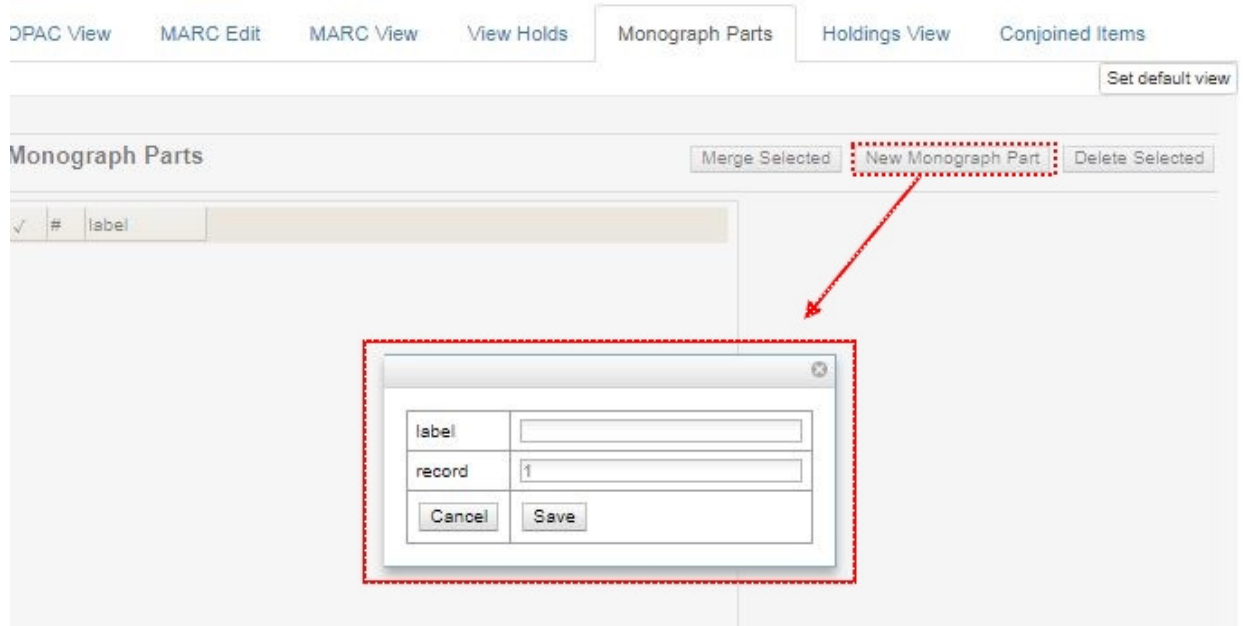
5. Add holdings. To add holdings to your workstation library, click the **Add Holdings** button in the **Record Summary** area above the tabs.

6. The Holdings Editor opens. Enter the number of call numbers that you want to add to the catalog and the call number description.

7. Enter the number of items and barcode(s) of each item.

8. Choose the part label from the **Part** drop down menu.
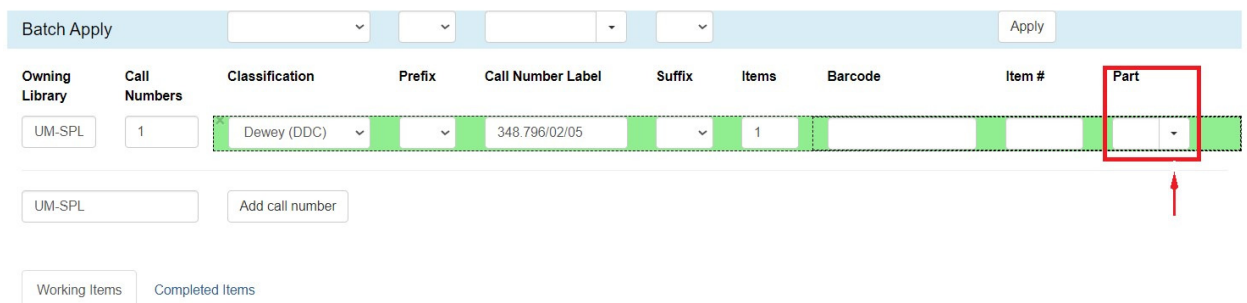
9. Apply a template to the items or edit fields in the **Working Items** section below.

NOTE:

If you are only making one set of changes, you can simply click Save & Exit, skipping the Store Selected stage in steps 10 & 11.

10. Click Store Selected when those items are ready.

11. Review your completed items on the "Completed Items" tab.

12. When all items have been stored and reviewed, click "Save & Exit".

13. The **Holdings View** tab now shows the new part information. These fields also appear in the OPAC View.

Location	Call Number / Copy Notes	Part	Barcode	
English Section	PR1293 (Text)	Volume 1	012345678911	view | edit
English Section	PR1293 (Text)	Volume 2	012345678912	view | edit

NOTE: