

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.

The screenshot shows the Evergreen catalog interface. At the top is a green navigation bar with a home icon, search, circulation, cataloging, acquisitions, booking, administration, and a user profile for 'admin @ CONS-morkor'. Below this is the 'Record Summary' section for a record with the following details:

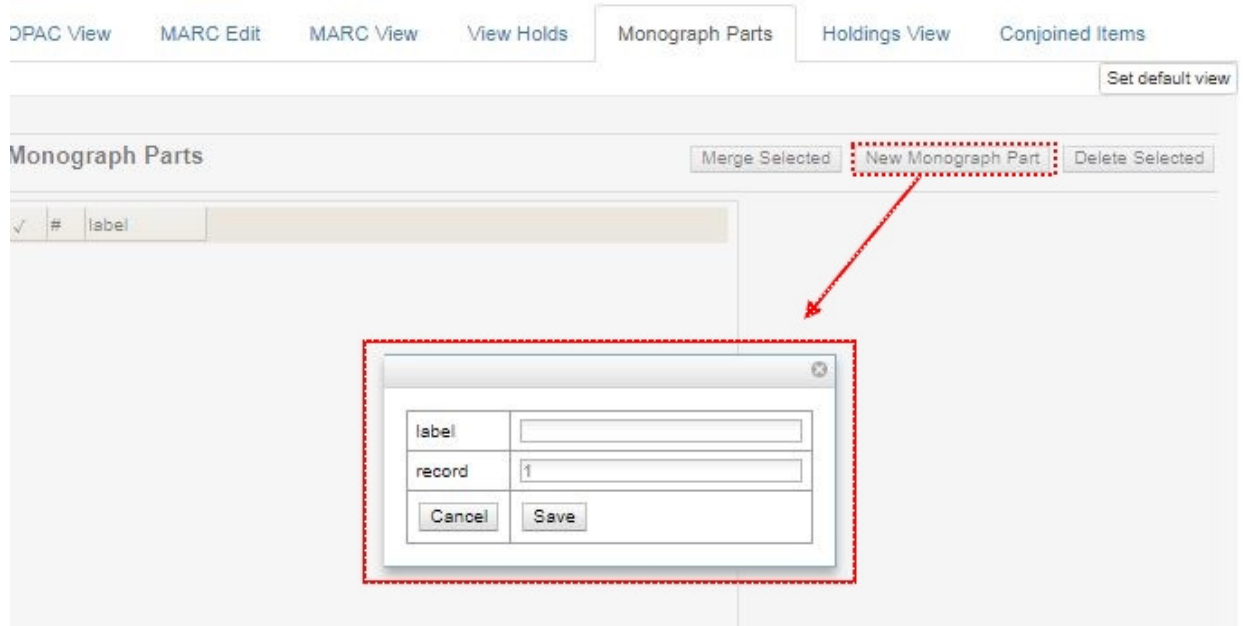
| | | | | | | | |
|--------------------|---|----------------------|------|------------------------|-------------------|------------------------|-------|
| Title: | La canzone italiana del Novecento : da Piedigrotta al Festival di Sanremo, dal caffè-concerto all'opera rock, una storia della società italiana attraverso le sue canzoni più belle e i loro grandi interpreti : da Enrico Caruso a Eros Ramazzotti | Edition: | | TCN: | 1 | Created By: | admin |
| Author: | Baldazzi, Gianfranco. | Pub Date: | 1989 | Database ID: | 1 | Last Edited By: | admin |
| Bib Call #: | ML'2533'B34'C3'1989 | Record Owner: | | Last Edited On: | 2/23/2017 4:28 PM | | |

Below the record summary are navigation buttons: Start, Previous, Next, End, and Back To Results (1 / 1). There are also buttons for 'Add Volumes', 'Serials', 'Mark for:', and 'Other Actions:'. A row of tabs includes 'OPAC View', 'MARC Edit', 'MARC View', 'View Holds', 'Monograph Parts' (highlighted with a red dashed box), 'Holdings View', and 'Conjoined Items'. A 'Set default view' button is also present.

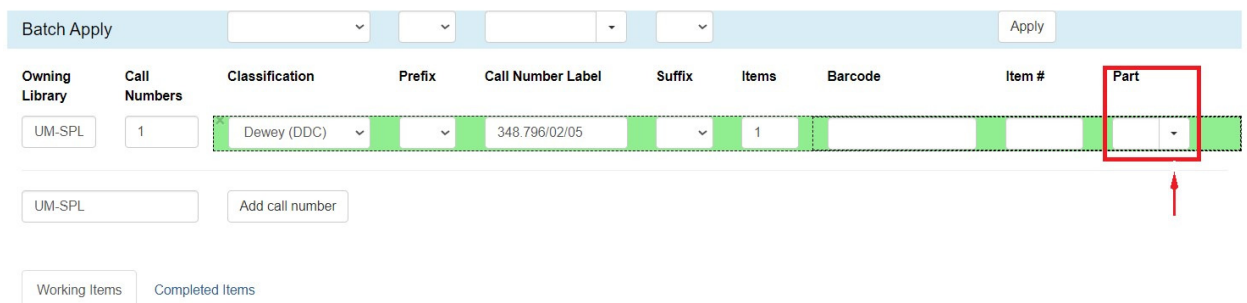
The 'Monograph Parts' section is active, showing a table with columns for a checkmark, a number, and a label. Above the table are buttons for 'Merge Selected', 'New Monograph Part', and 'Delete Selected'.

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: