

Identifying Items for Serials Cataloging

Introduction

Most items in the Sage catalog are attached to a single record which contains information specific to that item. These are commonly referred to as “**Monograph**” records, as that record can only represent one specific item (although there may be several copies across different libraries). “**Serial**” records can represent multiple issues, editions, years, etc., of a publication, as the information in the record is general enough to apply to everything attached. Typical examples include periodicals, newspapers, journals, and annuals. Although the content may differ, all the attached publications will usually have the following information in common:

- Title (or Key Title)
- ISSN (International Standard Serials Number)
- Publisher
- Subject matter
- Publication frequency

Serial publications are issued in a succession of discrete parts, usually numbered (or dated) and appearing at regular or irregular intervals with **no predetermined conclusion**. In a consortium setting when items that are well suited to be on a serial record are instead attached to individual monograph records, they can be more difficult to find. In addition, using one serial record produces a much smaller catalog footprint than using many monograph records.

Cataloger’s Judgment Areas

- The decision of serial vs. monograph is very much an area of judgment, as the criteria for decisions are highly variable, not always clear, and may be in competition. There will not always be a clear and simple answer.
- ***Principles of consistent and easy access for the patron should be the foundation of the cataloger’s decision.***
- If in doubt, contact your cataloging mentor regarding it.

Serial vs. Monograph Record

In MARC, serial records are similar to monograph records, but they contain additional MARC fields that are not used in monograph records. On the Sagestaff.org cataloging page, there are cheat sheet documents available that list these additional fields and what information goes into them. If you are unsure whether your item should be attached to a serial or monograph record, please consult a mentor. When attaching and importing, it is a critical distinction.

For test preparation books, tax preparation books & law guides, generally use serial records for newly added volumes.

[NOTE: For graphic novels, use monograph records.]

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A specific case: Travel Guides

Travel guides are commonly cataloged as serials if they are general in scope because such guides usually are continued indefinitely.

- “General in scope” means the guide contains a variety of current information, e.g., about where to go, where to stay, and what to do.
- Apply this policy to state, region, or country guides for the United States, to region or country guides for other countries, and to guides for major cities.
- If a numeric or chronological designation is not available, supply a chronological designation based on the publishing or copyright date.

MARC Example

Situation: Guidebook published every two to three years consistently, so cataloged as a serial.

245 00 \$a Fiji.

310 ## \$a Every two or three years.

Identifying other items for Serials Cataloging

Certain categories of materials should be looked at as being possible serials.

- Titles published by government bodies, and association's publications are frequently serials.
- Continually updating reference books in many cases are serials (e.g., Oregon Blue Book, Oregon Drivers Manual)
- Titles that make reference to designations of *YEAR*, *FREQUENCY*, and *VOLUME*.

Key words that give clues to the fact that a title could be a serial (also consider foreign language equivalents of the following):

- Annual, biannual, semi-annual, quarterly (etc.) (examples of words denoting frequency)
- Buyer's Guide
- Guide
- Directory
- Program
- Yearbook
- Statistical ... (publication from a gov't body)
- Handbook (sometimes)
- Supplement (sometimes)
- Abstracts ...
- Bulletin
- Index

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- Transactions (if numbered)
- Symposium or Conference (if numbered; i.e. Fifth, etc.)
- Activities of ...
- Progress in ...
- Advances in ...
- Review of (in) ...
- Research in ...
- Register
- Record
- Roster
- Studies in ...

Single or Multiple Records, But Not Both

In the Sage Library System catalog, there must be only one treatment for identical material—either all libraries' holdings on a single multivolume record or all libraries' holdings split up across multiple records, but never both at once. If such "duplicate" records have been created, choose the appropriate treatment (single record or multiple records) and merge, or split the records accordingly. – Contact a cataloging mentor for assistance.

- Consider the following aspects when making the decision to re-catalog as a serial:
 - the resource should have a designation (e.g., date, numeric edition statement) that could be used as numbering;
 - the frequency of the editions is one to two years (give greater consideration to continuing to catalog as monographs if the editions are published three or more years apart).

Using Monograph Parts on Serial Records (an important Sage catalog piece of the puzzle)

“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. This feature also allows patrons more flexibility when placing holds on multi-part items. This is critical when attaching holdable materials to serial records. With parts in place on items when a patron goes to place a hold they are prompted to “Select a Part” on a specific part (see graphic below) before they can successfully place a hold. (For example, if a patron is looking for the newest Oregon Blue Book, they would select the part labelled 2023-2024 and the hold would be placed on the item(s) with only that part listed, and not receive say the 1963-1964 Oregon Blue Book.) If you do not assign a part label to your item, then it will not be correctly targeted when your patrons place a hold on it!

Please refer to the “PartsTerms” document for specific parts terminology and phrasing.

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Place Hold

Oregon blue book : almanac & fact book.

Select a Part:

- | | | | |
|---------------------------------|---------------------------------|--|---------------------------------|
| <input type="radio"/> All Parts | <input type="radio"/> 1911 | <input type="radio"/> 1913-1914 | <input type="radio"/> 1915-1916 |
| <input type="radio"/> 1917-1918 | <input type="radio"/> 1919-1920 | <input type="radio"/> 1921-1922 | <input type="radio"/> 1923-1924 |
| <input type="radio"/> 1925-1926 | <input type="radio"/> 1927-1928 | <input type="radio"/> 1929-1930 | <input type="radio"/> 1931-1932 |
| <input type="radio"/> 1933-1934 | <input type="radio"/> 1935-1936 | <input type="radio"/> 1937-1938 | <input type="radio"/> 1939-1940 |
| <input type="radio"/> 1941-1942 | <input type="radio"/> 1943-1944 | <input type="radio"/> 1945-1946 | <input type="radio"/> 1947-1948 |
| <input type="radio"/> 1949-1950 | <input type="radio"/> 1951-1952 | <input type="radio"/> 1954 | <input type="radio"/> 1954-1955 |
| <input type="radio"/> 1955 | <input type="radio"/> 1957-1958 | <input type="radio"/> 1959-1960 | <input type="radio"/> 1961-1962 |
| <input type="radio"/> 1963-1964 | <input type="radio"/> 1965-1966 | <input type="radio"/> 1967-1968 | <input type="radio"/> 1969-1970 |
| <input type="radio"/> 1971-1972 | <input type="radio"/> 1973-1974 | <input type="radio"/> 1975-1976 | <input type="radio"/> 1977-1978 |
| <input type="radio"/> 1979-1980 | <input type="radio"/> 1981-1982 | <input type="radio"/> 1983-1984 | <input type="radio"/> 1985-1986 |
| <input type="radio"/> 1987-1988 | <input type="radio"/> 1989-1990 | <input type="radio"/> 1991-1992 | <input type="radio"/> 1993-1994 |
| <input type="radio"/> 1995-1996 | <input type="radio"/> 1997-1998 | <input type="radio"/> 1999-2000 | <input type="radio"/> 2001-2002 |
| <input type="radio"/> 2003-2004 | <input type="radio"/> 2005-2006 | <input type="radio"/> 2007-2008 | <input type="radio"/> 2009-2010 |
| <input type="radio"/> 2011-2012 | <input type="radio"/> 2013-2014 | <input type="radio"/> 2015-2016 | <input type="radio"/> 2017-2018 |
| <input type="radio"/> 2019-2020 | <input type="radio"/> 2021-2022 | <input checked="" type="radio"/> 2023-2024 | |

To assign parts to your item(s):

1. Use the part drop-down menu for “Parts” in the “Holdings Editor” to select your part.

Record Summary Serials and magazines
Magazine

Title: Oregon blue book : almanac & fact book

Author: Oregon Office of the Secretary of State.

Bib Call #:

Version of Resource: [Connect to this title online](#)

Start Previous Next End Back to Results (1 / 42)

Item #	Part
	2023-2024
	2021-2022

2. If the part you need is not there it can be set in the “Monograph Parts” tab from the Record Summary screen.

Item Table MARC Edit MARC View View Holds Monograph Parts

New Monograph Part

3. Select the “New Monograph Part” button.

4. Create the part by entering the term in the “label” field and selecting the “Save” button. (Please follow the established pattern when creating parts. If you need assistance there is a guide called “Parts Terms” on the sagestaff.org cataloging page to assist us all in keeping things uniform within the catalog.)

Record Editor: Monograph Parts

id

label label...

Cancel Save

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Sources utilized:

<https://libguides.mit.edu/c.php?g=176135&p=1161178> (last reviewed March 2011) -&-

<https://www.loc.gov/aba/rda/mgd/mg-basicCatalogingDecisions.pdf> (2022-01-31) -&-

[https://www.ccslib.org/Catalogers/index.php?title=Multiple records vs. single records for series and sets](https://www.ccslib.org/Catalogers/index.php?title=Multiple_records_vs_single_records_for_series_and_sets) (last updated 8 December 2020, at 16:44)