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### 13.3. ANALYSIS OF MONOGRAPHIC SERIES AND MULTIPART MONOGRAPHS.

#### *LC practice:*

On June 1, 2006, LC announced a change in policy applying to all bibliographic resources (monographs, serials, and integrating resources) in series. LC now analyzes and classifies separately all parts of monographic series and of multipart monographs with the exception of those categories listed at the end of this LCRI. As of the same date, LC does not give “controlled” access points for series in new LC original cataloging (CIP and non-CIP) bibliographic records, does not update series access points in existing bibliographic records, and does not consult, make, or update series authority records. (Exception for consulting SARs: see LCRI 25.5B for determining “conflict.”) LC will “pass through” the series information already in bibliographic records used by LC as copy (CIP/LC partner records, PCC records, and non-PCC (including Casalini) records).

#### *PCC practice:*

Transcription of the series statement is mandatory if applicable. Searching for series authority records, tracing the series, and the creation and maintenance of series authority records are optional.

### **Monographic Series**

When a publication in a monographic series that is analyzed in full lacks a title other than that of the comprehensive title or has a title that is dependent on the comprehensive title, prepare a separate bibliographic record for that part, regardless of whether the part is numbered or not. Apply the following when preparing the record.

- 1) Transcribe the comprehensive title as the common title of the analytic.
- 2) If there is numbering only, transcribe the numbering as the section title; if there is numbering and also a dependent title, transcribe the numbering as enumeration (cf. 12.1B6) and the dependent title as the section title; if there is a dependent title but no numbering, transcribe the dependent title as the section title.
- 3) Do not formulate a series statement for the analytic record.

245 10 \$a Studies in gypsy lore. \$n Volume 25

245 10 \$a Studies in 19th century French literature. \$n  
Volume 57, \$p Paris / \$c edited ...

### **Multipart Monographs**

- 1) *Classified separately.* When a part of a multipart monograph that is classified separately lacks a title other than that of the comprehensive title or has a title that is dependent on the

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comprehensive title, prepare a separate bibliographic record for that part, regardless of whether the part is numbered or not. Apply the following when preparing the record:

a) Transcribe the comprehensive title as the common title of the analytic.

b) If there is numbering only, transcribe the numbering as the section title; if there is numbering and also a dependent title, transcribe the numbering as enumeration or alphabetic designation and the dependent title as the section title; if there is a dependent title but no numbering, transcribe the dependent title as the section title.

c) Do not formulate a series statement for the analytic record.

245 10 \$a Recent trends in elementary education. \$n  
Volume 1, \$p Introduction

(1) *Mixture of independent and dependent titles.* If a multipart monograph consists of parts whose individual titles are a mixture, i.e., some are independent of the comprehensive title and some are dependent on it, give a regular series statement in the records of the analytics with *independent* titles.

The art of sewing  
(*An unnumbered multipart item*)  
Basic tailoring  
(*Title of analytic*)

245 \$a Basic tailoring / \$c ...  
300 \$a 203 p. ; 26 cm.  
490 \$a The art of sewing

For the analytics with *dependent* titles, use the technique described in 1) above, i.e., do not give a series statement on the record for the analytic.

The sporting scene  
(*Title of analytic*)

130 #0 \$a Art of sewing. \$p Sporting scene  
245 14 \$a The art of sewing. \$p The sporting scene / \$c  
...  
300 ## \$a 203 p. ; \$c 26 cm.

(2) *All titles dependent titles: unnumbered.* If all the titles of the parts are dependent on the comprehensive title and the multipart monograph is unnumbered, for the analytics transcribe the comprehensive title as the common title and the title of the part as a section title.

100 1# \$a Bates, James D.  
245 10 \$a Minnesota legal forms. \$p Probate / \$c ...

100 1# \$a Roer, Kathleen M.  
 245 10 \$a Minnesota legal forms. \$p Residential real  
 estate / \$c ...

### Exceptions to the LC Series Policy to Analyze in Full and Classify Separately

A. The following categories will *not be analyzed* and will be *classed as a collection*; series authority records will not be consulted, created, or updated:

1. Numbered multipart monographs with all parts lacking analyzable titles
2. Unnumbered multipart monographs cataloged per “2A cataloging” guidelines (“2A cataloging” is a local LC practice to create a made-up collected set record for an unnumbered multipart monograph, assigning numbers to parts as received)
3. Auction and sales catalogs
4. Legal multipart monographs identified by LC’s Law Library
5. Numbered monographic series already assigned these treatment decisions prior to June 1, 2006 (issues identified by presence of check-in records in acquisitions units)

B. The following category will *not be analyzed* and *will not be classified*; series authority records will not be consulted, created, or updated:

1. Technical report series identified by LC’s Science, Technology, and Business Division or LC’s Asian Division and shelved in those divisions

C. The following categories will be *analyzed in full* but will be *classed as a collection*; series authority records will not be consulted, created, or updated:

1. Scholarly collections of music historical sources eligible to be classed together in M2
2. “Web access to monographic series” project in LC’s Social Sciences Cataloging Division
3. Microform sets
4. Proceedings of a single conference published in more than one volume with analyzable volume titles
5. Legal monographic series and multipart monographs identified by LC’s Law Library

D. The following category will be *analyzed in full: applies to analyzable parts* and will be *classed as a collection*; series authority records will not be consulted, created, or updated.

1. Complete editions of collected works of individual composers (classed in M3)

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Prepare separate bibliographic records only<sup>1</sup> for parts that meet one of the following criteria (applying the definition of musical work in 25.25A, footnote 9):

a) A single part (in one or more physical volumes) contains a single musical work or a single excerpt from a work.

b) A single part (in one or more physical volumes) contains two musical works or two excerpts from one or two works.

E. Existing LC shelflist records missing in LC's database now being input to the database: the records will reflect the existing series decisions (i.e., presence or absence of controlled series access point; a classed-separately or a classed-as-a-collection call number) at the time the resource was cataloged originally.

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<sup>1</sup>The purpose of this restriction is to avoid analytic bibliographic records for parts of such sets that would themselves receive collective uniform titles under 25.34B or 25.34C.

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