

## COMMON LANGUAGE FOR MAGAZINE PARTS

**IMPORTANT: Before creating a part for a magazine, check to be sure that a part has not already been created.**

1. For monthly magazines—May 2018 would be expressed as 2018/05 (the “0” in front of the 5 is vital to make the issues fall in the correct order)
2. For weekly magazines—May 15, 2018 would be expressed as 2018/05/15
3. For double issues of weekly magazines—A magazine dated July 9-16, 2018 would be expressed as 2018/07/09-07/16.
4. For bi-monthly magazines, or a monthly magazine publishing a double issue—May/June 2018 would be expressed as 2018/05-06
5. For bi-monthly magazines, or a monthly magazine publishing a double issue where the publishing dates cross calendar years—December 2018/January 2019 would be expressed as 2018/12-2019/01
6. For special issues of magazines, magazines that publish quarterly, etc.—If you are the first cataloger to add an issue, use your best judgment for format, keeping in mind not to use abbreviations, and to use initial caps. For example, a magazine with a publication date of Summer 2018 would be expressed as 2018/Summer.

## COMMON LANGUAGE FOR BOOK VOLUMES

When is it appropriate to use the parts field on a bibliographic record for a book?

1. The parts field for a book is intended for the volume number of a multi-volume set. For example, for an encyclopedia set, each volume would be labelled “Volume 1”, “Volume 2”, etc., using an initial capital letter for Volume, and expressing the number as is shown on the actual item.
2. The parts field for a book is also intended for the date of an annual publication. Each subsequent volume would be labelled with the year of publication as expressed on the item.

When is it NOT -appropriate to use the parts field on a bibliographic record for a book?

1. It is not to be used to express what number the book represents in a series. This information is expressed in a 490 tag in the MARC record.
2. It is not to be used to express an edition number. This information is expressed in a 250 tag in the MARC record.

Examples of the correct use of parts field on books:

TCN # 1191451—*Lands and Peoples*: a six-volume set of books, printed and sold as a set. All six volumes are cataloged on one bibliographic record, with each volume represented by its volume number.

TCN # 482714—*Current Biography Yearbook*: a serial publication with both an ISBN and ISSN number, with new volumes published yearly. Each subsequent item is cataloged onto a common bibliographic record, with the year of publication included in the parts field.

## COMMON LANGUAGE FOR DVD PARTS

The following items are requirements for adding all DVD sets that have the potential to be split into parts:

1. Any DVD set that could be split into part must have an entry in the parts field, even if no library is splitting the set into parts. The first library that adds the record and places an item onto it, is responsible for starting this process.
2. A DVD set that is circulated as a whole (in one case, covered by one barcode) must have “Complete Set” in the parts field, with the “C” and “S” both capitalized. This is the only wording that should be used for the sake of uniformity and to avoid the creation of extra part labels.
3. A DVD set that is circulated in parts (in two or more cases, with multiple barcodes) must have “Discs x-x” in the parts field. Please pay attention to the details in this field; the “D” is capitalized, the spelling is “Discs”, numerals are used for the disc range, and there is no space between the numerals and the hyphen. This is the only wording that should be used for the sake of uniformity and to avoid the creation of extra part labels.
4. Labels in the parts field are case sensitive; please use the exact wording and capitalization pattern set forth to avoid the creation of extra labels.
5. Catalogers have the permission enabled to allow the merging of parts. For example, if the DVD set has both “Complete Set” and “All discs” as parts, these parts can be merged with “Complete Set” chosen as the remaining part.
6. Catalogers will be required to enter DVD sets in this manner from this date forward. They are encouraged to revisit existing holdings and revise the parts field to match the uniform wording.

Approved by the Missouri Evergreen Executive Committee, March 15, 2018.

Adopted by Missouri Evergreen catalogers, March 19, 2018.