

Understanding Bibliographic Parts Training

(aka 'Monograph' Parts in Evergreen)

What is a Part?

A Part is used to differentiate between materials with different content attached to the same record.

The impact of Parts, or lack thereof

- A Part tells a patron or library staff member which piece or subset of an item it represents.
- When an item is created with its appropriate Part, it is then appropriately available for Part holds.
- In order to have 'Parts' fields work successfully for holds, it is **VERY IMPORTANT TO USE THE STANDARDIZED PARTS**, as any variation in how these are entered creates a different Part. Each type of record listed below has a corresponding link to the Standardized Parts section of the Library Staff site.
- An incorrect or missing Part can lead to an unhappy patron.

What kinds of records SHOULD have Parts?

- Serial Records
 - Annual/Bi-annual - Law, college, travel, study, etc.
- Periodicals
- Graphic Novel records for a series
- DVD or CD Sets that are broken apart
- Multi-volume sets that are broken apart

What kinds of records should NOT have Parts?

- A normal monograph record for a single title (1)
- Individual volumes of Graphic Novels (2)
- DVD or CD sets that are kept intact (3)
- Multi-volume sets that are kept intact

Said differently:

If a patron places a Title hold on a bibliographic record, are they going to get the same content no matter which item on the bib record fills their hold?

- If Yes, then a Part should NOT be used.
- If No, then a Part SHOULD be used to distinguish the content that is not the entirety of materials encompassed by the bibliographic record.

Serial Records

Serial records are defined in our consortium as print publications that are issued weekly, monthly, annually, or on a regular basis (such as almanacs, directories, travel guides, yearbooks, etc.) where the content is revised or updated but remains basically the same. This also includes large reference sets for which additional numbered volumes are expected to be periodically produced indefinitely, such as Twentieth Century Literary Criticism. We have created [Standardized Parts for Serial Records](#).

If you'd like to see an example, try TCN 1713886 for **Fodor's Paris (4)**. This record represents all biennial publications of the title since 1974. Any attached item must use a Part to indicate just which year it represents.

005 20181029140948.0
008 770913c19749999nyuar i 0 a0eng d
010 #a 77644074
022 #a 0149-1288 #2 1
035 #a (OCoLC)3259446
035 #a (OCoLC)3259446 #z (OCoLC)944604 #z (OCoLC)1116670 #z (OCoLC)3266130 #z (OCoLC)
040 #a FXG #c FXG #d DLC #d NSD #d DLC #d OCL #d NST #d OCL #d AGL #d NST #d DLC
042 #a lc #a nsdp
043 #a e-fr---
049 #a CWJA
050 00 #a DC708 #b .F6
070 0 #a DC708.F64
082 #a 914.4/36/0483
092 #a 914.436 FODORS
222 0 #a Fodor's Paris
245 00 #a Fodor's Paris.
246 3 #a Paris
260 #a New York, #b David McKay Co.
300 #a v. #b ill. #c 19 cm.
362 1 #a Began with vol. for 1974. #z Cf. New serial titles.
500 #a Published by Fodor's Travel Guides, 1983-1986; Fodor's Travel Publications, 1987-
500 #a Latest issue consulted: 2002.

These are some of the attached items with their Parts:

#	Location	Call Number / Item Notes	Part	Barcode
31	SPFLD-ES	914.436 FODORS	2016	30598005090045 View Edit
32	STURBRIDGE	914.4 FOD	2023	37398002088636 View Edit
33	WSPRINGFLD	914.436/FOD	2023	38126001866481 View Edit
34	WWARREN	NF 914.4 FOD	2019	38207000300803 View Edit
35	WESTBORO	TRAVEL 914.436...	2020	38133001607261 View Edit
36	WESTMINSTER	914.436 FODO	2022	37365002972820 View Edit

Another example of a serial record with good Parts is TCN 4065214 for **SAT prep (5)**.


Hint: Some libraries have found it helpful to keep a list of TCNs for their serial records so that they can find them easily when the next volume comes out.

Periodicals

Periodicals are published in all variations of timeframes: weekly, monthly, bi-monthly, quarterly, seasonally, in special issues, etc. The Parts must correspond to those variations so we have created [Standardized Parts for Periodicals](#).

(6) Consider this example of **Smithsonian** (TCN 559593) which currently has some good and bad Parts attached. You'll notice that both the SEP-OCT 2023 and JUL-AUG 2023 issues have three different ways of identifying themselves and only one of them is the right way. This is how representing one issue can quickly grow out of control without adhering to the Standardized Parts.

Other examples include (7, 8, 9)

Record Summary  Serial publications and magazines			
Title:	Smithsonian	TCN:	559593
Author:		Database ID:	559593

Example of some 'bad' Parts:

Example of 'good' Parts:

Part

xxxx

SEP/OCT 2023

SEP OCT 2023

SEP-OCT 2023

JULY/AUG 2023

JUL-AUG 2023

JUL/AUG 2023

JUN 2023

JUNE 2023

clear

NOV-DEC 2022

OCT 2022

SEP 2022

JUL-AUG 2022

JUN 2022

APR-MAY 2022

MAR 2022

JAN-FEB 2022

We have learned over time that periodicals are not always cataloged by catalogers or technical services staff. Many libraries assign this task to other staff, like circulation staff, to do during downtime at the desk. We ask that you share this [Standardized Parts for Periodicals](#) information with them for continuity.

Hint: Some libraries have found it helpful to keep a list of TCNs for their periodical records so that they can find them easily when the next volume comes out.

Graphic Novels


A bit of background...

When graphic novels first came out, our stance was to treat them as serial titles and catalog them on serial records (aka 'open records for a series'). As time went on, some monograph records snuck into the database and we heard from libraries that some patrons preferred to see the cover images of each new volume to help them choose the correct volume to place a hold on or to find on the shelf. Conversely, we also heard that some patrons preferred to go to one record to see all of the volumes of one series listed rather than hunt around for each volume. Remember, patrons are likely to search by franchise and/or title, not by ISBN. However, catalogers are more likely to search by ISBN. So, rather than dictate one method over another, we decided that we would offer both the serial and individual volume records and then let libraries choose. This is why you see individual records and serial records co-existing in Evergreen.

The rule to remember is: If you use a serial record you **will** use Parts. If you use the individual volume records, you will **not** use Parts.

If you'd like to see an example, try TCN 4342567 for the serial (open) record for ***Baby-sitters little sister*** (10) and TCN 5001733 for volume 7 of this series, ***Karen's haircut*** (11).

This is the serial record (open record for the series):

Record Summary  Book ^

Title:	Baby-sitters little sister : a graphic novel	Edition:	First edition.	TCN:	4342567	Created By:	kyoungs
Author:	Farina, Katy	Pubdate:	2020	Database ID:	4342567	Last Edited By:	jomalley2
Bib Call #:	741.5/973	Record Owner:		Created On:	10/3/19, 5:16 PM	Last Edited On:	9/19/23, 1:21 PM

Start Previous Next End Back to Results (1 / 1) Patron View Place Hold Add Holdings Serials Mark For... Other Actions

Set Default View

Staff View **Item Table** MARC Edit MARC View View Holds Monograph Parts Holdings View Conjoined Items Shelf Browse

Title:	Baby-sitters little sister : a graphic novel	Summary:	Seven-year-old Karen Brewer is the stepsister of Kristy Thomas, the President of the Baby-Sitters Club. Karen has many adventures with her friends as she learns to navigate her complex family and the second grade.	Hold and Copy Counts:	6 hold requests 165 of 428 copies available at CWMARS.
Series Title:	Baby-sitters little sister (Graphix (Firm))	General Note:	"Based on the novels by Ann M. Martin" -- Cover.	Subject:	Families -- Comic books, strips, etc -- Juvenile fiction Friendship -- Fiction Witches -- Fiction Family life -- Fiction Children -- Comic books, strips, etc -- Juvenile fiction Best friends -- Comic books, strips, etc -- Juvenile fiction Sisters -- Comic books, strips, etc -- Juvenile fiction
Author:	Farina, Katy	Table of Contents:	Volume 1. Karen's witch -- Volume 2. Karen's roller skates -- Volume 3. Karen's worst day -- Volume 4. Karen's Kittycat Club -- Volume 5. Karen's School Picture -- Volume 6. Karen's birthday -- Volume 7. Karen's haircut --	Genre:	Graphic novels.
Edition:	First edition.				
Publisher:	New York : Graphix, an imprint of Scholastic, 2020-				
Type of Resource:	text				
Physical Description:	print volumes : chiefly color illustrations : 23 cm				
ISBN:	1646973674 9781338762518 1338762524 9781338762525				

Notice that libraries have added Parts to their items:

#	Location	Call Number / Item Notes	Part	Barcode
92	FLORENCE	JC MARTIN A	v.1	37460001181620 View Edit
93	FLORENCE	JC MARTIN A	v.2	37460001133845 View Edit
94	FLORENCE	JC MARTIN A	v.3	37460001111247 View Edit
95	FLORENCE	JC MARTIN A	v.4	37460001132854 View Edit
96	FLORENCE	JC MARTIN A	v.5	37460001144099 View Edit
97	GARDNER	JG/BABY	v.1	33945003462329 View Edit
98	GARDNER	JG/BABY	v.2	33945003503353 View Edit
99	GARDNER	JG/BABY	v.3	33945003535249 View Edit

This is the monograph record for volume 7 of the series:

Record Summary Book ^

	Title: Karen's haircut	Edition: First edition.	TCN: 5001733	Created By: aiannucci
	Author: Farina, Katy	Pubdate: 2023	Database ID: 5001733	Last Edited By: ocataloger
	Bib Call #: 741.5/973	Record Owner:	Created On: 7/3/23, 10:21 AM	Last Edited On: 7/3/23, 2:39 PM

[Start](#) [Previous](#) [Next](#) [End](#) [Back to Results \(1 / 1\)](#)
[Patron View](#)
[Place Hold](#)
[Add Holdings](#)
[Serials](#)
[Mark For...](#)
[Other Actions](#)

[Set Default View](#)

Staff View	Item Table	MARC Edit	MARC View	View Holds	Monograph Parts	Holdings View	Conjoined Items	Shelf Browse
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Title: Karen's haircut	Summary: Deciding a new haircut will give her the boost she needs. Karen is devastated when the hairstylist cuts her hair all wrong and wonders if she will ever get back to feeling like her usual confident self.	Hold and Copy Counts: 5 hold requests 10 of 49 copies available at CWMARS.
Series Title: Baby-sitters little sister (Graphix (Firm)) : 7		Subject: Hair -- Comic books, strips, etc -- Juvenile fiction
Author: Farina, Katy		Karen -- (Fictitious character from Martin) -- Comic books, strips, etc -- Juvenile fiction
Edition: First edition.		Self-confidence -- Comic books, strips, etc -- Juvenile fiction
Publisher: New York, NY : Graphix, an imprint of Scholastic, 2023.	General Note: Chiefly illustrations. "Based on the novel by Ann M. Martin"--Cover.	Haircutting -- Comic books, strips, etc -- Juvenile fiction
Type of Resource: text		Self-perception -- Comic books, strips, etc -- Juvenile fiction
Physical Description: 137 pages : chiefly color illustrations ; 24 cm. print		Physical-appearance-based bias -- Comic books, strips, etc -- Juvenile fiction
ISBN: 1518286941 9781518286940		

Notice that libraries have **NOT** added Parts. You will also notice, however, that item #9 includes a notation in the call number 'BSLS 7', presumably for 'Baby-sitters Little Sister 7'. This is a way that a library can still note that an item is part of a series but not throw a wrench in the Holds process.



#	Location	Call Number / Item Notes	Part	Barcode
7	BOLTON	J GRAPHIC MAR		37380001408775 View Edit
8	BOYLSTON	JF GN MAR BSL...		37366000564635 View Edit
9	BOYLSTON	JF GN Mar BSLS 7		37366000565277 View Edit
10	BRIMFIELD	GN FAR		38178000030619 View Edit
11	CLARKSBURG	JGN Martin, Ann...		30449000252679 View Edit


Hint: If you choose to use serial records (open records for a series) please note that some libraries have found it helpful to keep a list of TCNs for these records so that they can find them easily when the next volume comes out.

DVD or CD Sets

Parts allow a library to manage pieces of a set so that their patrons can place holds on individual pieces in the public catalog. Some DVD and CD Sets are large enough or have distinct pieces and libraries choose to separate them into Parts. We have created [Standardized Parts for DVD or CD Sets](#) for this purpose.

If you'd like to see an example, try TCN 4697833 for **DC League of Super-Pets (12)** which is a DVD/Blu-ray combo record.

Record Summary  Blu-ray  DVD



Title:	DC League of Super-Pets	Edition:	Blu-ray + DVD
Author:		Pubdate:	2022
Bib Call #:		Record Owner:	

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

Staff View
Item Table
MARC Edit
MARC View
View Holds
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Holdings View
Conjoined It

Title:	DC League of Super-Pets	Summary:	Krypto the Super-Dog and Super inseparable best friends, sharing superpowers and fighting crime : Metropolis. However, Krypto mu: powers for a rescue mission whei is kidnapped. -- Provided by pub
Author:		General Note:	Based on characters from DC. Some dialogue and subtitle optic be listed on container.
Performer:	Voices: Dwayne Johnson, Kevin Hart, Kate McKinnon, John Krasinski, Vanessa Bayer, Natasha Lyonne, Diego Luna, Marc Maron, Keanu Reeves, Thomas Middleditch, Ben Schwartz.		
Edition:	Blu-ray + DVD		

You can see (below) that Northborough has broken their set into two pieces, the Blu-ray and the DVD, and has used a Part for each. Adams, for instance, does NOT have a Part. If you click View and then Manage in Item Status, you'll see that their Item Alert says 'check for 2 discs' which would seem to confirm that they are circulating their Blu-ray and DVD together as one set and therefore they do NOT need a Part.

#	Location	Call Number / Item Notes	Part	Barcode	Shelving Location	Circulation Modifier
1	ADAMS	JDV Super 775		37431001207905 View Edit	Juvenile	DVD
2	CHCP-MAIN	J DVD BLURAY ...		38138003154063 View Edit	Media (Children...	DVD
3	LUDLOW	jBLU-RAY DC		37406001687504 View Edit	Adult Stacks	Blu-Ray
4	MILLVILLE	JBR LEA		38206000174952 View Edit	Juvenile DVD	Blu-Ray
5	NORTHBORO	j BLU-RAY DC	BLURAY ONLY	30463001520075 View Edit	Juvenile	Blu-Ray
6	NORTHBORO	j DVD FIC DC	DVD ONLY	30463001520109 View Edit	Juvenile	DVD

Multi-Volume Sets

Many times, a multi-volume set is large enough that it must be circulated in pieces, thus the use of Parts is necessary.

(13) In this example, there is a four-volume set.

```
LDR01416nam a2200289li 4500
001 2042520
003 CWMARS
005 19991110203232.0
008 770615t19251922nyu 000 0 eng
010 #a 22024465
035 #a (OCoLC)3042458
040 #a DLC #c ELW #d NKA
049 #a NAAA
050 #a D21 #b .W4 1922
100 1 #a Wells, H. G. #q (Herbert George), #d 1866-1946.
245 14 #a The outline of history : #b being a plain history of life and r
Murray ; illustrated with line drawings by J. F. Horrabin, and with
250 #a 4th ed., rev. and rearranged by the author.
260 #a New York : #b The Review of Reviews Co., #c 1925, c.1922.
300 #a 4 v. : #b ill., maps, ports. ; #c 20 cm.
650 0 #a World history. #0 (CWMARS)81003
887 #a 1 07024407 #b .W4 #c 1922 #d +
```

As you can see here, the attached library has broken out their set into four Parts and made proper use of the Part field for each.

#	Location	Call Number / Item Notes	Part	Barcode	Shelving Location	Circulation Modifier
1	AIC	D21 .W4	v. 1	A15901257658 View Edit	General	Book
2	AIC	D21 .W4	v. 2	A15901257640 View Edit	General	Book
3	AIC	D21 .W4	v. 3	A15901257632 View Edit	General	Book
4	AIC	D21 .W4	v. 4	A15901257624 View Edit	General	Book

The Actual Adding of a Part (14)

- When you are adding an item needing a Part, click the dropdown in the Part field and scroll to see if the Part already exists.
- The Parts display in reverse order, first alphabetically then numerically or chronologically.
- If your STANDARDIZED Part exists, select it and move on to the next field.
- If your Part does not exist, type the STANDARDIZED Part into the box and then move on to the next field.

Item #	Part
	<input type="text"/> ▼
	v.12
	v.11
	v.10
	v.9
	v.8
	v.7
	v.6
	v.5
	v.4
?	v.3
	v.2
	v.1

FAQs

What happens if I don't use a Part when I should?

- A very basic answer is that neither patron nor staff will know exactly what volume/issue you have until and unless they physically put their hands on it.
- In terms of holds, a hold placed on a record **with** Parts without **selecting** a Part becomes a TITLE level hold. (15 or 16)
- If every patron who places a hold on a record chooses a Part from the list of Parts, then your item will NEVER be selected. The only time it might be selected is if the patron doesn't choose a Part at all because it has now become a Title hold.
- If the above scenario does occur, the part of your **actual** item may not be the **actual** Part that the patron wants. In other words, the patron wanted Part 4 but they didn't select any Part so your item with no Part in the Part field is actually Part 8 and that is what the hold landed on and will be sent to the patron. The patron will be frustrated to receive the wrong Part.

What happens if I don't use a Standardized Part?

- One possibility is that your copy of a particular volume runs the risk of only occasionally being captured for a hold. For instance (17), if your copy of **People** (magazine) is using the wrong 'September 18, 2023' Part and there are other wrong Parts for that issue being used by other libraries, then it will just be the luck of the draw whether patrons choose the correct 'SEP 18 2023' Part or any of the many other wrong Parts.
- Conversely, if multiple patrons place holds on your wrong Part, then you may have several patrons waiting for that 'one' Part although there are plenty of other items using the correct Part that could fulfill their holds.

If I see wrong Parts in the list of Parts in a bib record, should I report them?

- Yes! We have the ability to merge them into the good Parts. It simultaneously eliminates them in the list of Parts in the dropdown AND it fixes the Parts in the item records to which they were attached. (18)
- Send the TCN and title of the record with the bad Parts and let us know which Parts are actually bad. You can email catcenter@cwmar.org or create a ticket.

Can I just use the Call Number to indicate my Part instead of using the Part field?

- NO! You MUST use the Part field but, if for any reason you want the volume/year information in the Call Number, you may duplicate it there.