

## BLACKWELL APPROVAL ADDED VOLUMES

**\*\*NOTE:** see Definitions of Bib Record Formats at the end of this document

If the 245 has a v., no., &/or year in \$v *OR* if there is a numbered series in the 4xx, you may have an added volume. Search the 245 &/or 4xx in GIL to determine if the library already has it cataloged.

If you find a record, check the mfhd for the treatment (TR:S, M, AS, AM):

- If the record/parent is not analyzed, TR:S or M, process the piece against the parent. Copy the 980/981 from the approval record to the parent record & add the date recd & \$x vol# &/or year to the 981 & save.
- Print the mfhd & following the **MARK** instructions in the 852, write the appropriate enumeration for your piece on the printout.
- Create the item record & enter information according to established procedures.
- Write the approval bib# on the mfhd printout. This record will be deleted by the Unit Head. Route the book with printout to the *Added Volume shelf* with any appropriate sticks.
  
- If the parent is analyzed, TR:AS or AM, process the piece against the approval record for the analytic (baby). Leave the 980/981 on the analytic & add **only** the date recd to the 981
- If the record is DLC, complete the mfhd according to established cataloging procedures.

**NOTE: REMEMBER TO VERIFY THE 050 CALL# ON THE ANALYTIC (baby) WITH THE PARENT CALL#. ENTER CORRECT CALL# IN THE 090 IF NEEDED. (Refer to cataloging procedures for complete explanation.)**

- Create the item record & enter information according to established procedures. **Do not add enumeration to the item record.**

- Place on the *Added Volumes shelf* with the mfhd printout & any appropriate sticks. If it is not DLC, write the BIB# on the verso with the location, if other than the stacks

If you do not find a parent record in *GIL*, search *OCLC* for an authority &/or bib record. If found, consult with the unit head before importing the record into *GIL*.

## DEFINITIONS OF BIB RECORD FORMATS

**SERIAL** - issued in successive parts bearing numeric or chronological designation & intended to continue indefinitely. Serials may include annuals, yearbooks, and directories. **Treatment:S/TR:S**

**MONOSET** - issued in separate parts & intended to cease after a predetermined number of parts have been published. **Treatment:M/TR:M**

**ANALYZED SERIALS/MONOSETS** - volumes within these sets (parents) are monographic in nature (e.g. they have a unique title). These individual volumes (babies) are also cataloged & are marked with the same call# of the parent set. **Treatment:AS or AM/TR:AS or TR:AM**

**SERIES CLASSED SEPARATELY(traced series)** - group of monographs usually related to one another in subject & with a collective title applying to the group, but each volume is cataloged separately with its own call#. Volumes may be numbered or unnumbered.

Series classed separately will also appear in the 4XX of the *OCLC* record, but titles received within these series are NOT added volumes since the series is not cataloged. When a series is searched in *GIL*, you will not retrieve a record for the series, but you should retrieve records for all titles we own that are within the series. Your search will pull hits from the series title in the 4XX on the individual title records. **Treatment:C/TR:C**

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