MONOGRAPH PARTS

EVERGREEN INDIANA ANNUAL CONFERENCE 2015

CHRISTINA HIME, PATRON SERVICES COMMITTEE

MONICA BOYER, CATALOGING COMMITTEE
MONOGRAPH PARTS

• What are Monograph Parts?
• Why should you use Monograph Parts?
• Who uses Monograph Parts?
• How do you create & manage Monograph Parts?
• When should you not use Monograph Parts?
• How are Monograph Parts used with holds?
WHAT ARE MONOGRAPH PARTS?

• also may be called “Monographic Parts” or “Parts”
• feature of Evergreen that is used to identify items on a bibliographic record as different pieces of the title described in the bibliographic record
• shared & maintained by all libraries in the consortium
WHAT ARE MONOGRAPHS PARTS?

Prevention.

Serials and magazines

### Available copies

- 1,038 copies at Evergreen Indiana. [(Show)]
- 32 copies at Jackson County Public Library

### Current holds

2 current holds with 1,097 total copies.

<table>
<thead>
<tr>
<th>Location</th>
<th>Call Number / Copy Notes</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crothersville Branch</td>
<td>PREVENTION APRIL 2015 (Text)</td>
<td>2015 April</td>
</tr>
<tr>
<td>Crothersville Branch</td>
<td>PREVENTION DEC 2014 (Text)</td>
<td>2014 December</td>
</tr>
<tr>
<td>Crothersville Branch</td>
<td>PREVENTION FEB 2015 (Text)</td>
<td>2015 February</td>
</tr>
<tr>
<td>Crothersville Branch</td>
<td>PREVENTION JAN 2015 (Text)</td>
<td>2015 January</td>
</tr>
<tr>
<td>Crothersville Branch</td>
<td>PREVENTION MARCH 2015 (Text)</td>
<td>2015 March</td>
</tr>
<tr>
<td>Crothersville Branch</td>
<td>PREVENTION NOV 2014 (Text)</td>
<td>2014 November</td>
</tr>
<tr>
<td>Crothersville Branch</td>
<td>PREVENTION OCT 2014 (Text)</td>
<td>2014 October</td>
</tr>
<tr>
<td>Crothersville Branch</td>
<td>PREVENTION SEP 2014 (Text)</td>
<td>2014 September</td>
</tr>
</tbody>
</table>
WHAT ARE MONOGRAPH PARTS?
WHY USE MONOGRAPH PARTS?

• distinguish between different items on a bibliographic record
• allow holds to be placed on specific parts that patrons want
• allow patrons to place their own holds on specific parts without the use of copy-level holds (which require staff intervention)
WHY USE MONOGRAPHS PARTS?

• While call numbers often include information about which part(s) the item represents, this information only applies to the item(s) on that volume & does not link it with the same part owned by another library.

• Applying Monograph Parts to all items on a bibliographic record makes Evergreen aware of which items (regardless of owning library) represent the same parts.

• Because Evergreen knows which items are the same as each other, patrons can place title-level holds for specific parts & receive the correct parts.
WHY USE MONOGRAPH PARTS?

Monograph Parts are an improvement over copy-level holds.

• Patrons cannot place copy-level holds so staff intervention is required, but patrons can place their own holds on specific parts using Monograph Parts.

• Copy-level holds can only pull the single, specific item on which the hold was placed, but holds on Monograph Parts can pull any of multiple items that have the same Monograph Part applied, which could translate into less time waiting for an item to become available.
WHO USES MONOGRAPH PARTS?

<table>
<thead>
<tr>
<th>Cat1</th>
<th>Cat2</th>
</tr>
</thead>
<tbody>
<tr>
<td>create</td>
<td>create</td>
</tr>
<tr>
<td>assign</td>
<td>assign</td>
</tr>
<tr>
<td>edit</td>
<td>edit</td>
</tr>
<tr>
<td>merge</td>
<td></td>
</tr>
<tr>
<td>delete</td>
<td></td>
</tr>
</tbody>
</table>
WHO USES MONOGRAPH PARTS?

• **Any staff member** can place holds on specific parts for patrons.

• **Patrons** can place holds on specific parts.
MANAGING PARTS

• All libraries share the parts on a single bibliographic record.
• Editing, merging, & deleting parts affects all items (regardless of owning library) with the affected parts.
• Be aware that changes can affect other libraries in the consortium.
• Be descriptive & clear when naming Monograph Parts.
WHEN NOT TO USE MONOGRAPH PARTS

• multiple identical copies on a bibliographic record for a single title
• pieces of kits
• different format from what is described in the bibliographic record
• single item/barcode that includes all the pieces of a set
MONOGRAPH PARTS & HOLDS

Who can place holds on Monograph Parts?

EVERYONE!

Patrons & Staff Members alike!
The Mother earth news.

Current holds

0 current holds with 550 total copies.

<table>
<thead>
<tr>
<th>Call Number / Copy Notes</th>
<th>Part</th>
<th>Barcode</th>
<th>Shelving Location</th>
<th>Age Hold Protection</th>
<th>Active / Create Date</th>
<th>Holdable?</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTHEREARTH APR/MAY 2015</td>
<td>2015 April / May</td>
<td>37500004031171</td>
<td>view New Magazines</td>
<td>6month</td>
<td>03/16/2015</td>
<td>Copy hold / Volume hold</td>
<td>In print</td>
</tr>
<tr>
<td>MOTHEREARTH AUG/SEP 2014</td>
<td>(Text)</td>
<td>375000003950793</td>
<td>view Magazines</td>
<td>None</td>
<td>09/22/2014</td>
<td>Copy hold / Volume hold</td>
<td>Available</td>
</tr>
<tr>
<td>MOTHEREARTH DEC 2014/JAN</td>
<td>(Text)</td>
<td>375000003987241</td>
<td>view Magazines</td>
<td>6month</td>
<td>03/09/2015</td>
<td>Copy hold / Volume hold</td>
<td>Available</td>
</tr>
</tbody>
</table>
MONOGRAPH PARTS & HOLDS

Place Hold

- Place hold for patron by barcode: [ ]
- Place this hold for me (MONICA BOYER)

Rolling stone.

Select a Part (optional): [ ]

Advanced Hold Options

Pickup location: [ ]

Notify when hold is ready for:
- Yes, by Email
- Yes, by Phone
- Yes, by Text Messaging

Mobile载体: Alaska Communications (USA)

Note: carrier charges may apply

Hint: use the full 10 digits of your phone #, no spaces, no dashes
MONOGRAPH PARTS & HOLDS

Place Hold

The Mother earth news  (2015 February / March)

Hold was successfully placed

Continue
When placing a hold by choosing “All Parts”, the hold will be filled with any item on the record that does not have a part assigned.
Monograph Parts Holds on Bibliographic Record
## MONOGRAPH PARTS & HOLDS

### Monograph Parts Holds on Patron’s Record

<table>
<thead>
<tr>
<th>Holdable Part</th>
<th>Pickup...</th>
<th>Request Date</th>
<th>Status</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 February / March</td>
<td>JCPLS</td>
<td>2015-04-07 2:15 PM</td>
<td>Waiting for copy</td>
<td>The Mother earth news</td>
<td>P</td>
</tr>
<tr>
<td>2015 Feb 26</td>
<td>JCPLS</td>
<td>2015-04-07 2:14 PM</td>
<td>Waiting for copy</td>
<td>Rolling stone</td>
<td>P</td>
</tr>
</tbody>
</table>
## Monograph Parts & Holds

### Monograph Parts Holds on Pull List

<table>
<thead>
<tr>
<th>Current Copy</th>
<th>Holdable Part</th>
<th>Last Notify Time</th>
<th>Notices</th>
<th>Pickup Library</th>
<th>Request Date</th>
<th>Status</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>375000038G0241</td>
<td>2014 December / 2015 January</td>
<td>0</td>
<td>JCPLS</td>
<td>2015-04-07</td>
<td>Waiting for cap...</td>
<td>The Mother earth news</td>
<td>p</td>
<td></td>
</tr>
<tr>
<td>375000040152562</td>
<td>2015 Feb 12</td>
<td>0</td>
<td>JCPLS</td>
<td>2015-04-07</td>
<td>Waiting for cap...</td>
<td>Rolling stone</td>
<td>p</td>
<td></td>
</tr>
<tr>
<td>37500003501802</td>
<td>2015-Feb 12</td>
<td>0</td>
<td>LGCPPLS</td>
<td>2015-04-07</td>
<td>Waiting for cap...</td>
<td>Blackberry summer</td>
<td>p</td>
<td></td>
</tr>
</tbody>
</table>

*Type: p (Paper)*
## Printing Monograph Parts Holds from Print Full Pull List (Alternate Strategy)

<table>
<thead>
<tr>
<th>Type</th>
<th>Title</th>
<th>Author</th>
<th>Shelving Location</th>
<th>Call Number</th>
<th>Barcode/Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Blood moons rising: Bible prophecy, Israel, and the four blood moons / Mark Hitchcock.</td>
<td>Hitchcock, Mark, 1959-</td>
<td>Nonfiction</td>
<td>236.9 HITCHCOC</td>
<td>37500003952500</td>
</tr>
<tr>
<td>P</td>
<td>Rolling stone.</td>
<td>Rolling stone (San Francisco, Calif.)</td>
<td>Magazines</td>
<td>ROLLING FEB 12, 2015</td>
<td>37500004015562 2015 Feb 12</td>
</tr>
</tbody>
</table>
QUESTIONS?

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