

Chapter 25 -- Managing Monographic Parts

Monographic parts are separate items which are part of the same bibliographic entity, meaning you have items with different content attached to the same bibliographic record.

Examples of monographic parts include:

- Various volumes of one book, such as an encyclopedia or other multi-volume work
- Separate parts in large audiobook
- Separate parts or discs in an DVD set
- Some libraries treat the books in Manga series as monographic parts

Assigning parts to your volume allows patrons to place holds on the specific part they want, rather than receiving whichever part is the next one available. For items with circ modifiers that transit between libraries, the hold can be filled by an item with that part assigned from any library.

TIP: When your “volumes” are simply copies of the same item with different call numbers, there is no need to assign parts.

Creating and Adding Parts to New Items

The easiest way to Create Parts is from the Volume and Copy Creator when you add new items.

To open the Volume and Copy Creator from the Holdings Maintenance Screen, highlight your branch name, then right click or from **Actions for Selected Rows (Alt + F)**, select **Add Volumes (Alt + V)**

The screenshot displays the 'Record Summary' for 'Seinfeld Season 5'. The record details include: Title: Seinfeld Season 5, Author: Seinfeld, Jerry., Bib Call #: 791.45/75, Edition: Pub Date: 2005, TCN: ocm61662668, Database ID: 2514416, Record Owner: admin, Created By: admin, Last Edited By: btplib-cat1, and Last Edited On: 2011-08-10 12:29 PM. Below the summary, there are navigation buttons (Start, Previous, Next, End, Search Results) and a table of holdings. The table has columns for Barcode, Circulation, Loan Duration, and Location. The location 'HMMPL : Hussey-Mayfield Memorial Branch' is highlighted. A context menu is open over the highlighted row, showing options like 'Copy to Clipboard', 'Add Items to Buckets', 'Show Item Details', 'Make This Item Bookable (Y)', 'Show Last Few Circulations', 'Edit Items', 'Transfer Items to Previously Marked Volume', 'Link as Conjoined Items to Previously Marked Bib Record', and 'Add Volumes' (which is highlighted in blue).

Evergreen Indiana Cataloging Training Manual

Chapter 25 – Managing Monographic Parts

Enter the information for the volumes you are creating. Here 4 volumes are being added, and the call numbers and barcodes have been entered. Then click to see the Part Designation drop down list.

Classification	Prefix	Call Number	Suffix	# of Copies	Barcode / Part Designation
Generic		DVD FIC SEINFELD SEASON 5 DISC 1		1	33946002725773
Generic		DVD FIC SEINFELD SEASON 5 DISC 2		1	33946002725781
Generic		DVD FIC SEINFELD SEASON 5 DISC 3		1	33946002725799
Generic		DVD FIC SEINFELD SEASON 5 DISC 4		1	33946002725807

NOTE: Parts are created at the consortial level, and they are used by everyone. If the parts you need have already been created, they will be displayed in the dropdown list. Simply select the appropriate part. Do **not** create a new part if the existing parts match your items.

If you do not find the part you need, then click on the Part Designation box. The cursor will appear in the box so you can enter your part name. Then the **Create Part Designator** button will appear. Click on the button to create your part.

Classification	Prefix	Call Number	Suffix	# of Copies	Barcode / Part Designation
Generic		DVD FIC SEINFELD SEASON 5 DISC 1		1	33946002725773 Disc 1 Create Part Designator
Generic		DVD FIC SEINFELD SEASON 5 DISC 2		1	33946002725781
Generic		DVD FIC SEINFELD SEASON 5 DISC 3		1	33946002725799
Generic		DVD FIC SEINFELD SEASON 5 DISC 4		1	33946002725807

TIP: The part name can be seen by users from the Hold Screen. Your part name should be clear and descriptive. Use numerals. Don't use abbreviations.

Repeat the process to create parts for each of your items. Then click **Edit then Create (Alt + C)**.

# of volumes	Classification	Prefix	Call Number	Suffix	# of Copies	Barcode / Part Designation	Part Designation
4	Generic		DVD FIC SEINFELD SEASON 5 DISC 1		1	33946002725773	Disc 1
	Generic		DVD FIC SEINFELD SEASON 5 DISC 2		1	33946002725781	Disc 2
	Generic		DVD FIC SEINFELD SEASON 5 DISC 3		1	33946002725799	Disc 3
	Generic		DVD FIC SEINFELD SEASON 5 DISC 4		1	33946002725807	Disc 4

Generate Barcodes?
 Use Checkdigit
 Print Labels?

Click **Edit then Create (Alt + C)** and the Copy Editor will open. Proceed with creating your items as usual. Your parts will be assigned to your items.

OR If you are using the Unified Volume/Copy Creator apply your templates and/or edit your items as needed. Then click **Create Volumes/Items (Alt + C)**

NOTE: For more information about the Unified Volume/Copy Creator see **Chapter Five—Adding Holdings**, and **Chapter Twenty-Six—Cataloging Related Admin Functions**.

Your volumes and items will be added, and your parts will be created and attached to the appropriate items.

TIP: You can select **Part** in the Column Picker to see the parts assigned to your items, as seen below.

#	Location/Barcode	Circulation Mo...	Loan Duration	Location	Price	Part	Status
1	EG-IN : Evergreen Indiana						
2	ZPL : Zionsville Public Library						
3	HMMPL : Hussey-Mayfield Memorial Branch						
4	DVD FIC SEINFELD SEASON 5 DISC 1						
5	33946002725773	dvd : dvd : mov...	Normal	Movies . 2nd Floor	19.99	Disc 1	Available
6	DVD FIC SEINFELD SEASON 5 DISC 2						
7	33946002725781	dvd : dvd : mov...	Normal	Movies . 2nd Floor	19.99	Disc 2	Available
8	DVD FIC SEINFELD SEASON 5 DISC 3						
9	33946002725799	dvd : dvd : mov...	Normal	Movies . 2nd Floor	19.99	Disc 3	Available
10	DVD FIC SEINFELD SEASON 5 DISC 4						
11	33946002725807	dvd : dvd : mov...	Normal	Movies . 2nd Floor	19.99	Disc 4	Available

Once the parts have been created, they will appear in the part dropdown list and can be assigned to new items as they are added, or you can assign the parts to existing items in the catalogs.

Assigning Parts to Existing Items

To assign parts to existing items, in the Holdings Maintenance Screen, highlight the barcodes of the items where you want to add parts. Then, either right-click or go to **Actions for Selected Rows (Alt + F)** and select **Replace Barcode (Alt + R)**.

NOTE: You must use *Replace Barcode* from the Holdings Maintenance Screen to Access the Part Designation Dropdown list.

TIP: If you are using the Unified Volume/Copy Editor/Creator you can also assign parts from the *Edit Items* function.

From there, you can access the parts dropdown list to apply your parts to your items.

The screenshot shows the Holdings Maintenance Screen interface. At the top, there are three dropdown menus: 'Call Number', 'Suffix', and 'BATCH'. Below these is a table with the following columns: 'Call Number', 'Suffix', '# of Copies', and 'Barcode / Part Designation'. The table contains six rows of data, each representing a DVD FIC FINE DISC. The barcodes for items 2 through 6 are highlighted in blue. A dropdown arrow is visible at the end of each row's barcode field.

Call Number	Suffix	# of Copies	Barcode / Part Designation
DVD FIC FINE DISC 1		1	33946002326101
DVD FIC FINE DISC 2		1	33946002326119
DVD FIC FINE DISC 3		1	33946002326127
DVD FIC FINE DISC 4		1	33946002326135
DVD FIC FINE DISC 5		1	33946002326143
DVD FIC FINE DISC 6		1	33946002326150

Once you've created or selected the correct part for each item, click **Rebarcode/Update Items (Alt +R)** to apply the parts.

This screenshot shows the same Holdings Maintenance Screen table as above, but with an additional column, 'Disc', added to the 'Barcode / Part Designation' column. Each row now has a dropdown menu for selecting a disc number (e.g., 'Disc 1', 'Disc 3', 'Disc 6'). At the bottom of the screen, there are two buttons: 'Re-barcode / Update Items' and 'Edit then Re-barcode'. The 'Re-barcode / Update Items' button is circled in red.

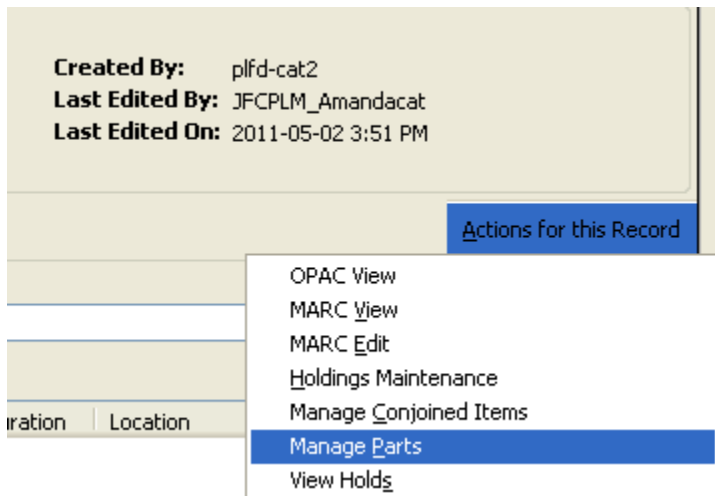
Call Number	Suffix	# of Copies	Barcode / Part Designation	Disc
DVD FIC FINE DISC 1		1	33946002326101	Disc 1
DVD FIC FINE DISC 2		1	33946002326119	Disc 1
DVD FIC FINE DISC 3		1	33946002326127	Disc 3
DVD FIC FINE DISC 4		1	33946002326135	Disc 4
DVD FIC FINE DISC 5		1	33946002326143	Disc 5
DVD FIC FINE DISC 6		1	33946002326150	Disc 6

NOTE: You don't have to change the barcode to apply the parts.

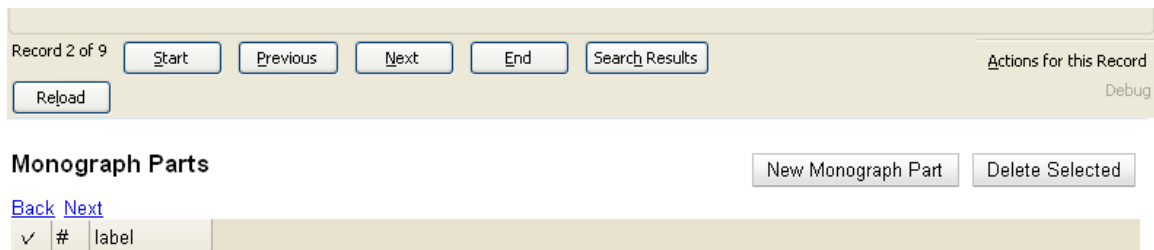
TIP: If you are using the Unified Volume/Copy Editor, you can also apply parts from Edit Volumes or Edit Copies if you access them from Holdings Maintenance.

Creating Parts from the Manage Parts Screen

You can also add new parts from the Parts Manager. Open the record where you want to create parts, and under **Actions for this Record** (Alt+A), select **Manage Parts** (Alt+P).



The **Monographic Parts Manager** will open up:



Evergreen Indiana Cataloging Training Manual

Chapter 25 – Managing Monographic Parts

To create a part, click **New Monographic Part**.

Record Summary ([Add Volumes](#)) ([View MARC](#))

Title: , Edition: TCN: ocn123089267 Created By: hm-cat1
Author: , Pub Date: 2004 Database ID: 5283734 Last Edited By: hm-cat1
Bib Call #: | Record Owner: Last Edited On: 2008-10-06

Record 1 of 3 Start Previous Next End Search Results Actions for this Record
Reload Debug

Monograph Parts **New Monographic Part** Delete Selected

[Back](#) [Next](#)

✓	#	label
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This box will open:

label	<input type="text"/>
record	5283734
Cancel	Save

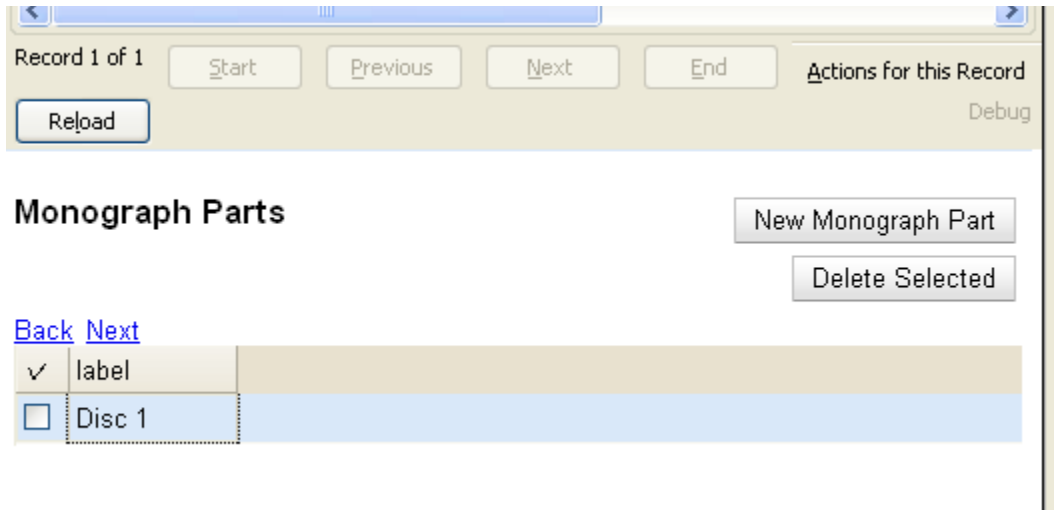
Type your part name into the “**Label**” box, then click **Save**.

label	Disc 1
record	5283734
Cancel	Save

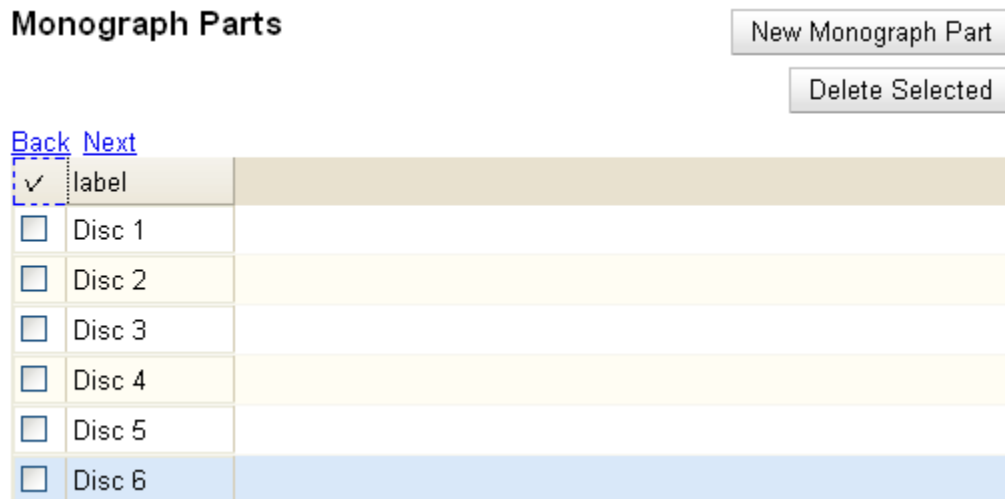
Evergreen Indiana Cataloging Training Manual

Chapter 25 – Managing Monographic Parts

Your part will be displayed on the Manage Parts screen:



Repeat these steps for all the parts you would like to attach to this record.

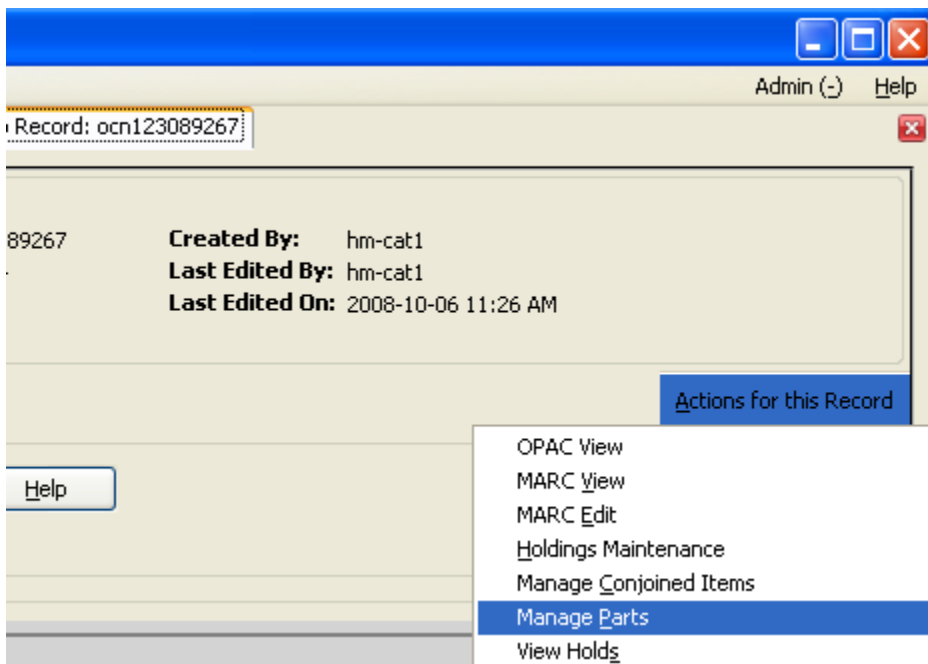


Deleting Parts

NOTE: If you delete a part that is assigned to an item, it will no longer be assigned to that item. You should always check to make sure no other libraries have assigned that part to an item before you delete it.

TIP: To check this, go to **Holdings Maintenance**. Make sure you have parts displayed in the column picker. Then click **Show Libraries with Items**.

To delete parts, go to the record where you want to delete parts, and under **Actions for this Record (Alt+A)**, select **Manage Parts (Alt+P)**.



Click the **box** next to any parts you want to delete to add a checkmark. Then click the **Delete Selected** button.

Monograph Parts

[Back](#) [Next](#)

<input type="checkbox"/>	label	
<input checked="" type="checkbox"/>	part 1	

New Monograph Part

Delete Selected

The parts you selected will be deleted.

Re-naming Parts

If you need to change the name of one of your parts, you will have to delete the part (see ***Deleting Parts***, page 25.7) and create a new part (see ***Creating Parts***, page 25.1). Then assign your part to the appropriate volume. See ***Assigning Parts to Existing Items***, page 25.6.

NOTE: *If any other libraries have this part assigned to their items, you will need to notify them.*

Re-Assigning Parts

If you assign the wrong part to an item, simply go through the process of ***Assigning Parts to Existing Items*** on page 25.7 and select the correct part name from the drop-down list.