Module 6: Multiparts

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6.0 Strategic considerations for multipart materials

If you are cataloguing a resource which consists of many separate physical parts it is often clearer and more convenient for catalogue users if you create a single record for the whole resource rather than a separate record for each constituent.

However, this single record must do justice to the parts and will therefore be more complex than a record for a simple item. The parts may have individual titles or different authors, editors, etc., all of which ought to be indexed if users are likely to use them as search terms. They may be of different physical types. They often have separate ISBNs. They may be issued at different times and/or by different publishers and/or in different places and/or in different series. Some parts may be more important than others, so some may need to be fully described and/or indexed while others are not.

If there is any possibility at all that the parts will be stored or circulated separately, the bibliographic record must offer suitable terms to serve as Item Descriptions for each part and must make absolutely clear what each part consists of, so that users can look for or order just the part(s) they want rather than the complete set.

Because parts may be received over a long period, or different OLIS institutions may own different parts of a set, multipart cataloguing is often cooperative. The first cataloguer sets up a record reflecting the information s/he has, and others later add further information and make any necessary corrections in the light of their own information.

Sometimes the complexities are just too great for a single bibliographic record of reasonable size, or the set is not clearly defined, or the parts have very distinct bibliographic identities which are more important than the relationship between them, or the parts cover distinct subject areas which merit separate sets of subject headings. In such cases it is preferable to create separate records for each part.

Multipart materials therefore require a number of strategic decisions:

- Need you treat the parts as really separate?
- If the parts should be treated as separate, should they have separate records or share a single record?
- If the parts should have separate records, should these emphasise the set or the part?
- If the parts should share a multipart record, should all the parts be treated as equal?

When making the decisions above, you must bear in mind not only your immediate task and the preferences of your own institution but also all OLIS users and all staff who may need to add further parts to the bibliographic record, add item records or control circulation.

6.1 Must the parts be treated as separate?

- If you have varied or unusual textual materials in a case, box or portfolio which will be circulated only as a unit, it is usually best to give the extent (300 $a) in terms of the container rather than of the individual pieces and give details of the contents in a 500 note.

  300 __ $a1 portfolio :$billustrations ;$c30 x 60 cm
  500 __ $aPortfolio contains 7 sheets of technical specifications.

- You will nevertheless need a contents note (505 2_ for partial contents) and analytical access point (7XX ?2) for any part(s) of the resource which people might search for separately. If the part was
originally issued separately and has the same ISBN as the separate issue, record this as an ‘application invalid’ ISBN in 020 $z.

Merry Monkey’s Fun with Fractions!

Containing Merry Monkey at the Market with Merry Monkey worksheets, progress chart and Merry Monkey Gold Award Certificate

• However, you should give the extent in terms of the pieces in the container if:
  ◦ the pieces in the container are of a single, commonplace type, not deserving a 500 note (e.g. a number of books in a slipcase), or;
  ◦ the pieces might be held or circulated separately, or some pieces might be discarded, or;
  ◦ any of the materials are non-textual.

  300 __ $a1 CD-ROM, 1 volume ;$cbox 25 x 14 x 3 cm

• If there are too many carrier types to list you can call them ‘various pieces’.

Soil Caddy Kit

Video, thermometer, goggles, funnel, horseshoe magnet, plaster of paris, spoons, cups, magnifying glasses, eye droppers, mirrors, plates, soil samples, trays and information sheet

• If parts are loosely attached but intended to be detached, e.g. a book with a CD or map in a pocket or with pull-out booklets, charts, sheets of stickers, etc., treat them as separate parts.

6.2 If the parts should be treated as separate, should they have separate records or share a single record?

We generally prefer to make a single multipart record for the whole of a multipart set, even if we initially have only one part of it. This is more economical and saves cluttering the database with records which all have the same title.

However:
i) If the set consists of more than 10 parts which are themselves freestanding works with distinctive titles, it is preferable to treat it as a series. But large sets without distinctive part titles, such as encyclopedias and dictionaries, should be given multipart records (unless they are ruled out by (ii)-(v)). This is for practical reasons, to avoid creating records with very large numbers of analytical added entries.

### Examples

- **Peter Jones**  
  *The Smith Family Saga*  
  in 14 volumes  
  *Volume I*  
  *John Smith and the secret of Agincourt*

  Not suitable for a multipart record, because the fourteen parts, each of which is a freestanding work, will each require an analytical entry.

- **A dictionary of potato varieties**  
  in 12 parts  
  Part 1: Aran Pilot to Charlotte

  Suitable for a multipart record, because the 'titles' do not indicate freestanding works but just indicate how the content is distributed between the physical volumes.

i) "Sets" which consist of a mixture of editions should not normally be put on a single record. Such a record would match only the holdings which a particular library happened to have, and so would be incompatible with the aims of a union catalogue and Shared Cataloguing.

### Examples

- **Essential Chinese for Librarians**  
  Part 1: Mandarin  
  Third edition, revised and corrected  
  2006

  These parts cannot go on a single record, even though published in the same year, because of the difference in their edition statements. Another library might have both parts in the 2nd edition and make a multipart record for that set, with the result that the 2nd edition of part 2 would be included in two different records.

- **Essential Chinese for Librarians**  
  Part 2: Cantonese  
  Second edition  
  2006

Although different parts may not have different edition statements, not all variations between parts exclude multipart treatment. If different parts are issued with different imprints or statements of responsibility or in different series, these variations can just be recorded in notes (see section D, below).

ii) Parts of a "set" which have the same edition statement but were published erratically, so that, for instance, the first edition of Vol. 2 was published after the second edition of Vol. 1, are best treated as separate items. It is reasonable to suppose that in such a case Vol. 2 was written with the second rather than the first edition of Vol. 1 in mind, and so for the user, and sometimes for the publisher, it forms a "set" with the second rather than the first edition; and since we cannot make a record for sets of mixed editions, the parts should each be given a single-part record.

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Essential Karate for Librarians
Part 1
Second edition
2000

Essential Karate for Librarians
Part 1
Third edition
2004

Essential Karate for Librarians
Part 2
Second edition
2006

The second editions of parts 1 and 2 cannot be treated as a set because there was already a third edition of part 1 when the second edition of part 2 was published.

iii) Parts of a “set” which seems **likely to have an erratic pattern** of issues are best treated as separate items. For instance, sets of standard or classical works may be issued over a long period, and if some parts are more popular or are on an academic syllabus, they are likely to be re-issued more frequently than the others, perhaps with revisions/corrections which will require a new record.

Complete works of Mark Twain

1. The Adventures of Tom Sawyer

Volumes in preparation:
2. The Adventures of Huckleberry Finn
3. Tom Sawyer Abroad
4. Tom Sawyer, Detective
5. The American Claimant
6. Personal Recollections of Joan of Arc

iv) If a multipart record has been made for something which seemed intended as part of a set, but it becomes clear that **no other parts in the set will ever be published**, it is best to restore the holdings structure to single-part, and put a note (500) in the bibliographic record to say ”No further parts issued” or similar.

Essential carpentry for librarians
in two parts
by James Collins

1. Shelving

245 10 $a Essential carpentry for librarians, in two parts.$n1,$p Shelving /$c by James Collins.

500 ___ $a No further parts published.

v) If some of the parts have very important and distinctive subject matter, it is often best to give them separate records so that they can have their own set of subject headings.
6.3 If the parts should have separate records, should these emphasise the set or the part?

i) Collective title as series: This is by far the most common treatment. If the collective title of the parts is not very prominent typographically and the individual titles can stand alone, or if the works were not originally written as a set, use the individual titles of each as the title proper of their separate records, and treat the collective title as a series title.

Fields to think about:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>Treat as if the item were not part of a set, just giving its individual title and any statement of responsibility which applies to that title.</td>
</tr>
<tr>
<td>300</td>
<td>Treat as if the item were not part of a set.</td>
</tr>
<tr>
<td>490</td>
<td>Transcribe the collective title as a series statement.</td>
</tr>
<tr>
<td>830</td>
<td>Assign or, if necessary, create a corresponding series heading.</td>
</tr>
</tbody>
</table>

ii) Collective title as title proper. This reduces the title of the individual volume to a part title, so is done only if the collective title is very prominent, or if the individual title would be unsatisfactory on its own, or if the individual volume is all that was actually published of a projected set (see example in 6.2 (v)).

Fields to think about:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>Collective title in $a$, part title in $p$, part enumeration (if any) in $n$.</td>
</tr>
<tr>
<td>246</td>
<td>Make a variant title entry (portion of title) for any part title, because 245 $p$ is not indexed.</td>
</tr>
<tr>
<td>300</td>
<td>Treat as if the item were not part of a set.</td>
</tr>
</tbody>
</table>
6.4 If the parts should share a multipart record, should all the parts be treated as equal?

If some parts are clearly subordinate to others and would have little or no value on their own, they are considered 'accompanying material'. Common examples are CD-ROMs containing illustrations or practice material, books of instructions for equipment, librettos with sound recordings or sound recordings of foreign phrases to accompany a phrasebook. Accompanying material is ignored for choice of format and template and for most parts of the description, but its extent is recorded in 300 $e, its physical aspects may require extra 006, 007 and 33X fields, and it may also require 5XX notes and occasionally a 740 field.

For multimedia resources, you can be quite generous about what you treat as accompanying material, because it is simpler to deal with main material in a single specific format than to deal with main material in various formats.

6.4a Multiple equal parts, field by field

Sources
If the parts are sequentially numbered, the RDA rule is to base the description on the lowest numbered part available. But if this part lacks essential information you naturally must look for it elsewhere, e.g. on the set's container or another part. In particular, always prefer the collective title of the set, if there is one, with any associated statements of responsibility - do not just use the title and statements of responsibility of the earliest part.

For a set with no particular sequence, if there is a source of information for the whole set (e.g. a container with a collective title), prefer that; otherwise prefer the part with the earliest date; otherwise treat the whole set as a collective source of information.

If you are not basing the description on the first numbered part or a source of information for the whole set, it is essential to specify which part you are using in a 588 note.

If you do not have the complete set, you may have to leave some parts of the description incomplete or open. It is then up to later cataloguers who have other parts to make additions and corrections. You may include information about parts you do not actually have, as long as it is clear and reliable, but remember that publishers often advertise projected parts before details are really settled.

Format, Template, 008 & 006
If all the pieces listed in 300 $a are of the same format (see Module 5, 5.2), use a template in that format. (Ignore any pieces listed in 300 $e.)

If the materials were issued as a set1 and the pieces listed in 300 $a are of different formats, you will need to use the multimedia.mrc template, which, following MARC instructions, uses VM format with LDR/06='o' ('Kit'). The 008 field is for the set as a whole and should not be used for any individual part of it, so you will need to add an 006 field for each important type of material, even visual material. The multimedia.mrc template does not supply 006, 007, 33X and 34X elements, because the range of possibilities is too wide; but the pipe character ('|' = no attempt to code) may be used for all 006 and 007 values except 006/00, 007/00 and 007/01, and Aleph has picklists (Ctrl+F8) to help with 33X and 34X values.

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1 Multimedia collections which were not actually issued as sets, e.g. archive collections, use MX format with LDR/06=p. However, such collections are seldom catalogued using MARC.
Any non-BK parts will need 007 fields (see Module 5, 5.2). These are usually supplied in the template but may need some modification.

If appropriate, give a range of dates of publication, earliest first. 008/06 is 's' for single date; 'm' is for multiple dates, and is followed by the beginning and ending dates. If you use 'm' but it is uncertain when the set will be completed, use '9999' for the second date.

If the resource is a reprint/reissue 008/06 has to be 'r', even if the current issue has multiple dates, followed by the dates of the earliest part of the current issue and of the original issue.

Give all relevant ISBNs in separate fields, including ISBNs of set and individual parts, for every binding and place of publication covered by the record. If you need multiple qualifiers, enter place/publisher, then set/part details, then binding, in separate $q subfields. For more on arranging multiple ISBNs, see Module 3, 3.1a.

Subfields $a, $d and $h reflect only the components listed in 300$a.

Give the collective title, if there is one, with its associated statement(s) of responsibility. If there is no collective title, list the individual titles for all the parts, each followed by its own statement(s) of responsibility (if any) and with any statements of responsibilities which apply to all the titles at the end. For punctuation and subfields, see Module 1,1.4b(xii).)

This must always reflect every part of the resource. If the parts have really different edition or version information they cannot share a multipart record; but variations in presentation (e.g. between 'Revised second edition' and '2nd ed. rev.') can be ignored.

These reflect the first or first-issued component or the earliest component for which details are available. Any changes in later components are recorded in 500 notes.

Although MARC allows extra 264 fields to be added if the publisher and place change, and this is common in serial records, multipart records usually have only one 264. If you download a record with multiple 264s which together cover the full set, you may leave them; but if the 264s might need editing to cover further volumes, replace them with a single 264 and 500 notes.

Give the range of years of publication; leave open if necessary.

Record only the latest copyright date unless the various dates apply to different 'aspects' (e.g. text, sound, graphics). If copyright dates of earlier parts seem important, make a note.

Give the carrier type (using either terms from RDA 3.3.1.3 or terms in common usage, such as 'CD-ROM'), and the number of units if known.

For book-type resources, use 'volume'. Pagination is not usually recorded, although it can be added in brackets if particularly important.
If the number of units is unknown, just give the carrier type for the time being. The first cataloguer who has full information about the number of units should add this information.

300 __ $a volumes ; $c 25 cm

If the parts are identical, say so.

300 __ $a 24 identical volumes ; $c 22 cm

If a boxed set contains a variety of carriers but all in BK format (books, cards, sheets), describe it in terms of the container and treat it as single-part (see details and example in section 6.1).

If a boxed set contains a variety of carriers and not all are in BK format, list each carrier type with the number of units of that type, if known.

300 __ $a 2 CD-ROMs, 1 volume ; $c box 20 x 15 x 2 cm

If there are too many carrier types to list, use ‘various pieces’ (see example in section 6.1).

If there are multiple carrier types and the resource is not in a box, make separate 300 fields for each type, so that it is clear which dimensions go with which carriers. If it is not clear which field applies to which parts of the resource, use subfield $3 or make a 500 note.

300 __ $3 v. 1-3 $a 3 volumes ; $c 25 cm
300 __ $3 v. 4-5 $a 2 CD-ROMs [no subfield $c, because standard size]

300 $b If any of the components listed in 300 $a has illustrations, record this.

300 $c If the materials listed in 300 $a are of various sizes and not boxed, give their sizes as a range.

300 __ $a 4 volumes ; $c 22-27 cm

For boxed materials, see the example under 300 $a. Use ‘box’, ‘case’ or ‘portfolio’, as seems most appropriate. For standard jewel cases or cassette cases, 300 $c can be omitted; for nonstandard slipcases, DVD cases and similar, just record height; for portfolios (flat cases to hold a few sheets), record 2 dimensions; for other boxes, record 3 dimensions.

33X & 34X Make sure that the 33X and 34X fields cover all the parts, but there is no need to repeat fields if they apply to more than one part (see Module 5, 5.2).

490 Give a series statement for any series in which all the parts are included, and list all the numbering within that series in subfield $v. Be careful to distinguish between (i) any captions and part numbers which belong to the set you are cataloguing and (ii) captions and numbering within any series to which the set belongs. For instance, Part 3 of your set might be Volume 28 of some series.

Do not make a 490 for a series if only some parts of the resource are in it; just make a 500 note (but still include an 8XX access point for the series).

490 1_ $a Travellers’ tales ; $v volumes 3, 7, 28, 30-34
500 __ $a Part 4 is in the Oxbridge Anatolia paperbacks series.

588 State the part on which the description is based, if not first part.

588 __ $a Description based on volume 3.

500 Note any differences between volumes, e.g. of series, imprint, editors, sponsoring bodies. (But if there is a 505 note, differences in responsibility may be shown in that - see below.)

500 __ $a Parts 3-7 published by Brown Books.
500 __ $a Volume 6 edited by Jean Silver.
Contents information is often essential for a clear item-record structure, so that users can tell which physical parts they want. If you do not have contents information for the whole set, just list what you know. Later cataloguers will fill in the gaps.

Give the titles of the component physical parts. It is worth doing this even for part-titles that are just alphabetic or numeric divisions, as in the case of encyclopedias and dictionaries, to save people ordering a whole set when they only want to consult one entry.

505 0_ $a part 1. Aran Pilot to Charlotte -- part 2. Desiree to Estima -- part 3. Flava to Home Guard.

If there are multiple parts in the same physical format with no numbering or titles at all, supply a brief ‘title’ in square brackets, so that there is something to put in the item records.

505 0_ $a [Text] -- [Plates].

Also give the titles of component bibliographical works, if these are different from the physical parts, making very clear which works are in which physical parts if the component works do not coincide with the component physical parts. You may occasionally need to use multiple 505s and/or nonstandard punctuation to achieve this, as in the following example.

505 0_ $a volume 1, The Pevenseys in Narnia: The lion, the witch and the wardrobe -- Prince Caspian -- The horse and his boy.

505 0_ $a volume 2, Eustace and Jill in Narnia: The voyage of the Dawn Treader -- The silver chair.

505 0_ $a volume 3, The birth and death of Narnia: The magician’s nephew -- The last battle.

Include statements of responsibility if these would be helpful to show important differences in responsibility between parts and/or to explain 7XX entries for authors, editors, etc.

245 00 $a Manchester 1854 : $b two novels.

7XX 72 Make analytical AAPs for component works which have titles, unless their titles are vestigial, e.g. alphabetic or chronological divisions.

If component works do not coincide with component physical parts, make analytical AAPs for the works. If the physical parts also have titles which you think might be used as search terms, make uncontrolled analytical access points (740) for them.

700 12 $a Lewis, C. S. $q (Clive Staples), $d 1898-1963. $t Lion, the witch and the wardrobe.

700 12 $a Lewis, C. S. $q (Clive Staples), $d 1898-1963. $t Prince Caspian.

700 12 $a Lewis, C. S. $q (Clive Staples), $d 1898-1963. $t Horse and his boy.


700 12 $a Lewis, C. S. $q (Clive Staples), $d 1898-1963. $t Silver chair.

700 12 $a Lewis, C. S. $q (Clive Staples), $d 1898-1963. $t Magician’s nephew.

700 12 $a Lewis, C. S. $q (Clive Staples), $d 1898-1963. $t Last battle.
If there are multiple authors or significant editors or significant contributing bodies or other works to which the resource is related, even if these vary between volumes, they will all need access points.

Provide an access point for every series represented in the set, even if not every volume is in every series. List all the relevant numbers in subfield $v$.

[An 8-volume set; all the volumes are in the Travellers’ tales series, but only one volume is in the Oxbridge Anatolia paperbacks series.]

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>490</td>
<td>$a Travellers’ tales; $v volumes 3, 7, 28, 30-34</td>
</tr>
<tr>
<td>500</td>
<td>$a Part 4 is in Oxbridge Anatolia paperbacks series.</td>
</tr>
<tr>
<td>830</td>
<td>$a Travellers’ tales (Oxbridge (Firm)); $v volumes 3, 7, 28, 30-34</td>
</tr>
<tr>
<td>830</td>
<td>$a Oxbridge Anatolia paperbacks</td>
</tr>
</tbody>
</table>

### 6.4b Main part(s) with accompanying material, field by field

When you are dealing with accompanying material of a different type from the main resource you will not find the elements you want for 007, 33X and 34X in the template you are using; but if Aleph has a template corresponding to the accompanying material, you may be able to save time by pasting in these fields from the template.

**Sources**

Accompanying material may be used as the preferred source of information for the set only if there is no other source within the resource. This is sometimes the case with, for example, inserts with sound recordings or instructions with equipment.

**Format**

Base choice of format and template on the main material only.

**006**

Accompanying material will need an 006 field if in a different format from the main parts (see Module 5, 5.2). You should select the appropriate type of 006 on the basis of the content of the accompanying material, except in the case of materials which require a computer, which always have a ‘Computer files’ 006.

Your choice will fill in a value for the first position (006/00) and all the other positions can be left as pipe characters (‘no attempt to code’) except in the case of computer materials, where you should assign a specific value for position 06 (Type of computer file).

**007**

Accompanying material will need an 007 field if it is (i) non-BK and (ii) of a different carrier type from the main material (see Module 5, 5.2). The type of 007 should be selected on the basis of the carrier of the accompanying material.

**008**

Consider only the main item(s), but in the other positions consider the whole resource, unless the accompanying material has a separate 006.

**020**

Include any ISBNs for accompanying material, with suitable qualifiers.

**041**

For languages of librettos use $e$; for other accompanying material use $g$; use $n$ for the original languages of translated librettos and $m$ for those of other accompanying material.

**245 $a**

Consider only the main item(s).

**300 $a-$c**

Consider only the main item(s).
This is where the extent of the accompanying material is entered. Each type of material is preceded by space-plus sign-space, with the subfield code following the first ‘+’ only. Other physical characteristics and dimensions may be added in parentheses, if important.

300  $e  300  $a23 unnumbered pages :$bcolour illustrations ;$c30 cm. +$e1 pen + 1 folded chart (colour ; 90 x 60 cm) + 3 sheets of stickers + 1 sheet of tokens.

33X & 34X Add fields for the accompanying material if this is not covered by the existing 33X and 34X (see Module 5, 5.2).

5XX Make 500 notes on the location of accompanying material relative to the main item(s), the content or intended use of the accompanying material (if known and not made clear elsewhere), and any title and statement of responsibility which is different from that of the main item. (Titles of accompanying material are not included in 505 notes.)

If any of the material is subject to restrictions on use or reproduction, make a 540 note.

500  $a Detachable sheets of stickers, sheet of tokens and chart bound in. Pen in case attached to front cover.

500  $a Accompanying CD contains PDF worksheets and a PowerPoint presentation.

540  $a “Worksheets may be printed out only for the use of staff and employees at purchasing institutions ... Presentation may be shown only to staff and students of the purchasing institution.”—Page 6.

500  $a Accompanied by audio CD of French phrases entitled: La joie de parler français.

740 02 If the accompanying material has a distinctive title which someone might search on, create an uncontrolled analytic added entry for the title (not an AAP).

740 02 $a Joie de parler français.
6.5 Multi-level sets: exploring the options

Sometimes sets have parts within parts, for instance sets of collected works in which some works occupy more than one volume or in which for each work there is a separate volume of commentary.

<table>
<thead>
<tr>
<th>The collected works of Euphemia Pye</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I: A Grimsby romance <em>edited by Nisus Pye</em></td>
</tr>
<tr>
<td>1 - Text with critical apparatus (in two volumes)</td>
</tr>
<tr>
<td>2 - Critical essays and studies</td>
</tr>
<tr>
<td>Part II: Grimsby, my Grimsby <em>edited by Nisus Pye and Sweetie Pye</em></td>
</tr>
<tr>
<td>1 - Text with critical apparatus</td>
</tr>
<tr>
<td>2 - Critical essays and studies</td>
</tr>
<tr>
<td>Part III: Diaries and correspondence <em>edited by Sophronia Tweedle</em></td>
</tr>
<tr>
<td>1. 1910-1920</td>
</tr>
<tr>
<td>2. 1921-1945</td>
</tr>
<tr>
<td>3. 1945-1962</td>
</tr>
<tr>
<td>Part IV: Short stories <em>edited by Persis Tomgallon</em></td>
</tr>
<tr>
<td>1 - Text with critical apparatus (in three volumes)</td>
</tr>
<tr>
<td>2 - Critical essays and studies</td>
</tr>
<tr>
<td>Part V: Journalism and literary criticism <em>edited by Cornelia Bryant</em></td>
</tr>
<tr>
<td>1 - Text with critical apparatus</td>
</tr>
<tr>
<td>2 - Essays and studies</td>
</tr>
<tr>
<td>Part VI: Shorter poems <em>edited by Rachel Lynde</em></td>
</tr>
<tr>
<td>1 - Text with critical apparatus</td>
</tr>
<tr>
<td>2 - Critical essays and studies</td>
</tr>
<tr>
<td>Part VII: Epic poetry <em>edited by Marilla Cuthbert</em></td>
</tr>
<tr>
<td>1A - Hymn of the North</td>
</tr>
<tr>
<td>1B - The sea-rover (in two volumes)</td>
</tr>
<tr>
<td>1C - The grey fisherman</td>
</tr>
<tr>
<td>2 - Critical essays and studies</td>
</tr>
</tbody>
</table>

In such cases you have to decide whether to make a multipart record for the whole set or a separate record for each volume or a number of multipart records for subsets of the whole. The usual considerations apply, but once you have made your decision you must be very clear about exactly what is covered by each record and must not allow the levels to become confused.

- If you made a single record for the whole set you would need very complex contents notes to elucidate the content of each physical part, and you would need a great many notes and added entries. There would also be a risk of mixed editions if the materials were being published over a long period. Nevertheless, it is convenient for readers to have sets of collected works on a single record, so that they can easily discover a library’s holdings, so if there are no edition problems this strategy is worth serious consideration.
• If a single record were too complex or risky, you might make a multipart record for the whole of Part I, another for the whole of Part II, etc., and treat 'The collected works of Euphemia Pye' as a series. That would also allow separate subject headings. Here are the most important fields:

245 10 $aGrimsby, my Grimsby /$cEuphemia Pye ; edited by Nisus Pye and Sweetie Pye.
300 __ $a2 volumes ;$c25 cm
505 0_ $a1. Text with critical apparatus -- 2. Critical essays and studies.
490 1_ $aThe collected works of Euphemia Pye ;$vpart II
800 1_ $aPye, Euphemia.$tWorks.$kSelections ;$vpt. 2

• If you could not make multipart records even at this level, e.g. because of mixed editions, you would need separate records for each volume in most cases. In principle you could treat the two higher levels as series and subseries (e.g., The collected works of Euphemia Pye. Part II, Grimsby, my Grimsby ; 1), but that would leave some very unsatisfactory titles proper in 245, e.g. 'Text with critical apparatus'. Better to keep the distinctive title, e.g. 'Grimsby, my Grimsby' as title proper and use $n and $p for the individual volumes with their less distinctive titles.

245 10 $aGrimsby, my Grimsby.$n1,$pText with critical apparatus /$cEuphemia Pye ; edited by Nisus Pye and Sweetie Pye.
300 __ $a540 pages ;$c25 cm
490 1_ $aThe collected works of Euphemia Pye ;$vpart II, 1
800 1_ $aPye, Euphemia.$tWorks.$kSelections ;$vpt. 2, 1.

• Even so you might be able to make a few multipart records, e.g. for the two volumes of The sea-rover, if the editions were compatible. In this case the individual title is distinctive enough to serve as title proper, so the level above ('Epic poetry') can be treated as a subseries.

245 10 $aThe sea-rover /$cEuphemia Pye ; edited by Marilla Cuthbert.
300 __ $a2 volumes ;$c25 cm
490 1_ $aThe collected works of Euphemia Pye. Part VII, Epic poetry ;$v1B
800 1_ $aPye, Euphemia.$tWorks.$kSelections.$nPart VII,$pEpic poetry ;$v1B.

• If the editions were not compatible you would need to make one record for each volume by adding another level in 245:

245 10 $aThe sea-rover.$nVolume 1 /$cEuphemia Pye ; edited by Marilla Cuthbert.
300 __ $a360 pages ;$c25 cm
490 1_ $aThe collected works of Euphemia Pye. Part VII, Epic poetry ;$v1B, volume I
800 1_ $aPye, Euphemia.$tWorks.$kSelections.$nPart VII,$pEpic poetry ;$v1B, v. 1.

• Whatever strategy you adopt, always make sure that each record has the appropriate ISBNs, statements of responsibility, edition information, 300 $a, 490 $v, access points etc. for all and only the parts it covers.

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