

- Strategic considerations for multipart materials
- Relevant RDA definitions
- AAPs (Authorized Access Points) – *RDA instructions*
- Marc-records in further detail

## Strategic considerations for multipart materials<sup>1</sup>

Determine beforehand what type of description is needed: **Comprehensive** or **Analytical**.

Choice is dependent on

- a. resource itself
- b. choice made for earlier parts, library’s general policies (f.i. shelving restrictions), ....

A **Comprehensive** record must do justice to the parts and will therefore be more complex than a record for a simple item:

- 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.

Sometimes the complexities will be too great for a single (*Comprehensive*) 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 (*Analytical*) records for each part.

Multipart materials therefore require a number of strategic decisions:

1.	Need you treat the parts as really separate?
2.	If the parts should share a multipart ( <i>Comprehensive</i> ) record, should all the parts be treated as equal?
3.	If the parts should be treated as separate, should they have separate ( <i>Analytical</i> ) records or share a ( <i>Comprehensive</i> ) single record?
4.	If the parts should have separate ( <i>Analytical</i> ) records, should these emphasise the set or the part ( <i>i.e. Insufficient part title or Sufficient part title</i> )?

When making the decisions above, bear in mind also the need to add further parts to the bibliographic record, add item records or control circulation.

1.		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 use a <b>Comprehensive</b> record.
2.		If one (or more) part is clearly subordinate to another and would have little or no value on its own: this is considered ‘accompanying material’; use a <b>Comprehensive</b> record.
3.	a.	If the set consists of parts which are themselves <u>freestanding works with distinctive titles</u> , it is preferable to treat it as a series – i.e. <b>Analytical</b> records.
	b.	“Sets” which consist of a <u>mixture of editions</u> should not be put on a single record, instead create <b>Analytical</b> records.
	c.	Parts of a “set” which have the same edition statement but were <u>published erratically</u> (e.g. 1st edition of Vol. 2 was published after the 2nd edition of Vol. 1), are best treated as separate items – create <b>Analytical</b> records.
	d.	parts of a “set” which seems <u>likely to have an erratic pattern</u> of issues are best treated as separate items – create <b>Analytical</b> records.
	e.	<u>Else</u> , create a <b>Comprehensive</b> record. If the parts are numbered, base the Comprehensive description and choice of RDA access points on the lowest numbered part available. For a set with no particular sequence, if there is a source of information for the whole set (e.g. a container

<sup>1</sup> Making grateful use of: [Module 6: Multiparts \[© The Bodleian Libraries, April 2013, May 2014, last updated Jan 2017\]](#)

		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 description is not based on the first numbered part or a source of information for the whole set, it is essential to specify which part is used in a 588 note.  If <i>you</i> 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.
4.	a.	RDA 2.3.1.7.1 Title of Part, Section, or Supplement <u>Insufficient</u> to Identify the Resource=>record the common title as title proper followed by the title of the Part, Section, or supplement. For instance if the collective title is very prominent and the individual title would be unsatisfactory on its own.
	b.	RDA 2.3.1.7.2 Title of Part, Section, or Supplement <u>Sufficient</u> to Identify the Resource => record the title of the Part, Section, or supplement as the title proper. For instance 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. Treat the common title as series title.

If a multiPart (*Comprehensive or single Analytical*) 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, put a note (500) in the bibliographic record to say “No further parts issued” or similar.

When a Comprehensive record is used, make sure to enable Item-holds, i.e. request for a specific Part (Item) rather than any available Part (Item), if required for your library system <sup>2</sup>.

## Relevant RDA Definitions

nb Always Check RDAtoolkit for current and further explanations

### 1.1.3 Mode of issuance:

**multipart monograph** A mode of issuance of a manifestation issued in two or more parts, either simultaneously or successively, that is complete or intended to be completed within a finite number of parts. A dictionary in two volumes, three audiocassettes issued as a set, etc., are included.

### 1.5.1 Different Ways of Describing a Manifestation

There are three different ways of describing a manifestation. Choose the way that is applicable for the type of manifestation and is appropriate to the purpose of the description:

- a) a comprehensive description (see [1.5.2 RDA](#))
- b) an analytical description (see [1.5.3 RDA](#))
- c) a hierarchical description (see [1.5.4 RDA](#)).

+ PCCPS RDA1.5.4: Do not create Hierarchical descriptions.

### 1.5.2 Comprehensive Description [no PCC PS]

A comprehensive description is used to describe the manifestation as a whole. It can be used to describe any of the following types of manifestations:

...

- b) a multipart monograph** (e.g., three videocassettes issued as a set, a kit consisting of a digital videodisc, a model, and an instruction booklet)

...

When using a comprehensive description for a manifestation that has more than one part, record details about the parts of the manifestation in any of the following ways that are applicable:

- a) as part of the description of the carrier (see [chapter 3 RDA](#))
- b) as a relationship to a related work (see [25.1 RDA](#))
- c) as a relationship to a related manifestation (see [27.1 RDA](#)).

### 1.5.3 Analytical Description [no PCC PS]

An analytical description is used to describe a part of a larger manifestation. It can be used to describe any of the following types of Parts:

...

<sup>2</sup> In WMS: MultiPart LHR, with 853-863-876 plus \$8..

**b) a part of a multipart monograph** (e.g., a filmstrip issued as part of a kit containing the filmstrip, an audiotape, and a pamphlet)

...

It is possible to prepare separate analytical descriptions for any number of parts of a larger manifestation (i.e., for one part only, for two or more selected parts, or for all parts of the manifestation).

When using an analytical description, record details about the larger manifestation or about the other parts of the manifestation in any of the following ways that are applicable:

- a) as a series statement (see [2.12 RDA](#))
- b) as a relationship to a related work (see [25.1 RDA](#))
- c) as a relationship to a related manifestation (see [27.1 RDA](#)).

#### **2.3.1.7.1** Title of Part, Section, or Supplement Insufficient to Identify the Manifestation

*If:* the title of the separately issued Part, Section, or supplement appears on the same source of information with the title common to all Parts or Sections (or the title of the larger manifestation)

*and* the title of the Part, Section, or supplement alone is insufficient to identify the manifestation

*then:* record the common title followed by the title of the Part, Section, or supplement.

[=*Onzelfstandige titel*]

#### **2.3.1.7.2** Title of Part, Section, or Supplement Sufficient to Identify the Manifestation

*If:* the title of a separately issued Part, Section, or supplement appears on the same source of information with the title common to all Parts or Sections (or the title of the larger manifestation)

*and* the title of the Part, Section, or supplement alone is sufficient to identify the manifestation

*then:* record the title of the Part, Section, or supplement as the title.

[=*Zelfstandige titel*]

#### **3.4.1.10** Incomplete Manifestation

When preparing a comprehensive description for a manifestation that is not yet complete, record the term indicating the type of unit without the number. Apply also for a manifestation when the total number of units issued is unknown.

Do not record an extent for a manifestation that is not yet complete (or if the total number of units issued is unknown).

*If:* the manifestation was planned to be in more than one unit, but not all have been issued

*and* it appears that the manifestation will not be continued

*then:* describe the incomplete set by recording the number of units issued. Make a note that no more units have been issued (see [3.21.2.4 RDA](#)).

#### **6.2.2.9** Recording the Preferred Title for a Part or Parts of a Work

Record the preferred title for a part or parts of a work by applying the instructions at [6.2.2.9.1 RDA](#)–[6.2.2.9.2 RDA](#), as applicable.

### AAPs (Authorized Access Points) – RDA instructions

nb Always Check RDAtoolkit for current and further explanations

#### **5.5** Authorized Access Points Representing Works and Expressions

When constructing an authorized access point to represent a work or expression, use a preferred title for work (see [6.2.2 RDA](#)) as the basis for the access point.

Construct the authorized access point representing the work by combining:

- a) the authorized access point for an agent responsible for the work (see [6.27.1.2 RDA](#)–[6.27.1.8 RDA](#)), if appropriate
- b) preferred title for work (see [6.2.2 RDA](#)).

<...>

When constructing an authorized access point to represent a part or parts of a work, apply the instructions at [6.27.2 RDA](#).

When constructing an authorized access point to represent a particular expression of a work (or of a part or parts of a work), use the authorized access point representing the work and include one or more elements identifying the expression (see [6.27.3 RDA](#)).

Some changes affect the identification of a work issued as a multipart monograph, serial, or integrating resource and require the construction of an authorized access point representing a new work. For changes affecting the identification of a work, see [6.1.3 RDA](#).

## 5.6 Variant Access Points Representing Works and Expressions

When constructing a variant access point to represent a work or expression, use a title of work (see 6.2.1 [RDA](#)) as the basis for the access point.

If the authorized access point for the work has been constructed using the authorized access point for an agent followed by a preferred title for work (see 6.27.1.2 [RDA](#)–6.27.1.8 [RDA](#)), construct the variant access point by combining:

- a) the authorized access point representing that agent
- b) a title of work.

Include additional elements in the variant access point as appropriate. Apply the following instructions, as applicable: additional elements in authorized access points representing works (see 6.27.1.9 [RDA](#))  
authorized access point representing an expression (see 6.27.3 [RDA](#)).

Construct a variant access point to represent a part or parts of a work by applying the instructions at 6.27.4.3 [RDA](#).  
<...>

## 6.27.2 Authorized Access Point Representing a Part or Parts of a Work

### 6.27.2.1 General Guidelines on Constructing Authorized Access Points Representing Parts of Works

Construct the authorized access point representing a **part or parts of a work** by applying the instructions at [6.27.2.2 RDA](#)–[6.27.2.3 RDA](#), as applicable.

#### Exceptions

*Parts of musical works.* For a part or parts of a musical work, apply instead the instructions at [6.28.2 RDA](#).

*Parts of religious works.* For a part or parts of a religious work, apply instead the instructions at [6.30.2 RDA](#).

### 6.27.2.2 One Part

Construct the authorized access point representing a part of a work by combining:

- a) the authorized access point representing the person (see [9.19.1 RDA](#)), family (see [10.11.1 RDA](#)), or corporate body (see [11.13.1 RDA](#)), responsible for the part (see [6.27.1.1 RDA](#)–[6.27.1.8 RDA](#), as applicable)
- b) the preferred title for the part (see [6.2.2.9 RDA](#)).

#### Exceptions

*Non-distinctive titles.*

*If the part is identified only by a general term (with or without a number), construct the authorized access point representing the part by combining:*

- a) the authorized access point representing the work as a whole
- b) the preferred title for the part (see [6.2.2.9.1 RDA](#)).

<...>

If the part is a work for which the instructions at [6.27.1.3 RDA](#)–[6.27.1.8 RDA](#) specify the use of the preferred title as the authorized access point representing the work, use the preferred title for the part as the authorized access point representing the part. Apply the exceptions in [6.27.2.2 RDA](#), if applicable.

### 6.27.2.3 Two or More Parts

If: two or more parts of a work are consecutively numbered  
and

each is identified only by a general term and a number

then: construct the authorized access point by combining:

- a) the authorized access point representing the work as a whole (see [6.27.1 RDA](#))
- b) the preferred title for the sequence of parts (see [6.2.2.9.2 RDA](#)).

When identifying two or more parts that are unnumbered or non-consecutively numbered, construct authorized access points for each of the parts. Apply the instructions at [6.27.2.2 RDA](#).

#### Alternative [LC-PCC PS](#)

When identifying two or more parts of a work that are unnumbered or non-consecutively numbered, identify the parts collectively. Construct the authorized access point representing the parts by combining:

- a) the authorized access point representing the work as a whole (see [6.27.1 RDA](#))
- b) the conventional collective title *Selections* [6.2.2.9.2 alternative RDA](#)

## 6.27.4 Variant Access Point Representing a Work or Expression

### 6.27.4.3 Variant Access Point Representing a **Part of a Work**

*If:* the title of the part of a work is distinctive  
and the authorized access point for the part has been constructed by using the authorized access point representing an agent followed by the preferred title for the work as a whole, followed by the preferred title for the part

*then:* construct a variant access point representing the part by combining:  
a) the authorized access point representing that agent  
b) the preferred title for the part.

*If:* the authorized access point for the part has been constructed by using the authorized access point representing an agent followed directly by the preferred title for the part

and the authorized access point for the part does not use a preferred title for work as a whole

*then:* construct a variant access point representing the part by combining:  
a) the authorized access point representing that agent  
b) the preferred title for work as a whole  
c) the preferred title for the part.

*If:* the title of the part of a work is distinctive

and the authorized access point for the part has been constructed by using a preferred title for work as a whole, followed by the preferred title for the part

*then:* construct a variant access point by using the preferred title for the part on its own.

If the authorized access point for the part has been constructed by using the title of the part on its own, construct a variant access point by combining:

- a) the preferred title for work as a whole
- b) the preferred title for the part.

Include additional elements in the variant access point as appropriate. Apply the instructions at [6.27.1.9 RDA](#), as applicable.

Construct additional variant access points if considered important for access.

## Marc-records in further detail

### **Comprehensive** description

RDA 2.1.2.3 A description that describes the resource as a whole. I.e. 1 record for complete (or to be completed) set:

- 245 \$aTitle proper of MP
- 300 \$a <number of> volumes
- 264 \$c <date 1st volume>-<date last volume>
- 505 Note in formatted or unformatted form

Marctag 505: Contents notes may be encoded at one of two levels: basic or enhanced. The use of enhanced (or subfielded) 505 notes is strongly encouraged to provide the level of detail allowed by RDA instructions

*Note:* \$t is indexed for WorldCat 'ti'-index, \$r is indexed for WorldCat 'au'-index.

### **Analytical** description

RDA 2.1.3 A description that describes a Part of a larger resource. I.e. each Part/Section gets its own record.

RDA 2.3.1.7.1 Title of Part, Section, or Supplement Insufficient to Identify the Manifestation => record the common title followed by the title of the Part, Section, or supplement.

RDA 2.3.1.7.2 Title of Part, Section, or Supplement Sufficient to Identify the Manifestation => record the title of the Part, Section, or supplement as the title.

*Note:* Within a set, both variants may occur.

## Title of Part, Section, or Supplement **Sufficient** to Identify the Manifestation

245 \$a Title proper of the Part  
245 \$b other title information of the Part  
245 \$c SOR of the Part  
490 \$a <Common title> / <Personal name> ; \$v <Volume/sequential designation>  
or: 490 \$a <Common title>; \$v <Volume/sequential designation>  
Plus 8xx for the Common title:  
800 \$a <Personal name>\$t <Common Title > ; \$v <Volume/sequential designation>  
or: 830 \$a \$v  
(use the authorized access point form of the expression of the series established in the LC/NACO Authority File, if there is no record in the Authority File, omit 8XX)

Title of Part, Section, or Supplement **Insufficient** to Identify the Manifestation

NB 245 \$c: .... Once subfield †c has been recorded, no further subfield coding of field 245 is possible. In records formulated according to ISBD principles, subfield †c contains all the data following the first slash (/).

a. Title proper of the common title without SOR:

245 \$a Title proper of the common title  
245 \$b other title information of the common title  
245 \$n Number of Part/Section  
245 \$pName of Part/Section  
245 \$b Subtitle of Part/Section  
245 \$c SOR of Part/Section

b. Title proper of the common title with its own SOR:

245 \$a Title proper of the common title  
245 \$b other title information of the common title  
245 \$c SOR of the common title  
<period space> Number of Part/Section  
<comma space> Name of Part/Section  
<space colon space> Subtitle of Part/Section  
<space slash space> SOR of Part/Section

246 30 \$a Name of Part/Section [if no SOR for Part/Section present] Or:

7xx x2 \$a <author of Part/Section> \$t name of Part/Section

**Analytical** description for set with Section(s) and Part(s)

a. Result of strategic decisions: Analytical descriptions at **Part** level: ....

Title of Part Sufficient .... + 2x 8xx (Section + Common title)

Title of Part Insufficient .... + 1x 8xx (Common title)

b. Result of strategic decisions: Analytical descriptions at **Section** level, create a **Comprehensive** description for the Section.

Title of Section Sufficient .... + 1x 8xx (Common title)

Title of Section Insufficient ....

**Sources used:**

- [Module 6: Multiparts \[© The Bodleian Libraries, April 2013, May 2014, last updated Jan 2017\]](#)

- [RDAToolkit](#)

- ppt-presentatie MPs in Worldcat, van RM-workshop 2017-05-02 Leiden, in [GGC Transition Community Center](#)