

## Cataloging Multipart Items

When you are confronted with a multipart item (a 10 volume encyclopedia or a set of DVDs or videocassettes, for example), you must decide:

**Should each part be cataloged separately?** You might consider using a separate bib record for each part IF each part has a unique title, and/or different statements of responsibility, different subjects, summaries, or cast members, for example.

### If YES →

- \* Find a separate, unique bibliographic record for each part of the set.
- \* Never use copies of the *same* bibliographic record for each part of the set.
- \* Do **not** use the volume field in the item record.

### If NO →

1. Find one bibliographic record that represents the whole set.
2. You must decide: **Should each part *circulate* separately?**

#### If YES →

- \* You must create a separate item record for each part of the set.
- \* You *must* use the volume field in the item record to distinguish each item.

#### If NO→

- \* Use one item record for the whole set.
- \* Do not use a volume field in the item record.

See example below: **Elizabeth R miniseries (6 videocassettes), cataloged 2 ways:**

**Parts cataloged separately:**

**1<sup>st</sup> Bib record:**

245 00 Elizabeth R. |nVol. 1, |pThe lion's cub|h[videorecording] /  
|cBritish Broadcasting Corporation.  
246 3 Lion's cub  
300 1 videocassette (90 min.) : |bsd., col. ;|c1/2 in.  
520 "Princess Elizabeth endures imprisonment and faces  
execution before she ascends to the throne"-Container.

**Item record:**

090 VID ELI v. 1

**2<sup>nd</sup> Bib record:**

245 00 Elizabeth R. |nVol. 2, |pThe marriage game|h[videorecording]  
/|cBritish Broadcasting Corporation.  
246 3 Marriage game  
300 1 videocassette (90 min.) : |bsd., col. ;|c1/2 in.  
520 "Elizabeth looks for a husband and invites amorous  
intrigues"-Container.

**Item record:**

090 VID ELI v. 2

etc.

**Parts not cataloged separately:**

**Bib record:**

245 00 Elizabeth R|h[videorecording] /|cBBC Video ; produced and  
directed by Roderick Graham.  
300 6 videocassettes (540 min.) : |bsd., col. ;|c1/2 in.  
505 0 v. 1. Lion's cub - v. 2. Marriage game - v. 3. Shadow in  
the sun - v. 4. Horrible conspiracies - v. 5. Enterprise  
of England - v. 6. Sweet England's pride.

**Item records:**

090 VID ELI  
v v. 1

090 VID ELI  
v v. 2

etc.

or: (1 item for whole set)

090 VID ELI