

Ordering Subsequent Volume(s) when the First Volume is Cataloged as a Single-part Monograph (LTS Procedure #34)

Scope: *This document outlines the procedures that LTS Acquisitions staff follow when pre-order searching for a multi-volume title reveals that the 1st volume of the work has been cataloged as a single-part monograph. Judgment is required in determining whether or not the subsequent volume(s) can be ordered on the existing bibliographic record of the first volume.*

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Date updated: 25 Mar 2021

Date of next review: February 2022

[Compare the bibliographic information in the existing record in Voyager with the order request](#)

[Alert receivers of the multi-volume order](#)

A. Compare the bibliographic information in the existing record in Voyager with the order request

1. If the information matches:
 - Order the subsequent volume(s) on the existing record without editing the record.
 - Enter the appropriate vendor note (e.g., "Order for v.2-3") in the "Instructions to Vendor" field of the Purchase Order.
2. If the information varies:
 - Determine whether it would be clear to the vendor which volume(s) the library intends to order if the order were placed with the existing record.
 - If it is clear, proceed as instructed under A-1.
 - If it is unclear, ask the Ordering supervisor for further instructions (e.g. ordering on the vendor's website with added notes in the existing record in Voyager).
3. If titles are the same, but the existing bibliographic record has a volume designation and part title (subfield 'n' and 'p', respectively) in the 245 field, carefully edit the record. (the instructions below must be carried out fully in sequence):
 - Edit the Voyager record carefully: Use the CUT command (Ctrl + x) to TEMPORARILY delete the information beginning with the |n field in the 245 (e.g., '|n Tome III'), and including any subsequent individual piece title, to allow the purchase order to show only the main title of the multi-volume.
 - Enter the purchase order information completely, including notes to the vendor, stating exactly which volume(s) the order is intended for.
 - Approve the purchase order as regular or EDI order as appropriate.

AFTER approval of the purchase order:

- Return to the bibliographic record, and use the PASTE command (Ctrl + v) to put the subfield 'n' and all subsequent information back in the 245 field, in its original place.
- SAVE the bibliographic record.

B. Alert the receivers of the multi-volume order

In the "Internal Notes" field of the purchase order in Voyager, add "originally cat. as a single-part monograph, v. [x] ordered" to alert the receivers (who, in turn, alert the catalogers) that the original monograph should be retrieved and re-cataloged.