

Added Volumes/Copies (LTS Procedure #5)

Scope: *This procedure outlines the process by which newly received volumes are added to a title which has already been cataloged.*

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Unit: Cataloging

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A. Fully Cataloged Record Already in FOLIO

1. Search OCLC to see if the master record has already been updated to include the volume(s) you have in hand. If it has been, overlay the record in FOLIO. Include your statistics code in the transaction data note.
2. If the record has not yet been updated in OCLC, make any required edits there. Pay particular attention to those fields most likely to be affected by the addition of a new piece--that is, the 260/264, 300, 4xx/8xx, and 505 fields, as well as those fixed fields which convey information about the publication date(s). If the piece in hand has an author, editor, publisher, etc. that did not appear on earlier volumes, record this information in the record whenever necessary. Subsequent 260 or 264 fields may need to be added, particularly to PCC records, to reflect changes in imprint, although 500 notes are still acceptable. (Should they become too lengthy they can be deleted and a 500 note "Publisher varies" added instead.) Be sure to create any corresponding additional access points when required by AACR2 or RDA rules. Any new access points should be under authority control. Complete authority work should also be done for any record which has not been updated since 1980. If a varying form of the title proper appears prominently on the item(s) in hand that did not appear on earlier volumes, add the appropriate note and entry for the variant title whenever AACR2 or RDA rules prescribes such an addition.
3. Updates to PCC records (ELvl blank/042 pcc) should be saved in the online save file in OCLC and referred to a supervisor/original cataloger for completion.
4. After the record has been updated in OCLC, overlay the record in FOLIO. Include your statistics code in the transaction data note.
5. Update the holdings portion of the record. If the multivol is series classed, add new series numbers to the call number for each volume added. If there are many volumes, in the call number field, record only the first number in the series followed by "etc."
Update the Holdings statement(s) according to the guidelines in the [Holdings Records](#) Procedure. Be sure to record the multivolume numbering in the same way as it appears on the items (i.e., the caption and number should match what appears in the contents note, if there is one), using AACR2 abbreviations when available for the holdings and item records. If the form of numbering on the items varies, use the most common or most recent form in the Holdings record. Also, be sure to record the range of years of publication whenever the multivol is incomplete for that location.
6. Barcode each new volume and create corresponding item records according to the guidelines in [LTS Procedure #12, "Barcodes on Monographs"](#) (when applicable) and in [Item Records](#). Follow LTS guidelines for recording [volume enumeration](#) in the call number (see [LTS Procedure #9, "Classification and Shelving"](#)). Keep in mind that when a title which was previously treated as a single-volume work is subsequently re-cataloged as a multivol, the earlier volume will need to be remarked (with vol enumeration) and the enumeration field of the corresponding item record updated.
7. Fill out a yellow "Completed Multivol Report" card when the volume(s) you are adding complete(s) the set. This refers to continuations which have a purchase order that needs to be closed. Yellow cards are not necessary for firm orders. Place the card on the "problems for Acquisitions Services" shelf.
8. When the first and subsequent fascicles of a new volume are cataloged, write the call number with the volume and fascicle number on the front cover of the item, and send it to the stacks. These items do not need to go to Physical Processing; they can be placed on any "Return to stacks" shelf. When the last fascicle is cataloged, retrieve the earlier fascicle(s) and, if complete, send to Conservation. Do not barcode. Include a note that states the set is complete and should be bound together.
9. When handling serial-like or fascicle-like items with multi-level enumeration that are cataloged as monographs and are thin and paperback, do not barcode. Add a staff-only Holdings note: DO NOT BARCODE--Treat as fascicle. Such items may be bound together, and the barcoding will be completed when the pieces are in their final physical form. If binding materials arrive with fascicles put them on the "Return to Stacks" shelf along with fascicle if the fascicle is not complete.

B. Core-Level Records (E/L = 4 or E/L = 7, with 899 "core-level")

1. Search OCLC. If the record has been updated to a higher encoding level there, or a fuller record is found, following the instructions above.
2. Update, if necessary, those variable fields already present in the bibliographic portion of the catalog record. Do not add new variable fields except in the following circumstances:
 - a series statement appears on the item(s) in hand that did not appear on earlier volumes and, thus, does not already appear on the BIB record -- in this case add the appropriate series statement and 500 note with explanation
 - if a series statement is lacking in a particular volume, this should be noted
 - a new author and/or editor appears on the item(s) in hand who differs from those authors and/or editors of earlier volumes who are traced in the BIB record -- in this case add the appropriate note and heading for the additional author and/or editor whenever AACR2 or RDA rules prescribe such an addition; do not trace subsequent authors and/or editors if earlier authors/editors are not already traced in the BIB record. Should the addition of 500 notes become too lengthy, their deletion and the addition of a 500 note, "Editor varies" is acceptable

- a varying form of the title proper appears prominently on the item(s) in hand that did not appear on earlier volumes and, thus, does not already appear in the BIB record -- in this case, add the appropriate note and entry for the variant title whenever AACR2 or RDA rules prescribe such an addition
- a change in imprint, requiring an additional 260 or 264 field in PCC records, while 500 notes are still acceptable for others.

Update fixed fields if necessary. If the encoding level (E/L) is "7", change it to "4". Delete 899 "core-level" notes.

3. Complete the cataloging of the added volume(s) according to the instructions given above..

C. Special handling for bound together items in LTS Olin

When catalogers are sending items that should be bound together to Conservation for treatment, they should note the treatment in the appropriate area of the location flyer. Also, circle "Special Handling" on the flyer or include a grey "Special Handling" flyer in the item to alert Conservation staff of the need for special handling.

D. Multivol policy when earlier vols. reside in Annex

In the situation where new volumes of a multivolume set are received, the new volume(s) should be added to the set at the Annex.

E. Policy when replacing one volume of a multivol set

In the situation where one volume of a multivolume set is obtained (either by firm ordering the new copy or in the form of a gift), the new "replacement" volume should be considered copy 1, in an effort to complete the set as one unit. However, when a new copy of a single volume title is replaced, the new volume should be considered a copy 2, taking the necessary steps to indicate the first/other copy "withdrawn".

F. Adding sub-locations within the same main location:

- When there are several copies of a book going to a different sub-location within a main location, specific copy numbers should be used even if there is a variation in the call number (**exception for Vet eliminated 07/09**).
- If there is a copy in any Asia loc, any subsequent copy for another Asia loc will require a copy number.