

# "Bound With" and "Filmed With" Materials (LTS Procedure #65)

**Scope:** This procedure addresses the creation of MFHD and ITEM records for two or more works issued independently that have been subsequently placed together under one cover or comparable packaging. See cataloging rules for bibliographic description of such works.

The "Bound With" instructions for print titles assume that "with" notes will be copy-specific. These instructions are aimed at both catalogers and post-cataloging staff.

"Filmed With" situations are more nebulous and depend on whether the filming (or re-filming) is universal or copy-specific, or on whether the microfilm copy has been added to a print record. Catalogers should use judgment in determining how and when to record "filmed with" information, based on AACR2, the LCRIs, the "Bound With" section of this procedure, and the situation at hand.

The "Filmed With" guidelines in this procedure cover item record creation and barcode linking only, and are aimed primarily at staff who barcode microfilm containers as part of the post-cataloging or collection management process.

**Contact:** [Pedro Arroyo](#)

**Unit:** Database Quality

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## [Bound With \(Print Titles\)](#)

## [Filmed With \(Microfilm Titles\)](#)

## [Empty item record creation](#)

## [Item Records Without Barcodes for Bound With and Filmed With at the Annex](#)

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### Bound With (Print Titles)

1. Identify which title is first in the physical volume. For that title:

a. Create an item record, if one is not already attached to the proper holdings screen. Since this single item record will represent the entire physical volume, be sure to record the proper enumeration and chronology for the bound volume (if applicable) in the item record.

b. Add a note in the Holdings notes section that records either:

- Notes the NEXT title in the volume (cite full author heading and enough of the title to allow for a reasonable search)

Note type *	Note *	Staff
<input type="text" value="Note"/>	<input type="text" value="Bound with: Anderson, Sven L. En romantikens kyrkoman."/>	<input type="checkbox"/>
<input type="text" value="Note"/>	<input type="text" value="Bound with: Career (United Office and Professional Workers of America)"/>	<input type="checkbox"/>

- Or, notes the position of the title in the volume and the spine title of the volume. In the case of a partially analyzed serial, use the enumeration from the piece itself, when appropriate

Note type *	Note *
<input type="text" value="Note"/>	<input type="text" value="No. 2 in a vol. lettered: Rebellion pamphlets, 13."/>
<input type="text" value="Note"/>	<input type="text" value="No. 18 in vol. lettered 'Speeches, sermons and addresses, vol. 13.'"/>
<input type="text" value="Note"/>	<input type="text" value="Samuel J. May Anti-Slavery Pamphlet Collection. No. 14 in a vol. lettered: May Anti-Slavery Pamphlets"/>
<input type="text" value="Note"/>	<input type="text" value="No. 20 in a vol. with binder's title: U.S. political pamphlets, v. 16. bound in 3/4 cloth over marbled boards, spine gilt"/>

2. Identify the subsequent titles in the physical volume. For each title:

a. Create an "empty" item record (no barcode). See [below](#) for more information about what to record or not record in these items.

b. To the holdings record add:

- A note that either identifies the FIRST item in the volume, or notes the position of the title in the volume and the spine title of the volume (as in [Step 1b](#))
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Note type *	Note *
<input type="text" value="Note"/>	<input type="text" value="Bound with: Anderson, Sven L. En romantikens kyrkoman."/>
<input type="text" value="Bound with item data"/>	<input type="text" value="3192400969056"/>

3. If one or more of the subsequent titles in the physical volume are not monographic, single-part materials, additional information may need to be added. For a single serial volume or issue, or a part of a multi-part title bound with other unrelated materials, volume or other identifying information should be recorded with the barcode to indicate which part or parts of the title represented by that holdings record are included in the "bound with" volume. In general, use the same format for that information that has been used in the holdings for the serial or multi-part holdings string. If necessary, a note pertaining to the physical arrangement can be added to the 87X field as well in a \$z

Note type *	Note *
Note	Bound with: Krommer, Franz, 1759-1831. Six [sic] quintettis, pour deux
Bound with item data	violin 1 31924018688493
Bound with item data	violin 2 31924018688436
Bound with item data	viola 1 31924018688444
Bound with item data	viola 2 31924018688451
Bound with item data	violoncello 31924018688469

**Ex.:** 876 ## \$3 v.3:no.1 (1855:Jan.) \$p 31924084331675

**Ex.:** \$3 score + 3 parts \$p 31924084331889 \$z Each of the 4 physical pieces (score, violin, viola, violoncello) of the Mendelssohn is hard-bound with its equivalent in the Weber. All pieces stored in one box.

4. This technique can also be used to link holdings for analyzed portions of serials to the serial record when a separate item record is not required or desired for the monographic records for the analyzed pieces.

5. **For retrospective conversion only:** If Cornell has cataloged one or more titles but has not cataloged all titles that have been bound together subsequent to publication in a single physical volume, select the first cataloged title as your primary title (Note: it may not be the first title in the volume), add a holdings record to this instance, and to all the other cataloged titles in the volume, with appropriate 'bound with' and "Bound with item data" notes. Ignore all the uncataloged titles in the volume. In addition, add the following staff note in the holdings record for the primary title:

Note type *	Note *	Staff only
Note	No. 1 in a vol. lettered: Republican pamphlets, 1896, 1.	<input type="checkbox"/>
Note	Some titles in physical volume will not be cataloged.	<input checked="" type="checkbox"/>

However, if Cornell has not cataloged any titles that have been bound together subsequent to publication in a single physical volume, create a instance and holdings record for the first title in the volume. Add the following staff note in the holdings:

Note type *	Note *	Staff only
Note	No. 1 in a vol. lettered: Improvement of city of Washington. Miscellaneous.	<input type="checkbox"/>
Note	Other titles in physical volume will not be cataloged.	<input checked="" type="checkbox"/>

### Filmed With (Microfilm Titles)

1. Identify which title is first on the microfilm reel from the 533 note in the bibliographic record(s), the 843 \$n or 852 \$z note in the Mfhd record(s), or from a call number search. If it is not clear which is the first title on the reel, choose one of the titles as the "primary" title. For that title: Create an item record, if one is not already attached to the proper Mfhd. Since this single item record will represent the entire physical reel, be sure to record the proper enumeration and chronology for the reel (if applicable) in the item record.

2. Identify the other titles on the microfilm reel. For each title:

- Do not create item records. Delete (or relink) any that are already attached to target Mfhd records.
- To the holdings record add:

- An 87X field with a \$p [barcode of first title item record]; normally, 876 (for a basic bibliographic unit) would be used, but 877 or 878 should be used if the material is a supplement or index.
- Ex.:** 876 ## \$p 31924084331184

3. If one or more of the subsequent titles on the microfilm reel are not monographic, single-part materials, additional information may need to be added to the 87X information. For a single serial volume or issue, or a part of a multi-part title filmed with other unrelated materials, volume information should be recorded in the 87X \$3 to indicate which part or parts of the title represented by that holdings record are included on the "filmed with" reel. In general, use the same format for the \$3 information that has been used in the holdings for the serial or multi-part holdings string. If necessary, a note pertaining to the filmed arrangement can be added to the 87X field in a\$z.

**Ex.:** 876 ## \$3 v.3:no.1 (1855:Jan.) \$p 31924084331675

**Ex.:** 876 ## \$3 score + 3 parts \$p 31924084331889 \$z Each of the 4 pieces (score, violin, viola, violoncello) of the Mendelssohn have been filmed with its equivalent in the Weber.

**4. For retrospective conversion only:** If Cornell has cataloged one or more titles (but has also not cataloged one or more titles) that have been filmed together in a single physical reel, select the first cataloged title as your primary title (Note: it may not be the first volume on the reel), add a MFHD to this, and to all the other cataloged titles in the volume, with appropriate 'bound with' notes and 876s. Ignore all the uncataloged titles on the reel. In addition, add the following staff note in the MFHD for the primary title:

**Ex.:** 852 ... \$x Some titles on physical reel will not be cataloged.

However, if Cornell has not cataloged any titles that have been filmed together on a single physical reel, create a bib record and MFHD for the first title in the volume. Add the following staff note in the MFHD:

**Ex.:** 852 ... \$x Other titles on physical reel will not be cataloged.

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### Empty item record creation

1. If the MFHD has no 86X fields and there is no subfield 3 in the 876 field, create an empty item record, (no barcode), and only place "Bound with" in the enum portion of the empty item record if MFHD is a serial or a book. If the item is in a form of microfilm, microfiche, microcard, or some other form of film type, place "Filmed with" in the enum portion of the empty item record. The item type should be same as the parent 876 field barcode.
2. If the MFHD has a single 866 field with enum and/or chron data, that data has to be transferred over to the enum and/or chron portion of the empty item record accordingly.  
Example: If the 866 field had some form of enumeration, such as v.1 or pt.2, that data would be placed in the enum section behind the note "Bound with: v.1" or "Bound with: pt.2". If there is only chronology data, such as 1999 or 1829, that data would be placed in the chron section of the empty item record. The "Bound with:" note, including the colon, is still placed in the enum section of empty item record. If the 866 field has both enumeration and chronology data, such as Bd.6 (1946), then the enumeration portion is placed behind the note "Bound with:Bd.6" in the enum section and the chronology portion is placed in chron section, without the parentheses.  
NOTE: If the 876 field has a subfield 3 with the same or similar data as the 866 field, use the data in the 876 subfield 3 when creating the empty item record.
3. If the MFHD has an 866 field and a 867/868 field, with data representing a supplement and/or index, that data would be included in the enum or chron section accordingly.  
Example: If there was an 866 field with data such as no.1-2 and a 867 field with 1929, the enumeration data would go behind note "Bound with: no.1-2" and the supplement data would be placed in the chron section as such, "includes supplement 1929". If the 866 field only had chronology data such as 1986 and the 867 had supplement data such as 1986:Dec., the "Bound with:" note is still placed in the enum section of the empty records and the chronology data placed in the chron section of the empty item record in this format: 1986 (includes supplement 1986:Dec.)
4. If the MFHD has multiple 86X fields, please consult [Peter DelaCudra](#) prior to creating the empty item record, as the array of data may not fit within the parameters of the spacing in the enum/chron section of the empty item record.

### Item Records Without Barcodes for Bound With and Filmed With at the Annex

1. After the 876 fields are created for the bound with holdings and the "parent" record with the item that contains the barcode is accessioned at the Annex, Batch Processing staff will receive an email of a report generated by a weekday- scheduled cron job detailing the mismatch of locations between the "parent" and the other holdings with the 876 barcode.
2. Batch Processing staff will use this report to execute a script to flip the holdings with the 876 field to the "parent" MFHD's location and create item without barcodes ("empty") with an enumeration of "Bound with" or "Filmed with." If the 876 field has a subfield 3 with the enumeration of the volume or reel in which that title is contained, then that is appended to the enumeration of the "empty" item record.

**Ex.** Boundwith:v.4-8

**Note:** "Empty" items should only be created after the parent holding has been accessioned. Otherwise this causes problems for staff at the Annex.