Analytics for non-Analytics Catalogers

An analyzed series, as defined at the U of A, is a series that is classed together but has individual records for some (or all) of the individual titles.

An analyzed series must include not only the individual bib records as desired, but also an additional bib record to be the “set” record, and a series authority record that indicates that the series is analyzed. Item records for individual volumes are also handled in a special way.

For full information on the handling of a series in monographs, please see the “Copy Cataloging of Books Phase 2” procedure from the Monographs Unit (http://dante.uark.edu/webdocs/cataloging/monoscopycat2.pdf)

Most analytics cataloging is currently carried out by Rose Cody in the Database Maintenance Unit.

Series authority record

1. Should include 050 with the classification number and numbering designation for the call number (which may differ from that for the series).
2. 646 (Series Classification Practice field) coded “c” (classed as a collection) rather than “s” (classed separately)
3. 644 (Series Analysis Practice) will be “f” for “fully analyzed” or “p” for “partially analyzed” (when some but not all volumes are analyzed). A subfield $d$ may be used to indicate exceptions to the analysis practice, e.g. "$d items cataloged after 12/12/02"
4. 3. If you are setting up a new series authority record, check the Database Maintenance Manual’s section on analyzed series for further details. (http://dante.uark.edu/webdocs/cataloging/dbmmanual/seriesauthoritywork.pdf). Also check with Deb Kulczak.

Example:

001  n 84745752
008 840823n acaacaaa a ana cz n
010 n 84745752|zn 86718690|zn 42026746
050 HF5415.2|b.M37|dno.
130 0 Report (Marketing Science Institute)
410 20 Marketing Science Institute.|tReport
430 0 Preliminary research report (Marketing Science Institute)
641 Numbered within the year, each year beginning with no. 100, e.g. 80-100, 80-101
642 no. 80-112|5DLC
642 83-104|5AFU
643 Cambridge, Mass.|bMarketing Science Institute
644 p|5AFU
645 t|5DLC|5AFU|dtitles cataloged after 1/91
646 c|5AFU|dexcept unnumbered issues

MSI report, Special report, and Technical report are variant names of the Report and are used for internal classification only--Phone call to pub., 4-19-84

CLASS SEP. unnumbered issues

Authority processing complete

**Set record**

1. This bib record is usually a serial record on which future volumes will be checked in. However, in some cases a monographic record is appropriate.

**Individual bib records**

1. Call number: two 090 fields should appear. The first one is for the “set” call number (without volume numbering). The second one should include the volume number (after the Cutter number). Getting these in the wrong order will cause an incorrect display in InfoLinks.
2. Don't forget the series field! 440 or 490/830. See the Copy Cataloging Phase II procedure, mentioned above, for more info.

**Item records**

1. The item record is CREATED ON THE SET RECORD and then cross-linked to the individual record. This is so that when Circ prints a notice, the serial/series title will display. Linking is done by means of the “X > Link to additional bib rec” command when you are viewing the item record.
2. Don't forget the volume field.

Examples to look at:

Report (Marketing Science Institute)
HF5415.2.M37 no. ....
This serial example is all cleaned up.

Afro-American rare book collection
E185.5 .A34
A monograph example. Unusual volume “numbering” by author's name.

ASAE distinguished lecture series. Tractor design.
An example of various formats. Note that no. 26 exists only online and therefore has a LOT of call number fields in its item record (to prevent the 099 http call number from displaying in public mode). A very unusual occurrence.

kmkl/2003