GUIDELINES FOR TREATMENT OF SERIAL SUPPLEMENTS

Consult with unit head when processing serial supplements if there is any doubt as to the correct treatment.

1. Serial supplements are cataloged on a separate bibliographic record ONLY if the following conditions exist:
   a. The supplement has a distinctive title that is searched differently than the parent serial.
   b. The supplement has a distinctive numbering system from the parent serial.
   c. The supplement can be used alone.

In these cases, it is more efficient for the Serials Department to have separate bibliographic records, each with a check-in record attached.

NOTE: The call number of the separately cataloged supplement should be different from the parent serial, although it may be very similar. Some previously cataloged supplements may only differentiate with the abbreviation sup.

2. Serial supplements are cataloged with the parent serial when:
   a. The supplement is a named section which is bound in or stapled in the parent serial.
   b. The supplement does not have a distinctive numbering system, for example, v.11 sup.
   c. The supplement is bound in with the parent by the library.
   d. The supplement may or may not have a distinctive title.
   e. The supplement may be used alone but often is used with the volume number it corresponds with.

In these cases, it is more efficient for the Serials Department to have one bibliographic record, which may have more than one check-in record.

3. Additions to serial parent bibliographic record (see examples).
   a. For unnamed supplements or monographic supplements, add this note: 525 Supplements accompany some issues.
   b. For named serial supplements, add a 246 and 222 title added fields and this note:
      222 Obesity in Europe
      246 10 Obesity in Europe
Has supplement: Obesity in Europe, <1992–

4. Call number pattern for labeling:

Z
1037
.W765
v. or date - refers to the edition date that the sup. is to sup.
no. or date - no. or v. of the sup./date sup. came out

for example: Z
1037
.W765
1985 - the 5th ed., 1985
sup.
1988 - the 1988 supplement

Remember that supplement dates need to have the date of the edition that the supplement is to, first in the call number so they will stand together on the shelf.

11/17/94 - clc