

## **Serials Cataloging Treatment of Book Format Records**

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Monograph cataloging standards vary from serial cataloging standards, therefore, Serials Cataloging should not work on book format records if they display in the public catalog. There are three scenarios in which Serials Cataloging may receive a request to process a book format record, they are:

**1. Multi-volume monograph** - record displayed in public catalog, Serials Cataloging should not work on these records, instead the piece(s), depending on the status of the record should be routed as follows:

- New records in need of final cataloging should be sent to the proper monograph subject cataloger.
- Existing records in need of revision, e.g., numbering change, publisher change, etc. should be sent to CADM.

NOTE: If there is a standing order through Serials Acquisitions please return the piece to Jayne and she will route it to the proper location.

Serials Cataloging should create publication patterns if frequency allows.

**2. Suppressed monographic series record** used for Serial Acquisitions check-in, record does not display in the public catalog.

- Whether new or existing record, Serials Cataloging should import OCLC copy, create record if no copy is available or make revisions as necessary as these records do not display in the public catalog.

NOTE: All monograph series check-in records should be routed to Natasha for review of analytic workflow.

**3. New Acquisitions, items that may have both a monograph and serial record in OCLC**, and at the time of order the monograph record was imported. These items should be routed to Rachel Boyd or Lisa Stienbarger for review to determine the best treatment. If serial treatment is the preferred treatment the monograph record should be overlaid with the serial record.