

# Multi-part functionality in PINES

## Monographic and Serial Parts in PINES

In order to allow holds on specific volumes in Evergreen, PINES has implemented Monographic and Serial parts functionality for print titles. This functionality links volumes in a multi-volume monograph or serial under a label assigned to each volume. These labels are distinguished from locally assigned call numbers in that they will use the same terminology and format for all PINES libraries while the locally assigned call number can still follow local rules and standards. Parts can be assigned at the time of cataloging or retrospectively. Once parts are assigned to volumes, users will be able to place a hold on a specific volume. The OPAC holdings display will automatically add a column for the part designation.

OPAC View   MARC Edit   MARC View   View Holds   **Monograph Parts**   Holdings View   Conjoined Items

**View other formats and editions**

[Book \(Z\)](#)   [English \(Z\)](#)

[View all formats and editions \(Z\)](#)

Library System: Library Branch Name <small>Pick the name of the library system and branch object to view.</small>	Shelving Location	Call Number / Copy Notes	Part	Barcode	Age Hold Protection	Active/Create Date
<a href="#">Dougherty County Public Library, Central Branch</a>	REF	R 031 WORLD V 1 (A) <small>(Send Call No. in Text Message)</small>	Vol. 1	31018904384364 <small>View   edit</small>	6month	01/14/2019
<a href="#">Dougherty County Public Library, Central Branch</a>	REF	R 031 WORLD V 10 (I) <small>(Send Call No. in Text Message)</small>	Vol. 10	31018904384455 <small>View   edit</small>	6month	01/14/2019
<a href="#">Dougherty County Public Library, Central Branch</a>	REF	R 031 WORLD V 11 (JK) <small>(Send Call No. in Text Message)</small>	Vol. 11	31018904384463 <small>View   edit</small>	6month	01/14/2019
<a href="#">Dougherty County Public Library, Central Branch</a>	REF	R 031 WORLD V 12 (L) <small>(Send Call No. in Text Message)</small>	Vol. 12	31018904384471 <small>View   edit</small>	6month	01/14/2019
<a href="#">Dougherty County Public Library, Central Branch</a>	REF	R 031 WORLD V 13 (M) <small>(Send Call No. in Text Message)</small>	Vol. 13	31018904384489 <small>View   edit</small>	6month	01/14/2019
<a href="#">Dougherty County Public Library, Central Branch</a>	REF	R 031 WORLD V 14 (NO) <small>(Send Call No. in Text Message)</small>	Vol. 14	31018904384497 <small>View   edit</small>	6month	01/14/2019
<a href="#">Dougherty County Public Library, Central Branch</a>	REF	R 031 WORLD V 15 (P) <small>(Send Call No. in Text Message)</small>	Vol. 15	31018904384505 <small>View   edit</small>	6month	01/14/2019

In **Holdings View** and other lists, you may need to add **Parts** with the Column Picker (make sure to **Save Columns**). Once added to your columns, you will then be able to see the labels.

OPAC View   MARC Edit   MARC View   View Holds   Monograph Parts   **Holdings View**   Conjoined Items

Show holdings at or below PINES

Show empty call numbers    Show empty libraries    Show item detail    Show call number detail

#	<input type="checkbox"/>	Owning Library	Call Number	Parts	Location	Barcode	Status	Alerts	Circulating Libra	Price	Circulation
1	<input type="checkbox"/>	DCPL ... DCPL-CEN	R 031 WORL...	Vol. 1	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
2	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 10	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
3	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 11	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
4	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 12	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
5	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 13	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
6	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 14	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
7	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 15	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
8	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 16	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
9	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 17	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
10	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 18	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
11	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 19	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
12	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 2	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
13	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 20	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book

When placing a hold on a title with multiple parts, users will be prompted to choose a part:

OPAC View   MARC Edit   MARC View   View Holds   Monograph Parts   **Holdings View**   Conjoined Items

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Show empty call numbers    Show empty libraries    Show item detail    Show call number detail

#	<input type="checkbox"/>	Owning Library	Call Number	Parts	Location	Barcode	Status	Alerts	Circulating Libra	Price	Circulation
1	<input type="checkbox"/>	DCPL ... DCPL-CEN	R 031 WORL...	Vol. 1	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
2	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 10	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
3	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 11	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
4	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 12	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
5	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 13	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
6	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 14	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
7	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 15	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
8	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 16	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
9	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 17	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
10	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 18	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
11	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 19	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
12	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 2	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book
13	<input type="checkbox"/>	DCPL-CEN	R 031 WORL...	Vol. 20	REF	31018904384...	Avail...	0 Manage	Central Branch	41.00	book

Once the hold is placed, the part label is displayed:

**Result of Placing Hold:**

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**A dance to the music of time / by Anthony Powell. (Vol. 1)**

Hold was successfully placed!

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Within My Account, the part label also displays:

<input type="checkbox"/>	<a href="#">A dance to the music of time (Vol. 1)</a>	<a href="#">Powell, Anthony, 1905-2000</a>	Waiting for copy	Yes
			1 holds on 5 copies	



To view the part in the patron record in the staff client, Part needs to be displayed:

Author	Part
<a href="#">Goodrum, Ch...</a>	3
<a href="#">Raasch, Sara</a>	15
<a href="#">Kelly, Sofie</a>	17
<a href="#">deWitt, Patric...</a>	27
<a href="#">Giles, Stephe...</a>	15
<a href="#">Berry, Tamara</a>	6
<a href="#">Elliott, Lauren</a>	2
<a href="#">Suri, Tasha</a>	11
<a href="#">Wexo, John ...</a>	1
<a href="#">Wood, Linda ...</a>	1
<a href="#">James, Miran...</a>	42
<a href="#">Hamilton, Su...</a>	0
<a href="#">Hamilton, Su...</a>	0
<a href="#">Greenfield, A...</a>	4
<a href="#">Cato, Joyce.</a>	1
<a href="#">Martin, Faith.</a>	1

Actions

- Cancel Cause
- User ID
- Username
- First Name
- Last Name
- Requestor ID
- Requestor Username
- Part
- Call Number Label
- Call Number Sort Key
- Call Number/Volume ID
- Create Date/Time
- Is Deleted
- Last Edit Date/Time
- Activation Date
- Behind Desk

## Part labels for PINES Libraries : Format and Vocabulary

For consistency across all bibliographic records, PINES libraries will use a controlled vocabulary and format for multiple part labels. Please note that these designations may differ from local practice in the call number itself. Also note that the part label need not replace the volume designation in your local call number. For example, your local call number could be 016.92 CON v.45 but the part designation will be Vol. 45. Usage of a controlled vocabulary insures that the same label is assigned to all volumes on a bibliographic record. This enables holds to be placed across all volumes with the same label.



Assigning part labels does not change local formats for call number volume designations

## Format

- Enter a space after the label and before the number designation: Vol. 45.
- Follow numbering conventions on your title. If Roman numerals (I, II, III) are used as the part/volume designation, use them in the part designation, if Arabic numerals (1, 2, 3), use them.
- If your item is a subdivision of another part designation, separate the string by commas and a space: Vol. 12, pt. 5.

## Vocabulary

Use the following abbreviations only. If your title uses a term not included in this list, contact the PINES and Collaborative Projects Manager or the PINES Cataloging Specialist so that the new term can be added.

<b>Vocabulary</b>			
<b>Name</b>	<b>Abbreviation</b>	<b>Name</b>	<b>Abbreviation</b>
Almanac	Almanac	Issue	Iss.
Appendix	App.	New Series	New Ser.
Addendum	Add.	Number	No.
Annual/Annual Collection	Annual	Parts	Pt.
Biography	Bio.	Primary Sources	Prim. Source
Book	Bk.	Publication	Pub.
Bulletin	Bull.	Schedule	Sched.
Chapter	Ch.	Season	Season
Division	Div.	Section	Sec.
Edition	Ed.	Series	Ser.
Episode	Ep.	Subsection	Subsec.
Fiscal Year	FY	Supplement	Suppl.
Index	Index	Volumes	Vol.

## Dates

Dates should be entered as close to how they are indicated on the item as possible, yet still be within these standards.

- If the piece has January 2, '15, enter as Jan. 2, 2015 or Jan. 2, 1915 etc., depending on which is the correct year.
- A range of dates should be entered as Jan. 2, 2015-Jan. 25, 2015 or Jan. 2, 2015-Feb. 12, 2015.

## Years

- Enter as four digits: 2015, 1998, 1892, etc.
- Ranges of years are entered with full digits: 1991-1993, 1999-2010, etc.
- If years are in Roman numerals on the item, use Roman numerals in the parts designation.

## Months

Use the following abbreviations:

Months	
Name	Abbreviation
January	Jan.
February	Feb.
March	Mar.
April	Apr.
May	May
June	June
July	July
August	Aug.
September	Sept.
October	Oct.
November	Nov.
December	Dec.

## Managing Part Labels

Parts labels are managed under the **Monograph Parts** tab at the bibliographic record level. Here, they can be created, merged, and deleted.

## Creating parts

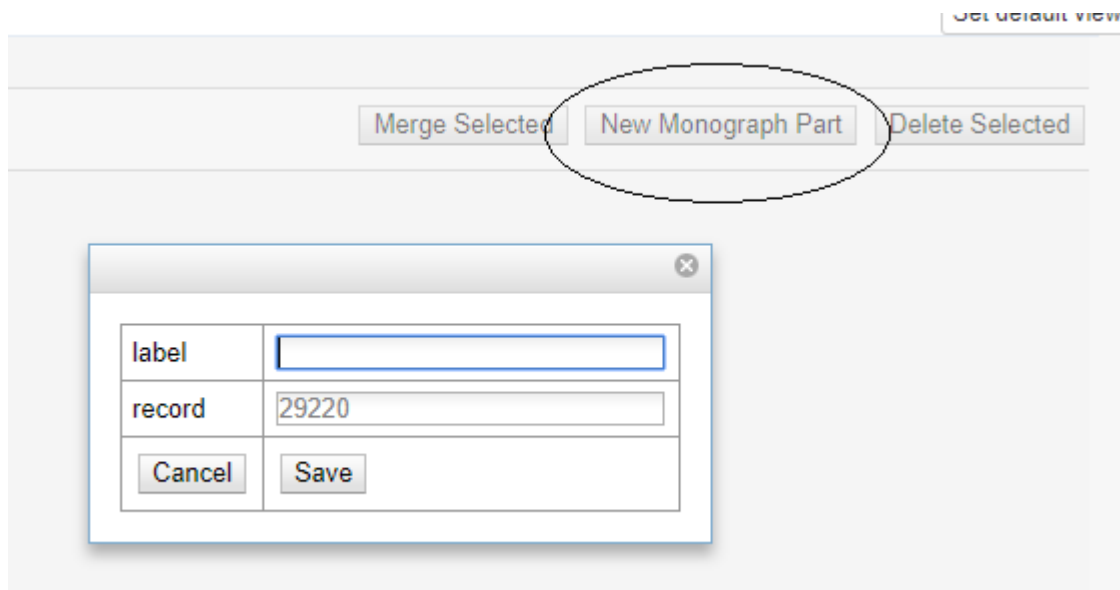
If no parts have been created for a title, or you have volumes that have not had labels created for them, you will need to create them following PINES guidelines. Click on the Monograph Parts

OPAC View   MARC Edit   MARC View   View Holds   **Monograph Parts**   Holdings View   Conjoined Items

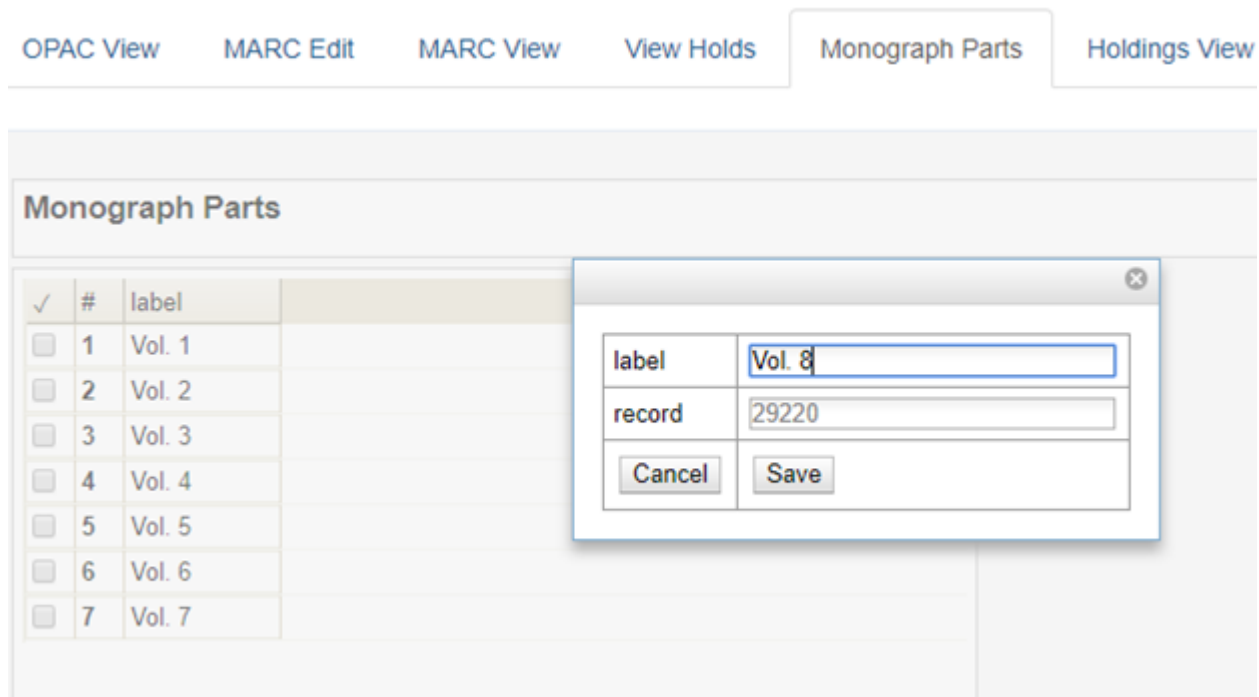
LDR05638cam a2200829 i 4500  
 001 29220  
 003 GaAaGPL  
 005 20190228165055.0  
 008 900411m1990999nyu 000 d eng  
 010 | \$a 90005998  
 035 | \$a (OCoLC)21443649  
 040 | \$a DLC \$b eng \$e rda \$c DLC \$d BAKER \$d BTCTA \$d YDXCP \$d OCLCG \$d ITJCU \$d BRENT \$d OCLCQ \$d IG# \$d IAD \$d OCLCA \$d PAU \$d OCLCQ \$d OCLCO \$d RCE \$d OCLCQ \$d OCLCA  
 019 | \$a 30316818 \$a 768812165 \$a 864991308 \$a 875851732 \$a 876109771 \$a 883825896 \$a 906239615 \$a 948516413 \$a 981024123

Create needed parts by clicking on New Monograph Part. A dialog box will open for you to provide the

appropriate labels for the record:



Enter the label designation and click **Save**:



If the dialog box does not close at save, that means that a label with the same name exists for the bibliographic record.

Once you are finished, the labels will be listed:

[OPAC View](#)[MARC Edit](#)[MARC View](#)[View Holds](#)[Monograph Parts](#)[Holdings View](#)

### Monograph Parts

✓	#	label	
<input type="checkbox"/>	1	Vol. 1	
<input type="checkbox"/>	2	Vol. 2	
<input type="checkbox"/>	3	Vol. 3	
<input type="checkbox"/>	4	Vol. 4	
<input type="checkbox"/>	5	Vol. 5	
<input type="checkbox"/>	6	Vol. 6	
<input type="checkbox"/>	7	Vol. 7	

Another example:

### Monograph Parts

✓	#	label	
<input type="checkbox"/>	1	1979	
<input type="checkbox"/>	2	1980	
<input type="checkbox"/>	3	1981	
<input type="checkbox"/>	4	1982	
<input type="checkbox"/>	5	1983	
<input type="checkbox"/>	6	1984	
<input type="checkbox"/>	7	1985	
<input type="checkbox"/>	8	1986	
<input type="checkbox"/>	9	1987	
<input type="checkbox"/>	10	1988	
<input type="checkbox"/>	11	1989	
<input type="checkbox"/>	12	1990	
<input type="checkbox"/>	13	1991	
<input type="checkbox"/>	14	1992	
<input type="checkbox"/>	15	1993	
<input type="checkbox"/>	16	1994	
<input type="checkbox"/>	17	1995	
<input type="checkbox"/>	18	1996	
<input type="checkbox"/>	19	1997	
<input type="checkbox"/>	20	1998	
<input type="checkbox"/>	21	1999	

### Assigning Parts at Cataloging

Once all of your parts are labeled, you can begin adding volumes to the record or assign labels to existing volumes.

In **Holdings View**, in your normal process to add volumes, you will assign parts as you are adding volume and copies in the Volume and Copy Creator:

Call Number Label	Suffix	Items	Barcode	Item #	Part
812.54 Williams V.2		1			

- Vol. 2
- Vol. 6
- Vol. 7
- Vol. 1
- Vol. 4
- Vol. 5
- Vol. 3
- Vol. 8



Proceed with creating your items and then **Save & Exit**.

## Assigning Parts to Existing Volumes

To retrospectively assign part labels to existing volumes, first follow above directions to create labels for the parts, if necessary. Once the labels are created, go to the **Holdings View** tab and select the volumes for parts designation. From the **Actions** menu, Select **Edit > Call numbers and items**.

Select the appropriate label for your volume from the drop down menu:

Items	Barcode	Item #	Part
1	31018904179053		Vol. 1
1	31018904179061		
1	31018904179079		Vol. 1
1	31018904179087		Vol. 7
1	31018904179095		Vol. 19
1	31018904179103		Vol. 21
1	31018904179111		Vol. 2
1	31018904179111		Vol. 8
1	31018904179129		Vol. 3
1	31018904179137		Vol. 9
1	31018904179145		Vol. 4
1	31018904179152		Vol. 10
1	31018904179152		Vol. 14
1	31018904179160		Vol. 16
1	31018904179160		Vol. 17
1	31018904179178		Vol. 22
1	31018904179186		Vol. 5
1	31018904179194		Vol. 11
1	31018904179194		Vol. 12
1	31018904179202		Vol. 20
1	31018904179368		Vol. 6

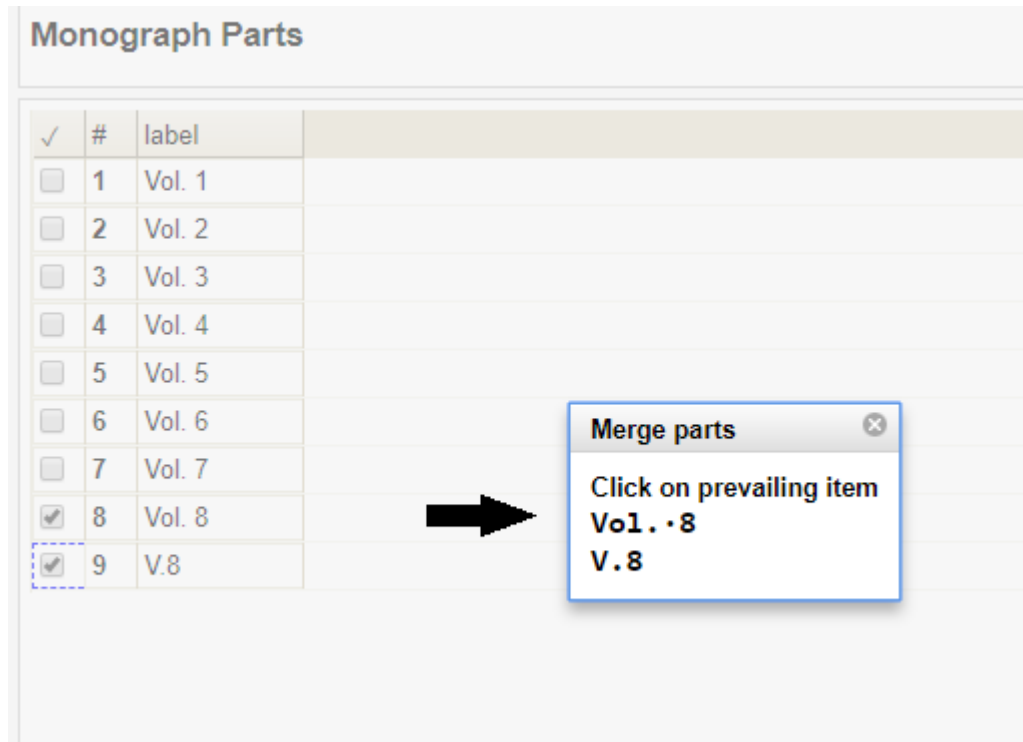
Once you are done, click on Save & Exit.

## Editing Parts

If you or someone else made an error in the label designation, you can edit it in Monograph Parts. Double click on the label to be edited. A dialog box will open. Make the needed changes and then Save. The change will propagate to all volumes assigned that label.

## Merging Parts

If different part labels have been created for the same part, you can merge them so that all the volumes have the same label. In the Holdings View Tab, click on the labels to be merged, then click on the Merge Selected button. Select the correct label (prevailing item) and the merge will occur.



The screenshot shows a table titled "Monograph Parts" with columns for a checkmark, a number (#), and a label. The table contains 9 rows. Rows 1 through 7 have unchecked checkboxes. Row 8 has a checked checkbox and a label "Vol. 8". Row 9 has a checked checkbox and a label "V.8". A blue dashed box highlights row 9. A black arrow points from row 9 to a "Merge parts" dialog box. The dialog box contains the text: "Click on prevailing item", "Vo1. .8", and "V.8".

✓	#	label
<input type="checkbox"/>	1	Vol. 1
<input type="checkbox"/>	2	Vol. 2
<input type="checkbox"/>	3	Vol. 3
<input type="checkbox"/>	4	Vol. 4
<input type="checkbox"/>	5	Vol. 5
<input type="checkbox"/>	6	Vol. 6
<input type="checkbox"/>	7	Vol. 7
<input checked="" type="checkbox"/>	8	Vol. 8
<input checked="" type="checkbox"/>	9	V.8

The change will propagate to all volumes assigned those labels.

## Deleting labels

If incorrect labels exist with no attached volumes, you can delete them from the list. Choose the incorrect, empty, label and click on the **Delete Selected** button. The label deletes with no warning dialog.

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Permanent link:  
[https://pines.georgialibraries.org/dokuwiki/doku.php?id=cat:monographic\\_serial\\_parts](https://pines.georgialibraries.org/dokuwiki/doku.php?id=cat:monographic_serial_parts)

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