

Multi-Part Functionality in PINES

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	Shelving Location	Call Number / Copy Notes	Part	Barcode	Age Hold Protection	Active/Create Date
First the name of the library system and branch closest to you Dougherty County Public Library, Central Branch	REF	R 001 WORLD V.1 (A) (Send Call No. in Text Message)	Vol. 1	31018904384364 View Edit	6month	01/14/2019
Dougherty County Public Library, Central Branch	REF	R 001 WORLD V.10 (I) (Send Call No. in Text Message)	Vol. 10	31018904384455 View Edit	6month	01/14/2019
Dougherty County Public Library, Central Branch	REF	R 001 WORLD V.11 (JK) (Send Call No. in Text Message)	Vol. 11	31018904384463 View Edit	6month	01/14/2019
Dougherty County Public Library, Central Branch	REF	R 001 WORLD V.12 (L) (Send Call No. in Text Message)	Vol. 12	31018904384471 View Edit	6month	01/14/2019
Dougherty County Public Library, Central Branch	REF	R 001 WORLD V.13 (M) (Send Call No. in Text Message)	Vol. 13	31018904384489 View Edit	6month	01/14/2019
Dougherty County Public Library, Central Branch	REF	R 001 WORLD V.14 (NO) (Send Call No. in Text Message)	Vol. 14	31018904384497 View Edit	6month	01/14/2019
Dougherty County Public Library, Central Branch	REF	R 001 WORLD V.15 (P) (Send Call No. in Text Message)	Vol. 15	31018904384505 View Edit	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

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

#		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](#)

Show holdings at or below

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

#		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:

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

Hold was successfully placed!

Within My Account, the part label also displays:

<input type="checkbox"/>	A dance to the music of time (Vol. 1)	Powell, Anthony, 1905-2000	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:

			Actions ▾	Rows 25 ▾	Page 1 ▾	▾
	Author	Part				
[th...	Goodrum, Ch...	3	<input checked="" type="checkbox"/> Cancel Cause			
[l...	Raasch, Sara	15	<input checked="" type="checkbox"/> User ID			
[am...	Kelly, Sofie	17	<input checked="" type="checkbox"/> Username			
[t...	deWitt, Patric...	27	<input checked="" type="checkbox"/> First Name			
[th...	Giles, Stephe...	15	<input checked="" type="checkbox"/> Last Name			
[re...	Berry, Tamara	6	<input checked="" type="checkbox"/> Requestor ID			
[th...	Elliott, Lauren	2	<input checked="" type="checkbox"/> Requestor Username			
[a...	Suri, Tasha	17	<input checked="" type="checkbox"/> Part			
[fa...	Wexo, John ...	1	<input checked="" type="checkbox"/> Call Number Label			
	Wood, Linda ...	1	<input checked="" type="checkbox"/> Call Number Sort Key			
[sla...	James, Miran...	42	<input checked="" type="checkbox"/> Call Number/Volume ID			
[sin...	Hamilton, Su...	0	<input checked="" type="checkbox"/> Create Date/Time			
[sin...	Hamilton, Su...	0	<input checked="" type="checkbox"/> Is Deleted			
[ht...	Greenfield, A...	4	<input checked="" type="checkbox"/> Last Edit Date/Time			
[an...	Cato, Joyce.	1	<input checked="" type="checkbox"/> Activation Date			
[th...	Martin, Faith.	1	<input checked="" type="checkbox"/> 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.

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.

Appendix	App.	New Series	New Ser.
Addendum	Add.	Number	No.
Book	Bk.	Parts	Pt.
Annual/Annual Collection	Annual	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.
Issue	Iss.	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:

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

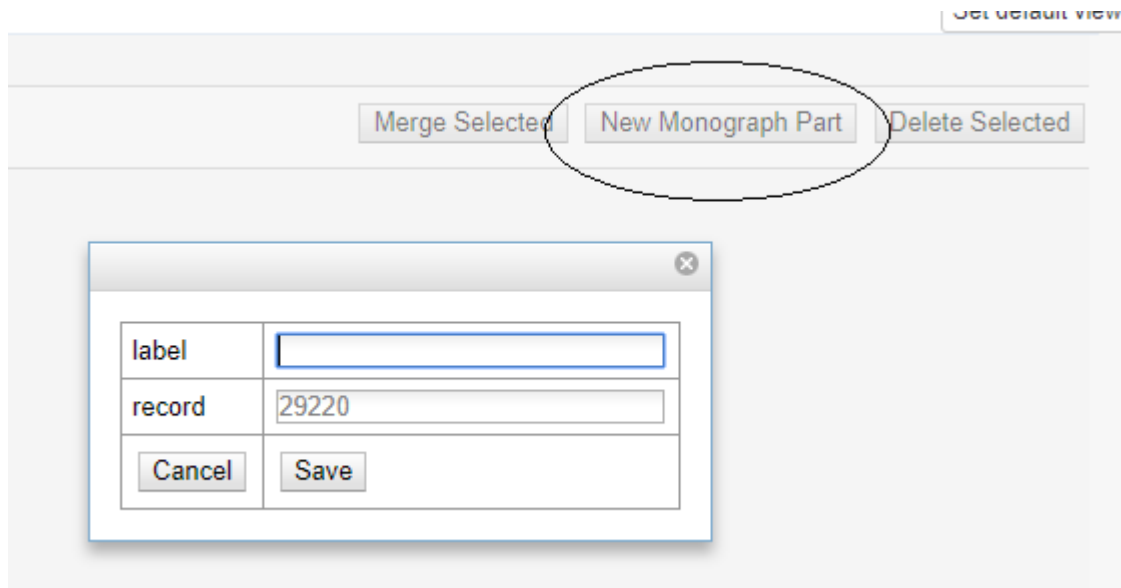
Parts labels are managed under the **Monograph Parts** tab at the bibliographic record level. Here, they can be created, merged, and deleted.

Creating parts

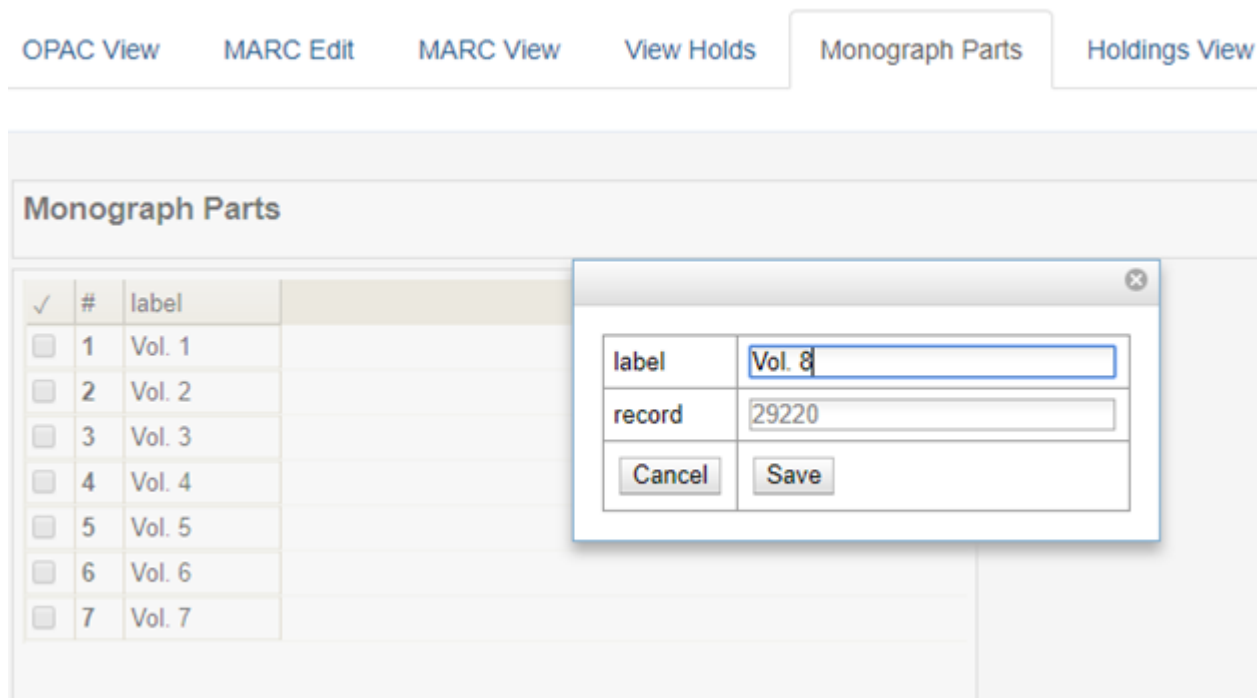
If no parts have been created for a title, or you have volumes that have not had labels created for them, you will need to create them following PINES guidelines. Click on the Monograph Parts



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	

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			<div> Vol. 2 Vol. 6 Vol. 7 Vol. 1 Vol. 4 Vol. 5 Vol. 3 Vol. 8 </div>

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	31018904179160		Vol. 14
1	31018904179160		Vol. 16
1	31018904179178		Vol. 17
1	31018904179186		Vol. 22
1	31018904179194		Vol. 5
1	31018904179194		Vol. 11
1	31018904179202		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

From:

<https://pines.georgialibraries.org/dokuwiki/> - **PINES Documentation**

Permanent link:

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