

# Parts

If an item has a part assigned, all items on that bib record need to also have parts assigned. Otherwise patrons will not be able to place holds properly.

## Why Parts?

## What Parts Look Like

### For Patrons

### For Staff

### Holdings View

You can add the column for Part in Holdings View. Go to the gear icon, choose "Part" and make sure to Save Grid Configuration.

## Parts Vocabulary and Format

For consistency across bibliographic records, a controlled vocabulary is required to be used in parts labels.

### General Rules

- Enter a space after the abbreviation and before the number designation, e.g. Vol. 45
- Follow the numbering convention on your title. If the item uses Roman numerals (I,II,III) use those on your part label; otherwise use Arabic numerals (1,2,3).
- Editions should be entered with the number first, e.g. "5th Ed." and not "Ed. 5"
- If your label will cover multiple volumes/discs/etc, use a dash between the numbers. Like: Disc 1-2, Vol. 145-150

### Abbreviations



The format and usage of parts does not affect or change local formats for call numbers.

Word on Item	Use on Part	Word on Item	Use on Part
Almanac	Almanac	Fiscal Year	FY
Appendix	App.	Issue	Iss.
Addendum	Add.	New Series	New Ser.
Annual/Annual Collection	Annual	Number	No.
Biography	Bio.	Part/Parts	Pt.
Blu-ray/Blu-rays	Blu-ray/Blu-rays	Primary Sources	Prim. Source
Book	Bk.	Publication	Pub.
Bonus	Bonus	Season/Seasons	Season/Seasons
Bulletin	Bull.	Schedule	Sched.
Chapter	Ch.	Section	Sec.
Disc/Discs	Disc/Discs	Series	Ser.
Division	Div.	Set/Sets	Set/Sets
DVD/DVDs	DVD/DVDs	Subsection	Subsec.
Edition	Ed.	Supplement	Suppl.
Episode	Ep.	Volume/Volumes	Vol.
Index/Indexes	Index/Indexes		



If your title uses a term that's not included on this list, open a Helpdesk ticket for a new term to be added.

## Dates

- Dates should always use the 4 digit year, even if the piece has an abbreviated number like '15 to indicate the date. EXAMPLE: January 2, '15 it should be entered as Jan 2, 2015.

Months		Seasons	Note
Name	Abbreviation	Spring	
January	Jan.	Summer	
February	Feb.	Fall or Autumn	Use either Fall or Autumn, depending on which is on the piece
March	Mar.	Winter	
April	Apr.		
May	May		
June	June		
July	July		
August	Aug.		
September	Sept.		
October	Oct.		
November	Nov.		
December	Dec.		

# Accompanying Material

## When to Add a Part

Just because an item has the words “volume” or “season” in the record doesn't necessarily mean that you need to create a part for the item.

### Consider before creating a part:

- Are there already other parts created on this bib record?
- Is a multi-volume monograph record? (i.e. like a graphic novel or manga?)
- Are you going to circulate on this record multiple works? For example, a book may be Volume 1 of a series, but that doesn't mean that Volumes 2 and 3 will be on that same bib record.

If the answer to any of these questions is “yes,” you can probably create a part label on this record. If the answer is no, you may want to consider whether or not this is appropriate to add parts to this bib record.

## Managing Parts on a Bib Record

### Adding

### Editing

### Deleting

## Adding a Part to an Item

Once you've confirmed that a part exists for the item you're trying to catalog, you can connect the part with your particular item that you have in hand. This could happen as you're cataloging, or later if you're doing retrospective clean up.

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