

Multimedia and multivolume sets best practices

When cataloging multimedia or multivolume sets, there have traditionally been two models employed by Prospector libraries. One model is to catalog the item as a set, with a single bibliographic record and with either a single barcode and item record to represent the set, or multiple barcodes and multiple item records to represent each item in the set. The second model is to create separate bibliographic records for each part of the set. Local practice, security and circulation issues usually dictate which model is used in your local library. These best practices will help ensure that your local practices translate into a workable form in Prospector.

Model one, exhibit A – Single bibliographic record, single item record

Model one provides a single bibliographic record to represent a set of items. If an item is packaged as a single set, with all items contained within the packaging, a single item record to represent the entire set is commonly used. To ensure proper matching in Prospector, check the following fields:

001 If the 001 is a control number for any agency other than OCLC, it must have an alphabetic prefix. For example, a record from BBC Sound Library may have the following 001: **bbc0792735986**.

020 Make sure the ISBN is present and correct for the item in hand. The matching algorithm for Prospector depends heavily upon the ISBN/ISSN field for matching and overlaying records, so it is very important to check the ISBN field for accuracy. If your set record has both the ISBN for the set, and each individual ISBN for each part of the set, it could cause matching difficulties down the road. In this case, the ISBN for the set should be left as the primary ISBN in subfield |a of the 020. The ISBNs for the individual parts should be changed to subfield |z, which will allow them to remain in the system for informational purposes, but will not allow matching to occur on the individual ISBNs. Note: Use of subfield |z for invalid ISBNs was expanded to include "Application invalid" usage with the October 2005 MARC21 update.

245 The title is the other field used for matching purposes. Accuracy in the title field helps ensure proper matching.

Example: The Civil War by Ken Burns (OCLC number search 50793883)

Model one, exhibit B – Single bibliographic record, multiple item records

A variation on model one occurs when a single bibliographic record is used to represent the set, but multiple item records are created to represent the parts of the set. Audiobooks packaged into two containers, Part A and Part B, or multi-disc DVDs are common examples of this model.

The 001, 020 and 245 details outlined above all apply in this instance as well. In addition, the volume field in the item record becomes an important component. If you create separate item records for the parts of a set, the item record must contain a volume field. When the item record contains a volume field, it forces the patron to choose which item they wish to place on hold. If a patron wants Part A, they must place a hold on Part A, and the only way they can do that is if there is information in the volume field. So, for multipart items on a single bibliographic record, the volume field becomes a required field.

Example: Baseball by Ken Burns (OCLC number search 45424965)

Model two – Separate bibliographic records for individual parts

The other model that has been used in the Prospector catalog is to create separate bibliographic records for each part of a multipart set. For example, Ken Burns' The Civil War can be found in the central catalog either as a single record set as described above, or as separate bibliographic records representing each episode in the set. If individual records are created for each episode, the set ISBN must be put in the subfield |z of the 020 as an invalid ISBN, or deleted, and the ISBN for the individual item is used in the 020 subfield |a. If no ISBN exists for the individual part, the ISBN for the set is still moved to subfield |z or deleted so that the individual episode record does not match to the set record. If individual records are created for each item in the set, it is important to use either a series statement and series volume or a 245 with the episode title (often in subfields |p and/or |n) as appropriate to make it clear which episode is represented by the record.

If individual records are created for each episode, it is important not to use the item volume field to designate the episode or part information. If the volume field is used, it will require the patron to choose which item to place on hold even though all items represent the same episode. For load balancing purposes it is better to let the system assign the item requested. However, not using the volume field makes it even more important to prepare the 001, 020 and 245 information properly because the patron will not be able to identify the correct episode if the individual records do match incorrectly to the set record.

Example: Ken Burns' Our game, 1840s-1900 (Baseball, Inning 1) (OCLC number search bib268977)

Conclusion

While model one is the model preferred as a best practice, the Committee recognizes the need to meet local system requirements. Whichever model is required by your local system, it is important to be aware of the matching and overlay issues in Prospector. The goal is to allow the patron to be able to select and receive the correct item to meet their needs. By being aware of the 001, 020 and 245, incorrect matches can be avoided.