

# Analytics

## 1. INTRODUCTION

Although analyzed monographic series are classified together under the same call number, unbound pieces are not to be bound together because each analytic has its own individual bibliographic record and item ID.

Many analyzed series that were cataloged before the advent of online systems have individual analytic titles bound together. In these cases the item ID is added to the series record instead of to the individual analytic record.

**Definitions.** \*The term **\*anal** is used in Acquisitions and Cataloging notes to indicate that a series is currently being analyzed. The term **selected anal** is used to indicate that individual items are analyzed only on request.

## 2. ADDING ANALYTICS TO SERIES RECORDS

Display the record for the series title to determine if volumes need to be loaded. Volumes not received on individual order lines should have a flag with the note "Not received online." Then proceed as follows:

- Load orders in the order record to avoid creating a call number structure on the series record
- Add volumes to the MARC holding record for the series
- Write the call number on the title page, paying careful attention to volume designation (v., no., yr., etc.)

## 3. CATALOGING INDIVIDUAL ANALYTIC TITLES

Check to see that the analytic volume has a distinctive title. Some analyzed series may lack distinctive titles for every volume in the series. If the item lacks a distinctive title add the volume to the series record and make a staff note in the MARC holdings record that the volume lacks a distinctive title.

Otherwise proceed as follows:

- Search on Sirsi to verify record is not already in the system
- Search OCLC for copy and download if found
- Update holdings on OCLC
- Catalog the title according to guidelines in the Editing DLC or Good Member Copy and Editing Member Copy chapters with the following exceptions:
  - Input the call number using the series call number and volume designation
  - In the Staff comments field input od=(Sirsi order number of series) to indicate why this record does not have an individual order record

## 4. SPECIAL PROBLEMS

\*Sets within analyzed series. \*Some series contain sets, so if the title contains a part or number or year, search carefully on Sirsi for a set record. If the volume is part of a set:

- Add to set holdings
- Add series tracing for that number or volume
- Continue cataloging according to the guidelines in [Editing Sets](#)

**Retrospective cataloging of analytics.** \*Sometimes a request is made for adding individual records for series that we have previously classed together without analytics. When adding older cataloging records watch for obsolete forms of series tracings. \*All series added entries must be traced in the current authorized form. For \*pre-ISBD records see [Editing Pre-ISBD Copy](#)

\*Duplicates. \*When a record for a new analytic is discovered to be already in our system, check with Acquisitions to determine if the record is for a firm order that can be returned or if the volume in hand can be returned.

\*Loose-leaf volumes. \*Some analytics are loose-leaf volumes that have replacement pages from time to time. A student can replace the pages. Usually no changes need to be made to our bibliographic record. Be sure to load the order line for the supplement and add the supplement number or date to the MARC holdings record if necessary.

\*Items with no copy in OCLC. \*The search date is put on the flag and the volume is put on the analytics shelf to be searched at one month intervals for six months. If no copy is found by that time, an original cataloging record is input in OCLC and transferred to our system.