# Editing Sets

**Editing Sets**

**1. COMPLETE SETS**

Follow normal monographic cataloging procedures except:

- If CIP, check dates in fixed field
- Record number of volumes in 300 field
- Add contents (505 field) if appropriate.
- Create MARC holdings record (see MARC Holdings Records) with the home location in field 852 and the inclusive volumes and dates in field 866.
- For "fat" paperbacks, the entire set will go to Preservation Services even if only one volume is actually bigger than 1.5 inches.

**2. INCOMPLETE SETS**

Follow normal monographic cataloging procedures except:

- Leave dates open in fixed field and 260/264 field
- Leave number of volumes blank in 300 field
- Add incomplete contents (505 1 field) if appropriate
- Add individual series tracings in 8XX field for series which are not published consecutively
- Create a dummy call number if volumes are published out-of-sequence
- Create holdings record
- Try to determine the total number of volumes there will be in the complete set and other relevant publication information. Record in the 852 field of the MARC holdings record

**3. ADDITIONS TO SETS**

- Display bibliographic record and load order
- Load unbound fascicles from order record, or, if loaded from bib record, delete resulting item record
- Add ISBN if appropriate
- Add contents to 505 field if appropriate
- Add series tracing if appropriate
- Add to volume holdings in MARC holding record
- Check the bibliographic record for changes to title, author, editor, publisher, and series fields; make notes and added entries as necessary
- For volumes received in fascicles, the fascicles should have the call number written in ink on the top left-hand corner and be given to the serials receiver. When the last piece is received, it and the accompanying title page are given to Preservation Services.
- When adding an additional volume to a record originally cataloged as a one volume monograph, fill out a boxwork slip for the original volume with instructions to add v.1 to the call number. Re-open the record and treat as either a complete or an incomplete set as necessary.

**4. ANALYZED SETS**

See Analytics.

**5. MAJOR MICROFORM SETS**

See Processing Microforms

The Head of Cataloging periodically checks for individual cataloging record sets available through OCLC and sets up standing orders as necessary.