

Possible Treatment Options for monographs (Draft, May 2, 2008)

I. Item-level cataloging

A. Monographs **not** in numbered series

1. Full cat

Full/core description and descriptive access (authors, series)

Full subject analysis, including classification

2. Full-minus-classification for SRLF [new category]

Full/core description and descriptive access (authors, series)

Partial subject analysis (no classification)

3. Minicat for SRLF

Core description and descriptive access (authors, series)

No subject access

No classification

4. Minicat-Plus for SRLF [new category]

Core description and descriptive access (authors, series)

No controlled subject access; selectors have option of supplying a summary note (520 field) and/or subject keywords (653 field)

No classification

B. Monographs in numbered series

1. Cat-as-sep (detailed holdings, items and paging/circulation information on the monograph records; brief record for serial (or sometimes no bibliographic record for the serial), no holdings for the serial in OCLC). If any level less than full is selected, the item must be cataloged for the SRLF. Call number field in the serial record (if a serial record exists) in the OPAC reads: "See individual records for call numbers". If the series has an ISSN assigned, and the ISSN is present in all the related bibliographic records, the OPAC display will enable easy navigation between the serial record (if it exists) and the monograph records with the paging/circulation information.

a. Full cat

Full/core description and descriptive access (authors, series)

Full subject analysis, including classification

b. Full-minus-classification for SRLF [new category]

Full/core description and descriptive access (authors, series)

Partial subject analysis (no classification)

c. Minicat for SRLF

Core description and descriptive access (authors, series)

No subject analysis
No classification

d. Minicat-Plus for SRLF [new category]

Core description and descriptive access (authors, series)
No controlled subject analysis; selectors have option of supplying a summary note (520 field) and/or subject keywords (653 field)
No classification

2. Analyzed (detailed holdings, items and paging/circulation information on the serial record). All monograph records have a call number, but it is the call number of the series/serial. If the series has an ISSN assigned, and the ISSN is present in all the related bibliographic records, the OPAC display will enable easy navigation between the monograph records and the serial record with the paging/circulation information. *Note that the less-than-full techniques could be used for material shelved in the stacks.*

a. Analytic: Full cat

Full/core description and descriptive access (authors, series)
Full subject analysis (no classification specific to the monograph)

b. Analytic: Minicat [new category]

Core description and descriptive access (authors, series)
No subject analysis

c. Analytic: Minicat-Plus [new category]

Core description and descriptive access (authors, series)
No controlled subject analysis; selectors have option of supplying a summary note (520 field) and/or subject keywords (653 field)

II. Non-item level cataloging

A. Serials (not analyzed); no descriptive or subject access to individual volumes.

Useful for: most serials

B. Collection-level: groupings of monographs based on one or more unifying factors (e.g., issuing body, format, topic); finding aids are created by non-cataloging experts to provide more detailed access; or contents notes may be created by catalogers for small collections.

Useful for: materials where the format/topic/issuing body is what is likely to be known or sought by the catalog searcher rather than the specific authors and titles.