Chapter 25 -- Managing Monographic Parts

Monographic parts are separate items which are part of the same bibliographic entity, meaning you have items with different content attached to the same bibliographic record.

Examples of monographic parts include:
- Various volumes of one book, such as an encyclopedia or other multi-volume work
- Separate parts in large audiobook
- Separate parts or discs in a DVD set
- Some libraries treat the books in Manga series as monographic parts

Assigning parts to your volume allows patrons to place holds on the specific part they want, rather than receiving whichever part is the next one available. For items with circ modifiers that transit between libraries, the hold can be filled by an item with that part assigned from any library.

**TIP:** When your “volumes” are simply copies of the same item with different call numbers, there is no need to assign parts.

Creating and Adding Parts to New Items

The easiest way to Create Parts is from the Volume and Copy Creator when you add new items.

To open the Volume and Copy Creator from the Holdings Maintenance Screen, highlight your branch name, then right click or from Actions for Selected Rows (Alt + F), select Add Volumes (Alt + V)
Enter the information for the volumes you are creating. Here 4 volumes are being added, and the call numbers and barcodes have been entered. Then click to see the Part Designation drop down list.

NOTE: Parts are created at the consortial level, and they are used by everyone. If the parts you need have already been created, they will be displayed in the dropdown list. Simply select the appropriate part. Do not create a new part if the existing parts match your items.

If you do not find the part you need, then click on the Part Designation box. The cursor will to will appear in the box so you can enter your part name. Then the Create Part Designator button will appear. Click on the button to create your part.

TIP: The part name can be seen by users from the Hold Screen. Your part name should be clear and descriptive. Use numerals. Don’t use abbreviations.
Repeat the process to create parts for each of your items. Then click **Edit then Create (Alt + C)**.

Click **Edit then Create (Alt + C)** and the Copy Editor will open. Proceed with creating your items as usual. Your parts will be assigned to your items.

**OR** If you are using the Unified Volume/Copy Creator apply your templates and/or edit your items as needed. Then click **Create Volumes/Items (Alt + C)**

**NOTE:** For more information about the Unified Volume/Copy Creator see Chapter Five—Adding Holdings, and Chapter Twenty-Six—Cataloging Related Admin Functions.

Your volumes and items will be added, and your parts will be created and attached to the appropriate items.

**TIP:** You can select **Part** in the Column Picker to see the parts assigned to your items, as seen below.

Once the parts have been created, they will appear in the part dropdown list and can be assigned to new items as they are added, or you can assign the parts to existing items in the catalogs.
Assigning Parts to Existing Items

To assign parts to existing items, in the Holdings Maintenance Screen, highlight the barcodes of the items where you want to add parts. Then, either right-click or go to Actions for Selected Rows (Alt + F) and select Replace Barcode (Alt + R).

**NOTE:** You must use Replace Barcode from the Holdings Maintenance Screen to Access the Part Designation Dropdown list.

**TIP:** If you are using the Unified Volume/Copy Editor/Creator you can also assign parts from the Edit Items function.

From there, you can access the parts dropdown list to apply your parts to your items.

Once you’ve created or selected the correct part for each item, click Rebarcode/Update Items (Alt + R) to apply the parts.
**NOTE:** You don’t have to change the barcode to apply the parts.

**TIP:** If you are using the Unified Volume/Copy Editor, you can also apply parts from Edit Volumes or Edit Copies if you access them from Holdings Maintenance.

### Creating Parts from the Manage Parts Screen

You can also add new parts from the Parts Manager. Open the record where you want to create parts, and under **Actions for this Record** (Alt+A), select **Manage Parts** (Alt+P).

The **Monographic Parts Manager** will open up:
To create a part, click **New Monographic Part**.

This box will open:

![Monographic Parts Box](image)

Type your part name into the “**Label**” box, then click **Save**.
Your part will be displayed on the Manage Parts screen:

![Manage Parts Screen](image)

**Monograph Parts**

<table>
<thead>
<tr>
<th>Label</th>
<th>Disc 1</th>
<th>Disc 2</th>
<th>Disc 3</th>
<th>Disc 4</th>
<th>Disc 5</th>
</tr>
</thead>
</table>

Repeat these steps for all the parts you would like to attach to this record.

**Monograph Parts**

<table>
<thead>
<tr>
<th>Label</th>
<th>Disc 1</th>
<th>Disc 2</th>
<th>Disc 3</th>
<th>Disc 4</th>
<th>Disc 5</th>
</tr>
</thead>
</table>

![Manage Parts Screen](image)
**Deleting Parts**

**NOTE:** If you delete a part that is assigned to an item, it will no longer be assigned to that item. You should always check to make sure no other libraries have assigned that part to an item before you delete it.

**TIP:** To check this, go to Holdings Maintenance. Make sure you have parts displayed in the column picker. Then click Show Libraries with Items.

To delete parts, go to the record where you want to delete parts, and under Actions for this Record (Alt+A), select Manage Parts (Alt+P).

To delete parts, go to the record where you want to delete parts, and under Actions for this Record (Alt+A), select Manage Parts (Alt+P).

Click the box next to any parts you want to delete to add a checkmark. Then click the **Delete Selected** button.

The parts you selected will be deleted.
Re-naming Parts

If you need to change the name of one of your parts, you will have to delete the part (see *Deleting Parts*, page 25.7) and create a new part (see *Creating Parts*, page 25.1). Then assign your part to the appropriate volume. See *Assigning Parts to Existing Items*, page 25.6.

**NOTE:** If any other libraries have this part assigned to their items, you will need to notify them.

Re-Assigning Parts

If you assign the wrong part to an item, simply go through the process of *Assigning Parts to Existing Items* on page 25.7 and select the correct part name from the drop-down list.