

DISTINGUISHING BETWEEN MONOGRAPHS, MVMS, AND SERIALS

National cataloging standards such as the Anglo-American Cataloging Rules, and the CONSER Cataloging Manual provide useful definitions of the basic bibliographic entities commonly held within library collections. This document concerns itself specifically with monographs, MVMS, and serials. The purpose of this document is to provide enough information about these bibliographic types so the reader may distinguish between them. Beginning with the basic definitions then, is a good start as it provides common terminology and the conceptual basis needed for “reading” MARC records within the library catalog.

A monograph is:

A bibliographic resource that is complete in one part or intended to be completed in a finite number of parts.

A multi-volume monograph (MVM) is:

A monograph complete, or **intended** to be complete, in a **finite number** of separate parts. The separate parts *may or may not be numbered*; volumes may be *issued over time or all at once*.

A continuing resource is:

A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources.

A serial is:

A continuing resource issued in a succession of **discrete parts**, usually bearing numbering, that has **no predetermined conclusion**.

While **serials** are, and MVMs may be successively issued (vs. issued all at once), the factor that distinguishes them is whether they are continuing or finite. Because the MVM has an intended conclusion, even if not for some time, it is a monograph.

Bibliographic differences between monographs and MVMs:

While there are several differing MARC tag values between MVMs and monographs, none of them provide a sure-fire way to distinguish between the two. Perhaps the most reliable is the MARC tag 300 “physical description” specifically subfield “a” which describes the extent of the material.

For MVMs the physical description field (MARC tag 300) will have extent (stored in subfield a) either blank (the MVM is not yet complete) or filled with some indication of the number of volumes that make up the complete set (the MVM is complete).

e.g. MVM complete, all volumes published, extent filled in:

OPAC view: Description **3 v.** (xiv, 6188 p.) : ill., maps ; 29 cm.

Milli view: Description 300 **3 v.** (xiv, 6188 p.) :|bill., maps ;|c29 cm.

MVM incomplete, all volumes not yet published, extent left blank:

OPAC view: Description **v.** ; 23 cm.

Milli view: Description 300 **v.** ;|c23 cm.

For single volume monographs (those that are published complete in one volume, regardless of the number of copies the Library holds) the physical description field will not have any sort of volume indication in the extent area. Instead the extent will describe the pagination of the monograph.

e.g. Single volume monograph:

OPAC view: Description **x, 566 p.** ; 24 cm.

OPAC view: Description **1 folded sheet (8 p.)** : col. ill. ; 22 cm.

OPAC view: Description **77 p.** : ill., maps ; 30 cm. + 1 map (folded to 30 x 22 cm.) in pocket.

One exception is when a volume is not paged or not paged in a single continuous scheme. In this case the extent is described as:

- e.g. OPAC view: Description 1 v. (various pagings) ; 25 cm.
- OPAC view: Description 1 v. (unpaged) ; 28 cm.

Obviously, if the extent is one volume, the item is not a multi-volume monograph.

Holdings differences between monographs and MVMs:

Because MVMs require a summary holdings statement to let users know which volumes the Library has, MVMs will have a HOLDINGS record. *Unfortunately, because of load issues at point of migration from GLADIS to Millennium, ALL records for the Affiliated Libraries (WRCA, IGS, ITS) were migrated with a HOLDINGS record.* Conclusion: a monograph which has a holdings record is not necessarily an MVM. However, if you go into the HOLDINGS record, the MVM will have a variable length field labeled "Holdings" with MARC tag 866. The HOLDINGS record for the single volume monograph will not.

- e.g. MVM HOLDINGS record
- OPAC view: Library Has v.1-2 (1951)
- Milli view: Holdings 866 0 v.1-2 (1951)

Bibliographic differences between MVMs and Serials:

Distinguishing between MVMs and serials is relatively easy if you are in Milli (the cataloging client). To do so, search your title and open the record; then click on "View" which will display the MARC record. Looking at the fixed fields, take note of Bib Level. If it is set as "s serial" then the title is a serial.

b10227830 Last Updated: 04-08-2009 Created: 02-18-2009 Revisions: 5			
Language	jpn Japanese	Cat. Date	02-10-1984
Skip	0	Bib Level	s SERIAL
Location	multi	Material Type	a PRINTED MATL
		Bib Code 3	- ---
		Country	ja Japan

Looking at the MARC record in the OPAC via MyOskicat, Bib Level is displayed and easily seen.

Result page: < PREVIOUS			
NEXT >			
B10227830	Last updated: 04-08-09	Created: 02-18-09	Revision: 5
Language jpn	Skip 0	Location multi	Cat. Date 02-10-84
Bib Level s	Material Type a	Bib Code 3 -	Country ja
MARC Leader 00000nas 22005051 4500			

Looking at the MARC record from within the public view of Oskicat, finding the Bib Level is much more difficult. Bib Level is the 7th byte in the LEADER (note: begin counting with zero, so the 7th byte is in the eighth position).

```
LEADER 00000nas 22005051 4500
001 214796610
005 20060414 TAPE EALR0414: 0015
008 840210d19652002ja ar 0 0jpn
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In addition to Bib Level, the **presence** of MARC field 362 "Dates of Publication and/or Sequential Designation" also indicate the title is a serial.

- e.g. OPAC view: Publication Date v. 1- Jan. 1946-
- Milli view: Description 362 0 v. 1- Jan. 1946-
- OPAC view: Publication Date v. 1-80 (no. 1-633); 1895-1966.
- Milli view: Description 362 0 v. 1-80 (no. 1-633); 1895-1966.

OPAC view: Publication Date	Dai 7-gō (Heisei 17-nen 3-gatsu [Mar. 2005])-
OPAC view: Publication Date	1(2000)-10(2009)
OPAC view: Publication Date	Began with Nov. 1965 issue.
OPAC view: Publication Date	Ceased with vol. 5 (May 2008).

However, it is important to note that the **absence** of a 362 does not prove the title is not a serial. Current cataloging rules provide for the situation where information regarding the beginning issue is not available. In these cases, there will not be a 362, but you will find MARC field 500 (general note) indicating which issue the description was based upon. Incomplete or low level serial records may also lack a 362; in these cases a helpful 500 note is unlikely to be present.

In addition to the 362 it is also the case that single volume monographs and MVMs use MARC field 020 (ISBN), while serials use MARC field 022 (ISSN). Neither field is mandatory, nor are the standard numbers always available. As a result, the ISBN is not always present in monographic records (single or MVM) and the ISSN is not always present in serial records. However if the ISSN (022) is present, it does indicate the title is a serial. Unfortunately presence of an ISBN (020) does not help to distinguish between a single volume monograph and an MVM.

Holdings differences between MVMs and serials:

While there are differences in the HOLDINGS records for serials and MVMs, they do not serve well to distinguish between a serial and an MVM.

Both MVMs and serials require a summary holdings statement. This statement is found in the HOLDINGS record in the variable length field labeled "Holdings" using MARC tag 866. As in GLADIS, the holdings statements for MVMs differ from that of serials in their formatting. However, over time the formatting of holdings statements have varied enough so that format is not a reliable indication of the MVM vs. serial difference. Double slashes at the end of a summary holdings statement to indicate a title ceased with the last issue shown, is a serial practice and not used with MVM records. So the presence of the double slashes does indicate the record is a serial, but the absence of the slashes provides no distinguishing information at all.

e.g. Milli view: Holdings 866 0 BOUND 1(1946)-60(2005)//

Serial HOLDINGS records, unlike MVMs contain the internal processing code, formerly known as "UPI" in GLADIS. This information can be seen within both Milli and MyOskicat in the HOLDINGS record, in an Internal Note field.

e.g. Internal Processing Code *bv *sna
Internal Processing Code *bn *sfa
Internal Processing Code *by *spa

Determining whether a title is a serial, a monograph, or an MVM can be particularly difficult prior to cataloging. Discerning the publisher's intent, that is, figuring out from the single piece in hand whether the title is intended to be published indefinitely takes experience and sometimes a leap of faith. Determining whether a date on the title page is meant as title information or a chronological statement indicating seriality is also a challenge. The picture is muddled further when considering monographic series, and serials within series. However, for the three basic bibliographic types much confusion and doubt can be allayed by returning to the fundamental definitions and evaluating the title in terms of content, physical extent, and publication intent.