

Monograph or Serial?

These guidelines will be followed when selecting records for NEW titles only. They are not intended to imply policy decisions of the NCSU Libraries

Proceedings/transactions of conferences, meetings, etc.

(Not to be confused with official publications, or "house organs" of societies, organizations, etc.; those will be cataloged as serials.)

Treat as a Serial if...

1. Title has numeration and/or evidence of continuation or intent of continuation (i.e. 10th annual proceeding of ...).
2. Fulfills the first condition and has a distinctive title (i.e., Advances in X-ray analysis : proceedings of the ... annual Conference on Application of X-ray Analysis).
3. Fulfills the first condition and has a series statement without series numbering (Title = Genetic programming : proceedings of the ... annual conference; Series Statement = Complex adaptive systems).
4. Any combination of the previous situations.

Treat as a Monograph if...

1. It does not have enumeration or evidence of continuation or intent to continue.
2. It has enumeration as well as distinctive title with enumeration, such as volume numbering. Treat as monograph due to possibility of conflicting numbering (i.e. Progress in allergy and clinical immunology. Volume 3, Stockholm : proceedings of the XVth International Congress of Allergology & Clinical Immunology,...).
3. It has enumeration as well as series statement with series numbering. Treat as monograph due to possibility of conflicting numbering (i.e. Title = The Levant in transition : proceedings of a conference held at the British Museum on 20-21 April 2004 ; Series Statement = Palestine Exploration Fund annual ?v 9).

Directories, statistical reports, and other "edition" types

If information about a publication's frequency and regularity is readily available, catalog it as a serial, regardless of its frequency. In the absence of such information, catalog the first edition as monograph.

Titles published in series

Catalog as monographs if there is no compelling reason to catalog it as a serial. Individual titles might or might not have the same classification number.

Single issues of serials

A monographic record can be used/created when deemed necessary by Collection & Research Services to accommodate a special request by a branch or sub-location to catalog a particular issue of a serial. Always clear this decision with Collection & Research Services before processing such a request.

Accompanying titles such as supplements, indexes

If the supplement cannot be used independently, catalog it on the record for the main work.

If the main work is cataloged as a serial, select a serial record for the supplement ONLY if the supplement can be used independently.

If the main work is cataloged as a monograph (including loose-leaf publications), select a monographic record for the supplement ONLY if the supplement can be used independently.

Loose-leaf publications

Select a serial record if the publication meets the definition of a serial and the successively issued parts do not replace parts already present in the binder.

In all other cases, select a monographic record, e.g. a loose-leaf publication of permanent value (such as court decisions) that at the end of the year or from time to time is transferred from the loose-leaf binder to a permanent volume.