GUIDELINES FOR TREATMENT OF SERIAL SUPPLEMENTS

Consult with the serials cataloger when processing serial supplements if there is any doubt as to the correct treatment.

1. Serial supplements are cataloged on a separate bibliographic record ONLY if the following conditions exist:
   - The supplement has a distinctive title that is searched differently than the parent serial.
   - The supplement has a distinctive numbering system from the parent serial.
   - The supplement can be used alone.

   In these cases, it is more efficient for the Serials Department to have separate bibliographic records, each with a checkin record attached.

   NOTE: The call number of the separately cataloged supplement should be different from the parent serial, although it may be very similar. Some previously cataloged supplements may only differentiate with the abbreviation sup.

2. Serial supplements are cataloged with the parent serial when:
   - The supplement is a named section which is bound in or stapled in the parent serial.
   - The supplement does not have a distinctive numbering system, for example, v.11 sup.
   - The supplement is bound in with the parent by the library.
   - The supplement may or may not have a distinctive title.
   - The supplement may be used alone but often is used with the volume number it corresponds with.

   In these cases, it is more efficient for the Serials Department to have one bibliographic record, which may have more than one checkin record.
3. Additions to serial parent bibliographic record:

For unnamed supplements or monographic supplements, add this note:

- 525 Supplements accompany some issues.

For named serial supplements, add a 580 note and a 770 field:

- 130 0# Academe (Washington, D.C. : 1979)
- 245 00 Academe : bulletin of the AAUP
- 770 0# |tBulletin of the American Association of University Professors (2010)|x2156-4698|w(OCoLC)646352660

There may be more than one named supplement and/or special issues listed in the 580 note.


4. Additions to serial child bibliographic record:

For cataloged child supplements, add 580, 730, and 772 fields:

- 130 0# Bulletin of the American Association of University Professors (2010)
- 245 10 Bulletin of the American Association of University Professors.
- 730 0# Academe (Washington, D.C. : 1979)
- 772 0# Academe (Washington, D.C. : 1979) |x 2330-6599 |w (DLC) 2013203814 |w (OCoLC)856652994

Generally, the 580 will read: 580 ## Supplement to: [Title of parent]

5. Occasionally, a supplement may need an item record (The title is not a subscription, for example). When creating the item record, follow this order pattern of elements in the volume field.

- v. or date - which refers to the edition and/or date that the sup. accompanies.
- For example: v.25 OR 2008
- sup. sup.
There may also be a separate publication date for the supplement. Add that date as the last element.

no. or date - no. or v. of the sup./date sup. was published.

For example:

1988 - the 1988 supplement

Remember that supplement dates need to have the date of the edition in order for the supplement to shelve next to the edition.

11/17/94 – clc; 11/6/08 rev. clc; 6/8/15rev.—clc