MSP-8 SUNY Libraries Consortium Metadata Policies

Policy: Bound-with records

Policy Justification: There are two methods for creating bound-with records: the standard method and the alternate. SUNY libraries must use the standard method to ensure linking information is stored in the IZ and immune from overlay.

Standard method:
A brief ‘host bibliographic record’ is created in the IZ, with a holdings record and 774 fields for the constituent parts of the bound-with. Separate bibliographic records exist in the NZ for each constituent title, but without holdings records.

245 00 |a Host bibliographic record for boundwith item barcode 39352042894949
774 1_ |t Explosives. |w 99121962760001452
774 1_ |t Injury experience and worktime in the mineral industries. |w 99131004030001452
774 1_ |t Injury experience and worktime in the solid mineral mining industries. |w 99131019370001452

With the standard method, linking information is stored in the IZ, and therefore is immune from overlay.

Suppression:
Host bibliographic records in the IZ should be suppressed. This helps prevent confusing displays in the catalog.

Alternate method:
This method may be suggested but SUNY libraries should not use it. Linking fields (774) are put into one of the constituent bibliographic records, making it serve as the host record. Holdings are attached to this bib record, and the other bibs become related records. This approach does not work in the shared SUNY environment because linking information is stored in the NZ bibliographic record(s) and will be deleted when an overlay is triggered by an update to the OCLC master record in WorldCat.