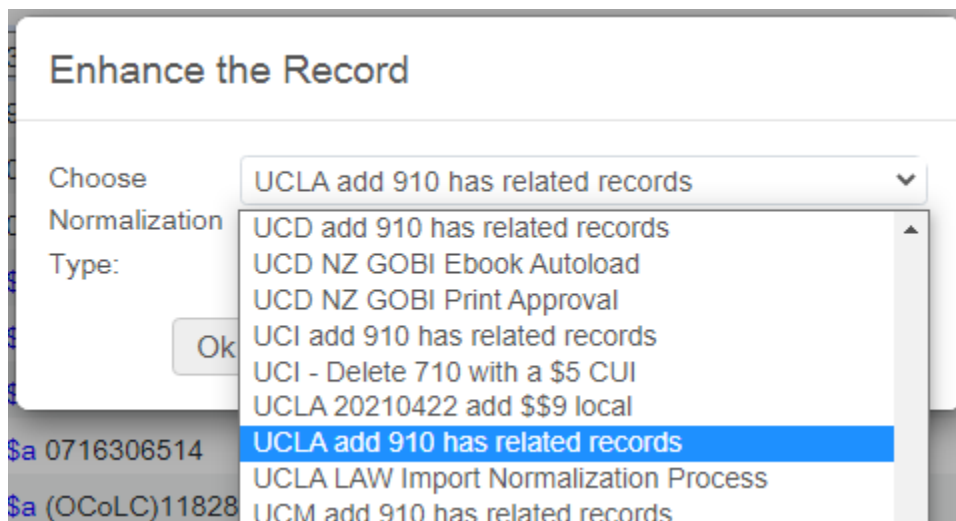# Alma Bound-With Procedures

Overview

The following procedures explain how to process bound-withs in Alma. Bound-withs consist of two or more separate titles bound together subsequent to publication.

Cataloging titles in bound-with

Catalog all titles in bound-with and add the following fields to each bib record so that they are not automatically deleted by the system:

910 __ Has related records (UCLA)

Click Editing Actions>Enhance the Record, choose normalization type "UCLA add 910 has related records," and click OK.

To first title of bound-with, add a local 590 note (in MDE, under Editing Actions, *Add Local Extension*) listing all secondary titles as they appear in bound-with. For lengthy titles, truncate titles to first five words. Optionally, add statements of responsibility:

> [Library location, e.g., YRL, SRLF, etc] copy [if needed, copy # or "with class. no. ###" information] bound with: Second title proper / statement of responsibility. Publisher location : Publisher, DATE.
>
> [Library location] copy [if needed, copy # or "with class. no. ###" information] bound with: Second title proper / statement of responsibility. Publisher location : Publisher, DATE – Third title proper / statement of responsibility. Publisher location : Publisher, DATE – Fourth title proper / statement of responsibility. Publisher location : Publisher, DATE.
>
> To second, third, fourth, etc. titles of bound-with, add a local 590 note listing the first title. For lengthy titles, truncate title to first five words. Optionally, add statement of responsibility:
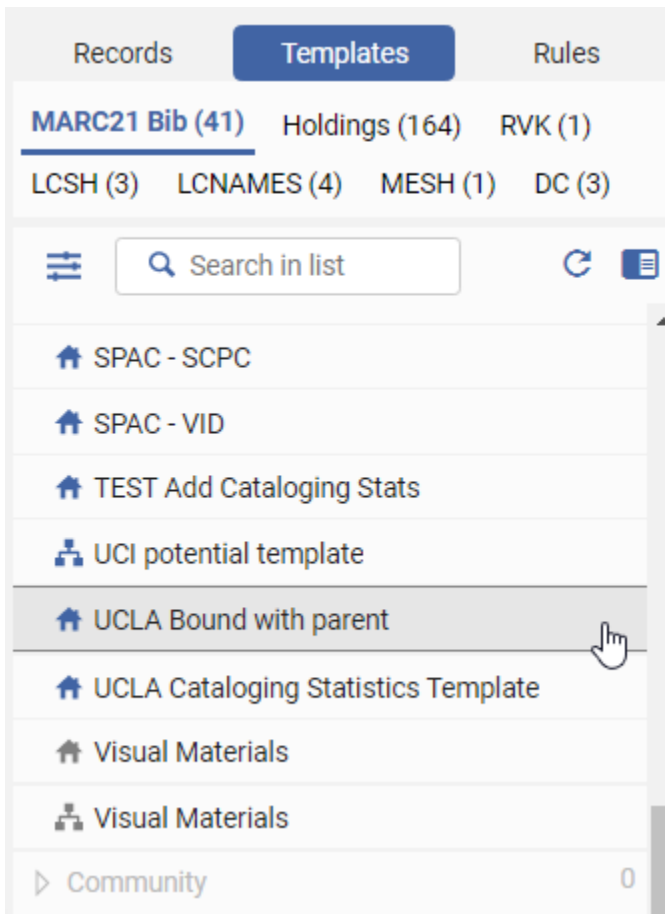>
> [Library location] copy [if needed, copy # or "with class. no. ###" information] bound with: First title proper / statement of responsibility. Publisher location : Publisher, DATE.

Creating host bibliographic record

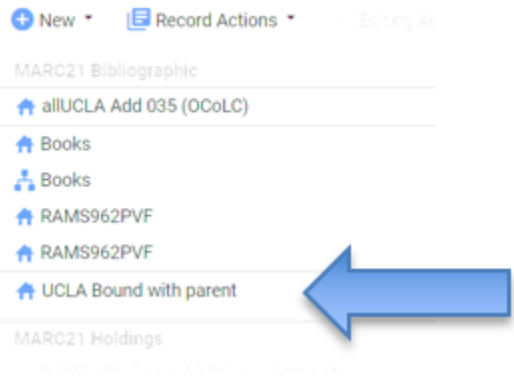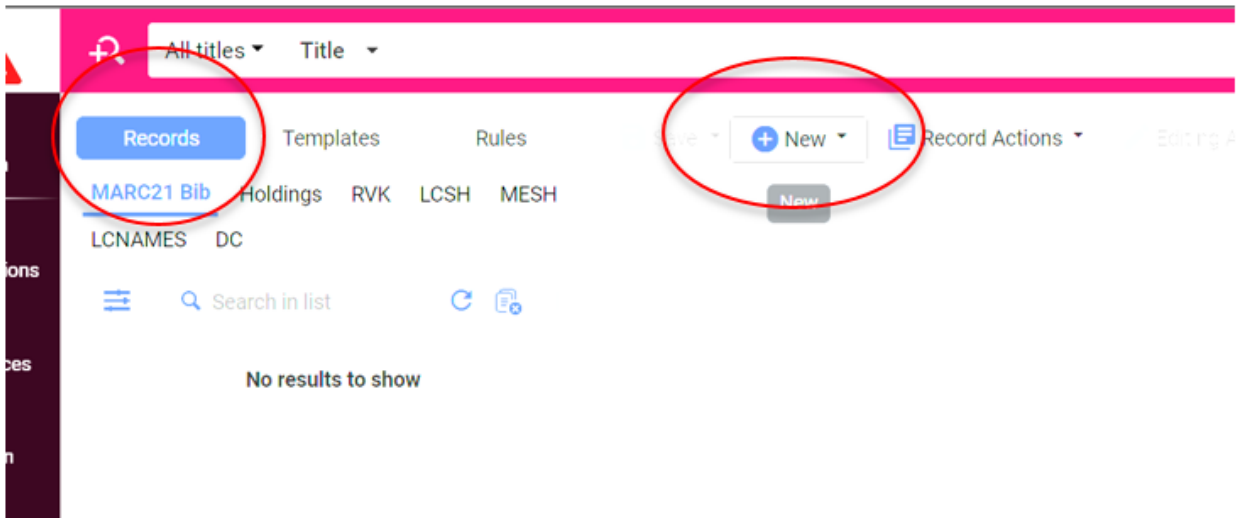There are two ways to create a host bibliographic record.

If you have **not** configured your default bibliographic record templates:

Go to MDE>Templates. Then, click on "UCLA Bound with parent."

If you have configured your default bibliographic record templates:

Ensuring that you are working within the "Records" area, MARC21 Bib (not Templates) in MDE, click New:

Records   Templates   Rules   ⊕ New ▾   ▤ Record Actions ▾   Editing A

MARC21 Bib   Holdings   RVK   LCSH   MESH
LCNAMES   DC

≋   Q Search in list   C ▣

No results to show

⊕ New ▾   ▤ Record Actions ▾   Editing Ac

MARC21 Bibliographic
🏠 allUCLA Add 035 (OCoLC)
🏠 Books
⌁ Books
🏠 RAMS962PVF
🏠 RAMS962PVF
🏠 UCLA Bound with parent

MARC21 Holdings

Fill out the resulting record appropriately for the titles involved:

TITLE OF BOUND WITH VOLUME   (999681347210b533)
🏠 Record   New   MARC21 Bib

LDF	01406nam#a2200121#i#4500
005	20220527103023.0
008	210702s########xx#m#a########000#0#und##
245 C C	$$a TITLE OF BOUND WITH VOLUME
774 1	$$i Bound with: $$t FIRST TITLE $$d PLACE/PUBLISHER/DATE $$w (OCoLC) $$9 unrelated
774 1	$$i Bound with: $$t SECOND TITLE $$d PLACE/PUBLISHER/DATE $$w (OCoLC) $$9 unrelated
774 1	$$i Bound with: $$t THIRD TITLE $$d PLACE/PUBLISHER/DATE $$w (OCoLC) $$9 unrelated

In 008, code language as needed.

Devise an appropriate title for the 245 in brackets. A best practice suggestion is to copy the title proper of the first title that appears in the bound-with (exclude initial articles), and follow it with the number of other titles in the bound-with. If the title proper is lengthy, truncate it to the first five words:

[First title proper and ### other title(s)]

Examples:

245 00 [Po doroge k sebe and one other title]

245 00 [Idol-maker and three other titles]

For 774s, record titles in the order they appear in the bound-with. NOTE: INITIAL ARTICLE is never included in 7xx linking fields; there are no filing indicators. Subfields $$t, $$d, and $$w are required. If applicable, subfield $$g (volume enumeration) is required. Subfields $$a (1XX), $$b (250), and $$s (240) are optional.

Examples:

[Po doroge k sebe and one other title]	(9996813372006533)		
🏠 Record ⟳ 01 MARC21 Bib			

LDR	00475nam#a2200097#i#4500	...
001	9996813372006533	
005	20220712115019.0	
008	210702s########xx#m#a########000#0#rus##	
245 0 0	$$a [Po doroge k sebe and one other title]	
774 1	$$i Bound with: $$t Po doroge k sebe. $$d Chicago : E.M. Sheynzon,1999 $$w (OCoLC)44611527 $$9 unrelated	
774 1	$$i Bound with: $$t Zapiski provint˜s˜ial'nogo svi˜a˜shchennika. $$d Lewiston, NY : Edwin Mellen Press, 1999 $$w (OCoLC)41231226 $$9 unrelated	

[Idol-maker and three other titles]	(9996373903606533)		
🏠 Record ⟳ 01 MARC21 Bib			

LDR	00584nam#a2200121#i#4500
001	9996373903606533
005	20220713163517.0
008	210702s########xx#m#a########000#0#eng##
245 0 0	$$a [Idol-maker and three other titles]
774 1	$$i Bound with: $$t Idol-maker. $$d London : Hutchinson & Co., [190-?] $$w (OCoLC)55656098 $$9 unrelated
774 1	$$i Bound with: $$t Ghost. $$d London : Everett & Co, [190-?] $$w (OCoLC)55655973 $$9 unrelated
774 1	$$i Bound with: $$t Sixth sense. $$d London : John Milne, 1908 $$w (OCoLC)55656078 $$9 unrelated
774 1	$$i Bound with: $$t Insane root. $$d London : Hutchinson, 1906 $$w (OCoLC)11416977 $$9 unrelated

Then, create holdings. Add this public note to 852: **$$z Item bound with other titles. See record for details.**

[Sefer Shulamit and one other title](9996813572106533) : YRL PJ5052 .S386s 1859   (22588465030006533)

🏠 Record   Holdings

LDR	00267nx##a22000732n#4500
008	1011252u####8###4001uu###0000000
007	ta
005	20220726160827.0
852 0	$$b YRL $$c yr $$z Ask at YRL Public Service Desk--In Process for SR. $$z Item bound with other titles. See record for details. $$h PJ5052 $$i .S386s 1859

If required, create item record. Optionally, add the same holdings note to the item record (click Notes tab and add to Public note field):

‹ **Physical Item Editor**

[Idol-maker and three other titles]

General   ENUM/CHRON   **Notes**   History

Functional Notes

Public note	Item bound with other titles. See record for details.
Fulfillment note	

Overnight, the "MMS - Build Record Relations" job will run to link the host bibliographic record to titles in bound-with in Discovery. This is a scheduled job and cannot be run manually in real time.

After the job has run, view the host bibliographic record and its constituent records in Discovery to ensure that everything is displaying correctly:

Host bib:

Title	[Po doroge k sebe and one other title]
Type	Book
Language	Russian
Bound with	Title : Po doroge k sebe. Chicago : E.M. Sheynzon,1999 ›
	Title : Zapiski provintsial'nogo sviashchennika. Lewiston, NY : Edwin Mellen Press, 1999 ›
MMS ID	9996813372006533
Source	Library Catalog

Constituent title:

Make any corrections if needed and check again the following day after the job runs again.

How bound-withs migrated from Voyager

Bound-withs that migrated July 1, 2021 from Voyager differ from bound-withs created with these current procedures. For migrated bound-withs, the host bibliographic records are suppressed, there is a generic 245 ("Host bibliographic record for boundwith item ..."), initial articles are used in 774 $t, and MMS IDs are used in 774s.