The following are basic criteria for determining whether an item can be added to a record as an added library, an added copy, or an added volume.

1. ADDED LIBRARIES & COPIES (INCLUDING REPLACEMENTS):

   A. An item can be added as an added library or copy to an existing catalog record if all the following are true:

      1. There is no explicit indication of changes (including corrections) of content (i.e. It doesn’t say Revised edition)
      2. The title and statement of responsibility are the same (tag 245 ‡a, ‡b, ‡c)
      3. The edition area is the same (tag 250 ‡a)
      4. The extent statement of the physical description area is the same (tag 300 ‡a)
      5. The publisher is the same (tag 260 ‡b)
      6. The date of publication is the same (tag 260 ‡c)

      A book with a later printing date or copyright date can be added provided there are no other differences.

      7. The series area is the same (tag 440 ‡a, ‡n, ‡p, ‡v and tag 490 ‡a, ‡v)

   B. Consider the item is an added library or copy if the only variation is any of the following:

      1. The difference in size is less than 2 cm. (tag 300 ‡c)

      Treat halves of centimeters as the next higher integer.

   C. Adding libraries & copies to serials records

      In general, an item can be added as an added library or copy to an existing serials record if the title proper is the same (tag 245 ‡a, ‡b, ‡c)

2. ADDED VOLUMES

Books issued as parts of the same set are considered added volumes.
A volume can be added to an existing catalog record if all the following are true:

1. The title is the same (tag 245 ‡a)
2. The edition of a multi-volume set is the same (tag 250)
3. The publisher is the same (tag 260 |b)
4. The publication date of the volume falls within the range indicated in the imprint (260 ‡c)
5. The difference in size of the volume is less than 2 cm. of the size indicated in the collation (300 ‡c)
6. The series is the same (tag 440 ‡a, ‡n, ‡p or tag 490 ‡a)
7. The entry on the record permits the adding of volumes, i.e., it is an open entry, or it represents a multi-volume set with a closed imprint date

Volumes may be added to IRIS records by unit technical services staff, the RUL Acquisitions Department, or an RUL cataloging agency

Reviewed 12/08 mt