Gifts and Replacement Copy:
Adding a Monograph Copy to a Full Record

Added copy and Added library

The following criteria must be an exact match:

1. Title and Statement of Responsibility (tag 245 ‡a, ‡b, ‡c).

2. Edition (tag 250 ‡a).

3. Publishing information: place, publishing entity, and year (tag 260 ‡a, ‡b, ‡c).

4. Extent statement of physical description: pagination and height* (tag 300 ‡a, ‡c). *Height within 2 cm, round up to nearest whole number

5. Series (tag 440 ‡a, ‡n, ‡p, ‡v and tag 490 ‡a, ‡v)

(Note: there may not be a series for all monographs)

Foreign language publications and added volumes (multi-piece set) will be handled by the Catalog Department, send to Gifts, TAS.

Please add to full records that have been completed by cataloging.