

Cataloging Offprints and In-Analytics

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[In-analytic](#) [Offprints](#)

On occasion, catalogers may be asked to catalog individual journal articles in the form of offprints or in-analytics. While the cataloging of these types of materials have some similarities, they also have important differences. This document provides definitions and guidance on handling the cataloging of these resources.

In-analytic

An **in-analytic** is an article, chapter, or other section of a larger work that is being cataloged separately from its parent. The key characteristic distinguishing an in-analytic from an offprint is that the former is still physically contained within the parent entity. The parent item may or may not be cataloged as a whole, depending on its relevance to the holding library or location.

In general, in-analytics should be cataloged as monographs following established standards and procedures, with particular attention to the following fields. It is often useful to consult the bib record for the parent work when determining data elements such as place of publication and for completing the 773 field.

LDR Bibliographic level (7)

Code as **a - Monographic component part**

008 Fixed Fields

Date 1 - use the date from the issue in which the article appears

Call numbers

Practice may vary depending on the policies and preferences of the location for which you are cataloging. Please consult with collection managers to determine whether the items will be shelved along with other materials, in a file, or elsewhere.

If the parent resource is being cataloged as well as the analytic, class for the parent. Otherwise, classify for the specific subject of the analytic.

264 Publication, distribution, etc.

Do not include, per [OCLC Bibliographic Formats & Standards](#).

300 Physical Description

Enter the span of pages for the article.

- Consecutive pages: **pages 63-69**
- Non-consecutive pages: **pages 15-17, 34**

500 Notes

Add a source of title note. Usually for a magazine article it will be **Caption title**

773 Host Item Entry

1st indicator - **0**

2nd indicator - **Blank**

Fill in as much information as you have regarding the parent resource.

\$\$a Use only if the resource has a personal or corporate author in a 1XX field, or a serial with a 130. Use the full, authorized version of the name, including dates, qualifiers, etc. (but without the usual subfield coding).

\$\$t Title of the parent resource

\$\$d For monographs: Place, publisher, and date of publication

\$\$g For serials: numbering information. See the documentation on [Analytic Cataloging](#) for information on coding the various parts of serial enumeration

\$\$x ISSN

\$\$w (OCoLC)[number]

Note: If the Libraries has holdings for the serial referenced in 773, the 773 field will create a link to that record and the serial holdings will appear in the brief display of the article you've cataloged.

Example

Enumeration/chronology on piece: v.1, no. 8 (Apr. 1964)

773 0_ \$\$t IEEE spectrum \$\$g yr:1964 \$\$g no:1 \$\$g iss:8

Offprints

Like in-analytics, **offprints** are individual articles or sections of a work that are cataloged separately as monographs. The main difference is that they are physically separate from the parent resource. By definition, offprints are a separate printing from the main journal, and often have their own cover page with printing or publication details. However, sometimes you may have an article that has been physically removed from the parent item, or photocopied from it. While in the strictest sense, in the latter cases these are not technically “offprints”, for practical purposes they can generally be treated the same when cataloging.

LDR Bibliographic level (7)

Code as **m - Monograph**

008 Fixed Fields

Type of date - **r - reprint/reissue date and original date** or **s - single date**

Date 1 - If the offprint indicates a later or different printing date from the original publication, use that date. Otherwise, use the date from the issue in which the article appears.

Date 2 - use the date of the original publication, if known, if it differs from the offprint date

Place of publication - If the offprint indicates a place of publication different from the original, use the code for that location. Otherwise, use the place of publication of the original

Form of item - **r - regular print reproduction** (unless you are cataloging a detached copy, or have evidence the offprint was published the same time as the parent title/issue)

Nature of contents - **2 - Offprints**

Call numbers

Practice may vary depending on the policies and preferences of the location for which you are cataloging. Please consult with collection managers to determine whether the items will be shelved along with other materials, in a file, or elsewhere.

264 Publication, distribution, etc.

Use the place, publisher, and year of the original publication, unless different/later reprint information is indicated on the piece. Put information in square brackets if it doesn't appear on the offprint itself.

300 Physical Description

If the page numbers are non-consecutive, or start with a number larger than 1, enter the span of pages for the article.

- Consecutive pages: **pages 63-69**
- Non-consecutive pages: **pages 15-17, 34**

Otherwise, enter page numbers as you normally would for a monograph.

500 Notes

If there is no formal title page, add a source of title note. Often for a magazine article it will be **Caption title**

Add a note indicating where the item was originally published, including its volume, numbering, and date. If the item includes a statement about the reprinting, you may quote it. Otherwise, devise a note according to the following guidelines:

- If it's a separate printing of an article that appeared in a journal, start the note with **Offprint**:
- If the article was physically removed from the journal, start the note with **Detached from**:
- If the article was photocopied from the journal, use **Photocopied from**:
- If none of these situations applies, describe the publication history the best you can.
- If you can't tell for sure whether it's detached or printed separately, use **Offprint**.

787 Linking Entry

1st indicator - **0**

2nd indicator - **Blank**

Fill in as much information as you have regarding the parent resource.

\$\$a Use only for monographs with an author named in the 1XX field, or a serial with a 130. Use the full, authorized version of the name, including dates, qualifiers, etc. (but omit the subfield coding)

\$\$t Title of the parent resource

\$\$d For monographs: Place, publisher, and date of publication

\$\$g For serials: numbering information

\$\$x For serials: ISSN

\$\$w (OCoLC)[number]

Example

787 0_ \$\$t Proceedings of the Institution of Electrical
Engineers \$\$g v.103, pt. B (1956) \$\$x 0020-3270 \$\$w
(OCoLC)2422018

490/830 Series

Occasionally, the article may have originally appeared in a periodical but has been republished as a report or monograph. In these cases, add a 490/830 for the series if one is given.

See also:

[OCLC Bibliographic Formats and Standards 3.2: Related Parts and Publications](#)

[Beinecke Library Cataloging Manual: Analytics](#)

[Syracuse University Cataloging Documentation: In-Analytics](#)

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