

Parts records

This feature allows the creation of sub catalogue records which are linked to the parent catalogue record. The parts function has two main purposes:

Parts in standard catalogue records

This function may be used when you want to catalogue component parts of a work, for example:

- chapters within a book
- papers within a conference proceedings
- poems within an anthology
- stories within a book of short stories
- film clips on a tape
- articles within a journal issue
- tracks on a CD

A user will be able to search a catalogue record and or a part. If the user finds the master record (parent) they will be able to view the physical locations of that record (if they have been defined) as normal. They will also see on the main catalogue record "View Parts" along with a number. When the user clicks on View Parts, the parts will be listed using the results display – if applicable grouped by Content type.

The part records therefore do not generally relate to a physically separate item, and so have no copy records. When searching the catalogue, you can switch between viewing the parent record and viewing the parts records.

For further information, see:

- [searching parent/parts records](#)
- [defining a Record Type for parts records](#)

Parts in Serial records

If a part is created for a serial record, you are shown a list of received issues. Select the issue that the part is for (for example a journal article) and then catalogue the article.

When locations are viewed, the issue that the article is in will be shown together with the location(s) of that issue.



The word "Part" can be changed in System Management ([Resource String Translations](#))

Experiencing problems with cataloguing? See the [Troubleshooting Guide](#).