

## Adding the Is-Part-Of Relationship

This module describes how to create the 'is-part-of' link between References.

## Introduction

This document will cover how to create the 'is-part-of' relationship (parent/child) between Reference hierarchies. To demonstrate this functionality, the Reference Type Newsletter Article will be used as an example.

When editing a Newsletter Article Reference (or any Reference Types with grandparent/parent/child relationships), the core tab is capable of adjusting to those References that can potentially be 'part-of' another. Since a Newsletter Article can be part of a Newsletter, there is an additional metadata area at the bottom of the form to document this.

– 🔺 Newsletter Issue (Regu	ired	
	,	Actions -
Volume		
Issue		
* Date Published	Exact Date mm/dd/yyyy	
Special Issue Title		
- 🔺 Newsletter (Required)		 
* Title		
* Publisher		

If the Newsletter Article is part of a known Newsletter, there are two ways to add it.

- 1. Add the title freeform into form, or
- 2. If the Newsletter is part of a recognized Newsletter, create a formalized link to the pre-existing Newsletter Issue in ServCat. This can be down by selecting the 'Actions' drop-down menu.

— 🛋 Newsletter Issue (Requ	ired) —	Acti	ions 🗸	
Volume			Lookup an ex	isting Reference
Issue			Break the lin	k
* Date Published	Exact Date mm/dd/yyyy			

When looking up an existing Reference, the user can search by Reference Code or search text.

Notice that the Actions tab only appears with the Parent, Newsletter Issue and not the grandparent, Newsletter. The reason for this is that only one tier may be necessary. If a Newsletter Issue is linked to a Newsletter then both will be filled in and greyed out.

-	Search text		newsletter		Search
		Code	Display Citation	Title 🔺	Year of Issue
		26911	Alabama's Treasured Forests. 20	004. Spring	2004
		22385	Wildlife News. 2002. November	27	2002
		28769	The Road-RIPorter. 2001. v6. Ma	ckay Island	2001
		49057	Eagle News from the Kentucky-T	ennessee-Ill	2001
		49058	Eagle News from the Kentucky-T	ennessee-Ill	2001
		896	Ducks Unlimited Valley Bay Habi	tats. 2001. (	2001
		26990	Alabama's Treasured Forests, 19	999. Fall	1999
		49055	Eagle News from the Kentucky-T	ennessee-Ill	1998
		49056	Eagle News from the Kentucky-T	ennessee-Ill	1998
		57690	Rural Papers. 1997. Fund M (ed)	. May	1997
		45230	From the Eagle's Nest. 1992. vV	olume 1, Num	1992
		56486	Outdoor Ethics. 1991. v10. (1). V	Vinter	1991
		49052	Eagle News from the Kentucky-T	ennessee-Ill	1990
		310	Endangered Species : Technical	Bulletin, 198	1985
	M	4 Page	1 of 1 🕨 🕅 🥲 Re	ecords per Page 25 💌	Displaying 1 - 23 of

To define the formal link, select the link button. Once selected, notice the newsletter title is greyed out. That is intentional since the title is inherited from a different reference. If the relationship is unneeded or incorrect, the link can be broken using the Action tab.

If for whatever reason it becomes necessary to break the link, this is accomplished by going back to the Actions button.

Breaking the link, as expected, would free up both sections for editing.