Series Authorities

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What are series authority records?

Authority records are designed to be a carrier for information concerning the authorized forms of names, subjects, and subject subdivisions to be used in constructing access points in MARC records.

Authority headings organize bibliographic information by using a single, distinct spelling of a name (heading) or a numeric identifier for each topic. The names of people, places, things, and concepts are *authorized,* i.e., they are established in one particular form. Each controlled entry is described in an authority *record* in terms of its scope and usage, and this organization helps the library staff maintain the catalog and make it user-friendly.

490 Field

Where do we find series information?

- Series information is usually found on the series title page, (facing the title page).

- Prefer the version on the series title page to other parts of the book.

- If there isn't a series title page, use the title page, cover, book jacket, etc.

Trace EXACTLY what you see on the material.

This includes:

- Articles (A, The, An, etc.)
- Wording
- Number formatting (|v)

Behind the Throne by K. B. Wagers (9780316308601)

Title page reads: THE INDRANAN WAR: BOOK 1

490 should look like:

y   490   1   The Indranan War ; |vbook 1

The big secret by Alexa Pearl (9781499803907)

Copyright page reads: | Series: Tales of Sasha; #1 |

490 should look like:

y   490   1   Tales of Sasha ; |v#1

Additions to the 490 field

Important series information that isn't in the material itself has to be enclosed in brackets. [ ]

This is usually numbering that isn't included in the book

Occasionally it can be the series itself.

The magicians by Lev Grossman (9780670020553)

First edition doesn't include series information anywhere on book 1, so the series and numbering should be in brackets.

y	490	1		[Magicians trilogy ; ǂvbk. 1]

Dune by Frank Herbert   (9780441005901)

There is no numbering in the book itself, so it should be in brackets.

y	490	1		Dune chronicles ; ǂv[book 1]

Where not to put series information

If you've determined that something is a series, DO NOT put the series information in the 245.

Indicators: 1 vs. 0

- If you have an 8xx in your record, the 490 first indicator should be 1
- If you don't have an 8xx, the 490 first indicator should be 0

800 and 830
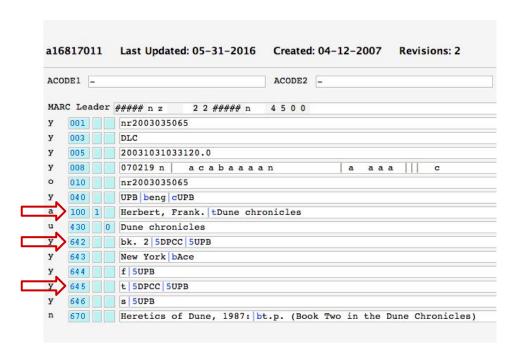
Searching and Verifying Series Authorities

- Place the cursor over the 8xx line and hit CTRL-G or right click and select "verify heading"
- Select the line with with the author's name and series title that says "Authority Record" (Source a100)
  - There is often a separate audiobook series authority record. Look for "Audio" or "Spoken word" in the 1xx field. Please be sure to check Sierra, INN-View, and SkyRiver for the audiobook authority record.
- Select view

Fields to check in the Authority Record

1xx If it says 100, you have a name/ title series, and it should be coded 800 1_ in the bib record. If it says 130, you have a title only series, and it should be coded 830_0 in the bib record. Check to see the 100 field in the authority record matches your 8xx field.

642 Check to see if a 642 field exists. If the authority record includes a 642 field, the numbers in the record must match the format in the authority record. If there is no 642, numbering is not allowed in the 8xx field. There are no brackets allowed in the 8xx field.

645 Check the 645 field. If it starts with "t" it means the series is traced and should have an 8xx field. If it starts with "n" it is not traced and you should NOT have an 8xx field, and the 490 first indicator should be "0".

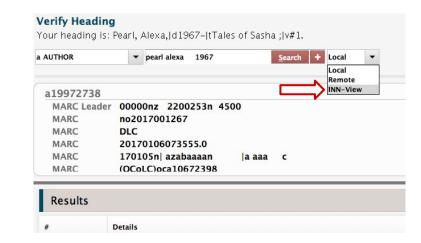# Searching INN-View
For Series Authority Headings

If there is no series authority record in Sierra, you will need to search INN-View

Searching INN-View

Place the cursor over the 8xx line and hit CTRL-G or right click and select "verify heading"
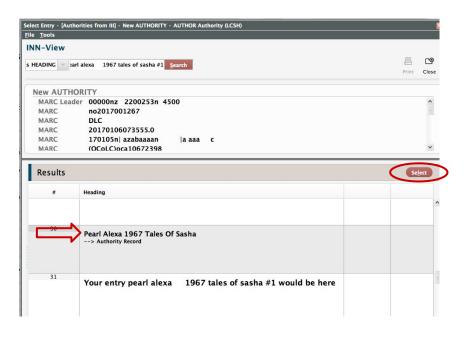

If there is no series authority heading listed in Sierra, select INN-View from the drop down menu
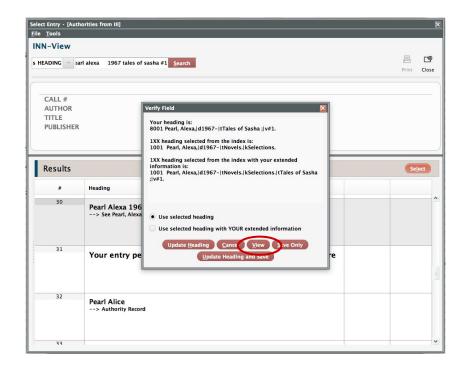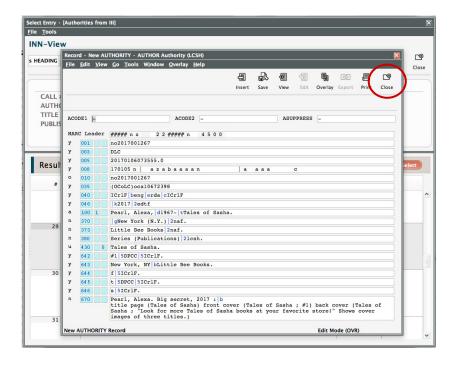
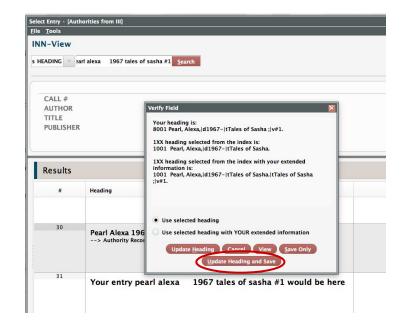Here is the authority heading matching the item

- Click "Select"

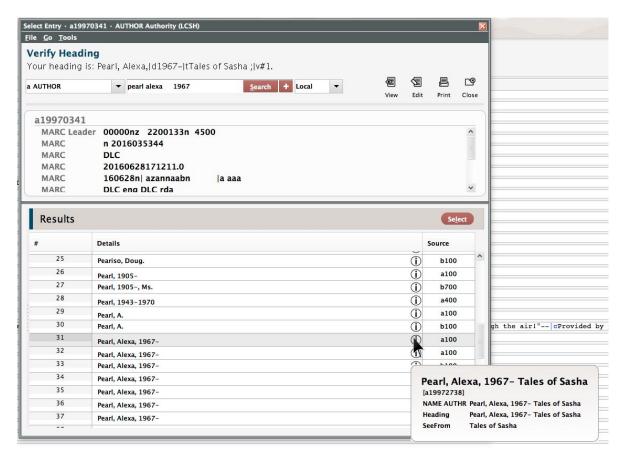- then click "View" to see the authority record

- Verify the information in the authority record matches your item, then click "close".

- To import the series authority record into Sierra, select "Update Heading and Save". If your 800 field perfectly matches the authority record, you can just select "Save".

When you verify the heading again, it should show up in Sierra.

What if the series heading isn't in INN-View?

- Double-check at authorities.loc.gov (under author/title series) just to make sure the series authority doesn't exist.
- If a series record hasn't been created yet, the series information shouldn't go in the 245. Put it in the 490/8xx areas, if you're sure it's a series. (Usually phrases like "A Detective Michael Bennett thriller" or "A Provence novel" are meant by publishers to be series, and so should go in the 490/8xx fields; things like "a thriller" or "a novel" without proper nouns in the phrase are usually just subtitle fodder.)
- If you feel like being safe, you could record it just as a "490 0_ Series title", which means not traced series, and omit the 8xx. Or, if you're feeling brave, transcribe it exactly in a 490 1_and then create an 8xx for how the series would look if it were established (usually "800 1_Author Last, First. |t Series title.", in the books we catalog).
- You can also email the Minerva Cataloging Standards Committee - **minerva.cataloging@gmail.com**