

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 (**lv**)

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 ; lv book 1
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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 ; lv #1
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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.

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y 490 1 [Magicians trilogy ; vbk. 1]
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Dune by Frank Herbert (9780441005901)

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

```
y 490 1 Dune chronicles ; v[book 1]
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Where not to put series information

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

y	035		(OCoLC)748438249	
y	040		WIV cWIV dIEP dNOG	
y	049		NOGA	
a	100	1	Kelly, Sofie, d1958-	
t	245	1 0	Sleight of paw ba magical cats mystery : cSofie Kelly.	
p	260		New York : bObsidian, c2011.	
r	300		227 p. : d18 cm	
y	490	1	A magical cats mystery : b[bk.2]	
n	500		"An Obsidian mystery."	
n	520		Small-town librarian Kathleen Paulson must rely on the magical abilities of her felines, Owen and Hercules, to sol	
d	650	0	Librarians vFiction.	
d	650	0	Cats vFiction.	
d	650	0	Murder xInvestigation vFiction.	

If it's a series, it shouldn't ALSO be a subtitle

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 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”.

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ACODE1 ACODE2

MARC Leader ##### n z 2 2 ##### n 4 5 0 0

y	001			nr2003035065
y	003			DLC
y	005			20031031033120.0
y	008			070219 n a c a b a a a a n a a a a c
o	010			nr2003035065
y	040			UPB beng cUPB
a	100	1		Herbert, Frank. tDune chronicles
u	430		0	Dune chronicles
y	642			bk. 2 5DPCC 5UPB
y	643			New York bAce
y	644			f 5UPB
y	645			t 5DPCC 5UPB
y	646			s 5UPB
n	670			Heretics of Dune, 1987: bt.p. (Book Two in the Dune Chronicles)

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”

r	338		volume bnc 2rdacarrrier
y	490	1	Tales of Sasha ; v#1
n	520		"In the Tales of Sasha series debut, Sasha discovers that she
n	521	8	510 bLexile.
d	650	0	Horses vJuvenile fiction.
d	650	0	Animals, Mythical vJuvenile fiction.
d	650	0	Identity (Psychology) vJuvenile fiction.
d	650	0	Secrecy vJuvenile fiction.
d	650	1	Horses vFiction.
d	650	1	Animals, Mythical vFiction.
d	650	1	Identity vFiction.
d	650	1	Secrets vFiction.
b	700	1	Sordo, Paco, eillustrator.
s	800	1	Pearl, Alexa, d1967- tTales of Sasha ; v#1.
y	907		.b34752109 bmulti c-
y	902		170130

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

Verify Heading

Your heading is: Pearl, Alexa, |d1967- |tTales of Sasha ; |v#1.

a AUTHOR	pearl alexa	1967	Search	+	Local
					Local Remote INN-View
a19972738					
MARC Leader	00000nz 2200253n 4500				
MARC	no2017001267				
MARC	DLC				
MARC	20170106073555.0				
MARC	170105n azabaaaaan a aaa c				
MARC	(OCoLC)oca10672398				

Results

#	Details
---	---------

Here is the authority heading matching the item

- Click “Select”

Select Entry - [Authorities from III] - New AUTHORITY - AUTHOR Authority (LCSh)

File Tools

INN-View

s HEADING |arl alexa 1967 tales of sasha #1 Search

Print Close

New AUTHORITY

MARC Leader 00000nz 2200253n 4500

MARC no2017001267

MARC DLC

MARC 20170106073555.0

MARC 170105n| azabaaan |a aaa c

MARC (OCoLC)oca10672398

Results

#	Heading
30	Pearl Alexa 1967 Tales Of Sasha --> Authority Record
31	Your entry pearl alexa 1967 tales of sasha #1 would be here

Select

- then click “View” to see the authority record

Select Entry - [Authorities from III]

File Tools

INN-View

s HEADING |arl alexa 1967 tales of sasha #1 Search

Print Close

CALL #

AUTHOR

TITLE

PUBLISHER

Verify Field

Your heading is:
8001 Pearl, Alexa,|d1967-|tTales of Sasha ;|v#1.

1XX heading selected from the index is:
1001 Pearl, Alexa,|d1967-|tNovels,|kSelections.

1XX heading selected from the index with your extended information is:
1001 Pearl, Alexa,|d1967-|tNovels,|kSelections,|tTales of Sasha ;|v#1.

Use selected heading

Use selected heading with YOUR extended information

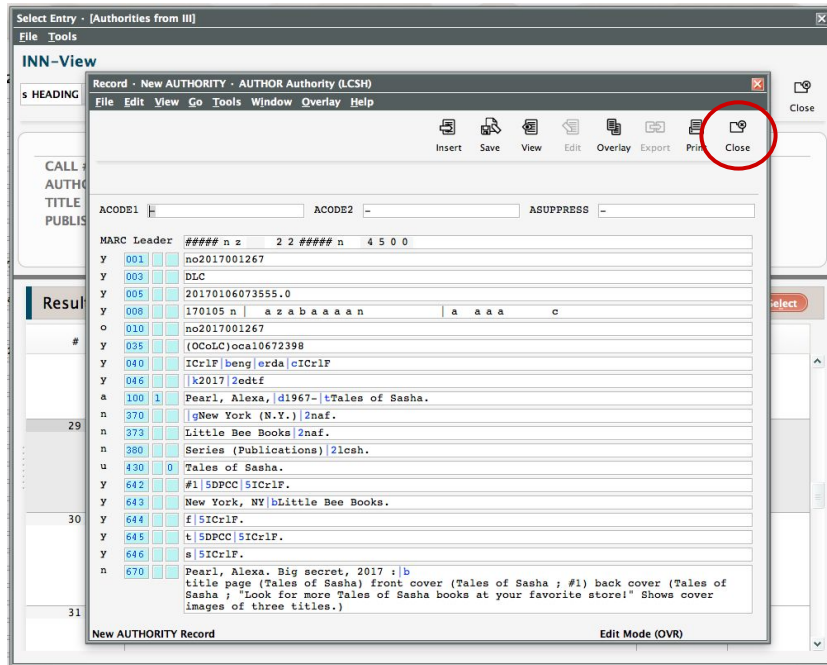
Update Heading Cancel View Save Only

Update Heading and Save

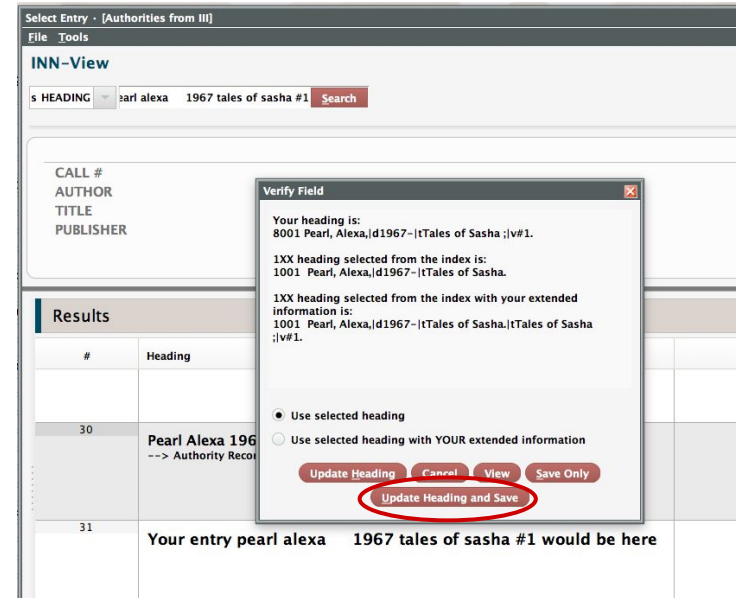
Results

#	Heading
30	Pearl Alexa 1967 --> See Pearl, Alexa
31	Your entry pe
32	Pearl Alice --> 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.

Select Entry · a19970341 · AUTHOR Authority (LCSH)

File Go Tools

Verify Heading

Your heading is: Pearl, Alexa,|d1967-|tTales of Sasha ;|v#1.

a AUTHOR pearl alexa 1967 Search + Local

View Edit Print Close

a19970341

MARC Leader 00000nz 2200133n 4500
MARC n 2016035344
MARC DLC
MARC 20160628171211.0
MARC 160628n| azannaabn |a aaa
MARC DLC ena DLC rda

Results

Select

#	Details	Source
25	Peariso, Doug.	b100
26	Pearl, 1905-	a100
27	Pearl, 1905-, Ms.	b700
28	Pearl, 1943-1970	a400
29	Pearl, A.	a100
30	Pearl, A.	b100
31	Pearl, Alexa, 1967-	a100
32	Pearl, Alexa, 1967-	a100
33	Pearl, Alexa, 1967-	
34	Pearl, Alexa, 1967-	
35	Pearl, Alexa, 1967-	
36	Pearl, Alexa, 1967-	
37	Pearl, Alexa, 1967-	

gh the air!"--|cProvided by

Pearl, Alexa, 1967- Tales of Sasha
[a19972738]

NAME AUTHR Pearl, Alexa, 1967- Tales of Sasha
Heading Pearl, Alexa, 1967- Tales of Sasha
SeeFrom Tales of Sasha

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. It Series title.", in the books we catalog).
- You can also email the Minerva Cataloging Standards Committee - [**minerva.cataloging@gmail.com**](mailto:minerva.cataloging@gmail.com)