

Series Entry Cheat Sheet

Reviewed August 2026 AMS

490 field:

- Trace exactly what's in the material, including: articles (A, An, The, etc.), form of numbering, etc.
- Prefer the form on the series title page if one exists (facing or before title page, lists series names and books in the series, usually)
- If you're supplying information not in the material itself (like numbering), put it in brackets []
- Exception: if you're supplying information about the corporate body/issuing body for the series (ex., if the series title is really generic), it's formatted like this 490 1_ Series title / Issuing body
- Check the **645 field** in the series authority record to determine tracing:
 - If it says "t", then the series is traced, and should have a 490 1_ and an 8xx in the bibliographic record
 - If it says "n", then the series is NOT traced, and should ONLY have a 490 0_ in the bibliographic record (NO 8xx)

8xx field:

- Must match form in series authority record 1xx field. Doesn't need to match the 490
- Check the **1xx field** in the series authority record to determine numbering of 8xx field:
 - If it says 100, then it's an author/title series and should be labeled 800 1_ in the bibliographic record
 - If it says 130, then it's a title-only series and should be labeled 830 _0 in the bibliographic record
- Check the **642 field** in the series authority record to see if you can include series numbering in the 8xx:
 - If there is a 642 field, you can have numbers in the 8xx in the bibliographic record. Numbers should match the form of the example in the 642 field (i.e., "bk." or "v." or just numbers, etc.)
 - If there is no 642 field, numbers are not allowed in the 8xx field of the bibliographic record, and should not be included there.
- Note that there are no brackets [] allowed in the 8xx field, since it is all supposed to be authorized. So any numbers, etc. in the 8xx should be entered without brackets.
- Reminder: if there's an 8xx in the bib record, there should ALSO be a 490. Please check and make sure there is one.

Special notes:

- Please remember to check and see if there is a separate series authority record for an audiobook version of a series (there often is, with words like "Spoken word" in the 1xx)
- Don't put the series words in a subtitle in the 245 if you're using them as a series in a 490/8xx
- If you find a series authority record with no 645 field (no 645 field = not a series), look for a **667 field** instead. This is a stand-in authority record to indicate that the series-like words are not considered a series. The 667 field tells you what to do instead with the words (put in a 500 note, put as a subtitle in the 245, ignore, etc.)