

November 27, 2013

Cataloguing Series

A few preliminary points to remember:

- *MARC field 440 is now obsolete*, and has been since 2008
- Field 490 is the correct field to use to transcribe series *as found on the item*, with corresponding 830 (further details will be explained on this)
- For non-fiction items, the series statement will almost always already be in the bib record
- The individual items that are part of a series may or may not be numbered

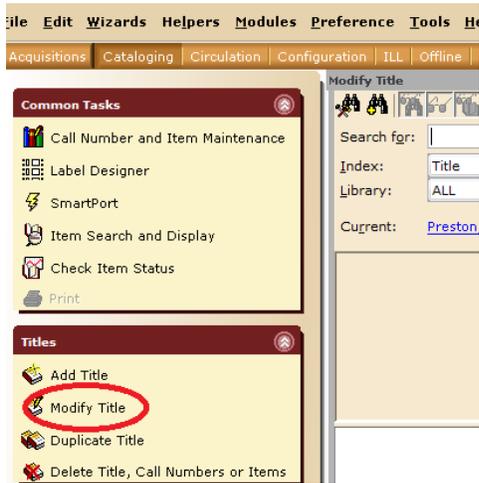
The following steps are to be used when importing a bib record from SmartPort.

For books:

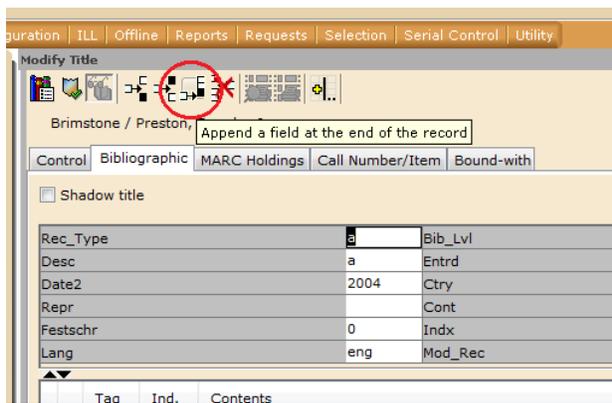
- Is there already a series statement in field 490? If so, **make no changes**.
- If the book appears to be part of a series* (for example, *Pendergast*, *Harry Bosh*, *Discworld Novel*, etc.), add in a 490 field. To do this:

* Keep in mind that many popular series do not have a series statement anywhere on the item; instead, you will have to rely on inference by reading the summary, or by checking another library's catalogue.

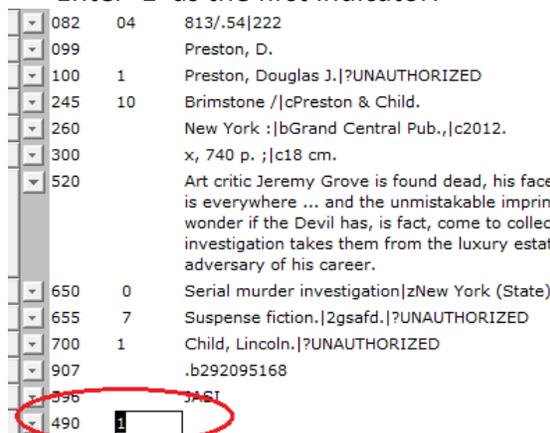
- Open **Modify Title** wizard:



- Locate item by ISBN or title; click **Modify** at bottom of page
- Insert new field by clicking **Append a Field at the End of the Record**.



- Enter '490' in the 'tag' area.
- Enter '1' as the first indicator.



- Insert name of series *as it appears on the item* into subfield a (|a). If you are unsure, please contact me (alepine@olsn.ca or 1-800-461-6348 ext. 210). Include numbering if the series is numbered. Keep in mind that the proper formatting of field 490 is:

With numbering: Series statement ;|vvolume designation

Without numbering: Series statement

Notice especially that there is no period after the series statement or volume designation.

- Your final result should look something like this:

245	10	Brimstone / cPreston & Child.
260		New York : bGrand Central Pub., c2012.
300		x, 740 p. ; c18 cm.
520		Art critic Jeremy Grove is found dead, his face is everywhere ... and the unmistakable imprint wonder if the Devil has, is fact, come to collect investigation takes them from the luxury estate adversary of his career.
650	0	Serial murder investigation zNew York (State) ;
655	7	Suspense fiction. 2gsafd. ?UNAUTHORIZED
700	1	Child, Lincoln. ?UNAUTHORIZED
907		.b292095168
596		JAST
490	1	Pendergast ; v6

- ***Final step: contact me*** so that I can create a new authority record for the series. I will then add in the 830 fields in your bib record, and I will then add in 830 fields for all other books in the series in the local catalogue. This will ensure standardization across the catalogue.

For movies, audio CDs, and other A/V materials

Overall, the process is identical. However, keep in mind that *it is much rarer* to apply series statements to audiovisual items. Please be judicious!