

Series Fields

A series entry is needed for items that, in addition to their individual title, also have a collective title along with other items. Series entries involve the 490 field and an 8XX field. The 490 field is where you transcribe the series statement exactly as it appears on the item you are cataloging. The 8XX field is where you put the authorized form of the series name, meaning the form of the series name that librarians have agreed to use so that patrons can find all of the books in a series, even if the series name appears differently on each item.

In the 490 field, the first indicator shows whether or not the series title is traced. Traced means that there is an authorized form of the heading that is used to index the series title in your catalog so that it shows up in a title search. Sometimes this authorized form is the same as what appears on the item, and sometimes it is different.

For this item, the series title appears on the book as “ALA Fundamentals Series”.

The authorized form is given in the CIP information in the same form, but you should check the Library of Congress authority record to be sure. You can access the Library of Congress Authorities at <http://authorities.loc.gov>.

To start, you need to choose Title Authority Headings from the dropdown menu.

When you get your list of search results, if the red button next to a series heading says Authorized Heading, then it is an authorized form.

When you click through to the authority record, the title in the 130 field is the authorized form. If what you searched for is in the 430 field, then you need to use the authorized form in the 130 field.

In this case, the series title on the item and the authorized form are exactly the same. The first indicator of 1 in the 490 field means that the series is traced, and the second indicator of 0 in the 830 field indicates that there are no non-filing characters (since it is a title field, this is just like the second indicator of the 245 field).

490 1_ \$a ALA fundamentals series

830_0 \$a ALA fundamentals series.

Sometimes the volume number or other sequential designation will be given for a series item.

This goes in subfield v in both the 490 and the 830 field.

490 1_ \$a BoardSource governance series ; \$v bk. 7

830_0 \$a BoardSource governance series ; \$v bk. 7

Sometimes the authorized form of the series title is different than what appears on the item. In this case, the series is given on the item as “At Table”.

The authorized form is “At table series”.

In this case, what appears in the 490 field is different than what appears in the 830 field.

490 1_ \$a At table

830 _0 \$a At table series.

Here is an example of a book for which the authorized version of the series begins with the author’s name. Although the series title on the item is “The Mitford Years,”

If you look it up in the authority file, you will see that the authorized version is a personal name heading. This happens when all of the books in a series are written by one author. A series statement that begins with a personal name goes in an 800 field. The author’s name is in subfield a, the birth date is in subfield d, and the title of the series is in subfield t.

490 1_ \$a Mitford years

800 1_ \$a Karon, Jan, \$d 1937- \$t Mitford years.

When dealing with series fields, you will sometimes see records with 440 fields. Until 2008, 440 was used when the transcribed form of a series title and the authorized form of a series title were the same. If you have old records with 440 fields in them, your system will still index them the same, so you don’t have to go back and change them. When downloading new records, if you have the time, you should change a 440 field to a 490 field and add an 830 field with the same form of the series title.

Another thing you might want to be aware of regarding series titles is that for the last couple years, the Library of Congress has not been doing series authority work. They are just transcribing the series statement in a 490 field with a first indicator of 0, without checking for an authorized form. Depending on how much time you have in your workflow, you can accept these records as is, or take the time to search for authorized forms yourself.