490 and 8xx Series Format

LMN's Cataloging Procedural Manual, chapter 10 - page 16 and 27, contain the specifics of data entry for series entered in 490 and 800/830 fields. The 8xx fields are the legitimate series headings.

Using the OCLC authority records serve us best. Consult the Authority table in OCLC Connexion for correct terminology.   The 5th icon with the red "A" and magnifying glass is the Authority table. Searching by title is the way to search series titles.

Series entries entered consistently are easier to navigate through.
In the 8xx **volume** field, **be consistent**.
The volume format should be: "Number (period)"   The following are incorrect.

Vampire Academy novel. book 1.
Vampire Academy novel; book 2
Vampire Academy novel ; book 3.
Vampire Academy novel; book 4.
Vampire Academy novel ; book 5.
Vampire Academy novel ; book 6
The vampire chronicles
Vampire chronicles ; bk. 1.
Vampire chronicles ; bk. 4
Vampire chronicles ; bk. 5
Vampire chronicles ; bk. 11.
Vampire diaries.
Vampire diaries. Stefan's diaries ; v. 1
Vampire diaries. Stefan's diaries ; v. 2.
Vampire diaries. Stefan's diaries. v. 3.
Vampire diaries. Stefan's diaries. v. 4
Vampire diaries. Stefan's diaries. v. 5.
Vampire diaries. Stefan's diaries. v. 6.

The first-year experience monograph series ; no. 34
The first-year experience monograph series ; no. 44
The first-year experience monograph series ; no. 45
The first-year experience monograph series ; no. 46

Numeric signs (#) are no longer permissible as prefixes.

a Bright & early book ; v # 13
Enter just the number thirteen in subfield $v:
Example: $v 13.

Having just the number in the volume field is by far the easiest. This is preferable because it has the least keystrokes.

> Food science and technology ; 16
> Food science and technology ; 64
> Food science and technology ; 66
> Food science and technology ; 67
> Food science and technology ; 69

Do not spell out the numerical designation in the volume entry. The space will index the numbers in chronological order. "book two" is incorrect – just   enter "2."

> Vega Jane ; book 2.
> Vega Jane ; book two

Multiple prefixes are not necessary: "Love boat; bk. no. 8"   Just enter "8."

Be consistent in volume entries. The correct entry should be just "9." or "11."

> Flat Stanely's worldwide adventures ; bk. 11.
> Flat Stanley's worldwide adventures ; 10
> Flat Stanley's worldwide adventures ; bk. 11.
> Flat Stanley's worldwide adventures ; book 9.
> Flat Stanley's worldwide adventures ; book 11

Entering 800 and 830 for the 490 entry. Keep the authorized heading as recorded in OCLC.   In the example below, the number should be just "11." in both the 490 and 800. Both the 490 and the 800 should be kept.   The 830 should be removed as it is a duplicate of the 800. If it has different wording, the 830 can be kept.

490	Series Title	1.	a Flat·Stanley's·worldwide·adventures·; v book·11
521	Target Audience	1.	a Ages·7-10.
520	Summary	. .	a "Stanley·Lambchop·is·whisked·away·to·Paris,·where·he·must·help·catcl Provided·by·publisher.
650	Subj Topical	. 0	a Art·thefts v Juvenile·fiction.
610	Subj Corp Name	2 0	a Louvre·(Paris,·France) v Juvenile·fiction.
651	Subj Geog.	. 0	a France v Juvenile·fiction.
610	Subj Corp Name	2 7	a Louvre·(Paris,·France) 2 fast 0 (OCoLC)fst00631111
655	Genre/Form	. 7	a Mystery·fiction. 2 gsafd
700	Other Author	1.	a Pamintuan,·Macky, e illustrator.
700	Other Author	1.	a Brown,·Jeff, d 1926-2003.
800	Series	1.	a Greenhut,·Josh. t Flat·Stanley's·worldwide·adventures·; v book·11.
830	Series Title	. 0	a Flat·Stanley's·worldwide·adventures·; v bk.·11.

Do not add the word "series" or "books" or "novels" at the end of 490 or 8xx fields unless the authorized heading has that specific term. Check in OCLC Authority table for the exact terminology of the series. In Connexion, the fifth icon contains the Authority table.

The authorized term for the following is "Follett just beginning-to-read book" – not "books" OR "series"

A Follett beginning-to-read series
Follett just beginning-to-read book
Follett just beginning-to-read books

"Fire fight! The bravest" is the authorized term for the following:

Fire fight!
Fire fight! The bravest.
Fire fight! The bravest series

In this example, OCLC has the authorized heading as actually "Van Nostrand searchlight book". It would be redundant to add a volume with "book" as a prefix before the number, so only the number is entered.

Van Nostrand searchlight book; 2
Van Nostrand searchlight book, 17
Van Nostrand searchlight book ; 27
Van Nostrand searchlight book ; 33
Van Nostrand searchlight book, 34
Van Nostrand searchlight book 37

Prefixes with dashes may not always be on the item in hand. The dash is equivalent to the space and is preferred. In the example below, K-19, K-69 should be entered and then the system will index chronologically.

A Vintage book, K19
A Vintage book, K69
A Vintage book K-25

When entering data in the 490/8xx $a fields, the existence of a geographical or publisher entry can be correct.

    The first mountain man
    First mountain man (New York, N.Y.)   ***

OCLC has the authorized heading as the second entry with the geographical entry as being correct. So the first entry needs changing.

The existence of a publisher after a series can also be correct. The second entry (Brilliance Audio (Firm)) is for the compact discs and the fist entry is for the books.

North and South trilogy ; 1.
North and South trilogy ; 3.
North and South trilogy (Brilliance Audio (Firm)) ; 1.
North and South trilogy (Brilliance Audio (Firm)) ; 2.
North and South trilogy (Brilliance Audio (Firm)) ; 3.