

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 authorized series headings. Consult the Authority table in OCLC Connexion for correct terminology. Searching by title is best.

Series entries entered consistently are easier to navigate through. In the **volume** subfield, **be consistent**. The volume format should only include the number – no prefix. The following are **not** correct.

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 (#) and brackets [7] are not permissible. **a** Bright & early book ; **v** # 13

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Having just the number in the volume field is by far the easiest. This is preferable because it has the least keystrokes and alphabetizes and numbers chronologically correct.

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. “10” is correct.

~~Flat Stanley'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 490 \$v and 830 \$v entries should be just “11.” Both the 490 and the 800 should be kept. If the 830 has different wording, the 800 can be kept’ otherwise, remove the 800 duplicate.

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490 Series Title      1.  a Flat-Stanley's-worldwide-adventures; v book11
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   20  a Louvre-(Paris,France) v Juvenile-fiction.
651 Subj Geog.       . 0  a France v Juvenile-fiction.
610 Subj Corp Name   27  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-Stanely's-worldwide-adventures; v book11.
830 Series Title     . 0  a Flat-Stanley's-worldwide-adventures; v bk-11.
  
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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.

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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 – not “series” , not just “fire fight”:

- ~~Fire fight!~~
- Fire fight! The bravest.
- ~~Fire fight! The bravest series~~

In this example, OCLC has the authorized heading as “Van Nostrand searchlight book”. Wording should be followed the punctuation of a [space], then a colon.

- ~~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, enter the dash, “K-19 or K-69” and then the system will index chronologically.

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

The existence of a geographical place or publisher entry can be correct. OCLC has the authorized heading as the second entry with the geographical entry as being correct.

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

(Brilliance Audio (Firm)) is correct for the audio compact discs. The first entry is correct 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.