

SECTION 3.1

Series Statements in Short Bibliographic Records

Background:

All series title statements are now entered in the 490 field (with a first indicator of 1) with series added entries entered in the appropriate 8XX (800, 810, 811, or 830) field based on the authorized form in an authority record. The 440 series statement field is obsolete and is changed to the 490 field in older bibliographic (bib) records.

Instructions for Entering Series Statements:

1. Enter the series statement and number exactly as it appears on the item in the 490 Series Statement field. Capitalize only the first word and any proper names that are normally capitalized in English. Make sure the first indicator is “1” and the second indicator is blank. The 490 series field never ends with a period.

(The 490 is the *tag* labeling the field used for traced series. The *indicators* are the two character positions that follow each tag; one or both indicators may be blank or carry a number between 0 and 9 that have specific meanings.)

2. In most cases, the series title is then entered in the 830 Series Added Entry Uniform Title field with the second indicator of zero. If the series is written by one person, use the 800 Series Added Entry Personal Name field for the series author/title with the first indicator of “1” and the second indicator blank. In 800, 810, or 811 fields, the name is entered in subfield a, ending with a period, and the series title is entered in subfield t. It is less common, but you may see corporate name series added entries in 810 fields, or meeting name series added entries in 811 fields (first indicator of 0, 1, or 2 and second indicator blank). Supply known series title or numbers in brackets if not found on item but important to patrons. You can look up the authorized form of the series by doing an Authority Record Keyword or Heading search in the local catalog or doing a specific Title or Name/Title heading search in the Library of Congress Authorities file by going to <http://authorities.loc.gov/>.

3. Enter the series numbering in the 8XX fields based on the series authority record when available. If no authority record is available, abbreviate common captions from a standard abbreviations list. Series numbering is always separated from the series name by a semi-colon and |v in both the 490 and the 8XX field (|v is the subfield used for series numbers). Record numbers in the form preferred by the agency creating the data; e.g., Black Gold prefers Arabic numerals (2) over Roman numerals (II). Local procedure: If the series numbering goes above 10 or 100, you will need to precede smaller numbers with extra zeroes in the 830 field so that the number will correctly be listed in numerical order in the catalog. For example, the “Baby-sitters Club” series has over a hundred items in it, so two zeroes were put in front of the items numbered below 10.

Common Captions and Abbreviations:

book	bk.	number(s); número	no.
part(s), parte	pt.	volume(s); vol.	v.

See the *Cataloging Input Standards Manual. Appendix G. Holdings Information* for more abbreviations.

Examples of Series:

490 1_ NFL today
830 _0 NFL today.

490 1_ The baby-sitters Club ;|v#2
800 1_ Martin, Ann M.,|d1955- |tBaby-sitters Club ;|v#002.

490 1_ Amigas y Cía ;|v[6]
800 1_ Martin, Ann M., |d 1955- |tBaby-sitters Club (Graphix (Firm)). #1 Spanish ;|v6.

490 1_ Opposing viewpoints series ;|vvolume 22
830 _0 Opposing viewpoints series ;|vv. 22.

Series Authority Work:

Series authority records show the correct form of traced series and numbering and provide cross-references for alternate forms of the series titles. In the past, the Bibliographic Unit sent bib records to Library Technologies, Inc. (LTI) about twice a month for automated authority work. Vendors, however, can't correct spelling/typographic errors or add series numbers if the bib record does not have the series numbers already in it.

Example Authority Record shows authorized form of heading & series number pattern:

HEADING: Martin, Ann M., 1955- Baby-sitters Club

000 01161cz a2200289n 450
001 641630
005 19981110051328.5
008 870603n| acabaaa |a aaa
010 __ |a n 86731545
035 __ |a (OCoLC)oca01867733
035 __ |a (DLC)n 86731545
040 __ |a DLC |c DLC |d DLC |d IAhCCS
100 10 |a Martin, Ann M., |d 1955- |t Baby-sitters Club
430 _0 |a Baby-sitters Club
400 10 |a Martin, Ann M., |d 1955- |t Babysitters' Club
400 10 |a Martin, Ann M., |d 1955- |t Baby-sitters Club super special
642 __ |a #4 |5 DLC |5 DLC photo-offset reprint
642 __ |a super special #15 |d some items |5 IAhCCS
643 __ |a New York |b Scholastic
643 __ |a Lakeville, CT |b Grey Castle Press |d photo-offset reprint
644 __ |a f |5 DLC |5 DLC photo-offset reprint
645 __ |a t |5 DLC |5 DLC photo-offset reprint
646 __ |a s |5 DLC |5 DLC photo-offset reprint
670 __ |a Martin, A.M. Mary Anne saves the day, c1987: |b t.p.
670 __ |a Photo-offset reprint/Martin, A.M. Kristy's great idea, 1988: |b CIP t.p.
670 __ |a Baby-sitters' European vacation, c1998: |b t.p. (Baby-sitters' Club) cover p. 1 (Baby-sitters' Club // super special #15)

Help: Please contact the Bibliographic Unit about series problems and questions.