

Personal Series

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Locating established series entries in the Sage catalog

John Brockman and Heather Spry, compilers.

(2023 update: The OPAC graphics used in this document are in "Traditional" view)

1. In order to maintain consistent series information for the sake of patrons, Sage catalogers are required to prioritize existing information in Sage 8XX fields above other authority sources. In this example, we will look up the information for James Patterson's "Women's Murder Club" series.

In the Advanced search window, enter author and/or title information, and click search.

		Keyword	~	Contains	~	patterson james	×
And	~	Keyword	~	Contains	~	women's murder club	×
And	~	Author	$\overline{}$	Contains	~		×



3. On the results page, scroll down until the "Personal Series" box appears on the left side of the screen. Click on the series title.



4. Existing series information is displayed in each search result. Click on a title to bring up the record.



5. In the MARC record, find the 8XX field(s).

655		7	<pre>‡a Detective and mystery fiction. \$2 lcgft</pre>
700	1		‡a Gross, Andrew.
800	1		<pre>‡a Patterson, James, ‡d 1947- ‡t Women's murder club ; ‡v 03.</pre>
905			‡u admin
999			‡e Book

Edition: Phys. Desc.:

New York, NY : Warner Books, 2005, 1st Warner Books ed. 341 p.; 20 cm.

In some cases there may be multiple 8XX fields. It may be necessary to check additional sources to see if your item is in more than one series. Although all are required, only the first heading will be displayed.

6. Each new record added to the catalog from this series should contain the following information.

=800 1\\$aPatterson, James,\$d1947-\$tWomen's murder club ;\$v##.



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Locating series information in the Library of Congress authorities

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 Using established series databases (FantasticFiction, Goodreads, NoveList), determine whether the item is part of a single author or multiple author series.

2. Navigate to the LOC authorities website at

https://authorities.loc.gov.

Click "Search Authorities".

3a. If all books in the series are written by a single author continue to step 4.

3b. If the series has <u>multiple authors</u>, skip to step 10.

With "Name/Title Authority Headings" selected, type the author's name (Last, First).

5. Click "Begin Search".

6. Scroll to find the proper series heading. In this example, we are looking for James Patterson's "private" series.

> The "Authorized Heading" button indicates the preferred title for the series.

7. Click the appropriate "Authorized Heading" button.

			Previous Next >
ſ	#	Bib Records	select icon in first column to View Authority Headings/References
	1	2	Patterson, James, 1947- Private London
	References 2	0	Patterson, James, 1947- Private novel
	References 3	0	Patterson, James, 1947- Private novel. Spoken word
	Authorized Heading 4	12	Patterson, James, 1947- Private novels
	Authorized Heading 5	2	Patterson, James, 1947- Private novels. Spoken word
	Authorized Heading 6	0	Patterson, James, 1947- Private Oz
	7	3	Patterson, James, 1947- Private Paris /
	Authorized Heading 8	1	Patterson, James, 1947- Private Sydney
	9	3	Patterson, James, 1947- Private Vegas /
	References 10	0	Patterson, James, 1947- Protectors





430 _0 |a Private novel <

8. The 100 field contains the correct information you will need for the 800 field in your record.

=800 1\\$aPatterson, James,\$d1947-\$tPrivate novels ;\$v##.

The 400/430 fields indicate variant series titles that should not be used.

9. Please note that LOC does not provide series numeration for subfield v. You may need to consult additional authorities and source in a 500 note.



SOURCE OF HEADINGS: Library of Congress Online Catalog Authority Headings Search

Subject Authority Headings

Name/Title Authority Headings Keyword Authorities (All)

Name Authority Headings Title Authority Headings

Search Text: Patterson, James

Search Type:

100 records per page ~

arch Hints



LIBRARY OF CONGRESS AUTHORITIES

Using Library of Congress Authorities, you can browse and view authority headings for Subject, Name, Title and Name/Title combinations, and download authority records in MARC format for use in a local library system. This service is offered free of charge.

>> Search Authorities <<

Help on Searching Authorities - Frequently Asked Questions

If you have questions or comments, please send us feedback using our Help Desk page

or switch to the > Library of Congress Online Catalog << to search for and display catalog records for the over 18 million books and other items in the collections of the Library of Congress.

LIBRARY OF CONGRESS AUTHORITIES

Help 1 Search Headings Start

Begin Search Clear Search



3

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10. With "Title Authority Headings"	LIBRARY C	F CONGRESS AUTHORITIES
selected, type the title of the series. Do not include articles (The, A, An)	SOURCE OF HEADINGS: Library of Congress Online Catalog Authority Headings Search	Search Search Headings Start List Over
11. Click "Begin Search".	Search Text: 39 clues Search Type: Subject Authority Headings Scroll down for Name Authority Headings Search Hints Title Authority Headings Name/Title Authority Headings Name/Title Authority Headings 100 records per page ~ 100 records per page ~	Begin Search Clear Search

12. Scroll to find the appropriate heading. In this example, we are looking for "39 clues".

The "Author button for 3	rized Head 9 Clues.	ding"This is the preferredLotitle for 39 clues.tit	ook only for "series le" headings.
	Bib	Previous Next > select icon in first column to	
	Records	View Authority Headings/References	Type of Heading
Authorized Heading	8	39 clues	series title
Authorized Heading 2	0	39 clues	non-series title
Authorized Heading 3	0	39 clues. Cahill files	non-series title
Authorized Heading 4	0	39 clues. Cahill files	series title
References 5	0	39 clues. Cahills versus Vespers	non-series title
References 6	0	39 clues. Cahills versus Vespers	series title
Authorized Heading 7	4	39 clues. Cahills vs. Vespers	series title
Authorized Heading 8	0	39 clues. Cahills vs. Vespers	non-series title

13. Click the appropriate "Authorized Heading" button.

130_0 | a 39 clues370 __ |g New York (N.Y.) |2 naf373 __ |a Scholastic Inc. |2 naf380 __ |a Series (Publications) |2 lcsh430_0 | a Thirty-nine clues

14. The 130 field contains the correct information you will need for the 830 field in your record.

=830 \0\$a39 clues ;\$v##.

The 430 field indicates a variant series title that should not be used.

15. Please note that LOC does not provide series numeration for subfield v. You may need to consult additional authorities and source in a 500 note.