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.

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

Search Input

	Keyword ∨	Contains ∨	patterson james	X
And ∨	Keyword ∨	Contains ∨	women's murder club	X
And ∨	Author ∨	Contains ∨		X

Add Search Row

Search   Clear Form

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.

Personal Series

womens murder club	(91)
alex cross series	(1)
detective michael bennett thriller	(1)

Because this series is written by a *single author*, the series information will appear in "Personal Series", which is contained in the "t" subfield of the MARC 800 field.

Uniform Title Series

| bookshots | (3) |

Were this series written by *multiple authors*, the series information would appear in "Uniform Title Series", which is contained in the "a" subfield of the MARC 830 field.

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

10.

3rd degree
Patterson, James, 1947-

Series:	Women's murder club ; 03.
Publisher:	New York, NY : Warner Books, 2005.
ISBN:	0446696641
Edition:	1st Warner Books ed.
Phys. Desc.:	341 p. ; 20 cm.

"3rd degree" is the 3rd book of James Patterson's "Women's Murder Club" series.

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

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

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##.

Locating series information in the Library of Congress authorities

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1. 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".
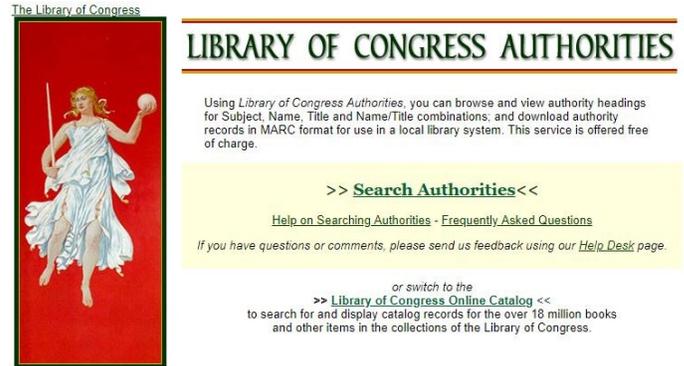
3a. If all books in the series are written by a single author continue to step 4.

3b. If the series has multiple authors, skip to step 10.

4. 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.

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.

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10. With "Title Authority Headings" selected, type the title of the series. Do not include articles (The, A, An)

11. Click "Begin Search".

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

The "Authorized Heading" button for 39 Clues.

This is the preferred title for 39 clues.

Look only for "series title" headings.

#	Bib Records	select icon in first column to... View Authority Headings/References	Type of Heading
Authorized Heading 1	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.

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.