

Cataloging Series (490/8xx)

Sage catalogers are encouraged to add series information to a MARC record whenever appropriate. Because Library of Congress (LOC) no longer traces series, nor creates series authority records (SARs), series information is often absent or incomplete when importing records of newer items. As a consortium we decided that because tracing series is very important to our patrons, we need to establish and standardize series titles in Sage even if a LOC authority file does not exist. For that reason, some series titles found in Sage are not actually LOC authorized series titles, but are established through various outside sources and are considered “authorized” within the Sage system. We also agreed that numeration is helpful to our patrons. As with series titles, Sage catalogers often have to refer to outside sources to find that information. As a consortium, we believe that consistency in determining series titles and numeration is a critical service, and thus have created the following set of guidelines to help Sage catalogers understand and apply the proper format and use of series entries in Sage, and make use of the best outside resources for retrieving series information.

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Retrieving series information

Sage catalogers are expected to determine the best series title and numbering whenever adding a new book to the Sage catalog in order to maintain accuracy and consistency in Sage records.

Keep in mind that the series title listed on the item itself may not have the same wording as the authority record. **LOC and Sage authority headings should be used in the 8xx field.** If no authority heading exists, the series title can be copied from the item or other relevant outside source.

Remember to include a 500 note indicating where you retrieved any series information that was not already included in the record.

Primary resources for retrieving series information:

- The item itself (Goes in 490 field, use this information to find the authority)
- Library of Congress (LOC) authorities <https://authorities.loc.gov/>
- Sage authorities
- Other outside sources
 - GoodReads (Sage preference) <https://www.goodreads.com/>
 - FantasticFiction <https://www.fantasticfiction.com/>
 - NoveList (requires subscription)
- Author's or publisher's website

500 notes

There are several examples in this document on how a 500 note can be formatted but the general format is as follows, please use the one appropriate to the situation and item in hand:

=500 \\ \$aSeries numeration from Goodreads/FantasticFiction/NoveList.

=500 \\ \$aSeries title and numeration from Goodreads/FantasticFiction/NoveList.

=500 \\ \$aSeries information from Goodreads/FantasticFiction/NoveList.


500 notes are only necessary if the numeration (or the numeration and title) can't be found on the item in hand or from Library of Congress (LOC).

Library of Congress series entries

There is a document on the Sage website (located [here](#)) that helps when searching the LOC authorities using the Title and the Name/Title Authority headings. Series headings fall under Title authorities and can be found using Subject, Title and the Name/Title searches depending on the need.

Sometimes it is hard to distinguish at a glance if the authority heading you're looking at is a title or a series title heading. It is necessary to click into the authorized heading to determine if it's appropriate to use as a series heading. There are a couple ways to tell.

First, you want to click into the authorized heading:

 100	0	Herron, Mick. Slough house
---	---	----------------------------

For most entries, there will be a 380 in the authority record that says Series (Publications)

100 1_ |a Herron, Mick. |t Slough house
 370 __ |g New York (N.Y.) |2 naf
 373 __ |a Soho Crime |2 naf
 380 __ |a Series (Publications) |2 lcsb

When that is missing, there is a quick way in the 008 to know whether or not it can be used as a series heading since it is coded into the authority. The 16th character in the 008 field, “a” means it can be used as a series entry, and “b” means it cannot be used in an 8XX series entry. It is easier to remember that it is the character before the n | towards the last part of the string. This is consistent for title authority records.

008 170225n| azabbaaan |a aaa c

Yes, this can be used as a series entry

008 160720n| azannaabn |a aaa c

No, this can't be used as a series entry

Another easy way to tell if it is a series authority heading is by selecting the Labelled Display when in the authority heading:



LC control no.: no2017024467
 LCCN Permalink: <https://lccn.loc.gov/no2017024467>
 Descriptive conventions: rda
 Personal name heading: Herron, Mick. Slough house
 Variant(s): Slough house
 Series place/Issuing body: New York, NY Soho Crime
 Series analysis practice: f (ICrIF)
 Series tracing practice: t (DPCC) (ICrIF)
 Series class practice: s (ICrIF)
 Form of work: Series (Publications)
 Beginning date: 2017
 Place of origin: New York (N.Y.)
 Affiliation: Soho Crime
 Found in: Herron, Mick. Slough House, ©2017 : series t.p. (Slough house)

It should have series labels all over the authority record.

Basic format information for series

Traced vs untraced series

If a series is “traced”, it is searchable by the specified series title. An “untraced” series is *not* searchable by that specific series title. **Since Sage inclusion of series information is intended to allow items to be searched by the series title, most series should be traced rather than untraced.**

Untraced series format (=not searchable by series title)

=490 0\ \$aSeries title



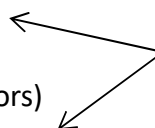
Untraced series will only include a 490 field, and the first indicator is always 0. There should not be an 8xx field.

Traced series formats (=searchable by series title)

Same (primary) author(s)

=490 1\ \$aSeries title ;\$vbook #

=800 1\ \$aAuthor.\$tSeries title ;\$v##.



Two main formats for traced series, depending on the type of author. All traced series have 1 as the first indicator in the 490 field. **All traced series should also include an 8xx field.**

Different authors (items in series have different authors)

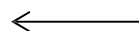
=490 1\ \$aSeries title ;\$vbook #

=830 \0 \$aSeries title ;\$v##.

Corporate author

=490 1\ \$aSeries title ;\$v#

=810 2\ \$aCorporate author.\$tSeries title ;\$v##.



A third format for traced series that you may encounter—more frequently found in academic libraries and government doc collections.

General formatting notes

Untraced

=490 0\ \$aSeries title

Punctuation note 1:

No period at the end of the 490 field.
Always a period at the end of the 8xx field.

Traced: Same (primary) author(s)

=490 1\ \$aSeries title ;\$vbook #

=800 1\ \$aAuthor.\$tSeries title ;\$v##.

The 800 field will mirror the 100 field:

- same indicators for both;
- both use the authorized heading for the personal name (which may include a qualifying subfield such as \$d [dates] or \$q [fuller form of name]).

=490 1\ \$aSeries title ;\$vvolume #

=800 1\ \$aAuthor,\$dxxxx-xxxx.\$tSeries title ;\$v##.

Traced: Different authors

=490 1\ \$aSeries title ;\$v#

=830 \0 \$aSeries title ;\$v##.

Punctuation note 2:

No space between the semicolon and the \$v. But, a space should be left **before** the semicolon.
(General rule: no space between end punctuation of a subfield and the delimiter (\$) of the subsequent subfield.)

Traced: Corporate author

=490 1\ \$aSeries title ;\$vbook #

=810 2\ \$aCorporate author.\$tSeries title ;\$v##.

Other general format notes:

By RDA rules, transcribe the book number as it appears on the item itself (if the item says "Book 5" transcribe as "book 5"--see examples below). Some series may actually be unnumbered, in which case the \$v can be left off. No volume designator ("bk.", "#", "v.", "vol.", etc) is used in the 800 \$v.

Examples

Untraced series examples

=490 0\ \$aPelican books

=490 0\ \$aPenguin classics

ATTENTION:

If you come across a 490 0\ for an item that is part of a series already traced in Sage, please convert the 490 0\ to a 490 1\ and add the appropriate 8xx field.

Traced series examples

Same author(s) for all items in series

(*Primary* author must be the same for all items even if items have multiple authors [e.g., James Patterson's *Private* series])

=490 1\ \$aSeries title ;\$vbk. #
=800 1\ \$aAuthor.\$tSeries title ;\$v##.

Examples

=490 1\ \$aThe Baby-sitters Club ;\$vbook 11
=800 1\ \$aMartin, Ann M.,\$d1955-\$tBaby-sitters Club ;\$v11.

Series title:

For 490, enter the series title *as it appears* on the physical item.
For 8xx, enter the *authorized* title (check the authority record).

=490 1\ \$aJ. P. Beaumont
=800 1\ \$aJance, Judith A.\$tJ. P. Beaumont mysteries ;\$v17.

Author:

Always use the authorized heading for the author's name—this may include a date (\$d), a fuller form of name (\$q), or a title associated with the name (\$c). It should match the 100 field, and may, in some cases, differ from the name as it appears on title page/cover of the item (e.g., J.A. Jance).

=490 1\ \$aDiary of an 8-bit warrior ;\$vbook 1
=800 1\ \$aCube Kid,\$c(Author of fan fiction).\$tDiary of an 8-bit warrior ;\$v01.

=490 1\ \$aHarry Potter ;\$vyear six
=800 1\ \$aRowling, J. K.\$tHarry Potter series ;\$v06.

Book numbers:

For 490, enter the book number as it appears on the item.
For 8xx, only use Arabic numbers, as well as the following format: 01, 02, 03, 10, ...
(Note: all non-Arabic numbers [third, IV, etc.] should be converted to Arabic numbers in 8xx fields.)

=490 1\ \$aPercy Jackson & the Olympians ;\$vbook V
=800 1\ \$aRiordan, Rick.\$tPercy Jackson & the Olympians ;\$v05.

=490 1\ \$aDanger zone ;\$vbk. [1]
=500 \ \ \$aSeries numeration from FantasticFiction.
=800 1\ \$aGilman, David.\$tDanger zone ;\$v01.

Missing series information:

If the series number does not appear on the item itself, the information can be placed in square brackets [] in the 490 field. This is not required, as the 490 field is for series information **as it appears** on the resource.

If series information is not found on the item being cataloged add a 500 field indicating the source of the information.

Do not use any brackets in the 800 field.

See also section on Retrieving Series Information.

=500 \ \ \$aSeries information from Goodreads.
=800 1\ \$aDerr, Megan,\$d1981-\$tDance with the devil ;\$v01.

Different author(s)

(Items in the series have different primary authors [e.g. 39 clues, DC icons])

=490 1\ \$aSeries title ;\$vbk. #

=830 \0 \$aSeries title ;\$v##.

Examples

=490 1\ \$aDC icons ;\$vbk. 4

=830 \0 \$aDC icons ;\$v04.

=490 1\ \$aStar Wars adventures ;\$vvolume 2

=830 \0 \$aStar Wars adventures ;\$v02.



=490 1\ \$aThe 39 clues ;\$vbook 10

=830 \0 \$a39 clues ;\$v10.

**Author:**

Because the authors are different for items in these series, no author is included in the 830 series statement. Since only the uniform title of the series is provided, it is listed as a \$a.

830 indicators:

There is no 1st indicator.

2nd indicator is for non-filing characters, and is almost always 0 since common cataloging practice is to omit any articles from the uniform title.

800 or 830?

Not sure whether the series has different primary authors? Check the authority record. If the Library of Congress Authority record provides the series title in a 130 field, use 830 instead of 800.

Corporate author

(Less common in Sage, but may come across in records for government documents)

=490 1\ \$aSeries title ;\$vbook #

=810 2\ \$aCorporate author.\$tSeries title ;\$v##.

Examples

=490 1\ \$aBulletin no. 10

=810 1\ \$aOregon.\$bDepartment of Geology and Mineral Resources ;\$vBulletin no. 10.

=490 1\ \$aPublic papers of the Presidents of the United States ;\$v2009

=810 1\ \$aUnited States.\$bPresident.\$tPublic papers of the Presidents of the United States ;\$v2009.

Special cases in series (or, why series can be a cataloging nightmare)

Recording series information can be tricky since series can change over time and since available information about a series can be inconsistent. Sometimes it is necessary to provide multiple series statements in order to account for the changes and/or inconsistencies.

Remember that series entries are repeatable. (Note: as of February 2019, all 8xx information in Sage will display in the top portion of the record summary—previously only the first 8xx displayed at the top.)

Below you will find recommendations for handling a variety of special cases in series. Because these situations are often case-specific and may not correspond exactly with the situation you come across in cataloging series, you may need to consult with your mentor to figure out the best solution for recording the series information.

Also, please do not change or remove existing series information in a record because you think it is incorrect without first consulting with the mentors and/or affected libraries.

Deceased authors and continued series

Series sometimes continue after the death of the original author (and may even be taken up by more than one author). Continued series should always include information about the deceased author of the original series as well as the actual author of the item.

Sage recommended cataloging procedure for series that have continued after the death of the original author:

- Actual (living) author is always listed in the 100 entry
- Original author (now deceased) is listed in a 700 entry, as the creator
- The series is traced by the original author in the 800 field

Example

=100 1\ \$aAtkins, Ace.

=245 10 \$aRobert B. Parker's Wonderland /\$cAce Atkins.

=246 30 \$aWonderland

=490 1\ \$aA Spenser novel

=500 \ \ \$aSeries numeration from Goodreads.

=700 1\ \$aParker, Robert B.,\$d1932-2010,\$creator.

=800 1\ \$aParker, Robert B.,\$d1932-2010.\$tSpenser novel ;\$v41.

No:

=800 1\ \$aAtkins, Ace.\$tSpenser novel (Continuation) ;\$v41.

As of Feb 2019, the inclusion of "(Continuation)" after the title in the 8xx for the living author is not recommended as a Sage cataloging practice and should be removed. Do not include a second 800 entry for the series under the continuing author.

Split series

Series often split into multiple subseries and can create problems in cataloging. In some cases, the split is retroactive—that is, a subseries is officially created and/or named after one or more items in the new series have already been published (and cataloged). Early entries may therefore not have the proper series title. Also, the presence of multiple titles in the Sage catalog with the same book number in a particular series is a good indication that some sort of split has taken place and that the series information may be incomplete or inaccurate. Because splits are often distinguished by the use of series subtitles, when including series information for split series or subseries, it is important to make sure that you use the exact series title to eliminate potential redundancy in numbering (see Warriors example below).

Please contact the mentors if you come across redundancies in series information so that the problems can be fixed.

Example 1

The **Warriors series (Erin Hunter)** includes multiple subseries with similar series titles and has even developed into several manga series:

Warriors (original series, later retitled as Warriors: the prophecy begins)

Warriors: the new prophecy

Warriors: power of three

Warriors: omen of the stars

[And so on....]

Warriors: super edition

Warriors Manga (**Graphic/manga records are treated differently—see below as well as section VII for more info on cataloging graphic/manga**)

Incorrect

=245 10 \$aBluestar's prophecy/\$cErin Hunter.

=490 1\ \$aWarriors ;\$v2

=800 1\ \$aHunter, Erin.\$tWarriors ;\$v02.

Correct

=245 10 \$aBluestar's prophecy/\$cErin Hunter.

=490 1\ \$aWarriors: super edition ;\$v2

=800 1\ \$aHunter, Erin.\$tWarriors, super edition ;\$v02.

Incorrect because the subtitle of the subseries has not been included. Only the original series can be referred to simply as "Warriors".

See correct version.

ATTENTION:

Subtitles of series can take different forms. Some may use a **comma** (e.g. Warriors, super edition) [see above], others a **\$p** (e.g. Magic tree house series. Merlin missions) [see below]. Check the authorized heading for the correct format. The authorized format must be used in the 8xx field.

Punctuation note: the \$p is preceded by a period (.) following the \$t in the 800 field.

=245 10 \$aCarnival at candlelight /\$cMary Pope Osborne.

=490 1\ \$aMagic tree house, a Merlin mission ;\$v5

=800 1\ \$aOsborne, Mary Pope.\$tMagic tree house series.\$pMerlin missions ;\$v05.



Note: If a series splits to include a **graphic/manga subseries**, the graphic/manga format must be used for that subseries.

Incorrect

=245 10 \$aShattered peace /\$ccreated by Erin Hunter; written by Dan Jolley; art by James L. Barry.

=490 1\ \$aWarriors: ravenpaw's path ;\$v#1

=800 1\ \$aJolley, Dan.\$tWarriors.\$pRavenpaw's path ;\$v#1.

Incorrect because this is actually a **graphic/manga subseries** of the Warrior series.

Correct

=245 10 \$aWarriors :\$bRavenpaw's path.\$nVol. 1,\$pShattered peace /\$ccreated by Erin Hunter; written by Dan Jolley; art by James L. Barry.

The 245 field in this case should use the graphic/manga format.
Note: the 490/8xx fields are not necessary.

Also correct

=245 10 \$aWarriors :\$bRavenpaw's path.\$nVol. 1,\$pShattered peace /\$ccreated by Erin Hunter; written by Dan Jolley; art by James L. Barry.

=490 1\ \$aWarriors. Ravenpaw's path ;\$v# 1

=800 1\ \$aJolley, Dan.\$tWarriors.\$pRavenpaw's path ;\$v01.

Although the 490/8xx fields are not necessary, if included, they should follow the regular series guidelines.

ATTENTION:

Remember to look up the authorized headings in Library of Congress when creating 8XX entries.

Example 2

Items from the **Animal Stories series (Holly Webb)** have been reissued as Pet Rescue Adventures, sometimes with a slight title change. For instance, Jessie the Lonely Puppy appears as book #1 in Pet Rescue Adventures but was book #6 in Animal Stories (under the title Jess the Lonely Puppy).

=245 10 \$aJessie the lonely puppy /\$cby Holly Webb; illustrated by Sophie Williams.

=490 1\ \$aPet rescue adventures ;\$vbk. [01]

=490 1\ \$a[Animal stories] ;\$vbk. [06]

=500 \ \ \$aPreviously published as part of Animal Stories series under the title Jess the Lonely Puppy, but currently published as part of Pet Rescue Adventures.

=500 \ \ \$aSeries information for Animal stories from Goodreads.

=800 1\ \$aWebb, Holly.\$tPet rescue adventures ;\$v01.

=800 1\ \$aWebb, Holly.\$tAnimal stories ;\$v06.

Provide an explanatory note (500 field) if possible.

Example 3

The **Magic Tree House series (Mary Pope Osborne)** “split” after book #28 and became the Magic Tree House Merlin Missions series, but then later resumed as the original Magic Tree House series.

Christmas in Camelot was the 1st title in the Magic Tree House Merlin Missions series, but is often also listed as #29 in the overall Magic Tree House series (as shown on the cover of some editions of the item itself). But when the author resumed writing for the original series, the numbering started up with #29 (A Big Day for Baseball) where it left off before the creation of the Merlin Missions series, even though some editions of Christmas in Camelot are listed as Magic Tree House #29.

=245 10 \$aChristmas in Camelot /\$cby Mary Pope Osborne ; illustrated by Sal Murdocca

=490 1\ \$aMagic tree house ;\$vbook 29

=490 1\ \$aMerlin missions ;\$vbook 01

=500 \ \ \$aSeries split—may see references to either series on different edition covers.

=800 1\ \$aOsborne, Mary Pope.\$tMagic tree house series ;\$v29.

=800 1\ \$aOsborne, Mary Pope.\$tMagic tree house series.\$pMerlin missions ;\$v01.

Multiple series statements may be necessary when a series has split into several subseries. In some cases, the numbering can become confusing when the split is ambiguous or when outside sources (Goodreads, FantasticFiction, NovelList, etc.) provide conflicting series information. Creating a single uniform series statement in these instances is not always possible. And since some Sage libraries may shelve according to series title/number, it is important to keep/include all series information even if it is not consistent with the series information used by your library or that provided by the outside sources you regularly consult.

Items included in more than one series

Some items are published under multiple series, and thus need to be traced through several different series titles.

Examples

The Maverick (Jan Hudson) is part of the Texas outlaws series by the author, but also part of a publisher series (Harlequin American romance).

=245 14 \$aThe maverick /\$cJan Hudson.

=490 1\ \$aHarlequin American romance ;\$v#1306

=490 1\ \$aTexas outlaws

=500 \ \ \$aSeries numeration for Texas outlaws from Goodreads.

=800 1\ \$aHudson, Jan.\$tTexas outlaws ;\$v07.

=830 0\ \$aHarlequin American romance ;\$v1306.

Because the Texas Outlaws series information is more likely to be of interest to patrons, the 8xx for that series should be listed first.

Burning Lamp (Amanda Quick) is part of the Arcane Society series (that includes a number of authors), but is also part of a trilogy (Dreamlight) written specifically by Amanda Quick (aka Jayne Krentz).

=245 10 \$aBurning lamp /\$cAmanda Quick.

=490 1\ \$aAn Arcane Society novel ;\$vbk. 8

=490 1\ \$aDreamlight trilogy ;\$vbk. 2

=800 1\ \$aQuick, Amanda.\$tArcane Society novel ;\$v08.

=800 1\ \$aKrentz, Jayne Ann.\$tDreamlight trilogy ;\$v02.

In this case, information for both series may be of interest to patrons, so either 8xx can be placed first.

Series title change

Some publishers have been known to change the name of the series even though there are no other changes to the book (same ISBN, publishing info, and pagination). In those cases, include 490 and 8xx entries for both series. There should also be an explanatory 500 note.

Example:

Scholastic changed the name of the **Hello Reader** series to **Scholastic Reader** series.

=490 1\ \$aHello reader

=490 1\ \$aScholastic readers

=500 \ \ \$aBook may be published under either series name.

=830 \0 \$aHello reader.

=830 \0 \$aScholastic reader.

Crossover series

Crossover series are series where characters from different series have been brought together. They are particularly challenging because the ways in which authors and publishers treat the crossover can vary widely. In some cases, a whole new series is created. In other cases, no new series is created and the items are considered a part of both series (particularly if the crossover is temporary or intermittent). The number of series being crossed can vary as well. We also find examples of false crossovers, where, for instance, side characters in a series may be turned into main characters (e.g., Robert Crais' Joe Pike/Elvis Cole). And in many cases, when a crossover begins, it is often unclear what the nature of the crossover is going to be, and thus unclear how it should be treated from a cataloging perspective.

When cataloging crossover series, make sure you check authority records, and what has already been established in the Sage catalog. If there is no authorized heading, or you find conflicting information, please contact the mentors—often in-depth research is required to figure out crossover series.

Examples:

Michael Connelly has several characters (Harry Bosch, Renée Ballard, and Mickey Haller) that crossover into each other's series because they all occupy the same fictional universe. The author's website lists some instances as official crossovers but others not. Other sources sometimes try to "officialize" the crossover by creating a new series heading.

=245 10\$aDark sacred night /\$cMichael Connelly.

=490 1\1\$aBosch and Ballard novel

=500 \1\$aSeries numeration (Harry Bosch, Renée Ballard) from Goodreads.

=800 1\1\$aConnelly, Michael,\$d1956-\$tHarry Bosch series ;\$v21.

=800 1\1\$aConnelly, Michael,\$d1956-\$tRenée Ballard series ;\$v02.

=800 1\1\$aConnelly, Michael,\$d1956-\$tRenée Ballard and Harry Bosch novel.

Sometimes there are more authorized series headings (8xx) than there are 490's since 490 fields are what is actually on the item. A 500 note needs to be added for information found outside the item in hand or from LOC.

All three 800s are authorized through Library of Congress. The numeration for the top two series can be located at Goodreads, FantasticFiction and Novelist but since there isn't a good source for the numeration for the Renée Ballard and Harry Bosch novel authorized heading, it isn't necessary to include numeration (\$v).

Lisa Scottoline has two different series with overlapping characters: Rosato & Associates novels and Rosato & DiNunzio novel. Although it may seem like these are just series title variations because of the overlapping characters, they are actually considered separate series, so it is important to assign the correct series information.

Robert Crais has several intersecting series (Elvis Cole and Joe Pike [previously separate series], and Scott James and Maggie). Crais' series are particularly difficult to catalog because information varies depending on the source (e.g., items are listed as part of different series and/or with different numeration, and series titles themselves vary). These inconsistencies are probably due to series information changing over time and publishers using different series information for reprints. As a result, series information pulled from one source for early entries may not match information pulled from that same source for later entries. Furthermore, authority information provided by LOC does not help clarify this confusion (only two authorized headings in LOC: Elvis Cole and Joe Pike novel, Joe Pike novel).

In cases such as this, the mentors may decide upon a recommended series order so that Sage libraries can provide consistent information in the catalog, and thereby reduce confusion for patrons.

Compilations (Multiple volumes in 1 book)

Occasionally a publisher will republish several books in a series into a single book. There are at least two ways to approach cataloging this series information.

The preferred way in Sage is to have one series entry with hyphenated volumes when they're consecutive books in a series.

=245 10 \$aNight shift ;\$bNight shadow /\$cNora Roberts.

=490 1\ \$aNight tales

=500 \ \ \$aSeries numeration from Goodreads.

=800 1\ \$aRoberts, Nora.\$tNight tales (Series) ;\$v01-02.

Comparatively having multiple entries for the same series with different volume numbers, this tends to look more complicated and repetitive but is acceptable cataloging practice.

=800 1\ \$aRoberts, Nora.\$tNight tales (Series) ;\$v01.

=800 1\ \$aRoberts, Nora.\$tNight tales (Series) ;\$v02.

Examples:

=245 10 \$aPet fairies.\$v1-4 /\$cDaisy Meadows. (Not a graphic just poorly named)

=490 1\ \$aPet fairies ;\$v1-4

=800 1\ \$aMeadows, Daisy.\$tPet fairies ;\$v01-04.

Or

=800 1\ \$aMeadows, Daisy.\$tPet fairies ;\$v01.

=800 1\ \$aMeadows, Daisy.\$tPet fairies ;\$v02.

=800 1\ \$aMeadows, Daisy.\$tPet fairies ;\$v03.

=800 1\ \$aMeadows, Daisy.\$tPet fairies ;\$v04.

=245 10 \$aThe Betsy-Tacy treasury /\$cMaud Hart Lovelace ; [etc]

=490 1\ \$aBetsy-Tacy ;\$vbook 1-4

=800 1\ \$aLovelace, Maud Hart,\$d1892-1980.\$tBetsy-Tacy book ;\$v01-04.

Or

=800 1\ \$aLovelace, Maud Hart,\$d1892-1980.\$tBetsy-Tacy book ;\$v01.

=800 1\ \$aLovelace, Maud Hart,\$d1892-1980.\$tBetsy-Tacy book ;\$v02.

=800 1\ \$aLovelace, Maud Hart,\$d1892-1980.\$tBetsy-Tacy book ;\$v03.

=800 1\ \$aLovelace, Maud Hart,\$d1892-1980.\$tBetsy-Tacy book ;\$v04.

Inclusion of series information in the 245 field

Some publishers display the series title on the title page and/or cover. And in some cases, it can appear more prominent than the actual title of the book (e.g. Wings of Fire series by Tui Sutherland). Because RDA emphasizes “transcribe what you see,” more and more new records include the series title in the 245 field. Sage cataloging preference is always (with the exception of graphic and manga) to place the *book title* in the 245 \$a.

This is also listed in the Sage Specific Practices document that can be found on the Sage website.

(<https://sagestaff.org/cataloging/> on the far right in the Cataloging Policies list or [here](#))

In some cases—for instance, at the start of a new series—it may not be clear which title displayed is the book title and which is the series title (e.g., Pullman’s Book of Dust/La belle sauvage). If you are unable to determine which is the book title and which is the series title from the usual outside sources, contact the mentors for additional assistance.

Incorrect entries:

=245 10 \$aSeries title :\$bbook title /\$cAuthor.

=490 1\ \$aSeries title ;\$vbk. #

=800 1\ \$aAuthor.\$tSeries title ;\$v##.

This is incorrect because the series title has been placed in the 245 \$a.

=245 10 \$aBook title :\$bseries title /\$cAuthor.

=245 10 \$aBook title /\$cAuthor.

=246 34 \$aSeries title :\$bbook title

Incorrect because 490/8xx information has not been included in the record.

Foreign language series

Series titles in a foreign language often only have an authorized heading in the original language. The 8xx field should in that case include a \$I specifying the language of the work in hand. A translated version of the title may be used for the 490 field.

Example

=245 12 \$aA winter's promise /\$cChristelle Dabos; translated from the French by Hildegard Serle.

=490 1\ \$aMirror visitor ;\$vbook 1

=800 1\ \$aDabos, Christelle,\$d1980-\$tPasse-miroir.\$lEnglish ;\$v01.

Graphic and manga

Graphic fiction/non-fiction and manga do not follow the same cataloging guidelines as series (even though they as well are often serial-type publications).

General formats

=245 10 \$aSeries title.\$nVol. #,\$pPart title /\$cAuthor.

In the case of graphic/manga, the “book title” is considered a “part title.”

=245 10 \$aSeries title :\$bseries subtitle.\$nVol. #,\$pPart title /\$cAuthor.

Punctuation note:

The \$n is preceded by a period (.). The \$p is preceded by a comma (,) when the \$p follows a \$n.

Note: Graphic and manga should have a “6” in the Contents (Cont) fixed field and should also include one or more of the following genre fields, as appropriate:

=655 \7 \$aGraphic novels.\$2lcgft

=655 \7 \$aComics (Graphic works)\$2lcgft

=655 \7 \$aNonfiction comics.\$2lcgft

=655 \7 \$aManga.\$2lcgft

(Other authorized graphic/comic terms are also acceptable)

Examples

=245 10 \$aBleach.\$nVol. 19,\$pThe black moon rising /\$cstory and art by Tite Kubo ; English adaptation, Lance Caselman ; translation, Joe Yamazaki.

=246 30 \$aBlack moon rising

=245 10 \$aNathan Hale's hazardous tales.\$pThe underground abductor /\$c text and illustrations by Nathan Hale.

=246 30 \$aUnderground abductor

=245 10 \$aWarriors :\$bRavenpaw's path.\$nVol. 1,\$pShattered peace /\$c created by Erin Hunter; written by Dan Jolley; art by James L. Barry.

=246 30 \$aRavenpaw's path.\$n1,\$pShattered peace

=246 30 \$aShattered peace

Note: The addition of 246 field(s) can facilitate the search process and the way that items are listed in reports.

Graphic/manga and 490/8xx fields

ATTENTION:

Adding series fields (490/8xx) for graphic items is not considered standard cataloging practice. In some cases, however, including 490/8xx fields may be useful and/or necessary to distinguish that particular graphic/manga series from other similar series or subseries. It is recommended that Sage catalogers add 490/8xx series fields to graphic/manga records in situations where clarification is needed.

Note: if 490/8xx fields are already present in a record, they should not be removed. Also, the 245 field should still follow the graphic/manga format discussed above.

Case 1

Some graphic series bear the same series title as non-graphic series (e.g., The Walking Dead). The inclusion of 490/8xx fields makes it easier to distinguish between the two.

Graphic series

=245 14 \$aThe walking dead.\$nVol. 13,\$pToo far gone /\$cRobert Kirkman [...]

=490 1\ \$aThe walking dead ;\$vvol. 13

=500 \\\ \$aSeries title from Novelist.

=800 1\ \$aKirkman, Robert.\$tWalking dead graphic novels ;\$v13.

Novel series

=245 14 \$aThe rise of the governor /\$cRobert Kirkman and Jay Bonansinga.

=490 1\ \$aThe walking dead ;\$vvol. [01]

=500 \\\ \$aSeries title and numeration from FantasticFiction.

=800 1\ \$aKirkman, Robert.\$tWalking dead ;\$v01.

Notice that the series title in the 490 may be the same, even though it differs in the 8xx field.

Case 2

Some graphic/manga series (particularly in the **DC Comics and Marvel universes**) have been relaunched at various times under the original series title. Because the relaunches may all use the same title, additional information in series statements can help distinguish the different versions.

=245 10 \$aSuicide Squad.\$nVol. 1,\$pKicked in the teeth /\$cAdam Glass, writer [...]

=490 1\ \$aSuicide Squad [2011] ;\$vvol. 1

=490 1\ \$aThe new 52!

=500 \\\ \$aSeries information from DC Comics website.

=830 \0 \$aSuicide Squad, 2011 ;\$v01.

=830 \0 \$aNew 52.

Graphic series relaunches are, in some cases, designated by the **inclusion of a date**. See section below on retrieving series info.

=245 10 \$aAvengers.\$nVol. 5,\$pAdapt or die /\$cwriter, Jonathan Hickman [...]
 =490 1\ \$aAvengers [2012] ;\$vvol. 05
 =490 1\ \$aMarvel NOW!
 =500 \ \ \$aSeries information from Marvel website.
 =800 1\ \$aHickman, Jonathan.\$tAvengers, 2012 ;\$v05.
 =830 \0 \$aMarvel now!

Case 3

Some graphic/manga are part of multiple series and so require multiple series statements to identify the different series.

Examples

Items in the **Avengers** series are often part of a subseries along with being part of a larger Avengers series. In order to identify the overall reading order of the series, it is important to list series numeration for both the subseries and the overall series.

↓ ↓

=245 10 \$aAvengers.\$pTime runs out.\$nVol. 1 /\$cwriter, Jonathan Hickman [...]
 =490 1\ \$aAvengers [2012] ;\$vvol. [07]
 =490 1\ \$aAvengers: Time runs out ;\$vvol. 1
 =490 1\ \$aMarvel NOW!
 =500 \ \ \$aSeries title (Avengers [2012]) from Marvel website.
 =500 \ \ \$aSeries numeration from Goodreads.
 =800 1\ \$aHickman, Jonathan.\$tAvengers, 2012 ;\$v07.
 =800 1\ \$aHickman, Jonathan.\$tAvengers.\$pTime runs out ;\$v01.
 =830 \0 \$aMarvel now!

Compare to the Avengers example above. This item is v. 1 of the Time Runs Out subseries, but v. 7 of the overall Avengers [2012] series.

Note regarding \$p and \$n

Normally, the \$n (volume/part number) will precede the \$p (part title). In some cases, when multiple series/subseries exist, the volume number associated with the item will refer to the subseries rather than the main series. In such cases, the \$n will follow the \$p in the 245 field (as in the highlighted portion of these examples).

Punctuation note:

When \$p follows \$a or \$b, the \$p is preceded by a period (.) instead of a comma. The \$n is still preceded by a period (.)--unless the data in the preceding field already ends with final punctuation.

The **Pokemon Adventures** series is also made up of multiple subseries (each with its own numbering), so it is important to list series numeration for both the subseries and the overall series.

Note: Pokemon graphic series/subseries sometimes have similar titles, but may actually be part of different series altogether (compare the two examples below).

↓ ↓

=245 10\$aPokemon adventures.\$pDiamond and Pearl platinum.\$nVolume 2 /\$cstory by Hidenori Kusaka ; art by Satoshi Yamamoto.

=490 1\ \$aPokemon adventures ;\$vbook 31

=490 1\ \$aPokemon adventures. Diamond and Pearl/Platinum ;\$vvolume 02

=500 \ \ \$aSeries numeration from GoodReads.

=800 1\ \$aKusaka, Hidenori.\$tPokemon adventures ;\$v31.

=800 1\ \$aKusaka, Hidenori.\$tPokemon adventures. Diamond and Pearl platinum ;\$v02.

↓ ↓

=245 10\$aPokemon.\$pDiamond and Pearl adventure!\$nVolume 2 /\$cstory and art by Shigekatsu Ihara.

=490 1\ \$aPokemon. Diamond and Pearl adventure ;\$vvolume 02

=500 \ \ \$aSeries numeration from GoodReads.

=830 0\ \$aPokemon.\$pDiamond and Pearl adventure! ;\$v02.

The two Pokemon series lists can be found at: <https://www.goodreads.com/series/101769-pok-mon-adventures> and <https://www.goodreads.com/series/70076-pok-mon-diamond-and-pearl-adventure>

Retrieving graphic/manga series information

Goodreads (www.goodreads.com) tends to have the most complete *graphic/manga series* information. Keep in mind when searching Goodreads that complete series lists (i.e., reading order) may not display with an initial search—you may need to click on an item within the series and then click on the series link underneath the title to retrieve the complete list.

For graphic/manga in the DC Comics and Marvel universes, you may need to consult the respective comics websites. Keep in mind that series information on these websites can be difficult to navigate, particularly when trying to retrieve series titles and numeration because of the various similarly named subseries and relaunches. Please contact the mentors for assistance.

Catalogers should also consult the records of other items already in Sage from that particular graphic/manga series. In some cases, the Sage preferred series title to be used in the 490/8xx fields may have been adapted from a variety of sources to create a more uniform heading.

Please contact the mentors if you find inconsistencies or if you are unsure about the proper series information you should be using.