

In the Right Order: The Sequence of Series Authority Records

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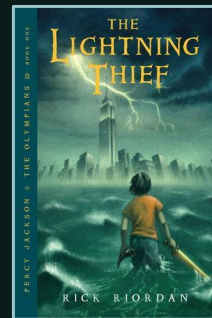
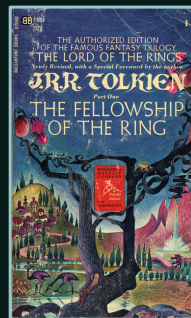
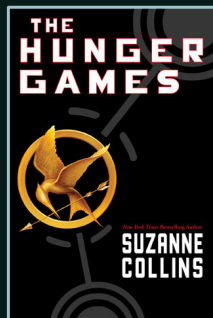
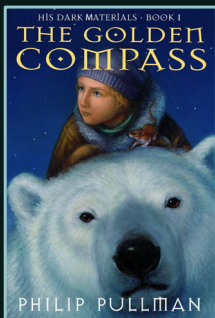
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Hello all! Welcome to Online with the CMC. I am your presenter, Mary Cornell.

Agenda

- What is a series authority record?
- Types of series authority records
- Fields in a series authority record
- Examples of series records
- Resources



Our agenda today includes a few items. First, we're going to look at the definition of a series authority record. Then, we'll look at the different types of series authority records. Next, we'll look at the fields specific to series authority records. After that, we'll look at some examples of full series authority records. Lastly, we will close with our resources. Of note, on the slide we have images from a few popular series. In order, they are His Dark Materials by Philip Pullman, The Hunger Games by Suzanne Collins, The Lord of the Rings by J.R.R. Tolkien, and Percy Jackson & The Olympians by Rick Riordan. I will be using some of these series' authority records as examples in the presentation.

- Resources: PCC Training on Series and previous Online with the CMC
- Series Authority Records: Series work → Individual work → Access point
 - Ex. His Dark Materials → The Golden Compass
 - Philip Pullman → His Dark Materials



What is a series authority record?

Firstly, I do want to mention a couple of resources off the bat. Through the Program for Cooperative Cataloging (PCC), there is a full training on series, including NACO series authority records. I have linked this in our resources slide. If you walk away from the presentation today and still have questions, either reach out to us here at the CMC and/or take a look at this training. Also, I want to note that our manager, Dr. Pam Thomas gave a presentation about series in the past for Online with the CMC and that is included as a resource as well. This is not going to be an exhaustive presentation on series authority records, as that would take more time than we have allotted today, but we will be going over a great deal all the same.

So firstly, a series is “A group of separate resources related to one another by the fact that each resource bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual resources may or may not be numbered.” Also, to give this context in the frame of authority records: “A Series Authority Record (SAR) represents a bibliographic resource (a work or expression); its authorized access point is used in the description of another resource to record the relationship between the two bibliographic resources. Expressed in terms of the Functional Requirements for Bibliographic Records (FRBR), the relationship is between two Group 1 entities.” The group 1 entities also can include authors, publishers, etc. To make this more transparent, let’s use the example of the series His Dark Materials by Philip Pullman. So, His Dark Materials is a series work or a

group 1 entity. Books in that series are also works/group 1 entities that are linked to the series work, for instance *The Golden Compass* would be an individual work. With these two bibliographic resources, we therefore need an access point or a series authority record. Also, another way to look at this would be to consider Philip Pullman as the author of *His Dark Materials* series, and you would want to create a series authority record to make sure these different entities can be searchable not only as individual access points (author, title), but also together as a series authority record access point. Lastly, of note, as of 2007, the Library of Congress no longer creates series authority records. There is however series authority record reviewers/specialists that the NACO coordinator at the PCC/Library of Congress (LC) can refer you to if you ever want assistance with creating or reviewing SARs.

- Series Authority Records:
 - Authoritativeness: Why 'His Dark Materials?'
 - Identification: Philip Pullman + His Dark Materials
 - Treatment: His Dark Materials → The Golden Compass



100	1	Pullman, Philip, ⚭d 1946- ⚭t His dark materials
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What is a series authority record? (Cont.)

Series authority records are created and function in other words for three different reasons for authoritativeness, identification, and treatment. For authoritativeness, they assist “to validate the authorized access point of the series; to document the authority data creator’s reason for choosing that authorized access point.” This assists in explaining for example why the series authority title would be ‘His Dark Materials.’ For identification, they assist “to confirm that the series represented corresponds to the series sought; to distinguish between two or more series with similar characteristics; to place that series in context and clarify its relationship to other entities.” In the context of our example series, this allows for the series to be properly linked to its author, Philip Pullman. There may also be other series out there with a similar title as well, so this helps distinguish our series. Lastly, for treatment, they assist “to document local decisions regarding analysis, series access, and classification of the individual parts of a series.” For instance, with His Dark Materials, it helps other catalogers in deciding how to treat the different books in the series, series numbering of those books, etc. On the slide, I have shared the series authority access point for our series example, which as may you suspect is (author) + (series title) = Pullman, Philip in a subfield a, with his birth year 1946 in a subfield d and then the series title His dark materials in a subfield t.

- Monographic series: Commonly a 130 field in series authority records, includes publisher series, readers series, etc.
- Multipart Monograph series: 100, 130, etc. Depends on the type of resource, includes a series of novels by a single author, conference publications, etc.
- Series-like phrase: A character string (words, letters, combination of letters and numerals) not considered to be a series.
- Other: Serials! Resource issues in successive parts.

Types of Series Authority Records

There are four different types of series. These are monographic series, multipart monograph series, series-like phrases, and other, which includes serials, integrating resources, etc.

Firstly, a monographic series is defined as a “1XX field [that] contains an established heading for a collective title that applies to a group of separate publications and/or subseries, each of which also has its own title.” There are many different situations where you’ll run across a monographic series, which according to the training makes sense, as at the time of the course creation, 89% of series authority records were made up of monographic series. These are often coded as a 130 in the series access point in a record and include publisher series, reader series (think the series, I can read), scientific series, etc.

Secondly, a multipart monograph series is defined as “A resource issued in two or more parts (either simultaneously or successively) which is complete or intended to be completed within a finite number of parts (e.g., a series of novels by a single author, a series of publications covering the activities of a conference).” Examples of this would be The Lord of the Rings by Tolkien or a resource about the Annual ALA Conference. These could be in a 100, 130, etc.

Thirdly, we have a series like phrase. A series like phrase is “A character string (words, letters, combination of letters and numerals) not considered to be a series, though it may appear to represent one.” These can show up in any larger category of entities, whether that be publisher, imprints, authors, etc. Most often I have seen these as part of either publisher or imprint “series.” These can show up on the title page, the back cover, the title page verso, etc. When in doubt with these, search the authority files. Sometimes these can even be confusing when looking at an authority record though too, because there are series-like phrases that have been series under AACR2 and there are also series that have become series-like phrases after AACR2. Hopefully, any record you encounter with a series-like phrase will have notes either in a 667 or the Nonpublic note field or will have notes in the 64X fields about tracing of a series.

Lastly, we have an ‘other’ kind of series, which mainly is for series that are serials, integrating resources, etc. For our presentation today, we’re going to look at serials for this series type. Serials are “A resource issued in successive parts, usually having numbering, that has no predetermined conclusion (e.g., periodical, monographic series, newspaper).”

I will be showing practical examples of these different kinds of series authority records later on in the presentation. Next, we will be looking at series specific fields in a series authority record.

- **Series– (08/12) Type of series**
- **Ser Num – (08/13) Numbered or unnumbered series**
- **Ser Use – (08/16) Heading use-series added entry**

ARN:
6712871

ARN 6712871					
Rec stat	c	Entered	20050819	Replaced	20250805043728.7
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	a	Mod rec	
Govt agn	■	Auth status	a	Subj	a
Series	b	Auth/ref	a	Geo subd	n
Ser num	a	Name	a	Subdiv tp	n
				Source	
				Name use	a
				Subj use	a
				Ser use	a
				Rules	z

Fields in a SAR: Fixed Field Elements

First of all, there are several different fixed field elements that you consider for a series authority record that aren't specific to a series authority record. For this presentation, we are going to look solely at the elements that pertain to series. For our example for these fixed field elements, we are using the fixed field elements from the series "Percy Jackson & the Olympians" by Rick Riordan. This can be found at ARN 6712871 or you can do a title search in authorities for the series title.

Our first fixed field element is in the position 12 or Series/Type of series fixed field element. This element is the "Type of series contained in the 1XX heading field in an established heading record." This works in correlation with our last slide's information in the types that are available to code. Type of series can be coded as a- Monographic series, b- Multipart monograph, c- Series-like phrase, n- Not applicable, z- Other, or blank- No attempt to code. Looking at our example, Percy Jackson is coded as a b or multipart monograph. As this is a series by a single author that consists of two or more parts (books), this seems to be the logical choice.

Our second fixed field element is in the position 13 or Ser num/Numbered or unnumbered series. This element relays "whether the 1XX field contains an established heading for a numbered or unnumbered series or whether the series varies between being

numbered and unnumbered.” This element will correspond with a 64X field we’ll talk about later. Numbered or unnumbered series can be coded as a- Numbered series, b- Unnumbered series, c- Numbering varies, or n- Not applicable. As shown in our Ser num element, Percy Jackson is coded as a for numbered series.

Our third fixed field element is in the position 16 or Ser use/Heading use-series added entry. This element looks at “whether the 1XX field contains an established heading that conforms to descriptive cataloging rules, and, therefore, is appropriate for use as a series added entry in bibliographic records.” This element can be coded as a- Appropriate, b- Not appropriate, and blank – No attempt to code. As Percy Jackson is set up conforming to the rules of descriptive cataloging, it is coded as a for Appropriate. This means you can use this field in an 800 in a bibliographic record.

ARN:
6712871

• Name use (08/14): Heading use-main or added entry

ARN 6712871

Rec stat	c	Entered	20050819	Replaced	20250805043728.7
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	a	Mod rec	
Govt agn	■	Auth status	a	Subj	a
Series	b	Auth/ref	a	Geo subd	n
Ser num	a	Name	a	Subdiv tp	n
				Source	
				Name use	a
				Subj use	a
				Ser use	a
				Rules	z

100 1

Riordan, Rick. ‡t Percy Jackson & the Olympians

Fields in a SAR: Fixed Field Elements (Cont.)

Our last fixed field element I wanted to talk about on its own and is shown in our screenshot as 'Name use.' This element relays "whether the 1XX field contains an established heading that conforms to descriptive cataloging rules and, therefore, is appropriate for use as a 1XX main entry or 7XX added entry field in bibliographic records." This element is at position 14 or Heading use-main or added entry. This can be coded as a- Appropriate, b- Not appropriate, or blank- No attempt to code. We're still using the fixed field elements from our Percy Jackson authority record, so we're going to look at the 100 from that record. This is the main heading for the series authority record, and because it is coded as 'a' for appropriate, this means that the established heading as 'Rick Riordan (subfield a) and Percy Jackson & the Olympians (subfield t)' is an appropriate heading to use as a 7XX added entry in a bibliographic record.

7

010: Library of Congress Control Number (LCCN)

010	n 2005061889
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022: ISSN

022	0284-5040
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046: Special coded dates

046	≠k 1937 ≠l 1949 ≠2 edtf
046	≠k 1954 ≠l 1955 ≠2 edtf

ARN 2480633

ARN 4565225

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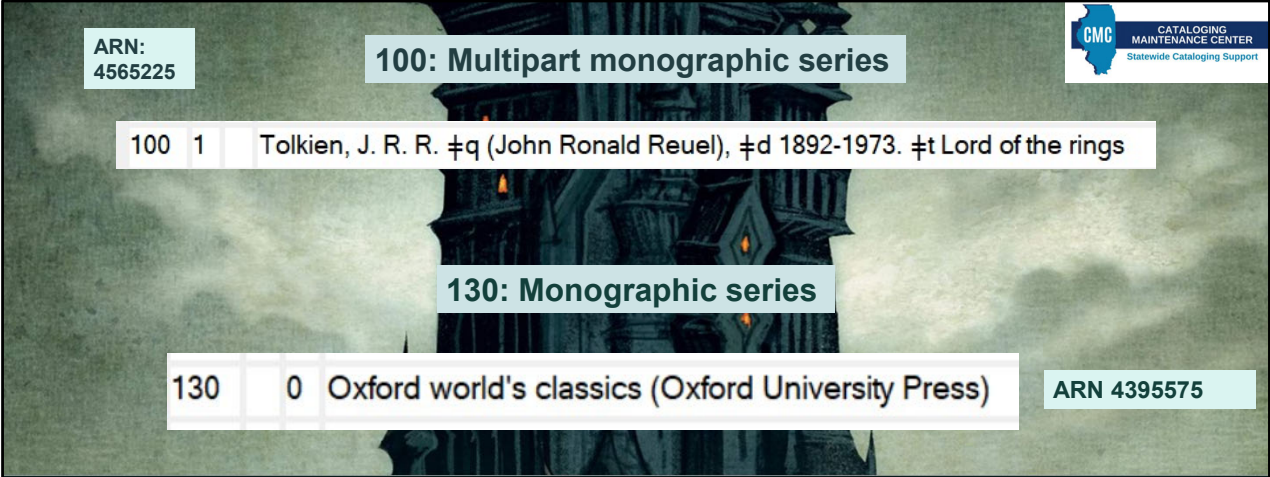
Fields in a SAR: 0XX fields

For our first field, we are going to look at the 010 or the Library of Congress Control Number. This field is the “unique number assigned to a record by the Library of Congress (LC) or a cooperative cataloging partner contributing authority records to the Name Authority Cooperative Program (NACO) database.” For any NACO authority record, this is a field that is generated upon the record being added to the authority file. The number will appear in a subfield a and any cancelled or invalid LC control number will appear in a subfield z. This field has undefined first and second indicators. Our example is from our Percy Jackson SAR. The number begins with an ‘n,’ which means this number is a NACO based LCCN and finishes with 2005061889 (the year of creation was 2005 and 061889 is the serial number for the SAR.)

For our second field, we are looking at the 022 or ISSN field. You might not run into this field often, but if available, it should be included for monographic series and serials in an SAR. This field is where the “International Standard Serial Number (ISSN) and/or any incorrect and canceled ISSNs copied from field 022 of a MARC 21 bibliographic record for a continuing resource” is noted. The field includes a few subfield options: subfield a- International Standard Serial Number, subfield y- Incorrect ISSN, subfield z- cancelled ISSN, and subfield 0- Authority record control number or standard number. This field has undefined first and second indicators. I had to search a bit to find a series record

with a 022, but the series Studies in African archaeology, found at ARN 2480633, does. That ISSN is 0284-5040.

For our next field, we're looking at the 046 field or Special coded dates field. The 046 field is "The date and time are recorded according to *Representations of Dates and Times* (ISO 8601) in the pattern yyyy, yyyy-mm, or yyyyymmdd (4 for the year, 2 for the month, and 2 for the day) unless subfield \$2 (Source of date) specifies another date scheme. Dates that are associated with the entity described in the record." For SARs, they would be considered as a work or expression, as such "see subfield \$k (Beginning or single date created)." Our Percy Jackson SAR does not include an 046, so we're going to utilize the SAR for the Lord of the Rings series by J. R. R. Tolkien. This can be found at ARN 4565225, or by doing a title search in the authorities for Lord of the Rings. Intriguingly, this series record has two sets of special coded dates. Looking at the 670 field or sources found field, we find that this is because the three books in the series, The Fellowship of the Ring, The Two Towers, and the Return of the King were written in stages between 1937 and 1949 and were published between 1954 and 1955. This feels a bit like cataloger's judgment, as I could see just using the second 046 field. However, I think because we know the history behind the writing and publishing of the series, the cataloger who created this wanted to consider the creation the start and end of writing/editing as well as when the volumes were published. This is not a required field for a SAR but can be helpful information to differentiate a popular title.



ARN:
4565225

100: Multipart monographic series

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100 1 Tolkien, J. R. R. ‡q (John Ronald Reuel), ‡d 1892-1973. ‡t Lord of the rings

130: Monographic series

130 0 Oxford world's classics (Oxford University Press)

ARN 4395575

Fields in a SAR: 1XX fields

For the rest of our fields, we are going to talk about the components available for any series but mainly focus on examples for monographic and multipart monograph series. Our next fields are the 100/130. For both the 100 and 130, per DCMZ1, particular information found in the bibliographic record for your resource should be excluded from your authorized access point: initial articles in any subfield, other titles, parallel titles, the ISSN (though this can be an optional addition if needed) and numerical or chronological designations. You can add information such as qualifiers and letters, if the series name includes letters.

The 100 field of a SAR is used most often for a series written by a single author, or a multipart monograph series. This field can include first indicator of 0- forename, 1- surname, or 3- family name and a subfield a- personal name (and whatever other information is part of the name in subfields b-d), subfield t for title of work and any other subfields you might need to utilize for an expression if you're creating a series in another language or format (subfield l for language, subfield h for medium, etc.). We're going to continue using our Lord of the Rings (LOTR) SAR example for the 100 or multipart monograph series. As we learn per the NACO Series Training, the authorized access point consists of: "1. the authorized access point representing that

person and 2. the preferred title for the work. ” For our example, this breaks down as the authorized name for Tolkien, which is subfield a Tolkien, J.R.R., subfield q (John Ronald Reuel), and ends with a subfield d of Tolkien’s birth year 1892 and his death year, 1973. Then, in the subfield t, we have the preferred title for the series (minus the article), ‘Lord of the rings.’

Per DCMZ1, there are several considerations for choosing the authorized access point for a monographic series. You have to consider if your resource has more than one form of series title, if it has the series listed in more than one language, and if there are series title pages in more than one language. Per RDA, we would construct this considering the process of a preferred title of work. A 130 can include the second indicators 0-9 for Number of nonfiling characters, and the subfields a- preferred title, and optionally depending on your monographic series: h- medium, k- form subheading, l- language, etc. For our 130 field example, we are using the SAR for Oxford World’s Classics, found at ARN 4395575, or by searching for the title in authorities. As it appears on my copy of Jane Austen Selected Letters, it is Oxford World’s Classics on the title page and series pages. However, there is more than one publisher who utilizes this series title, hence this also has a qualifier of (Oxford University Press).

336: Content type
 336 text ‡b txt ‡2 rdacontent

377: Language of work
 377 chi
 ARN: 10286656

380: Form of work
 380 Novels ‡a Fantasy fiction ‡a Epic fiction ‡2 lcgft
 380 Trilogy
 ARN: 4565225

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Fields in a SAR: 3XX

Next, we're going to look at the 3XX fields. The first field we're going to mention is the 336 field or Content type field. Of note, per DCMZ1, "Field 336 may only be used in NARs and SARs for expressions." In other words, if your SAR is an expression of the original series work, say the translation of a series into another language or the work expressed in a different format (book → audiobook), which are expressions, then you would want to use the 336 in your SAR. If your series is a work, a 336 should not be used.

Both of the next two fields in general include information in the subfield a. The 377 can include a subfield l for an additional language. You can add a 377 if your series is an expression of the original series work. Here, you could add the three-letter code for the language of an expression. For instance, the Percy Jackson series in Chinese, found at ARN 10286656, would include a three-letter language code 'chi' for Chinese.

Lastly for the 3XX fields, we're going to mention the 380 field or the Form of work field. This field usually includes a subfield a and if applicable a subfield 2 to list the source code of the vocabulary used. This field "describes the class or genre to which a work belongs. It may be used to differentiate a work from another work with the same title." This isn't a required field in other words, but it can be helpful for a couple of reasons. Firstly, you can spell out in plain language if your series is multipart monograph in a 380. This isn't an LCSH or LCGFT term, so it wouldn't have a source code in the subfield 2. You can also add a 380

for Series (Publications) \$2 lcsh, which can help, along with the fixed field elements, to make a SAR apparent as a series. Then additionally, you can also add genre elements if it will be helpful to differentiate a series title from another series of the same name. Our 380s come from the Lord of the Rings SAR. Amazingly, there are multiple 'Lord of the rings' series titles out there, so the individual who created this SAR decided to include the genres of Novels, Fantasy fiction, and Epic fiction in one 380 field, which are all LCGFTs and end with that source code. They also made the decision to add a term that isn't authorized as either an LCSH or LCGFT to help differentiate that this series is a trilogy.

ARN:
4565225


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400	1	Tolkien, J. R. R. ‡q (John Ronald Reuel), ‡d 1892-1973. ‡t Magic ring
500	1	‡w r ‡i Container of (work): ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel), ‡d 1892-1973. ‡t Fellowship of the ring
500	1	‡w r ‡i Container of (work): ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel), ‡d 1892-1973. ‡t Two towers
500	1	‡w r ‡i Container of (work): ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel), ‡d 1892-1973. ‡t Return of the king
500	1	‡w r ‡i Sequel to: ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel), ‡d 1892-1973. ‡t Hobbit

Fields in a SAR: 4XX-5XX

Now we're going to look at 4XX and 5XX fields that can be in a SAR. As a reminder, these generally are known as see references (4XX) and see also references (5XX). Subjectively, these will only be added to a SAR record if there is another form of the access point that is not authorized (4XX) or if there are additional title/authority records associated with the work in the 1XX field (5XX field).

We are going to use the 400 and 500 fields from the Lord of the Rings SAR, because it has some great examples of both. Firstly, there is a 400 see reference for a series title Magic ring. I feel like a massive failure as an LOTR nerd, but this alternate title has never crossed my mind or shown up in my research, but it is the early series title that Tolkien had been considering. The next 4 fields look at individual works in the series and the prequel work, The hobbit. These are all 500's with a first indicator of 1. The first subfield w includes the code r, which denotes that this is a relationship field and then in the subfield i, the relationship is spelled out. The first 3 500's include an i subfield, Container of (work), which this includes the 3 titles in the subfield t of those 500s. The last 500 includes the relationship in a subfield i of 'Sequel to' and then relays the access point for the title The hobbit.

- **640: Series Dates of Publication and/or Sequential Designation**
 - **640 1 \$a Complete in 15 vols.**
- **641: Series Numbering Peculiarities**
 - **641 \$a Each issue covers: Apr. 1-Mar. 31**

Fields in a SAR: 640-641 fields

The next set of fields are the 64X fields; these are known as the Series Treatment fields. These are not RDA fields but are MARC fields. I could not in actual authority records find examples of the 640 and 641 initially but have generated one for each field from the MARC 21 Format for Authority Data site. The 640 field or the Series Dates of Publication and/or Sequential Designation field includes a first indicator of 0-formatted style or 1- unformatted style and the subfields a- dates of publication and/or sequential designation and z- source of information. MARC 21 gave the example of 640, first indicator of 1 for unformatted style and the note that a series was completed in 15 vols. The 641 field or the Series Numbering Peculiarities field includes no indicators, and subfield a- numbering peculiarities note and z- source of information. One of their examples includes a 641 that notes that each issue covers: Apr. 1-Mar. 31. I am thinking based on this, we're looking at a series that covers an annual serial.

ARN:
8677374

642	bk. 1	≠5 DPCC ≠5 TxCM
643	New York	≠b Disney/Hyperion Books
644	f	≠5 TxCM
645	t	≠5 DPCC ≠5 TxCM
646	s	≠5 TxCM

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264 1 New York : ≠b Disney/Hyperion Books, an imprint of Disney Book Group, ≠c 2010.

490 1 Percy Jackson & the Olympians ; ≠v book 1

OCLC#
526057842

800 1 [Riordan, Rick.](#) ≠t [Percy Jackson & the Olympians \(2010\)](#) ; ≠v bk. 1.

Fields in a SAR: 642-646 fields

For our last 5 64X fields, these are the fields that are particularly important when you're considering whether the series in your bibliographic records are traced or untraced series (490 1 or 490 0). The three fields in specific that are pivotal when making the decision about the question 'is this the series in my bibliographic record and can I use it as an authorized heading?' are the 642, 643, and 645. Both the 642 (when applicable) and 645 are required when creating an SAR, but a 643 can be just as important because it contains place of publication and publisher information. I'll break this down more as we go through each field.

For the last 5 64X fields, we're going to look at the screenshot provided, which is from the Percy Jackson graphic novel series at ARN: 8677374 or by searching the title in authorities. We also have a couple of fields from Percy Jackson and the lightning thief (TLT), the first book in the graphic novel series, found at OCLC#526057842. First, we have a 642 field or the Series Numbering Example field. This field relays "Series numbering example that is to be followed in the sequential designation portion of a series added entry tracing in bibliographic records for individual issues of the series named in the 1XX field of an established heading record for a series." In other words, this is the series numbering you should use in the 800 or 830 of a bibliographic record. This field has undefined indicators, and includes subfield a- Series numbering example, subfield

d- Volumes/dates to which series numbering example applies, and subfield 5- Institution/copy to which field applies. Our 642 relays that the series numbering should bk. (1, 2, etc.) and includes 2 institutions in the subfield 5. If you look at the 490 from TLT, you'll see it includes the numbering book 1, but this same field is coded as 'bk. 1' in the 800, as this is how numbering is authorized in the SAR.

Second, is the 643 field or Series Place and Publisher/Issuing Body field. This field also has undefined indicators, and includes subfield a- place, subfield b- publisher or issuing body, and subfield d- Volumes/dates to which place and publisher/issuing body apply. When deciding if a SAR can be used in your bibliographic record, the consideration is more straightforward if the place of publication and publisher match what is in your bibliographic record's 264 field. However, do make sure the other 64X fields (and of course your 1XX field) match your bibliographic record as well. If what is in the 643 doesn't match your 264, the SAR as is, is not authorized to use in your bibliographic record. Our example shows the graphic novel series was/is published in New York, as noted in the subfield a, and is published by Disney/Hyperion Books as noted in the subfield b. If you look at the 264 from TLT, this matches the publication information in that bibliographic record.

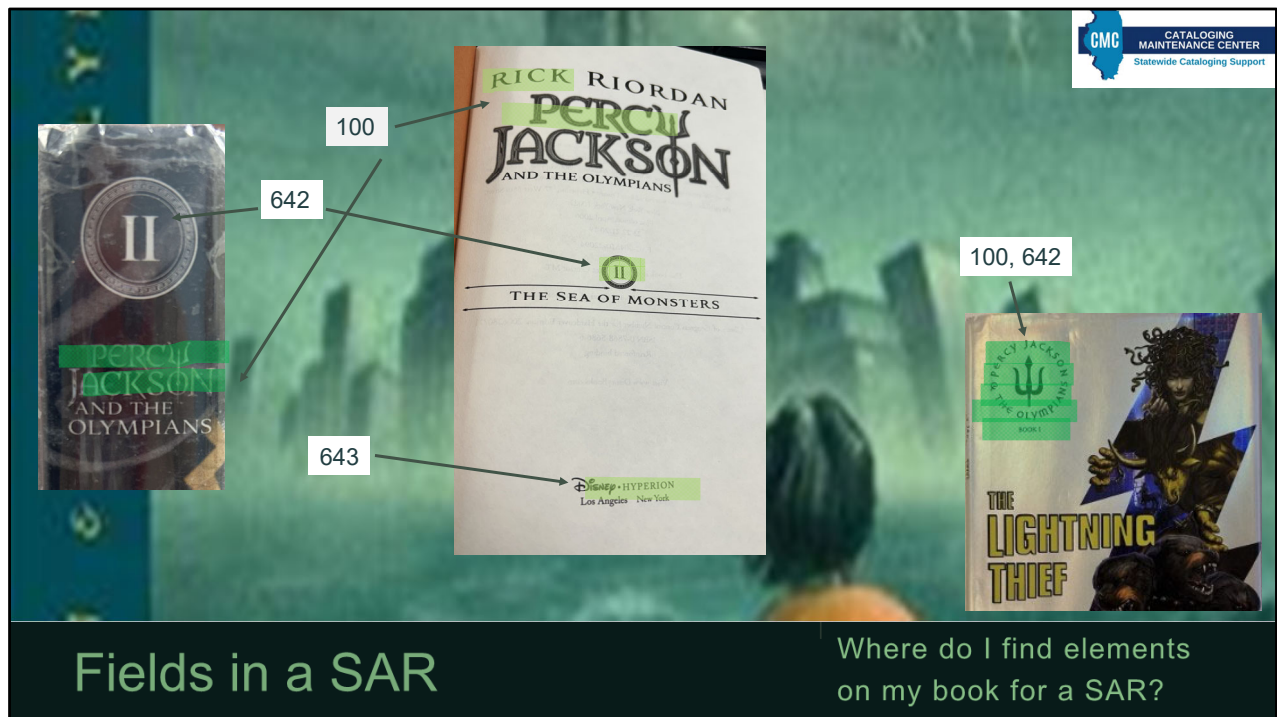
Third, is the 644 field or the Series Analysis Practice field. This field has undefined indicators, and includes subfield a- series analysis practice, subfield b- exceptions to analysis practice, subfield d- Volumes/dates to which analysis practice applies and subfield 5- Institution/copy to which field applies. This field is a "One-character alphabetic code that indicates a specific organization's analysis practice for a series named in the 1XX field of an established heading record for a series." This can be coded as f- Analyzed in full, p- Analyzed in part, or n- Not analyzed. As shown here, the series was analyzed in full, which is indicated by 'f' in the subfield a.

Fourth, is the 645 field or the Series Tracing Practice field. This includes undefined indicators and the subfields a- series tracing practice, d- Volumes/dates to which tracing practice applies, and 5- Institution/copy to which field applies. This field is the "One-character alphabetic code that indicates a specific organization's tracing practice for a series named in the 1XX field of an established heading record for a series." This can be coded as either t- Traced as a series added entry or n- Not traced as a series added entry. This field is the field you'd want to look at when you're trying to decide if you should use a 490 0 or 1 in a bibliographic record. If the series is coded as t for traced that means this is a traced authorized series, which would be coded as a 490 1 in your bibliographic record, and would have either an 800 or 830 accordingly. If this field is coded 'n' or an untraced series and if it is also coded as a series in the fixed field elements (a, b, or z), you would instead code it as a 490 0 in your record. Our 645 example is coded t, so it is traced as a series added entry and

authorized to use in your bibliographic record as a 490 1/8XX.

Lastly, is the 646 field or the Series Classification Practice field. I will admit, for me, this is the muddiest field to understand. It has three subfield options: a- Series classification practice, d- Volumes/dates to which classification practice applies, and 5- Institution/copy to which field applies and undefined indicators. The series classification practice can be coded as: s- Volumes are classified separately, c- Volumes are classified as a collection, and m- Volumes are classified with main or other series. For our example, which is a multipart monograph series, it is coded as s. I have rarely seen a 646 with a c or m code. I even tried looking up some children's series I know that have some hierarchal series and subseries and still, coded as s.

There are a few other 6XX fields that you could or should add to your SAR, but they are not specifically SAR fields. These are the 667 (Nonpublic note, could), 670 (Source field, should), 675 (Source Data Not Found, could), and 678 (Biographical information, could) fields.



Fields in a SAR

Where do I find elements on my book for a SAR?

I know looking at all the technical fields, hearing definitions, subfields, etc. can have the ability to make your eyes glaze over. So! I am going to show you on this slide some images from a physical copy of *The Sea of Monsters* and where on the item you could find the different fields in a SAR. As with cataloging a book, we're going to start with the title page, which is in the center of our screen. Let's start with the authorized access point or the 100 field. For this, we see the author's name, Rick Riordan, and the series title, Percy Jackson and the Olympians. The spine photo on our left confirms the series title; these are both part of the 100 field. What might confuse some of you is if we harken back to our 100 field slide, because it is formatted in the SAR as 'Percy Jackson & the Olympians.' On the bottom right is an example of the first edition of 'The Lightning Thief' or the first book in the series. The series, via the series listed on the top left of the cover, was originally created as 'Percy Jackson & the Olympians.'

As we know from our fields, we also have two other fields present in these pictures. In all three photos, we have examples of the series numbering or the 642 field. Our first edition cover also explains how numbering is set up for the series, which is with a numeral vs the Roman numeral on our edition of *The sea of monsters*. If the Roman numeral is recorded in the 490 field of a bibliographic record, it is not incorrect, as this is the way the series is numbered on our item. However, in the 800 of the same bibliographic record, it is recommended to format the series number as it is shown in the SAR, as the 800 will link to

the authorized SAR. As we know from the 643 definition, if it pertains to multiple volumes in the series, it is permissible to have more than one 643. The publication place of Los Angeles/New York and the publisher of Disney-Hyperion is on our title page and title page verso. This publication information does show up in many later editions and volumes of the series, as such, it fits to add this in the SAR.

ARN:
4570543

Monographic Series

CATALOGING
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Statewide Cataloging Support

ARN 4570543

Rec stat	Entered	Replaced
c	19971230	20250805021952.6

Type	Upd status	Enc lvl	Source
z	a	n	c

Roman	Ref status	Mod rec	Name use
■	a		a

Govt agn	Auth status	Subj	Subj use
■	a	a	a

Series	Auth/ref	Geo subd	Ser use
a	a	n	a

Ser num	Name	Subdiv tp	Rules
c	n	n	z

010	no 97083342
040	OCI #b eng #e rda #c OCI #d DLC #d IArh #d ICrf
130	0 Love inspired
430	0 H Harlequin love inspired
430	0 Harlequin love inspired
641	Some vols. unnumb.
642	#252 #5 DPCC #5 OCI
643	New York, NY #b Love Inspired
643	New York #b Steeple Hill Books
644	f #5 DLC #5 OCI
645	t #5 DPCC #5 OCI
646	s #5 DLC #5 OCI
670	Night music, c1998: #b t.p. (Love inspired)
670	Daddy on the way, c1999: #b ser. t.p. (Love inspired)
670	Cooke, C. Luck and a prayer, c2004: #b t.p., etc. (Love inspired [no vol. no.])
670	Jingle bell bride, c2012: #b p. 1 of cover (Love inspired) p. 4 of cover (H Harlequin love inspired) spine (Love inspired; Inspirational romance)

Now that we've talked about the different kinds of series and the pieces of those records, let's look at some examples of the different kinds of series and what they look like in full in a SAR. Our first example is for the series 'Love inspired,' which is a monographic series, at ARN 4570543. Given what we've learned, let's look at a few pieces. Firstly, in our 'series' fixed field element, this record is coded as a, which means this is a monographic series. Right below that is the 'Series numbering' fixed field element, which is coded as c, meaning numbering for the series varies. In the 'name use' and 'series use' elements, both are coded as 'a.' This means that the series not only conforms to descriptive cataloging standards but also can be utilized as either a 730 or 830 in a bibliographic record. Let's look at the rest of the record. We have our AAP in the 130. There are two see references in the 430 for other possible titles this could show up as. Then we have the 641 that correlates to the series numbering fixed field element- it lets us know the volume numbering varies. The 642-646 set up the series as a traced series, as you can see from the code 't' in the 645, where it's published, the series numbering, etc. Then we have a few 670s as sources that give us information about how the series is established.

ARN:
1211090

Monographic Series

**CATALOGING
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ARN 1211090

Entered 19841108 Replaced 20250804224457.6

Rec stat	c	Type	z	Roman	■	Govt agn	■	Series	a	Ser num	c
Upd status	a	Ref status	a	Auth status	a	Auth/ref	a	Name	n	Enc lvl	n
Mod rec		Subj	a	Geo subd	n	Subdiv tp	n	Rules	z	Source	
Name use	a	Subj use	a	Ser use	a						

010	1	n	84748631
040			DLC #b eng #e rda #c DLC #d DLC #d UPB #d ICrIF
130	0		New Directions paperback
370			#g New York (N.Y.) #2 naf
373			New Directions Publishing #2 naf
380			Series (Publications) #a Monographic series #2 lcsb
430	0		NDPaperbook
430	0		NDP (Series)
430	0		New Directions paperbooks
530	0		New Directions paperback original
642			958 #5 DPCC #5 DLC
643			New York #b New Directions Books
643			New York #b New Directions Pub. Corp.
644			f #5 DLC #5 UPB
645			n #5 DPCC #5 DLC
645			t #5 DPCC #5 UPB
646			s #5 DLC #5 UPB

Our next example is for another monographic series, New Directions paperback. This can be found at ARN 1211090 or by searching the title. A couple of pieces of note in this record. For one, in the series numbering fixed field element, it is coded c for numbering varies. Yet, when we look at the 64X fields, there isn't a 641 and we do have a numbering convention set up in the 642. What is interesting about tracing in this series is that the record includes both a 645 with an 'n' and a 645 with 't.' We'll talk more about what this relays to us about tracing of the series on the next slide. This series has a few 430 or see references and a 530 see also reference for New Directions paperback original. The record is continued on the next slide.

ARN:
1211090

OF THE KING

Monographic Series



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667	Considered a phrase previous to AACR 2.
670	Queneau, R. The blue flowers, 1985, c1967: ♯b CIP t.p. verso (New Directions paperback)
670	Firbank, R. Three more novels, c1986: ♯b CIP data sheet (NDPaperbook)
670	Baudelaire, C. The flowers of evil, 1989: ♯b cover p. 4 (A New Directions paperback; NDP)
670	Proper name & other stories, c1996: ♯b p. 4 of cover (a New Directions paperback original) t.p. verso (New Directions paperback)
670	Dylan Thomas selected poems, 1934-1952, c2003: ♯b t.p. verso (New Directions paperback 958) spine (NDP958) p. 4 of cover (A New Directions paperback NDP958)
670	Pizarnik, A. The galloping hour, 2018: ♯b spine (NDP1414) title page verso (New Directions paperback 1414) series title page (New Directions paperbooks)

Finishing up, this SAR includes a 667/nonpublic note field that tells us this series was considered a phrase before AACR2. Going back to our 645s, this note explains why there are two tracing practices. The first 645 pertains to the series before AACR2 (as it wasn't a series, it wasn't traced, and was coded as 'n'), and the second 645 pertains to when the term was changed from a phrase to a series, becoming a traced series (t). We also have a mixture of sources that include relevance for the 430s (NDPaperbook), 530 (New directions paperback original), and the 642 (NDP958).

ARN:
4554465

Series-Like Phrase



**CATALOGING
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ARN 4554465

Rec stat	c	Entered	19961213	Replaced	20250805014006.0
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	a	Mod rec	
Govt agn	■	Auth status	a	Subj	a
Series	c	Auth/ref	a	Geo subd	n
Ser num	b	Name	n	Subdiv tp	n
				Source	
				Name use	a
				Subj use	a
				Ser use	a
				Rules	z

010		n 96120433
040		DLC #b eng #e rda #c DLC #d NjBlaOCU
130	0	New Directions paperbook original
430	0	New Directions paperback original
530	0	New Directions paperbook
643		New York #b New Directions Pub. Corp.
667		Give as a quoted note. Include numbering (i.e. NDP825) when presented with phrase.
670		Proper name & other stories, c1996: #b p. 4 of cover (a New Directions paperbook original) t.p. verso (New Directions paperbook)
670		George Steiner at The New Yorker, c2009: #b p. 2 of cover (A New Directions paperbook) t.p. verso (New Directions paperback original)
675		Baudelaire, C. The flowers of evil, 1989: cover p. 4 (A New Directions paperbook; NDP)

Next, we're looking at the 530 from our last record. This is an example of a series-like phrase for the record New Directions paperbook original, found at ARN 4554465. The series code here is c in the fixed fields element, which is the code for series-like phrase. In the fixed field elements, this record appears to have information that isn't current. Right now, it has in the name use and series use elements to be coded as a for appropriate. However, per the series-like training, it recommends "Generally respect decisions that have already been recorded in SARs." While this isn't ideal, the coding of the series-like phrase otherwise would deter users from linking this as an established series in a bibliographic record. The record also doesn't include the 644-646 fields that would set this record up as either a traced or untraced SAR. Also, I want to point out the 530 see also reference in this record. The 530 lets us know that there is a series that is linked to this one. There is a 667 field relaying instructions on how to handle this series-like phrase: "Give as a quoted note. Include numbering (i.e. NDP825) when presented with phrase."

ARN:
24671

Series-Like Phrase



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ARN 24671

Rec stat	c	Entered	19830607	Replaced	20250804235111.8
Type	z	Upd status	a	Enc lvl	n
Roman	■	Ref status	n	Mod rec	
Govt agn	■	Auth status	a	Subj	a
Series	c	Auth/ref	a	Geo subd	n
Ser num	b	Name	n	Subdiv tp	n
				Rules	z

010		n 42026516 ‡z n 83705770
040		DLC ‡b eng ‡e rda ‡c DLC ‡d DLC ‡d AkARLIS
130	0	Wiley-Interscience publication
380		Series-like phrase
643		Chichester ‡a New York ‡b Wiley
667		Not to be considered as series; give as a quoted note
670		Ransom, R. Computers and embryos, c1981.

This is another series-like phrase, Wiley-Interscience publication at ARN 24671. This includes a 380 form of 'series-like phrase' and a 667 field relaying that this is 'not to be considered as series; give as a quoted note.' Like our last example, this also doesn't include the 644-646 fields that would set this up as either a traced or untraced series.

ARN:
17142037

Multipart Monograph Series

**CATALOGING
MAINTENANCE CENTER**
 Statewide Cataloging Support

ARN 17142037
In Distribution

Rec stat	c	Entered	20260512	Replaced	20260516090729.4
Type	z	Upd status	a	Enc lvi	n
Roman	■	Ref status	n	Mod rec	
Govt agn	■	Auth status	a	Subj	a
Series	b	Auth/ref	a	Geo subd	n
Ser num	a	Name	a	Subdiv tp	n
				Source	c
				Name use	a
				Subj use	b
				Ser use	a
				Rules	z

010	1	no2026052928
040		lChamL #b eng #e rda #c lChamL #d lChamL
046		#k 2023 #2 edtf
100	1	Schafer, Otto #c (Novelist). #t Wrack and ruin
380		Apocalyptic fiction #a Zombie fiction #a Horror fiction #a Novels #2 lcgft
380		Series (Publications) #2 lcsh
380		Multipart monograph
642		book 4 #5 lChamL
643		[United States] #b Sound Eye Press
644		f #5 lChamL
645		t #5 DPCC #5 lChamL
646		s #5 lChamL
670		Adrift among the dead, 2026 : #b title page (Wrack and ruin, book 4) ; spine (The spine of this volume includes the numbering IV for 4, however all of the title pages, covers, and listings of the series use 1, 2, etc.) #w (OCoLC)1589485364
670		amazon.com, viewed on May 12, 2026 : #b Rust-colored rain (The book Rust-colored rain is listed as book 1 in the series and was published in 2023.) #u https://a.co/d/04oUdPKq

We're not going to spend a huge amount of time on this record as most of our examples going through the fields were from multipart monograph series. However, I did want to show you all in full what a SAR could look like for that kind of series. This is the multipart monograph series for Wrack and Ruin by Otto Schafer, who is a local author, which can be found at ARN 17142037 and hopefully by searching authorities by title. Of note, this series does include an 046 for when the series started. This is in a subfield k with 2023 and ends with the source code edtf. This series includes a few 380 fields to differentiate it, includes the 640's, including the 645 with the code of 't' setting this series up as traced, and a couple of sources in the 670s.

ARN:
10135098

Other series: Serial



**CATALOGING
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ARN 10135098	
<u>Rec stat</u>	c
<u>Type</u>	z
<u>Roman</u>	■
<u>Govt agn</u>	■
<u>Series</u>	z
<u>Ser num</u>	a
<u>Entered</u>	20150410
<u>Upd status</u>	a
<u>Ref status</u>	a
<u>Auth status</u>	a
<u>Auth/ref</u>	a
<u>Name</u>	n
<u>Replaced</u>	20250804202200.9
<u>Enc lvl</u>	n
<u>Mod rec</u>	
<u>Subj</u>	a
<u>Geo subd</u>	n
<u>Subdiv tp</u>	n
<u>Source</u>	c
<u>Name use</u>	a
<u>Subj use</u>	a
<u>Ser use</u>	a
<u>Rules</u>	z

010	1	no2015047403
040		MH ‡b eng ‡e rda ‡c MH ‡d MH
046		‡k 1954
130	0	Bulletin (Association des amis d'Alain)
410	2	Association des amis d'Alain. ‡t Bulletin
430	0	Bulletins (Association des amis d'Alain)
642		no 1 ‡5 DPCC ‡5 MH
643		Le Vésinet ‡b [Association des amis d'Alain]
644		p ‡5 MH
645		t ‡5 DPCC ‡5 MH
646		c ‡5 MH
670		Textes inédits, quelques lettres, 1954: ‡b cover (Bulletin, no 1; Association des amis d'Alain)
670		L'éducation du citoyen et de l'électeur, 1958: ‡b cover (Bulletins, nos 7 et 8; Association des amis d'Alain)

Our last series type we'll be looking at in our examples is Other series. This is an example of a serial series record for 'Bulletin (Association des amis d'Alain).' This can be found at ARN 10135098 or by searching for the title. We can see this series is coded as other in the series fixed fields element, which is coded as 'z.' Otherwise in the fixed field elements, we see this series is coded in ways we would expect for a series (a for series numbering (numbered series), name use and series use ('a' equals appropriate for name and series use.) In general, if not for the series code, we would assume nothing is different about this record, as it does include all of the normative series fields. However, the 644 and 646 are coded differently than we've seen in other records. The 644 is coded as 'p,' which means this series has been analyzed partially. The 646 is coded as 'c,' which means the volumes for this series are classified as a collection.

ARN:
1138634

Other series: Serial



**CATALOGING
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ARN 1138634					
<u>Rec stat</u>	c	Entered	19840619	Replaced	20250805034506.8
<u>Type</u>	z	<u>Upd status</u>	a	<u>Enc lv</u>	n
<u>Roman</u>	■	<u>Ref status</u>	a	<u>Mod rec</u>	■
<u>Govt agn</u>	■	<u>Auth status</u>	a	<u>Subj</u>	a
<u>Series</u>	z	<u>Auth/ref</u>	a	<u>Geo subd</u>	n
<u>Ser num</u>	a	<u>Name</u>	n	<u>Subdiv tp</u>	n
				<u>Source</u>	
				<u>Name use</u>	a
				<u>Subj use</u>	a
				<u>Ser use</u>	a
				<u>Rules</u>	z

010	1	n	84747795
040			DLC #b eng #e rda #c DLC #d DLC #d OCoLC
050			GA101 #b .C622
130	0		Bulletin du CFC
410	2		#w nnaa #a Comité français de cartographie. #t Bulletin
410	2		Comité français de cartographie. #t Bulletin du CFC
430	0		Bulletin du C.F.C.
642			fasc. no. 83-84 #5 DLC
643			Paris #b Comité français de cartographie
644			n #b except fasc. no 83-84 #5 DLC
645			t #5 DLC
646			c #5 DLC
670			Comité français de cartographie. France, 1980: #b cover

Our last record is also a serial series or other series. This is for the serial 'Bulletin du CFC' at ARN 1138634 or by searching by title. Like our last series, this series is coded as 'z' or other in the series fixed field element. An addition to this SAR that we haven't seen in other SARs is a LC classification number in the 050 or Library of Congress Classification field. The French language bibliographic record doesn't include this classification, but the English language bibliographic record does. This record also includes a couple of 410s, or corporate see reference fields. The relationship code used in the first 410 field is a specific coded relationship in the subfield w, which breaks down as: first position – n (not applicable – no special relationship between the 130 and 410), second position – n (not applicable, there are not tracing use restrictions between the 130 and 410), third position-a (Pre-AACR2 form of heading (national name authority file), i.e., this is an older form of the 410 that included part of the 130), and the last position is a (reference not displayed. So, this choice will suppress a cross reference from the tracing field and the reason for suppressing the reference is not found in the other code options). This record also includes a different 644 code than we've seen before. This SAR 644 is coded as 'n,' or series practice not analyzed, beyond the volumes mentioned in subfield b, no. 83-84. To close out, the record's 645 is coded as t, which means this is a traced series.

Resources



- Cataloging Maintenance Center. Online with the CMC. Dr. Pamela Thomas. Getting Serious About Series. https://youtu.be/TfezJ5WJsIE?si=NS4lw5NKiU7PA_TF
- Descriptive Cataloging Manual. Z1: Name and Series Authority Records. <https://www.loc.gov/aba/publications/FreeDCM/DCM/Z01.pdf>
- Library of Congress. PCC. NACO Series Training <https://www.loc.gov/catworkshop/courses/naco-full%20series-RDA/course%20table.html>
 - Session 1: Introduction: <https://www.loc.gov/catworkshop/courses/naco-full%20series-RDA/Session%201%20rev.pdf>
 - Session 4: Recording Series Attributes: <https://www.loc.gov/catworkshop/courses/naco-full%20series-RDA/Session%204.pdf>
 - Session 5: Treatment Decisions: <https://www.loc.gov/catworkshop/courses/naco-full%20series-RDA/Session%205.pdf>

Here are our resources.

Resources (Cont.)



- Library of Congress. PCC. NACO Series Training.
 - Session 6b: Construction the Series Authorized Access Point: <https://www.loc.gov/catworkshop/courses/naco-full%20series-RDA/Session%206b.pdf>
 - Session 12: Series-Like Phrases. <https://www.loc.gov/catworkshop/courses/naco-full%20series-RDA/Session%2012.pdf>
- MARC 21 for Authority Data. <https://www.loc.gov/marc/authority/>
- MARC 21 for Authority Data. 008 - Fixed-Length Data Elements. Type of series. <https://www.loc.gov/marc/authority/ad008.html>
- OCLC. Authority record format. Fixed field elements and variable fields. https://help.oclc.org/Metadata_Services/Authority_records/Authorities_Format_and_indexes/Get_started/10Authority_record_format
- PCC Task Group on Guidelines for Relationship Designators in Authority Records. PCC Guidelines for the Application of Relationship Designators in NACO Authority Records. <https://www.loc.gov/aba/pcc/rda/guidelines/authority-relationships.pdf>

Our resources continued.

Thank you!

Mary Cornell

mcornell@illinoisheartland.org

Contact for NACO:

naco@loc.gov



Thank you for coming! My contact information is listed, and I also have shared the contact information for NACO. Of note: most of the backgrounds on these presentation slides have been taken from different editions of Lord of the Rings. The edition pictured includes cover illustrations by Johan Egerkrans that were published in 2020.

ON THE CALL TODAY

Questions? Contact the CMC: cmc@illinoisheartland.org





Barbera Scoby
CMC Cataloger



Dr. Pamela Thomas
Bibliographic Grant
Manager



Mary Cornell
CMC Cataloger



Eric McKinney
CMC Cataloging Trainer



Ryan Rafferty
Special Project Cataloger



Katie Roberts
Special Project Cataloger



Andrea Giosta
Special Project Cataloger



On the call today with us is Barb Scoby, Dr. Pam Thomas, myself, Eric McKinney, Ryan Rafferty, Katie Roberts, and Andrea Giosta.