

Cataloging

MARC Record Information

Tag of the month:

<http://www.follettsoftware.com/tagofthemonth.cfm>

Adding a series

[Edit Books in a Series](#)

Before editing books in a series, check the complete district catalog to make sure someone else hasn't already edited the series. If you redo a series that is already complete, you make additional merging work for Laurel!

How to edit a book in MARC record that is part of a series:

[245 Tag](#)

- Type the series title. Capitalize the first word and punctuate with a period.
- Type the book or volume number written out i.e. Book one. Capitalize the word "Book" and punctuate with a comma.
- Type the title of the book. Capitalize the first word; follow the title with a space, forward slash.
- Type the author, punctuated with a period.
- If original title began with an article, change the indicator as needed.

245a Abhorsen trilogy.

n Book three,

p Abhorsen /

c by Garth Nix.

[246 Tag](#)

- tag 246 Type the title. Capitalize the first word, no punctuation.
- If original title began with an article, drop the article. (The, As, A, etc.)

246a Abhorsen

490 Tag

- tag 490a Type the series title, followed by a space and punctuated with a semi-colon.
- tag 490v Type the series book number. Abbreviate the word "book"-bk. No punctuation after the number.

490a Abhorsen trilogy ;
v book 3

(Note: Do not enter initial articles in the 490 tag--Example: In the 245 tag the series would be "A series of unfortunate events," but in the 490 tag it would be "Series of unfortunate events.")

830 Tag

- tag 830a type the series title, followed by a space and punctuated with a semi-colon.
- tag 830v Type the series book number. Abbreviate the word "book"-bk. Punctuate with a period after the book number.
- If the record has an 800 tag it will not be necessary to add the 830 tag.

830a Abhorsen trilogy ;
v bk. 3.

(Note: Do not enter initial articles in the 830 tag--Example: In the 245 tag the series would be "A series of unfortunate events," but in the 830 tag it would be "Series of unfortunate events.")

You can find book series from FicFact.com (includes adult series) [Mid-](#)

[Continent Public Library](#) (best source), author's websites, Wikipedia, Amazon, Ingram, Titlewave and author fan pages.

Adding a 521 tag

521 - Target Audience Note (R)

Indicators 1st

- 0 – Reading grade level
- 1 – Interest age level
- 2 – Interest grade level
- 3 – Special audience characteristics
- 4 – Motivation interest level
- 8 – No display constant generated (use for Lexile or MPAA rating in video)

2nd Undefined

Subfields

- _ a Target audience note (R)
- _ b Source (NR)
 - i.e. Follett Library Resources ; Local ; PermaBound ; Amazon

Guidelines

In Destiny, patrons can limit their searches by Reading Grade Level, Interest Grade Level, or both. For the title to appear in search results, the MARC record must contain the following information:

<u>Target Audience type</u>	<u>1st ind.</u>	<u>Subfield information</u>
Reading grade level	0	_ a Any value or range of values between 0.1 and 20.0
Interest grade level	2	_ a Must contain one of the following <ul style="list-style-type: none">○ Preschool○ K-3○ 3-6○ 5-8

- All Juvenile
- 7-10
- All Secondary
- All Grades
- Young Adult
- Adult

Examples

521 0#_a3.4

_bFollett Library Resources. (zthe reading level is that for the 4th month of the 3rd grade)

521 1#_a007-010. (The interest level is that for ages 7-10)

521 2#_15-8 (The item if of interest to those in 5th grade through 8th grade).

521 8#_aMPAA rating: PG

521 8#_a700

_bLexile.

521 8#_aAD 120

_bLexile.

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