Edit Books in a Series

Before editing books in a series, check <u>the complete district catalog</u> 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

- **tag 245a Type the series title. Capitalize the first word and punctuate with a period.**
- **tag 245n (changed from 245b) Type the book or volume number written out i.e. Book one. Capitalize the word "Book" and punctuate with a comma.**
- **tag 245p Type the title of the book. Capitalize the first word; follow the title with a space, forward slash.**
- **tag c 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

- t**ag 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), **Goodreads**, **Salt Lake County Library**, author's websites, Wikipedia, Amazon, Ingram, Titlewave and author fan pages.