

Do a district search for an author with a series:

Use Daisy Miller (author) for an example

1. Go to MARC edit
2. Click on **Convert** button (upper right below **Edit** button in MARC view) if it exists (that means the record is not in RDA format and needs to be edited)
3. Add and shift tag **040** (b eng, e rda, d shifted down and your local added)
4. Spell out abbreviations
5. Delete duplicate Target Audience Note tag **521**

Changing record to a series

1. Go to tag **245**
2. Change subfields below **a** to **n**, **p**, and **c**
3. Highlight, cut, and paste author information in **245c**
4. Paste one subfield below in the new subfield **c**
5. Highlight, cut, and paste title from subfield **a** in subfield **p**
6. Type series title in subfield **a** (may be able to cut and past from tag **490**)
7. Subfield **n** Capitalize and spell out Book and book number
8. Punctuation a period precedes **n** and a comma precedes **p**
9. Check indicator in **245a** in case it has changed

245 1 0 a Rainbow magic. Weather fairies.
n Book two,
p Abigail the breeze fairy /
c by Daisy Meadows ; illustrated by Georgie Ripper.

Go to the Series Statement **490** tag

Subfield **a** is the series. If there is a The, A, or An at the beginning of the series it is removed because there is no indicator choice.

Subfield **a** has a space followed by an semi-colon

Then add a subfield **v**

Spell out book (not capitalized) use Arabic number and no punctuation

490 1 a Rainbow magic. Weather fairies ;
v book 2

Go to Series Personal Name or Uniform Title tag **800** or **830**

(I only use the **800 tag** if it is already there) (Complete series has to be by same author if using **800 tag**)

Tag **800** and **830** allow for The, A, and An because you can assign an indicator.

800 1 a Meadows, Daisy. **830 a** Rainbow magic. Weather fairies
t Rainbow magic. **v** bk. 2.
p Weather fairies ;
v bk. 2.

Sources for series: Mid-Continent <http://www.mymcpl.org/>

Fictfact <http://fictfact.com>

Novel List <http://pioneer.utah.gov/research/databases/novelist.html>

Good Reads <https://www.goodreads.com/>

Book Series in Order <https://www.bookseriesinorder.com/authors/> (alphabetizes by first name)