

490 0 Headings – What to do with them

We have chosen to trace all series headings locally. That means we create a controlled access point for all series. Controlled access points are in indexes so that you don't have to rely on keyword searching. You need to correct all 490 0 (series heading not traced) lines that you find in your bibliographic records.

- If a series authority record on OCLC or GIL shows the 645 with n (not traced as a series added entry), **we still will trace the series on our records!**

There are four main issues to think about when you see a 490 0.

1. The bibliographic record must show both the way the series appears on the piece and the authorized form of the series. These may be different from each other or the same.
2. Is the series numbered on your piece? A series authority record that shows the tracing practice as not traced will not usually give a numbering example (642 field) even if the series is numbered.
3. What is the form of series numbering? Has UGA added a 699 field showing a numbering example? You may have to do both a 4XX field and an 8XX field in order to show both the way the numbering appears on your piece and the authorized form of numbering. This is true even if there is no other difference in the form of the series.
4. What is the authorized form of the series? Does it match my 490 0?

Example 1 - Piece has "TESTI e DISCORSI Strumenti linguistici e letterari 18"

Tag	I1	I2	Subfield Data
→ 010			‡a n 83734653
035			‡a N 83734653
040			‡a DLC ‡c DLC
130	0		‡a Testi e discorsi.
643			‡a Bologna ‡b CLUEB
644			‡a f ‡5 DLC
645			‡a n ‡5 DLC
646			‡a s ‡5 DLC
667			‡a Subtitle: Strumenti linguistici e letterari
670			‡a Mullini, R. Corrottole di parole, 1983: ‡b ser. t.p.

130 shows authorized form of series

No 642 field exists to show the authorized form of numbering

The 645 tells us the series is not traced nationally

- Since no numbering example is present in a 642 or 699 field, and your piece obviously has numbering, route this to Jenifer Marquardt in the Cataloging Dept. She will add a 699 field to show the local numbering pattern. For instance: 699 18 |5 GU
- When you get the piece back, look at the authorized form of the series name and the series numbering. In this case it does match exactly what is on your piece. The description of what is on your piece and the authorized form of the series are the same. You do not need to record the subtitle information in your bibliographic record. You can enter this as 440 0 Testi e discorsi ; |v 18

Example 2

OCLC Passport - [PRISMED on TLP:connect.dedip.oclc.org]

Session Edit View Tools Window Help

CAT SID: 02027 OL

Beginning of record displayed.

OLUC se red and se badge and se novel Record 90 of 124

NO HOLDINGS IN GUA - 304 OTHER HOLDINGS

OCLC: 7555194 Rec stat: c

Entered: 19810515 Replaced: 19941223 Used: 20001026

Type: a ELvl: Srce: Audn: Ctrl: Lang: eng

BLvl: m Form: Conf: 0 Biog: MRec: Ctry: nyu

Cont: GPub: LitF: 1 Indx: 0

Desc: a Ills: Fest: 0 DtSt: s Dates: 1981, ¶

1 010 81-7850//r942 ¶

2 040 DLC #c DLC ¶

3 020 0396080049 : #c \$8.95 ¶

4 050 00 PR6053.L294 #b R6 1981 ¶

5 082 00 823/.914 #2 19 ¶

6 090 #b ¶

7 049 GUAA ¶

8 100 1 Clark, Douglas. ¶

9 245 10 Roast eggs / #c Douglas Clark. ¶

10 260 New York : #b Dodd, Mead, #c c1981. ¶

11 300 175 p. ; #c 21 cm. ¶

12 490 0 A Red badge novel of suspense ¶

13 650 0 Police #z England #x Fiction. ¶

The OCLC record shows the series as a not traced 490 0

Tag	I1	I2	Subfield Data
→ 010			‡a n 42020944
035			‡a N 42020944
040			‡a DLC ‡c DLC
130	0		‡a Red badge novel of suspense.
643			‡a New York ‡b Dod, Mead & Co.
644			‡a f ‡5 DLC
645			‡a n ‡5 DLC
646			‡a s ‡5 DLC
670			‡a Philips, J. Murder as the curtain rises, 1981.

The authority record shows the series as not traced

- There is no numbering to worry about.
- The form on the piece (showing up in the 490 0 of the bibliographic record) is the same as the authorized form of the series (showing up in 130 field of the authority record) except for the initial article. Do not consider an initial article to be a difference.
- Just change the 490 0 to a 440 2 (The 2 shows that there are two non-filing characters present: the letter A and the subsequent space.)

You will often use the second indicator to help the system index the series correctly. In the example above, we want the series to be found by someone beginning their search with “Red” not with “A”. Count the number of letters in the article and the space between the article and the first word to come up with the correct non-filing indicator number. A series beginning with “The” for example would have a non-filing indicator of 4.

Example 3

Tag	I1	I2	Subfield Data
→ 010			‡a n 86735870
022			‡a 0584-9705
035			‡a N 86735870
040			‡a DLC ‡c DLC ‡d DLC ‡d NIC
130	0		‡a Spudasmata
430	0		‡a Studien zur klassischen Philologie und ihren Grenzgebieten
642			‡a Bd. 38 ‡5 DLC
643			‡a Hildesheim ‡a New York ‡b G. Olms
644			‡a f ‡5 DLC
645			‡a t ‡d items cataloged after Dec. 31, 1980 ‡5 DLC
645			‡a n ‡d items cataloged before Jan. 1, 1981 ‡5 DLC

This refers only to a time span when cataloging was done, not to books published during that time span.

Example 4

Piece has "Saunders blue books series"

Bibliographic record has: 490 0 Saunders blue books series

Tag	I1	I2	Subfield Data
→ 010			‡a n 83743836
035			‡a N 83743836
040			‡a DLC ‡c DLC ‡d DLC
130	0		‡a Saunders blue book.
430	0		‡a Saunders blue books series
430	0		‡a WBS bluebook
430	0		‡a Blue books series
643			‡a Philadelphia ‡b Saunders
644			‡a f ‡5 DLC
645			‡a n ‡5 DLC
646			‡a s ‡5 DLC

130 is authorized form of the series

645 says series is not traced

- The presentation of the series title on the piece does not match the authorized form. You must represent both on your bibliographic record. The 4XX field always shows the description of what is on the piece (and sometimes that is the authorized version as well). If the piece and the authorized form do not match add an 8XX field to give the authorized form.
- In the above example you would need to edit the existing 490 0 to change it to a 490 1 (The first indicator zero means series not traced while a first indicator 1 means series traced.)

Then you would need to add an 830 field: 830 0 Saunders blue book.

*Remember that 4XX fields do not have a period at the end unless it is part of the numbering itself. (Ex. 1. Bd.) But the 8XX fields must have a period at the end.