

**Series Authority Checking for Monographs**  
**Copy Cataloging Section**  
**UCLA Library Cataloging and Metadata Center**  
June 11, 2009

The 440 field is now obsolete. *However*, if copy contains 440 field(s), do not change.

**STEP 1**

- Is there a series statement in your bibliographic record (4xx, 8xx)?
- If **NO**
  - ✓ Is there a series statement in the book?
    - If **NO**, complete cataloging the item per the established procedures.
    - If **YES**
      - Is the series **unnumbered**? Add a 490 0\_ field to the bibliographic record with the series title in it. Complete copy cataloging the item per the established procedures.
      - Is the series **numbered**? Proceed to Step 2.
- If **YES**
  - ✓ Is the series **unnumbered**? Verify that the transcription of the 4xx accurately reflects the information in the item. Verify that the MARC coding of the 4xx field (and 8xx if present) is correct. Do not change 440 to 490 and vice versa. Complete copy cataloging the item per the established procedures.
  - ✓ Is the series **numbered**? Proceed to Step 2.

**STEP 2**

- Search for a Series Authority Record (SAR) in Voyager. Please follow the instructions described in the document, "Voyager: Searching for Authority Records: Series."
- Is there an **SAR in Voyager**?
- If **NO**
  - ✓ Bring the item to Paul Priebe, in the Authority Section. On the printout for the bibliographic record, please include your initials and date. Paul will complete whatever SAR work is needed, then return the item to you. When the item is returned, complete copy cataloging it per the established procedures.
  - ✓ If Paul is not here, please place the item and printout in the designated box in Paul's area.
- If **YES**
  - ✓ Look at the SAR in Voyager

- ✓ What is the classification practice? **Classed together, or classed separately?**
- ✓ **If classed together (646=c, and a call number in an 090 field):**  
Verify that the 4xx/8xx accurately reflects the information in the item and SAR. Verify that the MARC coding of the field(s) is correct. If the information is not already in the bibliographic record, add the appropriate 490/8xx fields. Complete copy cataloging the item per the established procedures for analytics.
  - Is the item a **minicat**? Consult with a supervisor before proceeding.
  - **If there is any confusion whatsoever, please consult with a supervisor.**
- ✓ **If classed separately (646=s; no call number in the record):**  
Verify that the 4xx/8xx accurately reflects the information in the item and SAR. Verify that the MARC coding of the field(s) is correct. If the information is not already in the bibliographic record, add the appropriate 490/8xx fields. Complete copy cataloging the item per the established procedures.
  - **If there is any confusion whatsoever, please consult with a supervisor.**