The 440 is obsolete now, if you come across one, convert to a 490 1/8XX combination.

**Series Authority Work**
Standardized forms of headings

490 found in bib record?  
**NO**  
Is the item a multi-volume set?  
**NO**  
Finished

**YES**  
Compare the 490 present in record against book and correct as needed

Search the 490 in InfoLinks. Authority record found?

- **No, or Not sure They match**  
  - Search OCLC. Authority record found?
    - **No**  
      - Green flag for Deb and finish cataloging.
    - **Yes**  
      - Compare the bib 260 $b to the authority 643 $b. Do they match?
        - **No**  
          - Green flag for Deb
        - **Yes**  
          - 050 or 646 “c” in authority?
            - **No**  
              - 644 f or p 645 t 646 c
                - Give to Rose
            - **Yes**  
              - 644 n 645 n 646 c
                - Catalog as a multi-volume set

- **Yes**  
  - Search OCLC. Authority record found?
    - **Yes**  
      - Compare the bib 260 $b to the authority 643 $b. Do they match?
        - **No**  
          - Export Record
        - **Yes**  
          - 050 or 646 “c” in authority?
            - **No**  
              - Or, are there other records in InfoLinks that don’t conform to 646 or 644
                - Give to Deb for decision
            - **Yes**  
              - Look at 644-646

CAUTION!
Publishers sometimes issue different series with similar titles. Search variant titles found on the book to make certain you have the correct series.
Does the authority lack a 644-646 and have a 667? "GIVE AS QUOTED NOTE"

Any 645s coded “n”?

NO

YES

Any 645s coded “n”? NO

YES

If one 645 is present, change to “t”. If two 645s, cross out the one with an “n”. Give to database maintenance

Change the tag in the bib 490 to 500. Delete any corresponding 8XX if present. Enter the series, in quotation marks, as it appears on the item. Add the —source to the note if the title information is taken from any source other than the title page. Example might look like:

500 “A golden book” -- Dust Jacket

Page 3
What is the 1st Indicator?

490 0

Make 490 1 and 8xx. Form depends on authority

Add 8xx to match 1xx in authority

Check/Adjust 2nd filing indicator in 830

Change 8xx to match 1xx in authority

YES

490 1/8xx

Does 8xx match 1xx in authority?

NO

Authority Bib
100 800
110 810
111 811
130 830

If 830, omit initial article and set 2nd filing indicator to “0”

Authority Bib
100 800
110 810
111 811
130 830

If 830, omit initial article and set 2nd filing indicator to “0”

Page 4
Is the series numbered?

- Yes: Compare bib to authority. Do you have:
  - $v$ in bib, but no 642 in authority: Green flag for Deb and finish cataloging.
  - $v$ in bib and 642 in authority: Do $v$ and 642 match in form?
    - No: Correct $v$ to match authority 642. **Finished**
    - Yes: Finish cataloging.
  - 642 in authority, but no $v$ in bib? Is there a 641 NUMBERED/UNNUMBERED?
    - No: 641 present? Green flag for Deb and finish cataloging.
    - Yes: Finished.

No: Give Series within a Serial to Cheryl for a decision.

That is, does it have either a 641, 642, or $v$ in 490/8xx?

Finished