Add a series when using Split Authority

Learn how to add a series to an authority in Amlib.
In this example a new Series is added to an Authority.

1. Search for the Catalogue to which the Series will be added
2. Select **Insert** from the right hand side of the Catalogue data
3. Double Click on the 490 tag from the Select For Creation window

https://help.oclc.org/Library_Management/AmlibAuthorities/Add_a_series_when_using_Split_Authority

Printed: Thu, 16 Apr 2020 23:19:41 GMT
4. Enter the Series title in the Search term box and select **F5 Query**
5. If the series title already exists, highlight it and select F3 Replace. If it does not select **F2 New Auth** and create a new series title.

6. A popup will display asking which you would like to Modify. Select the **Non-Auth** button to enter the part/volume designation.

7. Enter the part/volume designation and **F3 Update**.
8. A subfield box will display, where a Series Number (v Subfield) can be entered if required. If no number is to be entered, close the box.
9. A popup will then ask if you would like to modify the Authority (series title). If not, click **No**

![Catalog - Authority Replace](image)

**Do you want to modify the Authority for this Catalogue?**

[Yes] [No]

10. The Series is then entered

![Catalog - STAFF at Chelsea Library](image)

Rowling, J.K.
*Harry Potter and the Goblet of Fire* / J.K. Rowling.
F ROW

Security **0** Group **LIBRARY**

Opac View Restriction (Y/N): **N**

Previous Queries

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Search Term: **Harry Potter Part 1**

References: **35307** Seq **1** Set **1** FSize **240**