Alter a series to be a split authority

Learn how to alter the 440 or 490 series tag to be a split authority and check series Marc tags in Amlib.

**Alter the 440 or 490 series tag to be a split authority**

This example uses the 490 tag but the process is the same for the 440 tag. Marc Tag Maintenance should be performed when there is low demand for the system.

1. Launch the Amlib client (and make sure you are logged out of the Catalogue module)
2. Go to Main > Authorities > MarcTagMaintenance – the Marc Tag Maintenance screen will display
3. Enter the following:
   1. Choose the Marc Tag Maintenance Task: Change a Tag to be Authority/Non Authority
   2. Specify which Marc Tag(s) to apply change to: click the Select Tags... button – the Select a Tag for Change from Non-Authority to Authority screen will display:

   ![Select Tags](image.jpg)
• Locate the **490 | Series Statement** tag, highlight it and click the **OK** button.

2. Specify which **Marc Tag(s)** to apply the change to:

3. Select other options relating to Maintenance Task: click the **Options…** button – the Convert a Tag screen will display:
Select Combined Authority/Non Authority and change the Authority (Y/N) column to N for Subfield v.

4. Click the OK button

5. Click the F3 Start to begin (the process will take some time)
6. When complete, a prompt with the following message will display:

The XX Authorities have been processed and XX Authorities have been converted. Choose Yes to proceed with merging any duplicate authorities created or No to stop

7. Click the Yes button – the duplicate Authorities will then be merged:

8. When complete, a prompt with the following message will display:

XX Authorities have been merged into XX Authorities.
9. Click the **OK** button

## Check Series Marc Tags

1. Go to **Main > Authorities > MarcTags** – MarcTags Within the System screen will display
2. Highlight the **490 | Series Statement** Tag and click the **F7 SubF** button – the Tag Subfields screen will display:

   ![Tag Subfields](image)

   - **Subfield**
   - **Description**
   - **Can Be Repeated**
   - **Authority**
   - **Used In Search**
   - **Used In Display**
   - **Create Keywords**
   - **Seq No**
   - **Also Create Tag**
   - **Also Create SubF**

<table>
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<th>Subfield</th>
<th>Description</th>
<th>Can Be Repeated</th>
<th>Authority</th>
<th>Used In Search</th>
<th>Used In Display</th>
<th>Create Keywords</th>
<th>Seq No</th>
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3. Ensure Subfield **v** is set to **N** in the Authority (Y/N) column
4. If it isn’t, change to **N** and click the **F3 Update** button

Go back into **Catalogue** module and the procedure for adding and modifying the Series Tag will have altered – see instructions on adding a series when using split Authority.